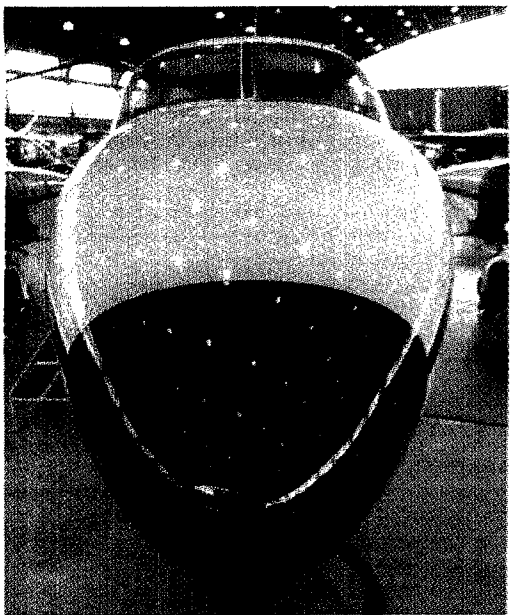
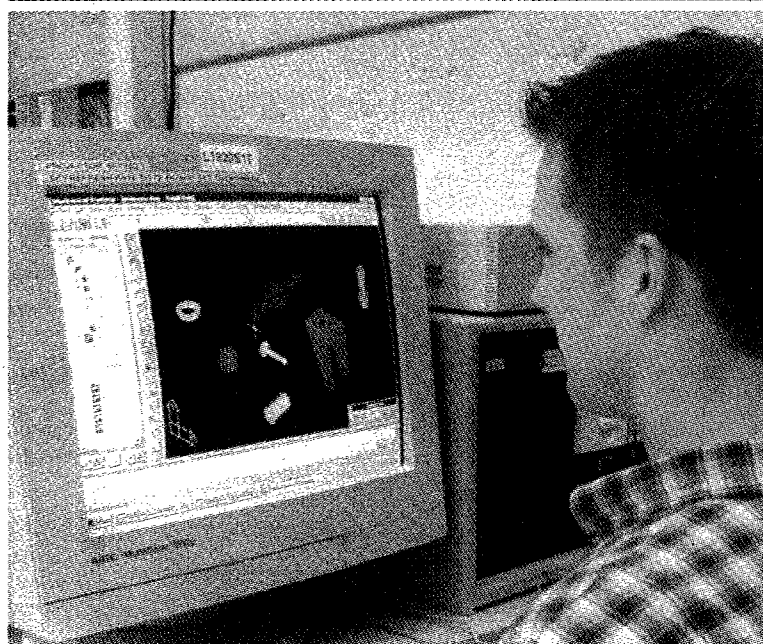




PART-TIME

www.bcit.bc.ca



FALL 1999

Term starts September 13, 1999

Register Now! (604) 434-1610 or 412-7777

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BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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Campus Locations and Office Hours

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

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

Office Hours Registration
Mon-Thr 0830 - 1900 Fri 0830 - 1630
Sat 0830 - 1230 Closed on Holiday Weekends

Summer Hours, April 26 - Aug 14
Mon-Fri 0830 - 1630 Closed on Weekends

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

Office Hours
When classes are in session:
Mon-Thr 0830 - 1800 Fri 0830 - 1630
Mon-Thr 0830 - 1730 Fri 0830 - 1630
Closed on Weekends

Pacific Marine Training campus/PMT (604) 985-0622
265 West Esplanade,
North Vancouver, B.C. V7M 1A5 Fax: (604) 985-2862

Office Hours
Mon-Fri 0830-1530

Sea Island/SEA (604) 419-3777/3704
Vancouver Airport (South Terminal)
Unit 200 - 5301 Airport Road South,
Richmond, B.C. V7B 1B5 Fax: (604) 278-5363

Office Hours
Mon-Fri 0730-1600

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

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

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

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

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

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

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

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

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

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

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

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

Coquitlam Learning Opportunity Centre
103 - 3278 Westwood Street, Port Coquitlam, B.C. V3C 6C7

Class Times

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

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

Classroom Locations

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

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

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

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

Methods of Payment

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

Payments: (604) 432-8732

Confirmation of Registration/Payment

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

Credit Card Declines

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

Course Audit

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

Course Cancellations

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

Refunds

Course refund deadlines vary. 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	By the 2nd class
4 weeks or less	1 week prior to class start date
Distance Education	Before material has been sent

Refund requests must be submitted to Part-time Registration by the refund deadline date. Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. International students please refer to page B2 for refund policy information.

Refund Cheque inquiries only (604) 432-8212

Tax Receipts (T2202A-1999)

An official tax receipt will be mailed by Financial Services on or before February 26. 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.

How to Withdraw from a Course

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

To withdraw from a part-time course prior to the refund deadline date.
Registration and Information (604) 434-1610
or (604) 412-7777

After the refund deadline date.
Student Records: (604) 432-8498

Fees

The total cost of the course includes mandatory fees.

Part-time student activity fee:

- \$3 per course at Burnaby and the Sea Island campus.
 - \$1.30 per course at locations other than Burnaby and the Sea Island campus.
 - \$1 per course for distance education courses.
 - \$2.15 per week for industry services at Burnaby and the Sea Island campus.
 - \$90 per week for industry services courses at other locations.
- A building fee of \$5* per course for courses with less than 3 credits and \$10* per course with 3 or more credits. *to a maximum of \$20 per term

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

Transfer/Change Fee

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

International students should refer to page B2 for information about part-time tuition fees.

Tuition does not include textbooks or material requirements unless indicated.

Miscellaneous Fees

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

Bookstore

(604) 432-8379 Fax: (604) 432-7923 bookstore@bcit.bc.ca
Burnaby Hours - September 1999

Note: BCIT uses the 24 hour clock — take care when reading the Bookstore schedule. e.g.: 1730 means 5:30 p.m., not 7:30. Our message tape is updated bi-weekly. Call (604) 432-8379, option #1, to check on any ad hoc late openings. The bookstore is always closed on Sundays.

The Bookstore is closed Fridays, from June till after Labour Day.

Sept 1	0900-1730	Sept 20	0830-2000
Sept 2	0830-1730	Sept 21	0830-2000
Sept 3 - 6	Closed	Sept 22	0900-2000
Sept 7 - 9	0830-1700	Sept 23	0830-2000
Sept 10	0830-1600	Sept 24	0830-1600
Sept 11	0830-1230	Sept 25	0830-1230
Sept 12	Closed	Sept 26	Closed
Sept 13-16	0830-2000	Sept 27	0830-1900
Sept 17	0830-1600	Sept 28	0830-1900
Sept 18	0830-1230	Sept 29	0900-1900
Sept 19	Closed	Sept 30	0830-1900
Oct 1	0830-1300		

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

Satellite Locations

Complete duplication of services at satellite locations is not possible. Please come in to the Burnaby campus for the texts for your class. All sales final — please read below:

- Books in a technical school can be expensive and are specialized materials. Purchase only if you're positive you need the material. It's best to go to your first class before purchasing — but you can check the booklists in the bookstore to verify information.
- The Bookstore does not sell books for browsing or for reviewing purposes — if you're not sure, please don't buy.

The Three R's of Returns

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

Used Books to Purchase

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

Next Used Book Buyback Opportunity:

September 8, 9, 10	09:00 - 16:00
September 13, 14	16:00 - 19:30

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



Program Advising/Part-time Studies

(604) 434-1610 www.bcit.bc.ca/services_home.htm
Part-time programs are designed to enhance career aspirations. If you are interested in pursuing a Certificate Program, program advisors can assist you in course selection and program planning.

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

At the Burnaby campus, program advisors are available by appointment, with evening appointments available during fall and winter terms. For more information, or to make an appointment, please call us at (604) 434-1610.

Educational Resource Centre for Students with Disabilities

Voice (604) 451-6963 TTY (604) 432-8954
Fax (604) 433-1184 kharvey@bcit.bc.ca

We offer a range of support services for students with disabilities. For more information contact the Educational Resource Centre at (604) 451-6963, Building SW1, Room 2319. See page A6 under Access Courses for a selection of courses available.

Employment Services

(604) 432-8666 bciteps@bcit.bc.ca

FIND WORK! If you're looking for full-time, part-time work on or off campus, pop into Employment Services. We average 200 new job listings each month. Register for BCIT Worksl, Jobline and Ejobs and look for work via the phone or over the Internet from the comfort of your own home. Our resume review service is popular, and will help you build a resume that will get noticed and get results. Combine this with our tips on interview techniques and you'll be sure to get shortlisted for more jobs. Come in and see us. We are located in SW1 1100. Call (604) 432-8666 or email: bciteps@bcit.bc.ca. Office hours are Monday to Friday 0830-1600.

Financial Aid and Awards

(604) 432-8555 Hours 0830-1600 Monday to Friday

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

BCIT Part-time Assistance Application forms and further information on financial assistance for part-time students may be obtained from Financial Aid and Awards Reception, Building SW1, room 2300.

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

First Nations Programs and Services

(604) 432-8474 www.bcit.bc.ca/~stuserv/firstnations/index.htm

FNPS 0103 BBY \$163
FIRST NATIONS CULTURAL AWARENESS



"The Aboriginal People have always been here, and the non-Aboriginal people or their ancestors have been here for the past 500 years. The Aboriginal people are not going anywhere; the non-Aboriginal people are not going anywhere: isn't it time we learned to live together?"

Elder Bob George, Tsleil-waututh Nation

Part of learning to live together means exploring the history all Canadians share, understanding culture, and respecting divergent beliefs and values. This course provides insight into the First Nations experience in Canada upon which the foundation of modern issues are based. The course will examine the history of Aboriginal people, treaty making and self-governance, current legal points of reference concerning aboriginal rights, as well as a window into Aboriginal culture and cultural diversity and challenges facing Aboriginal people and First Nations communities. The course will also examine the challenge we all have to create a society our descendants will be proud to inherit. Course fee includes a traditional Coast Salish Feast.

Oct 5 - Oct 14 Tue/Thr 1830-2130 BBY CRN 61478

Lost and Found

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

Food

(604) 432-8642

There are many food outlets on the Burnaby 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 Café (SE2)		Campus Café (SE12)	
Mon - Thr	0630-2100	Mon - Thr	0700-2100
Fri	0630-1500	Fri	0700-1530
Sat	Closed	Sat	0800-1400
J.W. Inglis (NE1)		Electrical Training Centre (SE1)	
Mon - Thr	0600-2100	Mon - Fri	0700-1430
Fri	0600-1500	Sat	Closed
Sat	0800-1400		
Elephant on Campus		Roadrunner (SW1, Room 2322)	
Mon - Thr	1100-Midnight	Mon - Thr	0730-2100
Fri	1100-0100	Fri	0730-1430
Sat	1200-1800		
Sun	Closed		

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

Library

(604) 432-8370 www.lib.bcit.bc.ca

The BCIT Libraries include the Burnaby Campus Library as well as specialized libraries at the Pacific Marine Training Campus and Sea Island campus. The libraries play a leading role in the educational process by providing the BCIT community with access to current materials using the latest information technology, assistance in retrieving information, and instruction in research methods.

The Burnaby Campus Library has a wide variety of books, periodicals, technical reports, videos, and maps. There are specialized collections of legal materials, standards, Statistics Canada and government publications. The Microcomputer Centre on the Lower Floor is available for student use in preparing reports and spreadsheets and also has Internet access.

The PMTC Library collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials. The Sea Island Campus Library collection specializes in aircraft maintenance and repair, and avionics materials.

The Library has the latest in computerized information including a new Library Catalogue System (accessed from the above Library Web site), Internet, and in-house CD-ROM access. The libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged.

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

Library Hours

Burnaby Campus Library	(604) 432-8557
September to May (subject to change)	
Mon-Thr: 0730-2230	Fri: 0730-1700
Sat-Sun: 0900-1700	
Circulation Desk:	(604) 432-8370
Reference Desk service:	(604) 432-8371
PMTC Library	(604) 985-0622 ext.343
Mon-Fri: 0800-1600	Closed Tue and Thr: 1300-1400
Sea Island Campus Library	(604) 419-3708
Mon-Fri: 0730-1500	Closed daily: 1215-1245

The Now Project

(604) 451-6983 nowproje@bcit.bc.ca

The NOW Project coordinates BCIT's services and programs for Youth Works and Welfare to Work program participants and others receiving income assistance. Services available to prospective and registered students include:

- information on welfare changes related to training
- assessments for upgrading or tutoring
- assistance in navigating your way through the system
- student support groups
- use of computing facilities and resource centre
- one-on-one support
- tutoring and workshops
- referrals and assistance to access BCIT and community services

Drop-in hours for registered clients are 1230 to 1600, Monday to Thursday, in Building SW1, Room 2115. After hours appointments may be available. To book your initial appointment or for more information, call (604) 451-6983.

Student Campus Patrol

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

Parking and Security

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

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

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

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

Fees are subject to change:

Night school: term	\$16.00
Student	
Daily rate:	\$1.50
Jan-May term	\$75.00
Monthly:	\$15.00
Sep-Dec term	\$60.00

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

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

Cashiers' Hours - Subject to change

Mon-Thr	0830-1900	Friday	0830-1630
Sat	0830-1230 - closed on holiday weekends.		

Recreation SAC

(Student Athletic Centre) (604) 451-6859

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

Student Association Services

(604) 432-8600

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

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

Student Association Phone Numbers

Main office/Reception	(604) 432-8600
Brown Bag Restaurant	(604) 434-5734, local 5082
Campus Travel	(604) 451-7042
Car Pooling	(604) 451-7060
Child Care	(604) 432-8919
Copy Centres	(604) 432-8757 or 451-7039
Campus Crimestoppers	(604) 669-TIPS
Desktop Publishing	(604) 432-8368
Duke's Cappuccino	(604) 435-8757
Elephant on Campus	(604) 434-4448
Environmental Education	(604) 451-7060
Legal Aid	(604) 432-8600
Link Newspaper	(604) 432-8974
Open House	(604) 451-6855
Orientation Handbook	(604) 432-8974
Recreation and Athletics	(604) 432-8287
Scholastic Insurance	(604) 432-8413
Sook's	(604) 433-2079
Take Pride	(604) 451-6922
TNT Convenience Store	(604) 451-7040
TNT Store	(604) 432-8889
Toasmasters	(604) 432-8765
Tutoring	(604) 451-6915
Vending Operations	(604) 432-8600
Video Arcade	(604) 432-8601
Work Study	(604) 432-8549

Alumni Association

(604) 432-8847 alumni@bcit.bc.ca www.bcit alumni.org

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

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

access knowledge.

apply for admission on-line - career information - former student follow-up reports



Centre For Education Information

CEISS - Centre for Education Information Standards and Services Society

www.ceiss.org
ph. (250) 413-4400



Register today! www.bcit.bc.ca • 434-1610 • 412-7777

Chemistry

(604) 432-8551

ksoulsbu@bcit.bc.ca

The Chemistry division of Academic Studies offers a Pre-Entry Chemistry course for those who require an upgrade in Chemistry. For information about this course please refer to the Access Courses, pages A6 and A7.

CHEM 3319 HIGH PERFORMANCE LIQUID CHROMATOGRAPHY

BBY \$328

Teaches the use of high performance liquid chromatography in solving organic analysis problems relating to food, clinical and environmental concerns. Course covers separation theory, instrument operation, troubleshooting, quality and quantify analysis applications and sample preparation. Laboratory exercises demonstrate the principles in the lectures. Class is limited to 12 students. Prerequisite: An introductory organic chemistry course. (1.5 credits)

Sep 15	Wed	1845-2145	8 wks	BBY	CRN	61626
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Access Courses

Access courses, offered through the division, are individual day or night courses available for students who lack the necessary prerequisite to apply for their chosen technology programs, or for those who wish to prepare for a full-time program workload by reviewing the academic prerequisites. For a complete listing of Access courses offered through Part-time Studies at BCIT, please refer to the Access Courses, pages A6-A7.

Communication

(604) 451-7065

ccook@bcit.bc.ca

COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION

BBY \$258 DTC \$256.30

Teaches practical techniques for planning, organizing, selecting, and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, summaries, and oral presentation are covered. Prerequisite: English 12 or equivalent. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	60848
Sep 15	Wed	1845-2145	12 wks	BBY		32975
Sep 16	Thr	1730-2030	12 wks	DTC		32974
Sep 16	Thr	1845-2145	12 wks	BBY		32979

COMM 2202 BUSINESS AND TECHNICAL CORRESPONDENCE

BBY \$258

Teaches the skills needed to write 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 before taking this course. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	60847
Sep 16	Thr	1845-2145	12 wks	BBY		32980

COMM 2203 BUSINESS AND TECHNICAL REPORTS

BBY \$258

Teaches the skills needed to write effective business and technical reports. Topics include comparison and recommendation reports, proposals, feasibility studies, summaries, formal report format, oral reports, and graphics. Prerequisite: English 12 or equivalent. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32982
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COMM 2205 WRITING MANUALS FOR THE COMPUTER INDUSTRY

BBY \$187

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. Students in a BCIT Diploma Program must complete COMM 1103 before taking this course. (1.5 credits)

Sep 21	Tue	1845-2145	6 wks	BBY	CRN	32989
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Business and Industry Courses

(604) 451-7065

ccook@bcit.bc.ca

COMM 0035 INTER-CULTURAL COMMUNICATION

BBY \$187

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. Learn the fundamentals of cross-cultural communication through brief lectures and readings, case studies, writing, videos, discussions and role-plays. Emphasis on the cultures of the Pacific Rim.

Sep 11	Sat	0900-1600	3 wks	BBY	CRN	38449
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COMM 0037 SUCCESSFUL MEMOS AND LETTERS

BBY \$187

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.

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	32970
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COMM 0038 PROPOSALS - SELLING IDEAS

BBY \$187

Develops a strategic approach to writing proposals that sell! Discussion will cover the design, development, and revision phases in producing effective proposals. You will also learn to develop professional graphics to enhance presentations. Participants are encouraged to write proposals based on their work.

Sep 15	Wed	1845-2145	6 wks	BBY	CRN	32972
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COMM 0039 EXCITING PRESENTATIONS

BBY \$187

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.

Oct 19	Tue	1845-2145	6 wks	BBY	CRN	32997
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COMM 0040 MAKING MEETINGS WORK

BBY \$187

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.

Oct 20	Wed	1845-2145	6 wks	BBY	CRN	32999
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COMM 0041 TELEPHONE TECHNIQUES

BBY \$81

You will learn techniques for effectively dealing with customers, clients, and colleagues. Learn how to handle complaints and difficult calls. The course involves discussion, problem solving, and practice.

Sep 18	Sat	0900-1600	1 wk	BBY	CRN	37307
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COMM 0042 WRITE TO SELL - BROCHURE DESIGN

BBY \$187

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.

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	37011
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COMM 0043 COPYWRITING THE RIGHT COPY

BBY \$187

Everything you need to know about getting to your audience in ads, flyers, newsletters, and broadcast media. Learn how to write prose like the pro's in a hands-on workshop that will show you how to sell your products, services, or ideas anywhere.

Oct 19	Tue	1845-2145	6 wks	BBY	CRN	37012
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COMM 0056 LANGUAGE SKILLS DEVELOPMENT

BBY \$140

This flexible, non-credit tutorial offers individual and small group practice with reading, writing, listening, and speaking, with a focus on language training. Designed to provide assistance to students who are already enrolled in a first-year communication course.

Oct 13	Wed	1200-1400	6 wks	BBY	CRN	61046
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General Interest

(604) 451-7065

ccook@bcit.bc.ca

COMM 0022 ENGLISH FUNDAMENTALS

BBY \$253

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

Sep 22	Wed	1845-2145	12 wks	BBY	CRN	32993
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Engineering Technology Entry (ETE) and Technology Entry with English Language Training (TEWELT)

These full-time day school programs are offered through the Academic Studies division and provide academic upgrading to students wishing to enrol in engineering, health and electronics programs at BCIT. For more information about ETE and TEWELT, please refer to the Access Courses, pages A6-A7.

Forensic Science Technology

(604) 451-7178

echan@bcit.bc.ca

FSCT 5003 SCIENCE, TECHNOLOGY AND THE LAW

DTC \$356.30

Deals with the usefulness as well as the limitations of forensic evidence, the basis of its admissibility and the importance that the scientific analysis be effectively communicated to the tier of fact in the criminal trial process. Each student will participate in a particular role in developing, examining or cross-examining Crown or defense expert witnesses during the trial of an accused charged with First Degree Murder. Prerequisite: FSCT 5001, 5002 or equivalent, or permission of instructor and program head. (2.0 credits)

Sep 18	Sat	0900-1200	10 wks	DTC	CRN	60159
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FSCT 6006 FORENSIC INTERVIEWING

JIBC* \$356.30

The outcome of most investigations usually depends on the information supplied by victims, witnesses and suspects to an investigator. Investigators will learn the techniques available for interviewing to obtain proper, informative and legal statements that will both aid the investigation and be acceptable to the court. Prerequisite: Investigative experience as a member of a law enforcement team. Basic computer skills an asset. (2.0 credits)

Nov 27	Sat	0830-1600	4 wks	JIBC*	CRN	60161
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*Classes held at the Justice Institute of British Columbia (JIBC)

FSCT 6007 PROJECT MANAGEMENT FOR INVESTIGATIONS

JIBC* \$406.30

Provide instruction in teams and project management. These concepts will develop a holistic organized approach to conduct complex criminal or civil investigations. Prerequisite: FSCT 5001 and 5002, or equivalent. Relevant work experience and permission of Instructor and program head. (2.5 credits)

Sep 13	Mon	1830-2130	12 wks	JIBC*	CRN	61688
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*Classes held at the Justice Institute of British Columbia (JIBC)

FSCT 6104 COMPUTER APPLICATIONS IN POLICING

BBY \$433

Provides an overview of computer crime, and some investigative techniques used by forensic investigators; use of computers to enhance community services; crime and the Internet; and: social implications of information technology and computers. Investigators will be able to make intelligent decisions when confronted with computer-based crime, or when assisting their agencies to work with the community. Prerequisite: FSCT 5001, 5002. Investigative experience. Basic computing experiences at the user level (i.e. word processing) and online experience helpful. (2.5 credits)

Sep 15	Wed	1830-2130	12 wks	BBY	CRN	61681
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FSCT 6201 FORENSIC PATHOLOGY

DTC \$306.30

Provides the basic legal and scientific factors relevant to forensic pathology. The medical examiner and coroner system will be examined. The course also focuses on post-mortem determinations and the presentation of pathological findings as evidence in court. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of Instructor or program head. (1.0 credit)

Nov 27	Sat	0900-1500	3 wks	DTC	CRN	61682
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FSCT 6302 FORENSIC CHEMISTRY: DRUG ANALYSIS

BBY \$433

An introduction to the chemistry and analytical requirements for the testing of illicit and controlled drugs, through experiments in the synthesis and the characterization of drugs. Learn how to use various chemical tests, isolation and purification techniques, chromatographic and spectroscopic techniques. Other experiments relate to clandestine laboratories and Toxicological Screening in body fluids. Prerequisite: FSCT 5001, 5002, or 6102 or equivalent. Post secondary chemical science courses, or relevant work experience. Permission of instructor or program head. (2.5 credits)

Sep 16	Thr	1830-2130	12 wks	BBY	CRN	61687
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FSCT 6304 DRUG RECOGNITION EXPERT COURSE 1

BBY \$408

Covers Standardized Field Sobriety Testing and Pre-Drug Recognition Expert Training, to detect impairment by alcohol, drugs or the combined effects. Each student who successfully completes the course will receive a certificate from the U.S. Government National Highway Traffic Safety Administration. Prerequisite: Law Enforcement Officer, or relevant work experience or permission of instructor and program head. (2.5 credits)

Sep 22	Wed	1830-2130	12 wks	BBY	CRN	60141
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FSCT 6404 FINGERPRINT IDENTIFICATION

BBY \$463

Focuses on fingerprint individualization. Topics will include the history of fingerprints, friction skin development, impressions, the Henry Classification System, the Auto-Class Classification System, fingerprint individualization, palm print individualization, crime scene examination, chemical techniques, Criminal Acts, and expert witnesses. Prerequisite: FSCT 5001 and 5002, or equivalent. Post secondary science courses or relevant work experience. Permission of instructor and program head. (3.0 credits)

Sep 16	Thr	1830-2200	13 wks	BBY	CRN	61686
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FSCT 6406 FORENSIC VIDEO TECHNOLOGIES

DTC \$406.30

An in-depth analysis of the uses and evidentiary value of videotape. Through site surveys, students will discover contemporary video surveillance technologies and techniques. Students will interpret recent Supreme Court decisions. Students will be challenged to look for video at every crime scene; learn how to use it, and how to apply proper rules of evidence in order to protect it for court. Prerequisite: FSCT 5001 + 5002 or equivalent. Relevant work experience and permission of program head. (2.5 credits)

Sep 20	Mon-Fri	0900-1715	1 wk	DTC	CRN	61679
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FSCT 6408 TRAFFIC COLLISION INVESTIGATION

JIBC* \$461.30

Develops an awareness and necessary skills to conduct a traffic collision investigation at the scene, with emphasis on evidence gathering techniques and the importance of physical evidence in traffic collision analysis, reconstruction and litigation. Prerequisite: FSCT 5001, 5002 or equivalent. Post secondary physical science course or relevant work experience and permission of program head. (3.0 credits)

Oct 16	Sat/Sun	0830-1730	3 wks	JIBC*	CRN	61678
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*Classes will be held at the Justice Institute of British Columbia

FSCT 6504 INTERNET FOR INVESTIGATION

BBY \$458

Designed for investigators who need to use the Internet to search more aggressively and use information more carefully than the general public. It covers not only technical issues, but includes how to formulate good search strategies and how to make sense of the results. Instruction is facilitated by an online course manual - a specialization Web site - created specifically for the course which students can access in the lab or at home. (2.5 credits)

Sep 14	Tue	1830-2130	12 wks	BBY	CRN	60167
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FSCT 6606 SECURITIES INDUSTRY CRIME

JIBC* \$356.30

Introduces the various Criminal Code and Securities Act infractions particular to the Canadian stock exchanges and markets and to the techniques used by the white collar crime investigator to identify, investigate and prosecute these offences. Attention will mainly focus on offences relating to Canada's junior markets including current and emerging trends. The roles of Securities Commission and Stock Exchange investigators will also be explored. Prerequisite: FSCT, 5001, 5002, 5003, 5004 and accounting course or securities industry related course an asset. (2.0 credits)

Sep 14	Tue	1830-2130	10 wks	JIBC*	CRN	61680
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Mathematics

(604) 451-6709

clawrenc@bcit.bc.ca

The Mathematics division of Academic Studies offers pre-entry and refresher mathematics courses for those who require an upgrade. For more information about these courses, please refer to the Access Courses, pages A6 and A7.

MATH 1011 TECHNICAL MATHEMATICS 1: TRIGONOMETRY

BBY \$258

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 formulas, trigonometric equations and inverse functions. Prerequisite: Recent Math 12 or MATH 0001, or equivalent, with a "C+" or better. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	33009
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MATH 1012 **BBY \$258**
TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY
 Theory and application of common and natural logarithms and an introduction to analytic geometry. It covers plotting, interpolation, use of log graphs; geometric and practical properties of conic sections; polar/rectangular transformations. Prerequisite: Recent Math 12 or MATH 0001 or equivalent, with a "C+" or better. (3.0 credits)
 Sep 15 Wed 1845-2145 12 wks BBY CRN 33010

MATH 1434 **BBY \$447**
MATHEMATICS FOR ELECTRONICS: PART A
 The first of two parts which includes: logarithms, decibels, exponential growth and decay, linear equations, trigonometry, complex numbers, phasors, and applications to electrical technology. Differential calculus is introduced. MATH 1434(A) and MATH 1435(B) replace MATH 1431. Prerequisite: Recent Math 12 or 65 per cent or higher in MATH 0001, or equivalent. (4.0 credits)
 Sep 13 Mon/Wed 1845-2145 11 wks BBY CRN 33011

MATH 2011 **BBY \$506**
TECHNICAL MATHEMATICS 3: CALCULUS
 Introduces calculus and its technical applications involving the differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. Emphasizes the application of calculus in solving Engineering technology problems. Prerequisite: MATH 1011 and MATH 1012, or equivalent. (6.0 credits)
 Sep 14 Tue/Thr 1845-2145 12 wks BBY CRN 33013

Physics
 (604) 412-7446 fdispini@bcit.bc.ca
 The Physics division of Academic Studies offers an access and refresher physics course for those who require an upgrade. For more information about these courses please refer to the Access Courses below.

PHYS 1301 **BBY \$588**
GENERAL PHYSICS 1
 Topics covered include translational and rotational kinematics and dynamics, Newton's laws, equilibrium, work, energy, power, properties of solids and fluids. This course is equivalent to general level first term physics courses at BCIT. Prerequisite: Physics 11 and Math 12 or Applied Math 12 or equivalent. (6.0 credits)
 Sep 8 Mon/Wed 1845-2145 14 wks BBY CRN 33003

PHYS 2301 **BBY \$588**
GENERAL PHYSICS 2
 Topics covered include heat, wave phenomena, electrostatics, electric circuits, magnetism and electromagnetic induction. This course is equivalent to general level second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent. (6.0 credits)
 Sep 7 Tue/Thr 1845-2145 14 wks BBY CRN 35869

ACCESS COURSES (PRE-ENTRY)

Career, Educational and Personal Development

(604) 434-1610 www.bcit.bc.ca/services_home.htm

CEPD 0100 **BBY \$35**
INTRODUCTION TO CAREER PLANNING
 If you are considering BCIT, are undecided about your career choice and would like to learn more about career planning process, this two-hour course will introduce you to steps in the career planning process, exploring interests and researching career/educational options. This course is taught by a professional counsellor.
 Sept 3 Fri 1000 - 1200 BBY CRN 38582
 Oct 1 Fri 1000 - 1200 BBY 38583
 Nov 4 Thurs 1800 - 2000 BBY 38584
 Dec 3 Fri 1000 - 1200 BBY 38585

CEPD 0101 **BBY \$188 DTC \$186.30**
CAREER TESTING
 If you want to explore your career options by writing a series of standardized tests, this eight-hour course will assist you to access information to identify your interests, aptitudes, values and personal style and to develop a summary profile for career and lifestyle planning. This course is conducted by a professional counsellor. Group test interpretations are provided. Individual career testing assistance may be available for a fee and on request to Counselling Services at (604) 434-1610.
 Sept 25/Oct 2 Sat 0900 - 1300 BBY CRN 38586
 Nov 6/13 Sat 0900 - 1300 DTC 38587

CEPD 0103 CAREER TRANSITIONS
 Designed for groups of workers or companies experiencing restructuring or downsizing. For more information call Counselling Services at (604) 432-8435.

HRMG 0315 **BBY \$238 DTC \$236.30**
CAREER SEARCH WORKSHOP
 Designed for students who want to explore and research career options. Students explore choices by writing tests, accessing current information and resources and learning how to specify goals to make a career change. This 12-hour course covers interests, aptitude and values, clarification and testing, career and educational opportunities, decision-making and goal setting, and implementation. This course is taught by a professional counsellor.
 Sept 14 Tues 1730 - 2030 4 wks DTC CRN 38589
 Oct 14 Thurs 1845 - 2145 4 wks DTC 38590
 Nov 10 Wed 1845 - 2145 4 wks BBY 38591

CEPD 0103
CAREER TRANSITIONS
 This program of tests and activities designed for groups of workers or companies experiencing restructuring or downsizing. Call Counselling Services at (604) 434-1610 for more information.

CEPD 0200 **BBY \$35**
BCIT PREPARATION: EARLY ORIENTATION
 This course is an early orientation for students accepted into BCIT's courses. Topics will include introduction to factors in student success, study skills, time and stress management, and accessing support and assistance at BCIT.
 Oct 15 Fri 1000 - 1200 BBY CRN 60105
 Dec 9 Thr 1830 - 2030 BBY 60111

Oh no! You cancelled the course?

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

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

Educational Resource Centre for Students with Disabilities

Voice (604) 451-6963 TTY (604) 432-8954
 Fax (604) 433-1184 kharvey@bcit.bc.ca

We offer a range of support services for students with disabilities. We also offer the Learning for Success program that provides instruction in learning strategies that can be applied in any environment where structured learning is required. The program features formal classroom instruction and access to the Learning Centre for individual assistance.

Fall Term (Classes Sept 9 - Dec 2/99)
 Students can enrol in 1 - 4 modules for strategy instruction in the resource lab. Enrolment is on a continuous intake basis.

BCIT 0141 **BBY \$100**
LEARNING FOR SUCCESS: STRAND 1
 Instruction in academic reading strategies.
 Sept 9 Tue/Thr 1630-1830 34 wks BBY CRN 39882

BCIT 0142 **BBY \$100**
LEARNING FOR SUCCESS: STRAND 2
 Instruction in vocabulary development and memory strategies.
 Sept 9 Tue/Thr 1630-1830 34 wks BBY CRN 39883

BCIT 0143 **BBY \$100**
LEARNING FOR SUCCESS: STRAND 3
 Instruction in critical thinking, concentration, listening, note taking, and writing skills.
 Sept 9 Tue/Thr 1630-1830 34 wks BBY CRN 39884

BCIT 0144 **BBY \$100**
LEARNING FOR SUCCESS: STRAND 4
 Instruction in time management, study strategies, test-taking strategies, and enhancing academic confidence.
 Sept 9 Tue/Thr 1630-1830 34 wks BBY CRN 39885

Access Courses (Pre-entry)

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

Chemistry
 (604) 432-8551 ksoulsbu@bcit.bc.ca
CHEM 0001 **BBY \$473**
PRE-ENTRY CHEMISTRY

Presents an upgrading course for those whose background in chemistry is weak, or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010, offered with the ETE day school program. CHEM 0010 accepts part-time studies enrolment, space permitting.
 Sep 14 Tue/Thr 1845-2145 12 wks BBY CRN 33015

Pre-entry Communication
 (604) 451-6893 nabraham@bcit.bc.ca
COMM 0009 **BBY \$529 DTC \$527.30**
COMMUNICATION PLACEMENT

Before you can be enrolled in a Pre-entry Communication course (COMM 0003, 0004, 0005 or 0008), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. All students, including students who have passed COMM 0003 or COMM 0004, need to enrol in COMM 0009 Communication Placement and write a two-hour assessment test, to determine their eligibility for registration in a Pre-entry Communication course. The \$529 OR \$527.30 fee covers the cost of the COMM 0009 exam AND one Pre-entry Communication course. You can write the COMM 0009 test on any of the following days (Please register in COMM 0009 BEFORE the test date):
 07 Sep Tue 1330-1630 1 session BBY CRN 35824
 27 Oct Wed 0830-1130 1 session DTC 38931

Pre-entry Communication Courses
 Once you write the COMM 0009 COMMUNICATION PLACEMENT test, you will be placed in one of following three levels of courses: COMM 0003, 0004 or 0005/COMM 0008.

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

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

11 Sep	Sat	0830-1530	14 wks	BBY
13 Sep	Mon/Wed	1800-2200	11 wks	BBY
13 Sep	Mon-Thr	0830-1230	6 wks	DTC
13 Sep	Mon-Thr	1300-1700	6 wks	DTC
14 Sep	Tue/Thr	1300-1700	11 wks	DTC
14 Sep	Tue/Thr	1800-2200	11 wks	BBY
17 Sep	Fri	0830-1530	14 wks	DTC

COMM 0003
WRITING, SPEAKING, LISTENING, AND READING SKILLS FOR TECHNICAL COMMUNICATION FOR SECOND LANGUAGE STUDENTS
 Gives students the writing, speaking, listening, and reading skills needed to succeed in BCIT's other pre-entry courses. Students practice grammar skills and language structures useful for technical communication. A grade of 65 per cent and a passing grade in the Communication Placement Exam meet the prerequisite for COMM 0004.

COMM 0004
TECHNICAL COMMUNICATION SKILLS FOR SECOND LANGUAGE STUDENTS
 Prepares students whose English language skills need upgrading to enrol in COMM 0005. Focuses on paragraph writing for technical communication. Students prepare and interpret graphics; write classification, cause and effect, and comparison paragraphs; and make oral presentations. A grade of 65 per cent and a passing grade COMM 0009 meet the prerequisite for COMM 0005.

COMM 0005
TECHNICAL ENGLISH AND LEARNING SKILLS FOR SECOND LANGUAGE STUDENTS
 Prepares students whose first language is not English, but have good writing and speaking skills. Learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade you need for your program choice.

COMM 0008
TECHNICAL ENGLISH AND LEARNING SKILLS
 Prepares students whose first language is English for entry into BCIT full-time programs. Learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade you need for your program choice.

COMM 0011 **DTC \$198.30**
EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)
 Learn how to give more effective presentations at school and in the workplace. This course is designed for speakers of English as an additional language who want to improve their presentation and listening skills. Your presentations will be videotaped to evaluate your progress and get feedback. Prerequisite: A high level of fluency in English.
 Oct 4 Mon 1730-2030 8 wks DTC CRN 38928

COMM 0012 **BBY \$200 DTC \$198.30**
ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)
 Learn how to write clear and correct letters, memos, and e-mail. Designed for professionals who speak English as an additional language and who would like to improve their written communication skills. Bring copies of workplace documents so your instructor can give you feedback on your writing. Prerequisite: A high level of fluency in English.
 Oct 5 Tue 1845-2145 8 wks BBY CRN 38930
 Oct 5 Tue 1730-2030 8 wks DTC 38929



Mathematics

(604) 451-6709

clawrenc@bcit.bc.ca

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

An upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science and Computer Systems Technology. Prerequisite: "C" or better in Math 11, or equivalent.

Sep 1	Mon/Wed	1845-2145	15 wks	BBY	CRN	33007
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MATH 0011**BBY \$239****TECHNICAL MATHEMATICS INTRODUCTION PART 1**

This course, along with Math 0012, is equivalent to MATH 0001. It presents the first half of MATH 0001, and will run in tandem with it. Prerequisite: "C" or better in Math 11, or equivalent.

Sep 1	Mon/Wed	1845-2145	7 wks	BBY	CRN	39011
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MATH 0012**BBY \$239****TECHNICAL MATHEMATICS INTRODUCTION PART 2**

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

Nov 1	Mon/Wed	1845-2145	7 wks	BBY	CRN	39012
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Physics

(604) 412-7446

fdispiri@bcit.bc.ca

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

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65 per cent or higher in this course meets the prerequisite for programs specifying a "C+" in Physics. This course is also offered with the ETE day school program, and accepts part-time studies enrolment, space permitting. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

Sep 2	Tue/Thr	1845-2145	15 wks	BBY	CRN	33004
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Engineering Technology Entry (ETE) Upgrading Program

(604) 451-6815

mhempl@bcit.bc.ca

This full-time day school program provides academic upgrading to students who wish to enrol in Engineering, Health Science and Electronic programs at BCIT. The ETE program provides courses in chemistry, communication, mathematics and physics, which meet prerequisites in selected programs at BCIT. The program also includes an introductory course in computer applications and a learning skills course.

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

enrol, but are expected to take all other courses in the program.

All ETE courses accept some part-time studies enrolment, space permitting. This full-time program is designed to emulate the workload of subsequent programs, familiarize the student with BCIT and provide academic and study skills to enable a student to succeed in subsequent programs.

Some programs have prerequisite requirements not offered by the 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 may be provisionally accepted into an Engineering, Electronic, or Health Science program in a subsequent term, subject to satisfactory completion of the ETE program with marks equivalent to program prerequisites. Marks required vary with the 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.

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 Principles of Mathematics or Applications of Mathematics 11 or the equivalents, with a C or better, completed within eight years of application date. ETE is eligible for assistance funding.

Technology Entry with English Language Training (TEWELT) Upgrading Program

This program runs concurrently with the ETE January Intake. Computer literacy, math and physics lectures are common courses with ETE, but TEWELT has its own extended communication course, which focuses on skills needed for students who require English language training. It also features team teaching between communication and physics, related to lab write-ups to further strengthen communication skills. TEWELT has the same basic access availability to engineering, health and electronics programs as the ETE program.

Prerequisites

English 11 or the equivalent with a "P" or better. Principles of Mathematics or Applications of Mathematics 11 or the equivalent, with a "C" or better. Both prerequisites completed within eight years of application date. TEWELT is eligible for student assistance funding.

For additional information about the ETE and TEWELT programs, call BCIT Information and Registration at (604) 434-1610.

Mathematics for Trades

(604) 432-8685

lstroppa@bcit.bc.ca

TMAT 0120**BBY \$305****INDUSTRIAL MATHEMATICS**

Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Oct 26	Tue/Thr	1900-2200	8 wks	BBY	CRN	38593
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Trades Exploration

(604) 432-8233

asteloi@bcit.bc.ca

TEXP 0110**BBY \$195****TRADES EXPLORATORY PROGRAM FOR WOMEN**

Helps women make an informed choice about entering a skilled trade as a career. Explores trades from the following areas: aviation, metal, mechanical, and construction. Opportunity for hands-on experience in at least one trade from each area and information about other trades in these sectors. Information covered will include working conditions, labour market information, and expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Sep 21	Tue	1830-2130	12 wks	BBY	CRN	32954
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TEXP 0115**BBY \$195****TRADES EXPLORATION PROGRAM FOR MEN AND WOMEN**

Helps men and women make an informed choice about entering a skilled trade as a career. Explores 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, and expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Sep 23	Thr	1830-2130	12 wks	BBY	CRN	32959
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Carpentry

(604) 432-8678

ktraugot@bcit.bc.ca

www.bcit.bc.ca/~sott

CNST 0111**BBY \$210****CONSTRUCTION TRADES EXPLORATION**

Will help you make an informed choice about entering skilled trades in construction as a career. Carpentry, drafting, finishing, joinery, piping, steel fabrication, sheet metal and welding trades. Hands-on work experience will be included where safe work practices and WCB rules and regulations can be followed as time permits. Information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots with steel toes and safety glasses are required.

Sep 21	Tue/Thr	1830-2130	5 wks	BBY	CRN	60006
Nov 16	Tue/Thr	1830-2130	5 wks	BBY		61520

DISTANCE EDUCATION

Engineering Technology

(604) 432-8784

(604) 451-6984

1-800-663-3606

smsonsa@bcit.bc.ca

www.eng.bcit.bc.ca/etdisted

Many courses are offered as distance education courses. These serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated. The student generally has up to one year to complete any course.

Civil Technology-Transportation Systems (Highways) Technology

The Engineering Technology Distance Education Department provides flexible, self-paced credit courses in Civil Technology for:

- Those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- Those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Four program levels are offered; course selection for each program must be approved in advance. The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; the Intermediate Certificate of Technology upon completion of 35 credits; the Certificate of Technology upon completion of 77 credits and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are now available in:

- Technical Communications
- Strength of Materials
- Hydrology/Hydraulics
- Concrete Technology
- Soils Technology
- Engineering Economics
- Pavement Construction
- Pavement Design
- Subdivision Planning/Design
- Bridge Inspection
- Mathematics
- Graphical Communications
- Aggregates
- Asphalt Technology Estimating
- Contract Administration
- Engineering Surveying
- Highway Construction
- Highway Design
- Geotechnical Design
- Traffic Technology and Transportation Planning

Forest Engineering Technology Program

www.eng.bcit.bc.ca/etdisted/forest

BCIT's Forest Engineering Certificate program provides flexible, self-paced training for individuals to upgrade their current technical skills and knowledge while working in B.C.'s diverse and challenging forest industry. All courses are offered in distance education (correspondence) format.

There are three levels of certification:

- Associate Certificate of Forest Engineering Technology (25 credits)
- Intermediate Certificate of Forest Engineering Technology (45 credits)
- Certificate of Forest Engineering Technology (75 credits)

Courses in the program generally have values of 2 - 3 credits. One BCIT credit is normally equivalent of 12 - 15 hours of classroom instruction.

Students taking these courses should be prepared to complete practical, field based assignments. Typically these assignments require the individual to prepare short technical reports based on their personal observations in the field, supported with appropriate sketches and photographs of the scenario.

Courses are now available in the following areas:

- Technology Fundamentals
- Road Construction and Maintenance
- Road Deactivation
- Contracts/Administration/Economics
- Cost Estimating
- Surveying and Mapping
- Bridge Fundamentals
- Operational Harvest Planning
- Timber Harvesting

Development Approvals

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered primarily by correspondence, although seminars can be arranged. The courses available in correspondence or distance education format are offered on an open registration basis in a self-paced format. Seminar courses are available on request, subject to demand and funding, at centers throughout the Province. Although general offerings of seminar courses may be made in some instances, employers or other agencies typically sponsor seminar instruction.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.

Parks Management Safety and Security (PMSS)

This is a general program that will be of interest to those involved in the safe operation of public and private recreation facilities. Courses now available include:

- Law and its Administration
- WHMIS and CPED (Crime Prevention Through Environmental Design)
- Safety Program Compliance
- Managing Safety Compliance
- Transportation of Dangerous Goods (TDG)
- Risk Management.

Please contact the ETDE department for further information on this Associate Certificate program.

Continued on next page

The world is learning. Keep up!



Park Facility Maintenance Management and Inspection

Nine courses in this eleven course (25 credit) Associate Certificate program are available via distance education. The courses are based on the B.C. Parks Facility Inventory System but the concepts, methods and techniques are widely applicable to all recreational facility operations. The program has a foundation course in Facility Maintenance Management (PRKS 3600) followed by 10 courses covering the major components of a park system.

The following courses are currently available:

PRKS 3600	Introduction to Maintenance Management
PRKS 3610	Parks Sewer and Sanitary Systems
PRKS 3611	Park Buildings Inspection
PRKS 3613	Furniture Maintenance Inspection
PRKS 3614	Park Grounds Inspection
PRKS 3615	Park Roadways Inspection
PRKS 3616	Park Structures Inspection
PRKS 3617	Trails Maintenance Inspection
PRKS 3619	Park Signs and Marking Inspection

Building

TSDA 1810 \$375.00 (CODEBOOK \$125.00)
1998 B.C. BUILDING CODE: HOUSING

Gives you a working knowledge of the 1998 Building Code for housing. It will be of interest to building officials, those who are contemplating entering the field, persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres. This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent) meets the academic requirements for Level 1 Building Inspector certification. Please note you must have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC.

BLDG 2936 \$223 (NO TEXT)

HOUSE INSPECTIONS 3 - REPORT WRITING

Presents communication skills for house inspectors or for persons considering the field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for correspondence, procedures, and inspection reports.

Sprinkler Design

These distance education courses cover the basics of Automatic Sprinkler Design. They are equivalent to night school courses MECH 4080 and MECH 4082.

MECH 4081	Automatic Sprinkler Design Part 1	\$248 + Text Fee
MECH 4083	Automatic Sprinkler Design Part 2	\$248 + Text Fee

Food Technology

FOOD 1021 \$223 + VIDEO \$15
INTRODUCTION TO FOOD MICROBIOLOGY

For anyone in the food industry who handles or processes food. Bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

Mathematics

MATH 0002 \$346
TECHNICAL MATH: INTRODUCTION

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041 \$171
TRIGONOMETRY

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

MATH 1042 \$196
LOGARITHMS

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

MATH 1043 \$196
ANALYTIC GEOMETRY

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1491 \$396
BASIC TECHNICAL MATHEMATICS FOR MECHANICAL

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical, plane and solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a C+ or better or 65 per cent or higher in MATH 0001.

MATH 2041 \$234
CALCULUS: 1A

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

MATH 2042 \$234
CALCULUS: 1B

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

MATH 2043 \$234
CALCULUS: 1C

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

MATH 2491 \$396
CALCULUS FOR MECHANICAL

Continues from the differential and integral calculus 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. The mathematics will be illustrated with applications from technology, engineering and the physical sciences. Prerequisite: MATH 1491 or equivalent.

MATH 3491 \$396
NUMERICAL METHODS MECHANICAL

Introduces the application of numerical methods to engineering problems. Topics include numerical integration, solution of non-linear equations, linear programming, numerical differentiation, and solution of systems of linear equations and differential equations. Prerequisite: MATH 2491 or equivalent.

Advanced Diploma in Technology Management

(604) 432-8784 604) 451-6984 1-800-663-3606
smosma@bcit.bc.ca www.eng.bcit.bc.ca/adptmgt/

The following courses are currently available in Distance Education format:

TMGT 7102	Project Management
TMGT 7111	High Tech Marketing Strategies
TMGT 7112	Market Research
TMGT 7113	Marketing Programs and Plans
TMGT 7114	Product Planning and Marketing Implementation
TMGT 7121	Principles of Finance
TMGT 7123	Technology Information Systems
TMGT 7124	Technology and International Finance
TMGT 7131	Business Strategy and Structure
TMGT 7132	Technological Innovation and Entrepreneurship
TMGT 7134	Technology and International Trade and Competition
TMGT 7141	Managing in a Technical Environment
TMGT 7142	Technology Management Communication
TMGT 7143	Problem Solving and Decision Making
TMGT 7144	Human Resource Planning

Trades Piping/Gas Fitting

(604) 432-8420 dbowles@bcit.bc.ca

The Piping Trades now offer Level "B" and "A" Gas Fitters training via Distance Education. These courses are accessible using a combination of directed home study and instructor supervised practical training. For more information, visit the Gas Fitter Distance Education home page at www.bcit.bc.ca/~sott/distanted/gasfit.htm. To register call (604) 451-6733.

PPGS 0200 \$810

GAS FITTER A PROGRAM: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have Class "B" for two years. Provincial Class "A" examination fee is additional. To register call (604) 451-6733.

Sep 3	CRN	37898
Oct 1		37899
Nov 1		37900
Dec 2		37901

PPGS 0250 \$810
GAS FITTER B PROGRAM: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter "B" Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class "B" examination fee is additional. To register call (604) 451-6733.

Sep	CRN	60023
Oct		60024
Nov		60025
Dec		60026

Power Engineering

(604) 432-8390 bcowen@bcit.bc.ca
www.bcit.bc.ca/~sott/programs/industrial/powereng/index.htm

Five complete programs (21 courses) are available specifically for those employed in industrial plants. Programs provide the knowledge to sit for the Interprovincial Power Engineering Certification Examinations in Canada, and satisfy the education requirements for operating industrial power plants in the United States. Registration is ongoing. Study can be done at home (distance education) 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. Registration in fourth, third, second and first-class programs are in groups of two as indicated. One year from date of registration is allowed to complete a group.

POWR 1210 BOILER OPERATOR (FIFTH CLASS BOILER ENDORSEMENT)

Tutorial	CRN	38596	Correspondence	CRN	38595
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POWR 1213 FOURTH CLASS PART A

Tutorial	CRN	38601	Correspondence	CRN	38600
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POWR 1214 FOURTH CLASS PART B

Tutorial	CRN	38603	Correspondence	CRN	38602
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POWR 1215 THIRD CLASS PART A PAPER 1

Tutorial	CRN	38607	Correspondence	CRN	38606
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POWR 1216 THIRD CLASS PART A PAPER 2

Tutorial	CRN	38609	Correspondence	CRN	38608
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POWR 1217 THIRD CLASS PART B PAPER 1

Tutorial	CRN	38613	Correspondence	CRN	38612
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POWR 1218 THIRD CLASS PART B PAPER 2

Tutorial	CRN	38615	Correspondence	CRN	38614
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POWR 1219 SECOND CLASS PART A PAPER 1

Tutorial	CRN	38619	Correspondence	CRN	38618
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POWR 1220 SECOND CLASS PART A PAPER 2

Tutorial	CRN	38621	Correspondence	CRN	38620
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POWR 1221 SECOND CLASS PART A PAPER 3

Tutorial	CRN	38623	Correspondence	CRN	38622
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POWR 1222 SECOND CLASS PART B PAPER 1

Tutorial	CRN	38627	Correspondence	CRN	38626
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POWR 1223 SECOND CLASS PART B PAPER 2

Tutorial	CRN	38629	Correspondence	CRN	38628
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POWR 1224 SECOND CLASS PART B PAPER 3

Tutorial	CRN	38631	Correspondence	CRN	38630
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POWR 1225 FIRST CLASS PART A PAPER 1

Tutorial	CRN	38635	Correspondence	CRN	38634
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POWR 1226 FIRST CLASS PART A PAPER 2

Tutorial	CRN	38637	Correspondence	CRN	38636
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POWR 1227 FIRST CLASS PART A PAPER 3

Tutorial	CRN	38641	Correspondence	CRN	38640
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POWR 1228 FIRST CLASS PART A PAPER 4

Tutorial	CRN	38643	Correspondence	CRN	38642
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POWR 1229 FIRST CLASS PART B PAPER 1

Tutorial	CRN	38647	Correspondence	CRN	38646
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POWR 1230 FIRST CLASS PART B PAPER 2

Tutorial	CRN	38649	Correspondence	CRN	38648
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POWR 1231 FIRST CLASS PART B PAPER 3

Tutorial	CRN	38653	Correspondence	CRN	38652
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POWR 1232 FIRST CLASS PART B PAPER 4

Tutorial	CRN	38655	Correspondence	CRN	38654
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ECO-TIP

Recycle everything possible.



Register today! www.bcit.bc.ca • 434-1610 • 412-7777

Course Information and Program Assistance

1-800-663-6542 toll free calling for Canada and United States. You will hear the following menu to choose from. If you know the four digit number you are calling, enter it; for Part-time Registration enter 6733.

- Health Technology Programs,Fax (604) 435-5153
- Medical Radiography, Medical Imaging, Nuclear Medicine, Basic Health Sciences, Molecular genetics(604) 432-8727
 - Environmental Health, Occupational Health and Safety(604) 432-8429
 - Health Care Management(604) 451-7117
 - Adult Echocardiography, Cardiology/Cardiovascular Technology, Cardiac Pathophysiology(604) 451-7137
- Specialty Nursing Programs,Fax (604) 454-9731
- Critical Care Nursing, Core Courses(604) 451-7103
 - Emergency Nursing, Nephrology Nursing(604) 451-7094
 - Perinatal Nursing, Pediatrics/Pediatric Critical Care, Neonatal Nursing(604) 432-8982
 - Occupational Health Nursing, Perioperative Nursing(604) 451-7102

Visit our Web site at www.bcit.bc.ca/~sohs for program details.
For Part-time Registration in Health Sciences call (604) 451-6733.

Course Delivery Options

Advanced Placement (Nursing Clinical Courses)

Experienced nurses wishing to request credit for experiential learning toward clinical courses must contact the program head prior to registration.

Challenge

If you have experiential learning and wish to register in a challenge section of a distance education course, you may register at any time but must write the final course examination within the timelines of that term. Textbooks are available from BCIT for some Challenge Courses.

Classroom

Register at least one week, but preferably three weeks prior to the start of classes. BCIT reserves the right to cancel courses due to insufficient registration. Courses may be cancelled due to insufficient registration.

Clinical

Clinical courses are offered full or part-time at clinical sites throughout the province of B.C. clinical placements outside of B.C. may be negotiated individually. Contact the program head for a registration/approval package (prior to registration). Payment of the application fee is due February 15 (Spring Term); July 15 (Fall Term); November 15 (Winter Term). Fees are non-refundable.

Compressed Time Frame Program (Specialty Nursing)

A special offering of courses can be arranged in a "compressed time frame" format with hospitals and/or institutions. These arrangements are made through the program head of each specialty.

Guided Learning/Distance Education

Courses are provided in distance education format: self-directed study supported by telephone tutoring. To ensure delivery of course materials, you should register one month prior to term start. Course material is couriered. In-person pick-up is not available at this time.

Weekend

For those weekend courses where pre-reading is necessary registration is required six weeks prior to the start date to ensure timely delivery of materials. Fees are non-refundable after course materials have been shipped.

Credentials

The Bachelor of Technology degree is unique to BCIT, incorporating specialization and advanced studies, with management and liberal education. The degree is now available in Medical Imaging, Environmental Health and Specialty Nursing.

Programs and individual courses are available at introductory, certificate and advanced levels. They may be taken for professional development (continuing education), or as credit toward a BCIT credential.

Diagnostic and Environmental Technologies:

- Magnetic Resonance Imaging Certificate Program
- Computed Tomography Certificate Program
- Occupational Health and Safety Certificate Program
- Bachelor of Technology Degree (Medical Imaging)
- Cardiology Technology Certificate and Diploma Program
- Cardiovascular Technology Program
- Bachelor of Technology Degree in Environmental Health (Public Health Inspector).

For more information call (604) 432-8429.

Health Care Management:

- Level 1 and 2 Certificate Program
- Health Administration Program (MHA Bridging Program)

This program bridges with the second year of the UBC Masters of Health Administration (MHA) Degree. Applicants must apply to UBC for admission and possess a baccalaureate degree. For further information visit Web site: www.healthcare.ubc.ca/mhainfo.html or contact (604) 822-5405.

Nursing and Health Engineering:

- Certificate Levels in Specialty Nursing: Critical Care, Emergency, Neonatal, Nephrology, Occupational Health, Pediatric, Perinatal, Perioperative
- Bachelor of Technology in Specialty Nursing. This is the only Bachelor of Technology degree program in British Columbia preparing registered nurses for employment in specialty nursing practice. Graduates enter the workforce skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic inquiry. For information, contact the Specialty Nursing Student Advisor at (604) 451-7100.

Occupational Health & Safety Program

OCHS 1410 FEE \$126 + LAB FEE \$84
FIRE EXTINGUISHER SERVICE TECHNICIAN

Designed for people who want to service fire extinguishers. It meets the City of Vancouver bylaw requiring fire extinguisher technicians to be certified. Upon successful completion, the learners will receive the ASTT certification. This course is only offered in classroom format. (1.5 credits)
Sept 16 Thr 1815-2145 6 weeks BBY CRN 38838

OCHS 1500 FEE \$295
TDG: TRAIN THE TRAINER, TRANSPORTATION OF DANGEROUS GOODS

Designed as a three-level certificate program, providing an instructor level certificate and the skills needed to develop and deliver in-house TDG training program. This course is only offered in the classroom format. (3 credits)

OCHS 0501 FEE \$295
TDG: REFRESHER COURSE

Two-day course for those learners who have previously completed the five-day TDG Train the Trainer course and need to renew their B.C. Certification. This course is only offered in the classroom format.

Worksafe Courses

The following courses were designed by the Workers' Compensation Board of B.C. Each eight-hour course is 0.5 credit. These credits can be used toward the elective component of the Occupational Health and Safety Certificate. The Worksafe courses are offered at the BCIT campus, but can also be delivered at the customer's place of work. In all cases, the dates and offerings are based on demand.

The fee for a one-day Worksafe course at the BCIT campus is \$80 per person. The fee for courses conducted at the employer's premises is \$1100 for 12 participants. These courses are not offered in the distance education format.

OCHS 1001
OCCUPATIONAL SAFETY AND HEALTH COMMITTEE TRAINING
Includes effective safety and health programs, safety committee functions and responsibilities, workplace inspections and accident investigations.

OCHS 1002
OCCUPATIONAL SAFETY AND HEALTH IN SMALL BUSINESS
Includes "due diligence", WCB work site inspection policies, workplace safety and health programs and managing WCB assessments and claims costs.

OCHS 1003
HAZARD RECOGNITION AND CONTROL
Includes the requirements for workplace inspections, identification, control and evaluation of hazards and a segment on how to use the WCB Occupational Health & Safety Regulation.

OCHS 1004
PREVENTING VIOLENCE IN THE WORKPLACE
Includes explanations and applications of the WCB regulations on workplace violence, as well as risk assessment techniques, violence prevention strategies, and development of a workplace violence prevention program.

OCHS 1005
SUPERVISOR SAFETY MANAGEMENT
Includes supervision of a safe work environment, safety inspections, accident investigations and "due diligence".

OCHS 1006

INVESTIGATING & CONTROLLING STRAINS AND SPRAINS

Includes prevention of back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon, and nerve) disorders.

Dates and offerings are based on demand. Further info: (604) 451-7117

Biomedical Engineering

BMET 0909 (NON-CREDIT) FEE: CAN \$550.00

PRACTICAL ASPECTS OF MEDICAL X-RAY FLUOROSCOPY

This two-day workshop teaches the principles and standards of medical fluoroscopic imaging systems. It covers the properties and physical limitations of components in the imaging chain and illustrates how they affect the overall image quality of the system.

BMET 0908 (NON-CREDIT) FEE: CAN \$750.00

INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT

This three-day hands-on workshop introduces the principles and practise of servicing medical radiographic equipment and systems. The workshop emphasizes practical laboratory sessions to teach basic operation, quality assurance and preventive maintenance of the X-ray system.

BMET 0907 (NON-CREDIT) FEE: CAN \$175.00

A PRACTICAL INTRODUCTION TO ISO 9000 FOR MEDICAL DEVICES (VIA THE WORLD WIDE WEB)

A 14-day Internet seminar designed to be a fun, hands-on introduction to ISO 9000 elements and its practical application to the medical device industry. Participants will learn and apply, design and implement ISO 9000 elements, and experience an external audit of the system. You can take this seminar at home or from your workplace. Access to the Web and e-mail are required.

BMET 0906 (NON-CREDIT)
MEDICAL LASERS: FUNDAMENTALS, SAFETY AND SERVICE

This day and a half hands-on workshop is designed for application specialists, technologists and engineers who work with medical lasers. The workshop includes laser principles, types and their medical and clinical applications, delivery optics and tissue interaction, regulatory standards and control measures, and the requirements of a hospital laser program. CO₂, YAG and Argon lasers will be covered in this workshop.

BMET 0905 (NON-CREDIT)
DIGITAL IMAGE ACQUISITION AND PROCESSING

This course provides an understanding of the principles involved in the acquisition and processing of two-dimensional digital images. The theory is reinforced with applications in various modalities in medical imaging. The laboratory component provides practical experience with many of the concepts presented in the lectures.

FNPS 0101 BBY \$363
FIRST NATIONS CULTURAL AWARENESS (604) 432-8474
FOR HEALTH PROFESSIONALS



This course is designed to provide Health Care Professionals with an understanding of the cultural diversity of Aboriginal people. You will learn how to deal with language and culture issues. Current specific health concerns for Aboriginal people in B.C. including social indicators will be examined as will appropriate and respectful communication techniques for dealing with patients, communities and agencies. The importance of family relationships as well as relevance of traditional healing practices will be examined. It will provide insight into the current administration of Aboriginal health care and how medical coverage works for Aboriginal people. Course fee includes a traditional Coast Salish feast.
Oct 20 Wed-Fri 0900-1600 3 days BBY CRN 61499

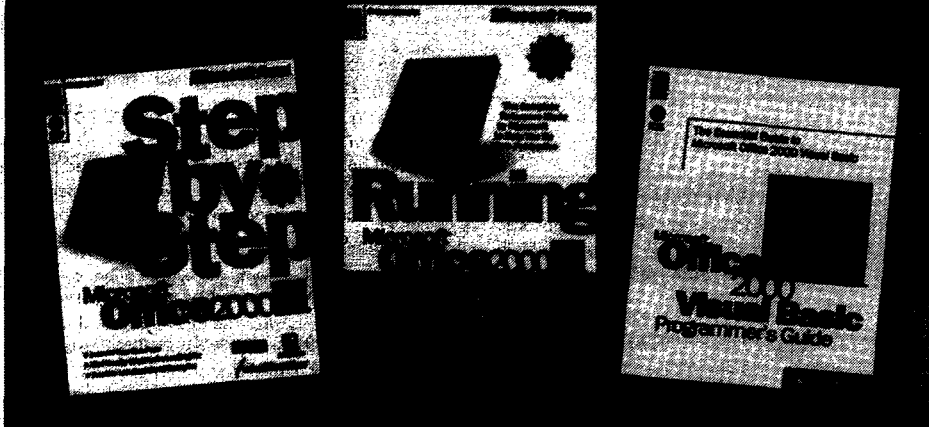
BCIT Bookstore

Books for the *real* world

PRESENTS OFFICE 2000 AT LOW EDUCATIONAL PRICING TO BCIT STUDENTS.

ALSO 20% OFF Microsoft Press*.

Discover all the power and versatility that Microsoft® Office 2000 can bring to your desktop.



*SOME RESTRICTIONS APPLY.

Microsoft Press
www.microsoft.com/office2000/book/

The world is learning. Keep up!



Bachelor of Technology in Manufacturing

(604) 432-8274

mechtech@bcit.bc.ca

This new Bachelor of Technology Degree in Manufacturing program is now accepting applications. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program 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
- Manufacturing Control Systems
- Applications in Machine Vision
- Manufacturing Automation Systems

Manufacturing Processes

- Advanced CAM Applications
- Inspection Methods for Quality Control
- Plastics Processes and Materials
- Computer Aided Process Planning
- Manufacturing Processes for Wood Products
- Fixture and Tool Design

Product Design

- Parametric Solid Modeling
- Introduction to Finite Element Methods
- Design for Manufacture and Assembly
- Plastic Product Design
- Industrial Design

Materials

- Advanced Engineering Materials

As a finale to the program, each degree candidate must complete an industry sponsored project in an area of interest.

Program 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.

Courses Offered this Term

*Note: All MTEC courses include a combined Saturday, November 6/99 session. Time: 0900-1500

MTEC 7000

BBY \$445

PARAMETRIC MODELING

Explores the use of parametrics and solid modeling in the design and production phase of manufacturing. Topics include advantages and disadvantages of solid modeling and parametrics, dimensional and positional constraints, model construction, extracting working drawings, exchanging data with other applications, and determining mass properties. Prerequisite: MTEC 7045, AICO 1000. (3.0 credits)

Sep 16 Thr 1830-2145 12 wks BBY CRN 60011

MTEC 7041

BBY \$445

PLASTICS PROCESSES AND MATERIALS

Covers the three main processes used to shape and form thermoplastic materials: Injection Molding, Blow Molding and Extrusion. The information focuses on the recent technological advances in machines and molds, process innovations, commodity and specialty materials and troubleshooting processing problems. Prerequisite: PLAS 3310 and PLAS 4410 and PLAS 3440. (3.0 credits)

Sep 15 Wed 1830-2145 12 wks BBY CRN 61493

MTEC 7047

BBY \$445

ADVANCED ENGINEERING MATERIALS

Provides an overview of common material standards: CSA, AISI, SAE, ASTM and UNS (Unified Numbering System). Thermodynamics of polymorphic transformations will be used for development of heat treating process specification. The laboratory part of the course deals with microscopic examination of different alloys, effects of heat treatment on microstructure, composition as well as testing of selected mechanical properties. ASM Material Selector database will be used to support methods of material selection algorithm development. Prerequisite: MANU 3316. (3.0 credits)

Sep 14 Tue 1830-2145 12 wks BBY CRN 60010

MTEC 7051

BBY \$445

INTRODUCTION TO MACHINE VISION

Provides an introduction to machine vision using state-of-the-art techniques and equipment. Topics include image acquisition, filtering, enhancement, thresholding and edge detection. Emphasis is placed on the use of software to preprocess images. Prerequisite: MECH 1171, MTEC 7052, MATH 1342 or MATH 1491. (3.0 credits)

Sep 16 Thr 1830-2145 12 wks BBY CRN 60013

MTEC 8015

BBY \$445

FIXTURE AND TOOL DESIGN

Further the student's knowledge of tooling methods used to increase manufacturing productivity. Modern methods of prototype manufacturing and the use of currently available techniques to reduce manufacturing cycle times will be studied. Prerequisite: MTEC 7045, MTEC 8012. (3.0 credits)

Sep 16 Thr 1830-2145 12 wks BBY CRN 60015

MTEC 8045

BBY \$445

DESIGN FOR MANUFACTURE AND ASSEMBLY

Explores the techniques used to reduce production and assembly costs for manual and automated production. The main topics include the practical techniques for selection of materials and processes, design considerations for production, design consideration for manual assembly, design considerations for automated assembly, and Boothroyd and Dewhurst methods. Students will review case studies and analyze several production assemblies. Prerequisite: MTEC 7045, OPMT 1411. (3.0 credits)

Sep 13 Mon 1830-2145 12 wks BBY CRN 60012

Please see other sections of the flyer for Operations Management, Financial Management, Business Administration and Technology Management listings of other courses in this program.

The course schedule and/or course offerings may vary from the above. For more information contact:

Cindy Mirafab, Program Assistant (604) 432-8274

Computer Aided Engineering

(604) 432-8521

(604) 432-8828

www.atc.bcit.bc.ca

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Schedule of courses offered this term

Associate Certificate in Computer Aided Design Technology

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The Associate Certificate program is intended for:

- draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency
- individuals who require a formalization of their technical abilities in CAD

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an associate certificate, the student must complete the core courses and obtain a minimum of 10.5 credits from the list of elective courses to achieve a total of 21 credits.

Program requirements

Core Courses (10.5 credits)

		Credits
MECH 1000	Drafting Fundamentals	3.0
AICO 1000	AutoCAD 1	3.0
AICO 4090*	Practicum	3.0
COMP 1007**	Understanding Windows 95	1.5

AICO 4090* to be performed upon completion of all other credits.

COMP 1001** Understanding PC/MS DOS or COMP 1006 Understanding Windows 1 can be substituted for COMP 1007.

Elective Courses

ACGS 2000	AutoCAD Map 1	1.5
ACGS 3000	AutoCAD Map 2	1.5
AICO 2000	AutoCAD 2	3.0
AICO 2020	AutoCAD Customization 1	3.0
AICO 3001	AutoCAD 3D	3.0
AICO 3005	AutoCAD Customization 2	3.0
AICO 3042	Architectural Desktop 1	1.5
AICO 3050	CAD System Management	1.5
AICO 4010	3D Studio Max for Engineering 1	1.5
AICO 4015	3D Studio Max for Engineering 2	1.5
AICO 4020	3D Studio VIZ for Architecture 1	1.5
AICO 4025	3D Studio VIZ for Architecture 2	1.5
AICO 4041	Mechanical Desktop	3.0
AICO 4042	Architectural Desktop 2	1.5
AICO 4050	VBA Programming for AutoCAD	3.0
BLDC 2400	Architectural CAD 1	3.0
BLDC 2405	Architectural CAD 2	3.0

NOTE: Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

AICO 2010	AutoCAD for Windows	1.5
AICO 3000	AutoCAD 3	1.5
AICO 3040	Mechanical Desktop 1: Designer	1.5
AICO 3075	CAD Customization Using AutoLISP	3.0
AICO 4040	Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
BLDG 2830	Architectural CAD (ASG)	3.0
BLDG 2840	Architectural CAD 1	3.0
BLDG 2845	Architectural CAD 2	3.0
BLDG 2850	Architectural CAD 3	3.0

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval. All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments of CAD.

Associate Certificate in Computer Aided Manufacturing

A selection of part-time studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools
- individuals who are working in the manufacturing field who need to develop their CAM proficiency
- individuals who require a formalization of their technical abilities in manufacturing

For program details, please contact Program Advising, (604) 434-1610.

AutoCAD and Related Courses



Please see our Web page:

www.atc.bcit.bc.ca

(604) 432-8521

(604) 432-8828

AICO 1000

BBY \$445 DTC \$443.30

AUTOCAD 1

The first step in CAD training requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares the student with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. Prerequisite: AICO 0050 or familiarity with Windows 95 and basic drafting knowledge. (3.0 credits)

Sep 13	Mon-Fri	0830-1630	1 wk	BBY CRN	33205
Sep 13	Mon	1830-2145	11 wks	BBY	33196
Sep 14	Tue	1845-2145	12 wks	BBY	33199

Sep 16	Thr	1830-2145	11 wks	BBY	33202
Sep 18	Sat	0830-1600	5 wks	BBY	33194
Sep 20	Mon-Fri	0830-1630	1 wk	BBY	33203
Sep 20	Mon-Fri	0900-1700	1 wk	DTC	33204
Sep 21	Tue	1730-2106	10 wks	DTC	33198
Sep 22	Wed	1830-2206	10 wks	BBY	33201
Sep 24	Fri/	1730-2030	2 wks	DTC	33195

	Sat/Sun	0900-1700			
Oct 4	Mon-Fri	0900-1700	1 wk	DTC	33207
Oct 4	Mon-Fri	0830-1630	1 wk	BBY	33206
Oct 15	Fri/	1730-2030	2 wks	DTC	33197

	Sat/Sun	0900-1700			
Oct 18	Mon-Fri	0900-1700	1 wk	DTC	33210
Oct 30	Sat	0830-1530	6 wks	BBY	33209
Nov 1	Mon-Fri	0830-1630	1 wk	BBY	33211
Nov 1	Mon-Fri	0900-1700	1 wk	DTC	39980
Nov 22	Mon-Fri	0830-1630	1 wk	BBY	33212

AICO 2000

BBY \$445 DTC \$443.30

AUTOCAD 2

To develop the required skills for preparation of working drawings, this advanced level course is required. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 1000. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY CRN	33215
Sep 18	Sat	0830-1600	5 wks	BBY	33213
Sep 23	Thr	1730-2106	10 wks	DTC	33216
Sep 27	Mon-Fri	0830-1630	1 wk	BBY	33220
Oct 18	Mon-Fri	0830-1630	1 wk	BBY	33221
Oct 25	Mon-Fri	0900-1700	1 wk	DTC	33219
Oct 30	Sat	0830-1530	6 wks	BBY	39093
Nov 12	Fri/	1730-2030	2 wks	DTC	33223

	Sat/Sun	0900-1700			
Nov 15	Mon-Fri	0830-1630	1 wk	BBY	33231
Nov 22	Mon-Fri	0900-1700	1 wk	DTC	33227

AICO 2020

BBY \$445 DTC \$443.30

AUTOCAD CUSTOMIZATION 1

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY CRN	36094
Nov 15	Mon-Fri	0900-1700	1 wk	DTC	39986
Dec 6	Mon-Fri	0830-1630	1 wk	BBY	36095

AICO 3001

BBY \$445 DTC \$443.30

AUTOCAD 3D

Introduces AutoCAD's 3D modeling and visualization capabilities. With AutoCAD three dimensional wireframe, surface and ACIS solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000. (3.0 credits)

Sep 18	Sat	0830-1600	5 wks	BBY CRN	38472
Sep 21	Tue	1830-2206	10 wks	BBY	38473
Oct 30	Sat	0830-1530	6 wks	BBY	38475
Nov 1	Mon-Fri	0900-1700	1 wk	DTC	38474
Nov 26	Fri	1730-2030	2 wks	DTC	39987

	Sat/Sun	0900-1700			
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AICO 3005

BBY \$445

AUTOCAD CUSTOMIZATION 2

Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands, and interfacing with the drawing file database. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 2000 (AICO 2020 recommended). (3.0 credits)

Sep 23	Thr	1830-2206	10 wks	BBY CRN	33244
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NEW

AICO 3042

BBY \$315

ARCHITECTURAL DESKTOP 1

Describes how to use the features of AutoCAD Architectural Desktop software in a typical architectural design project. File and project management, 2D drawing layout and annotations are covered. Course emphasis is on the new features relating to the object-based architectural elements of the software. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

Sep 14	Tue	1845-2145	6 wks	BBY CRN	61491
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NEW

AICO 4042

BBY \$315

ARCHITECTURAL DESKTOP 2

Software capabilities relating to the design development cycle including conceptual design, working drawings, and modeling are covered. Customization techniques for optimum productivity in the context of architectural design are discussed. Prerequisite: AICO 3042. (1.5 credits)

Oct 26	Tue	1845-2145	6 wks	BBY CRN	61492
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AICO 3050

BBY \$295

CAD SYSTEM MANAGEMENT

Covers issues related to the acquisition, implementation and management of computer systems for CAD applications. Hardware acquisition and upgrades, drawing files management, data management, software selection, networking, security, and maintenance will be discussed. This course prepares the individual to assume significant system management responsibilities in a CAD office. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

Sep 20	Mon	1845-2145	6 wks	BBY CRN	39998
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AICO 4010 BBY \$295
3D STUDIO MAX FOR ENGINEERING 1

Basic elements of 3D STUDIO MAX including file management, main interface layout and navigation and basic object creation is discussed. Skills for transforming objects and applying basic modifiers are taught. An introduction to material selection, rendering and basic concepts of keyframing (Animation) is also included. This course is ideal for development of photo realistic models in engineering and design applications. Prerequisite: AICO 3001 and familiarity with Windows 95/NT. (1.5 credits)

Sep 18	Sat	0900-1230	5 wks	BBY	CRN	33248
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AICO 4015 BBY \$295
3D STUDIO MAX FOR ENGINEERING 2

Advanced topics in object creation including lofting, boolean and other modifiers are presented. Elements of lights, cameras and material/texture definitions are incorporated in development of photo realistic scenes. Advanced rendering and animation techniques, as well as basic video post concepts are included. Prerequisite: AICO 4010 and familiarity with Windows 95/NT. (1.5 credits)

Oct 30	Sat	0900-1200	6 wks	BBY	CRN	35899
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NEW AICO 4020 BBY \$315
3D STUDIO VIZ FOR ARCHITECTURE 1

An introduction to the computer aided modeling and visualization techniques, prepares students to generate photo realistic images for architectural applications. This course explores the user interface, some related AutoCAD features and essential VIZ concepts. Hands-on practice and step by step procedures for creating and animating 3D scenes are featured. Prerequisite: AICO 3001 or equivalent. (1.5 credits)

Sep 16	Thr	1845-2145	6 wks	BBY	CRN	61489
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NEW AICO 4025 BBY \$315
3D STUDIO VIZ FOR ARCHITECTURE 2

Provides advanced learning, additional skills and insights for using 3D Studio VIZ 2.0 more productively. Topics such as AutoCAD Linking, NURBS Modelling and the Materials Editor are covered extensively. This course presents the knowledge and techniques for generating professional architectural models, scenes and animations. Prerequisite: AICO 4020. (1.5 credits)

Oct 28	Thr	1845-2145	6 wks	BBY	CRN	61490
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AICO 4041 BBY \$590 DTC \$588.30
MECHANICAL DESKTOP

Presents a combination of mechanical design and surface modeling techniques. Tools for part modelling, assembly modeling and surface modelling in one integrated package are utilized. Mechanical Desktop lets the user work in intuitive ways to quickly design mechanical products with standard features like holes and fillets as well as complex surfaces. (AICO 4041 replaces AICO 3040 and AICO 4040). Prerequisite: AICO 2000 or equivalent (AICO 3001 recommended). (3.0 credits)

Sep 16	Thr	1830-2145	11 wks	BBY	CRN	61487
Oct 29	Fri/	1730-2030	2 wks	DTC		61488
	Sat/Sun	0900-1700				

AICO 4050 BBY \$445
VBA PROGRAMMING FOR AUTOCAD

Prepares students to create programs in VBA to automate CAD drawing and data management. The emphasis is on AutoCAD programming, it is not intended to be a comprehensive VB or VBA course. Prerequisite: An introductory level course in AutoLISP (a second level course is preferred) and some programming experience. An introduction to Windows programming using VBA macros, C, VB or any other languages would be a definite asset although it is not required. (3.0 credits)

Sep 13	Mon	1830-2145	11 wks	BBY	CRN	60003
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AICO 4075 BBY \$445
AUTOCAD CUSTOMIZATION 3

Gives programmers the tools required to improve CAD productivity and customize the user interface. Topics covered are: the drawing data base, complex entity access, symbol table access, error checking and handling, extended entity data, and dialog box programming. Prerequisite: AICO 0050 or familiarity with Windows 95 and AICO 3005 or AICO 3075. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	33289
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AutoCAD Skills Enhancement Courses**NEW AICO 0004 BBY \$195 DTC \$193.30**
AUTOCAD RELEASE 2000 UPDATE

For users of R14, this update will provide insights to the new features of AutoCAD 2000. These features include: design environment, improved access and usability, streamlined output, expanded reach, customization and extensibility and Express tools. Prerequisite: Working knowledge of AutoCAD R14.

Sep 14	Tue-Wed	0900-1700	2 days	DTC	CRN	61484
Oct 14	Thr-Fri	0830-1630	2 days	BBY		61485
Nov 8	Mon-Tue	0830-1630	2 days	BBY		61486

AICO 0050 BBY \$113 DTC \$111.30
WINDOWS FUNDAMENTALS FOR AUTOCAD

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Windows 95 graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD Release 14 and the Windows 95 interface. Individuals with working knowledge of Windows 95 need not take this course.

Sep 7	Tue/Thr	1845-2145	2 eves	BBY	CRN	39993
Sep 13	Mon	0900-1600	1 day	DTC		39994
Sep 16	Thr	0900-1600	1 day	DTC		39995
Oct 18	Mon	1845-2145	2 wks	BBY		39997

AICO 0060 DTC \$111.30
CAD AND THE INTERNET

Presents recent developments in the Web-based collaborative project implementations. Issues of accessing and publishing drawings on the Internet /Intranet using Autodesk's WHIP plug-in and basic HTML authoring will be discussed. Prerequisite: Working knowledge of AutoCAD.

Nov 20	Sat	0900-1600	1 day	DTC		60002
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AutoCAD/GIS Training**ACGS 2000 BBY \$445**
AUTOCAD MAP 1

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

Sep 15	Wed	1845-2145	6 wks	BBY	CRN	60004
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ACGS 3000 BBY \$445
AUTOCAD MAP 2

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis.

Prerequisite: ACGS 2000. (1.5 credits)

Oct 27	Wed	1845-2145	6 wks	BBY	CRN	60005
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Other Courses**AICO 1009 BBY \$445**
MICROSTATION 1

Introduces MicroStation including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: AICO 0050 or familiarity with Windows 95 and basic drafting knowledge. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	33301
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AICO 1010 BBY \$445
CAM APPLICATIONS

Presents the use of CAM software for automatically generating toolpaths such as 2D contouring, pocketing and drilling operations. Some programs may be proved out on BCIT's machine tools. A brief introduction to G-code programming will be included. Prerequisite: AICO 0050 or familiarity with the Windows operating System. (3.0 credits)

Sep 13	Mon	1830-2145	11 wks	BBY	CRN	33233
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AICO 3072 BBY \$445
C++ PROGRAMMING 1

Emphasizes the development of computer programs to solve technical problems in CAD, GIS and related technologies. The programming language will be C++ with emphasis on object oriented design. Relevant components of the C++ language will be introduced along with techniques for solving technical problems. A visual development tool for Windows programming will be used. Prerequisite: AICO 0050 or familiarity with Windows 95. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	39990
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Mechanical/Mechanical Systems

(604) 432-8521 mechtech@bcit.bc.ca

Associate Certificate Program in Mechanical Systems (Revised)

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the options of: Heating Systems, Plumbing Systems and Air Conditioning Systems.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent. We recommend that proposed programs be submitted to a Part-time Studies Program Advisor for approval before you begin your studies. At the Burnaby campus, program advisors are available by appointment, with evening appointments available during fall and winter terms. To make an appointment, please call Program Advising at (604) 434-1610

For more information on Mechanical Systems courses or programs you should contact Earl LaBounty, program head, Mechanical Systems at (604) 451-6827.

To qualify for an Associate Certificate the student must complete a minimum of 21 credits as follows:

- All mandatory courses
- A minimum of a first level and a second level course in a given option
- Approved elective courses to fulfill credit requirements

Courses are subject to change, reflecting the continuing development of the program.

Mandatory courses		Credits
AICO 1000	AutoCAD 1	3.0
MECH 1000	Drafting Fundamentals	3.0
MSYS 1070	Building Construction for Mechanical	4.0
* MSYS 4090	Practicum (upon completion of all other credits)	3.0

Options**HEATING SYSTEMS**

Level 1		
MSYS 2079	HVAC Load Analysis	3.5
MSYS 3079	Air Heating Systems	3.5
Level 2		
MSYS 3179	Hydronic Heating Systems	3.5

PLUMBING SYSTEMS

Level 1		
MSYS 1086	Potable Water Plumbing Design	2.0
Level 2		
MSYS 1087	Drainage Plumbing Design	2.0

AIR CONDITIONING SYSTEMS

Level 1		
MSYS 2079	HVAC Load Analysis	3.5
MSYS 3050	HVAC Control Systems	2.5
MSYS 3079	Air Heating Systems	3.5
MSYS 4079	Air Handling Systems	3.5
Level 2		
MSYS 4179	Computer-Aided HVAC Design	1.5

Elective courses

MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options. Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

Courses Offered This Term**MECH 1000 BBY \$315**
DRAFTING FUNDAMENTALS

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographic, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis will be placed on understanding rather than draftsmanship. Example drawings will be analyzed. Recommended as a prerequisite to CAD graphics courses. (3.0 credits)


Sep 13	Mon	1845-2145	14 wks	BBY	CRN	33187
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MECH 2240 BBY \$504
STRENGTH OF MATERIALS

Covers stress, strain and deflection. Tension, compression, shear, torsion, deflection and buckling of material under load. Beams, columns, shafts, thin and thick-walled cylinders, riveted and welded joints. Prerequisite: MECH 1140. (6.0 credits)

Sep 14	Tue/Thr	1845-2145	12 wks	BBY	CRN	33189
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Continued on next page



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MECH 2245 **BBY \$388**
DYNAMICS

Presents kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Work, energy, power and efficiency. Introduction to mechanisms. Prerequisite: MECH 1140. (5.5 credits)
Sep 13 Mon/Wed 1845-2145 10 wks BBY CRN 39953

MECH 2350 **BBY \$315**
FLUID POWER 1

Provides an understanding of pneumatic control systems. Fluid power components, their symbols, function and construction are examined and used in the design, construction and testing of simple and sequential control systems. Sizing calculations for system components are covered. (3.0 credits)
Sep 14 Tue 1845-2145 14 wks BBY CRN 33186

MECH 4080 **BBY \$258**
AUTOMATIC SPRINKLER SYSTEMS DESIGN 1

Enables persons involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 3325 or departmental approval. (3.0 credits)
Sep 16 Thr 1845-2145 12 wks BBY CRN 33188

MECH 4440 **BBY \$504**
MACHINE DESIGN 2

Continues from MECH 3340. Covers couplings, brakes and clutches; anti-friction and journal bearings; helical, bevel and worm gearing, power screws, springs and machine frame components; introduction to mechanical vibrations with emphasis on critical speeds of rotating bodies. An introductory treatment of bulk materials handling systems is also included. Problems are handled in both S.I. and Imperial Units. Prerequisite: MECH 3340. (6.5 credits)
Sep 13 Mon 1845-2145 14 wks BBY CRN 60951

MSYS 1075 **BBY \$199**
B.C. FIRE CODE

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998 with the requirements of the Vancouver Fire By-law. Gives the student an overall view of the fire safety requirements in and around buildings as well as highlights the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class. (1.5 credits)
Sep 16 Thr 1845-2145 6 wks BBY CRN 38855

MSYS 1077 **BBY \$254**
EMERGENCY LIGHTING SYSTEMS

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELC 0139 or general knowledge of basic electricity and basic electronics. (1.5 credits)
Sep 14 Tue 1845-2145 6 wks BBY CRN 39094

MSYS 1086 **BBY \$158**
POTABLE WATER PLUMBING DESIGN

A study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to potable water systems. Examples for sizing components and piping will be reviewed. (2.0 credits)
Sep 14 Tue 1845-2145 8 wks BBY CRN 61470

MSYS 2072 **BBY \$262** **COURSE MANUAL: \$125**
COMMERCIAL KITCHEN EXHAUST CLEANING

Examines the 1998 B.C. Fire Code and NFPA #96 code requirements for commercial kitchen exhaust cleaning. Covers an introduction to fire, air and cleaning theory, as well as system component identification. System cleaning, site safety, chemical safety and the complete cleaning process will be covered in detail. Prerequisite: Interim Certification in Commercial Kitchen Exhaust Cleaning with ASTTBC, or three month industry experience. The course manual by Phil Ackland will be sent to you for pre-reading and study the week of August 16. NFPA #96 Code books will be available in-class for \$32. (1.0 credits)
Sep 01 Wed-Fri 0830-1630 3 days BBY CRN 61469

MSYS 2074 **BBY \$202** **COURSE MANUAL: \$100**
COMMERCIAL KITCHEN EXHAUST INSPECTION

Examines the 1998 B.C. Fire Code and NFPA #96 code requirements to conduct inspection of commercial kitchen exhaust. Covers various types and components of exhaust systems, identification of serious trouble spots, and what to expect when fixed pipe fire suppression systems, water wash, dampers and exhaust systems are serviced or cleaned to comply with environmental safety, NFPA #96 and the B.C. Fire Code. This course is of interest to fire protection officers, restaurant owners, building officials, insurance companies and kitchen exhaust cleaners. The course manual by Phil Ackland will be sent to you for pre-reading and study the week of August 16. NFPA #96 Code books will be available in class for \$32. (1.0 credits)
Aug 30 Mon-Tue 0830-1630 2 days BBY CRN 28134

MSYS 2079 **BBY \$315**
HVAC LOAD ANALYSIS

Establishes analytical backgrounds for calculating heating, cooling and ventilation loads required in commercial, institutional and residential buildings. Topics include use of climatic data, comfort conditions, ASHRAE criteria standards, and methods of determining heat loss and heat gains. Computer-aided techniques will be demonstrated. (3.5 credits)
Sep 14 Tue 1845-2145 14 wks BBY CRN 38822

MSYS 2080 **BBY \$341**
AUTOMATIC SPRINKLER AND STANDPIPE TESTING

Provides those who operate, test and inspect these systems with an understanding of components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3.0 credits)
Sep 13 Mon 1845-2145 12 wks BBY CRN 36722

MSYS 2084 **BBY \$341**
FIRE ALARM SYSTEMS: INSPECTION AND TESTING

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports will be covered. This course will include field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and electronics. (3.0 credits)
Sep 14 Tue 1845-2145 12 wks BBY CRN 39954

MSYS 2086 **BBY \$281**
SMOKE CONTROL AND HVAC SYSTEMS

Provides those who inspect, test and maintain Smoke Control and HVAC Systems with an understanding of components and their function; Building Code requirements for Smoke Control Systems; procedures for completing commissioning tests; Testing and Inspection requirements of the Fire code. Prerequisite: MSYS 2084. (2.5 credits)
Sep 15 Wed 1845-2145 10 wks BBY CRN 36723

MSYS 2088 **BBY \$341**
SPECIAL FIRE SUPPRESSION SYSTEMS

Provides an overview of the inspection and testing requirements for special fire suppression systems such as low, medium and high expansion foam systems, foam-water, carbon dioxide, dry chemical and wet chemical extinguishing systems. Examples of applicable codes will include B.C. and Vancouver Building Codes as well as the B.C. Fire Code and the Vancouver Fire By-law. (3.0 credits)
Sep 15 Wed 1845-2145 12 wks BBY CRN 38857

MSYS 3050 **BBY \$440**
HVAC CONTROL SYSTEMS

Provides an overview of HVAC control systems emphasizing DDC controls. The elements of common HVAC control systems and the overall system architecture will be discussed. Students will develop elementary programs using industry standard software and will use simulation programs to test their operation. Prerequisite: Detailed knowledge of HVAC systems and basic computer literacy. (2.5 credits)
Sep 16 Thr 1845-2145 10 wks BBY CRN 39955

MSYS 3079 **BBY \$315**
AIR HEATING SYSTEMS

Covers theory and applications for basic commercial air heating and ventilating systems, air handling unit components, ductwork systems, air terminal devices and electric resistance heating. Heat energy sources and passive and active solar heating systems. Outlines system design requirements and procedures. The above is applied to a design for pre-selected building. Prerequisite: MSYS 2079. (3.5 credits)
Sep 15 Wed 1845-2145 14 wks BBY CRN 39956

MSYS 3179 **BBY \$315**
HYDRONIC HEATING SYSTEMS

Covers theory and applications for hydronic systems design and components, boilers, controls, venting, combustion and ventilation air, building zoning, and fuels cost estimating. The above is applied to a design for preselected building. Prerequisite: MSYS 2079. (3.5 credits)
Sep 16 Thr 1845-2145 14 wks BBY CRN 39957

MSYS 4079 **BBY \$315**
AIR HANDLING SYSTEMS

Design and size air distribution systems including equal friction and static regain methods; air distribution requirements and air terminals selection. Use and selection of fans using fan laws. Design and selection of various air handling systems and energy analysis for dual duct, multizone, CAV, with reheat, VAV and VVT systems. Noise and vibration analysis in air handling systems are also included. Prerequisite: MSYS 2079 and MSYS 3079 or Departmental approval. (3.5 credits)
Sep 15 Wed 1845-2145 14 wks BBY CRN 39958

Nondestructive Testing

For course information: (604) 432-8946 bpik@bcit.bc.ca
For registration: (604) 432-8723 scameron@bcit.bc.ca

Courses are scheduled as a direct result of industry's demand for training and are not known at this date. To find out the current schedule or to be put on the waitlist for future courses, please call Sharon Cameron at (604) 432-8723

Course offerings:		
NDTE 1150	Materials and Processes	(16 hrs)
NDTE 1169	Radiography Level 1	(40 hrs)
NDTE 1170	Ultrasonics Level 1	(40 hrs)
NDTE 1176	Eddy Current Level 1	(40 hrs)
NDTE 2177	Liquid Penetrant Inspection Levels 1 and 2	(40 hrs)
NDTE 2178	Magnetic Particle Inspection Levels 1 and 2	(40 hrs)
NDTE 2269	Radiography Level 2	(40 hrs)
NDTE 2270	Ultrasonics Level 2	(40 hrs)
NDTE 2276	Eddy Currents Level 2	(40 hrs)

Plastics

(604) 432-8971 (604) 432-8350

Plastics Associate Certificate Program

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites.
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry.
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering, planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

The program consists of three sections
Mandatory courses, mandatory option courses and elective courses as outlined below. To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses and such elective courses to achieve a total of 20 credits.

Mandatory courses:		Credits
PLAS 1001	Introduction/Plastics Industry	1.0
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

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

Mandatory Options

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

		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 This Term**PLAS 1001** **BBY \$147****INTRODUCTION: PLASTICS INDUSTRY**

Presents an overview of the plastics industry with topics that include: general consumption of plastics, Canadian plastics industry, local plastics industry, and markets for plastics. Also, how plastics are classified and the various types of thermoplastics and thermosetting plastics materials are discussed. Prerequisite: Grade 10 math and science. (1.0 credits)
Sep 13 Mon 1845-2145 4 wks BBY CRN 36022

PLAS 1002 **BBY \$147****PROPERTIES OF MATERIALS**

Covers the significant physical and mechanical properties of plastics, tests used to determine properties and how these are applied. Discusses the various forms and ingredients of plastics materials, as well as, an introduction to basic polymer chemistry covering polymer structure, bonding and polymerization. Prerequisite: PLAS 1001. (1.0 credits)
Oct 18 Mon 1845-2145 4 wks BBY CRN 36023

PLAS 1003 **BBY \$147**
POLYMER RHEOLOGY

Covers the basic principles of polymer chemistry, molecular bonding, molecular weight, molecular weight distribution and the basic types of polymerization and compares the effect on the properties of plastics. The course also describes the principles of flow in plastics and its importance in the processing of materials and the design of dies, tooling and molds. Prerequisite: PLAS 1002. (1.0 credits)
Nov 22 Mon 1845-2145 4 wks BBY CRN 35987

PLAS 1020 **BBY \$147****INJECTION MOLDING PROCESS**

Covers the basic elements of the Injection Molding Process including the molding cycle, plasticating systems, clamping units, backpressure and a general description of the mold elements. The reciprocating screw system is discussed along with a description of how polymer melting occurs. The course also covers machine specifications and their meaning. Prerequisite: PLAS 1002 or permission of the instructor for those students in the Injection Molding Industry or those with sufficient previous experience. (1.0 credits)
Sep 14 Tue 1845-2145 4 wks BBY CRN 37198

PLAS 1021 **BBY \$147**
INJECTION MOLDING EQUIPMENT

Determination of required clamp force, clamp losses, rules of thumb and mold area are covered. Injection capacity, injection molding force, mold capacity and shot size are reviewed. Discussions include spiral test molds, screws for injection molding, material handling and start-up parameters of an injection molding machine. Prerequisite: PLAS 1020. (1.0 credits)
Oct 19 Tue 1845-2145 4 wks BBY CRN 37199

PLAS 1022 **BBY \$147**
INJECTION MOLDING: MOLD DESIGN

Introduction to selection of types of molds, based on run size, type of materials, complexity and tolerance requirements of molded parts. Principles of part design and selection of mold materials are discussed along with potential product flaws and mold remedies. Prerequisite: PLAS 1021. (1.0 credits)
Nov 23 Tue 1845-2145 4 wks BBY CRN 35988

PLAS 1040 **BBY \$147**
FRP COMPOSITES: MATERIALS

Introductory course covering use of thermosetting resin in fiber reinforced plastic parts. Differences in various resins, the purpose of promoters, accelerators and catalysts are covered. Use of additives, air sealing coating, fillers and colorants are explained along with various types of reinforcing materials. General handling, storage and component hazards are reviewed. Prerequisite: PLAS 1002. (1.0 credits)
Oct 20 Wed 1845-2145 4 wks BBY CRN 35990



PLAS 1041 FRP: COMPOSITES PROCESSES	BBY \$147
Covers correct curing and polymerization of resins and processes to produce thermosetting products. Mechanical methods, chopper gun, hand lay-up, laminating, centrifugal casting, pressure bag molding, match die molding, pultrusion, filament winding, injection and transfer molding are discussed. Prerequisite: PLAS 1040. (1.0 credits)	
Nov 24 Wed 1845-2145 4 wks	BBY CRN 38478

Robotics and Automation

(604) 432-8521 (604) 432-8274

ROBT 0010 INTRODUCTION TO INDUSTRIAL ROBOTICS	BBY \$265
Presents an introductory course investigating automation systems found in modern manufacturing facilities. Basic operations, programming and applications of robotic workcells will be analyzed. Interfacing and programming of Programmable Logic Controllers (PLC's) will be studied. Hands-on instruction will be given on BCIT's robotics systems and PLC's.	
Sep 18 Sat 0900-1300 5 wks	BBY CRN 33193

Heating, Ventilation, Air Conditioning and Refrigeration

(604) 432-8685 lstroppa@bcit.bc.ca

HVAC 0100 REFRIGERATION CQ REFRESHER	BBY \$458
Prepares participants for the Refrigeration Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Refrigeration TQ or Fourth Year Apprentice.	
Sep 21 Tue/Thr 1900-2200 11 wks	BBY CRN 32746

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

HVAC 0102	Basic Refrigeration Systems 1
HVAC 0104	Basic Refrigeration Systems 2
HVAC 0106	Basic Refrigeration Systems 3
HVAC 0110	Advanced Refrigeration Systems 1
HVAC 0112	Advanced Refrigeration Systems 2

HVAC 0102 BASIC REFRIGERATION SYSTEMS 1	BBY \$417
Covers fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulation. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.	
Sep 20 Mon/Wed 1900-2200 8 wks	BBY CRN 32747

HVAC 0104 BASIC REFRIGERATION SYSTEMS 2	BBY \$417
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.	
Sep 20 Mon/Wed 1900-2200 8 wks	BBY CRN 32748

HVAC 0106 BASIC REFRIGERATION SYSTEMS 3	BBY \$417
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.	
Sep 21 Tue/Thr 1900-2200 8 wks	BBY CRN 32749

HVAC 0110 ADVANCED REFRIGERATION SYSTEMS 1	BBY \$196
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.	
Nov 27 Sat 0830-1630 3 wks	BBY CRN 32751

HVAC 0145 CFC EMISSIONS IN REFRIGERATION	BBY \$119
Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCF/HCFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.	
Sep 18 Sat 0830-1630 1 day	BBY CRN 30009
Oct 16 Sat 0830-1630 1 day	BBY 36660
Nov 27 Sat 0830-1630 1 day	BBY 37111

Machinist

(604) 432-8685 lstroppa@bcit.bc.ca

MACH 0100 MACHINIST CQ REFRESHER	BBY \$451
Prepares participants for the Machinist Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.	
Sep 25 Sat 0830-1430 10 wks	BBY CRN 37113

MACH 0105 LATHE OPERATOR	BBY \$406
Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.	
Sep 21 Tue/Thr 1900-2200 6 wks	BBY CRN 32731

MACH 0110 MILLING MACHINE OPERATOR	BBY \$406
Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.	
Nov 9 Tue/Thr 1900-2200 6 wks	BBY CRN 32732

MACH 0116 BLUEPRINT READING FOR MACHINISTS	BBY \$230
Teaches practical blueprint reading for the mechanical trades. Students will learn to read and interpret typical shop drawings used in the manufacturing industries.	
Sep 21 Tue/Thr 1900-2200 3 wks	BBY CRN 38796

MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS	BBY \$271
Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.	
Sep 18 Sat 0830-1430 3 wks	BBY CRN 32733

MACH 0125 INTRODUCTION TO CNC	BBY \$446
Introduces the concepts of computer numerical control (CNC) using Haas simulators. Course is intended for those with little or no CNC experience. Prerequisite: MACH 0120 or basic computer knowledge. Safety glasses required.	
Oct 23 Sat 0830-1430 8 wks	BBY CRN 32735

CNC MACHINIST OPERATOR	
Trains students to operate CNC machines. Training is designed for machinists and other trades people who wish to upgrade their skills in the operation, IG coding and conventional programming of CNC equipment. This full-time program is scheduled to accommodate those working in industry. Classes are held Monday through Thursday, 1800 to 2200, for 14 weeks. This program is a prerequisite for the part-time Mastercam courses that follow.	

For further information on this full-time program, contact BCIT Registration and Information at (604) 434-1610.

MACH 3100 MASTERCAM 1	BBY \$554
Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 7.2. The course explores the techniques and methods that can be used to design 2D drawing. Prerequisite: CNC Machinist Operator Program or instructor approval. (5.0 credits)	
Sep 13 Mon-Thu 1800-2200 4 wks	BBY CRN 61496

MACH 3102 MASTERCAM 2	BBY \$554
Focuses on the creation of 2D tool paths using Mastercam version 7.2. The 2D tool paths include drilling, contour, pocket, threading and etc. in milling and turning operations. Prerequisite: MACH 3100 CNC Programming 1. (5.0 credits)	
Oct 18 Mon-Thu 1800-2200 4 wks	BBY CRN 61499

MACH 3103 MASTERCAM 3	BBY \$554
Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 7.2. Topics include creation of complex geometry, surface and surface models. Prerequisite: MACH 3102. (5.0 credits)	
Nov 22 Mon-Thu 1800-2200 4 wks	BBY CRN 61501

Mathematics for Trades

(604) 432-8685 lstroppa@bcit.bc.ca

TMAT 0120 INDUSTRIAL MATHEMATICS	BBY \$305
Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.	
Oct 26 Tue/Thr 1900-2200 8 wks	BBY CRN 38593

Millwright

(604) 432-8685 lstroppa@bcit.bc.ca

MILL 0101 MILLWRIGHT CQ REFRESHER	BBY \$599
Assists a tradesperson in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with Red Seal Endorsement (IP) examination. Topics include general fitting practices; hydraulics, pneumatics and lubrication; material handling, machine components and machine installation. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.	
Sep 20 Mon/Wed 1900-2200 11.5 wks	BBY CRN 61495

MILL 0105 INDUSTRIAL HYDRAULICS STATIONARY	BBY \$362
Assists personnel at industrial sites in the basic theory of fluid power; examining, testing, troubleshooting and repairing fluid power circuits and components. Safety footwear with steel toes required.	
Sep 21 Tue/Thr 1900-2200 7 wks	BBY CRN 61494

MILL 0106 USING HYDRAULICS	BBY \$446
Assists maintenance personnel in designing, troubleshooting, and repairing hydraulic systems in industry. Reviews basic hydraulics with practical applications. Hydraulic circuits are designed and demonstrated on computer, then produced and tested in a hydraulics lab. Practical troubleshooting techniques are explained and demonstrated. Both theoretical and hands-on training will be applied. Prerequisite: MILL 0105 or instructor approval. Safety glasses and footwear with steel toes required.	
Sep 20 Mon/Wed 1900-2200 7.5 wks	BBY CRN 60305

MILL 0111 SHAFT ALIGNMENT	BBY \$445
Teaches how to effectively align rotating equipment. Includes formula method of rim and face, formula and graph method of cross (reverse indicator) dialling, and laser alignment. Covers methods to determine and incorporate bar sag, methods to determine and repair soft foot, and methods to deal with axial float. Also introduces vibration, heat, noise condition monitoring tools, and how they can assist in maximizing equipment life. Both theory and hands-on training will be applied. Safety footwear with steel toes required.	
Sep 23 Thr/Tue 1900-2200 8 wks	BBY CRN 60109
Sat 0830-1430	
Thr (Sep 23, Oct 7, 21 & Nov 4)	
Sat (Sep 25, Oct 9, 23 & Nov 6)	
Tue (Sep 28, Oct 12, 26 & Nov 9)	

Power Engineering

(604) 432-8685 lstroppa@bcit.bc.ca

POWR 0108 REFRIGERATION SAFETY AWARENESS	BBY \$130
Provides rink attendants, employed by recreational facilities, with essential knowledge of safety concerns in a refrigeration plant. Upon completion, students will have the skills to safely evacuate and protect life and property in the event of an emergency in a refrigeration plant.	
Oct 19 Tue/Thr 1900-2200 2.5 wks	BBY CRN 38577

POWR 0109 REFRIGERATION OPERATOR (FIFTH CLASS REFRIGERATION ENDORSEMENT)	BBY \$1,005
Supplements one's practical qualifying experience as described in the B.C. Power Engineers and Boiler and Pressure Vessel Safety Act. Provides the student with essential knowledge of a modern refrigeration plant. The course covers safety, legislation, refrigeration principles, systems and equipment, applied electricity and system operation, maintenance and problem solving. Government examination is not included. Participants must make their own arrangements with the Boiler and Pressure Vessel Branch. Prerequisite: Grade 12 Math and English skills are highly recommended. BCIT Pre-test evaluating both Math and English is available. Call 451-6832 for pre-test information.	
Sep 14 Tue/Thr 1900-2200 20 wks	BBY CRN 61731

Power Engineering Distance Education

(604) 432-8390 bcowen@bcit.bc.ca

BCIT offers Power Engineering courses through Distance Education. For a list of the courses offered this fall, please refer to page A8.

Visit our web site at
www.bcit.bc.ca/~sott/programs/industrial/powereng/index.htm.

Wood Products Manufacturing

(604) 432-8885 eworthy@bcit.bc.ca

WOOD 1030 ENGINEERED WOOD PRODUCTS	BBY \$321
For those directly or indirectly involved in the production of wood products. You will learn various aspects of plywood, veneer-based and engineered wood products — the "future" of the forest products industry. Plywood, laminated veneer lumber (LVL), particleboard, medium density fiberboard (MDF) and oriented strandboard (OSB) are products which will be covered. Also included will be discussions on products, manufacturing processes, properties and end uses. One session will be devoted to the processing of pulp chips from sawmill waste materials. This is one of three courses in a series on the production of lumber. A Certificate of Completion will be issued to candidates who have successfully completed the three courses (WOOD 1010/1020/1030) with a minimum 70 per cent in each. (2.0 credits)	
Sep 21 Tue 1845-2145 8 wks	BBY CRN 36289

WOOD 1060 WOOD SCIENCE	BBY \$181
Covers the structure and properties of wood including: wood micro and ultra-structure, moisture in wood, material density, electrical and mechanical properties. To complement these topics, lab sessions on wood density, moisture relations and mechanical properties will be held. Prerequisite: Senior secondary school science and math. (3.0 credits)	
Sep 13 Mon 1845-2145 12 wk	BBY CRN 60089

Associate Certificate in Wood Products Manufacturing Technology

(604) 412-7432 ehamm@bcit.bc.ca

A selection of part-time courses will be offered to obtain the Associate Certificate in Wood Products Manufacturing Technology (primary and secondary manufacturing). This certificate program was developed due to the growing demand for training in the secondary manufacturing of wood products. The province is encouraging this industry because of the value added to the forest resource and the creation of additional employment opportunities. For more information contact Ernie Hamm at (604) 412-7432 or e-mail ehamm@bcit.bc.ca.

Biotechnology

(604) 432-8324

pbarran@bcit.bc.ca

The Biotechnology Program currently offers two workshops designed to meet the rising demand for current information and training in this field. For more information regarding these workshops, please contact the program head, Paul Barran, at (604) 432-8324.

BIOT 1131**AN INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY (16 HRS)**

A two-day workshop specifically geared to non-scientific audiences to provide a comprehensive overview of biotechnology, its components and applications. The workshop surveys the technologies that make up biotechnology and their application in science and industry. Technologies covered include genetic engineering, cell culture and fermentation. Applications covered include human health, forestry, agriculture and waste management. The course is offered in partnership with the B.C. Biotechnology Alliance (BCBA). For information contact the BCBA at (604) 221-3026 or e-mail: www.biotech.bc.ca. (1.0 credits)

BIOT 5320**MOLECULAR GENETICS TECHNOLOGY (80 HOURS)**

A workshop which provides a comprehensive overview of the theory and practice of modern molecular genetics. Students receive practical hands-on training in the basic techniques of molecular genetics (Southern/Northern/Western Blot, PCR, DNA/RNA preparation, DNA sequencing, and cloning), as well as theoretical training in genetic analysis. Topics include genetic analysis, recombinant DNA technology, and the application of this technology to the analysis of genes and their products. This course is the same as MGEN 5800 of BCIT's Molecular Genetics Upgrading Program in Health Sciences and as such, will be offered in Fall/99. For schedule/registration information contact Fred Bauder at (604) 432-8296 or e-mail fbauder@bcit.bc.ca. (4.0 credits)

Chemical Sciences Technology

(604) 432-8393

ewoo@bcit.bc.ca

(604) 432-8723

scameron@bcit.bc.ca

CHSC 7827

BBY \$223

THE LABORATORY QUALITY SYSTEM

Designed for analytical and environmental chemists, analysts, technicians, quality assurance staff, laboratory supervisors and managers. This course, given by an expert in the field, provides a practical understanding of the Laboratory Quality System and highlights the role of this system in improving data quality and increasing operational efficiency. Quality system requirements for ISO 9000 registration and laboratory accreditation are discussed. Topics: quality policy and objectives, organizational responsibilities, the quality manual, lab quality control and quality audit. Selected audit and quality control practices are covered in some detail. Emphasis is placed on avoiding common pitfalls and ensuring the quality control effort is focused. A basic knowledge of statistical quality control is assumed. Prerequisite: CHSC 7826 or dept. approval from Elaine Woo at (604) 432-8393. (1.0 credits)

Sep.16 Thr 1830-2130 6 wks BBY CRN 61582

NEW**ASSAYER CERTIFICATION TRAINING**

BCIT is pleased to announce comprehensive assayer training is available through Chemical Sciences Technology on a part-time studies basis (as night school, distance education, workshop or Internet courses). The training was developed to meet the mining industry's growing demands for skilled and competent assayers in B.C. The advanced training we offer in applied analytical chemistry prepares successful students to become eligible to write the exam for Provincial Certification given by the B.C. Ministry of Energy and Mines.

Students can also opt to take any part of the training for the purpose of job upgrading, information only, or as a "refresher". The complete training involves 1½ - 2 years of combined classroom work and lab practicums. Lab practicums (considered an essential component of this training) help students gain maximum benefit from classroom work; it also helps students develop speed and accuracy in analytical work. Enrolment in each course is limited to 12 students.

Assayer Certification Training covers:

- Introduction to assaying.
- Fire assaying and mineral identification.
- Classical wet assaying and qualitative analysis.
- Selectivity and specificity of analytical procedures.
- Analytical instrumentation-theory, and practical.
- Sampling theory and methods.
- Statistical analysis.
- Reference standards.
- Laboratory practicum.

Contact Elaine Woo (instructor/coordinator) for more information: (604) 432-8393 or e-mail ewoo@bcit.bc.ca.

Oh no! You cancelled the course?

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

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

Fish Harvesting and Processing

For course information: (604) 432-8948

ddeleebe@bcit.bc.ca

For registration:

(604) 432-8723

scameron@bcit.bc.ca

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of upcoming activities.

Recently completed workshops included:

- Introduction to HACCP (FISH 0122)
- Revising Your QMP Plan (FISH 0123)
- Overview of the Revised QMP (FISH 0124)
- Orientation to Sanitation and Hygiene (FISH 0131)
- Can Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. and Classification (FISH 0143)
- Introduction to Can Screening Theory and Operation (FISH 0144)
- Canned Foods: Thermal Processing and Container Evaluation (FISH 0145)
- Food Microbiological Control (FISH 0200)

Contact the coordinator, Denise DeLeebeek, at (604) 432-8948 for course information.

CD-ROM Training Tutorials on Metal Can Defects

The following CD-ROMs are now available as part of Fish Harvesting and Processing Technology program:

- "Origins of Metal Can Manufacturing Defects"
- "Origins of Double Seam Defects"
- "Identification of Metal Can Defects"

These tutorials are based on material from the Canadian Food Inspection Agency (CFIA) manual, "Metal Can Defects - Identification and Classification". They include a total of 84 defects with over 400 photo images and self-tests on subsections, sections and the whole tutorials. These tutorials have been extensively validated by a committee of B.C. salmon canners, a can manufacturer, Canadian Food Inspection Agency and Health Canada.

The target audience is canned food inspectors in processing plants, can screening warehouses, government and private testing laboratories and import facilities as well as inspectors in can manufacturing plants.

To order the CDs, contact Distance Education, Engineering Technology, BCIT Phone: (604) 451-6984 or Fax: (604) 436-6113. For more information on content, design and computer system requirements, contact Denise DeLeebeek at (604) 432-8948, Fax (604) 434-6986, e-mail: ddeleebe@bcit.bc.ca.

Food Technology

For course information: (604) 432-8561

vmartens@bcit.bc.ca

For registration:

(604) 432-8723

scameron@bcit.bc.ca

FOOD 0175

BBY \$277

INGREDIENTS FOR FOOD PRODUCT DEVELOPMENT

Are you contemplating changing your product formulation or developing a new food product? You have probably been asking yourself a number of questions about the ingredients which could go into your new or existing product. This course is a two-day workshop that provides you with the skills for effective ingredient selection. Topics include: significance of cross-functional product development teams; ingredient and supplier selection; development of good supplier relationships; techniques for testing food ingredients; regulatory aspects of food ingredients. Case studies illustrate the process involved in ingredient selection for food product development. Participants become involved in simulated product development team assignments. A Statement of Attendance will be issued to those who complete this workshop.

Nov 11 Thr/Fri 0900-1630 2 days BBY CRN 37205

NEW**FOOD 1140****PREREQUISITE PROGRAMS FOR HACCP**

BBY \$308

A three-day workshop designed to provide food processing line personnel and supervisors, and regulatory personnel with a basic understanding of sanitation principles and practices as they apply to food processing establishments. BCIT instructors, experts from industry and regulatory agencies cover the following topics: basic microbiology; food spoilage and safety; hazard analysis and critical control point systems; personal hygiene; good manufacturing practices; cleaning and disinfecting agents; chemical safety and WHMIS; cross-connection plumbing hazards; processing plant waste management; manual and cleaning-in-place systems; setting up a sanitation program; the Food Safety Enhancement Program; insect and rodent pest management. A Statement of Completion is issued to students who complete this workshop. Prerequisite: must be employed or associated with the food processing industry. (1.5 credits)

Oct 19 Tue-Thr 0900-1600 3 days BBY CRN 61580

FOOD 1160

BBY \$305

FOOD SAFETY: THE HACCP SYSTEM

A two-and-a-half day workshop of benefit to employees whose job is to ensure the safety and quality of food, especially potential HACCP plant coordinators from areas such as QC, production, sanitation and management. The focus is on de-mystifying HACCP (Hazard Analysis Critical Control Point) and the role it plays with ISO 9000 and TQM. Participants are taught the skills necessary to implement a HACCP program to meet both their company's needs and government expectations. Discussion groups are formed and practical problems tackled. (1.0 credits)

Nov 3 Wed/Thr 0900-1630 2.5 days BBY CRN 60127
Fri 0900-1200

ECO-TIP

Plant a tree,
protect a tree.

**NEW****FOOD 1163****INTERNAL AUDITING OF HACCP SYSTEMS**

BBY \$350

Many organizations have instituted HACCP (food safety) systems in their operations. To keep these systems properly documented and operating correctly, internal auditing is a necessary function of plant managers, supervisors, HACCP coordinators and team members. Our workshop (three days) reviews the principles of HACCP and underlying prerequisite Programs required in a comprehensive food safety system. Participants will then be guided through the elements and activities (based on ISO 9000 Internal Audit Principles) of an internal audit. A checklist for an existing HACCP system (one preferably used by their company operation) will be prepared and completed by each participant, and a Statement of Completion will be issued to those who successfully complete the in-house assignment and achieve a minimum 60 per cent on the exam. (2.0 credits)

Oct 5 Tue-Thr 0830-1630 3 days BBY CRN 61574

FOOD 2023

BBY \$173

BEER TECHNOLOGY

Beer continues to be one of the most popular beverages over the centuries. With increasing interest in high quality beer, the consumer often becomes an amateur brewmaster. This course is designed to provide the novice with an enhanced understanding of the technology involved in the production of quality beers. And, for those interested in a career in brewing, it is an excellent start. Topics include basic processes, beer cultures, fermentation problems, sanitation, beer variations (ales, lagers), finishing and packaging, aging and care of beer. There are five classroom sessions and one field trip to a brewery (scheduled by the class). (1.0 credits)

Oct 19 Tue 1830-2130 5 wks BBY CRN 39369

FOOD 2024

BBY \$173

WINE TECHNOLOGY

Wine continues to be one of the most popular beverages over the centuries. With increasing interest in high quality wines, the consumer often becomes an amateur winemaker. This course is designed to provide the novice with an enhanced understanding of the technology involved in the production of quality wines. And for those interested in a career in winemaking, it is an excellent start. Topics include basic processes, wine cultures, fermentation problems, sanitation, wine variations (sparkling/ciders/coolers/varietals), finishing and packaging, aging and care of wine. There are five classroom sessions and one field trip to a winery (scheduled by the class). (1.0 credits)

Sep 14 Tue 1830-2130 5 wks BBY CRN 39370

Forest Engineering Technology

(604) 432-8941

jrudolph@bcit.bc.ca

RRE 1203

BBY \$295

MAP, COMPASS AND GPS

This course introduces students to the concepts of: map scale, interpreting topographic maps, map coordinate systems, route selection, navigating with a compass, air photos, and using a hand-held GPS unit. Course will be of interest to all outdoor enthusiasts and search and rescue personnel. (2.0 credits)

Sep 18 Sat 0900-1600 4 weeks BBY CRN 61446

RRE 3277

BBY \$495 DTC \$495

COMPUTER APPLICATIONS IN FOREST ROAD DESIGN

A practical, hands-on approach to forest road design using RoadEng-98 (version 3). Topics covered include: road design parameters, route surveys, horizontal and vertical alignment, earthwork volumes, mass haul diagram, exporting data, and design presentations. Road design criteria is based on current Forest Practices Code guidelines and regulations. (3.0 credits)

Sep 15 Wed 1845-2145 12 weeks BBY CRN 61450
Dec 6-10 Mon-Fri 0830-1600 1 week DTC 61449

RRE 4410

BBY \$395

FOREST ROAD DEACTIVATION

Provides a comprehensive review of slope processes involving soils and water, slope stability, management of water and slope geometry, erosion control and sediment management. Deactivation planning and implementation are the focus of this course. (3.0 credits)

Sep 28 Tues/Thurs 1845-2145 4 weeks BBY 61451

Note: Course schedule includes an all day field trip (0800-1630) on Saturday, October 16.

Geographic Information Systems

(604) 432-8521

You may take any or all of our part-time GIS courses to help your career advancement. You may also complete a part-time GIS Advanced Diploma for job-ready skills. For more information, call Program Advising at (604) 434-1610 and ask to be mailed the GIS program booklet. If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the work place. Check the GIS home page at www.gis.bcit.bc.ca for future on-line courses, any last minute part-time course offerings or to read more about the GIS program.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

GIST 5001

BBY \$255

GIS PROGRAMMING 1

Prepares students for GIS macro programming, GIS utility programming, GIS database programming and other GIS courses. Students use logical steps and QBasic to manipulate GIS spatial and attribute data values. This course is for students with no programming experience. (1.0 credits)

Sep 16 Thr 1845-2145 6 wks BBY CRN 60187

GIST 5002

BBY \$255

GIS PROGRAMMING 2: VISUAL BASIC

Builds on the course content of GIST 5001 GIS Programming 1. The course will introduce Visual Basic and will cover such additional topics as sub-programs and functions, arrays, file output and introduction to computer graphics. As in GIST 5001, the examples will be based on GIS and related topics. Prerequisite: GIST 5001. (1.0 credits)

Oct 28 Thr 1845-2145 6 wks BBY CRN 61555



Register today! www.bcit.bc.ca • 434-1610 • 412-7777

GIST 5027**MAPINFO**

Introduces MAPINFO, a popular, user friendly GIS product that runs within Microsoft Windows. Students learn how to query maps, query databases, produce maps, charts and reports and perform simple data import and GIS analysis. (1.0 credits)

Sep 27	Mon-Tue	0830-1630	2 days	DTC	CRN	38021
Nov 17	Wed-Thr	0830-1630	2 days	DTC		38022

DTC \$335.30**GIST 5028****ARCVIEW**

Presents a hands-on course which introduces ARCVIEW, a powerful desktop GIS software package. Teaches students how to use ARCVIEW to perform spatial query and analysis, produce maps, charts and reports. The course fee includes a 675-page colour manual and a CD-ROM with a demonstration copy of ArcView GIS software. (1.0 credits)

Sep 29	Wed-Thr	0830-1630	2 days	DTC	CRN	38019
Nov 15	Mon-Tue	0830-1630	2 days	DTC		38020
Dec 6	Mon-Tue	0830-1630	2 days	DTC		61554

DTC \$425.30**GIST 5100****FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS**

Discusses fundamental GIS concepts and terminology, the role of GIS in spatial data management and digital mapping, the multipurpose cadastre and resource GIS, methods of data collection and input, data modelling and representation, storage and retrieval of spatial data, concepts of data base systems, manipulation and analysis features of GIS. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	33057
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BBY \$258**GIST 5109****MAPPING USING MICROSTATION**

Presents a hands-on course which introduces students to Microstation PC, a powerful and popular software for digital mapping. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, and data integrity. (3.0 credits)

Sep 18	Sat	0900-1200	12 wks	BBY	CRN	37224
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BBY \$483**GIST 5128****ARC/INFO GIS 1**

Presents a practical course using ARC/INFO GIS software in a workstation environment. Topics include database design, data entry and editing in ARCEDIT, data manipulation and analysis, and map design in ARCPLOT. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	37088
Sep 16	Thr	1845-2145	12 wks	BBY		33061
Sep 18	Sat	0830-1530	6 wks	BBY		33062

BBY \$433**GIST 5130****TECHNICAL TOPICS IN COMPUTER SYSTEMS**

Focuses on developing skills for solving the diverse problems of GIS computer systems. Students will examine UNIX and Windows operating systems, explore client-server relationships, write utility programs, and gain an understanding of the science that lies behind computer applications. Previous programming experience is helpful (GIST 5001). (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	38479
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BBY \$483**GIST 6028****AVENUE**

Introduces AVENUE, the object oriented programming language used to customize ARCVIEW. In this course students learn about customizing the ARCVIEW interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 5028. Previous programming experience is essential (for example, AICO 4072). (1.0 credits)

Dec 8	Wed-Thr	0830-1630	2 days	DTC	CRN	38481
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DTC \$335.30**GIST 6118****REMOTE SENSING**

Uses image analysis software with satellite data to process, analyze, geocode and classify images, and integrate images with GIS. Describes the concepts and foundations of remote sensing; the features of instrumentation used in remote sensing; examines the key steps in applying remote sensing to earth resources management problems. Prerequisite: GIST 6121 or equivalent statistics course (may be taken concurrently). (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	60188
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BBY \$483**GIST 6128****ARC/INFO GIS 2**

Continues from GIST 5128, covering the use of ARC Macro language programming, database software, coordinate geometry, digital terrain modelling, analytical GIS functions, and import/export of data. Prerequisite: GIST 5128. Previous programming experience is helpful (GIST 5001). (3.0 credits)

Oct 30	Sat	0830-1530	6 wks	BBY	CRN	33063
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BBY \$483**AutoCAD/GIS Training****ACGS 2000****AUTOCAD MAP 1**

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

Sep 15	Wed	1845-2145	6 wks	BBY	CRN	60004
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BBY \$445**ACGS 3000****AUTOCAD MAP 2**

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, Topology (spatial relationships), advanced Queries and Property Alteration and Spatial Analysis. Prerequisite: ACGS 2000. (1.5 credits)

Oct 27	Wed	1845-2145	6 wks	BBY	CRN	60005
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BBY \$445**GIS Distance Education
Via the Internet**

www.gis.bc.it.bc.ca/outlines/5159info.htm

GIST 5159**DISTANCE ED \$350****TEXTBOOK \$55 SOFTWARE (IF REQUIRED) \$340**

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. (3.0 credits)

To register for the Internet course GIST 5159 only, please contact
Shari Monsma at smonsma@bcit.bc.ca

Geomatics**(604) 432-8992****nwong@bcit.bc.ca****SURV 1101****SURVEY INSTRUMENT OPERATIONS: LEVELS****BBY \$253**

Introduces the basic principle of differential leveling. Hands-on with the automatic level bench mark and detail leveling procedures. Industry prescribed booking formats and note reductions. Practical leveling projects: sewer-line layout, grade and invert calculations, cut and fill and "as-built" surveys. Field-oriented to assimilate to actual engineering projects. (2.5 credits)

Sep 18	Sat	0900-1600	5 wks	BBY	CRN	61568
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SURV 1104**BASIC SURVEYING WITH TOTAL STATIONS****BBY \$253**

Teaches students to use the transit in order to acquire the basic steps of setting up, centering and leveling. Angle measurement procedures. Introducing the total station, reflector constant determination. Surveying with total stations: horizontal distances and elevation difference determinations, running traverses and detail survey. Basic data collection and processing. (2.5 credits)

Oct 9	Sat	0900-1600	5 wks	BBY	CRN	35982
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SURV 1108**ENGINEERING SURVEY 1****BBY \$629**

Introduces basic principles in surveying, differential leveling, accurate taping, manual survey and electronic data collection with total stations. The course is field-oriented and projects include various aspects of engineering construction surveys. Upon completion, students will be able to perform surveys, road and building stakeout, and produce plans. (7.0 credits)

Sep 18	Sat	0900-1600	15 wks	BBY	CRN	33160
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SURV 1113**PLANE SURVEYING COMPUTATIONS 1****BBY \$358**

Reviews plane trigonometry fundamentals, solutions of triangles. Open and closed traverse computations, inverse, the location of blunders and adjustment procedures. Omitted parts in closed traverses, area computations and subdividing lots with straight property lines. Circular curve calculations and layout procedures, building layout calculations. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	37153
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SURV 1117**INTRODUCTION TO GPS DATA COLLECTION AND PROCESSING****BBY \$418**

Topics include: Basic GPS concepts. Field GPS modes and methods. Appropriate hardware, software, and methods for specific applications. Problems in GPS surveying. GPS mission planning. Hands-on code and carrier phase data collection and processing. Explanation of output files. Network adjustment and transformations. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	35884
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SURV 1118**PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS****BBY \$271**

Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data. (2.0 credits)

Sep 29	Wed	1845-2145	8 wks	BBY	CRN	61569
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SURV 1400**SURVEYING FOR ARCHEOLOGICAL APPLICATIONS****BBY \$255**

Introduces the basic principles in surveying, use of levels and total stations to establish vertical and horizontal control framework for detailed site surveys. Layout of rectangular grids. Manual survey and electronic data collection with total stations, data processing and computer-generated plans. (2.5 credits)

Oct 2	Sat	0900-1600	5 wks	BBY	CRN	61570
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SURV 2001**LEICA GPS REAL TIME****BBY \$260**

Introduces the fundamental concepts and theory of GPS; the hardware and software of Leica GPS receivers; GPS specifications and accuracy; project planning and cost. Practical field exercise using Rapid Static, Stop and Go, and Kinematic techniques. Field data is post-processed using SKI software. Introduces Basic GPS Real Time Operations. (1.5 credits)

Sep 29	Wed/Thr	0830-1630	2 days	BBY	CRN	60199
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SURV 2002**REAL TIME GPS (TRIMBLE)****BBY \$460**

Topics include: hardware configuration, system set-up, real time practical field operations, introducing TRIMMAP, download/transfer, DC (data collection), files to DB (data base), Editing, Import/export of files, GPS calibration, contouring in TRIMMAP, field exercises. Fee includes the course manual. (1.5 credits)

Oct 20	Wed-Fri	0830-1630	3 days	BBY	CRN	61571
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SURV 2109**TDS AND FORESIGHT FOR WINDOWS****BBY \$425**

Surveying from field to final plan with TDS 48GX and CAD, TDS Foresight software. A hands-on course using total stations, 48GX calculators and TDS software. Topics include data collection, COGO adjustments, data transfer, plan computations for topographic survey, earthworks and road design along with road and building stakeout. Prerequisite: Basic knowledge of survey. (3.0 credits)

Sep 25	Sat	0900-1600	6 wks	BBY	CRN	61572
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SURV 2110**SOFTDESK: LEVEL 1****BBY \$295**

Introduces the AutoCAD Land Development Desktop (SOFTDESK). Covers the basics of project management, the creation and manipulation of COGO points, survey data input and adjustment. Students must have a good understanding of basic survey computations. Prerequisite: AICO 1000 and SURV 1113. (1.5 credits)

Sep 20	Mon	1845-2145	6 wks	BBY	CRN	61573
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SURV 5108**FUNDAMENTALS OF SURVEYING****BBY \$172**

Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program. (1.5 credits)

Sep 18	Sat	0900-1200	6 wks	BBY	CRN	38490
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SURV 5208**FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM****BBY \$300**

Introduces the fundamental concepts of Global Positioning System (GPS). Covers coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. (1.5 credits)

Nov 6	Sat	0900-1200	6 wks	BBY	CRN	38491
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Mining**(604) 432-8323****redmunds@bcit.bc.ca**

For information on the types of courses available, contact the program head, Rob Edmunds, at (604) 432-8323.

Petroleum**(604) 432-8308****rkinney@bcit.bc.ca**

For information on the types of courses available, contact the coordinator, Robin Kinney, at (604) 432-8308.

Renewable Resources**(604) 432-8891****dcampbell@bcit.bc.ca****FNPS 0100****FIRST NATIONS CULTURAL AWARENESS FOR RENEWABLE****BBY \$363****RESOURCES PROFESSIONALS**

First Nations cultural values and concerns will continue to be at the forefront of all levels of renewable resources administration and management. This course is designed to provide a foundation of information that will help the participant build a broader understanding, awareness, and appreciation for these issues. The historical context as well as the divergent belief systems and values that underscore modern issues will be examined. The significance of court decisions, specifically the Delgamuukw case, will be considered and opportunities to explore First Nations protocol as it relates to developing respectful working relationships will be presented. Course fee includes a traditional Coast Salish feast.

Nov 24	Wed-Fri	0900-1600	3 days	BBY	CRN	61476
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NEW**REN 1601****LEVEL 1 COASTAL LOG SCALING****BBY \$489**

A five-day theory and field based overview of coastal grading rules and log specie identification. Designed as an introduction to log scaling for those taking the first step to acquiring their provincial license; and for individuals requiring an understanding of log scaling but not expecting to work as log scalers. Ideal for cruisers, log buyers, brokers, log residue waste personnel, and mill and lumber grading personnel. A certificate of completion will be issued to participants who achieve a minimum 50 per cent grade. A minimum 75 per cent grade is required for those wishing to take RENR 2602 Level 2 Coastal Log Scaling, the next step to acquiring certification. Required equipment: a hard hat. (3.0 credits)

Sep 20	Mon &	1830-2130	6 wks	BBY	CRN	TBA
	Sat	0930-1600				

Sep 27	Mon-Fri	0830-1630	1 wk	BBY	CRN	TBA
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NEW**REN 2602****LEVEL 2 COASTAL LOG SCALING****BBY \$1,200**

A continuation of the preparation for the B.C. Scalers Exam (Coastal), with practical scaling skills such as accurate measurement, volume estimation and value grading coastal logs. Course includes "scaling" at various locations along the Fraser River. Metric scale sticks and life vests supplied; students must supply suitable caulk boots. A certificate of completion will be issued to participants who achieve a minimum 65 per cent grade. To acquire provincial certification, participants who pass this course must apply and pay a separate fee to the provincial ministry. Prerequisite: RENR 1601 or approval by the coordinator Don Campbell at (604) 432-8891. (5.0 credits)

We have not yet set a date for this course. If you are interested and want to be put on the waitlist, contact Sharon Cameron by phone: (604) 432-8323. fax: (604) 433-7879 or e-mail: scameron@bcit.bc.ca

NEW**URBAN AND COMMUNITY FORESTRY****CERTIFICATE OF COMPLETION**

Renewable Resources is offering a selection of short courses in Urban and Community Forestry. Contact Sharon Cameron at (604) 432-8723 or e-mail: scameron@bcit.bc.ca to be put on our mailing list for notification of upcoming courses and dates. Contact Tracie Maryne at (604) 432-8247 for course information.

Courses to be scheduled are:

RRUF 1103	Urban Ecology (8 hrs)	August 25 and 28, 1999
RRUF 1201	Pruning Woody Plants (8 hrs)	TBA
RRUF 1301	Plant Biodiversity (8 hrs)	TBA
RRUF 1302	Animal Biodiversity (8hrs)	TBA
RRUF 1303	Watershed Restoration (8 hrs)	TBA
RRUF 1304	Forest Restoration (8 hrs)	TBA
RRUF 1501	Utility Forestry (8 hrs)	TBA

The world is learning. Keep up!



Forest Resources Technician

(604) 432-8267

tmaryne@bcit.bc.ca

You may take any or all of our part-time Forest Resources Technician courses. You may also complete a part-time Certificate of Technology by successfully completing all courses in the Forest Resources Technician program.

Courses will be offered in short blocks with each course taking an average of three days to two weeks to complete, depending on the number of credits.

Course topic areas and titles include:
Field orientation

RRRM 1105	Maps and Compasses
RRRM 1561	Aerial Photography
RRRM 2562	Photo Interpretation
RRRM 1150	Basic Surveying
RRRM 1155	Global Positioning Systems

Soils, geology and hydrology

RRRM 2130	Forest Soils
RRRM 2180	Forest Hydrology
RRRM 2181	Stream Classification
RRRM 1148	Electrofishing

Communications

RRRM 1105	Communications
RRRM 2146	Graphical Communications
RRRM 1104	Introduction to Computers

Safety

RRFW 1140	First Aid Level 1
RRFW 1143	Transportation Endorsement
RRRM 1146	Chainsaw Safety and Use
RRRM 1147	WHMIS/Bear and Cougar Awareness

Harvesting

RRRM 2445	Basic Forest Engineering
RRRM 2442	Harvesting Systems
RRRM 2510	Log Residue and Waste
RRRM 3456	Operational Harvest Planning

Silviculture

RRRM 2140	Silviculture
RRRM 1116	Silvics of Tree Species
RRRM 2141	Site Preparation
RRRM 2143	Silviculture Sampling

Biology and Science Fundamentals

RRRM 1120	Plant Collection
RRRM 1125	Plant Identification
RRRM 1115	Biogeoclimatic Ecosystem Classification

Forest Protection

RRRM 1130	Fire Management
RRRM 2150	Forest Health
RRRM 2151	Insect and Disease Survey - Beetle Probe
RRRM 2152	Insect and Disease Survey - Root Rot

Mensuration

RRRM 1108	Introduction to Timber Cruising
RRRM 2451	Introduction to Sampling
RRRM 1522	Level 1 Coastal Log Scaling

Recreation/Wildlife

RRRM 1117	Wildlife
RRRM 2171	Park Trail Construction

Other

RRRM 1133	Focus on Code Skills
RRRM 1135	Ethics and Professionalism
RRRM 1450	Applied Mathematics
RRRM 2450	Statistics I

Process, Energy and Natural Resources

ETE 0111

BBY \$155

ENGINEERING TECHNOLOGY CAREER EXPLORATION

To assist learners to make better informed decisions about career opportunities in engineering technology areas. This course will augment prospective students' research resulting in better matches between learners and programs and better odds for learner success. Hands-on experience will be included where safe work practices can be followed and as time permits. Information covered will include working conditions, labour market information, expected wages, prerequisite and training requirements. Programs from Construction and Process, Energy and Natural Resources such as the following will be participating:

- Biotechnology
- Building Technology
- Civil and Structural Technology
- Chemical Sciences
- Food Technology
- Forestry
- Fish, Wildlife and Recreation
- Geomatics
- Mining
- Petroleum

For more information call, Terry Suen at (604) 432-8855, e-mail tsuen@bcit.bc.ca or fax: (604) 439-1522.

Prerequisites: None. Grade 10 or better preferred.

Sep 29 Wed 1830-2130 9wks BBY CRN 61425

Advanced Diploma in Geographic Information Systems

(604) 434-1610

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-1610 and ask to be mailed the GIS Advanced Diploma Program booklet. The booklet will explain how you can become a full-time or part-time GIS Advanced Diploma student and which courses you should take.

You do not have to become a GIS Advanced Diploma student if you want to take a selection of our part-time GIS courses to help your career advancement. You can just register for any part-time GIS course, though you should make sure you meet any course prerequisites. For course availability, please see the Geographic Information Systems section of this flyer.

Check the GIS home page for any last minute part-time course offerings or to read more about the part-time GIS Advanced Diploma Program. You can access the GIS Home page from the BCIT web site GIS program pages www.gis.bcit.bc.ca.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

Advanced Diploma in Technology Management

(604) 432-8459

rpajunen@bcit.bc.ca

Engineering Technology offers an Advanced Diploma program in Technology Management. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C.

The ADP Program is designed for:

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

TMGT 7101

BBY \$172

ENGINEERING, TECHNOLOGY AND MANAGEMENT

Provides candidates with a perspective on the experience needed to assume a role in management in a technology-based organization. Focuses on individuals who possess a formal technical education and are contemplating moving into management or already working in management positions and examines the move from technical specialist to manager. (1.0 credits)

Sep 15 Wed 1830-2130 5 wks BBY CRN 37201

TMGT 7111

BBY \$172

HIGH TECHNOLOGY MARKETING STRATEGIES

This hands-on course enables candidates to effectively communicate their product's message to target customers. It also enables them to communicate with appropriate marketing terminology. (1.0 credits)

Sep 18 Sat* 0830-1530 3 wks BBY CRN 35894

*Note: Classes held every other Saturday

TMGT 7112

BBY \$172

MARKETING RESEARCH

Enables candidates to develop a marketing research plan, which will enable them to effectively examine the methods of assessing early market opportunities for high technology industrial and consumer products through market research. Completion of TMGT 7111 is recommended. (1.0 credits)

Oct 30 Sat* 0830-1530 3 wks BBY CRN 38447

*Note: Classes held every other Saturday

TMGT 7123

BBY \$172

TECHNOLOGY INFORMATION SYSTEMS

Provides the candidate with the knowledge to understand how Information Technology is used in technology based organizations. Covers aspects of systems design, evaluation and acquisition and reviews how data is collected and used in decision making. Covers business issues arising from the introduction and use of information technology. (1.0 credits)

Sep 16 Thr 1830-2130 5 wks BBY CRN 33026

TMGT 7124

BBY \$172

TECHNOLOGY AND INTERNATIONAL FINANCE

Deals with the major issues, institutions and instruments of international finance affecting technology transfer and the exchange of goods and services under contract. Course content addresses principal elements that include but may not be limited to: instruments, institutions, legislative/regulatory frameworks and international financial variables. (1.0 credits)

Oct 19 Tue 1830-2130 5 wks BBY CRN 38904

TMGT 7133

BBY \$172

LAW, SOCIETY AND THE ENVIRONMENT

Assists those working in complicated technologically intensive businesses to function within the legal environment. Focus is placed on the nature of the legal system and its institutions and selected areas of law vital to the functioning of Canadian business. Relates law to modern business practice especially in the field of ethics. (1.0 credits)

Oct 20 Wed 1830-2030 8 wks BBY CRN 60044

TMGT 7144

BBY \$172

HUMAN RESOURCE PLANNING AND CONTROL

Provides candidates with the knowledge necessary to deal with human resource issues such as goals, staffing, job analysis and design, recruitment and selection, career planning, succession planning, performance evaluation and training and development. (1.0 credits)

Sep 14 Tue 1830-2130 5 wks BBY CRN 60038

TMGT 8103

BBY \$402

TECHNOLOGY ASSESSMENT

Gives candidates the knowledge to develop Technology Assessment processes specific to the Graduation Project or applied to their organizations. Provides candidates with the means to increase the probability that a selected technology will provide tangible benefits in addressing specific organizational issues and take into account social and environmental concerns. (3.0 credits)

Sep 13 Mon 1830-2130 12 wks BBY CRN 61466

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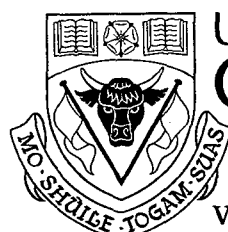
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Aviation

(604) 419-3704/3777

jmacgill@bcit.bc.ca

The Aviation Division offers a variety of full-time, part-time, and customized training programs in the following:

- Aircraft Electronics
- Composite Fundamentals
- Helicopter Maintenance
- Sheet Metal
- Aviation Regulations
- Gas Turbine Engines
- Private Pilot Ground School

The following part-time courses are scheduled during the Fall at BCIT's Sea Island Campus located at 5301 Airport Road South, Richmond, B.C. Fax: (604) 278-5363.

AVIA 0120 **SEA \$253**
CARS

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and air-worthiness of aircraft. Learn first hand your responsibilities as aviation technicians, aircraft owners and operators of private or commercial aircraft. Find out about the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.'s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

Sep 14	Tue/Thr	1900-2200	5 wks	SEA	CRN	60158
Nov 2	Tue/Thr	1900-2200	5 wks	SEA		60283

AVIA 0165 **SEA \$253**
AIRCRAFT SHEET METAL INTRODUCTION

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Sep 13	Mon/Wed	1900-2200	5 wks	SEA	CRN	32883
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AVIA 0166 **SEA \$253**
AIRCRAFT SHEET METAL ADVANCED

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.

Nov 1	Mon/Wed	1900-2200	5 wks	SEA	CRN	32884
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AVIA 0180 **SEA \$253**
HELICOPTER MAINTENANCE INTRODUCTION

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

Sep 13	Mon/Wed	1900-2200	5 wks	SEA	CRN	32886
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AVIA 0181 **SEA \$253**
HELICOPTER MAINTENANCE ADVANCED

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

Oct 23	Sat	0900-1600	5 wks	SEA	CRN	32887
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AVIA 0195 **SEA \$253**
AIRCRAFT ELECTRONICS

Introduces the field of Aircraft Electronics-Avionics. Intended for those evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionic equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics, and anyone involved in aviation with a general interest.

Sep 13	Mon/Wed	1900-2200	5 wks	SEA	CRN	32888
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AVIA 0240 **SEA \$253**
INTRODUCTION TO GAS TURBINE ENGINES

Presents a theoretical understanding of the gas turbine engine in technical language. 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.

Sep 13	Mon/Wed	1900-2200	5 wks	SEA	CRN	32891
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AVIA 0254 **SEA \$438**
COMPOSITE FUNDAMENTALS

Upgrades students who have little or no experience in the application of composites. In theoretical and instructor led work shops, students will conduct a gel plate test, make a mould, create a laminate and repair a composite panel. Mastering these techniques will ensure the student success in boat, auto and home built aircraft repairs. This course will be the prerequisite for a Transport Canada approved credit course currently in development.

Sep 15	Wed/Fri	1900-2200	2 wks	SEA	CRN	39208
Sep 18	Sat/Sun	0800-1600				

AVIA 0295 **SEA \$325**
PRIVATE PILOT GROUND SCHOOL

Prepares students to write the Ministry of Transportation Private Pilot Examination. 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 to be purchased by the first or second class.

Sep 14	Tue/Thr	1900-2200	8 wks	SEA	CRN	36123
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AVIA 0323 **SEA \$70**
OCCUPATIONAL FIRST AID LEVEL 1

Includes learning CPR, your ABC's, shock management, major bleeds and c-spine control to name a few. You'll be able to recognize and respond to emergency situations. A must in any workplace. Call (604) 419-3704 for details on this eight-hour WCB certificate course.

Nov 26	Fri	0800-1600	1 day	SEA	CRN	61302
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Marine

The Marine Division offers a variety of full-time, part-time, and customized training programs in the following:

- Commercial and Recreational Diving
- Marine Engineering
- Safety and Seamanship
- Nautical
- Electronic Navigation
- Maritime Logistics and Port Operations

The following part-time courses are scheduled during the Fall at BCIT's Pacific Marine Training Campus located at 265 West Esplanade, North Vancouver, B.C. Fax: (604) 985-2862

Commercial and Recreational Diving
(604) 985-0622, ext. 335

For information on our Offshore Diver and Recreational Diving Instructor programs, please call Geoff Greenwell, Canadian Diving Group at (604) 985-0622, ext. 335.

DIVE 1000 **PMT \$3000**
COMMERCIAL DIVER LEVEL 1

Covers the fundamental skills needed to enter the occupational diving industry and to conduct safe and effective diving operations. Graduates will receive the WCB "Unrestricted scuba - 40m" license and CODA's Diving Certification. This course will enable the candidate to enter the occupational diving industry. Prerequisites: Basic scuba certification, and enter the program as a competent diver. Minimum age: 17 years of age. Note: CODA considers a diver to be competent if they have a minimum of 20 dives in the last two years. (12.5 credits)

Oct 18	Mon-Fri	0830-1600	4 wks	PMT	CRN	61452
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DIVE 2000 **PMT \$6000**
COMMERCIAL DIVER LEVEL 2

Gives the candidate the necessary skills and dive time to enter the diving industry as a "WCB Restricted Surface Supplied Diver". This certification is required to do light construction and salvage diving using surface supplied diving equipment. Graduates will receive WCB and CODA Diving Certificates. Prerequisites: Basic scuba certification, and enter the program as a competent diver. Minimum age: 17 years of age. Note: CODA considers a diver to be competent if they have a minimum of 20 dives in the last B.C. years. (12.5 credits)

Oct 18	Mon-Fri	0830-1600	6 wks	PMT	CRN	61453
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Maritime Logistics and Port Operations

(604) 985-0622

MLPO 1011 **PMT \$323.30**
MARITIME VESSEL OPERATIONS

Introduces various ship types, explains their functions, and identifies ship parts: including ship bridge and engine room systems. Introduces principles of basic ship stability, shipboard crew organization and functions, and other shipboard operations including required certificates and associated surveys, and emergency equipment (survival craft and fire fighting.) (3.5 credits)

Sep 14	Tue/Thr	1800-2100	6 wks	PMT	CRN	61442
	Sat	0900-1600	(Sep 25)			

MLPO 1021 **PMT \$323.30**
PORT LOGISTICS

Emphasizes the role a seaport plays in the operations of international trade, including the various elements of a port, process of port operations and management. Focus on the Canadian port system with comparisons to international ports. (3.5 credits)

Nov 2	Tue/Thr	1800-2100	6 wks	PMT	CRN	61443
	Sat	0900-1600	(Nov 13)			

Nautical

(604) 985-0622

NAUT 0475 **PMT \$438**
MASTER LIMITED, 60GRT, AREA 1

Prepares participants for Transport Canada examinations (040, 061, oral exam) leading to the Master Limited certificate which will qualify the holder to operate a small passenger vessel up to 60 GRT within Area one waters. Course also covers material for candidates preparing for 'First Mate Limited Coastal' certificate.

Oct 5	Tue/Thr	1800-2100	5 wks	PMT	CRN	60164
	Sat	0900-1600				

Recreational and Small Boat Operators

(604) 985-0622

NEW ENAV 1105 **PMT \$150**
GET ME HOME!

What happens to you and your boat if the skipper is suddenly incapacitated? This is an introductory course for recreational boat crew members and will concentrate on emergency use of VHF, radar, electronic charts and other equipment on board to get you to safe harbour. (1.5 credits)

Oct 18	Mon/Wed	1800-2100	2 wks	PMT	CRN	61456
	Sat	0900-1600	(Oct 23)			

NEW ENAV 1100 **PMT \$200**
MARINE ELECTRONIC NAVIGATION 1

Introduces the use of electronic navigational equipment commonly found on small vessels. Students will be introduced to Radar GPS, Echo Sounder and electronic charts using up to date hardware and software. (1.5 credits)

Nov 1	Mon/Wed	1800-2100	2 wks	PMT	CRN	61455
	Sat	0900-1600	(Nov 6)			

NEW ENAV 2100 **PMT \$200**
MARINE ELECTRONIC NAVIGATION 2

For those who have operated marine electronic equipment or who have completed Marine Electronic Navigation 1. Emphasis will be placed on the advanced features of marine electronic equipment using up to date hardware and computer software. This will include electronic chart radar overlay, electronic passage planning and the application of computer software. (1.5 credits)

Nov 15	Mon/Wed	1800-2100	2 wks	PMT	CRN	61457
	Sat	0900-1600	(Nov 20)			

NEW GMDSS 1005 **PMT \$240**
RADIO OPERATORS CERTIFICATE (GMDSS)

Using state-of-the-art simulators and live equipment, you will learn the correct use of equipment required for small vessels on the B.C. Coast. This will include VHF (DS EPIRBs, SARTs, NAVTEX and the concept of GMDSS. (2.0 credits)

Nov 29	Mon/Wed	1800-2100	2 wks	PMT	CRN	61458
	Sat	0900-1600				

MENG 0300 **PMT \$171**
DIESEL ENGINE MAINTENANCE FOR SMALL VESSEL OPERATORS

Designed for the small vessel operator. The course is comprised of theory and practical demonstrations in diesel engine theory, basic fuel injection, starting, charging and cooling systems, routine maintenance, and basic trouble shooting procedures and techniques.

Sep 13	Mon/Wed	1800-2100	2 wks	PMT	CRN	61441
	Sat	0900-1600	(Sep 18)			

MSSM 0101 **PMT \$139.30**
SMALL CRAFT EMERGENCY SURVIVAL

Prepares pleasure craft operators for basic safety and survival in an emergency situation. Includes hands-on training with emersion suits, PFD's and inflatable life rafts in the training tank.

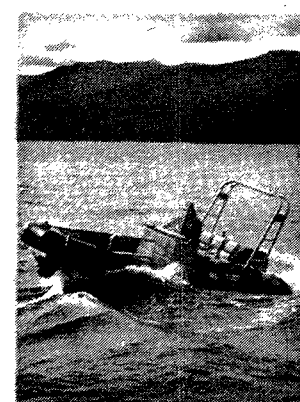
Oct 16	Sat	0900-1600	2 wks	PMT	CRN	39027
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MSSM 0492**PRACTICAL USE OF RADAR**

Enables you to assume duties of radar operator on a small vessel; navigate a vessel; and take collision avoidance action. Lectures and demonstrations are enhanced with exercises performed on a radar simulator.

Sep 27	Mon/Wed	1800-2100	2 wks	PMT	CRN	38049
	Sat	0900-1600	(Oct 2)			

PMT \$271**Motive Power**

The Motive Power Division offers a variety of full-time, part-time and customized training programs in the following: Auto Collision Repair and Refinishing, Automotive, Heavy Equipment and Motorcycle/Marine/Power Equipment. The following part-time courses are scheduled during the Fall at BCIT's Burnaby campus, located at 3700 Willingdon Avenue, Burnaby, B.C. Fax (604) 439-0426.

Automotive Mechanic

(604) 432-8205

sbutler@bcit.bc.ca

AUTO 0100**BBY \$451****AUTOMOTIVE MECHANICAL REPAIR REFRESHER**

Refreshes theoretical knowledge of the trade. Prerequisite: Experience in the automotive trade.

Sep 20	Mon/Wed	1900-2200	10 wks	BBY	CRN	32709
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AUTO 0105**BBY \$451****AUTOMOTIVE AIR CONDITIONING**

Introduces the principles of air conditioning systems, including refrigerant theory, system construction and operation, inspection and service, refrigerant recovery, recycling, and charging. Shop exercises involve performance testing and inspections including refrigerant identification, over and undercharging effects, and leak detection. Safety glasses and steel toed footwear required.

Sep 20	Mon/Wed	1830-2130	7 wks	BBY	CRN	38547
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AUTO 0106**BBY \$355****AIR CONDITIONING 134A RETROFIT (MINISTRY APPROVED)**

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Covers issues of R12 equipment and disposal. Theory and hands-on training will be applied. Prerequisite: Automotive air conditioning experience and AUTO 0145 or equivalent. Safety glasses and steel toed footwear required.

Oct 5	Tue/Thr	1900-2200	3 wks	BBY	CRN	38548
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AUTO 0107**BBY \$107****134A RETROFIT REGULATIONS (MINISTRY APPROVED)**

Upgrades automotive technicians, service advisors and shop administrators in the procedures and regulations of retrofitting air conditioning systems to accept refrigerant 134A. This theory-based awareness course provides current information on how the new Ozone Depleting Substances Regulation could impact customer vehicles that currently use R12.

Oct 13	Wed	1800-2200	1 day	BBY	CRN	61627
Nov 24	Wed	1800-2200	1 day	BBY		38567

AUTO 0125**BBY \$446****AUTOMOTIVE AUTOMATIC TRANSMISSIONS**

Introduces the operating principles of automotive automatic transmissions. Topics include drive train components, gearset descriptions, simple and compound planetary gearsets, torque converters, hydraulic circuits and apply devices. Also introduces electronically controlled transmissions. Shop exercises involve a teardown and rebuild of a basic hydraulically operated transmission. Safety glasses and steel toed footwear required.

Sep 21	Tue/Thr	1830-2130	7 wks	BBY	CRN	61630
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AUTO 0131**BBY \$360****PROPANE FUEL SYSTEMS FOR VEHICLES**

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. You are encouraged to provide propane converted vehicles for the shop sessions. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel toed footwear required.

Sep 20	Mon/Wed	1830-2130	4 wks	BBY	CRN	61628
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AUTO 0134**BBY \$360****NATURAL GAS FUEL SYSTEMS FOR VEHICLES**

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. You are encouraged to provide natural gas converted vehicles for the shop sessions. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel toed footwear required.

Oct 25	Mon/Wed	1830-2130	4 wks	BBY	CRN	61629
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AUTO 0140**BBY \$529****AIRCARE THEORY AND OPERATIONS**

Prepares certified technicians who have not previously been AirCare Certified to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience.

Sep 14	Tue/Thr	1830-2130	7 wks	BBY	CRN	36203
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AUTO 0141**BBY \$580****AIRCARE PRACTICAL (RECERTIFICATION)**

Provides certified technicians with experience in the diagnosis and repair of emission control system failures. Emphasizes interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic or Heavy Duty Mechanic with three years automotive experience. Safety glasses and steel toed footwear required.

Sep 14	Tue/Thr	1830-2130	7 wks	BBY	CRN	32720
Nov 2	Tue/Thr	1830-2130	7 wks	BBY		35792

AUTO 0145**CFC EMISSIONS IN AUTOMOTIVE**

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who perform 134A retrofits.

Sep 11	Sat	0900-1700	1 day	BBY	CRN	32717
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BBY \$119**AUTO 0146****BBY \$105****AIR BAG SYSTEMS**

Upgrades technicians in the diagnosis and repair of air bag systems. Covers theory, operation, and testing procedures of all components including electrical and mechanical. Steel toed footwear required.

Oct 16	Sat	0830-1300	2 wks	BBY	CRN	61631
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AUTO 2200**BBY \$365****INTRODUCTION TO ELECTRICAL TESTING**

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosis, testing and maintenance. Safety glasses and steel toed footwear required.

Sep 20	Mon/Wed	1830-2130	5 wks	BBY	CRN	32705
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AUTO 2209**BBY \$378****AUTOMOTIVE TUNE-UP, DRIVEABILITY, AND EMISSION CONTROLS**

Progresses from basic electrical/electronic test procedures to advanced diagnosis of batteries, conventional and permanent magnet starters and circuits, ignition systems from conventional to DIS, fuel delivery systems including feedback carburetors, emission controls, four gas analysis, an introduction to "on-board" computers, and fuel injection.

Sep 21	Tue/Thr	1900-2200	7 wks	BBY	CRN	32708
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Commercial Transport Mechanic

(604) 432-8205

sbutler@bcit.bc.ca

CTMX 0100**BBY \$451****COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER**

Prepares you for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 20	Mon/Wed	1830-2130	10 wks	BBY	CRN	32724
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CTMX 0101**BBY \$290****TRANSPORT REFRIGERATION MAINTENANCE**

Designed for people who want to get into this industry or for those mechanics who want to increase their awareness of the Transport Refrigeration field. Course includes refrigeration theory, components and location. Includes basic electrical and electronics, schematic reading, and test equipment. Freon flow charts of Carrier and Thermo King refrigeration units will be discussed. Safety glasses and steel toed footwear required.

Sep 20	Mon/Wed	1830-2130	4 wks	BBY	CRN	61668
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CTMX 0105**BBY \$365****AIR BRAKES FOR MECHANICS**

Prepares mechanics with limited experience to service air brakes. Upon successful completion, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Prerequisite: Basic mechanical knowledge and ability. Steel toed footwear required.

Oct 18	Mon/Wed	1830-2130	6 wks	BBY	CRN	61662
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CTMX 0110**BBY \$231****COMMERCIAL VEHICLE INSPECTOR**

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel toed footwear required.

Sep 20	Mon/Wed	1830-2130	3 wks	BBY	CRN	32725
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Oct 12	Tue/Thr	1830-2130	3 wks	BBY		35793
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Nov 13	Sat	0830-1430	3 wks	BBY		32727
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CTMX 0111**BBY \$60****COMMERCIAL VEHICLE INSPECTOR UPDATE**

Updates vehicle inspectors with changes that have occurred in the Commercial Vehicle Inspection program over the last few years. Covers vitally important updates essential to the ongoing effectiveness of performing and recording accurate vehicle inspections. Prerequisite: Commercial Vehicle Inspector Licence obtained prior to June 1996.

Nov 2	Tue	1800-2200	1 day	BBY	CRN	61669
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Dec 4	Sat	0900-1300	1 day	BBY		61670
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CTMX 0200**BBY \$340****COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER**

Prepares participants for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade.

Oct 18	Mon/Wed	1830-2130	7.5 wks	BBY	CRN	32729
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Diesel Engine Electronics

(604) 432-8205

sbutler@bcit.bc.ca

Upon successful completion of the following courses, a BCIT Certificate of Trades Training in Diesel Engine Electronics will be issued.

DELX 2100	Electrical Advanced 1
DELX 2101	Electrical Advanced 2
DELX 2102	Detroit Diesel Electronic Control
DELX 2103	Caterpillar Electronic Control
DELX 2104	Cummins Electronic Control

DELX 2100**BBY \$410****ELECTRICAL ADVANCED 1**

Provides you with a thorough understanding of the basics of electricity and electromagnetism. Topics include batteries, charging and starting systems. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel toed footwear required. (4.0 credits)

Sep 21	Tue/Thr	1830-2130	5 wks	BBY	CRN	60197
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DELX 2101**BBY \$410****ELECTRICAL ADVANCED 2**

Concentrates on the electronics side of diesel engine electronic components and operation, including semi conductors, integrated circuit devices, microprocessors and electronic control devices. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required. (4.0 credits)

Nov 2	Tue/Thr	1830-2130	5 wks	BBY	CRN	38561
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Forklift Operator

(604) 432-8205

sbutler@bcit.bc.ca

CTMX 0115**BBY \$203****FORKLIFT OPERATOR CERTIFICATION**

Provides training to those with proven experience in the operation of forklifts. Includes six hours of theory and six hours of practical training. Upon successful completion, you will receive SD/CB Forklift Operator Certification valid for two years. Prerequisite: Forklift operation experience. Steel toed footwear required.

Nov 1	Mon/Wed	1830-2130	2 wks	BBY	CRN	37128
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Dec 6	Mon/Wed	1830-2130	2 wks	BBY		37130
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CTMX 0116**BBY \$295****FORKLIFT OPERATOR TRAINING/CERTIFICATION**

Provides forklift training to those with no experience in the operation of forklifts. Includes six hours of theory and 12 hours of practical training. Upon successful completion, participants will receive SD/CB Lift-truck Operation Certification valid for two years. Prerequisite: Driving experience. Steel toed footwear required.

Sep 21	Tue/Thr	1830-2130	3 wks	BBY	CRN	37131
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Oct 12	Tue/Thr	1830-2130	3 wks	BBY		37133
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Nov 16	Tue/Thr	1830-2130	3 wks	BBY		38558
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NEW**CTMX 0117****BBY \$125****FORKLIFT OPERATOR RECERTIFICATION**

Provides review, testing, and recertification to individuals that have previously obtained Forklift Operator Certification. Includes two hours of theory and four hours of practical training. You will receive SD/CB Forklift Operator Certification valid for two years. Prerequisite: Previous Forklift Operator Certification. Steel toed footwear required.

Oct 2	Sat	0830-1430	1 day	BBY	CRN	61663
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Oct 30	Sat	0830-1430	1 day	BBY		61664
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Nov 27	Sat	0830-1430	1 day	BBY		61665
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Dec 11	Sat	0830-1430	1 day	BBY		61666
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Heavy Duty Mechanic

(604) 432-8205

sbutler@bcit.bc.ca

HDMX 0100**BBY \$451****HEAVY DUTY MECHANIC CQ REFRESHER**

Prepares you for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement IP and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 20	Mon/Wed	1830-2130	10 wks	BBY	CRN	32722
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Inboard/Outboard Mechanic

(604) 432-8205

sbutler@bcit.bc.ca

IOMX 0101**BBY \$355****STERN DRIVE TUNE-UP AND WINTERIZING**

Provides the boat owner with practical service knowledge about the stern drive engine, drive leg and related equipment, as well as fuel systems, ignition, electrical, cooling, corrosion control, troubleshooting and winterization. Includes both theory and hands-on training. Steel toed footwear required.

Sep 21	Tue/Thr	1900-2200	6 wks	BBY	CRN	38724
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IOMX 0103**BBY \$355****OUTBOARD MOTOR MAINTENANCE**

Covers basic operation principles of the outboard motor through a combination of theory and hands-on training. You will receive the knowledge to troubleshoot, repair and tune-up an outboard motor. Focuses on fuel systems, electrical systems, ignition systems, lubrication system, cooling systems, troubleshooting, corrosion and galvanic protection. Steel toed footwear required.

Nov 1	Mon/Wed	1900-2200	6 wks	BBY	CRN	61667
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Motorcycle Mechanic

(604) 432-8205

sbutler@bcit.bc.ca

MCMX 0115**BBY \$214****MOTORCYCLE MAINTENANCE**

Covers all aspects of general maintenance of the modern motorcycle. A combination of lectures, demonstrations and hands-on practical training will be used to present material. Steel toed footwear required.

3D Studio Max	A11
A Academic Studies	A2-3, A5-6
Accounting	B1, B3, B4, B6, B8-B12, B14, B18, B20, D2, D5
Adobe	
- Acrobat	B15
- After Effects	B15
- Illustrator	B3, B14-15
- Photoshop	B3, B14-16
- Premier	B15
Accpac	B5, D2
Advertising	B3, B12-14
Air Brakes	A18
Air Conditioning	A11, A13, A18, D8
Air Heating Systems	A12
Air Quality Management	C8
Aircare	A18
Aircraft	A4, A17, B4
Algebra	D6
Aluminum	C4
Animation	A11, B3, B15-16, D2, D4
Arc Welding	C4
Architectural Cad	A10, C4-5
Architectural Desktop	A10
Architecture	A10-12, B12, D3-6
Arctview	A15
Assayer	A14
Assembler Programming	D3
ASTT	A8, C2
Audio	B16
Auditing	B10
Autocad	A10, A11, A15, B11-12, C2, C5-6
Automatic Sprinkler	A8, A12
Automotive	A18
Aviation	A7, A17
B B.C. Building Code	A12, B19, C5
B.C. Fire Code	A12
Beer Technology	A14
Biomedical Engineering	A9
Biotechnology	A14, A16
Blueprint Reading	A13, C1-3, C5, D7
Boiler Operator	A8
Broadcast	B3-4
Building Engineering Technology	C4
Building Automation Systems	D7
Building Construction Technology	C4
Building Design	C4
Building Engineering Technology	C1, C4-5
Building Envelope Performance	C4-5
Business Administration	A3, A10-12, B3, B5-6, B8, C7, C8
Business Certificate Programs	B3
Business Coaching	B8
Business Law	B6
Business Reports	B3, B18
C C Programming	D1, D3, D5, D8
C++	A11, D3, D5
Calculus	A6, A8, D6
Call Centre	B3, B13-14
Career	A3, A6, A16, B14
Carpentry	A7, C1-2
Cars	A17
Case Technology	D4
Chemical Sciences Technology	A14
Chemistry	A5-A7, C7
Chromatography	A5
Circuit Analysis	D6
Civil Construction	C6
Client Server Computing	D4
Clinical Procedures	B16
CNC	A13, C1-2
Coastal Log Sealing	A15-16
Cobol Programming	D3
Commercial Transport	A18
Commercial Vehicle Inspector	A18
Communication	A5
Communication Placement	A6
Communication Skills	B7
Computer Aided Engineering	A10
Computer Hardware	D8
Computer Studies	D1-5
Computers and Networking	D8
Computers for Machinists	A13
Computing for The Timid	D1
Conflict In The Workplace	B3, B5, B7
Construction Management	C1, C6
Construction Operations	C1, C4
Construction Safety Officer	C2
Construction Supervision	C4
Contaminant Hydrogeology	C7
Copywriting	A5, B3-4, B14
Core Drafting	C2
Coreldraw	B14-16
Crime	A4, A5, A7, D7
Cross Connection Control	C2
Crystal Reports	D2
Cummins Electronic Control	A18
Customer Relations	B4, B12-14
Customer Service	B3, B12-14, B20, D4
D Data Base	A2, A15, B3, B5, B12-13, D4
Data Cabling And Wiring	D7
Data Communication	B5, B7, D4, D7, D8
Delphi Programming	D3
Dental Reception	D5
Desktop Publishing	A4, B3, B15
Diesel Engine Electronics	A18
Diesel Engine Maintenance	A17
Digital Devices	D6
Digital Production	B4
Digital Transport Systems	D7
Distance Education	A7, A8, A13-15, B6
Distribution	B15, B17, B20, D7-8

Diving	A17
DOS	A10, D1-2, D4-5, D8
Drafting	A7, A10, A11, B11, C1-3, C5
Drainage Plumbing Design	A11
Drywall	C1-2
E E-Business	D5
Economic Issues	B7
Electrical	A2, A6, A13, A18, C3, C6, D6-8
Electronic Commerce	B3, B5-7
Emergency	A9, A12-13, A17, C8
Energy Management	A11, D8
Engineered Wood Products	A13
Engineering	B1
Engineering Materials	A10, D6
Engineering Technology	A3-7, A16, C1, C4, C7, D6
English	A5-7, B2
Enhancing People Skills	B5-6, B8
Entertainment Industry Code	D7
Entrepreneurial Management	B3, B5-7, B12
Environmental Engineering	C1
Environmental Engineering Technology	B1, C7-8
Environmental Management	C7
Environmental Site Assessment	C8
Estimating	C5
Ethics	B1, B2, B7-8
Event Marketing	B12
Excel	B18-19, C6, D2-3
F Facilities Management	B18
Fiber Optics	D7-8
Film	B3-5, B13-14, B19, D7
Finance	A16, B5, B9-11, B14, B17, B20
Financial Accounting	B9-11
Financial Management	A3, A10, B3, B8-10, B12, B14, B18-19, D5
Financial Planning	B3, B9-11
Fire Alarm	A12, D8
Fire Extinguisher Service Technician	A9
Fire Protection	A12
First Nations	A4, A9, A15
Fish Harvesting And Processing	A14
Flow Control Devices	C6
Food	A4-5, A8, A14, A16, B19
Forensic Science	A5
Forest	A14, A16
Forklift Operator	A18
Framing	C1
Freight Forwarding	B20
Fuel Injection	A17-18
Fundraising	A4, B3, B14
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Furniture	A8, B11-12, C4
G Gas	A8, A17-18, C1, C3-4, C8
Geographic Information Systems	A11, A14-16
Geomatics	A10, A15-16, B1
Geometry	A6-8, A13-15, C1-2, C4-5
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GPS	A14-15, A17, C7
Graphic Presentation	B11-12
Graphics	A5, A11, A14, B14-16, C4-5, D1-2, D4
H Heating, Ventilating and Air Conditioning	D8
Heating, Ventilation, Air Conditioning and Refrigeration	A13
Heavy Duty Mechanic	A18
Helicopter Maintenance	A17
Help Desk Support	D4
Highway Design	A7
House Inspection	C5
HTML	A11, B5, B16, D4
Human Resources	B3-4, B6, B8, C6
Human Rights And The Law	B6-7
Hydraulics	A7, A13, C7
Hydrology	A7, A16, C7
Hydronic Systems	A12, C3
I Importing	B13
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Industrial	A2, A7-8, A10, A12-13, B3, B7-8, B18, C2-3, C8
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Integrated Resource Management	B18
Intellectual Property Management	B3, B6-7
Inter-Cultural Communication	A5
Interior Design	B2, B3, B11
Internal Quality Audits	B16
International Freight Forwarding	B20
International Management	B5, B8
International Trade	B17, B20
Internet	A5, A9, A11, A15, B1, B3, B5-6, B12, B16, D1, D3-4
Interpersonal Skills	B2-8, B18, C4, C7, D5
Interviewing	A5, B3-4, B8
Inventory Management	B17-18
ISO 9000	A9, A14, B3, B16, B18-20, C7, D5
J Java	B5-6, D1, D3-4
Joinery	C1-2
L Labour Relations	B5-8, C6
LAN	D4
Language	A6, B2, C1
Language Skills Development	A5
Lathe Operator	A13
Law	A5, A7, A16, B1-2, B5-6, C7-8, D6
Leadership	B1-3, B5-8, B18, C7, D1
Lighting	A12, B11-12, B14-15, C6, D7
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M Macroeconomics	B5-9
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Mastercam	A13
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Medical Office Assistant	B3, B16
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Motive Power	A18
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Motorcycle Maintenance	A18
Motorcycle Mechanic	A18
Multicam Production	B4
Multimedia	B3, B14-16, D1, D3-4, D8
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N Natural Gas Fuel Systems	A18
Nautical	A17
Negotiation	B7
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Network Integration Specialist	D5
Networks	B2, D4, D6-7
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Nondestructive Testing	A12
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Novell Netware	D4
NT Workstation	D1
Numerical Methods Mechanical	A8
O Occupational First Aid	A17
Occupational Health & Safety	A9, B7
Office 97	B12, D2
Office Computer Applications	D2
Offshore Diver	A17
Online Business	B7
Operating Systems Concepts	D5
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P PageMaker	B3, B15
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Parametric Modeling	A10
Park Facility	A8
Parks Management Safety	A7
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Passive Devices	D6
Petroleum	A15-16, C8
Photography	A16, B3, B14
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Physics	A6-7
Pilot Ground School	A17
Pipe Flow	C7
Piping	A7-8, A12, C1-C3
Plastics	A10, A12, D6
Plumbing	A8, A11-12, A14, C1-3
Polymer Rheology	A12
Port Logistics	A17
Power Engineering	A8, A13
Power Equipment	A18
Powerpoint	D2
Precision Metalforming	C4
Presentation Skills	A5, B5, B15
Press/Media Relations	B12, B14
Preventing Violence	A9
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Professional Sales	B3, B4, B12-14
Project Management	A5, A8, A10-11, A15, B3, B12, B20, C4, C6-8, D2, D5
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Q Quality Assurance	A9, A14, B16, B18-20, C7
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Quarkxpress	B13-15
R Radar	A18
Radio	A17, B3-5, B14, D3, D7
Recreation	A4, A7, A16
Recycling	C8
Refrigeration Operator	A13
Renewable Resources	A15
Renovations	C3
Research	A4, C8, D1

Risk Assessment	C8
Risk Management	B6, C8
Roadworks Maintenance	C6
Robotics and Automation	A13
Roofing	C1
S Safety Trades	C3
Salary Administration	B6, B8
Sales Promotion Techniques	B12-14
Sales Skills	B12
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Solid Waste Management	C8
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Spreadsheet Concepts	D1
Sprinkler Design	A8
SQL	D4
Statistics	A16, B6, B9, B18-20, C6
Steel Fabrication	C3-4
Supervisory Skills	B4, B7, B14, B18, B20
Survey	A15-16, C5, C7-8, D1
Systems Analysis	D1, D4
T Taxation	B10
TCP/IP Protocol	D3
Teamwork	B1-2, B5-8, B14
Technical Reports	A5, B18, C8
Technical Writing	C4-5
Technology Assessment	A16
Technology Management	A8, A16
Telecommunications	B7, D6-7
Television	B3-4
TEWELT	A5, A7
Thermodynamics	D6
Time Management	B3, B5
Tourism	B2-3, B14
Toxicology	C7
Trades	A7-8, A13, B17, C1-3, D6, D7
Traffic Collision Investigation	A5
Training Skills	B3, B5
Transcription	B16
Transportation	A7, A9, A16-18
Trigonometry	A5-8, A15, C1-4
TV Broadcasting	B3-4
Typography	B14-15
U Ultrasonics	A12
Unix	A15, D4
V Value Analysis	C8
VBA Programming	D3
Video	A4-5, B3-4, B16, C7-8, D4
Visual Basic	A14, D2-3, D5
Visual Merchandising	B12
Vocal Development	B5
W Wastewater	C7-8
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Welding	A7, C1, C3-4
Windows	A11, B1, B15-16, D1-5
Wine Technology	A14
Withdrawal	A13
Wood Products Manufacturing	A13
Wood Science	A13
Word	D1-3
Word Processing Concepts	D1
Worksafe Courses	A9
Writing	A5-6, A8, B3-4, B12-14, B16-17, D1

This flyer was produced by BCIT Community Relations Department in cooperation with the Institute's part-time program coordinators (Business; Computing and Academic Studies; Construction; Electrical and Electronic Technology; Health Sciences; Manufacturing and Industrial Mechanical; Process, Energy and Natural Resources; and Transportation).

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- MS Project 98 - Planning/Creation and Tracking/Management
- Learn Netscape Navigator (Intro to the Internet)

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- Getting Your Message Across
- Making Your Time Count
- Negotiating For A Positive Outcome
- Thinking Creatively
- Turning Problems Into Opportunities
- High Performance Management
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BCIT International

Learn phonetics, speech and business communications - language skills necessary for employment in a Spanish speaking environment.

Practical Spanish Communications 1 (INTL 0501)

Emphasis on phonetics, develops basic Spanish language skills for listening comprehension, reading, writing and speaking.

CRN 61659	M/W	17:30 - 19:30	Downtown	\$306	Sept. 13
CRN 39889	T/Th	17:30 - 19:30	Downtown	\$306	Sept. 14
CRN 39434	M/W	17:30 - 19:30	Burnaby	\$307	Sept. 13

Practical Spanish Communications 2 (INTL 0502)

Emphasis on speech with verbs in past future and imperfect tense.

Pre-req: INTL 0501 or 450 word vocabulary

CRN 39890	T/Th	17:30 - 19:30	Downtown	\$306	Sept. 14
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Practical Spanish Communications 3 (INTL 0503)

Emphasis on thought development. Develops intermediate-advanced skills for Spanish communication. **Pre-req:** INTL 0502 or 1000 word vocabulary.

CRN 61660	M/W	17:30 - 19:30	Downtown	\$306	Sept. 13
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Practical Spanish Communications 4 (INTL 0504)

Emphasis on conversation. Analysis and discussion on selected business and cultural topics. The immersion nature will facilitate the working knowledge of Spanish in the written and oral forms. **Pre-req:** INTL 0503 or Instructor's approval.

CRN 61677	T/TH	17:30 - 19:30	Downtown	\$306	Sept. 13
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To register call: 434-1610 or 432-8816



Programs for
International students
please see page B2.

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Bachelor of Technology Programs

The following Bachelor of Technology programs can be found on the corresponding pages:

Accounting.....	B8
Computer Systems.....	D1
Construction Management.....	C1
Electronics.....	D6
Environmental Engineering Technology.....	C1
Management.....	B1
Manufacturing.....	A10

The BCIT Bachelor of Technology Degree requires a minimum of 12.0 credits (usually 4 courses) of Liberal Education courses. Currently, Applied Ethics (LIBS 7002) is the only course currently being offered at BCIT.

Please Note: Courses used as credit towards the Liberal Education component may not also be used as credit towards the Technical Specialty component of the BCIT Bachelor of Technology degree.

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

Bachelor of Technology (604) 434-1610

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

Real Growth!

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

Real Flexibility!

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

Real Future!

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

BCIT currently offers Bachelor of Technology degrees in Accounting, Computer Systems, Construction Management, Electronics, Environmental Engineering Technology, Environmental Health, Geomatics, Medical Imaging, Specialty Nursing, Management, and Manufacturing. Other degrees under development include Forensic Studies; Forest Engineering Technology; Business Process Integration.

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

The Bachelor of Technology in Environmental Health is offered as a four-year degree through full-time studies. Admission is based on a number of criteria including specific high school courses.

To apply

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

LIBS 7002

BBY \$450

APPLIED ETHICS

This course will refine the abilities and attitudes required for ethical conduct in the work world. It is widely recognized by employers that the ideal employee is someone who possesses honest and integrity in addition to technical competence. By means of lecture, small group and exercises in ethical decision making students will develop critical analysis of moral problems, logical consistency of moral principles and communication skills. (3.0 credits)

Sep 13	Mon	1845-2145	15wks	BBY	CRN	61640
Sep 15	Wed	1845-2145	15wks	BBY	CRN	61641

Oh no! You cancelled the course?

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

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

Bachelor of Technology in Management

BCIT is proud to offer Canada's first competency based management degree at the baccalaureate level. The Bachelor of Technology in Management is a self-paced and self-directed program. The program applies degree level skills and knowledge directly to the workplace. The learner builds management capabilities by focusing strategically on areas needing development, while refining areas of strength. This method is efficient, effective and most importantly - results oriented.

Please Note: This program is delivered in a "distance education" format, using e-mail, telephone, and online chats to communicate with degree coach and student groups. Students do not attend BCIT campus for lecture style classes.

Prospective Students

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

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

Program Structure

The program's learning goals are accomplished by creating a close partnership between the learner, the BCIT coach and the student's chosen workplace advisor.

Prior to application, each student will be asked to identify a workplace advisor. This individual should be in a position to "empower" the student to complete the program (possibly by allowing the student to take on additional duties to complete the required assignments). The workplace advisor should be willing to support and encourage the student throughout the degree process.

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

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

Using Technology and the Internet

The program utilizes a proven electronic mentoring and management development software system, which will keep the student on-track, focused and paced towards gaining the degree. This software will also provide the student with important information of "how to" make the behaviour changes required. Web based research is required in many modules of work. Suggested Internet sites to visit are provided. Many resources are available through the program's Web site.

System Requirements:

The system requirements are:

- 486 PC with 8 megabytes of RAM
- Microsoft Windows 3.1 (or better)
- Internet connection (with e-mail program used to file transfer assignments)

Entrance Requirements:

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

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

Registration Procedures

Individuals interested in applying for entry into the Bachelor of Technology in Management you should first contact program advising at (604) 434-1610 for general information. Individuals will register for courses by following BCIT's standard procedures for registering in a distance education course. This can be accomplished in five ways: mail, fax, phone, in-person, and web. For more information please see the registration procedures listed under "Services" in your calendar.

Program Length

The Bachelor of Technology in Management must be completed within six years from acceptance into the program. The program is self-paced therefore the learner determines completion time. The program is designed to be completed in two years.

Please note: employment is required to complete the program. Any breaks in employment will result in a break in the program delivery, as proof of competency occurs on-the-job.

Course Transfer Credit

The program is competency based and therefore no transfer credits are accepted for the Technical Specialty Component. The Liberal Education Component must be transferred in from another Institution.

Grading

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

Program Content

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

1. Advanced Technical Component -	
Management Competency	48.0 credits
2. Liberal Education	12.0
Total	60.0

Advanced Technical Component - Management Competency 48.0

a) Required - all students begin the program by taking:

MGMT 8010	Self Awareness and Self Management	3.0
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b) Students must complete all of the following 45 credits. The order in which courses undertaken will be determined by student and their assigned degree coach:

MGMT 8110	Communicate Effectively	3.0
MGMT 8120	Build Effective Working Relationships	4.0
MGMT 8210	Develop Leadership Roles	1.0
MGMT 8220	Foster Teamwork	2.0
MGMT 8230	Lead Effectively	2.0
MGMT 8310	Prepare for Change	1.0
MGMT 8320	Plan Quality Change	2.0
MGMT 8330	Manage Change	2.0
MGMT 8410	Manage a Work Unit's Human Resources	4.0
MGMT 8420	Manage Financial Resources	6.0
MGMT 8430	Manage Operational Performance	7.0
MGMT 8510	Know the Global Issues Affecting Your Industry	1.0
MGMT 8520	Determine Implications of Law and Organizational Regulations	3.0
MGMT 8530	Organizational and Personal Ethics	2.0
MGMT 8610	Think Strategically	1.0
MGMT 8620	Formulate Strategies	2.0
MGMT 8630	Implement Strategies	2.0

Liberal Education 12.0

Students must complete 12.0 credits of Liberal Education. For further information please contact the Bachelor of Technology Department in the Registrar's Office at (604) 432-8230. For further information, please contact:

Marnie Wright, Program Assistant
Business Programs, BCIT
3700 Willingdon Avenue, Burnaby, BC V5G 3H2
(604) 432-8658, Fax: (604) 436-0810, mwright@bcit.bc.ca

Continued on next page



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

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

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

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

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



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

The world is learning. Keep up!



Course Descriptions

MGMT 8010 DEMONSTRATE SELF AWARENESS IN MANAGERIAL PRACTICE

Provides you with an accurate self-image and the ability to objectively compare your strengths and limitations to the competencies demonstrated by effective managers. Learn self-awareness, the ability to distinguish between situations where your style is effective and where it must be modified. Successful managers maintain high levels of self-awareness, actively seek feedback from others, reflect on their experiences and learn from them. They integrate self-awareness, feedback and experiences to identify new development priorities, and they engage in self-managed activities to meet development needs.

MGMT 8110 COMMUNICATE EFFECTIVELY

Communication skills are an asset: from one-on-one discussions to large group presentations; from internal memos to company reports. The principles of clarity and persuasion, sensitivity to the audience facilitation, and both verbal and personal style are the foundations for competency in this role.

MGMT 8120 BUILD EFFECTIVE WORKING RELATIONSHIPS

Focuses on the ever-present requirement to be ethical, demonstrate trust, model team-building behaviour, and value diversity. The ability to relate well with others is the foundation around which other management competencies are built. This course helps to develop the ability to create relationships with their colleagues and staff, managers establish trust, create respect, resolve conflicts and encourage the free flow of information.

MGMT 8210 DEVELOP LEADERSHIP ROLES

What is Leadership? The focus of this module is to determine leadership and management functions. The learner identifies strategies to become more effective in their leadership roles.

MGMT 8220 FOSTER TEAMWORK

Why Teams? When Teams? How Teams? Which Teams? This leadership course will show the value of fostering teamwork. You will learn to use a team effectively to meet their organizations goals.

MGMT 8230 LEAD EFFECTIVELY

The learner will examine the relationship between leadership styles and the successful implementation of leadership strategies to achieve team goals, and will apply these strategies to their work environment.

MGMT 8310 PREPARE FOR CHANGE

Change is fundamental to success and requires individual creativity and organizational innovation. In this module you will take the proactive stance of preparing yourself and others for change.

MGMT 8320 PLAN QUALITY CHANGE

Customer focused means continually improving your services and products. The manager, in promoting and/or initiating these changes, requires a focus on the ability to plan and monitor for continuous improvement through the knowledge and expertise of team members and external research. In this module the student examine change management methods in order to better understand the phases and nature of change.

MGMT 8330 MANAGE CHANGE

This final module in Quality Change Management involves the student putting in motion their plans for change. Take control and manage the change. Deal with the factor that resist change and celebrate the success.

MGMT 8410 MANAGE A WORK UNIT'S HUMAN RESOURCES

This module focuses on the proactive planning and development of people in an organization. A successful manager must extend their foundation of interpersonal skills to develop specific skills in the area of planning, acquiring and managing the performance of human resources.

MGMT 8420 MANAGE FINANCIAL RESOURCES

Develops the financial awareness and skills required of a manager to effectively plan and manage the activities of an operating unit or an organization, to achieving desired results. There is specific focus on understanding the financial parameters and risks that are relevant to evaluating decision alternatives and perceiving the impact of the outcomes of those decisions.

MGMT 8430 MANAGE OPERATIONAL PERFORMANCE

Develops skills to effectively manage the activities of an operating unit to achieve desired results. Three foundation skills are examined and developed: the ability to define and manage projects successfully, the ability to apply the principles of Total Quality Management, and the ability to systematically analyze processes and design improvements which are cost/benefit justified. These foundation skills are integrated and applied to the process of establishing, leading and tracking operating plans for an organizational unit.

MGMT 8510 KNOW THE GLOBAL ISSUES AFFECTING YOUR INDUSTRY

The increased influence of the Global economy presents a very complex environment with additional risks. You will evaluate the sources and resulting risk of these changes to your industry. The importance of developing a global perspective is a key element in understanding the increased complexity of managing in the 21st Century. Understanding the key driving forces for your industry is essential to able you to evaluate the position of your organization in this expanded global market place. The determination of offensive and defensive approaches to anticipated influences by new international competitors in domestic markets will be examined.

MGMT 8520 DETERMINE IMPLICATIONS OF LAW AND ORGANIZATIONAL REGULATIONS

Interpreting laws, regulations, and rules, and corporate responsibilities will be a focal point of this section of the program.

MGMT 8530 ORGANIZATIONAL AND PERSONAL ETHICS

You will acquire the ability to develop a network of internal and external information resources that will be required to facilitate corporate citizenship. Developing a citizenship plan will assist you in identifying and developing information networks. Accentuation will be on performing searches and conducting research based on information networks. Developing plans for effective utilization of networks relevant to industry and the developments of society as a whole, with respect to changing market and societal trends, will be practised with workplace-applied learning activities.

MGMT 8610 THINK STRATEGICALLY

Strategic decisions are made in all organizations. Having a strategic mindset means the ability to consider a broad range of internal and external factors when solving problems. It is the ability to extract critical information, to analyze the information using sound judgement, to prioritize issues and to implement decisions in a manner to gain commitment and performance. Models to help the strategic thinker are addressed.

MGMT 8620 FORMULATE STRATEGIES

In order to contribute a strategic perspective to one's work that you need a model or models to refer to. Consider a broad range of internal and external factors when solving problems. It is the tools to extract critical information, to analyze the information creatively, to apply sound judgement to prioritize issues from a broad perspective

MGMT 8630 IMPLEMENT STRATEGIES

In this module you will move from planning to doing. You will create and analyze strategic goals, including defining strategic goals, demonstrating goals and then summarizing improvements or changes to resources (human, plant, technology, and equipment) in order to carry out goals. The emphasis is on the concept of thinking in a strategic mode. The readings are enhanced with "tools" to build strategic skills and activities that are designed to promote strategic reasoning in an organization.

BCIT INTERNATIONAL

Programs & Services

(604) 432-8816

infoBCIT@bcit.bc.ca

International education plays a strong role at BCIT. Several programs have been designed to meet the specific needs of our international students and new permanent residents.

The philosophy of BCIT International is to:

- Provide quality programs that will prepare international students and new permanent residents for academic success
- Assist international students and new permanent residents with their integration into BCIT and surrounding community.

BCIT's international students come from many different cultural backgrounds and from virtually every point on the globe. International students make up less than three per cent of BCIT's student population.

International students require a student authorization from the Canadian Embassy and proof of medical insurance coverage prior to attending.

English Placement Examination

No TOEFL Score? BCIT conducts English Placement Tests for students who do not have a TOEFL score and wish to assess their eligibility to study at BCIT. The fall test dates are Sept 10 and 24; Oct 8 and 22; Nov 12 and 26 and Dec 3 and 17. To register to write the English Placement Test, please call (604) 432-8816.

International Programs

BCIT International has developed a series of "English plus" programs which offer students an opportunity to earn credits in BCIT Part-time studies courses while continuing to develop their English language skills.

ACADEMIC BUSINESS PROGRAM

An eight-month, two-term intensive program. ABP is a cooperative training program with term one at Vancouver Maple Leaf Language College (VLC). Prerequisite: high school graduation and TOEFL score of 450 or equivalent. Direct entry to term 2, TOEFL 513 or equivalent.

Start: September 13, January 5, or May 3, 2000
Fees: \$500 Non-refundable deposit
\$3400 Term 1
\$3900 Term 2

ASSOCIATE CERTIFICATE IN BUSINESS MANAGEMENT STUDIES

An eight-month, two term program. Students who complete the program can apply to BCIT business diploma programs or to other Canadian or U.S. institutions and transfer credits when accepted. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Start: September 08, January 5, or May 3, 2000
Fees: \$200 Application Fee \$3900 per term

CERTIFICATE IN INTERIOR DESIGN PROGRAM

This 12-month, three-term certificate program combines English language training with an introduction to residential Interior Design preparing students for careers in design offices, retail stores or industry suppliers featuring residential or office design. This program is delivered primarily at the Howe Street campus. Prerequisite: TOEFL 500 or equivalent.

Start: September 08 or January 5, 2000
Fees: \$200 Application Fee
\$3900 per term (subject to review)

ASSOCIATE CERTIFICATE IN INTERNATIONAL MANAGEMENT

This six month, two-term associate certificate program combines English language training with specific courses in international management and prepares students for employment opportunities with international firms. The ACIM program includes eight credit courses delivered by BCIT and is offered in collaboration with our partner in training Canadian College of English Language (CCEL) who provides English for International Management. The location for this program is to be determined. Prerequisite: TOEFL 500 or equivalent.

Start: September 08 or January 5, 2000
Fees: \$200 Application Fee
\$3900 per term (subject to review)

ASSOCIATE CERTIFICATE IN TOURISM

This six-month, two-term associate certificate program combines English language training with specific courses in Tourism and prepares students for employment opportunities in the Tourism industry. The ACIT program includes eight credit courses delivered by BCIT and is offered in collaboration with our partner in training Columbia College who provides English for International Management. The location for this program is to be determined. Prerequisite: TOEFL 500 or equivalent.

Start: September 08 or January 5, 2000
Fees: \$200 Application Fee
\$3900 per term (subject to review)

Students studying BCIT International Interior Design, Business Management or Academic Business programs pay the published fee regardless of their residence status.

Information Sessions

BCIT International conducts information sessions about programs available for second language and International students. For information about the next session or to make an appointment with an assistant, please call (604) 432-8816.

Part-time Studies Courses

NOTE: International students studying part-time

Students who do not hold Canadian Citizenship or permanent residence status must pay 2.2 times the published part-time studies course fee, excluding the building fee and part-time student activity fee. Should immigration status change on or prior to the refund deadline for the course, the differential fee will be refunded.

Spanish Communications

These 12-week, 48 hour courses focus on phonetics, speech and business communications providing the learner with the skills necessary for employment in a Spanish speaking environment. To register for these courses, please see Five Ways to Register at the front of this Flyer. These courses are not eligible towards the Liberal Education component of the BCIT Bachelor of Technology programs.

INTL 0501 PRACTICAL SPANISH COMMUNICATION I BBY \$307 DTC \$305.30

Emphasis on phonetics. Introduces and develops basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on present tense. Provides gradual thematically oriented vocabulary acquisition of 500 words.

Course	Days	Time	Wks	DTC	BBY
Sep 13	Mon/Wed	1730-1930	12 wks	61659	
Sep 14	Tue/Thr	1730-1930	12 wks	39889	
Sep 13	Mon/Wed	1730-1930	12 wks		39434

INTL 0502 PRACTICAL SPANISH COMMUNICATION II DTC \$305.30

Emphasis on speech development. Continues basic Spanish language skills for listening comprehension, reading, writing, and speaking. Concentrates on preterit, imperfect and future verb tenses. Provides gradual thematically oriented vocabulary acquisition of 500 words, and cultural awareness. Prerequisite: INTL 0501 or 450 word vocabulary.

Course	Days	Time	Wks	DTC
Sep 14	Tue/Thr	1730-1930	12 wks	39890

INTL 0503 PRACTICAL SPANISH COMMUNICATION III DTC \$305.30

Emphasis on thought development. Develops intermediate-advanced skills for Spanish communication. Concentrates on subjunctive and conditional verb tenses. Provides a gradual thematically oriented vocabulary acquisition of 500 words. Prerequisite: INTL 0502 or 1000 word vocabulary.

Course	Days	Time	Wks	DTC
Sep 13	Mon/Wed	1730-1930	12 wks	61660

INTL 0504 PRACTICAL SPANISH COMMUNICATION IV DTC \$305.30

Emphasis on conversation. Reinforces advanced grammar skills. Analysis and discussion on selected business and cultural topics. The immersion nature will facilitate the working knowledge of Spanish in the written and oral forms. Vocabulary acquisition of 500 + words. Prerequisite: INTL 0503 or Instructor's approval.

Course	Days	Time	Wks	DTC
Sep 14	Tue/Thr	1730-1930	12 wks	61677



Register today! www.bcit.bc.ca • 434-1610 • 412-7777

WHO'S WHO

Broadcast Communications

Mary-Kay Thurston, Part-time Studies Coordinator (604) 432-8668
 Vicki Forbes, Program Assistant (604) 432-8611
 Facilities Rental Information (604) 432-8863

Business Administration

Chris Gadsby, Part-time Studies/ Industry Training Coordinator (604) 451-6784
 Jean Covell, Program Assistant (604) 432-8860
 • Business Administration • Business Law
 • Human Resources Management • Economics
 • Organizational Behaviour

Financial Management

Tim Edwards, Part-time Studies/ Industry Training Coordinator (604) 412-7453
 Rick McCallum, Program Head, Financial Planning (604) 451-6754
 Candace Schaap, Program Assistant (604) 432-8609
 Ruth MacKay, Distance Education Assistant (604) 412-7417

Interior Design

Pam Fensom, Program Head (604) 681-6461
 Doris Krysanik, Program Assistant (604) 622-7838

Marketing Management

Marie Shacker, Part-time studies Coordinator (604) 432-8572
 Vicki Forbes, Program Assistant (604) 432-8611
 • Marketing Management • Small Business Development
 • Marketing Communications • Professional Sales
 • Tourism • Customer Service
 • Call Centre Training • Fundraising

Media Techniques for Business

Laura Davie, Part-time studies Coordinator (604) 432-8614
 Terri Carde, Program Assistant (604) 451-7032
 • Photography • PageMaker/Desktop Publishing
 • Adobe Illustrator/PhotoShop • Multimedia for the Mac and PC
 • 3D Animation • The Web Workshop Series

Medical Office Assistant

Terri Carde, Program Assistant (604) 451-7032
 Operations Management - Industry Training
 Brenda Mason, Program Assistant (604) 451-7134
 • ISO 9000 Workshops • Business Improvement Workshops
 • FITTskills

Operations Management

Frank Gruen, Part-time studies Coordinator (604) 451-6743
 Vicki Forbes, Program Assistant (604) 432-8611
 • APICS - The Educational Society for Resource Management
 • Management Engineering • Materials Management
 • Quality Management • Facilities Management
 • Business Math

Program Advising

Chris Lloyd, Program Advisor, Business, Part-time Studies (604) 432-8829
 Sandra Zanatta, Program Advisor, Business (604) 432-8455

What's New in Business!

Business Administration

- New Certificate in Electronic Commerce (CEC).
- Revised and expanded Mediation program.
- Revised Entrepreneurial Management course.
- New course offerings: BUSA 2605 Decision Support; BUSA 2905 Managing Conflict in the Workplace; BUSA 3025 Negotiation 2; BUSA 3725 Intellectual Property Management; and, ORGB 2605 Managing Organizational Change and Development.
- Internet delivery offered for the following courses: BLAW 3100 Business Law; BUSA 1005 Introduction to Business; BUSA 2005 Management; ECON 1150 Economic Issues; HRMG 3105 Human Resource Management; ORGB 2205 Organizational Behaviour 1; ORGB 2305 OBS; and BUSA 7250 Management Skills and Applications.
- Correspondence Courses: BUSA 7250 Management Skills and Applications; BUSA 2005 Management; BLAW 3100 Business Law; ORGB 2205 Organizational Behaviour 1.

Financial Management

- Bachelor of Technology Degree in Accounting. Please find the entry requirements and degree course offerings at the beginning of the Financial Management section.
- The Financial Planners Standards Council of Canada (FPSC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisite necessary to write the CFP comprehensive examination administered by the FPSC and so attain the CFP designation.
- CFP Examination Preparation Session. In addition to a broad review of the topics identified in the Certified Financial Planner's curriculum, this two-day workshop will address areas of the material less commonly encountered in day-to-day practice. The presentation will be a combination of lecture and problem solving. Please refer to the beginning of the Financial Management section of this flyer for further information.
- Financial Management courses are now available at the Langley Secondary School in Langley and at Maple Ridge High School in Maple Ridge.

Marketing Management

- Specialized industry training workshops in customer service, sales, media relations are now available. Programs can be specifically designed for a company as required.
- New Associate Certificate Programs: Event Marketing; Public Relations; "One to One" Marketing in conjunction with BCIT's Call Centre Program; Fundraising Management. Courses offered this term can be found in the Marketing section.

NEW

Courses:

CLCR 1101 Call Centre Communication
 CLCR 2103 Call Centre Selling
 CLCR 2205 Call Centre Customer Service
 CLCR 3000 Call Centre Work Experience
 FUND 2215 Marketing for Fundraising
 FUND 3315 Campaign Planning and Operations
 MKTG 1218 Inside Sales
 MKTG 2439 Data Base Marketing
 MKTG 3418 Advertising Design Production
 MKTG 3421 Strategic Communications
 MKTG 2212 Strategies in Customer Service

Multimedia

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

Operations Management Part-time Studies

- Facility Planning and Design (OPMT 1193)
- Facilities Management Using the Internet (OPMT 3125)
- Introduction to ISO 14000 Environmental Standards (OPMT 1144)
- Using ISO 9000 for continuous improvement (OPMT 4306)
- Basics of supply chain management (APIC 1171).

Operations Management Industry Training

- Project Management - a three-day workshop for anyone responsible for managing small to large projects or those who want to learn new techniques to successfully coordinate and manage projects.
- FITTskills - earn an internationally recognized diploma of International Trade and meet the educational requirements to become a Certified International Trade Professional (CITP). Presented jointly with the British Columbia Institute for Studies in International Trade (BCISIT)

Business Certificate Programs

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

Broadcast Communications:

- Radio
- Television
- Broadcast Journalism
- Broadcast Management

Business Administration:

- Management Systems (CMS)
- Human Resource Management (CHRM)
- Electronic Commerce (CEC)

Associate Certificates:

- Electronic Commerce (ACEC)
- Organizational Change (ACOC)
- International Management (ACIM)
- Leadership (ACL)
- Mediation (ACM)

Career Programs:

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

Associate Certificates:

- Medical Office Assistant
- Desktop Publishing

Financial Management:

- Management Certificate in Accounting
- Management Certificate in Finance

Associate Certificate:

- Financial Planning

Marketing Management:

- Marketing Management
- Marketing Communications
- Fund Raising
- Professional Sales
- Tourism Marketing
- Small Business

Associate Certificates:

- Customer Service
- Tourism
- Event Marketing
- One to One Marketing
- Sales Skills
- Marketing Communications
- Public Relations

Operations Management:

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

Industry Services and Training

Please see the individual department's flyer section for more details.

Broadcast Communications:

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

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

Business Administration:

Employers are assisted by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or at a BCIT campus. Individual courses for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Motivating Your Staff - A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Achieving Career Success
- Coaching Skills for Managers

Financial Management:

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

Marketing Management:

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

- Press Media Relations
- Marketing Through the Internet
- Sales, Sales Management and Customer Service

Operations Management:

- ISO 9000 Workshops
- Project Management
- Custom workshops in Process Mapping, Problem Solving and Team Skills

Broadcast Communications

(604) 432-8668

(604) 432-8611

mthurston@bcit.bc.ca

vforbes@bcit.bc.ca

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

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

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

Broadcast Communications Certificate Programs

Many part-time studies students seek a "credential" as part of their program of studies. The courses required to obtain a Certificate in Broadcast Communications are listed here. Students intending to pursue this certificate must choose a specific program (Radio, Television, Broadcast Journalism or Broadcast Management). Each program requires 15 specific courses.

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

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

Radio

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1143	The Music Business and the Broadcast Industry
BCST 1144	Writing for the Media
BCST 1145	Copywriting for Radio and TV
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST 2252	Radio Commercial and Audio Production
MDIA 1100	Introduction to Media Relations
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
BLAW 3100	Business Law
BCST 1104	Computer Basic for Broadcasting

Television

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1145	Copywriting for Radio and TV
BCST 1160	Television Broadcasting and Video Production
BCST 1165	Video Editing Workshop
BCST 1166	Visual Fundamentals
BCST 1167	Assistant Director for TV
BCST 2222	Theory of Colour TV Systems
BCST 2223	Television Production Planning
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
ORGB 2505	Interpersonal Skills
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

Broadcast Journalism

BCST 1130	Introduction to News Reporting
BCST 1140	Broadcast Industry Operations
BCST 1144	Writing for the Media
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV Broadcasting and Video Introduction
BCST 1166	Visual Fundamentals
BCST 1170	Broadcast Journalism Introduction
MDIA 1100	Introduction to Media Techniques
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

Continued on next page

The world is learning. Keep up!



Broadcast Management

COMM 1103	Introduction to Business and Tech Communication
COMM0040	Making Meetings Work
BUSA 1305	Supervisory Skills
BUSA 2005	Management 1
BUSA 2205	Management 2
BUSA 3405	Problem Solving/Decision-making
HRMG 3105	Human Resources Management
HRMG 3305	Selection Interviewing
HRMG 3705	Counselling 1
ORGB 2505	Interpersonal Skills
FMGT 1152	Accounting for the Manager
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2341	Introduction to Marketing Research

Check For New Course Offerings!**BCST 1101 TECHNICAL INTRODUCTION** **BBY \$258**

Covers the basics of electricity, magnetism, batteries, etc., and how to apply these principles to equipment found in the broadcast industry. Sound and video are traced through the entire processing and transmitting chain to its ultimate reception on the listener's receiver. This is an introduction to "how things work" technically in the broadcast industry. Creditable to day school Radio and Television programs. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 33427

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

Directed Study. Covers regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, educational broadcasting, broadcast policies, and how they affect the day-to-day operations of broadcast outlets. This course directs you to sources of information on all topics. Class meets on the first night only—all other work is done at home. Creditable to day school Radio, Television and Broadcast Journalism programs. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 32312

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

Presents a practical guide to freelance writing of various genres for radio and television, focusing on proper industry formats, presentation, style, market opportunities and methods. You are equipped with the tools required to enter the freelance market. (3.0 credits)

Sep 16 Thr 1845-2145 12 wks BBY CRN 32314

BCST 1145 COPYWRITING FOR RADIO AND TELEVISION **BBY \$310**

Creative Madness! Covers professional techniques for writing commercials for radio and television. Tips, tricks and trade secrets for writing and producing commercials while maintaining your own sanity and sense of humour are combined with critiques of student-produced work. Weekly practical application with a career orientation! (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 32315

BCST 1146 ART OF PROMOTIONS AND PUBLICITY **BBY \$258**

Learn the secrets of successful promotions and publicity campaigns for the music industry and/or small businesses. Plan CD release parties, organize fundraisers and orchestrate media launches with radio, print and television reporters in attendance. Learn how to prepare professional media kits, attention-getting news releases and how to get a huge crowd at your event. 12 weeks of tips, trade secrets and hands-on work. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 38415

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

Teaches you how to interview and be interviewed with confidence. Students enhance performance on video and audio tape while learning radio and television interviewing techniques. This course appeals to students and journalists who wish to bring a solid on-air presence to their work, and is suited to people of all professions who may be uncomfortable appearing on television or radio. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 32316

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

Learn radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. Students simulate on-air operations, acting in a variety of positions as part of the on-air team. This is a "hands-on", activity-oriented course designed for those interested in a career in radio or in finding out more about how radio works. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 32317

Sep 16 Thr 1845-2145 12 wks BBY CRN 32318

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

Teaches students effective verbal communication, which is an essential ingredient for successful business communication and self-confidence. This course is a fun, fast-paced, action-oriented class where you learn all of the elements necessary to achieve strong vocal skills for radio and television announcing. Students learn about the respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. No prior knowledge is required but you should be willing to take risks and perform outside your normal comfort zones. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 32319

Sep 15 Wed 1845-2145 12 wks BBY CRN 32320

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

Teaches students studio and control room techniques for music recording, utilizing analogue and digital multi-track technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analogue tape recorders, digital tape, audio consoles and signal processors. (3.0 credits)

Sep 16 Thr 1845-2145 12 wks BBY CRN 37371

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

Provides a clear understanding of the skills required to demonstrate basic announcing skills in this two-day intensive workshop. Those skills are transferable to most forms of professional voice. Ideal for those living outside the lower mainland, this workshop is fast-paced and fun, though not designed for immediate employment in the media. Instead, it introduces the major concepts and build confidence in the voice as a professional instrument. Be prepared for interaction in a classroom and studio environment. (1.0 credits)

Sep 25/26 Sat/Sun 0900-1600 1 wk BBY CRN 39044

BCST 1157 DOCUMENTARY MAKING FOR RADIO **BBY \$325**

Covers the fundamentals of radio documentary making. Topics will include the elements of a documentary, how to select and research a topic, writing, interviewing, announcing, how to sell an idea to a radio station, and freelance opportunities. You will participate in the making of a radio documentary, with material provided. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 39045

BCST 1158 WRITING FOR ROCK RADIO **BBY \$373**

Learn the language of Rock Radio, and how to write news, sports, entertainment and music features for a rock audience. Steve Dunbar and Erin Davis bring years of CFOX experience to this course. (3.0 credits)

Sep 16 Thr 1845-2145 12 wks BBY CRN 61794

BCST 1159 DIGITAL PRODUCTION WORKSHOP **BBY \$160**

This Saturday morning workshop runs four consecutive weeks. The focus is the introduction of the Software Audio Workshop as a recording, editing and production medium to students who already possess basic knowledge of analog sound mixing and production. This would be a natural follow up course to Radio Intro (BCST 1150). (1.5 credits)

Sep 18 Sat/Sun 0900-1200 4 wks BBY CRN 61808

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

Teaches basic television and video equipment production techniques and how to apply these through regular practical work in television studios and control rooms. The course is designed to introduce students seeking a career in television broadcasting and video production to the attractive and diverse career opportunities available, and to provide a solid practical basis for further study. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 32322

Sep 14 Tue 1845-2145 12 wks BBY CRN 32323

BCST 1161 FILM FOR BEGINNERS **BBY \$360**

Covers basic cinematography through equipment operation, scripting, filming techniques and basic editing. The course provides an excellent foundation for people considering work in film production, and gives you an understanding of the expanding opportunities in the motion picture industry and the skills required for success. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 32329

BCST 1163 SCRIPT SUPERVISOR FOR FILM **BBY \$360**

Teaches the techniques of Script Continuity and the rules of filmmaking including screen axis, editor's notes, camera techniques and continuity matching. The course includes a textbook and working script plus script supervising exercises and some practical studio work. This course is designed primarily for students who have some previous experience on a working film set. (3.0 credits)

Sep 18 Sat 1230-1630 8 wks BBY CRN 37327

BCST 1164 HEARTBEAT OF FILM PRODUCTION **BBY \$258**

Covers film production from the point where the pulse begins to beat! This course studies "how it all comes together" from start to finish in the production office. Students examine the vital role that the production office plays in creating feature films, TV movies and episodic television, from producers to writers to the camera department and editing. There is no prerequisite, but this is an excellent follow-up course to BCST 1161. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 38418

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

This four-day, two-weekend workshop covers the basics of editing theory and hands-on work in video editing equipment. Topics covered include the technical layout of editing machines, set-up procedures, editing techniques, standard editing rules and procedures and troubleshooting. There is no prerequisite, but other broadcasting and/or cable experience is a definite asset. (3.0 credits)

Sep 18 Sat/Sun 0900-1600 2 wks BBY CRN 37328

BCST 1166 MULTICAM PRODUCTION **BBY \$735**

For aspiring television producers, writers, directors, actors, technical and production personnel. This challenging workshop provides hands-on experience developing an original comedy from concept to final product. Work with Jan Nablo, former head writer for CBC-TV, and Michael Berry who developed this unique training program for the Nickelodeon Network at Universal Studios, where he directed over sixty-five dramas and situation comedies, with the multicam shooting approach. Michael launched Michael J. Fox on his successful career, casting and directing him in his first television role. (3.0 credits)

Sep 29 Wed/Fri 1845-2145 10 wks BBY CRN 61795

Please note: Students meet on Wednesday for first eight weeks; Wednesday and Friday for last two weeks.

BCST 1167 ASSISTANT DIRECTOR FOR TV **DTC \$256.30**

Covers the critical skills required to work on a broad range of productions, including television sports, music/variety shows and informational programs. Introduces the secrets of successful control room work for programs such as live sporting events and multi-camera studio productions, and the key elements of location shooting including easy systems for pre-production and edit/continuity notes. You will breakdown scripts, build line-ups, and prepare for post-production editing. Be an indispensable part of any tv production- Assistant Directors...they're not just for news anymore! (3.0 credits)

Sep 14 Tue 1730-2030 12 wks DTC CRN 61812

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

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

Sep 26 Sun 1000-1700 2 wks BBY CRN 61796

BCST 1169 CORPORATE AND DOCUMENTARY VIDEO **DTC \$256.30**

From concept to completion, you are introduced to every aspect of corporate and other reality-based video making. Writing the first treatment, production planning and budgeting, directing, and video and audio post-production are among the many topics covered through informative lectures and practical exercises reinforcing key production functions. This course will be an invaluable resource for anyone interested in breaking into the world of videomaking. This is not a "text-book" course, but rather an introduction to the corporate video format based on real-world experience! (3.0 credits)

Sep 13 Mon 1730-2030 12 wks DTC CRN 61813

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

Covers all aspects of news operations in the broadcast industry, including basic reporting techniques, writing and presentation of radio and television news, newsroom operations, methods and practices, editing, line-up and content of news stories. Much practical work in simulated radio and television news operations is involved. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 32333

Sep 15 Wed 1845-2145 12 wks BBY CRN 32334

BCST 1172 INVESTIGATIVE REPORTING **BBY \$310**

Takes students beyond basic broadcast journalism training into the world of investigative journalism, with all its research methods, interviewing, reporting techniques, story development techniques, etc., being analyzed and developed. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 32335

**** Note: This course offered in the fall and winter terms only.**

BCST 1178 PUBLIC AFFAIRS BROADCASTING **BBY \$258**

Provides a comprehensive understanding of public affairs programming, including interviews, documentaries, phone-ins, commentaries, features and regular series. Students analyze the different styles used in presenting public affairs, with an emphasis on B.C. style and operation. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 33507

BCST 1180 INTRODUCTION TO NON-LINEAR VIDEO EDITING **BBY \$755**

Covers techniques and procedures for editing video productions on non-linear (computer) AVID Express video editing systems in use in television and video production operations around the world. Provides a solid grounding in the management and operation of off and online non-linear editing platforms. This is a hands-on course with maximum 3/1 student/machine ratio. (3.0 credits)

Sep 26 Sun 1000-1600 2 wks BBY CRN 39048

Wed/Thr 1800-2230

BCST 1183 REPORTING LIVE! FOR RADIO AND TELEVISION **BBY \$180**

Offers the skills needed to produce and present live broadcasting. In this course, you will perform a variety of exercises, including live reporting, anchoring and directing, as well as some improvisational work to encourage quick thinking and responses. Also covers libel, call-in shows and interviewing in a live setting. These sessions are intended to be lively and entertaining with lots of hands-on work. You will come away with skills they can apply to other courses and to any job in live radio or television. (3.0 credits)

Sep 25 Sat 0900-1700 4 wks BBY CRN 61842

BCST 1188 DOING BIZ WITH THE FILM BIZ **BBY \$160**

Does your business provide goods or services in any of the following areas: antiques, air travel, accommodation, building supplies, aircraft rental, boat charters, or any of the 1,001 other things required by film production industry? This course offers techniques for finding out what's happening in B.C.'s half billion dollar (and growing) film industry, who makes purchasing decision and how to contact them. A must for all, from the small business person to marketing executives. (3.0 credits)

Sep 25 Sat 1000-1600 1 wk BBY CRN 39966

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

Covers the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. You acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. (3.0 credits)

Sep 16 Thr 1845-2145 12 wks BBY CRN 32338

**** Note: This course is creditable to the day school.**



BCST 2251	DTC \$256.30
ADVANCED VOCAL DEVELOPMENT	
Hands-on, personal exploration of voice, which will prove very beneficial for media performers, actors, or anyone using their voice in a professional or creative environment - you will leave this class with a much better understanding of your voice and its potential. The instructor has taught voice using Kristin Linklater's method of "Freeing the Natural Voice" for many years. Each week we work through several chapters and perform unusual but fascinating discovery - exercises together in class. Prerequisite: BCST 1151 or special permission of the instructor. (i.e. employment in media or action experience will be considered). Kevin Ribble - 432-8707. Successful completion of both BCST 1151 and 2251 are accepted as credit for BCST 1111 in day school Radio program. (3.0 credits)	
Sep 13	Mon 1730-2030 12 wks DTC CRN 61797

Film

FILM 1001	BBY \$150
FILM INDUSTRY ORIENTATION COURSE	
This is the industry-sponsored fundamental course designed to provide a basic level of understanding and expectations about work in B.C.'s film industry. Learn about crafts and trades involved in on-set production of television series, movies-of-the-week and feature films. Curriculum provides an overview of the film production process, union and guild jurisdictions, the nature of the workplace, expectations of workers, set etiquette, basic equipment, terminology and safety. A prerequisite for membership in most unions and guilds in the film industry. (1.0 credits)	
Sep 18	Sat/Sun 0900-1700 2 days BBY CRN 61816
Oct 16	Sat/Sun 0900-1700 2 days BBY 61814
Nov 13	Sat/Sun 0900-1700 2 days BBY 61815

Business Administration Professional Management Series Seminars and Workshops

(604) 451-6784 cgadsby@bcit.bc.ca

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

Prices include GST. For more information contact:
 Registration/Information: (604) 434-1610
 Downtown campus: (604) 412-7777
 Chris Gadsby, Co-ordinator, Part-time studies and Industry Training:
 (604) 451-6784 e-mail:cgadsby@bcit.bc.ca

BTCW 0102	DTC \$316.30
LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS	
In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New supervisors and managers must try to avoid any pitfalls before they occur. This two-day work-shop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors, such as:	
<ul style="list-style-type: none"> • Being promoted from within versus coming from outside • Making the right first impressions • Establishing your authority • Handling the pressures to product 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.	
Nov 2	Tue/Wed 0830-1630 2 days DTC CRN 33488

BTCW 0106	DTC \$316.30
TIME MANAGEMENT AND PRODUCTIVITY SKILLS	
Teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include why you do the things you do - human behaviour, principles of "organization", goal-setting skills, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters and meeting management skills.	
Oct 14	Thu/Fri 0830-1630 2 days DTC CRN 33492

BTCW 0126	DTC \$316.30
PRESENTATION SKILLS FOR MANAGERS	
This workshop delivers the basics of presentation skills, a critical asset for the effectiveness of contemporary managers. Delivered by an acknowledged industry expert, this two-day workshop provides you with the tools to catch your listeners attention hold their interest and ensure clear understanding.	
Nov 24	Wed/Thr 0830-1630 2 days DTC CRN 61636

BTCW 0127	DTC \$316.30
COACHING SKILLS FOR MANAGERS	
This two-day workshop will equip participants with both theoretical knowledge and skills in the area of coaching employees for superior performance. Two models will be presented and practised. The first applies when managers wish to use coaching for specific and focused performance improvement. The second, more encompassing model, is for managers who wish to use coaching as their basic management tool. As well this course will examine the use of personal coaches in an organizational setting.	
Oct 7	Thr/Fri 0830-1630 2 days DTC CRN 61639

BTCW 0117	DTC \$316.30
TRAINING SKILLS FOR TRAINERS	
Covers all aspects of training, 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 to pinpoint training needs, principles of effective course design for effective skill-transfer, importance of "learner motivation" and how to develop it, key principles of adult learning, presentation skills, and significance of group involvement.	
Nov 30	Tue/Wed 0830-1630 2 days DTC CRN 35750

BUSA 0102	BBY \$150
MOTIVATING YOUR STAFF - A CHALLENGE FOR LEADERS	
Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos, and case studies, you will review employee involvement, improve employee decision-making, identify optimal levels of involvement, overcome potential decision-making problems, understand the role of leaders and managers, and determine changes required in management approaches.	
Nov 13	Sat 0900-1700 1 day DTC CRN 37405

Business Administration "Management Skills for the Millennium"

(604) 432-8860 jcovell@bcit.bc.ca

This 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, Certificate programs develop the critical skills that are fundamental requirements for success in contemporary businesses of all sizes. These skills include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, strategic, global competitive advantage development and electronic commerce.

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

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

Associate Certificate Programs

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

Electronic Commerce (A.C.E.C.)

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

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

Complete the following:	
BLAW 3100	Business Law
BUSA 3455	Introduction to Electronic Commerce
BUSA 3465	Electronic Data Interchange
BUSA 3475	Case Studies in Electronic Commerce
BUSA 3485	Online Business Management
MKTG 1102	Essentials of Marketing

Complete one of the following:	
ECON 1150	Economic Issues
ECON 2100	Microeconomics
ECON 2200	Macroeconomics
OPMT 1117	Basic Quantitative Techniques in Business Administration

Complete one of the following:
 You must select and complete a computer-related course or courses involving lab time with a value of three credits.

International Management (A.C.I.M.)

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

Complete the following:	
BLAW 3425	International Law 1 -
BLAW 3525	International Law 2 -
HRMG 3765	Intercultural Management I
HRMG 3775	Intercultural Management II
HRMG 3805	Intercultural Negotiation Skills
ECON 3305	International Economics
BUSA 3455	Introduction to Electronic Commerce
FMGT 3510	Finance 1

Leadership (A.C.L.)

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

Complete the following:	
Sequence recommended:	
ORGB 2205	Organizational Behaviour 1 (T)
HRMG 3105	Human Resource Management (T)
BUSA 3105	Leadership 1
BUSA 3155	Leadership 2
ORGB 2605	Managing Organizational Change 1
BUSA 165	Leadership 2000

Choose two of the following:

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

Mediation (A.C.M.)

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

BLAW 3100	Business Law
BUSA 1005	Introduction to Business
HRMG 3105	Human Resource Management
BUSA 2905	Managing Conflict in the Workplace
BUSA 3015	Negotiation 1
BUSA 3025	Negotiation 2
BUSA 3300	Mediating Skills
BUSA 3355	Arbitrating Skills

Organizational Change (A.C.O.C.)

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

Complete the following:

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

Complete two of the following:

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

Complete one of the following:

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

Certificate in Electronic Commerce (C.E.C.)

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

Complete the following

BLAW 3100	Business Law
BLAW 3205	Computer and Internet Law
BUSA 3005	Strategic Business Planning
BUSA 3455	Introduction to Electronic Commerce
BUSA 3465	Electronic Data Interchange
BUSA 3475	Case Studies in Electronic Commerce
BUSA 3485	Online Business Management
MKTG 1102	Essentials of Marketing
MKTG 3421	Strategic Marketing Communications

B. Complete one of the following

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

Complete four of the following

MDIA 1205	Weaving the Web
COMP 0403	Web site Implementation
COMP 0407	HTML
COMP 2030	LAN Theory
OPMT 1187	Project Planning and Scheduling
OPMT 3125	Facility Management Using the Internet
COMP 8005	Data Communication Applications
ORGB 2605	Managing Organizational Change
BUSA 6800	Strategic Management

Complete one of the following:

You must select and complete a computer-related course or courses involving lab time with a value of three credits. As a minimum, you should be familiar with microcomputer operating systems and applications. The next requires familiarization with data base tools such as MS Access, decision-making using advanced spreadsheet techniques, or accounting software such as Simply Accounting or ACCPAC. You who already have these computer skills might contemplate a programming course using Internet design tools such as HTML or Java.

Continued on next page

The world is learning. Keep up!



Certificate in Management Systems (C.M.S.)

- A. Complete the following
- | | |
|-----------|----------------------------|
| BLAW 3100 | Business Law |
| BUSA 1005 | Introduction to Business |
| BUSA 2005 | Management |
| FMGT 1152 | Accounting for the Manager |
| ORGB 2205 | Organizational Behaviour 1 |
| ORGB 2305 | Organizational Behaviour 2 |
- B. Complete one of the following
- | | |
|-----------|--|
| ECON 1150 | Economic Issues |
| ECON 2100 | Microeconomics |
| ECON 2200 | Macroeconomics |
| OPMT 1117 | Basic Quantitative Techniques in Business Administration |
- C. Complete four of the following
- | | |
|-----------|-------------------------------------|
| BUSA 2705 | Teamwork Skills |
| BUSA 3455 | Introduction to Electronic Commerce |
| BUSA 3725 | Intellectual Property Management |
| BUSA 6800 | Strategic Management |
| HRMG 3105 | Human Resource Management |
| HRMG 3205 | Labour Relations 1 |
| HRMG 3255 | Labour Relations 2 |
| MKTG 1102 | Essentials of Marketing |
| ORGB 2505 | Interpersonal Skills |
| BUSA 3005 | Strategic Business Planning |
| BUSA 3405 | Problem Solving and Decision-making |
- D. Complete one of the following
Computer related course or courses with a value of three credits.
- E. Three courses to be selected from the list of electives listed below.
Course selection should reflect the student's career objectives.
Students involved in, or considering, the Diploma program must consult with the program head. This is especially important since day school requirements in the various areas often exceed certificate requirements.

Certificate in Human Resource Management (C.H.R.M.)

- A. Complete the following
- | | |
|-----------|----------------------------|
| BLAW 3100 | Business Law |
| BUSA 1005 | Introduction to Business |
| BUSA 2005 | Management |
| FMGT 1152 | Accounting for the Manager |
| HRMG 3105 | Human Resource Management |
| ORGB 2205 | Organizational Behaviour 1 |
| ORGB 2305 | Organizational Behaviour 2 |
- B. Complete one of the following
- | | |
|-----------|-----------------|
| ECON 1150 | Economic Issues |
| ECON 2100 | Microeconomics |
| ECON 2200 | Macroeconomics |
- C. Complete three of the following
- | | |
|-----------|-------------------------------------|
| BLAW 3805 | Human Rights and the Law |
| BUSA 2705 | Teamwork Skills |
| BUSA 3005 | Strategic Business Planning |
| BUSA 3455 | Introduction to Electronic Commerce |
| BUSA 6800 | Strategic Management |
| HRMG 2805 | Occupational Health and Safety |
| HRMG 3205 | Labour Relations 1 |
| HRMG 3255 | Labour Relations 2 |
| HRMG 3305 | Recruitment and Selection |
| HRMG 3315 | Human Resource Measurement |
| HRMG 3505 | Training Techniques |
| HRMG 4145 | Human Resource Information Systems |
| HRMG 4405 | Salary Administration |
| HRMG 4605 | Human Resource Planning |
| ORGB 2505 | Interpersonal Skills |
- D. Complete one of the following
Computer related course or courses with a value of three credits.
- E. Three courses to be selected from the list of electives listed below.
Course selection should reflect the student's career objectives.
- Suggested electives**
(for both Management Systems and Human Resource Management):
Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program advisor or the Part-time studies co-ordinator.
- | | |
|-----------|-------------------------------------|
| BLAW 3205 | Computer and Internet Law |
| BLAW 3425 | International Law 1 |
| BLAW 3525 | International Law 2 |
| BLAW 3555 | Real Estate Law |
| BLAW 3705 | Small Business Law |
| BLAW 3805 | Human Rights and the Law |
| BUSA 1305 | Supervisory Skills |
| BUSA 2205 | Entrepreneurial Management |
| BUSA 2605 | Decision Support |
| BUSA 2685 | Communication Skills |
| BUSA 2705 | Teamwork Skills |
| BUSA 2905 | Managing Conflict |
| BUSA 3005 | Strategic Business Planning |
| BUSA 3015 | Negotiation |
| BUSA 3105 | Leadership 1 |
| BUSA 3155 | Leadership 2 |
| BUSA 3165 | Leadership 2000 |
| BUSA 3205 | Business Ethics |
| BUSA 3300 | Mediation Skills |
| BUSA 3355 | Arbitration Skills |
| BUSA 3405 | Problem Solving and Decision-making |
| BUSA 3455 | Introduction to Electronic Commerce |
| BUSA 3465 | Electronic Data Interchange |
| BUSA 3485 | Online Business Management |
| BUSA 3725 | Intellectual Property Management |
| ECON 3305 | International Economics |
| HRMG 2805 | Occupational Health and Safety |

HRMG 3105	Human Resource Management
HRMG 3155	Enhancing People Skills
HRMG 3205	Labour Relations 1
HRMG 3255	Labour Relations 2
HRMG 3305	Recruitment and Selection
HRMG 3315	Human Resource Measurement
HRMG 3505	Training Techniques
HRMG 3705	Counselling 1
HRMG 3765	International Management 1
HRMG 3775	International Management 2
HRMG 4145	Human Resource Information Systems
HRMG 4415	Strategic Performance Management
HRMG 4605	Human Resource Planning
HRMG 4705	Counselling 2
MKTG 1102	Essentials of Marketing
MKTG 1324	Small Business Development
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1197	Statistics for Business and Industry
ORGB 2205	Organizational Behaviour 1
ORGB 2305	Organizational Behaviour 2
ORGB 2505	Interpersonal Skills
ORGB 2605	Managing Organization Change

Please note: See Advanced Studies section for additional electives.
(T) indicates course directly transferable to diploma program credits.

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

Credit Transferability:

Graduates of the Management Skills for Supervisors or Leadership Programs at Vancouver Community College may apply for advance credit towards a Certificate, Diploma or Degree track program at BCIT. For details, please contact Chris Lloyd, (604) 432-8829.

Business Administration and Human Resources

Post Diploma Programs

The Department offers two full time post diploma programs for students with degrees, diplomas or other post secondary accreditation.

Post Diploma in Business Administration

Bill Hooker, Program Head(604) 451-6783
Program length: one academic year with Degree or Diploma.

Post Diploma in Human Resource Management

Eileen Stewart, Program Head(604) 432-8492
Program length: pre-entry courses plus one academic year after degree or diploma.

Direct Entry to Second Year

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

For more information please contact:

Iris Waterston, Department Secretary
Phone: (604) 451-7019 Fax(604) 439-6700 E-mail: iwaterst@bcit.bc.ca

Distance Education

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

* No refunds once materials are shipped.

For more information on distance education and Internet courses please visit our web site at: grapevine.bcit.bc.ca

* No re-registration on Internet courses.

Internet Courses:

BLAW 3100	Business Law
BUSA 1005	Introduction to Business
BUSA 2005	Management
BUSA 7250	Management Skills and Applications
ECON 1150	Economic Issues
HRMG 3105	Human Resource Management
ORGB 2205	Organizational Behaviour 1
ORGB 2305	Organizational Behaviour 2

Internet Course Information

Electronic courses may allow you to complete all your course activities online. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience, beginners have been quite successful.

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

* No refunds once materials are shipped.

* No re-registration on Internet courses.

Correspondence:

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

NOW ON THE INTERNET!

BLAW 3100 **BBY \$383 SRY/DTC/MR \$381.30**
CORRESPONDENCE & INTERNET \$475.00 (TEXTBOOK & SHIPPING INCLUDED)
BUSINESS LAW (T) REREG \$50

Presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, prepares you to recognize and feel comfortable with the legal aspects of doing business. No prerequisite. (4.0 credits)

Sep 13	Mon	1730-2100	15 wks	DTC	CRN	32642
Sep 7	Tue	1730-2100	15 wks	DTC		32644
Sep 8	Wed	1830-2200	15 wks	BBY		32645
Sep 8	Wed	1730-2100	15 wks	DTC		32646
Sep 8	Wed	1830-2200	15 wks	MR		61577
Sep 9	Thur	1830-2200	15 wks	BBY		32647
Sep 9	Thur	1730-2100	15 wks	DTC		32648
Sep 13	Mon	1830-2200	15 wks	BBY		35800
Sep 7	Tue	1830-2200	15 wks	BBY		35801
Sep 11	Sat	0900-1230	15 wks	BBY		35802
Sep 7	Tue	1830-2200	15 wks	SRY		37983
Sep 11	Sat	0900-1230	15 wks	DTC		38426
Sep 7	Correspondence		12 wks			39910
Sep 7	Rereg		12 wks			61652
Sep 7	Internet Delivery		12 wks			60382

NEW **BLAW 3205** **DTC \$256.30**
COMPUTER AND INTERNET LAW

Covers recent Canadian and International developments in the law relating to computers, the Internet and electronic commerce. Course content relating to computers, the Internet and electronic commerce will be conveyed in a lecture and workshop setting involving exercises and case studies. Knowledge of computer and Internet law is an essential skill in the global economy. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	61613
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BLAW 3425 **BBY \$258 DTC 256.30**
INTERNATIONAL LAW 1

Explores the exciting field of international trade law and practice including: contract formation, dispute resolution, transportation terms, cargo risk management and insurance, Title and related documents, INCO-transportation terms, intellectual property in international trade. No prerequisite. (3.0 credits)

Sep 15	Wed	1830-2130	12 wks	BBY	CRN	37182
Sep 14	Tue	1730-2030	12 wks	DTC		61578

BLAW 3555 **BBY \$258**
REAL ESTATE LAW (T)

Provides an applied and functional consideration into the legal environment of current real estate transactions in B.C., including legal aspects of condominiums, mortgages, land titles procedure, registration, tort liability, commercial and residential tenancies, and land-use planning. Opens opportunities in real estate sales, land development, government employment and personal transactions. No prerequisite. (3.0 credits)

Sep 14	Tue	1830-2130	12 wks	BBY	CRN	37183
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BCIT's Entrepreneurial Skills Training Program

Have you considered starting and managing your own business as a career option?

Do you meet one of the following eligibility requirements?

- ☐ You are currently receiving Employment Insurance (EI) benefits.
- ☐ You have received EI benefits within the last three years or maternity/paternal benefits within the last 5 years.

If so, BCIT has the program for you!

BCIT's Entrepreneurial Skills Training Program, a 12-week full-time program, will guide you in writing a business plan and developing a strategy to successfully launch your new business and while continuing your EI benefits.

Sessions start in September, January & April

For further details, call:

Lynne Brisdon
BCIT Venture Development Centre
Tel: (604) 432-8953
Fax: (604) 436-0286
E-mail: lbrisdon@bcit.bc.ca
Web site: www.bcitventure.com



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BLAW 3705 BBY \$321**SMALL BUSINESS LAW**

Presents a hands-on, no nonsense course that teaches the essentials of starting up and running a small business in B.C. Includes methods to register a partnership, corporation, and shareholder agreements, buying an on-going business, rolling over assets, tax alternatives, insurance and tort liability, dealing with the bank, and employee relations. Taught by lawyers who deal with your actual problems. No prerequisite. (3.0 credits)

Sep 13	Mon	1830-2130	15 wks	BBY	CRN	37184
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BLAW 3805 BBY \$258**HUMAN RIGHTS AND THE LAW**

Designed to provide you with an in-depth study and analysis of the British Columbia Human Rights Code and the Regulations. This is a hands-on course for those who have an interest in exploring the different aspects of our provincial Human Rights legislation in a practical and policy oriented manner. Taught by lawyers, you will to explore real life human rights cases of discrimination. Although this course will address all of the areas covered by the legislation, its focus will be mainly on the labour and employment context. Therefore, this course will appeal to human resources, management, union representatives, and employees in the different industries. (3.0 credits)

Sep 18	Sat	0900-1200	12 wks	BBY	CRN	60052
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NOW ON THE INTERNET!**BUSA 1005 BBY \$258 DTC/MRC/LSS/SRY \$256.30****INTERNET VERSION \$330.00 (TEXTBOOK AND SHIPPING INCLUDED)****INTRODUCTION TO BUSINESS (T)**

Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in the Province of B.C. and Canada. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	35795
Sep 14	Tue	1730-2030	12 wks	DTC		35796
Sep 15	Wed	1845-2145	12 wks	BBY		35797
Sep 15	Wed	1900-2200	12 wks	SRY		35798
Sep 16	Thr	1845-2145	12 wks	LSS		39911
Sep 16	Thr	1845-2145	12 wks	MRC		39112
Sep 20	Mon-Fri	0900-1700	1 wk	DTC		35799
Sep 7	Internet Delivery		12 wks			38856

BUSA 1305 BBY \$258 DTC/SRY \$256.30 *(P) DTC \$255.90**SUPERVISORY SKILLS**

Designed for new supervisors or aspirants for leadership responsibilities. You will increase their confidence and abilities as leaders and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises. (3.0 credits)

Sep 13	Mon	1900-2200	12 wks	SRY	CRN	32569
Sep 18	Sat	0900-1200	12 wks	BBY		32573
Sep 14	Tue	1730-2030	12 wks	DTC		36152

NOW ON THE INTERNET!**BUSA 2005 BBY \$321 DTC \$319.30****CORRESPONDENCE & INTERNET \$406.00 (TEXTBOOK & SHIPPING INCLUDED) MANAGEMENT (T) RE-REG \$50.00**

Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, you will gain experience and be able to apply the skills and knowledge in work situations. (4.0 credits)

Sep 13	Mon	1830-2200	13 wks	BBY	CRN	35855
Sep 14	Tue	1730-2100	13 wks	DTC		35871
Sep 15	Wed	1830-2200	13 wks	BBY		35873
Sep 16	Thr	1830-2200	13 wks	BBY		35874
Sep 18	Sat	0900-1230	13 wks	BBY		35875
Nov 15	Mon-Fri	0900-1700	1 wk	DTC		35878
Sep 7	Correspondence		12 wks			38859
Sep 7	Rereg		12 wks			61643
Sep 7	Internet Delivery		12 wks			39913

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

This fully revised course is designed to provide you with the skills to successfully manage your own business. In our rapidly changing economy, many individuals now offer their services on a contract basis. Success in this "new economy" will be significantly improved through the acquisition of the entrepreneurial skills developed. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	61586
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BUSA 2685 BBY \$258**COMMUNICATION SKILLS FOR INDIVIDUALS AND GROUPS**

Increasingly, employers are seeking personnel at all levels in the organization who have the demonstrated ability to communicate well, to both speak and interact with others in a way which is clear, facilitative and promotes understanding and support in our working relationships. This course will provide a strong foundation for the required basic skills and promote the development of more advanced skills for continued success. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	39959
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BUSA 2705 BBY \$258 DTC \$256.30**TEAMWORK SKILLS**

Provides an in-depth review of the skills required for a high-performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision making and conflict resolution, with real life application to a variety of organizations for performance improvement. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	37408
Sep 16	Thr	1730-2030	12 wks	DTC		61590
Sep 18	Sat	0900-1200	12 wks	DTC		61591

NEW BUSA 2905 DTC \$256.30**MANAGING CONFLICT IN THE WORKPLACE**

Designed to identify and manage a conflict in the workplace. Case studies, role playing and student experiences will contribute to the development of a specific body of knowledge for contemporary managers. (3.0 credits)

Sep 16	Thr	1730-2030	12 wks	DTC	CRN	61593
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BUSA 3005 DTC \$256.30**STRATEGIC BUSINESS PLANNING**

An exciting hands-on course which presents the stages and content in developing a strategic business plan in any organizational setting. Designed to complement other management topics, students learn how to integrate other skill sets in an actual business plan for their specific business unit. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	35803
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BUSA 3015 DTC \$256.30**NEGOTIATION 1**

Provides a conceptual framework for preparing and conducting negotiations and to give you hands-on experience in using this framework. After analyzing the negotiation concepts, the major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. This course will be relevant to entrepreneurs, managers, lawyers, human and labour relations practitioners and individuals in government. Excellent supplement to either certificate program. (3.0 credits)

Sep 27	Mon-Fri	0900-1700	1wk	DTC	CRN	37881
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NEW BUSA 3025 DTC \$256.30**NEGOTIATION 2**

Builds on your existing skills to listen, ask questions, deal with conflict, problem solve and negotiate effectively. Through formal lectures, role playing, personal assessment and discussion, you will gain an understanding of effectiveness as a negotiator. Prerequisite: BUSA 3015. (3.0 credits)

Oct 18	Mon-Fri	0900-1700	1 wk	DTC	CRN	61587
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BUSA 3105 DTC/LSS/MRC \$256.30**LEADERSHIP 1**

For new or aspiring supervisors. You will develop strong interpersonal skills as well increase your awareness of the importance of "people skills" in today's organizations. Developing critical core skills along with developing individual performance through group interactions, role playing, lectures and practice sessions are included. No Prerequisites. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	LSS		39929
Sep 13	Mon	1845-2145	12 wks	MRC		39926
Sep 18	Sat	0900-1700	5 wks	DTC		39930

BUSA 3155 BBY \$258 DTC \$256.30**LEADERSHIP 2**

Focuses on the leadership role of supervisors and managers at the front-line of organizational performance. Also, focuses on developing team performance, collaborating effectively with others, problem solving, managing change and fostering innovation. Prerequisite: BUSA 3105. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	38874
Oct 30	Sat	0900-1700	5 wks	DTC		39931

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

Provides the skills required to foster a collaborative environment where decision-making is shared by employees and managers and where every person needs to take initiative. This course gives managers, supervisors, team leaders and individual contributors the skills they need to successfully interact with others and assist their organization in realizing their organizational goals while pursuing continuous improvement and development. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	39076
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BUSA 3205 BBY \$258**BUSINESS ETHICS FOR THE GLOBAL MANAGER**

Emphasizes the moral, ethical aspects of businesses interacting in society to acquaint the student with matters of personal and corporate decision-making while incorporating ethical outcomes that will better serve all stockholder groups. The global economy demands a knowledge of business ethics for the 21st Century Manager. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	37192
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BUSA 3300 DTC \$256.30**MEDIATING SKILLS**

Provides a hands-on opportunity to develop, measure, and test your mediation skills in a number of trial runs. The course, which is taught by lawyers and mediators in private practice, provides the student with the knowledge of mediation as it applies in an organizational setting. You will learn all aspects of mediation practice, including effective communication within the mediation room and in collaboration with lawyers and other experts. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	38958
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BUSA 3405 BBY \$258**PROBLEM SOLVING/DECISION-MAKING**

Fully restructured introduction to various techniques to problem solving and decision-making with emphasis on comprehensive analysis. Group interactions, demonstrations, lectures and practice sessions relating to real applications will be presented. Rational and creative problem solving methods will be taught. Students establish a high level of confidence in their ability to make effective management decisions. Prerequisite: BUSA 1105 and 2005. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32539
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BUSA 3455 BBY \$258**INTRODUCTION TO ELECTRONIC COMMERCE**

Provides an overview of all aspects of commerce and opportunity on the Internet. Topics include marketing products on the Internet, systems integration, virtual organizations, electronic payment systems, privacy and security concerns, intellectual property, customs and excise issues, emerging issues in telecommunications, and Internet issues where government regulation has been contemplated. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	39080
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BUSA 3465 DTC \$256.30**ELECTRONIC DATA INTERCHANGE**

Provides a management overview of Electronic Data Interchange (EDI), including the history of EDI, Implementing EDI systems, EDI on the internet, Contemporary Issues, Future of EDI, data communications. The course combines a series of lectures, individual, and team-based research projects and provides you with the skills necessary to utilize EDI and Electronic Business. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	61594
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BUSA 3485 BBY \$258**ONLINE BUSINESS MANAGEMENT**

Prepare a business proposal for a new company that wishes to market products or services on the Internet. A complete strategy for online business will include market research, a cost-benefit analysis, coverage of technical and operational issues such as logistics and promotion, legal requirements, and human impact issues. Prerequisite: BUSA 3455 Introduction to Electronic Commerce or permission from the instructor. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	39077
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BUSA 3725 DTC \$256.30**INTELLECTUAL PROPERTY MANAGEMENT**

This course introduces various forms of Intellectual Property including patents, copyright, industrial designs, trademarks, trade names and trade secrets. We will cover the acquisition, protection, commercial exploitation and enforcement of intellectual property in Canada from the perspective of an intellectual property manager or administrator. Foreign jurisdictions including the United States will be considered as well as international treaties and organizations relevant to intellectual property. (3.0 credits)

Sep 23	Thr	1730-2030	12 wks	DTC	CRN	39960
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NOW ON THE INTERNET!**ECON 1150 BBY \$258 DTC/SRY/MR\$256.30****INTERNET \$318.00 (TEXTBOOK AND SHIPPING INCLUDED)****ECONOMIC ISSUES (T)**

Presents the influential concepts of both micro and macroeconomics and, in a student-based learning environment, assists you in applying these notions to your career. A professional economist will work with you in discovering the laws of supply and demand, consumer decision-making, producer profit maximization, competition and monopoly regulation in microeconomics. Use of fiscal, monetary and exchange rate policy to influence unemployment, inflation and economic growth is also covered. Familiarization with spreadsheets is strongly recommended for those intending to register in the Internet Delivery section. (3.0 credits)

Sep 13	Mon	1830-2130	12 wks	BBY	CRN	32639
Sep 14	Tue	1845-2145	12 wks	MR		61599
Sep 15	Wed	1730-2030	12 wks	DTC		32641
Sep 16	Thr	1900-2200	12 wks	SRY		37720
Sep 7	Internet Delivery		12 wks			39932

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

Investigates economic analysis, focusing on fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Prepares you to identify, evaluate the economic considerations they will undoubtedly encounter in business. No prerequisite. (3.0 credits)

Sep 13	Mon	1730-2030	15 wks	DTC	CRN	32608
Sep 7	Tue	1830-2130	15 wks	BBY		32610
Sep 8	Wed	1830-2130	15 wks	BBY		32612
Sep 11	Sat	0900-1200	15 wks	BBY		32616

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

Presents a challenging overview of the workings of an economy. Stresses measurement and determination of national economic activity, the role of monetary and fiscal policy, and the understanding of inflation, unemployment, and growth in an international environment. Prepares you to weigh political and economic issues as they relate to their business ventures. No prerequisite. (4.0 credits)

Sep 13	Mon	1730-2100	15 wks	DTC	CRN	32634
Sep 7	Tue	1830-2200	15 wks	BBY		32636
Sep 8	Wed	1830-2200	15 wks	BBY		32637

ECON 3305 BBY \$321**INTERNATIONAL ECONOMICS**

Explores the exciting world of international trade and finance, including the balance of trade, exchange rate determination, balance of payments, international monetary and fiscal policy, tariff and trade policy, NAFTA and the FTA, and the integration of small business in this environment. This course will prepare you to deal more comfortably with the world of international transactions. No prerequisite (3.5 credits)

Sep 8	Wed	1830-2130	15 wks	BBY	CRN	37206
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HRMG 0315 BBY \$238 DTC \$236.30**CAREER SEARCH WORKSHOP**

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

Sep 14	Tue	1730-2030	4 wks	DTC	CRN	38589
Oct 14	Thr	1730-2030	4 wks	DTC		38590
Nov 10	Wed	1845-2145	4 wks	BBY		38591

HRMG 2805 BBY \$258**OCCUPATIONAL HEALTH AND SAFETY**

A practical course conducted by the B.C. Safety Council for those responsible for occupational safety and health in an industrial setting, including managers, supervisors, shop stewards, safety committee members, members of the industrial relations or personnel department. Topics include: Workers' Compensation Act; Factories Act; rules and regulations; organizational structure; committees; creating a 'thinking' state of mind; pros and cons of reward systems; union/management co-operation; other ways and means of getting this important job done. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32580
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Continued on next page

NOW ON THE INTERNET!

HRMG 3105 **BBY \$321 DTC/SRY/LSS/MRC \$319.30**
INTERNET \$406.00 (INCLUDES TEXT AND SHIPPING)

HUMAN RESOURCE MANAGEMENT (T)

Develops an understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Covers the major human resource management functions with some emphasis on practical application of the techniques studied. This course is recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2205 or permission from the instructor (4.0 credits)

Sep 15	Wed	1830-2200	13 wks	BBY	CRN	32583
Sep 14	Tue	1730-2100	13 wks	DTC		32585
Sep 13	Mon	1830-2200	13 wks	SRY		32586
Sep 16	Thr	1830-2200	13 wks	LSS		39934
Sep 16	Thr	1830-2200	13 wks	MRC		39933
Sep 16	Thr	1830-2200	13 wks	BBY		61601
Sep 7	Internet		12 wks			61655

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

Introduces you to the interpersonal, personal management and teamwork skills necessary for effective functioning in the work environment. The course will strengthen your ability to listen, ask questions, deal with conflict, problem solve, value diversity in the workplace, and to apply positive attitudes and behaviour and effective communication skills in contemporary organizations. Through mini lectures, games, personal assessment using the Myers-Briggs Type Indicator (MBTI) and discussion, you will gain an understanding of their Personality Type and how this affects their professional relationships with others. (3.0 credits)

Sep 27	Mon-Fri	0900-1700	1 wk	DTC	CRN	38423
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HRMG 3165 **DTC \$256.30**
BUSINESS COACHING

Designed for experienced and aspiring Supervisors, Managers, and Business Coaches, this results-oriented, course provides participants with coaching tools and techniques to reach goals faster, eliminate stress and tolerances, establish balance, create sound decisions, stay focused, increase profits and have more fun. Participants engage first-hand in reaching their own goals and coaching others to achieve greater success. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	61614
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HRMG 3205 **BBY \$258 DTC \$256.30**
LABOUR RELATIONS 1

A necessary skill set in today's world – designed for those involved in or associated with labour relations as management or union. Covers the collective bargaining process and day-to-day contract administration. Related laws, typical contract clauses; grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. You will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Prerequisite: ORGB 2205. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32555
Sep 16	Thr	1730-2030	12 wks	DTC		32553
Sep 20	Mon-Fri	0900-1700	1 wk	DTC		32557

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

A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: HRMG 3205. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32559
Oct 18	Mon-Fri	0900-1700	1 wk	DTC		32560

HRMG 3305 **BBY \$258 DTC \$256.30**
RECRUITMENT AND SELECTION

Designed for people in the fields of personnel, management, supervision and anyone involved in interviewing applicants for employment. It identifies techniques, styles, stages, uses, pitfalls and key points in interviewing, with particular emphasis on questioning techniques and selective listening. Prerequisite: HRMG 3105. (4.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32588
Sep 16	Thr	1730-2030	12 wks	DTC		61605
Nov 1	Mon-Fri	0900-1700	1 wk	DTC		32591

HRMG 3505 **BBY \$258 DTC \$256.30**
TRAINING TECHNIQUES

For people responsible for personnel training; members of personnel departments contemplating a training program, or who are involved with on-the-job training will be particularly interested. Develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32577
Sep 16	Thr	1730-2030	12 wks	DTC		32578
Sep 27	Mon-Fri	0900-1700	1 wk	DTC		39091
Nov 8	Mon-Fri	0900-1700	1 wk	DTC		38424

HRMG 3705 **DTC \$256.30**
COUNSELLING 1

Demonstrates that through training, everyone can learn to become a more effective communicator. This instructional method focuses on learning to recognize various levels of communication through lectures, listening, observing and practising. Discrimination training focuses on empathy, respect, genuineness, self-disclosure and confrontation. Live interaction and observer feedback are essential aspects of this developmental training. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32582
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HRMG 3765 **BBY \$258.00**
INTERNATIONAL MANAGEMENT 1

Provides you with the cultural context for international management. Topics include: the meaning of dimensions of culture, intercultural communication, managing across cultures, organizational development and diversity, decision-making and controlling motivation and leadership, HR selection and repatriation. Methods of study include experiential learning, case studies simulations, presentations and discussions. (3.0 credits)

Sep 16	Thr	1845-2145	BBY	CRN		39961
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HRMG 4145 **DTC \$256.30**
HUMAN RESOURCE INFORMATION SYSTEMS

Examines human resource management information systems from the perspective of the specialist responsible for their development and administration. Familiarizes you with software programs applicable to the personnel/industrial relations field. Develops an appreciation for the effective use of human resource information systems in various work situations (3.0 credits)

Oct 9	Sat	0900-1700	5 wks	DTC	CRN	32561
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HRMG 4405 **BBY \$258**
SALARY ADMINISTRATION

Teaches the 'whys' and 'hows' of salary administration and develops a basic knowledge of techniques in this field. Topics include alternative methods of job evaluation; job description; establishing and maintaining salary schedules; administering a salary plan; general and specific adjustments for promotions and demotions; and how to set up a simple plan. Prerequisite: HRMG 3105. (4.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	37180
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HRMG 4605 **DTC \$256.30**
HUMAN RESOURCE PLANNING

Presents techniques for utilizing people potential within organizations. Topics include methods of assessing human resource stocks/flows, projections. Sources of supply, related strategic policies, budgeting and costing and program evaluation. Prerequisite: HRMG 3105 (4.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32543
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NOW ON THE INTERNET!

ORGB 2205 **BBY \$258 DTC/LSS/MRC \$256.30**
CORRESPONDENCE & INTERNET \$335 (TEXTBOOK & SHIPPING INCLUDED)

ORGANIZATIONAL BEHAVIOR 1 (T) **REREG \$50.00**

Develops skills to understand and participate in the dynamics and evolution of modern organizations. Topics include the determinants of individual behaviour: perceptions, attitudes, learning, motivation, individual decision-making and communication. Prerequisite: BUSA 1005 and 2105 or BUSA 1005 and 2005. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32601
Sep 15	Wed	1845-2145	12 wks	BBY		32602
Sep 15	Wed	1730-2030	12 wks	DTC		32603
Sep 14	Tue	1845-2145	12 wks	LSS		39937
Sep 14	Tue	1845-2145	12 wks	MRC		39936
Oct 18	Mon-Fri	0900-1700	1 wk	DTC		32605
Sep 7	Correspondence		12 wks			39935
Sep 7	Rereg		12 wks			61647
Sep 7	Internet		12 wks			61646

NOW ON THE INTERNET!

ORGB 2305 **BBY \$258 DTC/SRY \$256.30**
CORRESPONDENCE & INTERNET \$335.00 (INCLUDES TEXT & SHIPPING)

ORGANIZATIONAL BEHAVIOR 2 (T)

Continues from Organizational Behaviour 1 (ORGB 2205). Focuses on the skills required to effectively work with others in today's organization. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision-making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	60304
Sep 13	Mon	1900-2200	12 wks	SRY		60567
Sep 14	Tue	1845-2145	12 wks	BBY		35806
Oct 16	Sat	0900-1700	6 wks	BBY		32547
Nov 15	Mon-Fri	0900-1700	1 wk	DTC		36155
Sep 7	Correspondence		12 wks			61649
Sep 7	Internet		12 wks			61650

ORGB 2505 **BBY \$258 DTC \$256.30**
INTERPERSONAL SKILLS

Develops personal-problem solving skills, with emphasis on role playing, teamwork and analysis by students acting in a variety of supervisory/management situations. You will practice skills that will enhance your effectiveness in working with people, including effective listening, assertive communication and conflict resolution. You will develop an appreciation of the interpersonal skills required for effective supervision and management. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32550
Sep 15	Wed	1730-2030	12 wks	DTC		61608
Oct 18	Mon-Fri	0900-1700	1 wk	DTC		38425
Dec 6	Mon-Fri	0900-1700	1 wk	DTC		32551

ORGB 2605 **BBY \$258**
MANAGING ORGANIZATIONAL CHANGE AND DEVELOPMENT I

The introductory course develops a framework around understanding natural versus planned change; models for managing change and the development of specific skills to manage "rightsizing", the human side of change, and the transition process. Understanding the dynamics of organizational change is a critical skill for contemporary managers. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	39938
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Degree Completion

All students enrolled in any of the Bachelor of Technology programs are required to enrol in the Advanced Management course listed below. This course is offered in a correspondence format:

NOW ON THE INTERNET!

BUSA 7250 **\$350 (SHIPPING INCLUDED) INTERNET \$350 RE-REG \$50**
MANAGEMENT SKILLS AND APPLICATIONS

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

13 weeks to complete (two re-registrations allowed).						
Sep 7	Correspondence	13 wks	CRN			39104
Sep 7	Correspondence	13 wks				38957
Sep 7	Re-Reg	13 wks				39153
Sep 7	Re-Reg	13 wks				61860
Sep 7	Internet	13 wks				61645

Advanced Studies in Business - Degree Completion

(604) 451-6839

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

Degree Completion

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

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

BCIT Admission and Registration Procedures for the Bachelor of Business Administration Degree Offered in Collaboration with the Open University

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

1. Apply to the Open University

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

2. Apply to BCIT

Submit a Full-time Application for Admission together with a copy of the Open University approved Program Plan as soon as possible. You are not required to submit transcripts 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 reasons for choosing the program;
- evidence of computer fluency since graduation, e.g., familiarity with microcomputers and software.

You will receive confirmation from BCIT by letter that their Admission has been approved. Applications for part-time enrolment in the degree completion program for diploma graduates may be made at any time, but acceptance into the September 1999 term depends upon space availability. The Open University requires at least six weeks to process applications.

3. Course Registration

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

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

BUSA 5200 **BBY \$350**
BUSINESS, SOCIETY AND ETHICS

A variety of topics are discussed. The emphasis may vary from semester to semester but may include: the relationship between government and the business system in Canada, the impact of foreign investment and free trade, consumerism, environmental protection, and the impact of the Canadian Bill of Rights. (3.0 credits)

Sep 14	Tue	1800-2100	14 wks	BBY	CRN	33532
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ECON 5200 **BBY \$350**
INTERMEDIATE MACROECONOMIC ANALYSIS

Extends the macroeconomics analysis introduced in ECON 2200. It develops modern theories of the determination of income, employment and prices with attention to their application to the Canadian experience. Emphasizes the application of theory to understanding the workings of macroeconomics policy. Prerequisite: ECON 2100 and ECON 2200. (3.0 credits)

Sep 15	Wed	1800-2100	14 wks	BBY	CRN	32649
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Bachelor of Technology in Accounting

(604) 432-8609

cmarring@bcit.bc.ca

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

Entrance Requirements:

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

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

For more information, see the contact number and email address above.



FMGT 7210 BBY \$463**ADVANCED MANAGEMENT ACCOUNTING**

This course will examine in-depth, topical areas from the discipline of management accounting with reference to and synthesis of applicable case material. Topical areas include constraints, budgets, cost-benefit analysis, goal congruence, management control systems, transfer pricing, performance measurement, total quality management, linear programming, regression analysis, and ethical decision-making.

Prerequisite: FMGT 4210

Sep 13 Mon 1800-2115 14 wks BBY CRN 39150

FMGT 7410 DTC \$461.30**TAXATION OF CLOSE CORPORATIONS**

This is an integrative tax course which requires you to examine the combined impact and timing of relevant tax statutes (i.e., Income Taxes, GCT, PST, PTT), probate fees and transaction costs on closely held corporations and their shareholders. Because these shareholders may have some discretion on when and in whose hands income is taxed, participants will be evaluating taxation alternatives as between shareholders, their operating companies, and other vehicles such as holding companies and family trusts. This will require you to acquire and demonstrate a detailed knowledge of the taxation of individuals, corporations and trusts. Prerequisite: FMGT 4410 or 4420.

Sep 9 Thr 1800-2100 15 wks BBY CRN 39981

FMGT 7510 DTC \$461.30**ADVANCED FINANCE**

This course builds on the fundamental of finance which are covered in FMGT 3510 and 4510. This is done by approaching the subject of finance in a more evaluative and strategic manner, looking at such questions as "what makes companies under-perform?", "what makes companies perform better?", and "how can companies avoid pitfalls and achieve their goals in the short to medium term?". In the search for answers to these questions, we will consider what financial markets want from companies and explore how a company's interest rate risk and foreign exchange risk can be managed. Prerequisite: FMGT 4510.

Sep 8 Wed 1800-2100 15 wks DTC CRN 61774

FMGT 7910 DTC \$461.30**THE BUSINESS ENVIRONMENT**

In this course the student will acquire the skills necessary to operate in a complex professional world that offers problems with no textbook solutions. Specifically, the course will deal with the economic and legal environment, risk management, ethical behaviour in business, cultural diversity, international trade and problem solving through critical thinking. The student will relate what he/she has learned to some of the dominant industries in B.C.

Sep 7 Tue 1800-2100 15 wks DTC CRN 39149

Financial Management Correspondence Courses

(604) 412-7417

rmackay@bcit.bc.ca

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

Correspondence Course Information "PRINT" icon

1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 36 week time limit.
3. You must have the prerequisites required.
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. Finance 1 and Finance 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 the following section.

Financial Management

(604) 432-8609

(604) 412-7453

cmarring@bcit.bc.ca

tedwards@bcit.bc.ca

Management Certificate in Accounting

1) Required courses

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

2) Must complete

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

3) Must complete

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

4) Electives

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

Management Certificate in Finance

1) Required courses

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

2) Must complete

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

3) Must complete

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

4) Electives

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

Financial Planning

(604) 451-6754

rmccallu@bcit.bc.ca

Associate Certificate in Financial Planning

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

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

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

CFP Examination Preparation Session

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

FMGT 0810

BCIT GRADUATES \$261.30

OTHER PARTICIPANTS \$311.30

Oct 14/16 R/S	0900-1630	2 day	61775
			61776
Oct 21/23 R/S	0900-1630	2 day	61750
			61783

Credit Courses to Professional Accounting Bodies

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

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

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

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

FMGT 1100

BBY \$258 DTC/SRY \$256.30

ACCOUNTING 1

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


Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32418
	Mon	1730-2030	12 wks	DTC		32419
	Mon	1900-2200	12 wks	SRY		32420
Sep 14	Tue	1845-2145	12 wks	BBY		32421
	Tue	1730-2030	12 wks	BBY		32422
	Tue	1730-2030	12 wks	DTC		32424
Sep 15	Wed	1845-2145	12 wks	BBY		32426
	Wed	1730-2030	12 wks	DTC		32427
	Wed	1900-2200	12 wks	SRY		32428
Sep 16	Thr	1845-2145	12 wks	BBY		32429
	Thr	1730-2030	12 wks	DTC		61642
Sep 18	Sat	0900-1700	5 wks	BBY		32432
	Sat	0900-1200	12 wks	BBY		32434
	Sat	0900-1200	12 wks	DTC		35825
Oct 22	Fri	0900-1700	5 wks	DTC		61644

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

Text fee \$89 (subject to change). 36 wks CRN 32521

Re-registration \$50 (36-wk extension) 32522

Continued on next page



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The world is learning. Keep up!



FMGT 1152 BBY \$258 DTC/LSS/MRC/SRY \$256.30
ACCOUNTING FOR THE MANAGER

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

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32470
	Mon	1730-2030	12 wks	DTC		61648
Sep 14	Tue	1845-2145	12 wks	BBY		32471
	Tue	1900-2200	12 wks	LSS*		39974
Sep 15	Wed	1730-2030	12 wks	DTC		32472
Sep 16	Thr	1845-2145	12 wks	BBY		32474
	Thr	1900-2200	12 wks	SRY		37392
	Thr	1900-2200	12 wks	MRC**		39358
Sep 18	Sat	0900-1700	5 wks	BBY		32476
Oct 23	Sat	0900-1700	5 wks	BBY		32477

*Langley Secondary School, Langley Campus

**Maple Ridge Campus - Maple Ridge Secondary School

FMGT 1540 BBY \$258
CREDIT AND COLLECTIONS

Introduces credit and collections to persons who contemplate employment in credit and collections or need to understand the credit function. Topics include determining credit risk; credit instruments and collateral security; types of consumer credit and credit cards, sources of consumer credit information; collections, credit department management.

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32469
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FMGT 1810 BBY \$258 DTC/LSS/MRC/SRY \$256.30
PERSONAL FINANCIAL PLANNING 1

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

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	39976
Sep 14	Tue	1730-2030	12 wks	DTC		32503
	Tue	1900-2200	12 wks	SRY		37393
	Tue	1900-2200	12 wks	MRC**		39977
Sep 15	Wed	1845-2145	12 wks	BBY		38989
Sep 16	Thr	1845-2145	12 wks	BBY		32504
	Thr	1900-2200	12 wks	LSS*		39978

*Langley Secondary School, Langley Campus

**Maple Ridge Campus - Maple Ridge Secondary School

FMGT 2100 BBY \$383 DTC \$381.30
ACCOUNTING 2

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

Sep 13	Mon	1800-2200	13 wks	BBY	CRN	32440
	Mon	1745-2145	13 wks	DTC		32441
Sep 14	Tue	1800-2200	13 wks	BBY		32444

Sep 15	Wed	1800-2200	13 wks	BBY		32445
	Wed	1745-2145	13 wks	DTC		32446
Sep 16	Thr	1800-2200	13 wks	BBY		32447
	Thr	1745-2145	13 wks	DTC		61653
Sep 18	Sat	0900-1300	13 wks	BBY		35826
	Sat	0900-1300	13 wks	DTC		61656
Oct 23	Sat	0900-1700	7 wks	BBY		32448

Correspondence Tuition \$373 and \$10 courier fee.

Text not included.	36 wks	CRN	32523
Re-registration \$50	(36-wk extension)		32524

FMGT 2190 BBY \$631 DTC \$629.30
ACCOUNTING 1 AND 2

Enables you to complete Accounting 1 and 2 in a single term. You must be prepared to work a minimum of 10 to 15 hours per week in addition to class time. See FMGT 1100/2100 for details.

Sep 13	Mon/Thr	1800-2130	13 wks	BBY	CRN	32500
	Mon/Thr	1745-2115	13 wks	DTC		32501

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

FMGT 2820 BBY \$258 DTC/SRY \$256.30
INVESTMENT AND RISK MANAGEMENT

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

Sep 14	Tue	1900-2200	12 wks	SRY	CRN	39359
Sep 15	Wed	1845-2145	12 wks	BBY		35827
Sep 16	Thr	1730-2030	12 wks	DTC		32515

FMGT 3110 BBY \$258 DTC \$256.30
FINANCIAL ACCOUNTING 1

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

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32449
Sep 14	Tue	1845-2145	12 wks	BBY		61657
	Tue	1745-2045	12 wks	DTC		32450
Sep 15	Wed	1845-2145	12 wks	BBY		32451
Sep 16	Thr	1730-2030	12 wks	DTC		32453
Sep 18	Sat	0900-1200	12 wks	BBY		35832

Correspondence Tuition \$248, \$10 courier fee.	Text fee \$145
(subject to change)	36 wks CRN 32528
Re-registration \$50	(36-wk extension) 32529

FMGT 3210 BBY \$258 DTC \$256.30
COST AND MANAGERIAL ACCOUNTING 1

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

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	33519*
Sep 14	Tue	1845-2145	12 wks	BBY		61719
	Tue	1745-2045	12 wks	DTC		33518
Sep 15	Wed	1845-2145	12 wks	BBY		33517
Sep 16	Thr	1730-2030	12 wks	DTC		35833*
Sep 18	Sat	0900-1200	12 wks	BBY		35835

Correspondence Tuition \$248, \$10 courier fee.	Text fee \$118 (subject to change).	36 wks CRN 32525
Re-registration \$50	(36-wk extension)	32526

FMGT 3310 BBY \$258 DTC \$256.30
AUDITING 1

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

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	39979
Sep 15	Wed	1845-2145	12 wks	BBY		61742
Sep 16	Thr	1845-2145	12 wks	BBY		32458
Sep 16	Thr	1730-2030	12 wks	DTC		37207

FMGT 3420 BBY \$258 DTC \$256.30
INCOME TAX 1

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

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32509
Sep 14	Tue	1845-2145	12 wks	BBY		32510
	Tue	1745-2045	12 wks	DTC		35836
Sep 15	Wed	1845-2145	12 wks	BBY		32511
Sep 16	Thr	1730-2030	12 wks	DTC		32513
Sep 18	Sat	0900-1200	12 wks	BBY		35837

FMGT 3430 BBY \$258 DTC/SRY \$256.30
TAXATION AND FINANCIAL PLANNING

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

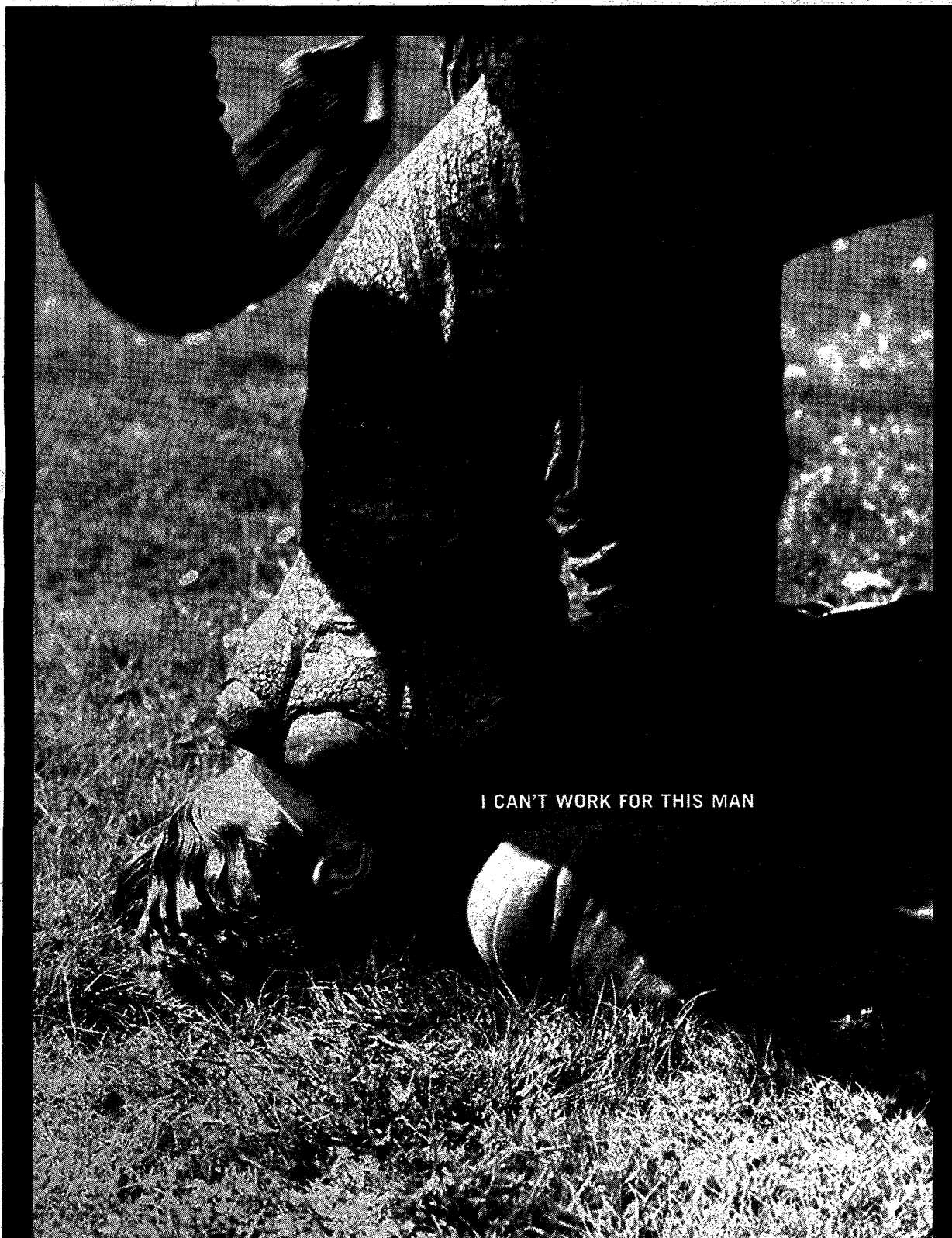
Sep 13	Mon	1845-2145	12 wks	BBY	CRN	61754
Sep 14	Tue	1730-2030	12 wks	DTC		32514
Sep 15	Wed	1900-2200	12 wks	SRY		38422
Sep 16	Thr	1845-2145	12 wks	BBY		38975

FMGT 3510 BBY \$258 DTC \$256.30
FINANCE 1

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

Sep 13	Mon	1745-2045	12 wks	DTC	CRN	35838
Sep 14	Tue	1845-2145	12 wks	BBY		32454
Sep 15	Wed	1745-2045	12 wks	DTC		32455
Sep 16	Thr	1845-2145	12 wks	BBY		32456
Sep 18	Sat	0900-1200	12 wks	BBY		35831

Correspondence Tuition \$248, \$10 courier fee.	Text fee \$82 (subject to change).	36 wks CRN 32530
Re-registration \$50	(36-wk extension)	32531



I CAN'T WORK FOR THIS MAN

Sometimes a job just doesn't work out the way you planned. That's when you want to have lots of career options available. Training as a Certified Management Accountant gives you that flexibility. The management training you receive can be implemented in any field you choose. This makes the CMA Program unique. And should help take a load off your mind.

KEEP YOUR OPTIONS OPEN.

Information sessions are held every Thursday at 1:30pm at the CMABC office. For info: (604) 687-5891, local 274 or visit our website at: www.cmabc.com



FMGT 4110 BBY \$383 DTC \$381.30**FINANCIAL ACCOUNTING 2**

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

Sep 14	Tue	1800-2200	13 wks	BBY	CRN	35839
Sep 15	Wed	1800-2200	13 wks	BBY		61756
Sep 15	Wed	1730-2130	13 wks	DTC		32461
Sep 16	Thr	1800-2200	13 wks	BBY		32462
Correspondence	Tuition \$373 and \$10 courier fee.					
Text not included.		36 wks		CRN		32534
Re-registration \$50		(36-wk extension)				32535

FMGT 4190 BBY \$631 DTC \$629.30**FINANCIAL ACCOUNTING 1/2**

Enables you to complete Financial Accounting 1 and 2 in a single term. For course content refer to FMGT 3110 and FMGT 4110. Prerequisite: FMGT 2100 or 2190.

Sep 13	Mon/Thr	1800-2130	13 wks	BBY	CRN	32506
	Mon/Thr	1745-2145	13 wks	DTC		32507

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

FMGT 4210 BBY \$383 DTC \$381.30**COST AND MANAGERIAL ACCOUNTING 2**

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

Sep 14	Tue	1800-2200	13 wks	BBY	CRN	32459
Sep 15	Wed	1800-2200	13 wks	BBY		61758
Sep 16	Thr	1730-2130	13 wks	DTC		32460
Correspondence	Tuition \$373 and \$10 courier fee.					
Text not included.		36 wks		CRN		32532
Re-registration \$50		(36-wk extension)				32533

FMGT 4290 BBY \$ 631**COST AND MANAGERIAL ACCOUNTING 1/2**

Enables you to complete Cost Accounting 1 and 2 in a single term. For course content refer to FMGT 3210 and FMGT 4210. You must be prepared to work between 10 to 15 hours per week, in addition to class time. Prerequisite: FMGT 2100 or 2190.

Sep 13	Mon/Thr	1800-2130	13 wks	BBY	CRN	32519
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* for accelerated courses you must be prepared to work a minimum of 10-15 hours per week in addition to class time.

FMGT 4420 BBY \$258 DTC \$256.30**INCOME TAX 2**

Covers computation of tax for individuals, corporations and trusts; examination of corporate surplus accounts, international income and administration. Prerequisite: FMGT 3420 or 3430.

Sep 15	Wed	1745-2045	12 wks	DTC	CRN	32517
Sep 16	Thr	1845-2145	12 wks	BBY		32518

FMGT 4510 BBY \$383 DTC \$381.30**FINANCE 2**

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

Sep 14	Tue	1745-2045	13 wks	DTC	CRN	35840
Sep 15	Wed	1800-2200	13 wks	BBY		61768
Sep 16	Thr	1800-2200	13 wks	BBY		32463
Correspondence	Tuition \$373 and \$10 courier fee. Text not included.					
		36 wks		CRN		32536
Re-registration \$50		(36-wk extension)				32537

FMGT 4810 BBY \$258 DTC \$256.30**PERSONAL FINANCIAL PLANNING 2**

This is the concluding course in the Associate Certificate program in personal financial planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, 1810, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32520
Sep 15	Wed	1745-2045	12 wks	DTC		37208
Sep 18	Sat	0900-1200	12 wks	BBY		61771

FMGT 7120 BBY \$383 DTC \$381.30**ACCOUNTING ADVANCED**

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

Sep 14	Tue	1730-2115	14 wks	DTC	CRN	35419
Sep 15	Wed	1800-2145	14 wks	BBY		35420

Interior Design Programs

(604) 622-7838

dkrysansk@bcit.bc.ca

(604) 681-6461

pfsensom@bcit.bc.ca

Interior Design Certificate

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

INTD 1000	Interior Design Basic
INTD 1020	Interior Design Drafting 1
INTD 2000	Colour and Lighting
INTD 3070	Materials

INTD 1010	History of Furniture
INTD 2020	Interior Design Drafting 2
INTD 3040	Space Planning 1
AICO 1000	AutoCAD 1 for Interior Design
INTD 3010	Graphic Presentation
INTD 3050	Detailing and Construction Materials
INTD 4040	Space Planning 2
INTD 4060	AutoCAD 2 for Interior Design
INTD 2030	Business Practices for Interior Design
INTD 4000	Directed Studies Project

Courses Offered This Term:**INTD 0002 DTC \$75****TRANSITION WORKSHOP FOR INTERIOR DESIGN AUTOCAD**

This transitional workshop is highly recommended for students who have completed INTD 3060 and 4060 in the Mac environment and now plan to take INTD 4060 or 3160. The workshop will assist you in making the transition from Mac to PC and will enable them to have a better understanding of the differences in environments.

Sep 11	Sat	0900-1630	1 wk	DTC	CRN	60129
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INTD 0010 HOW \$256.30**FREEHAND DRAWING**

Introduces you to drawing as a means of visual communication. The focus is on developing freehand drawing skills to assist you in design presentation drawing. (3.0 credits)

Sep 16	Thr	1300-1600	12 wks	HOW	CRN	61799
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INTD 1000 BBY \$258 HOW \$256.30**INTERIOR DESIGN BASIC**

Introduces the field of interior design. You will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program but may be taken concurrently with INTD 1010, 1020, 2000 or 3070 only. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32241
Sep 13	Mon	1730-2030	12 wks	HOW		32242
Sep 14	Tue	1845-2145	12 wks	BBY		32243
Sep 15	Wed	0900-1600	6 wks	HOW		32244
Sep 18	Sat	0900-1200	12 wks	BBY		32246
Dec 6	Mon-Fri	0900-1700	1 wk	HOW		32247

INTD 1010 BBY \$258 HOW \$256.30**HISTORY OF FURNITURE**

Covers the history of furniture from ancient Egypt to the present.

Prerequisite: INTD 1000. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	HOW	CRN	32248
Sep 15	Wed	1845-2145	12 wks	BBY		32249

INTD 1020 BBY \$587 HOW \$585.30**INTERIOR DESIGN DRAFTING 1**

Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables you to present plans, elevations, site and plot plans with correct architectural symbols in presentation. Prerequisite: INTD 1000. (6.0 credits)

Sep 13	Mon/Wed	1730-2030	12 wks	HOW	CRN	37064
Sep 18	Sat	0900-1600	12 wks	BBY		38395

INTD 2000 BBY \$279 HOW \$277.30**COLOUR AND LIGHTING**

Provides you with theory concentrating on colour boards and characteristics of lamps. Prerequisite: INTD 1000. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32252
Sep 15	Wed	1730-2030	12 wks	HOW		32253
Sep 16	Thr	1845-2145	12 wks	BBY		32255
Oct 27	Wed	0900-1600	6 wks	HOW		32254

INTD 2020 BBY \$587 HOW \$585.30**INTERIOR DESIGN DRAFTING 2**

Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one and two point perspective. Prerequisite: INTD 1020. (6.0 credits)

Sep 14	Tue/Thr	1845-2145	12 wks	BBY	CRN	38397
Sep 15	Wed	0900-1600	12 wks	HOW		38396

INTD 2030 HOW \$171.30**BUSINESS PRACTICES FOR INTERIOR DESIGN**

Presents information on basic business and marketing practices. Topics include portfolios, presentations and interviews relating to interior design. Prerequisite: INTD 1000. (1.5 credits)

Sep 14	Tue	1730-2030	6 wks	HOW	CRN	61868
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INTD 3010 HOW \$256.30**GRAPHIC PRESENTATION**

Teaches you to present design plans, elevations and perspectives graphically. Prerequisite: INTD 2020. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	HOW	CRN	32256
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INTD 3040 HOW \$301.30**SPACE PLANNING 1**

Introduces you to the factors and methodology used by interior designers to plan residential space. You will analyze existing plans, learn furniture placement, plan a kitchen layout, and develop an apartment and house plan. Prerequisites: INTD 1000 and 1020. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	HOW	CRN	32258
Sep 14	Tue	0900-1200	12 wks	HOW		35813

INTD 3050 HOW \$256.30**DETAILING/CONSTRUCTION MATERIALS**

Acquaints you with the properties, characteristics and uses of materials used for interior construction, custom furnishing and décor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom fruitier and built-in cabinets. Prerequisite: INTD 2020. (3.0 credits)

Sep 16	Thr	1730-2030	12 wks	HOW	CRN	33428
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INTD 3070 HOW \$256.30**MATERIALS 1**

Covers interior finishing materials for floors, walls, ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	HOW	CRN	32259
Sep 16	Fri	0900-1200	12 wks	HOW		39221

INTD 4000 HOW \$251.30**DIRECTED STUDIES PROJECT**

Allows you to incorporate all material from previous courses in a major project. Prerequisite: all other courses in the Interior Design certificate program with a 65 per cent minimum. This course must be completed prior to registration into the Senior Certificate program. (1.5 credits)

Oct 28	Thr	1730-2030	6 wks	HOW	CRN	32260
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INTD 4040 HOW \$301.30**SPACE PLANNING 2**

Using the skills acquired in Space Planning 1, you research and develop layouts and concepts for three types of commercial applications – Retail, Hospitality and Corporate. Prerequisites: INTD 1000, 1020 and 3040. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	HOW	CRN	38402
Sep 15	Wed	1730-2030	12 wks	HOW		37067

AICO 1000 DTC \$443.30**AUTOCAD 1**

Formerly INTD 3060. Introduces the AutoCad workstation on the PC including basic 2D drawing creation, editing, view manipulation, text, dimensioning, introduction to blocks, hatching and plotting. Interior Design students should ensure they are registering into one of the following CRNs. Prerequisites: INTD 1020, 2020 and AICO 0050 or familiarity with Windows '95 and Office '97. (3.0 credits)

Sep 13	Mon	0900-1630	5 wks	DTC	CRN	39983
Sep 15	Wed	1730-2030	12 wks	DTC		39984
Sep 18	Sat	0900-1630	5 wks	DTC		39982

INTD 4060 DTC \$443.30**AUTOCAD 2 FOR INTERIOR DESIGN**

Use of AutoCAD to produce 2D architectural drawings using Release 14 for the PC. Emphasis is on practicing the commands learned in AutoCAD 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes. Prerequisite: AICO 1000 (INTD 3060) (3.0 credits)

Oct 25	Mon	0900-1600	6 wks	DTC	CRN	37068
Oct 30	Sat	0900-1600	6 wks	DTC		36178

**Interior Design Certificate
One-Year Fast Track Program**

This Fast Track program is designed to allow you to complete the certificate program in one year. See the previous section for course descriptions. Registration is first-come, first-served so plan to register early.

Courses Offered This Term:**INTD 1000 HOW \$256.30****INTERIOR DESIGN BASIC**

Sep 13	Mon-Fri	1300-1600	2 wks	HOW	CRN	35810
*Sep 17	Fri	0900-1200	12 wks	HOW		61800

INTD 1020 HOW \$585.30**INTERIOR DESIGN DRAFTING 1**

Sep 14	Tue/Thr	0900-1200	12 wks	HOW	CRN	35811
*Sep 15	Wed	0900-1600	12 wks	HOW		61801

INTD 2000 HOW \$277.30**COLOUR AND LIGHTING**

*Sep 17	Fri	1300-1600	12 wks	HOW	CRN	61802
Oct 25	Mon	0900-1600	6 wks	HOW		35812

INTD 3070 HOW \$256.30**MATERIALS 1**

Sep 14	Tue	1300-1600	12 wks	HOW	CRN	61803
Sep 15	Wed	0900-1200	12 wks	HOW		35814

*These courses should be taken together to avoid scheduling conflicts.

**Courses Offered This Term For
Students Who Started in January Are:****INTD 2030 HOW \$171.30****BUSINESS PRACTICES FOR INTERIOR DESIGN**

Sep 14	Tue	0900-1200	6 wks	HOW	CRN	61804
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INTD 3050 HOW \$256.30**DETAILING/CONSTRUCTION MATERIALS**

Sep 13	Mon	0900-1600	6 wks	HOW	CRN	61805
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INTD 4000 HOW \$251.30**DIRECTED STUDIES PROJECT**

Oct 29	Fri	0900-1200
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Interior Design Senior Certificate One-Year Fast Track Program

This program is designed for students who have completed the Interior Design Certificate Program and wish to obtain the necessary credits in Interior Design education required to write the NCIDQ. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. You are advised to ensure prerequisites have been met prior to registration. Students who do not meet the prerequisite requirements will not be permitted to continue in the course. Required courses in the Senior Certificate program are:

INTD 2070	Lighting 2*
INTD 2180	Design Theory
INTD 3110	Graphic Presentation 2*
INTD 3160	AutoCAD 3*
INTD 2010	Contemporary Furniture, Architecture and Design*
INTD 2080	Colour 2*
INTD 3120	Human and Environmental Factors
INTD 3170	Millwork Drawings
INTD 4140	Space Planning 3
INTD 2101	Barrier-free Design and Building Code
INTD 3130	Visual Merchandising and Display*
INTD 3150	Interior Construction and Renovation
INTD 3190	Design Project
INTD 4160	Archibus
INTD 4170	Materials 2
INTD 3140	Marketing and Work Week
INTD 4100	Project Management
INTD 4400	Furniture Design
INTD 4500	Directed Studies 2

* these courses may be taken prior to completion of the certificate program but may have prerequisites.

Courses Offered This Term:

INTD 2070 HOW \$277.30 LIGHTING 2

Teaches creative, detailed solutions for residential and commercial spaces. Emphasis will be on lighting specifications, practical application and manipulating space with light. Prerequisites: INTD 1000, 1020 and 2000. (3.0 credits)
Sep 14 Tue 1300-1600 12 wks HOW CRN 37428

INTD 2180 HOW \$256.30 DESIGN THEORY

Provides study, application and exploration of design processes, concept development and design theories as they relate to the built environment, through research presentations, in class assignments and two and three dimensional team projects, which may cover such topics as social issues and adaptive reuse. Prerequisite: INTD 4000. (3.0 credits)
Sep 13 Mon 1300-1600 12 wks HOW CRN 37425

INTD 3110 HOW \$256.30 GRAPHIC PRESENTATION 2

Exploration of freehand sketching with an emphasis on 3D creative visualization to develop the student's ability to use perspective sketching as a communication medium in design. The course includes quick sketches and study assignments in monochromatic rendering techniques. Prerequisite: INTD 2030 and 3010. (3.0 credits)
Sep 13 Mon 0900-1200 12 wks HOW CRN 37423

INTD 3160 DTC \$443.30 AUTOCAD 3 FOR INTERIOR DESIGN

Further advancement in AutoCAD training on Release 14 for the PC. Upon completion, you will be able to do 3D projection and interior construction drawings. Prerequisites: INTD 3060 and 4060. (3.0 credits)
Sep 15 Wed 1300-1600 12 wks DTC CRN 37424

Marketing Management

(604) 432-8611 vforbes@bcit.bc.ca
(604) 432-8572 mshacker@bcit.bc.ca

Management Certificate in Marketing Management

For those who work in the retail, wholesale, manufacturing and service industries, this program offers courses designed to provide you with an understanding of all the elements of Marketing Management. Studies include marketing planning, promotion, research, customer service and sales. You may tailor this program to focus on areas that are more relative to their area of work or personal interest. Listed below are the courses required to obtain your certificate.

Required	
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2205	Marketing of Services
MKTG 2341	Introduction to Marketing Research
MKTG 3322	Promotional Strategies
MKTG 4340	Marketing Planning Fundamentals
MKTG 4501	Strategic Marketing Management Simulation

As well, complete four from the following: (or other Marketing courses not listed)

MKTG 1323	Effective Public Speaking
MKTG 1324	Small Business Development
MKTG 1325	Introduction to Importing
MKTG 1327	Introduction to Exporting
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2212	Strategies in Customer Service
MKTG 2438	Direct Marketing Dynamics
MKTG 3321	Public Relations
MKTG 3406	New Product/Service Development

And Two Electives

You may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

Management Certificate in Marketing Communications

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips the you to be functional in developing promotional strategies and campaigns, incorporating specific tactics such as event marketing, trade shows and corporate communications, as well as the traditional advertising, sales promotion and data base marketing. Listed below are the courses required to obtain your certificate.

Required	
MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Techniques
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

As well, complete four courses from the following:

MKTG 1019	Press/Media Relations
MKTG 1112	Customer Relations
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 3337	Corporate Communications
MKTG 3418	Advertising Design Production
MKTG 3421	Strategic Communications
MKTG 4318	Media Planning

And Two Electives

You may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

Management Certificate in Professional Sales

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyze buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Listed below are the courses required to obtain your certificate.

Required	
MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2220	Skills for Sales Management
MKTG 2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG 3332	Key Account Selling
MKTG 3342	Negotiating Skills

As well, complete four courses from the following:

MKTG 1112	Customer Relations
MKTG 1218	Inside Sales
MKTG 1325	Introduction to Importing
MKTG 1327	Introduction to Exporting
MKTG 2212	Strategies in Customer Service
MKTG 2341	Introduction to Marketing Research
MKTG 2438	Direct Marketing Dynamics
MKTG 3406	New Product/Service Development
MKTG 4340	Marketing Planning Fundamentals

And Two Electives

You may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

Associate Certificates in Marketing Management

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer eight course Associate Certificate packages in:

- Customer Service
- Event Marketing
- Marketing Communications
- Public Relations
- Sales Skills
- Small Business

Customer Service

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1218	Inside Sales
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2205	Marketing of Services
MKTG 2212	Strategies in Customer Service
MKTG 3321	Public Relations

Event Marketing

FUND 1215	Introduction to Fund Raising
MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1119	Sports Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 1342	Trade/Consumer Show Marketing
TOUR 2304	Conventions/Meetings/Incentive Travel

Marketing Communications

MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Techniques
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

Public Relations

BCST 1144	Writing for the Media
FUND 1215	Introduction to Fund Raising
MKTG 1019	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 1323	Effective Public Speaking
MKTG 3321	Public Relations
MKTG 3421	Strategic Communications

Sales Skills

MKTG 1218	Inside Sales
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2220	Skills for Sales Management
MKTG 2319	Professional Sales 2/CPSA Skills for Sales Success
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling

NEW

Small Business

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 1324	Small Business Development
BUSA 1005	Introduction to Business
BUSA 2205	Entrepreneurial Management
COMP 1223	MS Office 97 Applications
FMGT 1152	Accounting for the Manager

Courses Offered This Term

MKTG 0113 DTC \$302.30 MARKETING THROUGH THE INTERNET

Provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. The course will feature four hands-on sessions in BCIT's Advanced Management Technology Lab, where participants will have direct access to the Internet to practise and hone the skills developed in the lecture sessions. The course will cover the following topics: researching competitors, industries and markets; using e-mail, developing a Web site; integrating the Internet into sales and marketing strategies. An ideal course for mid to senior executives and owners of small businesses. Limited enrolment.
Sep 22 Wed 1730-2030 4 wks DTC CRN 39271
Oct 27 Wed 1730-2030 4 wks DTC 61787

MKTG 0213 DTC \$185.30 RESEARCH USING THE INTERNET

This course is designed to introduce Internet users to techniques for doing research. You will understand how to use the Internet effectively, locate information on the Web using, explore "super sites", bookmark Web sites for ongoing reference, makes use of Internet Newsgroups, and use e-mail as a competitive intelligence tool. Limited enrolment.
Oct 1 Fri 0900-1700 1 day DTC CRN 39887
Nov 5 Fri 0900-1700 1 day DTC 61789

MKTG 1019 BBY \$258 DTC \$256.30 PRESS/MEDIA RELATIONS

Provides a definition of the media; basic media process; developing media strategy; newsroom realities; packaging your message; the media as messenger, interview techniques; and crisis communications. In today's communications environment, business is front-page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. A good news story can add thousands of dollars to the bottom line - a bad one can cost millions. Without adequate training and experience, many corporate spokespeople panic when approached by a reporter, with potentially devastating results. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. (3.0 credits)
Sep 13 Mon 1845-2145 12 wks BBY CRN 61550
Sep 14 Tue 1730-2030 12 wks DTC 61549

MKTG 1102 BBY \$258 DTC/LSS/MRC/SRY \$256.30 ESSENTIALS OF MARKETING

Designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection. (3.0 credits)
Aug 09 Mon-Fri 0900-1700 1 wk BBY CRN 23048
Sep 13 Mon 1845-2145 12 wks BBY 32340
1730-2030 12 wks DTC 32342
1900-2200 12 wks LSS 60056
1900-2200 12 wks MRC 60057
Sep 14 Tue 1845-2145 12 wks BBY 32344
1730-2030 12 wks DTC 32346
1900-2200 12 wks SRY 32347
Sep 15 Wed 1845-2145 12 wks BBY 32348
1730-2030 12 wks DTC 32350
Sep 16 Thr 1845-2145 12 wks BBY 32351
1730-2030 12 wks DTC 38782
Sep 18 Sat 0900-1600 6 wks BBY 32355
0900-1600 6 wks DTC 32354
Oct 18 Mon-Fri 0900-1700 1 wk DTC 39989
Nov 6 Sat 0900-1600 6 wks BBY 38860



MKTG 1112 BBY \$258 DTC/SRY \$256.30
CUSTOMER RELATIONS

Covers the importance of customer service. In today's service oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have broad application for people at all levels in business and industry who will deal directly with customers, both internal and external. Students will benefit from the strategies and practical "hands-on" approach of this course. Course will cover defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	32366
Sep 18	Sat	0900-1600	6 wks	BBY		32367
Sep 20	Mon	1900-2200	12 wks	SRY		37450

MKTG 1119 DTC \$256.30
SPORTS MARKETING

Examines the full breadth of sports marketing and sponsorship, its use in the marketing plans of corporations and its function inside amateur and professional sport. This is a project-based course that will appeal to sports administrators and event organizers as well as promotion, community relations and marketing personnel who address sports marketing in their occupation. Prerequisite: MKTG 1102 or department permission. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	32369
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MKTG 1120 BBY \$258 DTC \$256.30
SPECIAL EVENT MARKETING

Learn how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This is a projects based course that will focus on the principle components of planning and executing special events. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32371
Sep 15	Wed	1845-2145	12 wks	BBY		32372

NEW MKTG 1218 BBY \$258 DTC \$256.30
INSIDE SALES

With an endless variety of career opportunities available for the professional inside sales representative, this course is designed for individuals focused on acquiring the tools and attributes to be successful in this profession. This course uses lectures, case studies, group discussions, and guest speakers, to teach and refine efficient and practical selling techniques. Both students and existing inside sales professionals will learn how to sell more in less time. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	61544
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MKTG 1219 BBY \$258 DTC/SRY \$256.30
PROFESSIONAL SALES 1

You will learn the basic training for the sales techniques with no formal sales training required. You will develop selling techniques through practical applications and role playing. This course is also ideal for people already in sales who require a "brush up" on skills. To be successful in this course, you must be able to communicate well in English. (3.0 credits)

Aug 16	Mon-Fri	0900-1700	1 wk	BBY	CRN	23049
Sep 13	Mon	1730-2030	12 wks	DTC		32379
Sep 14	Tue	1845-2145	12 wks	BBY		32380
Sep 15	Wed	1900-2200	12 wks	SRY		32385
Sep 16	Thr	1845-2145	12 wks	BBY		32384
	Thr	1730-2030	12 wks	DTC		35818
Sep 18	Sat	0900-1600	6 wks	BBY		35976
Nov 6	Sat	0900-1600	6 wks	DTC		38861

MKTG 1323 BBY \$258 DTC/SRY \$256.30
EFFECTIVE PUBLIC SPEAKING

Emphasizes the development of public speaking skills and the principles of effective oral communication. Films, buzz groups and closed circuit TV are utilized. Each student is expected to prepare and deliver a weekly oral assignment. To be successful in this course, you must be able to communicate well in English. (3.0 credits)

Aug 09	Mon-Fri	0900-1700	1 wk	BBY	CRN	23050
Sep 15	Wed	1900-2200	12 wks	SRY		36029
Sep 16	Thr	1845-2145	12 wks	BBY		32401
		1730-2030	12 wks	DTC		32397
Sep 18	Sat	0900-1600	6 wks	BBY		32398
Nov 6	Sat	0900-1600	6 wks	DTC		38862

MKTG 1324 BBY \$258 DTC \$256.30
SMALL BUSINESS DEVELOPMENT

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements. Major emphasis is on the preparation of a business plan. This course will be helpful for anyone wishing to start their own business. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32402
Sep 15	Wed	1730-2030	12 wks	DTC		32404
Oct 25	Mon-Fri	0900-1600	1 wks	DTC		61559

MKTG 1325 BBY \$258
INTRODUCTION TO IMPORTING

Provides you with complete basics of the importing business. Discussions will cover methods of sourcing overseas suppliers, assessing market potential, payment mechanisms and foreign exchange. A beneficial course for those considering entering the importing field. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32405
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MKTG 1342 DTC \$256.30
TRADE/CONSUMER SHOW MARKETING

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. The course will focus on the application of marketing principles through the medium of trade or consumer shows. Also covered will be how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32412
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MKTG 2202 BBY \$258 DTC \$256.30
INTRODUCTION TO MARKETING COMMUNICATIONS

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. It is intended for those students pursuing the concentrated marketing program. The course examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102. (4.0 credits)

Aug 16	Mon-Fri	0900-1700	1 wk	BBY	CRN	23051
Sep 13	Mon	1845-2145	12 wks	BBY		32356
		1730-2030	12 wks	DTC		32357
Sep 14	Tue	1730-2030	12 wks	DTC		61790
Sep 15	Wed	1730-2030	12 wks	DTC		32358
Sep 16	Thr	1845-2145	12 wks	BBY		32359
Sep 18	Sat	0900-1600	6 wks	BBY		32688
Nov 06	Sat	0900-1600	6 wks	DTC		38863

MKTG 2205 BBY \$256.30
MARKETING OF SERVICES

Focuses on the differences between developing strategies for services rather than products. Course content covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	32376
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NEW MKTG 2212 BBY \$258 DTC \$256.30
STRATEGIES IN CUSTOMER SERVICE

Designed to provide an overview of what constitutes the area of customer service. It is designed to cover customer service from a strategic perspective and will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. The course will also focus on the importance of selecting, training, and empowering employees to work on behalf of the customer. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	61560
Sep 16	Thr	1730-2030	12 wks	DTC		61561

MKTG 2317 BBY \$258
SALES PROMOTION TECHNIQUES

Focuses on the practical application of sales promotions techniques, both trade and consumer. The material covered will include couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price offs. A major objective of the course is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	37374
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MKTG 2319 BBY \$299 DTC \$297.30
PROFESSIONAL SALES 2/CPSA SKILLS FOR SALES SUCCESS

Uses lectures, films and class discussion to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience. (3.0 credits)

Sep 13	Mon	1845-2145	14 wks	BBY	CRN	32389
Sep 15	Wed	1730-2030	14 wks	DTC		60940

MKTG 2341 BBY \$258 DTC \$256.30
INTRODUCTION TO MARKETING RESEARCH

Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32410
Sep 15	Wed	1845-2145	12 wks	BBY		32411

MKTG 2438 BBY \$258
DIRECT MARKETING DYNAMICS

Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions, and industry-related projects. Prerequisite: MKTG 1102 or department permission. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	38864
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NEW MKTG 2439 DTC \$410.30
DATA BASE MARKETING

This course examines the concept of Data Base Marketing and how to apply it in a practical sense to establish customer relationship building and servicing. The focus will be on planning, design and application of a marketing data base as well as how to build and manage a database. The course is designed to emphasize the role of the data base in a firm's marketing strategy. Limited enrolment. (3.0 credits)

Sep 16	Thr	1730-2030	12 wks	DTC	CRN	61557
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MKTG 3218 DTC \$256.30
INTRODUCTION TO MEDIA

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. The course will cover media/industry terminology. The strength and limitations of media vehicles. Industry related research and the roles of those involved in planning buying and selling media time and space. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	32378
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MKTG 3321 BBY \$258 DTC \$256.30
PUBLIC RELATIONS

Designed for anyone responsible for internal and external communication. You will learn to fulfil information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques, principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	32391
Sep 14	Tue	1845-2145	12 wks	BBY		32392

MKTG 3322 BBY \$258 DTC \$256.30
PROMOTIONAL STRATEGIES

Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	32395
Sep 16	Thr	1845-2145	12 wks	BBY		32394

MKTG 3342 BBY \$258
NEGOTIATING SKILLS

Designed to cover the key elements that take place within the marketing or sales negotiation context. Explore negotiating styles, strategies and tactics, and prepare for, conduct, and then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	38407
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NEW MKTG 3418 BBY \$412 DTC \$410.30
ADVERTISING DESIGN PRODUCTION

A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and Internet advertising, including typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, Internet and POP advertising. Develop your own marketing materials with QuarkXpress 4.0 (the industry standard). Of interest to those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	61558
Sep 18	Sat	0900-1600	6 wks	BBY	CRN	61562

NEW MKTG 3421 DTC \$256.30
STRATEGIC COMMUNICATIONS

Communicating a corporate strategy is critical to an organization's success at all levels. Covers the importance of market research in developing a communications strategy, how to set communication objectives that reflect the business plan, how to communicate strategically with internal and external audiences and the importance of investor relations for both public and private corporations. Analyzes case studies extensively. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	61563
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MKTG 4340 BBY \$258
MARKETING PLANNING FUNDAMENTALS

Presents a decision-making course. You will be expected to apply the concepts of marketing and planning to real-world situations. The course will cover identifying markets, buying behaviour, product planning, pricing, distribution and communication strategies. The focus of the course will be on developing a marketing plan. Prerequisite: MKTG 2202, 2341. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32409
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MKTG 4501 DTC \$256.30
STRATEGIC MARKETING MANAGEMENT SIMULATION

A multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. Focuses on the role and importance of planning and information for marketing decision-making. Simulations are for application of knowledge and practical experience. This course demands that you draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340. (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	32415
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NEW Call Centre/Marketing Associate Certificate in One-to-One Marketing

A program developed to meet the specific skill requirements of the growing call centre industry in B.C. These skills, in addition to foundation skills in business, communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centre and careers in this expanding industry.

CLCR 1101	Call Centre Communications
CLCR 2205	Call Centre Customer Service
CLCR 2103	Call Centre Selling
CLCR 3000	Call Centre Work GXP
MKTG 1102	Essentials of Marketing
MKTG 2205	Marketing of Services
MKTG 2438	Direct Marketing Dynamics
MKTG 2439	Data Base Marketing

* Students completing all the CLCR designated courses will receive "The Call Centre of Excellence Citation." This citation represents the skills which industry leaders have determined as essential for customer service representatives in major call centres.

CLCR 1101 DTC \$350
CALL CENTRE COMMUNICATIONS

Develop business communication skills for call centre applications, where customer interaction depends upon non-visual communication. Gain a basic understanding the call centre industry, the communication technology in call centres and how it is applied to achieve significant improvements in customer service and business results. Hands-on skills are developed in a state-of-the-art call centre training lab, using advanced applications in computer-telephony integration. Prerequisites: Introductory college-level courses in Communications, Microsoft Windows Applications and Business. (3.0 credits)

Sep 20	Mon	1730-2030	12 wks	DTC	CRN	61696
Sep 20	Mon-Fri	0900-1700	1 wk	DTC		61699
Nov 15	Mon-Fri	0900-1700	1 wk	DTC		61697

CLCR 2103 DTC \$350**CALL CENTRE SELLING**

Learn the essential skills for sales applications in inbound and outbound call centres, including building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure. The program places special emphasis on business ethics and value for customer. Skills are developed and practised in a state-of-the-art call centre training lab with examples that are typical of call centres in the financial, telecommunication, retail trade and tourism industries.

Prerequisites: CLCR 1101 - Call Centre Communications (3.0 credits)
 Oct 04 Mon-Fri 0900-1700 1 wk DTC 61703
 Nov 29 Mon-Fri 0900-1700 1 wk DTC 61704

CLCR 2205 DTC \$350**CALL CENTRE CUSTOMER SERVICE**

Develops the skills for serving customers through a call centre. These skills include eliciting customer needs, using problem-solving and creative techniques to find solutions, handling difficult customers, teamwork and achieving professional success and personal satisfaction from working in a call centre environment. Skills are developed and practised in a state-of-the-art call centre training lab with examples that are typical of call centres and help desks in the financial service, telecommunication health care and transportation industries.

Prerequisites: CLCR 1101 - Call Centre Communications (3.0 credits)
 Sep 21 Tue 1730-2030 12 wks DTC CRN 61707
 Sep 27 Mon-Fri 0900-1700 1 wk DTC 61705
 Nov 22 Mon-Fri 0900-1700 1 wk DTC 61708

CLCR 3000 DTC \$256.30**CALL CENTRE WORK EXPERIENCE**

Provides the opportunity to gain first-hand experience in the call centre industry while refining skills under the supervision of an employer. You are required to apply directly to employers who have agreed to co-operate with BCIT. Successful applicants will have various opportunities within the workplace to learn by structured observation and hands-on activities. Successful completion of this course depends upon a formal performance assessment by the sponsoring employer. Prerequisites: CLCR 2012 - Call Centre Customer Service or CLCR 2013 (3.0 credits)

Oct 12 Tue-Mon 0900-1700 1 wk DTC CRN 61711
 Dec 06 Mon-Fri 0900-1700 1 wk DTC 61713

NEW Associate Certificate in Fundraising

A new program endorsed by the NSFRE, Vancouver Chapter, which focuses on the skills necessary to be a Fundraising Professional.

Fundraising

FUND 1215	Introduction to Fundraising
FUND 2215	Marketing for Fundraising
FUND 2216	Management and Finance for Fundraising
FUND 2316	Grant and Proposal Writing (1.5 credits)
FUND 3315	Campaign Planning and Operations
FUND 3317	Managing Organizational Dynamics
FUND 4415	Fundraising Practicum

ELECTIVE: Any computer course of combination totalling 18 Hrs (Approved by the Department)

FUND 1215 DTC \$256.30**INTRODUCTION TO FUNDRAISING**

Designed to provide an overview of fundraising topics. The emphasis is on the grounding of fundraising in philanthropy; the principles and strategic issues of fundraising in non-profit organizations; and the role of the development officer and fundraising. You will develop an understanding of annual fund and capital campaign methodologies, working with volunteer boards, and developing career planning strategies. (3.0 credits)

Sep 15 Wed 1730-2030 12 wks DTC CRN 61565

NEW FUND 2215 DTC \$256.30**MARKETING FOR FUNDRAISING**

Learn the marketing principles of organizational relationships. You will build skills in constituency analysis and the use of demographics and socio-graphics. Generational patterns in philanthropy are explored. The marketing plan, writing and printing of publications, media relations, special constituency relations and the use of direct mail, telemarketing, and other broadly based techniques and technologies for reaching contributors are covered. (3.0 credits)

Sep 14 Tue 1730-2030 12 wks DTC CRN 61566

NEW FUND 3315 DTC \$256.30**CAMPAIGNING PLANNING AND OPERATIONS**

You will learn to analyze and synthesize the necessary components of annual, major gift and capital campaigns. Strategic planning, institutional readiness, prospect research, record keeping, markets, vehicles and management of the program are stressed.

Sep 15 Wed 1730-2030 12 wks DTC CRN 61567

Management Certificate in Tourism Marketing

A program for those who work in the field of Tourism and are seeking formal and recognized qualifications to support their work experience. This combination should help if you wish to improve your present position or wish to seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of Tourism but have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees marketing skills will also find value in this program. Listed below are the courses required to obtain your certificate.

Required	
MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications

TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel and Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2324	Tourism Marketing Planning

As well, choose four of the following:

MKTG 1120	Special Event Marketing
MKTG 1324	Small Business Development
MKTG 2212	Strategies in Customer Service
MKTG 3321	Public Relations
TOUR 1250	Introduction to Travel Agency Operations,
TOUR 2307	Resort/Hotel Marketing
TOUR 2330	Community Tourism Development

And Two Electives

You may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

Associate Certificate in Tourism

TOUR 1250	Introduction to Travel Agency Operations
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel and Tours
TOUR 2304	Conventions/Meetings/Incentive Travel
TOUR 2307	Resort/Hotel Marketing
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 1219	Professional Sales 1

TOUR 1250 DTC \$256.30**TRAVEL AGENCY OPERATIONS - AN INTRODUCTION**

Provides a framework for students considering a career in travel retailing and operating fields. Topics include the travel counsellor's responsibilities, airlines and their fare structures, rail transportation and car rental, travel industry automation, basic tour company operations, an introduction to the cruise market, hotel terminology and selection, creating an independent vacation itinerary, and selling and communication in the travel industry. (3.0 credits)

Sep 21 Tue 1730-2030 12 wks DTC CRN 32416

TOUR 1261 DTC \$256.30**B.C. TOURISM ISSUES**

Examines the evolution, function and direction of tourism. Topics will include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism development, and development strategies. (3.0 credits)

Sep 14 Tue 1730-2030 12 wks DTC CRN 36206

TOUR 1301 BBY \$258**GROUP TRAVEL AND TOURS**

Covers the development, research and marketing of tour packages and charters. Practical exercises are given in tour planning, organizing, managing, guiding and marketing of tour/charter products. Terminology used by tour operators, wholesalers and destination management companies (D.M.C.'s) is applied in the costing, documentation and reservation systems used by firms in this growth sector of tourism. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 38408

TOUR 2307 DTC \$256.30**RESORT/HOTEL MARKETING**

Focuses on the application of marketing principles and strategies to the Accommodation sector of Tourism. Course coverage will include how a variety of resort/hotel marketing departments are organized, responsibilities assigned and functions established. The role of personal selling, sales reporting and monitoring techniques, as well as communication and media used to effectively reach specified target markets will also be examined. (3.0 credits)

Sep 13 Mon 1730-2030 12 wks DTC CRN 38409

TOUR 2324 BBY \$258**TOURISM MARKETING PLANNING**

Designed to provide someone with general marketing responsibility in the Tourism business. The skills to develop and implement a marketing plan. The focus will be on the development and marketing of a tourism product utilizing all the elements of the marketing mix, including segmentation, research, tour packaging, risk analysis and travel motivation. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 60152

TOUR 2330 BBY \$258**COMMUNITY TOURISM DEVELOPMENT**

Addresses the development of community tourism by focusing on local interest and economic benefits. Includes the nature of attraction, planning strategies, economic considerations, environmental factors and social and cultural impacts. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 61564

Media Techniques for Business

(604) 451-7032

(604) 432-8614

tcarde@bcit.bc.ca

ldavie@bcit.bc.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals. The Media Techniques for Business Certificate program requires the completion of the following 10 basic courses, totaling 27 credits and a minimum of 6 elective courses totaling 18 credits from the offerings listed.

Required Courses:	
BCST 1160	Introduction to Television
BCST 1161	Film for Beginners
COMM 1103	Introduction to Business and Technical Communication
MDIA 1010	Photography
MDIA 1040	Graphics 1
MDIA 1100	Introduction to Media Techniques For Business
MDIA 2040	Graphics 2
MDIA 2060	Effective Presentation Techniques

Two of the following:

MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1150	QuarkXpress Mac 1
MDIA 1160	Illustrator Mac 1
MDIA 1170	PhotoShop PC 1
MDIA 1180	PhotoShop Mac 1
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2150	QuarkXpress Mac 2
MDIA 2260	Illustrator Mac 2
MDIA 2170	PhotoShop PC 1
MDIA 2180	PhotoShop Mac 2

Elective courses:

BCST 1145	Copywriting for Radio and TV
BCST 1148	Writing for the Media
BCST 2252	Commercial Audio Production
BUSA 1305	Supervisory Skills
COMM2202	Letters and Memos
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager
MDIA 1020	Designing Business Forms
MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1130	CorelDraw 1
MDIA 1140	Colour Theory for Publishers
MDIA 1150	QuarkXpress Mac 1
MDIA 1180	Adobe PhotoShop Mac 1
MDIA 1300	Multimedia Literacy
MDIA 2000	Typography
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2130	CorelDraw 2
MDIA 2150	QuarkXpress Mac 2
MDIA 2160	Advanced Photography 1
MDIA 2170	Advanced Photography 2
MDIA 2300	Multimedia Authoring
MDIA 3010	Commercial Photography
MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing Communications

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast Communications or Marketing for current offerings and specific course descriptions.

Business Certificate in Media Techniques and Marketing Communications

A hands-on program designed to combine the strategic approach of marketing communications with the techniques of multimedia technology. The program is skills-based, focusing on specialized training in media techniques and the components of promotional marketing. It is a value to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

Required basic courses:

MKTG 1102	Essentials of Marketing
MKTG 2202	Introduction to Marketing

Communications

MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies
MKTG 3337	Corporate Communications
MDIA 1100	Intro to Media Techniques for Business
MDIA 2060	Effective Presentation Techniques
MDIA 1040	Graphic 1
MDIA 2040	Graphic 2

In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA 1050	PageMaker 1 for the PC
MDIA 2050	PageMaker 2 for the PC
MDIA 1090	PageMaker 1 for the MAC
MDIA 2090	PageMaker 2 for the MAC
MDIA 1150	QuarkXpress for the MAC
MDIA 2150	QuarkXpress for the MAC
MDIA 1170	Adobe PhotoShop for the PC 1
MDIA 2270	Adobe PhotoShop for the PC 2
MDIA 1180	Adobe PhotoShop for the MAC 1
MDIA 2180	Adobe PhotoShop for the MAC 2
MDIA 1160	Illustrator for the MAC 1
MDIA 2260	Illustrator for the MAC 2
MDIA 1130	CorelDraw 1
MDIA 2130	CorelDraw 2
MKTG 1019	Press/Media Relations
MKTG 2317	Sales Promotion Techniques
MKTG 1120	Special Event Marketing
MKTG 2438	Direct Marketing Dynamics
MKTG 3218	Introduction to Media (Advertising Media)

MDIA 0199 BBY \$148**PHOTOGRAPHY ENTRY LEVEL**

Learn to handle a 35mm Single Lens Reflex camera and accessories. Learn basic photographic concepts. Students with an interest, but no previous experience in photography, are encouraged to enroll in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Sep 15 Wed 1900-2200 4 wks BBY CRN 32304

MDIA 1010 BBY \$293**PHOTOGRAPHY**

Improves knowledge of handling 35mm equipment/accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 0199 or permission from the instructor. (3.0 credits)

Oct 13 Wed 1900-2200 8 wks BBY CRN 32305



MDIA 1015 PEOPLE PHOTOGRAPHY**BBY \$218**

Introduces you to a variety of portraiture from children, groups and executives. You will gain hands on experience photographing people in the areas of advertising, editorial and consumer oriented portraiture. Equipment, lighting, and communication projects provide critical information to help students create powerful portraits. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

Sep 18	Sat	0900-1200	6 wks	BBY	CRN	38658
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MDIA 1040 GRAPHICS 1**BBY \$301**

Introduces the many facets of graphics. Topics include: Lettering/typography; layout/design; drawing/illustration techniques; logo design; colour process; producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. Note: This course is NOT computer-based. (3.0 credits)

Sep 13	Mon/Wed	1845-2145	6 wks	BBY	CRN	32306
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MDIA 1100 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS**BBY \$301**

Explore fundamental issues in creating and implementing a variety of visual/audio-visual communication projects. Study a practical perspective on pre-press production/printing, desktop publishing, commercial applications of photography and photographic imaging, video production, and communication tools used today. You will cover needs assessment, target audience identification and have an understanding of media integration. (3.0 credits)

Sep 13	Mon	1900-2200	12 wks	BBY	CRN	32307
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MDIA 2040 GRAPHICS 2**BBY \$301**

This covers detailed areas of graphics and print production. Include paper choice/selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040. (3.0 credits)

Oct 25	Mon/Wed	1845-2145	6 wks	BBY	CRN	32308
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MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES**BBY \$258**

Prepares students to effectively present material, both written and spoken. Covers what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow you to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32309
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MDIA 2160 ADVANCED PHOTOGRAPHY 1**BBY \$218**

Combines classroom sessions and workshops in the studio (including a make-up demonstration) so you can develop skills to plan and carry out assignments in editorial and people photography. You will learn to recognize the potential of lighting, and how to work from a layout to meet a client's requirements. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

Oct 28	Thr	1900-2200	6 wks	BBY	CRN	32310
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Associate Certificate, Desktop Publishing

The Desktop Publishing Associate Certificate program requires the completion of the following six basic courses, totaling 15 credits, and a minimum of three elective courses totaling nine credits for a total of 24, from the list below:

Required basic courses:

MDIA 1040	Graphics 1
MDIA 1140	Colour Theory for Publishers
MDIA 1111	Scanning
MDIA 2000	Typography
MDIA 2095	Portfolio Production
MDIA 2060	Effective Presentation Techniques

In addition, choice of:

I. Choice of: (Levels 1 and 2 required)

MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)

MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 and 2)

MDIA 1150 and 2150 QuarkXpress (Levels 1 and 2)

II. Choice of: (Levels 1 and 2 required)

MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)

MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)

III. Choice of: (Levels 1 and 2 required)

MDIA 1170 and 2270 Adobe PhotoShop for the PC (Levels 1 and 2)

MDIA 1180 and 2180 Adobe PhotoShop for the Macintosh (Levels 1 and 2)

Desktop Publishing and Graphics for the Macintosh

(604) 451-7032

(604) 432-8614

tcarde@bcit.bc.ca

ldavie@bcit.bc.ca

MDIA 1090 PAGEMAKER MAC 1**BBY \$344**

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. You will learn to create projects, advertisements, brochures, bulletins, flyers and forms. You will have their own workstation using a Macintosh computer for this hands-on course. (1.5 credits)

Sep 17	Fri	1845-2145	6 wks	BBY	CRN	32282
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MDIA 1111 DESKTOP SCANNING**BBY \$384 DTC \$382.30**

Learn to use your desktop scanner. Work with a desktop scanner from your own computer terminals. Covers basic colour theory, reflection/flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed; resolution, dynamic range and the removing of unwanted colourcasts. PhotoShop is used extensively in this course. (1.5 credits)

Sep 15	Wed	1845-2145	3 wks	BBY	CRN	37320
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Oct 22	Fri	0900-1600	3 wks	DTC		38686
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MDIA 1140 COLOUR AND THEORY FOR PUBLISHERS**BBY \$435**

Introduces the principles of colour in relation to physics, physiology and communication. Explores the additive primaries red green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also studies colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3.0 credits)

Sep 16	Thr	0900-1200	12 wks	BBY	CRN	37074
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MDIA 1150 QUARKXPRESS MAC 1**DTC \$342.30**

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of QuarkXpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation. Prerequisite: A solid working knowledge of the Macintosh. (1.5 credits)

Sep 13	Mon	1730-2030	6 wks	DTC	CRN	38687
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Sep 18	Sat	1300-1600	6 wks	DTC		61610
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MDIA 1160 ADOBE ILLUSTRATOR MAC 1**DTC \$ 382.30**

Learn tools by examining the toolbox, view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, and use perimitives to create basic shapes. Work with type, change type attributes, import text and link text blocks, wrap text around an object and more. (1.5 credits)

Sep 17	Fri	1730-2030	6 wks	DTC	CRN	37081
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Sep 18	Sat	0900-1200	6 wks	DTC		38688
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MDIA 1180 ADOBE PHOTOSHOP FOR MAC 1**BBY \$384 DTC \$382.30**

Produce colour and black and white images right at the desktop. Students work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Individual work stations. (1.5 credits)

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	32290
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Sep 17	Fri	0900-1600	3 wks	DTC		38689
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Sep 18	Sat	1300-1600	6 wks	BBY		32291
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MDIA 1188 ADOBE PREMIER**BBY \$384**

Premier makes it easier to create digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Students have their own workstation and user guide. (1.5 credits)

Sep 13	Mon	1845-2145	6 wks	BBY	CRN	38696
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MDIA 2000 TYPOGRAPHY**DTC \$433.30**

Gives you an understanding of typesetting rules and techniques. Covers type history, development and usage. The following nine evenings will be spent using QuarkXpress to complete a variety of projects. The emphasis will be a quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090. (3.0 credits)

Sep 16	Thr	1730-2030	12 wks	DTC	CRN	37079
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MDIA 2090 PAGEMAKER MAC 2**BBY \$344**

Guides you through advanced features. Create your documents in readiness for sending files to a service bureau, thus reducing pre-press costs. They will also learn how to create colour separation files and work with a desktop scanner. You will have their own workstation using a Macintosh computer. Prerequisite: MDIA 1090 or permission from the instructor. (1.5 credits)

Oct 29	Fri	1845-2145	6 wks	BBY	CRN	32293
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MDIA 2095 PORTFOLIO PRODUCTION**BBY \$445**

Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcasing their work. The aim is to prepare an effective medium to assist in furthering their careers, as well as identify professional development needs and set future goals. Recommended last course in Certificate. (3.0 credits)

Sep 18	Sat	0900-1200	12 wks	BBY	CRN	61611
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MDIA 2111 DESKTOP SCANNING 2**BBY \$384 DTC \$382.30**

This course is a continuation of Desktop Scanning 1. Adobe PhotoShop is used extensively. Prerequisite: MDIA 1111. (1.5 credits)

Oct 27	Wed	1845-2145	6 wks	BBY	CRN	61618
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Nov 12	Fri	0900-1600	3 wks	DTC		38695
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MDIA 2150 QUARKXPRESS MAC 2**DTC \$342.30**

Teaches advanced publishing techniques using QuarkXpress including integration with work processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor. (1.5 credits)

Oct 25	Mon	1730-2030	6 wks	DTC	CRN	38691
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Oct 30	Sat	1300-1600	6 wks	DTC		32295
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MDIA 2180 ADOBE PHOTOSHOP FOR MAC 2**BBY \$384 DTC \$382.30**

Manipulate scanned photolithographs, slides and original artwork. Students learn how to look at colour models, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Teaches resolution, determining correct scan resolution, creating releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

Oct 26	Tue	1845-2145	6 wks	BBY	CRN	32297
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Oct 30	Sat	1300-1600	6 wks	BBY		38692
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Dec 03	Fri	0900-1600	3 wks	DTC		38693
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MDIA 2189 AFTER EFFECTS**DTC \$438.30**

Provides a working knowledge of some of the software used for video production. The goal is for you to create portfolio quality Quick Time movies that can be integrated into multimedia projects digital non-linear video editing and Adobe After Effects for composing, animation and effects. Topics will include video production process, compression for animation.

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	61634
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MDIA 2260 ADOBE ILLUSTRATOR MAC 2**DTC \$382.30**

This course is a continuation of MDIA 1160. (1.5 credits)

Oct 29	Fri	1730-2030	6 wks	DTC	CRN	37083
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Oct 30	Sat	0900-1200	6 wks	DTC		38694
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Desktop Publishing and Graphics for the PC

(604) 451-7032

(604) 432-8614

tcarde@bcit.bc.ca

ldavie@bcit.ba.ca

MDIA 1025 ADOBE ADOBE ACROBAT**DTC \$382.30**

Publish on the Web, Intranet, CD-ROM, or e-mail without losing the unique look, feel, and formatting of your original documents by converting them into PDFs (Portable Document Format). This course gives Adobe Acrobat users skills they need to work efficiently with Adobe Acrobat Exchange, PDF Writer, and Distiller software and provides a solid foundation for applying Acrobat features to real-world situations. Topics include using Acrobat in mixed-platform environments, creating and using PDF documents, using Acrobat features to tailor a document to its audience-using Acrobat as a presentation tool. This course is designed to anyone using Adobe Acrobat products for electronic document distribution. Prerequisites: Basic computer literacy including keyboarding skills and using a mouse. You should also have experience with PC's running Windows or MAC computers. (1.5 credits)

Sep 16	Thr	1730-2030	6 wks	DTC	CRN	38787
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MDIA 1050 ADOBE PAGEMAKER PC 1**DTC \$342.30**

Teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. You will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. You will have their own workstation. (1.5 credits)

Sep 14	Tue	1730-2030	6 wks	DTC	CRN	32279
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Sep 18	Sat	0900-1200	6 wks	DTC		32281
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Oct 28	Thr	1730-2030	6 wks	DTC		61592
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MDIA 1130 CORELDRAW 1**BBY \$384**

Covers principles of vector art used in CorelDraw. Learn to transform, modify and organize objects, use layers and styles, create multiple page layouts and prepare work for printing at a service bureau. Designed for those with a fundamental operating knowledge of the Window 95 environment.

Sep 18	Sat	0900-1200	6 wks	BBY	CRN	32287
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MDIA 1155 QUARK PC 1**DTC \$342.30**

Introduces page layout using QuarkXpress. Gives an overview of the abilities of Quark providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using state-of-the art technology. (1.5 credits)

Sep 17	Fri	1730-2030	6 wks	DTC	CRN	61625
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MDIA 1170 ADOBE PHOTOSHOP FOR WINDOWS 1**BBY \$384**

Create and produce colour and black and white images right at the desktop. Students create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image. Individual workstations. (1.5 credits)

Sep 16	Thr	1845-2145	6 wks	BBY	CRN	61612
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Sep 18	Sat	1300-1600	6 wks	BBY		32302
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MDIA 1260 ILLUSTRATOR PC 1**BBY \$384**

View artwork in different modes, edit a segment, construct a drawing, and learn about layers, group/ungroup objects. Learn painting objects, creating process colours, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use perimitives to create basic shapes. Work with type, change attributes, import text and more. (1.5 credits)

Sep 12	Sun	1300-1600	6 wks	BBY	CRN	37430
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MDIA 2050 PAGEMAKER PC 2**DTC \$342.30**

Learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. You will learn how to create colour separation files. Prerequisite: MDIA 1050 or permission from the instructor. (1.5 credits)

Oct 26	Tue	1730-2030	6 wks	DTC	CRN	32325
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Oct 30	Sat	0900-1200	6 wks	DTC		38690
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*Continued on next page***The world is learning. Keep up!**

MDIA 2130 BBY \$384
CORELDRAW 2

Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. You will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor. (1.5 credits)

Oct 30	Sat	0900-1200	6 wks	BBY	CRN	32294
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MDIA 2270 BBY \$384
ADOBE PHOTOSHOP WINDOWS 2

Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor. (1.5 credits)

Oct 28	Thr	1845-2145	6 wks	BBY	CRN	61619
Oct 30	Sat	1300-1600	6 wks	BBY		32303

Publishing

(604) 451-7032 mcardoso@bcit.bc.ca
(604) 432-8614 ldavie@bcit.bc.ca

MDIA 1600 DTC \$193
CAREER OPPORTUNITIES IN PUBLISHING

This workshop will cover a breakdown of career positions available in publishing with an emphasis on job descriptions, salary expectations and growth opportunities. Industry standards will be discussed with advice on where to obtain the most recognized work and education experience. We will also discuss the differences between staff positions and freelance contact work. Included are industry questionnaires and self-evaluations to help recognize your own strengths. (1.5 credits)

Sep 9	Thr/Fri/Sat	0900-1600	1 wk	DTC	CRN	61615
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MDIA 1605 DTC \$373
SPECIAL FEATURE WRITING

Students explore different genres in writing along with their own writing voice. They learn how to secure steady work by concentrating on an area of specialty, which will be their focus while developing an attractive program to pitch to the industry. Guest speaker will share information about different types of permanent contract positions such as having your own column or being a monthly contributor to a publication. By the end of this class, you should have a good understanding of what it takes to land a cover story or to create a special promotion. Includes a field trip to a local magazine. (3.0 credits)

Sep 18	Sat	1300-1600	12 wks	DTC	CRN	61616
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Internet

(604) 451-7032 tcarde@bcit.bc.ca
(604) 432-8614 ldavie@bcit.bc.ca

MDIA 1195 BBY \$380
INTRODUCING THE INTERNET

Covers user skills in search engines, downloading software, e-mail ISP's and Newscast Push technology. Emphasis will be placed on supercharging your search engines and finding relevant information on the Web. Emphasis will be placed on the most popular browsers Netscape, Internet Explorer and the areas of e-mail and Push Technology. (1.5 credits)

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	39944
Sep 18	Sat	0900-1200	6 wks	BBY		39945

MDIA 1200 BBY \$380
ADVANCED INTERNET

Create eye-catching pages on the Web. Learn to set up Web pages using HTML Editors such as FrontPage and Netscape Composer. Templates, wizards, tables, frames, forms and Plug-ins such as Java Applets will be discussed and used. Prerequisite: MDIA 1195 or equivalent Internet experience. (1.5 credits)

Oct 26	Tue	1845-2145	6 wks	BBY	CRN	37019
Oct 30	Sat	0900-1200	6 wks	BBY		37110

MDIA 1205 \$551
WEAVING THE WEB: PUBLISHING ON THE INTERNET 1

A basic course in Web authoring offered entirely on the Internet. You must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 32-64 Megs of RAM. Software required: Netscape Communicator. To browse the course outline link to: <http://bowen.cr.bcit.bc.ca/defrontend/multimed.htm>.

Sep 14	Tue	Distance	12 wks		CRN	39964
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MDIA 2205 \$367
WEAVING THE WEB: PUBLISHING ON THE INTERNET 2

Topics include manual HTML coding of forms, frames, and cascading style sheets (CSS). The course will be offered entirely on the Internet. See MDIA 1205 for technical requirements. To browse the course outline link to: <http://bowen.cr.bcit.bc.ca/defrontend/multimed.htm>. Prerequisite: MDIA 1205 or demonstrated competence.

Sep 14	Tue	Distance	6 wks		CRN	61635
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MDIA 3205 \$367
IMAGING TECHNOLOGIES FOR WEB PUBLISHING

Topics include image file formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping, and graphic layout. The course will be offered entirely on the Internet. To browse the course outline link to: <http://bowen.cr.bcit.bc.ca/defrontend/multimed.htm>. Software required: a graphics application (such as Adobe ImageReady or Photoshop, see Web site for details). Prerequisite: MDIA 1205 and 2205 or demonstrated competence.

Oct 26	Tue	Distance	6 wks		CRN	61637
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MDIA 3206 \$367
AUDIO AND VIDEO TECHNOLOGIES FOR WEB PUBLISHING

Topics include: audio file formats, audio sample rates, audio resolution, audio compression, video file formats, and video compression. To browse the course outline link to: <http://bowen.cr.bcit.bc.ca/defrontend/multimed.htm>. You must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundEdit 16, SoundForge, BAIS Peak, or similar. Assignments will not require the digitization of video. Prerequisite: MDIA 1205, 2205 and 3205 or demonstrated competence.

Oct 26	Tue	Distance	6 wks		CRN	61638
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Multimedia

(604) 451-7032 tcarde@bcit.bc.ca
(604) 433-8614 ldavie@bcit.bc.ca

MDIA 1450 DTC \$382.30
MACROMEDIA DIRECTOR 1

Guides you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporation video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms. (1.5 credits)

Sep 14	Tue	1730-2030	6 wks	DTC	CRN	38699
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MDIA 1510 BBY \$258
COMMUNICATION FOR NEW MEDIA

This course teaches the students effective written communication for new media. The focus is on conveying your desired point of view while building on the power of multimedia, make an impression, be creative, say what you mean and send a more powerful message. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	61623
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MDIA 2450 DTC \$382.30
MACROMEDIA DIRECTOR 2

This course builds on skills learned in Macromedia 1. Prerequisite: MDIA 1450.

Oct 26	Thr	1730-2030	6 wks	DTC	CRN	39943
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2D Animation

(604) 451-7032 tcarde@bcit.bc.ca
(604) 432-8614 ldavie@bcit.bc.ca

MDIA 5850 BBY \$590
TRADITIONAL 2D ANIMATION

Covers basic concepts involved in animation. Develop drawing skills while learning basic animation principles of squash and stretch, follow-through, overlapping action, anticipation, timing, key frames and inbetweening. The AXA program will be used as a means of compiling, pencil testing and critiquing animation. (6.0 credits)

Sep 14	Tue/Thr	1845-2145	12 wks	BBY	CRN	61633
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3D Animation

(604) 451-7032 tcarde@bcit.bc.ca
(604) 432-8614 ldavie@bcit.bc.ca

MDIA 2400 DTC \$711.30
BASIC SOFTIMAGE 1

Supplies a solid overview of classic computer animation techniques including modelling, motion, property editing, and rendering. Inverse Kinematics and motion capture also give students skills needed in today's competitive market. (3.0 credits)

Sep 13	Mon/Wed	1845-2145	6 wks	DTC	CRN	39962
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MDIA 2600 BBY \$ 384
MAYA 1

This is a hands-on introductory course to 3D computer graphics using Maya PowerAnimator software. The focus of this foundation course will be software concepts, modelling and rendering. (1.5 credits)

Sep 13	Mon	1845-2145	6 wks	BBY	CRN	37888
Sep 18	Sat	1300-1600	6 wks	BBY		37889

MDIA 2700 BBY \$384
MAYA 2

This course is hands-on and builds upon the modelling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor. (1.5 credits)

Oct 25	Mon	1845-2145	6 wks	BBY	CRN	37891
Oct 30	Sat	1300-1600	6 wks	BBY		37892

MDIA 3000 BBY \$713
MAYA INTERMEDIATE

Alias Intermediate will focus on advanced modelling and rendering techniques as well as the practical application of animation. The lesson structure will be such that the student will be able to pursue personal projects. Prerequisite: MDIA 2700 or permission of instructor. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	37890
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MDIA 3400 DTC \$713
SOFTIMAGE 2

A continuation of skills learned in MDIA 2400. (3.0 credits)

Oct 25	Mon/Wed	1800-2100	6 wks	DTC	CRN	39963
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Medical Office Assistant

(604) 451-7032 tcarde@bcit.bc.ca

OFFC 1001 BBY \$276
ANATOMY AND TERMINOLOGY 1

Combines both medical and terminology and basic human anatomy and physiology. The medical systems of the body are explored using the format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Disease processes are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine. Note: Anatomy and Terminology I and II replace our previous courses: Anatomy and Physiology (OFFC 1000) and Medical Terminology (OFFC 1010). (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	39939
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OFFC 1002 BBY \$276
ANATOMY AND TERMINOLOGY 2

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1000. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	39940
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OFFC 1003 BBY \$323
OFFICE PRACTICE

Introduces MOA administration duties and professional conduct. Topics include appointment scheduling, pharmacology, reception, charts and filing. The last six weeks of this course introduce the basic features of medical practice management systems using PSREGENT'S Smart Series billing software. This course emphasizes computerized medical billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Note: this course replaces OFFC 1030 and OFFC 1070. Prerequisite: basic computer and keyboarding skills. (3.5 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	39941
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OFFC 1020 BBY \$303
TRANSCRIPTION

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisite: OFFC 1001, 1002, 1060 and typing speed of 40 wpm is recommended. (3.0 credits)

Sep 18	Sat	0900-1600	6 wks	BBY	CRN	32269
Oct 30	Sat	0900-1600	6 wks	BBY		32270

OFFC 1040 BBY \$272
CLINICAL PROCEDURES

Presents basic clinical procedures and tests commonly performed in medical office setting. You 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. You will familiarize themselves with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32277
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OFFC 1060 BBY \$170
MEDICAL DOCUMENTATION

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: computer literacy and keyboarding skills. This is the prerequisite course for OFFC 1020. (1.5 credits)

Sep 15	Wed	1845-2145	6 wks	BBY	CRN	37069
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OFFC 2000 BBY \$258
PRACTICUM

Provides work experience for student s that have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisite: completion of all OFFC courses as listed above, all OFFC courses required prior to program changes in January 1998, or in special circumstances, with permission of the Program Coordinator. (4.0 credits)

Oct 25	Mon	1845-2145	6 wks	BBY	CRN	32278
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Operations Management Industry Training

(604) 451-6822 lpenner@bcit.bc.ca

PLEXUS/ISO 9000 Workshops

BCIT's Business programs offer the Plexus Training System. This system uses a highly participatory, modular approach to training. Participants will learn how to implement effective quality systems that address the unique challenges facing their organizations. It will provide the essential, practical insights that allow participants to build a quality assurance system that brings an organization long term, bottom-line results. The Plexus program is offered in two formats: open enrolment for selected modules and on-site training with customized coaching services. Tuition discounts are offered to organizations that send more than one participant to the same workshop. The open enrolment modules scheduled for this term include the following courses:

OPMT 0004 BBY \$250
UNDERSTANDING ISO 9001/2

This one-day course will provide an understanding of all 20 elements of ISO 9000 and the interrelationships of the various clauses. Essential for all employees who will be involved in gap analysis, planning for implementation, quality system documentation, internal quality audits or training of the workforce.

Sep 24	Fri	0830-1630	1 day	BBY	CRN	37997
Nov 5	Fri	0830-1630	1 day	BBY		38914

OPMT 0007 BBY \$500
INTERNAL QUALITY AUDITS

Provides your internal audit team with the knowledge and skills necessary to successfully perform internal quality audits as required under ISO 9000. Your audit team may be comprised of members of your ISO 9000 implementation team, as well as selected individuals throughout your organization.

Oct 28/29	Thr/Fri	0830-1630	2 days	BBY	CRN	37999
Dec 2/3	Thr/Fri	0830-1630	2 days	BBY		38916

OPMT 0008 BBY \$500
QUALITY SYSTEM DOCUMENTATION

Focuses on requirements for documentation and skills needed to create and control documentation under ISO 9001/9002. The key to a successful ISO 9000 implementation is to involve those who actually do the work in preparing the procedures and work instructions. This workshop is designed to clarify and simplify that involvement.

Oct 14/15	Thr/Fri	0830-1630	2 days	BBY	CRN	38002
Nov 18	Thr/Fri	0830-1630	2 days	BBY		38920

To register in any of the above workshops and to receive group rate information call Laura Penner (604) 451-6822 or e-mail at lpenner@bcit.bc.ca

To receive information about the Plexus training System and in-house custom courses call Laura Penner (604) 451-6822 or e-mail at lpenner@bcit.bc.ca. Visit our Quality Resource Centre Web Site at www.bcit.bc.ca/~tr/qrc.



On-site Workshops

The Operations Management department can deliver on-site training to employees in your organization in Project Management. For information on these workshops please call Laura Penner (604) 451-6822 or e-mail at lpenner@bcit.bc.ca.

OPMT 0017 PROJECT MANAGEMENT DTC \$750

A must for anyone in today's business environment where a high level of project planning and management skills is required. The tools used in planning, scheduling, resource allocation and project management and the Critical Path Method (CPM) will be explored. Participants are encouraged to bring their specific project management ideas and concerns to this workshop to enable immediate results upon return to the workplace.

Sep 22 Wed-Fri 0900-1630 3 days DTC CRN 39151
Nov 1 Mon-Wed 0900-1630 3 days DTC 39152

International Trade Training Program

(604) 412-7686 dharvey1@bcit.bc.ca www.fitt.ca



FITTskills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issue, market-entry strategies and sound international management techniques. Graduates of this Diploma program meet the educational requirements to become a Certified International Trade Professional (CITP), the only professional designation in Canada for International trade practitioners. The 26 country International Association of Trade Training Organization (IATTO) recognizes the FITTskills Diploma.

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITTskills program with the assistance of the federal government. The program is delivered across Canada. Take the entire program, or take one or more of the modules to suit your needs.

Courses in the program include:

FITT 0100 Global Entrepreneurship
FITT 0105 International Trade Research
FITT 0110 International Trade Finance
FITT 0115 International Trade Logistics
FITT 0120 International Market Entry and Distribution
FITT 0125 International Marketing
FITT 0130 Legal Aspects of International Trade
FITT 0135 International Trade Management

Each course module is 35 classroom hours over four weeks. Classes are held two evenings per week plus one Saturday. Courses may be taken in any order however it is recommended that you have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135)

Note: Course fees include all course materials

FITT 0100 GLOBAL ENTREPRENEURSHIP HYDRO \$576.80

Participants will be introduced to a wide variety of international business topics from the ground up. Topics covered in this module will help to adapt and transform your marketing strategies into opportunities. The course covers an introduction of the skills and knowledge needed to compete as a global entrepreneur. (9 sessions in total)

Sep 13 Mon/Wed 1730-2100 4wks Hydro CRN 61818
Oct 2 Sat 0900-1700

Note: Class location is the B.C. Hydro Building at 333 Dunsmuir Street Vancouver, Auditorium D

FITT 0115 INTERNATIONAL TRADE LOGISTICS DTC \$576.80

This module describes the characteristics of international trade logistics and demonstrates the role logistics plays in securing a competitive advantage. Participants will be shown how to identify and apply the essential skills needed to design and formulate cost-effective approaches to the movement of goods and services from the producer to the customer. (9 sessions in total)

Sep 14 Tue/Thr 1730-2100 4 wks DTC CRN 61828
Oct 2 Sat 0900-1700

FITT 0105 INTERNATIONAL TRADE RESEARCH HYDRO \$576.80

Participants will be directed through the process needed to develop an in-depth understanding of target markets, including planning and developing the research process, evaluating opportunities, sources of information and applying the results. Participants will use these skills to research a product or service of their choice and develop their own research plan. (9 sessions in total)

Oct 18 Mon/Wed 1730-2100 4 wks Hydro CRN 61821
Nov 6 Sat 0900-1700

Note: Class location is the B.C. Hydro Building at 333 Dunsmuir Street Vancouver, Auditorium D

FITT 0120 INTERNATIONAL MARKET ENTRY AND DISTRIBUTION DTC \$575

This module describes how to evaluate market entry strategies and suggests ways of selecting the ones most appropriate to the proposed venture. While examining entry strategies, participants will develop a better understanding of barriers to entry; distribution issues; agents and distributors; partnering and joint ventures; exit strategies and more. (9 sessions in total)

Oct 19 Tue/Thr 1730-2100 4 wks DTC CRN 61837
Nov 6 Sat 0900-1700

APICS CPIM Certification Review Course Schedule

	Fall Term Starts September	Winter Term Starts January	Spring Term Starts April
Level I	Basics of Supply Chain Management APIC 1171 Wednesday - 12 wks	Basics of Supply Chain Management APIC 1171 Wednesday - 12 wks	Basics of Supply Chain Management APIC 1171 Wednesday - 12 wks
Level II	Material and Capacity Planning APIC APIC 1350 Tuesday - 9 wks	Production Activity Control APIC APIC 1510 Tuesday - 9 wks	Material and Capacity Planning APIC APIC 1350 Tuesday - 9 wks
Level III	Master Planning APIC 1105 Wednesday - 9 wks	Inventory Management APIC 1210 Wednesday - 9 wks	n/a
Level IV	Just-In-Time APIC 1600 Tuesday - 9 wks	Systems and Technology APIC 1615 Tuesday - 9 wks	n/a

FITT 0110 INTERNATIONAL TRADE FINANCE HYDRO \$576.80

This course emphasizes the importance of international finance through a range of topics that can be adapted to actual business environments. The module will cover risk analysis, forms of financing, export costing, export credit insurance, cash flow planning, factoring, sources of trade finance and more. (9 sessions in total)

Nov 22 Mon/Wed 1730-2100 4 wks Hydro CRN 61817
Note: Class location is the B.C. Hydro Building at 333 Dunsmuir Street Vancouver, Auditorium D

FITT 0125 INTERNATIONAL MARKETING DTC \$576.80

Nowhere is marketing more important than in the global marketplace where there are multitudes of competitors to choose from. This module provides well-established tools and techniques for reaching the target market regardless of location, culture or language. Participants will develop an international marketing plan that will help them master the challenges of international marketing. (9 sessions in total)

Nov 23 Tue/Thr 1730-2100 4 wks DTC CRN 61838

Operations Management

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

vforbes@bcit.bc.ca
fgruen@bcit.bc.ca



APICS-The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain - in such areas as materials management, information services, purchasing and quality. In B.C., there are two APICS Chapters, one in Vancouver and the other in Kelowna, with a combined membership of over 300 people.

BCIT, in cooperation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs, Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). See below for details. For specific information on becoming a member of APICS, please contact the local APICS office, PH: (604) 435-9530 or the web site <http://www.apics8.org>

Certified in Production and Inventory Management (CPIM)

CPIM Provides professionals with in-depth knowledge of the key aspects of production and inventory management.

Benefits of becoming certified:

The in-depth, functional knowledge gained through the CPIM program can help you:

- increase profitability by optimizing your inventory investment;
- delight your customers by delivering products and services just-in-time;
- streamline operations by accurately forecasting to meet your master plan;
- increase productivity by using material requirements planning and capacity requirements;
- planning to meet your long, medium, and short-range goals;
- improve customer service by understanding all aspects of the supply chain;
- gain a competitive edge by maximizing your systems and technologies.

Highlights of the CPIM Curriculum

Certification in production and inventory management confirms understanding of the design, operation, and control of systems for the manufacture and distribution of products and services. The CPIM curriculum is divided into seven interrelated modules, each concluding with an examination.

- Basics of Supply Chain Management
- Inventory Management
- Just-in-Time (IT)
- Master Planning
- Material and Capacity Requirements Planning
- Production Activity Control
- Systems and Technologies

To become certified, a candidate must pass an exam for six of the seven CPIM modules. APICS recommends that candidates take the Basics of Supply Chain Management exam first since it covers fundamental information which is assumed as a prerequisite for the other six modules. The remaining modules can be taken in any order.

APIC 1105 MASTER PLANNING CERTIFICATION REVIEW BBY \$300

Provides a detailed knowledge of MRP 2 Master Planning. Topics include forecast source data, order entry, demand management, developing a production plan, master production scheduling, final assembly scheduling and management considerations. You should have taken APIC 1171 or have a good knowledge of MRP 2. This course is primarily intended for those writing the APICS Master Planning Certification exam. Fee includes workbook and APICS dictionary. (2.5 credits)

Sep 15 Wed 1845-2145 9 wks BBY CRN 38430

APIC 1171 BASICS OF SUPPLY CHAIN MANAGEMENT BBY \$345

Covers basic concepts in managing the complete flow of materials that represents a supply chain from suppliers to customers. The module begins by introducing basic business wide concepts, including an understanding of the various production environments. Demand management is covered, including a basic understanding of markets and customer expectations and a fundamental overview of demand forecasting. Demand management is an input into the area of design, management and control of the product transformation process. This includes the design of products, processes and the information systems used for planning. The final portion of the course is devoted to supply issues, covering concepts about inventory, purchasing and physical distribution. Fee includes workbook and APICS dictionary. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 38763

APIC 1210 INVENTORY MANAGEMENT BBY \$300

An introductory course that covers basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments. The questions of what to stock, when to stock, how much to stock, and how to control stock are addressed through an examination of the current and evolving technologies of inventory management. This is an introductory course intended for those who have little or no experience in inventory management. (2.5 credits)

Sep 15 Wed 1845-2145 9 wks BBY CRN 61793

APIC 1350 MATERIAL/CAPACITY REQUIREMENTS PLANNING CERTIFICATION REVIEW BBY \$300

Provides an understanding of material requirements planning and how capacity influences decision-making. The course includes MRP logic and examines the detailed inputs-master planning, bills of material, inventory status, and lead times. Topics such as planned orders, rough cut, routing and work centre balance are explained. Fee includes workbook and APICS dictionary. (2.5 credits)

Sep 14 Tue 1845-2145 9 wks BBY CRN 38432

APIC 1510 PRODUCTION ACTIVITY CONTROL BBY \$300

Present Production Activity Control and show how it attempts to maintain the balance between available resources and derived demands. The key areas of study are capacity control, priority control, supplier interface, lead time management, reporting and measurement. Capacity control refers to managing the input as specific work centres to match the output. Priority control consists of supplier interface involving the elements of lead-time in an environment of co-operation. Performance measurement can be compared with the plan and with historical data to identify opportunities for improvement. (2.5 credits)

Sep 14 Tue 1845-2145 9 wks BBY CRN 61792

APIC 1600 JUST-IN-TIME CERTIFICATION REVIEW BBY \$300

Reviews JIT, the most important productivity enhancing management innovation developed in the last 50 years. JIT production systems combine the elements of total quality control, waste elimination and continuous improvement. Course topics include eliminating waste, housekeeping, reducing set up times, flow production, worker skill development, group problem solving, pull systems, uniform plant load, supplier involvement and implementation issues. Fee includes workbook and APICS dictionary. (2.5 credits)

Sep 14 Tue 1845-2145 9 wks BBY CRN 38433

Continued on next page

ECO-TIP

Recycle
everything possible.



The world is learning. Keep up!



Certified in Integrated Resource Management (CIRM)

CIRM CIRM prepares professionals to meet the challenges of today's cross-functional workplace by teaching them techniques to abolish the walls that traditionally have separated people based on departments, divisions, functions, disciplines, and culture.

Benefits of Becoming Certified in CIRM

The CIRM certification program creates professionals who can:

- provide effective leadership to self-directed work teams;
- understand the implications of strategic and tactical actions through the supply chain;
- make decisions that will be in the best interest of an organization;
- successfully initiate and manage change within an organization;
- contribute directly to the improved operational performance of an organization;
- build strategic alliances with co-workers, suppliers, and customers;
- adapt to rapidly changing business conditions;
- integrate people, technology, and resources for competitive advantage;
- take actions to continually increase the value of an organization.

Highlights of the CIRM Curriculum

The curriculum of the CIRM program was created specifically to develop individuals as business leaders and influencers who are capable of transforming organizations into value-driven enterprises.

The CIRM curriculum is divided into five interrelated modules.

Enterprise Concepts and Fundamentals
Identifying and Creating Demand
Delivering Products and Services
Designing Products and Processes
Integrated Enterprise Management

APIC 1710

DESIGNING PRODUCTS AND PROCESSES

Introduces the systems, approaches, and strategies used by an enterprise to convert a need or innovation into a product, process, or service that meets the expectations of both the enterprise and the customer. The course shows how a design strategy seeks to draw on an organization's strengths and competencies to reinforce and sustain competitive position based on providing value to the customer. This course examines the activities in the design process, which include organizing and defining the design team, determining the resources needed, identifying the work to be done and the anticipated output from the work, doing the actual work, and measuring the results. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 61809

Operations Management Technology "Fast Track"

Applied Operations Management prepares participants for positions of greater responsibility in business operations by building on their life skills through a program of business and technical training. The program emphasizes the effective use of resources, critical analysis, oral and written communications, personal management skills, adaptability, creative thinking, computer literacy and teamwork skills.

This is a fast-track program that can be taken while you continue to work. You will be awarded an Associate Certificate after the first four months of the program and a Management Certificate in Applied Operations Management after successful completion of the next five months of the program.

The program features four levels of training. Starting with the Associate Certificate Level, the program allows the student to advance to the levels of: Management Certificate, Certificate of Technology, and Senior Management Certificate.

- Level 1 Associate Certificate
- Level 2 Management Certificate
- Level 3 Certificate of Technology
- Level 4 Senior Certificate

The first two levels of the program are taken in a lock step format (all students at the same speed and duration) and take nine months to complete. Students attend 9 hours of class per week and in addition are expected to perform workplace based assignments and self study activities. Entrance requirements include: High School Graduation, English 12(C+), and Math 11(C+). Level 1 and level 2 courses *:

Level 1 (15 weeks) September-December

COMM 1910	Communications 1
OPMT 1900	Introduction to Operations Management
OPMT 1915	Problem Solving 1
OPMT 1930	Business Computer Skills

Level 2 (20 weeks) January - May

COMM 2910	Communications 2
OPMT 2915	Problem Solving 2
FMGT 1925	Financial Management
HRMG 1995	Labour Management
MKTG 1980	Marketing Management
OPMT 1945	Materials Management
OPMT 1950	Facilities Resource Management
OPMT 1965	Quality Management

* Level 1 and 2 courses are only available to students enrolled in the Applied Operations Management Program

ECO-TIP

Lobby for
what you believe.



The Certificate of Technology level (Level 3) is offered through Part-time Studies, and allows the student to select a career option consisting of 8 - 36 hour courses. The third level courses can be completed on a self-paced basis. Many of the option streams in the third level ladder to further certification by industrial associations such as the American Production and Inventory Control Society, The American Society for Quality Control, etc.

Career options offered include:

- Facilities Management
- International Trade
- Materials Handling
- Project Management
- Quality Management
- Industrial Engineering
- Logistics
- Materials Management
- Purchasing Management

The Senior Certificate level (Level 4) is offered through Part-time Studies, and provides an opportunity for the students to demonstrate and further develop their skills by completing an industry practicum. The participant will gain valuable experience and further insights into their area of specialization. The Senior Certificate ladders to further certificates, diplomas and degrees at BCIT.

For information about the Applied Operations Management Program:

To register for an information session (604) 434-1610

To speak with Keith Hartley, the Program Head (604) 451-6749

Operations Management

(604) 432-8611

(604) 451-6743

vforbes@bcit.bc.ca

fgruen@bcit.bc.ca

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result-oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

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
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager
OPMT 1102	Basic Mathematics of Finance
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1187	Project Planning and Scheduling
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1192	Inventory Planning and Control
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 2290	Performance Measurement
OPMT 2298	Business Process Re-engineering

Plus two electives

OPMT 1142	Introduction to Quality Control Methods
OPMT 1175	Warehouse Management
OPMT 1193	Facility Planning and Design
OPMT 2206	Quality Assurance 2 Manufacturing
OPMT 2242	Intermediate Quality Control Methods
OPMT 2287	Project Cost Estimating
OPMT 3306	ISO 9000 Standards for Quality Systems

Management Certificate in Management Engineering

This program is designed for people who work in the private and public sectors of service industries - 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
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager
HRMG 2805	Occupational Health and Safety
OPMT 1102	Basic Mathematics of Finance
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1187	Project Planning and Scheduling
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 2290	Performance Measurement
OPMT 2298	Business Process Re-engineering

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
OPMT 1116	Vendor Quality Management
OPMT 1193	Facility Planning and Design
ORGB 2205	Organizational Behaviour 1
OPMT 3306	ISO 9000 Standards for Quality Systems

Management Certificate in Materials Management

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

Required courses

BUSA1 305	Supervisory Skills
COMM2204	Technical Reports
APIC 1105	Master Planning Certification Review
APIC 1171	Basics of Supply/Chain Management or OPMT 1192
APIC 1210	Inventory Management Certification Review
APIC 1350	Material/Capacity Requirements Planning
APIC 1510	Production Activity Control
APIC 1600	Just-In-Time Certification Review
APIC 1615	Systems and Technologies Certification Review
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1175	Warehouse Management
OPMT 1191	Purchasing
OPMT 1192	Inventory Planning and Control or APIC 1171
OPMT 1193	Facility Planning and Design
OPMT 1198	Introduction to Operations Management
OPMT 2275	Warehouse Management 2
OPMT 2298	Business Process Re-engineering
TDMT 1409	Introduction to Canada Customs Procedures and NAFTA

Plus one elective

OPMT 1105	Engineering Economics
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1116	Vendor Quality Management
OPMT 3344	Total Quality Management (TQM)

Management Certificate in Quality Management

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

Required courses

COMM2204	Technical Reports
OPMT 1106	Quality Assurance 1 Manufacturing
OPMT 1107	Quality Management for Service Industries
OPMT 1142	Introduction to Quality Control Methods
OPMT 2206	Quality Assurance 2
OPMT 2242	Intermediate Quality Control Methods
OPMT 3306	ISO 9000 Standards for Quality Systems
OPMT 3342	Statistical Design of Experiments for Industry
OPMT 3344	Total Quality Management (TQM) in Manufacturing
OPMT 3345	Quality Auditing
OPMT 3346	Reliability Principles

Plus electives that total at least four units.

FMGT 1152	Accounting
OPMT 1102	Basic Mathematics of Finance
OPMT 1115	Software Quality Assurance
OPMT 1116	Vendor Quality Management
OPMT 1188	Management Information Systems
OPMT 1192	Inventory Planning and Control
OPMT 1193	Facility Planning and Design
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management
OPMT 4306	Using ISO 9000 for Continuous Improvement
ORGB 2505	Interpersonal Skills

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.

Management Certificate in Facilities Management

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization.

The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter.

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
COMM2203	Business Reports; or
COMM2204	Technical Reports
FMGT 1152	Accounting for the Manager

HRMG 2805	Occupational Health and Safety
OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1125	Facilities Space Planning
OPMT 1187	Project Planning and Scheduling
OPMT 1198	Introduction to Operations Management
OPMT 2125	Advanced Computer Aided Facility Management Using Archibus Software

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
OPMT 1107	Quality Management for Service Industries
OPMT 1193	Facility Planning and Design
OPMT 2286	Planning and Scheduling with MS Project
OPMT 2287	Project Cost Estimating
OPMT 2289	Project Management Using the Internet
OPMT 3125	Facility Management Using the Internet
OPMT 3306	ISO 9000 Standards for Quality Systems

Courses Offered:

OPMT 0199 BBY \$336 DTC/SRY \$334.30

MATH FOR BUSINESS

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.

Aug 09	Mon-Thr	0900-1600	2 wks	BBY	CRN	24079
Aug 16	Mon-Thr	0900-1600	2 wks	BBY		24080
Sep 13	Mon/Thr	1845-2145	8 wks	BBY		32656
Sep 13	Mon/Wed	1845-2145	8 wks	BBY		33529
	Mon/Wed	1900-2200	8 wks	SRY		32660
Sep 13	Mon/Thr	1730-2030	8 wks	DTC		32657

OPMT 1102 BBY \$258 DTC/SRY \$256.30

BASIC MATH OF FINANCE

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 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.) (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32661
		1730-2030	12 wks	DTC		32662
Sep 16	Thr	1900-2200	12 wks	SRY		32663
Sep 18	Sat	0900-1200	12 wks	BBY		33530

OPMT 1106 BBY \$258

QUALITY ASSURANCE 1 MANUFACTURING

Introduces quality assurance for the manufacturing industries. The course presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32664
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OPMT 1107 BBY \$258

QUALITY MANAGEMENT FOR SERVICE INDUSTRIES

Introduces quality management for service industries and for administrative or service functions at manufacturing companies. Methods and techniques for service quality programs which focus on total customer satisfaction, cost of programs and strategies for quality improvement. Case studies include: banking, insurance, education retail trade, transportation, health services, public utilities, government, food services, hospitality, real estate and personal services. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32665
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OPMT 1110 DTC \$339.30

BUSINESS MATHEMATICS

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management. (4.0 credits)

Sep 17	Fri	0830-1230	12 wks	DTC	CRN	32650
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OPMT 1115 BBY \$258

SOFTWARE QUALITY ASSURANCE

Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to 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. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	35879
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ECO-TIP

Go for quality,
not quantity.



OPMT 1116 BBY \$258

VENDOR QUALITY MANAGEMENT

Provides an in-depth study of the relationship between a company (customer) and its vendors, centering on vendor performance and its financial impact on the company's operations (i.e., nonconformance costs). The theory and processes involved in the measurement of vendor performance is covered together with the End Cost Analysis process for products and services. Upon completion of this course, the student will be capable of designing, implementing and maintaining a highly effective vendor quality management process in any organizations. (Note: The measurement process detailed in the text Vendor Quality Management has been adopted by all major Canadian Telephone companies.) (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	37409
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OPMT 1117 BBY \$258

BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION

Presents a study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. This course will include some problem solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the preprogrammed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	33762
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OPMT 1125 BBY \$390

FACILITIES SPACE PLANNING

Provides an understanding of the applications of facilities planning as it relates to facilities management and covers space management and forecasting. Simple computer-aided facilities management (using Archibus/FM) will be introduced to enable the user to gain more control over their space by having better inventory of existing space, as well as tools for forecasting, allocation, layout and more. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32668
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OPMT 1142 BBY \$258

INTRODUCTION TO QUALITY CONTROL METHODS

Introduces QC methods. The course will begin with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. The concept of process capability and the use of common control charts. Procedures for inspection sampling plans. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32669
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OPMT 1144 BBY \$448

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

SYSTEM AUDITING

Provides the comprehensive knowledge and skills required to assess environmental compliance and determine the effectiveness of an environmental management system. The course will cover the various techniques and methods for auditing with a focus on ISO 14010, 11, and 12. Topics include: environmental audit fundamentals, standards and guidelines, legislation and regulations, environmental management systems (EMAS, BS7750, ISO 14000), types of environmental audits and auditor certification schemes. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	39970
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OPMT 1175 BBY \$258

WAREHOUSE MANAGEMENT 1

Provides a basic understanding of the major factors in managing a warehouse. The key subjects are: receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. The course also introduces specific procedures such as inventory accuracy, cycle counts, inventory adjustments and inventory turnover. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32670
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OPMT 1187 BBY \$258 SRY \$256.30

PROJECT PLANNING AND SCHEDULING

Designed for those who require basic information about the critical path method (CPM) and its application to project management. The course introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; procedure diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32671
Sep 16	Thr	1900-2200	12 wks	SRY		32672

OPMT 1188 BBY \$258 SRY \$256.30

MANAGEMENT INFORMATION SYSTEMS

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 fulfil these requirements at all levels of management. Through the discussion and demonstration for 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. (3.0 credits)

Sep 14	Tue	1900-2200	12 wks	SRY	CRN	32673
Sep 15	Wed	1845-2145	12 wks	BBY		32674

OPMT 1191 BBY \$258 DTC/SRY \$256.30

PURCHASING

Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics. (3.0 credits)

Sep 14	Tue	1900-2200	12 wks	SRY	CRN	32675
Sep 15	Wed	1730-2030	12 wks	DTC		32676
Sep 16	Thr	1845-2145	12 wks	BBY		32677

OPMT 1192 BBY \$258 SRY \$256.30

INVENTORY PLANNING AND CONTROL

Covers objectives, records, forecasting, order point systems, MRP, make/buy analysis and departmental organization. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32678
Sep 14	Tue	1900-2200	12 wks	SRY		32679

OPMT 1193 BBY \$258

FACILITY PLANNING AND DESIGN

Introduces students to the basic principles and techniques for planning and design of manufacturing, processing and distribution facilities. Key aspects of the planning and design process from functional concept to architectural layouts are reviewed. Topics covered include relationship programming, systematic layout planning (manual and computerized), line balancing, workstation design, materials handling, building systems, WCB and Building Codes, and project management and budgeting. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	61841
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OPMT 1197 BBY \$383 DTC/SRY \$381.30

STATISTICS FOR BUSINESS AND INDUSTRY

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. You will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting.) (4.5 credits)

Sep 13	Mon/Thr	1845-2145	9 wks	BBY	CRN	32680
		1900-2200	9 wks	SRY		32681

Sep 14	Tue/Thr	1845-2145	9 wks	BBY		37157
		1730-2030	9 wks	DTC		32682

OPMT 1198 BBY \$258

INTRODUCTION TO OPERATIONS MANAGEMENT

Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32683
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OPMT 2197 BBY \$258

QUANTITATIVE METHODS FOR BUSINESS

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum 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. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	33763
Sep 18	Sat	0900-1300	9 wks	BBY		36671

Continued on next page

The Venture Program

(604) 412-7651

TCTR 0100

Starting with a Promising Venture?

Want to improve your odds AND
reduce your risks?

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 that will greatly increase your likelihood of success to achieve maximum personal effectiveness. You will learn how to improve your marketing focus, tighten your strategic plan, attract appropriate financing, overcome risk, build your resource-base and develop key contacts. Ultimately, you will leave with a fully operational document: your business plan.

Enrolment inquiries are welcome now,
as spaces are limited.

- Fall 1999 starts Monday, September 13, 1999.
- Spring 2000 starts Monday, January 31, 2000.

Acceptance into the program is contingent on approval 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 Downtown campus

CIBC Small Business Centre

7th Floor - 555 Seymour Street

Vancouver, B.C. V6B 3H6

Telephone: (604) 412-7651

email: llarsson@bcit.bc.ca

www.bcit.venture.com

The world is learning. Keep up!



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

Includes quality assurance as it relates to marketing, engineering, purchasing and customer relation; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control; and employee motivation and involvement. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 32689

BBY \$258

OPMT 2275**WAREHOUSE MANAGEMENT 2**

Designed for students who have completed OPMT 1175. Upon successful completion, the student will have a sound understanding of Advanced Warehouse Management. Prerequisite: OPMT 1175. (3.0 credits)

Sep 16 Thr 1845-2145 12 wks BBY CRN 32691

BBY \$258

OPMT 2286**PLANNING AND SCHEDULING WITH MS PROJECT**

Introduces the features of Microsoft Project software, a planning and scheduling program. The student will learn how to plan a project by creating a Work Breakdown Structure, a Gantt (bar) Chart, and a Network Diagram. Also covered is how to develop a cost estimate, a resource estimate and a baseline. The student will learn how to manage a project by monitoring schedule progress, controlling costs and resolving resource constraints. Linkages to other programs and dealing with multiple projects will also be covered. Prerequisites: OPMT 1187 or OPMT 0017. (1.5 credits)

Sep 15 Wed 1845-2145 6 wks BBY CRN 61811

BBY \$345

OPMT 2289**PROJECT MANAGEMENT USING THE INTERNET**

Introduces dynamic and collaborative Internet tools that can be used to share disparate project information with easily accessible browsers. The student will be shown how to publish project and cost reports to a broader cross-section of end users both inside and outside the organization. Shows the student how Web publishing technologies can make even the most intricate project reports, schedules and data available to users without advanced skills or software on their computers. The application of Primavera and MS Project will be covered. (1.5 credits)

Oct 27 Wed 1845-2145 6 wks BBY CRN 61810

BBY \$249

OPMT 2290**PERFORMANCE MEASUREMENT**

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, Methods Time Measurement (MTM), Maynard Operating Sequence Technique (MOST) will be discussed. This course does not license you as work study practitioners but will give you a basic understanding of the principles of work study, work methods and work measurement techniques. Prerequisite: OPMT 1198. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 32694

BBY \$258

OPMT 2298**BUSINESS PROCESS RE-ENGINEERING**

Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, you 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, or permission of the co-ordinator. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 32695

BBY \$249

OPMT 3306**ISO 9000 QUALITY STANDARDS**

Familiarizes you with the use of the ISO 9000 International Standards for Quality Management and Quality Assurance systems. The series consists of ISO 9001, 9002 and 9003. Topics include the purpose and requirements of the ISO Standards and the selection of the standard most applicable to the goals and operations of your company; assessment of existing company operations in terms of the standards and the changes needed to implement the selected ISO standard; and the steps of the company quality system for accomplishment to the ISO requirements. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 33437

BBY \$258

OPMT 4306**USING ISO 9000 FOR CONTINUOUS IMPROVEMENT**

Builds on an understanding of the ISO 9001 requirements and focus on the using and enhancing an ISO 9000 based quality system to create quality improvement. In today's competitive marketplace, quality is increasingly seen as a necessary prerequisite to supply. The ISO 9000 Standards for Quality Management are having an every increasing impact in Canadian and international markets. Pursuing registration can be rewarding journey. However, the most progressive and successful organizations have discovered that registration is just beginning. ISO 9000 registration can provide an essential building block for national and international competitiveness. However, it is what comes after registration that allows an organization to maintain its competitive edge and to reap the full rewards from its investment. Prerequisite: OPMT 3306: ISO 9000 Standards for Quality systems (or equivalent). (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 38952

BBY \$258

REGISTER NOW to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.

Advanced Studies and Degree Completion

OPMT 5700**MATHEMATICS FOR MANAGEMENT**

Provides the mathematical knowledge required to move into the more advanced business math courses. Topics include linear and quadratic equations and inequalities; polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business. (4.0 credits)

Sep 13 Mon 1800-2200 14 wks BBY CRN 61721

BBY \$355

OPMT 5740**INTEGRATED MIS**

Enables you to appreciate the types of data that are collected into functional databases, how the data are synthesized into management information and how this information can be integrated into the strategic decision-making process. Helps you understand current business practice for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. You will be able to prepare and deliver effective oral and written presentations to management and work between within the project team to achieve common objectives. (3.0 credits)

Sep 14 Tue 1800-2200 14 wks BBY CRN 34428

BBY \$355

OPMT 5751**MATH MODELS FOR BUSINESS**

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. (3.0 credits)

Sep 15 Wed 1800-2200 14 wks BBY CRN 39973

BBY \$355

Bachelor of Technology in Manufacturing

Please refer to page A10 in this flyer for additional information.

OPMT 7021**QUALITY ASSURANCE**

Gives the student the tools necessary to design and manage a quality program. Topics include applying the principals to total quality management, classifying quality costs and their impact on business profits, applying team work skills to form teams to improve quality, and an overview of the ISO 9000 standards and registration process. (3.0 credits)

Sep 14 Tue 1830-2215 12 wks BBY CRN 60140

BBY \$448

International Trade and Transportation Logistics

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

vforbes@bcit.bc.ca
fgruen@bcit.bc.ca

Management Certificate in International Trade and Transportation Logistics

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement. With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically.

The International Trade and Transportation Certificate Program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue on to additional industry certifications.

Required Courses totalling 33 Credit Hours:

OPMT 1102	Basic Mathematics of Finance
OPMT 1197	Statistics for Business and Industry
TDMT 1104	International Trade 1
TDMT 1150	Distribution 1 (CITT); OR
TDMT 1204	Freight Forwarding I (CIFFA); OR
TDMT 1409	Intro to Canada Customs NAFTA
TDMT 2203	Transportation Economics
TDMT 2204	International Trade 2
TDMT 2250	Distribution 2 (CITT) OR
TDMT 1205	Freight Forwarding II (CIFFA)
TDMT 4410	Logistics Management

Plus any of the following electives for a certificate total of 45 credit hours:

FMGT 1152	Accounting for the Manager
FMGT 1151	Accounting Essentials for Small Business
ECON 1150	Economic Issues
BUSA 1350	Supervisory Skills; OR
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1198	Intro to Operations Management
OPMT 1175	Warehouse Management I
MKTG 1102	Essentials of Marketing
MKTG 1212	Principles of Customer Service

Courses Offered

TDMT 1104**INTERNATIONAL TRADE 1**

Examines how the operating environment affects trade and trading relationships. The course of studies covers topics related to the location of markets, the infrastructure necessary for a successful market, current trade patterns and future trends in trading. Emphasis will be placed on explanations of how the operating environments affect production, transportation and marketing. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 36059

BBY \$258

TDMT 1150**DISTRIBUTION 1 (CITT)**

Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs. A CITT fee of \$137 is extra. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 32652

BBY \$258

TDMT 1409**INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA**

Introduces you 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 North American Free Trade Agreement (NAFTA) details. (4.0 credits)

Sep 13 Mon/Wed 1845-2145 9 wks BBY CRN 32655

BBY \$383

TDMT 2203**TRANSPORTATION ECONOMICS**

Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel cost, etc., concluding with profit-oriented rate making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul. (4.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 32653

BBY \$258

TDMT 2250**DISTRIBUTION 2 (CITT)**

Deals with contracts and bill of lading; marine cargo insurance; warehousing; Canadian Customs; dangerous goods transportation; damage prevention and claims; materials handling; utilization devices; physical distribution; computer applications to transportation. A CITT fee of \$137 is extra. (4.0 credits)

Sep 16 Thr 1845-2145 12 wks BBY CRN 32654

BBY \$258

International Freight Forwarding

(604) 432-8611

vforbes@bcit.bc.ca

(604) 451-6743

fgruen@bcit.bc.ca

Certificate in International Freight Forwarding

Offered by The Canadian International Freight Forwarding Association and BCIT.

The BCIT/Canadian International Freight Forwarding Association (CIFFA) professional training program is created for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight cargo movement. A joint certificate from BCIT/CIFFA in International Freight Forwarding is awarded upon the successfully completion of the courses Freight Forwarding I and Freight Forwarding II.

Registration and Information: Call Craig McKay at Adanac International Forwarders Association Ltd. at (604) 273-8611

TDMT 1204 FREIGHT FORWARDING I

Introduces you to the fundamentals of international freight forwarding. Topics include ocean, air, and land transportation systems; commercial documentation; international payment schemes; and intercoms.

TDMT 1205 FREIGHT FORWARDING II

Covers the topics: Consolidation in airfreight and ocean freight, marine insurance, packaging and warehousing; international transportation law; cost estimating; quotation preparation; customer invoicing; and marketing logistics and supply chain management. Prerequisite: TDMT 1204.

COMING THIS FALL

BIG

Info Session & Program Expo



Wed., Nov. 17, 1999
6:00 - 8:00 p.m.

To register:

phone: (604) 451-6735

e-mail: infoereg@bcit.bc.ca



Register today! www.bcit.bc.ca • 434-1610 • 412-7777

Who's Who**Trades Programs**

Carpentry	
Kal Klason	(604) 451-7143
Drafting	
Gary Cullen	(604) 432-8626
Joinery / CNC Joinery	
Dave Stimson	(604) 432-8989
Painting/Drywall/Glazing	
Dave Lick	(604) 432-8694
Plumbing / Gasfitting	
Dave Bowles	(604) 432-8420
Sheet Metal Working	
Ted Kando	(604) 432-8242
Steel Trades	
Kevin Neustaedter	(604) 451-6833
Welding	
Brian Finnie	(604) 432-8203
Nancy Naylor, Program Assistant	(604) 432-8556
Wayne Stevens	
Canadian Housing & Construction Centre	(604) 430-8854

Technology Programs

Building Engineering Technology, Construction Operations and Supervision Programs, Associate Certificate in Building Design & Architectural CADD, Associate Certificate in Building Engineering Technology	
Beverly McQuarrie, Program Assistant	(604) 432-8586
Maureen Connelly, Part-time Studies Co-ordinator	(604) 412-7477
Civil & Structural Engineering Technology, Intermediate Certificate of Technology, Public Works Operations	
Bette Bayley, Program Assistant	(604) 432-8521
David Wong, Part-time Studies Co-ordinator	(604) 451-6969

Degree Programs

Bachelor of Technology in Construction Management	
Mary Sadowski, Acting Program Assistant	(604) 412-7469
Phil Cunningham, Program Head	(604) 451-6871
Construction Management (MSc)	
Phil Cunningham, Program Administrator	(604) 451-6871
Bachelor of Technology in Environmental Engineering	
Monica McCormick, Program Assistant	(604) 451-6906
Lorne Sampson, Program Head	(604) 432-8344

What's New in Construction?**Trades**

- New safety training programs to comply with WCB regulations.
- Movie sets – training programs being prepared for painters – check for news in the Fall.
- Buying a welder? – programs for the novice and hobbyist.
- Snowboarders! Check the new Service Technician course.
- Construction Safety Officer – look for the new course.

Technologies

- Building Engineering Technology:
Building Tech. changed to Building Engineering Technology.
- Two new Associate Certificate programs now available.
 - Intermediate Certificate of Technology being phased out.
 - Some BLDG courses being replaced by BLDC courses.
 - Prior Learning Assessment and Recognition – new alternate assessment process for individuals with demonstrated competencies (Operations and Supervision programs).

Degrees

- Bachelor of Technology in Construction Management:
- New courses available starting this Fall.

Master of Science in Construction Management:

- New program starting this September in distance learning mode.

Bachelor of Technology in Environmental Engineering:

- Some spaces still available for the accelerated mode of study.
- Select specific courses for professional development.

Free Information Sessions**Construction Trades Programs**

(604) 430-8854 wstevens@bcit.bc.ca

BCIT offers a variety of construction trades programs. You are invited to attend one of the following Information Sessions that will provide you with a better understanding of the following construction programs: Boilermaking, Carpentry, Drafting Ironworking, Joinery, Painting & Decorating, Drywall, Plumbing, Sheet Metal Working, Steamfitting, Steel Fabricating, and Welding. Topics covered will include content and scope of programs, entrance requirements, career options and information on the Provincial Apprenticeship program. A question and answer period will follow.

Dates:	August 11th	October 4th
Time:	December 6th	
Time:	1800 - 2000	
Location:	BCIT Burnaby campus, Construction Industry Seminar room, Building NW5	

If you wish to attend, please contact Wayne Stevens at (604) 430-8854 to reserve a seat.

Construction Operations and Supervision Programs

(604) 432-8586 bmcquarr@bcit.bc.ca

You are invited to attend one of the following presentations so that you may better understand the content and scope of the program, entrance requirements, prior learning assessment and recognition, and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview.

Dates:	Wednesday, July 7th	Wednesday, August 11th
	Monday, September 13th	Monday, October 4th
	Monday, November 1st	Monday, December 6th
Time:	1800 - 1915	
Location:	BCIT Burnaby campus, Building SW1, Room 1125	

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

Associate Certificates in Building Engineering Technology

(604) 432-8586 bmcquarr@bcit.bc.ca

Information Sessions to outline our new programs

- Associate Certificate in Building Design and Architectural CADD,
- Associate Certificate in Building Construction Technology, and
- Certificate in Building Engineering Technology

Program representatives will be on the following occasions to discuss entrance requirements and course scheduling.

Dates:	Wednesday, September 8th	Wednesday, November 24th
Times:	1830 - 1930	
Location:	BCIT Burnaby campus, Building SW1, Room 1125	

If you wish to attend, please contact Beverly McQuarrie at (604) 432-8586 to reserve a seat.

Bachelor of Technology in Construction Management

(604) 412-7469 (604) 451-6871 msadowsk@bcit.bc.ca

The Construction Management department invites you to attend one of the following presentations so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview.

Dates:	Wednesday, July 7th	Wednesday, August 11th
	Monday, September 13th	Monday, October 4th
	Monday, November 1st	Monday, December 6th
Time:	1930 - 2100	
Location:	BCIT Burnaby campus, Building SW1, Room 1125	

If you wish to attend, please contact Mary Sadowski at (604) 412-7469 to reserve a seat.

MSc Construction Management (by distance learning)

This master's degree (developed by the University of Bath, UK) is now available in Canada through BCIT. Offered through distance learning across Canada, this program features high level industry experts to provide a North American context to this international credential. Information can be obtained at one of the Information Sessions for the Bachelor of Technology in Construction Management program, or directly by contacting:

Phil Cunningham, P.Eng. (604) 451-6871 pcunning@bcit.bc.ca

Bachelor of Technology in Environmental Engineering

(604) 451-6906 (604) 432-8344 mmccormi@bcit.bc.ca

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend one of our orientation sessions. Program content and study modes will be discussed.

Dates:	Wednesday, August 18th	Wednesday, November 17th
Time:	18:30-20:00	
Location:	BCIT Burnaby campus Building SW1, Room 1205	

If you wish to attend, please contact Monica McCormick at (604) 451-6906 to reserve a seat.

Oh no! You cancelled the course?

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

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

Carpentry

(604) 432-8678 ktraugot@bcit.bc.ca www.bcit.bc.ca/~sott

CNST 0111

BBY \$210

CONSTRUCTION TRADES EXPLORATION

Will help people make an informed choice about entering skilled trades in construction as a career. Carpentry, Drafting, Finishing, Joinery, Piping, Steel Fabrication, Sheet Metal and Welding trades. Hands-on work experience will be included where safe work practices and WCB rules and regulations can be followed as time permits. Information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots with steel toes and safety glasses are required.

Sep 21	Tue/Thr	1830-2130	5 wks	BBY	CRN	60006
Nov 16	Tue/Thr	1830-2130	5 wks	BBY		61520

CARP 0100

BBY \$470

CARPENTRY CQ REFRESHER

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Sep 21	Tue/Thr	1830-2130	10 wks	BBY	CRN	32895
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NEW**CARP 0103**

BBY \$240

RESIDENTIAL STEEP ROOFING CQ REFRESHER

Prepares participants for the Residential Steep Roofing Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. The course will also cover roof design and structure, flashings, metal tile and shingles, asphalt and fibre shingles, shake shingles, concrete and composite tiles, slate, failure and repairs. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: 4 1/2 years experience in the trade.

Oct 5	Tue/Thr	1830-2130	4 wks	BBY	CRN	61553
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NEW**CARP 0108**

BBY \$62

MATH FOR CARPENTERS

Designed for the new carpentry apprentice or Journeyperson in need of an upgrade in math. Instruction will review basic mathematics, geometry and trigonometry as it applies to the needs of a carpenter. Topics will include volume calculation, stair construction, roofing calculations and related problem solving.

Oct 5	Tue/Thr	1830-2130	1 wk	BBY	CRN	61504
Nov 16	Tue/Thr	1830-2130	1 wk	BBY		61505

NEW**CARP 0110**

BBY \$247

BLUEPRINT READING FOR CARPENTRY

Introduces students to development of drawings, visualization and gradual understanding of orthographic and isometric drawings as applied to the construction industry. Topics will include terminology, abbreviations, symbols, conventions and the language of linework. Also included are reading typical residential and commercial drawings which include site plans, foundation and floor plans, elevations, cross sections and details. Architectural, structural and mechanical drawing will be covered with a focus on cross-referencing and understanding the application of specification language.

Sep 21	Tue/Thr	1830-2130	4 wks	BBY	CRN	61506
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CARP 0125

BBY \$287

STAIR CONSTRUCTION

An ideal refresher for working carpenters. Students will learn professional stair construction techniques pertaining to straight-line stairs, stairs with landings, and circular stair design theory. Will also include related BC Building Code requirements and cover the necessary mathematical calculations for meeting minimum and maximum limits for rise, run and headroom clearance. Students will construct various stair projects, including the housed stringer and handrail assemblies. Prerequisite: Minimum 2 years experience in the carpentry trade. CSA Approved work boots with steel toes are required.

Oct 16	Sat	0900-1500	3 wks	BBY	CRN	61508
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CARP 0130

BBY \$410

PLATFORM FRAMING AND LAYOUT

Ideal for apprentices as well as first time buyers. Students will learn typical floor framing, exterior/interior wall framing, ceiling joist and roof framing. Classroom instruction will cover theory and safety requirements according to Workers Compensation Board (WCB) regulations and basic material estimating from typical residential drawings. Construction exercises will include utilizing typical construction practices from the floor package to a completed-framed gable and hip roof. CSA approved work boots with steel toes required.

Sep 18	Sat	0900-1500	6 wks	BBY	CRN	61509
Nov 6	Sat	0900-1500	6 wks	BBY		61510

NEW**CARP 0132**

BBY \$227

STATIONARY WOODWORKING EQUIPMENT

Course covers safe working procedures and applicable Workers Compensation Board (WCB) regulations in the use of the table saw, jointer, thickness planes, shaper, panel saw, panel router and radial arm saw. Focus will be on the design and use of innovative jigs and custom built devices most often used by professionals in a shop setting. The course will be suitable for persons who may own or plan on purchasing such equipment for hobby purposes. CSA approved work boots with steel toes required.

Sep 27	Mon/Wed	1830-2130	2 wks	BBY	CRN	61511
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NEW**CARP 0134**

BBY \$382

BASIC FORMWORK (CONCRETE)

Course will benefit those involved in the concrete forming process. Basic and fundamental theory will be covered in the construction of strip-easy forms (rental), single waler systems and double waler systems. Topics covered include hands-on construction of the form systems and general understanding of the concrete pouring and stripping processes. Prerequisite: 1-year experience in the carpentry trade. CSA approved work boots with steel toes required.

Oct 2	Sat	0900-1500	4 wks	BBY	CRN	61512
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CARP 0150 BUILDERS LEVEL **BBY \$203**
 Suited for those involved with site excavation, layout, formwork, and installation of site services and landscaping. Introduces the proper use of the builder's level to students from various sectors of the construction industry. Theory will include methods for transferring elevations, the proper means of setting up and utilizing a builders level and rod; maintaining a field log of reading the calculated elevations, required math and use of various levels including the dumpy level, the automatic level and laser levels. CSA approved work boots with steel toes required.
 Sep 18 Sat 0900-1500 2 wks BBY CRN 61513

NEW CARP 0152 TRANSIT AND THEODOLITE **BBY \$304**
 Ideal for experienced carpenters wishing to learn professional skills for layout and monitoring the construction process according to industry standards in residential and commercial projects. Students will learn advanced layout skills utilizing the transit and theodolite. Instruction will include advanced math; geometry and trigonometry as required to calculate layout and read these versatile instruments most commonly used in construction. Prerequisite: CARP 0150 or equivalent. CSA approved work boots with steel toes required.
 Oct 2 Sat 0900-1500 3 wks BBY CRN 61514

CARP 0155 INTERIOR FINISHING CARPENTRY **BBY \$381**
 This course is ideal for the individual with a basic understanding of carpentry and safe working procedures. Students will learn the proper layout and installation of panelling, mouldings and decorative surfaces. Door hanging and window installation will be taught utilizing the use of stationary equipment for producing jambs, custom designed finishes and decorative crown moulding. CSA approved work boots with steel toes required.
 Sep 25 Sat 0900-1500 4 wks BBY CRN 61515

Construction Safety Officer
 (604) 451-7143 **kklasen@bcit.bc.ca**
NEW CNST 0124 CONSTRUCTION SAFETY OFFICER (CSO) **BBY \$780**
 Recent changes in municipal bylaws require certified Construction Safety Officers under certain conditions. This course includes the Trade Safety Co-ordinator course component and meets Workers Compensation Board requirements. Upon successful completion, students will qualify for ASTT (Applied Science Technologists and Technicians) certification. Prerequisite for ASTT certification: Minimum 1 year experience on a construction job site; have a good working knowledge of the English language both written and verbal; pass a medical exam; and be a minimum of 19 years of age.
 Sep 21 Tue/Thr 1830-2130 13 wks BBY CRN 61530
 Sep 27 Mon/Wed 1830-2130 13 wks BBY CRN 61531

Drafting
 (604) 432-8626 **gcullen@bcit.bc.ca**
DRFT 1010 CORE DRAFTING **BBY \$396**
 Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/line work, dimensioning, section and auxiliary view and equipment use. This course is required and provides 3 credits towards a certificate in any of the four regular full-time drafting courses (Architectural, Civil, Structural, and Mechanical). (3.0 credits)
 Oct 4 Mon/Wed 1845-2145 7.5 wks BBY CRN 60027
 Oct 5 Tue/Thr 1845-2145 7.5 wks BBY CRN 60028

NEW DRFT 1110 INTRODUCTORY CAD DRAFTING **BBY \$396**
 Introduces the use of computer as a tool in drafting using AutoCAD Ver. 14. Includes the basic operations, commands, layout techniques and plotting processes used in a drafting office. Prerequisite: DRFT 1010 or instructor evaluation.
 Oct 5 Tue/Thr 1845-2145 7.5 wks BBY CRN 61516

DRFT 0102 DRAFTING 2 **BBY \$371**
 Expands on the basic drafting course and allows students to progress into their drafting speciality. Prerequisite: DRFT 1010.
 Oct 4 Mon/Wed 1845-2145 7 wks BBY CRN 32920

DRFT 0115 **BBY \$371**
 Acquaints students with the basic structural components in steel structures, and how to make fabrication drawings. Prerequisite: DRFT 1010 and knowledge of TRIG would be an asset.
 Oct 4 Mon/Wed 1845-2145 7 wks BBY CRN 35787

Oh no! You cancelled the course?

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

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

Drywall

(604) 432-8694 **dlick@bcit.bc.ca**

DRYW 0101 WALL AND CEILING CERTIFICATE OF QUALIFICATION REFRESHER **BBY \$421**
 Prepares tradespersons for the Wall and Ceiling Installer Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of 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.
 Nov 13 Sat 0900-1500 5 wks BBY CRN 32950

DRYW 0110 RENOVATIONS: METAL STUD, DRYWALL **BBY \$302**
 Gives a tradesperson and/or handyperson/homeowner a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.
 Jul 10 Sat 0900-1500 4 wks BBY CRN 28120
 Nov 20 Sat 0900-1500 4 wks BBY CRN 37013

NEW DRYW 0125 ACOUSTICAL CEILING INSTALLATION **BBY \$187**
 Students with related construction experience will learn professional techniques for the design, layout and installation of acoustical ceiling systems, most commonly used in residential and commercial projects. T-Bar layout, fastening and design will be covered in theory and practice, providing individuals the opportunity to incorporate the latest materials and design requirements of the finishing system. Basic estimating and take off theory will be included in the course. CSA approved work boots with steel toes are required.
 Nov 6 Sat 0900-1500 2 wks BBY CRN 61517

Glazing

(604) 432-8694 **dlick@bcit.bc.ca**

GLAZ 0100 GLAZING CERTIFICATE OF QUALIFICATION REFRESHER **BBY \$470**
 Prepares tradespersons for the Glazier Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of 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.
 Sep 21 Tue/Thr 1800-2100 10 wks BBY CRN 37022

NEW GLAZ 0105 BLUEPRINT READING FOR GLAZIERS **BBY \$225**
 Designed to assist glaziers wishing to improve their understanding of blueprints as applied specifically to the glazing trade. Intensive use of architectural drawings and shop drawings will give individual glaziers more confidence and a more complete understanding of blueprint reading.
 Nov 30 Tue/Thr 1800-2100 3 wks BBY CRN 61518

Joinery

(604) 451-7168 **dstimson@bcit.bc.ca**

JOIN 0102 BASIC CABINETMAKING **BBY \$325**
 Course covers basic cabinetmaking. Will cover how to use hand tools, power tools, routers and templates; layout; basic joints used in wood construction, construction methods, assembling with glue and preparations for finishing. In the second half of the course students will be working on a small project of their own choice. CSA approved work boots with steel toes are required.
 Sep 25 Sat 0830-1430 5 wks BBY CRN 61521

JOIN 0202 CAD 2D FOR WOOD PROCESSING **BBY \$365**
 Uses AutoCAD to train in two-dimensional CAD concepts relating to wood processing. Basic CAD training is an advantage for efficient operation of CNC equipment. Prerequisite: Prior computer experience and basic drafting knowledge.
 Oct 25 Mon-Fri 0730-1415 1 wk BBY CRN 37055

JOIN 0211 MORBIDELLI MACHINE OPERATOR LEVEL 1 **BBY \$485**
 Prepares new operators to use a Morbidelli machining centre. Explains safe set-up and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Morbidelli model 504. Prerequisite: Prior computer experience.
 Sep 20 Mon-Fri 0730-1415 1 wk BBY CRN 37040

JOIN 0212 MORBIDELLI MACHINE OPERATOR LEVEL 2 **BBY \$585**
 Builds on the skills acquired in JOIN 0211. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0211.
 Nov 1 Mon-Fri 0730-1415 1 wk BBY CRN 37043

JOIN 0213 BIESSE XNC MACHINE OPERATOR LVL 1 **BBY \$485**
 Prepares new operators to use a Biesse machining centre. Explains safe set-up and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Biesse model 346. Prerequisite: Prior computer experience.
 Oct 4 Mon-Fri 0730-1415 1 wk BBY CRN 38529

JOIN 0214 BIESSE XNC MACHINE OPERATION LVL 2 **BBY \$585**
 Builds on the skills acquired in JOIN 0213. Emphasis on production techniques and jigs and the skills required to program simple drilling and routing operations at the machine controller. Students will be introduced to the concepts of parametric programming. Objective is to increase productivity by providing the knowledge to expand equipment use. Prerequisite: JOIN 0213 or prior experience.
 Nov 15 Mon-Fri 0730-1415 1 wk BBY CRN 38530

JOIN 0215 BIESSE XNC OPERATOR/PROGRAMMER **BBY \$900**
 BCIT is now delivering the same 40 hour operator training course that is offered at other North American Biesse Training Centres. This course includes elements of both the Level 1 and Level 2 courses. Course allows operators/programmers to quickly become proficient in the use of Biesse machining centres with an XNC controller. Prerequisite: Prior computer experience.
 Oct 18 Mon-Fri 0730-1600 1 wk BBY CRN 61522
 Dec 6 Mon-Fri 0730-1600 1 wk BBY CRN 61523

JOIN 0225 ASPAN CAD/CAM **BBY \$585**
 Focuses on the Morbidelli "Aspan" CAD/CAM software. Part drawing and program generation using Aspan is for those who wish to make full use of this manufacturer's package. Prerequisite: JOIN 0211, JOIN 0202 or prior CAD training.
 Nov 22 Mon-Fri 0730-1415 1 wk BBY CRN 37049

NEW JOIN 0226 ROVER CAM/EDITTECH **BBY \$485**
 Teaches the programmer to use the Biesse CAM/3 and EditTech software to convert AutoCAD drawing into CNC programs for Biesse rover point-to-point machining centres. Topics covered are: set up of the AutoCAD, CAM/3 and EditTech environments for successful conversion, using EditTech to assign and edit machining characteristics, and using CAM/3 to convert drillings, routings and swings into CNC programs. Prerequisite: JOIN 0214, or JOIN 0215 and JOIN 0202 or other AutoCAD experience based on instructor evaluation.
 Nov 29 Mon-Fri 0730-1415 1 wk BBY CRN 61519

Mathematics for Trades
 (604) 432-8685 **lstroppa@bcit.bc.ca**
TMAT 0120 INDUSTRIAL MATHEMATICS **BBY \$305**
 Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.
 Oct 26 Tue/Thr 1900-2200 8 wks BBY CRN 38593

Painting and Decorating

(604) 432-8694 **dlick@bcit.bc.ca**

PDEC 0100 PAINTING/DECORATING CQ REFRESHER **BBY \$470**
 Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years experience in the trade.
 Sep 21 Tue/Thr 1800-2100 10 wks BBY CRN 32952

PDEC 0120 COMMERCIAL FAUX FINISHING **BBY \$470**
 Upgrades the professional painter in faux finishing. Hands-on course covering marbling, parchment, sponging and ragging. Full sized projects will be done in a realistic atmosphere. Prerequisite: General knowledge of painting coatings, tools and surface preparation of wood, metal and drywall.
 Sep 25 Sat 0900-1430 8 wks BBY CRN 37108

Piping

(604) 432-8420 **dbowles@bcit.bc.ca**

Most piping courses require textbooks available at the BCIT Bookstore.

PPGS 0103 PLUMBING CERTIFICATE OF QUALIFICATION REFRESHER **BBY \$560**
 Prepares tradespersons for the Plumbing Certificate of Qualification with Red Seal Endorsement (IP) examination. Review is provided in National Plumbing Code, math, science, pumps, heating, safety, rigging, drafting, plumbing materials, and rural sewage. Prerequisite: To write the Interprovincial Plumbing Exam, approval from the Ministry of Skills, Training, and Labour is required before enrolling.
 Sep 14 Tue/Thr 1830-2130 12 wks BBY CRN 38880

PPGS 0105 CROSS CONNECTION CONTROL **BBY \$437**
 Teaches cross connection control to those involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite for Cross Connection examination: Water Purveyor (Municipal Employees), Journeymen or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation-related Personnel, or Public Health Official. There will be an additional fee to write the AWWA Cross Connection Control Certification examination.
 Sep 13 Mon/Wed 1830-2130 7 wks BBY CRN 32961

PPGS 0108 BBY \$25
CROSS CONNECTION ANNUAL TESTING

Will allow those with an active BCWWA tester certification an opportunity to conduct the three required annual tests to maintain certification. No formal instruction will be provided as testing is done on a drop in basis. Prerequisite: Must have an active BCWWA tester certification. Students are encouraged to bring their own test equipment.

Nov 13	Sat	0800-1500	1 day	BBY	CRN	60031
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PPGS 0110 BBY \$570
GAS FITTER B PROGRAM

Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. Provincial Class B examination fee is additional. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

Sep 13	Mon/Wed	1830-2130	14 wks	BBY	CRN	32965
Sep 14	Tue/Thr	1830-2130	14 wks	BBY		32969

PPGS 0250 \$810
GAS FITTER B PROGRAM: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration. Provincial Class B examination fee is additional. To register call (604) 451-6733.

September	CRN	60023
October		60024
November		60025
December		60026

PPGS 0114 BBY \$255
GAS A LICENCE: MATH AND SCIENCE

Provides the math and science background necessary to prepare students to write the Gas Fitter A Licence examination.

Sep 13	Mon/Wed	1830-2130	4 wks	BBY	CRN	37119
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PPGS 0115 BBY \$735
GAS FITTER A PROGRAM

Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A Examination fee is additional.

Oct 18	Mon/Wed	1830-2130	22 wks	BBY	CRN	32976
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PPGS 0200 \$810
GAS FITTER A PROGRAM: DISTANCE EDUCATION

A new course delivery method option is now available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: Students must have class B for two years. Provincial Class A examination fee is additional. To register call (604) 451-6733.

September	CRN	37898
October		37899
November		37900
December		37901

PPGS 0116 BBY \$125
GAS FITTER ELECTRICAL ENDORSEMENT

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. Prerequisite: Must have a current Class A or B Gas Fitter Licence. Text required for first night of class: Canadian Electrical Code Part 1 (1998 Edition).

Sep 14	Tue/Thr	1830-2130	2 wks	BBY	CRN	37122
Oct 5	Tue/Thr	1830-2130	2 wks	BBY		37123
Oct 26	Tue/Thr	1830-2130	2 wks	BBY		38881
Nov 16	Tue/Thr	1830-2130	2 wks	BBY		38882
Dec 7	Tue/Thr	1830-2130	2 wks	BBY		39458

PPGS 0120 BBY \$570
GAS FITTER C PROGRAM

Prepares students to write the exam to qualify for Gas Fitter C Licence and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Sep 13	Mon/Wed	1830-2130	14 wks	BBY	CRN	32984
Sep 14	Tue/Thr	1830-2130	14 wks	BBY	CRN	32986

PPGS 0121 BBY \$425
SERVICING GAS FORCED AIR FURNACES

Covers installation instructions, service information, sequence of operation, control drawings; testing, equipment, and troubleshooting of gas fired forced air furnaces. Prerequisite: Must have current C, B, or A Gas Licence.

Sep 15	Wed/Mon	1830-2130	6 wks	BBY	CRN	38534
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PPGS 0125 BBY \$305
PLUMBING: RESIDENTIAL

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.

Sep 18	Sat	0830-1430	4 wks	BBY	CRN	32988
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PPGS 0140 BBY \$305
HYDRONIC SYSTEMS DESIGN

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of BC. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being Certified in Hydronic Systems Design. Prerequisite: Should be working with residential hot water heating systems or a related field.

Nov 2	Tue/Thr	1830-2130	6 wks	BBY	CRN	37124
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PPGS 0142 BBY \$425
SERVICING RESIDENTIAL HYDRONIC HEATING

Designed for tradespersons actively working in the residential hydronic heating industry. Helps prepare them to service and troubleshoot systems that have been designed and installed to meet the guidelines of the Residential Hot Water Heating Association. Emphasis will be hands-on servicing in the training lab. Prerequisites: Basic knowledge of the concept of hot water heating.

Sep 14	Tue/Thr	1830-2130	6 wks	BBY	CRN	38527
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TELX 0119 BBY \$425
ELECTRICAL FUNDAMENTALS FOR PIPING TRADES

Designed for the piping tradesperson as a prerequisite to the hydronic and furnace servicing courses. Provides hands-on training in the use of multi-meters, interpretation of control drawings and schematics, and troubleshooting component failures and control circuits. Prerequisite: Students should be actively working in the piping trades.

Sep 13	Mon/Wed	1830-2130	5 wks	BBY	CRN	61500
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Safety Trades

(604) 432-8556

nnaylor@bcit.bc.ca

CNST 0105 BBY \$129
INDUSTRIAL RIGGING BASIC

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches, and handrigging. CSA approved work boots with steel toes required.

Sep 28	Tue/Thr	1830-2100	3 wks	BBY	CRN	37326
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CNST 0120 BBY \$297
SCISSOR LIFTS AND AERIAL BOOM LIFTS

Provides training to individuals who are going to be using scissor lift and aerial boom lifts on job sites. This course meets WCB requirements for the operator. Includes six hours of theory, with emphasis on safety and current WCB regulations, including fall restraint, pre-shift and pre-site inspections. Upon successful completion students will receive scissor and aerial boom lift certification. Safety footwear with steel toes required. Prerequisite: Driving experience.

Sep 25	Sat/Sun	0900-1500	2 day	BBY	CRN	61525
Oct 16	Sat/Sun	0900-1500	2 day	BBY		61526
Nov 13	Sat/Sun	0900-1500	2 day	BBY		61527
Dec 11	Sat/Sun	0900-1500	2 day	BBY		61528

NEW CNST 0121 BBY \$62
FALL ARREST TRAINING

This course reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the Workers Compensation Boards Occupational Health and Safety Regulations (1998). Course will benefit principal and sub contractors and their employees. Students will learn pre-planning requirements in addition to the proper application of fall protection systems, fall restraint systems, fall arrest systems and various personal fall protection systems. Topics will review various approved anchors that meet CSA requirements and the correct use of full body harnesses in practical situations. CSA approved safety boots with steel toes and safety glasses are required.

Oct 16	Sat	0900-1500	1 day	BBY	CRN	61529
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NEW CNST 0125 BBY \$62
CONFINED SPACE ENTRY

Course covers the mandatory requirements of the Workers' Compensation Board Occupational Health and Safety Regulations (1998). Topics include approved lockout procedures, work permit systems and the correct use of personal protective equipment. This course is suitable for all related construction trades involved with confined space access. Prerequisite: Minimum 1-year construction or trade related experience. CSA approved work boots with steel toes are required.

Oct 16	Sat	0900-1500	1 day	BBY	CRN	61532
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NEW CNST 0126 BBY \$78
TRAFFIC CONTROL TRAINING

Traffic control training is a requirement in many public works jurisdictions including road maintenance, construction, and the movie production industry. Course will cover theory and testing. Fee includes text and examination. CSA approved work boots with steel toes are required.

Sep 25	Sat	0930-1630	1 day	BBY	CRN	61533
Oct 30	Sat	0930-1630	1 day	BBY		61534
Nov 27	Sat	0930-1630	1 day	BBY		61535

NEW CNST 0127 BBY \$304
SCAFFOLDING CONSTRUCTION AND ERECTION

Students will learn to interpret regulations and safe working procedures in accordance with Workers' Compensation Board requirements Occupational Health and Safety guidelines (1998). Single pole, double pole and steel scaffolding construction and erection will be taught through classroom and actual on-site construction. Tube and clamp scaffolding systems will also be covered with hands-on training. CSA approved safety boots with steel toes and safety glasses are required.

Sep 25	Sat	0900-1500	3 wks	BBY	CRN	61538
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Service Technician

(604) 451-7143

kklasen@bcit.bc.ca

NEW CNST 0140 BBY \$787
SKI AND SNOWBOARD SERVICE TECHNICIAN TRAINING

Students can expect to find employment opportunities in fleet maintenance and retail business after successful completion of this course. Designed to train in all requirements pertaining to entry-level employment opportunities in the ski/snowboard service industry. Course is taught by a professional ski racer and ski/snowboard technician and covers theoretical and skill requirement of those seeking employment in ski retail and rental shops. Topics covered will include product knowledge, manufacturer specifications for installation and maintenance, surface preparation and waxing, edge grinding and filing. Prerequisite: Minimum 2 years experience in the recreational sport of skiing, good hand and eye co-ordination and an ability to work with hand and power tools in a shop setting. CSA approved safety boots with steel toes and safety glasses are required.

Oct 25	Mon-Fri	0800-1400	1 wk	TBA	CRN	61540
Nov 15	Mon-Fri	0800-1400	1 wk	BBY		61541

Sheet Metal

(604) 432-8242

tkondo@bcit.bc.ca

SMTL 0111 BBY \$239
LAYOUT AND FABRICATION

Provides instruction for layout and fabrication of round and rectangular ventilation fittings using a blend of conventional and short cut methods. Prerequisite: Sheet Metal Journeyman or Apprentice.

Sep 28	Tue/Thr	1800-2100	4 wks	BBY	CRN	60016
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SMTL 0121 BBY \$315
STAINLESS STEEL FABRICATING AND FINISHING BASIC

Introduces fabricating and finishing stainless projects. Basic hands-on course will follow a shop project from start to finish. Prerequisite: Sheet Metal Journeyman or Apprentice.

Sep 28	Tue/Thr	1800-2100	4 wks	BBY	CRN	37902
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SMTL 0125 BBY \$165
QUALITY FIRST

Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journeyman or Apprentice.

Sep 28	Tue/Thr	1800-2100	2.5 wks	BBY	CRN	37895
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SMTL 0129 BBY \$264
GAS VENTING

This course is a requirement of the Ministry of Municipal Affairs Gas Safety Branch for those wishing to write the examination for the gas venting license. The course reviews the necessary requirements for sizing and installing gas vents. Prerequisite: Must be the holder of a Sheet Metal Trades Qualification.

Sep 28	Tue/Thr	1800-2100	4 wks	BBY	CRN	60017
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Steel Fabrication

(604) 451-6833

kneustae@bcit.bc.ca

REDUCED STEL 0100 BBY \$276
STEEL FABRICATION CQ REFRESHER

Prepares participants for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Subject areas include mathematics, plate development, print reading, codes and procedures, burning/welding, and layout/fitting. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: Minimum of six years experience in the trade.

Sep 25	Sat	0800-1300	8 wks	BBY	CRN	60021
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REDUCED STEL 0110 BBY \$254
STEEL FABRICATION (BASIC)

Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production. CSA approved work boots with steel toes required.

Sep 25	Sat	0800-1300	6 wks	BBY	CRN	32947
Sep 21	Tue/Thr	1900-2200	5 wks	BBY		60018

REDUCED STEL 0115 BBY \$208
BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA approved steel toe work boots required.

Sep 25	Sat	0800-1300	6 wks	BBY	CRN	38541
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REDUCED STEL 0130 BBY \$208
PRECISION METAL DRAFTING/INTERPRETATION OF DRAWINGS

Course covers application of basic math and trigonometry to the trade for general use and layout of flat sheet patterns. Topics covered include the basics with lines types, orthographic projection, isometric views, section views, auxiliary views, dimensioning, symbols and abbreviations; weld symbols, assembly drawings, and blueprints.

Sep 21	Tue/Thr	1900-2130	7 wks	BBY	CRN	38675
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Continued on next page

The world is learning. Keep up!



REDUCED STEL 0131 BBY \$208
INTRODUCTION TO PRECISION METALFORMING
 Introduces manufacturing of precision metal products using lasers, shears, punches, and forming machines. Course will also cover fastening devices, metal finishing and quality control.
 Sep 25 Sat 0800-1300 6 wks BBY CRN 38682

REDUCED STEL 0154 BBY \$276
STEEL FABRICATION FOR THE HOBBYIST
 Course will be of special interest to the artisan, hobbyist or for those needing to fabricate steel projects from their home workshop. Course is designed to present concepts which are used in industry but adjusted so that skills can be applied in a home workshop set-up. Skills covered will include; sketch development, material types/selection, rolling, forming, punching/drilling, and getting started including the sequence of fabrication. Supplies to be paid for by student; cost may vary depending on the size of the project, estimated minimum cost \$50.00.
 Sep 21 Mon/Wed 1900-2200 5 wks BBY CRN 60022

REDUCED STEL 0180 BBY \$618
INTRODUCTION TO CNC THERMAL MACHINING
 Students will learn to operate a CNC burning machine. Topics will include adjusting oxy-fuel flame, plasma cutter, and loading shapes into CNC burning machine.
 Nov 6 Sat 0800-1300 6 wks BBY CRN 60020

Welding (604) 412-7407 (604) 432-8203

REDUCED WELD 0103 BBY \$308
OXYACETYLENE/BRAZE/ WELD/CUT
 Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 32928
 Sep 28 Tue/Thr 1900-2200 5 wks BBY 32929

REDUCED WELD 0104 BBY \$303
SHIELDED METAL ARC WELDING BASIC
 Stick welding for those who have previous knowledge of the basics and wishes to work toward CWB or ASME structural or pressure procedures. All position groove welding practices. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 32930
 Sep 27 Mon/Wed 1900-2200 5 wks BBY 32931

REDUCED WELD 0106 BBY \$328
GAS METAL ARC WELDING BASIC
 MIG welding. Different gases and transfers geared towards your specific needs, for example; sheet metal, open root passes, production spray transfer. Includes heavy deposition welding with self-shielding and dual shield wire. A good understanding of how to set-up equipment, maintenance, and use of related gases. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 32936
 Sep 28 Tue/Thr 1900-2200 5 wks BBY 32937

REDUCED WELD 0110 BBY \$328
GAS TUNGSTEN ARC WELDING BASIC
 Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of GTAW on mild steel, stainless steel and aluminum. Students must supply their own CSA approved steel-toed work boots and 100 per cent cotton coveralls.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 32935
 Sep 28 Tue/Thr 1900-2200 5 wks BBY 32934

NEW WELD 0130 BBY \$108
TECHNICAL UPDATE OR INDUSTRY
 A one-day update on new power sources including digi pulse, senergy and robotic welders. Demonstrations and information provided in our new Air Liquide Canada sponsored lab.
 Sep 18 Sat 0830-1430 1 day BBY CRN 61545
 Nov 6 Sat 0830-1430 1 day BBY 61546

Hobby Welding (604) 412-7407 (604) 432-8203

REDUCED WELD 0120 BBY \$308
WELDING FOR THE ARTISAN
 Presents a general interest course for those interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 37051
 Sep 28 Tue/Thr 1900-2200 5 wks BBY 37052

NEW WELD 0126 BBY \$328
MICROWIRE WELDING AND FLAME CUTTING
 Welding for the person who owns or plans to purchase a small wire-feed welder. Learn before you buy or increase your skills. Oxy-cutting will also be covered. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 61547
 Sep 28 Tue/Thr 1900-2200 5 wks BBY 61548

NEW WELD 0128 BBY \$303
STICK WELDING AND CUTTING
 For the home welder that owns or plans to purchase basic arc welding and oxy-cutting equipment. Learn before you buy or increase your skills. CSA approved steel-toed work boots and 100 per cent cotton coveralls required.
 Sep 25 Sat 0830-1330 6 wks BBY CRN 61551
 Sep 27 Mon/Wed 1900-2200 5 wks BBY 61552

Building Engineering Technology (604) 432-8586

Building Engineering Technology Part Time Studies offers courses that reflect the requirements of the construction industry and the needs of the part-time learner. Programs are designed for individuals who have limited experience in the industry and for individuals who are employed in the industry and who require specific upgrading knowledge and skills. Programs consist of mandatory core courses with elective courses that accommodate the part time learner's goals and lead to the award of an Associate Certificate and the Certificate of Technology. All programs must be submitted to the Program advisor for approval by the technology department.

Courses have been designed to satisfy some of the academic requirements of the following organizations:

- ASTTBC Applied Science Technologists and Technicians of British Columbia
- BDIBC Building Designers Institute of British Columbia
- BIABC Building Inspectors Association of British Columbia
- IDIBC Interior Designers Institute of British Columbia
- QSSBC Quantity Surveyors Society of British Columbia

What's New in Building Engineering Technology

- Note the name change from Building Technology in the School of Engineering to Building Engineering Technology in the BCIT Construction Group. The Part-time Studies Construction Group offers programs in Trade certification, Certificates of Technologies, and a Bachelor Degree in Construction Management.
- We are pleased to offer two new Associate Certificate programs, Building Design and Architectural CAD and Building Construction Technology.
- The Certificate in Building Engineering Technology has been revised to meet the industry's continual growth and changing technology. Industry current courses in computers and building envelope performance highlight the revisions to program content.
- The Intermediate Certificate in Technology (ICOT) is no longer being offered. Students on a previously approved program of studies must complete all requirements by June 2001 in order to receive the Intermediate Certificate.
- If you are currently enrolled in an approved program of studies your credits may be applied to the new certificate programs in Building Engineering Technology.
- Some BLDG courses have been replaced with courses of similar content and listed as BLDC courses. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the day time diploma program in Building Engineering Technology. Course credits may now be granted to students transferring to the daytime program on an individual basis.
- For individuals with work experience in the construction industry, Prior Learning Assessment and Recognition (PLAR) is now available to students in the Construction Operations and Construction Supervision programs. See program information.
- This fall we are publishing a projected course offering for the upcoming winter and spring terms to assist you to plan your academic year.

Programs of Study

- Statement of Completion in Construction Operations
- Associate Certificate in Construction Supervision
- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Building Engineering Technology
- Certified Property Inspection courses - ASTTBC certification
- Courses for professional development
- Non Credit - interest courses

Construction Operations - Statement of Completion

BCIT and the Vancouver Regional Construction Association (VRCA), have teamed up to offer a multi-level, part time studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential. The Construction Operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate individuals with a trade background. Attendance at an Information Session is required.

Requirements	Credits
BLDT 1010 Applied Construction Mathematics	3.0
BLDT 1020 Construction Drawings	2.0
BLDT 1030 Site Processes in Construction	2.0
BLDT 1040 Basic Estimating with Computer Applications	2.0
BLDT 1050 Technical Writing and Communication Skills	3.0
BLDT 1060 Basic Management Skills	2.0
BLDT 1070 Construction Ethics and Site Safety	0.5
BLDT 1080 Basic Environmental Considerations	0.5
Total Credits Required	15

Construction Supervision - Associate Certificate

The Construction Supervision Program is open to individuals who have completed the Construction Operations program and to individuals who receive departmental approval for direct entry. Registration in the full program requires an interview and departmental approval.

Requirements	Credits
Statement of Completion in Construction Operations	15.0
BLDT 2010 Construction Documents and Contracts	3.0
BLDT 2020 Basic Project Management Skills	3.0
BLDT 2030 Technical Writing/Interpersonal Skills	3.0
BLDT 2040 Basic Construction Design Principles	5.0
BLDT 2050 Construction Materials and Assemblies	2.0
BLDT 2060 Computer Applications in Construction	2.0
BLDT 2070 Safety Legislation	0.5
BLDT 2080 Environmental Legislation	0.5
Total Credits Required	34.0

Prior Learning Assessment and Recognition

Prior Learning Assessment and Recognition (PLAR) is now available to students in the Construction Operations and Construction Supervision Programs. This program's PLAR framework helps adults gain academic credit for previously unrecognized education/training or experience in the Construction Industry. PLAR must be completed before the course begins. It is mandatory for candidates to attend an Information Session. PLAR application deadline for fall courses is August 6, 1999.

Associate Certificate in Building Design and Architectural CAD

This new Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended to individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Building Engineering Technology.

Requirements	Credits
BLDC 1000 Architectural Graphics	3.0
BLDC 1200 Construction 1A	3.0
BLDC 2000 Architectural Planning 1	3.0
BLDC 2005 Architectural Planning 2	3.0
BLDC 2400 Architectural CAD 1	3.0
BLDC 2405 Architectural CAD 2	3.0
Electives	3.0
Total Credits Required	21.0

Associate Certificate in Building Construction Technology

This new Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended to individuals who want to advance in their careers or are currently working in design/build offices, working with construction documents, material suppliers and installers, estimating, and municipal offices. All credits earned may be applied to the Certificate in Building Engineering Technology.

Requirements	Credits
BLDC 1050 Material and Methods 1	3.0
BLDC 1200 Construction 1A	3.0
BLDC 1205 Construction 1B	3.0
BLDC 1300 Estimating 1	3.0
BLDC 1500 Building Code: Part 9 (SFD)	3.0
BLDC 2050 Material and Methods 2	3.0
Electives	3.0
Total Credits Required	21.0

Certificate in Building Engineering Technology

The requirements for the Certificate in Building Engineering Technology have been revised starting September 1999 to meet the industry's continual growth and changing technology. If you are currently enrolled in an approved program of studies your credits may be applied to the new certificate programs. Recommended to individuals who want to advance in their careers or are currently working in design/build offices for homes and small commercial projects, material suppliers and installers, estimating, and real estate marketing, property management and municipal offices. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the day time Diploma Program in Building Engineering Technology. Course credits may now be granted to students on an individual basis transferring to two-year full time Diploma Program.

Requirements	Credits
BLDC 1000 Architectural Graphics	3.0
BLDC 2000 Architectural Planning 1	3.0
BLDC 2005 Architectural Planning 2	3.0
BLDC 1500 Building Code: Part 9 (SFD)	3.0
BLDC 1200 Construction 1A	3.0
BLDC 1205 Construction 1B	3.0
BLDC 2200 Construction 2A	4.5
BLDC 2205 Construction 2B	4.5
BLDC 2400 Architectural CAD 1	3.0
BLDC 2405 Architectural CAD 2	3.0
BLDC 1300 Estimating 1	3.0
BLDC 2300 Estimating 2	3.0
BLDC 1050 Materials and Methods 1	3.0
BLDC 2050 Materials and Methods 2	3.0
BLDC 3050 Building Envelope Performance	3.0
BLDT 2010 Construction Documents and Contracts	3.0
COMM 1103 Intro to Business and Technical Communications	3.0
MATH1011 Trigonometry	3.0
MATH1012 Analytical Geometry and Logarithms	3.0
CIVL 1000 Statics	6.0
Electives	9.0
Total Credits Required	75.00

Recommended Electives	Credits
BLDG 1820 BC Building Code: Part 3 General	4.5
BLDG 1825 BC Building Code: Part 9 Multi Unit	3.0
BLDG 2860 Mini CAD 1	1.5
BLDG 2865 Mini CAD 2	1.5
BLDG 3760 Pricing and Bidding	3.0
BLDG 3840 Computer Construction Estimating	3.0



House Inspection Courses



BCIT in cooperation with the Applied Science Technologists and Technicians of BC (ASTTBC), offers a series of courses in the house and property inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for the Certified Property Inspector (CPI) designation. A final grade of 70 percent in each course is required by ASTTBC. For specific information on requirements on becoming a CPI, please contact ASTTBC, Tel: (604) 585-2788, or E-mail: techinfo@asttbc.org.

BLDG 2915	House Inspection 1	
BLDG 2925	House Inspection 2	
BLDG 2935	House Inspection 3: Report Writing	
BLDG 2945	House Inspection 4: Field Inspection	

BCIT is in cooperation with Carson Dunlop and Associates offering distance education courses in home and commercial building inspection.

Non Credit Course Offerings in Building Technology

BLDG 0001	Building Your Own House	6 weeks
BLDG 0002	House Renovations	6 weeks
BLDG 0004	Residential Blueprint Reading	6 weeks
BLDG 0008	Residential Landscape Design	6 weeks

Courses Offered this Term

Early registration is advised for Building Engineering Technology courses. Space is limited.

BLDC 1000 ARCHITECTURAL GRAPHICS BBY \$285

Introduces Architectural Graphics. Covers basic architectural drafting techniques and skills. Drawing development with emphasis on line techniques, graphic symbols and industry standards. Graphical communication required for the preparation of development permit drawings for residential buildings. Covers techniques necessary for creating 3 dimensional drawing. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 61595

BLDC 1200 CONSTRUCTION 1A BBY \$285

Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, and preparation of a partial set of working drawings for a single family residence. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 61596

BLDC 1300 ESTIMATING BBY \$285

Introduces the student to reading construction drawings and specification and the measurement of construction work. Specific study of methods of measurement techniques applicable to sitework, concrete and masonry. (3.0 credits)

Sep 16 Thu 1845-2145 12 wks BBY CRN 61597

BLDC 1500 BUILDING CODE: PART 9 (SFD) BBY \$285

Provides a working knowledge of Part 9 of the 1998 B.C. Building Code. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. (3.0 credits)

Sep 14 Tue 1845-2145 12 wks BBY CRN 61598

BLDC 2400 ARCHITECTURAL CAD 1 BBY \$445

Introduces CAD for Architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: BLDC 1000 or BLDG 1700 and familiarity with Windows 95. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 61600

BLDC 2405 ARCHITECTURAL CAD 2 BBY \$445

Continues from BLDC 2400 utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits, and working drawings. Prerequisite: BLDC 2400 or BLDG 2840. (3.0 credits)

Sep 15 Wed 1845-2145 12 wks BBY CRN 61602

BLDC 3050 BUILDING ENVELOPE PERFORMANCE BBY \$285

Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 61603

BLDG 0001 BUILDING YOUR OWN HOUSE BBY \$172

Demonstrates how to build a house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

Sep 23 Thu 1845-2145 5 wks BBY CRN 37297

*Note: BLDG 0001 (CRN 37297) also includes a field trip, Saturday, October 16, 1999. Time: 1030-1330

Nov 18 Thu 1845-2145 5 wks BBY 37298

*Note: BLDG 0001 (CRN 37298) also includes a field trip, Saturday, December 11, 1999. Time: 1030-1330

BLDG 0002 HOUSE RENOVATIONS BBY \$175

Covers the basic requirements for starting a home renovation. Who is involved? How to begin? Where can we add floor area to a house? When will it be finished? Cost? The course will consist of lectures and take-home assignments. Prerequisite: Some familiarity of house construction.

Sep 20 Mon 1845-2145 6 wks BBY CRN 38486

BLDG 0004 RESIDENTIAL BLUEPRINT READING BBY \$172

Covers the basic knowledge required to read residential blueprints. Emphasis on wood frame construction of single family houses. Introduces survey and building lots, framing materials, plumbing, heating and electrical. This course will be of interest to home owners, contractors and individuals involved with selection and sales of building materials.

Sep 14 Tue 1845-2145 6 wks BBY CRN 61536

BLDG 0008 RESIDENTIAL LANDSCAPE DESIGN BBY \$175

Presents an overview of the landscape and construction process with an emphasis on student initiated projects. Of interest to home owners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services.

Sep 16 Thu 1845-2145 6 wks BBY CRN 61537

BLDG 1820 B.C. BUILDING CODE: GENERAL BBY \$283

Examines the purpose, scope and contents of Part 3 of the B.C. Building Code, Use and Occupancy. This course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings. Students must bring B.C. Building Code to the first class. Prerequisite: Some knowledge of the B.C. Building Code. (4.5 credits)

Sep 15 Wed 1845-2145 18 wks BBY CRN 61606

BLDG 2010 STRATA TITLE MANAGEMENT: BUILDINGS AND CONTRACTS BBY \$172

Provides an overview of the obligation of individual owners and strata councils. Reviews Condominium Act, Municipal Acts, Building and Zoning bylaws. Identifies a timetable for maintenance, execution of permits and an acceptable level of quality. (1.5 credits)

Sep 21 Tue 1845-2145 6 wks BBY CRN 61604

BLDG 2860 MINICAD 1 DTC \$333.30

Introductory course where participants learn the basics of MiniCAD VectorWorks, including object creation/editing, snapping, layers, symbols and file organization. Exercises and lectures emphasize MiniCAD VectorWorks for architectural drafting. The primary exercises focus on preparing a house plan and section. Course materials are provided. Prerequisite: Basic drafting knowledge and computer literacy. (1.5 credits)

Sep 21 Tue 1730-2030 6 wks DTC CRN 61607

BLDG 2865 MINICAD 2 DTC \$333.30

Building on skills learned in BLDG 2860, participants explore in-depth MiniCAD VectorWorks feature set, including classes, hatches, macros, databases and worksheets. Participants learn techniques for creating architectural working drawings. Exercises include the creation of custom commands, door schedule and area management spreadsheet. Course materials are provided. Prerequisite: BLDG 2860. (1.5 credits)

Nov 9 Tue 1730-2030 6 wks DTC CRN 61609

BLDG 2915 HOUSE INSPECTION 1 BBY \$458

Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for their Certified Property Inspector (CPI). Prerequisite: An understanding and general knowledge of house construction. (3.0 credits)

Sep 14 Tue/Thu 1845-2145 6 wks BBY CRN 33151

BLDG 2925 HOUSE INSPECTION 2 BBY \$506

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 field trip. Prerequisite: BLDG 2915 and knowledge of components/systems in houses and Part 9 of the B.C. Building Code. (3.0 credits)

Nov 1 Mon/Wed 1845-2145 6 wks BBY 35882

BLDG 2925 also includes a field trip.

BLDG 2935 HOUSE INSPECTION 3: REPORT WRITING BBY \$291

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: English 12 or equivalent. (3.0 credits)

Sep 16 Thu 1845-2145 12 wks BBY CRN 60107

BLDG 2945 HOUSE INSPECTION 4: FIELD INSPECTION BBY \$610

Provides students with practical experience in conducting house inspections. Includes five field trips to conduct inspections, each followed by a classroom session to review inspections. Prerequisite: BLDG 2915, BLDG 2925 and BLDG 2935 (BLDG 2936) with a final grade of 70 per cent in each course. (3.0 credits)

Sep 13 Mon/Wed 1845-2145 5 wks BBY CRN 60113

For specific information on requirements on becoming a CPI, please contact ASTTBC, Tel: (604) 585-2788, or E-mail techinfo@asttbc.org.

Certificate Program Courses

SEPTEMBER	JANUARY	APRIL
BLDC 1000	BLDC 1050	BLDC 1300
BLDC 1200	BLDC 1205	BLDC 1500
BLDC 1300	BLDC 1500	BLDC 2005
BLDC 1500	BLDC 2000	BLDC 2050
BLDC 2400	BLDC 2300	BLDC 2200
BLDC 2405	BLDC 2400	BLDC 2400
BLDC 2205	BLDC 2405	BLDC 2405
BLDC 3050	BLDC 3050	BLDC 2400
BLDG 2915	BLDG 2915	BLDG 2915
BLDG 2925	BLDG 2925	BLDG 2925
BLDG 2935	BLDG 2935	BLDG 2935
BLDG 2945	BLDG 2945	BLDG 2945
BLDT 1010	BLDT 1010	BLDT 1040
BLDT 1020	BLDT 1020	BLDT 1060
BLDT 1030	BLDT 1030	BLDT 1080
BLDT 1050	BLDT 1050	
BLDT 2010	BLDT 1060	
BLDT 2020	BLDT 1070	
BLDT 2060	BLDT 2040	continued
BLDT 2070	BLDT 2050	BLDT 2030
BLDT 2080	BLDT 2060	BLDT 2070
		BLDT 2080

Electives

BLDG 1820	BLDG 1820	BLDG 3840
BLDG 1825	BLDG 1825	
BLDG 2010	BLDG 2760	
BLDG 2860	BLDG 2860	
BLDG 2865	BLDG 2865	

For required courses in Civil, Communications, and Mathematics see course offerings under appropriate department listing.

Non Credit Courses

BLDG 0001	BLDG 0001	BLDG 0001
BLDG 0002	BLDG 0002	BLDG 0002
BLDG 0004	BLDG 0004	BLDG 0004
BLDG 0008	BLDG 0008	

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

* This part-time Studies course flyer is published for information only and is subject to change.

BLDG 3840 COMPUTER CONSTRUCTION ESTIMATING BBY \$424

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software, as well as "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. (3.0 credits)

Sep 13 Mon 1845-2145 12 wks BBY CRN 33154

BLDT 1010 APPLIED CONSTRUCTION MATHEMATICS BBY \$280

Application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisite: Grade 10 English and Grade 10 Math or Pre-approved program. (3.0 credits)

Sep 7 Tue 1845-2145 13 wks BBY CRN 37214

BLDT 1020 CONSTRUCTION DRAWINGS BBY \$150

Provides an introduction to the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essentials for further studies in site processes, construction procedures and estimating. Prerequisite: Grade 10 English and Grade 10 Math, or pre-approved program. (2.0 credits)

Sep 9 Thu 1845-2145 7 wks BBY CRN 37215

BLDT 1030 SITE PROCESSES IN CONSTRUCTION BBY \$191

Enables students to identify and layout the site general requirements; understand the basic contractual and organizational arrangements of a typical construction project; undertake in the planning for the efficient management of a construction site in the areas of material procurement, equipment selection, layout and scheduling. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program. (2.0 credits)

Oct 28 Thu 1845-2145 9 wks BBY CRN 37219

BLDT 1050 TECHNICAL WRITING AND COMMUNICATION SKILLS BBY \$280

Familiarizes the technical writer with some basic formats and conventions of documents used in the construction industry. Topics include: memos, short letters, facsimiles, agendas and minutes or notes of job-site and office meetings. Prerequisite: Grade 10 English and Grade 10 Math or pre-approved program. (3.0 credits)

Sep 13 Mon 1845-2145 13 wks BBY CRN 61539

BLDT 2010 CONSTRUCTION DOCUMENTS AND CONTRACTS BBY \$280

Provides students with a basic understanding of construction contract documents and an understanding of the principles of a contract relationship. Utilizing CCDC II as a practical in class study guide. Prerequisite: Successful completion of Construction Operations program or department approval. (3.0 credits)

Sep 13 Mon 1845-2145 13 wks BBY CRN 38738

Continued on next page

BLDT 2020 **BBY \$280**
BASIC PROJECT MANAGEMENT SKILLS
 Provides students with the basic concepts of project management. This includes budgeting, financial considerations, site specific skill development and management techniques. Prerequisite: Successful completion of Construction Operations program or department approval. (3.0 credits)
 Sep 15 Wed 1845-2145 13 wks BBY CRN 38739

BLDT 2060 **BBY \$230**
COMPUTER APPLICATIONS IN CONSTRUCTION
 Instructs students in computer lab applications of Excel, MS Project and estimating software packages. Prerequisite: Successful completion of Construction Operations program or department approval plus a background in a Windows and Excel environment or sufficient familiarity with computers. (2.0 credits)
 Sep 23 Thr 1845-2145 10 wks BBY CRN 60117

BLDT 2070 **BBY \$90**
SAFETY LEGISLATION
 Builds on BLDT 1070 and further defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. Prerequisite: Successful completion of Construction Operations program or department approval. (0.5 credits)
 Sep 21 Tue 1845-2145 4 wks BBY CRN 61542

BLDT 2080 **BBY \$90**
ENVIRONMENTAL LEGISLATION
 Builds on BLDT 1080 and further defines the contractor's and owner's role in construction as it pertains to site environment accountability. Prerequisite: Successful completion of Construction Operations program or department approval. (0.5 credits)
 Oct 26 Tue 1845-2145 4 wks BBY CRN 61543

Civil and Structural Engineering Technology

(604) 451-6969 (604) 432-8521

CIVL 1500 **BBY \$382**
PUBLIC WORKS INSPECTION
 Presents the fundamentals of public works inspection. Focuses on inspection techniques, interpretation of contract documents, inspection of materials, road construction and underground services. (3.0 credits)
 Sep 21 Tue 1845-2145 12 wks BBY CRN 33067

CIVL 2003 **BBY \$350**
COMPUTER AIDED DESIGN 1
 Using AutoCAD software, the student is introduced to drawing preparation and simple designs in civil engineering. (2.5 credits)
 Sep 16 Thr 1845-2145 10 wks BBY CRN 39946

CIVL 2224 **BBY \$265**
ASPHALT TECHNOLOGY
 Teaches students how to select suitable materials for asphaltic concrete design using SHRP EQUIPMENT as well as the Marshall method. Prerequisite: CIVL 1580 or departmental approval. (3.0 credits)
 Sep 13 Mon 1845-2145 12 wks BBY CRN 39947

CIVL 2501 **BBY \$382**
ROAD CONSTRUCTION AND MAINTENANCE FOR INSPECTORS
 Presents a course in public works inspection providing, an overview of current methods of highway construction and maintenance, maintenance management systems, contract documentation and administration and traffic control requirements. Prerequisite or co-requisite: CIVL1500. (3.0 credits)
 Sep 22 Wed 1845-2145 12 wks BBY CRN 39948

CIVL 2522 **BBY \$223**
CIVIL CONSTRUCTION 2
 Applies information and knowledge gained in the prerequisite course to construction scheduling. Productivity rates, crew sizes and duration of construction activities are now estimated for input into various scheduling techniques. Critical Path Methods principles will then be applied to several precedent diagram methods, concluding with discussion on cost control and site documentation. Prerequisite: CIVL 1522. (3.0 credits)
 Sep 21 Tue 1845-2145 10 wks BBY CRN 61471

CIVL 3121 **BBY \$223**
URBAN STREET DESIGN
 Using the R.T.A.C. classification system as a guide, students will design a major road and intersection. Vertical and horizontal alignment, drainage and design control techniques will be emphasized. (3.0 credits)
 Sep 27 Mon 1845-2145 10 wks BBY CRN 61472

CIVL 3522 **BBY \$158**
CONSTRUCTION CONTRACT LAW
 Introduces students to the three major types of construction contracts and the contractual relationships of the parties involved. The overall intent is to enable you to become familiar with the documents and application of the more typical clauses that should provide enough knowledge to help with everyday items. Numerous case histories will be discussed to illustrate topic items. Prerequisite: Good communication skills and knowledge of construction industry procedures (CIVL 1522 recommended). (2.0 credits)
 Sep 22 Wed 1845-2045 10 wks BBY CRN 61473

CIVL 4123 **BBY \$424**
STORMWATER MANAGEMENT 1
 This professional development course introduces the concept of stormwater management planning and illustrates the procedure of designing stormwater management facilities. It consists of lectures and design tutorials. Students will apply a computer program to assess the impact of rezoning and new developments on an existing storm system and to develop a master plan for the upgrading and expansion of a storm drainage system. Prerequisite: CIVL 2545. (3.0 credits)
 Sep 16 Thr 1845-2145 12 wks BBY CRN 61474

CIVL 4160 **BBY \$550**
WOOD AND STEEL DESIGN
 Introduces the limit states design of statically determinate wood and steel structures. Topics include determination of design load and design of beams, columns and members in tension in accordance with Canadian design codes. Prerequisite: CIVL 3500. (6.0 credits)
 Sep 27 Mon/Thr 1845-2145 10 wks BBY CRN 61475

Public Works Operations

(604) 451-6969 (604) 432-8521

PUBW 1001 **BBY \$208**
INTRODUCTION TO PUBLIC WORKS OPERATIONS
 Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in depth program in sewers, watermain or roadworks training courses. (1.0 credits)
 Sep 13 Mon 1830-2130 6 wks BBY CRN 33088

PUBW 1113 **BBY \$435**
WATER DISTRIBUTION 1
 Introduces the student to both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam with 3.0 CEUs available. Prerequisite or co-requisite: PUBW 1001. (3.0 credits)
 Sep 14 Tue 1830-2130 12 wks BBY CRN 38466

PUBW 1121 **BBY \$238**
ROADWORKS MAINTENANCE 1
 Covers the topics of pavement failures and pavement repair techniques, asphalt mixes, crack sealing and the types of equipment used, street lighting systems, pavement marking and street signs, vegetation control, sweeping and shoulder maintenance. Maintenance management and pavement management systems and their integration with job costing are reviewed. Prerequisite: PUBW 1001. (2.5 credits)
 Sep 15 Wed 1830-2130 10 wks BBY CRN 33117

PUBW 1141 **BBY \$218**
MUNICIPAL PLAN READING
 Introduces the student to the interpretation of engineering drawings used in public works construction. It illustrates the correlation between construction layout, specifications and standard drawings. (2.5 credits)
 Sep 14 Tue 1830-2130 10 wks BBY CRN 33085

PUBW 1142 **BBY \$218**
CONSTRUCTION QUANTITIES 1
 To be able to confidently calculate the quantities of materials required for the construction and maintenance of public works facilities, individuals need to apply math and plan reading skills. This course reviews basic math and then applies it to related construction quantities. Metric and imperial conversions are also included. A calculator will be required on the first night. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)
 Sep 16 Thr 1830-2130 10 wks BBY CRN 35881

PUBW 1201 **BBY \$403**
PUMPS: ELECTRICAL AND CONTROLS 1
 Covers electrical and controls systems commonly used in pumping stations, electrical supply, starters, switches and lock-out procedures. Hands-on sessions cover motors, bearing and maintenance procedures. Various control devices for level and flow control are demonstrated. Aspects of record keeping, public relations, safety and some design considerations complete the course. Prerequisite: Grade 10 math. (3.0 credits)
 Sep 14 Tue 1830-2130 12 wks BBY CRN 33107

PUBW 2102 **BBY \$218**
STORM SEWERS 1
 Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to the public complaints and public relations. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)
 Sep 16 Thr 1830-2130 10 wks BBY CRN 39951

PUBW 2103 **BBY \$435**
WASTE WATER COLLECTION 1
 Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages, and testing. This course is offered in conjunction with BCWWA and prepares students for the Environmental Operator's Certification (EOCP) Level 1 exam with 3.0 CEUs available. Prerequisite or co-requisite: PUBW 1001. (3.0 credits)
 Sep 15 Wed 1830-2130 12 wks BBY CRN 38468

PUBW 2202 **BBY \$403**
WATER PUMP STATION OPERATION
 Covers both pumping stations and wells. Includes operation of control valves and identification, maintenance and trouble shooting of pumps, demonstrations and hands-on maintenance of seals, packing, impellers, bearing and shaft alignment. Operational procedures for pumping, screening and treatment are discussed together with preventive and predictive maintenance programs. Prerequisite: PUBW 1201 or PUBW 1113. (3.0 credits)
 Sep 15 Wed 1830-2130 12 wks BBY CRN 33116

PUBW 2204 **BBY \$403**
FLOW CONTROL DEVICES
 Assists in the selection and sizing of the wide range of devices used to control flow through any pressurized sewage or potable water system. Devices range from corporation stops to butterfly valves. Other control devices for pressure relief, altitude, surge and flow limiting valves are also included. In addition, a wide range of valve actuators are discussed together with remote control systems. A demonstration of the dismantling and testing of butterfly valves is also included. Prerequisite or co-requisite: PUBW 1113. (3.0 credits)
 Sep 13 Mon 1830-2130 12 wks BBY CRN 39952

Bachelor of Technology in Construction Management

(604) 451-6871 (604) 412-7469

Program Information Sessions: FREE OF CHARGE

Attendance at one of these sessions is mandatory before the formal interview. Please see first page of the Construction section in this flyer.

The Program

Developed with the guidance of senior industry representatives, the curriculum has been divided into the following sections: Construction Controls and Techniques, Construction Management, Stakeholder Management, an Industry based Project and liberal education courses. Presented by industry based practitioners, the topics will be both challenging and practical. Graduates of the program will be able to methodically and rationally select or develop suitable construction procedures, schedule, manage, utilize human resources and equipment within the complex environment of labour relations and business decision making.

Offered, at this time only through Part-time Studies, this program is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

Entrance Requirements

To be formally accepted into the program you must have:

- a recognized Diploma of Technology in a related engineering or science discipline, or a degree in Engineering, Architecture, Applied Science or related field,
- 2 years work experience, subject to departmental approval,
- English 12 or equivalent

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, then please phone either of the numbers listed above or contact us directly by e-mail at cpunning@bcit.bc.ca. We would be pleased to mail an information package to you.

Courses Offered This Term

CMGT 7100 **BBY \$172**

CONSTRUCTION PROJECT CONTROLS 1

This particular course will cover many aspects of task and time scheduling for construction projects using Microsoft Project 4 computer software as an aid in developing, monitoring and controlling construction projects. Topics include activity inter-relationships, milestones, task duration and risk and the management of float time. Prerequisite: Acceptance into this degree program or by departmental approval. (1.0 credits)
 Sep 13 Mon 1845-2145 6 wks BBY CRN 61426

CMGT 7110 **BBY \$172**

CONSTRUCTION PROJECT CONTROLS 2

Participants will now prepare summary reports for tasks and resource pools, critical path analysis and work progress tracking. Project costing and cost reports for sub-projects, or multiple projects, and their relationship to the overall schedule and cost requirements will then be covered. Prerequisite: CMGT 7100. (1.0 credits)
 Nov 1 Mon 1845-2145 6 wks BBY CRN 61427

CMGT 7140 **BBY \$172**

CONSTRUCTION STATISTICS 1

Statistical techniques are used in the construction sector to analyze business and engineering data. In preparation for the application of enumerative and analytical statistics, participants will be shown how to approach the design of the data collection process and adopt standard formats for the presentation of statistical data. Prerequisite: CMGT 7100. (1.0 credits)
 Sep 15 Wed 1845-2145 6 wks BBY CRN 61428

CMGT 7150 **BBY \$172**

CONSTRUCTION STATISTICS 2

In this follow-up course on Construction Statistics, participants will be shown the relevance of sampling and estimating, linear regression and correlation with particular emphasis on the interpretation of construction test results. The application of these methods and techniques to business forecasting and quality management will complete this course. Prerequisite: CMGT 7140. (1.0 credits)
 Nov 3 Wed 1845-2145 6 wks BBY CRN 61429

CMGT 7200 **BBY \$172**

MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 1

The selection, efficient utilization and cost-effectiveness of major construction operations (such as earthmoving, lifting, transporting, paving etc.) has a significant impact on the overall cost and duration of construction activities. This course will review and discuss the operational parameters of many of these operations. Prerequisite: CMGT 7120. (1.0 credits)
 Sep 13 Mon 1845-2145 6 wks BBY CRN 61430

CMGT 7210 **BBY \$172**

MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 2

Construction managers should be able to develop systems and procedures for the efficient management and maintenance of construction equipment and plant. The development of equipment maintenance systems and the options as to whether to buy, rent or hire equipment will be analyzed. Prerequisite: CMGT 7200. (1.0 credits)
 Nov 1 Mon 1845-2145 6 wks BBY CRN 61431



CMGT 7230 QUALITY ASSURANCE AND CONTROL 1	BBY \$172
After an overview of QA systems, the economic benefits and the administrative aspects of developing a quality assurance plan will be discussed in detail. This will include development of policy statements for program implementation, total quality and ethics, team building and decision-making, and the implementation of Total Quality Management concepts. Prerequisite: CMGT 7120 and CMGT 7150. (1.0 credits)	
Sep 14 Tue 1845-2145 6 wks BBY CRN 61432	

CMGT 7240 QUALITY ASSURANCE AND CONTROL 2	BBY \$172
Emphasis of this course will be placed around ISO 9000. Following an introduction to the concepts, many of the elements of ISO 9001 will be discussed in detail. Development of a QA plan and the determination of organizational responsibilities to respond to process and control mechanisms will be discussed, including detailed elements for the development of a Quality System. Prerequisite: CMGT 7230. (1.0 credits)	
Nov 2 Tue 1845-2145 6 wks BBY CRN 61433	

CMGT 7530 LEADERSHIP AND INTERPERSONAL SKILLS	DTC \$470.30
This course provides current or potential team leaders and managers with the essential skills to manage a diverse workforce in the construction workplace. In addition to lectures and case studies, real-time computer mediated simulation will provide extensive feedback on the implications of your team decisions. Prerequisite: BUSA 7250. (2.0 credits)	
Sep 13 *Mon 1730-2030 6 wks DTC CRN 61434	
*Note: CMGT 7530 also includes lab sessions on Saturday and Sunday, Oct 2-3/99 from 0830-1730.	

CMGT 7640 ENVIRONMENTAL ISSUES IN CONSTRUCTION 1	BBY \$172
Contaminated sites issues impact on both the contractor and the owner. Common surface and sub-surface contaminants and their migration patterns will be reviewed together with current legislation. Issues relating to liability, risk, hazards and toxicity will be discussed. A section on the historical use of sites will conclude the course. Prerequisite: CMGT 7610. (1.0 credits)	
Sep 16 Thr 1845-2145 6 wks BBY CRN 61435	

CMGT 7650 ENVIRONMENTAL ISSUES IN CONSTRUCTION 2	BBY \$172
This course will enable participants to manage construction-related aspects with due regard to pollution prevention and long term environmental protection. Topics will include legislation, sensitive areas (watercourses), construction and demolition waste, building materials, noise management and fuel handling. Prerequisite: CMGT 7640. (1.0 credits)	
Nov 4 Thr 1845-2145 6 wks BBY CRN 61436	

CMGT 7840 TECHNICAL PRESENTATIONS	BBY \$336
The ability to make an effective presentation is now more essential than ever for individuals wanting to advance in their careers. Learn how to analyze your audience and to select the correct strategy. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: CMGT 7100. (2.0 credits)	
Sep 13 Mon 1830-2130 12 wks BBY CRN 61437	

BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS	
This course is a prerequisite for some courses in the Bachelor of Technology in Construction Management program. Please refer to Business Administration Degree Completion, page B8 of this flyer for the course description and registration information (3 credits).	

Proposed Advanced Certificate in Environmental Management

(604) 451-6906 mmccormi@bcit.bc.ca

Today's workplace requires most individuals with technical and/or managerial responsibilities to be acutely aware of the many environmental issues that impact on a diverse range of industry settings. This Advanced Certificate program is comprised of mandatory management courses that are to be combined with a range of elective courses. These electives cover additional management and technical topics which the individual can select to suit their particular career opportunities or workplace requirements.

Completion of this program will provide the individual with a broad knowledge of environmental management issues that will enable them to communicate with environmental professionals and contribute towards making sound decisions within a complex environmental framework.

Entrance Requirements

The minimum entry requirements are:

- a recognized Diploma of Technology in an engineering or science discipline or a related Degree in engineering or science.
- two years of relevant work experience, subject to departmental approval
- English 12 or equivalent

Students are required to meet with the program head to review the initial course requirements to supplement the student's educational background in engineering and/or science.

Application Procedure

Students will need to make application to the Department in order to register in this program. Due to the probable diversity of academic backgrounds, all applications will be reviewed by the program area. Minimum documentation to be submitted with a completed application form should include:

1. Transcripts of post-secondary courses that have been successfully completed.
2. A current resume.
3. Confirmation of meeting the English language proficiency requirements (where necessary).

Additional information may be requested as necessary. For most people, submission of the following documentation will be sufficient. For others, a personal interview will be more appropriate to review the documentation and advise the individual on an appropriate course of action.

For a complete listing of courses offered in the Advanced Certificate in Environmental Management program, please contact Monica McCormick at (604) 451-6906 or email mmccormi@bcit.bc.ca.

Bachelor of Technology in Environmental Engineering Technology

(604) 451-6906 (604) 432-8344 mmccormi@bcit.bc.ca

Program Information Sessions - FREE OF CHARGE

Please see first page of the Construction section in this flyer for details.

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.

Entry Requirement:

- a recognized Diploma of Technology in an engineering or science discipline or a degree in engineering or science discipline.
- two years work experience, subject to departmental approval

A. Common Core

(all courses required, exceptions based on eligible transfer credits)

EENG 7700	Environmental Case Studies
EENG 7710	Chemistry 1 for EET
EENG 7711	Chemistry 2 for EET
EENG 7712	Organic Chemistry for EET
EENG 7713	Environmental Analytical Chemistry
EENG 7714	Methods of Wastewater Analysis
EENG 7715	Hydraulics 1 for EET
EENG 7716	Soil Mechanics & Groundwater for EET
EENG 7717	Hydrology for EET
EENG 7718	Hydraulics 2 for EET
EENG 7719	Survey Techniques for EET
EENG 7720	Applied Microbiology
EENG 7721	Applied Toxicology

B. Management

Required:

EENG 8780	Environmental Law 1
EENG 8781	Risk Assessment
EENG 8782	Value Analysis & Environmental Management
EENG 8783	Risk Management
BUSA 7250	Management Skills & Applications

Electives (2 credits required):

EENG 8760	Solid Waste Management
EENG 8761	Recycling & Reduction Techniques
EENG 8768	Advanced Residuals Management
EENG 8784	Environmental Law 2
EENG 8785	Decision Making in Environmental Management
TMGT 7103, 7111, 7112, 7121-24, 7131, 7134	

C. Major Elective Studies

(19 credits from 4 topic areas)

EENG 7740-7742	Groundwater (5 credits)
EENG 8750-8755	Liquid Waste (6 credits)
EENG 8760-8763	Solid Waste (4 credits)
EENG 8768-8769	Residuals Management (4 credits)
EENG 8770-8774	Contaminated Sites (5 credits)
EENG 8790-8792	Air Quality Management (6 credits)
EENG 8801-8804	Integrated Resource Management (5 credits)
EENG 8810-8812	Advanced Process Technologies (6 credits)
EENG 8820-8824	Advanced Chemical Analysis (6 credits)

D. Graduating Project

EENG 8900	Project Reports
EENG 8901	Project Proposal
EENG 8902	Technical Presentations
EENG 8903	Applied Research Project

E. Liberal Education

(12 credits required)

Check room locations and schedule updates on the Web:
www.bcit.bc.ca/admissions_home.htm

EENG 7700 ENVIRONMENTAL CASE STUDIES	BBY \$172
An introduction to the major areas of study in the Environmental Engineering program. Topics covered include industrial and municipal liquid waste management, solid waste management; contaminated sites, environmental law, principles of environmental assessment, ground water flow and environmental management. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1.0 credit)	
Sep 15 Wed 1830-2130 6 wks BBY CRN 37225	

EENG 7710 CHEMISTRY 1 FOR EET	BBY \$172
The first of a two-course series. The topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction, and electrochemistry. Prerequisite: EENG 7700 or departmental approval. (1.0 credit)	
Sep 16 Thr 1830-2130 6 wks BBY CRN 37235	

EENG 7711 CHEMISTRY 2 FOR EET	BBY \$172
This second course will build on earlier material and will include solutions, acids and bases, salt and buffer solutions, and solubility of compounds. Some applications of precipitation reactions to water and wastewater treatment will also be examined. Prerequisite: EENG 7710. (1.0 credits)	
Nov 2 Tue 1830-2130 6 wks BBY CRN 37252	

EENG 7712 ORGANIC CHEMISTRY FOR EET	BBY \$172
Introduces you to organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711. (1.0 credits)	
Nov 5 Fri 1400-1700 6 wks BBY CRN 37256	

EENG 7713 ENVIRONMENTAL ANALYTICAL CHEMISTRY	BBY \$172
Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. This course is intended to provide an overview of the environmental laboratory discipline. Topics will include; test parameter selection and sample collection concerns, analysis procedures, quality assurance, and data management. Prerequisite: EENG 7712. (1.0 credits)	
Sep 14 Tue 1830-2130 5 wks BBY CRN 37227	

EENG 7715 HYDRAULICS 1 FOR EET	BBY \$172
An introduction to hydraulics (including hydrostatics, fundamental flow and volume relationships) and solving simple, steady, pipe flow problems. Prerequisite: EENG 7700 or departmental approval. (1.0 credits)	
Sep 13 Mon 1830-2130 6 wks BBY CRN 37236	

EENG 7716 SOIL MECHANICS & GROUNDWATER FOR EET	BBY \$172
An introduction to soil mechanics and groundwater, including soil origins, types and classifications, phase relationships, compaction, Darcy's law, flow nets, settling pond analysis, soil pressure and soil strength. Prerequisite: EENG 7715. (1.0 credits)	
Sep 13 Mon 1430-1730 6 wks BBY CRN 37237	
Nov 1 Mon 1830-2130 6 wks BBY CRN 37255	

EENG 7717 HYDROLOGY FOR EET	BBY \$172
An introduction to hydrology, including precipitation, drainage basins, rational formula, SCS method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: EENG 7716. (1.0 credits)	
Nov 2 Tue 1400-1700 6 wks BBY CRN 37257	

EENG 7718 HYDRAULICS 2 FOR EET	BBY \$172
A continuation of Hydraulics 1 for EET, including pipe networks, pumps, uniform and non-uniform open channel flow, and flow measurement. Prerequisite: EENG 7717. (1.0 credits)	
Nov 4 Thu 1830-2130 6 wks BBY CRN 37247	

EENG 7719 SURVEY TECHNIQUES FOR EET	BBY \$172
An introduction of fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or departmental approval. (1.0 credits)	
Sep 18 Sat 0900-1200 6 wks BBY CRN 37245	

EENG 7720 APPLIED MICROBIOLOGY	BBY \$172
Presents the types and functions of microorganisms and provide examples as to where microbiology is used within the engineering field. Topics covered are; the basic characteristics of bacteria, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisite: EENG 7710, 7711 & 7712 or departmental approval. (1.0 credits)	
Nov 3 Wed 1830-2130 6 wks BBY CRN 37982	

EENG 7740 PHYSICAL HYDROGEOLOGY	BBY \$172
This course gives students an overview of the occurrence and movement of groundwater in a variety of geologic settings and explains the effect of human activity on that movement. Topics include types of aquifers, properties of porous media, groundwater flow and pump testing of aquifers. The course provides theoretical foundation for the study of groundwater contaminants in EENG 7741 - Contaminant Hydrogeology. Prerequisite: EENG 7718. (1.0 credits)	
Sep 16 Thu 1830-2130 6 wks BBY CRN 37231	
Nov 1 Mon 1400-1700 6 wks BBY CRN 38502	

EENG 7741 CONTAMINANT HYDROGEOLOGY	\$336
Major sources of groundwater contaminants and their flow in groundwater will be examined. Topics will include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, LNAPL's and DNAPL's, transport mechanisms, measurement of parameters, sources of contamination, and an introduction to solutions employing analytical and numerical methods. Prerequisite: EENG 7740. (2.0 credits)	
Nov 4 Thu 1830-2130 12 wks BBY CRN 37253	

Continued on next page

EENG 8750**MUNICIPAL WASTEWATER TREATMENT 1****\$172**

Examines the sources of municipal wastewater, factors that affect wastewater flow, measurement of wastewater flow and strength, effects of effluent discharges on the receiving environment, legislation, onsite treatment, screening, comminution, grit removal and flow equalization. Design and practical considerations will be emphasized. Prerequisites: EENG 7714 & 7721. (1.0 credit)

Sep 15	Wed	1830-2130	6 wks	BBY	CRN	37242
Nov 4	Thu	1430-1730	6 wks	BBY		37243

EENG 8751**MUNICIPAL WASTEWATER TREATMENT 2****\$172**

This course is a continuation of EENG 8750 and examines the principles of primary sedimentation and secondary treatment including suspended growth, attached growth, and secondary clarification. Practical and operational aspects would be emphasized. Prerequisite: EENG 8750. (1.0 credit)

Nov 3	Wed	1830-2130	6 wks	BBY	CRN	37260
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EENG 8753**INDUSTRIAL WASTEWATER TREATMENT 1****\$172**

This course is the first of a two-course series on industrial wastewater treatment. Course topics include characteristics of industrial wastewater, industrial wastewater survey, waste minimization, quality equalization, neutralization and oil-water separation. Practical and operational aspects would be emphasized. Prerequisite: EENG 7714, 7721 & 8750. (1.0 credit)

Sep 13	Mon	1830-2130	6 wks	BBY	CRN	39923
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EENG 8754**INDUSTRIAL WASTEWATER TREATMENT 2****\$172**

This is the last course in the industrial wastewater treatment series. It examines additional physical/chemical unit processes including chemical coagulation, chemical precipitation of heavy metals, chemical phosphorus removal, adsorption, ion exchange, membrane separation, chemical oxidation, and gas transfer. Practical and operational aspects would be emphasized. Prerequisite: EENG 8753. (1.0 credit)

Nov 1	Mon	1830-2130	6 wks	BBY	CRN	61447
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EENG 8760**SOLID WASTE MANAGEMENT****\$172**

This course is the first of a four-course series in the solid-waste technical studies. Solid-Waste Management gives students an overview of municipal solid-waste management including collection, transfer, transport and disposal. Methods of processing, introduction to disposal facilities, disposal options, and the economic and environmental issues of solid-waste management are topics covered in this course. Prerequisites: EENG 7700, 7720 & 7721. (1.0 credit)

Sep 13	Mon	1830-2130	6 wks	BBY	CRN	38503
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EENG 8761**RECYCLING & REDUCTION TECHNIQUES****\$172**

Topics include; the basis and impact of the 3 R's on the waste management systems; industry examples; recycling and recovery of paper, cardboard, metals, plastic, oil, glass, and other commodities; new uses of recycling and recovery; composing basics; types of systems; design of plants; and markets. Prerequisite: EENG 8760. (1.0 credit)

Nov 1	Mon	1830-2130	6 wks	BBY	CRN	37228
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EENG 8769**ADVANCED RESIDUALS TREATMENT****\$336**

This course is designed to provide the students with the fundamentals of hazardous material and waste in relation to chemistry and chemical processes. The course will describe major treatment technologies and methods traditionally applied to hazardous material and waste. There will be a particular emphasis on incineration, solidification and utilization of hazardous waste as an alternative fuel in combustion processes. Prerequisite: EENG 8768. (2.0 credits)

Sep 16	Thu	1830-2130	12 wks	BBY	CRN	38504
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EENG 8770**ENVIRONMENTAL SITE ASSESSMENT****\$172**

This course is the first of a five-courses. It has two primary purposes. First, it summarizes the five main processes in the management of contaminated sites: site audit, site investigation, risk assessment, sampling, and treatment and monitoring. Second, it gives students the necessary knowledge and skills to perform a site audit. Case histories will be used as examples to demonstrate the principles of environmental site assessments (ESAs) and environmental audits (EAs). Prerequisite: EENG 7700 or departmental approval. (1.0 credit)

Sep 13	Mon	1830-2130	6 wks	BBY	CRN	39915
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EENG 8771**CONTAMINATED SITE INVESTIGATION PROCESS****\$172**

Introduces students to the second major process in contaminated site management: site investigation. The course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It also focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Prerequisites: EENG 7741 & 8770. (1.0 credit)

Sep 14	Tue	1830-2130	6 wks	BBY	CRN	61448
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EENG 8772**SITE REMEDIATION & RISK ASSESSMENT PROCESS****\$172**

Introduces students to the second major process in contaminated site management: site investigation. The course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It also focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Prerequisite: EENG 8771. (1.0 credit)

Nov 2	Tue	1830-2130	6 wks	BBY	CRN	39917
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EENG 8780**ENVIRONMENTAL LAW 1****\$172**

Provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and local government powers to regulate the environment, as well as British Columbia and federal environmental laws governing water, air, transportation of dangerous goods, contaminated land, and waste and hazardous substance management. Sources of liability for individuals, directors and officers, companies and environmental professionals and the basic elements of due diligence are also covered. Prerequisite: EENG 7700 or departmental approval. (1.0 credit)

Sep 14	Tue	1400-1700	6 wks	BBY	CRN	37981
Sep 14	Tue	1830-2130	6 wks	BBY		37262

EENG 8781**RISK ASSESSMENT****\$172**

Examines risk-assessment methods and outcomes including definitions and discussions of the principles of hazard identifications, dose response, exposure assessment and risk characterization. Specific risk-assessment techniques will be presented including checklists, preliminary hazard analysis, what-if analysis, fault-tree analysis, event-tree analysis, hazard and operability studies and EPA risk assessment procedures. Prerequisites: EENG 7712 & 7721. (1.0 credit)

Nov 2	Tue	1830-2130	6 wks	BBY	CRN	37240
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EENG 8782**VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT****\$172**

Provides you with: the knowledge and tools needed to apply cost benefit analysis method for appraisal of environmental projects including putting value on environmental effects. Other topics that will be discussed include; Environmental Management Systems (EMS), life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781. (1.0 credit)

Nov 1	Mon	1830-2130	6 wks	BBY	CRN	39916
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EENG 8783**RISK MANAGEMENT****\$172**

Covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined from the above perspectives. Prerequisite: EENG 8781. (1.0 credit)

Sep 15	Wed	1830-2130	6 wks	BBY	CRN	39920
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EENG 8785**DECISION-MAKING IN ENVIRONMENTAL MANAGEMENT****\$336**

Examines decision-making and decision-planning models as they relate to environmental management. Topics will include the historical roots of environmental management; rational decision making processes; the institutional structure and methods of decision making in environmental management; and the relationship between current decision making models and sustainable development. Prerequisites: EENG 8780 & 8782 (2.0 credits)

Nov 2	Tue	1830-2130	12 wks	BBY	CRN	39914
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EENG 8790**AIR QUALITY MANAGEMENT****\$336**

Provides an overview of air pollution, focusing on atmospheric air quality issues. The course will discuss the sources of air pollution and their regulation. The student will be introduced to emission inventories, urban air pollution, and meteorology. An introduction to dispersion modeling as a method of linking emissions to air quality will also be presented. Prerequisite: EENG 7712. (2.0 credits)

Sep 14	Tue	1830-2130	12 wks	BBY	CRN	37244
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EENG 8810**PULP & PAPER INDUSTRY FOR EET****\$336**

Covers details of the Kraft process, chemistry of the process, process parameters and environmental emissions. Other pulp and paper processes are also reviewed. The principal emissions (air, water, solids) are discussed in detail in terms of formation, chemistry, analytical detection techniques and engineering control methods. Potential process modification in the Pulp and Paper industry as a mean of decreasing environmental emissions are also discussed. Prerequisite: EENG 7700 + 2 yr Science Diploma. (2.0 credits)

Sep 15	Wed	1830-2130	12 wks	BBY	CRN	37233
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EENG 8820**SEPARATION & IDENTIFICATION TECHNIQUES****\$336**

Environmental contaminants can vary from agricultural products, which can include organo-chloride pesticides, or industrial by-products such as petroleum hydrocarbons and polycyclic aromatic hydrocarbons to a variety of trace metals. It is the purpose of this course to show how to develop methods for the separation, identification and quantification of agricultural and environmental compounds in air, water, soil and sediment samples. Prerequisite: 2 yr Science Diploma or equivalent. (1.0 credit)

Sep 16	Thu	1830-2130	12 wks	BBY	CRN	39919
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EENG 8900**PROJECT REPORTS****\$172**

Primarily intended for preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the Common Core portion of the program. (6 classroom sessions offered over 10 weeks) Prerequisite: EENG 7700 or departmental approval. (1.0 credit)

Sep 15	Wed	1400-1700	10 wks	BBY	CRN	37356
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Sep 15	Wed	1830-2130	10 wks	BBY		38055
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EENG 8901**PROJECT PROPOSAL****\$172**

After selecting the research project topic, this course will help the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. If by this time the student has selected an industry sponsor the proposal can be submitted to the Department for approval. Prerequisite: EENG 8900. (1.0 credit)

Sep 18	Sat	0900-1200	2 wks	BBY	CRN	37250
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EENG 8902**TECHNICAL PRESENTATIONS****\$336**

The ability to make an effective presentation is now more essential than ever for individuals wanting to advance their careers. This course will allow participants to analyze the needs of your audience and then integrate your objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: EENG 7700. (2.0 credits)

Sep 13	Mon	1830-2130	12 wks	BBY	CRN	37454
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EENG 8903**APPLIED RESEARCH PROJECT****\$500**

In conjunction with an industry sponsor, the student will apply their specialty knowledge in solving a technical problem relating to the environment. The research project must contain elements that are innovative, experimental, or exploratory in nature. The Department will form a committee to approve and evaluate the project. The committee will supervise the progress of the project, provide guidance and direction where appropriate, and evaluate the final report and its presentation. Prerequisite: Completion of Major Elective Studies and departmental approval. (8.0 credits). Please contact Monica McCormick at (604) 451-6906.

BUSA 7250**MANAGEMENT SKILLS AND APPLICATIONS****\$350**

This course is a required course for the Management portion of the Environmental Engineering Technology degree program. Please refer to the Business Administration Degree Completion section of the flyer for the course description and registration information. (3.0 credits).

Course Registration: Five ways to Register

1. Online – Easy, safe, quick!

From the BCIT homepage, www.bcit.bc.ca, follow the Admissions/Registration link and you'll connect to the on-line form. Your registration will be confirmed via e-mail or by telephone.

2. By Fax – Easy, direct, fast!

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

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

3. By Phone – Be patient, your call will be answered!

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

Note: During peak periods you may experience lengthy delays.

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

4. In Person

Note: The following hours of Registration are subject to change. Please refer to page A2.

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

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

Princess Margaret Senior Secondary, 128th St. & 72nd Ave., Surrey
Mon-Thr 0900-2030 Fri 0900-1200
Saturday Closed Closed during July and August.
Note: Registration takes place at Princess Margaret Senior Secondary, while classes are held at Tamanawis Senior Secondary.

5. By Mail – Simple and direct!

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

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

Oh no! You cancelled the course?

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

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

Bachelor of Technology in Computer Systems

(604) 432-8459

Computer Systems Technology offers a Bachelor of Technology in Computer Systems.

The program is designed for:

- Graduates of a two-year diploma program in Computer Systems (CST) or equivalent.
- Computer professionals wishing to acquire advanced formal qualifications.
- Degree holders in other disciplines engaging in a career change into the computer industry.

For registration, or for more information, please contact:

Roberto Pajunen

Tel. (604) 432-8459 Fax: (604) 432-9572 rpajunen@bcit.bc.ca

COMP 2653 BBY \$1210

COMP SYS TECH FOUNDATION 1

Intended for applicants to the Bachelor of Technology degree in Computer Systems who need COMP 2425 (C Programming Language 1), COMP 2605, COMP 2610, and COMP 1615 prior to entry into the program. A combination of lectures, assigned reading and lab assignments are used to cover the material. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. (12.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	38454
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COMP 3653 BBY \$910

COMP SYS TECH FOUNDATION 2

Intended for applicants to the Bachelor of Technology degree in Computer Systems who need COMP 3425, COMP 3605 and COMP 3640 prior to entry into the program. A combination of lectures, assigned reading and lab assignments are used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. (9.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	61676
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COMP 7005 BBY \$380

DATA COMMUNICATION PRINCIPLES

Covers topics beyond those in COMP 3605 and applies theory to the design and development of communication applications. You will acquire a thorough understanding of communications hardware and its interface to communications software. Prerequisite: COMP 3605 and admission to the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 13	Mon	1730-2100	12 wks	BBY	CRN	37033
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COMP 7011 BBY \$380

COMPUTER GRAPHIC FUNDAMENTALS

Provides a foundation in interactive graphics and graphical user interfaces, and the programming techniques involved. Introduces graphics systems, interfaces, devices and graphics software/hardware, followed by output primitives and a preview of 3D techniques using polygon meshes. Presents 2D/3D transformations, windowing, clipping and viewing. Explores a graphical object within an object hierarchy and how this idea can be extended to form the basis of an interactive computer graphics package. Prerequisite: COMP 3475 and admission to the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 13	Mon	1730-2100	12 wks	BBY	CRN	37034
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COMP 7036 BBY \$380 DTC \$378.30

APPLIED RESEARCH METHODS IN SOFTWARE DEVELOPMENT

Introduces standard research methodologies in the context of software development: the relationship between software development and fields such as MIS, computing science, systems analysis and design, data processing, knowledge engineering, and decision theory; theories, paradigms and frameworks in software development; the role and importance of models, theories and conceptual frameworks; traditional empirical research methods: survey, experiment, case study and implementation (generate and test); measurement and evaluation, reliability, validity; literature exploration and criticism. Prerequisite: Admission to Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 13	Mon	1400-1730	12 wks	BBY	CRN	61710
Sep 18	Sat	0900-1700	6 wks	DTC		37269

COMP 7061 BBY \$380

DISTRIBUTED SYSTEMS PRINCIPLES

Focuses on Distributed Object-Oriented Systems with emphasis on hands-on lab exercises. Develops principles, architectures, issues and future direction of Distributed Object Technology. Analyzes and evaluates OMG's CORBA and Microsoft's COM/DCOM and OLE. Discusses competing technologies such as Java RMI, HP's OpenDoc, INA DPE, OSF's DEC and Mobile Agents concept. Distributed objects and multithreaded object manager/servers on the Internet are developed and deployed using Java, Java SET and Orbixweb, and VB, C++, COM/DCOM. Requires diploma in Computer Systems and a basic understanding of computer networks, TCP/IP, database systems and Client/Server based systems. Prerequisite: Admission to the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 16	Thur	1830-2200	12 wks	BBY	CRN	61712
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COMP 7071 BBY \$380

DATABASE DESIGN

Focuses on two major aspects of database design: logical data modeling and relational database design and optimization. Prerequisite: COMP 3710 and admission to the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 14	Tue	1830-2200	12 wks	BBY	CRN	37035
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COMP 7081 BBY \$380

TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT

Presents an overview of technical issues in software development. Addresses major activities and techniques in developing software and the resulting documentation and outputs produced. Presents only selected approaches with emphasis on overall understanding of software development and uses a case study. Prerequisite: Admission to the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 13	Mon	1800-2130	12 wks	BBY	CRN	37036
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COMP 7615 BBY \$380

SELECTED TOPICS IN COMPUTER SYSTEMS

This course focuses on selected topics in developing computer systems. Emphasis is on the development of practical application of computer systems. Specific topic varies from term to term. Some of the to, small systems (mobile, PDA, game systems), visual tools for numerical analysis, etc.

Please call Program Assistant for the Bachelor of Technology Program in Computer Systems at 432-8459 for the latest course offering information. Prerequisite: COMP 7081 and admission to the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 15	Wed	1730-2100	12 wks	BBY	CRN	60046
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COMP 7881 BBY \$380

ADVANCED TOPICS IN SOFTWARE ENGINEERING

This course focuses on advanced software engineering issues such as those related to developing quality, cost-effective, often complex software. Some of the topics include software reuse, software testing, quality assurance, configuration management, CASE tools, software interoperability, reverse engineering, etc. Specific topics for this course vary from term to term due to the rapid changes and development in the software industry.

Please call Program Assistant for the Bachelor of Technology Program in Computer Systems at 432-8459 for the latest course offering information. Prerequisite: COMP 7081 and admission into the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 14	Tue	1400-1730	12 wks	BBY	CRN	38745
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COMP 8071 BBY \$380

ADVANCED DATABASE MODELLING

Critically analyzes the structural and integrity aspects of the relational model, the significance of views and their applicability to application-data independence, different strategies of handling missing information in database systems, and various data distribution strategies. Prerequisite: COMP 3710 and admission into the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 16	Thur	1830-2200	12 wks	BBY	CRN	61714
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COMP 8081 BBY \$380

MANAGEMENT ISSUES IN SOFTWARE ENGINEERING

Presents topics important to managing software development projects. Concentrates on understanding and applying state-of-the-art management techniques to improve software productivity. Emphasizes management issues: project leadership, communication, critical thinking and problem solving skills. Prerequisite: COMP 7081 (or COMP 7655) and admission into the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 15	Wed	1830-2200	12 wks	BBY	CRN	38456
Sep 16	Thur	1400-1730	12 wks	BBY		61715

COMP 8505 BBY \$380

SELECTED TOPICS IN DATA COMMUNICATIONS

Conducts an in-depth study of specific and highly specialized areas in Data Communications. Develops a substantial project in the selected area, and produces an application or project report or both upon completion. Prerequisite: COMP 8005 and admission into the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 14	Tue	1730-2100	12 wks	BBY	CRN	61717
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COMP 8561 BBY \$380

ADVANCED TOPICS IN DISTRIBUTED SYSTEMS

Focuses on advanced topics in Client/Server systems, Distributed Systems and Network Computing. The focus is on examining strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency and security in a distributed system. Some of the topics that will be covered include Parallel Processing and Scheduling; Performance Modeling; Concurrency Control, Recovery in multi-user and distributed data servers; Security and Fault Tolerance; Embedded and Real Time distributed systems; multimedia storage and transmission. Prerequisite: COMP 8061 and admission into the Bachelor of Technology program or permission of program head. (3.0 credits)

Sep 15	Wed	1830-2200	12 wks	BBY	CRN	61718
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Computer Systems

(604) 451-6978 (24hrs)



Watch for our Early Bird courses that start at 6 a.m. (0600)

Please Note: Most courses require that texts or supplies be purchased during the first session of the course. Course Fees do not normally include texts or supplies. Software purchase may be required in some courses.

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

COMM 2205 BBY \$187

WRITING MANUALS FOR THE COMPUTER INDUSTRY

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

Sep 21	Tue	1845-2145	6 wks	BBY	CRN	32989
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Computer Basics



COMP 0001 BBY \$114 DTC \$112.30
DISTANCE ED \$109

TEXTBOOK \$43 (SHIPPING INCLUDED)

COMPUTING FOR THE TIMID

Introduces the computer to those who have never used one and are afraid to. Prerequisite: None. To register for Distance Education call (604) 451-6733.

Sep 13	Distance	18 wks	DIS	CRN	35932
Sep 13	Mon	1845-2145	4 wks	BBY	32854
Sep 15	Wed	0600-0900	4 wks	DTC	61720
Sep 18	Sat	0900-1600	2 wks	BBY	32860
Sep 19	Sun	0900-1600	2 wks	DTC	32861
Oct 18	Mon	1845-2145	4 wks	BBY	32855
Nov 15	Mon	1845-2145	4 wks	BBY	32862

COMP 1001 BBY \$161

UNDERSTANDING PC/MS DOS

Provides an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent. (1.5 credits)

Sep 13	Mon	1845-2145	6 wks	BBY	CRN	32759
Sep 14	Tue	1845-2145	6 wks	BBY		32763
Oct 26	Tue	1845-2145	6 wks	BBY		32764
Nov 1	Mon	1845-2145	6 wks	BBY		32760



COMP 1007 BBY \$356 DTC \$354.30
UNDERSTANDING WINDOWS 95

Introduces the new Windows 95 interface and covers basic and beyond basic tasks. Covers the Start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 0001. (1.5 credits)

Sep 13	Mon	1730-2030	6 wks	DTC	CRN	61723
Sep 16	Thur*	0600-0900	6 wks	DTC		61722
Sep 16	Thur	1845-2145	6 wks	BBY		35916
Oct 2	Sat	0900-1600	3 wks	BBY		38942
Oct 3	Sun	0900-1600	3 wks	DTC		38943
Oct 28	Thur	1845-2145	6 wks	BBY		35915
Nov 1	Mon	1730-2030	6 wks	DTC		38941

COMP 1009 DISTANCE ED \$254

TEXTBOOK \$77 (SHIPPING INCLUDED)

EXPLORING WINDOWS

Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, you work 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: COMP 0001 recommended. (1.5 credits) To register call (604) 451-6733.

Sep 13	Distance	18 wks	DIS	CRN	37166
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COMP 1010 BBY \$114 DTC \$112.30

WORD PROCESSING CONCEPTS

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1006 or 1007 or equivalent. (1.0 credits)

Sep 13	Mon	1845-2145	4 wks	BBY	CRN	32776
Oct 23	Sat	0900-1600	2 wks	BBY		32778
Oct 24	Sun	0900-1600	2 wks	DTC		32775

COMP 1015 BBY \$114 DTC \$112.30

SPREADSHEET CONCEPTS

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1006 or 1007 or equivalent. (1.0 credits)

Oct 18	Mon	1845-2145	4 wks	BBY	CRN	32779
Nov 6	Sat	0900-1600	2 wks	BBY		32780
Nov 7	Sun	0900-1600	2 wks	DTC		32781

COMP 1020 BBY \$114 DTC \$112.30

MICRO DATABASE CONCEPTS

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1006 or 1007 or equivalent. (1.0 credits)

Nov 15	Mon	1845-2145	4 wks	BBY	CRN	32786
Nov 20	Sat	0900-1600	2 wks	BBY		32784
Nov 21	Sun	0900-1600	2 wks	DTC		32785

COMP 1022 DTC \$354.30

WORKING WITH NT WORKSTATION 4.0

Provides a working knowledge of Windows NT Workstation operating system to persons who have a basic knowledge of personal computers. Learn to work effectively with the new GUI interface. Introduces you to NT features such as Desktop, NT Explorer, Disk Management, some Administrative Tools and Control Panel Options and discusses Windows NT basic functions for end users in a non-technical manner. Prerequisites: Comp 0001 or equivalent. (1.5 credits)

Sep 13	Mon	1800-2100	6 wks	DTC	CRN	38945
Nov 1	Mon	1800-2100	6 wks	DTC		38946

COMP 1023 DTC \$354.30

WORKING WITH NT WORKSTATION 4.0 COMMUNICATIONS

Discusses the OSI Reference Model in relation to Communications. Defines IP addressing and subnet masks. Uses the Dial-Up Networking and Network options to configure TCP/IP. Works with NT Messaging, FTP, Telnet and Internet Explorer. Installing and managing Peer Web Services and a minimal discussion of Windows NT Server. This course discusses basic NT communication topics for end users in a non-technical manner. Prerequisites: COMP 1024 NT Workstation Administration or equivalent.

Oct 26	Tue	1800-2100	6 wks	DTC	CRN	38460
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COMP 1024 DTC \$354.30

NT WORKSTATION 4.0 ADMINISTRATION

Provides a working knowledge of the administration functions to current users of Windows NT Workstation 4.0. Addresses more advanced topics such as creating and managing user accounts, security policies and granting of user rights on a local machine. Addresses directory shares and file permissions. Works with the registry and system policy editor. This course discusses basic administration topics for end users in a non-technical manner. Pre-requisites: Comp 1022 Working with NT Workstation or equivalent.

Sep 14	Tue	1800-2100	6 wks	DTC	CRN	61075
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COMP 1012 DTC \$322

SYSTEMS SUPPORT FUNDAMENTALS

Pre-entry course. Provides a working knowledge of computer terminology, DOS, Win95 and WinNT Workstation 4.0 operating systems to persons who wish to prepare for the pre-assessment test for the System Support Specialist (SSS), Software Systems Development (SSD) and Network Integration Specialist (NIS) programs. Course includes a team project. Prerequisite: Related work experience. (1.5 credits)

Sep 15	Wed/Fri	1800-2100	6 wks	DTC	CRN	61852
Oct 27	Wed/Fri	1800-2100	6 wks	DTC		61853


COMP 1104
INTRODUCTION TO COMPUTING

DTC \$398.30

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word processing package and a spreadsheet package. Prerequisite: none. (3.0 credits)

Sep 13	Mon	0600-0900	14 wks	DTC	CRN	61725
Sep 15	Wed	0900-1200	14 wks	DTC		32753

Office Efficiency and Skills

The following workshops are tailored for those who like to increase their efficiency in their day to day tasks. Participants will gain a working knowledge of applications in a short period of time. Those wishing to obtain BCIT credit for these courses will have an option to write an exam for an additional fee. Please note that unless you have a good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses.

For more information on the Office Efficiency and Skills seminars and workshops, phone (604) 432-8465.

COMP 0031
EXPLORING YOUR PC

BBY \$180

One day workshop. Presents participants with a working knowledge of the hardware and software in their PC. Provides an opportunity to look inside the PC and become familiar with all the components and how they inter-relate. Basic set-up configurations will be explored. Prerequisite: None.

Oct 23	Sat	0900-1700	1 day	BBY	CRN	38977
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COMP 0261
EXCEL FOR WINDOWS 97 LEVEL 1

DTC \$180

Intensive one-day seminar. Covers fundamental principals required to produce worksheets and workbooks. Includes using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Sep 14	Tue	0900-1700	1 day	DTC	CRN	38979
Oct 13	Wed	0900-1700	1 day	DTC		38980
Nov 12	Fri	0900-1700	1 day	DTC		38981

COMP 0264
EXCEL FOR WINDOWS 97 LEVEL 2

DTC \$180

Intensive one-day seminar. Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

Sep 28	Tue	0900-1700	1 day	DTC	CRN	38982
Oct 27	Wed	0900-1700	1 day	DTC		38983
Nov 26	Fri	0900-1700	1 day	DTC		38984

COMP 0266
WORD FOR WINDOWS 97 LEVEL 1

DTC \$180

Intensive one-day seminar. Covers basic word processing topics of styles, tabs and indents, multicolumn documents, headers and footers, spell check, search and replace, and working with multiple documents. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Sep 13	Mon	0900-1700	1 day	DTC	CRN	38985
Oct 12	Tue	0900-1700	1 day	DTC		38986
Nov 10	Wed	0900-1700	1 day	DTC		38987

COMP 0267
WORD FOR WINDOWS 97 LEVEL 2

DTC \$180

Intensive one-day seminar. Covers advanced word processing topics creating templates, using Tables and Pictures, using Frames and Text Boxes, recording and running Macros, using Mail Merge, customizing the Toolbar, Menus and keyboard. Prerequisite: COMP 0266 or equivalent experience.

Sep 27	Mon	0900-1700	1 day	DTC	CRN	38988
Oct 26	Tue	0900-1700	1 day	DTC		38990
Nov 24	Wed	0900-1700	1 day	DTC		38991

COMP 0271
ACCESS FOR WINDOWS 97 LEVEL 1

DTC \$180

Intensive one-day seminar. Covers skills required to create a database with multiple tables, create forms, reports and queries. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Sep 15	Wed	0900-1700	1 day	DTC	CRN	38994
Oct 14	Thr	0900-1700	1 day	DTC		38995
Nov 9	Tue	0900-1700	1 day	DTC		38996

COMP 0272
ACCESS FOR WINDOWS 97 LEVEL 2

DTC \$180

Intensive one-day seminar. Covers advanced topics in database design such as advanced form and query creation, use of OLE to add graphics and pictures, import and export from spreadsheet and other database applications. Prerequisite: COMP 0271 or equivalent experience.

Sep 29	Wed	0900-1700	1 day	DTC	CRN	38997
Oct 28	Thr	0900-1700	1 day	DTC		38998
Nov 23	Tue	0900-1700	1 day	DTC		38999

COMP 0282
POWERPOINT FOR WINDOWS 97 LEVEL 1

DTC \$180

Intensive one-day seminar. An introduction to presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: Working knowledge of Windows 3.11 or Windows 95.

Sep 16	Thr	0900-1700	1 day	DTC	CRN	39000
Nov 8	Mon	0900-1700	1 day	DTC		39002

COMP 0283
POWERPOINT FOR WINDOWS 97 LEVEL 2

DTC \$180

Intensive one-day seminar. Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other programs and using built in features to create topic effects, adding transitions, setting slide timings and creating a drill-down document. Prerequisite: COMP 0282 or equivalent experience.

Sep 30	Thr	0900-1700	1 day	DTC	CRN	39003
Nov 22	Mon	0900-1700	1 day	DTC		39005

COMP 0665
UNDERSTANDING NETWORKS

BBY \$180

Intensive one-day seminar. Goes through the basics of network installation. The seminar is intended to give participants an understanding of how a network is installed and configured. Provides an understanding of different types of networks, the equipment and administration. Hands-on installation training Not provided. Prerequisite: None.

Oct 16	Sat	0900-1700	1 day	BBY	CRN	39006
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Office Computer Applications

COMP 1223
MS OFFICE 97 APPLICATIONS

DTC \$518.30

Provides a complete overview of Microsoft Office 97 applications. Hands-on exercises and lectures demonstrate the features of Word, Excel, Access, PowerPoint and Outlook. Topics Include creating a presentation complete with animation and transitions in PowerPoint, tips, tricks and features of Word, creating simple formulas and designing and building charts and worksheets in Excel, create databases, queries, forms and reports in Access, and using the information management system of Outlook. Prerequisite: COMP 1007. (2.0 credits)

Sep 14	Tue	1800-2100	8 wks	DTC	CRN	60053
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COMP 1228
MICROSOFT OUTLOOK

BBY \$356

Provides a practical understanding of the features and functions of this powerful and popular contact, email, and appointment management application. Includes using Outlook to stay organized, efficient, and on-schedule; as a time-management tool; making and managing appointments; tracking contacts, documents, and entire projects; sending, receiving and organizing email; accessing vital data quickly. Emphasizes customizing application features. Also highlights Outlook's powerful integration with other Microsoft Office applications. Prerequisite: COMP 1006 or 1007 or 1022 or equivalent. (1.5 credits)

Sep 15	Wed	1845-2145	6 wks	BBY	CRN	60191
Oct 27	Wed	1845-2145	6 wks	BBY		60190

COMP 1245
ACCPAC GENERAL LEDGER

DTC \$354.30

Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 and 1006 or 1007 and basic understanding of accounting principles. (1.5 credits)

Sep 13	Mon	1800-2100	6 wks	DTC	CRN	32827
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COMP 1246
ACCPAC A/R AND A/P

DTC \$354.30

Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245. (1.5 credits)

Nov 1	Mon	1800-2100	6 wks	DTC	CRN	32831
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COMP 1250
CRYSTAL REPORTS

BBY \$356

Provides powerful, practical skills for this popular report generator, which is included with every copy of Visual Basic. Covers fundamental principles required to extract focused sets of data from a variety of database and spreadsheet sources to produce professional-looking reports. Topics include: report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, adding pictures, graphs and logos, understanding and working with databases, and exporting reports to Excel, Word, email, and the Web. Prerequisite: COMP 1006 or COMP 1007 or COMP 1022. (1.5 credits)

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	60054
Oct 26	Tue	1845-2145	6 wks	BBY		60192

COMP 1255
COMPUTERIZED ACCOUNTING

BBY \$322

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 1007 and FMGT 1100. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32832
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COMP 1261
EXCEL LEVEL 1

BBY \$356 DTC \$354.30

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, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent. (1.5 credits)

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	33718
Sep 16	Thr	1800-2100	6 wks	DTC		60178

COMP 1262
EXCEL LEVEL 2

BBY \$356 DTC \$354.30

Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Database Lists and Filters, Subtotals, Outlines, Macros, 3D Formulae, and linking and consolidating multiple workbooks and worksheets. (Version 97). Prerequisite: COMP 1261 or equivalent. (1.5 credits)

Oct 26	Tue	1845-2145	6 wks	BBY	CRN	33717
Oct 28	Thr	1800-2100	6 wks	DTC		60179

COMP 1263
MS PROJECT/WINDOWS LEVEL 1

BBY \$356

Reviews features, including the extensive online Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include: creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. (Version 98). Prerequisite: COMP 1006 or 1007 or equivalent. (1.5 credits)

Sep 14	Tue	1845-2145	6 wks	BBY	CRN	35997
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COMP 1264
MS PROJECT/WINDOWS LEVEL 2

BBY \$356

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications (Version 98). Prerequisite: COMP 1263. (1.5 credits)

Oct 26	Tue	1845-2145	6 wks	BBY	CRN	35998
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COMP 1266
WORD FOR WINDOWS LEVEL 1

BBY \$356

Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spelling checker, search and replace; and working with multiple documents (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent. (1.5 credits)

Sep 16	Thr	1845-2145	6 wks	BBY	CRN	33720
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COMP 1267
WORD FOR WINDOWS LEVEL 2

BBY \$356

Covers advanced techniques including creating Templates, using Tables and Pictures, using Frames and Text Boxes, recording and running Macros, using Mail Merge; and customizing the Toolbar, Menus and keyboard. (Version 97). Prerequisite: COMP 1266. (1.5 credits)

Oct 28	Thr	1845-2145	6 wks	BBY	CRN	33719
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COMP 1270
MICROSOFT ACCESS 1

BBY \$356 DTC \$354.30

Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent. (1.5 credits)

Sep 13	Mon	1800-2100	6 wks	DTC	CRN	36011
Sep 15	Wed	1845-2145	6 wks	BBY		33722

COMP 1271
MICROSOFT ACCESS 2

BBY \$356 DTC \$354.30

Continues from COMP 1270, exploring advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other Database application packages. (Version 97). Prerequisite: COMP 1270. (1.5 credits)

Oct 27	Wed	1845-2145	6 wks	BBY	CRN	33721
Nov 1	Mon	1800-2100	6 wks	DTC		36012

COMP 1281
MICROSOFT POWERPOINT 1

BBY \$356

Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 97). Prerequisite: COMP 1006 or 1007 or equivalent. (1.5 credits)

Sep 13	Mon	1845-2145	6 wks	BBY	CRN	33827
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COMP 1282
MICROSOFT POWERPOINT 2

BBY \$356

Covers advanced topics in presentation design: creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 97). Prerequisite: COMP 1281. (1.5 credits)

Nov 1	Mon	1845-2145	6 wks	BBY	CRN	33828
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Self-guided Learning

The following courses are held on Tuesday mornings at the Downtown Campus. No lectures are given, but an instructor is available in the classroom. Students work at their own speed, in our classroom, at a place of their own choosing, or both. Registration for any of these courses will be accepted until September 18, 1999.

COMP 1008
INSIDE WINDOWS

DTC \$198.30

Guided self-learning and pacing. Examines Windows 95, useful to those who already know Windows 3.1. Covers basic operations such as the Start Menu, the Task Bar, the '95 Graphical User Interfaces (GUI), My Computer and Explorer. Illustrates the file handling topics of create, copy, move, rename and delete. Explores running multiple programs and customizing the Windows 95 environment. Prerequisite: COMP 0001. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38714
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COMP 1258
EXCEL LEVEL 1

DTC \$248.30

Guided self-learning and pacing. Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 97). Prerequisite: COMP 1008. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38719
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COMP 1259
EXCEL LEVEL 2

DTC \$248.30

Guided self-learning and pacing. Covers advanced topics of Excel multiple windows and workbooks, 3D formulas, etc. Explores charts, creating Worksheet outlines automatically and manually, database features, filtering lists, setting criteria, searching, sorting data, recording and running macros, Visual Basic for Applications, using VLOOKUP, and the IF function. (Version 97). Prerequisite: COMP 1258 or COMP 1261. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38884
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COMP 1268
MICROSOFT WORD LEVEL 1

DTC \$248.30

Guided self-learning and pacing. Covers introductory topics to Word such as file handling, creating, saving, retrieving, and editing a document. Explores toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spelling checker. (Version 97). Prerequisite: COMP 1008. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38718
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COMP 1269

DTC \$248.30

MICROSOFT WORD LEVEL 2

Guided self-learning and pacing. Covers advanced topics of Word. Includes: Mail Merge, Manipulating Tables, Creating templates, drop down lists, checkboxes, text boxes, customizing toolbars, and working with the Forms toolbar. Examines using built-in templates and Wizards, pictures, frames, and creating and using Macros. (Version 97). Prerequisite: COMP 1268 or COMP 1266. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38899
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COMP 1276

DTC \$248.30

ACCESS LEVEL 1

Guided self-learning and pacing. Covers introductory topics to Access such as the basic database operations of creating tables, queries, forms and reports. Further topics include designing and planning a database, defining relationships between tables, using various wizards, setting field properties, creating select queries, using criteria, creating calculated fields, working with formats in tables and reports. (Version 97). Prerequisite: COMP 1008. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38716
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COMP 1277

DTC \$248.30

ACCESS LEVEL 2

Guided self-learning and pacing. Covers advanced topics of using Access including setting control properties, form design, labels, textboxes, option groups, list boxes, combo boxes, and default editing modes. Explores subforms, expressions within forms. Examines pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events. (Version 97). Prerequisite: COMP 1270 or COMP 1276. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	38885
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COMP 2058

DTC \$198.30

INSIDE WINDOWS LEVEL 2

Guided self-learning and pacing. Expands on COMP 1008 to provide more in-depth windows knowledge. Covers searching for files and data, working with MS Paint, object linking and embedding, Media player, understanding the clipboard, managing the printer, Plug and Play, Fonts, network neighbourhood, and Disk maintenance. Prerequisite: COMP 1007 or 1008. (1.5 credits)

Sep 14	Tue	0900-1200	12 wks	DTC	CRN	60085
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Weekend Technology Seminars

COMP 0215

BBY \$318

UNDERSTANDING MICROSOFT EXCHANGE SERVER

Seminar. Overviews basic tasks and installation for Microsoft Exchange Server. Examines architecture and core service components. Explores the Administrator program and the different need available connectors and connecting two different sites. Examines adding mailboxes, distribution lists, custom recipients and how to install and configure Public Folders. Prerequisite: COMP 1022, 1023 and Knowledge of Windows NT trust relationship.

Nov 13	Sat/Sun	0830-1630	1 wknd	BBY	CRN	60189
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COMP 0430

BBY \$400

TCP/IP PROTOCOL

Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows 95 or NT, and how to take and read network traces to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, how to compare the four layer protocol with the OSI model, the first level of the TCP/IP stack "network Interface", what network interfaces are available, network interface frame format, Internet layer, application layer. Prerequisite: COMP 1007.

Oct 30	Sat/Sun	0830-1630	1 wknd	BBY	CRN	60048
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COMP 0435

BBY \$400

WINDOWS NT WORKSHOP

Seminar. Provides technicians, Systems Administrators and other technical users with a broad level of aptitude and understanding of Windows NT 4.0 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4.0 server, setting up RAID systems, file backup, NT 4.0 server registry, choosing network protocols, configuring Windows 95 clients for networking, connecting other PC clients to the network, administering a secure network, optimizing network server performance and troubleshooting network problems. Prerequisite: COMP 3665.

Nov 6	Sat/Sun	0830-1630	1 wknd	BBY	CRN	60049
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Programming and Languages

COMP 1401

BBY \$322 DTC \$322

PROGRAMMING CONCEPTS/METHODS

Covers the principles and concepts of computer programming theory for those intending to become involved in computer systems and/or programming. Prerequisite: (COMP (1001 or 1006) and 1010 and 1015 and 1020) or equivalent. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32792
Sep 14	Tue*	0600-0900	12 wks	DTC		61727
Sep 14	Tue	1845-2145	12 wks	BBY		32795
Sep 15	Wed	1845-2145	12 wks	BBY		32796
Sep 16	Thr	1845-2145	12 wks	BBY		32799
Sep 17	Fri	1845-2145	12 wks	BBY		60863
Sep 18	Sat	0900-1200	12 wks	BBY		32794

COMP 1402

DTC \$312.30

DISTANCE ED \$312

TEXTBOOK \$94 (SHIPPING INCLUDED)

PROGRAMMING CONCEPTS AND METHODS DE

Covers the principles and concepts of computer programming theory in Distance Ed format for those intending to become involved in computer systems and/or programming. Prerequisite: (COMP (1001, 1006 or 1009) and 1010, 1015 and 1020) or Equivalent. (3.0 credits) To register for Distance Education call (604) 451-6733.

Sep 13	Distance	24 wks	DIS	CRN	60055
Sep 14	Tue	0900-1200	12 wks	DTC	61736

COMP 1405

BBY \$322

MAINFRAME ASSEMBLER PROGRAMMING LANGUAGE 1

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. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	38457
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COMP 1410

BBY \$322

MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401. (3.0 credits)

Sep 17	Fri	1845-2145	12 wks	BBY	CRN	32811
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COMP 1420

BBY \$322

RPG PROGRAMMING LANGUAGE 1

Provides a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32807
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COMP 1430

BBY \$322

QUICK BASIC PROGRAMMING LANGUAGE 1

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32813
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COMP 1435

BBY \$322

DATABASE PROGRAMMING LANGUAGE 1

Covers the elementary programming features of dBase, FoxPro and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32823
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COMP 1440

BBY \$258

COBOL PROGRAMMING LANGUAGE 1

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32837
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COMP 1450

BBY \$322

PASCAL PROGRAMMING LANGUAGE

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32839
Sep 14	Tue	1845-2145	12 wks	BBY		32840
Sep 19	Sun	0900-1200	12 wks	BBY		61698

COMP 1457

BBY \$322

DELPHI PROGRAMMING LANGUAGE

Presents modern principles of programming and programming methodologies using the advanced modern visual language, Delphi. Students write programs that are readable, reusable and easy to maintain. Prerequisite: COMP 1401and COMP 1450. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	60236
Sep 16	Thr	1845-2145	12 wks	BBY		60237

COMP 2425

BBY \$322

C PROGRAMMING LANGUAGE 1

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++-. Compiler not provided. Prerequisite: COMP (1405 or 1410) and 1450. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32809
Sep 16	Thr	1845-2145	12 wks	BBY		32808
Sep 18	Sat	0900-1200	12 wks	BBY		34593

COMP 2496

BBY \$312 DTC \$312.30

DISTANCE ED \$302

TEXTBOOK \$114 (SHIPPING INCLUDED)

VISUAL BASIC 1 (DE)

Introduces the fundamentals of object-oriented and GUI programming. It covers designing and building applications using MS Visual Basic for Windows. Prerequisite: COMP 1403 and COMP 1430. (3.0 credits) To register for Distance Education call (604) 451-6733.

Sep 13	Distance	24 wks	DIS	CRN	61701
Sep 14	Tue	0900-1200		DTC	61740

COMP 3425

BBY \$322

C PROGRAMMING LANGUAGE 2

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32864
Sep 17	Fri	1845-2145	12 wks	BBY		33850

COMP 3475

BBY \$322

C++ FOR OBJECT-ORIENTED PROGRAMMING

Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. Prerequisite: COMP 3425 and 3670. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32865
Sep 16	Thr	1845-2145	12 wks	BBY		32866

COMP 3490

BBY \$322

CICS

Explains how to design and code online programs, including screen mapping, on the IBM mainframe. Prerequisite: COMP 2440 or 2445 or equivalent experience. (3.0 credits)

Sep 17	Fri	1845-2145	12 wks	BBY	CRN	32853
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COMP 4409

BBY \$322

JAVA PROGRAMMING LANGUAGE LEVEL 1

Provides a thorough introduction to the Java programming language and the Java distributed objects paradigm. Includes the Java language environment, creating user interfaces, developing multi-threaded applications, handling multimedia data types, and managing collections. Prerequisite: COMP 3670 and one level 2 programming language. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	37271
Sep 14	Tue	1845-2145	12 wks	BBY		39408

COMP 4425

BBY \$322

C PROGRAMMING LANGUAGE 3

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425. (3.0 credits)

Sep 17	Fri	1845-2145	12 wks	BBY	CRN	32851
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COMP 4475

BBY \$322

C++ PROGRAMMING LANGUAGE 2

Covers elements and collaborations of classes, inheritance, class re-use, collection classes, class libraries, error handling, memory management design patterns, and use of iostream library. Prerequisite: COMP 3475. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	38452
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Windows Programming

COMP 1292

BBY \$431

ACCESS DEVELOPMENT - LEVEL 1

Covers the process of designing applications using MS Access 97. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. The course also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisite: COMP 1270 and COMP 1271 or equivalent. (3.0 credits)

Sep 18	Sat	0900-1200	12 wks	BBY	CRN	61695
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COMP 1403

BBY \$322

WINDOWS PROGRAMMING CONCEPTS

Covers programming/design considerations common to Windows applications. Introduces Windows controls including dialog boxes, radio button, combo boxes, scroll bars. Uses Visual Basic as a tool to describe events, properties and basic control creations. Discusses the Software Development Life Cycle pertaining to Windows and common programming structures. Explores shortcut keys, window styles, menu creation, toolbars, OLE considerations, designing a help file, and the API. Prerequisite: COMP 1006 or 1007 or equivalent. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	33436
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COMP 2292

BBY \$431

ACCESS DEVELOPMENT - LEVEL 2

Covers and builds on the topics covered in Access Development Level 1. The course will explore and work with VBA (MS Access programming language), Data Access Objects (DAO), and the process of handling user input. Events, Modules, Procedures and Structures will also be discussed. Error handling, advanced report programming, and looping through recordsets will be discussed. Prerequisite: COMP 1292, COMP 1401 and COMP 1403 or equivalent experience. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	61700
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COMP 2473

BBY \$322

DATABASE DEVELOPMENT WITH VISUAL BASIC 5 LEVEL 1

Introduces database development using Visual Basic. Includes Data Objects, Data Control, ODBC, DDE, OLE2, Client/Server issues and the Help compiler in this intensive database development course. Prerequisite: COMP 1401 and 1403 and 1430 and Systems Design and at least one PC programming language and Excel and Word basics. (3.0 credits)

Sep 17	Fri	1845-2145	12 wks	BBY	CRN	35938
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COMP 2495

BBY \$322

VISUAL BASIC PROGRAMMING LANGUAGE 1

Teaches fundamentals of object-oriented and GUI programming using Microsoft VISUAL BASIC under WINDOWS. Covers designing and building applications; event-driven programming; displaying and printing information; data storage; file system controls; building menus, pop-up menus, and dialogs; modules, subroutines and functions; and much more. Prerequisite: COMP 1403 and 1430. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	60764
Sep 18	Sat*	0900-1600	6 wks	BBY		39389
Sep 25	Sat*	0900-1600	6 wks	BBY		37044

*Every other Saturday

COMP 3495

BBY \$322

VISUAL BASIC PROGRAMMING LANGUAGE 2

Expands on the knowledge obtained in COMP 2495. Lectures and hands-on experience using Microsoft Visual Basic under Windows. Covers designing and building applications; interface design; objects and instances; debugging and handling run-time errors; arrays and collections; random-access files; object-oriented programming with classes and objects; accessing databases with the Data Control and the SQL language; reports and online help; OLE (Object Linking and Embedding); introduction to Windows API; creating ActiveX controls. Prerequisite: COMP 2495. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	61706
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AS/400 Computer

COMP 1632

BBY \$322

INTRODUCING THE IBM AS/400

Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some topics are Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/400 security. Prerequisite: COMP 0001 or equivalent. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	32828
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Systems Analysis and Design

COMP 1615 **BBY \$258 DTC \$256.30**

COMPUTER SYSTEMS INTRODUCTION 1

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32822
Sep 14	Tue	1730-2030	12 wks	DTC		32820
Sep 15	Wed	1845-2145	12 wks	BBY		32821

COMP 2615 **BBY \$258**

COMPUTER SYSTEMS INTRODUCTION 2

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615. (3.0 credits)

Sep 16	Thr	1845-2145	12 wks	BBY	CRN	60065
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COMP 3615 **BBY \$322**

COMPUTER SYSTEMS INTRODUCTION 3

Focuses on commonly used Systems Projects techniques. Presents case study projects using Analysis and Design skills. Emphasizes full Systems Life Cycles including Project Management, Feasibility Analysis, Systems Analysis, Process and Data Modeling. Examines Systems Design, User Interface, Systems Planning, Implementation and ongoing Support. Explores JAD, ER Diagrams, Object Modeling, RAD and Prototyping techniques. Prerequisite: COMP 2615. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	38944
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COMP 3635 **BBY \$322**

CASE TECHNOLOGY

Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	32868
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COMP 3710 **BBY \$635**

RELATIONAL DATABASE SYSTEMS

Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity Relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710. (4.0 credits)

Sep 13	Mon/Wed	1845-2145	12 wks	BBY	CRN	32757
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COMP 4660 **BBY \$165**

INTRODUCTION TO SQL

Presents an in-depth introduction to this database tool. Includes Data Definition, Data Manipulation, and Data Control Languages, DB2 Catalog, Views, Synonyms and Aliases, Embedded SQL, Subqueries, Union, Grouping, functions and Performance Considerations. Prerequisite: COMP 3710. (1.5 credits)

Sep 15	Wed	1845-2145	6 wks	BBY	CRN	37287
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COMP 4663 **BBY \$322**

INTRODUCTION TO MS SQL SERVER

Covers application development and administration using MS SQL Server as the database engine. Topics include: SQL Server Installation, System Architecture, Database Devices, Managing Databases, Transact-SQL, Using Indexes, Views, Stored Procedures, Triggers and Backup/Restore. Prerequisite: COMP 3710 or equivalent experience. (3.0 credits)

Sep 14	Tue	1845-2145	12 wks	BBY	CRN	61709
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Networks and Client Server

COMP 2630 **BBY \$322**

NOVELL NETWORK

Provides a complete overview of the NetWare 4.x operating system. Selection of equipment, NetWare installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and COMP 1007 and OPMT 1188. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32848
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COMP 2665 **BBY \$322 DTC \$320.30**

LOCAL AREA NETWORK THEORY

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605. (3.0 credits)

Sep 14	Tue	1800-2100	12 wks	DTC	CRN	32845
Sep 16	Thr	1845-2145	12 wks	BBY		32846

COMP 3665 **DTC \$320.30**

ADVANCED NETWORK DESIGN

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. (3.0 credits)

Sep 16	Thr	1800-2100	12 wks	DTC	CRN	35934
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COMP 4666 **BBY \$322**

LAN INTERNETWORKING

Explores issues and software related to the internetworking of Novell NetWare 4.1, Windows NT 4.0 Server, NT 4.0 Workstation, Linux (Unix) and Windows 95 operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisite: COMP 2630 or COMP 2665 or experience with Novell NetWare, and COMP 1007 or equivalent. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	38965
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COMP 4840 **DTC \$320.30**

CLIENT SERVER COMPUTING

Covers client/server computing technologies based on the Internet and Java networking. Provides hands on experience in building client/server applications using RMI, JDK1.1, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to Three-tier client/server applications. Prerequisite: COMP 3475, or COMP 3425 and COMP 3670. (3.0 credits)

Sep 15	Wed	1800-2100	12 wks	DTC	CRN	60087
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Data Communication

COMP 2605 **BBY \$258**

DATA COMMUNICATIONS CONCEPTS 1

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32842
Sep 15	Wed	1845-2145	12 wks	BBY		32841

COMP 3605 **BBY \$258**

DATA COMMUNICATIONS CONCEPTS 2

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605. (3.0 credits)

Sep 15	Wed	1845-2145	12 wks	BBY	CRN	32867
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UNIX

COMP 1626 **DTC \$503.30**

INTRO TO SCO UNIX SYSTEM V

Provides an insight to the SCO UNIX System V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the UNIX environment. Prerequisite: COMP 1001 or equivalent. (2.0 credits)

Sep 15	Wed	1800-2100	8 wks	DTC	CRN	38450
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COMP 2627 **DTC \$1559.00**

SCO UNIX OPEN SERVER RELEASE 5 ADMIN AND SHELL PROG

To provide technicians, engineers, system administrators and technical users who require a broad level of aptitude and understanding of SCO UNIX OSR 5 with the basic administrative tools and techniques. Examines the Bourne Shell and the uses of shell script. Prerequisite: COMP 1626. (5.0 credits)

Sep 14	Tue/Thr	1800-2100	10 wks	DTC	CRN	61741
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COMP 3645 **DTC \$320.30**

UNIX WORKSHOP LEVEL 1

Introduces programming under UNIX, covering multi-user and multi-tasking capabilities. Topics include using C, Bourne and Korn shells, system administration, IPC facilities, utilities, file system and E-mail. Prerequisite: COMP 2425. (3.0 credits)

Sep 18	Sat	0800-1100	12 wks	DTC	CRN	32852
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COMP 1030 **DTC \$371.30**

WORKING WITH LINUX - BASICS

Provides a working knowledge of Linux to persons who have a basic knowledge of personal computers and who have some command line experience. Overview and addresses installation of Red Hat Linux. Configuration of Linux. Uses Linux command line utilities and the Shell. Understanding the File and Directory System and managing files and directories. This course discusses basic Linux topics for end users in a non-technical manner. Prerequisites: COMP1001 - Understanding DOS or equivalent. Note: Manual purchase at the first session. Note: Uses Linux Red Hat

Sep 18	Sat	0900-1200	6 wks	DTC	CRN	61786
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COMP 1032 **DTC \$371.30**

WORKING WITH LINUX - INTERMEDIATE

Presents advanced topics such as X Window System and administration. Productivity Tools. Setting up Linux as a Web Server with Apache. Getting Linux to participate in a Windows NT Network. This course discusses advanced Linux topics for more technical users. Prerequisites: Comp 1030 - Working with Linux

Note: Text or Manual purchase on the first night of class. Note: Uses Linux Red Hat

Oct 30	Sat	0900-1200	6 wks	DTC	CRN	61788
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Internet

COMP 0401 **BBY \$255**

INTERNET, THE WHY AND THE HOW

Seminar. Addresses the concepts of the Internet, and what is needed to apply these concepts as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, news, e-mail) and connection (Internet Service Provider). The server side includes hardware (host computer, router), software (content preparation, WWW server, news server, mail server), and connection (upstream ISP). Prerequisite: None.

Sep 18	Sat/Sun	0900-1600	1 wknd	BBY	CRN	37160
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COMP 0403 **BBY \$255**

WEB SITE IMPLEMENTATION/ADMIN

Beginner seminar for webmasters responsible for implementation/operation of Web site. Includes: network needs, platform/technology options, control mechanisms, security, deployment strategy, host system monitoring, management, content creation, structure, hyperlinks, server features. Hands-on, a text Web site will be set up. Prerequisite: Web browsing ability, navigating files, folders, editing text in a Win95/NT environment.

Sep 25	Sat/Sun	0900-1600	1 wknd	BBY	CRN	37161
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COMP 0405 **BBY \$255**

CREATE/PROGRAM WWW DATABASES

Seminar. Addresses server scripts or applications needed to interface a conventional relational database to a WWW server so end-users can interact with the database using their WWW browser. Students author an HTML document with database navigation and query, and implement a supporting script to interact on the server side with the relational database. Prerequisite: None.

Oct 2	Sat/Sun	0900-1600	1 wknd	BBY	CRN	37162
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COMP 0407 **BBY \$255**

HTML AUTHORIZING

Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students prepare a simple Web page using a text editor, embedding their own HTML tags; and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None.

Oct 16	Sat/Sun	0900-1600	1 wknd	BBY	CRN	37163
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COMP 0409 **BBY \$255**

JAVA PRIMER

Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisite: Object-Oriented Programming Concepts.

Oct 23	Sat/Sun	0900-1600	1 wknd	BBY	CRN	37164
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COMP 0411 **BBY \$255**

MULTIMEDIA ON THE INTERNET

Seminar. Introduces effective multimedia content design, preparation and delivery over the Internet. Includes preparing images, audio and video data; for both immediate and delayed delivery using a suitable WWW browser. Does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None.

Oct 30	Sat/Sun	0900-1600	1 wknd	BBY	CRN	37165
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COMP 1820 **BBY \$259**

HTML AND THE WORLD-WIDE WEB

Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience. (1.5 credits)

Sep 18	Sat	1300-1600	6 wks	BBY	CRN	37169
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Computer Graphics

COMP 1811 **DTC \$911.30**

3D MAX GRAPHICS LEVEL 1

Teaches the 3D Max interface and the coordinate systems used in 3D space. Covers modeling, editing and transforming 3D objects, using precise measurement controls, applying materials using the Material Editor, and creating lights and cameras. Students compose scenes in 3D Max, which are then animated using basic animation controllers. Prerequisite: COMP 1007 or COMP 1022, and experience using a drawing program. (3.0 credits)

Sep 14	Tue	1800-2100	12 wks	DTC	CRN	60061
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Multimedia Software Development

The following Java Programming courses are designed to lead up to an Associate Certificate in Just Java. Not all required courses are offered this semester. Refer to our Web site for details.

MMSD 3610 **DTC \$320.30**

JAVA PROGRAMMING 1

Provides a thorough introduction to the Java programming language and to the Java distributed objects paradigm. Topics include: the Java language and environment, creating user interfaces with the AWT, developing synchronized multi-threaded applications, handling multimedia and image manipulation, and managing interface collections. Prerequisite: COMP 3670 and any Object-Oriented programming course. (3.0 credits)

Sep 13	Mon	1730-2030	12 wks	DTC	CRN	39007
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MMSD 3620 **DTC \$320.30**

JAVA PROGRAMMING 2

Continues from MMSD 3610, addressing advanced Java programming techniques for both applets and applications. Topics include application design guidelines, process and thread synchronization, smooth animation techniques, local file I/O, and the Java event model. Prerequisite: (COMP 3640 or 3730) and (MMSD 3610 or COMP 4409). (3.0 credits)

Sep 14	Tue	1730-2030	12 wks	DTC	CRN	39008
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MMSD 4610 **DTC \$320.30**

JAVA OBJECT-ORIENTED APPLICATION DESIGN

Addresses the design and implementation of Java programs that conform to the Java Management API. Topics include large-scale application design, JMAPI, integration with and support of application builder tools. Prerequisite: MMSD 3620 or permission of instructor. (3.0 credits)

Sep 15	Wed	1730-2030	12 wks	DTC	CRN	39009
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MMSD 4620 **DTC \$320.30**

JAVA DATA BASE CONNECTIVITY

Address the dynamic delivery of database content using Java, conforming to the Java Enterprise API. Topics include client/server application design, remote method invocation (RMI), and JDBC. Prerequisite: MMSD 3620 or permission of instructor. (3.0 credits)

Sep 16	Thr	1730-2030	12 wks	DTC	CRN	39010
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For more information on courses currently under development and when they will be offered, phone (604) 412-7618, or visit our Web site at www.multimedia.bcit.bc.ca.

Other Specialties

COMP 1601 **BBY \$258**

COMPUTERS IN BUSINESS

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001 or 1006 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent. (3.0 credits)

Sep 13	Mon	1845-2145	12 wks	BBY	CRN	32758
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COMP 1825 **DTC \$354.30**

HELP DESK SUPPORT

Covers a wide range of issues dealing with technical computer support. Topics include providing quality technical support, handling support calls, problem solving and trouble shooting. Other areas that will be explored are communication skills, quality customer service and alternative methods of support such as expert systems and knowledge based technology. Prerequisite: COMP 1007. (1.5 credits)

Sep 16	Thr	1800-2100	6 wks	DTC	CRN	60062
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Oct 28	Thr	1800-2100	6 wks	DTC		60063
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COMP 3670 **BBY \$258**
UNDERSTANDING OBJECTS
 Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis.
 Prerequisite: COMP 2615 or equivalent. (3.0 credits)
 Sep 16 Thr 1845-2145 12 wks BBY CRN 32849

Dental Reception

COMP 0285 **DTC \$338.30**
DENTAL OFFICE SYSTEM/WINDOWS
 Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. This course may be taken simultaneously with COMP 0885. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program.
 Sep 14 Tue 1830-2130 12 wks DTC CRN 37159

COMP 0885 **DTC \$548.30**
DENTAL RECEPTIONIST
 Presents the skills to become a dental receptionist. Includes dental terminology, Insurance Company's protocol, scheduling and billing procedures, accounting and communications, telephone techniques and professional manner development. Upon successful completion of this course and completion of COMP 0285 - Dental Office System/Windows, students will receive a certificate and may enhance their skills during a practicum in a dental office. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. This course may be taken simultaneously with COMP 0285. Prerequisite: None.
 Sep 13 Mon/Thr 1830-2130 12 wks DTC CRN 38458

Industry Driven Specialty Programs

thisisit@bcit.bc.ca

SSD **\$6,000**
SOFTWARE SYSTEMS DEVELOPMENT PROGRAM
 The BCIT Computer Systems Technology Department is offering a full-time systems development program. The 30-week full time program is designed to prepare individuals for the rapidly expanding high-tech computer industry. Applicants are not required to have a computer programming background, but all applicants must demonstrate sound logical and reasoning skills through an assessment test prior to entrance into the September 1999 program. Applicants entering into the January 2000 program or later will be required to have a programming language course, such as Basic, C, C++ or Fortran as a prerequisite, as this will take the place of the logical and reasoning skills assessment test.

This program consists of 30 weeks of highly intensive formal classroom instruction and hands-on lab work. Successful graduates of this program may continue in the Bachelor of Technology degree program in Computer Systems, or the Microsoft Certified Solution Developer (MCSD) program, or other vendor certification program. Registration is by special admission only.

Admission Requirements:

- High school graduation or its equivalent;
- English 12 (C+ or better) or its equivalent;
- Completion of at least one year post-secondary education;
- Working knowledge of DOS and Windows environments;
- Successful completion of the pre-entry exam on logical reasoning skills and knowledge of DOS and Windows skills (70per cent or better).

Please refer to our web site for complete details.
www.btech.scas.bcit.bc.ca/sds.html

For more information, please call (604) 451-7193
 or email thisisit@bcit.bc.ca

SSS **\$11,000**
SYSTEMS SUPPORT SPECIALIST PROGRAM
 BCIT is offering this full time program in partnership with GP Learning Technologies. This 32-week full time program is designed to prepare students for various entry-level careers as Support Technicians, Help Desk Analysts, Systems and Network Administrators.

This program provides the knowledge and skills to support a selected set of popular software and hardware applications, operating systems and network systems. This knowledge will help prepare students to challenge three vendor specific certifications. These include A+ Hardware Technician, 5 out of the 6 Microsoft Certified Systems Engineer Exams and Certified Novell Administrator.

The program has two components: 26 weeks of highly intensive formal classroom instruction and hands-on lab work, followed by 6 weeks of work practicum. The tuition includes all textbooks and lab materials. The cost of vendor specific exams are not included. Registration is by special admission only.

Classes are held Mondays to Fridays from 08:30 in the morning to 16:30 in the afternoon at the BCIT Downtown Campus (555 Seymour Street, Vancouver, B.C.).

Admission Requirements:

- High school graduation or its equivalent;
- English 12 (C+ or better) or its equivalent;
- Completion of at least one year post-secondary education;
- Aptitude for working with computers;
- Working knowledge of DOS and Windows environments;
- Successful completion of the pre-entry exam on DOS and Windows skills (70per cent or better);
- An evaluation on the basis of a personal interview with the Program Coordinators.

Please refer to our web site for complete details.
www.btech.scas.bcit.bc.ca/ss.html

For more information, please call (604) 451-7193
 or email thisisit@bcit.bc.ca

NEW NIS \$15,500

NETWORK INTEGRATION SPECIALIST PROGRAM TM
 BCIT is a Microsoft Authorized Academic Training Partner (AATP) and is offering a new program in partnership with Northwest Digital. This program was developed to meet a growing demand within the technology marketplace for individuals with comprehensive networking expertise. This intensive program is designed to provide you with the skills and knowledge necessary to obtain four of the most sought after industry certifications available today. These include A+ Hardware Technician, Microsoft Certified Systems Engineer, Accredited Compaq Technician and Cisco Certified Network Associate.

This intensive program is designed for people who are working full-time. It is offered on a part-time basis and is currently delivered two evenings a week and all day Saturdays, over an eight-month period. The tuition includes the cost of official Microsoft courseware, and eleven exam vouchers. Registration is by special admission only.

Admission Requirements:

- High school graduation or its equivalent;
- English 12 (C+ or better) or its equivalent;
- Completion of at least one year post-secondary education, preferably in a related discipline;
- Successful completion of the pre-entry exam on computer terminology based on hardware (75per cent or better);
- Familiarity with PCs (basic components, operating system commands and ability to use at least one desktop application).

Please refer to our web site for complete details.
www.btech.scas.bcit.bc.ca/nis.html

For more information, please call (604) 451-7193
 or email thisisit@bcit.bc.ca

Network Integration Specialist TM is a trademark of NWD Systems (Vancouver) Inc.

ITP \$20,500

INFORMATION TECHNOLOGY PROFESSIONAL
 The Information Technology Professional (ITP) Program is a full-time, twelve-month interactive learning experience that includes a three-month work term. ITP is designed for post-secondary graduates, from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, ITP focuses on technical training, business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, 'The Millennium Corporation', and utilize their business and interpersonal skills learned during their time at ITP.

ITP prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal, communication, technical and vendor certified courses are always changing, thus, so is our curriculum. Some ITP courses include: MCSE Curriculum, Lotus Development, Novell Administration, JavaScript, HTML, MS Office, MS Project, FrontPage, Project Management, Business Improvement, Presentation Skills, Writing Skills, Marketing, ISO 9000, Financial Management among others.

Classes are held Mondays to Fridays from 0830 in the morning to 1630 in the afternoon at the BCIT Downtown Campus (555 Seymour Street, Vancouver, B.C.).

Scheduled intakes for the ITP program: September 27, 1999, January 4, 2000 and April 4, 2000.

Admission Requirements:

- English 12 (C+ or better) or its equivalent;
- Post secondary graduate (either a college diploma or a university degree from a recognized institution) from any discipline;
- Successful applicants will be required to undergo a selection interview process with the Facilitator or Site Manager, prior to acceptance into the program.
- Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

For more information, please call (604) 432-8635 or visit our web site at <http://itp.bcit.bc.ca>

NEW E-BUSINESS DESIGNER PROGRAM DTC \$15,000

Unique in Canada, the e-Business Designer Program is an intense, twelve-week project driven learning experience that has been specifically developed to meet the needs of industry for a timely re-training of their IT workforce. Designed for IT and business professionals experienced in the design and development of custom applications, participants will design and build two e-Business applications during the program. They will have the opportunity to create a framework that is applicable to their workplace and its anticipated e-Business architecture.

Participants successfully completing the program will be "job ready" and immediately able to lead and implement e-Business applications using a proven project methodology. Training is led by experienced, practicing e-Business professionals allowing participants to learn from them the risks and pitfalls associated with implementing e-Business applications. Invited industry speakers will introduce specialized e-Business topics including legal, regulatory and banking issues and will form a network of professional associates from whom participants can draw upon in subsequent implementation projects.

Some e-Business courses include: Project Management, Business Process Design, Site Map Planning, Application and Data Models, User Interface Design, Application Development, Quality Assurance, Training and Implementation, Professional Issues and Major Group Project.

Classes are held Mondays to Fridays from 0900 in the morning to 1630 in the afternoon at the BCIT Downtown Campus (555 Seymour Street, Vancouver, BC).

Admission Requirements:

- English 12 (C+ or better) or its equivalent;
- Post secondary graduate (either a college diploma or a university degree from a recognized institution) from a business or technical discipline;
- Minimum of three years of business experience in IT projects or three years experience with database, business and systems architecture.
- Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

For more information, please call (604) 432-8635.
 or email thisisit@bcit.bc.ca

MCSD \$12,000

MICROSOFT CERTIFIED SOLUTION DEVELOPER

BCIT and Northwest Digital have designed a program to offer students who have previous experience in computer programming and software development an opportunity to acquire advanced level programming skills and industry recognized certification. The Microsoft Certified Solution Developer credential is a premium certification for professionals who design and develop custom business solutions with Microsoft development tools, technologies and platform.

This program consists of a series of seven courses. The tuition includes the cost of official Microsoft courseware, email support and four exam vouchers. Registration is by special admission only.

Admission Requirements:

- High school graduation or its equivalent;
- English 12 (C+ or better) or its equivalent;
- Math 12 (C+ or better) or its equivalent;
- Keyboarding skills (minimum of 30 words per minute);
- Successful completion of one of the following BCIT programs or its equivalent (with a GPA of 65per cent or better):
- Computer Systems Technology (CST) Diploma or;
- Software Systems Development (SSD) Program or;

All of the following courses available through Part Time Studies:

COMP 2495	Visual Basic Language Programming
COMP 1615	Computer Systems Introduction 1
COMP 2615	Computer Systems Introduction 2
COMP 3615	Computer Systems Introduction 3
COMP 2610	Exploring Technical Aspects
COMP 3640	Operating Systems Concepts
COMP 3710	Relational Database Systems
COMP 2425	C Programming Language 1

And the choice of ONE of the following courses:

COMP 3425	C Programming Language 2
COMP 3475	C++ for Object Oriented Programming
COMP 4409	JAVA Programming Language

These prerequisites are the basic foundational skills and aptitude requirements for successful entry into the Microsoft Certified Solution Developer Program.

Please refer to our web site for complete details.
www.btech.scas.bcit.bc.ca/msd.html

For more information, please call (604) 412-7547
 or email thisisit@bcit.bc.ca

Course Registration: Five ways to Register

1. Online - Easy, safe, quick!

From the BCIT homepage, www.bcit.bc.ca, follow the Admissions/Registration link and you'll connect to the on-line form. Your registration will be confirmed via e-mail or by telephone.

2. By Fax - Easy, direct, fast!

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

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

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

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

Note: During peak periods you may experience lengthy delays.

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

4. In Person

Note: The following hours of Registration are subject to change. Please refer to page A2.

Burnaby campus, 3700 Willingdon Avenue, Burnaby
 Mon-Thu 0830-1900 Fri 0830-1630
 Sat 0830-1230 - closed on Holiday Weekends

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

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

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

5. By Mail - Simple and direct!

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

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

The world is learning. Keep up!



Electrical and Electronic Trades and Technology

(604) 432-8637

eeinfo@bcit.bc.ca

Class Times and Locations

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

BURNABY (BBY) TRADES TECHNICAL 1830-2130
BURNABY (BBY) TECHNOLOGY 1845-2145

ELEX Courses - Electronics Engineering
TELC Courses - Electrical Trades
TELEX Courses - Technician

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

The technology program coordinator for Part-time Studies will be available for program consultation and course information on Thursday, September 10 from 1800 to 2015 in the Student Services department, building SW1, second floor, room 2300. Please call for an appointment at (604) 434-1610.

NEW Bachelor of Technology in Electronics

(604) 432-8637

hlogan@bcit.bc.ca

The Bachelor of Technology in Electronics is designed for electronics technologists (or equivalent) who wish to pursue a degree while working. The program provides the necessary skills and analytical background to function in engineering level capacity in either the Automation or Telecommunication fields. The program has a strong industry focus while maintaining a high level of rigour and analysis.

This part-time studies program is scheduled to serve the needs of working professionals. Classes are held in the evenings, weekends, in weeklong formats, or in intensive six to eight week sessions. The program provides students with a strong background in fundamental engineering subjects - mathematics, physics, signal analysis, and control as well as specialized knowledge in telecommunication areas and process control and automation areas.

Entrance Requirements

1. A diploma in an electronics, robotics or automation related technology with a minimum course average of 65 per cent or the equivalent level of formal training/education at the post-secondary level.
2. At least two years of appropriate work experience.
3. Interview

Registration Procedure

An interview with the program coordinator is required to have the proposed Program of Study form for Technical Coursework approved. The applicant may alternatively request an informal interview with the program coordinator prior to sending in the application. Contact the program administrative assistant at (604) 432-8369 or the program head at (604) 432-8484 for more information.

Candidates may select and register for courses after reviewing each term's course offerings in the BCIT Part-time Studies flyer. Candidates are expected to complete at least three courses per year.

A selection of courses will be provided for applicants who require some technical upgrading to allow them to bridge into this program. Course prescribed for bridging will be based on an individual assessment. These courses will not be credited towards the degree.

Program Length

As a part-time studies program, a period of three to five years may be required to complete the program. However, the degree must be completed within six years from acceptance into the program. Prior to acceptance into the program, candidates may complete: a maximum of 6 credits of Technical Studies/Management course work; a maximum of 12 credits of Liberal Education Component course work; and a maximum of 6 credits of mathematics

Program Structure

The general requirement for a Bachelor of Technology in Electronics degree program is a minimum of 67 credits from five components. Candidates will follow their individually approved educational plan.

Components	Credits
1. Degree Core	28.0
2. Specialization Electives	12.0
3. Management Component	9.0
4. Liberal Education Section	12.0
5. Industry Project	5.0
1. Degree Core (28 credits/ all courses must be completed)	
ELEX 7010 Engineering Statistics	2.0
ELEX 7020 Multivariable Calculus and Dynamic Systems	3.0
ELEX 7030 Thermodynamics	3.0
ELEX 7040 Engineering Materials	3.0
ELEX 7110 Transform Methods in Engineering	3.0
ELEX 7120 Linear Algebra and Vector Calculus	3.0
COMP 7081 Technical Issues in Software Design	3.0
ELEX 7210 Physical Systems and Signals	3.0
ELEX 7220 Feedback Control	3.0
ELEX 7230 Electromagnetism	3.0

2. Specialization Electives (12 credits required):

ELEX 8010 Data Communications	3.0
ELEX 8020 Computer Architecture	3.0
ELEX 8110 Telecommunications System Design	3.0
ELEX 8120 Signal Theory and Processing	3.0
ELEX 8130 Computer Networks	3.0
ELEX 8140 Mobile communications	3.0
ELEX 8150 Microwave and Fibre Optic Engineering	3.0
ELEX 8160 Electric Machines	3.0
ELEX 8170 Industrial system Electric Design	3.0
ELEX 8180 Advanced Process Control	3.0
ELEX 8190 Fluid Power Control	3.0
ELEX 8210 Motion Control Systems	3.0
ELEX 8220 Industrial Processes	3.0
ELEX 8260 Advanced Electric Machines	3.0
ELEX 8270 Power System Analysis	3.0
ELEX 8275 RF Design Engineering	3.0

3. Management Component (9 credits required)

BUSA 7250 Management Skills and Applications	3.0(required)
ELEX 8290 Entrepreneurship and Engineering Eco	3.0(required)

Please contact the Electronics department at BCIT to select the three remaining business management credits.

4. Liberal Education Studies Section (12 credits)

Students must complete 12.0 credits of Liberal Education. For further information please contact the Registrars Office at (604) 432-8230.

5. Industry Project (5.0 credits)

Each degree program student, after completing the prescribed course work, will have to complete an industry sponsored project in their selected area.

Electrical

ELEX 7010 ENGINEERING STATISTICS BBY \$523

Covers basic probability theory, discrete and continuous random variables, probability distributions (binomial, geometric, hypergeometric, Poisson, uniform, exponential, normal, and Erlang-k distributions), statistical inference, sampling and sampling distributions, confidence interval estimates and testing of hypotheses, simple and multiple linear regression, experimental design and analysis of variance, and quality control. Prerequisite: Diploma of Electronic Engineering Technology or equivalent. (2.0 credits)

Sep 7 Tue/Thr 1830-2000 11 wks BBY CRN 61753

ELEX 7030 THERMODYNAMICS BBY \$523

Covers fundamental concepts of heat, work and energy. The first law of thermodynamics, compressors, turbines, mixing chambers, cooling towers, heat exchangers and reciprocating engines. Also air, steam and refrigerants as working fluids are covered. The second law of thermodynamics, entropy as a property, the efficiency of devices. Power and refrigeration cycles. Laboratory demonstrations are part of the course. Prerequisite: Diploma of Electronic Engineering Technology or equivalent. (3.0 credits)

Sep 1 Wed 1800-2100 14wks BBY CRN 61755

*Special Info: There will be two 3 hour lab sessions scheduled on Saturdays during the term.

ELEX 7040 ENGINEERING MATERIALS BBY \$523

Provides a broad overview of the materials used in engineering - metals, ceramics, plastics, semiconductors and wood, with emphasis on metals. Examines microstructure of materials as well as the macroscopic properties such as modulus of elasticity and tensile and shear strengths. Topics such as phase diagrams, solid state transformations, fracture, corrosion and sizing are included some laboratory demonstrations. (3.0 credits)

Sep 14 Tue/Thr 1830-2130 8 wks BBY CRN 61752

NEW ELEX 7120 LINEAR ALGEBRA AND VECTOR CALCULUS BBY \$523

Covers the basics of vectors, matrix operations, transformations, systems of algebraic and differential equations, eigenvalue/eigenvector problems, as well as integral theorems (Green's Theorem, Stoke's Theorem) and vector calculus. Applications in electromagnetism, fluid flow and partial differential equations are considered. (3.0 credits)

Sep 6 Mon/Wed 1830-2030 12 wks BBY CRN 61507

*Special Info: ELEX 7020 or 5020 is a prerequisite for this course.

Courses Creditable to the Electronics Degree

*BUSA 7250 Management Skills and Applications

*COMP 7081 Technical Issues in Software Design

*See the appropriate section of the part-time studies flyer for a description and course information.

NEW ELECTRICAL CONTRACTOR'S PROGRAM

Designed for Electrical Contracting Industry. Participants are required to submit proof of your electrical TQ as well as a letter recommending participation in Level 1 and Level 2 course from their employer. Applications will be reviewed prior to acceptance into these courses.

NEW TELC 0108 ELECTRICAL ESTIMATING LEVEL 1 BBY \$395.00

Intended to provide an overview of construction estimating procedures. Covering the key elements of electrical estimate and use of computerized systems. Upon completion, students will be able to provide a complete estimate from drawings using computerized estimating software.

Oct 5 Tue/Thr 1800-2100 5 wks BBY CRN 61481

Look for these courses in January!

NEW TELC 0114 MANAGING CHANGE ORDERS TELC 0116 ELECTRICAL ESTIMATING LEVEL 2

Electrical and Electronics General

(604) 432-8637

hlogan@bcit.bc.ca

ELEX 0330 SWITCHING POWER SUPPLIES AND UPS SYSTEMS BBY \$277

Designs and operations of 5 basic switcher types plus an introduction to UPS and AFD systems. Includes 5 laboratory sessions. Prerequisite: Electronic circuits experience.

Sep 8 Wed 1845-2145 12 wks BBY CRN 38442

ELEX 1105 CIRCUIT ANALYSIS 1 (T) BBY \$629

Teaches the principles and methods of analysis related to DC circuits. Topics include SI units and terminology, voltage, current, work, energy, power and resistance. Series, parallel, and series-parallel circuits are analyzed and designed. Labs are synchronized with lectures so that theory is studied and confirmed by application. (5.5 credits)

Sep 7 Tue 1845-2145 30 wks BBY CRN 33098

ELEX 2105 CIRCUIT ANALYSIS 2 (T) BBY \$629

Introduces the behaviour of electrical circuits and networks when driven by a single-phase alternating current (AC) source. Prepares students for courses in electronics and power systems. Covers analysis of AC circuits with complex algebra. Circuit theory is verified using multimeters, sinewave generators, and dual trace oscilloscopes. Prerequisite: ELEX 1105, MATH 1431. (5.5 credits)

Sep 16 Thr 1845-2145 25 wks BBY CRN 33115

ELEX 2120 ELECTRONIC CIRCUITS 1 (T) BBY \$629

Introduction to semi-conductor circuits. Topics include bipolar and field-effect transistor devices and circuits for use in various current and voltage amplifier configurations. Students will also study oscillators; power amplifiers; power supplies and switching devices. Prerequisites: MATH 1431, ELEX 1105. (7.0 credits)

Sep 14 Tue/Thr 1845-2145 15 wks BBY CRN 61467

TELX 0175, 0176, 0177 AND 0178 INTRODUCTION TO ELECTRONICS

This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Certificate of Completion in Electronics (Basics) will be issued to students who successfully complete the following four courses.

TELX 0175 ELECTRONICS: PASSIVE DEVICES BBY \$554

Focuses on the basic elements of electronics covering DC and AC circuits, introducing the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment.

Sep 27 Mon 1830-2130 20 wks BBY CRN 33084

Sep 28 Tue/Thr 1830-2130 10 wks BBY CRN 60148

TELX 0176 ELECTRONICS: SOLID-STATE DEVICES BBY \$597

Continues on from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LEDs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits.

Sep 28 Tue/Thr 1830-2130 10 wks BBY CRN 33082

TELX 0177 ELECTRONICS: DIGITAL DEVICES BBY \$597

Examines basic digital concepts. Topics include binary, B.C.D number systems and codes, Boolean algebra, logic gates, truth tables, integrated circuits, flip-flops, counters, shift registers, multiplexers, memory, times and logic families. Use logic probes and oscilloscope techniques to troubleshoot digital circuits. Construct and test basic digital circuits. Prerequisite: TELX 0176.

Sep 27 Mon/Wed 1830-2130 10 wks BBY CRN 38404

TELX 0178 ELECTRONICS: MICROPROCESSORS BBY \$702

Covers basic, architecture, addressing modes, branching, computer arithmetic, stack operations, sub routines, I/O operations, interrupts, interfacing and simple programming in machine code based on the 6800 microprocessor. Prerequisite: TELX 0177.

Sep 27 Mon/Wed 1830-2130 10 wks BBY CRN 60149

TELX 0179 MICROCOMPUTER SYSTEMS MAINTENANCE BBY \$609

See Computers and Networking

Oh no! You cancelled the course?

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

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

ECO-TIP

Let nature do its job.



Electrical Upgrading and Code

(604) 432-8637

hlogan@bcit.bc.ca

The following courses are designed for persons working in the electrical trade.

TELC 0105 BBY \$572**ELECTRICAL I.P./T.Q. EXAM REFRESHER**

Designed for electricians preparing to write I.P./T.Q. Exam. Students must have approved electrical work experience. Approval must be obtained from the ITAC area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Texts book is the current edition of the Canadian Electrical Code Part I.

Sep 27	Mon/Wed	1830-2130	10 wks	BBY	CRN	33039
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TELC 0107 BBY \$400 LSS \$398.30 *PT. COQUITLAM \$400 ELECTRICAL CODE

*Coquitlam Learning Opportunity Centre, Suite 103, 3278 Westwood, St. Port Coquitlam

Wanting to become a Registered Rep. or write the Accredited Rep. Exam? Covers all sections of the Canadian Electrical Code including the latest Bulletins and Amendments as well as the Electrical Safety Regulation. It is ideal for electricians specializing in commercial, industrial and high voltage installations. Course and instructor recognized by the Electrical Safety Branch.

Sep 27	Mon/Wed	1830-2100	10 wks	BBY	CRN	33037
Sep 28	Tue/Thr	1830-2100	10 wks	BBY		38403
Sep 27	Mon/Wed	1830-2100	10 wks	LSS		60122
Sep 27	Mon/Wed	1900-2130	10 wks	PCL		61497

BASIC ELECTRICAL THEORY FOR THE FILM INDUSTRY \$595

This course covers the basic electrical concepts relating to installations for the entertainment industry. Through a combination of lectures and hands on lab exercises students will gain an understanding of electrical fundamentals, basic electrical safety practices, and how to use electrical test equipment. Participants must be working in the film industry. Please call (604) 432-8637 to register.

TELC 0113 \$350**ENTERTAINMENT INDUSTRY CODE (LE/FE)**

Designed for those persons doing Electrical work in the Entertainment Industry. This course follows the Electrical Safety Branch guidelines and prepares the student to write the LE or FE code exam. Prerequisite: experience with three phase electrical systems. A current edition of the Canadian Electrical Code is required.

Sep 25	Sat	0900-1500	5 wks	BBY	CRN	60043
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TELC 0144 \$649**LOW ENERGY ELECTRICAL WORKER**

See data cabling and wiring

TELC 0121 \$477**MATH FOR ELECTRICIANS 1**

A mathematics upgrade course to strengthen student's understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis. It is recommended that Apprentices take this course prior to attending school for Level 1 apprenticeship training.

Oct 4	Mon/Wed	1830-2130	10 wks	BBY	CRN	33044
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TELC 0122 BBY \$477**MATH FOR ELECTRICIANS 2**

Provides the mathematical background needed to understand alternating current AC electricity as well as single phase AC circuit analysis and single phase transformer calculations. It is recommended that Apprentices take this course prior to attending school for Level 2 apprenticeship training.

Oct 4	Mon/Wed	1830-2130	10 wks	BBY	CRN	33046
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TELC 0123 BBY \$477**MATH FOR ELECTRICIANS 3**

Covers three-phase fundamentals and three-phase circuit calculations, three-phase transformers and connections. It is recommended that Apprentices take this course prior to attending school for Level 3 apprenticeship training.

Oct 4	Mon/Wed	1830-2130	10 wks	BBY	CRN	33049
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TELC 0138 BBY \$136**ELECTRICAL BLUEPRINT READING**

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

Oct 23	Sat	0900-1500	2 wks	BBY	CRN	33064
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Electrical Equipment and Distribution Systems

(604) 432-8637

hlogan@bcit.bc.ca

ELEX 3405 BBY \$519**ELECTRICAL EQUIPMENT 1 (T)**

Meets or exceeds the ELEX 3405 requirements for the Control Option diploma, and ELEX 2845 requirements for Mechanical. Magnetic circuits, AC and DC motors and generators, transformers, fuses, circuit breakers, three-phase power and three-phase rectification are studied in detail. Explains the operation of electrical equipment for trade persons. Prerequisite: Previous AC and DC circuit analysis training required. (6.0 credits)

Sep 7	Tue	1845-2145	18 wks	BBY	CRN	33159
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TELC 0132 BBY \$200**DC MACHINES**

Covers construction and operations of DC Machines including DC Generators and all types of DC Motors.

Sep 21	Tue/Thr	1830-2130	3 wks	BBY	CRN	60106
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TELC 0133 BBY \$200**SINGLE PHASE AND THREE PHASE AC MOTORS**

Covers construction, and operating characteristics of single and three phase motors. Prerequisite: Recommend completion of DC Machine course.

Oct 12	Tue/Thr	1830-2130	3 wks	BBY	CRN	60042
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TELC 0130 BBY \$263**MOTOR CONTROL**

Covers the basic principles of conventional motor control for those working in an industrial setting. Prerequisite: Familiarity with wiring methods and AC Motor operation.

Oct 4	Mon/Wed	1830-2130	5 wks	BBY	CRN	33060
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TELC 0134 BBY \$325**ELECTRONICS/SOLID STATE FOR ELECTRICIANS**

Designed for electrical apprentices needing knowledge in fundamentals of electronic power control. A hands-on practical approach in the use of rectifiers, transistors, SCR's, triacs, computer number systems, and logic gates. Prerequisite: Completion of Level 2 school training.

Sep 27	Mon/Wed	1830-2130	5 wks	BBY	CRN	60036
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TELC 0136 BBY \$340**SINGLE PHASE AND THREE PHASE TRANSFORMERS**

Covers theory, construction and applications of single and three phase transformers and connections as well as single phase and three phase distribution systems. Prerequisite: Knowledge of wiring methods and terminology.

Oct 19	Tue/Thr	1830-2130	5 wks	BBY	CRN	60041
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TELC 0137 BBY \$210**LIGHTING**

See Building Automation Systems

TELC 0155 BBY \$649**ELECTRONIC VARIABLE SPEED DRIVES**

Explains the theories of electronic drive operation and how to troubleshoot, maintain modern drives. DC and AC drives are covered. Emphasis will be given to hands-on use of lab equipment. Prerequisites: A good understanding of solid-state devices and DC and AC motor operation.

Oct 5	Tue/Thr	1830-2130	10ks	BBY	CRN	61482
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TELC 0163 BBY \$400**HIGH VOLTAGE DISTRIBUTION SYSTEMS 1**

Introduces basic high voltage theory including voltage gradients, High voltage distribution systems, High voltage cables, terminations, fuses, switches and CB's. High Voltage safety practices are also covered. This course may be considered as part of the High Voltage experience required by the Electrical Safety Branch to obtain the Class "A" Accredited Rep. certification.

Oct 5	Tue/Thr	1830-2130	5 wks	BBY	CRN	39972
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TELC 0164 BBY \$450**HIGH VOLTAGE DISTRIBUTION SYSTEMS 2**

Continues from TELC 0161 or TELC 0163. Covers control and protection, operation and function of protective relays and use of High Voltage test equipment.

Nov 9	Tue/Thr	1830-2130	5 wks	BBY	CRN	39971
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Printed Circuit Board Fabrication and Repair

(604) 432-8637

hlogan@bcit.bc.ca

TELC 0115 BBY \$595**PAGE SURFACE MOUNT 2 DAY WORKSHOP**

During this two-day workshop learn the latest rework and repair techniques using state-of-the-art PACE equipment. Covers the safe and reliable installation and removal methods for a wide variety of SMT components covering all aspects of SMT Soldering and Rework.

Nov 24	Wed/Thr	0800-1700	2 days	BBY	CRN	60126
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Data Cabling and Wiring

(604) 432-8637

hlogan@bcit.bc.ca

TELC 0130 BBY \$566**TELECOM STRUCTURED CABLING SYSTEMS**

Hands-on installation, testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks, level three, four and five data circuits will also be installed. Testing using state-of-the-art, FLUKE, WAVETEK and MICROTTEST equipment.

Sep 14	Tue/Thr	1830-2130	5 wks	BBY	CRN	33542
Oct 26	Tue/Thr	1830-2130	5wks	BBY		61502

TELC 0133 BBY \$595**AMP ACT 1**

Provides an overview of LAN cabling systems and actual connectorization sections for shielded and unshielded twisted pair, coax and fiber optics. Please call (604) 432-8637 to register.

TELC 0138 BBY \$895**AMP ACT 2**

Advance your test equipment and trouble-shooting skills must keep pace so you do not become caught in a tangle of complex telecommunications cabling problems. Equips you with the certifying and troubleshooting know how you will need to enhance your companies quality control, cost effectiveness and profitability. Call department for information. Please call (604) 432-8637 to register.

TELC 3311 BBY \$1095**FIBER OPTICS (T)**

See Telecommunications

TELC 0144 \$649**LOW ENERGY ELECTRICAL WORKER**

Covers the basic electrical concepts required for the installation, alteration, repair or maintenance of Class 2 circuits limited to rated output of 100 VA, this includes installation of 120 volt feeds for class 2 power supplies, use of multimeters, as well as the pertinent electrical and building code requirements. Prerequisite: Experience with Class 2 circuits.

Oct 12	Tue/Thr	1830-2130	10 wks	BBY	CRN	60123
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Telecommunications

(604) 432-8637

hlogan@bcit.bc.ca

ELEX 5510 BBY \$594**INTRODUCTION TO RF CIRCUIT DESIGN FOR ENGINEERS AND TECHNOLOGISTS**

Introduces the RF circuit design, combined with theory and lab practice of HF and VHF circuit design. Includes; impedance matching networks; wide and transformers; synthesis of lowpass, highpass, bandpass, and bandstop BUTTERWORTH and CHEBYCHEV filters. Prerequisite: Must be an engineer or technologist or departmental approval. (3.0 credits)

Sep 07	Tue/Thr	1845-2145	8 wks	BBY	CRN	33168
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TELC 0130 BBY \$566**TELECOM STRUCTURED CABLING SYSTEMS**

Provides hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art, FLUKE, WAVETEK and MICROTTEST equipment.

Sep 14	Tue/Thr	1830-2130	5 wks	BBY	CRN	33542
Oct 26	Tue/Thr	1830-2130	5wks	BBY	CRN	61502

TELC 0133 BBY \$595**AMP ACT 1**

See Data Cabling and Wiring

TELC 0138 BBY \$895**AMP ACT 2**

See Data Cabling and Wiring

TELC 0134 BBY \$525**T1 FUNDAMENTALS**

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.

Oct 5	Tue/Thr	1830-2130	3 wks	BBY	CRN	37095
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TELC 0135 BBY \$805**NEWBRIDGE 3600**

Introduces the Newbridge Mainstreet 3600 Multiplex system. Covers installation, card configurations and cross connecting of circuits through software programming. Provides hands-on training to configure and test a mini network.

Nov 16	Tue/Thr	1830-2130	5 wks	BBY	CRN	37096
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TELC 0214 BBY \$550**BASIC TELEPHONY CONCEPTS**

Provides students with an overall understanding of the public switched telephone network. Enables the student to visualize the operation of voice and data communications.

Sep 14	Tue/Thr	1830-2130	5 wks	BBY	CRN	39968
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NEW TELC 0220 BBY \$895**PBX INSTALLATION AND PROGRAMMING**

Features the installation and programming practices on the NEC and Meridian PBX product lines. LCR, DID, ACD, CTI, T1, ISDN, signaling, voice mail, LAN interconnecting and new PBX features will be covered. Students will be provided with ample equipment for hands-on instruction.

Sep 21	Tue/Thr	1830-2130	10 wks	BBY	CRN	61387
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NEW TELC 0225 BBY \$895**DATA COMMUNICATION AND NETWORKING**

Examines data communications, computer operating systems, networks and interfacing your network for data transfer. Various data software packages will be explored RS-232 configurations will be analyzed along with construction of a custom cable. Extensive testing using state-of-the-art Fluke and GN Nettest equipment.

Sep 20	Mon/Wed	10wks		BBY	CRN	61406
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TELC 0418 BBY \$550**DIGITAL TRANSPORT SYSTEMS**

Explores the advanced world of digital telecommunications networks. Topics include digital switching and routing, data networks including ISDN, PCM, ATM, XDSL and digital radio.

Nov 8	Mon/Wed	1830-2130	5 wks	BBY	CRN	39969
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TELC 3311 BBY \$1095**FIBER OPTICS (T)**

Offers theory of fiber optics with a hands-on approach. Topics include fiber transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Provides experience in the areas of; connectors splicing; installation and testing using an OTDR, light source and power meter. (4.0 credits)

Sep 27	Mon/Wed	1830-2130	10 wks	BBY	CRN	36120
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Building Automation Systems

(604) 432-8637

hlogan@bcit.bc.ca

TELC 0137 BBY \$210**LIGHTING PRINCIPLES AND APPLICATION**

Covers lighting fundamentals, units and laws. Compares and contrasts light sources. Hands on demonstrations of fluorescent and high intensity discharge luminaries with emphasis on their technical features. Shows you how to do an interior lighting design calculation and layout. Prerequisite: knowledge of wiring methods and terminology.

Oct 23	Sat	0900-1500	3 wks	BBY	CRN	60035
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TELC 0141 BBY \$396**SECURITY SYSTEMS**

Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment; central station communications, access and CCTV systems. Designed for installers about to write the T.Q. exam, crime prevention officers and sales and administrators working with security alarm systems.

Oct 5	Tue/Thr	1830-2130	7 wks	BBY	CRN	33072
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The world is learning. Keep up!



TELC 0146 **BBY \$649**
FIRE DETECTION AND ALARM SYSTEMS
 Designed to provide students with the skills to install, maintain and test a modern fire system. Topics included an overview of fire alarm systems, alarm initiating and signaling devices, fire alarm control panels, system operations and installation methods. Emphasis on testing techniques and verification. Prerequisite: Must be a qualified electrician.
 Sep 27 Mon/Wed 1830-2130 10 wks BBY CRN 61480

TELC 0147 **BBY \$349**
BUILDING ENERGY MANAGEMENT
 Learn the skills required for the installation and maintenance of heating, ventilating and air conditioning equipment and their related electronic controls. Concepts of energy management will be discussed.
 Oct 16 Sat 0900-1500 5 wks BBY CRN 61483

Instrumentation and Process Control
 (604) 432-8637 hlogan@bcit.bc.ca

ELEX 0216 **BBY \$400**
PROCESS MEASUREMENT AND CONTROL 1
 Introduces process automation and instrumentation. Pressure and level measurement equipment (including smart transmitters) are discussed and typical industrial applications are reviewed. The basic elements of closed loop feedback control systems are presented and students will set up on/off and proportional control systems to a typical industrial process.
 Oct 1 Fri/Sat 0830-1630 2 wks BBY CRN 38434

ELEX 0221 **BBY \$400**
PROCESS MEASUREMENT AND CONTROL 2
 Discusses various types of flow and temperature measurement equipment. Calibrate and evaluate typical industrial transmitters. PI, PD, and PID control systems are tuned by the student. Prerequisite: ELEX 0215 or ELEX 0216.
 Nov 12 Fri/Sat 0830-1630 2 wks BBY CRN 38435

Programmable Logic Controllers and Industrial Control
 (604) 432-8637 hlogan@bcit.bc.ca

ELEX 0105 **BBY \$233**
CIRCUIT ANALYSIS 1: INTRODUCTION
 Introduces circuit analysis that parallels the first 12 weeks of ELEX 1105. Students who wish to continue in ELEX 1105 for credit may transfer to ELEX 1105. (ELEX 0105 fees will be applied to ELEX 1105 with continued registration).
 Sep 7 Tue 1845-2145 12 wks BBY CRN 33179

ELEX 0205 **BBY \$405**
PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY
 Examines the use of the programmable logic controller (PLC) in the area of industrial automation. Students will design and document solutions to control problems that can be tested on the PLC.
 Sep 9 Thr 1845-2145 10 wks BBY CRN 33176

TELC 0130 **BBY \$263**
MOTOR CONTROL
 See Electrical Equipment and Distribution Systems

TELX 0186 **BBY \$527**
PROGRAMMABLE LOGIC CONTROLLERS 1
 Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.
 Sep 28 Tue/Thr 1830-2130 6 wks BBY CRN 60039
 Nov 9 Tue/Thr 1830-2130 6 wks BBY 60037

TELX 0182 **BBY \$439**
PROGRAMMABLE CONTROLLERS 2
 Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0186 and a good working knowledge of DOS.
 Nov 8 Mon/Wed 1830-2130 5 wks BBY CRN 33019

TELX 0183 **BBY \$439**
PROGRAMMABLE CONTROLLERS 3
 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.
 Nov 9 Tue/Thr 1830-2130 5 wks BBY CRN 33095

TELX 0122 **BBY \$462**
INTRO TO COMPUTERISED PROCESS CONTROL
 Designed for industrial trade persons, 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. Includes hands on experience with new control desk top (CDT) engineering interface. Prerequisite: Must be familiar with basic Instrumentation and Process Control
 Sep 27 Mon/Wed 1830-2130 5 wks BBY CRN 33079

TELX 0123 **BBY \$462**
COMPUTERISED INDUSTRIAL BOILER CONTROL
 Introduces boiler level and combustion control systems including oxygen trim control using a Bailey Net90 distributed control computer system. A basic understanding of boilers and industrial computer control is recommended.
 Oct 6 Wed 1830-2130 10 wks BBY CRN 33080

Computers and Networking
 (604) 432-8637 hlogan@bcit.bc.ca

TCMP 0101 **BBY \$259**
INTRO TO COMPUTERS FOR ELECTRICIANS
 Introduces the MS-DOS operating system and the basic DOS commands required to manage disks and files. Microsoft Windows 95 will be introduced, with an emphasis placed on File Management to organize and run programs. Learn the capabilities of the internet, including browsing the Web, e-mail and newsgroups.
 Sep 18 Sat 0900-1500 4 wks BBY CRN 33022

ELEX 2125 **BBY \$524**
C PROGRAMMING (T)
 Introduces DOS, C language programming and software development. The Intel based personal computer is used for interactive training. Largely covering program development in "C", programming assignments are based on engineering applications and students will document and debug software using available software libraries. (4.5 credits)
 Sep 9 Thr 1845-2145 22 wks BBY CRN 33121

ELEX 2865 **BBY \$443**
INTRODUCTION TO COMPUTER HARDWARE (T)
 Assembler and C programming for interfacing digital and analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisite: Comp 2510, 2720. (4.0 credits)
 Sep 7 Tue 1845-2145 17 wks BBY CRN 38580

TELX 0179 **BBY \$609**
MICROCOMPUTER SYSTEMS MAINTENANCE
 Reviews analog/digital electronics, basic microcomputer architecture and troubleshooting methodology for sophisticated systems. Hands-on training in advanced uses of test instruments. Teaches maintenance skills with hands-on instruction in the repair of keyboards, disk drives, controllers and monitors of an IBM computer system series. Prerequisite: Previous electronics training.
 Sep 28 Tue/Thr 1830-2130 10 wks BBY CRN 33025

TCMP 0130 **BBY \$432**
PC SYSTEMS AND INTERCONNECTIONS
 Familiarizes the student with the internal hardware construction of a PC and various components that make up a multimedia PC platform. Concepts on building a platform and resolutions of conflicts in both internal and external hardware will be discussed.
 Sep 13 Mon 1830-2130 12 wks BBY CRN 33547

Microprocessors
 (604) 432-8637 hlogan@bcit.bc.ca

ELEX 3305 **BBY \$629**
MICROCONTROLLER SYSTEMS 1 (T)
 Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a microcontroller system. Includes internal architecture, memory devices, machine/assembly/high level language programming of an operating system, software development tools, input and output ports. Prerequisite: ELEX 2125, or 2115, 3320 or 3515, or 3205 or equivalent. (7.0 credits)
 Sep 13 Mon 1845-2145 30 wks BBY CRN 33123

ELEX 4325 **BBY \$639**
MICROCONTROLLER SYSTEMS 2 (T)
 Continues on from ELEX 3305 on the HC11 single-chip microcontroller and its use in Control and Data Acquisition applications. Handshaking protocols; HC11 timer system; DC Motor, Stepper Motor Control; SPI and SCI Data Communication; HC11 in expanded multiplexed mode; use of logic analyzing instruction execution; interrupt prioritization. Prerequisite: ELEX 3305, 3310. (7.0 credits)
 Sep 9 Thr 1845-2145 30 wks BBY CRN 38976

ELEX 5305 **BBY \$355**
PIC MICROPROCESSOR INTRODUCTION
 Looks at the PIC processor family, which is taking the industry by storm. Students study architecture, programming and simulation in lectures and labs. (2.0 credits)
 Sep 7 Tue/Thr 1845-2145 10 wks BBY CRN 38436

ELEX 3535 **BBY \$353**
DIGITAL SIGNAL PROCESS
 Explains the theory and introduces the mathematical models, computer tools and procedures used for data analysis and a broad array of digital filter designs. Prerequisite: Diploma of Technology or engineering degree in a related area or equivalent, or departmental approval. (3.0 credits)
 Sep 13 Tue 1845-2145 12 wks BBY CRN TBA

TELX 0178 **BBY \$702**
ELECTRONICS: MICROPROCESSORS
 See Electrical and Electronics General

Diploma Transfer Courses
 (604) 432-8637 hlogan@bcit.bc.ca

ELEX 1105 **CIRCUIT ANALYSIS 1 (T)**
 See Electrical and Electronics General (5.5 credits)

ELEX 2105 **CIRCUIT ANALYSIS 2 (T)**
 See Electrical and Electronics General (5.5 credits)

ELEX 2120 **ELECTRONIC CIRCUIT 1 (T)**
 See Electrical and Electronics General (7.5 credits)

ELEX 2125 **C PROGRAMMING (T)**
 See Computers and Networking (4.5 credits)

ELEX 2865 **INTRODUCTION TO COMPUTER HARDWARE (T)**
 See Computers and Networking (4.0 credits)

ELEX 3305 **MICROCONTROLLER SYSTEMS 1 (T)**
 See Microprocessors (7.0 credits)

ELEX 3405 **ELECTRICAL EQUIPMENT 1 (T)**
 See Electrical Equipment and Distribution (6.0 credits)

ELEX 4325 **MICROCONTROLLER SYSTEMS 2 (T)**
 See Microprocessors (7.0 credits)

ELEX 5305 **INTRODUCTION TO RF CIRCUIT DESIGN (T)**
 See Telecommunication and Telephone for Engineers and Technologists Systems (2.0 credits)

TELX 3311 **FIBER OPTICS (T)**
 See Telecommunication and Telephone for Engineers and Technologists Systems (4.0 credits)

ELEX 3535 **DIGITAL SIGNAL PROCESS (T)**
 See Microprocessors (3.0 credits)

ECO-TIP

Use a pencil
instead of a pen.



Course Registration: Five ways to Register

- Online - Easy, safe, quick!**
From the BCIT homepage, www.bcit.bc.ca, follow the Admissions/Registration link and you'll connect to the on-line form. Your registration will be confirmed via e-mail or by telephone.
- By Fax - Easy, direct, fast!**
If registering by fax, payment for the part-time course(s) must be made by Visa, MasterCard or American Express. Your credit card number and expiry date must be included on the faxed registration form in order for your registration to be processed.
Burnaby (604) 430-1331 Downtown (604) 687-2488
- By Phone - Be patient, your call will be answered!**
Registration by phone is available!
If registering by phone, payment for the part-time course(s) must be made by Visa, MasterCard or American Express.
Note: During peak periods you may experience lengthy delays.
Burnaby (604) 434-1610 Downtown (604) 412-7777
- In Person**
Note: The following hours of Registration are subject to change. Please refer to page A2.
Burnaby campus, 3700 Willingdon Avenue, Burnaby
Mon-Thr 0830-1900 Fri 0830-1630
Sat 0830-1230 - closed on Holiday Weekends
Downtown Campus, 555 Seymour Street, Vancouver
Mon-Thr 0830-1800 Fri 0830-1630
Saturday Closed
Princess Margaret Senior Secondary, 128th St. & 72nd Ave., Surrey
Mon-Thr 0900-2030 Fri 0900-1200
Saturday Closed Closed during July and August
Note: Registration takes place at Princess Margaret Senior Secondary, while classes are held at Tamanawis Senior Secondary.
- By Mail - Simple and direct!**
Complete the registration form and include your signature at the bottom. Clip the form out and mail to:
Part-time Studies OR BCIT Downtown Campus
BCIT Registration and Information 555 Seymour Street,
3700 Willingdon Avenue, Vancouver, B.C. V6B 3H6
Burnaby, B.C. V5G 3H2

REGISTER NOW to avoid disappointment!

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel courses five business days before the start date to allow transfers to available alternate courses.



Register today! www.bcit.bc.ca • 434-1610 • 412-7777