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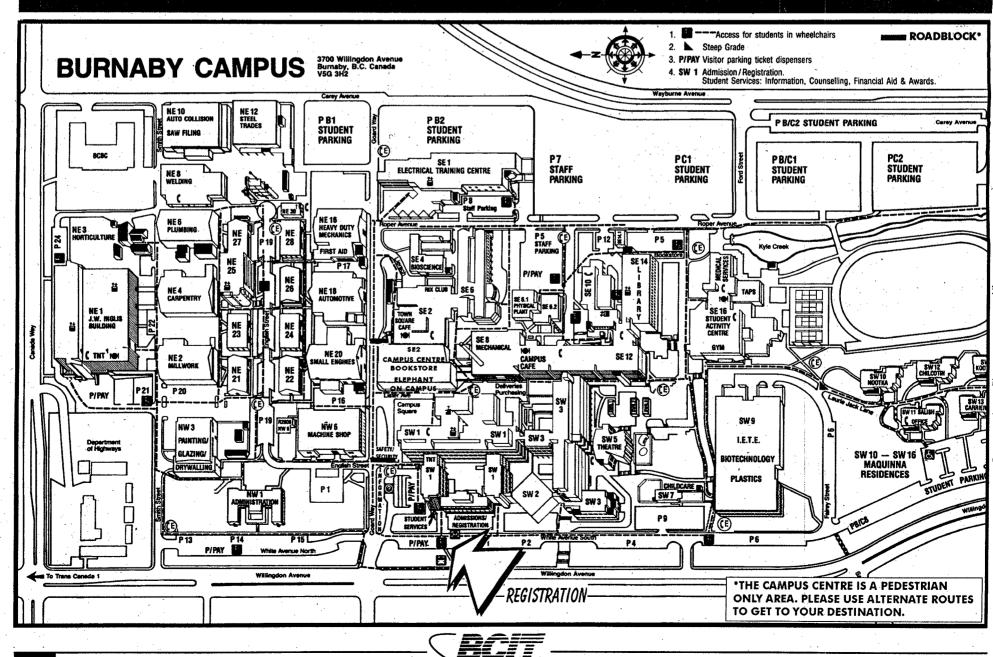
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# **Campus Map**



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# **Registration Information**

## CAMPUS LOCATIONS/ OFFICE HOURS

The Burnaby campus and Downtown Education Centre offer year-round registration service for parttime courses. The Surrey, Maple Ridge and Sea Island locations have limited registration services.

1. BURNABY/BBY (604) 434-1610 (REGISTRATION) Part-time course registration.

> 3700 Willingdon Avenue Burnaby, B.C. V5G 3H2 Fax: (604) 430-1331

Student Services: Program Information (604) 434-3304 Registration: To withdraw from a part-time course prior to the refund deadline date. (604) 434-1610 (refund) Student Records (after the (604) 432-8498 refund deadline date) Refunds (cheque inquiries only) (604) 432-8212 Payments (604) 432-8732

OFFICE HOURS Admission/Registration/General Enquiries:

Hours (Subject to Change)	
Monday to Thursday	0830 -
Friday	0830 -
Saturday	0830 -
Closed on Holiday Weekends	

Summer Hours<br/>(April 29/96-August 12/96)Monday to Friday0830 - 1630SaturdayClosed

2. DOWNTOWN EDUCATION CENTRE/DEC, (604) 687-4666 Part-time technology courses only.

> **549 Howe Street** Vancouver, B.C. V3C 2C6 Fax: (604) 687-2488

OFFICE HOURS When school is in session: Monday to Thursday 0830 - 1800 Friday 0830 - 1630

Otherwise: Monday to Thursday 0830 - 1730

**3. SURREY/SRY, (604) 597-5234** Part-time Business courses only.

> Tamannis Senior Secondary 12600, 66th Avenue Surrey, B.C. V3W 2A8

4. SEA ISLAND/SEA, (604) 278-4831 Full-time and part-time Aviation courses and programs.

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

#### 5. PACIFIC MARINE TRAINING CAMPUS /PMT, (604) 985-0622

265 West Esplanade North Vancouver, B.C. V7M 1A5 Fax: (604) 985-2862

6. KINGSTON COLLEGE/HOL

- 8. LANGLEY/LLY Electronic programs and courses only.
  - #97 21405 56th Avenue Langley, B.C. V3A 4R3
- 9. MAPLE RIDGE/MRC

Maple Ridge Secondary School 21911C - 122nd Avenue Maple Ridge, B.C.

10. MAPLE RIDGE/THC, (604) 463-8884

Thomas Haney Centre 23000 - 116th Avenue Maple Ridge, B.C.

- 11. PLAZA OF NATIONS /PLA
  - Kingston College 3rd Floor, Plaza of Nations 770 Pacific Boulevard
- Vancouver, B.C. V6B 5E7 12. INFORMATION TECHNOLOGY CENTRE /ABB, (604) 653-6230
  - 2343 McCallum Rd. Abbotsford, B.C. V2S 3N7

## COURSE REGISTRATION FOUR WAYS TO REGISTER

### 1. BY MAIL

1900

1630

1230

Complete the registration form on page 44 and include your signature at the bottom. Clip the form out of the flyer and mail it to the address indicated.

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

### 2. BY FAX

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

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

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

## **3. IN PERSON**

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

BURNABY CAMPUS 3700 Willingdon Avenue

**Regular Office Hours:** 

Monday to Thursday

Friday

Saturday

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

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

0830-1900

0830-1630

0830-1230

0830-1800

0830-1630

Closed

DOWNTOWN EDUCATION CENTRE 549 Howe Street, Vancouver SURREY CAMPUS — PRINCESS MARGARET SENIOR SECONDARY 128 Street & 72nd Avenue, Surrey

Regular Office Hours:Monday to Thursday0900-2030Friday0900-1530SaturdayClosed

NOTE: Registration and enquiries take place at Princess Margaret Senior Secondary, while classes are delivered at Tamannis Senior Secondary.

## **4. BY PHONE**

This method is ONLY available to previous BCIT students who have enrolled in courses since July 1984. If registering by phone, payment for the part-time course(s) **must be made by credit card**. Visa and MasterCard are the only method of credit card payment that is acceptable to BCIT. Please have your credit card number and expiry date available when you call to register.

NOTE: During peak periods you may experience lengthy delays. If this happens please contact the Downtown campus to register for your course(s). Beat the rush and call between 0830 and 0900 or 1830 and 1900.

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

# CONFIRMATION OF REGISTRATION/ PAYMENT

Your payment/registration receipt will be mailed, however you should confirm your registration and refund deadlines before the start of classes.

Please ensure that BCIT has your correct address. Changes can be made by calling (604) 434-1610 or (604) 687-4666.

Confirmation that your faxed registration has been processed can be made by phoning BCIT at (604) 434-1610, the Downtown Education Centre at (604) 687-4666 or coming to the registration area in person. **Unfortunately, we are unable to confirm your** 

registration by return Fax or phone.

# **COURSE AUDIT**

A student may audit a course with permission from the instructor. Written permission **FROM THE INSTRUCTOR** must be submitted to the Student Records office (SW1-1585) no later than the seventh classroom contact hour following the commencement of classes for each level. Auditing students are not formally evaluated and do not write examinations. However, students are expected to take an active part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course, but receive a Statement of Marks with "AUD" indicated. COURSE CANCELLATIONS

The Institute reserves the right to cancel courses if enrolments are insufficient. A full refund of tuition fees or a letter of credit will be issued for courses cancelled by the Institute.

Course cancellation information can be obtained by calling the registration hotline at (604) 434-1610. You will be connected to our voice message system that will guide you through the menu choices.

## COURSE IDENTIFICATION

BCIT converted from a three-digit to a four-digit course number January 1994. The course identifier is a unique classification given to all BCIT courses. The course identifier consists of a subject code, number and title.

#### a) Subject Code

- A1. is a four-character alphabetic mnemonic code;
- A2. represents the teaching department responsible for course content;
- A3. is an easily recognizable code describing the main focus of the course.

#### b) Course Number

The course identifier will consist of a four-digit number, with the first digit used to indicate the level of difficulty. The next three digits will be assigned sequentially, ranging from 100 to 999.

#### Level of Difficulty (rigor) is defined as:

- A course that has a prerequisite course(s). For example, Accounting 1 is required before you can take Accounting 2. Therefore the Course IDs may be FMGT 1120 and FMGT 2120 respectively.
- or 2. A course that requires foundation work. For example, in order to take a particular course in Level 3, the student may be required to complete Level 1 and 2 courses. Therefore the course ID will have a 3XXX series designation.

Non-Credit	Entry Level Certificate/	Advanced Studies Advanced	
	Diploma	Diploma/Degree	
0XXX	IXXX	5XXX	
	2XXX	6XXX	
	3XXX	7XXX	
	4XXX	8XXX	

c) Titles

- C1. The course title is a concise description of the material covered.
   C2. Courses that are part of a series will show the
- C2. Courses that are part of a series will show the series number in the title.

VISIT BCIT'S OPEN HOUSE APRIL 12 ¥ 13.

## HOW TO READ YOUR FLYER

Course Number Old ISIS Number

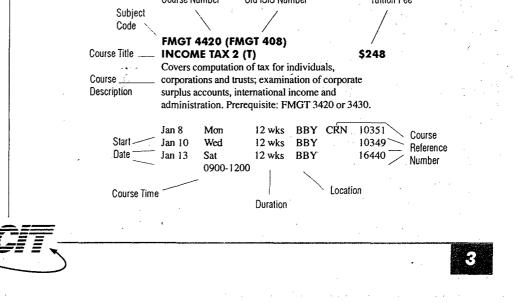
Tuition Fee

Part-time Computer Systems courses only.

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

#### 7. VANCOUVER/VCR/ANO Part-time Computer Systems courses only.

Ano Office Automation 380 West 2nd Avenue Vancouver, B.C.



# **Registration Information**

FEES

## COURSE TRANSFER/ CHANGE \$15 FEE

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

Your course transfer/change must be made by the refund deadline dates listed.

## **TUITION FEES**

Tuition does not include textbooks or material requirements associated with courses except where indicated.

### **MISCELLANEOUS FEES**

NSF/Returned Cheques	\$1	5
Duplicate T2202A	\$1	0
Transcript (plus \$1 each extra)	、 <b>\$</b>	5

## **PARKING PERMITS**

\$12 PER TERM

Parking permits are purchased from the cashier and can be bought prior to the start of classes. For additional information please see the Parking Section under Campus Services on page 6.

## VISA & MASTERCARD DECLINES

Please note that upon notification from the bank that a Visa or MasterCard has been declined, the student will be immediately withdrawn from their class for non-payment of fees. Your receipt will be stamped with a notation advising you of the situation. It will be the responsibility of the student to re-register and make full payment for that class — a new receipt will be issued to the student.

## REFUNDS

Course refund deadlines vary. Please check your course refund deadline when you register. Full refund, less 15 per cent, if within the following guidelines:

Course duration	*Deadline Dates
Over 4 weeks	1 day prior to the 2nd class.
4 weeks or less	1 week prior to the class start date.
Distance Education	Before material has been sent.

\*Refund requests must be submitted to Part-time Studies course registration by the refund deadline date. Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. Please check refund requirements and deadlines at the time of registration.

Please note that there will be a charge of 15 per cent of the total tuition fee per course deducted for refund processing when you withdraw from a course. A letter of credit may be issued after the deadline, based on medical reasons only. A medical note must be enclosed with the written request and forwarded to Revenue Accounting, Financial Services.

## 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 "F" for the dropped course. Neglecting to withdraw officially (course abandonment) will result in an "OF" on the transcript. The standard refund policy applies to all withdrawals.

## FALL '96 PART-TIME STUDIES REGISTRATION

Registration for the Fall term opens June 1, 1996. Although the course schedule will not have been printed at that time, you can call us to check on course offerings and to register.

## TAX RECEIPTS T2202A - 1996

An official tax receipt will be mailed by Financial Services on or before February 28. To allow for normal mail delivery, students should wait until March 15 before contacting Financial Services if a tuition fee tax receipt has not been received. A \$10 charge will be levied for duplicate receipts.

# **Student Services**

BACHELOR OF

BCIT has degree-granting status and will be offering

TECHNOLOGY DEGREE

the first Bachelor of Technology degree this year. More degree programs will be added over the next few years. The programs will combine advanced technology specialties with management courses and a

liberal education component. The Bachelor of Technology degree is designed for

people with a practical orientation who seek the flexibility to pursue advanced education and technological training as essential parts of career advancement.

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

## CLASS TIMES/LOCATION

## **CLASS TIMES**

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

	BURNABY (BBY) TRADES	1900-2200	
	BURNABY (BBY)	1700-2200	
	TECHNOLOGY	1845 2145	
		1045-2145	
	DOWNTOWN EDUCATION		
	CENTRE (DEC)		
	HOLDOM AVENUE (HOL)		
	LANGLEY (LLY)		
	SEA ISLAND (SEA)	1900-2200	
	SURREY (SRY)	1900-2200	
•	VANCOUVER (VCR)	1845-2145	
	MAPLE RIDGE (MRC)		

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

## CLASSROOMS

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

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

NE1, J.W. Inglis Building, 2nd floor, South Entrance. SW1 Building, 1st floor, Registration Office. SE2, Bookstore.

SE16, SAC (Student Activity Centre). SE12, Breezeway outside Campus Cafe. SW1, TNT Store foyer.

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

- Breezeway outside Registration

## CORRESPONDENCE/ GUIDED LEARNING

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

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

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

Please call	4 N.
Academic Studies	(604) 432-8784
Business	(604) 432-8609
Engineering Technology	(604) 432-8784
Health Sciences	(604) 439-4100
Industry Services	(604) 432-8234
Power Engineering	(604) 432-8390
Transportation Systems	(604) 432-8784
Note: Students registering in	correspondence/guided
learning courses with out of cou	ntry addresses will be
charged double the assessed cou	rse fee.

EMPLOYMENT SERVICES (604) 432-8666 FAX (604) 435-3122 EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES VOICE (604) 451-6963 TTY (604) 432-8954

To ensure that the receipts are sent to the correct

If you register before March 15,

you are eligible to win a free

fee if you withdraw before

March 15. However, after

fee will be in effect.

School

**Business** 

Studies

Engineering

Health Sciences

Trades Training

Congratulations to the winners in our Winter Term

Early Registration draw! The following part-time

studies students won a free course:

Student

Mohammed Malik

Shelley Etherington

Jason Wetzel

David Tse

Kwong Ng

Novica Janicijevic

Michael Bayduza

Roberta Burnside

Michael Johnson

Jill Jackson

Brian Krentz

March 15 the 15 per cent drop

Computing & Academic

Electrical & Electronic

Engineering Technology

course. There will be no drop

address, students should notify the Student Records

Office immediately of any change of address.

We offer a range of support services for students with disabilities. For more information regarding these services contact Student Services at (604) 434-3304, Building SW1, Room 2300. In addition, the Educational Resource Centre offers two courses to help you be more successful and make career decisions.

#### BCIT 0130 LEARNING FOR SUCCESS: STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES

WITH LEARNING DISABILITIES \$395 Students with Learning Disabilities will be provided with instruction in cognitive strategies to enhance reading, writing, and math competencies, along with related academic skills such as concentration, listening, critical thinking, memory, note taking, exam writing and social interaction. The course will consist of formal class instruction, as well as access to the Learning Centre for individual assistance. Documentation of LD is required. Please call (604) 451-6963 for further information.

Aug. 19 M-F 2 wks CRN 23765

MAPLE RIDGE (THC) ....... See course descriptions ABBOTSFORD (ABB) ....... See course descriptions PLAZA OF NATIONS (PLA)

..... See course descriptions

- NE1 Front entrance

- At the walkway near parking Lot 7 between Broadcast and building SE6

**PART-TIME CALENDAR** For more complete information, pick up a Part-time Studies calendar from the Registration office at the Burnaby campus, or our Downtown campus. Cost \$3.

## E-MAIL BCITEPS@BCIT.BC.CA

Open Monday to Friday from 0830-1600, closed from 1300-1400 daily. As a part-time student you are eligible to use the BCIT WORKS! Voicelink Jobsline, a 24-hour, seven days per week job information telephone system. Drop by or call us to register. The Employment Services office is located in building SW1, Room 1100.



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#### to Aug. 30 0900-1500

BCIT 0131 CAREER DECISION MAKING FOR STUDENTS WITH DISABILITIES \$225

This course will assist you in identifying your abilities, vocational interests and work values. Current labour market information will be provided, as well as an opportunity to explore disability issues related to the workplace.

June 18 Tue & Thr BBY 0900-1500

BBY CRN 23766

4

# **Student Services**

## FINANCIAL AID FOR PART-TIME \$TUDENTS (604) 432-8555

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

#### 1. British Columbia Part-time Student Assistance Program

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

#### 2. BCIT Part-time Bursaries

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

#### 3. Adult Basic Education Student Assistance Program

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

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

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

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

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

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

If you are beginning your studies in the Business

## WORKSHOPS

#### CAREER SEARCH HRMG 0315

CAREER SEARCH WORKSHOP \$225 BCIT Counselling Services offers a workshop led by professionally trained career counsellors to help you set goals and plan your career based on your own personal interests, values and abilities.

BCIT's Career Search Workshop will help you to

- make a first-time career choice
- build on life experiences to re-enter the workforcemake a career change
- develop new career paths
- gain current information about training/educational opportunities
- access information on jobs of the future in technology
- develop your career
- This 12-hour course covers
- Interest testing
  Decision making
- Aptitude testing Values clarification
- Goal setting and implementation

Participation is limited to 15, so register early for either the four-session weekday evening or two-session Saturday workshop. Classes are available at the Burnaby campus and the Downtown Education Centre. To register, call (604) 434-1610 or (604) 687- 4666. For more information, call BCIT Counselling Services at (604) 434-3304.

Burnaby	y campus (SW1 1125)	No. 1
Apr. 13	(4 Wednesdays)	1845-2145
May 4	(2 Saturdays)	0900-1500
Downto	wn Education Centre	· · · ·
Mar. 30	(2 Saturdays)	0900-1500
Apr. 20	(2 Saturdays)	0900-1500
June 1	(2 Saturdays)	0900-1500
July 6	(2 Saturdays)	0900-1500

# CAREER TRANSITIONS

This service is contracted through BCIT's Business Industry Services for specific work groups or populations experiencing career transitions due to downsizing, restructuring or automation. This program has been offered successfully to Health Care Professionals and to Forest Industry Workers. For more information, contact BCIT Counselling Services at (604) 434-3304.

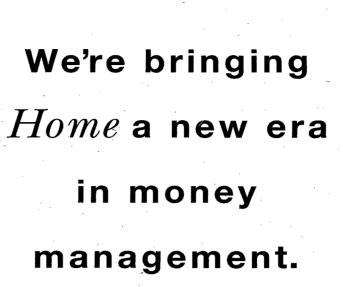
## **STUDENT SUCCESS**

### BCIT 0100

**STUDENT SUCCESS SURVIVE/THRIVE \$147** Prepares students to manage the BCIT workload and pace. This 30-hour course will help you learn more efficiently and effectively. It offers success strategies in reading, note taking, memory improvement, time and stress management, test writing, and working in groups. The practical ideas and techniques will benefit current and future students - at BCIT and in the workplace. (Fee includes text.) Registration begins June 3, 1996.

Aug 26 Mon-Fri 1 wk BBY CRN 23056 0900-1600

> check **US** out on the **NET**





Slip into something comfortable and pull up a chair. For the first time ever, you can have on-line access to your VanCity accounts through your personal computer (PC) or TV.

**Total control, total convenience, 24 hours a day.** VanCity *Direct* lets you transfer funds, view your transactions, pay bills and a whole lot more. Right in your own home. PC owners can even interface with their Quicken software for easier bookkeeping. And as the system evolves, you'll be able to do almost anything you can now do at your local branch.

**Easy-to-use, security assured.** VanCity *Direct* is completely user-friendly. Plus, you'll always have the security of your confidential Personal Access Code.

Free software: There's no charge for the start-up software.

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

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



## hhtp://www.bcit.bc.ca

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management. Call 877-7000 to find out how you can get

on-line today.

\*Software license fee of \$12 waived for the first year for members who sign on with VanCity Direct by June 30, 1996.



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anCity Direct Access Service

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# **Campus Services**

## **ALUMNI ASSOCIATION** (604) 432-8847

The BCIT Alumni Association provides a vital communication link between graduates and the Institute. Graduates receive the Ambassador newsletter, published twice a year

All BCIT, PVI and PMTC graduates who have completed programs of at least 6 months duration are members of the Alumni Association

Priorities for the Alumni Association include the Alumni Fundraising Campaign; the presentation of Entrance Awards to first-year, full-time students; and promoting professional recognition for BCIT graduates.

The Alumni Office is located in the Student Association Campus Centre (SE2).

## BOOKSTORE (604) 432-8379 FAX: (604) 432-7923 EMAIL: BKST0001@BCIT.BC.CA CAMPUS CENTRE/SE2

## **BURNABY HOURS --- April 1996**

1-4	
	(Good Friday) Closed
	Closed
8	(Easter Monday) Closed
13	0800 - Noon
15-18	
	0800 - Noon
22-25	
26	
May 4	

#### Follow us to the new Campus Centre, **Burnaby Bookstore**

- · April hours are listed above. Please call for May and June hours. Hours are subject to change and based on late course starts.
- · We are your Burnaby campus source for
- texts designated essential for course use. · Low-priced software available
- (educationally priced, but full capacity) ---proof of enrolment required.
- Special value packages for some leading business textbooks (text plus study guide) subject to availability.
- For that little extra help: Schaum's Outlines, Computer reference books and many others.
- · General school/office merchandise/drafting supplies.
- There is always something on sale.
- Visa, MasterCard, American Express, personal cheques and InterAc Direct. (Credit cards with magnetic stripe must be presented - account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to

#### **Book returns**

Books in a technical school such as BCIT can be expensive - you should shop with care. It is recommended that you go to class before purchasing so as to avoid inconvenience later on. Don't buy books on speculation. There are no cash refunds.

#### The 3 R's of returns... **Receipt/Registration/Resale** A full refund via cheque or Credit Card/InterAc reversal is possible if:

Receipt (original) - maximum 30 calendar days.

Registration drop slip or note from instructor denoting reason for return: withdrawal, course cancellation, course credit or incorrect text.

Resale (like new) condition is important. Any markings (names, bent covers, grime, high-lighting etc.) will result in a penalty of 25% so that the book can be resold at a used book price.

- No returns on opened software or shrink-wrapped merchandise.
- You should never purchase software on speculation!

#### **Used Textbooks**

Limited quantities of used books are available at term start-up. Personal shopping only. Used book buybacks are in September, January, and May. Please call for exact dates and times.

- As there are many variables which determine resale value of a used book, there is no guarantee that a
- book will be purchased at the buyback. Course text changes or new editions occur
- frequently.
- Neither BCIT staff nor BCIT funds are used. As the buyback is managed under contract, the bookstore staff cannot answer questions about potential resale value.

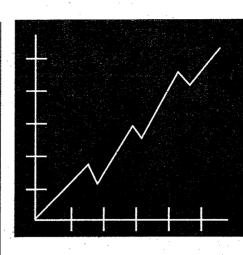
## FOOD

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

different times of the year.	
Town Square Cafe (SE2)	· · · ,
Monday to Thursday	
Friday	
Saturday	
Campus Cafe (SE12)	i de terres
Monday to Thursday	0700 - 2100
Friday	
Saturday	
JW Inglis (NE1)	· · · · · · · · · · · · · · · · · · ·
Monday to Thursday	
Friday	
Saturday	
Electrical Training Centre (SE1)	
Monday to Friday	
Saturday	Closed
Roadrunner (SW1, Room 2322)	
Monday to Thursday	0730 - 2100
Friday	0730 - 1430
Elephant on Campus	
Monday to Thursday	
Friday	
Saturday	

### HOURS OF OPERATION MAY BE

Sunday .....



## LIBRARY (604) 432-8370

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

From September to June hour	s are:		1
Monday - Thursday	10.1	0730-2	2230
Friday		0730-	700
Saturday and Sunday		0900-	700
For June, July and August hours	please of	all	
(604) 432-8557	•		

The library has a wide variety of books, periodicals, technical reports, videos, maps, etc. There are specialized collections of legal materials, standards, Statistics Canada publications and much more. The library also has the latest in computerized information access including over 20 CD-ROM packages and a microcomputer centre for students' use. The library is wheelchair accessible and has special needs facilities such as a print-to-voice machine for the visually impaired. It's your library. Let us help you with your information needs.

## PARKING (604) 432-8719

All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit or a ticket from a dispenser at a rate of \$1 for the evening.

Night school parking permits are available from the cashier's office adjacent to the registration area and are valid after 1700 in any staff, student or visitor parking lot. Monday to Friday and all day on weekends and holidays.

All parking enforcement is managed by IMPARK. Please direct your enquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600 - 1700, has a one-hour maximum limit.

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	\$12
Students:	
Daily rate: Ticket Dispenser	\$1
Monthly	\$11
Jan-May term	\$55
Sep-Dec term	
Students with disabilities: Month	
Motoreveles: Month	\$5

## **BCIT Industry Services...**

...enhancing the performance of individuals and organizations through work-based learning.

To find out more about putting BCIT to work on your bottom line, call (604) 451-6895, fax (604) 434-0968 or email sgreke@bcit.bc.ca.

## RECREATION SAC BUILDING (SE16) (604) 432-8612

BCIT offers a variety of indoor and outdoor recreational facilities designed to appeal to most students. These include four racquetball/handball courts and two squash courts; an excellent gymnasium accommodating eight badminton, two basketball and three volleyball courts, which is used for many other sports and recreational activities. Our weight room is equipped with a universal super circuit, free weight and excellent cardio equipment and exercise area. Other facilities include tennis courts, sports field, a fitness trail, as well as a 396-metre track offering excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are available.

#### Hours of operation

September - May:	1
Monday - Thursday	
Friday	
June - August:	To be announced

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

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

## SECURITY

## **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. The office is open 24 hours a day.

## LOST AND FOUND

Lost and Found now operates from the new Safety and Security office in SW1-1001, next to the This & That Store.

Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately so that when the claimant arrives to inquire of the lost item, we can readily assist this person.

(604) 432-7923 prior to first class.

#### SATELLITE LOCATIONS

Although BCIT offers multi-campus opportunities for career classes, complete duplication of services is not possible. In cooperation with several BCIT partners, texts designated essential to course use will be sold at satellites during the first class. As a limited number of texts are available, texts are reserved only for BCIT students enrolled in these classes at these satellite locations. A satellite service is counter-based and labour intensive. Used texts, special value packages, reference books and software are available only at the Burnaby bookstore.

SUBJECT TO CHANGE AND ARE **POSTED IN EACH CAFETERIA.** 

#### CASHIERS' HOURS: August 15 - April 30 0830-1900 Monday to Thursday 0830-1630 Friday 0830-1230 Saturday Closed Saturday on Holiday Weekends Summer Hours (May 1 - August 14)

0830-1630 Monday to Friday Saturday Closed

## OH NO, YOU HAD TO **CANCEL IT??**

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

Closed

# **Academic Studies**

## **CHEMISTRY** (604) 432-8551

### CHEM 0001 (CHEM 001)

**PRE-ENTRY CHEMISTRY** \$468 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.

Apr 9	Tue/Thr	12 wks	BBY	CRN	20610
Jul 15	M-F	5 wks	BBY		20609
	0900-1200	)		•	

## COMMUNICATION

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

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

## **PRE-ENTRY COURSES** (604) 451-6896

#### COMM 0009 (COMM 009)

COMMUNICATION PLACEMENT \$524 Before you can enrol in a Pre-entry Communication course (COMM 0003, 0004, 0005 or 0008), we need to assess your English skills to ensure placement in the appropriate course for your level of English. ALL STUDENTS will be enrolled in COMM 0009 COMMUNICATION PLACEMENT and must write a two-hour assessment the week before the start of class to determine eligibility for a Pre-entry Communication course.

Students wishing to enrol in a Monday/Wednesday evening course will write the assessment on Wednesday, April 3, 1996.

Students wishing to enrol in a Monday-Friday day-time course will write the assessment on Thursday, July 11, 1996 from 0830-1230.

Students wishing to enrol in a Monday-Friday evening course will write the assessment on Thursday, July 11, 1996 from 1800-2200.

Students wishing to enrol in a Tuesday/Thursday evening course will write the assessment on Thursday, April 4, 1996, from 1800 - 2200.

Students wishing to enrol in a Tuesday/Thursday day-time course will write the assessment on Tuesday, May 7, 1996, from 1330-1630.

Apr 3	Wed 1800-2200	l wk	BBY	CRN	20638
Apr 4	Thr 1800-2200	l wk	BBY		20639
May 7	Tue	l wk	DEC		22794
Jul 11	1330-1630 Thr	1 wk	BBY		20636
Jul 11	0830-1230 Thr	l wk	BBY		20637
	1800-2200				

#### **COMM 0003 CAREER EXPLORATIONS IN TRADES**

AND TECHNOLOGY FOR STUDENTS **OF ENGLISH AS AN ADDITIONAL** LANGUAGE \$524 Gives students the speaking and listening skills needed

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

Mon/Wed 11 wks BBY CRN 21372 Apr.10 1800-2200

May 9 Tue/Thr 14 wks DEC 22793 1330-1630

(Assessment will be done on Tuesday, May 7, 1996) Jul 15 M-F 5 wks BBY 22535 0830-1230

#### COMM 0004 (COMM 005) **INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN**

**ADDITIONAL LANGUAGE** \$524 Prepares students whose English language skills need upgrading to enrol in COMM 0005. You will learn about the technology and trades programs offered at BCIT. You will learn the writing, reading, speaking, and listening skills needed to carry out writing and speaking tasks in COMM 0005 and in technology and trades courses. Some of the activities you will do include drawing and describing classification trees. interpreting charts and graphs, comparing and contrasting programs at BCIT, editing other students' work, and giving oral presentations. A grade of 65 per cent and a passing grade on the Communication Placement Test meet the prerequisite for COMM 0005. All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT and must write English proficiency assessment the week prior to the nine eligihility f

start of C	lass to determ	une engle	nity for	comm	iation.
Apr 9	Tue/Thr 1800-2200	11 wks	BBY	CRN	20635
Apr 10	Mon/Wed 1800-2200	11 wks	BBY		20632

May 9 Tue/Thr 14 wks DEC 22462 1330-1630

- (Assessment will be done on Tuesday, May 7, 1996) Jul 15 M-F 5 wks BBY 20629 0830-1230
- 5 wks BBY Jul 15 M-F 20628 1800-2200

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

\$524 Targetted toward students whose first language is not English, yet who have good writing and speaking skills. You will learn the writing, reading, speaking and listening skills needed for BCIT full-time programs. Sentence and paragraph development, reading comprehension, speaking skills and library skills are emphasized. Grammatical skills are taught in conjunction with writing assignments. You will also learn how to revise your work and practice proofreading for major errors in sentence structure. grammar and vocabulary. A grade of 65 per cent in this course meets the prerequisite (a "P" in English 12 or equivalent) for many technologies. A grade of 70 per cent equals a "C" in English 12. A grade of 75 per cent or better meets the prerequisite for technologies (a "C+" standing in English 12). All applicants will be

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

\$524 Prepares students whose first language is English. You will learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65 per cent or higher in this course meets the prerequisite (a "P" in English 12 or equivalent) for many technologies. A grade of 70 per cent equals a "C" in English 12. A grade of 75 per cent or better meets the prerequisite for selected technologies (a "C+" standing in English 12). This course is equivalent to COMM 0007 and COMM 0005. All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT and must write an English proficiency assessment the week prior to the start of class to determine their eligibility for continuation.

Mon/Wed 11 wks BBY CRN 20615 Apr 10 1800-2200

Jul 15 M-F 5 wks BBY 20613 0830-1230

## **CERTIFICATE AND DIPLOMA PROGRAM COURSES** (604) 451-6882

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

#### COMM 1103 (COMM 160) INTRODUCTION TO BUSINESS AND **TECHNICAL COMMUNICATION S248**

Teaches practical techniques for planning, organizing, selecting and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, summaries and oral presentations are covered. Prerequisite: For credit status: English 12 or equivalent. Those without the prerequisite may audit the course (see calendar for audit status).

Apr 9	Tue	12 wks	DEC	CRN	20645
-	1730-2030				
Apr 10	Wed	12 wks	BBY		20643
Apr 18	Thr	12 wks	BBY		22149
Jun 3	Mon	12 wks	BBY		20641

#### COMM 2202 (COMM 175) **BUSINESS AND TECHNICAL** CORRESPONDENCE

\$248 Improves your writing capabilities at work. Topics include all types of memos and letters commonly used in business and industry including requests, replies, claims, "bad-news", sales letters, and job applications. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103. Prerequisite: COMM 1103, or permission of the Communication Department Program Head.

12 wks BBY CRN 20652 Apr 9 Tue 12 wks BBY Jun 4 Tue 20651 1800-2100

#### COMM 2203 (COMM 178) **BUSINESS REPORTS**

Emphasizes the skills needed to write effective business reports. Topics include comparison and

\$248

recommendation reports, proposals, feasibility studies, summaries, formal report format, presentations and use of graphics. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 and COMM 2202 before taking this course. Prerequisite: COMM 1103 and COMM 2202 or permission from the Communication Department Program Head.

Apr 22 Jun 5	· .	12 wks 12 wks		CRN	20670 20653
Juli J	1800-2100		.001		20000

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

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

\$182

6 wks BBY CRN 20678 Apr 9 Tue

## **BUSINESS AND INDUSTRY** COURSES (604) 451-6882

#### COMM 0035 (COMM 012) INTER-CULTURAL COMMUNICATION \$182

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

May 4 Sat 3 wks BBY CRN 20640 0900-1600

#### COMM 0037 (COMM 037)

SUCCESSFUL MEMOS AND LETTERS \$182 Teaches effective communication skills needed in a competitive business and industry world. Learn the basics of letter and memo writing. Learn key strategies to write quickly, accurately and confidently.

Apr 9 Tue 6 wks BBY CRN 20655

\$182 Develops a strategic approach to writing proposals that sell! Discussion will cover the design phase strategies for selling ideas, development phase strategies for drafting the document, and finishing phase strategies for revision. You will also learn to develop professional graphics to enhance presentations. Participants are encouraged to write proposals based on their work.

Apr 10 Wed 6 wks BBY CRN 20656

#### COMM 0039 (COMM 039)

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

May 21 Tue 6 wks BBY CRN 20657

## COMM 0040 (COMM 040)

MAKING MEETINGS WORK \$182 Teaches what to do before, during and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group.

May 22 Wed 6 wks BBY CRN 20658

COMM 0041 (COMM 910) **TELEPHONE TECHNIQUES** 

\$76

COMM 0038 (COMM 038) **PROPOSALS SELLING IDEAS!** 

\$182





Protect the environment from toxic elements leaching from old batteries. Bring used household batteries to Central Stores or any TNT location for safe disposal and recycling.

registered in COMM 0009 COMMUNICATION PLACEMENT and must write an English proficiency assessment the week prior to the start of class to determine their eligibility for continuation. If your language skills need upgrading, you will be required to complete COMM 0004 before enrolling in COMM 0005.

Tue/Thr 11 wks BBY CRN 20623 Apr 9 1800-2200 20624 Apr 10 Mon/Wed 11 wks BBY 1800-2200 May 9 Tue/Thr 14 wks DEC 20616 1330-1630 (Assessment will be done on Tuesday, May 7, 1996) Jul 15 M-F 5 wks BBY 20617 0830-1230 M-F 5 wks BBY 20620 Jul 15 1800-2200

COMM 2204 (COMM 183) **TECHNICAL REPORTS** \$248

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

12 wks BBY CRN 20674 Apr 10 Wed Thr 12 wks BBY 20672 Jun 6 1800-2100

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

**BBY CRN 20659** l wk Apr 20 Sat 0900-1600

# **Academic Studies**

#### COMM 0042

WRITE TO SELL! BROCHURE DESIGN \$182 Learn how to "style" your brochure to audience image and needs. Learn how to apply a 25 point checklist for effective brochure design. Take this hands-on, how-to workshop to sell your products and services just like the pro's do in the billion-dollar direct mail business.

6 wks BBY CRN 23801 Apr 9

#### **COMM 0043**

**COPYWRITING THE RIGHT COPY** \$182 Everything you need to know about getting to your audience in ads, flyers, newsletters, broadcast media writing, graphics-ALL OF IT! Learn how to write prose like the pro's in a hands-on, how-to workshop that will show you how to sell your products, services or ideas anywhere.

May 21 6 wks BBY CRN 23802

## **GENERAL INTEREST** COURSES (604) 451-6882

#### COMM 0020 (COMM 002)

INDEPENDENT LEARNING SKILLS \$221 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.

Thr	6 wks	BBY	CRN	20612
TIVE WR	ITING of technique	es used i		
Wed	6 wks	BBY	CRN	20611
SH FUN s sentence s tical proble tion strateg	DAMENTA structure, wo ems, paragra gies. Design	<b>LS</b> rd choic ph struc	ture and	l basic
Tue	12 wks	BBY	CRN	20686
REHENSI part of a tree complete word attac al meaning skills. The so students	ON wo-part read of Grade 8 o k skills, dict g, use of lang course is ta can work at	r higher ionary u guage an ught as their ov	Teach sage, lit d critica ndividu vn level	es or eral and al alized ;
	A 0021 ( TIVE WR n overview better orga ce. Wed A 0022 (4 SH FUN S sentence s tical proble tion strateg guage is Er Tue A 0024 VE REAL REHENSI part of a t e completa word attaca al meaning skills. The so students	A 0021 (COMM 00 TIVE WRITING n overview of technique better organized, and m ce. Wed 6 wks A 0022 (COMM 90 SH FUNDAMENTA s sentence structure, wo tical problems, paragra tion strategies. Design guage is English. Tue 12 wks A 0024 VE READING REHENSION part of a two-part read e completed Grade 8 o word attack skills, dict al meaning, use of lang skills. The course is ta so students can work at	A 0021 (COMM 001) TIVE WRITING n overview of techniques used to better organized, and more effec- ce. Wed 6 wks BBY A 0022 (COMM 900) SH FUNDAMENTALS sentence structure, word choice tical problems, paragraph struc- tion strategies. Designed for struc- guage is English. Tue 12 wks BBY A 0024 VE READING REHENSION part of a two-part reading cour- e completed Grade 8 or higher. word attack skills, dictionary u al meaning, use of language an skills. The course is taught as is so students can work at their ow	A 0021 (COMM 001) TIVE WRITING n overview of techniques used to make better organized, and more effective in ce. Wed 6 wks BBY CRN A 0022 (COMM 900) SH FUNDAMENTALS is sentence structure, word choice, comm tical problems, paragraph structure and tion strategies. Designed for students v guage is English. Tue 12 wks BBY CRN A 0024 VE READING

however, it is not DESIGNED for those who have a learning disability or use English as a second language. The mark of pass/fail depends on your attendance and work accomplished.

12 wks BBY CRN 22641 Apr 10 Wed

## ENGINEERING **TECHNOLOGY ENTRY** (ETE) PROGRAM

This full-time day school program provides academic upgrading to students wishing to enrol in engineeringbased technology programs at BCIT.

The ETE program provides courses in chemistry, communication, mathematics and physics which meet technology program prerequisites in selected technology programs at BCIT. The program also includes an introductory course in computer applications and a general interest seminar course. Some technology programs offer opportunities for students to take an optional technology level credit course while enrolled in the ETE program. Students may choose not to take either the physics or the chemistry course if that course is not a prerequisite for the technology program in which they plan to enrol, but are expected to take all other courses in the program. The program is designed to emulate the workload of subsequent technology programs, familiarize the student with BCIT and provide academic and study skills to enable a student to succeed in subsequent technology programs. Some technology programs have prerequisite requirements not offered by the ETE program, such as computer programming or biology courses. Please check calendar entries for individual programs which list prerequisites and preferred attributes.

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

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

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

#### **Program Length**

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

#### Prerequisites

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

Program: ET	ECirm	hrs/wk
CHEM 0010	Introductory Applied	
	Chemistry	6.0
	(equivalent to CHEM 0001)	
COMM 0007	Introductory Communication	6.0

## MATHEMATICS (604) 451-6709

#### MATH 0001 (MATH 001) TECHNICAL MATHEMATICS INTRODUCTION

Presents an upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak. The course meets the Math 12 entrance requirement for BCIT Engineering or Health programs. Students intending to enter an Engineering or Health technology program which requires a Math 12 grade of "C+" or better must achieve a final mark of 65 per cent or higher in MATH 0001. This course is equivalent to MATH 0005. Prerequisite: "C" or better in Math 11, or equivalent. Also, please refer to Math 0011 as an option.

	Mon/Wed M-F 0900-1200	6 wks	BBY BBY		20687 20688
Jun 24	M-F 1300-1600	6 wks	BBY	- * 	20689

#### MATH 0004 (MATH 004) **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. A course for students who have met the mathematics prerequisite, but who have not used basic math techniques for several years. Prerequisite: Math 12, or equivalent.

2 wks BBY CRN 23057 Aug 19 M-F 1300-1600

## MATH 0011

**TECHNICAL MATHEMATICS INTRODUCTION: PART 1** \$234

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. It gives students 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 10 Mon/Wed 7.5 wks BBY CRN 23769

## MATH 0012

**TECHNICAL MATHEMATICS** INTRODUCTION: PART II

\$234 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.

Mon/Wed 7.5 wks BBY CRN 23770 Jun 5

#### MATH 1011 (MATH 101) TRIGONOMETRY

\$248 Teaches the application and theory of trigonometric functions, including right angle trigonometry, radian measure, vector and triangle problems, trigonometric identities and graphing, polar coordinates, compound and double angle formulae, trigonometric equations and inverse functions. Prerequisite: Recent Math 12 or MATH 0001, or equivalent, with a "C+" or better. Prerequisite: Recent Math 12 or MATH 0001, or equivalent, with a "C+" or better.

## PHYSICS (604) 434-5734 **LOCAL 5504**

#### PHYS 0304 (PHYS 004) **REFRESHER PHYSICS**

\$468

\$148

\$148

\$524

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.

2 wks BBY CRN 23055 Aug 19 M-F 0900-1200

#### PHYS 0309 (PHYS 009) PRE-ENTRY AND ETE PHYSICS

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

6 wks BBY CRN 20694 Jul 8 M-F 0900-1200

#### PHYS 1301 (PHYS 131/132)

**GENERAL PHYSICS 1** \$578 Covers translational and rotational motion, including statics, kinematics, force, torque, mechanical energy and power. Properties of matter, thermal energy and thermodynamics, simple harmonic motion including vibrations with particular reference to mechanical waves. This course is equivalent to PHYS 1143, Physics for Electronics Technology and other general level first term Physics courses at BCIT. Prerequisite Physics 11 and MATH 0001 or equivalent.

6 wks BBY CRN 23753 M-F Jun 3 0900-1200

#### PHYS 2301 (PHYS 231/232) **GENERAL PHYSICS 2**

\$578 Covers basic electrostatics and dynamics including electric charge, potential, field and energy. Magnetism, induced electromotive force, electromagnetic waves, physical and fiber optics. Topics in modern physics will include: atomic physics, basic semi-conductor theory, and nuclear phenomena. This course is equivalent to PHYS 2143, Physics for Electronics Technology and other second term Physics courses at

M-F 6 wks BBY CRN 23754 Jul 15 0900-1200

BCIT. Prerequisite: PHYS 1301 or equivalent.

(equivalent to COMM 0008) COMP 0107 Computer Literacy MATH 0005 Introductory Technical Mathematics (equivalent to MATH 0001) NTRY 0301 Technology Entry Seminar **REGISTER EARLY!** PHYS 0309 Pre-entry and ETE Physics YOU COULD WIN The ETE program curriculum undergoes frequent revision to reflect the changing needs of students and **A FREE COURSE** technology. Current courses may therefore vary from this calendar. For additional information about the **PHONE:** ETE program, call BCIT Student Services at (604) (604) 434-1610 434-3304 or toll free at 1-800-667-0676, Monday to Friday, 1300-1600. FAX: (604) 430-1331

Apr 9 12 wks BBY CRN 20690 Tue 3.0 MATH 1012 (MATH 102) **CHANGES TO CURRICULA** 7.0 ANALYTIC GEOMETRY AND **REGULATIONS & SERVICES** LOGARITHMS **\$248** 1.0 Explores the theory and application of common and Although it is proposed to adhere to the 7.0 natural logarithms and an introduction to analytic geometry. Emphasis on the plotting, interpretation and courses and programs of study as set forth in uses of logarithmic/semilogarithmic graphs; geometric this advertising supplement, the Institute and practical properties of conic sections; polar/ rectangular transformations. Ouadratic surfaces are reserves the right to make, without prior briefly discussed. Prerequisite: Recent Math 12 or notice, whatever changes are deemed MATH 0001 or equivalent, with a "C+" or better. necessary to the programs of study, services 12 wks BBY CRN 20691 Apr 18 Thr or regulations. The Institute reserves the right to cancel any course, program or service.



## CLASS TIMES

Generally, classes at all sites run for three hours per night, one or two nights a week, Monday through Thursday, unless otherwise noted in course descriptions or at registration. For addresses of the below listed locations, please see page 3 under Campus Locations/Office Hours.

BURNABY (BBY)	1845-2145
DOWNTOWN EDUCATION	
CENTRE (DEC)	1730-2030
SURREY (SRY)	1900-2200
ABBOTSFORD (ABB)	1900-2200

ENTREPRENEURIAL CENTRE (604) 432-8767

## VENTURE PROGRAM TCTR 0100

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

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

Enrolment enquiries are welcome now as places are limited.

- Fall '96 starts Monday, September 16, 1996 - Spring '97 starts Monday, February 3, 1997

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

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

## THE BUSINESS TRAINING CENTRE PRESENTS BUSINESS SEMINARS AND WORKSHOPS

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

All seminars and workshops will be held at BCIT's Downtown Education Centre, 549 Howe Street, Vancouver, unless otherwise noted. Prices include GST. The refund deadline for all

Prices include GST. The refund deadline for all sessions is one week prior to course date. Refunds less 15 per cent of the course fee will be made for cancellations received at least one week prior to the seminar date. We regret we cannot give refunds after that date. For more information on these seminars and workshops, contact Student Services at (604) 434-3304, the Downtown Education Centre at (604) 687-4666 or Debbie Saxby, Business Training Centre coordinator at (604) 432-8658.

## BTCW 0101

**MOTIVATING YOUR EMPLOYEES \$172** This one day workshop is designed for supervisors and managers who are responsible for effectively leading and influencing their staff towards the achievement of goals. Participants will progress from an understanding of how the motivation process works and what their motivators are, to applying the motivational principles learned in realistic work situations through the use of case studies. Participants are encouraged to bring for discussion any related problems and concerns.

Topics include:

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

May 1 Wed DEC CRN 23688 0830-1630

#### BTCW 0102 LEADERSHIP SKILLS FOR NEW SUPERVISORS AND MANAGERS \$313

In today's demanding work environment, learning by trial and error is neither acceptable or affordable. New supervisors and managers must try to avoid 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
- Overcoming inexperience

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

May 22/23 Wed/Thr DEC CRN 23689 0830-1630

#### BTCW 0103 BUILDING A CUSTOMER-DRIVEN ORGANIZATION \$313 Teaches participants how to build a customer-driven

organization by focusing on strategic and people management principles. The quality of service provided to your customers may be the single most important factor in influencing your organization's success.

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

May 28/29 Tue/Wed DEC CRN 23690 0830-1630

#### BTCW 0106 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 leading-edge brain research sheds new light on human behaviour, principles of "organization" you can apply at your desk and home, goal-setting skills that apply to all areas in your personal and business life, time

#### BTCW 0117

TRAINING SKILLS FOR TRAINERS\$313Covers all aspects of training from need identificationand design to evaluation, with an emphasis onfacilitation skills. This course is designed for those whomay have training responsibilities as part of their job.

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

Jun 11/12 Tue/Wed DEC CRN 23686 0830-1630

## ADVANCED STUDIES IN BUSINESS (604) 434-3304

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

## **DEGREE COMPLETION**

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

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

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

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

#### 1. Apply to the Open University

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

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

#### 3. Course Registration

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

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

## BUSA 4800

MANAGEMENT POLICY\$340Covers an analysis of business policy formulation<br/>designed to give the student practise, experience and<br/>confidence in handling complex business situations,<br/>where integrated management decisions are required.<br/>Comprehensive business cases will be selected for<br/>study and discussion in fields such as finance, control,<br/>personnel, production, marketing and general<br/>management. The course acquaints the student with<br/>the role of senior management and the integration<br/>between these fields. Prerequisite: Permission from<br/>the program head is required.

Apr 15 Mon/Wed 7 wks BBY CRN 21419

Note: This course is not part of the current Degree Completion program.

#### OPMT 5751

MATH MODELS FOR BUSINESS \$340 Presents a second course in the application of statistical methods to business problems. The course will provide detailed theoretical understanding and practical applications of two of the most commonly used techniques in mathematical modelling: Linear Regression and Time Series Analysis. You will learn how to view husiness situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. The course provides the opportunity to use and evaluate current software. Prerequisite: Admission to ASTB. Credits TBA.

Apr 16 Tue/Thr 7 wks BBY CRN 23751

## ADMINISTRATIVE MANAGEMENT PART-TIME/DAY-TIME COURSES

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 program develops the critical skills that are a fundamental requirement for success in contemporary businesses of all sizes. They include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, strategic planning and global competitive advantage development.

planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters such as indecision, perfectionism and the inability to say NO, and meeting management skills staying on track and on time.

Tue/Wed DEC CRN 23687

\$313

0830-1630

May 7/8

#### 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 to BCIT 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 the 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.

### **ATTENTION: EMPLOYERS**

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

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

### **CERTIFICATE IN** MANAGEMENT SYSTEMS A. Complete the following

BLAW	3100	Business Law
BUSA	1005	Introduction to Business
BUSA	2005	Management
FMGT	1152	Accounting for the Manager
ORGB	2205	Organizational Behaviour 1
ORGB	3205	Organizational Behaviour 2
B. Com	plete a	t least one of the following
ECON	1150	Economic Issues
ECON	2100	Microeconomics
ECON	2200	Macroeconomics
OPMT	1117	<b>Basic Quantitative Techniques</b>
		in Business Administration
C. Com	plete t	hree of the following
HRMG	3100	Human Resource Management
HRMG	3205	Labour Relations 1
HRMG	3255	Labour Relations 2
MKTG	1102	Essentials of Marketing
1.	1. A.	

ORGB 2505 Interpersonal Skills BUSA 3005 Strategic Business Planning

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 electives listed below

Course selection should reflect the student's career objectives.

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

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

#### **CERTIFICATE IN HUMAN RESOURCE MANAGEMENT** minto the fall

		actionomuRector and the reaction of
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	3205	Organizational Behaviour 2
		•

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

HRMG 2805	5 Occupational Health and Safety
HRMG 3205	Labour Relations 1
HRMG 3255	5 Labour Relations 2
HRMG 3305	5 Selection Interviewing
HRMG 3315	Human Resource Measurement
HRMG 3505	Training Techniques
HRMG 4145	Human Resource Information
	Systems
HRMG 4405	Salary Administration
HRMG 4415	Strategic Performance Management
HRMG 4605	Human Resource Planning
ORGB 2505	Interpersonal Skills
	10 1 10 0 1 0

See Professional Development Currency Series for additional HRMG course options.

D. Complete one of the following Computer related course or courses with a value of

	*	-	
	BLAW	3005	Dispute Resolution in Business
	BLAW	3425	International Law
	BLAW	3555	Real Estate Law
	BLAW	3705	Small Business Law
	BUSA	3005	Strategic Business Planning
	BUSA	3105	Enlightened Leadership
	BUSA	3405	Problem Solving and Decision
			Making
	BUSA	4405	Advanced Problem Solving and
			Decision Making
	BUSA	6105	Business Applications of the Internet
	ECON		International Economics
	HRMG	2805	Occupational Health and Safety
	HRMG	3105	Human Resource Management
	HRMG	3205	Labour Relations 1
	HRMG	3255	Labour Relations 2
	HRMG	3305	Selection Interviewing
	HRMG	3315	Human Resource Measurement
	HRMG		Training Techniques
	HRMG	3705	Counselling 1
	HRMG	4145	Human Resource Information
		· .	Systems
	HRMG	4415	Strategic Performance Management
	HRMG	4605	Human Resource Planning
	HRMG	4705	Counselling 2
i			
			l Development/Currency Series for
	addition	al HRN	1G course options
1			
	MKTG		Essentials of Marketing
	MKTG		
	MKTG		
	OCHS	1101	Accident Prevention 1: Job Safety
	00110	0001	Analysis
	OCHS	2201	Industrial Health & Safety 1:
	OPMT	1102	Legislation Basic Mathematics of Finance
	OPMT	1117	Basic Quantitative Techniques
	OPMI	1117	in Administration
	ОРМТ	1197	Statistics for Business and Industry
	ORGB		Organizational Behaviour 1
l	ORGB		0
	ECON	3305	International Economics
	ORGB	2505	Interpersonal Skills
	, ,		I Studies section for additional courses.
l	Ste A	a vancet	i statics sector for additional courses.

#### **Faculty and Staff**

Chris Gadsby, Part-time Studies coordinator Tel. (604) 451-6784

Gordon Storey, program head, Human Resources Programs Tel. (604) 432-8492

#### **Program Advisors** Chris Lloyd, Tel. (604) 432-8829

Midge Mason, Tel. (604) 432-8455

#### **BLAW 3005**

	TE RESOLU				
E in	n intense cou oficiency to r today's comp ught by lawy ou will partici	negotiate a plex busin vers and m	nd med ess envi iediation	iate effe ronmen 1 practit	ctively t. ioners,
environr in such a employn sharehol	nent to resolve reas as contra- nent standard ders' agreem nent, finance	e disputes acts, lease s, harassn ents, hum	s which s, down hent, pay an resou	inevitat sizing, y equity irce	ly arise
Apr 23	Tues 1830-2130	15 wks	BBY	CRN	23459

Apr 24	Wed	15 wks	DEC	CRN	23460
BLAW	3100		· .		

BUSINESS LAW (T)
BUSINESS LAW (1)

\$373 Presents an engaging and practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, prepares you to recognize and feel

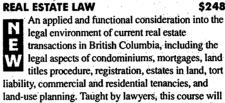
#### **BLAW 3425**

#### INTERNATIONAL LAW

A pragmatic and focused approach to the legal aspects of doing business in today's globalized 1 markets, including a useful study of export/ W import regulations, international sale of goods, intellectual property, negotiable instruments, brokers, conflicts of law, and alternative dispute resolution. Taught by lawyers, this course is invaluable for business people involved in the exciting world of international transactions. No prerequisite. May be combined with BLAW 3100 as equivalent to BLAW 3410.

May 7		1 <b>2 wk</b> s	BBY	CRN	23488
May 8	1830-2130 Wed		DEC		23489
	1730-2030		, . 	,	.*

## **BLAW 3555**



titles procedure, registration, estates in land, tort liability, commercial and residential tenancies, and land-use planning. Taught by lawyers, this course will open opportunities in real estate sales, land development, government employment and personal transactions. No prerequisite. May be combined with BLAW 3100 as equivalent to BLAW 3500.

Mon 12 wks BBY CRN 23490 May 6 1830-2130 12 wks DEC 23491 May 7 Tue

1730-2030

#### BLAW 3705 SMALL BUSINESS LAW

#### \$311 This is a hands-on, no nonsense course that will teach the essentials of starting up and running a small business in British Columbia, including the methods to register a partnership and W corporation, partnership and shareholder agreements, buying an ongoing business, rolling over assets into a company, tax alternatives, insurance and tort liability, dealing with the bank, and employee relations. This course will be taught by lawyers who will listen and deal with your actual problems. No prerequisite.

Apr 23	Tue 1830-2130		BRA	CRN	23461
Apr 24		15 wks	DEC		23462
-	1730-2030				

#### **BUSA 1005**

**INTRODUCTION TO BUSINESS (T)** \$248 Introduces participants to the external forces in the environment and the resulting implications for organizations. This course 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. Students will gain experience in decision making from group discussions of real-world cases.

Apr 15	Mon	12 wks	BBY	CRN	23442
Apr 16	Tue	12 wks	DEC	· ·	23443
Apr 17	Wed	12 wks	BBY		23444
Apr 18	Thr	12 wks	SRY		23445
Jun 3	Mon-Fri	1 wk	DEC		23446
	0900-1700				di di

#### **BUSA 1305** SUPERVISORY SKILLS

Designed for new supervisors or aspirants for leadership responsibilities in large or small companies, institutions, government departments, municipalities or associations. Students increase their confidence and abilities as leaders and establish a foundation for

#### **BUSA 2005** MANAGEMENT (T)

\$248

\$248

\$311 Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. The management processes of strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through interactive learning tools such as actual business scenarios, cases and exercises, participants will gain experience and be able to apply the skills and knowledge in work situations.

Apr 13	Sat 0900-1230	13 wks	BBY	CRN	23451
Apr 16	Tue 1900-2230	13 wks	SRY	CRN	23447
Apr 17	Wed 1730-2100	13 wks	DEC		23448
Apr 17	Wed 1900-2230	13 wks	ABB	•	23450
Apr 18	Thr 1830-2200	13 wks	BBY		23449
Jun 17	Mon-Fri 0900-1700	1 wk	DEC	· · · · ·	23452
<b>Jun</b> 10	Mon-Fri 0900-1700	l wk	BBY		23453

#### **BUSA 3005**

STRATEGIC BUSINESS PLANNING \$248 This hands-on course is designed to present the

stages and content for development of a strategic

Π business plan in any organizational setting.

Designed to complement other management.

topics, students will learn how to integrate other skill sets in an actual Business Plan for their specific business unit.

Apr 17 Wed 12 wks BBY CRN 23454

#### **BUSA 3205**

**BUSINESS ETHICS** \$248 This course will emphasize the moral, ethical

aspects of businesses interacting in society. It U. will acquaint the student with matters of

personal and corporate decision-making while

W incorporating ethical outcomes that will better serve all stakeholder groups.

12 wks BBY CRN 23457 Apr 17 Wed

BUSA 3405 Principal and bour thinks wollon

PROBLEM SOLVING/ **DECISION MAKING** \$248

Teaches participants how to apply various techniques to problem solving and decision making with emphasis on compreshensive analysis. Group interactions. demonstrations, lectures and practice sessions relating to real applications will be presented. Rational and creative problem solving methods will be taught. Using work teams, students will establish a high level of confidence in their ability to deal with problems

effectively. Prerequisite: BUSA 1105 and 2005. 12 wks BBY CRN 21125 Apr 16 Tue Mon-Fri 1 wk DEC Jun 17 21126

#### **BUSA 6105 BUSINESS APPLICATIONS OF THE INTERNET**

0900-1700

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\$248

\$248 A dynamic look at practical business applications of this rapidly expanding component of Electronic Commerce: Taught by computer w experts with business experience. and presented in an advanced computer lab, this course will feature real-world examples and individual projects. Prerequisite: Computer fluency.

Apr 16 Tue 12 wks BBY CRN 23455

### ECON 1150 ECONOMIC ISSUES (T)

\$248 Presents a student-driven investigation into provocative

three credits.

10

E. Three courses to be selected from the 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 consultant.

comfortable with the legal aspects of doing business.	
No prerequisite.	

BBY CRN 21177 Apr 22 Mon/Wed 8 wks 1830-2145 Apr 22 21178 Mon/Wed 8 wks DEC Tue/Thr BBY 21179 Apr 23 8 wks 1830-2145 Apr 23 21180 DEC Tues/Thr 8 wks Apr 19 Fri DEC 21181 8 wks 0900-1700 BBY 21182 Tue/Thr 8 wks Jun 11 0900-1215 21183 BBY Jun 10 Mon/Wed 8 wks 1330-1645

further training in supervision and management. The functions of management are explored through interactive case and group exercises.

Apr 16	Tue	12 wks	DEC	CRN	21107
Apr 17	Wed	12 wks	SRY		21109
Apr 17	Wed	12 wks	BBY		21110
Apr 19	Fri 0900-1700	5 wks	DEC		21111
Apr 22	Mon-Fri 0900-1700	l wk	DEC		21112
May 13	Mon-Fri 0900-1700	1 wk	DEC		21113
Jul 8	Mon-Fri 0900-1700	1 wk	DEC		21114

and timely economic issues that may involve discussions of immigration and education policy, government deficit and debt, free trade, environmental concerns and interest rate/exchange rate analysis. An economist will foster dialogue to heighten your awareness and appreciation of the Canadian business environment. No prerequisite.

Apr 18 Thr 12 wks BBY CRN 21200 1830-2130 21199 May 8 Wed 12 wks BBY 1830-2130 21201 Jul 2 Tue/Thr 6 wks DEC 0900-1200



#### **ECON 2100 MICROECONOMICS (T)**

\$311 Presents a thought-provoking yet pragmatic investigation of economic analysis, focusing on the fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Taught by economists, this course prepares you through your participation to identify, evaluate and perhaps enjoy the economic considerations you will undoubtedly encounter in

business. No prerequisite.

Apr 16	Tue	15 wks	DEC	CRN	21203
Apr 17	Wed 1830-2130	15 wks	BBY		21204
4			DDV		01007
Apr 18	Thr 1830-2130	15 wks	BBY		21206
		<u>.</u>			
Jun 4	Tue/Thr	8 wks	BBY		21208
	0900-1200				
Jul 2	Tue/Thr	8 wks	BBY		21209
	0900-1200				

#### ECON 2200

MACROECONOMICS (T) \$373 Presents a challenging and sensible overview of the workings of an economy, stressing the measurement and determination of national economic activity; the role of monetary and fiscal policy; and the understanding of inflation, unemployment, and growth in an international environment. Taught by economists, this course prepares you through your participation to weigh today's political and economic issues as they relate to your business ventures. No prerequisite.

Apr 15	Mon	BBY	CRN	21212
Jul 3	1830-2200 Mon/Wed	BBY		21213
Jun 3	1830-2200 Mon/Wed	BBY	1	21214
	1830-2200			

#### ECON 3305

**INTERNATIONAL ECONOMICS** \$311 A profitable exploration into the intriguing  $\mathbf{N}$ twilight zone of international trade and finance, 11 including an investigation of the balance of W trade, exchange rate determination, the balance, of payments, international monetary and fiscal policy, tariff and trade policy, NAFTA and the FTA; 8:3

and the integration of small business in this environment. Taught by economists, this course will prepare you to deal more comfortably with the seemingly elusive world of international transactions. No prerequisite.

May 7 15 wks BBY CRN 23458 Tue 1830-2130

#### **HRMG 0315**

**CAREER SEARCH WORKSHOP** \$225 Helps students set goals and plan their career based on their own interests, values and abilities. This is a series

of special workshops, led by professionally trained career counsellors.

Mar 30	Sat	2 wks	DEC	CRN	21127
Apr 3	Wed	4 wks	BBY		21129
Apr 20	Sat	2 wks	DEC		23645
May 4	Sat	,2 wks	BBY		21128
Jun 1	Sat	2.wks	DEC		21130
Jul 6	Sat	2 wks	DEC		22843

# HRMG 3105

HUMAN RESOURCE MANAGEMENT (T) \$313 Develops student's understanding of the significant

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

#### **HRMG 3205** LABOUR RELATIONS 1

\$248 Designed for those involved in, or associated with, labour relations as management or union. People in the personnel field, shop stewards, supervisors, managers and union members will find the coverage of the collective bargaining process and day-to-day contract administration extremely useful. They will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Topics include related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. Prerequisite: ORGB 2205.

Apr 16 Apr 22	Tue Mon-Fri	12 wks 1 wk	BBY DEC	CRN	21142 21145
Jun 17	Mon-Fri	1 wks	DEC		21146
Jun 10	Mon/Wed 0900-1200	6 wks	BBY		21144
Jul 2	Tue/Thr 0900-1200	6 wks	DEC		21147

#### **HRMG 3255** LABOUR RELATIONS 2 (T)

\$248 Presents a thorough explanation of collective

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

Apr 16 Apr 17	Tue Wed	12 wks 12 wks	SRY BBY	CRN	21149 21150
Jun 10	Mon-Fri	1 wk	DEC		21150
Juli 10	0900-1700	IWK	DLC		21151
Jul 2	Tue/Thr 1330-1630	6 wks	DEC		21152
Jul 22	Mon-Fri 0900-1700	l wk	BBY		22831

#### HRMG 3305 SELECTION INTERVIEWING

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.

\$248

	· · · ·				
Apr 18	Thr 1845-2145	12 wks	BBY	CRN	21156
Apr 22	Mon-Fri	l wk	DEC		21157
Арі 22	0900-1700	IWK	DEC		21157
Jun 3	Mon-Fri	l wk	DEC		21158
Jun J	0900-1700	IWK	DEC		21130
Jun 17	Mon-Fri	l wk	BBY		22832
Jun 17	0900-1700	IWK	DDI		22032
	0900-1700				•

#### **HRMG 3315**

## **HUMAN RESOURCE MEASUREMENTS \$248**

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

Apr 16 Tue 12 wks DEC CRN 21196

### **HRMG 3505**

TRAINING TECHNIQUES \$248 Designed for people responsible for personnel training in business, industry, government and institutions. Members of personnel departments contemplating a training program and supervisors involved with on-thejob training will be particularly interested. The student develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing

#### **HRMG 3705 COUNSELLING 1**

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

12 wks DEC CRN 21161 Apr 17 Wed

#### **HRMG 4405** SALARY ADMINISTRATION

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

12 wks BBY CRN 21162 Apr 16 Tue

#### **HRMG 4605**

HUMAN RESOURCE PLANNING (T) \$248 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.

Mon-Fri 1 wk BBY CRN 21163 Jun 10 0900-1700

## **HUMAN RESOURCE** MANAGEMENT PROFESSIONAL **DEVELOPMENT CURRENCY** SERIES

BCIT's Human Resource Management Program is pleased to introduce a new series of credit courses for the HR professional. The Professional Development/ Currency Series is designed to provide practitioners in the field with short yet comprehensive training in a number of current HRM areas. These sessions have been designed and are led by experienced human resource management professionals. Class sizes are limited to a maximum of 15, times and dates of courses are designed to accommodate busy professionals. Credits may be applied to the existing Certificate in Human Resource Management Program at BCIT.

There are limited seats, so act now to register for these professional development opportunities at the Downtown Education Centre of BCIT (Tel. (604) 687-4666, Fax (604) 687-2488). For additional information, or to suggest additional topics and/or delivery methods contact Gordon Storey, program head at (604) 432-8492.

#### Prerequisites:

Practitioner in HR field, CHRP or equivalent designation, certificate, diploma or degree(s) with specialization in human resource management subject area(s).

#### **HRMG 5125** HUMAN RESOURCE MANAGEMENT IN THE

# INTERNATIONAL ORGANIZATION \$348

Focuses on an exploration of the critical issues associated with providing human resource management services to organizations with international operations, business units and/or strategic connections. Issues that will be discussed include

#### **HRMG 5175** FACILITATOR'S WORKSHOP FOR

\$248

\$248

#### HUMAN RESOURCE PROFESSIONALS \$348 Assists human resource professionals to develop

personal skills at leading and helping others to lead strategic planning meetings, problem solving sessions and teamwork development programs. Focus is development of your personal skills as the coach and consultant in human resource management.

6 wks DEC CRN 23826 Apr 15 Mon 1730-2030

#### **HRMG 5185** CONSULTING IN HUMAN RESOURCE MANAGEMENT \$348

Assists the human resource management professional to develop an independent consulting practice. Topics include business development strategies, ethical considerations in consulting and professional HR marketing and legal issues associated with independent consulting.

6 wks DEC CRN 23827 Apr 16 Tue 1730-2030

#### **HRMG 5575**

**PROGRAM EVALUATION IN** HUMAN RESOURCE MANAGEMENT \$348 Measures the value of human resource management programs to the organization and the participants. Techniques of program evaluation to help human resource professionals demonstrate the value of a variety of HRM programs are covered; eg. training and development, recruitment and selection.

4 wks DEC CRN 23824 Apr 19 Fri 0900-1200

### WATCH FOR MORE TOPICS & SESSIONS COMING **SEPTEMBER 1996**

#### **ORGB 2205**

**ORGANIZATIONAL BEHAVIOUR 1 (T) \$248** Presents a practical and interactive course that develops skills needed to understand and participate effectively in the dynamics in modern organizations. Topics include the determinants of individual behaviour: perceptions, attitudes, learning, motivation, individual decision making and communication. Prerequisite: BUSA 1105 and 2105 or BUSA 1005 and 2005.

Apr 15	Mon/Thr	6 wks	BBY	CRN	21164
Apr 16	Tue	12 wks	BBY		21166
Apr 17	Wed	12 wks	DEC		21167
Apr 19	Fri ^0900-1700	5 wks	DEC		21168
Jun 10	Mon-Fri 0900-1700	l wk	BBY		21169

#### **ORGB 2305**

**ORGANIZATIONAL BEHAVIOUR 2 (T) \$248** Continues from Organizational Behaviour 1 (ORGB 2205). This course focuses on the dynamics and skills required to effectively work with others in today's organization. Through interactive learning, the participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205.

Apr 15	Mon	12 wks	BBY CRN	21131
Apr 17	Wed	12 wks	SRY	21132
May 24	Fri	5 wks	DEC	21133
	0900-1700			
May 21	Tue/Thr	6 wks	DEC	21135
Jun 17	Mon-Fri	i wk	BBY	21171

DEC CRN 21140 Apr 15 Mon/Thr 8 wks Apr 16 DEC 21139 Tue 8 wks Apr 19 DEC Fri 21143 6 wks 0900-1700 Tue/Thr 8 wks Jun 11 BBY 21141 0900-1200

Jul 2 Tue/Thr 8 wks BBY 21138 0900-1200

objectives, designing training programs using outside resources and evaluation.

12 wks BBY CRN 21159 Apr 18 Tue May 6 Mon-Fri l wk DEC 21160 0900-1700

FOR CLASS TIMES

immigration laws and regulations, employee training and development needs related to working in different business customs and cultures, expatriate compensation, communications and related human resource management concerns.

Apr 17 Wed 6 wks DEC CRN 23825 1730-2030

#### **ORGB 2405**

**MANAGING A DIVERSE WORKFORCE \$248** Develops the student's knowledge and skills required to manage the increasingly diverse work force of the 90's. Special emphasis will be placed on managing cultural gender and age differences related to values, attitudes and behaviours. Students who work with or manage diverse workers, as well as those involved in specialized marketing and international trade will find this course applicable. Prerequisite: BUSA 1100, ORGB 2100 for full-time and BUSA2005, ORGB 2205 for part-time.

Apr 15 Mon/Wed 6 wks SRY CRN 21137

SEE PAGES 4 & 9

#### **ORGB 2505** INTERPERSONAL SKILLS

\$248 Concentrates on the development of personal problem solving skills, with emphasis on role playing, teamwork, and analysis by students acting in a variety of supervisory/management situations. Participants will have the opportunity to practice skills which will enhance their effectiveness in working with people. These skills include effective listening, assertive communication and conflict resolution. Upon completion of the course, students will have a clear appreciation of the interpersonal skills required for effective supervision and management.

Apr 15	Mon	12 wks	BBY	CRN	21173
Apr 16	Tue	12 wks	DEC		21176
Jun 10	Mon-Fri	1 wk	DEC		21175
	0900-1700				5 - A - A - A - A - A - A - A - A - A -

## PROFESSIONAL MANAGEMENT SERIES

The School of Business is pleased to present a new exciting series of weekend workshops at reasonable cost. The series will be continued in the Fall of 1996 and provides an opportunity for managers, business owners and consultants to significantly expand their current skill set and improve performance.

Taught by professionals in the field, the first series of workshops will take place on the following weekends:

Saturday, May 11, 1996 1. How to Develop and Sustain Your Firm's Competitive Advantage

Sunday, May 12, 1996 2. International Law & Ethics - Challenges for the New Age of Managers

Saturday, June 8, 1996 3. Value Creation - The New Decision Making Tool for Today's Business

Saturday, June 15, 1996 4. Teamwork - The New Performance Enhancer

The Series will be continuously updated with current global and economic/political developments to ensure participants the very latest in contemporary management decision making, computer modeling, human resource skills, leadership development, global and ethical issues.

For further information please call: Chris Gadsby, Part-Time Studies Co-ordinator **Business Administration Department** School of Business, BCIT Phone (604) 451-6784 Fax (604) 439-6700 E-Mail: FGDSC135 @ BCIT.BC.CA

Registration is limited to ensure maximum benefit to those attending. Sessions are non-credit and require no prerequisites.

We look forward to your participation.

#### **BUSA 0101**

#### HOW TO DEVELOP & SUSTAIN YOUR FIRM'S COMPETITIVE ADVANTAGE \$195 (includes lunch)

This professional management workshop focuses on contemporary theories of competitive advantage development and specific organizational re-structuring to sustain advantages and maximize employee performance. After a discussion of theory, the afternoon will be spent in work teams reviewing a variety of contemporary real-world examples.

## **BUSA 0100**

#### **VALUE CREATION - THE NEW WEALTH GENERATION/DECISION MAKING TOOL FOR TODAY'S BUSINESS** \$195 (includes lunch)

A detailed review of current theories in this area will be followed by participative, team application to real organizations. Concepts of Economic Value Added and Shareholder Value will be thoroughly explored by an industry professional. Significant improvement in decision making sophistication will be a major learning outcome

BBY CRN 23779 Jun 8 Sat 1 day 0900-1700

#### **HRMG 0100 TEAMWORK - THE NEW** PERFORMANCE ENHANCER \$195

(includes lunch) An in-depth review of staged learning outcomes provides a basis for understanding the internal functions of teams and their role in decision making in modern organization. The session will be characterized by immersion of all participants into empowered teams, with direct application and evaluation of results.

1 day BBY CRN 23780 Jun 15 Sat 0900-1700

## BROADCAST COMMUNICATIONS (604) 432-8863

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

#### evel courses First

	First-le	vel cou	rses
	BCST	1101	Technical Introduction
	BCST	1102	Editing Workshop
	BCST	1130	Introduction to News Reporting
	BCST	1140	Broadcast Industry Organization
	BCST	1143	Music Business
	BCST	1144	Writing for the Media
	BCST	1145	Copywriting for Radio and TV
	BCST	1148	Interviewing for Radio and TV
	BCST	1150	Radio Broadcasting Introduction
	BCST	1151	Radio and TV Announcing
	BCST	1152	Music and Programming
	BCST	1160	TV Broadcasting Introduction
	BCST	1161	Film for Beginners
1	BCST	1162	Dramatic Writing for Film and TV
	BCST	1167	Production Assistant for TV News
	BCST	1168	The Writer/Producer/Director
	BCST	1169	Video Journalism
	BCST	1170	Broadcast Journalism Introduction
	BCST	1172	Investigative Reporting
	BCST	1177	The "Heartbeat" of Film Production
	BCST	1178	Public Affairs Broadcasting
	BCST	1179	TV Productions-Variety, Talk &
			Entertainment

Second-level courses (requiring one or more prerequisites)

Production

BCST	2222	Theory of Colour Television Systems
BCST	2223	TV Production Planning

BCST 2252 Radio: Commercial and Audio

## **BUSINESS CERTIFICATE IN** BROADCAST COMMUNICATIONS

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

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

business courses. Program and course selection should only be done with the guidance and advice of a program advisor. The program must be reviewed and approved by the Broadcast Communications associate dean and Part-time Studies coordinator.

#### Radio

1101	Technical Introduction
1140	Broadcast Industry Organization
1145	Copywriting for Radio and TV
1148	Interviewing for Radio and TV
1150	Radio Broadcasting Introduction
1151	Radio and TV Announcing
1170	Broadcast Journalism Introduction
2252	Radio: Commercial and Audio
· ·	Production
	***Electives
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ion	
	1140 1145 1148 1150 1151 1170

#### E

10101131			
BCST	1101	Technical Introduction	
BCST	1102	Editing Workshop	
BCST	1140	Broadcast Industry Organization	
BCST	1145		
BCST	1160	<b>Television Broadcasting Introduction</b>	,
BCST	1167	Production Assistant for TV News	
BCST	1170	Broadcast Journalism Introduction	
BCST	2223	Television Production Planning	
BCST		***Electives	ŕ

#### B

Droauc	ast Jou	1 Hansur
BCST	1140	Broadcast Industry Organization
BCST	1144	Writing for the Media
BCST		Radio Broadcasting Introduction
BCST	1151	Radio and TV Announcing
BCST		TV Broadcasting Introduction
BCST	1167	Production Assistant for TV News
BCST	1170	<b>Broadcast Journalism Introduction</b>
BCST	1172	Investigative Reporting
BCST		***Electives

Broadcast (BCST) electives may be chosen from the list of first and second-level Broadcast Communications courses.

Business electives may be chosen from the following list:

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

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



## **TECHNICAL INTRODUCTION**

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

\$248

Apr 17 Wed 12 wks BBY CRN 22835

## **BCST 1102**

introduction to explain "how things work."

**EDITING WORKSHOP** \$404 Covers the basics of editing theory through to some advanced hands-on work. Topics include technical outlay of machines, setting up, editing techniques, cutting to audio, standard editing rules and troubleshooting.

Sat/Sun 2 wknds BBY CRN 22625 Jun 1 0900-1600

#### **BCST 1130** INTRODUCTION TO **NEWS REPORTING**

\$248 Introduces the student to the basic principles of the news gathering dissemination process. The course will give students a grounding in the systems and processes of the broadcasting news industry. The course will teach students to determine what constitutes news.

12 wks BBY CRN 21414 Apr 18 Thr

\*\*Note: This course is creditable to the day school Journalism programs. This course offered in Spring or Winter terms only - will not run in Fall term.

#### **BCST 1140** BROADCAST INDUSTRY ORGANIZATION

\$267 \*\* Directed Study \*\* Discusses regulatory bodies, government agencies, audience measurement services societal issues, music licensing, regulations, etc., which affect the day-to-day operations of broadcasting outlets. As a directed study course, the materials direct students to sources of information on all appropriate topics. Class will meet on the FIRST NIGHT ONLY all other work is done at home.

Nors There 12 wks BBY CRN 20373 Apr 16 Tue

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

#### **BCST 1143**

MUSIC BUSINESS \$248 Includes the roles, responsibilities and operation of

talent agencies and management; concert promotion and merchandising, songwriting, publishing and copyright; record companies and manufacturing, recording studios, "getting air-play" on radio stations, and contracts.

12 wks BBY CRN 20375 Apr 15 Mon

#### **BCST 1144** WRITING FOR THE MEDIA \$248 Offers a practical guide to freelance writing for radio and television, focusing on format, presentation, style, markets and methods. Equips students with the tools required to enter the freelance market.

12 wks BBY CRN 20376 Apr 18 Thr



00-1700

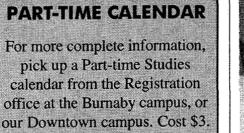
#### **BLAW 0100 INTERNATIONAL LAW & ETHICS -CHALLENGES FOR TODAY'S** MANAGERS

#### (includes lunch)

\$195

This workshop features a close review of legal structures and ethical standards vital to the development of a global view by the modern manager. Taught by professionals, case studies, discussions and practical examples will provide significant value to those attending.

BBY CRN 23777 May 12 Sun 1 day 0900-1700





\$354

\$291

#### **BCST 1145**

**COPYWRITING FOR RADIO & TV** \$340 Introduces CREATIVE MADNESS! Teaches students to write commercials for television and radio. Students learn professional techniques, tips, tricks and trade secrets for writing and producing commercials while maintaining their sanity and sense of humour. Career-oriented with weekly practical application. No text required.

Apr 17	Wed	12 wks	BBY	CRN	20377

#### **BCST 1150** RADIO BROADCASTING

## INTRODUCTION

Introduces students to industry and station operations. equipment and procedures. Students spend a great deal of time in simulated on-air operations, acting in a variety of positions as part of the on-air team.

Apr 15 Apr 18	12 wks 12 wks	CRN	20378 20379

#### BCST 1151 RADIO AND TV ANNOUNCING \$354

Teaches effective verbal communication as the cornerstone of most forms of electronic media, as well as an essential ingredient in successful business communication and even self-esteem. This is a fun, fast-paced, action-oriented class which introduces all of the elements necessary to achieve strong vocal skills for the announcer: the respiratory and vocal anatomy, articulation and vocal exercises, and corrective speech therapies. No prior knowledge is required, though students should be willing to take some risks and perform outside their comfort zone.

Apr 16	Tue	12 wks	BBY	CRN	20380

### **BCST 1153**

#### TALK RADIO --- PRODUCER'S TOOL \$140 Provides students with an exciting and thorough

introduction to talk radio, what makes a compelling program and what you need to become a creative and successful producer. From around the corner to around the world — how to transfer ideas into irresistible talk radio.

Apr 18 Thr 6 wks BBY CRN 23807

#### **BCST 1160**

**TV BROADCASTING INTRODUCTION \$455** Introduces students to the basics of TV broadcasting. Television and video production of all kinds provide attractive and diverse career opportunities. This introductory course is designed for those seeking a career in television broadcasting and video production, those employed in non-production areas who wish to gain more understanding of video production and those seeking more information about "how television works." Basic equipment operation and production procedures provide a foundation for practical work in the studio.

Apr 15 Apr 16		12 wks 12 wks		CRN	20383 20382
BCST 1161 FILM FOR BEGINNERS					\$408

## FILM FOR BEGINNERS

Apr 17	Wed	12 wks	BBY	CRN	20384
DOCT 1	1/0				

#### BCST 1169

**VIDEO JOURNALISM** \$375 This newly designed course is created to put students on the cutting edge of the latest trend in broadcast journalism. Students with their own video cameras will learn to do it all, write, shoot and edit a TV news story. As TV news budgets are cut, the demand for video

### BCST 1178

#### PUBLIC AFFAIRS BROADCASTING This course will provide students with a

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

12 wks BBY CRN 22847 Apr 16 Tue

#### **BCST 2223** TV PRODUCTION PLANNING

\$291

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

Apr 18 Thr 12 wks BBY CRN 20374 \*\* Note: This course is creditable to the day school

TV Production program.

#### **BCST 2245** COPYWRITING/COMMERCIAL PRODUCTION

\$356 Polish your great ideas into commercials that really "Sell the Sizzle" using "zingers, stingers, hooks and more"! Twelve intensive weeks of commercial writing with immediate feedback, on-the-spot critiquing and the excitement of "creative jam-sessions"! See your writing and editing skills improve dramatically from week to week. During the latter half of the course, work with industry professionals to have your own scripts professionally produced to broadcast standards. This course benefits those interested in pursuing careers in copywriting and/or commercial production. Prerequisite: BCST 1145. NO TEXT REQUIRED.

Apr 15 Mon 12 wks BBY CRN 21360

**\*\*Note:** This course offered during spring term only.

#### **BCST 2250**

#### DIGITAL AUDIO PRODUCTION \$195 This course is designed for practising broadcast

industry professionals who wish to upgrade their skills working with basic analog tape-based technology and move into the world of digital production. It covers editing and production procedures on the ORBAN DSE7000 editor and the PC-based SAW System, providing a grounding in two different approaches to digital editing systems, typical of many found in industry. Prerequisite: Professional production training or experience.

2 wks BBY CRN 23809 May 4 Sat 0900-1600

#### **BCST 2252** RADIO COMMERCIAL

& AUDIO PRODUCTION \$350 This course in commercial and audio production for radio provides the student with knowledge and fundamental skills from the very basics of analog audio tape editing, through analog multitrack tape recording and mixing, to digital editing and production utilising various examples of industry-standard analog and digital technology. Prerequisite: BCST 1150.

12 wks BBY CRN 23810 Apr 17 Wed

# FINANCIAL MANAGEMENT

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

# **MANAGEMENT CERTIFICATE**

FMGT 1100 Accounting 1 FMGT 2100 Accounting 2 FMGT 3110 Financial Accounting 1 FMGT 3210 Cost & Managerial Accounting 1 FMGT 3420 Income Tax 1 FMGT 4110 Financial Accounting 2 FMGT 4210 Cost & Managerial Accounting 2 FMGT 4420 Income Tax 2 OPMT 1102 Basic Mathematics of Finance 2) Must complete ECON 2200 Macroeconomics

ORGB 2205 Organizational Behaviour 1

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. The courses may be selected from the Financial Management or other technologies in the BCIT School of Business, 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 & Managerial Accounting 1 FMGT 4210 Cost & Managerial Accounting 2 or FMGT 3420 Income Tax 1 FMGT 4420 Income Tax 2 or ECON 2100 Microeconomics 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 School of Business, and should be submitted with your proposed program for approval by the Financial Management technology.

## ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

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

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

FMGT 4810 Personal Financial Planning 2

## **CREDIT COURSES TO** PROFESSIONAL ACCOUNTING BODIES

The 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 professional organizations:

B.C. Association of Financial Planners Canadian Institute of Bookkeeping Canadian Institute of Management Canadian Supervisory Management Credit Institute of Canada Credit Union Institute of Canada Institute of Chartered Secretaries and Administrators Trust Companies Institute

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

## FINANCIAL MANAGEMENT CORRESPONDENCE COURSES (604) 432-8609

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

#### CORRESPONDENCE COURSE INFORMATION

- 1. You may start your course at any time.
- 2. You may proceed in the course at your own speed, within the nine-month limit.
- 3. You must have the required prerequisites.
- 4. Regular assignments are to be submitted for marking and will be returned to you with comments. 5. Examination dates are flexible.
- 6. Courses completed by correspondence are transferable for course credit to Full-time and
- Part-time programs. 7. The textbook fee is in addition to the course fee. However, in a two-part course (i.e. Accounting 1 and Accounting 2) the textbook is normally used in
- both parts 1 and 2. 8. 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 this

section.

# (604) 432-8609 (604) 451-6793

IN ACCOUNTING 1) Required courses

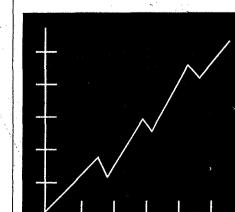
journalists who can work independently increases. Sat/Sun 2 wks BBY CRN 23806 Apr 20 0900-1600

#### **BCST 1170 BROADCAST JOURNALISM** INTRODUCTION

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

\$340

Apr 17 Wed 12 wks BBY CRN 20388



## **BCIT Industry Services...**

...enhancing the performance of individuals and organizations through work-based learning.

To find out more about putting BCIT to work on your bottom line, call (604) 451-6895, fax (604) 434-0968 or email sgreke@bcit.bc.ca.

WE'RE IN TOUCH WITH TOMORROW! VISIT BCIT OPEN HOUSE ADRIL 12 X 13, OR CALL. (604) 438-2248

13

#### **FMGT 1100** ACCOUNTING 1 (T)

\$248 Covers the full accounting cycle for individuals with little or no accounting background. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

Apr 15	Mon/Wed	6 wks	BBY	CRN	20401
Apr 16	Tue	12 wks	BBY		20404
Apr 17	Wed	12 wks	BBY		20402
Apr 17	Wed	12 wks	DEC		20403
Apr 18	Thr	12 wks	DEC	<b>`</b> .	20405
Apr 19	Fri	5 wks	DEC		20394
-	0900-1700	)			
May 24	Fri	5 wks	DEC		20395
	0900-1700	)			
Jun 3	Mon-Thr	3 wks	BBY		20397
	1300-1600	k, s '			
Jul 1	Mon/Wed	6 wks	BBY		20400
					· .

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

#### Correspondence

Tuition \$248, \$4 mailing fee.	100	1. 1.	
Text fee \$76 (subject to change).		,	
36 wks	CRN	21034	
Re-registration \$50 (36-wk extension)		21035	

#### EMGT 1152

ACCOUNTING FOR THE MANAGER \$248 Covers the accounting function and the services it provides to the manager. Topics include how to interpret statements, reports, budgets, etc., in managerial decision making.

Apr 16	Tue	12 wks	DEC	CRN	20428
Apr 17	Wed	12 wks	BBY		20429
Apr 19	Fri 0830-1630	5 wks	DEC		20425
	0000-1000				

#### FMGT 1810

**PERSONAL FINANCIAL PLANNING 1 \$248** Introduces students to the field of personal financial planning. Covers the issues to be considered in building a sound program to achieve long term financial goals. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management and tax planning.

Apr 16 Tue 12 wks DEC CRN 20432 20433 12 wks BBY Apr 18 Thr

#### **FMGT 2100**

ACCOUNTING 2 (T) \$373 Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100. (Note: Students intending to proceed into Financial Management's full-time day program must have achieved a mark of at least 70 per cent in FMGT 2100.)

Apr 16	Tues	13 wks	DEC CRN	20407
	1730-2130			
Apr 16	Tue/Thr	9 wks	BBY	20412
Apr 16	Tue/Thr	9 wks	SRY	20416
Apr 17	Wed 1800-2200	13 wks	BBY	20409
Jun 3	Mon-Thr 0800-1200	4 wks	BBÝ	20410
Jul 2	Tue/Thr 1800-2230	6 wks	BBY	20411

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

#### Correspondence

#### **FMGT 3110**

**FINANCIAL ACCOUNTING 1 (T)** \$248 Enables students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 4110 prepare them for career advancement and advanced study in

accounting. Prerequisite: FMGT 2100 or 2190.						
Apr 16 Tue	12 wks	BBY	CRN	20421		
Apr 18 Thr	12 wks	BBY		23194		
Jun 3 Mon	-Fri 3 wks	BBY		21391		
0900	-1200					
			• •			
Corresponden						
Tuition \$248, \$	•					
Text fee \$80 (su 36 wks	ibject to change	).	CRN	21042		
Re-registration	\$50 (36-wk)	vtencio		21042		
Re-registration	\$50 (50-WK)		,	21045		
FMGT 3210						
COST & MAI						
ACCOUNTIN				\$248		
Emphasizes the				itant,		
cost terms and p						
relationships, jo						
responsibility a Prerequisite: Fl			COSIS.			
Flerequisite. Fl	VIGT 2100 0F 2	190.				
Apr 16 Tue	12 wks	BBY	CRN	20418		
Apr 18 Thr	12 wks	BBY		20420		
Corresponden	00					
Tuition \$248, \$						
Text fee \$103 (	•	e).	· .			
36 wks	····j····		CRN	21039		
<b>Re-registration</b>	\$50 (36-wk	extensio	n)	21040		
FMGT 3420		2 •				
INCOME TAX				\$248		
Provides studen				S		
involved in the employment, in				ital.		
gains and CCA						
gains and CCA	. i ierequisite. i	mor 2	100 01 1			
Apr 16 Tue	12 wks	DEC	CRN	20436		
Apr 18 Thr	12 wks	BBY		20437		
			7			
FMGT 3430			la de la	1. A		
TAXATION A	and the second	IAL	Seguriary.	\$248		
PLANNING	William	S. Hereis Co	Madai	3248		

Provides the financial planner with a good understanding of the general rules of taxation. Topics include determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 1100 or 1152.

Apr 16	Tue	12 wks	DEC	CRN	20438
FMGT					
FINAN	CE 1 (T)				\$248
Covers c	ontrol and f	inancial ma	inagem	ent of th	e
business	firm, profit	planning, c	ash and	l capital	
budgetin	g and inven	tory contro	l. Prere	quisite:	
	2100 or 219			-	۰ سر
Apr 16	Tue	12 wks	BBY	CRN	22637
Apr 18	Thr	12 wks	BBY		21385
Corresp	ondence	5 - C			
Tuition \$	5248, \$4 ma	iling fee.			
	\$72 (subject		).		
36 wks		0		CRN	21044
Re-regis	tration \$50	(36-wk e	xtensio	n)	21045

\$248

#### FMGT 4110 FINANCIAL ACCOUNTING 2 (T) \$373 Helps students develop sufficient accounting knowledge for an intermediate-level financial accounting position and exemption (subject to achieving a prescribed mark) from the equivalent course offered by certain professional accounting bodies. Prerequisite: FMGT 3110.

## FMGT 4210 COST/MANAGERIAL ACCOUNTING 2 (T)

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 16 Tue/Thr 9 wks DEC CRN 22640 Apr 16 Tue/Thr 9 wks BBY 22639 Correspondence Tuition \$373 and \$4 mailing fee.

\$373

CRN 21046 Text not included, 36 wks Re-registration \$50 (36-wk extension) 21047

#### FMGT 4420

INCOME TAX 2 (T) \$248 Covers computation of tax for individuals, corporations and trusts; examination of corporate surplus accounts, international income and administration. Prerequisite: FMGT 3420 or 3430.

Apr 15	Mon -	12 wks	BBY	20442
Apr 17	Wed	12 wks	BBY	20443
		,		

#### FMGT 4510 **FINANCE 2 (T)**

\$373 Instructs students on how to raise capital to finance a firm. Topics include the cost of capital; short, medium and long-term financing; leasing; refinancing; security analysis; the Canadian capital and money markets; and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 3510.

Apr 15 Mon/Thr 9 wks BBY 21384

#### Correspondence

Tuition \$373 and \$4 mailing fee. Text not included. 36 wks CRN 21050 Re-registration \$50 (36-wk extension) 21052

## **INTERIOR DESIGN** (604) 451-7032

#### **INTD 1000**

Apr 17 Wed

**INTERIOR DESIGN BASIC** \$248 Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form 12 wks DEC CRN 20963 Apr 15 Mon 12 wks BBY 20964 Apr 15 Mon Apr 16 Tue 12 wks BBY 20967 21296 Apr 17 Wed 6 wks DEC 0900-1700 12 wks BBY Apr 20 20965 Sat 0900-1200 DEC 20966 May 13 Mon-Fri 1 wk 0900-1700 Mon-Fri DEC 20962 1 wk Jul 8 0900-1700 **INTD 1010 HISTORY OF FURNITURE** \$248 Covers the history of furniture from ancient Egypt to

the present. Prerequisite: INTD 1000. 12 wks BBY CRN 20968 Apr 16 Tue



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.

\$577

Apr 16 Tue/Thu 12 wks BBY CRN 23799 12 wks DEC CRN 22816 Wed Apr 17 0900-1600

#### **INTD 2000**

COLOUR AND LIGHTING \$269 Provides students with the necessary knowledge of colour and lighting to enable them to carry out the duties of an assistant in an interior design business. Prerequisite: INTD 1000.

Apr 17 12 wks DEC CRN Wed 20970 Apr 18 Thr 12 wks BBY 20971 Wed 06 wks DEC 21297 May 29 0900-1700

INTD 2020 **INTERIOR DESIGN DRAFTING 2** \$577 Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one- and two-point perspective. Prerequisite: INTD 1020.

Apr 20 23639 Sat 12 wks BBY 0900-1600

#### INTD 2030 **BUSINESS PRACTICES FOR INTERIOR DESIGN** \$168 Presents information on basic business and marketing practices. Topics include portfolios, presentations and interviews relating to interior design. Prerequisite: INTD 1000.

BBY CRN 20980 Apr 16 Tue 6 wks

#### **INTD 3010 GRAPHIC PRESENTATION** \$248

Teaches students to present design plans, elevations and perspectives graphically. Prerequisite: INTD 2020. 12 wks DEC CRN 23579 Apr 16 Tue 1200-1600

20973 Apr 18 Thr 12 wks DEC

#### INTD 3050 DETAILING/CONSTRUCTION MATERIALS \$248

Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom fruitier and built-in cabinets. No prerequisite.

Apr 18 Thr 12 wks DEC CRN 23581 0900-1200



Tuition \$373 and \$4 Mailing Fee. CRN 21037 Text not included. 36 wks 21038 Re-registration \$50 (36-wk extension)

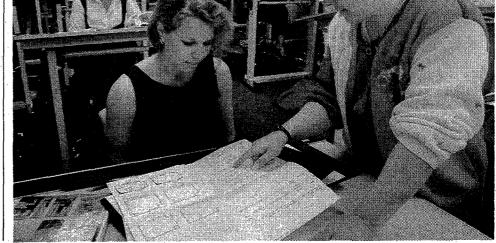
#### FMGT 2820 **INVESTMENT AND RISK** MANAGEMENT

Provides an overview of Canada's capital markets. Topics include a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting.

#### 12 wks BBY CRN 23045 Apr 16 Tue

BBY CRN Apr 15 Mon/Thr 9 wks 21380 21381 Mon/Thr 9 wks DEC Apr 15 15 wks BBY 23139 Apr 16 Tue Jun 24 Mon-Fri 4 wks BBY 23167 0900-1200

Correspondence Tuition \$373 and \$4 mailing fee. CRN 21048 Text not included. 36 wks Re-registration \$50 (36-wk extension) 21049





#### **INTD 3060**

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

Apr 15	Mon 0900-1600		BBY	CRN	22644
Apr 20	Sat 0900-1600	6 wks	BBY		22642

#### **INTD 3070** MATERIALS

\$248 Covers interior finishing materials for floors, walls,

ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000.

Apr 18 Thr 12 wks E	BBY CRN 20978
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#### **INTD 4000**

**DIRECTED STUDIES PROJECT** \$163 Allows students to incorporate all material from previous courses in a major project. Prerequisite: All other courses in INTD with a 65 per cent minimum.

Apr 17	Wed	6 wks	DEC	CRN	20979

#### **INTD 4040**

**SPACE PLANNING 2** \$293 Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores. Prerequisite: INTD 3040.

Apr 15	Mon		DEC	CRN	23571
Apr 16	0900-1200 Tue	12 wks	DEC		20981

#### INTD 4060

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

customization. Prerequisite: INTD 3060.

Apr 19	Fri	12 wks	BBY	23582
	0900-1200	e e l'Ale	par tar et	17 - 18 M
May 27	Mon	6 wks	BBY	23580
	0900-1600	1		•
Jun 01	Sat	6 wks	BBY	22645
	0900-1600	ł	,	

### **ONE-YEAR INTERIOR DESIGN FAST TRACK** PROGRAM

The Fast Track program is designed for students attempting to complete the certificate program in one year. The third-term courses are as follows:

#### **INTD 4040**

SPACE	PLANNIN	G 2			\$293
Apr 15	Mon 0900-1200		DEC	CRN	23571
INTD 3 GRAPH	010 IIC PRESEN	ITATIO	N		\$248
	Tue		-	CRN	,
лрі IV	1200-1600		DEC	CNN	23317
INTD 3	050 ING/CON	STDUCT			
MATER		JIKOCI			\$248
	Thr	10	DEC	CDM	•
Aprilo	0900-1200		DEC	CRIN	23381

#### **INTD 4060**

AUTOCAD 2 FOR INTERIOR DESIGN \$435 Apr 19 Fri 12 wks BBY CRN 23582 0900-1200

## MARKETING MANAGEMENT (604) 432-8611

## **MANAGEMENT CERTIFICATE IN MARKETING**

#### MANAGEMENT For those who work in the retail, wholesale,

manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of marketing management. Studies will include marketing planning, promotion, research, demand development and sales. In this program, students who wish to specialize in Tourism, Advanced Technology or Customer Service, can use the specialized courses in these areas for their choice of electives. The courses required to obtain the certificate are listed below. The balance of courses may be selected from the list of suggested electives.

#### **Required:**

- MKTG 1102 Essentials of Marketing
- MKTG 1212 Principles of Customer Service 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

× *	
Complete four	of the following:
MKTG 1112	<b>Customer Relations</b>

- MKTG 1323 Effective Public Speaking
- MKTG 1324 Small Business Development
- MKTG 1325 Importing
- MKTG 1327 Exporting
- MKTG 1342 Trade / Consumer Show Marketing
- MKTG 1365 Marketing Technological Products & Services
- MKTG 3321 Public Relations

MKTG 3406 Product Development

#### Two Electives:

You may choose two electives which you feel will enhance your personal growth. Courses may be selected from the other marketing options or other business programs such as Business 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. The balance of courses may be selected from the suggested electives.				
<b>Required:</b>	·			
MKTG 1102	Essentials of Marketing			
MKTG 1219	Professional Sales 1			
MKTG 2202	Introduction to Marketing			
	Communications			
MKTG 2317	Sales Promotion Strategies			
MKTG 2341	Introduction to Marketing Research			
MKTG 3218	Introduction to the Media			
MKTG 3321	Public Relations			
MKTG 3322	Promotional Strategies			
MKTG 2438	Direct Marketing Dynamics	.		
	· • •			

#### MANAGEMENT CERTIFICATE IN **PROFESSIONAL SALES**

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyse buyer needs, plan detailed and exciting presentations and utilise professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Courses required to obtain your certificate are listed below. The balance of courses may be selected from the suggested electives.

_ require		
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	Managing the Sales Force
MKTG	2319	Professional Sales 2
MKTG	3307	Business Marketing
MKTG	3332	Major Account Selling
Comple	te fou	of the following:
СОММ	1178	Business Reports
MKTG	1112	Customer Relations
MKTG	1212	Principles of Customer Service
MATC	1265	Marketing Technological Productó

- MKTG 1365 Marketing Technological Products & Services MKTG 2341 Introduction to Marketing Research MKTG 3406 Product Development
- MKTG 4340 Marketing Planning Fundamentals

#### Two electives:

You may choose two electives which you feel will enhance your personal growth. Courses may be selected from the other marketing options or other business programs such as Business Management, Financial Management or Operations Management.

#### MANAGEMENT CERTIFICATE IN **TOURISM MANAGEMENT \*\*\* NEW PROGRAM \*\*\***

A program for those who work in the field of Tourism and are seeking formal 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 progam 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.

	Require	ed:	
	MKTG	1102	Essentials of Marketing
	MKTG	1212	Principles of Customer Service
	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 & Tours
	TOUR	2303	Conventions/Meetings/
			Incentive Travel
	TOUR	2325	Tourism Product Development
			<u> </u>
	Comple	te fou	of the following:
	MKTG	1112	Customer Relations
	MKTG	1120	Special Event Marketing
	MKTG	1324	Small Business Development
	MKTG	3321	Public Relations
	TOUR	1250	Travel Agency Operations:
			An Introduction
	TOUR	2307	Resort & Hotel Marketing
	TOUR	2330	Community Tourism Development
	Two Ele	cuves:	

## **SPECIAL INDUSTRY-BASED COURSE** PACKAGES

Advanced Technology Marketing Customer Relationship Marketing International Marketing

#### ADVANCED TECHNOLOGY MARKETING

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

#### **Recommended courses:**

MKTG	1327	Exporting
MKTG	1342	Trade / Consumer Show Marketing
MKTG	1365	Marketing Technology Products
		& Services
MKTG	2341	Marketing Research
MKTG	3332	Major Account Selling
MKTG	3406	Product Development
MKTG	4340	Marketing Planning Fundamentals

#### **CUSTOMER RELATIONS**

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

#### Recommended courses

Neconinciaca c	vui ses.
MKTG 1112	Customer Relations
MKTG 1212	Principles of Customer Service
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2205	Marketing of Services
MKTG 3225	Consumer Behaviour
MKTG 3321	Public Relations

### INTERNATIONAL MARKETING

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

#### Recommended courses

۰.	Accommended	i courses.
	MKTG 1324	Small Business Development
	MKTG 1325	Importing
	MKTG 1327	Exporting
	MKTG 1342	Trade / Consumer Show Marketing
	MKTG 2341	Introduction to Marketing Research
	MKTG 3332	Major Account Selling
	TDMT 1304	International Trading 1

#### **MKTG 0001**

#### MARKETING FOR NON PROFIT ORGANIZATIONS

A one day seminar that examines the fundamentals of marketing in the non-profit sector. Emphasis will be on the application of the marketing mix and understanding the pivotal role marketing plays within the non-profit organization. Material covered will be applicable to a wide range of organizations, including social service agencies, cultural societies, educational institutions and public corporations.

Apr 24	Wed	l day	DEC	CRN	23782	
Jun 12	Wed	1 day	DEC		-23783	

#### **MKTG 1102**

**ESSENTIALS OF MARKETING** \$248 Introduces and provides students with an overview of

the marketing concept and its applications to any

## OH NO, YOU HAD TO **CANCEL IT??**

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

MKTG 1119 Sports Marketing MKTG 1120 Special Event Marketing MKTG 1323 Effective Public Speaking MKTG 1342 Trade / Consumer Show Marketing MKTG 3225 Consumer Behaviour MKTG 3337 Corporate Communications MKTG 4318 Media Planning

Complete four of the following:

MKTG 1112 Customer Relations

#### Two electives:

You may choose two electives which you feel will enhance your personal growth. Courses may be selected from the other marketing options or other business programs such as Business Management, Financial Management or Operations Management.

enhance your personal growth. Courses may be selected from the other marketing options or other business programs such as Business Management, Financial Management or Operations Management.

You may choose two electives which you feel will

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organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection.

Apr 15	Mon	12 wks	DEC	20358
Apr 16	Tue	12 wks	BBY	20345
Apr 17	Wed	12 wks	DEC	20359
Apr 17	Wed	12 wks	SRY	22834
Apr 18	Thr	12 wks	BBY	20360
Apr 20	Sat	12 wks	BBY	20362
	0900-1200			
Jun 3	M-F	1 wk	BBY ·	20363
	0900-1700			
Jul 8	M-F	l wk	DEC	20355
	0900-1700			
Aug 12	M-F	1 wk	BBY	23048
	0900-1700			



\$89

\$248

#### MKTG 1112

CUSTOMER RELATIONS \$248 Covers customer relations for people involved in service industries, public relations and promotion,

government agencies and organizations that deal with the public. Topics include telephone techniques, customer relations and effective speaking.

Apr 18	Thr	12 wks	DEC	CRN	20321	
Apr 20	Sat	6 wks	BBY		20320	
	0900-1500					
Jun 7	Fri/Sat	3 wks	BBY		22228	
	0900-1700	it i i		,		

#### MKTG 1119

SPORTS MARKETING \$248 This course 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. Sports marketing will be studied through lectures and case studies and will be enhanced by group workshops, projects and industry-related guests. The 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. Individuals considering entering any of these fields will find the course interesting. Prerequisite: MKTG 1102 or permission from the department.

Apr 15 Mon 12 wks BBY CRN 23795

#### **MKTG 1120**

**SPECIAL EVENT MARKETING** \$248 Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. A hands-on course, endorsed by the International Special Events Society.

Apr 17	Wed	12 wks	DEC CRN	20322
May 13	M-F	1 wk	DEC	23798
	0900-1700			

#### MKTG 1212

**PRINCIPLES OF CUSTOMER SERVICE** \$248 Provides an overview of what constitutes the area of customer service. Topics include corporate image, personal presentations, customer interaction, customer definition, service definition, and industry trends.

 Apr 15
 Mon
 12 wks
 BBY
 CRN
 20324

 Jun 24
 M-F
 I wk
 BBY
 23786

 0900-1700

#### MKTG 1219

PROFESSIONAL SALES 1 \$248 Provides basic training for the sales aspirant or person with no formal sales training. Students develop selling techniques through practical role playing and videotape recording for critique and analysis.

Apr 15	Mon	12 wks	SRY	CRN	22849
Apr 16	Tue	12 wks	BBY		22626
Apr 17	Wed	12 wks	DEC		20327
Apr 18	Thu	12 wks	BBY		20329
Jun 3	M-F. 0900-1700	l wk	BBY	<sup>1</sup>	20328
Aug 12	M-F 0900-1700	1 wk	BBY	-	23049

#### **MKTG 1323**

16

**EFFECTIVE PUBLIC SPEAKING** \$248 Emphasizes the development of public speaking skills and the principles of effective oral communication. Films, buzz groups and closed circuit TV are utilized. Each student is expected to prepare and deliver a weekly oral assignment.

Apr 16	Tue	12 wks	BBY CRN	20335
Apr 18	Thr	12 wks.	DEC	20336
Jun 3	M-F	l wk	DEC	20333
	0900-1700			
Aug 12	M-F	l wks	BBY	23050

## MKTG 1325

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

Apr 16	Tue	12 wks	BBY	CRN	20339		
MKTG 1342 TRADE/CONSUMER							
SHOW	\$248						

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. The course will examine how to select shows, setting up exhibits, boothmanship, organizational interrelationships, and how to follow-up and monitor results. This course is sponsored by the Western Association of Exposition Managers.

Apr 29 Mon-Fri 1 wk DEC CRN 22851 0900-1700

#### MKTG 2202 INTRODUCTION TO MARKETING COMMUNICATIONS \$248

Presents an overview of promotional strategies. Topics include advertising, sales promotion, direct marketing, multi-level marketing and public relations. It is intended for those students pursuing the concentrated marketing program. The course examines campaign planning, message design and media characteristics as they apply to product and service suppliers in both profit and non-profit sectors. Prerequisite: MKTG 1102.

Apr 16	Tue '	12 wks	DEC	CRN	20364
Apr 17	Wed	12 wks	BBY		20366
Apr 20	Sat 0900-1600	6 wks	BBY		20365
Aug 12	M-F 0900-1700	1 wk	BBY		23051

## MKTG 2205

MARKETING OF SERVICES\$248Covers the development of a marketing mix for<br/>companies in service industries. The course will focus<br/>on the differences between developing strategies for<br/>services rather than products. Prerequisites<br/>MKTG 1102.

Apr 16 Tue 12 wks DEC CRN 20323

# MKTG 2341INTRODUCTION TOMARKETING RESEARCH\$248Examines 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.

Apr 16Tue12 wksBBYCRN23793Apr 17Wed12 wksDEC20342

#### MKTG 2438 DIRECT MARKETING DYNAMICS

DIRECT MARKETING DYNAMICS \$248 Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos case studies, workshops, guest lecturers, group discussions, and industry-rélated projects. Prerequisite: MKTG 1102 or permission of the department.

15	Mon	12 wks	DEC	CRN	23789

Apr

#### MKTG 3321

PUBLIC RELATIONS\$248Covers the planning and execution of a public relations<br/>program. Topics include communication techniques,<br/>principles of news writing and preparation of news<br/>photographs, press and community relations, external/<br/>internal communications and meetings. Prerequisite:<br/>MKTG 2202.

Apr 16 Tue 12 wks DEC CRN 20331

\$248

#### PROMOTIONAL STRATEGIES

Covers the principles to consider when using and developing advertising-philosophy, planning and creation, media buying, production, controls and evaluation. Prerequisite: MKTG 2202.

Apr 17 Wed 12 wks DEC CRN 20332

#### MKTG 3332

KEY ACCOUNT SELLING\$248This course is designed for sales persons who will be<br/>working with long sales cycles in large organizations.We will look at managing the sales process and<br/>examine the possible influencers within corporations<br/>and government departments. Topics include account<br/>strategy planning, partnership selling, application<br/>selling and managing activities for major accounts<br/>versus general accounts. Prerequisite: MKTG 1219,<br/>previous sales training

Apr 15 Mon 12 wks BBY CRN 23796

#### MKTG 3337

**CORPORATE COMMUNICATIONS \$248** Covers the spectrum of promoting and communicating a company's image. Topics include advertising, public relations, media relations, investor relations, promotional print material, trade shows and other activities. The emphasis is on consistency of image and professionalism throughout all activities. The main objective of this course is to provide the student with a working knowledge of the corporate communications function within a business. Prerequisite: MKTG 2202.

Apr 16 Tue 12 wks DEC CRN 20340

#### MKTG 4318

MEDIA PLANNING \$248 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. The main objective of this course is to provide marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies.

Apr 15 Mon 12 wks DEC CRN 23797

#### TOUR 1261 TOURISM ISSUES

This course examines the evolutional 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.

Apr 16 Tue 12 wks BBY CRN 20370

#### TOUR 1301 GROUP TRAVEL & TOURS

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

## MEDIA TECHNIQUES FOR BUSINESS (604) 451-7032

#### **CERTIFICATE PROGRAM**

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

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

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

#### Required courses

Require	ed cou	rses
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	
MDIA	2060	Effective Presentation Techniques
.*		
Two of	the foll	owing
MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1110	FreeHand Mac 1
MDIA	1120	FreeHand PC 1
MDIA	1150	Quark XPress Mac 1
MDIA	1170	Photoshop PC 1
MDIA	1180	Photoshop Mac 1
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2150	Quark XPress Mac 2
MDIA	2170	Photoshop PC 1
MDIA	2180	Photoshop Mac 2

#### Elective courses

\$248

\$248

Elective courses						
BCST	1145	Copywriting for Radio and TV				
BCST	1148	Writing for the Media				
BCST	2252	Commercial Audio Production				
BUSA	1305	Supervisory Skills				
COMM	2202	Letters and Memos				
COMM	2204	Technical Reports				
COMP	1815	Introduction to Multimedia				
FMGT	1152	Accounting for the Manager				
MDIA	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	Quark XPress Mac 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	2110	FreeHand Mac 2				
MDIA	2130	CorelDraw 2				
MDIA	215Ó	Quark XPress Mac 2				
MDIA	2160	Advanced Photography 1				
MDIA	2170	Advanced Photography 2				
MDIA	2300	Multimedia Authoring				
MDIA	3010	Commercial Photography				

Aug 12 M-F T WKS BB1 0900-1700

# MKTG 1324SMALL BUSINESS DEVELOPMENT\$248Examines the planning stages involved in starting a<br/>new business. Topics include market, financial and<br/>legal responsibility requirements.

 Apr 17
 Wed
 12 wks
 BBY
 CRN
 20337

 Jun 10
 M-F
 1 wk
 BBY
 23788

 0900-1700
 0

MKTG 3225 CONSUMER BEHAVIOUR/ MARKETING STRATEGY \$248 An introduction to the subject of consumers and why they buy. The course examines segmentation, consumer needs, attitudes, learning, and lifestyle analysis. The focus will be on the application of consumer behaviour concepts to marketing planning decisions. Prerequisite: MKTG 1102 Apr 17 Wed 12 wks DEC CRN 20343

Apr 17 Wed 12 wks BBY CRN 23791

## REGISTER EARLY! WIN A FREE COURSE PHONE: (604) 434-1610 FAX: (604) 430-1331

MKTG 1102 Essentials of Marketing MKTG 2202 Principles of Promotional Marketing

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

#### **MDIA 0199**

PHOTOGRAPHY: ENTRY LEVEL \$210 Teaches how to handle a 35mm Single Lens Reflex camera and accessories. Through lectures, videos, slides and a workshop, students will learn basic photographic concepts including depth of field, aperture/shutter relation, exposure control, night photography and more. Students with an interest, but no previous experience in photography, are encouraged to enrol in this exploratory course to foster that interest and determine their potential. Students need a 35mm SLR with 50mm lens and have to supply their own film. A tripod is recommended.

4 wks BBY CRN 20999 Apr 17 Wed 1900-2200

#### **MDIA 1010** PHOTOGRAPHY

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

8 wks BBY CRN 21000 May 15 Wed 1900-2200

#### **MDIA 1040 GRAPHICS 1**

Introduces layout, design, illustration, printing methods, camera-ready artwork and typography. Those with an interest, but no previous experience in graphic art, are encouraged to enrol in this exploratory course to foster that interest and determine their career potential. Please note: this course is not computer based.

Apr 15 Mon/Wed 6 wks BBY CRN 21001

#### **MDIA 1100** INTRODUCTION TO MEDIA **TECHNIQUES FOR BUSINESS**

\$291 Presents a core course with a dual focus. The first part explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audiovisual communication projects. During the second part, group activities and class visits to production facilities provide a practical perspective on pre-press production and printing, desktop publishing, commercial applications of photography and photographic imaging, audiovisual techniques, video production, interactive video, photo-CD technology applications and other communication tools used in corporate, industrial, educational and marketing communication today. Upon completion students will have a good grasp of needs assessment, target audience identification, the basic principles of production planning, the evolving technology and a better understanding of the exciting world of media integration.

Apr 15	Mon	12 wks	BBY	CRN	21002
	1800-2100				

## MDIA 2040

**GRAPHICS 2** \$291 Continues from MDIA 1040. Students are instructed in the more detailed areas of graphics and print production. Topics include paper choice and selection, four colour process printing and mechanical requirements, preparing an advertising campaign using various production and print media, special printing techniques, commercial photography, imposition,

#### **MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES**

\$248 Prepares students to effectively present material, both written and spoken. Teaches students what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. Essential for those who prepare and present written and spoken material in today's corporate world.

Apr 18 Thr 12 wks BBY CRN 21005

### **MDIA 2160**

\$471

\$291

#### **ADVANCED PHOTOGRAPHY 1** \$290 Combines classroom sessions and workshop in the

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

Apr 18 Thr 6 wks BBY CRN 22829 1900-2200

#### **MDIA 3010**

**COMMERCIAL PHOTOGRAPHY** \$529 Introduces students to today's business practices and teaches them the basics of setting up and managing a commercial studio. Topics include how to select and operate sophisticated medium and large format camera equipment and accessories; how to work with studio lighting equipment; how to prepare an estimate; and how to market services and create a relationship with clients and suppliers. Students will get hands-on experience in carrying out a variety of assignments in areas such as still life, people, editorial and architecture. Students will learn to work from a layout to meet a client's requirements, quality standards in the industry, and the techniques to develop a powerful personal portfolio. All darkroom material and some film is included. Students will need a 35mm SLR or medium format camera with at least a standard, a wide angle, a telephoto lens, a tripod and a slash. Students will have to supply some film. Prerequisite:

MDIA 2160 or MDIA 2170 or permission from the instructor.

Apr 16 Tue 12 wks BBY CRN 21298 1900-2200

## **DESKTOP PUBLISHING AND GRAPHICS FOR THE** MACINTOSH (604) 451-7032

#### **MDIA 1020**

**DESIGNING BUSINESS FORMS** \$250 Every business needs its own special look! This course will introduce the topic of designing business cards and letterhead. The students will also learn how to design forms that make sense and are legible for internal and external use. Prerequisite: MDIA 1050/1090 or MDIA 1150.

Apr 18	Thr	06 wks	BBV	CRN	23560
npi io		00 1113	001	CIUI	25500
	0900-1200				

#### **MDIA 1090** PAGEMAKER MAC 1

Introduces and teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will

\$339

#### **MDIA 1140** COLOUR AND THEORY FOR PUBLISHERS

#### 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). Students will be instructed to make a colour wheel using components of the spectrum. Exercise will lead to an understanding of the terminologies relating to light and pigment such as contrast, hue, saturation, value, tint and shade. The second portion studies various colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh.

#### Apr 17 Wed 12 wks BBY CRN 23567 0900-1200

#### **MDIA 1150** QUARK XPRESS MAC 1

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

Apr 18	Thr	6 wks	BBY	CRN	21017
Jul 11	Thr	6 wks	BBY		21301

#### **MDIA 1160** ADOBE ILLUSTRATOR MAC 1

Adobe Illustrator is the leading illustration and page design program for the Macintosh. Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, select a segment, edit a segment, construct a drawing, use the rule guides, learn about layers, group and ungroup objects. Learn about painting objects, creating process colours, applying a custom colour, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, convert points, use perimitives to create basic shapes. Learn how to add elements to template and add detail to an illustration. Learn how to work with type, change type attributes, add type to a path, import text and link up text blocks, wrap text around an object and more.

Apr 19 Fri 6 wks BBY CRN 23577

## **MDIA 1180**

ADOBE PHOTOSHOP FOR MAC 1 \$379 Teaches students how to create and produce colour and black and white images right at their desktop, faster and easier than ever before. The course will teach students how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, restore parts of images, select areas of similar colours, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstation using a Mac Centris 650.

MDIA 2000 TYPOGRAPHY This course is designed to give students a good					\$425
Jul 2	Tue	6 wks	BBY		21303
May 26	Sun 1300-160	6 wks 10	BBY		21026
Apr 16	Tue	6 wks	BBY	CRN	21025

understanding of typesetting rules and techniques. Three evenings will be spent discussing type history, development and usage. The following nine evenings will be spent at Macintosh workstations. Using Quark Xpress, students will complete a variety of projects

## **MDIA 2090**

\$425

\$339

\$379

**PAGEMAKER MAC 2** 

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

May 27	Mon	6 wks	BBY	CRN	21020
		~			

#### **MDIA 2150** QUARK XPRESS MAC 2 \$339 Teaches advanced publishing techniques using Quark

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

May 30 Thr 6 wks BBY CRN 21023

#### **MDIA 2180**

ADOBE PHOTOSHOP FOR MAC 2 \$379 Displays how Adobe Photoshop is an image-editing program that lets students create and produce high quality digital images, without the expense of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at colour models, RGB, CMYK and measure RGB and CMYK colour, adjust midtones, shadows and highlights and perform precise colour corrections, use the information palette as a densitometer and adjust the colour balance of an image. Students learn about resolution, scanning basics, determining correct scan resolution, learning to close crop images to drop out backgrounds, creating releases around images with paths, saving selections as paths and more. Prerequisite: MDIA 1180.

6 wks BBY CRN 21027 May 28 Tue

#### **MDIA 2260**

**ADOBE ILLUSTRATOR MAC 2** \$379 Builds on skills developed in MDIA 1160.

May 31 Fri 6 wks BBY CRN 23584

## DESKTOP PUBLISHING AND **GRAPHICS FOR THE PC** (604) 451-7032

#### **MDIA 1050**

**PAGEMAKER PC 1** \$339 Teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation.

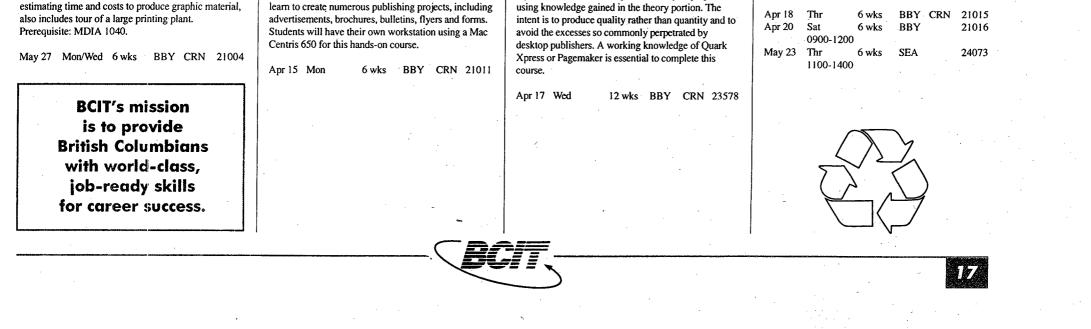
Apr 16 Apr 20		6 wks	DEC DEC	CRN	21009 21010
May 21	Tue 1100-1400		SEA	*	24072

## **MDIA 1130**

#### **CORELDRAW 1**

\$379 Introduces students to CorelDraw. This course is designed for those with a fundamental operating knowledge of the Windows environment. Special attention will be paid to practical applications, with each class oriented toward the completion of a project. It is assumed that students will have a modicum of layout and design ability. Samples of student work will be produced in class for portfolio examples.

## \$339



#### MDIA 1170 **ADOBE PHOTOSHOP FOR** WINDOWS 1

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

Apr 20	Sat	6 wks	BBY	CRN	21030
Jun 1	1300-1600 Sat 0900-1200	6wks	BBY		21031
Jul 4	0900-1200 Thr	6 wks	BBY		21302
May 22	Wed 1800-2100	6 wks	SEA		24074

#### **MDIA 1260**

**ADOBE ILLUSTRATOR PC 1** \$379 Adobe Illustrator is the leading illustration and page design program for the PC. Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, select a segment, edit a segment, construct a drawing, use the rule guides, learn about layers, group and ungroup objects. Learn about painting objects, creating process colours, applying a custom colour, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, convert points, use perimitives to create basic shapes. Learn how to add elements to template and add detail to an illustration. Learn how to work with type, change type attributes, add type to a path, improt text and lilnk up text blocks, wrap text around an object and more.

May 24	Fri	SEA	CRN	24076
	1100-1400			

\$339

\$379

MDIA 2050 **PAGEMAKER PC 2** 

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

May 28 Tue 6 wks DEC CRN 21019

#### **MDIA 2130 CORELDRAW 2**

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

May 30 Thr. 6 wks BBY CRN 21022

#### **MDIA 2270**

18

ADOBE PHOTOSHOP WINDOWS 2 \$379 Teaches students how to create and produce high quality digital images, without the expenses of high end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at colour models, RGB, CMYK and measure RGB and CMYK colour, adjust midtones, shadows and highlights and perform precise colour corrections, use the information palette as a

## **MULTIMEDIA FOR** THE MAC AND PC (604) 451-7032

#### **MDIA 0001 MULTIMEDIA & THE**

\$379

**INFORMATION HIGHWAY** \$409 Recommended 12 - 15 years of age. Integrate photography, video, sound and computer skills to produce a multimedia presentation using MacroMind Director and Photoshop. Learn Internet and jog the Information Highway! This two-week course includes lunch and some organized recreation.

Jul 15 M-F 2 wks BBY CRN 22836 0900-1500 Aug 12 M-F BBY 23047 2wks 0900-1500

#### **MDIA 1300**

**MULTIMEDIA LITERACY** \$339 Introduces multimedia concepts. Students will learn about the components that make up multimedia hardware/software configurations. Students will develop a sound foundation on how current technology can be used easily for learning and training purposes. Emphasis will be placed on computer literacy as it relates to CD-ROM and interactive multimedia.

Apr 16 Tue 6 wks BBY CRN 21028

#### **MDIA 2300 MULTIMEDIA AUTHORING**

\$339 Builds on concepts learned in MDIA 1300. Students will develop projects which apply to interactive multimedia software authoring tools in a practical environment. Students will be encouraged to develop applications relevant to their field of endeavour. Prerequisite: MDIA 1300.

May 28 Tue	6 wks	BBY	CRN	21029	
MDIA 3450 MULTIMEDIA	INTENSIVE	WOR	KSHO	P\$945	

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

4 wks BBY CRN 22818 Apr 26 Fri 0900-1600

INTERNET

#### MDIA 0115 **INTERNET IN A NIGHT**

\$104 Provides a comprehensive, "hands-on" overview of Internet evolution, terminology, access, e-mail, "netiquette," common problems and errors, hardware and software requirements and Internet Service

#### **MDIA 0200**

**INTRODUCING THE INTERNET** \$325 This course will introduce INTERNET user skills in E-MAIL, NEWSGROUPS, IRC (Webchat), FTP, TCP/IP, GOPHER, and WWW. Students will develop a sound foundation on how current INTERNET techniques and technology can be used. Emphasis will be placed on using NETSCAPE NAVIGATOR with the WORLD WIDE WEB. Students will advance from "newbies" to "netvets" in a couple of weeks and experience the "Thrill of the INTERNET."

2 wks BBY CRN 23564 Apr 20 Sat 0900-1600 May 25 Sat BBY 23565 2 wks 0900-1600

#### MDIA 1200 ADVANCED INTERNET

Builds on the skills learned in MDIA 0200. Make Home Pages on the World Wide Web! The students will learn how to use HTML in setting up home pages on the Internet. Various HTML Editors will be discussed and used. Good design and page layout techniques will be implemented in making effective home pages. Prerequisite: MDIA 0200, or equivalent Internet experience.

May 27 Mon 6 wks BBY CRN 23566 May 25 Sat BBY 23640 3 wks 0900-1600

#### **MDIA 1350** INTRO TO UNIX BASED WEB SERVING

\$425 Have you ever wanted to find our what's behind Web Serving? During the first half of this course you will learn about Internet protocols, security concerns and different types of Web Servers. The second half of the course will comprise the configuration and implementation of a Web Server based on Silicon Graphics Technology.

Apr 16 Tue 6 wks BBY CRN 23568 May 28 Tue 6 wks BBY 23569

### **3D ANIMATION**

#### **MDIA 2800**

**INTRODUCTION TO 3D ANIMATION TECHNIQUES WITH ALIAS POWER** ANIMATOR \$1500 This is a hands-on introductory course to the high end, interactive, three-dimensional animation, modeling and

rendering effects of Alias PowerAnimator software. The first half of the course involves modeling, animation and software concepts. The second half is devoted to animation projects determined by the student.

Apr 15 Mon 12 wks BBY CRN 23633 1845-2215

#### **MDIA 2400** SOFTIMAGE BASIC

\$2500 This course supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse kinematics and motion capitre in addition give students skills needed in today's competitive market.

Apr 22	M-F	l wk	BBY CRN	24070
May 20	M-F	l wk	BBY	24069
Jul 15	M-F	1 w <b>k</b>	BBY	24066`
Aug 12	М-F	i wk	BBY	24067

## MEDICAL OFFICE ASSISTANT (604) 451-7032

#### OFFC 1000

\$375

**ANATOMY AND PHYSIOLOGY** \$312 Covers human anatomy and physiology.

12 wks BBY CRN 22646 Apr 15 Mon 1815-2145 Apr 17 12 wks BBY 22647 Wed 1815-2145

Note: OFFC 1005 has now been replaced by two six week courses, OFFC 1060 and 1070 - see descriptions below:

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

12 wks BBY CRN 22650 Apr 16 Tue 1815-2145 22651 Sat

12 wks BBY Apr 20 0900-1230

**OFFC 1020** TRANSCRIPTION \$293 Designed for persons who are employed as medical office assistants, or students taking the MOA program. Prerequisite: OFFC 1005 and keyboarding skills of 40 wpm.

12 wks BBY CRN 22652 Apr 17 Wed 1845-2145 6wks BBY 22653 Apr 20 Sat 0900-1600

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

11 wks BBY CRN 22654 Apr 18 Thr

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

12 wks BBY CRN 22656 Apr 16 Tue Apr 20 Sat 12 wks BBY 23561 0900-1200

densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

6 wks BBY CRN 21903 Jun 1 Sat 1300-1600

Provider (ISP) selection.

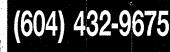
Apr 15 Mon BBY CRN 23562 1 wk 23563 May 6 BBY Mon 1 wk

THEY HIRED HER THAT FAST.

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REGISTER AT: EMPLOYMENT SERVICES SW1 1100 (604) 432-8866. E-MAIL BCITEPS@BCIT.BC.CA

\$390

\$390

#### **OFFC 1060**

MEDICAL DOCUMENTATION \$165 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: COMP 0001.

Apr 15 Apr 17		6 wks 6 wks		CRN	23574 23570
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#### **OFFC 1070**

**COMPUTERS IN HEALTH CARE** \$165 Introduces the basic features of medical practice management systems using PSREGENT's Stradivarius and SmartSeries Medical software. Emphasizes computerized medical billing, the daysheet record, patient registration, Teleplan, reporting and computerized lab results. An introduction to Windows will be included. Prerequisite: OFFC 1060, COMP 0001, or completion of a recognized word processing course AND permission from the instructor.

\$248

#### **OFFC 2000**

#### PRACTICUM

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

Apr I May 30	Thr Thr		vks BBY vks BBY	CRN	22657 22658
		,			

## CAPIC (604) 451-6743 (604) 432-8611

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

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

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

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

Courses with "certification review" in their title are intended to assist students in their preparation for the APICS exams, and will be offered in the Fall 1996 term.

## SUMMER SEMINAR SERIES

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

#### **CPIC 0170** INVENTORY MANAGEMENT

There is a significant pressure on small and medium sized distributors and manufacturers to manage the "INVENTORY" resource effectively. Many companies now have computers to help them in this task yet still do not achieve the results expected to lower inventory investment and improve service. This two-day seminar will focus on the practical aspects of managing the resource. It will include both manual and computer applications. 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, storage systems, materials requirement planning and measuring performance.

2 days BBY CRN 21366 Jun 10 M&T 0830-1600

#### **CPIC 0172 MANUFACTURING PLANNING/** SCHEDULING

MRP is one of the current operating tools available to manufacturing management. It can contribute to lower inventories and operating costs and improved customer service. If your company is considering an MRP system, or is in the process of installing one, this seminar is a must for you. This two-day seminar will focus on the applications, operation and benefits of this type of computer-based system. Topics include production planning, forecasting production, master scheduling, rough cut capacity, bills of materials, logic of MRP, lot sizing, MRP output, scheduling, data collection and justification/implementation.

Jun 13 Thr&F 2 days BBY CRN 21368 0830-1600

#### **CPIC 0174**

MANUFACTURING EXCELLENCE \$390 North American Companies that have successfully implemented JIT philosophies and techniques have experienced some remarkable improvements: 80 per cent reduction in manufacturing lead times, 70 per cent reduction in WIP, 85 per cent reduction in set-up times, 25 per cent reduction in the use of direct labour and 50 per cent reduction in space requirements. This two-day seminar will show you how to dramatically improve the performance of your company. Topics include pull systems, elimination of waste, lead time reduction, setup reduction, employee involvement, total quality control and continuous improvement.

Jun 17 M&T 2 days BBY CRN 21369 0830-1600

#### **CPIC 0177** ENHANCING ORGANIZATIONAL PERFORMANCE THROUGH TEAMWORK

\$195 This workshop is a must for teams who want to be effective in an empowered work environment. It's also essential for "jump starting" troubled teams. Companies sending several team members to the workshop will benefit from the synergy developed amongst team members. Get your team up and running quickly. This workshop is designed to boost team performance dramatically and covers the 10 ingredients for team success. Gives insights, guideline and practical examples to help your team be focused and productive: focuses teams on essential goals: enables teams to set appropriate team rules; and makes team interaction productive through the development of communication guidelines. Delivers invaluable insights into how to run a team meeting and how to make decisions in a team environment. Topics include setting team goals, how to reach consensus, team roles, running effective meetings, team ground rules and beneficial team behaviours.

#### **CPIC 0178** CONTINUOUS IMPROVEMENT-

SIMPLIFYING BUSINESS PROCESSES \$195 This workshop has been designed to cover the entire process improvement approach: from problem definition through to the development of an action plan for implementation of the selected solution. Workshop materials mirror the process improvement methods used by many of the world's top companies to achieve better performance. HP, Kodak, Toyota and Xerox are all companies that have used this approach in their manufacturing plants and in their office procedures. Will help your teams to design and build quality processes, products and services. Covers a structured approach for performing process improvement activities. Enables participants to prioritize which problems/processes should be selected for investigation. Shows teams how to develop innovative solutions and how to choose the most effective alternative. Participants will gain experience with the basic tools of process improvement by using them in a simulated problem situation. Topics include flow charting, cause effect analysis, Pareto analysis, check sheets, force field analysis, brainstorming, evaluating solution alternatives and action planning.

I day BBY CRN 22842 Jun 21 Fri 0830-1600

# ELECTRONIC DATA **INTERCHANGE (EDI)** (604) 451-6743 (604) 451-7032

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

The EDI Council of Canada is a non-profit association dedicated to the task of making Canadian industry more competitive through the adoption of electronic commerce and electronic data interchange initiatives.

The BCIT Operations Management Technology is pleased to sponsor, in association with the EDI Council of Canada, the following daytime seminar series at its Burnaby campus.

#### **ELECTRONIC COMMERCE** AND EDI SEMINARS

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

#### EDIC 0100 **ELECTRONIC COMMERCE: A BUSINESS PERSPECTIVE**

(non-members \$350) Presents a one-day seminar that introduces the business opportunities and issues presented by electronic data interchange (EDI) and electronic commerce (EC). The course will help you understand the impact of these business strategies on your organization, and provide you with the information needed to make informed decisions involving EDI and EC.

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

May 3 Fri I days BBY

#### EDIC 0200 **EDI IMPLEMENTATION**

\$495

(non-members \$595) Provides an intensive two-day seminar designed to provide you with a practical set of guidelines for planning and executing an EDI implementation, and will also highlight day-to-day operational issues. After attending this course, you should be able to prepare an EDI implementation plan and initiate each of the major activities involved. Prerequisite: EDIC 0110 Introduction to EDI or permission from the instructor. Who should attend? Those responsible for managing or implementing an EDI initiative.

May 10 Fri&Sat 2 days BBY 0830-1730

## **OPERATIONS** MANAGEMENT (604) 451-6743 (604) 432-8611

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 resultoriented so that course content can be used immediately for productivity improvement at the student's place of employment.

#### **MANAGEMENT CERTIFICATE** IN INDUSTRIAL ENGINEERING

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

#### **Required** courses

- BUSA 1305 Supervisory Skills
- COMM 2204 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 (formerly
- Productivity Engineering 1) OPMT 2290 Performance Measurement
- OPMT 2298 Business Process Re-engineering
  - (formerly Productivity Engineering 2)

#### Plus two electives

\$295

\$495

- **OPMT 1105 Engineering Economics**
- OPMT 1142 Introduction to Quality Control Methods
- OPMT 1175 Warehouse Management
- 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

VISIT BCIT OPEN HOUSE APRIL 12 \$ 13 OR CALL FOR MORE INFORMATION (604) 438-2248.

Jun 20 Thr 1 day BBY CRN 22841 0830-1600

0830-1730

#### EDIC 0110 **INTRODUCTION TO EDI** (non-members \$595)

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

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

Apr 19 Fri&Sat 2 days BBY

## OH NO, YOU HAD TO **CANCEL IT??**

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

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## MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

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

#### **Required courses**

5 Supervisory Skills; or
5 Management
4 Technical Reports
2 Accounting for the Manager
5 Occupational Health and Safety
2 Basic Mathematics of Finance
6 Quality Assurance 1 Manufacturing
7 Project Planning and Scheduling
8 Management Information Systems
1 Purchasing
7 Statistics for Business and Industry
8 Introduction to Operations
Management (formerly
Productivity Engineering 1)
0 Performance Measurement
8 Business Process Re-engineering
(formerly Productivity
Engineering 2)
ctives
5 Lotus 1-2-3, level 1 and
6 Lotus 1-2-3, level 2 and
7 Lotus 1-2-3, level 3
OR:
1 Excel Level 1 and
2 Excel Level 2
5 Engineering Economics
7 Quality Management for Service
Industries
5 Organizational Behaviour 1
6 ISO 9000 Standards for Quality
Systems

### **CERTIFICATE IN MATERIALS** MANAGEMENT

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

Require	ed coui	ses
BUŜA	1305	Supervisory Skills
COMM	2204	Technical Reports
CPIC	1105	Master Planning Certification
		Review (CAPIC)
CPIC.	1110	Principles of Inventory Control
		or CPIC 1210 or OPMT 1192
CPIC	1210	Inventory Management
		Certification Review (CAPIC)
CPIC	1350	Material/Capacity Requirements
		Planning (CAPIC)
CPIC	1510	Production Activity Control
		(CAPIC)
CPIC	1600	Just-In-Time Certification
		Review (CAPIC)
CPIC	1615	Systems and Technologies
		Certification Review (CAPIC)
OPMT	4106	Quality Assurance 1 Manufacturing
OPMT	1175	Warehouse Management
OPMT	1191	Purchasing
OPMT	1192	Inventory Planning and Control
· .		or CPIC 1110

## 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 qualityrelated responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality Control (ASQC).

#### **Required** courses

Require	u coui	363
COMM	2204	Technical Reports
OPMT	1106	Quality Assurance 1 Manufacturing
OPMT	1107	Quality Management for Service
		Industries
OPMT	1115	Software Quality Assurance
OPMT	1142	Introduction to Quality Control
		Methods
OPMT	2206	Quality Assurance 2
OPMT	2242	Intermediate Quality Control
	•	Methods
OPMT	3306	ISO 9000 Standards for Quality
		Systems
OPMT	3342	Statistical Design of Experiments
		for Industry
OPMT	3344	Total Quality Management
		(TQM) in Manufacturing
OPMT .	3345	Quality Auditing
OPMT	3346	Reliability Principles
Any of	the foll	owing electives will give additional
		the contificate Other quality

nal credits toward the certificate. Other quality courses may be available at a later date. FMGT 1152 Accounting

- OPMT 1102 Basic Mathematics of Finance
- OPMT 1188 Management Information Systems
- OPMT 1192 Inventory Planning & Control
- OPMT 1197 Statistics for Business and Industry
- **OPMT 1198 Introduction to Operations** Management (formerly
  - Productivity Engineering 1)

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.

#### Required courses BLDG 3870 Project Management: Introduction to Building Development BLDG 3875 Construction Law in Project Management BUSA 1305 Supervisory Skills; or BUSA 2005 Management BUSA 3405 Problem Solving and Decision

Making

Plus ele	ctives	that total three units
AICO	1000	Auto CAD 1 and
AICO	2000	Auto CAD 2
BLDG	2830	Architectural CADD
		(AUTO ARCH)
BUSA	2005	Management
COMP	1215	Lotus 1-2-3 level 1 and
COMP	1216	Lotus 1-2-3 level 2
	OR	المحاج والمحاج والمحاج والمحاج الألا
COMP	1261	Excel Level 1 and
COMP	1262	Excel Level 2
COMP	1220	dBASE Level 1
MECH	7060	Graphic System Management
OPMT	1107	Quality Management for Service
		Industries
OPMT	2287	Project Cost Estimating
OPMT	3306	ISO 9000 Standards for Quality
		Systems

Courses Offered in the Spring/Summer term

#### **OPMT 0199**

MATH FOR BUSINESS \$331 Upgrades and refreshes the mathematical skills of students who intend to enter the School of Business at BCIT. A suitable prerequisite for the mathematics courses in the School of Business as it meets the Math 11 entrance requirement. The course includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

Apr 15	M/W	8 wks	BBY CRN	20467
Apr 16	T/R	8 wks	BBY	20465
Apr 20	S	11 wks	BBY	20466
•	0830-1300	)		
Jul 2	T/R	8 wks	BBY	20463
Jul 3	M/W	8 wks	BBY	20460
Jul 29	M-R	4 wks	BBY	23052
				1

#### OPMT 1102

BASIC MATH OF FINANCE \$248 Discusses interest and its effects upon business and industry. Students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.)

	Apr 15 Apr 15 Apr 16	M/W M/W T/R	6 wks 6 wks 6 wks	DEC	CRN	20470 20471 20472
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\$248

#### **OPMT 1106 QUALITY ASSURANCE 1** MANUFACTURING

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

Apr 15	M/W	6 wks	BBY CRN	22839
				· · · .

#### OPMT 1110 **BUSINESS MATHEMATICS**

\$331 Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR.

#### **OPMT 1115**

SOFTWARE QUALITY ASSURANCE \$248 Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to those individuals who are involved in the growing software development industry and want to meet modern requirments for design, verification and re-usability of software products.

#### 12 wks BBY CRN 23772 Apr 17 Wed

#### **OPMT 1188** MANAGEMENT INFORMATION SYSTEMS

\$248 Introduces business information systems for business operations, management decision-making and strategic advantage. Management information requirements will be discussed along with how an information system can fulfill these requirements at all levels of management. Through the discussion and demonstration of current trends, such as the use of groupware, the Internet and Business Process Re-engineering, the student will understand how the organization of the 90's can use information systems to gain strategic advantage in a global marketplace. The Systems Development Life Cycle will be used as a framework to propose the requirements to solve a management information systems problem.

#### Apr 17 Wed 12 wks BBY CRN 22838 **OPMT 1191** PURCHASING \$248 Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics. Jun 24 M-F 1 wk BBY CRN 20476 0830-1630 **OPMT 1197** L.S. **STATISTICS FOR BUSINESS** wit. AND INDUSTRY \$373 Presents a comprehensive study of elementary statistical methods as applied to objective decisionmaking in business and industry. Students will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting.) Apr 15 M/W 9 wks BBY CRN 20481 5 wks BBY 20480 M/W/S Jun 5 M/W 1800-2200 S 0830-1230 20479 M/W/F 5 wks BBY Jun 5 0830-1230 **OPMT 1198**

#### INTRODUCTION TO **OPERATIONS MANAGEMENT** \$248 (formerly Productivity Engineering 1)

Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problemsolving 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.

12 wks BBY CRN 20482 Apr 15 Mon

OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1) OPMT 2275 Warehouse Management 2 OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2) TDMT 1409 Introduction to Canada Customs Procedures and NAFTA

Plus one elective

20

**OPMT 1105 Engineering Economics** OPMT 1117 Basic Quantitative Techniques in Administration OPMT 3344 Total Quality Management (TQM)

COMM 2203 COMM 2204 Technical Reports FMGT 1152 Accounting for the Manager HRMG 2805 Occupational Health & Safety OPMT 1117 Basic Quantitative Techniques in Administration OPMT 1125 Facilities Space Planning OPMT 1187 Project Planning and Scheduling **OPMT 1198 Introduction to Operations** Management (formerly Productivity Engineering 1) OPMT 2125 Advanced Computer Aided Facility Management (DOS); and /or Advanced Computer Aided OPMT 3125

Facility Management (Windows)

Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management.

7 wks BBY CRN 21421 May 28 T/R 1800-2145

> Share newspapers and magazines --- sustain renewable resources and cut waste!

**ENVIRO TIP** 

#### OPMT 2197 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 B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course.

\$248

\$248

Apr 15	W	12 wks	DEC	CRN	20484
Apr 15	M/W	6 wks	BBY	CRN	24065
Jun 13	T/R	6 wks	BBY		23635

#### OPMT 2206 QUALITY ASSURANCE 2 (MANUFACTURING)

Topics include 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.

### Apr 16 T/R 6 wks BBY CRN 23636

#### OPMT 2287

PROJECT COST ESTIMATING \$248 Provides a basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined and sources of information identified. Students will develop their own model estimates progressively during the course. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined. Prerequisite: OPMT 1187 or equivalent.

Apr 15 M/W 6 wks BBY CRN 23774

#### OPMT 2290

PERFORMANCE MEASUREMENT \$248 Provides an introductory applications course to work measurement. Using the principles of work study, methods study, motion study and time analysis techniques, the student is well equipped to solve work study problems. Time measurement techniques such as stop watch, M.T.M (Methods Time Measurement), M.O.S.T. (Maynard Operating Sequence Technique) will be discussed. This course will not license students as work study practitioners but will give them a basic understanding of the principles of work study, work methods and work measurement techniques. Prerequisite: OPMT 1198.

Apr 17 Wed 12 wks BBY CRN 23637

\$248

#### OPMT 2298 BUSINESS PROCESS RE-ENGINEERING

Apr 16 Tue

**OPMT 3342** 

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

12 wks BBY CRN 20483

## OPERATIONS MANAGEMENT TECHNOLOGY "FAST TRACK"

#### ONE YEAR CERTIFICATE PROGRAM FEATURING PROGRAM FLEXIBILITY AND WORKPLACE-BASED LEARNING

A new innovative program in which the student can continue working while acquiring the essential academic, personal management and team building skills required to secure, keep, or advance his or her management career. Prospective students are invited to join our Program Head to learn more about this exciting opportunity by attending one of our special orientation sessions.

> March 14, 1996 April 24, 1996 May 15, 1996

Times: 1830-2000

Location: room SW1-1125 Burnaby Campus To pre-register, please phone Student Services at (604) 434-3304. Learning Without Limits!

> TRANSPORTATION LOGISTICS (604) 451-6743 (604) 432-8611

#### MANAGEMENT CERTIFICATE IN TRANSPORTATION LOGISTICS

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

	Requir	ed cou	rses
	BUSA	1305	Supervisory Skills
	OPMT	1102	Basic Mathematics of Finance
	OPMT	1188	Management Information Systems
i	OPMT	1191	Purchasing
	OPMT	1192	Inventory Planning and Control
	OPMT	1197	Statistics for Business and Industry
	OPMT	1198	Introduction to Operations
ĺ			Management (formerly
			Productivity Engineering 1)
	TDMT	1101	Geography of Trading 1
	TDMT	1104	International Trade 1
l	TDMT	1150	Distribution 1 (C.I.T.T.)
	TDMT	1409	Introduction to Canada Customs
			Procedures and NAFTA
	TDMT	2203	Transportation Economics
	TDMT	2204	International Trade 2
	TDMT	2250	Distribution 2 (C.I.T.T.)
	TDMT	4410	Logistics Management
	<b>.</b>		
	Suggest	ed elec	tives may replace required course
			oval of the program coordinator
	OPMT	1107	Quality Management for Service
			Industries
	OPMT		
	OPMT	2275	Advanced Warehouse Management

Management

Courses Offered in Spring/Summer 1996 Term:

TDMT 1150 DISTRIBUTION 1 (CITT) \$248 Covers transportation regulations: Canadian

TDMT 3413 Traffic and Transportation



# ... in touch with tomorrow

April 12 & 13, 1996

Visit BCIT Burnaby Campus and see more than 100 program displays. Enjoy a day of entertainment, speakers, food and great music. Bring your friends and family; come spend the day with us. Admission is FREE.

> Friday 9:00 am to 5:00 pm Saturday 9:00 am to 7:00 pm



## 3700 WILLINGDON AVENUE (CANADA WAY & WILLINGDON)

For more information call (604) 438-BCIT

#### TDMT 1409 INTRODUCTION TO CANADA

**CUSTOMS PROCEDURES AND NAFTA \$373** Introduces students to the harmonized system of exporting and importing and details many of the

exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. This course also familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

Apr 15 M/W 9 wks BBY CRN 22800

### TDMT 2204

INTERNATIONAL TRADE 2 \$248 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 intercompany linkage strategies. Prerequisite: TDMT 1104.

# Four Ways to Register

#### **1.** By Mail (Available to all registrants)

Fill in the registration form on the back page and send it with your cheque or credit card information to: BCIT Part-time Studies Registration 3700 Willingdon Ave., Burnaby, B.C. V5G 3H2 Sorry, No Postdated Cheques

## 2. By Fax

(Available to all registrants) Use the form located on the back page and Fax to (604) 430-1331 (Burnaby campus) or

**STATS DESIGN OF EXPERIMENTS \$248** Basic concepts of statistical experimentation. Onefactor experiments, analyisis of variance, two-factor experiments, randomized blocks, Latin square model, fix and random models. Factorial experiments including confounding and multi-level factors. Introduction to Taguchi methods and experimental parameter design. This course is designed to help candidates prepare for the CQE certification examination of the ASQC in this area.

Apr 20 Sat 6 wks BBY CRN 23638 0900-1600 transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs.

Apr 16 Tue 12 wks BBY CRN 23775

Apr 15 Mon 12 wks BBY CRN 23776

#### TDMT 4410

LOGISTICS MANAGEMENT \$373 An overview of the total distribution concept. The

course examines distribution facility location analysis, information systems, control systems and analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer service and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits. (604) 687-2488 (Downtown Education Centre).

3. In Person

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

4. By Phone

(Only available to registrants who have previously attended BCIT) Charge to your Visa or MasterCard. Burnaby campus: (604) 434-1610 Downtown: (604) 687-4666

# **Computer Systems**

\$131

\$65

### **CLASS TIMES**

Generally, classes at all sites run for three hours per night, one or two nights a week, Monday through Thursday, unless otherwise noted in course descriptions or at registration. For addresses of the below listed locations, please see page 3 under Campus Locations/Office Hours.

BURNABY (BBY) 1845-2145
DOWNTOWN EDUCATION
CENTRE (DEC) 1730-2030
SURREY (SRY) 1900-2200
ABBOTSFORD (ABB) 1900-2200

## ADVANCED DIPLOMA IN SOFTWARE DEVELOPMENT

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

The ADP Program is designed for a) graduates of two-year diploma programs in

- Computer Systems; b) computer professionals wishing to acquire
- recognized formal qualifications;

c) people who hold degrees in other related disciplines

\$519

\$315

J

Apr 16 Tue

#### COMP 7651 DATA COMMUNICATIONS PRINCIPLES

Covers concepts, theory and practices employed in modern communication systems. Explores a wide variety of topics. Prerequisite: Algebra and Trigonometry and Physics and COMP 3720 or equivalent.

Apr 17 Wed/Fri 12 wks BBY CRN 20315

#### **COMP 7656 MANAGEMENT ISSUES IN** SOFTWARE ENGINEERING

Covers the management aspects in software development. Emphasis is on managerial issues and concerns, including, personnel planning, budget control, and quality assurance. Complements to COMP 7655. Prerequisite: Admission into the Advanced Diploma Program or ADP Program Head approval.

12 wks BBY CRN 20317 Apr 15 Mon

#### COMP 7660

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

Apr 16 Tue/Thr 12 wks BBY CRN 20316

#### **COMP 7830 APPLIED RESEARCH METHODS IN** SOFTWARE DEVELOPMENT \$315

Introduces the various research methods that are appropriate in applied research projects on Computer Systems. Suitable formal statistical as well as empirical approaches are covered. Prerequisite: Admission into the Advanced Diploma Program, or ADP Program Head approval.

6 wks BBY CRN 20314 Apr 20 Sat\* Every Other Saturday 0900-1600

## **OFFICE COMPUTER** APPLICATIONS

NOTE: Most courses will require texts or supplies that should be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses.

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

#### COMP 0250

#### QUICK TOUR OF MICROSOFT OFFICE FOR WINDOWS

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

Apr 17 May 29	2 wks 2 wks	VCR VCR	22700 22701
			· · · · ·

#### COMP 0260 QUICK TOUR OF EXCEL 5.0 FOR WINDOWS

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

May 8 Jun 19	Wed Wed	l night l night	CRN	22702 22703	
		· · ·			

#### **COMP 0265** QUICK TOUR OF WORD 6.0

FOR WINDOWS \$65 Introduces the basic features of this popular word processor. Covers, by combining lectures and handson, the basic tools needed to produce professionallooking documents quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

May 1 Jun 12	Wed Wed	1 night 1 night	VCR VCR	CRN	22704 22705
COMP			,		
-	TOUR C	OF ACCESS	2.0		\$65

S65 Introduces the basic features of this popular database package. Covers, by combining lectures and hands-on, the basic tools needed to manage data, find specific information, sort data and create professionallyformatted reports quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

May 15	Wed	1 night	VCR	CRN	22706
Jun 26		l night			22707

#### COMP 0281 **QUICK TOUR OF POWERPOINT 4.0** FOR WINDOWS

\$65 Introduces the basic features of this best-selling presentation graphics software package which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and onscreen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

COMP	0285			
lul 3	Wed	l night	VCR	22714
May 22	Wed	1 night	VCR CRN	22713

#### DENTAL OFFICE SYSTEM/WINDOWS \$275

#### **COMP 1006**

#### **UNDERSTANDING WINDOWS 1** \$254

Explores the Windows 3.1 desktop, disk management, control panel features and some bundled Windows applets. Topics include working with the mouse and keyboard shortcuts, navigating the desktop, using the File Manager to manage files, customizing the desktop and applets such as Cardfile, Calendar, Notepad and Write. DOS knowledge would be beneficial. Prerequisite: COMP 0001 or equivalent.

				Sec. 1. 1.	
Apr 15	Mon	6 wks	DEC	CRN	23552
Apr 15	Mon	6 wks	HOL		23519
Apr 16	Tue	6 wks	PMT		23654
Apr 18	Thr	6 wks	BBY		23517
May 4	Sat	3 wks	BBY	÷.,	23516
	0900-1600	· . · .	1.4		·
May 5	Sun	3 wks	DEC		23592
• /	0900-1600		· .		
May 28	Tue	6 wks	PMT	11	23653
May 30	Thr	6 wks	BBY		23513
Jun 3	Mon	6 wks	DEC		23553
Jun 3	Mon	6 wks	HOL		23520

#### **COMP 1007**

UNDERSTANDING WINDOWS 95 \$351 Introduces the new Windows 95 interface and covers basic and beyond basic tasks. Covers the Start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 1006 or COMP 1212 or equivalent.

Apr 17 May 29	e*,	6 wks 6 wks	BBY BBY	CRN	23523 23522	
						l

\$254

\$351

#### **COMP 1009**

## **EXPLORING WINDOWS**

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.

#### Correspondence

Tuition \$254, \$4 mailing fee Text fee \$67.50 (subject to change) = G.S.T. CRN 23524 18 weeks

#### **COMP 1104**

INTRODUCTION TO COMPUTING \$390 Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word processing package and a spreadsheet package. Prerequisite: none.

Apr 17	Wed 0900-1215	DEC	CRN	22759
Apr 17	Wed	DEC		22760
	1315-1630		1.	* 2014 (J. 1) 1917 - 1917

## **COMP 1213**

#### WORDPERFECT 6.1 FOR WINDOWS LEVEL 1

Explains WordPerfect 6.1 for Windows. Topics include document creation; formatting margins, tabs, line spacing; underline, bold, italics, centre, font types and sizes; selecting; cut, copy and paste; customizing toolbars; automatic page numbering; Thesaurus, spell and grammar checks; and mail merge. Prerequisite: COMP 1001 or 1005 and 1006 or 1212.

Apr 18 Thr 6 wks VCR CRN 20273

#### **COMP 1214 WORDPERFECT 6.1 FOR WINDOWS**

\$351 LEVEL 2 Continues from COMP 1213, Level 1. Covers numbers, headers, footers, document comments, password, abbreviations, envelopes, labels, newspaper and parallel columns, file management, quick list, record and play macros, sort and select; tables, graphics. Prerequisite: COMP 1213.

### **COMP 1215**

#### LOTUS 1-2-3 FOR WINDOWS LEVEL 1\$234 Introduces the fundamental concepts of spreadsheets using Lotus 1-2-3 for Windows. Provides comprehensive coverage of the basic principles needed to build electronic worksheets. Prerequisite:

COMP 1006 or 1212.

4 wks HOL CRN 20263 Apr 17 Wed

#### **COMP 1216**

LOTUS 1-2-3 FOR WINDOWS LEVEL 2\$234 Continues from COMP 1215. Covers the Lotus 1-2-3 for Windows database module and graph production. Includes creating and using templates, building complex formulae and using the built-in functions. Prerequisite: COMP 1215.

May 15 Wed 4 wks HOL CRN 20264

#### **COMP 1217**

LOTUS 1-2-3 FOR WINDOWS LEVEL 3\$234 Continues from COMP 1216. Uses Lotus 1-2-3 for Windows to examine the creation and use of Macros. Covers file linking, automating tasks, building menus and using advanced built-in functions. Prerequisite: COMP 1216.

4 wks HOL CRN 20265 Jun 12 Wed

#### **COMP 1220**

DBASE FOR WINDOWS 1 \$234 Explores the dBASE for Windows interface including the Navigator. Topics include database concepts, creating, maintaining and modifying tables and designing view queries. Access to a computer outside of class time would be beneficial. Prerequisite: COMP 1001 or 1005 or 1006 or 1212 or equivalent.

Apr 18 Thr 4 wks HOL CRN 20266

#### **COMP 1221 DBASE FOR WINDOWS 2** \$234 Continues exploration of dBASE for Windows by enhancing basic relational database skills. Topics include indexing and sorting, linking tables and creating basic reports. Access to a computer outside of class time is recommended. Prerequisite: COMP 1220.

May 16 Thr 4 wks HOL CRN 20267

## **COMP 1222**

**DBASE FOR WINDOWS 3** \$234 Continues from Level 2 COMP 1221. Continues, enhancing dBASE for Windows knowledge by building on power skills. Topics include designing advanced forms, automating forms, complex queries and advanced reports. Access to a computer outside of class time is recommended. Prerequisite: COMP 1221.

4 wks HOL CRN 20268 Jun 13 Thr

COMP 1226 PARADOX FOR WINDOWS LEVEL 1 \$351 Provides the necessary skills to create single and multitable databases in a Windows environment. Also covers the use of forms, queries and reports in database management. Prerequisite: COMP 1006 or 1212 or equivalent.

6 wks VCR CRN 23527 Apr 17 Wed

## **COMP 1227**

PARADOX FOR WINDOWS LEVEL 2 \$351 Continues from COMP 1226, level 1. Enhances skills in forms and query design. Covers advanced features, including graphing and importing and exporting from other applications. Prerequisite: COMP 1226.

May 29 Wed 6 wks VCR CRN 23528

**COMP 1230** T FOR WINDOWS Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1006 or 1212.

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

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

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures performed in a dental office. Upon successful completion, any other dental computer system can be used. Prerequisite: Dental or medical office experience or completion of a Dental Receptionist program.

10 wks BBY CRN 23757

6 wks VCR CRN 20274 May 30 Thr

Apr 18 Thr 12 wks BBY CRN 20278 **COMP 1240** LOTUS 1-2-3 \$312 Covers all of the basic principles of this DOS spreadsheet package. Prerequisite: none.

Apr 17 Wed 12 wks BBY CRN 20279

# **Computer Systems**

#### **COMP 1245** ACCPAC GENERAL LEDGER \$351 Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 or 1005 and 1006 or 1212 and basic understanding of accounting principles. 6 wks VCR CRN 20281 Apr 15 Mon **COMP 1246** ACCPAC A/R AND A/P \$351

#### Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Jun 3 Mon 6 wks VCR CRN 20284

#### COMP 1255

**COMPUTERIZED ACCOUNTING** \$312 Teaches the Simply Accounting for Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisite: COMP 1001 or 1006 or 1212 and FMGT 1100.

Apr 18 Thr 12 wks BBY CRN 22764

#### **COMP 1261 EXCEL LEVEL 1** \$351

Provides comprehensive coverage of this state-of-theart Windows spreadsheet program, including the fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, using formulae and built-in functions, editing and formatting techniques, formatting styles, custom numeric and date formatting. printing, password protection, and special techniques to increase efficiency. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 15	Mon	6 wks	VCR	CRN	21271
Apr 16	Tue	6 wks	BBY		22708
Apr 18	Thr	6 wks	PMT		23534

#### COMP 1262 **EXCEL LEVEL 2**

\$351 Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 1261 or equivalent.

May 28	Tue	-	6 wks	BBY	CRN	22709
May 30	Thr		6 wks	PMT		23535
Jun 3	Mon		6 wks	VCR		21272

#### **COMP 1263**

MS PROJECT/WINDOWS 4.0 LEVEL 1 \$351 Reviews features, including the extensive on-line Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include: creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 17	Tue	6 wks	BBY	CRN	23537

#### **COMP 1264**

MS PROJECT/WINDOWS 4.0 LEVEL 2 \$351 Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. Prerequisite: COMP 1263

May 28	Tue	6 wks	BBY	CRN	23538
COMP	1944				

#### **COMP 1267** WORD FOR WINDOWS LEVEL 2

\$351 Covers advanced techniques including creating and using Templates, incorporating Tables and Pictures into documents, using Frames and Text Boxes, recording and running Macros, using Mail Merge to print form letters, mailing labels and envelopes; and customizing the toolbar, menus and keyboard. Prerequisite: COMP 1266.

May 29 May 30 Jun 3	6 wks 6 wks 6 wks	PMT BBY VCR	23541 22719 22718

#### **COMP 1270 MICROSOFT ACCESS 1**

\$351 Begins with an overview of Access and its objectoriented approach to relational database management. Provides the experience and skill necessary to create a database with multiple tables, create forms, reports and queries. Prerequisite: COMP 1006 or 1212 or equivalent.

-					
Apr 15	Mon	6 wks	PMT	CRN	23543
Apr 17	Wed	6 wks	BBY		22711
•					

## **COMP 1271**

**MICROSOFT ACCESS 2** \$351 Continues from COMP 1270 and provides the skills necessary to use advanced features of form and query creation including OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other database application packages. Prerequisite: COMP 1270.

May 29 Jun 3	Wed Mon	6 wks 6 wks	BBY PMT	CRN	22712	
Jun J	WIGH	UWAS	L IAT I		.23344	

#### **COMP 1272**

MS ACCESS 3 BUILD APPLICATIONS \$351 Teaches non-programmers how to develop a small application using MS Access macros. Covers the advanced features of uses of macros, macro actions, events triggering macros, menu builder, toolbar modification, and advanced report design. Prerequisite: COMP 1271.

6 wks BBY CRN 23767 Apr 20 Sat 0900-1200

#### **COMP 1281**

**MICROSOFT POWERPOINT** \$351 Provides an in-depth and comprehensive introduction to this best selling presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 15 Mon 6 wks BBY CRN 22720

#### **COMP 1282**

**MICROSOFT POWERPOINT 2** \$351 Covers advanced topics in presentation design, using special features to add sophistication to presentations. Topics include creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. Prerequisite: COMP 1281.

Jun 3 6 wks BBY CRN 22721 Mon

# **COMPUTER SYSTEMS** (604) 451-6978 (24HRS)

#### COMP 0001

#### COMPUTING FOR THE TIMID \$109 Introduces the computer to those who have never used one and are afraid to. Prerequisite: none.

Apr 15	Mon	4 wks	BBY	CRN	22951
Apr 15	Mon	4 wks	BBY		20304
Apr 20	Sat 0900-1600	2 wks	BBY		20306
Apr 21	Sun 0900-1600	2 wks	DEC		20307
May 13	Mon	4 wks	BBY		20305
Jun 17	Mon	4 wks	BBY	. *	20308

#### **COMP 1001**

UNDERSTANDING PC/MS DOS \$156 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.

Apr 15	Mon	6 wks	BBY	CRN	20221
Apr 16	Tue	6 wks	BBY		20224
May 28	Tue	6 wks	BBY		20225
Jun 3	Mon	6 wks	BBY		20222

Note: COMP 1006 UNDERSTANDING WINDOWS 1, COMP 1007 UNDERSTANDING WINDOWS 95, and COMP 1009 EXPLORING WINDOWS are listed in the Office Computer Applications Section.

#### **COMP 1010**

#### WORD PROCESSING CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Apr 15	Mon	4 wks	BBY	CRN	20236
Apr 16	Tue	4 wks	BBY		20237
May 25	Sat	2 wks	BBY		20238
	0900-1600				
May 26	Sun	2 wks	DEC	· .	20239
-	0900-1600				

#### COMP 1015 SPREADSHEET CONCEPTS

\$109 Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

May 13	Mon	4 wks	BBY	CRN	20242
May 14	Tue	4 wks	BBY		20241
Jun 8	Sat	2 wks	BBY		20240
	0900-1600				
Jun 9	Sun	2 wks	DEC		20243
	0900-1600	,			

#### **COMP 1020 MICRO DATABASE CONCEPTS** \$109 Introduces the beginner-level student to the basic

concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Jun 11	Tue	4 wks	BBY	CRN	20245
Jun 17	Mon	4 wks	BBY		20244
Jun 22	Sat 0900-160	2 wks	BBY	· ·	20246
Jun 23	Sun	2 wks	DEC		20247

0900-1600

#### **COMP 1050**

Apr 18 Thr

**UNDERSTANDING OS/2 WARP 1** \$351 Explores the LaunchPad, and both the desktop and its objects, of this operating system from IBM. Topics include customizing the desktop, using the command prompts folder, as well as how to view, copy, move and delete objects and disk information from the hard disk and diskettes. Prerequisite: COMP 1001 or 1005 or

12 wks BBY CRN 23545

#### **COMP 1401 PROGRAMMING CONCEPTS** /METHODS

Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: (COMP (1001 or 1006) and 1010 and 1015 and 1020) or equivalent.

\$312

\$312

Apr 15	Mon	12 wks	BBY	CRN	20253
Apr 16	Tue .	12 wks	BBY		20256
Apr 17	Wed	12 wks	BBY		20254
Apr 18	Thr	12 wks	BBY		20255
Jul 9	Tue/Thr	6 wks	BBY		20252
	1800-210	0			

## **COMP 1403**

#### WINDOWS PROGRAMMING CONCEPTS

Covers programming/design considerations common to Windows applications. Introduces Windows controls such as dialog boxes, radio button, combo boxes, scroll bars, and so on. Visual Basic will be used as a tool to describe events, properties and basic control creations. Discusses the Software Development Life Cycle pertaining to Windows and common programming structures. Other topics covered are shortcut keys, window styles, menu creation, toolbars, OLE considerations, designing a help file, and the API. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 16 Tue 12 wks BBY CRN 22722

## **COMP 1405**

#### **MAINFRAME ASSEMBLER** PROGRAMMING LANGUAGE 1 \$312

Presents the first-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 1401 (65 per cent or better) or equivalent data processing experience.

Apr 17 Wed 12 wks BBY CRN 20257

#### **COMP 1410**

MICROCOMPUTER PC ASSEMBLER **PROGRAMMING LANGUAGE 1** \$312 Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401.

12 wks BBY? CRN 20262 Apr 16 Tue

#### **COMP 1420**

RPG PROGRAMMING LANGUAGE 1 \$312 Provides students with a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401.

Apr 16 Tue 12 wks BBY CRN 20258

#### **COMP 1430**

#### QUICK BASIC PROGRAMMING LANGUAGE 1 \$312

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401.

Apr 15 Mon 12 wks BBY CRN 21290

#### **COMP 1435** DATABASE PROGRAMMING

LANGUAGE 1 \$312 Covers the elementary programming features of dBASE, FOXPRO and CLIPPER (all versions),

including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401. 12 wks BBY CRN 20277 Apr 18 Thr

**COMP 1440** 

WORD FOR WINDOWS LEVEL 1 \$351 Provides comprehensive coverage of this state-of-theart Windows word processing program. 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. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 15	Mon	6 wks	VCR	CRN	21289	
Apr 17	Wed	6 wks	PMT		23540	
Apr 18	Thr	6 wks	BBY		22710	

Apr 16 Tue 6 wks NOTE: Most courses will require texts or supplies May 28 Tue 6 wks that should be purchased during the first session of the course. Course Fees do not normally include texts or **COMP 1275** supplies. Software purchase may be required in some **ACCESS DEVELOPMENT** courses. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

#### COBOL PROGRAMMING LANGUAGE 1 VCR CRN 23526 \$248 VCR 23525 Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510. \$421 Covers the process of designing applications using the 12 wks BBY CRN 20289 Apr 18 Thr Access Basic programming language. Explores the built-in application design features such as event **COMP 1450** properties, custom menus and toolbars, controlling PASCAL PROGRAMMING LANGUAGES312 program flow, Data Access Objects (DAO), recordsets, Covers the language's entire repertoire of instructions, error handling and an introduction to SQL. Discusses enabling students to read and write structured in-depth coverage of events, modules, procedures and programs in Pascal. Compiler not provided. Prerequisite: COMP 1401. structures. Note: Data Access Objects is a very important aspect to Access. Prerequisite: COMP 1272 and 1401 and 1403 or equivalent experience. Apr 15 Mon 12 wks BBY CRN 20291 Apr 16 Tue 12 wks BBY 20292

Jul 9

1800-2100

Tue/Thr

6 wks

23

20290

BBY

# **Computer Systems**

#### **COMP 1452 X WINDOWS PROGRAMMING 1** \$312 Covers ways to combine the facilities provided by Xlib, Xt and Motif to form working applications for those who want to understand how to write applications using the X Window System. Includes configuration of X Resources, window manager interaction, programming with widgets, event and error handling in X Windows, colour, graphics context text, font and X primitives, interclient communication, clipboard and selection mechanism. Prerequisite: COMP 1403. 12 wks BBY CRN 23547 Apr 21 Sun 0900-1200 **COMP 1601 COMPUTERS IN BUSINESS** \$248 Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001 or 1006 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent 12 wks BBY CRN 20219 Apr 15 Mon Tue/Thr 6 wks BBY 20218 Jul 9 1800-2100 **COMP 1615 COMPUTER SYSTEMS** INTRODUCTION 1 \$248 Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401. May 25 Sat BBY CRN 20275 6 wks 0900-1600 **COMP 1632 INTRODUCING THE IBM AS/400** \$312 Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some Р topics are Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/ 400 security. Prerequisite: COMP 0001 or equivalent. 12 wks BBY CRN 20276 Apr 18 Thr C · C **COMP 1820** HTML AND THE WORLD-WIDE WEB \$254 C 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 Jı 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. С Prerequisite: COMP 1267 or equivalent, and WWW user experience. Ρ Apr 20 Sat 6 wks **BBY CRN 23756** iı 0900-1200 **COMP 2425** C PROGRAMMING LANGUAGE 1 \$312 A Introduces Level 1 programming in C language C including data types, control constructs and syntax. Also discusses the language's evolution into C++. L Compiler not provided. Prerequisite: D COMP (1405 or 1410) and 1450. E Т 12 wks BBY CRN 20261 Apr 15 Mon ca Apr 18 Thr 12 wks BBY 20260 m Apr 20 Sat 12 wks BBY 23808 -26 Jul 9 Tue/Thr 6 wks BBY 20259 1800-2100 **COMP 2435** DATABASE PROGRAMMING LANGUAGE 2 \$312 Builds on the fundamentals learned in level 1 (COMP 1435) and introduces advanced xBase

	<u> </u>
COMP 2455	COMP 360
SMALLTALK AND OOPS \$312	DATA CON
Explores the exciting and influential trend to OOPs	CONCEPTS
with respect to programmer productivity, graphical interfaces and symbolic programming using Smalltalk,	Continues fro
the quintessential OOP Language. Prerequisite: IBM	by common o
micro experience and a Level 1 programming language and COMP 3670.	Apr 17 We
Apr 17 Wed 12 wks BBY CRN 23551	COMP 363
Apr 18 Thr 12 wks BBY 23550	CASE TECH
	Examines ho
COMP 2470	and design of
POWERHOUSE PROGRAMMING LANGUAGE 1 \$312	workbench. F techniques.
Provides a solid base in programming with this fourth	actiniques.
generation language by using all the modules of the	Apr 16 Tu
language. Prerequisite: Programming experience or	
one Level 1 programming language.	COMP 364
Apr 16 Tue 12 wks BBY CRN 20296	Introduces ba
	and implement
СОМР 2473	management,
	and file system
WITH VISUAL BASIC \$312	A 17
Brings together several issues facing programming in a visual medium in this intensive database development course which covers DDE, OLE2, Client/Server issues,	Apr 17 We
building VBX's and more. Addresses documentation	ADVANCE
and analysis issues. Prerequisite: COMP 1401 and	Covers theory
1403 and Systems Design and at least one PC	speed network
programming language and Excel and Word basics.	how advanced
Apr 19 Fri 12 wks BBY CRN 22827	network grow Prerequisite:
COMP 2605	Apr 16 Tue
DATA COMMUNICATIONS	
CONCEPTS 1 \$248	COMP 367
Familiarizes students with data communication	UNDERSTA
applications and related concepts. Prerequisite: Programming or systems design experience.	Covers object essentials of t
rogramming of systems design experience.	problems usin
Apr 15 Mon 12 wks BBY CRN 20293	COMP 2615
Apr 16 Tue 12 wks BBY 20294	
COMP 2615	Apr 18 Th
COMPUTER SYSTEMS	COMP 371
INTRODUCTION 2 \$248	<b>RELATION</b>
Continues from COMP 1615. Develops analytical	Covers relatio
skills and basic computer systems design techniques.	techniques, no
Prerequisite: COMP 1615.	relational alge distributed dat
ul 6 Sat 6 wks BBY CRN 20297	implementatio
0900-1600	Prerequisite:
COMP 2630	Apr 15 Mo
NOVELL NETWARE 386 \$312	Jun 4 Tue
Provides a complete overview of the Netware 386 operating system. Selection of equipment, Netware	140
nstallation, and system administration responsibilities	COMP 442
re discussed. Prerequisite: COMP 1001 and	C PROGRA
DPMT 1188.	Designed for p
Apr 17 Wed 12 wks BBY CRN 20299	about advance write carefully
Apr 17 wed 12 wks BBT CKN 20299	high-quality, e
COMP 2665	COMP 3425.
OCAL AREA NETWORK THEORY \$312	
Develops skills to design and implement networks.	Apr 19 Fri
Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections,	COMP 464
able and media installation, performance issues and	ADVANCED
nanaging problems. Prerequisite: COMP 1001 and	Continues from
605.	technical detai
	facilities and a

Apr 18 Thr 12 wks BBY CRN 20298

#### **COMP 3425** C PROGRAMMING LANGUAGE 2 \$312 Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

RY CRN 20311

#### COMP 3605 DATA COMMUNICATIONS

#### CONCEPTS 2 Continues from COMP 2605. Covers protocols and

lata link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

12 wks BBY CRN 20312 Apr 17 Wed

\$248

#### COMP 3635 CASE TECHNOLOGY

\$312 Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured echniques

12 wks BBY CRN 21371 Apr 16 Tue

## COMP 3640

OPERATING SYSTEMS CONCEPTS \$312 ntroduces basic principles of operating systems design nd implementation. Topics include memory nanagement, processor scheduling, disk organization, nd file systems. Prerequisite: COMP 1450 and 2610.

Apr 17 Wed 12 wks BBY CRN 20313

#### COMP 3665 **ADVANCED NETWORK DESIGN**

\$312 Covers theory and market implementation of higher peed network protocols (100BaseT, FDDI, ATM) and ow advanced network devices provide options for etwork growth and expansion. No hands-on. Prerequisite: COMP 1001 or 1006 and 2665.

Apr 16 Tue 12 wks BBY CRN 23549

#### OMP 3670

#### INDERSTANDING OBJECTS \$248 Covers object-oriented concepts, fundamentals, ssentials of the Object Model, and real-world roblems using object-oriented analysis. Prerequisite: COMP 2615 or 3620 or equivalent.

12 wks BBY CRN 20319 pri8 Thr

#### OMP 3710

ELATIONAL DATABASE SYSTEMS \$519 overs relational database model, database design chniques, normalization, functional dependency, elational algebra, Entity-Relationship (ER) modeling, istributed database systems, database administration, nplementation of relationship database using SQL. rerequisite: COMP 2615 or 2710 or 3620.

pr 15 Mon/Wed 10 wks BBY CRN 20217 Tue/Thr 10 wks BBY 22461 ın 4 1400-1700

### OMP 4425

PROGRAMMING LANGUAGE 3 \$312 esigned for programmers who want to learn more bout advanced C programming techniques, and to rite carefully constructed, readable programs and gh-quality, error-free software. Prerequisite:

pr 19 Fri 12 wks BBY CRN 20303

### OMP 4645

DVANCED UNIX SYSTEMS PROG \$312 ontinues from COMP 3645. Covers continuation of chnical 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.

Apr 20 Sat 12 wks BBY CRN 22783 0900-1400

#### **COMP 0407 HMTL AUTHORING** \$250 May 11 Sat/Sun 1 wk BBY CRN 23848

0900-1600 **COMP 0409** 

#### JAVA PROGRAMMING \$250 May 25 Sat/Sun 1 wk **BBY CRN 23849** 0900-1600

**COMP 0411** MULTIMEDIA ON THE INTERNET \$250 Jun 1 Sat/Sun 1 wk BBY CRN 23850 0900-1600

Call our Information Line for Course Descriptions.

## **MICROSOFT PRODUCTS**

The Computer Systems Technology is pleased to continue to offer courses covering Microsoft Applications, many of which are part of Microsoft Office. Please see the shaded section OFFICE COMPUTER APPLICATIONS for more details about the following courses:

#### **Ouick Tours**

Amont women	
COMP 0250	Quick Tour of MS Office for Windows
COMP 0260	Quick Tour of Excel 5.0 for Windows
COMP 0265	Quick Tour of Word 6.0 for Windows
COMP 0270	Quick Tour of Access 2.0 for Windows
COMP 0281	Quick Tour of Powerpoint 4.0 for Windows

#### In-depth coverage

COMP 1006	Understanding Windows 1
COMP 1007	Understanding Windows 95
COMP 1009	Exploring Windows (correspondence)
COMP 1261	Excel 1
COMP 1262	Excel 2
COMP 1263	MS Project/Windows 4.0 Level 1
COMP 1264	MS Project/Windows 4.0 Level 2
COMP 1266	WORD for Windows 1
COMP 1267	WORD for Windows 2
COMP 1270	Microsoft Access 1
COMP 1271	Microsoft Access 2
COMP 1272	MS Access 3 Build Applications
COMP 1275	Access Development
COMP 1281	Microsoft Powerpoint 1
COMP 1282	Microsoft Powerpoint 2
Diagon mater to	AND MAN COMPLETED SYSTEMS

Please refer to our Main COMPUTER SYSTEMS section for more details about the following courses:

	Windows Concepts/Programming
COMP 2473	Database Development with Visual
1. The second	Basic
COMP 2495	Visual BASIC Programming
	Language 1
COMP 3495	Visual BASIC Programming
	Language 2

BCIT is a Microsoft Solution Provider.

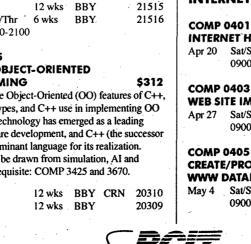
## LATE-BREAKING **COURSE INFORMATION**

Because of rapidly changing technology, new courses may become available after the publication of this flyer. Call the Computer Systems Technology, Part-Time Studies Information line (604) 451-6978 (24 hours a day) for the latest course additions

- COMP 0001 Computing for the Timid and COMP 1009 Exploring Windows are available through Distance Education. Call the Information line for details on how to register.

- INTERNET The Computer Systems is offering 6 weekend seminars at the Burnaby campus during this term. See the bottom of the previous column for seminar names. Call the Information line for seminar descriptions.

j	Prerequisite: COMP 1435 or a thorough knowledge of the FOXPRO 2.x or dBASE IV Command Language.	Apr 17 Apr 19 Jul 9	Wed Fri Tue/Thr 1800-210		BB BB BB
C f t F	Apr 17 Wed 12 wks BBY CRN 22723 COMP 2440 COBOL PROGRAMMING ANGUAGE 2 \$248 Continues from COMP 1440. Includes tape and disk ile organization, utility programs and libraries, and able look-ups. Prerequisite: COMP 1440 or previous wogramming experience in COBOL. Apr 15 Mon 12 wks BBY CRN 20302	PROGI Emphasi abstract designs, trend in to C) as Example graphics	3475 OR OBJEC CAMMING izes the Object data types, a OO technol software dev the dominan is will be dra . Prerequisit	ct-Oriente and C++ us logy has en velopment, it language twn from s e: COMP	d (O) e in i nerge and ( for in imula 3425
		Apr 16	Tue	12 wks	BB



#### INTERNET WEEKEND SEMINA

INTERNET HARDWARE/SOFTWARE \$250 Apr 20 Sat/Sun 1 wk BBY CRN 23845 0900-1600

#### **COMP 0403** WEB SITE IMPLEMENTATION/ADMIN \$250 Apr 27 Sat/Sun 1 wk BBY CRN 23846 0900-1600

#### CREATE/PROGRAM WWW DATABASES \$250 **BBY CRN 23847** Sat/Sun I wk 0900-1600

## SATISFACTION GUARANTEED

The COMPUTER SYSTEMS TECHNOLOGY stands behind its part-time studies courses. If you are not satisfied with any CST (COMP) course in this flyer, send us a letter within 3 months of course completion (preferably on your company letterhead). and you can repeat any or all of this course without charge!

#### Conditions:

1. You must have passed the original course with at least 60 per cent.

2. May be subject to course and seat availability.

3. Quick Tour and seminar courses are not included.

4. Course will be repeated on an "Audit" basis only, the original mark will not be altered.



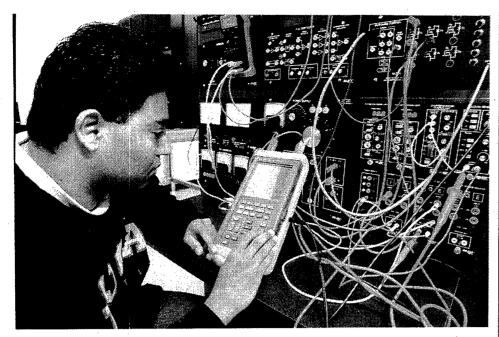
programming techniques including complex screen

handling multi-user programming and SOL

Apr 18

Thr

# **Electrical and Electronic Technology**



## **ELECTRONIC** ENGINEERING TECHNOLOGY (604) 432-8253 (604) 432-8637

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

#### ELEX 2125 (ELEX 205) C PROGRAMMING (T)

\$514 Introduces DOS, C language programming, and software development. The Intel-based personal computer is used for interactive training. This course largely covers program development in C. Programming assignments are based on engineering applications, and students will also document and debug software using and utilising available software libraries

6 wks BBY CRN 22670 M/W/F Jun 3 830-1230

#### ELEX 2865 (ELEC 261) INTRO TO IBM PC HARDWARE (T) \$433

Expand your knowledge of C language by programming to an interface, activating both digital and analog I/O, which will give a concrete sense of ports, buffers, latches, decoding and memory. Combines further exploration of the 8253 timer chip, the 8259 programmable interrupt controller, the 8250 UART and the keyboard, with hands-on experience of installing both types of floppy and hard drive. Prerequisite: COMP 2510, 2720.

M/W/F 5 wks BBY CRN 21274 Jun 3 830-1230

# ELECTRICAL TRADES UPGRADING (604) 432-8637 (604) 432-8728

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

TELC 0105 (TELC 916) **ELECTRICAL TRADE** 

#### TELC 0106 (TELC 905) ELECTRICAL CODE 1

\$477 Designed for electricians wanting to become eligible to write the Class C Contractor's Examination. On completion, students should be able to interpret the Canadian Electrical Code, with special emphasis on building demand, motor feeder and branch circuit calculations. This course is mandatory for first-time license applicants and is also ideal for electrical contractors who are required to update their code knowledge for licence renewal. This course is taught by a certified code instructor approved by the Electrical Safety Branch. Prerequisite: Knowledge of wiring

Apr 16 Tue/Thr 10 wks BBY CRN 20828 1900-2200

\$477

#### TELC 0107 (TELC 907) **ELECTRICAL CODE 2**

methods and terminology.

Covers all aspects of the Canadian Electrical Code including section 36. Ideal for electrical contractors (all classes) who want to update their code knowledge in commercial and industrial installations. Completion of this course will satisfy the upgrading requirements of the Electrical Safety Branch. This course is taught by an electrical inspector who has up-to-date knowledge of the working requirements of the code. Prerequisite: Three-phase experience recommended.

Mon/Wed 10 wks BBY CRN 20834 Apr 15 1800-2100

## **TELC 0109 (TELC 981)**

CODE CALCULATIONS FOR MOTORS \$71 Covers conductor sizing, selection of overload and overcurrent devices for AC and DC motors.

Apr 20 BBY CRN 20912 Sat 1 day 0900-1500

#### **TELC 0110 (TELC 982)** CODE CALCULATIONS FOR TRANSFORMERS AND CAPACITORS \$71

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

1 day BBY CRN 20913 Apr 27 Sat 0900-1500

#### TELC 0111 (TELC 983) CODE REQUIREMENTS FOR **GROUNDING AND BONDING** Covers conductor sizing and connection for grounding

#### **TELC 0121 (TELC 921)** MATH FOR ELECTRICIANS 1

\$472 Provides a mathematics upgrade to strengthen students understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Apr 15 Mon/Wed 8 wks BBY CRN 20839 1830-2130

#### TELC 0122 (TELC 923) MATH FOR ELECTRICIANS 2

\$472 Provides students with the mathematical background needed to understand alternating current (AC) electricity.

Apr 15 Mon/Wed 8 wks BBY CRN 20860 1830-2130

## **TELC 0123 (TELC 925)**

MATH FOR ELECTRICIANS 3 \$472 Designed for those about to enter the third-year apprenticeship program in the electrical trade, and for others interested in understanding three-phase circuits and equipment.

Apr 15 Mon/Wed 8 wks BBY CRN 20870 1830-2130

#### **TELC 0124**

SOLID STATE FOR ELECTRICIANS \$185 Designed for third-year electrical apprentices. needing knowledge in fundamentals of electronic power control. A hands-on practical W approach in the use of rectifiers, SCR's, triacs, computer number systems, and logic gates. Prerequisite: second-year apprentice with AC theory.

6 wks BBY CRN 23573 Apr 17 Wed 1830-2130

#### TELC 0125 (TELC 924)

DC MOTORS \$131 Covers DC motor operation, construction, and operating characteristics of different types of DC

Apr 29 Mon/Wed 2 wks BBY CRN 20869 1900-2200

## **TELC 0126 (TELC 926)**

AC MOTORS \$131 Covers AC motor operation, construction, and operating characteristics of different types of singleand three-phase motors.

May 21 Mon/Wed 2 wks BBY CRN 20871 1900-2200

#### **TELC 0127 (TELC 938)** AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION

Covers the theory, construction, connections and applications of single- and three-phase transformers.

May 27 Mon/Wed 2 wks BBY CRN 20887 1900-2200

## TELC 0131 (TELC 920)

LIGHTING \$131 Covers lighting principles, lighting units, incandescent, fluorescent, HID lamp types, their characteristics and operation.

May 4 Sat 2 wks BBY CRN 21346 0900-1500

#### **TELC 0135 (TELC 937)** HEATING, VENTILATING,

**AIR CONDITIONING SYSTEMS** \$131 Includes terminology, regulations for different types of systems, various occupancies, and associated air-

#### TELC 0140 (TELC 917) FIRE ALARM SYSTEMS

Gives students an overview of the codes and regulations that govern fire alarm systems. Covers A & B class, supervised and unsupervised, single-stage and two-stage systems.

May 4 Sat 2 wks BBY CRN 20838 0900-1500

#### TELC 0141 (TELC 968) SECURITY SYSTEMS

Designed for salespersons, administrators, managers or

\$131

\$391

crime prevention officers with limited technical knowledge about security systems, and installers new to the trade. Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment, central station communications, access and CCTV systems. A Security Clearance Form will be completed on the first night. Failure to make the security clearance will result in immediate withdrawal.

May 7 Tue/Thr 7 wks BBY CRN 20910 1900-2200

## **TELC 0161 (TELC 960)**

**HIGH VOLTAGE 1** \$277 Introduces basic high voltage theory leading to gradients and electric stress. High voltage cables, terminators, fuses, switches and CB's are covered

Apr 20 Sat 5 wks BBY CRN 20904 0900-1500

### **TELC 0162 (TELC 961)**

**HIGH VOLTAGE 2** \$349 Continues from TELC 0161. Covers control and protection, fuses, current and limiting, ground fault relaying, blocking relays, high potential testing, interlocking and safety practices. Prerequisite: TELC 0161.

Jun 1 Sat 5 wks BBY CRN 20909 0900-1500

## **ELECTRONICS TRADES** (604) 432-8637 (604) 432-8223

#### **TELX 0130**

\$131

TELECOM DATA & VOICE CABLING \$561 Provides a hands-on course dealing with the installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.). Students will install RJ-11, RJ-12, and RJ-45 connections as well as BIX, KRONE, R-66, and 110 terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art FLUKE, MICRO TEST and WAVETEK test equipment will be done. Basic LAN topology will also be covered.

Tue/Thr 5 wks BBY CRN 21420 Apr 30 1830-2130

## **TELX 0134**

#### **T1 FUNDAMENTALS** \$520 Offers a detailed look at the North American digital hierarchy. Covers DS-0 level through DS-3 level, including T1 framing formats (super W frame, E.S.F.), line coding and signaling methods.

Tue/Thr 5 wks BBY CRN 23610 May 7 1830-2130 Jun 10 BBY Mon-Fri 1 wk 23611 0800-1500

QUALIFICATION REFRESHER Designed for electricians preparing to write the Electrical Trade Oualification Exam. Tradespersons must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Skills, Training and Labour area office nearest you prior to registering. Prerequisite: Knowledge of wiring methods and terminology.

Apr 15 Mon/Wed 10 wks BBY CRN 20837 Apr 15 Mon/Wed 10 wks LLY 22667 Tue/Thr 10 wks BBY Apr 16 20836 1830-2130

various electrical systems BBY CRN 20 May 4 Sat 1 day 0900-1500 **TELC 0112 (TELC 984)** CODE REQUIREMENTS FOR **PROTECTION AND CONTROL** 

Covers the installation standard for overcurrent and overload devices, the sizing and selection of variou protective devices.

May 11 Sat 1 day BBY CRN 20 0900-1500

	handling units and control units.	TELX 0135
0914	May 25 Sat 2 wks BBY CRN 20873 0900-1500	NEWBRIDGE 3600         \$800           Introduces the Newbridge Mainstreet 3600         Multiplex system. Covers installation, card
<b>\$71</b> nd sus	TELC 0138 (TELC 939) ELECTRICAL BLUEPRINT READING \$131 Provides an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications.	mini-network.
0915	Mar 2 Sat 2 wks BBY CRN 10439 0900-1500 Jun 1 Sat 2 wks 20890 0900-1500	1830-2130 Jun 3 Mon-Fri 1 wk BBY 2361: 0800-1500

provided to configure and test a BBY CRN 23612 5 wks 23615 BBY

\$71

\$800

# **Electrical and Electronic Technology**

\$592

\$604

#### **TELX 0145**

**UNDERSTANDING THE RS232** \$154 Introduces the various RS232 circuits, their functions and applications. Status and control signals will be covered in detail. Explanations of DTE and DCE interface types, and how to use a break out box. Labs include fabricating a null modem cable (yours to keep), setting up and using a serial printer on a PC, and serial file transfers between PCs.

Apr 22	Mon/Wed	2 wks	BBY	CRN	23613
May 25	1830-2130 Sat		BBY		23616
-	0800-1500		;	• *	

#### **TELX 0146**

**ELECTRONIC PRINTING** \$427 Covers basic operations, features, capabilities and limitations of common types of computer printers. Analysis of impact matrix, ink jet, thermal and colour printers. Parallel and serial interfaces of a PC and how to interface these to a PC printer will be discussed.

Apr 23 Tue/Thr 6 wks BBY CRN 23614 1830-2130

## **INTRODUCTION TO ELECTRONICS**

This program consists of four courses designed for those with little or no previous knowledge of electronics. Intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

#### **TELX 0175 (TELX 975)** ELECTRONICS: PASSIVE DEVICES \$549

Begins the series of four courses designed for those with little or no understanding of electronics. The course focuses on the basic elements of electronics and covers DC and AC circuits, introducing concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Students will apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment such as multimeters and oscilloscopes. Prerequisite: Grade 10 Math recommended but not required.

Apr 15 Mon/Wed 10 wks BBY CRN 20920 1830-2130

#### **TELX 0176 (TELX 976)**

of TELX 0175.

26

ELECTRONICS: SOLID-STATE DEVICES \$592 Continues from TELX 0175, focusing on semiconductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LESs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Successful completion

Apr 16 Tue/Thr 10 wks BBY CRN 20931 1830-2130



#### TELX 0177 (TELX 977) **ELECTRONICS: DIGITAL DEVICES**

Examines basic digital concepts. Topics include binary, BCD number systems and codes, Boolean algebra, logic gates, truth tables, integrated circuits, flip-flops, counters, shift registers, multiplexers, memory, times and logic families. Students are also instructed in the use of logic probes and oscilloscope techniques to troubleshoot digital circuits. Students will prove the theory by constructing and testing basic digital circuits. Prerequisite: TELX 0176.

Apr 15 Mon/Wed 10 wks BBY CRN 20933 1830-2130

## **TELX 0178**

ELECTRONICS: MICROPROCESSORS \$702 Based on the 6800 microprocessor, this program covers basic architecture, addressing modes, branching, computer arithmetic, stack operations, sub routines, I/O operations, interrupts, interfacing and simple programming in machine code. Prerequisite: Successful completion of TELX 0177.

Apr 16 Tue/Thr 10 wks BBY CRN 20936 1830-2130

#### **TELX 0179 (TCMP 910) MICROCOMPUTER SYSTEMS** MAINTENANCE

Covers preventive and remedial maintenance, upgrade installation, troubleshooting tune-up procedures and repairs using common tools and test equipment (meters and scopes). In-depth theory of all major components and their operation; processors, co-processors, bus structures and functions (ISA, VL, PCI), memories I/O and control cards video subsystems (including AVI and MPEG players), floppy disks, hard disks, CD-ROM, and subassemblies of PC systems. Prerequisite: Some previous PC experience, familiarity with DOS/ WINDOWS and previous electronics training would be an asset.

Apr 16 Tue/Thr 10 wks BBY CRN 20826 1830-2130

#### **TELX 2211**

**PRINCIPLES OF TELEPHONY (T)** \$278 Provides basic understanding of the telephone system. Familiarizes students with industry terms and technology, and enables the student to visualize the operation of the telephone system.

May 6 Mon/Wed 5 wks BBY CRN 22768 1830-2130

#### TELX 3311 (TELX 2209) **FIBRE OPTICS**

\$1085 Offers the theory of fibre optics, with a practical handson approach. Theory topics covered are fibre transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Hands-on experience in the areas of: connectors (ST, SMA, SC, FC, D4, FDDI), splicing (fusion and mechanical), installation (terminating fibre cable) and testing using an OTDR, light source and power meter. Students with a 70 per cent grade or better will receive a Statement of Completion in Fibre Optics.

Apr 15 Mon/Wed 10 wks BBY CRN 22669 1830-2130

#### **TELX 4417 DIGITAL NETWORKS (T)**

\$278 Explores the evolving digital telecommunications network, with an overview of the total system. Intended to familiarize students with industry terms and technology to enable them to visualize the operation of this complex business. Topics include digital switching and routing, data networks including Integrated Services Digital Networks (ISDN), pulse code modulation and digital radio. Although some familiarity with electronics would be an asset, no prerequisites are necessary.

## **INDUSTRIAL** COMPUTING AND CONTROL (604) 432-8637 (604) 432-8728

#### TCMP 0101 (TCMP 903) **INTRODUCTION TO COMPUTERS**

FOR ELECTRICIANS \$254 Introduces the personal microcomputer. Students become familiar with the use of the microcomputer (IBM and compatible) and its MS-DOS operating system, including computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

4 wks BBY CRN 20824 Apr 20 Sat 0900-1500

#### TELC 0128 (TELC 946)

DC VARIABLE SPEED DRIVES \$131 Covers an area of growing importance - service and maintenance. Concentrates on the most common types of electronic drive units and uses of solid-state components.

Apr 20 Sat 2 wks BBY CRN 20892 0900-1500

#### **TELC 0129 (TELC 947)**

AC VARIABLE FREQUENCY DRIVES \$131 Concentrates on the most common types of electronic drive units and the use of solid-state components in drives. Theory and circuitry of static drive systems and speed control are included.

2 wks BBY CRN 20898 May 4 Sat 0900-1500

#### **TELC 0130 (TELC 927)** MOTOR CONTROL

\$258 Presents a practical, hands-on course covering the basic principles of conventional motor control for those working in industrial settings. Prerequisite: Familiarity with wiring methods and terminology.

Mon/Wed 5 wks BBY CRN 20872 Apr 29 1900-2200

## TELX 0131 (TELX 926)

**FIBRE OPTICS 1** \$182 Examines theory of optics, light sources, detectors and systems. LED transmitters and receivers will be demonstrated and tested. Fibre optic splicing techniques will be introduced.

2 wks BBY CRN 20917 Jun 15 Sat 0900-1500

#### TELX 0160 (TELX 980) BASIC PROGRAMMABLE LOGIC **CONTROLLERS FOR MECHANICAL TRADES** Designed for mechanical tradespersons involved with complex electromechanical systems controlled by Programmable Logic Controllers (PLCs). Emphasis is placed on how to determine whether system failures are due to electrical or mechanical fault.

BBY CRN 20938 Jun 8 Sat 2 wks 0900-1500

\$167

#### TELX 0181 (TELX 981)

PROGRAMMABLE CONTROLLERS 1 \$364 Covers the basic knowledge required to operate a programmable controller. Includes overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics. Some computers skills are recommended.

Apr 16 Tue/Thr 5 wks BBY CRN 20940 Mon/Wed 5 wks May 27 21293 BBY 1830-2130

#### TELX 0182 (TELX 982)

PROGRAMMABLE CONTROLLERS 2 \$364 Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0181 and a good working knowledge of DOS.

May 21 Tue/Thr 5 wks BBY CRN 20823 1830-2130

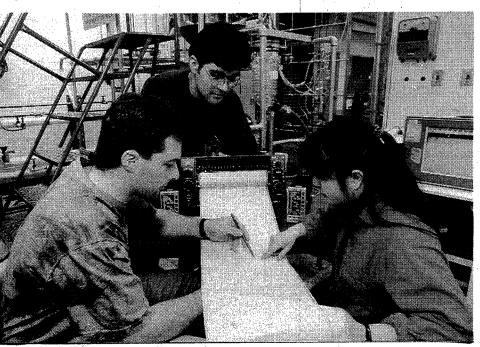
#### TELX 0183 (TELX 983)

PROGRAMMABLE CONTROLLERS 3 \$364 Continues to explore the power of the PLC by expanding on file and data manipulation routines including serial and parallel shift registers, logical comparison instructions and sequencing functions. Prerequisite: TELX 0182.

May 27 Mon/Wed 5 wks BBY CRN 20947 1830-2130

# WE'RE IN TOUCH WITH TOMORROW!

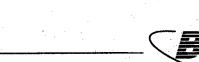
# VISIT BOIT OPEN HOUSE APRIL 12 & 13, OR CALL. (604) 438-2248





## CALL (604) 451-7020 FOR MORE INFORMATION ...

May 7 Tue/Thr 5 wks BBY CRN 22769 1830-2130







# BCIT International

## INSTRUMENTATION (604) 432-8637 (604) 432-8728

#### **TELX 0122 (TELX 936)** INTRODUCTION TO COMPUTERIZED \$457 **PROCESS CONTROL**

Designed for industrial tradespersons, power engineers process control operators who would like to learn the fundamentals of distributed control. Hands-on experience will be provided using the Fisher Provox DCS systems.

10 wks BBY CRN 20918 Apr 22 Mon 1900-2200

#### TELX 0123 (TELX 937) COMPUTERIZED INDUSTRIAL BOILER \$457 CONTROL

Introduces boiler level and combustion control systems including oxygen trim control using a Bailey Net90 distributed control computer system. A basic understanding of boilers and industrial computer control is recommended.

10 wks BBY CRN 20919 Apr 24 Wed 1900-2200

## WORKPLACE AUTOMATION TECHNOLOGY (604) 432-8769 (604) 432-8637

#### **TCMP 0110**

#### INTRODUCTION TO L.A.N. SYSTEMS \$427

Introduces network modeling, standardization, protocols, architecture, communication concepts, network topologies, hardware components, cabling, Internet working devices, software components and network printer sharing. This is a lecture course with lab demo. Some experience in DOS and PC-based applications would be an asset.

12 wks BBY CRN 20895 Apr 15 Mon 1830-2130

## **TCMP 0120**

#### **INTRODUCTION TO NOVELL NETWARE V3.1X**

Designed to familiarize the network installer and general user with Novell Netware V3.1X. Topics include system login, Netware menu systems (syscon, filer, pconsole), backup and restore procedures, network printing, netware security, running applications and some basic system administration. This is a hands-on practical course; space is limited.

#### Apr 17 12 wks BBY CRN 20897 Wed 1830-2130

#### **TCMP 0121 ADVANCED NOVELL** NETWARE V3.1X

Builds on the knowledge gained in TCMP 0120 by demonstrating and troubleshooting actual problems experienced by network administrators. Students learn advanced network resource management, performance enhancement, network maintenance, multiple protocol support features, advanced printing set-up and troubleshooting in hands-on lab exercises.

6 wks BBY CRN 23683 Apr 20 Sat 0900-1500

#### **TCMP 0130** PC SYSTEMS & INTERCONNECTIONS \$427 Designed to familiarize students with the internal

hardware construction of a PC and the various components that make up a multimedia PC platform. Concepts on building this platform and resolutions to any conflicts in both internal and external hardware will be discussed. Topics include processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, scanners, sound cards, modems, printers and PCMCIA devices. Some familiarity with DOS would be an asset.

Apr 15 Mon 12 wks BBY CRN 22666 1830-2130

#### **TCMP 0135 VISUAL BASIC 3.X**

\$427

S422 Using Visual Basic 3.0, the basics of object-oriented and GUI programming will be covered as well as the importance of function as well as the importance of form/screen and application design in an interactive environment. This course uses VB controls to cover building applications, event driven programming, displaying and printing information and data, also to creating pop menus and dialogs, modules, subroutines and functions. Emphasis is on a practical approach to using VB in business and more.

12 wks BBY CRN 23768 Apr 16 Tue 1830-2130

#### **TCMP 0180**

**INTRODUCTION TO INTERNET** \$49 Designed for anyone with an interest in learning about the information highway, and how computers attached to the highway are giving people access to information stored in computer data bases all over the world. Course features live demonstration of the world wide web, e-mail and new groups.

Apr 20	Sat	1 day	BBY	CRN	23507
May 25	Sat	1 day	BBY		23508
Jun 15	Sat 0900-1200	1 day	BBY		23509

# Four Ways to Register

1. By Mail

\$427

\$427

(Available to all registrants) Fill in the registration form on the back page and send it with your cheque or credit card information to: **BCIT Part-time Studies Registration** 3700 Willingdon Ave., Burnaby, B.C. V5G 3H2 Sorry, No Postdated Cheques

## 2. By Fax

(Available to all registrants) Use the form located on the back page and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

### 3. In Person

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

By Phone (Only available to registrants who have previously attended BCIT) Charge to your Visa or MasterCard. Burnaby campus: (604) 434-1610 Downtown: (604) 687-4666

## **BCIT INTERNATIONAL** (604) 432-8232

International education plays a strong role at BCIT. Several programs, combining English with credit courses have been designed to meet the specific needs of our international students and new landed immigrants.

The philosophy of BCIT International is to:

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

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

## SPECIAL PROGRAMS

#### **COMPUTER SKILLS FOR** THE OFFICE (CSO)

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

#### INTERIOR DESIGN PROGRAM (IDP)

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

#### **BUSINESS MANAGEMENT STUDIES (BMS)**

This program offers international students and new landed immigrants the opportunity to develop their English language skills to meet BCIT's entrance requirements while also earning credits in business courses. The length of this program (generally two or three terms) is dependent on the start term and the student's level of English proficiency. Some courses included in the program are: Management, Marketing, Accounting, Economics and Business Math. Successful students will be in an excellent position to transfer credits to BCIT business diploma programs and/or to other Canadian or U.S. institutions. Prerequisite: high school graduation and a TOEFL score of 515 or equivalent.



#### ACADEMIC BUSINESS PROGRAM (ABP)

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

#### ENGLISH + ENGINEERING

If you are interested in a program which will improve your English to BCIT's entrance requirements while earning credits towards an Engineeing Diploma, please contact BCIT International at 432-8232.

Many of the above programs have multiple entry dates throughout the year. Programs are subject to change. Special refund deadlines may apply to these programs.

## SPECIAL SERVICES FOR INTERNATIONAL **STUDENTS**

#### Accommodation/Homestay\*

- Airport reception\*
- Orientation
- Registration
- Academic advising
- Social & cultural activities
- Airport departures\*
- \* A fee will be charged for these services.

For more information on our special programs. please contact: Tel. (604) 432-8232 or call to register for a FREE information session about these programs. Information sessions will be held in Room 801, BCIT Downtown Education Centre, 549 Howe Street, Vancouver BC (across from the Pacific Centre).

Information sessions are scheduled for 5:30 p.m. on the following dates:

- March 21, 1996 April 17, 1996
- June 19, 1996
- August 21, 1996

BCIT International Fax (604) 430-9042 BCIT International E-MAIL: ietr0010@bcit.bc.ca

**TCMP 0124** INTRODUCTION TO NETWARE 4.X \$427 Builds on current networking knowledge gained in TCMP 0121. Introduces the new features of Netware 4.X and the difference between 3.1X and 4.X. The labs will give you hands-on experience managing network directory services, installing and upgrading workstations, managing the Netware 4.X environment and fileserver installation and upgrades.

6 wks BBY CRN 23684 Jun 1 Sat 0900-1500



\$167

\$167

## **CLASS TIMES**

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

BURNABY (BBY)	1845-2145
DOWNTOWN EDUCATION	
CENTRE (DEC)	1730-2030

MAPLE RIDGE (MRC) ...... See course descriptions MAPLE RIDGE (THC) ...... See course descriptions

## ADVANCED DIPLOMA AND DEGREE PROGRAMS FAX: (604) 432-9572

Advanced Diploma and Degree Programs are designed for practicing technologists who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical specialty or in technology management.

Both types of programs provide technologists with formal advanced level training in specialized technologies which meet the needs of specific industries. Some programs provide the opportunity to earn a degree offered by BCIT or in collaboration with the B.C. Open University

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

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DEGREE

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#### ADP Environmental

- **Engineering Technology** Computer Systems -
- Software Development
- Geographic Information Systems
- Integrated Resource Management
- Mechanical Design and Manufacturing
- Technology Management

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program. Entry into these Advanced Programs generally requires graduation from a BCIT two-year Technology Diploma Program, or equivalent, or a university degree with related work experience. Some programs may have additional prerequisites.

ADVANCED DIPLOMA IN APPLIED **ENVIRONMENTAL** ENGINEERING **TECHNOLOGY** (AEET) (604) 451-6906 (604) 432-8344

#### **PROGRAM OBJECTIVE**

The program objective is to prepare the graduate to function as part of an engineering team working on:

#### **Prerequisite:**

- a recognized Diploma of Technology in an engineering or science discipline
- a degree in engineering or science discipline a mature student with an extensive and relevant
- work history, subject to departmental approval

Courses Offered in the Spring/Summer 1996 Term

#### CIVW 6700 (CIVW 700) **ENVIRONMENTAL CASE STUDIES**

Provides an introduction to the major areas of study in the Applied Environmental Engineering program. Case studies will be presented by senior engineers currently active in the environmental engineering field. Topics covered: industrial and municipal liquid waste management; solid waste management; contaminated site investigation and management; environmental law: principles of environmental risk assessment and environmental impact assessments; ground water flow and contaminant transport. Prerequisite: Diploma in Engineering or Science or departmental approval.

5 wks BBY CRN 21105 Apr 15 Mon 1830-2130

## CIVW 6712

**ORGANIC CHEMISTRY** \$167 Introduces the student 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: CIVW 6711.

Apr 17 Wed 6 wks BBY CRN 23494 1830-2130

#### CIVW 6713 **ENVIRONMENTAL ANALYTICAL** CHEMISTRY

Provides an overview of the environmental laboratory discipline. Most waste management or environmental assessment projects depend significantly on results obtained from analytical laboratories. Laboratories now specialize in environmental testing and it is important for engineering project personnel to have a technical appreciation of how such labs operate. Prerequisite: CIVW 6712.

Apr 18 5 wks BBY CRN 23493 Thr 1830-2130

#### CIVW 6717 HYDROLOGY FOR AEET

\$167 Introduces hydrology, including precipitation, drainage basins, rational formula, SCC method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: CIVW 6716.

BBY CRN 23492 Apr 16 Tue 6 wks 1830-2130

### CIVW 6719

SURVEY TECHNIQUES FOR AEET \$167 Includes construction survey, location survey including global positioning stationing. Surface drainage basin surveys including geographical information systems and data management. Prerequisite: CIVW 6700.

6 wks BBY CRN 20351 Apr 17 Wed 1830-2130



#### CIVW 7750 (CIVW 750) **MUNICIPAL WASTEWATER CHARACTERISTICS**

Covers quantifying the sources of municipal waste water, measurement of waste water strength, impacts of waste water treatment unit operations, primary waste water treatment. Prerequisite: CIVW 6714 AND CIVW 6721.

\$167

6 wks BBY CRN 23496 Apr 16 Tue 1830-2130

#### **CIVW 7754** INDUSTRIAL WASTEWATER **TREATMENT 3**

\$167 Continuing from CIVW 77531, covers advanced industrial wastewater treatment methods. Topics covered will include chemical coagulation and precipitation, absorption, ion exchange, membrane processes, chemical oxidation and gas transfer. Discussion will focus on the treatment concept, application, design and operation of each unit process. Prerequisite: CIVW 7753.

6 wks BBY CRN 23497 Apr 15 Mon 1830-2130

### CIVW 7760 (CIVW 760)

SOLID WASTE MANAGEMENT \$167 Describes the scope of municipal solid waste management, collection, transfer and transport. Methods of processing and disposal options and facilities. Economics and funding of systems and subsystems and the environmental issues of solid waste management and systems. Prerequisite: CIVW 6700, CIVW 6720 AND CIVW 6721.

Apr 15 Mon 6 wks BBY CRN 23499 1830-2130

#### **CIVW 7763 ENVIRONMENTAL CONTROLS**

FOR LANDFILLS \$167 Examines the state-of-the-art environmental control systems that are being used in B.C. and the U.S.A. to meet new government regulations. The course will include environmental issues, leachate composition, predicting leachate quantities with the E.P.A. HELP model, landfill closure; leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: CIVW 7762.

Wed 6 wks BBY CRN 23498 Apr 17 1830-2130

#### **CIVW 7764** ADVANCED RESIDUALS **MANAGEMENT 1**

\$167 Covers biomedical, industrial, hazardous and special wastes, investigation, identification and classification of non municipal solid wastes, storage disposal and treatment, Canadian EPA, Transportation and Dangerous Goods Act, B.C. Waste Management Act and Regulations. Prerequisite: CIVW 7760.

6 wks BBY CRN 22665 Apr 18 Thr 1830-2130

# CIVW 7770 (CIVW 770)

**ENVIRONMENTAL SITE ASSESSMENT \$167** Involves the investigation of sites for potential soil and groundwater contamination from past or recent site activities. Environmental audit (EA) involves a review of current operation practices at a site to assess the exposure to environmental risks and liabilities, and to determine compliance with current laws and regulations. Provides an overview of current practice of the ESA and EA and outlines the 'due diligence' requirements. Case histories will be reviewed to demonstrate ESA and EA. Principles of environmental emergency planning and health and safety. Prerequisite: CIVW 6700.

Apr 16 Tue 6 wks BBY CRN 23495 1830-2130

### CIVW 7773

#### SAMPLING/ANALYTICAL METHODS FOR CONTAMINATED SITES

\$167 Involves the characterization of the environmental quality of a site such as: soil, groundwater surface water and sediment. The use of appropriate sampling procedures and analytical chemical test methods are critical for a site investigation. This is a laboratory course for the demonstration and use of sampling methods and equipment. Prerequisite: CIVW 7772.

Apr 20 Sat/Mon 3 wks BBY CRN 23617

\*This course is offered on two Saturdays, April 20 and May 4 (0830-1700) and one Monday, May 20 (1830-2130).

#### **CIVW 7782**

VALUE ENGINEERING \$167 The interdisciplinary nature of environmental projects requires a team approach to determine the criteria. performance and standards to be achieved for each component in the design process. The optimum design solution will reflect consideration of both engineering and science parameters in order to determine the true cost of the project. Relative importance of the criteria, the availability of time and funding, together with the suitability of the selected technology to meet the desired objectives are to be discussed. Prerequisite: CIVW 7781.

6 wks BBY CRN 23500 Apr 18 Thr 1830-2130

ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS (604) 432-8378

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through Part-Time Studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline. Please call Program Advising at (604) 434-3304 if

you wish to be sent detailed program information.

ADVANCED STUDIES IN MECHANICAL TECHNOLOGY (604) 432-8330 (604) 432-8274

Plans are underway to replace the current Advanced Diploma Program in Mechanical with a new Bachelor of Technology Degree in Manufacturing. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time evening courses in the following areas:

- The investigation and cleanup of existing environmental problems.
- · The planning, design and construction of new projects in order to minimize environmental damage.

The program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas

The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

#### **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



\$167

#### **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.

#### Prerequisite:

Minimum prerequisite for the program will be a Technology Diploma in an appropriate discipline (Manufacturing, Plastics or Robotics and Automation) plus two years of relevant work experience.

For more information on the Mechanical Degree, contact: George Dramowicz, Advanced Studies and Bachelor Degree Program Coordinator, Tel. (604) 432-8330; Cindy Miraftab, Program Assistant, Tel. (604) 432-8274.

## POST DIPLOMA PROGRAM CAD PROGRAMMING (604) 432-8521 (604) 432-8488

Computer Aided Design (CAD) and Engineering (CAE) techniques are becoming common engineering tools in industry. The objective of the Post Diploma program in CAD Programming is to provide graduate technologists and engineers from all disciplines with the skills necessary to effectively utilise and manage this technology. The program is available as either a one year full-time program (starting each September) or as a part-time evening program (starting throughout the year).

Graduates of the program work in a diverse range of engineering including drafting/designing, CAD system management, software development, graphic information systems and manufacturing automation. Some graduates have started their own consulting and service companies or have moved into technical sales and training.

#### Contacts

Specific information on the program is available from the following people:

Paul Morrison, Program Head CAD Programming Tel. (604) 432-8488

Bette Bayley, Program Assistant Tel. (604) 432-8521

## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The School of Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C.

#### The ADP Program is designed for: a) graduates of an Engineering Technology Diploma

Program from BCIT or equivalent institution: b) those who hold degrees in related disciplines.

#### **TMGT 7121**

### PRINCIPLES OF FINANCE

This course equips candidates with a detailed understanding of the role of finance in the operation of high technology businesses. Focus is placed in financial principles, how to finance businesses, the role of business plans, different types of financing, taxation issues and the responsibilities of directors, officers and managers. Prerequisite: TMGT 7122.

May 30 Thr 5 wks BBY CRN 23593 1830-2130

#### **TMGT 7131 BUSINESS STRATEGY** AND STRUCTURE

\$167 Integrates two important aspects of decision-making in high technology organizations; those related to technical choice, and considerations that determine the business strategy adopted. The thrust of the course is descriptive of the factors that come into play in determination of technological and business strategy and through the use of case studies, provides opportunities for analysis of real-world situations. This course is linked to TMGT 7132, Managing Technological Innovation and Entrepreneurship.

5 wks BBY CRN 23594 May 27 Mon 1830-2130

#### **TMGT 7142 TECHNOLOGY MANAGEMENT** COMMUNICATION

This course enhances personal communication skills in three specific areas: writing proposal/reports, delivering presentations with visual support; and dealing with the media effectively. This course examines the specific communication process necessary to convey messages effectively in both written and oral formats.

May 1 Wed 6 wks BBY CRN 23595 1830-2130

#### **TMGT 7144** HUMAN RESOURCE PLANNING AND CONTROL \$167

Deals with human resource long-range planning including goals, staffing, job analysis and design, recruitment and job search, selection, orientation, career planning and development including dual career systems and plateauing, succession planning and performance evaluation.

Apr 15 Mon 5 wks BBY CRN 22757 1830-2130

#### **TMGT 7155**

**IT MANAGEMENT ISSUES** \$392 Identifies the management issues arising from the application of information technology in today's organizations and explores strategies for managing change. It provides candidates with the knowledge and skills to develop strategies for managing the implementation and use of information technology and the resulting changes in their organizations.

#### Apr 2 Tue 12 wks BBY CRN 23596 1830-2130

#### **TMGT 8103 TECHNOLOGY ASSESSMENT \$392**

Provides the necessary tools to assess the current technological implications of the Graduation Project. Includes project provability, stability, affordability, production and environment, feasibility, alternative technologies, method comparisons, equipment compatibility, operating skills and security features required to assess implementation.

12 wks BBY CRN 23597 Apr 4 Thr 1830-2130

## **BOEING SUPPLIERS** SPECIALIZED TRAINING COURSES

BCIT Industry Services, in conjunction with the Boeing Commercial Airplane Group (BCAG) Material Division, Quality Assurance, is offering a series of courses designed to address the issue of continuous quality improvement for BCAG suppliers. This handson program will introduce employees to Boeing's quality improvement methods and materials, enabling them to apply statistical process tools to the manufacturing processes in their companies.

If you or your company are interested in this type of training, please contact Don Mallory at (604) 451-6775.

#### **BAQS 0105**

#### STATISTICS FOR BOEING SUPPLIERS

A one-day workshop (six hours) provides Boeing suppliers an overview of the tools they need to effectively implement statistical problem-solving and process control in their companies. Topics include AQS goals and strategies, advanced quality concepts, D1-9000 document design, AQS implementation plan, AQS implementation procedures and AQS approval requirements.

### **BAQS 7701**

\$167

#### **AQS-1 VARIATION, SPC VARIATION, CONTROL AND CAPABILITY**

A course (28 hours) which encompasses the major features of classical Statistical Process Control. All of the AQS courses are intended to be taught with specific projects in mind (projects the student should bring to class). Topics include variation, histogram, normal curve loss function, control chart patterns, western electric rules, attribute charts, variable charts, individual chart, process capability and fallout, continuous improvement, problem-solving tools, Pareto analysis and SQS software.

\*NOTE: An AOS-2 extension course is also available and can be scheduled if there is sufficient interest.

## BUILDING (604) 432-8586

Early registration is advised for Building Technology courses. Space is limited.

#### **BLDG 0001**

**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 the various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

#### Apr 18 \*Thr/Sat 5 wks BBY CRN 23851 Thr 1845-2145 Sat May 11, '96 1030-1330

\*NOTE: BLDG 0001 includes a field trip, Saturday May 11, 1996. Time 1030-1330.

#### BLDG 1805 (BLDG 253) **B.C. BUILDING CODE: SINGLE FAMILY DWELLINGS** \$248

Gives students a working knowledge of Part 9 of the 1992 B.C. Building Code for single family dwellings and accessory buildings. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9 of the B.C. Building Code. Covers

#### BLDG 1815 (BLDG 353) B.C. BUILDING CODE: PART 3 \$368 Examines the purpose, scope and contents of the

B.C. Building Code with specific study of Part 3: Use and Occupancy. Based on the 1992 edition of the B.C. Building Code, this course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings as well as fire prevention officers. Students must bring B.C. Building Code to the first class Note: Some knowledge of the B.C. Building Code is advisable.

May 27 Mon-Sat 1 wk BBY CRN 20937 0830-1630

\$290

\$435

#### **BLDG 1930 ARCHITECTURAL FREEHAND DRAWING BASICS**

Develops the necessary background and skills to sketch three-dimensional outlines of geometrical solids and simple objects. Introduces application of shadow and reflection in perspective drawings and develops understanding of basic perspective. This course is an excellent base for those people who are interested in creating 3D computer images.

Apr 9 Tue 12 wks BBY CRN 23764

Note: Additional courses are under development. Topics will include: texture, proportions, composition, perspectives raised from architectural plans and the use of different drawing techniques.

#### **BLDG 1950**

#### COMMUNICATION AND REPORT WRITING FOR HOUSE INSPECTION \$281

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: English 12 or equivalent.

Apr 9 Tue 12 wks BBY CRN 23475

#### BLDG 2830 (BLDG 218) ARCHITECTURAL CAD

Emphasizes the production of 2D/3D drawings for the architectural environment, using the SoftDesk architectural products (AutoCAD third party software). The student will progress from basic drawings to the generation of more advanced projects using the customized SoftDesk template. Prerequisite:

12 wks BBY CRN 20932

## BLDG 2915 (BLDG 257)

information required to inspect existing houses for visible and hidden defects. It is the first of a series of courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) in house inspection. A final grade of 70 per cent or better is required by ASTTBC and is also one of the prerequisites for BLDG 2925 House Inspection 2. Prerequisite: A thorough understanding and knowledge of house construction.

Tue 12 wks BBY CRN 20935 Apr 9

#### **BLDG 2925**

**HOUSE INSPECTION 2** \$496 Demonstrates how to analyze the major components/ systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a Saturday field trip. This is one of the courses proposed to meet the academic requirements of the Applied Science Technologists and

Technicians of B.C. (ASTTBC) in house inspection. A

AICO 1000. Apr 10 Wed \$167

HOUSE INSPECTION 1 \$448 Provides students with practical and theoretical

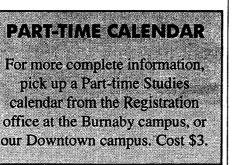
#### **TMGT 7114 PRODUCT DEVELOPMENT AND** MANAGEMENT

Deals with the total development process that begins with strategic needs and concludes with the new product in production, including product requirements, concept generation and selection, design, product optimization, tolerances, prototype development, design for manufacturability, process optimization, online quality control and management. Completion of TMGT 7111 is recommended.

\$167

Apr 20 Sat 3 wks BBY CRN 21292 0830-1630

To register, or for information on eligibility, please contact: Robertta Pajunen, Tel. (604) 432-8459, Fax (604) 432-9572.



acceptable materials, systems, and methods used in housing construction. Students must bring B.C. Building Code to the first class. Prerequisite: BLDG 1970 and 2970 or knowledge of building construction.

Apr 10 Wed 12 wks BBY CRN 20934

Please note: Students who wish to write the B.O.A.B.C. exam should register for either BLDG 1805 listed above or the correspondence course, BLDG 1810 which is listed in the Engineering Technology Distance Education section of this flyer.

final grade of 70 per cent or better is required by ASTTBC. Prerequisite: BLDG 2915 with a final grade of 70 per cent or better; knowledge of components/ systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Apr 18 \*Thr/Sat 12 wks BBY CRN 22781

Note: \*BLDG 2925 also includes a field trip, Saturday, June 22, 1996. Time: 1030-1430.

#### **BLDG 3700**

#### **DRAFTING AND DESIGN 3:** FUNDAMENTALS OF ARCHITECTURAL \$248 DESIGN

Studies specific aspects of design principles: simple design problem resolution, client statement of needs, basic design vocabulary and delegation of directions from a superior to a junior. Topics include site determinants; program planning; living, dining, sleeping, dressing, kitchen and utility facilities; planning multiple dwellings; student residences and other residential topics. Prerequisite: BLDG 2700.

Tue 12 wks BBY CRN 20951 Apr 9

#### BLDG 3760 (BLDG 456) PRICING AND BIDDING S248

Continues from BLDG 2760. Measurement and unit pricing of specific construction details. Preparation of estimate summaries and bids or proposals to owners or clients. Construction cost accounting. Documentation used in estimating and cost accounting processes. Bid strategies, bid depositories, bid procedures in general. Preparation for CIQS exam 303. Prerequisite: BLDG 2760 or departmental approval.

12 wks BBY CRN 23137 Apr 18 Thr

\$414

\$248

#### BLDG 3840 (BLDG 359) **COMPUTER CONSTRUCTION** ESTIMATING

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. Use of DOS is desirable.

12 wks BBY CRN 20939 Apr 9 Tue

#### **BLDG 3970 CONSTRUCTION MATERIALS AND METHODS 3**

Continues from BLDG 2970. Covers the composition and uses of materials found in Masterformat sections 10, 11, 12, 13, 14, 15 and 16 with additional study of larger scale site and municipal servicing including water supplies and sewers.

12 wks BBY CRN 20352 Apr 10 Wed

#### **BLDG 5765**

CONSTRUCTION COST CONTROL \$334 Demonstrates the application of cost control concepts and procedures for controlling costs of construction projects. Covers project cost reporting, analysis, and the interaction between project schedule and project cash. Demonstrates the establishment of cost trends and projections. This course will be of interest to contractors, construction project managers, developers, QSSBC students preparing for Examination Subject 305 and anyone involved in maintaining financial control of construction projects. Prerequisite: A thorough knowledge of construction work, measuring, pricing and bidding procedures and financial accounting.

Apr 17 Wed 12 wks BBY CRN 23830

## CHEMICAL SCIENCES TECHNOLOGY (604) 432-8946

#### CHSC 7826

30

LABORATORY QUALITY ASSURANCE \$218 Covers basic theory and practice of quality assurance in the analytical laboratory. Major topics include basic descriptive statistics (estimating mean and population



#### CIVL 1580 (CIVL 104) CONSTRUCTION MATERIALS TESTING FUNDAMENTALS \$230

Familiarizes students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 1080, 2224, 2582.

10 wks BBY CRN 20736 Apr 10 Wed

## CIVL 1622 (CIVL 175)

\$213 **HIGHWAY DESIGN 1** Introduces the basic elements of highway and street design based on topographic mapping and geometric design standards. Prerequisite: CIVL 2003.

Apr 9 10 wks BBY CRN 20743 Tue

#### CIVL 3010 (CIVL 393) **AUTOCAD CADD APPLICATIONS FOR CIVIL** ENGINEERING \$414

Presents a computer-aided design course for practicing Civil technologists and engineers. Course is project oriented and is designed to show power of computeraided design in structural layout, municipal design and data digitizing of contours topography. Sufficient CADD commands for Civil engineering drawings are explored and examined. Prerequisite: Civil engineering background, AICO 1000 or departmental approval.

12 wks BBY CRN 20926 Apr 18 Thr

#### CIVL 3120 (CIVL 315) **SUBDIVISION PLANNING**

\$213 Provides students with the planning concepts and restraints for subdivision development using the Municipal Act and local bylaws. Subdivision procedures and rezoning application are also included. Prerequisite: CIVL 1622, 2003.

10 wks BBY CRN 20730 Apr 9 Tue

#### CIVL 3500 (CIVL 350)

\$213 STRESS ANALYSIS 2 Presents a more advanced examination of stress and strain in timber, steel and concrete from a civil engineering analysis and design viewpoint. Prerequisite: CIVL 2500.

#### 10 wks BBY CRN 20747 Apr 18 Thr **CIVL 3522** CONSTRUCTION CONTRACT LAW \$153

Introduces students to the three major types of construction contracts and the contractual relationships of the parties involved. The overall intent is to enable you to become familiar with the documents and application of the more typical clauses that should provide enough knowledge to help with everyday items. Numerous case histories will be discussed to illustrate topic items. Prerequisite: Good communication skills and knowledge of construction industry procedures. (CIVL 1522 recommended.)

10 wks BBY CRN 22661 Apr 17 Wed 1845-2045

#### CIVL 3541 (CIVL 373) **HYDRAULICS 2** \$248 Continues and completes the topic of pipe flow introduced in CIVL 2541. Topics include simple networks, pump selection, flow measurement, application of Hardy Cross method and computer programs. Prerequisite: CIVL 2541.

Apr 10 Wed 12 wks BBY CRN 20748

#### CIVL 4620 (CIVL 378) **MUNICIPAL SERVICES 2**

\$213 Illustrates the detail design procedures for both gravity sanitary sewers and pressurized water distribution systems. Detailed calculations, plan and profiles and computer simulation of a water distribution system are incorporated to show actual design procedures. Details of common materials and appurtenances are also discussed. Prerequisite: CIVL 2541, 3620.

Apr 18 Thr 10 wks BBY CRN 21410

NOTE: PUBLIC WORKS OPERATIONS. See section on Public Works Operations in this flyer for course details

#### NOTE: APPLIED ENVIRONMENTAL

ENGINEERING Civil and Structural Technology is developing an Advanced Diploma in Applied Environmental Engineering. See section on advanced diplomas in this flyer for further details.

> COMPUTER AIDED ENGINEERING (604) 432-8521 (604) 432-8274

#### **NEW CERTIFICATE PROGRAM**

A selection of Part-Time Studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology, Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD is finding applications in other areas such as facilities management and interior design.

The Associate Certificate program is intended for: · individuals\_who are working in a technical field who

- need to develop their CAD proficiency; • individuals who require a formalization of their
- technical abilities in CAD; · people with no previous CAD experience who are
- interested in obtaining employment in the architectural and engineering fields.

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school Math, Science and English or equivalent.

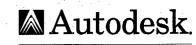
The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 11 credits from the list of elective courses to achieve a total of 21 credits.

## ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

#### Core Courses (10.5 credits) Credits AICO 1000 AutoCAD I 3.0 \*AICO 4090 Practicum 3.0 \*\*COMP 1001 Understanding PC/MS DOS 1.5 MECH 1000 Drafting Fundamentals 3.0 \*AICO 4090 to be performed upon completion of all other credits. \*\*AICO 1070 Introduction to UNIX or COMP 1212 Working with Windows can be substituted for COMP 1001. **Elective Courses** AICO 2000 AutoCAD 2 3.0 \*\*\*AICO 2010 AutoCAD for Windows 1.5

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval. All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of CAD.

Courses offered in the Spring 1996 Term



TrainingCenter

Early registration is advised since space is limited in most course

Many of the courses require manuals and diskettes which can be purchased at the first session.

#### AICO 0002

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AUTOCAD RELEASE 13 UPDATE \$108 Presents the many new features and enhancements of AutoCAD Release 13. This hands-on session concentrates on the changes that apply to 2D drawings. Topics include: new user interface. construction lines. object snap enhancements, object grouping, multilines, custom linetypes, multiline text, associative hatching, and dimensioning styles. The session is applicable to DOS and Windows versions of AutoCAD Release 13. Prerequisite: AICO 1000.

May 25	Sat 0830-1530	l day	BBY	CRN	23463
	Sat	1 day	BBY		23759
· ·	0830-1530			,	

#### AICO 1000 (AICO 213)

AUTOCAD 1 \$435 Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: Basic drafting knowledge and computer literacy recommended.

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Apr 9	Tue 1900-2200		THC	CRN	21235
Apr 9		12 wks	DEC		21226
Apr 9	Tue		BBY	an de la	21225
Apr 10	Wed	12 wks	BBY		
Apr 11	Wed Thr	12 wks	BBY		21228
Apr 13	Sat	6 wks	BBY		21230
	0830-1530				
Apr 13		6 wks	DEC	~	21229
	0900-1600		· ·		251
Apr 15	Mon-Fri	1 wk	BBY.	έ.	21238
•	0830-1630				19 A.
Apr.15	Mon-Fri	2 wks	DEC		21231
•	0900-1235				
Apr 15	Mon	12 wks	BBY		21232
Apr 22	Mon-Fri	l wk	BBY		21233
1.1.1	0020-1020	· . · · ·	-	•	
Apr 29	Mon-Fri	1 wk	DEC		21239
450 A	0900-1700		•-		
May 6	Mon-Fri 0830-1205	2 wks	BBY		21242
May 25	Sat	6 wks	BBY		21241
	0830-1530				
May 27	Mon-Fri	1 wk	DEC		21244
	0900-1700				
Jun 3	Mon-Fri	1 wk	BBY		21237
	0830-1630			•	
Jun 3	Mon-Fri	2 wks	DEC		21243
	0900-1235		,		
Jun 10	Mon-Fri	1 wk	BBY		21245
	0830-1630				
Jul 8	Mon-Fri	l wk	DEC		21223
,	0900-1700				
Jul 15	Mon-Fri	1 wk	DEC		21224
	0900-1700		·		· · ·
		· · ·		÷.,	
AICO 1	010 (AICC	220)			

#### AICO 1010 (AICO 220)

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1.5

OR

3.0

1.5

#### SMARTCAN Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes.

dispersion from small data sets; treatment of outliers), control charts (their importance, preparation and use); practical applications of Shewhart and Cusum charts; quality control samples (types and usage); quality terminology; documentation, accreditation and registration for ISO 9002. Ideally suited to analytical chemists, environmental chemists, analysts, technicians, lab supervisors responsible for sample analyses, project managers and others responsible for submitting samples to analytical labs. Prerequisite: A recognized diploma of technology OR degree (either in an engineering or science discipline) OR mature student with extensive and relevant work history.

#### 6 wks BBY CRN 23844 Apr 18 Thr 1830-2130

#### CIVL 4170 **STRUCTURES GENERAL** \$413 Contains two areas of studies: Structural Analysis and Reinforced Concrete Design Analysis. Subjects

covered: statical indeterminacy, moment distribution. computer solutions for indeterminate structures using P-Frame software. The reinforced concrete design part of the course will cover flexural and analysis of slabs, Tee-beams and rectangular beams, designing for shear, deflections, column analysis, walls and footing design. Prerequisite: CIVL4160

Tue/Thr 10 wks BBY CRN 23470 Apr 9

AICO 2020 AutoCAD Customization 1 AICO 3000 AutoCAD 3 AICO 3005 AutoCAD Customization 2 \*\*\*AICO 3075 CAD Customization Using AutoLISP \*\*\*AICO 4000 Solid Modeling

OR

3040 AutoCAD Designer 1.5 AICO AICO 4010 Engineering Presentation Graphics Using 3D Studio 1 1.5 BLDG 2830 Architectural CAD (ASG) 3.0

\*\*\*Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

12 wks BBY CRN 21258 Apr 15 Mon

\$290

#### AICO 2000 (AICO 214) **AUTOCAD 2**

Continues from AICO 1000. Focuses on the use of AutoCAD's advanced construction and editing tools. Topics include symbol libraries, external references, advanced dimensioning, file management, system variables, drawing layout tools, advanced plotting, use of Truetype and Postscript fonts, spline curves, digitizing, and slide files. Prerequisite: AICO 1000.

Apr 10	Wed	12 wks	BBY	CRN	21246
Apr 11	Thr	12 wks	DEC		21248
-	1730-2030				
Apr 11	Thr	12 wks	THC		21236
	1900-2200				
Apr 13	Sat	6 wks	BBY		21249
	0830-1530				
Apr 29	Mon-Fri	1 wk 👘	BBY		21252
· ·	0830-1630				
May 6	Mon-Fri	1 wk	DEC		21255
	0900-1700				
May 21	*Mon-Fri	2 wks	BBY	· · ·	21256
	*No class N	londay, M	lay 20,	'96	
	0830-1230				
May 25	Sat	6 wks	BBY		21253
	0830-1530				
May 25	Sat	6 wks	DEC		21254
	0900-1600			· .	
Jun 17	Mon-Fri	1 wk	BBY		21251
	0830-1630				
Jun 17	Mon-Fri	2 wks	DEC		21257
	0900-1235				
Jul 22	Mon-Fri	l wk	DEC	•	21247
	0900-1700				

#### AICO 2020

**AUTOCAD CUSTOMIZATION 1** \$435 Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Covers both DOS and Windows versions of AutoCAD, Prerequisite: AICO 2000.

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Apr 10	Wed	12 wks	BBY	CRN	23464
Apr 10 May 1	Mon-Fri 0900-1700		DEC		23465
Jun 24	Mon-Fri 0830-1630		BBY		23466

#### AICO 3000 (AICO 225) AUTOCAD 3

\$290 Introduces the 3D capabilities of AutoCAD. Covers the fundamentals of 3D wireframe construction regions, surface generation and rendering. Prerequisite: AICO 2000.

Apr 9 Apr 20	Tue Sat 0830-1530	6 wks 3 wks	BBY BBY	CRN	21260 21259
May 21 Jun 8	Tue Sat 0830-1530	6 wks 3 wks	BBY BBY		21261 21262

#### AICO 3005 (AICO 312)

**AUTOCAD CUSTOMIZATION 2** \$435 Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands and interfacing with the drawing file database. Prerequisite: AICO 2000. (AICO 2020 recommended.)

Apr 11		12 wks	ввл	CRN	20955
AUTO	\$290				

#### Presents AutoCAD Designer, a Parametric, featurebased solid modeling tool that is used to automate the

#### AICO 3070 (AICO 722) INTRODUCTION TO C PROGRAMMING

\$435

\$435 Introduces C programming with emphasis on algorithm development and structural programming techniques. Includes engineering applications and is a required prerequisite for AutoCAD users interested in the AutoCAD Development System (ADS).

12 wks BBY CRN 21215 Tue Apr 9

#### AICO 4010 (AICO 711) ENGINEERING PRESENTATION **GRAPHICS USING 3D STUDIO 1**

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three dimensional models will be rendered and animated with AutoDesk's 3D Studio software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 3000.

Apr 20 Sat 6 wks BBY CRN 21265 0900-1200

#### AICO 4015 **ENGINEERING PRESENTATION**

**GRAPHICS USING 3D STUDIO 2** \$290 Continues from AICO 4010. The course examines advanced topics such as morphing, image processing and video post processing. Other presentation related topics include batch processing, scripted slide shows, video transfer and multimedia applications. Prerequisite: AICO 4010.

6 wks BBY CRN 23467 Jun 1 Sat 0900-1200

#### AICO 4070 (AICO 823) DATA STRUCTURES IN C

\$435 Continues from AICO 3070. C software techniques with emphasis for CAD and GIS users. Examples and problems based on file translation, 2D and 3D graphics, windows and image processing using structured codes and libraries. Prerequisite: AICO 3070 or equivalent experience.

Apr 10 Wed 12 wks BBY CRN 21216

#### AICO 4075 (AICO 814) AUTOCAD CUSTOMIZATION 3 \$435 Gives programmers the tools required to improve CAD productivity and customize the user interface. Topics covered are: the drawing database, complex entity

access, symbol table access, error checking and handling, extended entity data, and dialog box programming. Prerequisite: AICO 3005 or AICO 3075.

Apr 10 Wed 12 wks BBY CRN 21277

# UNIX

Early registration is advised since space is limited in most courses.

#### AICO 1070 (AICO 730) INTRODUCTION TO UNIX

\$290 Includes elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Taught on workstations using a hybrid system V/BSD UNIX. Prerequisite: Computer experience. Previous operating system a definite asset.

Apr 11	Thr	6 wks	BBY	CRN	20956
Apr-22	Mon-Wed	2.5 days	BBY		20959
-	Mon/Tue: 0830-1630				
	Wed: 0830	-1200			
May 6	Mon-Wed	2.5 days	BBY		20958

#### AICO 2070 (AICO 732) INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING

Covers basic shell script programming based on the Bourne and C shell. Includes control structures, shell variables and commands, as well as the user shell environment. The kernel and its relationship to the shell is introduced. Prerequisite: AICO 1070 or equivalent industry experience (minimum one year).

\$290

6 wks BBY CRN 21240 Apr 15 Mon Mon-Wed 2.5 days BBY Jun 24 21219 Mon/Tue: 0830-1630 Wed: 0830-1200

## MICROSTATION

#### AICO 2009 (CDCM 216)

**MICROSTATION 2** \$435 Continues from AICO 1009. Covers advanced topics including reference files, cell library creation and use, multi-lines and patterning. Prerequisite: AICO 1009.

12 wks BBY CRN 23760 Apr 9 Tue

# **ENGINEERING INDUSTRY SERVICES** TRAINING (604) 432-8723 (604) 432-8654

The following courses are offered when there is sufficient interest from individuals or a company. Please contact Steve Berry, instructor at (604) 432-8654 to arrange a training session for your company or contact Sharon Cameron at (604) 432-8723 to be put on our mail list.

#### **EIST 1100 EFFECTIVE LEADERSHIP I**

\$239 Two-day workshop designed for supervisors and managers or those aspiring to these positions. The focus is on functions and processes of leadership and the role played by first-line management. Exercises and group discussions on various topics of leadership bring real world situations to the workshops.

#### **EIST 3300 INSTRUCTIONAL SKILLS** DEVELOPMENT

\$495 Five-day confidence and skill building workshop designed for those individuals who are, or will be conducting formal group training sessions or on-thejob training. Focus is on defining needs, lesson planning, evaluation of learning, dealing with problem trainees and the use of audiovisual aids. Participants are required to develop and present lesson plans and exercises.

#### **EIST 3301** INSTRUCTIONAL SKILLS

## FOR COMPUTER TRAINERS

Four-day workshop focusing on planning and managing instruction, methods of instructing, assessment and evaluation of instruction and learning. and the use of audiovisual aids in a computer-oriented environment. Participants develop the necessary skills, confidence and techniques for instructing groups or individual computer training sessions. Laptop computers are used to simulate various computer lab settings and configurations.

# CHECK US OUT

# **FISH HARVESTING AND** PROCESSING (604) 432-8948

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of this program's activities.

Previous offerings included:

- QMP Inspection Workshop (FISH 0120)
- Double Seam Workshop (FISH 0140)
- · Canned Salmon: Screening Line Theory and
- Operation (FISH 0141) • Fundamentals of Thermal Processing Science (FISH 0142)
- Seafood Processing and Quality (FISH 1900)

Contact the coordinator, Denise DeLeebeeck at (604) 432-8948 for more course information.

\* NOTE: See Food Technology listings for possible courses/workshops which may also be of interest.

# FOOD TECHNOLOGY (604) 432-8723

FOOD 0175 **INGREDIENTS FOR FOOD PRODUCT DEVELOPMENT** 

## \$272

There are upwards of 32,000 different ingredients available to Canadian food processors, and in this workshop, participants will be given tools for efficient ingredient selection. The significance of crossfunctional teams, good supplies relationships and regulatory aspects will be discussed. Case studies will illustrate the process involved in ingredient selection for product development. Contact Sharon Cameron to register 432-8723.

Apr 29 Wed/Thr 2 days BBY CRN 24057 0900-1630

## **GEOGRAPHIC INFORMATION SYSTEMS** (604) 432-8378 (604) 432-8521

All BCIT GIS Part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and DOS (BCIT course COMP 1001).

#### **GIST 0127 MAPINFO 1**

\$395

\$332 Introduces MAPINFO, a popular and user friendly desktop mapping product that runs within Microsoft Windows. Students learn how to query maps and databases to produce maps, charts, and reports, and perform simple data import and GIS analysis. Students should be familiar with Windows 3.1 before taking this course.

Tue-Wed 2 days BBY CRN 20922 Jun 4 0830-1730

## **GIST 0128**

## **ARCVIEW 2 FOR WINDOWS** Presents a hands-on course which introduces

ARCVIEW 2, a powerful desktop GIS software idents how to use ARCVIEW

\$332

31

production of mechanical designs and drawings. Solid models are defined using geometric and dimensional values. These same solids can then be used to automatically generate detailed, dimensioned drawings with multiple views. Prerequisite: AICO 2000 or equivalent.

Apr 11 Thr BBY CRN 22889 6 wks

Mon/Tue: 0830-1630 Wed: 0830-1200 May 23 Thr 6 wks BBY 20957 May 27 Mon-Wed 2.5 days BBY 20961 Mon/Tue: 0830-1630 Wed: 0830-1200 Jun 10 Mon-Wed 2.5 days BBY 20960 Mon/Tue: 0830-1630 Wed: 0830-1200



hhtp://www.bcit.bc.ca

perform spatial query and analysis, produce maps, charts and reports. Students should be familiar with Windows 3.1 before taking this course.

BBY CRN 23474 Apr 16 Tue 4 wks 1800-2200 Tue-Wed 2 days Jun 11 BBY 23471 0830-1730

#### GIST 0228

**PROGRAMMING WITH AVENUE** \$332 Introduces AVENUE, the object-oriented programming language used to customize ArcView. In this couse students learn about customizing the ArcView interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 0128. Previous programming experience highly recommended.

Thr-Fri 2 days BBY CRN 23472 Jun 6 0830-1730

#### GIST 5100 (GIST 700) FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS \$248

Presents an overview of GIS covering fundamental concepts and terminology, the role of GIS in spatial data management and digital mapping, the multipurpose cadastre and resource GIS, methods of data collection and input, data modeling and representation, storage and retrieval of spatial data, concepts of database systems, manipulation and analysis features of GIS.

Apr 10 Wed 12 wks BBY CRN 20731 1845-2145

#### GIST 5128 (GIST 728) ARC/INFO GIS 1

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\$423 Presents a practical course using ARC/INFO GIS software in a workstation environment. Topics include database design, data entry and editing in ARCEDIT, data manipulation and analysis, and map design in ARCPLOT.

Apr 20	*Sat	6 wks	BBY (	CRN 20733
*No cla	ss held May	18. Last	session is	June 1, '96
- 1 C	0830-1530	D È		2
Jun 10	Mon-Fri	l wk	BBY	23229
	0830-1630	<b>)</b> (		
Jun 17	Mon-Fri	1 wk	BBY	23763
	0830-1630	) ·		

#### GIST 6118 (GIST 718) REMOTE SENSING

Teaches students to use PCI software on UNIX workstations to perform image processing and analysis on satellite data, geocode and classify images, and integrate images with GIS. The course describes the concepts and foundations of remote sensing; the features of the instrumentation used in remote sensing; defines pattern recognition and examines the key steps in applying remote sensing to earth resources management problems. Prerequisite: GIST 6121 (may be taken concurrently).

\$473

Apr 15 \*Mon/Wed 6 wks BBY CRN 20732 1845-2145

# **MECHANICAL**/ **MECHANICAL SYSTEMS** (604) 432-8521 (604) 432-8274

## **NEW CERTIFICATE PROGRAM** ASSOCIATE CERTIFICATE **PROGRAM IN MECHANICAL**

#### SYSTEMS

The School of Engineering Technology through the Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs for the following options:

- Heating, Ventilating and Air Conditioning
- Plumbing
- Fire Protection

A selection of courses will be presented which can be completed through an evening study program.

#### **Prerequisite:**

The Associate Certificate program courses are taught at a level that assumes students have completed senior, secondary school Math, Science or equivalent.

#### The program consists of three sections:

Mandatory courses, Option courses and Elective courses. To qualify for an Associate Certificate the student must complete:

- · All Mandatory courses;
- A minimum of two Option courses from any given option ( one course from each level;
- · Any approved Elective courses to attain additional credits.
- A minimum of 21 credits is required.

Associate Certificates in other Mechanical Systems

- options may also be attained by completing: A minimum of two Option courses from any other
- option ( one course from each level; · Any other approved Elective courses to attain
- additional credits; • An approved practicum.
- A minimum of 10 credits is required.

Course credit may be applied for, but in no case can the total applied credits exceed 10 credits.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of the Mechanical Systems program.

*Note: 2 sessions per week. No classes held May 20	the state of the second sec	standards and good practice; testing of water supplies;	(604) 432-8350
and May 22. Last class is May 29, '96.	Mandatory courses Credits	interpreting test results, recommending changes for	
	AICO 1000 AutoCAD 1 3.0	code compliance. Prerequisite: Industry experience or	
GIST 6121 (GIST 821)	COMP 1104 Introduction to Computing 3.0	departmental approval.	PLASTICS CERTIFICATE
APPLIED MATHEMATICS 2 \$248	MECH 1000 Drafting Fundamentals 3.0		PROGRAM
Provides students with basic knowledge of statistical	MSYS 1070 Building Construction for	Apr 17 Wed 12 wks BBY CRN 20954	
methods currently used. The course includes the	Mechanical 4.0		A selection of courses will be presented which can be
fundamentals of descriptive statistics, measures of	MSYS 4090 Practicum 3.0	MSYS 2086	completed through an evening study program and
central tendency, measures of dispersion, probability,		SMOKE CONTROL AND	which will lead to an Associate Certificate in Plastics
discrete probability distributions, expectations,	Option courses	HVAC SYSTEMS \$276	Technology.
variances, continuous probability distributions	HEATING, VENTILATING AND AIR	Provides those who inspect, test and maintain Smoke	
(normal, studen-t, chi squared, Fisher, tau distribution),	CONDITIONING	Control and HVAC Systems with an understanding of	The courses are aimed at:
confidence intervals, hypothesis testing, comparison	Level 1	components and their function; Building Code	<ul> <li>upgrading existing plastics processing machine</li> </ul>
problems of means and variances, ANOVA test, simple	MSYS 1082 Heating and Ventilating 1:	requirements for Smoke Control Systems; procedures	operators who have the general prerequisites;
linear regression, Helmert's transformation. This	Residential 3.0	for completing commissioning tests; recommending	• people with no previous plastics experience but who
	MSYS 1084 Heating and Ventilating 2:	changes for code compliance; testing and inspection	are interested in obtaining employment in the
course is a required foundation course for the GIS	Commercial 3.0	requirements of the fire code. Prerequisite: Industry	plastics industry;
Advanced Diploma program.	MSYS 3082 Air Conditioning 1 3.0	experience or departmental approval.	<ul> <li>existing plastics industry employees who are not</li> </ul>
to 0 The IO also DDV CDN 22472	MSTS 5082 All Columoning 1 5.0	experience of departmental approval.	production operators but wish to improve their
Apr 9 Tue 12 wks BBY CRN 23473	Level 2	Apr 15 Mon 10 wks BBY CRN 23572	knowledge. These employees may be involved in
1845-2145	MSYS 2082 Heating and Ventilating 2 3.0	Apr 15 Mon 10 wks 1051 CKRV 25572	quality assurance, scheduling, engineering planning,
		MSYS 4083	purchasing, sales etc.
GIST 6128 (GIST 828)	MSYS 4083 Air Conditioning 2 3.0	AIR CONDITIONING 2 \$248	r
ARC/INFO GIS 2 \$473			The Associate Certificate program courses are taught
Continues from GIST 5128, covering the use of ARC	PLUMBING	Applies air conditioning principles to system design	at a level that assumes students have completed
Macro language programming, database software,	Level 1	and selection. Materials include sizing and	secondary school Math, Science and English or
coordinate geometry, digital terrain modeling,	MSYS 1086 Potable Water Plumbing Design 2.0	construction of air distribution ducts, types of air	equivalent.
analytical GIS functions and importing and exporting	* 	outlets, use and selection of air terminals, fan laws, fan	The program consists of three sections: mandatory
of data. Prerequisite: GIST 5128.	Level 2	selection, constant air volume, variable air volume,	courses, mandatory optional courses and elective
	MSYS 1087 Drainage Plumbing Design 2.0	heat pump and noise analysis. Prerequisite:	courses as outlined below. To be presented with an
Apr 11 Thr 12 wks BBY CRN 20735		MSYS 3082.	
1845-2145	FIRE PROTECTION		Associate Certificate, the student must complete all the
	Level 1	Apr 15 Mon/Wed 6 wks BBY CRN 23762	mandatory courses, a minimum of one group of
	MECH 4080 Automatic Sprinkler Systems		optional courses and such elective courses to achieve
	Design 1 3.0	,	a total of 20 credits.
		· · · · · · · · · · · · · · · · · · ·	
	Level 2		
	MECH 4082 Automatic Sprinkler Systems		
	Design 2 3.0	· · · ·	
	MSYS 2080 Automatic Sprinkler and	· · · · · · · · · · · · · · · · · · ·	
	Standpipe Systems Testing 3.0		
	Standpipe Systems resting 5.0	· · · · · · · · · · · · · · · · · · ·	
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Elective	e cours	es	
BUSA	1105	Management 1	3.0
BUSA	1305	Supervisory Skills	3.0
COMM	1103	Introduction to Business	
		and Technical Communication	3.0
COMP	1015	Spreadsheet Concepts	1.0
FMGT	1100	Accounting 1	4.0
MATH	1011	Technical Math 1: Trigonometry	3.0
MKTG	1102	Essentials of Marketing	3.0
OPMT	1187	Project Planning and Scheduling	3.0
OPMT	1192	Inventory Planning and Control	3.0
OPMT	2287	Project Cost Estimating	3.0

**Courses offered in the Spring/Summer 1996 Term** 

#### MECH 1000 (MECH 140)

DRAFTING FUNDAMENTALS \$305 Teaches techniques for producing and reading mechanical drawings using standard format. Develops basic skills in applying these techniques. The use of instruments, line work, lettering and geometric construction is taught. Emphasis is placed on orthographic projection, sections, auxiliary views, dimensions and working drawings. Persons planning to take CAD graphics courses will use all the skills taught in this course.

Apr 16 Tue/Thr 7 wks BBY CRN 20953

**MSYS 1086 POTABLE WATER PLUMBING DESIGN \$153** Encompasses 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 will be reviewed.

Apr 16 Tue 8 wks BBY CRN 22765

### **MSYS 1087**

DRAINAGE PLUMBING DESIGN \$153 Encompasses a study of principles and practises 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 will be reviewed.

8 wks BBY CRN 22766 Apr 18 Thr

#### MSYS 2080 (MSYS 230) **AUTOMATIC SPRINKLER AND STANDPIPE TESTING**

\$331 Provides those who operate, test and maintain automatic sprinkler and standpipe fire protection systems with an understanding of system components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required by legislation, international

## **NON-DESTRUCTIVE TESTING (NDT)** (604) 432-8946

#### NDTE 1169 (CHSC 169) NDT RADIOGRAPHY LEVEL I

\$792 A week-long (40 hrs) workshop covering the general principles of radiography: nature of penetrating radiation and its interaction with radiation and matter; radiation sources; detection and measurement of radiation; safety and darkroom procedures. Participants learn the proper selection of a radiation source for a given application, film type, screens, and so on, and how to perform radiographic examinations according to prescribed techniques. Meets CGSB Standard 48-GP-4M, condition (b) requirement for classroom training.

Tue-Sat 1 wk BBY CRN 20450 Jul 2 0800-1630

#### NDTE 1170 (CHSC 170) NDT ULTRASONICS LEVEL I \$792 Combines theory with practise using a variety of ultrasonic testing equipment and test samples to cover generation of ultrasound. Instrumentation, frequency, velocity, wavelength, attenuation, calibration, reference. standards, longitudinal, transverse and surface waves, reflection, Snell's Law, sensitivity and resolution are covered. Meets CGSB Standard 48-GP-7M, condition (b) requirement for classroom training.

Jun 17 Mon-Fri 1 wk BBY CRN 20451 0800-1630

#### **NDTE 1172** NDT MAGNETIC PARTICLE

\$792 Covers the theory of magnetism and magnetic properties of materials; comparison with other NDT methods; current characteristics; direct and indirect induction; residual and continuous methods; black light - principles and requirements; dry vs. wet method; indicating the medium; material controls and

calibration; discontinuities - their causes and delectability; demagnetization; inspection, interpretation and evaluation of indications. Meets CGSB Standard 48-GP-8M and 9M condition (b) Levels 1 & 2.

BBY CRN 20453 Jun 24 Mon-Fri lwk 0800-1630

> **PLASTICS** (604) 432-8971

(KAA) ADD 00EA



\$213

\$203

\$213

#### Mandatory courses:

PLAS	1001	Introduction/Plastics Industry	1.0
PLAS	1002	Properties of Materials	1.0
PLAS	1003	Polymer Rheology	1.0
PLAS	1004	Materials Laboratory	1.0
PLAS	1011	Health/Safety/Environmental	1.0
PLAS	1016	Overview of Plastics Processes	1.0
PLAS	1070	Plastics SPC 1	1.0
PLAS	1071	Plastics SPC 2	1.0
PLAS	1072	Plastics SPC 3	1.0
PLAS	1091	Industry Practicum (36 hours)	3.0
		(To be performed after completion	on
		of all other credits required for the	ne
		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. 

	Creans
Group 1 Injection Molding (4 courses)	4.0
Group 2 Extrusion Process (4 courses)	4.0
Group 3 Composites (3 courses)	3.0
Group 4 Rotational and Compression Moldir	ıg,
Thermoforming and Fabrication (4 courses)	2.0
Group 5 Blow Molding (4 courses)	4.0

#### **Elective Courses**

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

Courses offered in the Spring/Summer 1996 Term

#### **PLAS 1032**

EXTRUSION: BLOWN FILM PROCESS \$142 Discusses the equipment required for the tubular blown film process from the most simple operation to multiprocess in-line operations. Polyethylene film properties are discussed in relation to bubble frost line height, blow-up ratio and draw down ratio. Also included is a review of film additives and the effect on polyethylene films. The calculations for determining weights of bags and sheets are demonstrated and an abbreviated trouble shooting guide is also included. Prerequisite: PLAS 1030 or Departmental approval.

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Apr 23	Tue	4 wk	s BBY	CRN	23469
· ·	1900-	2200		· · · ·	

#### PLAS 1072

#### **PLASTICS SPC 3** \$194 Presents a hands-on course using a typical statistical process control software program in a computer laboratory setting. The student becomes familiar with a typical SPC software program while developing skills in handling variables data, charting variables data, creating histograms, charting cause and effect data, and

charting Pareto data all on the computer. Prerequisite: PLAS 1071. May 28 Tue 4 wks BBY CRN 23468 1900-2200

## **PUBLIC WORKS OPERATIONS** (604) 432-8344

#### PUBW 1001 (CIVL 120) **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, watermains or roadworks training courses.

\$203

\$253

#### PUBW 1141 (CIVL 111) Credits

MUNICIPAL PLAN READING Introduces the student to interpretation of engineering drawings used in public works

construction. This will involve correlation between construction layout, specifications and standard drawings

10 wks BBY CRN 20737 Wed Apr 17 1830-2130

#### **PUBW 1143**

**CONSTRUCTION QUANTITIES 2** \$213 Builds on the knowledge gained in PUBW 1142 by

examining the quantities involved in more complex exercises and activities. The speed and accuracy of the computations will increase and new material involving the application of basic trigonometry will be covered. The application of algebra to solve common problems will be enhanced. Emphasis will again be placed on relating the in-class examples to workplace applications in roadworks, sewer and watermain related activities. Prerequisite: PUBW 1142.

Apr 9 Tue 10 wks BBY CRN 22819 1830-2130

#### PUBW 1161 (CIVL 115) **CONSTRUCTION RECORDS**

Presents a short, intensive course intended for those students wishing to improve their basic written communication skills as it applies to the general Civil engineering industry. Many day to day communication requirements involve short memos, completion of activity reports, job diaries and claim forms. Instruction will focus on the ability to write short reports and instructions in a concise manner, with suitable grammer and punctuation. Emphasis is on exercises involving a logical thought pattern in presenting written material and some take home assignments. Oral presentations may also be included.

6 wks BBY CRN 20952 Apr 9 Tue 1830-2130

#### PUBW 2102 (CIVL 192) STORM SEWERS 1

Continues from PUBW 1101. Detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis will be placed on safety, record keeping, responding to public complaints and public relations. Prerequisite: PUBW 1101.

Apr 10 Wed 10 wks BBY CRN 22662 1830-2130

## PUBW 2203 (CIVL 226)

**PUMPS: STORM** \$393 The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of mechanical, electrical and the instrumentation components of the facility. 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,

Apr 10 Wed 12 wks BBY CRN 21406 1830-2130

#### **PUBW 2205** PUMPS: ELECTRICAL AND **CONTROLS 2**

\$393 Continues from PUBW 1201. Begins by exploring application, operation and I/O interaction of PLC's Topics include logic concepts, programming devices, implementing and programming a PLC system together with installation, start up and maintenance. The second half of the course will cover SCADA systems involving communication data, RTU's, alarm

## **RENEWABLE RESOURCES** (604) 432-8804

#### RENR 2510 (FSTR 430) LOG RESIDUE AND WASTE SURVEY CERTIFICATION

A five-day review (35 hrs) offered in conjunction with the Ministry of Forests. A background in cruising or scaling would be a definite asset. Suitable experience or a temporary Residue and Waste Certificate is a prerequisite to writing the examination for certification (given on the last day of the course). A separate exam fee will be levied by the Ministry of Forests prior to writing this exam

May 13 Mon-Fri I wk BBY CRN 23058 0830-1630

#### **RRET 3277 COMPUTER APPLICATIONS** IN FOREST ROAD DESIGN

\$595 A five-day workshop starting with an introduction to Microsoft Windows and focusing on the elements of forest road design, analyzing field data, horizontal and vertical alignment, and mass haul diagrams. Participants use ROADENG software and actual field data to complete the design of a forest haul road on an IBM compatible PC. Prerequisite: Some knowledge of the principles of forest road design including field survey, horizontal and vertical alignment, and the calculation of earthworks volumes. Contact Sharon Cameron to register in the following sessions (604) 432-8723.

Apr 15 Mon/Fri BBY CRN 24060 5 days May 13 Mon/Fri 5 days **BBY CRN 24058** Jun 3 Mon/Fri 5 days BBY CRN 24061 0830-1630

# **ROBOTICS AND AUTOMATION** (604) 432-8521 (604) 432-8274

#### **ROBT 0010 (ROBT 900)** INTRODUCTION TO **INDUSTRIAL ROBOTICS**

\$260 Investigates various types of robots and the coordinate systems in which they operate. Hands-on instruction will be given on BCIT's robotic systems.

5 wks BBY CRN 21264 Apr 20 Sat 0900-1300

## GEOMATICS SURVEYING AND MAPPING (604) 432-8992 (604) 432-8521

#### SURV 1100 (SURV 100) SURVEY FUNDAMENTALS FOR INSPECTORS

Examines identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Terminology associated with leveling: elevation, cut, fill, invert, datum, benchmark etc. along with an introduction to leveling field procedures and note keeping. The course runs Tuesdays from April 9 to April 30, 1996, and the last

#### **SURV 1103** SURVEY INSTRUMENT **OPERATIONS: LEVELS**

\$150

Introduces leveling including the use of the following instruments: hand level, automatic level and tilting level. Covers manipulation and use of levels; leveling procedures and note keeping formats; note reduction and adjustments of level circuits; location of reduction errors; field check and adjustment of instruments; and short field exercises.

3 wks BBY CRN 23476 Apr 20 Sat 0900-1600

#### **SURV 1104 SURVEY INSTRUMENT**

\$433

OPERATIONS: TRANSIT AND EDM \$248 Introduces theodolites, low end total stations and steel tapes. Setting up and centering procedures. Horizontal and vertical angular measurements with typical notekeeping formats and reductions. Field testing and checks on instrumental errors. Introduction to distance measurement with steel tapes and electronic equipment. Corrections for taped distances and electronically measured distances. Short field projects.

May 18 Sat 5 wks BBY CRN 23477 0900-1600

#### **SURV 1116**

**GPS FOR NAVIGATION AND GIS** \$204 Presents the fundamental concepts of GPS, currently available hardware and software, GPS field and processing procedures for C/A code receivers. interpretation of printouts, demonstration of real time positioning.

Apr 24 Wed 6 wks BBY CRN 23478

#### SURV 1190 (SURV 190) SURVEY CAD: RAPID TRANSIT

\$266 Presents custom survey application software for coordinate geometry and CAD plans. Survey routines include traversing, inversing, areas, intersections, transformations, curve calculation, contouring and volumes. Most routines are designed to produce a plan through a computer-driven plotter or printer.

Apr 29 Mon 8 wks BBY CRN 20946

#### SURV 1200 (SURV 200)

SURVEYING WITH TOTAL STATIONS \$346 Covers all aspects of the total station in order to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector, data processing and use of computer softwares to produce final plans.

Apr 20 Sat 5 wks BBY CRN 21470 0900-1600

\$305

33

#### SURV 2105 (SURV 105) **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 1101, 1102 and 1108 or departmental approval.

6 wks BBY CRN 20944 0900-1600

# \$184 Apr 20 Sat

6 hours of the class are held Saturday May 4, 1996.

Apr 10 Wed 6 wks BBY CRN 20738 1830-2130

#### **PUBW 1112** WATER DISTRIBUTION 1

Provides an understanding of both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. This course covers all practical aspects of water distribution systems including construction. maintenance and repair. The contents of this course meet the requirements for the B.C. W.W.A. Level 1 Operators Certification Program with 3.0 CEU's available. B.C.W.W.A. Certification examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1001.

Apr 9 Tue 10 wks BBY CRN 23632 1830-2130

conditions and event messaging. Aspects of output displays, routine operations, keyboard operations and system constraints together with many other topics will conclude the course. Prerequisite: PUBW 1201,

Apr 18 Thr 12 wks BBY CRN 22846 1830-2130

The last session will be a practical session in the use of basic survey equipment.

Apr 9 Tue/Sat 4 wks BBY CRN 21404

Note: This course is four Tuesdays and one Saturday. Tue: April 9 - 30, 1845-2145/Sat: May 4 only, 0900-1600 (see note in course description).

## WOOD PRODUCTS MANUFACTURING (604) 432-8885

\$316

#### WOOD 1020 LUMBER FINISHING AND SAW TECHNOLOGY

For those directly or indirectly involved in the production of wood products who want to know about technology associated with finishing rough lumber and saw technology. Topics include kiln drying (8 hours), lumber surfacing (6 hours), machine stress rating (2 hours), secondary wood products (2 hours) and saw technology (6 hours). This is one of three courses in a series on the production of lumber. A certificate of completion will be issued when all three courses (WOOD 1010/1020/1030) have been successfully completed. To register, call Sharon Cameron at (604) 432-8723.

\* 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 10 Wed 8 wks BBY CRN 24068 1845-2145 Wed 8 wks BBY 24071 1130-1430

## **DISTANCE EDUCATION**

Some courses are offered as correspondence (distance education) courses. This serves students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated. The student has up to one year to complete any course.

For registration information on any of the correspondence courses detailed below, please contact:

Shari Monsma at (604) 432-8784 or Dina Patterson at (604) 451-6984 or Fax (604) 436-6113 or toll-free 1-800-663-3606 or E-mail MNSS3268@BCIT.BC.CA Engineering Distance Education Technology 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.

## MATHEMATICS

#### MATH 0002 (MATH 002) TECHNICAL MATH: INTRODUCTION \$346 Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

#### MATH 1041 (MATH 123) TRIGONOMETRY

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.

\$171

## MATH 1042 (MATH 122)

## **DISTANCE EDUCATION**

#### MATH 1043 (MATH 124) ANALYTIC GEOMETRY

ANALYTIC GEOMETRY \$196 Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

#### MATH 1491 (MATH 149) BASIC TECHNICAL MATHEMATICS FOR MECHANICAL \$396

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65 per cent or higher in MATH 0001.

#### MATH 2041 (MATH 221) 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.

\$234

\$234

\$396

#### MATH 2042 (MATH 222) CALCULUS: 1B

CALCULUS: 1B \$234 Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

#### MATH 2043 (MATH 227) CALCULUS: 1C

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

#### MATH 2491 (MATH 249) CALCULUS FOR MECHANICAL

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; elementary first order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.

#### MATH 3491 (MATH 349) NUMERICAL METHODS 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.

## BUILDING

BLDG 1810 (BLDG 273)

## **DISTANCE EDUCATION**

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.)

## TRANSPORTATION SYSTEMS (HIGHWAYS)

The Engineering Distance Education Technology provides flexible home-study credit courses in Civil Technology for:

- Those who wish to obtain a BCIT Certificate or Diploma of Technology but cannot commit to ñight school or a full-time program.
- Those who need to gain or refresh knowledge/ expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Three program levels are offered; course selection for each program must be approved in advance.

The Intermediate Certificate of Technology is awarded upon completion of 35 credits; the Certificate of Technology upon completion of 75 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology and the Diploma of Technology are accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

#### Courses are now available in

Technical Communications, Mathematics, Graphical Communications, Strength of Materials, Hydrology/ Hydraulics, Aggregates, Traffic Technology, Concrete Technology, Asphalt Technology, Soils Technology, Estimating, Contract Administration, Engineering Economics, Engineering Surveying, Pavement Construction, Highway Construction, Pavement Design, Highway Design, Subdivision Planning/ Design, Geotechnical Design, Bridge Inspection and Transportation Planning.

## DEVELOPMENT APPROVALS

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The

## **DISTANCE EDUCATION**

Courses in the Development Approvals program (TSDA course series) are offered in either correspondence or seminar formats, or both. The courses available in correspondence or distance education format are offered on an on-going open registration basis in a self-paced format. Seminar courses are essentially available on request, subject to demand and functing, at centres throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to two levels of certification for students who successfully complete a program of studies and attain the required credit levels.

Courses are available in Orientation to Development Approvals; Land Use Planning; Legal Surveys; Acts and Regulations; Interpretation of Topographic Maps and Drawings and Construction Drawings; Surveying; Aerial Photography; Road and Pavement Design, Construction and Inspection; Traffic and Intersection Analysis; Parking, Loading, and Access Management; Site Impact Analysis; Geology and Soils Fundamentals; Assessment of Natural Hazards, Earth Slope Stability, Rock Stability, Avalanche Hazards, Contaminated Sites, Aquatic Habitat and Watershed Runoff; Hydrology and Drainage; Road Drainage; Communication; Effective Reporting; and Effective Leadership.

## FORESTRY ENGINEERING TECHNOLOGY PROGRAM

BCIT, in conjunction with the Timber Harvesting<sup>14</sup> Branch of the B.C. Forestry Service, now offers a Forestry Engineering Technology program

Forestry Engineering Technology program. Courses are offered through a combination of distance education (correspondence) and seminar presentations. For information regarding transfer credit and course selection, please call Jim Rudolph at (604) 432-8941.

Courses include Communications, Soil Mechanics, Road Construction, Road Deactivation and many others.

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## ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

	wing course Education	rses are currently available in
	7101	Engineering Technology and
		Management
TGMT	7102	Project Management
TGMT	7143	Problem Solving and Decision
		Making
TGMT	7144	Human Resource Planning

For an information package, course outlines, fee and registration details on ANY of the above correspondence programs, write to:

Engineering Distance Education Technology BCIT, 3700 Willingdon Avenue Burnaby, B.C. V5G 3H2, or phone Shari Monsma:, Tel. (604) 432-8784 or Dina Patterson:, Tel. (604) 451-6984 or Fax (604) 436-6113 or toll-free 1-800-663-3606.

DISTANCE EDUCATION

#### LOGARIIMMS

34

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semilogarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

## HOUSING (INCL. TEXT)

#### (without text \$289)

\$353

Gives students a working knowledge of the 1992 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful. 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.







# **Health Sciences**

## **ENVIRONMENTAL** HEAI.TH (604) 451-7117 (604) 432-8807

#### **ENVH 5266**

**ADVANCED EPIDEMIOLOGY** AND BIOSTATISTICS \$411 + TEXT \$178 This application-oriented course focuses on critical appraisal skills in examining sources and uses of epidemiologic data for health services planning, evaluation and administration. It provides practical experience in outbreak investigation through case studies. Data collection methods, applied research study designs and techniques for data analysis and scientific communication are presented.

Access to a computer with DOS 3.31 or higher, 3 MB free on the hard drive and a VGA display adapter is required. Prerequisites: ENVH 2266 or equivalent; introductory microcomputer course or 5 credits equivalent.

Guided Learning	CRN	22684
Re-registration		
(12-wk extension) \$50		23429

#### **ENVH 5601**

HYDROGEOLOGY \$248 + TEXT \$97 Examines the nature and characteristics of ground water. Topics include ground water movement and velocity and direction of flow, variation in ground water composition through chemical interactions and contamination related to ground water exploitation. Equivalent to ENVH 1220." 3 credits

Guided Learning	CRN	20507
Re-registration		
(12-wk extension) \$50		20508

#### ENVH 5605

BASIC SOILS SCIENCE \$248 + TEXT \$128 Provides an introductory soils course to P.H.I.'s

covering processes of development, properties (thermal, physical, biological and chemical). Methods of determining soil's capacity to treat and move liquid wastes/domestic sewage. This determination includes basic geological information, soil formation, profiles, structures, textures, porosity, PH, permeability, and so on. Interpretation of soil and air photo maps relative to waste disposal in soils. Includes pre-reading, assignments, and a final exam by the proctor. Equivalent to ENVH 1210. 3 credits

Guided Learning	CRN	20510	
Re-registration			
(12-wk extension) \$50		20511	

#### ENVH 5606 INFORMATION SYSTEMS IN ENVIRONMENTAL HEALTH

\$248 + TEXT \$94 This course provides a detailed analysis of the use and administration of computerized information systems in environmental health organizations. Upon completion, students will know what to expect from information systems, how to critically evaluate the necessity of these systems and how to best utilize computers to carry our environmental health functions. Prerequisites: introductory microcomputer course or 3 credits equivalent.

Guided Learning	CRN	23430
Re-registration		
(12-wk extension) \$50		23431

#### ENVH 5608 **HEALTH PROMOTION** IN ENVIRONMENTAL

HEALTH \$248 + TEXTS \$45

## **ENVIRONMENTAL** MANAGEMENT OF REAL ESTATE ASSETS (604) 451-7089

Designed for those who require knowledge of environmental management related to real estate assets: appraisers, property managers and owners, bankers, investors, attorneys involved in property transfers, as well as public administrators with responsibility for real estate assets and occupational health/environmental health professionals.

#### **OCHS 5101 ENVIRONMENTAL MANAGEMENT 1** \$126 + READINGS \$46 + TEXT \$62

Provides an overview of environmental issues and 1.5 credits terminology. No prerequisites.

	Guided Learning	CRN	20900	
	Re-registration (12-wk extension) \$50		20902	
	OCHS 5109			
	EMERGENCY PREPARED			
	RESPONSE	\$248 + TE	(T \$56	
Focuses on the reduction of the effects of disaster				

through established and understood emergency procedures. The course will cover the time periods prior to, during, and immediately following an emergency as well as the long-range recovery following an emergency. 3 credits Guided Learning CRN 20798 Late start dates: May 13 - August 5 **Re-registration** (12-wk extension) \$50 20799 OCHS 5110 FUTURE TRENDS \$248 + READINGS \$46 International (particularly US) trends will be discussed with attention to their potential future impact on Canada and B.C. No prerequisites. **3** credits **Re-registration** (12-wk extention) \$50 CRN 21476 **OCHS 5111** ENVIRONMENTAL LAW 1 \$126 + READINGS \$46 + SOFTWARE \$17 Provides an overview of environmental issues, laws and terminology. Introductory concepts in preparation for the other program courses will be discussed. No 1.5 credits Prerequisites.

-		
Guided Learning	CRN	20800
Re-Registration		
(12-wk extention) \$50		20801

#### **OCHS 5112**

**ENVIRONMENTAL LAW 2** \$248 Covers legal and liability issues related to toxic real estate: liability in the real estate transaction; respective liabilities of parties involved in the development process; basic common law principles most relevant to real estate management, e.g. negligence law, private nuisance; federal and provincial statutes relevant for professional managers of real estate. Prerequisites: OCHS 5101 and 5111 or permission from the instructor. **3 credits** 

#### Guided Learning CRN 23433 **Re-registration** (12-wk extension) \$50 22676

## **OCHS 6103**

LAND USE RESEARCH \$248 + TEXT \$89 Historical review of previous land uses will be

#### **OCHS 6104** SITE INVESTIGATION AND REMEDIATION \$248 + TEXT \$152

Describes aspects of contaminated site assessment, investigation and remediation from initial identification through project completion. Selected case studies will be presented to illustrate the topics discussed. Prerequisites: OCHS 5101, 5112 or permission from the instructor. 3 credits

Guided Learning	CRN	21120
Late start dates: May 13 - Aug. 5		
Re-registration		
(12-wk extension) \$50		20907

#### **OCHS 6105 ASSESSMENT OF BUILDINGS** AND FACILITIES 248+TEXT \$110

The following topics will be discussed: basic environment law, consultant-client relationships, construction of an environmental risk inventory, evaluation of environmental risk, toxicology studies, inspection techniques, sampling and laboratory techniques, report preparation and presentation including reporting formats. Prerequisite: OCHS 5101, 5112 or permission from the instructor. 3 credits

Guided Learning CRN 22790

### **OCHS 7106**

**ENVIRONMENTAL FINANCE** \$248 Techniques familiar to the appraiser, lender or property finance specialist will be extended to the case of properties (real or personal) involving environmental laws, rules and regulations on property value and finance. Financial institution exposure will be dealt with, including both the risks and opportunities presented by the existence of environmental risk. Prerequisite: OCHS 5112, 6103, 6104 or permission from the instructor. 3 credits

Guided Learning	CRN	22791

#### **OCHS 7107 ENVIRONMENTAL** MANAGEMENT 2

\$248 + TEXT \$159 This course will introduce and use modern management techniques to deal with environmental risks. Techniques for the management, analysis, strategic and tactical planning, record keeping and reporting of environmental risks will be covered along with cost and benefit estimation and tracking techniques. Prerequisite: OCHS 6103, 6104, 6105 or

permission from the instructor. 3 credits Guided Learning CRN 21279

Re-registration	
(12-wk extension) \$50	21488
OCHS 7108	

#### **ENVIRONMENTAL** AUDITS \$248 + TEXT \$124

Environmental auditing as a management tool to help review deficiencies in an operating facility will be the course focus. The scope, design, implementation and interpretation of audits are covered through theory work and case studies. Prerequisites: OCHS 5106 and OCHS 7107 or permission from the instructor.

CRN 22792 Guided Learning

3 credits

**HEALTH CARE** MANAGEMENT (604) 451-7089

There are two levels of Health Care Management Studies (Level 1 and Level 2) leading to certification. Courses are offered one night a week, weekends and by distance education. For further information please call the program head.

# **OCCUPATIONAL HEALTH** AND SAFETY (604) 451-7089

Designed for those employed or interested in safety in the workplace.

60/10

#### OCHS 1142 OCHS I FOISI ATION

		7240
Deals with legislation relevant to	the safety field,	
claims management, safety polici	es, the concept of	of
Worker's Compensation, the struc appeals procedure, the right to kr and the right to participate.	low, the right to	
Guided Learning	CRN 2	0794
Re-registration		

(12-wk extension) \$50 20795

#### OCHS 1161 **PRINCIPLES OF LOSS**

MANAGEMENT \$411 + TEXT \$105 The course covers the history of the safety movement, accident investigation, job safety analysis, inspections, how to maintain interest in safety, safety talks, how to deal with problem employees, off-the-job safety, and how to measure the effects of the safety program. 5 credits

Guided Learning	CRN 20393
Re-registration	
(12-wk extension) \$50	20796

### **OCHS 1262 HAZARDOUS MATERIALS**

#### MANAGEMENT \$329 + TEXT \$67

This course examines chemical safety and the legislation regulating hazardous materials in both the workplace and the environment. Topics include chemical hazards, WHMIS, transportation of dangerous goods, emergency preparedness, disaster planning, asbestos management and lead abatement. 4 credits

Guided Learning	e di sta	CRN	22678
Re-registration			
(12-wk extention) \$50	۰.		22679

#### **OCHS 1300**

ERGONOMICS \$248 + TEXT \$116 Concentrates on human factors in the scientific study of people at work, especially worker safety, health, efficiency and comfort. The course explores recent trends in the ergonomics field in relation to the physical working environment, adaption of tools and workplace to the worker, equipment design, impact on productivity and viewpoints of both workers and management. 3 credits

Guided Learning CRN 22680 Re-registration (12-wk extention) \$50 22681 **OCHS 1461 FIRE PREVENTION 1** \$248 Examines heating hazards, electrical hazards, chemistry of fire, flammable liquids, fire detection, portable fire extinguishers and sprinkler systems. 3 credits Guided Learning CRN 21333 Re-registration (12-wk extension) \$50 21343

## OCHS 1462

**FIRE PREVENTION 2** \$248 Includes fire causes, statistics, flammable gases, storage, combustible gases, chemical hazards, fumigants, plastics, fire alarms. Prerequisite:

The role of the environmental health professional is evolving within a public health milieu that increasingly acknowledges the impact that individual behaviour and society have on environmental threats to health. This course provides an opportunity for the student to analyze the theoretical base and strategies of health promotion and develop skills to apply these strategies to environmental issues they find in their communities. Under development. Prerequisites: HMGT 5180. 3 credits

presented as well as problems associated with particular industries. For example, pulp mills, mines, smelting operations and refineries will be examined through theory and case histories. Each student will be guided through a land use research project. Students will learn the uses of old maps, survey charts, municipal records, and so on. Prerequisites: OCHS 5101, 5111, 5112, or permission from the instructor. 3 credits

Guided Learning Re-registration (12-wk extension) \$50

20906

CRN 20905

Guided Learning

CRN 21331

Re-registration (12-wk extention) \$50

21344

#### **OCHS 2273** SAFETY ENGINEERING **AND TECHNOLOGY 1**

\$248

This course explores the technical aspects of safety. It deals with safety principles, standards and training in areas such as lock-out, confined space entry, guarding of equipment, electrical safety, mobile equipment, fall prevention and environmental considerations.

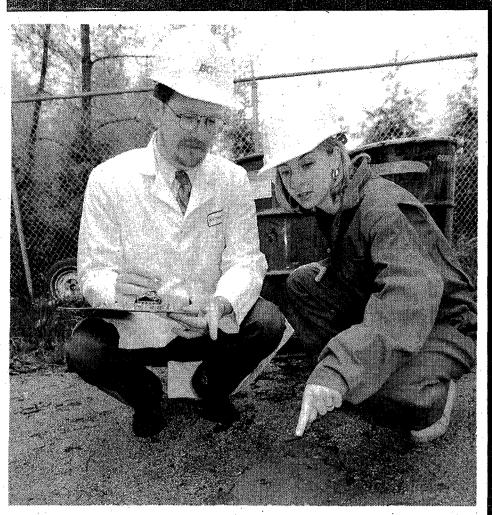
**3 credits** 

35

Guided Learning

CRN 23512

# **Health Sciences**



#### **OCHS 3351** NOISE AND VIBRATION THEORY \$248 Reviews relevant topics in acoustics, audiometry, noise dosimetry and noise control within buildings. The student will be introduced to basic methods of sound measurement and the assessment of hearing loss. At the end of this course, the student will be able to estimate noise in the work environment and recommend simple sound control measures associated with the use of enclosures, damping and absorbent materials. Prerequisites: MATH 2881, PHYS 2288 recommended. 3 credits CRN 22773 **Guided Learning OCHS 3352 NOISE AND VIBRATION LAB** \$167 One week of laboratory sessions to provide training in the use of sound measuring equipment. Prerequisite: 2 credits OCHS 3351. July 8-12 | wk Mon-Fri CRN 23097 **OCHS 3359 RISK MANAGEMENT Š248** This course deals with the concepts of loss control and risk management. It covers definitions, methods of dealing with risk, parameters for dealing with a risk, principles of insurance, how to obtain the best insurance coverage at the lowest cost, cost benefit

analysis, product liability, how to measure the state of safety in an organization and an introduction to fault tree analysis. 3 credits

Re-registration			
(12-wk extension) \$50		CRN	22692

#### **OCHS 3451**

OCCUPATIONAL DISEASES \$167 Provides the student with an overview of occupational diseases, causes and prevalence, methods of spread and prevention. Discusses the responsibility of the worker and various professionals in the management of occupational diseases of the lungs which are commonly experienced by workers in B.C. There is discussion on a wide range of problems from contaminated water and food supplies, to scabies and causes of silicosis and white finger disease. 2.5 credits CRN 23026 **Guided Learning** Re-registration 23425

## **OCHS 3452**

C

OCCUPATIONAL HYG	IENE \$411
This basic course allows the	student to identify,
monitor, evaluate and recom	mend control measures for
common chemical and phys	
workplace. Explores concer	
radiation, temperatures and	• •
Prerequisites: Math 2881 an	
Trerequisites, muai 200 j a	5 credits
$\sim 10^{-10}$	
Guided Learning	CRN 23644
a da ka pêr sa g	tation, type dawne i'r o aw
OCHS 3453	
OCCUPATIONAL HYG	IENE LAB \$167
One week laboratory session	n to provide training in the
use of hygiene equipment.	2 credits
July 15-19 1 wk MonFr	i CRN 23812
•	and the second

# Four Ways to Register

## 1. By Mail

(Available to all registrants) Fill in the registration form on the back page and send it with your cheque or credit card information to: **BCIT Part-time Studies Registration** 3700 Willingdon Ave., Burnaby, B.C. V5G 3H2 Sorry, No Postdated Cheques

## 2. By Fax

(Available to all registrants) Use the form located on the back page and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

## 3. In Person

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

# **Trades Training**

## **CLASS TIMES**

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

BURNABY (BBY)	
SEA ISLAND (SEA)	
PACIFIC MARINE TRAININ	IG (PMT) 1900-2200
MAPLE RIDGE	
(MPC/THC)	See course descriptions

LANGLEY (LLY) ...... See course descriptions

## AUTO COLLISION **REPAIR/REFINISHING** (604) 432-8205

ABOD 0100 **AUTO COLLISION** 

#### **REPAIR TQ REFRESHER** Prepares tradespersons for the Provincial Auto

Collision Repair Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the trade.

Apr 15	Mon/Wed	BBY	CRN	23624
Apr 16	1830-2130 Tue/Thr	BBY		23625

1830-2130

#### ABOD 0110 **AUTO COLLISION**

**REFINISHING TQ REFRESHER** \$225 Prepares tradespersons for the Provincial Auto **Collision Refinishing Trade Qualification** Examination, and refreshes theoretical knowledge of the trade. TQ examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: minimum of three years experience in the trade.

Mar 12	Tue/Thr	5 wks	BBY	CRN	17425
	1600-1900				
Apr 30	Tue/Thr	5 wks	BBY	CRN	23626
	1830-2130				

## AUTOMOTIVE **ELECTRONICS** (604) 432-8205

**ELECTRICAL TESTING** \$360 Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosing, testing and maintenance. Safety glasses and footwear with steel toes required.

Apr 15 Mon/Wed 5 wks BBY CRN 20493 1830-2130

#### AUTO 2214 **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

#### **AUTO 2232 AUTOMOTIVE ANTI-LOCK** BRAKES

\$417 Upgrades the professional technician who has limited experience in electrical and electronic testing and wants to repair electronic anti-lock brake systems. Safety glasses and footwear with steel toes required.

Apr 15 Mon/Wed 5 wks BBY CRN 23619 1830-2130

## MATHEMATICS FOR MECHANICS (604) 432-8205

#### **TMAT 0105**

\$446

**INDUSTRIAL MATHEMATICS 1** \$256 Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Apr 15	Mon/Wed 1900-2200	THC	CRN	24056
Apr 16	Tue/Thr 1900-2200	BBY	CRN	22761

## **AUTOMOTIVE** MECHANIC (604) 432-8205

#### **AUTO 0100 AUTOMOTIVE MECHANICAL REPAIR TQ REFRESHER**

Prepares tradespersons for the Provincial Automotive Mechanical Repair Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TO examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the trade.

\$446

Apr 15	Mon/Wed				
ર્શ હેલ્લા છે.	1900-2200	19	이는 사람이 같이 많이 많이 많이 많이 많이 많이 했다.	an sa	i interior h
Apr 16	Tue/Thr	10 wks	BBY	t de la	23435
- ,	1800-2100				100 C. 100 C.
Apr 23	Tue/Thr	10 wks	BBY		23436
	1900-2200				. /

#### **AUTO 0105**

AUTOMOTIVE AIR CONDITIONING \$446 Helps mechanics who wish to increase their job opportunities by acquiring the specialized skill of servicing and repairing automotive air conditioning systems. Prerequisite: Mechanical experience and AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE or equivalent. Safety glasses and footwear with steel toes required.

Tue/Thr 7 wks BBY CRN 20568 Apr 9 1900-2200

## **AUTO 0106**

AIR CONDITIONING 134A RETROFIT \$246 Upgrades technicians in the procedures of converting motor vehicle air conditioning systems from ozone depleting R12 refrigerants to non-CFC 134A refrigerants. This course will W also deal with the issues of R12 disposal and R12 equipment discontinuation and return. Prerequisite: AUTO 0105 AUTOMOTIVE AIR CONDITIONING and AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE or equivalent.

May 28 Tue/Thr 4 wks BBY CRN 23618 1900-2200

\$441

# AUTO 2200 INTRODUCTION TO

(12-wk extension) \$50

4. By Phone (Only available to registrants who have previously attended BCIT) Charge to your Visa or MasterCard. Burnaby campus: (604) 434-1610 Downtown: (604) 687-4666

EFI, Bosch "K", "L" and "LH", data stream

interpretation, scan tool and lab scope use, intermittent fault diagnosis, Ford EECV and OBDII. Students use test equipment ranging from simple hand held scan tools to the latest state-of-the-art diagnostic analysers and computers.

Apr 16 Tue/Thr 5 wks BBY CRN 20545 1900-2200

#### AUTO 0125 **AUTOMOTIVE AUTOMATIC** TRANSMISSIONS

Upgrades automotive mechanics in automatic transmissions, or apprentices and mechanics seeking employment in this field. Safety glasses and footwear with steel toes required.

#### Mon/Wed 7 wks BBY CRN 22628 Apr 15 1830-2130

\$446

36

\$248

\$248

#### AUTO 0130 LPG FUEL SYSTEMS FOR VEHICLES (PROPANE) \$409

Prepares mechanics, with a minimum of third-year apprentice level, to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before you enrol. Contact the Gas Safety Branch at (604) 660-6233. Safety glasses and footwear with steel toes required.

Tue/Thr 5 wks BBY CRN 20569 Apr 16 1830-2130

#### AUTO 0135 **NGV FUEL SYSTEMS** FOR VEHICLES (NATURAL GAS)

\$267 Prepares mechanics, with a minimum of third-year apprentice level, to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before you enrol. Contact the Gas Safety Branch at (604) 660-6233. Prerequisite: AUTO 0130 LPG FUEL SYSTEMS FOR VEHICLES or equivalent. Safety glasses and footwear with steel toes required.

May 28 Tue/Thr 3 wks BBY CRN 20571 1830-2130

#### AUTO 0140

AIRCARE THEORY AND OPERATIONS \$524 Prepares tradespersons to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TO in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate.

Apr 30 Tue/Thr 7 wks BBY CRN 20570 1830-2130

#### AUTO 0141 \$575 AIRCARE PRACTICAL

Provides certified technicians with first-hand experience in diagnosing and repairing emission control system failures. This course complements the AirCare Theory and Operations certification course and is mandatory for AirCare technicians who are unsuccessful with the AirCare recertification examination. The emphasis of this course is on the interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate. Safety glasses and footwear with steel toes required.

Apr 29	Mon/Wed		BBY	CRN	22844
	1830-2130				
Apr 30	Tue/Thr	7 wks	BBY		21514
	1830-2130				

#### AUTO 0145

CFC EMISSIONS IN AUTOMOTIVE \$114 Teaches environmental awareness on ozone depleting substances. This is a one-day course based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry." The course is officially recognized by B.C. Environment and deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion of this course, participants

## **AVIATION** (604) 278-4831

#### AVIA 0120 **AIR REGULATIONS**

Explains the laws and rules that affect civil aviation maintenance in Canada. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offences. Persons studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, AME's and aircraft maintenance managers will benefit from this course. Prerequisite: Aviation maintenance experience and access to Airworthiness Manuals 507, 571, 573 and 575.

Apr 9 Tue/Thr 5 wks SEA CRN 21081 1900-2200

#### AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. The student is introduced to aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practises is provided.

Apr 15 Mon/Wed 5 wks SEA CRN 21082 1900-2200

#### AVIA 0166 AIRCRAFT SHEET METAL ADVANCED \$248

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION or equivalent.

May 21 Tue/Thr 5 wks SEA CRN 21083 1900-2200

#### AVIA 0180 **HELICOPTER MAINTENANCE**

#### INTRODUCTION \$248 Presents a theoretical introduction to how the

helicopter flies (achieves lift), how to steer (control direction) and basic maintenance. Practical work includes instruction in inspection techniques and practises 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.

Mon/Wed 5 wks SEA CRN 21084 Apr 15 1900-2200

#### AVIA 0181 **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 HELICOPTER

MAINTENANCE INTRODUCTION or equivalent.

May 18 Sat 5 wks SEA CRN 21085 0900-1600

#### AVIA 0195 AVIONICS

\$248 Introduces the field of Aircraft Electronics-Avionics. Intended for persons evaluating Avionics as a trade, for pilots wishing to better understand operation and use of avionic equipment in general, for AME's without "E" endorsement who want a basic understanding of vionics and as a subject of a ral int involved in aviation.

#### AVIA 0240 INTRODUCTION TO GAS **TURBINE ENGINES**

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Apr 15 Mon/Wed 5 wks SEA CRN 21089 1900-2200

#### AVIA 0285 **AIRCRAFT MAINTENANCE** FOR THE PILOT/OWNER

Covers the maintenance that a pilot/owner can perform on their aircraft following the guidelines as set out by Transport Canada. Some students may wish to use their own aircraft for a training exercise. Due to the nature of the course, the supplies for the training exercise will be the owner's responsibility. Scheduling of the aircraft for the exercise will be subject to operating considerations of the Institute and the availability of space. Arrangements can be made by contacting the Sea Island campus, (604) 278-4831.

Apr 16 Tue/Thr 5 wks SEA CRN 21091 1900-2200

#### AVIA 0290

NONDESTRUCTIVE TESTING FOR AIRCRAFT INTRODUCTION \$263 Introduces nondestructive testing techniques. Includes new and old inspection techniques that are critical to work with both aging fleets and new aircrafts.

Apr 15 Mon/Wed 5 wks SEA CRN 21092 1900-2200

#### AVIA 0295

#### PRIVATE PILOT GROUND SCHOOL \$412 Prepares students to write the Ministry of

Transportation Private Pilot Examination. This course focuses on ground school training requirements in aviation theory, aerodynamics, aircraft engines and airframes, air regulations and air traffic control. navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors. Required textbooks and materials are supplied.

Apr 16 Tue/Thr 6 wks SEA CRN 22724 1900-2200

#### AVIA 0301 BASIC AIRCRAFT ENGINES FOR PILOTS

\$248 Provides pilots with a better understanding of both piston and gas turbine engines used in modern aeroplanes and helicopters. Propellers and propeller control systems are also discussed. Practical daily inspection techniques are demonstrated and emphasized. The course is 30 hours in length and does not require prerequisites, pilot certification or previous pilot training.

Apr 9 Tue/Thr 5 wks SEA CRN 23583 1900-2200

#### AVIA 0302 **AIRCRAFT RADIAL ENGINES** INTRODUCTION

AVIA 0303

\$248 Introduces the radial engine and explains terminology, reciprocating engines, radial engines and how they work. The components of the radial engine are explained: nose section, power section, blower section, and accessories.

Apr 15 Mon/Wed 5 wks SEA CRN 23646 1900-2200

### **AVIA 0323**

\$248

\$248

OCCUPATIONAL FIRST AID LEVEL 1 \$65 This is an eight-hour Workers' Compensation Board certified course. A two-year certificate will be issued upon successful completion. This course covers the skills required to support life until more qualified help arrives. It covers basic first aid, C.P.R., and the proper procedures for filling out WCB forms. This course could make the difference on your resume, setting you apart from others.

Apr 16	Tue/Wed 1800-2200	1 wk	SEA	CRN	23803
Apr 27	Sat 0800-1700	1 wk	SEA	. *	23804
May 4	Sat 0800-1700	l wk	SEA		23805

## CARPENTRY (604) 432-8556

## **CARP 0100**

## CARPENTRY TQ REFRESHER

Prepares students to write the Provincial Carpentry Trade Qualification examination. TO examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an. examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling. Prerequisite: Minimum six years experience in the trade.

Apr 13	T/Thr/Sat	8 wks	BBY	20700
	1830-2130	)		

Sat.(Apr 13, 20): 0830-1430 Apr 15 Mon/Wed 10 wks THC CRN 20699

1830-2130

#### **CARP 0102**

#### **CARPENTRY INTERPROVINCIAL** (IP) REFRESHER \$160 Designed for students wishing to have a refresher before writing the Interprovincial exam. Prerequisite:

Students should have completed the Carpentry TQ Refresher course, completed their fourth year apprenticeship or already have their Carpentry TQ.

Mar 19 Tue/Thr 3 wks BBY CRN 16501 1830-2130

### **CARP 0110 BLUEPRINT READING FOR**

### CONSTRUCTION Teaches persons working in the construction trades to

read blueprints. Students should have related building trade experience, although it is not mandatory.

- Apr 15 Mon/Wed 6 wks BBY CRN 20695 1830-2130
- Tue/Thr 6 wks BBY Apr 16 20696 1830-2130

## CARP 0115

#### **CONSTRUCTION SUPERVISION** AND PROJECT MANAGEMENT \$525

Introduces persons with competent trade skills in the construction industry to supervisory skills including scheduling, cost control and administration.

Apr 15 Mon/Wed 8 wks BBY CRN 20702 1830-2130

#### **CARP 0120**

**CONSTRUCTION ESTIMATING BASIC \$378** Prepares tradespersons involved with cost estimating and bidding on residential and renovation construction projects.

Apr 16 Tue/Thr 6 wks BBY CRN 20703

\$465

\$378

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.

BBY CRN 15246 Mar 30 Sat 1 day 0900-1700 Apr 20 20572 1 day BBY Sat 0900-1700 Sat May 18 l day BBY 20573 0900-1700 Jun 15 Sat BBY 23228 l day 0900-1700

Apr 15 Mon/Wed 5 wks SEA CRN 21086 1900-2200

AVIA 0220 **AVIATION TRADE MATHEMATICS** \$248 Explains math upgrading and refresher of aviation applications. Persons awaiting entry to the full-time day program and working in the aviation industry will find this course beneficial. Trigonometry for sheet metal layout, fuel consumption, aircraft weight and balance, compression ratios and much more are introduced.

Tue/Thr 5 wks SEA CRN 21088 Apr 9 1900-2200

**AIRCRAFT RADIAL ENGINES** ADVANCED \$248 Refreshes second year apprentice A.M.E.s, A.M.E.s, and/or licensed pilots. It covers the overhaul of radial engine: disassembly, cleaning, inspection, rework, subassembly, final assembly and test. Familiarization and trouble shooting will be stressed in this course.

Apr 16 Tue/Thr 5 wks SEA CRN 23648 1900-2200

1830-2130

#### **CARP 0125** STAIR CONSTRUCTION

\$504

Reviews mathematics, design, construction and related building codes for journeyed carpenters or those with a minimum of two years related trade experience. Students will build typical straight, split landing and circular stairs in accordance with the most recent B.C. Building Code requirements. CSA approved work boots with steel toes required.

Apr 13 Sat 7 wks BBY CRN 20701 0830-1430

\$248

#### **CARP 0130** PLATFORM, FRAMING AND LAYOUT

Covers the basics of residential wood-frame construction methods covering typical wood-frame techniques. Includes floors, walls and trusses. CSA approved work boots with steel toes required.

Apr 13 Sat 8 wks BBY CRN 20706 0830-1430 Apr 15 Mon/Wed 8 wks BBY 20705 1830-2130

#### **CARP 0145 RESIDENTIAL BUILDING** PROCEDURES \$399 Focuses on the planning, estimating and construction

of new single or multi-residential units.

Apr 15 Mon/Wed 6 wks BBY CRN 20708 1830-2130

#### **CARP 0150**

BUILDERS LEVEL \$198 Covers site procedures for excavation, formwork, pipe grades and design elevation. Designed for general construction and carpenters. CSA approved work boots with steel toes required.

4 wks BBY CRN 20709 Apr 13 Sat 0830-1230

#### **CARP 0151**

#### TRANSIT-CONSTRUCTION LAYOUT \$259 Reviews hands-on training on how to use transit,

chaining, note keeping and related on-site procedures. Includes a review of basic trigonometry for transit layout purposes. Beginning and advanced students will benefit from this intensive course. CSA approved work boots with steel toes required.

May 11 Sat 6 wks BBY CRN 20710 0830-1230

#### **CARP 0160 CUSTOM CABINET CONSTRUCTION** AND INSTALLATION \$432

Prepares carpenters and kitchen cabinet installers to build on site and install to specifications. Prerequisite: Experience in the use of carpentry hand and power tools and a working knowledge of framing methods. CSA approved work boots with steel toes required.

Apr 13 Sat 7 wks BBY CRN 20697 0830-1430

## COMMERCIAL TRANSPORT MECHANIC (604) 432-8205

#### **CTMX 0100**

**COMMERCIAL TRANSPORT MECHANIC TO REFRESHER** \$446 Prepares tradespersons for the Provincial Commercial Transport Mechanical Trade Qualification examination and refreshes theoretical knowledge of the trade. TQ examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years work experience in the trade.

Mon/Thr 10 wks BBY CRN 20577 Apr I 1830-2130

#### CTMX 0105

**AIR BRAKES FOR MECHANICS** \$360 Prepares mechanics with limited experience to service air brakes. The course is also useful for owners/ operators of trucks/fleets. Upon successful completion of a pre-trip inspection, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Safety footwear with steel toes required.

#### **CTMX 0110**

\$465

#### COMMERCIAL VEHICLE INSPECTOR \$226 Prepares students for the Provincial Commercial Vehicle Inspectors License examination. B.C. Ministry of Transportation and Highways curriculum is used.

"Commercial Vehicle Inspection Manual" text is required for the first session and is available at any Motor Vehicle Branch. Prerequisite: B.C. TQ in Automotive Mechanic, Heavy Duty Mechanic, Commercial Transport Mechanic, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.

				S 1 S	2 C
Mar 26	Tue/Thr 1900-2200		BBY	CRN	10163
	last session	1800-220	. 00	. ~~	
Apr 11	Tue/Thr 1900-2200		BBY		20583
	last session	1800-220	00		
May 4	Sat 0830-1430	3 wks	BBY		20585
	last session	0830-123	30		
May 27	Mon/Wed 1900-2200	2.5 wks			20580
	last session	1800-220	00		

#### **CTMX 0115** FORKLIFT OPERATOR CERTIFICATION

\$198 Provides forklift training to individuals who have proven practical experience in the operation of forklifts and similar equipment. Includes six hours of theory, with the emphasis on safety and Workers' Compensation Board regulations, and six hours of practical training. Upon successful completion of this course, participants will receive Lift-truck Operation Certification recognized by Labour Canada as meeting the standards of Canada Material Handling Regulations. Prerequisite: Forklift operation experience. Safety footwear with steel toes required. 2 wks BBY CRN 17163 Mar 16 Sat

	0900-1500	), .	·. ·		
Apr 15	M/W/Sat	l wk	BBY		23620
- /	Mon/Wed:	1830-21	30		
	Sat: 0830-	1430			
Jun 3	M/W/Sat	l wk	BBY		23621
	Mon/Wed:	1830-21	30		
	Sat: 0830-	1430		• •	
		· ~ `			

#### **CTMX 0116**

FORKLIFT OPERATOR TRAINING/ CERTIFICATION \$290

Provides forklift training to individuals who have no practical experience in the operation of forklifts and similar equipment. Includes six hours of theory, with the emphasis on safety and Workers' Compensation Board regulations, and 12 hours of practical training. Upon successful completion of this course, participants will receive Lift-truck Operation Certification recognized by Labour Canada as meeting the standards of Canada Material Handling Regulations. Prerequisite: driving experience. Safety footwear with steel toes required.

Mar 11	Mon/Thr	3 wks	BBY	CRN	17169
	1830-2130	) (Mar 11	, 14, 18,	21)	
	Sat (Mar 3	0): 0900-	1500		
May 4	Sat	3 wks	BBY		23622
•	0830-1430	)			
Jun 15	Sat	3 wks	BBY		23623
	0830-1430	)			
•					~ .

CHECK US OUT ON THE NET

## **MATHEMATICS FOR** MECHANICS (604) 432-8205

## TMAT 0105

INDUS	TRIAL MATHE	MATICS 1	\$256
	rithmetic operation ystem, ratio and p me.		
Apr 15	Mon/Wed 5 v 1900-2200	vks THC	CRN 24056
Apr 16	Tue/Thr 5 v 1900-2200	vks BBY	CRN 22761

## **COMPUTER TRAINING** (604) 278-4831

Most computer courses listed will require texts or supplies that should be purchased the first session of the course.

#### ACMP 0001 PANIC TO POWER

\$110 Introduces personal computers. It is designed for newcomers to the computing world and is for those who have rarely used a computer before. There are no prerequisites.

Apr 15 Mon 4 wks SEA CRN 23681 1900-2200

#### **ACMP 0002**

#### **INTRODUCTION TO MS DOS** \$156 Gives you a hands-on, thorough knowledge of DOS (Disk Operating System) and is designed for those who know little about computers. It covers terminology, hardware and the most common DOS commands. Prerequisite: ACMP 0001, Panic to Power or equivalent.

May 13 Mon 6 wks SEA CRN 23655 1900-2200 (are shown and a Title species)

#### **ACMP 0005**

WINDOWS 95 LEVEL I \$351 Teaches the basics of Windows 95. It's where you find out how to get things done. It's the place to learn how to fly Window 95. Prerequisite: ACMP 0001 or equivalent.

6 wks SEA CRN 23656 Apr 16 Tue 1900-2200

#### ACMP 0006

WINDOWS 95 LEVEL II \$351 Teaches how to effectively use the various new tools and features of the operating system. It covers functions in the revamped Control Panel, Launching Programs, Explorer, Networking Features, and more. It will help you tweak your system for better performance. Prerequisite: ACMP 0005, or equivalent.

6 wks SEA CRN 23657 May 28 Tue 1900-2200

#### ACMP 0007 WORD FOR WINDOWS 6.0

INTRODUCTION Teaches how to use the Word for Windows word processing program. It includes word processing basics where you'll learn to create, edit, save, format, manage your files, apply tabs and indents, use styles , create multi-column documents, insert headers and footers. spell-check, use search and replace, and work with multiple documents. Prerequisite: ACMP 0001 or equivalent. SEA CRN 23658 Apr 17 Wed 6 wks 1900-2200 Apr 15 Mon 3 wks SEA 23659 0800-1500 FOR CLASS TIMES SEE PAGE 36

#### ACMP 0008 WORD FOR WINDOWS 6.0 ADVANCED

Covers creating and using tables and pictures in documents, recording and running macros, creating and using templates, using frames and text boxes, using mail merge to print form letters, mailing labels and envelopes, customizing toolbars, and techniques to simplify tasks. Prerequisite: ACMP 0007.

\$351

May 29 Wed 6 wks SEA CRN 23660 1900-2200 3 wks SEA May 6 Mon 23661 0800-1500

ACMP 0009 WORDPERFECT 6.1 FOR WINDOWS INTRODUCTION \$351 Introduces you to WordPerfect 6.1 for Windows. It covers creating a document, editing a document, using cut copy and paste, creating a memo, formatting a document, using tab and indent, using Help, using spell check, thesaurus, Grammatik, find and replace, creating headers and footers, tables, styles, layout, and using Help. Prerequisite: ACMP 0001 or equivalent.

6 wks SEA CRN 23662 Apr 18 Thr 1900-2200 Apr 16 Tue 3 wks SEA 23663 0800-1500

ACMP 0010 WORDPERFECT 6.1 FOR WINDOWS ADVANCED \$351 Covers desktop publishing, creating graphics, lines and borders, creating and using text boxes, using file manager, power bar and button bar customizing, merging, sorting, macros and templates. Prerequisite: ACMP 0009

May 30 Thr 6 wks SEA CRN 23664 1900-2200 SEA May 7 Tue 3 wks 23665 0800-1500

280

## ACMP 0011

\$351 **EXCEL INTRODUCTION** Teaches spreadsheet fundamental principles and practical skills required to produce professionallooking worksheets. It covers opening, closing and saving workbooks, creating worksheets, manipulating worksheet data, using multiple worksheets and printing worksheets, using formulae, built in functions, editing, styles and formatting techniques, date formatting, password protection and using help. Prerequisite: ACMP 0001 or equivalent. 文堂村市

3 wks SEA CRN 23666 Apr 13 Sat 0900-1600 3 wks SEA Apr 17 23667 Wed 0800-1500 

#### ACMP 0012

\$351

EXCEL ADVANCED \$351 Covers advanced topics in spreadsheet design. It covers creating and using templates, charts, database functions, outlines, macros, object linking and embedding multiple workbooks and worksheets, and techniques to simplify tasks. Prerequisite: ACMP 0011.

May 4	Sat	3 wks	SEA	CRN	23668
May 8	0900-1600 Wed 0800-1500	3 wks	SEA		23669

ACMP 0013 LOTUS 1-2-3 FOR WINDOWS INTRODUCTION \$351

Introduces spreadsheet concepts, worksheet screen, editing and entering data, creating and using templates, formatting and using formulae, built in functions and rinung. Ptov Prerequisite: ACMP 0001 or equivalent.

Apr 27 Sat 6 wks BBY CRN 20576 0830-1430

hhtp://www.bcit.bc.ca

3 wks SEA CRN 23670 Apr 18 Thr 0800-1500

ACMP 0014 LOTUS 1-2-3 FOR WINDOWS ADVANCED \$351 Teaches how to create math formulae and use built-in functions, create graphs, apply print functions, shortcuts, create and use macros, link files, automating tasks and using advanced built-in functions.

Prerequisite: ACMP 0013

May 9 Thr 3 wks SEA CRN 23671 0800-1500

38

#### ACMP 0015 MICROSOFT POWERPOINT INTRODUCTION \$351

Teaches how to make professional-looking presentations quickly and easily using the Microsoft Powerpoint graphics software package. It will cover producing slides, overheads and on-screen

presentations, auto-content and pick-a-look wizards. Prerequisite: ACMP 0001/ACMP 0002 or equivalent.						
4 nr 18	Thr	6 wks	SEA	CRN	23672	

	1900-2200	)		
Apr 23	Tue	3 wks	SEA	23673
-	0800-1500	)		

#### ACMP 0016 MICROSOFT POWERPOINT ADVANCED

Continues from AVIA 4015 and is where you'll learn the advanced features that add zest and sparkle to your presentations. It will cover special effects, linking documents and information from other programs, creating, editing and adding clip art, graphs, tables and charts. In a few clicks, you get fully formatted presentations. Prerequisite: ACMP 0015.

May 30	Thr	6 wks	SEA CRN	23674
May 14	1900-2200 Tue 0800-1500	3 wks	SEA	23675

#### ACMP 0017

MICROSOFT ACCESS INTRODUCTION \$351 Teaches how to design, build and maintain a database and its related tables. Other activities will include sorting data and using indexes, creating and maintaining a library of outline queries, designing, changing and printing reports and graphs. Look for level two and three in the near future. Prerequisite: ACMP 0001/0002 or equivalent.

Apr 15		6 wks	SEA	CRN	23676
	1900-2200	)			

#### ACMP 0020

CORELDRAW INTRODUCTION \$375 Teaches computer graphics drawing. It will cover illustrations, animations, page layout, charting, presentations, photo editing, file management and utilities. Prerequisite: ACMP 0001 or equivalent.

Apr 16	Tue 1900-2200		SEA	CRN	23677
Apr 13	Sat 0900-1600	3 wks	SEA		23678
	te de la composition				

#### ACMP 0021

CORELDRAW ADVANCED \$375 Continues from AVIA 4020. Covers advanced features: bitmap creation, 3D modeling and rendering animations, 3D motion, and multiple document interfacing. Prerequisite: ACMP 0020.

May 28	Tue 1900-2200	SEA	CRN	23679
May 4	Sat 0900-1600	SEA		23680

## DIESEL ENGINE ELECTRONICS W (604) 432-8205

Full-time training on a part-time basis. The following two-week courses are available:

- DELX 2100 Electrical Advanced 1
- DELX 2101 Electrical Advanced 2
- DELX 2102 Detroit Diesel Electronic Control (DDEC)

DRAFTING (604) 432-8556

### DRFT 0101 DRAFTING 1

DRAFTING 1 \$366 Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs.

Apr 15	Mon/Wed 1730-2030	7 wks	BBY	CRN	20792
Apr 16	Tue/Thr	7 wks	BBY		20793
Apr 16	1730-2030 Tue/Thr	7 wks	THC		24031
Jun 10	1730-2030 Mon/Wed 1730-2030	7 wks	BBY		20817

## DRFT 0102

\$351

 DRAFTING 2
 \$366

 Expands on the basic drafting course and allows
 students to progress into their drafting specialty.

 Prerequisite: DRFT 0101 DRAFTING 1.
 DRV CDV COV

Apr 15	Mon/Wed		BRA	CRN	20820
	1730-2030	)			,
Jun 10	Mon/Wed	7 wks	BBY		23483
	1730-2030	)			

#### DRFT 0106

COMPUTER ASSISTED DRAFTING 1 \$366 Introduces the use of computers as a tool in drafting. The course includes the basic operations, commands, layout techniques and plotting processes that a student will use in a drafting office. Prerequisite: DRFT 0101or instructor evaluation.

Apr 16 Tue/Thr 7 wks BBY CRN 20821 1730-2030

#### DRFT 0107

**COMPUTER ASSISTED DRAFTING 2 \$366** Continues from DRFT 0106. This course is focused on expanding the drafting skills of the student to include projects from selected areas of industry. A basic understanding of drafting and computers is required. Prerequisite: DRFT 0106 or instructor evaluation.

Jun 4 Tue/Thr 7 wks BBY CRN 20822 1730-2030

### DRFT 0111 DRAFTING SPECIALIZATION:

PROCESS PIPING 1 \$366 Introduces fitting, pipes, values and welding symbols and will include the basics of isometric drawings. Students will be responsible for producing shop drawings.

Apr 16 Tue/Thr 7 wks BBY CRN 23484 1730-2030

#### DRFT 0112 DRAFTING SPECIALIZATION: PROCESS PIPING 2

PROCESS PIPING 2 \$366 Involves work in process piping, low diagrams, heat exchangers, instrumentation, compressors and pumps. The student will be responsible for producing working drawings using advanced drafting techniques. Prerequisite: DRFT 0111.

Jun 4 Tue/Thr 7 wks BBY CRN 23485 1730-2030

#### DRFT 0113

**RESIDENTIAL DRAFTING 1** \$366 Introduces residential design and drafting using the building code and municipal regulations to produce working drawings for a building permit. Prerequisite: DRFT 0101.

#### DRFT 0131 CIVIL DRAFTING 1 \$366 MAn introduction to the following areas concerning site work and site services: water

E concerning site work and site services: water supply, storm drainage, sewage, hydro and telephone layouts. Legal documentation will also be covered. Prerequisite: DRFT 0101 or instructor evaluation.

Apr 15 Mon/Wed 7 wks BBY CRN 23555 1730-2030

### DRFT 0132

CIVIL DRAFTING 2 \$366 N An introduction to survey calculations, cut and fill, and highway design. Autocad optional. Prerequisite: DRFT 0101 or instructor Wevaluation.

Jun 10 Mon/Wed 7 wks BBY CRN 23556 1730-2030

> DRYWALL (604) 432-8556

#### DRYW 0100

### DRYWALL FINISHING TQ REFRESHER \$416

Provides experienced students with the theoretical instruction to enable them to write the Provincial Drywall Finishing Examination. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum four and a half years experience in the trade.

May 7 Tue/Thr 5 wks BBY CRN 20721 1830-2130

#### DRYW 0101

WALL AND CEILING TQ REFRESHER \$416 Provides experienced students with the theoretical

instruction to enable them to write the Provincial Wall and Ceiling Trade Qualification examination. TQ examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling. Prerequisite: Minimum six years experience in the trade.

May 7 Tue/Thr 5 wks BBY CRN 20722 1830-2130

#### DRYW 0105

STEEL STUD CONSTRUCTION\$396Covers steel stud and drywall boarding to professionalstandards. CSA approved work boots with steel toesrequired.

Apr 13 Sat 5 wks BBY CRN 20723 0830-1430

### DRYW 0106

DRYWALL TAPING AND FINISHING \$465 Covers drywall taping to professional standards. CSA approved work boots with steel toes required.

Jun 1 Sat 5 wks BBY CRN 20724 0830-1430

# **EXPLORATION** (604) 432-8233

#### TEXP 0115

**TRADES EXPLORATION PROGRAM FOR MEN AND WOMEN** \$190 Helps people make an informed choice about entering a skilled trade as a career. In this new course, students will explore trades from the following areas: aviation, metal, mechanical and construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (604) 432-8205

Upon successful completion of the following five courses, participant receives a BCIT Certificate of Completion in HVAC Systems.

- HVAC 0102 Basic HVAC Systems 1
- HVAC 0104 Basic HVAC Systems 2
- HVAC 0106 Basic HVAC Systems 3
- HVAC 0110 Advanced HVAC Systems 1
- HVAC 0112 Advanced HVAC Systems 2

#### HVAC 0102 BASIC HVAC

**BASIC HVAC SYSTEMS 1 \$412** Begins a five-part program dealing with heating, ventilation and air conditioning (HVAC) systems. Topics include fundamentals of the refrigeration cycle and identification; operation and function of basic system components. The use and application of refrigerant types is also examined. Proper use of refrigerant recovery/recycling equipment will be addressed, as well as proper charging and system evacuation to meet industry requirements and existing provincial regulation. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 15 Mon/Wed 8 wks BBY CRN 21093 1900-2200

## HVAC 0104

BASIC HVAC SYSTEMS 2 \$412 Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and handson shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 15 Mon/Wed 8 wks BBY CRN 21097 1900-2200

### HVAC 0106

BASIC HVAC SYSTEMS 3 \$412 Continues from HVAC 0104. Topics include types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Preventive maintenance will be discussed and basic troubleshooting skills will be performed on computer simulators/window air conditioning units in shop. Prerequisite: HVAC 0104 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 16 Tue/Thr 8 wks BBY CRN 23438 1900-2200

#### HVAC 0110

ADVANCED HVAC SYSTEMS 1 \$191 Covers operating sequences of residential and light commercial heat pump systems. Topics include application, installation control sequences and mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams or HVAC 0106 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 16 Tue/Thr 4 wks BBY CRN 23439 1900-2200

HVAC 0112

ADVANCED HVAC SYSTEMS 2 \$191 Allows working industry tradespeople to sharpen their

DELX 2103 Caterpillar Electronic Control

DELX 2104 Cummins Electronic Control (Celect)

The complete 10-week program will train you to diagnose and repair electronic fuel systems for diesel engines, including DDEC, CELECT and CATERPILLAR electronic control with the latest stateof-the-art training aids and equipment. Call Shirley Butler at (604) 432-8205 for details. Apr 16 Tue/Thr 7 wks BBY CRN 22633 1730-2030

\$366

#### DRFT 0114 RESIDENTIAL DRAFTING 2

Expands on design criteria for residential projects and building construction methods. Site work and municipal services are introduced and the standards for inspections are identified. Prerequisite: DRFT 0113.

Jun 4 Tue/Thr 7 wks BBY CRN 22634 1730-2030

> Apr 18 Thr 14 wks BBY CRN 22762 1830-2130

troubleshooting techniques on air conditioning systems and commercial refrigeration equipment. This course is designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions commonly found in operational equipment today. No previous computer skills are required for this course. Prerequisite: Four years work experience in the refrigeration trade or HVAC 0106. Safety footwear with steel toes required.

May 21 Tue/Thr 4 wks BBY CRN 22630 1900-2200

#### **HVAC 0145 CFC EMISSIONS IN** REFRIGERATION

Teaches environmental awareness on ozone depleting substances. This one-day course is based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry." The course is officially recognized by B.C. Environment and deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion of this course, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a Certificate number for refrigerant handling as required under current B.C. regulations.

Mar 16	Sat 0830-1630	1 day	BBY	CRN 15260
Apr 13	Sat	1 day	BBY	21098
May 11	0830-1630 Sat	l day	BBY	21099
Jun 8	0830-1630 Sat	l day	BBY	21100
Jul 13	0830-1630 Sat 0830-1630	1 day	BBY	23440

## **HEAVY DUTY** MECHANIC (604) 432-8205

#### HDMX 0100 HEAVY DUTY MECHANIC TQ REFRESHER

Prepares tradespersons for the Provincial Heavy Duty Mechanic Trade Qualification examination, and refreshes theoretical knowledge of the trade. TQ examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Mon/Thr 10 wks BBY CRN 20575 Apr I 1830-2130

#### HDMX 0105 **MOBILE HYDRAULICS**

40

\$446 Instructs heavy equipment mechanics/operators in preventive maintenance and the service and repair techniques used to achieve this. Safety footwear with steel toes required.

Tue/Thr 8 wks BBY CRN 20574 Apr 2 1900-2200

# WE'RE IN TOUCH WITH TOMORROW! VISIT BCIT OPEN HOUSE APRIL 12 & 13.

## MATHEMATICS FOR **MECHANICS** (604) 432-8205

#### TMAT 0105

\$114

INDUSTRIAL MATHEMATICS 1 \$256 Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Apr 16 Tue/Thr 5 wks BBY CRN 22761 1830-2130

## IRONWORKING (604) 432-8556

#### **IWKR 0100**

IRONWORKER TQ REFRESHER \$218 Provides the experienced student with the theoretical instruction to enable them to write the Provincial Ironworker TQ Exam. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling. Prerequisite: Minimum 5 years experience in the trade.

Apr 15 Mon/Wed 4 wks BBY CRN 22150 1800-2030

#### **IWKR 0105 RIGGING BASIC**

Introduction to safe rigging practices, safe vorking loads, chokers, shackles, chains, hooks, Erigging calculations, hand signals, WCB Wregulations, hoisting with mobile crane, knots and hitches, and handrigging. CSA approved work boots with steel toes required.

Apr 15 Mon/Wed 3 wks BBY CRN 23511 1800-2030

#### **IWKR 0110**

\$446

**IRONWORKER ARC WELDING BASIC \$432** Designed for Ironworkers in the construction trade. Course will review basic arc welding E safety and oxyfuel application. Course includes Wan introduction to CWB procedure code W59 and W47.1. Practical to cover all four test positions; 1GF, 2GF, 3GF, and 4GF. Prerequisite: Working knowledge of Ironworker trade. Students must supply their own 100 per cent cotton coveralls and CSA approved stell toed work boots.

5 wks BBY CRN 23510 Apr 13 Sat 0700-1300

\$345 An introduction to re-bar placing wall structures, columns and beams, concrete clearance and ties. п Prerequisite: Experience in construction is helpful but not mandatory. CSA approved work boots with steel toes required.

6 wks BBY CRN 23607 Apr 13 Sat 0800-1300

## JOINERY (604) 432-8556

#### **JOIN 0101** WOODWORK BASIC

\$465 Gives the home woodworker or hobbyist some experience in the care and safe operation of hand and power tools that would typically be found in a small home shop. It is a recreational course, not a credit course. In the second half of the course students will be working on a small project of their own choice. Materials for this project must be supplied by the student. CSA approved work boots with steel toes and safety glasses required.

14 wks BBY CRN 20711 Apr 11 Thr 1830-2130

## **MACHINIST** (604) 432-8205

#### MACH 0115

\$180

LATHE AND MILLING OPERATIONS \$401 Continues from MACH 0105 and MACH 0110. Designed to allow the student to gain more experience on machine tools. Prerequisite: MACH 0105 lathe operator or MACH 0110 milling machine operator. Safety glasses and footwear with steel toes required.

6 wks BBY CRN 23441 Apr 13 Sat 0830-1430

## MACH 0120

INTRODUCTION TO COMPUTERS FOR MACHINISTS \$266 Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Mon/Wed 3 wks BBY CRN 22631 Apr 15 1900-2200

#### MACH 0125

INTRODUCTION TO CNC \$441 Introduces the concepts of computer numerical control (CNC) to those with little or no CNC experience. Prerequisite: MACH 0120 or equivalent.

Tue/Thr 8 wks BBY CRN 20597 May 7 1900-2200

#### **MACH 0130**

CNC MILLING OPERATIONS \$441 Emphasizes basic programming, editing and setting up of a computer numerical control (CNC) vertical machining centre. Prerequisite: MACH 0125. Safety footwear with steel toes required.

Apr 16 Tue/Thr 7 wks BBY CRN 22807 1900-2200

## MATHEMATICS FOR **TRADES** (604) 432-8205

### **TMAT 0105**

INDUSTRIAL MATHEMATICS 1 \$256 Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Apr 16 Tue/Thr 5 wks BBY CRN 22761 1830-2130

## MILLWRIGHT (604) 432-8205

### **MILL 0100**

**MILLWRIGHT TQ REFRESHER** \$446 Prepares tradespersons for the Provincial Millwright Trade Qualification examination, and refreshes theoretical knowledge of the trade. TQ examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. "Millwright Manual of Instruction" text and scientific calculator required first session. Prerequisite: Minimum of six years experience in the trade.

Apr 13 10 wks BBY CRN 20600 Sat 0830-1430

#### **MILL 0106** INDUSTRIAL HYDRAULIC TROUBLESHOOTING

\$441

Assists maintenance personnel in designing, troubleshooting, and repairing hydraulic systems in industry. Reviews basic hydraulics with practical applications. Hydraulic circuits are designed and demonstrated on computer, then produced and tested in hydraulic lab. Practical troubleshooting techniques are explained and demonstrated. Both theoretical and hands-on training will be applied. Safety glasses and footwear with steel toes required.

Apr 16 Tue/Thr 7 wks BBY CRN 23627 1900-2200

## PAINTING AND DECORATING (604) 432-8556

#### **PDEC 0100** PAINTING/DECORATING **TQ REFRESHER**

\$465 Provides experienced students with the theoretical instruction to enable them to write the Provincial Painting Trade Qualification examination. Students should have a working knowledge of painting. TO examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum five years experience in the trade.

Tue/Thr 10 wks BBY CRN 20713 Apr 9 1800-2100

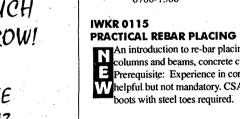
# PIPING

## (604) 432-8556

### **PPGS 0100**

B.C. PLUMBING CODE REFRESHER \$465 Prepares tradespersons for the Provincial Plumbing TQ examination and for those wanting a current review. Theoretical instruction is given in B.C. Plumbing Code only. TQ examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. B.C. Plumbing Code book is required and is available at the BCIT bookstore. Prerequisite: Six years experience in the Piping Trade.

Apr 9	Tue/Thr	10 wks	BBY C	CRN	20727
Apr 10	1830-2130 Mon/Wed	10 wks	BBY		20726





#### CHANGES TO CURRICULA **REGULATIONS & SERVICES**

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

#### 1830-2130

#### **PPGS 0102** PIPING TRADES MATH

\$233

Upgrades piping tradespersons in mathematics and science skills necessary for apprenticeship training. The course covers fractions, decimals, areas, volumes, pressures, offsets, grades, slopes, Boyles Law, Charles Law, specific heat, lineal expansion and specific weights and densities.

Apr 10 Mon/Wed 5 wks BBY CRN 20720 1830-2130

## **PPGS 0104**

GAS CODE REFRESHER \$280 Provides those working in the gas industry with a review of the current Natural Gas Installation Ξ Code and the Gas Safety Code. Prerequisites: W Should have a working knowledge of gas fitting and be familiar with Gas Codes. Required texts are B149.1-M95 Natural Gas Installation Code and the Gas Safety Code; available at the BCIT Bookstore.

Tue/Thr 5 wks BBY CRN 23749 Apr 16 1830-2130

#### **PPGS 0105**

#### **CROSS CONNECTION CONTROL** \$432

Teaches cross connection control to persons involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite for Cross Connection examination: Water Purveyor (Municipal Employees), Journeyed or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation related Personnel, or Public Health Official. Please be advised there will be an additional fee to write the AWWA Cross Connection Control Certification examination. The Cross Connection Control Manual is required and available at the BCIT bookstore.

Mon/Wed 7 wks BBY CRN 20714 Apr 15 1830-2130

\$565

\$120

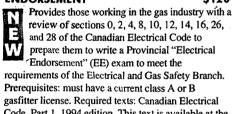
Tutorial

#### PPGS 0110 GAS FITTER B LICENSE

Prepares students to write the examination to qualify as Gas Fitter B License. This course 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. Required texts are: Canadian Gas Association B149.M95, and BCIT Gas Training Program, Level B. All are available at the BCIT bookstore. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

Apr 15	Mon/Wed		BBY	CRN	20715
Apr 16	1830-2130 Tue/Thr	14 wks	BBY		20716
	1830-2130				

#### **PPGS 0116** GASFITTER ELECTRICAL ENDORSEMENT



gasfitter license. Required texts: Canadian Electrical Code, Part 1, 1994 edition. This text is available at the BCIT Bookstore.

Apr 16 Tue/Thr 2 wks BBY CRN 24077 1830-2130

### PPGS 0120

EW

**CLASS C APPLIANCE SERVICE** \$565 Enables the student to service gas appliances for residential or light commercial up to 400,000 BTU. Provincial Class C examination fee is additional. Required texts are: Canadian Gas Association B149-M91; Natural Gas Installation Code and B.C. Amendments; and BCIT Gas Training Program all are available at the BCIT bookstore.

PPGS 0 PLUMB	\$300				
Apr 16	Tue/Thr 1830-2130	14 wks	BBY		20717
Apr 15	Mon/Wed 1830-2130		BBY	CRN	23062

#### **PPGS 0140** HYDRONIC SYSTEMS DESIGN CERTIFICATION

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\$300 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 B.C. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being Certified in Hydronic Systems Design. Prerequisites: Should be working with residential hot water heating systems or a related field. Text required: Hydronic Systems Design Manual, available at the BCIT Bookstore.

Mar 5	Tue/Thr	6 wks	BBY	CRN	17385
	1830-2130	)			
Apr 16	Tue/Thr	6 wks	BBY		23748
	1830-2130	)			

## **POWER ENGINEERING** (604) 432-8390

**DISTANCE EDUCATION PROGRAMS** Provides persons currently employed in industrial plants with the necessary 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 B.C. Power Engineer's and Boiler and Pressure Vessel Safetv Act.

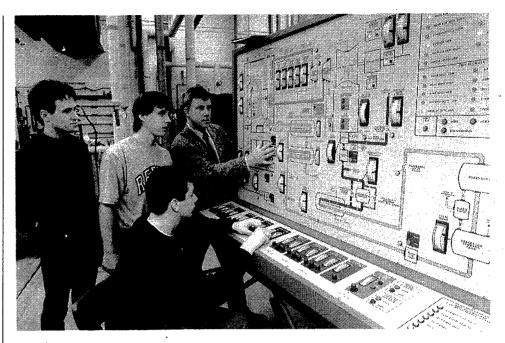
Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to 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 4th, 3rd, 2nd and 1st Class Programs is in groups of two or three courses as indicated. One year from date of registration is allowed to complete a group.

POWR 0110 BOILER OPERATOR Tutorial Correspondence	CRN	20153 20152
POWR 0113 FOURTH CLASS PART A Tutorial Correspondence	CRN	20157 20156
POWR 0114 FOURTH CLASS PART B Tutorial Correspondence	CRN	20159 20158
POWR 0115 THIRD CLASS PART A PAPER 1 Tutorial Correspondence	CRN	20163 20162
POWR 0116 THIRD CLASS PART A PAPER 2 Tutorial Correspondence	CRN	20165 20164
POWR 0117 THIRD CLASS PART B PAPER 1		

CRN 20169



	POWR 0120 SECOND CLASS PART A PAPER 2 Tutorial CRN Correspondence	N 20177 20176
	POWR 0121 SECOND CLASS PART A PAPER 3 Tutorial CRN Correspondence	N 20179 20178
	POWR 0122 SECOND CLASS PART B PAPER 1 Tutorial CRN Correspondence	N 20183 20182
	POWR 0123 SECOND CLASS PART B PAPER 2 Tutorial CRN Correspondence	N 20185 20184
	POWR 0124 SECOND CLASS PART B PAPER 3 Tutorial CRN Correspondence	<b>20187</b> 20186
I	POWR 0125 FIRST CLASS PART A PAPER 1 Tutorial CRN Correspondence	V 20191 20190
	POWR 0126 FIRST CLASS PART A PAPER 2 Tutorial CRN Correspondence	V 20193 20192
	POWR 0127 FIRST CLASS PART A PAPER 3 Tutorial CRN Correspondence	20197 20196
	POWR 0128 FIRST CLASS PART A PAPER 4 Tutorial CRN Correspondence	1 20199 20198
	POWR 0129 FIRST CLASS PART B PAPER 1 Tutorial CRN Correspondence	20203 20202
	POWR 0130 FIRST CLASS PART B PAPER 2 Tutorial CRN Correspondence	1 20205 20204
	POWR 0131 FIRST CLASS PART B PAPER 3	

## **POWER EQUIPMENT** MECHANIC (604) 432-8205

### **PEMX 0105**

**SMALL ENGINE POWERED** EQUIPMENT MAINTENANCE \$347 Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by aircooled two- and four-stroke engines. Safety footwear with steel toes required.

Apr 16 Tue/Thr 8 wks BBY CRN 23437 1900-2200

## SHEET METAL (604) 432-8556

\$356

#### SMTL 0100 SHEET METAL **TQ REFRESHER**

Provides experienced students with the theoretical instruction to enable them to write the Provincial Sheet Metal Examination. Students should have a working knowledge of Sheet Metal. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine your eligibility and schedule an examination. Prerequisite: Six years experience in the trade.

Apr 16 Tue/Thr 7 wks BBY CRN 23608 1900-2200

#### SMTL 0111

LAYOUT AND FABRICATION \$234 Designed for the Sheet Metal Apprentice or Mechanic to layout and fabricate various ventilation fittings used in the sheet metal industry. Prerequisite: Must be a Sheet Metal Apprentice or Mechanic.

Apr 13 Sat BBY CRN 23609 4 wks 0830-1430

## **STEEL FABRICATION** (604) 432-8556

PLUMBING: RESIDENTIAL\$300Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. CSA approved work boots with steel toes are required for this course.Apr 13Sat4 wksBBYCRN20718 0830-1430	Correspondence POWR 0119 SECOND CLASS PART A PAPER 1	20100 RN 20171 20170	Correspondence POWR 0132 FIRST CLASS PART B PAPER 4 Tutorial Correspondence	CRN	20209 20208 20211 20210	STEL 0110 STEEL FABRICATION (BASIC) \$ Focuses on mathematics, pattern development, blueprint reading, welding and the proper use of industrial machines. Students follow a typical stee fabrication project from initial design to shop production. CSA approved work boots with steel to required.	
0830-1430	Tutorial CF Correspondence	RN 20175 20174				Apr 16 Tue/Thr 5 wks BBY CRN 20 1900-2200	1785
I		BC				4	- -

\$386

### STEL 0115

BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS \$331 Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved work boots with steel toes required.

Apr 20 Sat 6 wks BBY CRN 20787 0830-1330

## WELDING (604) 432-8556

#### WELD 0103

OXYACETYLENE/BRAZE WELDING \$366 Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. Students must supply their own 100 per cent cotton coveralls and CSA approved steel toed work boots.

Apr 13 Sat 6 wks BBY CRN 20788 0830-1330

#### WELD 0104 SHIELDED METAL ARC WELDING BASIC \$399 Introduces basics of arc welding to individuals who

wish to learn S.M.A.W. to trade standards. Students must supply their own 100 per cent cotton coveralls and CSA approved steel toed work boots.

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 5 wks
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 CRN
 23479

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#### WELD 0106

GAS METAL ARC WELDING BASIC \$432 Covers basic weld joints in the flat, horizontal and vertical positions. This process is used by most metal fabricators in the province. During this course students will be introduced to the G.M.A.W. Section of P6 Module, Level C. Students must supply their own 100 per cent cotton coveralls and CSA approved steel toed work boots.

Apr 9	Tue/Thr	5 wks	BBY	CRN	23480
	1900-2200		× .	·	
Apr 13	Sat	6 wks	BBY		20791
-	0830-1330				<i>2</i>

#### WELD 0110 GAS TUNGSTEN ARC WELDING BASIC

WELDING BASIC\$432Covers shielding gases, electrodes, equipment,<br/>procedures and practical applications (in the flat,<br/>horizontal and vertical positions) of G.T.A.W. on mild<br/>steel, stainless steel and aluminum. Students must<br/>supply their own 100 per cent cotton coveralls and<br/>CSA approved steel toed work boots.

Apr 13 Sat 6 wks BBY CRN 20790 0830-1330

## WELDING INSTITUTE OF CANADA - WELDING INSPECTION LEVEL I (CSA W178.2)

This diploma course in Welding Inspection consists of 12 training modules which are broken into two 30 hour courses, each course consisting of six modules. These courses are 100 per cent classroom theory in their presentation and will require students to spend two to three hours of study time at home on each module. Students who successfully complete all twelve modules will receive a Welding Institute of Canada diploma. Fees include learning materials and membership fees for the Welding Institute of Canada.

#### WELD 0121 WELDING INSPECTION LEVEL 1 PART 1

Consists of the first six of 12 modules required to obtain a Welding Institute of Canada Diploma. Modules will cover welding health and safety, basic joints, blueprint reading, preparation for welding, symbols for welding, welding processes and equipment, electrodes and consumables, and weld faults and causes.

Apr 13 Sat 6 wks BBY CRN 23481 0830-1330

#### WELD 0122 WELDING INSPECTION LEVEL 1 PART 2 \$386

Consists of the last six of 12 modules required to obtain a Welding Institute of Canada Diploma. Modules will cover basic inspection technology, mechanical testing of welds, basic concepts of quality, functions of the inspector, techniques of visual inspection and surface inspection.

Jun 8 Sat 6 wks BBY CRN 23482 0830-1330

Note: These combined courses meet the education requirements acceptable to the Canadian Welding Bureau as credits towards certification as a Level I Welding Inspector C.S.A. W178.2.

#### LEVEL C WELDING PART-TIME!

Introduces the student to the Level C program as a part-time student and makes the conversion into our full-time modular program at a P-4 level as a part program full-time student. Students will enter the fulltime program at a P-4 level after completing the following part-time courses: WELD 1001 Level C Welding P-1, WELD 1002 Level C Welding P-2 and WELD 1003 Level C Welding P-3. After completing the part-time courses students will enter the full-time Level C Welding course at module P-4. It takes approximately five months to complete the full-time course.

#### WELD 1001 P-1 INTRODUCTION AND SAFETY

(LEVEL C WELDING) \$300 Covers safe work practises. Coveralls and CSA approved work boots and steel toes are required. Prerequisite: Completion of Grade 10 recommended but an appropriate combination of work experience and education will be considered.

Apr 13 Sat 6 wks BBY CRN 23628 0830-1330 23629

#### WELD 1002 P-2 OXYFUEL GAS CUTTING

(LEVEL C WELDING) \$300 Continues from WELD 1001. P-2 covers Oxyfuel Gas Cutting. Coveralls and CSA approved work boots with steel toes are required. Prerequisite: WELD 1001.

Jun 8 Sat 6 wks BBY CRN 23630 0830-1330 23631

## WOMEN IN TRADES (604) 432-8233

#### TEXP 0110 TRADES EXPLORATORY

**PROGRAM FOR WOMEN \$190** Helps women make an informed choice about entering a skilled trade as a career. Students will explore trades from the following areas: Aviation, Metal, Mechanical and Construction. There will be opportunity for handson experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working

#### TEXP 0113 WOMEN EXPLORING CONSTRUCTION TRADES

Exposes women to the construction trades with regard to working conditions, training, wages and other factors. Hands-on projects in shop areas familiarize students with the shop environments and allows them to use various tools. Students will meet women who work in the trades. Trades covered are Carpentry.

\$195

Apr 15 Mon/Wed 6 wks BBY CRN 20784 1830-2130

Electrical, Joinery, and Painting and Decorating. CSA

approved work boots (steel toes, puncture proof and

ankle support) and safety glasses are required.

# PACIFIC MARINE TRAINING CAMPUS (604) 985-0622

Pacific Marine Training offers courses in the following subject areas:

- Marine Engineering
- Nautical
- Safety and SeamanshipShipping and Marine Operations

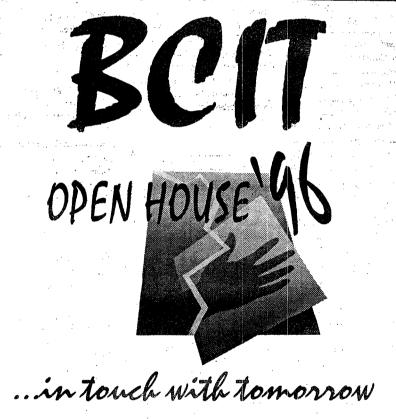
# For further information on courses offered, contact BCIT's Pacific Marine Training Campus:

Mail: BCIT Pacific Marine Training Campus 265 West Esplanade North Vancouver, B.C. V7M 1A5 Phone: (604) 985-0622 Fax: (604) 985-2862

> TRADES FULL-TIME PROGRAMS INFORMATION SESSIONS (604) 434-3304

These sessions will consist of an overview of Trades Training programs. Call (604) 434-3304 to register.

" Mar 29	Fri	1 day	0900-1200	BBY
Apr 26.	Fri	1 day	0900-1200	BBY
May 24	Fri	1 day	0900-1200	BBY
Jun 28	Fri	1 day	0900-1200	BBY
	· .			



April 12 x 13, 1996

Visit BCIT Burnaby Campus and see more than 100 program displays. Enjoy a day of entertainment, speakers, food and great music. Bring your friends and family; come spend the day with us. Admission is FREE.

#### Examination fees are paid separately.

BCIT's mission is to provide British Columbians with world-class, job-ready skills for career success. conditions, labour market information, expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Apr 16 Tue 14 wks BBY CRN 20728 1830-2130 Friday 9:00 am to 5:00 pm Saturday 9:00 am to 7:00 pm

> 3700 WILLINGDON AVENUE (CANADA WAY & WILLINGDON)

For more information call (604) 438-BCIT

- BCIT,-

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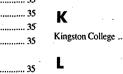
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# **Application Form**

# Part-time Studies Registration Form

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

	BCIT STUDENT NUMBER	Con	
Ways to Register	If you have previously been a BCIT student or have contacted BCIT for program information, a student number may already have been issued to you. You would find this number at the bottom of any correspondence from Student Services or the Registrar's Office.	inch of th Part	
	If known, please enter that number here	BCI 370	
v Mail	If this number is not known, please check this box and a number will be assigned to you.	Bur	
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By Phone	Course Ref.	Reg Mon	
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vntown: 4) 687-4666	You can pay by cheque, money order, VISA or MasterCard. Cash is accepted in person only. A service charge for any NSF or returned cheque will be assessed.	<b>4.</b> This stude	
	MasterCard Number	If part	
	full fees paid by you full fees paid by employer special arrangement (not available for faxed registration) full fees paid by employer (approval attached) special arrangement (approval attached)	Visa card your	
ocked area		when	
be filled in	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	NOT lengt Dow	

## FOUR WAYS TO REGISTER

## 1. BY MAIL

egistration form on this page and gnature at the bottom. Clip the form out mail it to the address indicated.

es tion Department on Avenue V5G 3H2

## X

peak periods, students may register for Downtown Education Centre.

-2488 ... DOWNTOWN -1331 ..... BURNABY

Fax, payment for the part-time be made by credit card. Visa and the only method of credit card acceptable to BCIT. As well, your ber must be included on the faxed m in order for your registration to be

## RSON

wing hours of registration are subject

AMPUS on Avenue (August 14 - April 27): irsday

,	0830-1630 0830-1230
aturday on Holiday We	ekends
r Hours (April 29 '96	- August 12 '96):
to Friday	0830-1630
•	( <b>1</b> )

0830-1900

EDUCATION CENTRE et, Vancouver

egular Office Hours:		
londay to Thursday		0830-1800
riday	1997 - 1997 -	0830-1630
aturday		Closed

IPUS — PRINCESS MARGARET ONDARY nd Avenue, Surrey

<b>Regular Office Hour</b>	rs:	
Monday to Thursday		0900-2030
Friday	:	0900-1530
Saturday		Closed

## ONE

ONLY available to previous BCIT we enrolled in courses since July 1984. by phone, payment for the

e(s) must be made by credit card. rCard are the only method of credit hat is acceptable to BCIT. Please have number and expiry date available o register.

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

	FIRST-TIME Registrants	Your signature goes here 🛶	`` 			Dated:	Beat the rush and call between 0830 and 0900 or 1830 and 1900.
	only!	Your citizenship status is:       Landed Immigrant/Permanent Resident         Canadian Citizen       Other (please specify):         Country of Citizenship if not Canada:					(604) 687-4666 DOWNTOWN (604) 434-1610 BURNABY
38 <b>2</b>	AB	Last Secondary School attended	From:	To:	Grade Completed	B.C. Exam Number (If known)	
							If you register before March 15, you are eligible to win a free
		Post Secondary School(s) attended	From:	To:	Years Completed	Credential Earned	Course. There will be no drop fee
	ASR-1A-IR.94			· · ·			if you withdraw before March 15. However, after March 15 the 15 per cent drop fee will be in effect.
£		Produ	iced by BCI	T Inform	ation & Community Rela	tions February 1996	