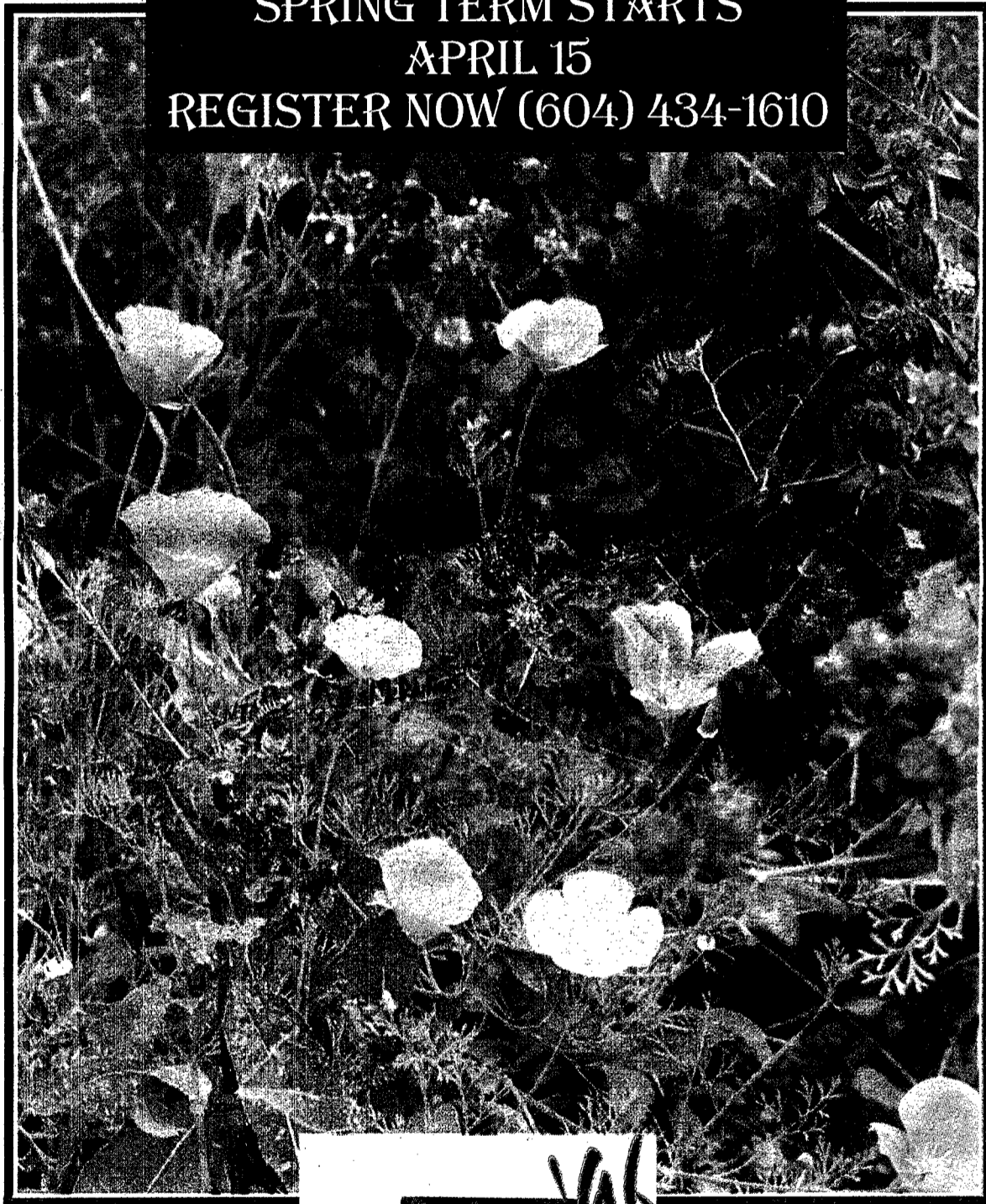




**PART-TIME
STUDIES
SPRING/SUMMER
1996**

**SPRING TERM STARTS
APRIL 15
REGISTER NOW (604) 434-1610**



OPEN HOUSE

1996

*Visit BCIT's
Open House*

In TOUCH

with Tomorrow

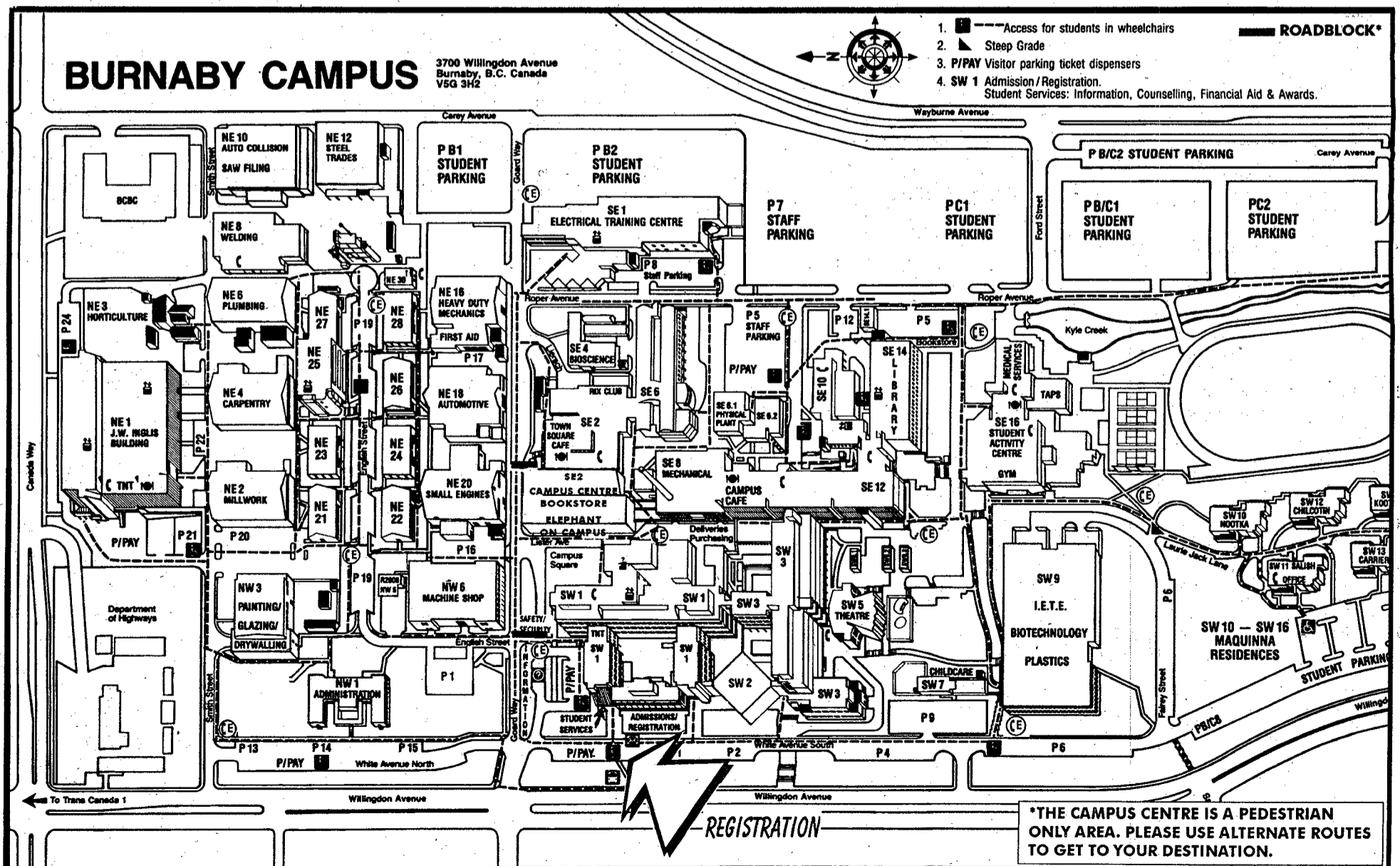
April 12 and 13

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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Campus Map



Registration Information

CAMPUS LOCATIONS/ OFFICE HOURS

The Burnaby campus and Downtown Education Centre offer year-round registration service for part-time 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. (refund) (604) 434-1610
Student Records (after the refund deadline date) (604) 432-8498
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 - 1900
Friday 0830 - 1630
Saturday 0830 - 1230
Closed on Holiday Weekends

Summer Hours

(April 29/96-August 12/96)
Monday to Friday 0830 - 1630
Saturday Closed

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

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.

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

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

Office Hours (August 14 - April 27):

Monday to Thursday 0830-1900
Friday 0830-1630
Saturday 0830-1230
Closed Saturday on Holiday Weekends

Summer Hours (April 29 '96 - August 12 '96):

Monday to Friday 0830-1630
Saturday Closed

DOWNTOWN EDUCATION CENTRE
549 Howe Street, Vancouver

Regular Office Hours:

Monday to Thursday 0830-1800
Friday 0830-1630
Saturday Closed



If you register before March 15, you are eligible to win a free course. There will be no drop fee if you withdraw before March 15. However, after March 15 the 15 per cent drop fee will be in effect.

SURREY CAMPUS — PRINCESS MARGARET SENIOR SECONDARY

128 Street & 72nd Avenue, Surrey

Regular Office Hours:

Monday to Thursday 0900-2030
Friday 0900-1530
Saturday Closed

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:

- 1. 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.

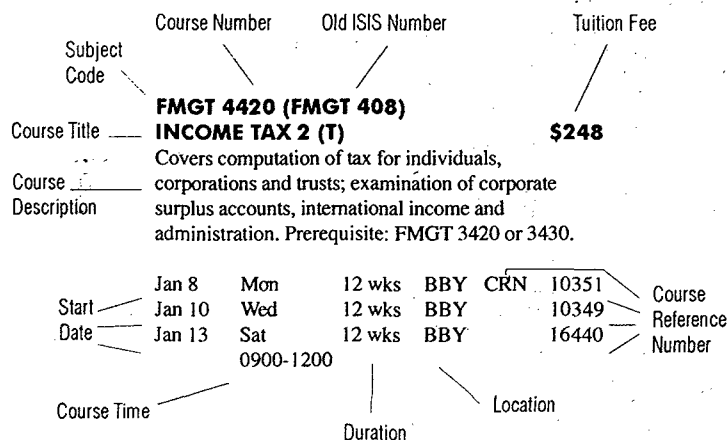
Non-Credit	Entry Level Certificate/Diploma	Advanced Studies Advanced Diploma/Degree
0XXX	1XXX 2XXX 3XXX 4XXX	5XXX 6XXX 7XXX 8XXX

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 series number in the title.

VISIT BCIT'S
OPEN HOUSE
APRIL 12 & 13.

HOW TO READ YOUR FLYER



Registration Information

FEEES

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 \$15
Duplicate T2202A \$10
Transcript (plus \$1 each extra) \$ 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.

To ensure that the receipts are sent to the correct address, students should notify the Student Records Office immediately of any change of address.

WIN

If you register before **March 15**, you are eligible to win a free course. There will be no drop fee if you withdraw before March 15. However, after March 15 the 15 per cent drop fee will be in effect.

Congratulations to the winners in our Winter Term Early Registration draw! The following part-time studies students won a free course:

Student	School
Mohammed Malik Shelley Etherington	Business
Jason Wetzel David Tse	Computing & Academic Studies
Kwong Ng	Electrical & Electronic Engineering
Novica Janicijevic Michael Bayduza	Engineering Technology
Jill Jackson Roberta Burnside	Health Sciences
Brian Krentz Michael Johnson	Trades Training

Student Services

BACHELOR OF TECHNOLOGY DEGREE

BCIT has degree-granting status and will be offering 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) TECHNOLOGY	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
LANGLEY (LLY)	1900-2200
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
MAPLE RIDGE (MRC)	

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

THE 24-HOUR CLOCK

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

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
- 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.

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	
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 country addresses will be charged double the assessed course fee.

EMPLOYMENT SERVICES

(604) 432-8666
FAX (604) 435-3122

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 Jobline, 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.



EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES

VOICE (604) 451-6963
TTY (604) 432-8954

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 \$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
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 CRN 23766
0900-1500

Student Services

FINANCIAL AID FOR PART-TIME STUDENTS (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 part-time 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 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.

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 workforce
- make 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 campus (SW1 1125)

Apr. 13 (4 Wednesdays)	1845-2145
May 4 (2 Saturdays)	0900-1500

Downtown 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 WORKSHOPS

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

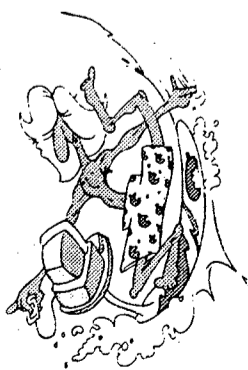
BCIT 0100

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.

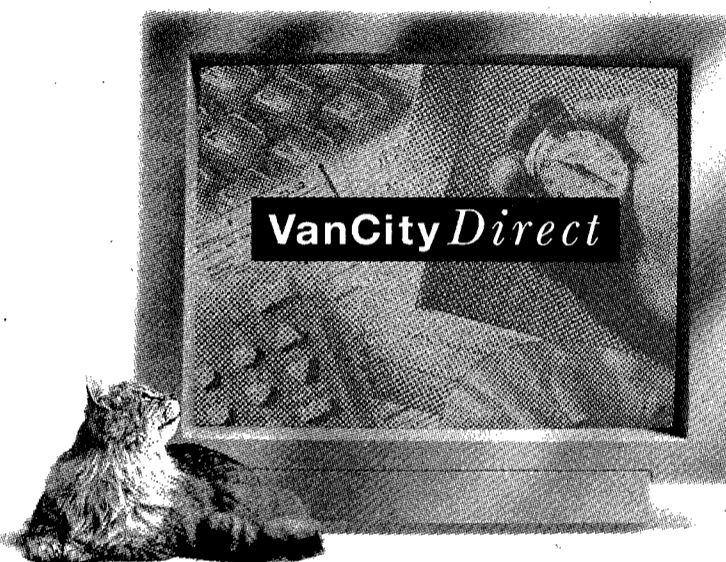
Aug 26	Mon-Fri	1 wk	BBY	CRN	23056
					0900-1600

CHECK US OUT
ON THE NET



<http://www.bcit.bc.ca>

We're bringing
Home a new era
in money
management.



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. **VanCity *Direct*.** It's the beginning of a whole new era in money management. Call 877-7000 to find out how you can get on-line today.



WE'RE VANCITY
8 7 7 - 7 0 0 0

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

VanCity *Direct* Access Services



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	0800 - 1600
5	(Good Friday) Closed
6	Closed
8	(Easter Monday) Closed
9-11	0800 - 2000
12	0800 - 1600
13	0800 - Noon
15-18	0800 - 2000
19	0800 - 1600
20	0800 - Noon
22-25	0800 - 1930
26	0800 - 1600
27	0800 - 1100
29-May 3	0800 - 1600
May 4	0800 - 1100

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 (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.

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.

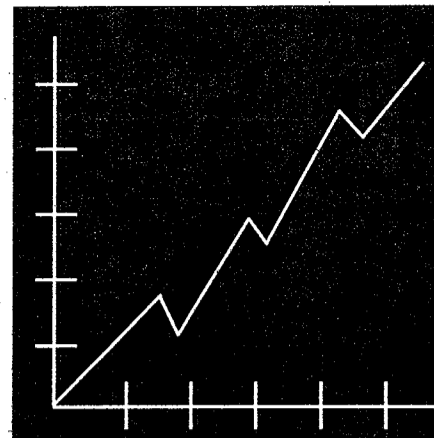
- As there are many variables which determine resale value of a used book, there is no guarantee that a book will be purchased at the buyback.
- Course text changes or new editions occur frequently.
- Neither BCIT staff nor BCIT funds are used. As the buyback is managed under contract, the bookstore 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 year.

Town Square Cafe (SE2)	
Monday to Thursday	0630 - 2100
Friday	0630 - 1500
Saturday	Closed
Campus Cafe (SE12)	
Monday to Thursday	0700 - 2100
Friday	0700 - 1530
Saturday	0800 - 1400
JW Inglis (NE1)	
Monday to Thursday	0600 - 2100
Friday	0600 - 1500
Saturday	0800 - 1400
Electrical Training Centre (SE1)	
Monday to Friday	0630 - 1430
Saturday	Closed
Roadrunner (SW1, Room 2322)	
Monday to Thursday	0730 - 2100
Friday	0730 - 1430
Elephant on Campus	
Monday to Thursday	1100-Midnight
Friday	1100-0100
Saturday	1200-1800
Sunday	Closed

HOURS OF OPERATION MAY BE SUBJECT TO CHANGE AND ARE POSTED IN EACH CAFETERIA.



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.

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 hours are:

Monday - Thursday	0730-2230
Friday	0730-1700
Saturday and Sunday	0900-1700

For June, July and August hours, please call (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	\$44
Students with disabilities: Month	\$5
Motorcycles: Month	\$5

CASHIERS' HOURS:

August 15 - April 30	
Monday to Thursday	0830-1900
Friday	0830-1630
Saturday	0830-1230
Closed Saturday on Holiday Weekends	

Summer Hours (May 1 - August 14)

Monday to Friday	0830-1630
Saturday	Closed

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:

Monday - Thursday	0700 - 2300
Friday	0700 - 2100
Saturday	0900 - 1700
Sunday	0900 - 1700

June - August: To be announced

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

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

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.

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.

Academic Studies

CHEMISTRY (604) 432-8551

CHEM 0001 (CHEM 001) PRE-ENTRY CHEMISTRY 1 \$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	1 wk	BBY CRN	20638
	1800-2200			
Apr 4	Thr	1 wk	BBY	20639
	1800-2200			
May 7	Tue	1 wk	DEC	22794
	1330-1630			
Jul 11	Thr	1 wk	BBY	20636
	0830-1230			
Jul 11	Thr	1 wk	BBY	20637
	1800-2200			

ENVIRO TIP



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.

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.

Apr 10	Mon/Wed	11 wks	BBY CRN	21372
	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 start of class to determine eligibility for continuation.

Apr 9	Tue/Thr	11 wks	BBY CRN	20635
	1800-2200			
Apr 10	Mon/Wed	11 wks	BBY	20632
	1800-2200			
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			
Jul 15	M-F	5 wks	BBY	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 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.

Apr 9	Tue/Thr	11 wks	BBY CRN	20623
	1800-2200			
Apr 10	Mon/Wed	11 wks	BBY	20624
	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			
Jul 15	M-F	5 wks	BBY	20620
	1800-2200			

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.

Apr 10	Mon/Wed	11 wks	BBY CRN	20615
	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 \$248

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.

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

COMM 2203 (COMM 178) BUSINESS REPORTS \$248

Emphasizes the skills needed to write effective business reports. Topics include comparison and 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	Mon	12 wks	BBY CRN	20670
Jun 5	Wed	12 wks	BBY	20653
	1800-2100			

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.

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

COMM 2205 (COMM 196) WRITING MANUALS FOR THE COMPUTER INDUSTRY \$182

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.

Apr 9 Tue 6 wks BBY CRN 20678

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

COMM 0038 (COMM 038) PROPOSALS SELLING IDEAS! \$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! \$182

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

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

Apr 20 Sat 1 wk BBY CRN 20659
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.

Apr 9 6 wks BBY CRN 23801

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.

Jul 4 Thr 6 wks BBY CRN 20612

COMM 0021 (COMM 001)

EFFECTIVE WRITING \$221

Gives an overview of techniques used to make writing clearer, better organized, and more effective in the workplace.

Jul 3 Wed 6 wks BBY CRN 20611

COMM 0022 (COMM 900)

ENGLISH FUNDAMENTALS \$248

Reviews sentence structure, word choice, common grammatical problems, paragraph structure and basic presentation strategies. Designed for students whose first language is English.

Apr 9 Tue 12 wks BBY CRN 20686

COMM 0024 IMPROVE READING COMPREHENSION \$248

The first part of a two-part reading course for adults who have completed Grade 8 or higher. Teaches or reviews word attack skills, dictionary usage, literal and inferential meaning, use of language and critical reading skills. The course is taught as individualized reading so students can work at their own level; 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.

Apr 10 Wed 12 wks BBY CRN 22641

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

ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM

This full-time day school program provides academic upgrading to students wishing to enrol in engineering-based 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: ETE/CRN	hrs/wk
CHEM 0010 Introductory Applied Chemistry (equivalent to CHEM 0001)	6.0
COMM 0007 Introductory Communication (equivalent to COMM 0008)	6.0
COMP 0107 Computer Literacy	3.0
MATH 0005 Introductory-Technical Mathematics (equivalent to MATH 0001)	7.0
NTRY 0301 Technology Entry Seminar	1.0
PHYS 0309 Pre-entry and ETE Physics	7.0

The ETE program curriculum undergoes frequent revision to reflect the changing needs of students and technology. Current courses may therefore vary from this calendar. For additional information about the ETE program, call BCIT Student Services at (604) 434-3304 or toll free at 1-800-667-0676, Monday to Friday, 1300-1600.

MATHEMATICS (604) 451-6709

MATH 0001 (MATH 001) TECHNICAL MATHEMATICS INTRODUCTION \$468

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.

Apr 10 Mon/Wed 15 wks BBY CRN 20687
May 27 M-F 6 wks BBY 20688

0900-1200
Jun 24 M-F 6 wks BBY 20689
1300-1600

MATH 0004 (MATH 004)

REFRESHER MATHEMATICS \$148

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.

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

MATH 0011 TECHNICAL MATHEMATICS INTRODUCTION: PART I \$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.

Jun 5 Mon/Wed 7.5 wks BBY CRN 23770

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.

Apr 9 Tue 12 wks BBY CRN 20690

MATH 1012 (MATH 102) ANALYTIC GEOMETRY AND LOGARITHMS \$248

Explores the theory and application of common and natural logarithms and an introduction to analytic geometry. Emphasis on the plotting, interpretation and uses of logarithmic/semilogarithmic graphs; geometric and practical properties of conic sections; polar/rectangular transformations. Quadratic surfaces are briefly discussed. Prerequisite: Recent Math 12 or MATH 0001 or equivalent, with a "C+" or better.

Apr 18 Thr 12 wks BBY CRN 20691

PHYSICS (604) 434-5734 LOCAL 5504

PHYS 0304 (PHYS 004)

REFRESHER PHYSICS \$148

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

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

PHYS 0309 (PHYS 009)

PRE-ENTRY AND ETE PHYSICS \$524

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.

Jul 8 M-F 6 wks BBY CRN 20694
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.

Jun 3 M-F 6 wks BBY CRN 23753
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 BCIT. Prerequisite: PHYS 1301 or equivalent.

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

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.



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 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

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 \$313

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 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.

May 7/8 Tue/Wed DEC CRN 23687
0830-1630

BTCW 0117 TRAINING SKILLS FOR TRAINERS \$313

Covers all aspects of training from need identification and design to evaluation, with an emphasis on facilitation skills. This course is designed for those who may 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.

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:

- academic performance in the student's BCIT Diploma program
- a 500-word statement indicating the reasons for choosing the program
- evidence of computer fluency since graduation, e.g. familiarity with microcomputers and software.

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

APPLICATIONS FOR PART-TIME 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 \$340

Covers an analysis of business policy formulation designed to give the student practise, experience and confidence in handling complex business situations, where integrated management decisions are required. Comprehensive business cases will be selected for study and discussion in fields such as finance, control, personnel, production, marketing and general management. The course acquaints the student with the role of senior management and the integration between these fields. Prerequisite: Permission from 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 business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions. You will then learn how to interpret these solutions as a guide to practical management action. 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.

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.

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

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: FGDCS135@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.

May 11 Sat 1 day BBY CRN 23778
0900-1700

BLAW 0100 INTERNATIONAL LAW & ETHICS - CHALLENGES FOR TODAY'S MANAGERS \$195 (includes lunch)

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.

May 12 Sun 1 day BBY CRN 23777
0900-1700

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.

Jun 8 Sat 1 day BBY CRN 23779
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.

Jun 15 Sat 1 day BBY CRN 23780
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.

First-level courses

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
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)

BCST 2222 Theory of Colour Television Systems
BCST 2223 TV Production Planning
BCST 2252 Radio: Commercial and Audio Production

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

BCST 1101 Technical Introduction
BCST 1140 Broadcast Industry Organization
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 1170 Broadcast Journalism Introduction
BCST 2252 Radio: Commercial and Audio Production
***Electives

Television

BCST 1101 Technical Introduction
BCST 1102 Editing Workshop
BCST 1140 Broadcast Industry Organization
BCST 1145 Copywriting for Radio and TV
BCST 1160 Television Broadcasting Introduction
BCST 1167 Production Assistant for TV News
BCST 1170 Broadcast Journalism Introduction
BCST 2223 Television Production Planning
***Electives

Broadcast Journalism

BCST 1140 Broadcast Industry Organization
BCST 1144 Writing for the Media
BCST 1150 Radio Broadcasting Introduction
BCST 1151 Radio and TV Announcing
BCST 1160 TV Broadcasting Introduction
BCST 1167 Production Assistant for TV News
BCST 1170 Broadcast Journalism Introduction
BCST 1172 Investigative Reporting
***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
COMM 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
ORGB 2205 Organizational Behaviour 1

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

BCST 1101 TECHNICAL INTRODUCTION \$248

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 introduction to explain "how things work."

Apr 17 Wed 12 wks BBY CRN 22835

BCST 1102 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.

Jun 1 Sat/Sun 2 wknds BBY CRN 22625
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.

Apr 18 Thr 12 wks BBY CRN 21414

**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.

Apr 16 Tue 12 wks BBY CRN 20373

** 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.

Apr 15 Mon 12 wks BBY CRN 20375

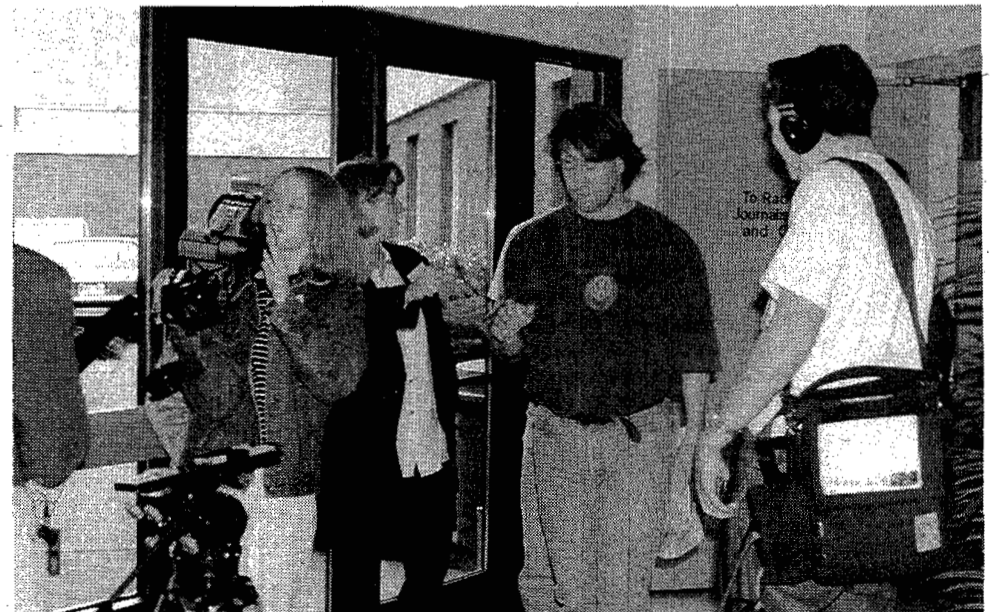
BCST 1144 WRITING FOR THE MEDIA \$248

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.

Apr 18 Thr 12 wks BBY CRN 20376

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.



Business

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 \$291

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 Mon 12 wks BBY CRN 20378
Apr 18 Thr 12 wks BBY 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 Mon 12 wks BBY CRN 20383
Apr 16 Tue 12 wks BBY 20382

BCST 1161 FILM FOR BEGINNERS \$408

Introduces cinematography with discussion on equipment operation, scripting, filming techniques and basic editing. An excellent foundation for those considering work in film production.

Apr 17 Wed 12 wks BBY CRN 20384

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 journalists who can work independently increases.

Apr 20 Sat/Sun 2 wks BBY CRN 23806
0900-1600

BCST 1170 BROADCAST JOURNALISM INTRODUCTION \$340

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.

Apr 17 Wed 12 wks BBY CRN 20388

BCST 1178 PUBLIC AFFAIRS BROADCASTING \$354

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.

Apr 16 Tue 12 wks BBY CRN 22847

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.

May 4 Sat 2 wks BBY CRN 23809
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.

Apr 17 Wed 12 wks BBY CRN 23810

FINANCIAL MANAGEMENT (604) 432-8609 (604) 451-6793

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

MANAGEMENT CERTIFICATE IN ACCOUNTING

1) Required courses

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

3) Must complete

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

4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. 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.

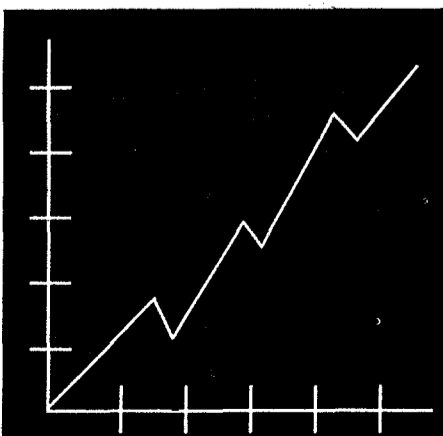
FINANCIAL MANAGEMENT CORRESPONDENCE COURSES (604) 432-8609

FMGT 1100 Accounting 1
FMGT 2100 Accounting 2
FMGT 3110 Financial Accounting 1
FMGT 3210 Cost & Managerial Accounting 1
FMGT 3510 Finance 1
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.



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

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 BBY CRN 20978

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 12 wks DEC CRN 23571
 0900-1200
 Apr 16 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
 May 27 Mon 6 wks BBY 23580
 0900-1600
 Jun 01 Sat 6 wks BBY 22645
 0900-1600

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 PLANNING 2 \$293
 Apr 15 Mon 12 wks DEC CRN 23571
 0900-1200

INTD 3010
GRAPHIC PRESENTATION \$248
 Apr 16 Tue 12 wks DEC CRN 23579
 1200-1600

INTD 3050
DETAILING/CONSTRUCTION MATERIALS \$248
 Apr 18 Thr 12 wks DEC CRN 23581
 0900-1200

INTD 4060
AUTOCAD 2 FOR INTERIOR DESIGN \$435
 Apr 19 Fri 12 wks BBY CRN 23582
 0900-1200

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.

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 Customer Relations
 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.

Required:
 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

Complete four of the following:
 MKTG 1112 Customer Relations
 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

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 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.

Required:
 MKTG 1102 Essentials of Marketing
 MKTG 1219 Professional Sales 1
 MKTG 1323 Effective Public Speaking
 MKTG 1342 Trade / Consumer Show Marketing
 MKTG 2202 Introduction to Marketing Communications
 MKTG 2220 Managing the Sales Force
 MKTG 2319 Professional Sales 2
 MKTG 3307 Business Marketing
 MKTG 3332 Major Account Selling

Complete four of the following:
 COMM 1178 Business Reports
 MKTG 1112 Customer Relations
 MKTG 1212 Principles of Customer Service
 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 program will also appeal to those wishing to enter the field of tourism but have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees marketing skills will also find value in this program.

Required:
 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

Complete four 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 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.

REGISTER NOW!
PHONE:
(604) 434-1610
FAX:
(604) 430-1331

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:
 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:
 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 \$89

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 1 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 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 1 wk DEC 20355
 0900-1700
 Aug 12 M-F 1 wk BBY 23048
 0900-1700



Business

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.

Apr 17 Wed 4 wks BBY CRN 20999
1900-2200

MDIA 1010 **PHOTOGRAPHY \$471**

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.

May 15 Wed 8 wks BBY CRN 21000
1900-2200

MDIA 1040 **GRAPHICS 1 \$291**

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, estimating time and costs to produce graphic material, also includes tour of a large printing plant. Prerequisite: MDIA 1040.

May 27 Mon/Wed 6 wks BBY CRN 21004

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 **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 BBY CRN 23560
0900-1200

MDIA 1090 **PAGEMAKER MAC 1 \$339**

Introduces and 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 using a Mac Centris 650 for this hands-on course.

Apr 15 Mon 6 wks BBY CRN 21011

MDIA 1140 **COLOUR AND THEORY** **FOR PUBLISHERS \$425**

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 \$339**

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 \$379**

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 perimeters 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.

Apr 16 Tue 6 wks BBY CRN 21025
May 26 Sun 6 wks BBY 21026
1300-1600

Jul 2 Tue 6 wks BBY 21303

MDIA 2000 **TYPOGRAPHY \$425**

This course is designed to give students a good 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 using knowledge gained in the theory portion. The intent is to produce quality rather than quantity and to avoid the excesses so commonly perpetrated by desktop publishers. A working knowledge of Quark Xpress or PageMaker is essential to complete this course.

Apr 17 Wed 12 wks BBY CRN 23578

MDIA 2090 **PAGEMAKER MAC 2 \$339**

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.

May 28 Tue 6 wks BBY CRN 21027

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 Tue 6 wks DEC CRN 21009
Apr 20 Sat 6 wks DEC 21010
0900-1200

May 21 Tue 6 wks SEA 24072
1100-1400

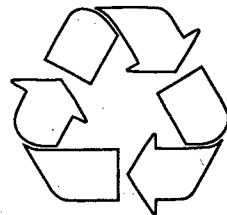
MDIA 1130 **CORELDRAW 1 \$379**

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.

Apr 18 Thr 6 wks BBY CRN 21015
Apr 20 Sat 6 wks BBY 21016
0900-1200

May 23 Thr 6 wks SEA 24073
1100-1400

BCIT's mission
is to provide
British Columbians
with world-class,
job-ready skills
for career success.



MDIA 1170
ADOBE PHOTOSHOP FOR
WINDOWS 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 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
				1300-1600
Jun 1	Sat	6wks	BBY	21031
				0900-1200
Jul 4	Thr	6 wks	BBY	21302
May 22	Wed	6 wks	SEA	24074
				1800-2100

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 link up text blocks, wrap text around an object and more.

May 24	Fri		SEA CRN	24076
				1100-1400

MDIA 2050
PAGEMAKER PC 2 **\$339**

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
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MDIA 2130
COREL DRAW 2 **\$379**

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
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MDIA 2270
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 densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

Jun 1	Sat	6 wks	BBY CRN	21903
				1300-1600

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

MDIA 0001
MULTIMEDIA & THE
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	2wks	BBY	23047
				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
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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
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MDIA 3450
MULTIMEDIA INTENSIVE WORKSHOP **\$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.

Apr 26	Fri	4 wks	BBY CRN	22818
				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 Provider (ISP) selection.

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

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."

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

MDIA 1200
ADVANCED INTERNET **\$375**

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	3 wks	BBY	23640
				0900-1600

MDIA 1350
INTRO TO UNIX BASED
WEB SERVING **\$425**

Have you ever wanted to find out 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 capite in addition give students skills needed in today's competitive market.

Apr 22	M-F	1 wk	BBY CRN	24070
May 20	M-F	1 wk	BBY	24069
Jul 15	M-F	1 wk	BBY	24066
Aug 12	M-F	1 wk	BBY	24067

MEDICAL OFFICE
ASSISTANT
(604) 451-7032

OFFC 1000
ANATOMY AND PHYSIOLOGY **\$312**

Covers human anatomy and physiology.

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

Apr 16	Tue	12 wks	BBY CRN	22650
				1815-2145
Apr 20	Sat	12 wks	BBY	22651
				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.

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

OFFC 1030
OFFICE PRACTICE **\$267**

Introduces MOA administrative duties and professional conduct. Topics include appointment scheduling, reception, charts, filing and medical billing.

Apr 18	Thr	11 wks	BBY CRN	22654
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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.

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

THEY HIRED HER THAT FAST.

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 VOICELINK JOBSERVICES

(604) 432-9675

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

Business

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 Mon 6 wks BBY CRN 23574
Apr 17 Wed 6 wks BBY 23570

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.

May 27 Mon 6 wks BBY CRN 23575
May 29 Wed 6 wks BBY 23576

OFFC 2000 PRACTICUM \$248

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 1 Thr 6 wks BBY CRN 22657
May 30 Thr 6 wks BBY 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 non-supervisory P & IM practitioners as well as students preparing themselves for a career in the P & IM field. In keeping with the needs of the population it serves, this program teaches practical topics in depth and includes case studies and exams which test integration of the concepts to real-life situations.

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.

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

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 \$390

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.

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

CPIC 0172 MANUFACTURING PLANNING/ SCHEDULING \$390

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, set-up 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.

Jun 20 Thr 1 day BBY CRN 22841
0830-1600

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.

Jun 21 Fri 1 day BBY CRN 22842
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 EDIC members. Non-members please check at time of registration for the applicable number.

EDIC 0100 ELECTRONIC COMMERCE: A BUSINESS PERSPECTIVE \$295 (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 1 days BBY
0830-1730

EDIC 0110 INTRODUCTION TO EDI \$495 (non-members \$595)

Provides you with guidelines which will assist you in taking the first steps toward a successful EDI long-term 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

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 result-oriented 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

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

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.



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

- BUSA 1305 Supervisory Skills; or
 BUSA 2005 Management
 COMM 2204 Technical Reports
 FMGT 1152 Accounting for the Manager
 HRMG 2805 Occupational Health and Safety
 OPMT 1102 Basic Mathematics of Finance
 OPMT 1106 Quality Assurance 1 Manufacturing
 OPMT 1187 Project Planning and Scheduling
 OPMT 1188 Management Information Systems
 OPMT 1191 Purchasing
 OPMT 1197 Statistics for Business and Industry
 OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- OPMT 2290 Performance Measurement
 OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives

- COMP 1215 Lotus 1-2-3, level 1 and
 COMP 1216 Lotus 1-2-3, level 2 and
 COMP 1217 Lotus 1-2-3, level 3
 OR:
 COMP 1261 Excel Level 1 and
 COMP 1262 Excel Level 2
 OPMT 1105 Engineering Economics
 OPMT 1107 Quality Management for Service Industries
 ORGB 2205 Organizational Behaviour 1
 OPMT 3306 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 in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the Canadian Association for Production and Inventory Control courses.

Required courses

- BUSA 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 1106 Quality Assurance 1 Manufacturing
 OPMT 1175 Warehouse Management
 OPMT 1191 Purchasing
 OPMT 1192 Inventory Planning and Control or CPIC 1110
 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

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

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality Control (ASQC).

Required courses

- 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 following electives will give additional 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
 COMM 2203 Business Reports; or
 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
 OPMT 3125 Advanced Computer Aided Facility Management (Windows)

Plus electives 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
 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

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 M/W 6 wks BBY CRN 20470
 Apr 15 M/W 6 wks DEC 20471
 Apr 16 T/R 6 wks BBY 20472

OPMT 1106 QUALITY ASSURANCE 1 MANUFACTURING \$248

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

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

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 requirements for design, verification and re-usability of software products.

- Apr 17 Wed 12 wks BBY CRN 23772

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 STATISTICS FOR BUSINESS AND INDUSTRY \$373

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. Students will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting.)

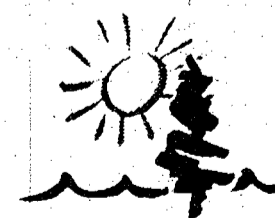
- Apr 15 M/W 9 wks BBY CRN 20481
 Jun 5 M/W/S 5 wks BBY 20480
 M/W 1800-2200 S 0830-1230
 Jun 5 M/W/F 5 wks BBY 20479
 0830-1230

OPMT 1198 INTRODUCTION TO OPERATIONS MANAGEMENT \$248

(formerly Productivity Engineering 1) Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering.

- Apr 15 Mon 12 wks BBY CRN 20482

ENVIRO TIP



Share newspapers and magazines — sustain renewable resources and cut waste!

OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS

\$248

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.

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)

\$248

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

OPMT 2298 BUSINESS PROCESS RE-ENGINEERING

\$248

(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.

Apr 16 Tue 12 wks BBY CRN 20483

OPMT 3342 STATS DESIGN OF EXPERIMENTS

\$248

Basic concepts of statistical experimentation. One-factor experiments, analysis 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

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.

Required courses

BUSA 1305 Supervisory Skills
OPMT 1102 Basic Mathematics of Finance
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)
TDMT 1101 Geography of Trading 1
TDMT 1104 International Trade 1
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

Suggested electives may replace required courses with the approval of the program coordinator

OPMT 1107 Quality Management for Service Industries
OPMT 1175 Warehouse Management I
OPMT 2275 Advanced Warehouse Management
TDMT 3413 Traffic and Transportation Management

Courses Offered in Spring/Summer 1996 Term:

TDMT 1150 DISTRIBUTION 1 (CITT) \$248

Covers transportation regulations; Canadian 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

BCIT

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(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 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.

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.

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.

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

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.

COMP 7651 DATA COMMUNICATIONS PRINCIPLES \$519

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 \$315

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.

Apr 15 Mon 12 wks BBY CRN 20317

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/Thu 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.

Apr 20 Sat* 6 wks BBY CRN 20314
Every Other Saturday
0900-1600

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.

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 \$131

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 Wed 2 wks VCR CRN 22700
May 29 Wed 2 wks VCR 22701

COMP 0260 QUICK TOUR OF EXCEL 5.0 FOR WINDOWS \$65

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 Wed 1 night VCR CRN 22702
Jun 19 Wed 1 night VCR 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 hands-on, the basic tools needed to produce professional-looking documents quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

May 1 Wed 1 night VCR CRN 22704
Jun 12 Wed 1 night VCR 22705

COMP 0270 QUICK TOUR OF ACCESS 2.0 FOR WINDOWS \$65

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 professionally-formatted reports quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

May 15 Wed 1 night VCR CRN 22706
Jun 26 Wed 1 night VCR 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 on-screen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

May 22 Wed 1 night VCR CRN 22713
Jul 3 Wed 1 night VCR 22714

COMP 0285 DENTAL OFFICE SYSTEM/WINDOWS \$275

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.

Apr 16 Tue 10 wks BBY CRN 23757

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.

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
May 5 Sun 3 wks DEC 23592
0900-1600
May 28 Tue 6 wks PMT 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 Wed 6 wks BBY CRN 23523
May 29 Wed 6 wks BBY 23522

COMP 1009 EXPLORING WINDOWS \$254

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.
18 weeks CRN 23524

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 14 wks DEC CRN 22759
0900-1215

Apr 17 Wed 14 wks DEC 22760
1315-1630

COMP 1213 WORDPERFECT 6.1 FOR WINDOWS LEVEL 1 \$351

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 LEVEL 2 \$351

Continues from COMP 1213, Level 1. Covers bullets, 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.

May 30 Thr 6 wks VCR CRN 20274

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.

Apr 17 Wed 4 wks HOL CRN 20263

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.

Jun 12 Wed 4 wks HOL CRN 20265

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.

Jun 13 Thr 4 wks HOL CRN 20268

COMP 1226 PARADOX FOR WINDOWS LEVEL 1 \$351

Provides the necessary skills to create single and multi-table databases in a Windows environment. Also covers the use of forms, queries and reports in database management. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 17 Wed 6 wks VCR CRN 23527

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 WORDPERFECT FOR WINDOWS \$312

Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1006 or 1212.

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.

Apr 15 Mon 6 wks VCR CRN 20281

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-the-art 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 1266

WORD FOR WINDOWS LEVEL 1 \$351
Provides comprehensive coverage of this state-of-the-art 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

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 Wed 6 wks PMT CRN 23541
May 30 Thr 6 wks BBY 22719
Jun 3 Mon 6 wks VCR 22718

COMP 1270

MICROSOFT ACCESS 1 \$351
Begins with an overview of Access and its object-oriented 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 Wed 6 wks BBY CRN 22712
Jun 3 Mon 6 wks PMT 23544

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.

Apr 20 Sat 6 wks BBY CRN 23767
0900-1200

COMP 1281

MICROSOFT POWERPOINT 1 \$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 Mon 6 wks BBY CRN 22721

COMPUTER SYSTEMS (604) 451-6978 (24HRS)

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 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 2 wks BBY 20306
0900-1600

Apr 21 Sun 2 wks DEC 20307
0900-1600

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 2 wks BBY 20246
0900-1600

Jun 23 Sun 2 wks DEC 20247
0900-1600

COMP 1050

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 equivalent.

Apr 16 Tue 6 wks VCR CRN 23526
May 28 Tue 6 wks VCR 23525

COMP 1275

ACCESS DEVELOPMENT \$421
Covers the process of designing applications using the Access Basic programming language. Explores the built-in application design features such as event properties, custom menus and toolbars, controlling program flow, Data Access Objects (DAO), recordsets, error handling and an introduction to SQL. Discusses in-depth coverage of events, modules, procedures and structures. Note: Data Access Objects is a very important aspect to Access. Prerequisite: COMP 1272 and 1401 and 1403 or equivalent experience.

Apr 18 Thr 12 wks BBY CRN 23545

COMP 1401

PROGRAMMING CONCEPTS /METHODS \$312
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.

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
1800-2100

COMP 1403

WINDOWS PROGRAMMING CONCEPTS \$312
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.

Apr 16 Tue 12 wks BBY CRN 20262

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.

Apr 18 Thr 12 wks BBY CRN 20277

COMP 1440

COBOL PROGRAMMING LANGUAGE 1 \$248
Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510.

Apr 18 Thr 12 wks BBY CRN 20289

COMP 1450

PASCAL PROGRAMMING LANGUAGE \$312
Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Apr 15 Mon 12 wks BBY CRN 20291
Apr 16 Tue 12 wks BBY 20292
Jul 9 Tue/Thr 6 wks BBY 20290
1800-2100



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.

Apr 21 Sun 12 wks BBY CRN 23547
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.

Apr 15 Mon 12 wks BBY CRN 20219
Jul 9 Tue/Thr 6 wks BBY 20218
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 6 wks BBY CRN 20275
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 topics are Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/400 security. Prerequisite: COMP 0001 or equivalent.

Apr 18 Thr 12 wks BBY CRN 20276

COMP 1820 HTML AND THE WORLD-WIDE WEB \$254

Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience.

Apr 20 Sat 6 wks BBY CRN 23756
0900-1200

COMP 2425 C PROGRAMMING LANGUAGE 1 \$312

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP (1405 or 1410) and 1450.

Apr 15 Mon 12 wks BBY CRN 20261
Apr 18 Thr 12 wks BBY 20260
Apr 20 Sat 12 wks BBY 23808
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 programming techniques including complex screen handling, multi-user programming and SQL. Prerequisite: COMP 1435 or a thorough knowledge of the FOXPRO 2.x or dBASE IV Command Language.

Apr 17 Wed 12 wks BBY CRN 22723

COMP 2440 COBOL PROGRAMMING LANGUAGE 2 \$248

Continues from COMP 1440. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 1440 or previous programming experience in COBOL.

Apr 15 Mon 12 wks BBY CRN 20302

COMP 2455 SMALLTALK AND OOPS \$312

Explores the exciting and influential trend to OOPs with respect to programmer productivity, graphical interfaces and symbolic programming using Smalltalk, the quintessential OOP Language. Prerequisite: IBM micro experience and a Level 1 programming language and COMP 3670.

Apr 17 Wed 12 wks BBY CRN 23551
Apr 18 Thr 12 wks BBY 23550

COMP 2470 POWERHOUSE PROGRAMMING LANGUAGE 1 \$312

Provides a solid base in programming with this fourth generation language by using all the modules of the language. Prerequisite: Programming experience or one Level 1 programming language.

Apr 16 Tue 12 wks BBY CRN 20296

COMP 2473 DATABASE DEVELOPMENT WITH VISUAL BASIC \$312

Brings together several issues facing programming in a visual medium in this intensive database development course which covers DDE, OLE2, Client/Server issues, building VBX's and more. Addresses documentation and analysis issues. Prerequisite: COMP 1401 and 1403 and Systems Design and at least one PC programming language and Excel and Word basics.

Apr 19 Fri 12 wks BBY CRN 22827

COMP 2605 DATA COMMUNICATIONS CONCEPTS 1 \$248

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Apr 15 Mon 12 wks BBY CRN 20293
Apr 16 Tue 12 wks BBY 20294

COMP 2615 COMPUTER SYSTEMS INTRODUCTION 2 \$248

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615.

Jul 6 Sat 6 wks BBY CRN 20297
0900-1600

COMP 2630 NOVELL NETWARE 386 \$312

Provides a complete overview of the Netware 386 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and OPMT 1188.

Apr 17 Wed 12 wks BBY CRN 20299

COMP 2665 LOCAL AREA NETWORK THEORY \$312

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605.

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.

Apr 17 Wed 12 wks BBY CRN 20311
Apr 19 Fri 12 wks BBY 21515
Jul 9 Tue/Thr 6 wks BBY 21516
1800-2100

COMP 3475 C++ FOR OBJECT-ORIENTED PROGRAMMING \$312

Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. Examples will be drawn from simulation, AI and graphics. Prerequisite: COMP 3425 and 3670.

Apr 16 Tue 12 wks BBY CRN 20310
Apr 18 Thr 12 wks BBY 20309

COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 \$248

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

Apr 17 Wed 12 wks BBY CRN 20312

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 techniques.

Apr 16 Tue 12 wks BBY CRN 21371

COMP 3640 OPERATING SYSTEMS CONCEPTS \$312

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and 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 speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisite: COMP 1001 or 1006 and 2665.

Apr 16 Tue 12 wks BBY CRN 23549

COMP 3670 UNDERSTANDING OBJECTS \$248

Covers object-oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or 3620 or equivalent.

Apr 18 Thr 12 wks BBY CRN 20319

COMP 3710 RELATIONAL DATABASE SYSTEMS \$519

Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710 or 3620.

Apr 15 Mon/Wed 10 wks BBY CRN 20217
Jun 4 Tue/Thr 10 wks BBY 22461
1400-1700

COMP 4425 C PROGRAMMING LANGUAGE 3 \$312

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs and high-quality, error-free software. Prerequisite: COMP 3425.

Apr 19 Fri 12 wks BBY CRN 20303

COMP 4645 ADVANCED UNIX SYSTEMS PROG \$312

Continues from COMP 3645. Covers continuation of technical details of Interprocess Communication (IPC) facilities and a comparative performance of the various facilities. Emphasizes implementation of client-server solutions using C, including connection-based servers and connectionless servers. Prerequisite: COMP 3645. Completion of an advanced C programming course is strongly recommended.

Apr 20 Sat 12 wks BBY CRN 22783
0900-1400

INTERNET WEEKEND SEMINARS

COMP 0401 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

COMP 0405 CREATE/PROGRAM WWW DATABASES \$250

May 4 Sat/Sun 1 wk BBY CRN 23847
0900-1600

COMP 0407 HTML AUTHORIZING \$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:

Quick Tours

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

Please refer to our Main COMPUTER SYSTEMS section for more details about the following courses:

COMP 1403 Windows Concepts/Programming
COMP 2473 Database Development with Visual 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.

SATISFACTION GUARANTEED

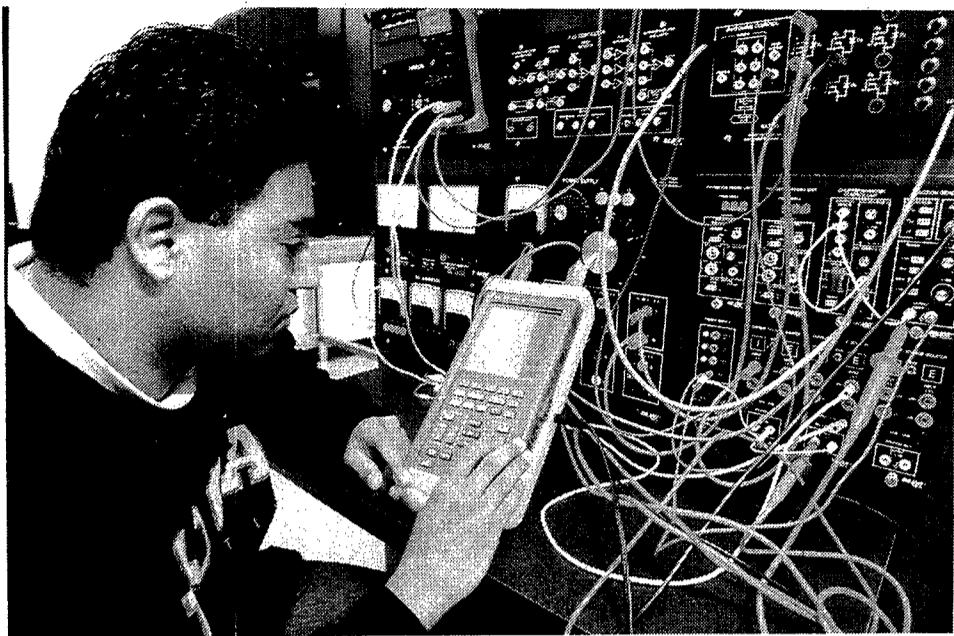
The COMPUTER SYSTEMS TECHNOLOGY stands behind its part-time studies courses. If you are not satisfied with any CST (COMP) course in this flyer, send us a letter within 3 months of course completion (preferably on your company letterhead), and you can repeat any or all of this course without charge!

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.



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 utilizing available software libraries.

Jun 3 M/W/F 6 wks BBY CRN 22670
830-1230

ELEX 2865 (ELEX 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.

Jun 3 M/W/F 5 wks BBY CRN 21274
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 QUALIFICATION REFRESHER \$567
Designed for electricians preparing to write the Electrical Trade Qualification 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
Apr 16 Tue/Thr 10 wks BBY 20836
1830-2130

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 methods and terminology.

Apr 16 Tue/Thr 10 wks BBY CRN 20828
1900-2200

TELC 0107 (TELC 907) ELECTRICAL CODE 2 \$477
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.

Apr 15 Mon/Wed 10 wks BBY CRN 20834
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 Sat 1 day BBY CRN 20912
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.

Apr 27 Sat 1 day BBY CRN 20913
0900-1500

TELC 0111 (TELC 983) CODE REQUIREMENTS FOR GROUNDING AND BONDING \$71
Covers conductor sizing and connection for grounding various electrical systems.

May 4 Sat 1 day BBY CRN 20914
0900-1500

TELC 0112 (TELC 984) CODE REQUIREMENTS FOR PROTECTION AND CONTROL \$71
Covers the installation standard for overcurrent and overload devices, the sizing and selection of various protective devices.

May 11 Sat 1 day BBY CRN 20915
0900-1500

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 approach in the use of rectifiers, SCR's, triacs, computer number systems, and logic gates. Prerequisite: second-year apprentice with AC theory.

Apr 17 Wed 6 wks BBY CRN 23573
1830-2130

TELC 0125 (TELC 924) DC MOTORS \$131
Covers DC motor operation, construction, and operating characteristics of different types of DC motors.

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 single- and three-phase motors.

May 21 Mon/Wed 2 wks BBY CRN 20871
1900-2200

TELC 0127 (TELC 938) AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION \$131
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-handling units and control units.

May 25 Sat 2 wks BBY CRN 20873
0900-1500

TELC 0138 (TELC 939) ELECTRICAL BLUEPRINT READING \$131
Provides an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications.

Mar 2 Sat 2 wks BBY CRN 10439
0900-1500
Jun 1 Sat 2 wks 20890
0900-1500

TELC 0140 (TELC 917) FIRE ALARM SYSTEMS \$131
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 \$391
Designed for salespersons, administrators, managers or 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

TELEX 0130 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.

Apr 30 Tue/Thr 5 wks BBY CRN 21420
1830-2130

TELEX 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 frame, E.S.F.), line coding and signaling methods.

May 7 Tue/Thr 5 wks BBY CRN 23610
1830-2130
Jun 10 Mon-Fri 1 wk BBY 23611
0800-1500

TELEX 0135 NEWBRIDGE 3600 \$800
Introduces the Newbridge Mainstreet 3600 Multiplex system. Covers installation, card configurations and cross connecting of circuits through software programming. Hands-on training will be provided to configure and test a mini-network.

Apr 23 Tue/Thr 5 wks BBY CRN 23612
1830-2130
Jun 3 Mon-Fri 1 wk BBY 23615
0800-1500

Electrical and Electronic Technology

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
1830-2130
May 25 Sat 2 wks 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) 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 of TELX 0175.

Apr 16 Tue/Thr 10 wks BBY CRN 20931
1830-2130

TELX 0177 (TELX 977) ELECTRONICS: DIGITAL DEVICES \$592

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 \$604

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 hands-on 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.

May 7 Tue/Thr 5 wks BBY CRN 22769
1830-2130

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.

Apr 20 Sat 4 wks BBY CRN 20824
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.

May 4 Sat 2 wks BBY CRN 20898
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.

Apr 29 Mon/Wed 5 wks BBY CRN 20872
1900-2200

TELC 0131 (TELC 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.

Jun 15 Sat 2 wks BBY CRN 20917
0900-1500

TELX 0160 (TELX 980) BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES \$167

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.

Jun 8 Sat 2 wks BBY CRN 20938
0900-1500

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
May 27 Mon/Wed 5 wks BBY 21293
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

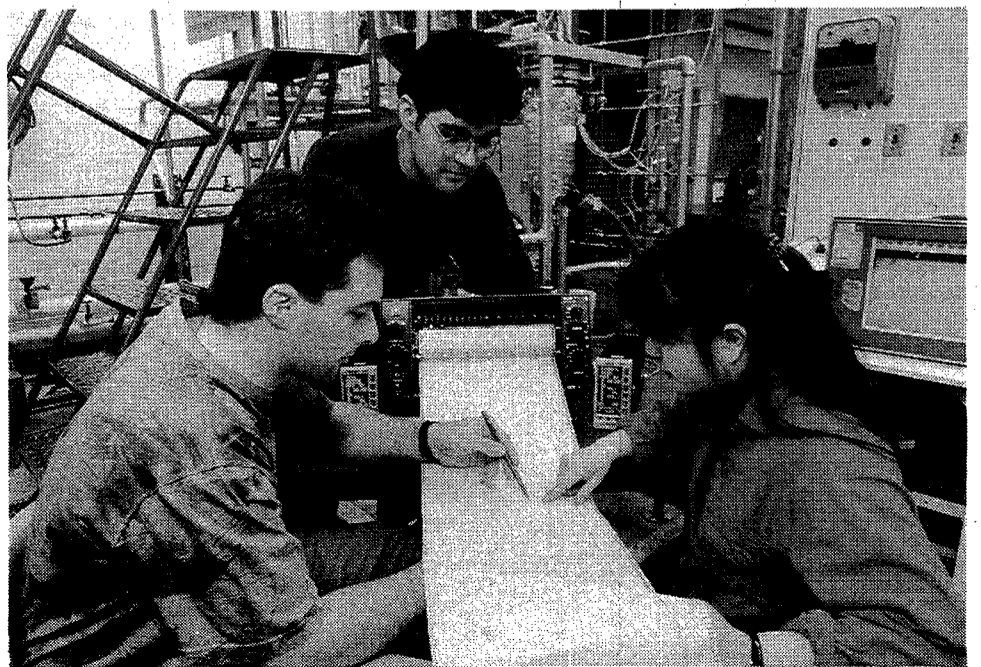
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INSTRUMENTATION

(604) 432-8637

(604) 432-8728

TELX 0122 (TELX 936) INTRODUCTION TO COMPUTERIZED PROCESS CONTROL \$457

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.

Apr 22 Mon 10 wks BBY CRN 20918
1900-2200

TELX 0123 (TELX 937) COMPUTERIZED INDUSTRIAL BOILER CONTROL \$457

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.

Apr 24 Wed 10 wks BBY CRN 20919
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.

Apr 15 Mon 12 wks BBY CRN 20895
1830-2130

TCMP 0120 INTRODUCTION TO NOVELL NETWORK V3.1X \$427

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, network security, running applications and some basic system administration. This is a hands-on practical course; space is limited.

Apr 17 Wed 12 wks BBY CRN 20897
1830-2130

TCMP 0121 ADVANCED NOVELL NETWORK V3.1X \$427

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.

Apr 20 Sat 6 wks BBY CRN 23683
0900-1500

TCMP 0124 INTRODUCTION TO NETWORK 4.X \$427

Builds on current networking knowledge gained in TCMP 0121. Introduces the new features of Network 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 Network 4.X environment and fileserver installation and upgrades.

Jun 1 Sat 6 wks BBY CRN 23684
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

NEW Using Visual Basic 3.0, the basics of object-oriented and GUI programming will be covered 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.

Apr 16 Tue 12 wks BBY CRN 23768
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 1 day BBY 23509
0900-1200

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.

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



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 Engineering 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: icr0010@bcit.bc.ca



Engineering Technology

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:

	ADP	DEGREE
• 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 (AET)

(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:

- 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.

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 \$167

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.

Apr 15 Mon 5 wks BBY CRN 21105
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 \$167

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 Thr 5 wks BBY CRN 23493
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.

Apr 16 Tue 6 wks BBY CRN 23492
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.

Apr 17 Wed 6 wks BBY CRN 20351
1830-2130

CIVW 7750 (CIVW 750) MUNICIPAL WASTEWATER CHARACTERISTICS \$167

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.

Apr 16 Tue 6 wks BBY CRN 23496
1830-2130

CIVW 7754 INDUSTRIAL WASTEWATER TREATMENT 3 \$167

Continuing from CIVW 7753, 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.

Apr 15 Mon 6 wks BBY CRN 23497
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.

Apr 17 Wed 6 wks BBY CRN 23498
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.

Apr 18 Thr 6 wks BBY CRN 22665
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.

Apr 18 Thr 6 wks BBY CRN 23500
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:

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



Engineering Technology

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 utilize 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:

- graduates of an Engineering Technology Diploma Program from BCIT or equivalent institution;
- those who hold degrees in related disciplines.

TMGT 7114 PRODUCT DEVELOPMENT AND MANAGEMENT \$167

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, on-line quality control and management. Completion of TMGT 7111 is recommended.

Apr 20 Sat 3 wks BBY CRN 21292
0830-1630

TMGT 7121 PRINCIPLES OF FINANCE \$167

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.

May 27 Mon 5 wks BBY CRN 23594
1830-2130

TMGT 7142 TECHNOLOGY MANAGEMENT COMMUNICATION \$167

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.

Apr 4 Thr 12 wks BBY CRN 23597
1830-2130

To register, or for information on eligibility, please contact: Robertta Pajunen, Tel. (604) 432-8459, Fax (604) 432-9572.

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.

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 hands-on 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 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 AQS-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 \$167

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 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.

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

BLDG 1930 ARCHITECTURAL FREEHAND DRAWING BASICS \$290

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 \$435

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: AICO 1000.

Apr 10 Wed 12 wks BBY CRN 20932

BLDG 2915 (BLDG 257) HOUSE INSPECTION 1 \$448

Provides students with practical and theoretical 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.

Apr 9 Tue 12 wks BBY CRN 20935

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 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.

Engineering Technology

Mandatory courses:	Credits
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 of all other credits required for the Associate Certificate)

Mandatory Options
At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology Department.

	Credits
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 Molding, 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 multi-process 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.

Apr 23 Tue 4 wks 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 \$203
Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in-depth program in sewers, water mains or roadworks training courses.

Apr 10 Wed 6 wks BBY CRN 20738
1830-2130

PUBW 1112 WATER DISTRIBUTION 1 \$253
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

PUBW 1141 (CIVL 111) MUNICIPAL PLAN READING \$213
Introduces the student to interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Apr 17 Wed 10 wks BBY CRN 20737
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 \$203
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 grammar 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.

Apr 9 Tue 6 wks BBY CRN 20952
1830-2130

PUBW 2102 (CIVL 192) STORM SEWERS 1 \$213
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 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

RENEWABLE RESOURCES (604) 432-8804

RENR 2510 (FSTR 430) LOG RESIDUE AND WASTE SURVEY CERTIFICATION \$433

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 1 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 5 days BBY CRN 24060
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.

Apr 20 Sat 5 wks BBY CRN 21264
0900-1300

GEOMATICS SURVEYING AND MAPPING (604) 432-8992 (604) 432-8521

SURV 1100 (SURV 100) SURVEY FUNDAMENTALS FOR INSPECTORS \$184

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 6 hours of the class are held Saturday May 4, 1996. 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).

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.

Apr 20 Sat 3 wks BBY CRN 23476
0900-1600

SURV 1104 SURVEY INSTRUMENT 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, inverting, 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

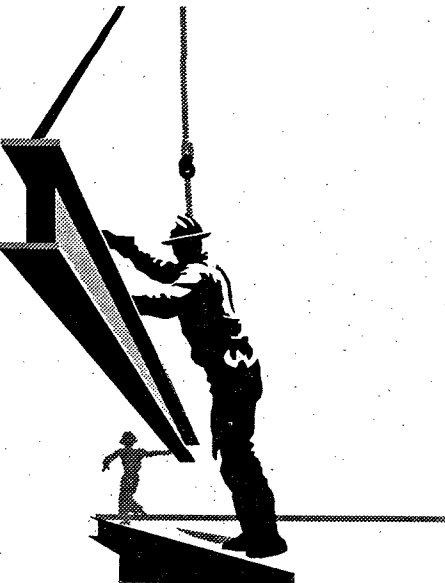
Covers all aspects of the total station in order to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector; data processing and use of computer softwares to produce final plans.

Apr 20 Sat 5 wks BBY CRN 21470
0900-1600

SURV 2105 (SURV 105) CONSTRUCTION SURVEYING TECHNIQUES \$305

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.

Apr 20 Sat 6 wks BBY CRN 20944
0900-1600



Engineering Technology

WOOD PRODUCTS MANUFACTURING

(604) 432-8885

WOOD 1020 LUMBER FINISHING AND SAW TECHNOLOGY \$316

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 \$171**
Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

**MATH 1042 (MATH 122)
LOGARITHMS \$196**
Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

DISTANCE EDUCATION

DISTANCE EDUCATION

**MATH 1043 (MATH 124)
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 \$234**
Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

**MATH 2042 (MATH 222)
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 \$234**
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 \$396**
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)
1992 B.C. BUILDING CODE:
HOUSING (INCL. TEXT) \$353
(without text \$289)**
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.

DISTANCE EDUCATION

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 night school or a full-time program.
- Those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- 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 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.

DISTANCE EDUCATION

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 funding, 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 Branch of the B.C. Forestry Service, now offers a 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.

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format.

TGMT	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

Health Sciences

ENVIRONMENTAL HEALTH

(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 equivalent. **5 credits**

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 equivalent. **3 credits**

Guided Learning CRN 23430
Re-registration
(12-wk extension) \$50 23431

ENVH 5608
HEALTH PROMOTION IN ENVIRONMENTAL HEALTH \$248 + TEXTS \$45

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: HMG1 5180. **3 credits**

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 terminology. No prerequisites. **1.5 credits**

Guided Learning CRN 20900
Re-registration
(12-wk extension) \$50 20902

OCHS 5109
EMERGENCY PREPAREDNESS/RESPONSE \$248 + TEXT \$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 extension) \$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 prerequisites. **1.5 credits**

Guided Learning CRN 20800
Re-Registration
(12-wk extension) \$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 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 CRN 20905
Re-registration
(12-wk extension) \$50 20906

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. **3 credits**

Guided Learning CRN 22792

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.

OCHS 1142
OCHS LEGISLATION \$248
Deals with legislation relevant to the safety field, claims management, safety policies, the concept of Worker's Compensation, the structure of the WCB, appeals procedure, the right to know, the right to refuse and the right to participate. **3 credits**

Guided Learning CRN 20794
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 CRN 22678
Re-registration
(12-wk extension) \$50 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 extension) \$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: OCHS 1461. **3 credits**

Guided Learning CRN 21331
Re-registration
(12-wk extension) \$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**

Guided Learning CRN 23512



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**

Guided Learning CRN 22773

OCHS 3352
NOISE AND VIBRATION LAB \$167
 One week of laboratory sessions to provide training in the use of sound measuring equipment. Prerequisite: OCHS 3351. **2 credits**

July 8-12 1 wk Mon-Fri CRN 23097

OCHS 3359
RISK MANAGEMENT \$248
 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**

Guided Learning CRN 23026
 Re-registration (12-wk extension) \$50 23425

OCHS 3452
OCCUPATIONAL HYGIENE \$411
 This basic course allows the student to identify, monitor, evaluate and recommend control measures for common chemical and physical hazards in the workplace. Explores concepts of permissible levels, radiation, temperatures and pressure extremes.
 Prerequisites: Math 2881 and Phys 2288 or equivalent. **5 credits**

Guided Learning CRN 23644

OCHS 3453
OCCUPATIONAL HYGIENE LAB \$167
 One week laboratory session to provide training in the use of hygiene equipment. **2 credits**

July 15-19 1 wk Mon.-Fri. CRN 23812

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.

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



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) 1900-2200
 SEA ISLAND (SEA) 1900-2200
 PACIFIC MARINE TRAINING (PMT) ... 1900-2200
 MAPLE RIDGE
 (MRC/THC) See course descriptions
 LANGLEY (LLY) See course descriptions

AUTO COLLISION REPAIR/REFINISHING (604) 432-8205

ABOD 0100
**AUTO COLLISION
 REPAIR TQ REFRESHER \$446**

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 10 wks BBY CRN 23624
 1830-2130
 Apr 16 Tue/Thr 10 wks 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

AUTO 2200
**INTRODUCTION TO
 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 \$446**

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, 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 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
INDUSTRIAL MATHEMATICS 1 \$256

Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Apr 15 Mon/Wed 5 wks THC CRN 24056
 1900-2200
 Apr 16 Tue/Thr 5 wks BBY CRN 22761
 1900-2200

AUTOMOTIVE MECHANIC (604) 432-8205

AUTO 0100
**AUTOMOTIVE MECHANICAL
 REPAIR TQ REFRESHER \$446**

Prepares tradespersons for the Provincial Automotive Mechanical 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 10 wks BBY CRN 20560
 1900-2200
 Apr 16 Tue/Thr 10 wks BBY 23435
 1800-2100
 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.

Apr 9 Tue/Thr 7 wks BBY CRN 20568
 1900-2200

AUTO 0106
AIR CONDITIONING 134A RETROFIT \$246

NEW 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 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

AUTO 0125
**AUTOMOTIVE AUTOMATIC
 TRANSMISSIONS \$441**

Upgrades automotive mechanics in automatic transmissions, or apprentices and mechanics seeking employment in this field. Safety glasses and footwear with steel toes required.

Apr 15 Mon/Wed 7 wks BBY CRN 22628
 1830-2130

Trades Training

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.

Apr 16 Tue/Thu 5 wks BBY CRN 20569
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/Thu 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. TQ 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/Thu 7 wks BBY CRN 20570
1830-2130

AUTO 0141 AIRCARE PRACTICAL \$575

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 7 wks BBY CRN 22844
1830-2130

Apr 30 Tue/Thu 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 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 30 Sat 1 day BBY CRN 15246
0900-1700

Apr 20 Sat 1 day BBY 20572
0900-1700

May 18 Sat 1 day BBY 20573
0900-1700

Jun 15 Sat 1 day BBY 23228
0900-1700

AVIATION (604) 278-4831

AVIA 0120 AIR REGULATIONS \$248

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/Thu 5 wks SEA CRN 21081
1900-2200

AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION \$248

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 practices 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/Thu 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 practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list or the pilot who wants a mechanical introduction.

Apr 15 Mon/Wed 5 wks SEA CRN 21084
1900-2200

AVIA 0181 HELICOPTER MAINTENANCE ADVANCED \$248

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 Avionics and as a subject of general interest to anyone involved in aviation.

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.

Apr 9 Tue/Thu 5 wks SEA CRN 21088
1900-2200

AVIA 0240 INTRODUCTION TO GAS TURBINE ENGINES \$248

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 \$248

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/Thu 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/Thu 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/Thu 5 wks SEA CRN 23583
1900-2200

AVIA 0302 AIRCRAFT RADIAL ENGINES INTRODUCTION \$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 0303 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, sub-assembly, final assembly and test. Familiarization and trouble shooting will be stressed in this course.

Apr 16 Tue/Thu 5 wks SEA CRN 23648
1900-2200

AVIA 0323 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 1 wk SEA CRN 23803
1800-2200

Apr 27 Sat 1 wk SEA 23804
0800-1700

May 4 Sat 1 wk SEA 23805
0800-1700

CARPENTRY (604) 432-8556

CARP 0100 CARPENTRY TQ REFRESHER \$465

Prepares students to write the Provincial Carpentry 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.

Apr 13 T/Thu/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/Thu 3 wks BBY CRN 16501
1830-2130

CARP 0110 BLUEPRINT READING FOR CONSTRUCTION \$378

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

Apr 16 Tue/Thu 6 wks BBY 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/Thu 6 wks BBY CRN 20703
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

Trades Training

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.

Apr 18 Thr 6 wks SEA CRN 23672
1900-2200
Apr 23 Tue 3 wks SEA 23673
0800-1500

ACMP 0016 MICROSOFT POWERPOINT ADVANCED \$351

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
1900-2200
May 14 Tue 3 wks SEA 23675
0800-1500

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 Mon 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 6 wks SEA CRN 23677
1900-2200
Apr 13 Sat 3 wks SEA 23678
0900-1600

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 6 wks SEA CRN 23679
1900-2200
May 4 Sat 3 wks SEA 23680
0900-1600

NEW DIESEL ENGINE ELECTRONICS (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)
- 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 state-of-the-art training aids and equipment. Call Shirley Butler at (604) 432-8205 for details.

DRAFTING (604) 432-8556

DRFT 0101 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 7 wks BBY CRN 20792
1730-2030
Apr 16 Tue/Thu 7 wks BBY 20793
1730-2030
Apr 16 Tue/Thu 7 wks THC 24031
1730-2030
Jun 10 Mon/Wed 7 wks BBY 20817
1730-2030

DRFT 0102 DRAFTING 2 \$366

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101 DRAFTING 1.

Apr 15 Mon/Wed 7 wks BBY 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 0101 or instructor evaluation.

Apr 16 Tue/Thu 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/Thu 7 wks BBY CRN 20822
1730-2030

DRFT 0111 DRAFTING SPECIALIZATION: PROCESS PIPING 1 \$366

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

Apr 16 Tue/Thu 7 wks BBY CRN 23484
1730-2030

DRFT 0112 DRAFTING SPECIALIZATION: 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/Thu 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.

Apr 16 Tue/Thu 7 wks BBY CRN 22633
1730-2030

DRFT 0114 RESIDENTIAL DRAFTING 2 \$366

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/Thu 7 wks BBY CRN 22634
1730-2030

DRFT 0131 CIVIL DRAFTING 1 \$366

NEW An introduction to the following areas 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

NEW An introduction to survey calculations, cut and fill, and highway design. Autocad optional. Prerequisite: DRFT 0101 or instructor evaluation.

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/Thu 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/Thu 5 wks BBY CRN 20722
1830-2130

DRYW 0105 STEEL STUD CONSTRUCTION \$396

Covers steel stud and drywall boarding to professional standards. CSA approved work boots with steel toes required.

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.

Apr 18 Thr 14 wks BBY CRN 22762
1830-2130

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 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 hands-on 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/Thu 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/Thu 4 wks BBY CRN 23439
1900-2200

HVAC 0112 ADVANCED HVAC SYSTEMS 2 \$191

Allows working industry tradespeople to sharpen their 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/Thu 4 wks BBY CRN 22630
1900-2200

Trades Training

PPGS 0104
GAS CODE REFRESHER \$280

NEW Provides those working in the gas industry with a review of the current Natural Gas Installation Code and the Gas Safety Code. Prerequisites: 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.

Apr 16 Tue/Thr 5 wks BBY CRN 23749
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.

Apr 15 Mon/Wed 7 wks BBY CRN 20714
1830-2130

PPGS 0110
GAS FITTER B LICENSE \$565

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 14 wks BBY CRN 20715
1830-2130

Apr 16 Tue/Thr 14 wks BBY 20716
1830-2130

PPGS 0116
GASFITTER ELECTRICAL ENDORSEMENT \$120

NEW Provides those working in the gas industry with a review of sections 0, 2, 4, 8, 10, 12, 14, 16, 26, and 28 of the Canadian Electrical Code to prepare them to write a Provincial "Electrical Endorsement" (EE) exam to meet the requirements of the Electrical and Gas Safety Branch. Prerequisites: must have a current class A or B 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
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.

Apr 15 Mon/Wed 14 wks BBY CRN 23062
1830-2130

Apr 16 Tue/Thr 14 wks BBY 20717
1830-2130

PPGS 0125
PLUMBING: RESIDENTIAL \$300

NEW Provides 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 13 Sat 4 wks BBY CRN 20718
0830-1430

PPGS 0140
HYDRONIC SYSTEMS DESIGN CERTIFICATION \$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 Safety Act.

Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials.

Registration in 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 CRN 20153
Correspondence 20152

POWR 0113
FOURTH CLASS PART A
Tutorial CRN 20157
Correspondence 20156

POWR 0114
FOURTH CLASS PART B
Tutorial CRN 20159
Correspondence 20158

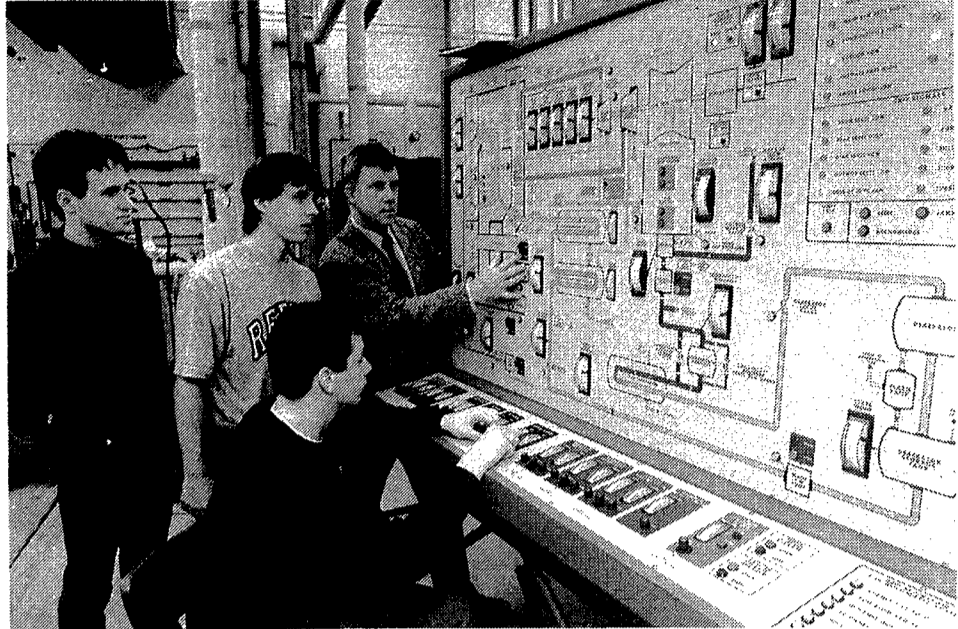
POWR 0115
THIRD CLASS PART A PAPER 1
Tutorial CRN 20163
Correspondence 20162

POWR 0116
THIRD CLASS PART A PAPER 2
Tutorial CRN 20165
Correspondence 20164

POWR 0117
THIRD CLASS PART B PAPER 1
Tutorial CRN 20169
Correspondence 20168

POWR 0118
THIRD CLASS PART B PAPER 2
Tutorial CRN 20171
Correspondence 20170

POWR 0119
SECOND CLASS PART A PAPER 1
Tutorial CRN 20175
Correspondence 20174



POWR 0120
SECOND CLASS PART A PAPER 2
Tutorial CRN 20177
Correspondence 20176

POWR 0121
SECOND CLASS PART A PAPER 3
Tutorial CRN 20179
Correspondence 20178

POWR 0122
SECOND CLASS PART B PAPER 1
Tutorial CRN 20183
Correspondence 20182

POWR 0123
SECOND CLASS PART B PAPER 2
Tutorial CRN 20185
Correspondence 20184

POWR 0124
SECOND CLASS PART B PAPER 3
Tutorial CRN 20187
Correspondence 20186

POWR 0125
FIRST CLASS PART A PAPER 1
Tutorial CRN 20191
Correspondence 20190

POWR 0126
FIRST CLASS PART A PAPER 2
Tutorial CRN 20193
Correspondence 20192

POWR 0127
FIRST CLASS PART A PAPER 3
Tutorial CRN 20197
Correspondence 20196

POWR 0128
FIRST CLASS PART A PAPER 4
Tutorial CRN 20199
Correspondence 20198

POWR 0129
FIRST CLASS PART B PAPER 1
Tutorial CRN 20203
Correspondence 20202

POWR 0130
FIRST CLASS PART B PAPER 2
Tutorial CRN 20205
Correspondence 20204

POWR 0131
FIRST CLASS PART B PAPER 3
Tutorial CRN 20209
Correspondence 20208

POWR 0132
FIRST CLASS PART B PAPER 4
Tutorial CRN 20211
Correspondence 20210

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 air-cooled 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

SMTL 0100
SHEET METAL TQ REFRESHER \$356

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 4 wks BBY CRN 23609
0830-1430

STEEL FABRICATION
(604) 432-8556

STEL 0110
STEEL FABRICATION (BASIC) \$366

Focuses on mathematics, pattern development, blueprint reading, welding and the proper use of industrial machines. Students follow a typical steel fabrication project from initial design to shop production. CSA approved work boots with steel toes required.

Apr 16 Tue/Thr 5 wks BBY CRN 20785
1900-2200

Trades Training

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.

Apr 9 Tue/Thr 5 wks BBY CRN 23479
 1900-2200

Apr 13 Sat 6 wks BBY 20789
 0830-1330

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

WELD 0110
GAS TUNGSTEN ARC
WELDING BASIC \$432
 Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W. on mild steel, stainless steel and aluminum. Students must supply their own 100 per cent cotton coveralls and 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. Examination fees are paid separately.

BCIT's mission is to provide British Columbians with world-class, job-ready skills for career success.

WELD 0121
WELDING INSPECTION
LEVEL 1 PART 1 \$386

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 full-time 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 practices. 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 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.

Apr 16 Tue 14 wks BBY CRN 20728
 1830-2130

TEXP 0113
WOMEN EXPLORING
CONSTRUCTION TRADES \$195

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, Electrical, Joinery, and Painting and Decorating. CSA approved work boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Apr 15 Mon/Wed 6 wks BBY CRN 20784
 1830-2130

PACIFIC MARINE TRAINING CAMPUS (604) 985-0622

Pacific Marine Training offers courses in the following subject areas:

- Marine Engineering
- Nautical
- Safety and Seamanship
- Shipping 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



OPEN HOUSE '96



...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

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A	Certificate and Diploma	Engineering Technology	J	O	Sheet Metal
24-Hour Clock	Program Courses	Entry (ETE) Program	JW Inglis	OCHS Legislation	Site Investigation and Remediation
3D Animation	Certificate in	English as a Second Language	Java Programming	Occupational Diseases	Small Business Development
AC Motors	Human Resource Management	Entrepreneurial Centre	Jobsline	Occupational Health and Safety	Small Business Law
Academic Studies	Management Systems	Environmental	Joinery	Occupational Hygiene	Smartcam
Access	Materials Management	Audits		Office Computer Applications	Software Quality Assurance
Administrative Management	Certificate Program Plastics	Finance	K	Office Hours	Solid Waste Management
Part-Time/Day-Time Courses	Chemical Sciences	Health	Kingston College	One Year Certificate Program	Special Programs
Adobe Illustrator	Chemistry	Management		Featuring Program Flexibility and	(BCIT International)
Adobe Photoshop	Civil and Structural	Environmental Management	L	Workplace-Based Learning	Special Services for
Advanced Database	Class Locations	of Real Estate Assets	Labour Relations	Workplace-Based Learning	International Students
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and Facilities	Course Cancellations	Part-Time Students	Marketing Management		
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AutoCAD	DC Motors	Part-Time Students	Maple Ridge (THC)		
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Business Ethics	Effective Writing	Part-Time Students	Characteristics		
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Carpentry		Part-Time Students			

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

FOUR WAYS TO REGISTER

4 Ways to Register

1. By Mail

(available to all registrants)

Fill in the registration form and send it with your cheque or credit card information to:

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

Sorry, No Postdated Cheques.

2. By Fax

(Available to all registrants)

Fill out this form and fax to (604) 430-1331 or (604) 687-2488.

3. In Person

(Available to all registrants)

Register at the Burnaby, Downtown or Surrey Campuses. Pay by cash, cheque or credit card.

4. By Phone

(Only available to registrants who have previously registered at BCIT.)

Charge to your Visa or MasterCard.

Burnaby Campus: (604) 434-1610

Downtown: (604) 687-4666

Blocked area to be filled in by FIRST-TIME Registrants only!



ASR-1A-IR.94

BCIT STUDENT NUMBER

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.

If known, please enter that number here → _____

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

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

Birthdate: _____ Sex: male female
(day - month - year)

SOCIAL INSURANCE NUMBER (For tax purposes only) _____

Last Name (Family Name) _____

Legal First Name _____

Preferred First Name _____

Middle Name _____

Previous Last Name (e.g. Maiden Name) _____

Street/Box No. _____

Town/City _____ Province _____

Country _____ Postal Code _____

Home Phone (_____) _____ Work Phone (_____) _____

All official BCIT correspondence will be mailed to this address. Please notify the Admissions Department of any change.

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			Site
			Fee	Special Fee	DD	MM	YY	
_____	_____	_____	_____	_____	____	____	____	_____
_____	_____	_____	_____	_____	____	____	____	_____
_____	_____	_____	_____	_____	____	____	____	_____
Textbooks: <input type="checkbox"/> Yes <input type="checkbox"/> No			TOTAL FEES		+	=		

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.

Visa Card Number _____ Expiry Date _____

MasterCard Number _____ Expiry Date _____

full fees paid by you (not available for faxed registration) full fees paid by employer (approval attached) special arrangement (approval attached)

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies.

Your signature goes here → _____ Dated: _____

Your citizenship status is: Landed Immigrant/Permanent Resident
 Canadian Citizen Other (please specify): _____
Country of Citizenship if not Canada: _____

Last Secondary School attended	From:	To:	Grade Completed	B.C. Exam Number (if known)
_____	_____	_____	_____	_____
Post Secondary School(s) attended	From:	To:	Years Completed	Credential Earned
_____	_____	_____	_____	_____

1. BY MAIL

Complete the registration form on this page 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

Office Hours (August 14 - April 27):

Monday to Thursday 0830-1900
Friday 0830-1630
Saturday 0830-1230
Closed Saturday on Holiday Weekends

Summer Hours (April 29 '96 - August 12 '96):

Monday to Friday 0830-1630
Saturday Closed

DOWNTOWN EDUCATION CENTRE
549 Howe Street, Vancouver

Regular Office Hours:

Monday to Thursday 0830-1800
Friday 0830-1630
Saturday Closed

SURREY CAMPUS — PRINCESS MARGARET SENIOR SECONDARY
128 Street & 72nd Avenue, Surrey

Regular Office Hours:

Monday to Thursday 0900-2030
Friday 0900-1530
Saturday Closed

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



If you register before March 15, you are eligible to win a free course. There will be no drop fee if you withdraw before March 15. However, after March 15 the 15 per cent drop fee will be in effect.

