



PART-TIME STUDIES

WINTER '95

Winter

COURSES START JANUARY 9

Register Now: (604)434-1610

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Contents

REGISTRATION INFORMATION

Four Ways to Register	3
Spring/Summer 1995	3
Confirmation of Registration/Payment	3
Course Audit	3
Course Cancellations	4
Course Identification	4
Course Transfer/Change \$15 Fee	4
Tuition Fees	4
Refunds	4
Miscellaneous Fees	4
Visa & MasterCard declines	4
Parking Permits	4
Tax Receipts — T2202A - 1994	4
Campus Location/Office Hours	4

STUDENT SERVICES

Career Search Workshops	5, 11
Correspondence/Guided Learning	5
Student Success	5, 7
Financial Aid for Part-time Students	5
Bachelor of Technology Degree	5
Program Advising	5
Students with Disabilities	5
The 24-hour Clock	5
Classrooms	5
Class Times	5, 8, 24, 27, 30, 38

ACADEMIC STUDIES

Chemistry	6
Communication	6
Pre-entry courses	6
Technical English	6
Reading, Writing & Learning skills	6
Certificate & Diploma Program courses	6
Business/Technical correspondence	6
Business/Technical Reports	6
Business & Industry Courses	6
Inter-cultural Communication	6
Career Management	6
Presentation Skills	6
Making Meetings Work	7
Telephone Techniques	7
Writing Manuals for the Computer Industry	7
General Interest Courses	7
Effective Writing	7
English Fundamentals	7
Engineering Technology Entry Program	7
Mathematics	7
Technical Mathematics	7
Trigonometry	7
Logarithms and Analytic Geometry	7
Math for Electronics	7
Calculus	7
Physics	7
Pre-entry and ETE Physics	7
Physics for Electronics	7
Electro-optics	7

BUSINESS

Entrepreneurial Centre	8
Venture Program	8
The Business Training Centre	8
Performance Review	8
Motivating your Employees	8
Leadership Skills	8
Time Management	9
Selection Interviewing	9
Internet	9
Advanced Studies in Business	10
Degree Completion	10
Administrative Systems	10
Business Certificate in Management Systems	10
Business Certificate in Human Resource Systems	10
Administrative Management	11
Business Law	11
Management	11
Supervisory Skills	11
Problem Solving/Decision Making	11
Microeconomics	11
Macroeconomics	11
Human Resource Management	11
Labour Relations	11
Training Techniques	12
Organizational Behaviour	12
Managing a Diverse Workforce	12
Broadcast Communications	12
Business Certificate in Broadcast	12
Communications	12
Radio	12
Television	12
Broadcast Journalism	12
Music Business	13
Writing for the Media	13
Film for beginners	13
Investigative Reporting	13
Public Affairs Broadcasting	13
TV Production Planning	13
Financial Management	13
Management Certificate in Accounting	13
Management Certificate in Finance	14
Associate Certificate in Financial Planning	14
Credit Courses to Professional	14
Accounting Bodies	14
Correspondence Courses	14
GST Workshop	14
Accounting	14
Accounting for the Small Business	14
Credit and Collection	14
Investment and Risk Management	14

Auditing	15
Money and Banking	15
Security Analysis	15
Income Tax	15
Interior Design	15
History of Furniture	15
Drafting	15
Colour and Lighting	16
Space Planning	16
AutoCAD	16
Materials	16
Marketing Management	16
General Marketing Management	16
Marketing Communications	16
Technical Sales	17
Customer Relations	17
Sports Marketing	17
Special Event Marketing	17
Principles of Customer Service	17
Public Speaking	17
Small Business Development	17
Importing/Exporting	17
Trade Show Marketing	17
Professional Sales	18
Advertising	18
Tourism	18
Media Techniques for Business	18
Photography	18
Graphics	18
Presentation Techniques	19
Desktop Publishing and Graphics	19
for the Macintosh	19
ClarisImpact	19
PageMaker	19
FreeHand	19
Quark XPress	19
Photoshop	19
Desktop Publishing and Graphics for the PC	19
PageMaker	19
PowerPoint	19
FreeHand	19
CorelDraw	19
Photoshop	19
Multimedia for the Mac and PC	20
Medical Office Assistant	20
Anatomy & Physiology	20
Computer Literacy	20
Terminology	20
Transcription	20
Office Practice	20
Clinical Procedures	20
CAPIC	20
Inventory Control	20
Systems and Technologies	20
Operations Management	20
Management Certificate in:	21
Industrial Engineering	21
Management Engineering	21
Materials Management	21
Quality Management	21
Facilities Management	21
Math for Business	21
Math of Finance	22
Quality Assurance Manufacturing	22
Software Quality Assurance	22
Quality Control	22
Warehouse Management	22
Project Planning and Scheduling	22
Management Information Systems (MIS)	22
Purchasing	22
Inventory Planning & Control	22
Statistics	22
Project Cost Estimating	23
ISO 9000 Quality Standards	23
Senior Certificate for Tradepersons	23
CITT	23
Transportation Logistics	23
Management Certificate in	23
Transportation Logistics	23
Geography of Trading	23
International Trade	23
Distribution	23
Canada Customs Procedures and NAFTA	23
Transportation Economics	23

COMPUTER SYSTEMS

Advanced Diploma in Software Development	24
Computer Systems	24
DOS	24
Word Processing Concepts	24
Spreadsheet Concepts	24
Micro Database Concepts	24
WordPerfect	24
Lotus 1-2-3	24
Computerized Accounting	24
Programming Concepts	24
Windows Concepts/Programming	24
Mainframe Assembler	24
Micro PC Basic	24
DBase IV	24
COBOL	24
Pascal	24
IBM AS/400	24
Creating Multimedia Lessons	25
RPG Programming	25
C Programming	25
Smalltalk and OOPS	25
Powerhouse	25
Data Communications	25
Novell Netware 386	25

LAN Theory	25
C++ for Object-Oriented Programming	25
Case Technology	25
Unix	25
RDBMS Data Modelling	25
Relational Database Systems	25
Client-server Computing	25
Associate Certificate in Office Computer Skills	25

ELECTRICAL AND ELECTRONIC TECHNOLOGY

Electronic Engineering Technology	27
Electronics Lab for Hobbyists	27
PLC for Electronics Technology	27
Measurement and Control	27
Digital Techniques	27
Audio Multimedia	27
Real-time DSP Applications	27
Electrical Trades Upgrading	27
TQ Refresher	27
Electrical Code	27
Code Calculations	27
Motors/Transformers/Capacitors	27
Grounding/Bonding	27
Math for Electricians	27
DC/AC Motors	27
Lighting	28
Heating, Ventilating, Air Conditioning	28
Blueprint Reading	28
Fire Alarm Systems	28
Security Systems	28
Hydraulics for Electrical	28
High Voltage	28
Electronics Trades	28
Telecom Data & Voice Cabling	28
Introduction to Electronics	28
Passive Devices	28
Solid-state Devices	28
Digital Devices	28
Microcomputer Systems Maintenance	28
Fibre Optics	28
Digital Networks	28
Industrial Computing & Control	29
Programming in Basic	29
DC Variable Speed Drives	29
AC Variable Frequency Drives	29
Motor Control	29
Microprocessors	29
Fibre Optics	29
Programmable Logic Controllers	29
Instrumentation	29
Process Control	29
Boiler Control	29
Learning Skills for Trades	29
Paperless Office Automation	29
Lan Systems	29
Novell Netware V3.1x	29

ENGINEERING TECHNOLOGY

Advanced Diplomas	30
Applied Environmental Engineering (AEET)	30
Applied Waste Management —	30
see Applied Environmental Engineering	30
Geographic Information Systems	31
Integrated Resource Management	31
Mechanical Design and Manufacturing	31
Post-diploma Program CAD Programming	31
Technology Management	31
Building	31
B.C. Building Code	31
Construction	31
Drafting	31
Estimating	32
Architectural CAD (ASG)	32
Computer Applications	32
House Inspection	32
Materials	32
Cost Control and Scheduling	32
Chemical Sciences	32
Water Pollution: Chemical Sampling	32
Precious Metal Analysis	32
NDT Radiography/Ultrasonnd	32
NDT Magnetic Particle and Liquid Penetrant	32
NDT Eddy Current	32
Civil & Structural	32
Graphical Communication	32
Asphalt Technology	32
Road Construction and Maintenance	33
Hydrology	33
Hydraulics	33
AutoCAD	33
Soil Mechanics	33
Structural Design	33
Natural Hazard Assessment	33
Computer Aided Engineering	33
AutoCAD	33
Smartcam	33
AutoLISP	33
3D Studio	34
Machine Vision	34
UNIX	34
Microstation	34
Distance Education	34
Mathematics	34
Building	34
Civil Technology	34
Transportation Systems (Highways)	34
Development Approvals	35
Forestry Engineering Technology	35

Fish Harvesting & Processing	35
Food Technology	35
Canned Foods	35
Sanitation for Food Processing Plants	35
Geographic Information Systems	35
MAPInfo	35
MICROSTATION	35
Terrasoft GIS	35
ARC/INFO	35
Mechanical	35
Drafting	35
Statics	35
Automatic Sprinkler Systems	36
Heating and Ventilation	36
Air Conditioning	36
Plastics Certificate Program	36
Health/Safety/Environmental	36
Injection Molding Process	36
Plastics SPC	36
Public Works Operations	36
Plan Reading	36
Sewers	37
Waterworks	37
Roadworks Maintenance	37
Flow Control Devices	37
Renewable Resources	37
Log Scaling	37
Robotics and Automation	37
Surveying and Mapping	37
Instrument Operations	37
GPS for Navigation and GIS	37
Survey CAD: Rapid Transit	37
Surveying with Total Stations	37
Wood Products Manufacturing	37

TRADES TRAINING

Automotive Electronics	38
Electrical Testing	38
Emission Controls	38
Fuel Injection	38
GM Throttle Body Injection	38
Bosch Fuel Injection	38
Mathematics for Mechanics	38, 40, 41
Automotive Mechanic	38
Brake Servicing	38
Front-end Alignment	38
LPG (Propane)	38
NGV (Natural Gas)	38
AirCare	38
CFC Emissions	38
Aviation	38
Air Regulations	38
Sheet Metal	38
Helicopter Maintenance	38
Avionics	39
Blueprints	39
Gas Turbine Engines	39
Private Pilot Ground School	39
Carpentry	39
TQ Refresher	39
Blueprint Reading	39
Stair Construction	39
Roof Framing	39
Cabinet Construction and Installation	39
Commercial Transport Mechanic	39
Air Brakes	39
Commercial Vehicle Inspector	39
Drafting	40
Computer Assisted	40
Process Piping	40
Drywall	40
Exploration	41
Heating, Ventilation, Air Conditioning, Refrigeration	40
CFC Emissions in Refrigeration	40
Heavy Duty Mechanic	41
Mobile Hydraulics	41
Joinery	41
Machinist	41
Lathe Operator	41
CNC	41
Mathematics for Trades	41
Millwright	41
Machine and Coupling Alignment	41
Painting and Decorating	41
Piping	41
B.C. Plumbing Code	41
Cross Connection Control	41
Plumbing: Residential	42
Power Engineering	42
Power Equipment Mechanic	42
Steel Fabrication	42
Sheet Metal	42
Plate and Pipe Development	42
Welding	42
Gas Metal/Gas Tungsten	42
Welding Institute of Canada: Welding Inspection	42
Women in Trades	43
Pacific Marine Training Campus	43

CAMPUS SERVICES

Alumni	43
Library	43
Parking	43
Cashiers Hours	43
Security	43
Lost and Found	43
Recreation	43
Food	43
Bookstore	44
Campus Map	44

Registration Information

FOUR WAYS TO REGISTER

1. BY MAIL

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

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

2. BY FAX

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

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

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

3. IN PERSON

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

BURNABY CAMPUS
3700 Willingdon Avenue

Office Hours (August 15 - April 30):
Monday to Thursday 0830-1900
Friday 0830-1630
Saturday 0830-1230
Closed Saturday on Holiday Weekends

Summer Hours (May 1 - August 14):
Monday to Friday 0830-1630
Saturday Closed

DOWNTOWN EDUCATION CENTRE
549 Howe Street, Vancouver

Regular Office Hours:
Monday to Thursday 0830-1800
Friday 0830-1630
Saturday Closed

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

Regular Office Hours:
Monday to Thursday 0900-2030
Friday 0900-1530
Saturday Closed

4. BY PHONE

This method is **ONLY** available to previous BCIT students who have enrolled in courses since July 1984.

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

NOTE: During peak periods you may experience lengthy delays. If this happens please contact the Downtown campus to register for your course(s).

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

SPRING/SUMMER 1995

Registration for the Spring/Summer term opens January 3, 1995. Although the course schedule will not have been printed at that time, you can call us to check on course offerings and to register.

SOME TRADES TRAINING COURSES ARE OFFERED IN MAPLE RIDGE.

CONFIRMATION OF REGISTRATION/PAYMENT

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

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

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

Unfortunately, we are unable to confirm your registration by return Fax or phone.

COURSE AUDIT

A student may audit a course with permission from the instructor. Written permission **FROM THE INSTRUCTOR** must be submitted to the Student Records office (SW1-1585) no later than 14 calendar days following the commencement of classes for each level. Auditing students are not formally evaluated and do not write examinations. However, students are expected to take an active part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course, but receive a Statement of Marks with "AUD" indicated.



Part-time Studies Registration Form

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

4 Ways to Register

1. By Mail

(available to all registrants)

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

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

Sorry, No Postdated Cheques.

2. By Fax

(Available to all registrants)

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

3. In Person

(Available to all registrants)

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

4. By Phone

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

Charge to your Visa or MasterCard.

Burnaby Campus:
(604) 434-1610

Downtown:
(604) 687-4666

Blocked areas to be filled in by FIRST-TIME REGISTRANTS only!

ASR-1A-IR.94

SOCIAL INSURANCE NUMBER

I authorize BCIT to use my Social Insurance Number as my student identification number for the sole purpose of BCIT business.

Your signature goes here

Last Name (Family Name)

Legal First Name

Middle Name

Previous Last Name (e.g. Maiden Name)

Street/Box No.

Town/City

Province

Country

Postal Code

Home Phone

Work Phone

Company Name

Fax Phone

All official BCIT correspondence will be mailed to this address.

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

You can pay by cheque, money order, VISA or MasterCard. Cash is accepted in person only. A service charge for any NSF or returned cheque will be assessed.

☐ Visa Card Number

Expiry Date

☐ MasterCard Number

Expiry Date

☐ full fees paid by you (not available for faxed registration)

☐ full fees paid by employer (approval attached)

☐ special arrangement (approval attached)

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

Your signature goes here

Dated:

Sex:

☐ male

☐ female

Birthdate:

(day - month - year)

Your citizenship status is:

☐ Landed Immigrant/Permanent Resident

☐ Canadian Citizen

☐ Other (please specify):

Country of Citizenship if not Canada:

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



Registration Information

COURSE CANCELLATIONS

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

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

COURSE IDENTIFICATION

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

a) Subject Code

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

b) Course Number

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

Level of Difficulty (rigor) is defined as:

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

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

c) Titles

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

COURSE TRANSFER/CHANGE \$15 FEE

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

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

TUITION FEES

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

Note: The Welding course fees do include the textbook costs.

REFUNDS

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

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

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

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

HOW TO WITHDRAW

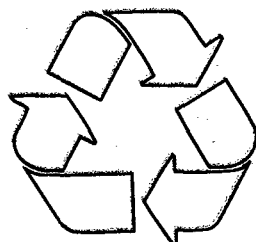
Students who wish to withdraw from a course after the refund deadline, must do so officially, in writing to Student Records. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show "F" for the dropped course. Neglecting to withdraw officially (course abandonment) will result in an "OF" on the transcript. The standard refund policy applies to all withdrawals.

MISCELLANEOUS FEES

NSF/Returned Cheques	\$15
Duplicate T2202A	\$10
Transcript (plus \$1 each extra)	\$5

VISA & MASTERCARD DECLINES

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



PARKING PERMITS

\$12 PER TERM, \$4 PER WEEK
(SUBJECT TO CHANGE FOR 1994/95).

Parking permits are purchased from the cashier and can be bought prior to the start of classes. For additional information please see the Parking Section on page 43.

TAX RECEIPTS T2202A - 1994

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

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

CAMPUS LOCATIONS/ OFFICE HOURS

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

1. BURNABY/BBY (604) 434-1610 (REGISTRATION)

Part-time course registration.

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

Student Services:

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

OFFICE HOURS

Admission/Registration/General Enquiries:

Hours (Subject to Change)

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

Summer Hours (May 1 - August 14)

Monday to Friday	0830 - 1630
Saturday	Closed

CHANGES TO CURRICULA REGULATIONS & SERVICES

Although it is proposed to adhere to the courses and programs of study as set forth in this advertising supplement, the Institute reserves the right to make, without prior notice, whatever changes are deemed necessary to the programs of study, services or regulations. The Institute reserves the right to cancel any course, program or service.

2. DOWNTOWN EDUCATION CENTRE/DEC, (604) 687-4666

Part-time technology courses only.

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

OFFICE HOURS

When school is in session:

Monday to Thursday	0830 - 1800
Friday	0830 - 1630

Otherwise:

Monday to Thursday	0830 - 1730
--------------------	-------------

3. KASLO, (604) 439-4100

Health part-time classroom courses only.

2780 East Broadway
Vancouver, B.C. V5M 1Y8
Fax: (604) 251-2008

4. SURREY/SRY, (604) 594-2000

Part-time Business courses only.

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

5. SEA ISLAND/SEA, (604) 278-4831

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

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

6. KINGSTON COLLEGE/HOL

Part-time Computer Systems courses only.

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

7. VANCOUVER/VCR/ANO

Part-time Computer Systems courses only.

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

8. LANGLEY/LLY

Electronic programs and courses only.

#97 - 21405 56th Avenue
Langley, B.C. V3A 4R3

9. MAPLE RIDGE/MRC

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

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

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

11. MISSION/MIS

District of Mission Public Works Yard
33835 Dewdney Trunk Road
Mission, B.C.

12. MATSQUI/MAT

Matsqui Public Works Yard
31739 King Road
Matsqui, B.C.

13. PACIFIC MARINE TRAINING CAMPUS, (604) 985-0622

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

Student Services

HRMG 0315 CAREER SEARCH WORKSHOP

BCIT offers a workshop led by professionally trained career counsellors to help you set goals and plan your career based on your own personal interests, values and abilities.

BCIT's Career Search Workshop will help you to:

- make a first-time career choice
- build on life experiences to re-enter the workforce
- make a career change
- develop new career paths
- gain current information about training/educational opportunities
- access information on jobs of the future in technology
- develop your career

This 12-hour course covers:

- Interest testing
- Decision-making
- Aptitude testing
- Values clarification
- Goal setting and implementation

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

Burnaby campus

Jan 19	Thr	4 wks	1845-2145
Feb 21	Tue	4 wks	1845-2145
Mar 1	Wed	4 wks	1845-2145
Apr 5	Wed	4 wks	1845-2145
May 6	Sat	2 wks	0900-1500

Downtown Education Centre

Feb 4	Sat	2 wks	0900-1500
Mar 11	Sat	2 wks	0900-1500
Apr 1	Sat	2 wks	0900-1500
Jun 3	Sat	2 wks	0900-1500

Cost: \$206

CORRESPONDENCE/ GUIDED LEARNING

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

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

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

Please call:

Transportation Systems	(604) 432-8784
Engineering Technology	(604) 432-8784
Health Sciences	(604) 439-4100
Business	(604) 432-8609
Academic Studies	(604) 432-8784
Industry Services	(604) 432-8234
Power Engineering	(604) 432-8390

Note: Students registering in correspondence/ guided learning courses with out of country addresses will be charged double the assessed course fee.

STUDENT SUCCESS

BCIT 0100

STUDENT SUCCESS STRATEGIES \$135

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

Jan 10	Tue	10 wks	BBY CRN	15603
Jan 11	Wed	10 wks	DEC	15604
Jan 14	Sat	6 wks	BBY	15605
0900-1430				

FINANCIAL AID FOR PART-TIME STUDENTS (604) 432-8555

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

1. British Columbia Part-time Student Assistance Program

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

2. BCIT Part-time Bursaries

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

3. Adult Basic Education Student Assistance Program

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

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

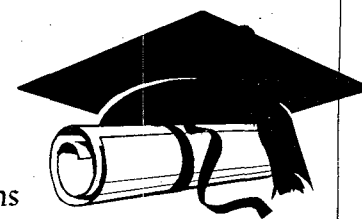


BACHELOR OF TECHNOLOGY DEGREE

In May of 1994, BCIT received degree-granting approval from the provincial government. Enrolment for the first two degree programs will commence in the near future.

These programs are:

- Bachelor of Technology in Nursing (Critical Care major)
- Bachelor of Technology in Computer Systems



More degree programs will be added over the next few years. Initially offered through Part-time Studies, BCIT's degree program combines advanced specialty courses with credit courses in academic studies. Further information can be obtained by contacting BCIT Student Services at the Burnaby campus. Phone: (604) 434-3304.

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

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

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

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

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

At the Burnaby campus, program advisors are available throughout the year, by appointment. Evening appointments are available during fall, winter and spring terms. For additional information, please call us.

STUDENTS WITH DISABILITIES (604) 434-3304

We offer a range of support services for students with disabilities. For more information contact Student Services at (604) 434-3304, Building SW1, Room 2300.

THE 24-HOUR CLOCK

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

CLASSROOMS

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

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

NE1, J.W. Inglis Building,
2nd floor, South Entrance.
SW1 Building, 1st floor,
Registration Office.
SE14, Bookstore.
SE16, SAC (Student Activity Centre).
SE12, Breezeway outside Campus Cafe.
SW1, TNT Store foyer.

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

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

CLASS TIMES

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

BURNABY (BBY) TRADES ...	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
HOLDOM AVENUE (HOL)	1845-2145
LANGLEY (LLY)	1900-2200
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
MAPLE RIDGE (MRC)	See course descriptions
MAPLE RIDGE (THC)	See course descriptions
MATSQUI (MAT)	See course descriptions
MISSION (MIS)	See course descriptions

Academic Studies

CHEMISTRY (604) 434-5734 LOCAL 5262

CHEM 0001 (CHEM 001) PRE-ENTRY CHEMISTRY 1 \$429

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.

Jan 9 Mon/Wed 12 wks BBY CRN 10704

CHEM 3317 (CHEM 317) GAS AND LIQUID CHROMATOGRAPHY \$378

Introduces the uses of gas chromatography (GC) and high performance liquid chromatography (HPLC) in solving organic analysis problems relating to the energy, chemical, food and forest industries, and clinical and environmental laboratories. Class is limited to ten students so enrol now!

Jan 10 Tue/Thr 6 wks BBY CRN 10705

COMMUNICATION

PRE-ENTRY COURSES

COMM 0003 CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE \$481

Helps students acquire the English skills they need to participate in successful interviews with BCIT advisors and instructors in trades and technology. Students will learn how to present their career goals and interests clearly and concisely. Students will prepare cards of introduction and resumes, practice filling out application forms, participate in practice interviews, read about cultural differences and discover their own style. The course will feature guest lecturers from various BCIT programs and Student Services. All applicants will be registered into COMM 0009 COMMUNICATION PLACEMENT and must write an English proficiency test on the first night of class to determine their eligibility for continuation.

Jan 10 Tue/Thr 11 wks BBY CRN 15244
1800-2200

COMM 0004 (COMM 005) INTRODUCTION TO BCIT FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE \$481

Prepares students whose first language is not English and whose language skills need upgrading to enrol in COMM 0005. Topics include the speaking, listening, writing, and reading skills needed to carry out writing and speaking tasks in COMM 0005 and in other BCIT courses. Students will learn about the programs offered at BCIT and cover areas such as classification, cause and effect, comparison and contrast, and process descriptions. As well as comparing and contrasting BCIT programs, students will interpret charts and graphs, and edit other students' work. A grade of 65% and a passing grade on the Communication Placement Test in this course meets the prerequisite for COMM 0005. All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT to write an English proficiency test on the first night of class to determine their eligibility for continuation.

Jan 9 Mon/Wed 11 wks BBY CRN 10715
1800-2200

Mon 22 wks BBY 11831
1800-2200

Jan 10 Tue/Thr 11 wks BBY 10717
1800-2200

COMM 0005 (COMM 004) TECHNICAL ENGLISH FOR SECOND LANGUAGE STUDENTS \$481

Prepares those students whose first language is not English, yet still possess good writing and speaking skills. Students will cover all the writing, reading, speaking, and listening skills needed for BCIT full-time programs. Sentence and paragraph development, reading comprehension, vocabulary expansion, speaking skills, and library skills are emphasized. Grammatical skills are taught in conjunction with writing assignments. Students will also practice proofreading for major errors in sentence structure, grammar, and vocabulary. A grade of 65% or higher in this course meets the prerequisite (a "P" in English 12 or equivalent) for many technologies. A grade of 70% equals a "C" in English 12. A grade of 75% or better meets the prerequisite for technologies (a "C+" standing in English 12). Prerequisite: All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT to write an English proficiency test on the first night of class to determine their eligibility for continuation. If language skills need upgrading, students will be required to complete COMM 0004 before enrolling in COMM 0005.

Jan 9 Mon/Wed 11 wks BBY CRN 10711
1800-2200

Mon 22 wks BBY 10710
1800-2200

Jan 10 Tue/Thr 11 wks BBY 10713
1800-2200

COMM 0008 (COMM 003) COMPREHENSIVE READING, WRITING & LEARNING SKILLS \$481

Designed for students whose first language is English. It emphasizes the reading, writing, speaking and study skills needed for BCIT full-time programs. The course includes efficient reading, library research skills, reading comprehension, study skills, writing fundamentals and speaking skills. A grade of 65% or higher in this course meets the prerequisite (a "P" in English 12 or equivalent) for many technologies. A grade of 70% equals a "C" in English 12. A grade of 75% or better meets the prerequisite for selected technologies (a "C+" standing in English 12). Prerequisite: All applicants will be registered in COMM 0009 COMMUNICATION PLACEMENT to write an English proficiency test on the first night of class to determine their eligibility for continuation.

Jan 9 Mon/Wed 11 wks BBY CRN 10708
1800-2200

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

For more information on financial assistance for part-time students, phone (604) 432-8555 or go to Financial Aid reception in Student Services, Building SW1-2300. Office hours: 08:30-16:30, Monday to Friday.

CERTIFICATE AND DIPLOMA PROGRAM COURSES

COMM 1103 (COMM 160) INTRODUCTION TO BUSINESS & TECHNICAL COMMUNICATION \$228

Teaches practical techniques for planning, organizing, selecting and presenting information for a business or industry environment. Routine memos, instructions, procedures, graphics, summaries and oral presentations are covered.

Jan 10 Tue 12 wks DEC CRN 10721
1730-2030

Jan 11 Wed 12 wks BBY 10722

COMM 2202 (COMM 175) BUSINESS & TECHNICAL CORRESPONDENCE \$228

Improves students' writing capabilities at work. Several types of memos and letters commonly used in the office including requests, complaints, sales and job applications; preparation and revision of resumes using different formats are covered. Prerequisite: COMM 1103 or permission from the instructor.

Jan 10 Tue 12 wks BBY CRN 10725

COMM 2203 (COMM 178) BUSINESS REPORTS \$228

Emphasizes the persuasive skills needed to sell ideas, methods and products. Comparison and recommendation reports, proposals, feasibility studies, executive summaries, formal report format, presentations and use of graphics are covered. Prerequisite: COMM 1103 and COMM 2202 or permission from the instructor.

Jan 11 Wed 12 wks DEC CRN 10726
1730-2030

COMM 2204 (COMM 183) TECHNICAL REPORTS \$228

Emphasizes written skills needed when solving engineering problems. Comparison and feasibility reports, technical proposals, journal reviews, executive summaries, graphics and formal report format are covered. Prerequisite: COMM 1103 and COMM 2202 or permission from the instructor.

Jan 12 Thr 12 wks BBY CRN 10727

BUSINESS AND INDUSTRY COURSES

COMM 0035 (COMM 012) INTER-CULTURAL COMMUNICATION \$167

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

Feb 4 Sat 3 wks BBY CRN 10720
0900-1600

COMM 0036 (COMM 036) CAREER MANAGEMENT \$184

Designed for technologists who see their work as more than a job. Students will define what career success means, plan continuing professional development to reach goals, and build a track-record of achievements. This course is primarily for employed technologists.

Jan 10 Tue 4 wks BBY CRN 11826

COMM 0037 (COMM 037) COMPETITIVE COMMUNICATION \$167

Teaches effective communication skills needed for a competitive business and industry world. Learn the basics of letter and memo writing. Learn key strategies to write quickly, accurately and with confidence.

Jan 10 Tue 6 wks BBY CRN 11827

COMM 0038 (COMM 038) TECHNICAL PROPOSAL WRITING \$167

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

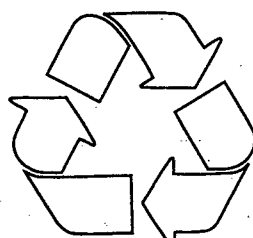
Jan 11 Wed 6 wks BBY CRN 11828

COMM 0039 (COMM 039) PRESENTATION SKILLS \$167

Develops presentation skills in this video-based workshop. Students will be provided with immediate and constructive feedback of individual performances. This highly intensive workshop has one major goal ... to make students confident and competent in front of a group.

Feb 21 Tue 6 wks BBY CRN 11829

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



PLEASE RECYCLE



Academic Studies

COMM 0040 (COMM 040) MAKING MEETINGS WORK \$167

Teaches the technical pieces that get a meeting started right. What to do before, during, and after the meeting. Learn the leadership skills in controlling and motivating a group, working with conflict to achieve desired results to unite, to focus, and to mobilize the group.

Feb 22 Wed 6 wks BBY CRN 11830

COMM 0041 (COMM 910) TELEPHONE TECHNIQUES \$70

Teaches techniques for making positive first impressions with customers and for handling those angry callers who want to complain. Record calls efficiently. Discussion, sample calls (on video) and role playing are used.

Jan 21 Sat 1 day BBY CRN 12487
0900-1600

COMM 2205 (COMM 196) WRITING MANUALS FOR THE COMPUTER INDUSTRY \$167

Teaches the techniques for planning, researching, organizing, formatting and writing a manual; testing and packaging the finished product and translating technical material for the non-technical reader are also covered.

Jan 10 Tue 6 wks BBY CRN 10728

GENERAL INTEREST COURSES

COMM 0021 (COMM 001) EFFECTIVE WRITING \$203

Develops the basic skills needed for business and technical writing at BCIT. Paragraph development, organization and effective sentences in memo and letter writing are emphasized.

Jan 11 Wed 8 wks BBY CRN 10706

COMM 0022 (COMM 900) ENGLISH FUNDAMENTALS \$228

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

Jan 12 Thr 12 wks BBY CRN 10731

COMM 0023 (COMM 190) WRITING FOR RESULTS \$203

Provides an overview of techniques used to make writing clearer, better organized and more effective in getting the job done in the workplace.

Jan 11 Wed 8 wks BBY CRN 12509

COMM 0024 IMPROVE YOUR READING COMPREHENSION \$228

Start of a two-part reading course for adults who have completed Grade 8 or higher.

Teaches or reviews word attack skills, dictionary usage, literal and inferential meaning; and use of language and critical reading skills.

The course is taught as individualized reading so students can work at their own level; however, it is not DESIGNED for those who have a learning disability or use English as a second language. The mark of pass/fail depends on student attendance and work accomplished.

Jan 10 Tue 12 wks BBY CRN 15400

BCIT 0100 STUDENT SUCCESS STRATEGIES \$135

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

Jan 10 Tue 10 wks BBY CRN 15603
Jan 11 Wed 10 wks DEC 15604
Jan 14 Sat 6 wks BBY 15605
0900-1430

ENGINEERING TECHNOLOGY ENTRY PROGRAM

Provides academic upgrading to students wishing to enrol in an Engineering Technology program at BCIT. The ETE program provides courses in chemistry, communication, mathematics and physics which meet the School of Engineering Technology prerequisites in these areas.

The program also includes an introductory course in computer applications and a general interest seminar course.

This program is one term, 15 weeks in duration. The program will be offered three times a year with intakes in January, April, and September. The chemistry course is currently not offered in the September session.

Students enrolled in the ETE program could be provisionally accepted (at the time of enrolment) into an Engineering Technology program in the subsequent term, subject to satisfactory completion of the ETE program.

Prerequisites: English 11 and Mathematics 11 or equivalent with a "C" or better, completed within eight years of application date. A written submission of interest and intent is required. Preference will be given to applicants who have completed a grade 11 level science course or the equivalent. Eligible courses are biology, chemistry, earth science, physics and technology.

Program Courses	Clim hrs/wk
CHEM 0010 Introductory Applied Chemistry	6.0
COMM 0007 Introductory Communication and Learning Skills	6.0
COMP 0107 Computer Literacy	3.0
MATH 0005 Introductory Technical Mathematics	7.0
NTRY 0301 Seminar for ETE students	1.0
PHYS 0309 Introductory Applied Physics	7.0

Students will normally take either chemistry or physics, depending on which subject is not a prerequisite for the Engineering Technology program for which they have applied for provisional acceptance. Core courses (Computer Literacy, Math, Communication and the ETE Seminar) are essential in order to maintain status as an ETE student.

For further information on the Engineering Technology Entry program, please call Student Services at (604) 434-3304, or toll-free at 1-800-667-0676.

MATHEMATICS (604) 451-6709

MATH 0001 (MATH 001) TECHNICAL MATHEMATICS: INTRODUCTION \$429

Presents an upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak.

The course meets the Math 12 entrance requirement for BCIT programs. Students intending to enter a technology which requires a Math 12 grade of "C+" or better must achieve a final mark of 65% or higher in MATH 0001. Prerequisite: "C" or better in Math 11 or equivalent.

Jan 4 Mon/Wed 15 wks BBY CRN 10733

MATH 1011 (MATH 101) TECHNICAL MATHEMATICS 1: TRIGONOMETRY \$228

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

Jan 9 Mon 12 wks BBY CRN 10735

MATH 1012 (MATH 102) TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY \$228

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

Jan 10 Tue 12 wks BBY CRN 10737

MATH 1435 (MATH 115) MATHEMATICS FOR ELECTRONICS: PART B \$401

Continues from MATH 1434. MATH 1434 and MATH 1435 replace MATH 1431.

Prerequisite: MATH 1434 or equivalent.

Jan 9 Mon/Wed 11 wks BBY CRN 15245

MATH 2011 (MATH 203) TECHNICAL MATHEMATICS 3: CALCULUS \$455

Introduces students to 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.

Jan 10 Tue/Thr 12 wks BBY CRN 13133

MATH 3011 (MATH 204) TECHNICAL MATHEMATICS 4: CALCULUS \$455

Continues from MATH 2011. Integration, partial differentiation, an overview of Maclaurin, Taylor and Fourier series, and the solution of differential equations with special consideration given to the use of Laplace transforms. Prerequisite: MATH 2011.

Jan 10 Tue/Thr 12 wks BBY CRN 10739

PHYSICS (604) 434-5734 LOCAL 5316

PHYS 0304 (PHYS 004) REFRESHER PHYSICS \$136

Provides a review of the basic Grade 11 Physics concepts which are important for success in most first-year physics courses at BCIT. Topics include vectors, kinematics, dynamics, equilibrium, circular motion, mechanical energy and power. There will be some lab exercises, and problem-solving skills will be emphasized. Recommended for students who have taken Grade 11 Physics more than one year ago, and need some review in order to refresh their skills. Prerequisite: Physics 11 or equivalent.

Mar 16 Thr 10 wks BBY CRN 10740

PHYS 0309 (PHYS 009) PRE-ENTRY AND ETE PHYSICS \$481

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

Jan 10 Tue/Thr 16 wks BBY CRN 10782

PHYS 1301 (PHYS 131/132) GENERAL PHYSICS 1 \$462

Includes kinematics, statics, linear and rotational dynamics, properties of matter, heat and thermodynamics. Meets the physics requirement for many first-level physics courses at BCIT. Prerequisite: Math 12 or equivalent and Physics 11 or equivalent is required.

Jan 9 Mon/Wed 12 wks BBY CRN 10741

PHYS 2143 (PHYS 206) PHYSICS FOR ELECTRONICS TECHNOLOGY \$530

Continues from PHYS 1143. Magnetism, induced electromotive force, thermal energy, vibrations and waves with particular reference to sound waves, electromagnetic waves, physical optics and nuclear physics. The labs emphasize measurement, data analysis and experimental techniques as they relate to the lecture concepts. Technological applications are presented throughout the course. Prerequisite: PHYS 1143 or equivalent, algebra, trigonometry and some calculus.

Jan 9 Mon/Wed 14 wks BBY CRN 10784

PHYS 2301 (PHYS 231/232) GENERAL PHYSICS 2 \$462

Explores sound, light and optics, basic electricity and magnetism, basic semiconductor theory; atomic and nuclear phenomena. Meets the physics requirement for many second-level physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent.

Jan 9 Mon/Wed 12 wks BBY CRN 10778

PHYS 5305 (PHYS 465) ELECTRO-OPTICS \$268

Covers both introduction and applications in the areas of radiometry, geometric and physical optics, solid-state properties of matter, sources, detectors, solar cells, lasers, fibre optics and modulators. Intended for the technologist with a background in electrical technology. Prerequisite: Grade 11 Math and Physics. A BCIT Electronics Technology Diploma or equivalent is recommended.

Jan 10 Tue 14 wks BBY CRN 10779

CLASS TIMES

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

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

ENTREPRENEURIAL CENTRE (604) 432-8767

VENTURE PROGRAM TCTR 0100

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

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

Your final exam will be given by the marketplace.

Enrolment enquiries are welcome now as places are limited.
Spring '95 starts Monday, February 6, 1995.
Fall '95 starts Monday, September 18, 1995.

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

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

THE BUSINESS TRAINING CENTRE PRESENTS BUSINESS SEMINARS AND WORKSHOPS

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

The Business Training Centre delivers practical, work-related training to help you and your company:

- Increase capacity.
- Improve performance.
- Motivate employees.
- Remain competitive.

All seminars and workshops will be held at BCIT's Downtown Education Centre, 549 Howe Street, Vancouver.

Prices include GST.

The refund deadline for all sessions is one week prior to course date. Refunds less 15% of the course fee will be made for cancellations received at least one week prior to the seminar date. We regret we cannot give refunds after that date.

For more information on these seminars and workshops, contact Student Services at (604) 434-3304 or Debbie Saxby, Business Training Centre coordinator at (604) 432-8658.

BTCW 0100 PERFORMANCE REVIEW: COACHING, DEVELOPMENT AND APPRAISAL \$318

Explores issues related to the whole process of performance reviews. Topics include setting standards, providing ongoing coaching and development, and conducting effect performance appraisal meetings. This workshop is designed for supervisors and managers who are responsible for conducting performance appraisals.

Participants will gain an understanding of the characteristics of effective performance review, practice setting and clarifying standards and goals, explore techniques for effective feedback and coaching, examine performance appraisal rating pitfalls and guidelines, and prepare for and practice conducting an effective performance appraisal meeting.

Presenter — Rhonda Margolis.

Ms. Margolis is a widely experienced human resources practitioner and organizational diversity consultant. She works with private and public sector organizations designing and implementing training programs in performance appraisal, career planning, managing diversity and other human resource management issues. Ms. Margolis holds a Master of Arts degree in Counselling Psychology, with a focus on career development and cross-cultural counselling.

Feb 24/25 Fri/Sat DEC CRN 15479
0900-1630

BTCW 0101 MOTIVATING YOUR EMPLOYEES \$158

Teaches the benefits to the organization and the manager/supervisor in helping their employees become and STAY motivated. Develops participant awareness of the factors that demotivate employees, and an understanding of why and how staff can be motivated.

This workshop is designed for managers and supervisors who have a responsibility for leading and influencing employees.

Topics include advantages of a motivated staff to the company and to the manager/supervisor, employee needs, identifying non-motivational needs, identifying motivational factors, determining the reason employees become de-motivated, preventing de-motivation, how your company can motivate your employees, and how you can motivate your employees.

Presenter — Sohan Ram.

Mr. Ram has over 30 years experience with the Canada Post Corporation, including positions as lead trainer and manager of Training/Resourcing of the B.C./Yukon Division. He has taught BCIT Part-time Studies business courses in supervision, management, organizational behaviour and training techniques for 15 years, and teaches corporate clients through the Business Training Centre. He holds a B.Comm and M.Sc. from UBC and CMA designation from McMaster University.

Feb 6 Mon DEC CRN 15480
0830-1630

BTCW 0102 LEADERSHIP SKILLS FOR SUPERVISORS AND MANAGERS \$287

Develops participants' understanding of the roles, skills required, and traits of successful leaders. Participants will learn to assess and evaluate their leadership styles, to understand the advantages and applications of other leadership styles, and to adapt their style for the greatest impact.

This workshop is designed for those new to supervisory or first level management positions or those about to be promoted into such positions.

Topics include role and functions of leaders, responsibilities and authority levels, formal and informal leaders, qualities of the successful leader, appropriate leadership styles, organizational politics, managing change, and action planning for your success.

Seminar Presenter — Sohan Ram.
See BTCW 0101.

Jan 23/24 Mon/Tue DEC CRN 15481
0830-1630

BTCW 0103 BUILDING A CUSTOMER-DRIVEN ORGANIZATION \$287

Teaches participants how to build a customer-driven organization by focusing on strategic and people management principles. The quality of service provided to your customers may be the single, most important factor in influencing your organization's success.

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

Presenter — Greg Campeau.

Mr. Campeau is a trainer and consultant specializing in human resource development and productivity enhancement. Greg has over 15 years of sales and marketing experience, twelve of which were in management, where he recorded dramatic and quantifiable regional organizational turnarounds.

Greg teaches training techniques, interpersonal skills and customer relations courses at BCIT. He holds an Honours Bachelor of Commerce degree from the University of Windsor.

Mar 7/8 Tue/Wed DEC CRN 15482
0830-1630

BTCW 0104 SETTING WORKPLACE OBJECTIVES AND MEASURING PERFORMANCE \$158

Teaches participants how to clarify goals and objectives for both projects and new or revised job positions, to use established objectives effectively, to design and implement methods for effectively measuring critical performance targets, and to identify variances and recommend alternative or more appropriate methods of goal achievement. This one-day workshop is a "must" for supervisors and managers who are responsible for meeting organizational goals through the efforts of their employees.

Topics include understanding the skills, knowledge and abilities required to set work objectives, determining organizational goals, developing critical tasks and activities in setting objectives, clarifying departmental/work section goals, designing measurable achievement indicators for performance and behaviour, establishing group and individual goals and standards, clarifying levels of authority, measuring actual performance, comparing performance/behaviour with standards and determining and implementing corrective action.

Seminar Presenter — Sohan Ram.
See BTCW 0101.

Feb 14 Tue DEC CRN 15483
0830-1630

BTCW 0105 PROBLEM-SOLVING AND DECISION- MAKING SKILLS PRACTICE \$158

Develops the skills and knowledge needed to identify causes of problems, teaches how to apply practical decision-making processes to resolve problems and how to achieve organizational effectiveness.

Topics include identifying problems; gathering information on causes of problems and possible solutions; developing criteria, conditions and limitations in solving problems; generating alternative approaches to problem solving; identifying resistance to change and how to overcome it; decision-making skills and processes; implementing and monitoring decisions; developing an organizational problem-solving framework; and creating an action plan for success.

Presenter — Sohan Ram.
See BTCW 0101.

Feb 21 Tue DEC CRN 15484
0830-1630



SPS SAFETY TIPS
Wear comfortable
clothing and
shoes to allow
you to
move freely.

BTCW 0106 TIME MANAGEMENT AND PRODUCTIVITY SKILLS \$287

Teaches the vital difference between being Effective and being Efficient, and the keys to achieving both!

This seminar provides a unique view of managing time and setting goals, with emphasis on developing "self management" skills.

Topics include why you do the things you do — leading-edge brain research sheds new light on human behaviour, principles of "organization" you can apply at your desk and home, goal-setting skills that apply to all areas in your personal and business life, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters such as indecision, perfectionism and the inability to say NO, and meeting management skills — staying on track and on time.

Presenter — Greg Campeau.
See BTCW 0103.

Feb 14/15 Tue/Wed DEC CRN 15485
0830-1630

BTCW 0107 EFFECTIVE DELEGATION \$158

Teaches effective delegation that can make both you and your organization perform more effectively. Covers the most effective methods of delegating work and the pitfalls of delegation you need do avoid.

Topics include the benefits of delegation to the organization, barriers and pitfalls to delegation, steps in delegating effectively, how to delegate authority along with responsibility, what NOT to delegate, "buddy system" delegation, and how to use delegation as a developmental process.

Presenter — Sohan Ram.
See BTCW 0101.

Jan 30 Mon DEC CRN 15486
0830-1630

BTCW 0108 TRANSITION: MANAGING CHANGE AT A PERSONAL LEVEL \$158

Explores successful strategies for managing change at a personal level. Through discussion and experiential exercises, you will identify your support systems, recognize your current strategies, and learn new ways to manage change. Using William Bridges' model from his book Transitions, you will have the opportunity to put current changes into perspective, in light of the overall transitions in your life. This one-day workshop is valuable for people in organizations undergoing change, those in a career or personal life transition, and those who are leading change and need to understand why they are experiencing resistance.

Presenter — Bonnie Milne.
Ms. Milne is an experienced and effective facilitator. She has developed and teaches BCIT's part-time studies course in interpersonal skills. She also teaches BCIT's Selection Interviewing course and Train the Trainer programs. Bonnie has her own consulting company, working with clients to increase their skills in managing change, customer service, team-building, conflict resolution, and supervision. She holds a Teaching Certificate and Bachelor's degree from SFU, and a Diploma in Administrative Management from BCIT.

Feb 14 Tue DEC CRN 15487
0830-1630

BTCW 0109 MANAGING PERFORMANCE \$287

Teaches processes you can apply in achieving organizational and departmental goals through the collective and individual efforts of your employees. Practice applying corrective actions, both positive and disciplinary, which can be used in unionized and non-unionized environments when unacceptable performance or behaviour has occurred.

Topics include dividing and assigning tasks, achieving agreement on performance indicators, assigning authority and responsibility, coordinating group activities, resolving problems, recognizing good performance/behaviour, taking corrective action for unacceptable performance/behaviour, using positive discipline, handling complaints, preparing grievances/arbitration, and action planning.

Presenter — Sohan Ram.
See BTCW 0101.

Jan 17/18 Tue/Wed DEC CRN 15488
0830-1630

BTCW 0110 SELECTION INTERVIEWING — COMING UP TO SPEED \$287

Brings participants up to speed on selection interviewing. This two-day workshop is designed for those who may sit on selection committees four or five times a year, and for those in smaller organizations where departmental staff do their own selection interviewing.

Topics include advertising for a position, using internal referrals, promoting from within, techniques for screening resumes, ensuring equity throughout the selection process and interviewing skills.

Participants will conduct selection interviews which will be video taped for review. At each stage of the day, you'll have the opportunity to work with a partner or in a group, using sample resumes, job descriptions and company profiles to create a realistic environment for hiring scenarios.

Presenter — Bonnie Milne.
See BTCW 0108.

Mar 28/29 Tue/Wed DEC CRN 15489
0830-1630

BTCW 0111 EFFECTIVE LEADERSHIP COMMUNICATION \$158

Teaches the importance of effective communication skills to the organization, yourself as a supervisor or manager, and to employees. Learn to recognize the barriers to effective communication vehicles and their appropriate applications, and to increase overall effectiveness in personal and professional communications.

Topics include defining "communication," identifying the value of effective communication in business, recognizing barriers to communication, utilizing methods of overcoming these barriers, body language — positive influences and pitfalls, and perception and misperception — causes and corrective action.

Presenter — Sohan Ram.
See BTCW 0101.

Feb 9 Thr DEC CRN 15490
0830-1630

BTCW 0112 FIRST STEPS TO HUMAN RESOURCE MANAGEMENT \$382

Focuses on Human Resource Management in three small mythical organizations. This three-day workshop will benefit those in small organizations who are beginning to work in the field of Human Resource Management, and consultants or others who need to know the basics of Human Resource Planning.

Topics include creating a new position, writing a job description, advertising for a position, screening resumes, conducting a selection interview, checking references offering the job, valuing diversity, orientation, rewards and incentives, performance management, and planning for the future.

The workshop combines "hands-on" experience with theory. The focus is on interaction, using roleplays, group discussions and presentations.

Presenter — Bonnie Milne.
See BTCW 0108.

Mar 6/7/8 Mon/Tue/Wed DEC CRN 15491
0830-1630

BTCW 0113 GROW A WINNING TEAM \$79

Draws on sports analogies and personal experiences of the participants to develop memorable ideas for team-building which can be used in work and play. Special attention will be given to eliciting ways to successfully motivate teams to optimum performance. Throughout the session, participants will find what works for them and improve their insight into the team-building process. Participants will leave with memorable reminders of the things they can do to "grow" a winning team.

Participants may want to attend the follow-up workshop "Strategic Management," BTCW 0114.

Presenter — Michael Harrison.
Mr. Harrison is the dean of the School of Business at BCIT. He has extensive experience in business and industry as a management consultant, executive director of the Canadian Bankers Association, and vice president, Computers/Communications of Southam Press Ltd. He graduated in Engineering Physics from the University of Toronto and completed his post-graduate studies in Business Administration at the London School of Economics.

Feb 20 Mon DEC CRN 15541
0900-1200

BTCW 0114 STRATEGIC MANAGEMENT \$158

Teaches the process necessary to produce and implement an effective strategic plan. Participants will go through the steps needed to set up a planning team, determine and assign tasks, analyze the environment in which the organization will operate in the future, and select appropriate strategies and attainable goals. Emphasis will be on developing a team approach involving all levels of the organization, to "build in" acceptance and ownership of the strategy and ensure smooth implementation.

Prerequisite: participants should have attended BTCW 0113 or have substantial experience in managing work teams.

Presenter — Michael Harrison.
See BTCW 0113.

Feb 10 Fri DEC CRN 15543
0830-1630

BTCW 0115 INTRODUCING THE INTERNET \$85

Helps participants get started along the Information Superhighway! Teaches how to access the Internet via mainframes, service providers, and home-based PC's. Through hands-on experience on a computer terminal participants will learn how to set up e-mail messages, personal ID's and Internet node addresses. Introduces navigational aids which make the Internet a friendlier, more accessible place, such as gopher and veronica. Through them you will actually tap-in to some of the wealth of Internet information resources which meet your interests and needs. Lesson notes, references and book lists provide advice and guidance as you take off on your own down the Information Superhighway. Please note: To ensure the hands-on nature of these workshops, registration is limited.

Presenter — Michael Harrison.
See BTCW 0113

Jan 16 Mon BBY CRN 15492
Feb 13 Mon BBY 15493
Mar 13 Mon BBY 15494
1845-2145

BTCW 0116 ADVANCING ALONG THE INTERNET \$85

Moves participants farther and faster along the Internet "Pipeline." Teaches what is actually happening to "packets" of information as they flow around the 'Net, but theory will be kept to a minimum, as the emphasis is on accessing the Internet using TCP/IP, MOSAIC and other tools in BCIT's new Advanced Management Technology Lab. Through hands-on experience on a full-colour, LAN networked computer participants may explore in-depth using such Internet navigational aids as gopher, veronica, archie, and jughead. Through them participants tap into the wealth of Internet information resources using FTP, newsreaders and other tools. Lesson notes, references and book lists are provided, together with demonstrations and addresses of service providers who will move you along the Internet pipeline.

Prerequisite: BCIT's Introducing the Internet or equivalent course, evaluated through on-line notes to instructor.

Presenter — Michael Harrison.
<HRRM8496@bcit.bc.ca>
See BTCW 0113

Jan 30 Mon BBY CRN 15495
Feb 27 Mon BBY 15496
Mar 27 Mon BBY 15497

BTCW 0117 TRAINING SKILLS FOR TRAINERS \$287

Covers all aspects of training from need identification and design, to evaluation, with an emphasis on facilitation skills. This course is designed for those who have training responsibilities as part of their job, or are training professionals.

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

Presenter — Greg Campeau.
See BTCW 0103

Mar 14/15 Tue/Wed DEC CRN 15498
0830-1630

BTCW 0118 EVALUATING TRAINING — MAKING A DIFFERENCE \$158

Introduces participants to training evaluation. Training efforts are often complicated and costly. How do you know those efforts make a difference to the participants and your organization? Training department personnel, functional managers, and anyone with a stake in the training process will benefit from this workshop.

Topics include identifying types of program evaluation, describing the context of evaluation within your organizational structure, determining what kind of evaluation is required, formulating an evaluation plan, and preparing an evaluation report.

Presenter — Suzanne Allen.

Ms. Allen is an experienced and effective facilitator and program planner. Her background in business and industry spans both the supervision/management and computer training areas. For six years, Ms. Allen was an instructor/developer in Canadian Airlines' Corporate Quality and Business Skills Training Department. She has taught BCIT's Management 1 Part-time Studies course, and currently works as an independent training and organizational development consultant.

Mar 7 Tue DEC CRN 15542
0830-1630

ADVANCED STUDIES IN BUSINESS (604) 434-3304

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

DEGREE COMPLETION

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

* Credit transfer depends on which BCIT diploma program was taken, when you graduated and the date on which you apply to the OU for your program plan approval. Students may receive additional credit for courses taken at other institutions.

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

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

1. Apply to the Open University

The Open University is responsible for reviewing your academic record from BCIT and any other post-secondary institution that you have attended, to determine the amount of credit you will be awarded toward your degree. This critical first step tells you what courses you require to earn your degree. Contact Educational Access 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 your Open University approved program plan as soon as possible. You are not required to submit transcripts from other post-secondary institutions with your application. Admission is based on the following:

- academic performance in your BCIT Diploma program;
- a 500-word statement indicating your reasons for choosing the program;
- evidence of computer fluency since graduation, eg. familiarity with microcomputers and software.

You will receive written confirmation from BCIT that your 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 JANUARY 1995 TERM DEPENDS UPON SPACE AVAILABILITY.

3. Course Registration

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

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

In addition, the Open University may offer courses at the BCIT Burnaby campus in January 1995. Students should enrol directly with the OU for these courses. Contact Educational Access Services at (604) 431-3300 for a complete registration package containing registration instructions for OU courses being held on-site at BCIT. The registration package for January offerings will be available December 1, 1994.

BUSA 4800 (ADMN 410) MANAGEMENT POLICY \$312

Covers an analysis of business policy formulation designed to give the student practice, experience and confidence in handling complex business situations, where basic policy decisions are necessary to assist in problem solving. Comprehensive business cases will be selected for study and discussion in fields such as finance, control, personnel, production, marketing, and general management. The course acquaints the student with the role of top management and the interrelationship between these fields. Prerequisite: All level 1, 2 and 3 courses, or permission from the program head.

Jan 12 Thr 14 wks BBY CRN 14079

BUSA 6800 STRATEGIC MANAGEMENT \$312

Enables students to integrate related disciplines and skills in a time-sensitive, decision-making environment. Enables them to understand and apply strategic management and techniques to specific public and private sector organizations. Prerequisite: All level 5000 courses.

Jan 9 Mon 14 wks BBY CRN 13685

ECON 5300 MICROECONOMIC ANALYSIS \$342

Studies consumer behaviour, production, exchange, equilibrium of the firm under different market structures, factor markets and economic welfare. Prerequisite: ECON 2100 and Calculus 1. (54 Hrs.)

Jan 9 Mon 15 wks BBY CRN 14164

ECON 6500 MANAGERIAL ECONOMICS \$312

Provides students with analytical techniques to solve business problems. Uses case studies to understand these techniques and their implementation in business, and the use of software packages in the MS-DOS and Macintosh environment for analysis. Students will understand the economic problems of managing a firm and the techniques for their solution.

Jan 12 Thr 14 wks BBY CRN 13688

OPMT 5751 MATH MODELS FOR BUSINESS \$312

Continues 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. Students 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. Students 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.

Jan 11 Wed 14 wks BBY CRN 13686

ORGB 5600 MANAGEMENT OF CHANGE \$312

Extends analysis of human behaviour in the organization toward development of models in the decision-making process. The extended analysis will encompass the development of organizations toward open systems capable of effective responses of change.

Jan 10 Tue 14 wks BBY CRN 15303

ADMINISTRATIVE SYSTEMS (604) 432-8860

BUSINESS CERTIFICATE IN MANAGEMENT SYSTEMS

A. Complete the following:

BUSA 1105 Management 1
BUSA 2105 Management 2
FMGT 1152 Accounting for the Manager
ORGB 2205 Organizational Behaviour 1

B. Complete at least 1 of the following:

ECON 1150 Economic Issues
ECON 2100 Microeconomics
ECON 2200 Macroeconomics

C. Complete:

BLAW 3100 Business Law

D. Complete 4 of the following:

HRMG 3100 Human Resource Management
HRMG 3205 Labour Relations 1
HRMG 3255 Labour Relations 2
MKTG 1102 Essentials of Marketing
ORGB 2505 Interpersonal Skills

E. Complete 1 of the following:

Computer-related course or courses with a value of 3 credits.

F. Three courses to be selected from the list of electives.

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.

BUSINESS CERTIFICATE IN HUMAN RESOURCE SYSTEMS

A. Complete the following:

BUSA 1105 Management 1
BUSA 2105 Management 2
FMGT 1152 Accounting for the Manager
HRMG 3100 Human Resource Management
ORGB 2205 Organizational Behaviour 1
ORGB 3205 Organizational Behaviour 2

B. Complete at least 1 of the following:

ECON 1150 Economic Issues
ECON 2100 Microeconomics
ECON 2200 Macroeconomics

C. Complete:

BLAW 3100 Business Law

D. Complete at least 4 of the following:

HRMG 2805 Occupational Health and Safety
HRMG 3205 Labour Relations 1
HRMG 3255 Labour Relations 2
HRMG 3305 Selection Interviewing
HRMG 3315 Human Resource Measurement
HRMG 3500 Training and Development
HRMG 3505 Training Techniques
HRMG 4145 Human Resource Information Systems
HRMG 4405 Salary Administration
HRMG 4415 Strategic Performance Management
HRMG 4605 Human Resource Planning
ORGB 2505 Interpersonal Skills

E. Complete 1 of the following:

Computer-related course or courses with a value of 3 credits.

Students involved in the diploma program must consult with the program head.

Suggested electives:

Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program consultant.

BUSA	3405	Problem Solving and Decision Making
BUSA	4405	Advanced Problem Solving and Decision Making
HRMG	2805	Occupational Health and Safety
HRMG	3100	Human Resource Management
HRMG	3205	Labour Relations 1
HRMG	3255	Labour Relations 2
HRMG	3305	Selection Interviewing
HRMG	3315	Human Resource Measurement
HRMG	3500	Training and Development
HRMG	3505	Training Techniques
HRMG	3705	Counselling 1
HRMG	4145	Human Resource Information Systems
HRMG	4415	Strategic Performance Management
HRMG	4605	Human Resource Planning
HRMG	4705	Counselling 2
MKTG	1102	Essentials of Marketing
MKTG	1323	Effective Public Speaking
MKTG	1324	Small Business Development
OCHS	1101	Accident Prevention 1: Job Safety Analysis
OCHS	2201	Industrial Health & Safety 1: Legislation
OPMT	1102	Basic Mathematics of Finance
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

* See Advanced Studies in Business for additional courses.

Faculty and Staff

Tony Juzkow, Program Head, 1st year
Administrative Management Systems
Tel. (604) 451-6782
Sydney Scott-Hallam Part-time Studies
Coordinator
Tel. (604) 451-6789

REGISTER NOW!

PHONE:

(604) 434-1610

FAX:

(604) 430-1331

OH NO, YOU HAD TO CANCEL IT??

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

ADMINISTRATIVE MANAGEMENT PART-TIME/DAY-TIME COURSES (604) 432-8860

ATTENTION: EMPLOYERS

Administrative Management is pleased to offer various part-time studies courses during the day at the Downtown Education Centre. The courses will run on Fridays from 0900-1700 for six to eight weeks.

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

BLAW 3100 (ADMN 385) BUSINESS LAW (T) \$342

Prepares students to recognize and to feel comfortable with the legal aspects of doing business. An engaging and practical study of Canadian business law taught by lawyers. Topics include the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. No prerequisite. (54 Hrs.)

Jan 9	Mon	18 wks	BBY CRN	11632
			DEC	11633
Jan 10	Tue	18 wks	BBY	11634
			DEC	11635
Jan 11	Wed	18 wks	BBY	11636
			DEC	11637
Jan 13	Fri	8 wks	BBY	15630
			0900-1700	
Jan 14	Sat	18 wks	DEC	11638
			0900-1200	

BUSA 1105 (ADMN 110) MANAGEMENT 1 \$228

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

Jan 9	Mon	12 wks	BBY CRN	11541
Jan 10	Tue	12 wks	BBY	11543
Jan 11	Wed	12 wks	BBY	11546
			DEC	11547
Jan 12	Thr	12 wks	BBY	11548
			DEC	11549
			SRY	11550
Jan 13	Fri	5 wks	DEC	11551
			0900-1700	
Jan 14	Sat	12 wks	DEC	11552
			0900-1200	
Feb 6	Mon-Fri	1 wk	DEC	11555
			0900-1700	

BUSA 1305 (ADMN 124) SUPERVISORY SKILLS \$228

Increases confidence and leadership abilities and establishes a foundation for further training in supervision and management. (Some content reinforcement with BUSA 1105/2105 should be expected.)

Jan 9	Mon	12 wks	BBY CRN	11556
Jan 10	Tue	12 wks	DEC	11558
			SRY	11559
Jan 12	Thr	12 wks	BBY	11560
Jan 14	Sat	5 wks	DEC	11562
			0900-1700	
Jan 16	Mon-Fri	1 wk	DEC	11563
			0900-1700	
Feb 27	Mon-Fri	1 wk	DEC	11565
			0900-1700	

BUSA 2105 (ADMN 211) MANAGEMENT 2 (T) \$228

Continues from BUSA 1105 management functions. Prerequisite: BUSA 1105.

Jan 9	Mon	12 wks	BBY CRN	11584
Jan 10	Tue	12 wks	BBY	11587
			DEC	11588
Jan 11	Wed	12 wks	BBY	11589
			SRY	11591
Jan 12	Thr	12 wks	DEC	11592
Jan 14	Sat	5 wks	DEC	11593
			0900-1700	
Jan 30	Mon-Fri	1 wk	DEC	11594
			0900-1700	
Feb 27	Mon-Fri	1 wk	BBY	11595
			0900-1700	

BUSA 3405 (ADMN 302) PROBLEM SOLVING/DECISION MAKING \$228

Teaches participants to apply various techniques to problem solving and decision making. Emphasis is on problem analysis. Prerequisite: BUSA 1105, 2105.

Jan 11	Wed	12 wks	DEC CRN	11605
--------	-----	--------	---------	-------

ECON 1150 (ADMN 306) ECONOMIC ISSUES (T) \$228

Presents a student-driven investigation into provocative and timely economic issues which may involve discussions of immigration and education policy, government deficit and debt, free trade, environmental concerns and interest rate/exchange rate analysis. An economist will foster dialogue to heighten student awareness and appreciation of the Canadian business environment. No prerequisite. (36 Hrs.)

Jan 9	Mon	12 wks	BBY CRN	11611
Jan 10	Tue	12 wks	BBY	11608
			SRY	11609

ECON 2100 (ADMN 100) MICROECONOMICS (T) \$228

Investigates economic analysis, focusing on the fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention, and environmental regulation. Taught by economists, this course prepares students through their participation to identify, evaluate, and perhaps enjoy the economic considerations that they will undoubtedly encounter in business. No prerequisite. Possible university credit. (36 Hrs.)

Jan 9	Mon	12 wks	BBY CRN	11534
			DEC	11535
Jan 10	Tue	12 wks	BBY	11536
Jan 11	Wed	12 wks	DEC	11539
Jan 14	Sat	12 wks	BBY	11538
			0900-1200	

ECON 2200 (ADMN 200) MACROECONOMICS (T) \$342

Presents a challenging and sensible overview of the workings of an economy, stressing the measurement and determination of national economic activity, the role of monetary and fiscal policy, and the understanding of inflation, unemployment, and growth in an international environment. Taught by economists, this course prepares students through their participation to weigh today's political and economic issues as they relate to their business ventures. No prerequisite. Possible university credit. (54 Hrs.)

Jan 9	Mon	18 wks	BBY CRN	11570
Jan 10	Tue	18 wks	DEC	11572
Jan 11	Wed	18 wks	BBY	11573
Jan 14	Sat	18 wks	BBY	11575
			0900-1200	

HRMG 0315 (ADMN 916) CAREER SEARCH WORKSHOP \$206

Helps students set goals and plan their career based on their own interests, values and abilities. This is a series of special workshops, led by professionally trained career counsellors.

Jan 19	Thr	4 wks	BBY CRN	11934
			1845-2145	
Feb 4	Sat	2 wks	DEC	11939
			0900-1500	
Feb 21	Tue	4 wks	BBY	11935
			1845-2145	
Mar 1	Wed	4 wks	BBY	11936
			1845-2145	

HRMG 2805 (ADMN 128) OCCUPATIONAL HEALTH & SAFETY \$228

Addresses workplace safety and health subjects and concerns. Designed for new or experienced supervisors, managers, personnel officers, safety committee members and others responsible for safety on the job.

Jan 9	Mon	12 wks	BBY CRN	12485
-------	-----	--------	---------	-------

HRMG 3105 (ADMN 204) HUMAN RESOURCE MANAGEMENT (T) \$287

Develops student's understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Employment related legislation and current human resource management issues are surveyed. Topics cover the major human resource management functions with some emphasis upon practical application of the techniques studied. An introductory course recommended for all persons interested in management and/or supervision. Prerequisite: BUSA 1105, ORGB 2205. (45 Hrs.)

Jan 9	Mon	15 wks	BBY CRN	12041
Jan 11	Wed	15 wks	DEC	12042
Jan 12	Thr	15 wks	BBY	12043
Jan 14	Sat	06 wks	DEC	12045
			0900-1700	

HRMG 3205 (ADMN 332) LABOUR RELATIONS 1 \$228

Provides knowledge of the collective bargaining process and contract administration. Prerequisite: BUSA 1105, ORGB 2205.

Jan 10	Tue	12 wks	BBY CRN	11626
Jan 11	Wed	12 wks	DEC	11627
Jan 14	Sat	12 wks	BBY	11628
			0900-1200	
Jan 23	Mon-Fri	1 wk	DEC	11629
			0900-1700	
Feb 13	Mon-Fri	1 wk	DEC	11630
			0900-1700	

HRMG 3255 (ADMN 432) LABOUR RELATIONS 2 (T) \$228

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

Jan 9	Mon	12 wks	SRY CRN	11640
Jan 10	Tue	12 wks	DEC	14637
Jan 11	Wed	12 wks	BBY	11641
Jan 13	Fri	5 wks	DEC	11642
			0900-1700	
Feb 27	Mon-Fri	1 wk	BBY	11643
			0900-1700	

Business

HRMG 3305 (ADMN 205) SELECTION INTERVIEWING \$228

Prepares people who are called upon to interview applicants for employment. A prerequisite of HRMG 3105 is recommended, but not required.

Jan 9 Mon 12 wks BBY CRN 11580
Feb 13 Mon-Fri 1 wk DEC 11582
0900-1700

HRMG 3315 (ADMN 448) HUMAN RESOURCE MEASUREMENTS \$228

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

Jan 10 Tue 12 wks DEC CRN 12484

HRMG 3505 (ADMN 127) TRAINING TECHNIQUES \$228

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

Jan 9 Mon 12 wks BBY CRN 11566
Jan 16 Mon-Fri 1 wk DEC 11568
0900-1700

HRMG 3705 (ADMN 201) COUNSELLING 1 \$228

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

Jan 10 Tue 12 wks DEC CRN 11576

HRMG 4405 (ADMN 305) SALARY ADMINISTRATION \$228

Covers the "hows" and "whys" of salary administration and pay equity programs. Prerequisite: HRMG 3105.

Jan 9 Mon 12 wks DEC CRN 11607

HRMG 4605 (ADMN 304) HUMAN RESOURCE PLANNING (T) \$228

Presents techniques used in utilizing people potential within organizations. Topics include methods of assessing human resource stocks/flows, projections, sources of supply, related strategic policies, budgeting, costing, and program evaluation. Prerequisite: HRMG 3105.

Jan 10 Tue 12 wks DEC CRN 11606

HRMG 4705 COUNSELLING 2 \$228

The second phase of interpersonal communication skill development is an opportunity to practice communication skills in supervised training sessions. Focuses on the application, integration and refinement of the course dimensions; empathy, respect, genuineness, concreteness, self-disclosure, and confrontation. Dyads and double dyads comprise of counsellor, client, and peer group observers combined with audio and video tapes as ongoing feedback. Prerequisite: HRMG 3700.

Jan 12 Thr 12 wks DEC CRN 11614

ORGB 2205 (ADMN 222) ORGANIZATIONAL BEHAVIOUR 1 (T) \$228

Covers basic behavioral theories for those with no formal background in organizational behaviour. Students should have completed BUSA 1105, 2105.

Jan 9 Mon 12 wks BBY CRN 11596
SRY 11597
Jan 10 Tue 12 wks DEC 11598
Jan 11 Wed 12 wks DEC 11599
Jan 12 Thr 12 wks BBY 11600
DEC 11601
Jan 13 Fri 5 wks DEC 11602
Feb 13 Mon-Fri 1 wk DEC 11603
0900-1700
Feb 27 Mon-Fri 1 wk DEC 11604
0900-1700

ORGB 2305 (ADMN 322) ORGANIZATIONAL BEHAVIOUR 2 (T) \$228

Covers motivational theory and its application for those who have completed ORGB 2205.

Jan 10 Tue 12 wks BBY CRN 11615
DEC 11616
Jan 12 Thr 12 wks BBY 11618
Jan 23 Mon-Fri 1 wk DEC 11621
0900-1700
Feb 24 Fri 5 wks DEC 11620
Mar 13 Mon-Fri 1 wk BBY TBA

ORGB 2405 (ADMN 223) MANAGING A DIVERSE WORKFORCE \$228

Develops the student's knowledge and skills for managing an increasingly diverse workforce. Special emphasis will be placed on managing cultural differences as related to values, attitudes and behaviours. Students who work with or manage diverse workers, as well as those involved in specialized marketing and international trade, will find this course applicable.

Jan 11 Wed 12 wks BBY CRN 11984

ORGB 2505 (ADMN 324) INTERPERSONAL SKILLS \$228

Helps the practitioner develop interpersonal skills through hands-on role playing and experiential learning exercises.

Jan 11 Wed 12 wks BBY 11624
Jan 23 Mon-Fri 1 wk DEC 11625
0900-1700

BROADCAST COMMUNICATIONS (604) 432-8863

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

First-level courses

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

Second-level courses (requiring one or more prerequisites)

BCST 2222 Theory of Colour Television Systems
BCST 2223 TV Production Planning
BCST 2252 Radio: Commercial and Audio Production
BCST 2253 Radio Operations Lab

BUSINESS CERTIFICATE IN BROADCAST COMMUNICATIONS

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

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

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

Radio

BCST 1101 Technical Introduction
BCST 1140 Broadcast Industry Organization
BCST 1145 Copywriting for Radio and TV
BCST 1150 Radio Broadcasting Introduction
BCST 1151 Radio and TV Announcing
BCST 1170 Broadcast Journalism Introduction
BCST 2252 Radio: Commercial and Audio Production
BCST 2253 Radio Operations Lab
***Electives

Television

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

Broadcast Journalism

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

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

Business electives may be chosen from the following list:

BLAW 3100 Business Law
BUSA 1105 Management 1
BUSA 2105 Management 2
COMM 1160 Introduction to Business and Technical Communication
COMM 1178 Business Reports
ECON 2200 Macroeconomics
MKTG 1102 Essentials of Marketing
OPMT 1197 Statistics for Business and Industry
ORGB 2205 Organizational Behaviour I

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



BCST 1101 (BCST 101) TECHNICAL INTRODUCTION \$228

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

Jan 11 Wed 12 wks BBY CRN 12842

BCST 1102 EDITING WORKSHOP \$371

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

Feb 4 Sat/Sun 2 wks BBY CRN 13979
0900-1600

BCST 1130 INTRODUCTION TO NEWS REPORTING \$228

Introduces the student to the basic principles of the news gathering dissemination process. The course will give students a grounding in the systems and processes of the broadcasting news industry. The course will teach students to determine what constitutes news. This course is creditable to the journalism day school program.

Jan 12 Thr 12 wks BBY CRN 15561

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

BCST 1140 (BCST 140) BROADCAST INDUSTRY ORGANIZATION \$245

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

Jan 10 Tue 12 wks BBY CRN 13549

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

BCST 1143 (BCST 143) MUSIC BUSINESS \$228

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

Jan 9 Mon 12 wks BBY CRN 10040

BCST 1144 (BCST 144) WRITING FOR THE MEDIA \$228

Offers a practical guide to freelance writing for radio and television, focusing on format, presentation, style, markets and methods. Equips students with the tools required to enter the freelance market.

Jan 12 Thr 12 wks BBY CRN 10041

BCST 1145 (BCST 145) COPYWRITING FOR RADIO & TV \$312

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

Jan 11 Wed 12 wks BBY CRN 10042

BCST 1148 (BCST 148) INTERVIEWING FOR RADIO & TV \$228

Teaches students how to interview and how to be interviewed with confidence. Enhances student's performance on video and audio tape while learning radio and TV interviewing techniques. This course will appeal to students/journalists who want to bring a solid on-air presence to their work, as well as being suited to people of all professions who may be uncomfortable appearing on camera or on tape.

Jan 9 Mon 12 wks BBY CRN 15562

BCST 1150 (BCST 150) RADIO BROADCASTING INTRODUCTION \$267

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

Jan 9 Mon 12 wks BBY CRN 10046
Jan 12 Thr 12 wks BBY 10047

BCST 1151 (BCST 151) RADIO AND TV ANNOUNCING \$325

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

Jan 10 Tue 12 wks BBY CRN 10048

BCST 1160 (BCST 160) TV BROADCASTING INTRODUCTION \$417

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

Jan 9 Mon 12 wks BBY CRN 10050
Jan 10 Tue 12 wks BBY 10051

BCST 1161 (BCST 161) FILM FOR BEGINNERS \$374

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

Jan 10 Tue 12 wks BBY CRN 10052

BCST 1162 (BCST 162) DRAMATIC WRITING FOR FILM & TV \$228

Provides a solid base for people interested in opportunities in the expanding areas of film and television dramatic script writing. Addresses a variety of topics and skills including format, style, script development, and timing.

Jan 9 Mon 12 wks BBY CRN 10054

BCST 1167 (BCST 167) PRODUCTION ASSISTANT FOR TELEVISION NEWS \$228

Teaches the job of one of the many behind-the-scenes people who bring us TV news — the production assistant. Students learn what goes on in the control room, how to time a show, and some of the preparation behind the nightly news.

Jan 10 Tue 12 wks BBY CRN 10055

BCST 1168 (BCST 168) WRITER/PRODUCER/DIRECTOR \$228

Studies the fundamentals of effective writing for commercials and corporate video production, from budget breakdown to crew selection and finally ... directing ... from blocking shots to talent direction.

Jan 9 Mon 12 wks BBY CRN 10056

BCST 1170 (BCST 170) BROADCAST JOURNALISM INTRODUCTION \$312

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

Jan 10 Tue 12 wks BBY CRN 10057
Jan 11 Wed 12 wks BBY 10058

BCST 1172 (BCST 172) INVESTIGATIVE REPORTING \$312

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

Jan 11 Wed 12 wks BBY CRN 10059

BCST 1178 PUBLIC AFFAIRS BROADCASTING \$228

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

Jan 10 Tue 12 wks BBY CRN 15563

BCST 1179 (BCST 179) TV PRODUCTION—VARIETY, TALK & ENTERTAINMENT \$312

Introduces students to the production requirements of variety/entertainment television programs. The focus will be on how to research, produce, and host shows that are not specifically news programs. Students will become acquainted with talk shows, variety programs, telethons and special event programming.

Jan 12 Thr 12 wks BBY CRN 10061

BCST 2223 (BCST 223) TV PRODUCTION PLANNING \$267

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

Jan 12 Thr 12 wks BBY CRN 13550

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

FINANCIAL MANAGEMENT (604) 432-8609/ (604) 432-8898

New Saturday course offerings —
FMGT3110, 3210, 3420, 3510, 4510

New course offerings —
FMGT 3350 Environmental Accounting
& Auditing Issues
FMGT 4545 Estate Planning

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

MANAGEMENT CERTIFICATE IN ACCOUNTING

1) Required courses:
FMGT 1100 (or FMGT 1180)
FMGT 2100 (or FMGT 2180)
FMGT 3110
FMGT 3210
FMGT 3420
FMGT 4110
FMGT 4210
FMGT 4420
OPMT 1102

2) Must complete:
ECON 2200
or
ORGB 2205
or
OPMT 1197

3) Must complete:
A computer-related course or courses with a combined value of at least 3 credits.

4) Electives:
A minimum of 90 course contact hours is to be selected from the suggested electives.



SPS SAFETY TIPS
Using transit.
Request stop
services when
travelling by bus
alone.

MANAGEMENT CERTIFICATE IN FINANCE

1) Required courses:

FMGT 1100 (or FMGT 1180)
FMGT 2100 (or FMGT 2180)
FMGT 3110
FMGT 3510
FMGT 3610 (or FMGT 2820)
FMGT 4110
FMGT 4510
OPMT 1102

2) Must complete:

FMGT 3210/4210
or
FMGT 3420/4420
or
ECON 2100/2200

3) Must complete:

A computer-related course or courses with a combined value of at least 3 credits.

4) Electives:

A minimum of 90 course contact hours is to be selected from the suggested electives.

Suggested electives:

Electives should be chosen to complement career goals. The following courses are suggested as a guide for a standard path of studies. Variations must be approved by a program consultant.

ORGB 2205 FMGT 1620
MKTG 1102 FMGT 1810
ORGB 2305 FMGT 3210
MKTG 1323 FMGT 3310
HRMG 3205 FMGT 3350
MKTG 1324 FMGT 3420
BLAW 3100 FMGT 3510
OPMT 1197 FMGT 3571
HRMG 3255 FMGT 3610
TDMT 1409 FMGT 4545
FMGT 1540 FMGT 4610

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

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

BLAW 3100 Business Law
ECON 1150 Economic Issues
FMGT 1152 Accounting for the Manager (or FMGT 1100)
FMGT 1810 Personal Financial Planning 1
FMGT 2820 Investment and Risk Management
FMGT 3430 Taxation and Financial Planning or FMGT 3420
FMGT 4810 Personal Financial Planning 2

REGISTER NOW!

PHONE:

(604) 434-1610

FAX:

(604) 430-1331

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

CREDIT COURSES TO PROFESSIONAL ACCOUNTING BODIES

The following courses are usually transferable for credit to some or all of: The Institute of Chartered Accountants of B.C., the Certified General Accountants Association of B.C. and the Certified Management Accountants Society of B.C. The individual requirements of these groups are your responsibility. Please contact them directly.

BCIT evening courses eligible for credit:

ECON 2100/2200 FMGT 3420/4420
BLAW 3100 FMGT 3510/4510
COMM 1103/2202/2203 FMGT 4120
COMP 1601 FMGT 4190
COMP 2125 FMGT 4290
COMP 1020/1401 OPMT 1188
FMGT 1100/2100 OPMT 1197
FMGT 1180/2180
FMGT 2190
FMGT 3110/4110
FMGT 3180/4180
FMGT 3280/4280
FMGT 3210/4210
FMGT 3310/4310

FINANCIAL MANAGEMENT CORRESPONDENCE COURSES

(604) 432-8609

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

CORRESPONDENCE COURSE INFORMATION

1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 9-month 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 (ie Accounting 1 and Accounting 2) the textbook is normally used in both parts 1 and 2.
8. BCIT refund policy permits a refund less 15% for correspondence courses prior to mailing of course materials.

For individual course descriptions, see listings in this section.

FMGT 0120 (FMGT 980) NEW REGISTRANTS GST WORKSHOP

\$24

Introduces GST. Presented by Revenue Canada for new entrepreneurs and registrants. Topics include an overview of GST, recovering GST, completing the GST return, Quick Method for small business, and dealing with the department.

Jan 18 Wed 1 night BBY CRN 15268
1900-2200
Feb 15 Wed 1 night BBY 15269
1900-2200

FMGT 1100 (FMGT 101) ACCOUNTING 1 (T)

\$228

Covers the full accounting cycle for individuals with little or no accounting background.

Jan 9	Mon	12 wks	BBY CRN	12967
	Mon	12 wks	DEC	12955
Jan 10	Tue	12 wks	BBY	12969
	Tue/Thr	6 wks	BBY	12971
	Tue	12 wks	DEC	12959
	Tue	12 wks	SRY	12979
Jan 11	Wed	12 wks	BBY	12974
	Wed	12 wks	DEC	12962
	Wed	12 wks	SRY	12977
Jan 12	Thr	12 wks	BBY	12976
	Thr	12 wks	BBY	15555
			1715-2015	
	Thr	12 wks	DEC	12963
	Thr	12 wks	SRY	12981
Jan 13	Fri	5 wks	DEC	12965
			0900-1700	
Jan 14	Sat	12 wks	BBY	14638
	Sat	12 wks	DEC	15270
			0900-1200	
Feb 17	Fri	5 wks	DEC	12966
			0900-1700	

Correspondence:

Tuition \$228, \$4 mailing fee.

Text fee \$73 (subject to change).

36 wks CRN 11259

Re-registration \$46 (36-wk extension) 11260

FMGT 1151 (FMGT 104) ACCOUNTING ESSENTIALS FOR YOUR SMALL BUSINESS

\$228

Covers the minimum that a proprietor of a business should be familiar with. Topics include record-keeping, budgeting and cash flow, financial statements, funding mechanisms, and legal requirements.

Jan 10 Tue 12 wks BBY CRN 10171

FMGT 1152 (FMGT 109) ACCOUNTING FOR THE MANAGER

\$228

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.

Jan 9	Mon	12 wks	DEC CRN	10255
Jan 10	Tue	12 wks	BBY	10257
Jan 11	Wed	12 wks	DEC	10258
	Wed	12 wks	SRY	10254
Jan 12	Thr	12 wks	BBY	10256
Jan 13	Fri	5 wks	DEC	10260
Feb 17	Fri	5 wks	DEC	10261

FMGT 1540 (FMGT 106) CREDIT AND COLLECTIONS

\$228

Introduces credit and collections to persons with little or no experience in the field who contemplate employment in credit and collections or need to understand the credit function.

Jan 12 Thr 12 wks BBY CRN 10247

FMGT 1620 (FMGT 315) INTRODUCTION TO INVESTMENT

\$228

This is a general interest course which provides the student with an understanding of the function and operation of the stock market.

Jan 11 Wed 12 wks DEC CRN 10274

FMGT 1810 (FMGT 119) PERSONAL FINANCIAL PLANNING 1

\$228

Introduces a variety of savings and investment aspects to enable the student to build a sound program to achieve long-term financial goals. Lectures and discussions provide an interesting course for individuals of all ages. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management, and tax planning.

Jan 10 Tue 12 wks DEC CRN 10268
Jan 12 Thr 12 wks BBY 10269

FMGT 2100 (FMGT 201) ACCOUNTING 2 (T)

\$342

Examines financial and management accounting techniques, detailed financial statements, management reports, and the requirements of professional accountants. Prerequisite: FMGT 1100.

Jan 9	Mon	18 wks	BBY CRN	10174
	Mon	18 wks	DEC	10196
	Mon	18 wks	SRY	10197
Jan 10	Tue	18 wks	BBY	10176
	Tue	18 wks	BBY	10191
			1730-2030	
	Tue	18 wks	DEC	10195
	Tue/Thr	9 wks	BBY	10204
Jan 11	Wed	18 wks	BBY	10207
	Wed	18 wks	DEC	10192
Jan 12	Thr	18 wks	BBY	10189
Jan 14	Sat	18 wks	BBY	10190
			0900-1200	
Feb 21	Tue/Thr	7 wks	BBY	TBA
			1800-2145	

Correspondence:

Tuition \$342 and \$4 Mailing Fee.

Text not included. 36 wks CRN 11261

Re-registration \$46 (36-wk extension) 11262

FMGT 2190 (FMGT 116) ACCOUNTING 1/2 (T)

\$570

Enables students to complete Accounting 1 and 2 in a single term. For course content, refer to FMGT 1100 and 2100. Students must have an accounting background and be prepared to work between 10 and 15 hours per week in addition to class time.

Jan 9 Mon/Thr 15 wks BBY CRN 10263
Mon/Thr 15 wks DEC 10264

FMGT 2540 (FMGT 293) WORKING CAPITAL MANAGEMENT

\$228

Enables students to understand the relationships between current assets and current liabilities in different types of organizations, to appreciate the trade-offs inherent in a firm's working capital policy and to carry out a basic analysis of a firm's working capital management in comparison to others. Prerequisites: FMGT 3510.

Jan 12 Thr 12 wks BBY CRN 10400

FMGT 2820 (FMGT 325) INVESTMENT AND RISK MANAGEMENT

\$228

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

Jan 12 Thr 12 wks BBY CRN 10289

FMGT 3110 (FMGT 302) FINANCIAL ACCOUNTING 1 (T) \$228

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 2180 or 2190.

Jan 9	Mon	12 wks	DEC	CRN	12991
	Mon-Thr	3 wks	DEC		15591
					0900-1200
Jan 10	Tue	12 wks	BBY		14878
Jan 11	Wed	12 wks	DEC		15271
Jan 12	Thr	12 wks	BBY		15272
Jan 14	Sat	12 wks	BBY		15544

Correspondence:
Tuition \$228, \$4 mailing fee.
Text fee \$77 (subject to change).
36 wks CRN 11265
Re-registration \$46(36-wk extension) 11266

FMGT 3210 (FMGT 301) COST & MANAGERIAL ACCOUNTING 1 (T) \$228

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 2180 or 2190.

Jan 10	Tue	12 wks	BBY	CRN	15275
Jan 12	Thr	12 wks	DEC		15276
Jan 14	Sat	12 wks	BBY		15545
					0900-1200

Correspondence:
Tuition \$228, \$4 mailing fee.
Text fee \$99 (subject to change).
36 wks CRN 11263
Re-registration \$46(36-wk extension) 11264

FMGT 3350 ENVIRONMENTAL ACCOUNTING AND AUDITING ISSUES \$228

Introduces the ethical, economic, legal and scientific background of the subject area, followed by an examination of current issues as accounting for sustainable development, environmental management systems, auditing and impact assessment.

Jan 10	Tue	12 wks	BBY	CRN	15277
--------	-----	--------	-----	-----	-------

FMGT 3420 (FMGT 316) INCOME TAX 1 (T) \$228

Provides students with the basic rules and issues involved in the computation of income from employment, investments, business profits, capital gains, and CCA. Prerequisite: FMGT 2100 or 2180 or 2190.

Jan 9	Mon	12 wks	BBY	CRN	10275
Jan 10	Tue	12 wks	BBY		10276
	Tue	12 wks	DEC		10279
Jan 11	Wed	12 wks	BBY		10277
Jan 12	Thr	12 wks	DEC		10278
Jan 14	Sat	12 wks	BBY		15547

FMGT 3430 (FMGT 317) TAXATION AND FINANCIAL PLANNING (T) \$228

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

Jan 12	Thr	12 wks	DEC	CRN	10280
--------	-----	--------	-----	-----	-------

FMGT 3510 (FMGT 307) FINANCE 1 (T) \$228

Covers control and financial management of the business firm, profit planning, cash and capital budgeting, and inventory control. Prerequisite: FMGT 2100 or 2180 or 2190.

Jan 9	Mon	12 wks	DEC	CRN	12990
Jan 10	Tue	12 wks	BBY		15273
Jan 11	Wed	12 wks	DEC		14879
Jan 14	Sat	12 wks	BBY		15546

Correspondence:
Tuition \$228, \$4 mailing fee.
Text fee \$72 (subject to change).
36 wks CRN 11267
Re-registration \$46(36-wk extension) 11268

FMGT 3571 (FMGT 331) MONEY & BANKING (T) \$228

Presents the study of money and money substitutes, currency supply, creation of credit, uses of money, practices, policies, functions and services of commercial banks, central banking and monetary control, objectives and techniques of monetary policy and debt management, financial assets and financial markets, money and the international economy. Prerequisite: ECON 2100/2200.

Jan 11	Wed	12 wks	BBY	CRN	15274
--------	-----	--------	-----	-----	-------

FMGT 3610 (FMGT 308) SECURITY ANALYSIS 1 (T) \$228

Presents techniques and principles of security analysis, evaluation of securities and analysis of risks inherent in all types of security investments. Emphasizes the investment setting the securities market, financial statement analysis, investment timing, and portfolio analysis for both individual and institutional investors. Prerequisite: FMGT 2100.

Jan 12	Thr	12 wks	BBY	CRN	10231
--------	-----	--------	-----	-----	-------

FMGT 4110 (FMGT 402) FINANCIAL ACCOUNTING 2 (T) \$342

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

Jan 9	Mon	18 wks	BBY	CRN	10239
Jan 10	Tue	18 wks	DEC		10237
Jan 11	Wed	18 wks	BBY		10238
Jan 12	Thr	18 wks	DEC		10397

Correspondence:
Tuition \$342 and \$4 mailing fee.
Text not included. 36 wks CRN 11271
Re-registration \$46(36-wk extension) 11272

FMGT 4190 (FMGT 314) FINANCIAL ACCOUNTING 1 & 2 (T) \$570

Equivalent to FMGT 3110 and FMGT 4110, this course offers both financial accounting courses in 15 weeks. Students must be prepared to work between 10 and 15 hours per week in addition to class time. Prerequisite: FMGT 2100 or 2180 or 2190.

Jan 9	Mon/Thr	15 wks	BBY	CRN	10272
	Mon/Thr	15 wks	DEC		10273

FMGT 4210 (FMGT 401) COST/MANAGERIAL ACCOUNTING 2 (T) \$342

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.

Jan 9	Mon	18 wks	BBY	CRN	10234
	Mon	18 wks	DEC		10232
Jan 11	Wed	18 wks	BBY		10233

Correspondence:
Tuition \$342 and \$4 mailing fee.
Text not included. 36 wks CRN 11269
Re-registration \$46(36-wk extension) 11270

FMGT 4290 (FMGT 435) COST AND MANAGERIAL ACCOUNTING 1 & 2 (T) \$570

Equivalent to FMGT 3210 and FMGT 4210. Prerequisite: FMGT 2100, 2180 or 2190.

Jan 9	Mon/Thr	15 wks	BBY	CRN	10364
-------	---------	--------	-----	-----	-------

FMGT 4310 (FMGT 406) AUDITING 2 (T) \$342

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

Jan 12	Thr	18 wks	BBY	CRN	10338
--------	-----	--------	-----	-----	-------

FMGT 4420 (FMGT 408) INCOME TAX 2 (T) \$228

Covers computation of tax for individuals, corporations, and trusts; examination of corporate surplus accounts, international income, and administration. Prerequisite: FMGT 3420.

Jan 9	Mon	12 wks	BBY	CRN	10351
Jan 10	Tue	12 wks	BBY		10354
Jan 11	Wed	12 wks	BBY		10349
Jan 12	Thr	12 wks	DEC		10357

FMGT 4510 (FMGT 404) FINANCE 2 (T) \$342

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

Jan 10	Tue	18 wks	BBY	CRN	10243
Jan 11	Wed	18 wks	DEC		10241
Jan 12	Thr	18 wks	BBY		10242
Jan 14	Sat	18 wks	BBY		15556

Correspondence:
Tuition \$342 and \$4 mailing fee.
Text not included. 36 wks CRN 11273
Re-registration \$46(36-wk extension) 11274

FMGT 4545 ESTATE PLANNING \$228

Helps persons wishing to understand the basic issues and concepts involved in estate planning. Includes coverage of wills, inter vivos and testamentary transfers, taxation, insurance, private corporations and estate freezes.

Jan 11	Wed	12 wks	DEC	CRN	15278
--------	-----	--------	-----	-----	-------

FMGT 4650 SECURITIES OPERATIONS \$114

Helps persons wishing to develop their understanding of the securities industry and basic operations procedures. This course has been designed by the Canadian Securities Institute. Persons employed in any capacity in the operations section of a securities firm, those who interact with the operations department, prospective employees, sales assistants, head office administrative staff and employees in both clearing and non-clearing branches may find this course beneficial. Note: Course material is \$225 plus GST.

Jan 10	Tue	6 wks	DEC	CRN	15279
--------	-----	-------	-----	-----	-------

FMGT 4810 (FMGT 444) PERSONAL FINANCIAL PLANNING 2 \$228

Looks in-depth at the topics commenced in FMGT 1810. Prerequisites: FMGT 1152, 1810, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

Jan 9	Mon	12 wks	DEC	CRN	10373
-------	-----	--------	-----	-----	-------

FMGT 7120 (FMGT 415) ACCOUNTING ADVANCED (T) \$342

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.

Jan 10	Tue	18 wks	DEC	CRN	15593
Jan 11	Wed	18 wks	BBY		15592

INTERIOR DESIGN (604) 432-8614

INTD 1000 (INTD 100) INTERIOR DESIGN BASIC \$228

Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Jan 9	Mon	12 wks	BBY	CRN	12382
	Mon	12 wks	DEC		11042
Jan 10	Tue	12 wks	BBY		11045
Jan 11	Wed	6 wks	DEC		11051
					0900-1600
Jan 12	Thr	12 wks	BBY		11054
Jan 14	Sat	12 wks	BBY		11043
					0900-1200
Feb 20	Mon-Fri	1 wk	DEC		11047
					0900-1700

INTD 1010 (INTD 101) HISTORY OF FURNITURE \$228

Covers the history of furniture from ancient Egypt to the present.

Jan 10	Tue	12 wks	DEC	CRN	11064
Jan 11	Wed	12 wks	BBY		11065

INTD 1020 (INTD 102) INTERIOR DESIGN DRAFTING 1 \$529

Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables students to present plans, elevations, site and plot plans, with correct architectural symbols in presentation. Prerequisite: INTD 1000.

Jan 9	Mon/Wed	12 wks	DEC	CRN	11066
-------	---------	--------	-----	-----	-------

**FOR CLASSTIMES
SEE PAGES 5 & 8**

INTD 2000 (INTD 200) COLOUR AND LIGHTING \$247

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

Jan 10	Tue	12 wks	BBY	CRN	11069
Jan 11	Wed	12 wks	DEC		11071
Jan 12	Thr	12 wks	BBY		12383
Mar 1	Wed	6 wks	DEC		11074
0900-1600					

INTD 2020 (INTD 2030) INTERIOR DESIGN DRAFTING 2 \$529

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.

Jan 10	Tue/Thr	12 wks	BBY	CRN	11287
Jan 11	Wed	12 wks	DEC		12384
0900-1700					

INTD 3040 (INTD 304) SPACE PLANNING 1 \$269

Introduces students to factors in residential space planning including zoning and circulation considerations. Prerequisite: INTD 3020 or INTD 3060.

Jan 10	Tue	12 wks	DEC	CRN	15609
--------	-----	--------	-----	-----	-------

INTD 3050 (INTD 305) DETAILING/CONSTRUCTION MATERIALS \$228

Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom furniture, and built-cabinets. Prerequisite: INTD 1020.

Jan 12	Thr	12 wks	DEC	CRN	15852
--------	-----	--------	-----	-----	-------

INTD 3060 AUTOCAD 1 FOR INTERIOR DESIGNERS \$399

Introduces the AutoCAD workstation using a Mac Centris 650 including basic 2D drawing creation, editing view manipulation, text, and dimensioning. Prerequisite: INTD 1020 and INTD 2020 and computer literacy recommended.

Jan 11	Wed	12 wks	BBY	CRN	15231
Mar 13	Mon-Fri	1 wk	BBY		15232
0900-1600					

INTD 3070 (INTD 307) MATERIALS \$228

Covers interior finishing materials for floors, walls, ceilings and windows, and the characteristics of fabrics. Prerequisite: INTD 1000.

Jan 10	Tue	12 wks	DEC	CRN	12385
--------	-----	--------	-----	-----	-------

INTD 4040 (INTD 404) SPACE PLANNING 2 \$269

Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores. Prerequisite: INTD 3040.

Jan 11	Wed	12 wks	DEC	CRN	11087
--------	-----	--------	-----	-----	-------

INTD 4060 AUTOCAD 2 FOR INTERIOR DESIGNERS \$399

Continues from INTD 3060 with the focus on increasing production. Topics include blocks, attributes, external references, command and menu customization. Prerequisite: INTD 3060.

Jan 14	Sat	12 wks	BBY	CRN	15540
0900-1200					

INTERIOR DESIGN — EDUCATIONAL TOUR

July 15 — August 3, 1995

The Interior Design Program is offering an optional extension to the program of an educational tour to the UK in the summer of 1995. This is a unique opportunity for students to further their knowledge and understanding of furniture and lifestyles and tour the stately homes and castles of England and Scotland.

Graham Lawrence, instructor, History of Furniture, will lead the tour. Please direct enquiries to either Graham at (604) 420-3166 or the department (604) 432-8614.

MARKETING MANAGEMENT (604) 432-8611

MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT

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

Required:

- MKTG 1102 Essentials of Marketing
- MKTG 1212 Principles of Customer Service
- MKTG 1219 Professional Sales 1
- MKTG 2202 Principles of Promotional Marketing
- MKTG 2205 Marketing of Services
- MKTG 2341 Introduction to Marketing Research
- MKTG 3322 Advertising Strategies
- MKTG 4340 Marketing Planning Fundamentals
- MKTG 4501 Strategic Marketing Management Simulation

Complete four of the following:

- MKTG 1112 Customer Relations
- MKTG 1323 Effective Public Speaking
- MKTG 1324 Small Business Development
- MKTG 1342 Trade Show Marketing
- MKTG 1365 Marketing Technological Products & Services
- MKTG 3406 Product Development
- TOUR 1250 Travel Agency Operations: An Introduction
- TOUR 1261 B.C. Tourism Issues
- TOUR 2301 Group Travel Charters & Tours
- TOUR 2303 Conventions, Meetings & Travel
- TOUR 2325 Tourism Product Development
- TOUR 2330 Community Tourism Development

Electives:

You may choose two electives which you feel will enhance your personal growth. Courses may be selected from the other marketing options or other business programs.

MARKETING COMMUNICATIONS

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

Required:

- MKTG 1102 Essentials of Marketing
- MKTG 1112 Customer Relations
- MKTG 1219 Professional Sales 1
- MKTG 2202 Principles of Promotional Marketing
- MKTG 2341 Introduction to Marketing Research
- MKTG 3218 Introduction to the Media
- MKTG 3321 Public Relations
- MKTG 3322 Advertising Strategies
- MKTG 4318 Media Planning

Complete four of the following:

- MKTG 1120 Special Event Marketing
- MKTG 1323 Effective Public Speaking
- MKTG 1342 Trade Show Marketing
- MKTG 3225 Consumer Behaviour
- MKTG 3337 Corporate Communications
- MKTG 3427 Developing Creative Advertising

Two electives:

You may choose two electives which you feel will enhance your personal growth. Courses may be selected from the other marketing options or other business programs.

TECHNICAL SALES

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

Required:

- MKTG 1102 Essentials of Marketing
- MKTG 1219 Professional Sales 1
- MKTG 1323 Effective Public Speaking
- MKTG 1342 Trade Show Marketing
- MKTG 2202 Principles of Promotional Marketing
- MKTG 2220 Managing the Sales Force
- MKTG 2319 Professional Sales 2
- MKTG 3307 Industrial Marketing
- MKTG 3332 Major Account Selling

Complete four of the following:

- COMM 1178 Business Reports
- MKTG 1112 Customer Relations
- MKTG 1212 Principles of Customer Service
- MKTG 1365 Marketing Technological Products & Services
- MKTG 2341 Introduction to Marketing Research
- MKTG 3406 Product Development
- MKTG 4340 Marketing Planning Fundamentals

Students wishing to focus on International marketing may substitute the following courses for the above:

- Importing
- Exporting
- Introduction to International Trading
- Small Business Development

Two electives:

You may choose two electives which you feel will enhance your personal growth. Courses may be selected from the other marketing options or other business programs.

SPECIAL COURSE PACKAGES

Advanced Technology Marketing
Customer Relationship Marketing
Tourism Marketing
International Marketing

ADVANCED TECHNOLOGY MARKETING

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

Recommended courses:

- Marketing Technology Products & Services
- Product Development
- Major Account Selling
- Marketing Research
- Marketing Planning Fundamentals
- Trade Show Marketing
- Exporting

CUSTOMER RELATIONS

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

Recommended courses:

- Customer Relations
- Principles of Customer Service
- Effective Public Speaking
- Marketing of Services
- Consumer Behaviour
- Professional Sales 1
- Public Relations

TOURISM MARKETING

A specialized package of courses for those interested in development of tourism products and services. The focus is on the application of marketing strategies to developing community programs, major conventions and events and organizing trade shows.

Recommended courses:

- Tourism Issues
- Tourism Product Development
- Travel Agency Operations: An Introduction
- Special Event Marketing
- Conventions, Planning & Incentive Travel
- Trade Show Marketing
- Community Tourism Development

INTERNATIONAL MARKETING

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

Recommended courses:

- Introduction to International Trading
- Small Business Development
- Importing
- Exporting
- Trade Show Marketing
- Introduction to Marketing Research
- Major Account Selling

MKTG 1001 NON-PROFIT SECTOR MARKETING \$228

Examines the fundamentals of marketing in the non-profit sector. Emphasis will be on the application of the marketing mix and understanding the pivotal role marketing plays within the non-profit organization. Lectures, case studies and class discussion will be used to analyze marketing management within a wide range of organizations, including social service agencies, cultural societies, educational institutions and public corporations.

Jan 11 Wed 12 wks DEC CRN 15250

MKTG 1102 (MKTG 102) ESSENTIALS OF MARKETING \$228

Introduces and provides students 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.

Jan 9 Mon 12 wks BBY CRN 10001
BBY 10008
DEC 10007
SRY 10010
Jan 10 Tue 12 wks BBY 10002
Jan 11 Wed 12 wks BBY 10004
DEC 10011
Jan 12 Thr 12 wks BBY 10005
Thr 12 wks DEC 12837
Jan 13 Fri 6 wks DEC 10012
0900-1600
Jan 14 Sat 12 wks BBY 10006
0900-1200

MKTG 1107 (MKTG 107) MARKETING STRATEGIES IN THE FASHION INDUSTRY \$180

Investigates, develops and implements specific marketing strategies as they relate to the field of fashion. A hands-on look at the world of fashion.

Jan 12 Thr 10 wks DEC CRN 13551

MKTG 1112 (MKTG 112) CUSTOMER RELATIONS \$228

Covers customer relations for people involved in service industries, public relations and promotion, government agencies and organizations who deal with the public. Topics include telephone techniques, customer relations and effective speaking.

Jan 10 Tue 12 wks DEC CRN 10024
Jan 14 Sat 6 wks BBY 10025
0900-1500

MKTG 1119 (MKTG 119) SPORTS MARKETING \$228

Examines the full breadth of sports marketing and sponsorship, its use in the marketing plans of corporations and its function inside amateur and professional sport. Sports marketing will be studied through lectures and case studies and will be enhanced by group workshops, projects and industry-related guests. The course will appeal to sports administrators and event organizers as well as promotion, community relations and marketing personnel who address sports marketing in their occupation. Individuals considering entering any of these fields will find the course interesting.

Jan 10 Tue 12 wks BBY CRN 10027

MKTG 1120 (MKTG 120) SPECIAL EVENT MARKETING \$228

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This is a hands-on course.

Jan 9 Mon 12 wks DEC CRN 10029
Jan 11 Wed 12 wks BBY 10028

MKTG 1212 (MKTG 212) PRINCIPLES OF CUSTOMER SERVICE \$228

Provides an overview of what constitutes the area of customer service. Topics include corporate image, personal presentations, customer interaction, customer definition, service definition, and industry trends.

Jan 9 Mon 12 wks BBY CRN 12840
Jan 12 Thr 12 wks DEC 10034

MKTG 1219 (MKTG 219) PROFESSIONAL SALES 1 \$228

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

Jan 9 Mon 12 wks DEC CRN 10037
Jan 10 Tue 12 wks BBY 10039
Jan 11 Wed 12 wks DEC 10065
SRY 10066
Jan 12 Thr 12 wks BBY 10045
Jan 14 Sat 12 wks BBY 15551
0900-1200

MKTG 1323 (MKTG 323) EFFECTIVE PUBLIC SPEAKING \$228

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.

Jan 10 Tue 12 wks BBY CRN 10130
Jan 12 Thr 12 wks BBY 10132
DEC 12838
Jan 14 Sat 6 wks DEC 10127
0900-1600

MKTG 1324 (MKTG 324) SMALL BUSINESS DEVELOPMENT \$228

Examines the planning stages involved in starting a new business. Topics include market, financial and legal responsibility requirements.

Jan 10 Tue 12 wks BBY CRN 10106
Jan 11 Wed 12 wks DEC 10109

MKTG 1325 (MKTG 325) IMPORTING \$228

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

Jan 9 Mon 12 wks DEC CRN 10110

MKTG 1327 (MKTG 327) EXPORTING \$228

Provides students with complete basics of the export business. Discusses opportunities, research, planning distribution, promotion and customs practice. Students will learn how to set up their own export businesses.

Jan 10 Tue 12 wks BBY CRN 10111

MKTG 1342 (MKTG 342) TRADE SHOW MARKETING \$228

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

Jan 11 Wed 12 wks BBY CRN 10117

MKTG 1365 (MKTG 365) MARKETING TECHNOLOGICAL PRODUCTS & SERVICES \$299

Offers a basic foundation in marketing, developed to meet the special needs of B.C. hi-tech companies. Includes the framework for understanding hi-tech marketing, the strategic marketing model, creating a strategy, promotion and approaches, conducting research, and developing the material plan. The course is designed for those who have a working understanding of marketing but need assistance in the marketing concept for hi-tech industry, particularly those in small companies. Prerequisite: Industry experience. Limited enrolment.

Jan 16 Mon 12 wks BBY CRN 10118

MKTG 2202 (MKTG 202) PRINCIPLES OF PROMOTIONAL MARKETING \$228

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

Jan 9 Mon 12 wks BBY CRN 10022
DEC 10018
Jan 11 Wed 12 wks DEC 10014
Jan 12 Thr 12 wks BBY 10020
Jan 14 Sat 12 wks BBY 15552
0900-1200

MKTG 2205 (MKTG 205) MARKETING OF SERVICES \$228

Covers the development of a marketing mix for companies in service industries. The course will focus on the differences between developing strategies for services rather than products. Prerequisite: MKTG 1102.

Jan 9 Mon 12 wks BBY CRN 10032

MKTG 2220 (MKTG 220) MANAGING THE SALES FORCE \$228

Focuses on the role of the sales manager in planning, directing and controlling. Covers the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1219 or related experience.

Jan 9 Mon 12 wks BBY CRN 10076

MKTG 2319 (MKTG 319) PROFESSIONAL SALES 2 \$228

Covers the techniques and motivational skills of selling. Topics include 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, and 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.

Jan 17 Tue 12 wks BBY CRN 10085

MKTG 2341 (MKTG 341) INTRODUCTION TO MARKETING RESEARCH \$228

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.

Jan 10 Tue 12 wks DEC CRN 10115
Jan 11 Wed 12 wks BBY 10116

MKTG 2438 DIRECT MARKETING \$228

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.

Jan 9 Mon 12 wks BBY CRN 15577

MKTG 3218 (MKTG 218) INTRODUCTION TO MEDIA \$228

Introduces media to advertising agency and media sales personnel and individuals considering career entry in the advertising industry.

Jan 12 Thr 12 wks DEC CRN 10036

MKTG 3307 (MKTG 307) INDUSTRIAL MARKETING \$228

Deals with business markets focusing on how businesses market to each other. Coverage will include dealing with the business buying process, segmenting, markets and development strategies within the marketing framework. Emphasis is placed on decision making through case studies and projects. Prerequisite: MKTG 1102.

Jan 10 Tue 12 wks BBY CRN 10083

MKTG 3321 (MKTG 321) PUBLIC RELATIONS \$228

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

Jan 10 Tue 12 wks BBY CRN 10091
Jan 11 Wed 12 wks DEC 10094

MKTG 3322 (MKTG 322) ADVERTISING STRATEGIES \$228

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

Jan 11 Wed 12 wks DEC CRN 10101
Jan 12 Thr 12 wks BBY 10104

MKTG 3332 MAJOR ACCOUNT SELLING \$228

Helps sales persons who will be working with long sales cycles in large organizations. We will look at managing the sales process and examine the possible influencers within corporations and government departments. Topics include account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts.

Jan 14 Sat 6 wks BBY CRN 13548
0900-1500

Business

MKTG 3337 (MKTG 337) CORPORATE COMMUNICATIONS \$228

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

Jan 11 Wed 12 wks BBY CRN 10112

MKTG 3406 PRODUCT DEVELOPMENT \$228

Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102.

Jan 11 Wed 12 wks BBY CRN 13114

MKTG 3427 (MKTG 427) DEVELOPING CREATIVE ADVERTISING \$228

Moves the student from the development of creative strategy, through the concept stage, to the details of creative execution. Both print and broadcast advertising techniques will be explored with the guidance of professionals who are currently working in a variety of creative advertising areas. Primary objective of the course is to have each student produce high quality creative projects to enhance their portfolios. Prerequisite: MKTG 3332 or related experience.

Jan 10 Tue 12 wks DEC CRN 10119

MKTG 4318 (MKTG 318) MEDIA PLANNING \$228

Examines the development and execution of the media plan. Close contact is maintained by students with agency media buyers and other industry factors to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of most recent computer applications. The main objective of this course is to provide marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies.

Jan 10 Tue 12 wks DEC CRN 10023

MKTG 4340 (MKTG 340) MARKETING PLANNING FUNDAMENTALS \$228

Presents a decision-making course. Students will be expected to apply the concepts of marketing and planning to real-world situations. The course will include market forecasting, 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.

Jan 9 Mon 12 wks DEC CRN 10114

MKTG 4501 (MKTG 501) STRATEGIC MARKETING MANAGEMENT \$228

Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisite: MKTG 2202, 4340.

Jan 12 Thr 12 wks BBY CRN 10121

TOURISM

TOUR 2301 (TOUR 301) GROUP TRAVEL CHARTERS AND TOURS \$228

Provides practical exercises 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. The development, research and marketing of tour packages and charters provides a variety of employable skills resulting from this course. Prerequisites: TOUR 1261.

Jan 12 Thr 12 wks BBY CRN 12844

TOUR 2325 (TOUR 325) TOURISM PRODUCT DEVELOPMENT \$228

Familiarizes the student with tourism product development. Topics include general demand factors, travel motivations, market segmentation, travel advertising, sales support, public relations, marketing risks and problems, statistical applications and analysis, tourism research, tour packaging and its various elements. Prerequisite: TOUR 1261.

Jan 11 Wed 12 wks BBY CRN 12841

TOUR 2330 (TOUR 330) COMMUNITY TOURISM DEVELOPMENT \$228

Presents an approach to developing community tourism, oriented towards developing local interest and economic benefits. Topics include the nature of attraction, planning strategies, economic considerations, environmental factors and social and cultural impacts.

Jan 10 Tue 12 wks BBY CRN 15576

OH NO, YOU HAD TO CANCEL IT??

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

MEDIA TECHNIQUES FOR BUSINESS (604) 432-8614

CERTIFICATE PROGRAM

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

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

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

Required basic 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

In addition, any two of the following:

MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1110	FreeHand Mac 1
MDIA	1120	FreeHand PC 1
MDIA	1150	Quark XPress Mac 1
MDIA	1170	Photoshop PC 1
MDIA	1180	Photoshop Mac 1
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2150	Quark XPress Mac 2
MDIA	2170	Photoshop PC 1
MDIA	2180	Photoshop Mac 2

Elective courses:

BCST	1145	Copywriting for Radio and TV
BCST	1148	Writing for the Media
BCST	2252	Commercial Audio Production
BUSA	1305	Supervisory Skills
COMM	2202	Letters and Memos
COMM	2204	Technical Reports
COMP	1815	Introduction to Multimedia
FMGT	1152	Accounting for the Manager
MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1130	CorelDraw 1
MDIA	1150	Quark XPress Mac 1
MDIA	1180	Adobe Photoshop Mac 1
MDIA	1190	Introduction to Cartooning & Animation
MDIA	1300	Multimedia Computing — Getting Started
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2130	CorelDraw 2
MDIA	2150	Quark XPress Mac 2
MDIA	2160	Advanced Photography 1
MDIA	2170	Advanced Photography 2
MDIA	2300	Mastering Multimedia
MDIA	3010	Commercial Photography
MKTG	1102	Essentials of Marketing
MKTG	2202	Principles of Promotional Marketing

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.

MDIA 0199 (MDIA 099) PHOTOGRAPHY: ENTRY LEVEL \$193

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

Jan 11 Wed 4 wks BBY CRN 10967
1900-2200

MDIA 1010 (MDIA 101) PHOTOGRAPHY \$432

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

Feb 8 Wed 8 wks BBY CRN 10968
1900-2200

MDIA 1040 (MDIA 104) GRAPHICS 1 \$267

Introduces layout, design, illustration, printing methods, camera-ready artwork and typography. Those with an interest, but no previous experience in graphic art, are encouraged to enrol in this exploratory course to foster that interest and determine their career potential.

Jan 9 Mon/Wed 6 wks BBY CRN 10969

MDIA 1100 (MDIA 110) INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS \$267

Presents a core course with a dual focus. The first part explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audiovisual communication projects.

During the second part, group activities and class visits to production facilities provide a practical perspective on pre-press production and printing, desktop publishing, commercial applications of photography and photographic imaging, audiovisual techniques, video production, interactive video, photo-CD technology applications and other communication tools used in corporate, industrial, educational, and marketing communication today.

Upon completion students will have a good grasp of needs assessment, target audience identification, the basic principles of production planning, the evolving technology, and a better understanding of the exciting world of media integration.

Jan 9 Mon 12 wks BBY CRN 11026
1800-2100

MDIA 2040 (MDIA 204) GRAPHICS 2 \$267

Continues from MDIA 1040. Students are instructed in the more detailed areas of graphics and print production. Topics include paper — choice and selection, four colour process printing and mechanical requirements, preparing an advertising campaign using various production and print medias, special printing techniques, commercial photography, imposition, estimating time and costs to produce graphic material, also includes tour of a large printing plant. Prerequisite: MDIA 1040.

Feb 20 Mon/Wed 6 wks BBY CRN 11033

MDIA 2060 (MDIA 206) EFFECTIVE PRESENTATION TECHNIQUES \$228

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

Jan 12 Thr 12 wks BBY CRN 11035

MDIA 2160 (MDIA 216) ADVANCED PHOTOGRAPHY 1 \$266

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

Jan 12 Thr 6 wks BBY CRN 11039
1900-2200

MDIA 2170 (MDIA 217) ADVANCED PHOTOGRAPHY 2 \$266

Combines classroom sessions and a workshop in the studio so that students will develop the basic skills to plan and carry out a variety of assignments in the areas of still life and advertising photography. Students will learn how to set-up and organize a small studio and gain hands-on experience in working with sophisticated lighting equipment. Students will have the opportunity to develop a powerful portfolio and make a presentation. Good techniques and composition are stressed throughout the course. Students need a 35mm SLR, with at least a standard lens, a flash and a tripod, and will have to supply their own film. Prerequisite: MDIA 2160 or permission from the instructor.

Feb 23 Thr 6 wks BBY CRN 11280
1900-2200



SPS SAFETY TIPS
Familiarize yourself
with campus
services like
phones, emergency
exits and well-lit
areas.

DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH (604) 432-8614

MDIA 1070 CLARISIMPACT FOR MACINTOSH \$348

Demonstrates how ClarisImpact offers business users instant organizational charting, flow charting, data charting, outlining, calendaring and other intelligent business graphics tightly integrated with wordprocessing and presentation environments, for everyday communications tasks. ClarisImpact brings a solution to users and Information Systems managers who were forced to purchase, master and support multiple graphics utilities.

Mar 6 Mon 3 wks BBY CRN 15230
0900-1600

MDIA 1090 (MDIA 109) PAGEMAKER MAC 1 \$311

Introduces and teaches design, layout and production of professional publications, using the Aldus PageMaker assembly software program. Students will learn to create numerous publishing projects, including advertisements, brochures, bulletins, flyers, and forms. Students will have their own workstation using a Mac Centris 650 for this hands-on course.

Jan 9 Mon 6 wks BBY CRN 10970

MDIA 1110 (MDIA 111) FREEHAND MAC 1 \$393

Introduces and shows how Aldus FreeHand makes drawing by computer easier and faster than drawing by hand. Teaches how to create any graphic imaginable with more precision and control than ever before. Whether studying stage design, architectural studies, landscaping, or the fine arts, this course lets students experiment with design techniques. Students will have workstations using a Mac Centris 650.

Jan 14 Sat 6 wks BBY CRN 11027
1300-1600

MDIA 1150 (MDIA 115) QUARK XPRESS MAC 1 \$311

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

Jan 12 Thr 6 wks BBY CRN 11031

MDIA 1180 (MDIA 118) ADOBE PHOTOSHOP FOR MAC 1 \$348

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

Jan 10 Tue 6 wks BBY CRN 11284
Feb 26 Sun 6 wks BBY 15607
1300-1600

MDIA 2090 (MDIA 209) PAGEMAKER MAC 2 \$311

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

Feb 20 Mon 6 wks BBY CRN 11036

MDIA 2110 (MDIA 211) FREEHAND MAC 2 \$393

Explores Aldus FreeHand's tools in greater detail. Teaches how to lay out any graphic with graduated screen and bends, with precision and control. Students discover how to use process colours in developing their illustrations, and our desktop scanner to create their own templates prior to drawing. Teaches students how to print, process and spot colour separations. Prerequisite: MDIA 1110 or permission from the instructor.

Feb 25 Sat 6 wks BBY CRN 11037
1300-1600

MDIA 2150 (MDIA 215) QUARK XPRESS MAC 2 \$311

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

Feb 23 Thr 6 wks BBY CRN 11136

MDIA 2180 (MDIA 218) ADOBE PHOTOSHOP FOR MAC 2 \$348

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

Feb 21 Tue 6 wks BBY CRN 11983

DESKTOP PUBLISHING AND GRAPHICS FOR THE PC (604) 432-8614

MDIA 1050 (MDIA 105) PAGEMAKER PC 1 \$311

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

Jan 10 Tue 6 wks DEC CRN 11276
Jan 14 Sat 6 wks DEC 11277
0900-1200
Feb 25 Sat 6 wks DEC 15225
0900-1200

MDIA 1060 POWERPOINT FOR WINDOWS \$348

Gets students started in the use of Microsoft Powerpoint. This is a powerful presentation tool used for the creation of slides, overheads, printed output and slide shows on a computer monitor. Students will learn to create slides, draw and modify graphics, add text to presentations, work with colour in presentations as well as edit, resize, and delete objects on slides. Prerequisite: Working knowledge of Windows 3.1.

Jan 9 Mon 6 wks BBY CRN 15227
Feb 20 Mon 6 wks BBY 15228

MDIA 1120 (MDIA 112) FREEHAND FOR WINDOWS 1 \$311

Demonstrates how drawing by computer is easier and faster than drawing by hand. Students learn how to create any graphic imaginable with precision and control. Students in stage design, architectural design, landscaping, and fine arts can experiment with design techniques using Aldus FreeHand. Students have their own workstations.

Jan 12 Thr 6 wks DEC CRN 11028

MDIA 1130 (MDIA 113) CORELDRAW 1 \$348

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

Jan 12 Thr 6 wks BBY CRN 12381
Jan 14 Sat 6 wks BBY 11029
0900-1200

MDIA 1170 ADOBE PHOTOSHOP FOR WINDOWS 1 \$348

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

Jan 14 Sat 6 wks BBY CRN 11981
1300-1600
Feb 23 Thr 6 wks BBY 11982

MDIA 2050 (MDIA 205) PAGEMAKER PC 2 \$311

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

Feb 21 Tue 6 wks DEC CRN 11034

MDIA 2120 (MDIA 212) FREEHAND FOR WINDOWS 2 \$393

Teaches students how to create any graphic imaginable, with more precision and control than ever before. Students in stage design, architectural design, landscaping, and fine arts can experiment with design techniques using Aldus FreeHand. Prerequisite: MDIA 1120.

Feb 23 Thr 6 wks DEC CRN 11979

MDIA 2130 (MDIA 213) CORELDRAW 2 \$348

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

Feb 25 Sat 6 wks BBY CRN 11279
0900-1200

MDIA 2270 ADOBE PHOTOSHOP WINDOWS 2 \$348

Teaches students how to create and produce high quality digital images, without the expenses of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at colour models, RGB, CMYK, and measure RGB and CMYK colour, adjust midtones, shadows and highlights and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

Feb 25 Sat 6 wks BBY CRN 15226
1300-1600

MULTIMEDIA FOR THE MAC AND PC (604) 432-8614

MDIA 1300 (MDIA 130) MULTIMEDIA GETTING STARTED \$311

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

Jan 10 Tue 6 wks BBY CRN 11282
Feb 21 Tue 6 wks BBY 15606

MDIA 3450 (MDIA 345) MULTIMEDIA INTENSIVE WORKSHOP \$795

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

Jan 27 Fri 3 wks BBY CRN 13517
0900-1700

MEDICAL OFFICE ASSISTANT (604) 432-8614

A seven-course certificate program

OFFC 1000 (OFFC 0136) MOA: ANATOMY AND PHYSIOLOGY \$286

Human anatomy and physiology.

Jan 11 Wed 12 wks BBY CRN 15237
Jan 14 Sat 12 wks BBY 15238
0900-1230

OFFC 1005 (OFFC 0134) MOA: COMPUTER LITERACY \$302

Provides those with little or no computer experience with basic computer literacy, word processing and computerized medical billing skills. Uses an MOA billing and management program.

Jan 9 Mon 12 wks BBY CRN 15233
Jan 11 Wed 12 wks BBY 15234

OFFC 1010 (OFFC 0137) MOA: TERMINOLOGY \$286

Enables students to use basic medical terms and know how to spell and pronounce them. Prerequisite: OFFC 1000.

Jan 9 Mon 12 wks BBY CRN 15239
1815-2145
Jan 11 Wed 12 wks BBY 15240
1815-2145

OFFC 1020 (OFFC 0135) MOA: TRANSCRIPTION \$269

Designed for persons who are employed as medical office assistants, or students taking the MOA program. Prerequisite: OFFC 1005.

Jan 14 Sat 6 wks BBY CRN 15235
0900-1600
Feb 25 Sat 6 wks BBY 15236
0900-1600

OFFC 1030 (OFFC 0138) MOA: OFFICE PRACTICE \$245

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

Jan 12 Thr 11 wks BBY CRN 15241

OFFC 1040 (OFFC 0139) CLINICAL PROCEDURES \$240

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

Jan 10 Tue 12 wks BBY CRN 15242
Jan 14 Sat 12 wks BBY 15608
0900-1200

OFFC 2000 (OFFC 0152) PRACTICUM \$228

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

Feb 22 Wed 6 wks BBY CRN 15243

CAPIC (604) 451-6743/ (604) 432-8860

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

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

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

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

Courses that have "certification review" in their title are intended to assist students in their preparation for the APICS exams.

CPIC courses provide the basis for the Business Certificate in Operations Management and, in addition, are excellent preparation for the American Production and Inventory Control Society (APICS) certification exams.

Students wishing to take an introductory level course that covers the entire production and inventory management field, should take: CPIC 1110 Principles of Inventory Control.

CPIC 1105 (CPIC 105) MASTER PLANNING CERTIFICATION REVIEW \$210

Provides a detailed knowledge of MRP 2 Master Planning. Topics include forecast sourced data, order entry, demand management, production plan development, master production scheduling, final assembly scheduling and management considerations. Students should have taken CPIC 2210 or have a good knowledge of MRP 2. This course is primarily intended for those writing the APICS Master Planning Certification exam.

Jan 10 Tue 9 wks BBY CRN TBA

CPIC 1110 (CPIC 110) PRINCIPLES OF INVENTORY CONTROL \$273

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.

Jan 9 Mon 12 wks BBY CRN 15301

CPIC 1510 (CPIC 510) PRODUCTION ACTIVITY CONTROL \$215

Discusses Production Activity Control and shows 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 involve managing the elements of lead time in an environment of cooperation. Performance measurement can be compared with the plan and with historical data to identify opportunities for improvement.

Jan 11 Wed 9 wks BBY CRN 12034

CPIC 1615 SYSTEMS AND TECHNOLOGIES \$215

Discusses Systems and Technologies and how they expand on production management knowledge at the strategic level. Integration of manufacturing strategy with marketing and other key functions are discussed. The course covers recognition of strategic choices, configuration of the production and inventory management system, management of the implementation and measurement of success. Students should be familiar with the field of production and inventory control.

Jan 10 Tue 9 wks BBY CRN 12036

OPERATIONS MANAGEMENT (604) 451-6743/ (604) 432-8860

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.

**FOR CLASSTIMES
SEE PAGES 5 & 8**



SPS SAFETY TIPS
Wear comfortable
clothing and
shoes to allow
you to
move freely.

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.

- BUSA 1305 Supervisory Skills
- COMM 2204 Technical Reports
- FMGT 1152 Accounting for the Manager
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1106 Quality Assurance 1
- OPMT 1187 Project Planning & Scheduling
- OPMT 1188 Management Information Systems
- OPMT 1191 Purchasing
- OPMT 1192 Inventory Planning and Control
- OPMT 1197 Statistics for Business and Industry
- OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- OPMT 2290 Performance Measurement
- OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives from the following:

- OPMT 1105, OPMT 1142, OPMT 1175,
- OPMT 2206, OPMT 2242, OPMT 2287.

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.

- BUSA 1105 Management 1 or
- BUSA 1305 Supervisory Skills
- COMM 2204 Technical Reports
- FMGT 1152 Accounting for the Manager
- HRMG 2805 Occupational Health and Safety
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1106 Manufacturing Quality Assurance 1
- OPMT 1187 Project Planning and Scheduling
- OPMT 1188 Management Information Systems
- OPMT 1191 Purchasing
- OPMT 1197 Statistics for Business and Industry
- OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- OPMT 2290 Performance Measurement
- OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives from:

- 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
- OPMT 1105 Engineering Economics
- OPMT 1107 Quality Management for Service Industries
- ORGB 2205 Organizational Behaviour 1

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 benefitting from this program include production and inventory control professionals who want to increase their knowledge of the field. Newcomers to the profession who want to acquire a solid foundation on which to build a career and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing will also benefit from this program. This certificate uses some Canadian Association for Production and Inventory Control courses.

- BUSA 1305 Supervisory Skills
- COMM 2204 Technical Reports
- CPIC 1105 Master Planning Certification Review (CAPIC)
- CPIC 1110 Principles of Inventory Control or
- CPIC 1210 Inventory Management Certification Review (CAPIC)
- CPIC 1350 Material Capacity Requirements Planning (CAPIC)
- CPIC 1510 Production Activity Control (CAPIC)
- CPIC 1600 Just-In-Time Certification Review (CAPIC)
- CPIC 1615 Systems and Technologies Certification Review (CAPIC)
- OPMT 1106 Quality Assurance 1
- OPMT 1175 Warehouse Management 1
- OPMT 1191 Purchasing
- OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- OPMT 1344 Total Quality Management (TQM)
- OPMT 2275 Warehouse Management 2
- OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)
- TDMT 1409 Introduction to Canada Customs Procedures and NAFTA (formerly Harmonized Systems and FTA)

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

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



Required courses:

- COMM 2204 Technical Reports
- OPMT 1106 Quality Assurance 1
- OPMT 1107 Quality Management for Service Industries
- OPMT 1115 Software Quality Assurance
- OPMT 1142 Introduction to Quality Control Methods
- OPMT 1344 Total Quality Management (TQM) in Manufacturing
- 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 3345 Quality Auditing
- OPMT 3346 Reliability Principles

Any of the following electives will give additional credits toward the certificate, other quality courses may be available at a later date.

- FMGT 1152 OPMT 1197
- OPMT 1102 OPMT 1198
- OPMT 1188 OPMT 2248
- OPMT 1192 ORGB 2505

Note: OPMT 1197 (OPMT 197) or equivalent is a prerequisite for OPMT 2242 (OPMT 242).

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.

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

- BLDG 3870 Project Management: Introduction to Building Development
- BLDG 3875 Construction Law in Project Management
- BUSA 1105 Management 1 or
- BUSA 1305 Supervisory Skills
- BUSA 3405 Problem Solving and Decision Making
- COMP 1215 Lotus 1-2-3 level 1, 2
- COMP 1220 dBASE level 1
- COMP 2203 Business Reports
- FMGT 1152 Accounting for the Manager
- HRMG 2805 Occupational Health & Safety
- OPMT 1102 Basic Math of Finance
- OPMT 1125 Facilities Space Planning
- OPMT 1187 Project Planning and Scheduling
- OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- OPMT 2125 Advanced Computer Aided Facility Management using Archibus/FM

Plus two electives from:

- AICO 1000 Auto CAD 1
- AICO 2000 Auto CAD 2
- BLDG 2830 Architectural CADD (AUTO ARCH)
- BUSA 2105 Management 2
- MECH 7060 Graphic System Management
- OPMT 1107 Quality Management for Service Industries
- OPMT 3306 ISO 9000 Standards for Quality Systems

OPMT 0199 (OPMT 099) MATH FOR BUSINESS \$304

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.

Jan 10	Tue	16 wks	BBY CRN	11991
	Tue/Thr	8 wks	BBY	11992
Jan 12	Thr	16 wks	BBY	11993
Jan 14	Sat	16 wks	BBY	11994
			0900-1200	

OPMT 1102 (OPMT 102) BASIC MATH OF FINANCE

\$228

Discusses interest and its effects upon business and industry. The students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60% is required for course credit in OPMT 1110.

Jan 9	Mon	12 wks	BBY CRN	11995
Jan 11	Wed	12 wks	BBY	11996
	Wed	12 wks	DEC	11997
Jan 14	Sat	12 wks	BBY	11998
			0900-1200	

OPMT 1106 (OPMT 106) QUALITY ASSURANCE 1 MANUFACTURING

\$228

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 and total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites.

Jan 9	Mon	12 wks	BBY CRN	11999
-------	-----	--------	---------	-------

OPMT 1107 (OPMT 107) QUALITY ASSURANCE 1 SERVICE

\$228

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. Case studies include banking, insurance, education, retail trade, transportation, health services, public utilities, government, food services, hospitality, real estate, and personal services.

Jan 9	Mon	12 wks	BBY CRN	TBA
-------	-----	--------	---------	-----

OPMT 1110 (OPMT 110) BUSINESS MATHEMATICS

\$304

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.

Jan 13	Fri	12 wks	DEC CRN	13780
			0830-1230	

OPMT 1115 (OPMT 115) SOFTWARE QUALITY ASSURANCE

\$228

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

Jan 12	Thr	12 wks	BBY CRN	12001
--------	-----	--------	---------	-------

OPMT 1142 (OPMT 142) INTRODUCTION TO QUALITY CONTROL METHODS

\$228

Introduces quality control methods to students. 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.

Jan 11	Wed	12 wks	BBY CRN	15302
--------	-----	--------	---------	-------

OPMT 1175 (OPMT 175) WAREHOUSE MANAGEMENT

\$228

Provides a basic understanding of warehouse management. Topics include receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control.

Jan 10	Tue	12 wks	BBY CRN	12004
--------	-----	--------	---------	-------

OPMT 1187 (OPMT 187) PROJECT PLANNING AND SCHEDULING

\$228

Introduces the fundamentals of the basic scheduling, estimating and control methods which are in current industry used to plan and keep track of time and money spent on any form of project. This course is most suitable for those who are familiar with detail of technical or administrative documentation but otherwise may have little project background. The course is comprehensive at an elementary level with two computer labs. It also prepares students to take the second-year course in project scheduling and cost control.

Jan 10	Tue	12 wks	BBY CRN	12005
--------	-----	--------	---------	-------

OPMT 1188 (OPMT 188) MANAGEMENT INFORMATION SYSTEMS

\$228

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 of current trends, such as the use of groupware, the Internet, and Business Process Re-engineering, the student will understand how the organization of the 90s 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.

Jan 10	Tue	12 wks	SRY CRN	TBA
Jan 11	Wed	12 wks	BBY	12006

OPMT 1191 (OPMT 191) PURCHASING

\$228

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

Jan 9	Mon	12 wks	SRY CRN	12008
Jan 11	Wed	12 wks	DEC	12009
Jan 12	Thr	12 wks	BBY	12010

OPMT 1192 (OPMT 192) INVENTORY PLANNING AND CONTROL

\$228

Covers objectives, records, forecasting, order point systems, MRP make/buy analysis and departmental organization.

Jan 9	Mon	12 wks	BBY CRN	12011
Jan 10	Tue	12 wks	SRY	12012

OPMT 1197 (OPMT 197) STATISTICS FOR BUSINESS AND INDUSTRY 1

\$342

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

Jan 9	Mon	18 wks	BBY CRN	12013
	Mon/Wed	9 wks	DEC	12018
Jan 10	Tue	18 wks	BBY	12014
	Tue/Thr	9 wks	BBY	12015
Jan 11	Wed	18 wks	SRY	12016
Jan 12	Thr	18 wks	BBY	12017

OPMT 1198 (OPMT 198) INTRODUCTION TO OPERATIONS MANAGEMENT

\$228

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

Jan 11	Wed	12 wks	BBY CRN	12019
--------	-----	--------	---------	-------

OPMT 1344 TOTAL QUALITY MANAGEMENT (TQM) IN MANUFACTURING

\$228

Quality Management in manufacturing hinges on two aspects: making the company the best it can possibly be in the use of its human resources and striving for world-class quality in the products it offers. Topics include the basic philosophy, values and culture of TQM; total customer orientation; maximizing employee potential for continuous improvement. The course will then survey recent techniques used in striving for world-class quality in research and development, and quality of design.

Jan 10	Tue	12 wks	BBY CRN	15331
--------	-----	--------	---------	-------

OPMT 2125 ADVANCED COMPUTER AIDED FACILITY MANAGEMENT USING ARCHIBUS/FM

\$228

Covers all aspects of the bidirectional links between AutoCAD and the ARCHIBUS/FM database editor. Topics include linking floor, room, and departmental boundaries; creating and inserting furniture and equipment standards; and creating visual reports. Strategies for converting existing AutoCAD drawings, importing existing database information and issues related to data integrity will be covered. Students will also customize ARCHIBUS/FM database schemes. This course requires OPMT 1125 (or a knowledge of PC databases) and a good working knowledge of AutoCAD Release 12.

Jan 17	Tue	12 wks	BBY CRN	13640
--------	-----	--------	---------	-------

OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS AND HEALTH ADMINISTRATION 2

\$228

Continues from OPMT 1197. Introduces computer software to perform basic descriptive statistics and inferential statistics. 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% 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% or better in this course.

Jan 10	Tue	12 wks	BBY CRN	13641
Jan 14	Sat	12 wks	BBY	13642
			0900-1200	

OPMT 2206 (OPMT 206) QUALITY ASSURANCE 2 (MANUFACTURING)

\$228

Continues from OPMT 1106. Topics include quality assurance as it relates to marketing, engineering, purchasing and customer relations; 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.

Jan 10	Tue	12 wks	BBY CRN	12020
--------	-----	--------	---------	-------

4 Ways to Register

1. By Mail

(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

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

Sorry, No Postdated Cheques

2. By Fax

(Available to all registrants)

Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

3. In Person

(Available to all registrants)

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

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard.

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

Business



OPMT 2275 (OPMT 275) WAREHOUSE MANAGEMENT 2 \$228

Benefits students who have completed OPMT 1175. Topics include: What is materials management? warehouse management, introduction to production and inventory control, introduction to work study, analytical techniques of work sampling, statistics, economic appraisal and analysis of alternatives, flow process charting and plant layout, financial planning and budgeting, management planning, order processing, communications and purchasing. Prerequisite: OPMT 1175.

Jan 12 Thr 12 wks BBY CRN 12022

OPMT 2287 (OPMT 287) PROJECT COST ESTIMATING \$228

Prepares students to draw up schedules and estimates, and to control progress and costs on projects. Lectures, case examples, a simulated project and a computer lab session develop skills for use on projects of normal complexity. Prerequisite: OPMT 1187 or equivalent.

Jan 12 Thr 12 wks BBY CRN 13689

OPMT 2298 (OPMT 298) BUSINESS PROCESS RE-ENGINEERING \$228

(Formerly Productivity Engineering 2.) Increasing competition for the supply of products and services has forced many North American companies to examine their business practices to remain competitive. This course will examine why organizations should consider re-engineering initiatives, current practices, and the challenges of re-engineering projects. Through lecture, discussion, and case studies, students will develop an understanding of business redesign and the methods required to meet this challenge. The student will learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198.

Jan 12 Thr 12 wks BBY CRN 12024

OPMT 3306 ISO 9000 QUALITY STANDARDS \$228

Familiarizes students with the use of the ISO 9000 International Standards for Quality Management and Quality Assurance systems. The series consist of ISO 9000, 9001, 9002, 9003 and 9004. 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 to be followed to achieve approval and registration of the company quality system for accomplishment to the ISO requirements.

Jan 10 Tue 12 wks BBY CRN 15855

OPMT 3345 QUALITY AUDITING \$228

Covers quality auditing principles and applications for quality system audits, process audits and product audits; internal audits within the company, and external audits at the suppliers; auditing terminology, planning, staffing and staff training, scheduling, reporting, and using audit results and data; techniques for handling different types of human reaction at all levels; auditing standards in common use; and preparing for audits by major customers or agencies. This course will assist candidates who are preparing to write the ASQC CQA examination. Prerequisites: OPMT 1106 and OPMT 2206.

Jan 11 Wed 12 wks BBY CRN 12026

IS IT TIME FOR A CAREER RENEWAL??

SENIOR CERTIFICATE FOR TRADEPERSONS (604) 451-6745/ (604) 432-8860

Now you can keep working while acquiring the essential academic, personal management and team-building skills needed to help you advance your management career. We encourage you to come and meet our program head and learn more about this exciting opportunity at a special orientation session.

Date: Wednesday, February 22, 1995
Wednesday, March 29, 1995
Time: 1830-2100
Place: Administration building
Boardroom



SPS SAFETY TIPS
Trust your instinct. If
a situation
feels threatening,
leave or seek
assistance.

CITT (604) 451-6743

The Canadian Institute of Traffic and Transportation is a professional organization which provides education in transportation and physical distribution. The Institute is sponsored by industry and government and supported on a non-profit basis by its graduate and student members.

BCIT in cooperation with CITT, offers a series of courses in business that relate to this industrial sector and are transferrable to any institution accredited by the CITT.

As new products and markets are developed, there is an increasing demand for men and women who have the expertise in providing transportation and distribution services.

BCIT offers full equivalencies in all CITT courses in Levels 1, 2, and 3. Completion of the courses and registration with CITT will constitute the CITT Diploma.

TRANSPORTATION LOGISTICS (604) 451-6743/ (604) 432-8860

MANAGEMENT CERTIFICATE IN TRANSPORTATION LOGISTICS

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

- BUSA 1305 Supervisory Skills
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1188 Management Information Systems
- OPMT 1191 Purchasing
- OPMT 1192 Inventory Planning & Control
- OPMT 1197 Statistics for Business & Industry
- OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
- TDMT 1150 Distribution 1 (CITT)
- TDMT 1304 International Trade 1
- TDMT 1409 Introduction to Canada Customs Procedures and NAFTA (formerly Harmonized Systems and FTA)
- TDMT 2203 Transportation Economics
- TDMT 2204 International Trade 2
- TDMT 2250 Distribution 2 (CITT)
- TDMT 3413 Traffic and Transportation Management
- TDMT 4410 Logistics Management

TDMT 1101 (TDMT 101) GEOGRAPHY OF TRADING \$228

Studies in detail the role of transportation, major trading routes and ports, and other factors in the development of resources for the world and Canada. Emphasizes Canada as a major resource producer, particularly in the Pacific Rim.

Jan 9 Mon 12 wks BBY CRN 12027

TDMT 1104 INTERNATIONAL TRADE 1 \$228

(Replaces TDMT 1304.) This introductory course 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.

Jan 9 Mon 12 wks BBY CRN TBA

TDMT 1150 (TDMT 150) DISTRIBUTION 1 (CITT) \$228

Covers transportation regulations; Canadian transportation modes including water, rail, air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs.

Jan 11 Wed 12 wks BBY CRN 12028

TDMT 1202 (TDMT 202) INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA \$228

Familiarizes the student with transportation regulations at federal, provincial and regional levels. The Acts governing intra and inter-provincial transportation and regulation of common, contract and private carriers, including their rights and responsibilities, and the deregulated U.S. transportation industry.

Jan 10 Tue 12 wks BBY CRN 12032

TDMT 1409 (TDMT 409) HARMONIZED SYSTEMS AND THE FREE TRADE AGREEMENT \$342

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

Jan 11 Wed 18 wks BBY CRN 12031

TDMT 2203 (TDMT 203) TRANSPORTATION ECONOMICS \$228

Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel costs etc., concluding with profit-oriented rate-making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul.

Jan 11 Wed 12 wks BBY CRN 12029

TDMT 2250 (TDMT 250) DISTRIBUTION 2 \$228

Deals with contracts and bills of lading, marine cargo insurance, warehousing, Canadian Customs, dangerous goods transportation, damage prevention and claims, materials handling, unitization devices, physical distribution and computer applications to transportation.

Jan 11 Wed 12 wks BBY CRN 12030

**FOR CLASSTIMES
SEE PAGES 5 & 8**



Computer Systems

CLASS TIMES

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

BURNABY (BBY) 1845-2145
DOWNTOWN EDUCATION
CENTRE (DEC) 1730-2030
HOLDOM AVENUE (HOL) 1845-2145
VANCOUVER (VCR) 1845-2145

ADVANCED DIPLOMA IN SOFTWARE DEVELOPMENT

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

The ADP program is designed for

- a) graduates of two-year diploma programs in Computer Systems;
- b) computer professionals wishing to acquire recognized formal qualifications;
- c) people who hold degrees in other related disciplines.

COMP 7651 (COMP 705) DATA COMMUNICATIONS PRINCIPLES \$476
Covers concepts, theory and practices employed in modern communication systems. Explores a wide variety of topics. Prerequisite: Algebra, trigonometry, physics, COMP 3720 or equivalent.

Jan 11 Wed/Fri 12 wks BBY CRN 10963

COMP 7655 (COMP 700) TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT \$476
Covers the various techniques and methodologies used in developing software. Emphasis is on technical (rather than management) issues. Prerequisite: Knowledge in programming, systems analysis and design, database principles.

Jan 10 Tue/Thr 12 wks BBY CRN 10962

COMP 7656 (COMP 800) MANAGEMENT ISSUES IN SOFTWARE ENGINEERING \$289
Covers the management aspects in software development. Emphasis is on managerial issues and concerns, including personnel planning, budget control and quality assurance. Complementary to COMP 7655. Prerequisite: Admission into the Advanced Diploma Program.

Jan 9 Mon 12 wks BBY CRN 10964

COMP 8495 (COMP 857) SELECTED TOPICS IN APPLIED AI \$476
Covers the latest practical applications in this fast-changing field. Prerequisite: COMP 7495, 4970.

Jan 9 Mon/Wed 12 wks BBY CRN 10966
1730-2030

COMP 8660 (COMP 871) SELECTED TOPICS IN DATABASE \$476
Examines current developments in database. Includes integration of classical database concepts with the emerging developments in Object-Oriented database systems and knowledge-base systems. Prerequisite: COMP 7660.

Jan 10 Tue/Sat 12 wks BBY CRN 10949

COMP 8840 (COMP 811) TOPICS IN COMPUTER GRAPHICS \$476

Explores raster line drawing and scanning algorithms, antialiasing, 2D/3D interactive raster graphics systems, and other related topics. Prerequisite: COMP 7840.

Jan 9 Mon/Wed 12 wks BBY CRN 10965
1730-2030

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

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

NOTE: Most courses will require texts or supplies that should be purchased during the first session of the course. Course fees do not normally include texts or supplies. Software purchase may be required in some courses.

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

COMP 0001 (COMP 901) COMPUTING FOR THE TIMID \$100
Introduces the computer to those who have never used one and are afraid to.

Jan 9 Mon 4 wks BBY CRN 10950
Jan 14 Sat 2 wks BBY 10953
0900-1600
Jan 15 Sun 2 wks DEC 10954
0900-1600
Feb 6 Mon 4 wks BBY 10951
Mar 6 Mon 4 wks BBY 10952

COMP 1001 (COMP 107) UNDERSTANDING PC/MS DOS \$143
Gives an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent.

Jan 9 Mon 6 wks BBY CRN 10661
DEC 10650
Jan 10 Tue 6 wks BBY 10652
Jan 12 Thr 6 wks BBY 10656
Jan 28 Sat 3 wks BBY 10658
0900-1600
Jan 29 Sun 3 wks DEC 10659
0900-1600
Feb 20 Mon 6 wks BBY 10664
DEC 10651
Feb 21 Tue 6 wks BBY 10653
Feb 23 Thr 6 wks BBY 10657

COMP 1010 (COMP 114) WORD PROCESSING CONCEPTS \$100
Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1001.

Jan 9 Mon 4 wks BBY CRN 10670
Jan 10 Tue 4 wks BBY 10673
Feb 18 Sat 2 wks BBY 10675
0900-1600
Feb 19 Sun 2 wks DEC 10677
0900-1600

COMP 1015 (COMP 115) SPREADSHEET CONCEPTS \$100
Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1001.

Feb 6 Mon 4 wks BBY CRN 10836
Feb 7 Tue 4 wks BBY 10839
Mar 4 Sat 2 wks BBY 10842
0900-1600
Mar 5 Sun 2 wks DEC 10843
0900-1600

COMP 1020 (COMP 116) MICRO DATABASE CONCEPTS \$100
Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1001.

Mar 6 Mon 4 wks BBY CRN 10844
Mar 7 Tue 4 wks BBY 10845
Mar 18 Sat 2 wks BBY 10846
0900-1600
Mar 19 Sun 2 wks DEC 10847
0900-1600

COMP 1104 INTRODUCTION TO COMPUTING \$358
Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a wordprocessing package and a spreadsheet package.

Jan 11 Wed 14 wks DEC CRN 13786
0900-1215
Wed DEC 13787
1315-1630

COMP 1230 (COMP 167) WORDPERFECT \$286
Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1001.

Jan 12 Thr 12 wks BBY CRN 10910

COMP 1240 (COMP 169) LOTUS 1-2-3 \$286
Covers all of the basic principles of this spreadsheet package. Software not provided.

Jan 11 Wed 12 wks BBY CRN 10911
DEC 10912

COMP 1255 (COMP 187) COMPUTERIZED ACCOUNTING \$286
Teaches the "Simply for DOS Integrated Accounting" (Bedford) package to those with some knowledge of computing and accounting. Prerequisite: COMP 1001, FMGT 1100.

Jan 12 Thr 12 wks BBY CRN 10917

COMP 1401 (COMP 126) PROGRAMMING CONCEPTS/METHODS \$286
Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: COMP 1001, 1010, 1015, 1020.

Jan 9 Mon 12 wks BBY CRN 10851
Jan 10 Tue 12 wks BBY 10853
Jan 11 Wed 12 wks BBY 10857
Jan 12 Thr 12 wks BBY 10886
Jan 14 Sat 12 wks BBY 10887
0900-1200

COMP 1403 WINDOWS CONCEPTS/PROGRAMMING \$286
Introduces Windows to the novice or experienced DOS-based Software Developer. Topics include Program Manager, File Manager, Control Panel, Desktop Accessories and basic operations in Windows. Also covers event-driven programming, windowing, and basic concepts and capabilities of the Graphical User Interface.

Jan 10 Tue 12 wks BBY CRN 15221

COMP 1405 (COMP 130) MAINFRAME ASSEMBLER PROGRAMMING LANGUAGE 1 \$286
Presents the 1st-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 1401 (65% or better) or equivalent data processing experience.

Jan 11 Wed 12 wks BBY CRN 10888

COMP 1430 (COMP 145) MICRO PC BASIC PROGRAMMING LANGUAGE 1 \$286
Provides an understanding of Microsoft VISUAL BASIC programming language as used on a PC with windows, including basic structures and controls, interface issues, files, strings, and subroutines. Prerequisite: COMP 1401, 1403.

Jan 11 Wed 12 wks BBY CRN 10893

COMP 1435 (COMP 162) DBASE IV PROGRAMMING LANGUAGE 1 \$286
Covers the elementary programming features of dBASE IV/FOXPRO 2.0, including the development of a menu-driven system. Software not provided. Prerequisite: COMP 1401.

Jan 12 Thr 12 wks BBY CRN 10909

COMP 1440 (COMP 233) COBOL PROGRAMMING LANGUAGE 1 \$228
Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401.

Jan 12 Thr 12 wks BBY CRN 10920

COMP 1450 (COMP 236) PASCAL PROGRAMMING LANGUAGE \$286
Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Jan 9 Mon 12 wks BBY CRN 10924
Jan 10 Tue 12 wks BBY 12289

COMP 1510 PROGRAMMING METHODS \$620
Introduces modern principles of programming methodologies in writing programs that are readable, well structured, and easy to maintain. A prelude to all future Full-time Systems and Programming courses. Intended for students considering direct entry into either level 2 or 3 of the Full-time program. Prerequisite: COMP 1450 or equivalent.

Jan 9 Mon/Wed 13 wks BBY CRN 15535

COMP 1601 (COMP 104) COMPUTERS IN BUSINESS \$228
Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001, 1010, 1015, 1020 or CGA Tutorial or equivalent.

Jan 9 Mon 12 wks BBY CRN 10649

COMP 1615 (COMP 160) COMPUTER SYSTEMS INTRODUCTION 1 \$228
Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

Jan 10 Tue 12 wks BBY CRN 10907
Jan 11 Wed 12 wks DEC 10906

COMP 1632 (COMP 161) INTRODUCING THE IBM AS/400 \$286
Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Topics include Libraries and Objects, AS/400 Relational Database and Data Management, user profiles and AS/400 security. Prerequisite: COMP 0001.

Jan 12 Thr 12 wks BBY CRN 10908

Computer Systems

COMP 1710 COMPUTER APPLICATIONS FUNDAMENTALS \$620

Addresses computer fundamentals and personal productivity. Reviews hardware and software basics, MS-DOS, text editing, word processing, spreadsheets, database management and communications. Covers business information systems. Introduces time management, desktop publishing and power programming. Prerequisite: COMP 1450 or equivalent.

Jan 10 Tue/Thr 13 wks BBY CRN 15534

COMP 1815 (COMP 293) CREATING MULTIMEDIA LESSONS \$476

Describes multimedia technology and illustrates its strengths and weaknesses. Covers design and development of effective user-friendly interactive multimedia lessons on a computer. Each student creates a lesson using the lab's multimedia development tools, incorporating the principles of instructional design, screen design, media selection and interactivity. Prerequisite: Familiarity with computers is essential.

Jan 9 Mon/Wed 10 wks BBY CRN 10940

COMP 2410 (COMP 244) MICRO PC ASSEMBLER PROGRAMMING LANGUAGE 2 \$286

Continues from COMP 1410. Programming in Assembler Language on the IBM PC. Prerequisite: COMP 1410.

Jan 12 Thr 12 wks BBY CRN 10933

COMP 2420 (COMP 235) RPG PROGRAMMING LANGUAGE 2 \$286

Continues from COMP 1420. Includes Inquiry, Inquiry with Update, Display Lists ("subfiles"), Display Lists with Selection, and the Screen Design Aid Utility. Prerequisite: COMP 1420.

Jan 10 Tue 12 wks BBY CRN 10922

COMP 2425 (COMP 137) C PROGRAMMING LANGUAGE 1 \$286

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 (1405/1410), 1450.

Jan 9 Mon 12 wks BBY CRN 10889
Jan 12 Thr 12 wks BBY 10890

COMP 2440 (COMP 333) COBOL PROGRAMMING LANGUAGE 2 \$228

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

Jan 9 Mon 12 wks BBY CRN 10944

COMP 2455 (COMP 287) SMALLTALK AND OOPS \$286

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

Jan 12 Thr 12 wks BBY CRN 10957

COMP 2470 (COMP 249) POWERHOUSE PROGRAMMING LANGUAGE 1 \$286

Provides a solid base in programming with this 4th generation language by using all the modules of the language. Prerequisite: Programming experience and one Level 1 programming language.

Jan 10 Tue 12 wks BBY CRN 10934

COMP 2605 (COMP 241) DATA COMMUNICATIONS CONCEPTS 1 \$228

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

Jan 9 Mon 12 wks BBY CRN 10926
Jan 10 Tue 12 wks BBY 10931

COMP 2610 (COMP 242) EXPLORING TECHNICAL ASPECTS \$286

Covers the theory of microcomputer hardware standards, operating systems, semiconductor technology, and peripheral devices. Prerequisite: COMP 1401.

Jan 10 Tue 12 wks BBY CRN 10932

COMP 2615 (COMP 260) COMPUTER SYSTEMS INTRODUCTION 2 \$228

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

Jan 9 Mon 12 wks BBY CRN 10936
Jan 10 Tue 12 wks DEC 10935

COMP 2630 (COMP 296) NOVELL NETWARE 386 \$286

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

Jan 11 Wed 12 wks BBY CRN 10941

COMP 2665 (COMP 265) LOCAL AREA NETWORK THEORY \$286

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, 2605.

Jan 10 Tue 12 wks BBY CRN 15224
Jan 12 Thr 12 wks BBY 10938

COMP 3425 (COMP 237) C PROGRAMMING LANGUAGE 2 \$286

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

Jan 11 Wed 12 wks BBY CRN 10955
Jan 13 Fri 12 wks BBY 13554

COMP 3475 (COMP 289) C++ FOR OBJECT-ORIENTED PROGRAMMING \$286

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

Jan 10 Tue 12 wks BBY CRN 10959

COMP 3485 (COMP 358) EXPERT SYSTEMS TECHNOLOGY \$476

Introduces the foundation of expert systems. Studies LISP with emphasis on expert systems applications. Prerequisite: Programming maturity or permission from the instructor.

Jan 10 Tue/Fri 12 wks BBY CRN 10958
1730-2030

COMP 3605 (COMP 341) DATA COMMUNICATIONS CONCEPTS 2 \$228

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

Jan 14 Sat 12 wks BBY CRN 10961
0900-1200

COMP 3620 (COMP 361) COMPUTER SYSTEMS DEVELOPMENT 2 \$286

Continues from COMP 2620. Provides a working knowledge of systems analysis. Prerequisite: COMP 2620.

Jan 9 Mon 12 wks BBY CRN 10946

COMP 3635 (COMP 345) CASE TECHNOLOGY \$286

Examines how CASE Technology facilitates planning and design of systems, using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Jan 14 Sat 12 wks BBY CRN 12288
0900-1200

COMP 3640 (COMP 363) OPERATING SYSTEMS CONCEPTS \$286

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Prerequisite: COMP 1450, 2610.

Jan 11 Wed 12 wks BBY CRN 10960

COMP 3645 (COMP 367) UNIX WORKSHOP 1 \$286

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.

Jan 14 Sat 12 wks BBY CRN 10947
0900-1200

COMP 3650 RDBMS DATA MODELLING/DESIGN \$286

Covers logical data modelling using the Entity-relationship model; Generalization, Association and Aggregation; and database design including relational model, relational algebra and normalization. Prerequisite: COMP 2615/2710/3620.

Jan 11 Wed 12 wks BBY CRN 13450

COMP 3670 (COMP 305) UNDERSTANDING OBJECTS \$228

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

Jan 9 Mon 12 wks BBY CRN 11138

COMP 3710 (COMP 370) RELATIONAL DATABASE SYSTEMS \$476

Covers relational database technology; relational algebra and calculus, entity-relationship charts, data analysis and design. Prerequisite: COMP 2615/2710/3620.

Jan 9 Mon/Wed 10 wks BBY CRN 10647

COMP 3940 CLIENT-SERVER COMPUTING \$572

Introduces issues in client-server computing. Prerequisite: COMP 3710.

Jan 10 Tue/Thr 12 wks BBY CRN 15665

ASSOCIATE CERTIFICATE IN OFFICE COMPUTER SKILLS

NOTE: Most courses will require texts or supplies that should be purchased during the first session of the course. Course fees do not normally include texts or supplies. Software purchase may be required in some courses. It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

COMP 0250 OVERVIEW OF MS OFFICE 4.2 FOR WINDOWS \$120

Introduces three Microsoft Windows applications: Word 6.0 for Windows, Excel 5.0 for Windows, and Powerpoint 4.0 for Windows. Covers, by combining lecture and hands-on, the basics of creating, editing, enhancing, and printing documents. Prerequisite: COMP 1212 or equivalent.

Jan 11 Wed 2 wks VCR CRN 15579
Feb 22 Wed 2 wks VCR 15584

COMP 0260 OVERVIEW OF EXCEL 5.0 FOR WINDOWS \$60

Introduces the basic features of Excel 5.0 for Windows. Covers, by combining lectures and hands-on, the basic principles and practical skills required for producing sophisticated and professional looking worksheets quickly and easily. Prerequisite: COMP 1212 or equivalent.

Feb 1 Wed 1 wk VCR CRN 15581
Mar 15 Wed 1 wk VCR 15586

COMP 0265 OVERVIEW OF WORD 6.1 FOR WINDOWS \$60

Introduces the basic features of this popular word processor package. Covers, by combining lectures and hands-on, the basic tools needed to produce professional looking documents quickly and easily. Prerequisite: COMP 1212 or equivalent.

Jan 25 Wed 1 wk VCR CRN 15580
Mar 8 Wed 1 wk VCR 15585

COMP 0270 OVERVIEW OF ACCESS 2.0 FOR WINDOWS \$60

Introduces the basic features of this popular database package. Covers, by combining lectures and hands-on, the basic tools needed to manage data, find specific information, sort data and create professionally-formatted reports quickly and easily. Prerequisite: COMP 1212 or equivalent.

Feb 8 Wed 1 wk VCR CRN 15582
Mar 22 Wed 1 wk VCR 15587

Computer Systems

COMP 0281 OVERVIEW OF POWERPOINT 4.0 FOR WINDOWS \$60

Introduces the basic features of this best selling presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1212 or equivalent.

Feb 15 Wed 1 wk VCR CRN 15583
Mar 29 Wed 1 wk VCR 15588

COMP 1005 (COMP 109) EXPLORING DOS \$322

Examines the PC/MS Disk Operating System (DOS) in depth for those who feel they know just a little about a PC. Prerequisite: COMP 0001 or equivalent.

Jan 9 Mon 6 wks HOL CRN 10665
Jan 11 Wed 6 wks VCR 10666
Feb 20 Mon 6 wks HOL 10667
Feb 22 Wed 6 wks VCR 10668

COMP 1205 WORDPERFECT 6 FOR DOS LEVEL 1 \$322

Explains this word processing package. Topics include the mouse, Button Bars, Pull-Down Menus, create and save documents, edit text, enhance text, fonts, spell, thesaurus, Grammatik and more. Prerequisite: COMP 1005.

Jan 10 Tue 6 wks HOL CRN 12492

COMP 1206 WORDPERFECT 6 FOR DOS LEVEL 2 \$322

Continues from COMP 1205. Covers outlines, tables, graphics, style sheets, line draw, macros, sort and select, columns, and the set-up menu. Prerequisite: COMP 1205.

Feb 21 Tue 6 wks HOL CRN 12493

COMP 1212 (COMP 183) WORKING WITH WINDOWS \$322

Provides knowledge of the Windows environment for those who have basic PC knowledge and exposure. Covers all the Windows fundamentals including use of menus, icons, program manager, file manager, clipboard, and control panel basics. Prerequisite: COMP 1005.

Jan 10 Tue 6 wks VCR CRN 10914
Jan 11 Wed 6 wks BBY 15381
Feb 21 Tue 6 wks VCR 10915
Feb 22 Wed 6 wks BBY 15382

COMP 1213 WORDPERFECT 6.0 FOR WINDOWS LEVEL 1 \$322

Explains word processing. Topics include the mouse, Button Bars, menus and ribbon, speed function keys, create and save documents, edit and enhance text, fonts, spell, thesaurus, Grammatik, search and replace, headers and footers, and merge. Prerequisite: COMP 1005, 1212.

Jan 12 Thr 6 wks VCR CRN 12494

COMP 1214 WORDPERFECT 6.0 FOR WINDOWS LEVEL 2 \$322

Continues from COMP 1213. Topics include outlines, tables, graphics, style sheets, line draw, macros, columns, sort and select, and the set-up menu. Prerequisite: COMP 1213.

Feb 23 Thr 6 wks VCR CRN 12495

COMP 1215 (COMP 147) LOTUS 1-2-3 LEVEL 1 \$215

Covers the concepts of a spreadsheet using LOTUS 1-2-3 version 2.3, basic functions, appearance and entering data. Prerequisite: COMP 1005.

Jan 11 Wed 4 wks HOL CRN 10894

COMP 1216 (COMP 148) LOTUS 1-2-3 LEVEL 2 \$215

Continues from COMP 1215. Covers graphs and managing databases. Prerequisite: COMP 1215.

Feb 8 Wed 4 wks HOL CRN 10896

COMP 1217 (COMP 149) LOTUS 1-2-3 LEVEL 3 \$215

Continues from COMP 1216. Covers macros, file linking, automating tasks, and menus. Prerequisite: COMP 1216.

Mar 8 Wed 4 wks HOL CRN 10898

COMP 1220 (COMP 157) DBASE IV LEVEL 1 \$215

Covers the concepts of a microcomputer database using dBASE IV, including creating, data entry, manipulation of data and inquiry. Prerequisite: COMP 1005.

Jan 12 Thr 4 wks HOL CRN 10901

COMP 1221 (COMP 158) DBASE IV LEVEL 2 \$215

Continues from COMP 1220. Covers sorting, indexing, linking, reporting, and dot prompt commands. Prerequisite: COMP 1220.

Feb 9 Thr 4 wks HOL CRN 10903

COMP 1222 (COMP 159) DBASE IV LEVEL 3 \$215

Continues from COMP 1221. Covers applications generator and dBase SQL. Prerequisite: COMP 1221.

Mar 9 Thr 4 wks HOL CRN 10905

COMP 1245 (COMP 175) ACCPAC GENERAL LEDGER \$322

Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1005 and basic understanding of accounting principles.

Jan 9 Mon 6 wks VCR CRN 10913

COMP 1246 (COMP 186) ACCPAC A/R AND A/P \$322

Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Feb 20 Mon 6 wks VCR CRN 10916

COMP 1261 EXCEL 1 \$322

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, use of formulas and built-in functions, editing and formatting techniques, formatting styles, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: COMP 1212 or equivalent.

Jan 9 Mon 6 wks BBY CRN 15383
Jan 10 Tue 6 wks VCR 15217

COMP 1262 EXCEL 2 \$322

Covers advanced topics in spreadsheet design. Includes creating and using Templates, Charts, Lists and Filters, Outlines, Macros and User-defined Functions, and working with multiple windows, workbooks, and worksheets. Prerequisite: COMP 1261.

Feb 20 Mon 6 wks BBY CRN 15384
Feb 21 Tue 6 wks VCR 15222

COMP 1266 WORD FOR WINDOWS 1 \$322

Provides comprehensive coverage of this state-of-the-art Windows word processing program. Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, search and replace, spell-checker, and mail merge. Prerequisite: COMP 1212 or equivalent.

Jan 9 Mon 6 wks VCR CRN 15219
Jan 12 Thr 6 wks BBY 15385

COMP 1267 WORD FOR WINDOWS 2 \$322

Covers advanced techniques including creating and using Templates, incorporating Tables and Pictures into documents, using Frames, creating special effects, organizing documents with Outline view, creating and running Macros, customizing the Toolbar, and using Fields codes. Prerequisite: COMP 1266.

Feb 20 Mon 6 wks VCR CRN 15223
Feb 23 Thr 6 wks BBY 15386

COMP 1270 MICROSOFT ACCESS 1 \$322

Begins with an overview of Access and its Object-Oriented approach to relational database management. Provides the experience and skill necessary to create a database with multiple tables, create forms, reports and queries. Prerequisite: COMP 1212.

Jan 11 Wed 6 wks BBY CRN 15373
Jan 12 Thr 6 wks VCR 12211

COMP 1271 MICROSOFT ACCESS 2 \$322

Continues from COMP 1270 and provides the skills necessary to use advanced features of form and query creation, including OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other Database application packages. Prerequisite: COMP 1270.

Feb 22 Wed 6 wks BBY CRN 15374
Feb 23 Thr 6 wks VCR 12212

COMP 1281 MICROSOFT POWERPOINT 1 \$322

Provides an in-depth and comprehensive introduction to this best-selling presentation graphics software package, which has innovative tools and an easy approach, to help make professional-looking presentations quickly and easily. Covers, by combining lectures and hands-on, the basic tools needed to produce slides, overheads, and on-screen presentations. Prerequisite: COMP 1212 or equivalent.

Jan 10 Tue 6 wks BBY CRN 15375

COMP 1282 MICROSOFT POWERPOINT 2 \$322

Covers advanced topics in presentation design, using special features to add sophistication to presentations. Topics include creating and adding graphs, clip art, tables and organization charts, and linking information from other products such as Microsoft Word and Microsoft Excel. Uses the build feature to create topic effects, adding transitions for special effects, setting slide timings, and creating a drill-down document. Prerequisite: COMP 1281.

Feb 21 Tue 6 wks BBY CRN 15376

MICROSOFT PRODUCTS

The Computer Systems Technology is pleased to continue to offer courses covering Microsoft Applications, many of which are part of Microsoft Office.

Please see the shaded section ASSOCIATE CERTIFICATE IN OFFICE COMPUTER SKILLS for more details about the following courses:

Overview Coverage

- COMP 0250 Overview of MS Office 4.2 for Windows
- COMP 0260 Overview of Excel 5.0 for Windows
- COMP 0265 Overview of Word 6.0 for Windows
- COMP 0270 Overview of Access 2.0 for Windows
- COMP 0281 Overview of Powerpoint 4.0 for Windows

In-depth coverage

- COMP 1212 Working With Windows
- COMP 1261 Excel 1
- COMP 1262 Excel 2
- COMP 1266 WORD for Windows 1
- COMP 1267 WORD for Windows 2
- COMP 1270 Microsoft Access 1
- COMP 1271 Microsoft Access 2
- COMP 1281 Microsoft Powerpoint 1
- COMP 1282 Microsoft Powerpoint 2

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

- COMP 1403 Windows Concepts/ Programming
- COMP 1430 Micro PC BASIC Programming Language 1 (using Visual Basic)

BCIT is a Microsoft Solution Provider.

LATE-BREAKING COURSE INFORMATION

Because of rapidly changing technology, new courses may become available after the publication of this flyer. Call the Computer Systems Technology, Part-time Studies Information-line (604) 451-6978 (24 hours a day) for the latest course additions.

— COMP 0001 Computing for the Timid will be available through Distance Education early in 1995. Call the Information-line for the latest status. CRN 15841

— INTERNET The Computer Systems Technology plans to offer several one-day and half-day courses or seminars. Call the Information-line for the latest details.

SATISFACTION GUARANTEED

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

Conditions:

1. You must have passed the original course with at least 60%.
2. May be subject to course and seat availability.
3. Overview and seminar courses are not included.
4. Course will be repeated on an "Audit" basis only, the original mark will not be altered.

Electrical & Electronic Technology

CLASS TIMES

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

BURNABY (BBY) TRADES 1900-2200
BURNABY (BBY)
TECHNOLOGY 1845-2145
LANGLEY (LLY) 1900-2200

ELECTRONIC ENGINEERING TECHNOLOGY (604) 432-8253

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

ELEX 0001 ELECTRONICS LAB FOR HOBBYISTS \$39

Provides students at their workbench with dual power supplies, 500 megasample per second dual channel digital storage oscilloscope, digital multimeter, function generator and a frequency counter. Soldering stations will be available, and standard value resistors and capacitors are available for loan. Technical advice and assistance with lab equipment operation will be available.

Feb 3 Fri 4 wks BBY CRN 15589
Mar 3 Fri 4 wks BBY 15590

ELEX 0205 (ELEX 905) PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY \$367

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.

Feb 2 Thr 10 wks BBY CRN 10477

ELEX 0220 (ELEX 943) MEASUREMENT AND CONTROL 2 \$250

Continues from ELEX 0215. Discusses various types of flow and temperature measurement equipment. Students will calibrate and evaluate typical industrial transmitters to industrial processes. Integral and derivative control modes are developed, and then control systems based on PI, PD and PID are commissioned and tuned by the student. Prerequisite: ELEX 0215.

Feb 7 Tue 10 wks BBY CRN 10479

ELEX 1116 (ELEX 112) DIGITAL TECHNIQUES 1 UPGRADE (T) \$227

Upgrades students' digital skills to the engineering technology level. Previous digital techniques training and experience combined with this course will be the equivalent to ELEX 1115 in the Diploma Program. Students will spend approximately 40% of the course time in labs building and testing logic circuits.

Jan 5 Thr 15 wks BBY CRN 11241

ELEX 7331 AUDIO MULTI MEDIA TECHNICAL \$326

Explores professional sound recording and editing for Multimedia using "Wave for Windows," the best available software in the market. Teaches sound file format, import and export, sound compression, and other techniques. Use advanced features like Digital Parametric Equalization and Digital Effect Processing, all software-based. Reviews basic audio principles and analogue recording. Prerequisite: Minimum knowledge of PC computers, DOS and Windows.

Jan 11 Wed 10 wks BBY CRN 15746

ELEX 7510 (ELEX 732) REAL-TIME DSP APPLICATIONS \$315

A continuation of ELEX 7505. Introduces the Motorola 56000 family of DSP processors. Teaches the use of Assembly language programming to write efficient code to perform real-time digital filtering. Introduces the discrete Fourier transform and its fast Fourier transform implementation. Student code, debug and execute one of their digital filter designs from ELEX 7505. Prerequisite: ELEX 7505.

Feb 8 Wed 12 wks BBY CRN 15820
1845-2145

ELECTRICAL TRADES UPGRADING (604) 432-8637/ (604) 432-8728

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

TELC 0105 (TELC 916) ELECTRICAL TRADE QUALIFICATION REFRESHER \$520

Prepares tradespersons to write the Electrical Trade Qualification Exam. Tradespersons must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Skills, Training and Labour area office nearest you prior to enrolling. Prerequisite: Knowledge of wiring methods and terminology.

Jan 16 Mon/Wed 10 wks BBY CRN 10444
Mon/Wed 10 wks LLY 15213
Jan 17 Tue/Thr 10 wks BBY 10446
1900-2200

TELC 0106 (TELC 905) ELECTRICAL CODE 1 \$438

Prepares electricians wanting to become eligible to write the Class C Contractors Examination. On completion, students should be able to interpret the Canadian Electrical Code, with special emphasis on building demand, motor feeder and branch circuit calculations. This course is mandatory for first-time license applicants and is also ideal for current Electrical Contractors, who are required to update their code knowledge for renewal of their license. This course is taught by a certified code instructor approved by the Electrical Safety Branch. Prerequisite: Knowledge of wiring methods and terminology.

Jan 17 Tue/Thr 10 wks BBY CRN 10417
1900-2200

TELC 0107 (TELC 907) ELECTRICAL CODE 2 \$438

Covers all aspects of the Canadian Electrical Code including section 36. Ideal for Electrical Contractors (all classes) who want to update their code knowledge in commercial and industrial installations. Completion of this course will satisfy the upgrading requirements of the Electrical Safety Branch. This course is taught by an Electrical Inspector who has up-to-date knowledge of the working requirements of the code. Prerequisite: Three-phase experience recommended.

Jan 23 Mon/Wed 10 wks BBY CRN 10421
1900-2200

TELC 0109 (TELC 981) CODE CALCULATIONS FOR MOTORS \$65

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

Feb 4 Sat 1 day BBY CRN 10453
0900-1530

TELC 0110 (TELC 982) CODE CALCULATIONS FOR TRANSFORMERS AND CAPACITORS \$65

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

Feb 11 Sat 1 day BBY CRN 10454
0900-1530

TELC 0111 (TELC 983) CODE REQUIREMENTS FOR GROUNDING AND BONDING \$65

Includes conductor sizing and connection for grounding various electrical systems.

Feb 18 Sat 1 day BBY CRN 10455
0900-1530

TELC 0112 (TELC 984) CODE REQUIREMENTS FOR PROTECTION AND CONTROL \$65

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

Feb 25 Sat 1 day BBY CRN 10456
0900-1530

TELC 0121 (TELC 921) MATH FOR ELECTRICIANS 1 \$433

Upgrades students' understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Jan 16 Mon/Wed 10 wks BBY CRN 10425
1900-2200

TELC 0122 (TELC 923) MATH FOR ELECTRICIANS 2 \$433

Provides students with the mathematical background they need to understand alternating current AC electricity.

Jan 16 Mon/Wed 10 wks BBY CRN 10427
Mon/Wed 10 wks LLY 15214
1900-2200

TELC 0123 (TELC 925) MATH FOR ELECTRICIANS 3 \$433

Covers three-phase circuits and equipment. Designed for students about to enter the 3rd year apprenticeship program in the electrical trade and others interested in the area.

Jan 16 Mon/Wed 10 wks BBY CRN 10432
1900-2200

TELC 0125 (TELC 924) DC MOTORS \$120

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

Jan 23 Mon/Wed 2 wks BBY CRN 10430
1900-2200

TELC 0126 (TELC 926) AC MOTORS \$120

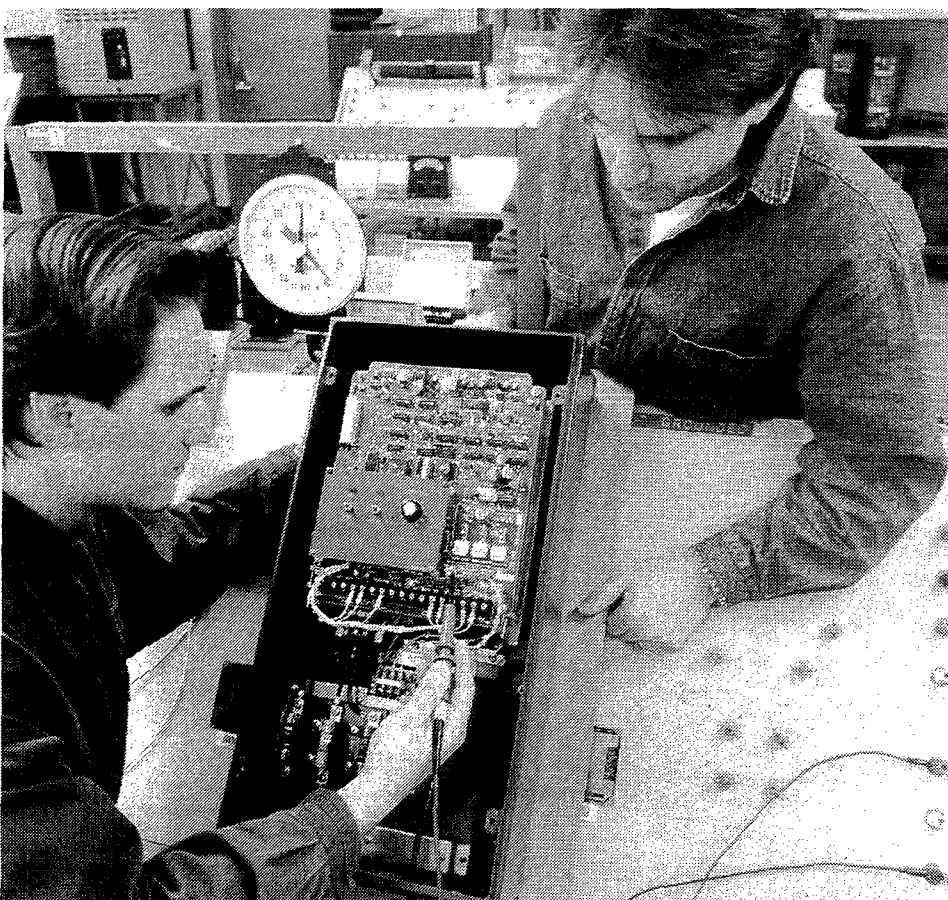
Covers AC motor operation, construction and operating characteristics of different types of single and three-phase motors.

Feb 13 Mon/Wed 2 wks BBY CRN 10434
1900-2200

TELC 0127 (TELC 938) AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION \$120

Covers the theory, construction and applications of single- and three-phase transformers and connections.

Feb 27 Mon/Wed 2 wks BBY CRN 10438
1900-2200



Electrical & Electronic Technology



TELC 0131 (TELC 920) LIGHTING \$120

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

Feb 11 Sat 2 wks BBY CRN 10447
0900-1530

TELC 0135 (TELC 937) HEATING, VENTILATING, AIR CONDITIONING SYSTEMS \$120

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

Feb 18 Sat 2 wks BBY CRN 10437
0900-1530

TELC 0138 (TELC 939) ELECTRICAL BLUEPRINT READING \$120

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

Mar 4 Sat 2 wks BBY CRN 10439
0900-1530

TELC 0140 (TELC 917) FIRE ALARM SYSTEMS \$120

Gives students an overview of the codes and regulations that govern fire alarm systems. Covers A & B class, supervised and unsupervised, single-stage and two-stage systems.

Feb 11 Sat 2 wks BBY CRN 10422
0900-1530

TELC 0141 (TELC 968) SECURITY SYSTEMS \$359

Introduces rules and regulations to salespersons, administrators, managers or crime prevention officers with limited technical knowledge about security systems, and installers new to the trade. Topics include mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment, central station communications, access and CCTV systems. A security clearance form will be completed on the first night. Failure to make the security clearance will result in immediate withdrawal.

Feb 7 Tue/Thr 7 wks BBY CRN 10451
1900-2200

TELC 0150 (TELC 950) BASIC HYDRAULICS FOR ELECTRICAL \$226

Examines how to determine whether systems failures are due to electrical or mechanical faults in electromechanical systems. Intended for electricians working with electromechanical interfacing equipment.

Feb 25 Sat 3 wks BBY CRN 10445
0900-1530

TELC 0161 (TELC 960) HIGH VOLTAGE 1 \$254

Introduces basic high voltage theory leading to gradients and electric stress. Covers high voltage cables, terminators, fuses, switches and CB's.

Jan 21 Sat 5 wks BBY CRN 10449
0900-1530

TELC 0162 (TELC 961) HIGH VOLTAGE 2 \$320

Continues from TELC 0161. Covers control and protection, fuses, current and limiting, ground fault relaying, blocking relays, high potential testing, interlocking and safety practices. Prerequisite: TELC 0161.

Feb 25 Sat 5 wks BBY CRN 10450
0900-1530

ELECTRONICS TRADES

(604) 432-8637/
(604) 432-8223

TELX 0112 SURFACE MOUNT TECHNOLOGY \$585

Focuses on the relatively new technology of surface mount devices. The primary consideration of this PACE 400 program will be to develop the hand skills necessary to install, remove or replace the small and fragile electrical and electronic components on modern printed circuit boards.

Feb 21 Tue/Thr 7 wks BBY CRN 12801
1830-2130

TELX 0130 TELECOM DATA & VOICE CABLING \$420

Uses a hands-on method to deal with the installations and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.). Students will install RJ-11, RJ-12, and RJ-45 connections as well as BIX and 66 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing procedures will be covered using state of the art FLUKE and WAVETEK testing equipment.

Jan 17 Tue/Thr 5 wks BBY CRN 15251
1830-2130

INTRODUCTION TO ELECTRONICS

This is a program consisting of four courses designed for those with little or no previous knowledge of 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 Statement of Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

TELX 0175 (TELC 975) ELECTRONICS: PASSIVE DEVICES \$504

Begins a series of four courses designed for those with little or no understanding of electronics. The course focuses on the basic elements of electronics and covers DC and AC circuits, introducing the student to the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Students will apply theory to construct circuits and prove the theory by making electrical measurements, using standard test equipment such as multimeters and oscilloscopes. Prerequisite: Grade 10 Math recommended but not required.

Jan 16 Mon/Wed 10 wks BBY CRN 10464
Jan 17 Tue/Thr 10 wks BBY 10466
1830-2130

TELX 0176 (TELC 976) ELECTRONICS: SOLID-STATE DEVICES \$543

Continues from TELX 0175, focusing on semiconductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LESSs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Successful completion of TELX 0175.

Jan 16 Mon/Wed 10 wks BBY CRN 10467
1830-2130

TELX 0177 (TELC 977) ELECTRONICS: DIGITAL DEVICES \$543

Examines basic digital concepts. Topics include Binary and BCD number systems and codes, Boolean algebra, logic gates, truth tables, integrated circuits, flip-flops, counters, shift registers, multiplexers, memory, timers and logic families. Students are also instructed in the use of logic probes and oscilloscope techniques to troubleshoot digital circuits. Students will prove the theory by constructing and testing basic digital circuits. Prerequisite: TELX 0176.

Jan 17 Tue/Thr 10 wks BBY CRN 10468
1830-2130

TELX 0179 (TCMP 910) MICROCOMPUTER SYSTEMS MAINTENANCE \$554

Reviews analog/digital electronics, basic microcomputer architecture, and troubleshooting methodology for sophisticated systems. Gives hands-on training in advanced uses of test instruments. Teaches maintenance skills with hands-on instruction in the repair of keyboards, disk drives, controllers and monitors of an IBM computer system series. Prerequisite: Previous electronics training.

Jan 17 Tue/Thr 10 wks BBY CRN 10414
1830-2130

TELX 2211 TELECOM PRINCIPLES (T) \$255

Provides basic understanding of the overall telephone system. It will familiarize the student with industry terms and technology, and enable the student to visualize the operation of the telephone system.

Feb 7 Tue/Thr 5 wks BBY CRN 15440
1830-2130

TELX 3311 (TELC 2209) FIBRE OPTICS (T) \$995

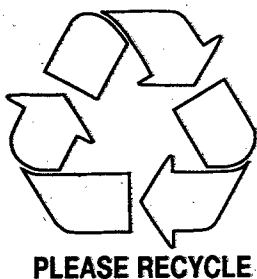
Explores the theory of fibre optics, with a practical hands-on approach. In theory, the major topics covered will be: fibre transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Students will also have hands-on experience in the areas of connectors (ST, SMA, SC, FC, D4, FDDI), splicing (fusion and mechanical), installation (terminating fibre cable) and testing using an OTDR, light source and power meter. Students with a minimum grade of 70% grade or better will receive a Statement of Completion in Fibre Optics.

Jan 16 Mon/Wed 10 wks BBY CRN 15352
1830-2130

TELX 4417 DIGITAL NETWORKS (T) \$255

Explores the evolving digital telecommunications network, with an overview of the total system. Intended to familiarize the student with industry terms and technology to enable them to visualize the operation of this complex business. Topics include: digital switching and routing, data networks including ISDN (Integrated Services Digital Networks), pulse code modulation, and digital radio. Although some familiarity with electronics communications would be an asset, no prerequisites are necessary.

Mar 28 Tue/Thr 5 wks BBY CRN 15439
1830-2130



Electrical & Electronic Technology

INDUSTRIAL COMPUTING AND CONTROL

(604) 432-8637/
(604) 432-8728

TCMP 0101 (TCMP 903) INTRODUCTION TO COMPUTERS FOR ELECTRICIANS \$233

Introduces the personal microcomputer. This course will allow the student to become familiar with the use of the microcomputer (IBM and compatible) and its MS-DOS operating system. Topics include computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

Jan 28 Sat 4 wks BBY CRN 10409
0900-1530

TCMP 0104 (TCMP 904) PROGRAMMING IN BASIC FOR TRADESPERSONS \$334

Teaches programming in BASIC. Designed for the tradesperson involved in the design, installation, and maintenance of systems which include, as part of a greater system, modules which require programming in BASIC.

Feb 21 Tue/Thr 5 wks BBY CRN 10411
1830-2130

TELC 0128 (TELC 946) DC VARIABLE SPEED DRIVES \$120

Covers service and maintenance. Concentrates on the most common types of electronic drive units and uses of solid-state components.

Feb 18 Sat 2 wks BBY CRN 10440
0900-1530

TELC 0129 (TELC 947) AC VARIABLE FREQUENCY DRIVES \$120

Concentrates on the most common types of electronic drive units and the use of solid-state components in drives. Theory and circuitry of static drive systems and speed control are included.

Mar 11 Sat 2 wks BBY CRN 10442
0900-1530

TELC 0130 (TELC 927) MOTOR CONTROL \$237

Covers the basic principles of conventional motor control for those working in industrial settings. Prerequisite: Familiarity with wiring methods and terminology.

Jan 16 Mon/Wed 5 wks BBY CRN 10435
Feb 27 Mon/Wed 5 wks BBY 10436
1900-2200

TELC 0104 (TELC 904) INTRODUCTION TO MICROPROCESSORS \$254

Provides hands-on training involving 8-bit and 16-bit microprocessors. Designed for tradespersons who intend to continue in the industrial computing environment.

Feb 20 Mon/Wed 5 wks BBY CRN 10458
1830-2130

TELC 0131 (TELC 926) FIBRE OPTICS 1 \$167

Examines theory of optics, light sources, detectors and systems. LED transmitters and receivers will be demonstrated and tested. Fibre optic splicing techniques will be introduced.

Mar 4 Sat 2 wks BBY CRN 10459
0900-1530

TELX 0160 (TELX 980) BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES \$153

Examines how to determine whether system failures are due to electrical or mechanical fault. For mechanical tradespersons involved with complex electromechanical systems controlled by programmable logic controllers (PLCs).

Feb 25 Sat 2 wks BBY CRN 10469
0900-1530

TELX 0181 (TELX 981) PROGRAMMABLE CONTROLLERS 1 \$334

Covers the basic knowledge required to operate a programmable controller. Includes overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level, using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Jan 16 Mon/Wed 5 wks BBY CRN 10470
Feb 28 Tue/Thr 5 wks BBY 10471
1830-2130

TELX 0182 (TELX 982) PROGRAMMABLE CONTROLLERS 2 \$334

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0181 and a good working knowledge of DOS.

Jan 16 Mon/Wed 5 wks BBY CRN 10405
Feb 27 Mon/Wed 5 wks BBY 10407
1830-2130

TELX 0183 (TELX 983) PROGRAMMABLE CONTROLLERS 3 \$334

Continues from TELX 0182. Expands on file and data manipulation routines including serial and parallel shift registers, logical comparison instructions and sequencing functions. Prerequisite: TELX 0182.

Jan 17 Tue/Thr 5 wks BBY CRN 10472
1830-2130

INSTRUMENTATION (604) 432-8637/ (604) 432-8728

TELC 0122 (TELC 936) INTRO TO COMPUTERIZED PROCESS CONTROL \$419

Explores fundamentals and distributed control. Intended for industrial tradespersons, power engineers/process control operators who would like to learn the fundamentals of distributed control. Hands-on experience will be provided using the Fisher Provox DCS systems.

Jan 23 Mon 10 wks BBY CRN 10460
1900-2200

TELC 0123 (TELC 937) COMPUTERIZED INDUSTRIAL BOILER CONTROL \$419

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.

Jan 25 Wed 10 wks BBY CRN 10461
1900-2200

LEARNING SKILLS FOR TRADES

(604) 432-8637/
(604) 432-8728

The following courses are designed as refreshers for tradespersons wishing to continue their education.

TELC 0100 (TELC 904) READING COMPREHENSION \$120

Assists students of all levels to unlock the secrets of textbooks and pamphlets. How to read quickly, efficiently and get the answers needed to be successful in furthering your education.

Jan 23 Mon/Wed 4 wks BBY CRN 10415
1900-2200

TELC 0101 (TELC 906) STUDY SKILLS \$58

Helps students get the most out of studying. Topics include listening, learning, using the library, time management, essay writing and passing exams.

Mar 1 Wed 4 wks BBY CRN 10419
1900-2200



SPS SAFETY TIPS
Walk with a
companion.

Check your vehicle
prior to entry.

4 Ways to Register

1. By Mail

(Available to all registrants)

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

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

Sorry, No Postdated Cheques

2. By Fax

(Available to all registrants)

Use the form located on page 3 and Fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown Education Centre).

3. In Person

(Available to all registrants)

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

4. By Phone

(Only available to registrants who have previously attended BCIT)

Charge to your Visa or MasterCard.

Burnaby campus: (604) 434-1610
Downtown: (604) 687-4666

PAPERLESS OFFICE AUTOMATION TECHNOLOGY (604) 432-8769

TCMP 0110 INTRO TO L.A.N. SYSTEMS \$392

Introduces network modelling and standardization, protocols and architecture, communication concepts, network topologies, hardware components, cabling, inter-networking devices, software components and network printer sharing. This is a lecture course with lab demo. Students should have some experience in DOS and PC-based applications.

Jan 9 Mon 12 wks BBY CRN 12802
1830-2130

TCMP 0120 INTRO TO NOVELL NETWARE V3.1X \$392

Familiarizes the network installer and general user with Novell Netware V3.1X. Course topics include system login, Netware menu systems (syscon, filer, pconsole), backup and restore procedures, network printing, network security, running applications and some basic system administration. This is a hands-on practical course; space is limited.

Jan 11 Wed 12 wks BBY CRN 12803
1830-2130

TCMP 0130 PC SYSTEMS & INTERCONNECTIONS \$392

Familiarizes the student with the internal hardware construction of a PC and the various components that make up a multimedia PC platform. Concepts on building this platform and resolutions to any conflicts in both internal and external hardware will be discussed. Topics include processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, scanners, sound cards, modems, printers, and PCMCIA devices. Although some familiarity with DOS would be an asset, no prerequisites are required.

Jan 9 Mon 12 wks BBY CRN 15215
1830-2130

The following courses are in development and could be available April 1995 or September 1995. Please call (604) 432-8769 for further details on course content.

TCMP 0121 ADVANCED NOVELL NETWARE V3.1X

TCMP 0134 ELECTRONICS FOR PC SYSTEMS

TCMP 0138 OPERATING SYSTEMS FOR PERSONAL COMPUTERS

TCMP 0140 SYSTEMS INTEGRATION WITH M.S. OFFICE

TCMP 0144 PROGRAMMING CONCEPTS

TCMP 0148 INFORMATION MANAGEMENT (MIS)

TCMP 0155 PAPERLESS OFFICE

Engineering Technology

CLASS TIMES

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

BURNABY (BBY) 1845-2145
DOWNTOWN EDUCATION
CENTRE (DEC) 1730-2030
MAPLE RIDGE (MRC)
..... See course descriptions
MAPLE RIDGE (THC)
..... See course descriptions
MATSQUI (MAT) See course descriptions
MISSION (MIS) See course descriptions

STUDENT CONSULTATION NIGHT FOR ENGINEERING TECHNOLOGY

Program coordinators from the School of Engineering Technology Part-time Studies, will be available for program consultation and course information on Thursday, January 5, 1995, from 1830 to 2015 in the Student Services department, building SW1, second floor, room 2300.

Please call Student Services for an appointment: (604) 434-3304.

ADVANCED DIPLOMAS FAX: (604) 432-9572

Advanced diploma programs are designed for practising technologists who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical speciality or in technology management.

Advanced diploma programs provide technologists with formal advanced-level training in specialized technologies which meet the needs of specific industries. Some programs provide the opportunity to earn a degree offered in collaboration with the Open University of B.C..

Advanced diploma programs available in the School of Engineering Technology include:

- Applied Environmental Engineering Technology (Formerly: Applied Waste Management in Civil Engineering)
- Computer Systems — Software Development
- Geographic Information Systems
- Integrated Resource Management
- Mechanical Design and Manufacturing
- Technology Management

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program.

Entry into these advanced diploma programs requires either graduation from a BCIT two-year Technology Diploma Program, or equivalent, or a university degree with related work experience. Each advanced diploma program may have additional prerequisites.

ADVANCED DIPLOMA IN APPLIED ENVIRONMENTAL ENGINEERING TECHNOLOGY (AEET) (604) 432-8344/ (604) 432-8497

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 minimise 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 environmental areas.

The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

Prerequisite: Minimum prerequisite for all Civil ADP courses will be a Diploma of Technology in Civil and Structural or Chemical Science, or, with departmental approval.

ORIENTATION NIGHT NO CHARGE

Orientation Night will be offered in the Spring term. The Civil Department invites anyone interested in pursuing an ADP in the AEET program to attend Orientation. Instructors will be present to provide details of the program and content. Please see the **Spring flyer** for additional details:

Date: Monday April 3, 1995
Location: BCIT Burnaby campus

CHSC 7761 INDUSTRIAL AIR POLLUTION CONTROL 1 \$306

Covers the major air pollution control methods used in industry. Topics include fabric filters, gas and particulate scrubbers, cyclone collectors and electrostatic precipitators. For each topic, the principle of operation, design parameters, efficiency, industrial applications and other relevant information will be discussed. Prerequisite: CIVW 6700.

Jan 11 Wed 12 wks BBY CRN 15677

CIVW 6712 PRINCIPLES OF ORGANIC CHEMISTRY \$153

Introduces the students to organic chemistry. The nomenclature, physical properties and reactivities of the more common classes of organic compounds are discussed. Special attention is given to industrial chemicals and organics that are environmental hazards. Prerequisite: CIVW 6711.

Feb 21 Tue 6 wks BBY CRN 15294
1830-2130

AEET Students: For information on the course RNR 5570 Integrated Resource Management, please see the RENEWABLE RESOURCES section of this flyer.

CIVW 6713 ENVIRONMENTAL ANALYTICAL CHEMISTRY \$153

Provides an overview of the environmental laboratory discipline. Most waste management or environmental assessment projects depend significantly on results obtained from analytical laboratories. Laboratories now specialize in environmental testing and it is important for engineering project personnel to have a technical appreciation of how such labs operate. Prerequisite: CIVW 6712.

Jan 10 Tue 6 wks BBY CRN 15295
1830-2130

CIVW 6717 HYDROLOGY FOR AEET \$153

The third course in a series of four courses to upgrade basic geotechnical, geological and hydraulics skills. For people who do not have a civil engineering background. Prerequisite: CIVW 6716.

Jan 11 Wed 6 wks BBY CRN 15296
1830-2130

CIVW 6718 HYDRAULICS 2 FOR AEET \$153

The final course in a series of four courses to upgrade basic geotechnical, geological and hydraulics skills. For people who do not have a civil engineering background. Prerequisite: CIVW 6717.

Feb 22 Wed 6 wks BBY CRN 15297
1830-2130

CIVW 6721 APPLIED TOXICOLOGY \$153

Brings together a selectively representative view of the many facets of the subject of toxicology. This includes a review of biological, organic and inorganic substances, and their properties and behaviour in the environment. The principles of toxicology will then be explored as it pertains to the biological responses of cells and animals to toxic substances. The ramifications of toxicology in engineering will be described as it pertains to risk assessment and the development of water quality guidelines. Prerequisite: CIVW 6720.

Jan 9 Mon 6 wks BBY CRN 15298
1830-2130

CIVW 6740 PHYSICAL HYDROGEOLOGY \$153

Provides an overview of the occurrence and movement of groundwater in a variety of geologic settings and the effect of human activity on that movement. Groundwater hydrology is the study of water beneath the surface of the earth. Prerequisite: C & S Diploma or a BSc. in Civil Engineering or completion of CIVW 6718.

Jan 12 Thr 6 wks BBY CRN 13502
1830-2130

CIVW 6741 CONTAMINANT HYDROGEOLOGY \$153

Continues from CIVW 7740. It examines the major sources of groundwater contaminants and the flow of contaminants in groundwater. It presents the processes by which contaminants are transported through the subsurface as free-phase products or dissolved aqueous constituents. Prerequisite: CIVW 7740.

Feb 23 Thr 6 wks BBY CRN 13503
1830-2130

CIVW 7750 (CIVW 750) MUNICIPAL LIQUID WASTE MANAGEMENT \$153

Covers quantifying the sources of municipal waste water, measurement of waste water strength, impacts of waste water treatment unit operations and primary waste water treatment. Prerequisite: CIVW 6700.

Jan 12 Thr 6 wks BBY CRN 13311
1830-2130

CIVW 7754 INDUSTRIAL WASTEWATER TREATMENT 3 \$153

Continues from CIVW 7753. Covers advanced industrial wastewater treatment methods. Topics will include chemical coagulation and precipitation, absorption, ion exchange, membrane processes, chemical oxidation and gas transfer. Discussion will focus on the treatment concept, application, design and operation of each unit process. Prerequisite: CIVW 7753.

Jan 10 Tue 6 wks BBY CRN 15596
1830-2130

CIVW 7763 ENVIRONMENTAL CONTROLS FOR LANDFILLS \$153

Examines the state of the art environmental control systems that are being used in B.C. and the U.S.A. to meet new government regulations. The course will include environmental issues, leachate composition, predicting leachate quantities with the E.P.A. HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: CIVW 7762.

Jan 11 Wed 6 wks BBY CRN 15598
1830-2130

CIVW 7765 ADVANCED RESIDUALS MANAGEMENT 2 \$153

Continues from CIVW 7764. Focuses on the fundamentals of hazardous waste management such as identification, segregation, classification, treatment and disposal which will lead to the understanding of how to operate a hazardous waste facility. Prerequisite: CIVW 7764.

Feb 22 Wed 6 wks BBY CRN 15612
1830-2130

CIVW 7770 (CIVW 770) ENVIRONMENTAL SITE ASSESSMENTS (ESA) \$153

Involves the investigation of sites for potential soil and groundwater contamination from past or recent site activities. Environmental audit (EA) involves a review of current operation practices at a site to assess the exposure to environmental risks and liabilities, and to determine compliance with current laws and regulations. Provides an overview of current practice of the ESA and EA and outlines the "due diligence" requirements. Case histories will be reviewed to demonstrate ESA and EA. Principles of environmental emergency planning and health and safety.

Feb 23 Thr 6 wks BBY CRN 13314
1830-2130

CIVW 7773 SAMPLING AND ANALYTICAL METHODS FOR CONTAMINATED SITES \$153

Contaminated site investigation and management involves the characterization of the environmental quality of a site such as: soil, groundwater surface water and sediment. The use of appropriate sampling procedures and analytical chemical test methods are critical for a site investigation. This is a laboratory course for the demonstration and use of sampling methods and equipment. Prerequisite: CIVW 6700, 7772.

Feb 25 Sat/Mon 3 wks BBY CRN 15597
Sat: 0830-1700, Mon: 1830-2130

Engineering Technology

ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS (604) 434-3304

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 if you wish to be sent detailed program information.

ADVANCED DIPLOMA PROGRAM IN INTEGRATED RESOURCE MANAGEMENT (CURRENTLY UNDER DEVELOPMENT) (604) 432-8804

Currently under development, the Integrated Resource Management Advanced Diploma Program is being designed for employees seeking to upgrade their technical skills, while broadening their knowledge of resource management practices. Graduates will be prepared to work as resource management coordinators at local and regional levels.

The program is to be offered on a part-time studies basis, thereby granting employees access to advanced technological training. The courses are available to students who register in the Advanced Diploma Program, and to anyone interested in upgrading their skills in integrated resource planning, measurement or analysis.

ADVANCED DIPLOMA PROGRAM MECHANICAL DESIGN AND MANUFACTURING (604) 432-8521/ (604) 432-8274

BCIT's Mechanical Advanced Diploma Program (ADP) provides an avenue for graduate technologists and engineers to enhance their technical and management skills. The program is available to students with a diploma of technology or engineering degree in a relevant engineering discipline. Courses are available in industrial design, mechanical manufacturing, plastic product design/manufacture, machine vision, engineering and technology management, finite element analysis (FEA), CAD, CAM and other areas.

For more information on the Mechanical ADP, contact

Bette Bayley, Program Assistant,

Fax (604) 432-9572, Tel. (604) 432-8521 or Cindy Miraftab,

Fax (604) 431-8422, Tel. (604) 432-8274.

POST DIPLOMA PROGRAM CAD PROGRAMMING

Computer Aided Design (CAD) and Engineering (CAE) techniques are becoming common engineering tools in industry. The objective of the Post Diploma Program in CAD Programming is to provide graduate technologists and engineers from all disciplines with the skills necessary to effectively utilize and manage this technology. The program is available as either a one-year full-time program (starting each September) or as a part-time evening program (starting throughout the year).

Graduates of the program work in a diverse range of engineering including drafting/designing, CAD system management, software development, graphic information systems and manufacturing automation. Some graduates have started their own consulting and service companies or have moved into technical sales and training.

Contacts

Specific information on the program is available from the following people:
Paul Morrison, Program Head CAD Programming,

Tel (604) 432-8488

Bette Bayley, Program Assistant,

Tel (604) 432-8521

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The School of Engineering Technology offers an ADVANCED DIPLOMA PROGRAM IN TECHNOLOGY MANAGEMENT. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open University of B.C.

The ADP Program is designed for:

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

TMGT 7104 MANAGEMENT OF TECHNOLOGICAL CHANGE \$153

Examines the nature of change in high technology and the forces active in the management of change as they affect the individual, group and organization. This course analyzes, diagnoses and integrates the individual, group and corporate forces in managing change. Particular focus is placed in integrating interpersonal skills with the task of managing technological change among people.

Jan 21 Sat 3 wks BBY CRN 15401
0830-1530

TMGT 7111 HIGH TECHNOLOGY MARKETING STRATEGIES \$153

Provides the basic skills needed to run a marketing program in a small or mid-size high technology business. Emphasis is placed on understanding marketing concepts and applying these in actual work situations. Candidates use the marketing resources of their own organization in preparation for the assignments, as well as integrate their learning with the activities of the company.

Jan 17 Tue 5 wks BBY CRN 15402
1830-2130

TMGT 7121 PRINCIPLES OF FINANCE \$153

Equips candidates with a detailed understanding of the role of finance in the operation of high technology businesses. Focus is placed on financial principles, how to finance businesses, the role of business plans, different types of financing, taxation issues and the responsibilities of directors, officers and managers.

Mar 2 Thr 5 wks BBY CRN 13656
1830-2130

TMGT 7131 BUSINESS STRATEGY AND STRUCTURE \$153

Examines the field of strategic management including the general management tradition, the use of various analytical and conceptual tools for strategic planning and the employment of internal structure and support systems for the implementation of strategic decisions. Focus will be placed on the integration of technology and business strategy.

Jan 19 Thr 5 wks BBY CRN 15403
1830-2130

TMGT 7141 MANAGING IN A TECHNICAL ENVIRONMENT \$153

Emphasizes the skills necessary to manage effectively in a technology-based organization. Emphasis is placed on the issues of leadership and the skills required to do an effective job. This includes how to improve performance by giving constructive feedback, how to give and receive effective information, how to handle disruptive behaviour, and how to provide positive recognition.

Jan 23 Mon 5 wks BBY CRN 12702
1830-2130

TMGT 7142 TECHNOLOGY MANAGEMENT COMMUNICATION \$153

Enhances personal communication skills in three specific areas: writing proposal/reports, delivering presentations with visual support; and dealing with the media effectively. This course examines the specific communication process necessary to convey messages effectively in both written and oral formats.

Feb 27 Mon 6 wks BBY CRN 13317
1830-2130

To register, or for information on eligibility, please contact:

Robertta Pajunen

Tel. (604) 432-8459,

Fax (604) 432-9572.

BUILDING (604) 432-8586

Early registration is advised for Building Technology courses. Space is limited.

BLDG 1805 (BLDG 253) B.C. BUILDING CODE: HOUSING \$228

Gives students a working knowledge of Part 9 of the 1992 B.C. Building Code for housing. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9 of the B.C. Building Code. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. Prerequisite: BLDG 1970 and BLDG 2970 or knowledge of building construction.

Jan 11 Wed 12 wks BBY CRN 11230

Please note: students who wish to write the B.I.A.B.C. Level 1 Certification exam should register for BLDG 1810 listed in the Distance Education section of this flyer.

BLDG 1820 (BLDG 363) B.C. BUILDING CODE: GENERAL \$342

Examines the purpose, scope and contents of the B.C. Building Code, Parts 1 to 8, with specific study of Part 3, Use and Occupancy. Based on the changes effective 1992, 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.

Feb 15 Wed 18 wks BBY CRN 11232

BLDG 1900 (BLDG 154) CONSTRUCTION INDUSTRY PROCEDURES \$228

Provides an overview of the established methods and procedures vital to the construction industry today. Topics include the basis of building development, bidding and contracting construction contracts, specifications and estimating.

Jan 10 Tue 12 wks BBY CRN 13662

BLDG 1905 (BLDG 114) CONSTRUCTION SITE PROCESSES AND SCHEDULING \$228

Covers job site management including planning, implementation and control of site construction processes. Scheduling and supervision of construction activities are also included.

Jan 12 Thr 12 wks BBY CRN 10592

BLDG 2700 (BLDG 251) DRAFTING & DESIGN 2: ARCHITECTURAL PRESENTATION \$462

Continues from BLDG 1700. Develops skills to produce presentation drawings required for building development permits. Covers techniques necessary for creating three-dimensional, perspective drawing presentations. Enables the student to recognize and distinguish between the various building systems employed in different historical periods. This course will be of special interest to persons in design, drafting, planning and construction of buildings. Prerequisite: architectural drafting or BLDG 1700.

Jan 10 Tue/Thr 12 wks BBY CRN 10598

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

Engineering Technology

BLDG 2730 (BLDG 262) CONSTRUCTION 2A \$341

Continues from BLDG 1730. Topics include western frame and modified post and beam construction; details for fireplaces, stairs, doors and windows; further development of working drawings to include the foregoing elements. Prerequisite: BLDG 1730 or departmental approval.

Jan 9 Mon/Wed 9 wks BBY CRN 10601

BLDG 2735 (BLDG 263) CONSTRUCTION 2B \$341

Covers further development of working drawings to include the elements covered in BLDG 2730. Prerequisite: BLDG 2730.

Mar 20 Mon/Wed 9 wks BBY CRN 10602

BLDG 2760 (BLDG 356) CONSTRUCTION ESTIMATING 2 \$228

Continues from BLDG 1760. Covers the construction details found in more sophisticated structures. Expands on the topics of BLDG 1760 and introduces sections 5, 6 and 7 covered by the CIQS Standard Method of Measurement in preparation for CIQS EXAM 202. Prerequisite: BLDG 1760 or departmental approval.

Jan 12 Thr 12 wks BBY CRN 10605

BLDG 2825 ARCHITECTURAL ACCESSIBILITY \$228

Deals with Section 3.7 of the B.C. Building Code, covering concepts in adaptable housing. Upon completion, the student should have a good working knowledge of design considerations on access, kitchens and bathrooms specifically for visual, hearing and mobility impaired persons. Prerequisite: Knowledge of building construction and design and familiarity with the B.C. Building Code.

Jan 12 Thr 12 wks BBY CRN 15611

BLDG 2830 (BLDG 218) ARCHITECTURAL CAD (ASG) \$399

Emphasizes the production of 2D/3D drawings for the architectural environment, using ASG Architectural, an AutoCAD third party software package. The student will progress from basic drawings to the generation of more advanced projects using the customized softdesk template. Prerequisite: AICO 1000.

Jan 11 Wed 12 wks BBY CRN 15629

BLDG 2835 (BLDG 258) COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY 1 \$284

Introduces computer basics with focus on the fundamentals of spreadsheet design and applications in construction estimating, cost control and accounting. Final project customized to the individual needs of the participant. Course especially useful to small contractors, estimators and individuals concerned with construction costs and scheduling. Prerequisite: An understanding of building construction estimating and costing.

Jan 9 Mon 12 wks BBY CRN 10600

BLDG 2915 (BLDG 257) HOUSE INSPECTION 1 \$411

Gives students the essential skills required for inspecting existing houses for potential or hidden defects or deficiencies. Prerequisite: An understanding of building construction.

Jan 9 Mon 12 wks BBY CRN 12496

**FOR CLASSTIMES
SEE PAGES 5 & 30**

BLDG 2925 HOUSE INSPECTION 2 \$343

Demonstrates how to analyze the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. This is one of the courses proposed to meet the academic requirements as a Registered Home Inspector. Prerequisite: BLDG 2915, knowledge of components/systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Jan 12 Thr 10 wks BBY CRN 15678

BLDG 2970 CONSTRUCTION MATERIALS AND METHODS 2 \$228

Acquaints students with the manufacturing process of various materials and emphasizes the methods in which these materials are implemented in a construction project. Topics include materials and methods dealing with wood and plastics, thermal and moisture protection, doors, windows and glazing, interior and exterior finishes. This course is a prerequisite for BLDG 1805.

Jan 9 Mon 12 wks BBY CRN 13501

BLDG 3840 (BLDG 359) COMPUTER CONSTRUCTION ESTIMATING \$380

Covers measurement and pricing of construction work using Timberline Precision Estimating software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. Use of DOS is desirable.

Jan 9 Mon 12 wks BBY CRN 10606

BLDG 3875 (BLDG 354) CONSTRUCTION LAW IN PROJECT MANAGEMENT \$228

Provides construction professionals with an understanding of the basic principles of law as it applies to building construction projects. Areas of law include contract formation and interpretation, negligence law, bonding and insurance, labour law and industrial relations, builders' liens, delay and acceleration claims, and sale of goods legislation. Prerequisite: Knowledge of construction industry procedures.

Jan 11 Wed 12 wks BBY CRN 10604

NEW BLDG 3885 COST CONTROL AND SCHEDULING \$228

Builds on knowledge gained in prerequisite courses, to introduce the student to the concept of financial control over the construction project, utilizing estimating data, production data and the cost data obtained from completed projects. Prerequisite: FMGT 1100, BLDG 1760, 2760, 3760 or knowledge or experience in financial accounting and construction with departmental permission.

See the Spring/Summer 1995 flyer for details.

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

CHEMICAL SCIENCES (604) 432-8539

CHSC 2268 (CHSC 268) WATER POLLUTION: CHEMICAL SAMPLING \$313

Discusses the processes that take place in water systems when pollutants are present, and the various techniques used for detection and control of these pollutants. Examines the chemistry and microbiology of the major water pollutants; major sources of pollutants, their interactions in the environment and methods of control/treatment; laboratory analysis of water samples.

Jan 10 Tue 18 wks BBY CRN 10575

CHSC 3306 (CHSC 306) PRECIOUS METAL ANALYSIS \$483

Develops the precious metal analyst's expertise and aptitude relating to their role in the mining and metallurgical industry; sampling and sample preparation procedures; and chemical analysis of a wide variety of materials in the exploration, mining, metallurgical and fabrication industries. Topics include the structure of the industry, characteristics of various types of laboratory sampling and sample preparation procedures, and analytical methods of precious metal analysis.

Jan 25 Wed 15 wks BBY CRN 10557

NDTE 1169 (NDTE 169) NDT RADIOGRAPHY LEVEL 1 \$727

Covers the general principles of radiography; nature of penetrating radiation and its interaction with radiation and matter; radiation sources; detection and measurement of radiation; radiation safety and darkroom procedures. Students learn the proper selection of a radiation source for a given application, film type, screens etc., and should be able to perform radiographic examinations according to prescribed techniques. Meets the requirements for classroom training as stipulated in CGSB Standard 48-GP-4M, condition (b).

*Jan 24 Tue-Fri 3 wk BBY CRN TBA

NDTE 1170 (NDTE 170) NDT ULTRASOUND LEVEL 1 \$727

Combines theory with practice, using a variety of ultrasonic testing equipment and test samples, to cover generation of ultrasound. Includes instrumentation, frequency, velocity, wavelength, attenuation, calibration, reference standards, longitudinal, transverse and surface waves, reflection, Snell's Law, sensitivity and resolution. Meets the requirements of CGSB Standard 49-GP-7M, condition (a) for classroom training.

Jan 11 Wed 13 wks BBY CRN 10562

*Mar 21 Tue-Fri 3 wks BBY TBA

NDTE 1172 (NDTE 172) NDT MAGNETIC PARTICLE AND LIQUID PENETRANT \$727

Covers the theory of magnetism and magnetic properties of materials; comparison with other NDT methods; current characteristics; direct and indirect induction; residual and continuous methods; black light — principles and requirements; dry vs. wet method; indicating the mediums; material controls and calibration; discontinuities — their causes and detectability; demagnetization; inspection, interpretation and evaluation of indications. Meets CGSB Standard 48-GP-8M and 9M condition (b) Levels 1 & 2.

Jan 3 Tue-Fri 3 wk BBY CRN TBA

NDTE 2171 (NDTE 171) NDT EDDY CURRENT \$727

Covers basic concepts and characteristics of induced eddy current. Some topics covered are: factors affecting conductivity, signal to noise ratio, phase and modulation analysis, permeability and hysteresis, design and manufacture. Meets classroom training requirements as stipulated in CGSB Standard 48-GP-13M for Levels 1 and 2.

Jan 16 Mon-Fri 1 wk BBY CRN 10564
0800-1700

*May 2 Tue-Fri 3 wks BBY TBA

NDTE 2269 (NDTE 269) NDT — RADIOGRAPHY — LEVEL 2 \$727

Reviews radiation theory, physical principles, radiation sources, detection and safety. Topics include the radiographic process, miscellaneous applications, test result interpretation, material considerations, code standards, specifications and procedures. Meets the requirements of CGSB standard 48-GP-4M, condition (b) for classroom training. Prerequisite: CHSC 169 or standing as a certified Level 1 operator.

Jan 23 Mon-Fri 1 wk BBY CRN 10567
0800-1700

*Feb 14 Tue-Fri 3 wks BBY TBA

NDTE 2270 (NDTE 270) NDT ULTRASONICS LEVEL 2 \$727

Reviews theory of ultrasonic testing and its practical applications. Emphasis will be on the operation of special equipment, applications requiring specific testing procedures and the consideration of variables affecting test results. Meets the requirements of CGSB Standard 49-GP-7M, condition (b) for classroom training. Prerequisite: CHSC 170 (or NDTE 1170) or standing as a certified Level 1 operator.

Jan 10 Tue 13 wks BBY CRN 10568

*Apr 11 Tue-Fri 3 wks BBY TBA

*These course offerings are part of the concentrated 18-week full-time format of the Intermediate Certificate of Technology in Nondestructive Testing. For more information or to enrol for the Certificate Program or a specific course please phone: Bob Pike (604) 432-8946, or Wayne Irvine (604) 432-8326.

CIVIL AND STRUCTURAL (604) 432-8765/ (604) 432-8521

CIVL 2003 (CIVL 208) GRAPHICAL COMMUNICATION 2 \$195

Using primarily freehand sketching, the student is introduced to structural drawings and details. Prerequisite: CIVL 1001.

Jan 12 Thr 10 wks BBY CRN 15354

CIVL 2224 (CIVL 110) ASPHALT TECHNOLOGY \$234

Instructs students on how to select suitable materials for asphaltic concrete design using the Marshall method. Prerequisite: CIVL 1580.

Jan 9 Mon 12 wks BBY CRN 10566

CIVL 2500 (CIVL 250) STRESS ANALYSIS 1 \$195

Introduces the stress-strain relationships in three common construction materials: timber, steel and concrete. Prerequisite: CIVL 1000.

Jan 12 Thr 10 wks BBY CRN 10583

Engineering Technology

CIVL 2501 ROAD CONSTRUCTION AND MAINTENANCE FOR INSPECTORS \$341

Course in public works inspection. Provides an overview of current methods of highway construction and maintenance, maintenance management systems, contract documentation and administration and traffic control requirements. Prerequisite: CIVL 1500.

Jan 11 Wed 12 wks BBY CRN 15573

CIVL 2522 CIVIL CONSTRUCTION 2 \$195

Applies information 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.

Jan 9 Mon 10 wks BBY CRN 15570

CIVL 2540 (CIVL 259) HYDROLOGY 2 \$152

Includes statistical basis for frequency and probability calculation. Analysis of data to determine peak and flood flows. Stream flow and flood flow analysis, and snow melt factors are introduced. Prerequisite: CIVL 1540.

Jan 10 Tue 8 wks BBY CRN 13116

CIVL 2541 (CIVL 273) HYDRAULICS 1 \$228

Covers hydrostatics, including forces on plane and curved surfaces, and buoyancy. Introduces pipe flow and covers Bernoulli's equation and pipe friction. Prerequisite: CIVL 1000, 2540.

Jan 11 Wed 12 wks BBY CRN 15571

CIVL 3010 (CIVL 393) AUTOCAD (CADD) APPLICATIONS FOR CIVIL ENGINEERING \$380

Provides Computer Aided design course for practising Civil technologists and engineers. Course is project oriented and is designed to show the power of computer aided design in structural layout, municipal design and data digitizing of contour topography. Sufficient CADD commands for Civil engineering drawings are explored and examined. Prerequisite: Civil engineering background, AICO 1000 or departmental approval.

Jan 12 Thr 12 wks BBY CRN 10587

CIVL 3541 (CIVL 373) HYDRAULICS 2 \$228

Continues and completes the topic of pipe flow introduced in CIVL 2541. Topics include simple networks, pump selection, flow measurement, application of Hardy Cross method and computer programs. Prerequisite: CIVL 2541.

Jan 16 Mon 12 wks BBY CRN 15289

CIVL 3582 (CIVL 270) SOIL MECHANICS 2 \$228

Covers basics of permeability, flow nets, retaining wall and foundation design. Prerequisite: CIVL 2582.

Jan 10 Tue 12 wks BBY CRN 10584

CIVL 3620 (CIVL 278) MUNICIPAL SERVICES 1 \$195

Covers the detail design of storm and sanitary gravity sewer systems and municipal water distribution networks. Prerequisite: CIVL 2541 and CIVL 3120 or departmental approval.

Jan 12 Thr 10 wks BBY CRN 13119

CIVL 4160 (CIVL 400) STRUCTURAL DESIGN 1 \$379

Introduces students to the CSA timber and steel codes. Prerequisite: CIVL 3500.

Jan 10 Tue/Thr 10 wks BBY CRN 15569

CIVL 5500 (CIVL 712) NATURAL HAZARD ASSESSMENT \$315

Commences with a review of the nature, origin and classification of soils and rock. Geomorphology topics include processes, breakdown of rocks, talus development, landslides soils creep, debris flows and torrents, glaciology and slope wash. Natural hazards topics include instability evidence, earthquakes, tsunamis, volcanism, floods, mass movements and snow avalanches. Concludes with the introduction of risk and hazard assessment and acceptability determination methods. Prerequisite: Diploma in Civil or geotechnical soils courses or departmental approval.

Jan 9 Mon 10 wks BBY CRN 15572

NOTE: PUBLIC WORKS OPERATIONS.

See section on Public Works Operations in this flyer for course details.

NOTE: APPLIED ENVIRONMENTAL ENGINEERING TECHNOLOGY (AEET)

Civil and Structural Technology is developing an Advanced Diploma in Applied Environmental Engineering Technology. See section on Advanced Diplomas in this flyer for further details.

DISTANCE EDUCATION

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

- Improve your career potential
- Refresh your knowledge

For more information on courses/programs, please see the Distance Education section of this flyer.

COMPUTER AIDED ENGINEERING (604) 432-8521/ (604) 432-8274

Early registration is advised since space is limited in most courses



AICO 1000 (AICO 213) AUTOCAD 1 \$399

Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: Basic drafting knowledge and computer literacy recommended.

Jan 7 Sat 6 wks BBY CRN 10510
0830-1530

Jan 9 Mon 12 wks BBY 10513
Mon-Fri 2 wks DEC 10512
0900-1235

Jan 10 Tue 12 wks BBY 10514
Tue 12 wks DEC 10515
Tue 12 wks THC 11648
1900-2200

Jan 11 Wed 12 wks BBY 10516
Jan 12 Thr 12 wks BBY 10517

Jan 14 Sat 6 wks DEC 10511
0900-1600

Jan 16 Mon-Fri 1 wk BBY 10518
0830-1630

Jan 23 Mon-Fri 1 wk BBY 10519
0830-1630

Jan 30 Mon-Fri 1 wk DEC 10520
0900-1700

Feb 6 Mon-Fri 1 wk BBY 10521
0830-1630

Feb 13 Mon-Fri 2 wks DEC 10522
0900-1235

Feb 20 Mon-Fri 1 wk BBY 10523
0830-1630

Feb 25 Sat 6 wks BBY 10524
0830-1530

Mar 6 Mon-Fri 1 wk BBY 10526
0830-1630

Mar 13 Mon-Fri 1 wk DEC 10527
0900-1700

Mar 20 Mon-Fri 1 wk BBY 10525
0830-1630

AICO 1010 (AICO 220) SMARTCAM \$399

Covers the uses of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes.

Jan 9 Mon 12 wks BBY CRN 10539

AICO 2000 (AICO 214) AUTOCAD 2 \$399

Continues from AICO 1000 with the focus on increasing production by customizing the AutoCAD environment. Topics include digitizing, blocks, attributes, external references, command and menu customization, slides and scripts. Class assignments may be tailored to discipline areas depending on student background. Prerequisite: AICO 1000 or equivalent.

Jan 7 Sat 6 wks BBY CRN 10528
0830-1530

Jan 9 Mon 12 wks BBY 10529

Jan 11 Wed 12 wks BBY 10530

Jan 12 Thr 12 wks DEC 10531
Thr 12 wks THC 11650
1900-2200

Jan 30 Mon-Fri 1 wk BBY 10532
0830-1630

Feb 25 Sat 6 wks BBY 10535
0830-1530

Sat 6 wks DEC 10534
0900-1600

Feb 27 Mon-Fri 1 wk BBY 10533
0830-1630

Mon-Fri 2 wks DEC 10536
0900-1235

Mar 20 Mon-Fri 1 wk DEC 10538
0900-1700

Mar 27 Mon-Fri 1 wk BBY 10537
0830-1630

AICO 2010 AUTOCAD FOR WINDOWS \$266

Introduces students to many of the productivity tools available in AutoCAD for Windows. Topics include interface customization, import/export using Clipboard, Dynamic data Exchange, Object Linking and Embedding, render tools and development tools. For experienced AutoCAD users. Prerequisite: AICO 2000.

Jan 11 Wed 6 wks BBY CRN 13121

AICO 3000 (AICO 225) AUTOCAD 3 \$266

Introduces students to the 3D capabilities of AutoCAD. Covers the fundamentals of 3D construction, surface generation and shading using AutoSHADE. Prerequisite: AICO 2000.

Jan 7 Sat 3 wks BBY CRN 10540
0830-1530

Jan 10 Tue 6 wks BBY 10541

Feb 21 Tue 6 wks BBY 10542

Mar 11 Sat 3 wks BBY 10543
0830-1530

AICO 3005 (AICO 312) INTRODUCTION TO AUTOLISP \$399

Introduces AutoLISP programming to those with no programming experience. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands and interfacing with the drawing file database. Prerequisite: AICO 2000 or equivalent.

Jan 12 Thr 12 wks BBY CRN 10544

AICO 3070 (AICO 722) INTRODUCTION TO C PROGRAMMING \$399

Introduces students to "C" programming with emphasis on algorithm development and structural programming techniques. Includes engineering applications, and is a required prerequisite for AutoCAD users interested in the AutoCAD Development System (ADS).

Jan 10 Tue 12 wks BBY CRN 15287

BCIT Bookstore presents

The AutoDesk Collection

Professional Design Software for Collegiate Users
Only \$286.95 retail price.

This powerful CD-ROM package contains four full-functioning software packages from AutoDesk, Inc., and documentation written specifically for students by Addison-Wesley Publishers.

1. AutoCAD Release 12 (DOS and Windows)

- the world-wide industry standard for computer-aided design.

2. AutoVision (DOS and Windows)

- creates high quality photorealistic still renderings in AutoCAD.

3. AutoCAD Designer (DOS)

- mechanical design automation software which is an add-on to AutoCAD.

4. 3D Studio Release 2.0 (DOS)

- creates high-resolution 3D models, renderings and animations.

- Available to students, faculty and staff only — commercial sales prohibited.
- Personal shopping only — proof of educational status must be shown.
- Bring this coupon into BCIT Bookstore by January 31st, and the bookstore will take an additional \$15 off the above listed retail price.

BCIT Bookstore
— your knowledge broker —
located in building SE14 — Roper Avenue



Engineering Technology

AICO 3075 (AICO 712) CAD CUSTOMIZATION USING AUTOLISP \$399

Introduces AutoLISP programming to those with programming experience. Includes AutoLISP programming concepts, the development of applications in parameterized drawings, user defined commands and interfacing with the drawing file database. Prerequisite: AICO 2000 or equivalent and programming experience.

Jan 10 Tue 12 wks BBY CRN 15285

AICO 4000 SOLID MODELLING \$266

Instructs students to use the Advanced Modelling Extension (AME) to create and edit composite solid models, generate 2D profiles for working drawings and analyze solids for mass and area properties. Prerequisite: AICO 3000.

Jan 12 Thr 6 wks BBY CRN 13122

AICO 4010 (AICO 711) ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO \$266

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three-dimensional models will be rendered and animated with AutoDesk's 3D Studio software. Applications using 3D rendering and animation include engineering and product design, as well as architectural modelling. Prerequisite: AICO 3000.

Jan 7 Sat 6 wks BBY CRN 12039
0900-1200
Feb 25 Sat 6 wks BBY 12040
0900-1200

AICO 4070 (AICO 823) DATA STRUCTURES IN "C" \$399

Continues from AICO 3070. "C" software techniques with emphasis for CAD and GIS users. Topics include examples and problems based on file translation, 2D and 3D graphics, windows and image processing using structured code and libraries. Prerequisite: AICO 3070 or equivalent experience.

Jan 11 Wed 12 wks BBY CRN 15288

AICO 4075 (AICO 814) ADVANCED AUTOLISP \$399

Gives programmers the tools required to improve CAD productivity and customize the user interface. Topics include the drawing database, complex entity access, symbol table, access error checking and handling, extended entity data, hooking to non-graphic databases and dialogue box programming. Prerequisite: AICO 3005 or AICO 3075.

Jan 11 Wed 12 wks BBY CRN 15286

MECH 7040 (AICO 761) INTRODUCTION TO THE FINITE ELEMENT METHOD \$399

Introduces the FEM (Finite Element Method) for engineers and technologists who wish to perform computer aided design or analysis of machine components and structures. FEM theory and computer modelling techniques will be covered. Practical problems will be solved by building FEM models using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent. Contact Brent Dunn, (604) 432-8755 to clarify prerequisite if required.

Jan 12 Thr 12 wks BBY CRN 10503

MECH 7051 (AICO 751) INTRODUCTION TO MACHINE VISION \$399

Introduces the use of Machine Vision systems using state of the art techniques and equipment. Emphasis is on the use of the hardware required for capturing, transmitting and storing images. Prerequisite: Department approval. Contact Dave Lewis, (604) 432-8925.

Jan 10 Tue 10 wks BBY CRN 15574

MECH 8012 (AICO 819) ADVANCED CAM APPLICATIONS \$399

Acquaints the student with advanced multi-axis machining including 3D surface applications. A number of CAM software packages are utilized including SmartCAM 3D. Prerequisite: AICO 1010 or equivalent.

Jan 11 Wed 12 wks BBY CRN 10508

UNIX

Early registration is advised since space is limited in most courses

AICO 1070 (AICO 730) INTRODUCTION TO UNIX \$266

Introduces students to UNIX. Topics include elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Taught on workstations using a hybrid system V/BSD UNIX. Prerequisite: Computer experience. Previous operating system experience a definite asset.

Jan 12 Thr 6 wks BBY CRN 10494
Jan 23 Mon-Wed 2.5 days BBY 10495
Mon/Tue: 0830-1630
Wed: 0830-1200

Feb 20 Mon-Wed 2.5 days BBY 10496
Mon/Tue: 0830-1630
Wed: 0830-1200

Feb 23 Thr 6 wks BBY 10497
Mar 6 Mon-Wed 2.5 days BBY 10498
Mon/Tue: 0830-1630
Wed: 0830-1200

Mar 27 Mon-Wed 2.5 days BBY 10499
Mon/Tue: 0830-1630
Wed: 0830-1200

AICO 2070 (AICO 732) INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING \$266

Covers basic shell script programming based on the Bourne and C shell. Includes control structures, shell variables and commands, as well as the user shell environment. Introduces the kernel and its relationship to the shell. Prerequisite: AICO 1070 or equivalent industry experience (minimum 1 year).

Feb 6 Mon-Wed 2.5 days BBY CRN 10500
Mon/Tue: 0830-1630
Wed: 0830-1200

Feb 20 Mon 6 wks BBY 10501

MICROSTATION

AICO 0001 MICROSTATION V5 UPDATE \$99

Covers the new tools introduced in Microstation V5 and the differences between functionality of V4 and V5. Topics include workspaces, settings groups and raster plotting. Prerequisite: AICO 1009.

Apr 1 Sat 1 day BBY CRN TBA

AICO 2009 (CDCM 216) MICROSTATION 2 \$399

Continues from AICO 1009. Advanced topics include reference files, cell library creation and use, multi-lines and patterning. Prerequisite: AICO 1009.

Jan 12 Thr 12 wks BBY CRN 11649

DISTANCE EDUCATION

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

For registration information on any of the correspondence courses detailed below, please contact:

Shari Monsma
Transystems Department
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
Tel: (604) 432-8784, Fax: (604) 436-6113.

MATHEMATICS

MATH 0002 (MATH 002) TECHNICAL MATH: INTRODUCTION \$314

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

MATH 1041 (MATH 123) TRIGONOMETRY \$157

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

MATH 1042 (MATH 122) LOGARITHMS \$178

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

MATH 1043 (MATH 124) ANALYTIC GEOMETRY \$178

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

MATH 2041 (MATH 221) CALCULUS: 1A \$224

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.

DISTANCE EDUCATION

MATH 2042 (MATH 222) CALCULUS: 1B \$224

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

MATH 2043 (MATH 227) CALCULUS: 1C \$224

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

BUILDING

BLDG 1810 (BLDG 273) 1992 B.C. BUILDING CODE: HOUSING (INCL. TEXT) \$329 (WITHOUT TEXT \$265)

Gives students a working knowledge of the 1992 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

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, that is 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 Inspectors' Association of B.C. Successful completion of the final exam (80%+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. (Suitability of practical experience is at the discretion of the BIABC.)

CIVIL TECHNOLOGY

Over 90 distance education credit courses in 20 subject areas of Civil Technology are now available to enable you to improve your career potential or to refresh your knowledge.

For more information on courses/programs, please see Transportation Systems (Highways).

TRANSPORTATION SYSTEMS (HIGHWAYS)

The Transystems department provides flexible distance education with home-study credit course/training in Civil Technology for:

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

REGISTER NOW!

PHONE:

(604) 434-1610

FAX:

(604) 430-1331

Engineering Technology

DISTANCE EDUCATION

Three program levels are offered; course selection for each program must be approved in advance.

The Intermediate Certificate of Technology is awarded upon completion of 35 credits, the Certificate of Technology upon completion of 75 credits, and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology and the Diploma of Technology are accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

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

Courses are now available in:

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

DEVELOPMENT APPROVALS

The Development Approvals Program has been developed in cooperation with the B.C. Ministry of Transportation and Highways for the continued education and training of its development approvals officers. At present, courses in distance education format include Communications, Land Use Planning, Acts and Regulations, Maps and Topographic Drawings, Hydrology and Drainage, and Watershed Assessment. More courses will be available soon. These courses will be of interest to professionals who deal with the Ministry's Development Approvals Branch.

FORESTRY ENGINEERING TECHNOLOGY PROGRAM

BCIT, in conjunction with the Timber Harvesting Branch of the B.C. Forestry Service, now offers a Forestry Engineering Technology Program.

Courses are offered through a combination of distance education (correspondence) and seminar presentations.

Courses include Communications, Soil Mechanics, Road Construction, Road Deactivation, and many others.

For an information package, course outlines, fee and registration details on any of the above correspondence courses, write to:

Transsystems Department
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
or phone Shari Monsma; Tel. (604) 432-8784
or Diane Zackariuk, Tel. (604) 451-6984
or Fax: (604) 436-6113.

FISH HARVESTING AND PROCESSING (604) 432-8948

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

Previously offered courses/workshops have included:

- QMP Inspection Workshop (FISH 0120)
- Double Seam Workshop (FISH 0140)
- Canned Salmon: Screening Line Theory and Operation (FISH 0141)
- Fundamentals of Thermal Processing Science (FISH 0142)
- Seafood Processing and Quality (FISH 1900)

FOOD TECHNOLOGY (604) 432-8561

FOOD 0130 (BISC 903) CANNED FOODS: THERMAL PROCESSING AND CONTAINER EVALUATION \$365

Provides certification to individuals who must properly evaluate double seams on metal cans and glass container closures used in canning foods. Supervisors, canning line employees, government inspectors and others involved with thermal processing low-acid foods and/or container evaluation would benefit from this intensive 4-day workshop.

Jan 31 Tue-Fri 4 days BBY CRN 11253
0900-1700

FOOD 0140 (BISC 904) SANITATION FOR FOOD PROCESSING PLANTS \$265

Provides food processing line personnel, supervisors, and regulatory personnel with a basic understanding of sanitation principles and practices as they apply to food processing establishments.

Jan 17 Tue-Thr 3 days BBY CRN 11254
0900-1600

GEOGRAPHIC INFORMATION SYSTEMS (604) 432-8521

Owners of the GIS software products ARC/INFO, ArcCAD and Genasys may now obtain authorized training at BCIT. Contact your software vendor for details.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and DOS (BCIT course COMP 1001).

GIST 0127 MAPINFO 1 \$305

Explains the use and benefits of this popular, user friendly, low cost desktop mapping product that runs within Microsoft Windows. See how geographic applications can help you make decisions.

Feb 18 Sat 2 days BBY CRN 11228
0830-1630

Mar 27 Mon-Tue 2 days BBY 11229
0830-1730

GIST 5100 (GIST 700) FUNDAMENTALS OF GIS \$228

Provides overview of GIS. Topics include fundamental concepts and terminology, the role of GIS in spatial data management and digital mapping, the multipurpose cadastre and resource GIS, methods of data collection and input, data modelling and representation, storage and retrieval of spatial data, concepts of database systems, manipulation and analysis features of GIS.

Jan 11 Wed 12 wks BBY CRN 10552

GIST 5109 (GIST 709) MAPPING USING MICROSTATION \$434

Covers digital mapping procedures. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, data integrity, mapping fundamentals, TRIM data, coordinate systems, data output and plotting.

Jan 9 Mon 12 wks BBY CRN 10589

GIST 5126 (GIST 726) TERRASOFT GIS 1 \$434

Introduces operational aspects of TERRASOFT GIS software in a microcomputer environment. Topics include data entry, editing and map design in TERRASOFT CAD environment and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Jan 7 Sat 6 wks BBY CRN 10590
0830-1530

GIST 5128 (GIST 728) ARC/INFO GIS 1 \$388

Introduces operational aspects of GIS software using ARC/INFO GIS in a workstation environment. Topics include data entry and editing in ARCEDIT, map design in ARCPLLOT, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Jan 7 Sat 6 wks BBY CRN 10554
0830-1530

Jan 10 Tue 12 wks BBY 10555
Mar 13 Mon-Fri 1 wk BBY 10556
0830-1630

GIST 6126 (GIST 826) TERRASOFT GIS 2 \$434

Continues from GIST 5126. Covers database linkage, use of database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 5126.

Feb 18 Sat 6 wks BBY CRN 10591
0830-1530

GIST 6128 (GIST 828) ARC/INFO GIS 2 \$434

Continues from GIST 5128. Covers use of ARC Macro language programming, database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 5128.

Jan 11 Wed 12 wks BBY CRN 10560
Feb 18 Sat 6 wks BBY 10563
0830-1530

GIST 6132 GIS DATABASE SYSTEMS \$434

Examines workstation GIS database systems using Oracle RDMS. Advanced issues in GIS data management such as distributed systems and client server relationships are studied. Prerequisite: GIST 5128. Also recommended is some experience with a database program such as Dbase or Access (for example, BCIT course COMP 1222).

Jan 9 Mon 12 wks BBY CRN 12510

GIST 6138 ARC/INFO GIS 3 \$434

The first half of this course examines Arc/Info customization with AML programming including threads, file I/O, database access and ArcTool modification. The second half of this course examines GIS spatial modelling including a vector model using NETWORK and raster models using GRID. Prerequisite: GIST 6128.

Jan 9 Mon 12 wks BBY CRN 15550

MECHANICAL (604) 432-8521/ (604) 432-8274

MECH 1000 (MECH 140) DRAFTING FUNDAMENTALS \$280

Teaches techniques for producing and reading mechanical drawings using standard format. Develops basic skills in applying these techniques. The use of instruments, line work, lettering and geometric construction is taught. Emphasis is placed on orthographic projection, sections, auxiliary views, dimensions and working drawings. Persons intending taking CAD graphics courses will use all of the skills taught in this course.

Jan 9 Mon 14 wks BBY CRN 10488

MECH 1140 (MECH 104) STATICS \$379

Covers a mathematical and graphic study of force systems and states of equilibrium in static structures.

Jan 9 Mon/Wed 10 wks BBY CRN 10504

MECH 2000 (MECH 200) MECHANICAL DRAFTING 2 \$379

Introduces descriptive geometry, auxiliary, pictorial developments and single line piping drawings. Review of mechanical components such as: gears, motors, couplings, fasteners and welding encompassed with a drawing assignment. Prerequisite: MECH 1100 or MECH 1000.

Jan 11 Wed 20 wks BBY CRN 10489

MECH 3320 (MECH 302) THERMAL ENGINEERING 1 \$280

Examines first and second law of thermodynamics. Steady and non-flow energy equations, specific heats of gases, vapour tables, gas and vapour processes. Carnot, Rankine and basic IC engine cycles. Air compressors. Heat transfer. Prerequisite: MECH 1120, 2245

Jan 10 Tue 14 wks BBY CRN 15575

MECH 3450 (MECH 420) FLUID POWER 2 \$349

Provides an understanding of hydraulic control systems and an introduction to fluid control systems and control logic. Prerequisite: MECH 2350.

Jan 10 Tue 18 wks BBY CRN 10486

Engineering Technology

MECH 4082 (MECH 436) AUTO SPRINKLER SYSTEM DESIGN 2

\$228

Covers advanced detailed instruction for persons involved in fire service, engineering design, supervision of inspection of automatic sprinkler systems in commercial and industrial buildings. Prerequisite: MECH 4080.

Jan 12 Thr 12 wks BBY CRN 10490

MSYS 1070 BUILDING CONSTRUCTION FOR MECHANICAL TECHNOLOGY

\$280

For persons in mechanical systems fields. Enhances understanding of the principles, practices and materials typical to wood masonry, steel and concrete building construction. Includes an overview of space planning and organization.

Jan 10 Tue 14 wks BBY CRN 15610

MSYS 2082 (MSYS 320) HEATING AND VENTILATING 2

\$280

Covers hydronic heating systems encompassing building zoning, piping systems, boilers, products of combustion removal, combustion and ventilation air, gaseous fuels, and control of systems. Includes an overview of steam heat systems and energy cost estimating. Outlines systems design requirements and procedures. Prerequisite: MECH 1000 or equivalent (may be taken concurrently).

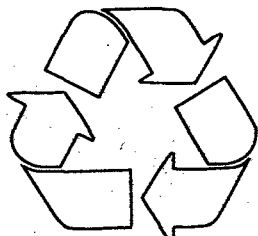
Jan 12 Thr 14 wks BBY CRN 10506

MSYS 4083 AIR CONDITIONING 2

\$228

Applies air conditioning system selection and design to residential and commercial buildings. A design project will utilize cooling load data from MSYS AC-1 for equipment and fan selection applied to single zone unitary cooling and heat pump applications. The project will include duct design, air side devices and diffusing equipment, basic controls and a system drawing. The B.C. Building Code will be reviewed for mechanical system requirements. Prerequisite: MSYS 3082 or departmental approval.

Jan 9 Mon 12 wks BBY CRN 15299



PLEASE RECYCLE

OH NO, YOU HAD TO CANCEL IT??

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

PLASTICS CERTIFICATE PROGRAM

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

A selection of courses will be presented that can be completed through an evening study program and that 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.

Prerequisites to enter the Associate Certificate program are a minimum of Grade 10 Math and Science, along with a reasonable understanding of written and oral English.

The program consists of three sections: mandatory courses, mandatory optional 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 optional 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
(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.

REGISTER NOW!

PHONE:

(604) 434-1610

FAX:

(604) 430-1331

COURSES OFFERED IN THE WINTER 1995 TERM

PLAS 1001 INTRODUCTION/PLASTICS INDUSTRY

\$130

Presents an overview of the plastics industry. Topics include general consumption of plastics, Canadian plastics industry, local plastics industry and markets for plastics. Discusses how plastics are classified and the various types of thermoplastics and thermosetting plastics materials. Prerequisite: Grade 10 Math and Science.

Jan 9 Mon 4 wks BBY CRN 15565
1900-2200

PLAS 1011 HEALTH/SAFETY/ ENVIRONMENTAL

\$130

Deals with the minimal hazards in plastics processing and how they are controlled. Topics include toxicity of plastics materials, fire toxicity and the effect of plastics on the environment. Also a general discussion of the extent and feasibility of plastics recycling and the Workplace Hazardous Materials Information System (WHMIS) federal regulations.

Feb 13 Mon 4 wks BBY CRN 15599
1900-2200

PLAS 1016 OVERVIEW OF PLASTICS PROCESSES

\$130

Consists of a basic overview of the various plastics processes. Topics include Injection Molding, Compression and Transfer Molding, Rotational Molding, Film, Pipe and Profile Extrusion, Thermoforming, Foam or Expansion Molding, Composites, Coating, Casting and Fabrication. Prerequisite: PLAS 1001 or permission from the instructor.

Mar 20 Mon 4 wks BBY CRN 15600
1900-2200

PLAS 1020 INJECTION MOLDING PROCESS

\$130

Covers the basic elements of the Injection Molding Process. Topics include 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 from the instructor for those students in the Injection Molding Industry or those with sufficient previous experience.

Jan 10 Tue 4 wks BBY CRN 15566
1900-2200

PLAS 1021 INJECTION MOLDING EQUIPMENT

\$130

Deals with the determination of the required clamping force on an injection molding machine. Topics include rules of thumb, clamp force losses, determination of mold area, the determination of injection capacity, mold capacity and shot size for various materials. Discussions include injection force, spiral flow test molds, screws for injection molding, and material handling. In addition, the settings of parameters for start-up of an injection molding machine are discussed. Prerequisite: PLAS 1020.

Feb 14 Tue 4 wks BBY CRN 15567
1900-2200

PLAS 1070 PLASTICS SPC 1 INTRODUCTION

\$130

Introduces Statistical Process Control with an emphasis on plastics process examples. Discussion will centre around the need for a process control system, process variation, control charts and the benefits of using control charts. The course concentrates on philosophies, policies and procedures rather than mathematical analysis. This course is the first of three on Statistical Process Control for plastics processes. Prerequisite: PLAS 1001 or permission from the instructor.

Mar 21 Tue 4 wks BBY CRN 15601
1900-2200

PUBLIC WORKS OPERATIONS

(604) 451-6906/
(604) 432-8521

PUBW 1001 (CIVL 120) INTRODUCTION TO PUBLIC WORKS OPERATIONS

\$186

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.

Jan 12 Thr 6 wks BBY CRN 10570
1830-2130
Mar 16 Thr 6 wks BBY 10572
1830-2130

PUBW 1141 (CIVL 111) MUNICIPAL PLAN READING

\$195

Introduces the student to interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Jan 10 Tue 10 wks BBY CRN 10569
1830-2130

PUBW 1142 CONSTRUCTION QUANTITIES 1

\$195

To confidently predict 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 will start with a review of basic math and then applies this to related construction quantities. Metric and imperial conversions will also be included. A calculator will be required on the first night. Prerequisite: PUBW 1141.

Jan 9 Mon 10 wks BBY CRN 15840
1830-2130

PUBW 1151 (CIVL 123) COMPUTERS FOR PUBLIC WORKS OPERATIONS

\$186

Provides information to students with little or no knowledge of computers. Each student will have hands-on opportunity to become familiar with the fundamental operations. Topics include: initial startup, terminology, disks, operating system, executable programs, data transfer, program managers and routine maintenance procedures.

Jan 11 Wed 6 wks BBY CRN 11651
1830-2130

Engineering Technology

PUBW 2101 (CIVL 193) SANITARY SEWERS

\$195

Repairs, maintenance and preventative maintenance of the sanitary sewer system are routine functions that need to be performed by municipal sanitary sewers crews. Covers all aspects of each of these functions including tools, records, materials and response to complaints and alarms. Routine maintenance operations such as blockage removal and repairs and sewer construction will be illustrated. The preventative maintenance portion will discuss sewer cameras, system testing and introduce sewer rehabilitation. Concludes with introduction to lift station terminology and operation. Prerequisite: PUBW 1101.

Jan 12 Thr 10 wks BBY CRN 10579
1830-2130

PUBW 2111 (CIVL 191) WATERWORKS 2

\$195

Discusses factors and techniques for maintaining water quality, suitability of materials for different working environments and an introduction to rehabilitation techniques. Detailed maintenance procedures associated with the system and its fittings, use and operation of pressure regulation devices together with an understanding of design and construction principles including record keeping will conclude the course. Prerequisite: PUBW 1111.

Jan 10 Tue 10 wks BBY CRN 15290
1830-2130

PUBW 2121 ROADWORKS MAINTENANCE 2

\$195

Continues a discussion of municipal roadwork maintenance, but topics are presented by different instructors. Topics include utility location and adjustments for reconstruction and pavement widenings, master municipal specifications, road rehabilitation techniques, trenchless technology, drainage and spill containment, sidewalks, curbs and traffic control devices. Presentation of a road construction project together with a field trip are included. Prerequisite: PUBW 1121.

Jan 11 Wed 10 wks BBY CRN 15291
1830-2130

PUBW 2201 (CIVL 227) PUMPS: SANITARY

\$361

Covers both dry well and wet well waste water pumping facilities. Topics include routine and annual maintenance procedures for submersible pumps, seals, impellers, grinders, etc., operational aspects of suction and discharge lines, valves, hangers and couplings. Opportunity given to dismantle and re-assemble pumps to clarify maintenance requirements and procedures. Maintenance of dry well pumps includes shaft alignment, seals, lubrication, pump alignment, impellers, odour control and related tasks. Prerequisite: PUBW 1201.

Jan 9 Mon 12 wks BBY CRN 10581
1830-2130

PUBW 2204 FLOW CONTROL DEVICES

\$361

Assists in the choice, sizing and suitability of the wide range of devices used to control flow through any pressurized sewage or potable water system. Devices range from coporation stops to butterfly valves. Other control devices for pressure relief, altitude, surge and flow limiting valves will also be included. In addition, a wide range of valve actuators will be discussed together with remote control systems. A demonstration of the dismantling and testing of butterfly valves is also included. Prerequisite: PUBW 1111.

Jan 9 Mon 12 wks BBY CRN 15293
1830-2130



RENEWABLE RESOURCES (604) 432-8804

REN2171 (FSTR 158) METRIC LOG SCALING

\$971

Prepares candidates for B.C. Scalers Exam (Coastal). Learn the skills involved in accurate measurement, volume estimation, and grading of coastal logs through classroom sessions and practical scaling (done at various locations along the Fraser River). Metric scale sticks and life vests supplied; students must supply suitable caulk boots. Appropriate for persons with knowledge or experience in the logging industry.

Jan 21 Sat/Sun 13 wks BBY CRN 11244
0900-1530

REN2525 (FSTR 923) CALL GRADING/SCALING SHORT COURSE

\$604

Mixes log scaling and call grading. An intensive "scaling" course aimed at coastal timber cruisers and waste/residue surveyors. Emphasis is on variable length, statutory grades and net factors.

Feb 6 Mon-Fri 1 wk BBY CRN 11246
0830-1630

REN2570 (REN2700) INTEGRATED RESOURCE MANAGEMENT & PLANNING

\$306

Summarizes the development of integrated resource management in B.C. and reviews the essential skills required to participate in the I.R.M. process. Topics include computer application, negotiation and mediation principles, planning theory and applications. Participation from various agencies and interest groups, and a 6-hour field trip are all part of this 30-hour course. Prerequisite: BCIT Engineering Technology Diploma or equivalent.

Jan 16 Mon-Thr 1 wk BBY CRN 15559
0830-1630

DISTANCE EDUCATION

BCIT, in conjunction with the Timber Harvesting Branch of the B.C. Forestry Service, now offers a Forestry Engineering Technology Program.

Courses are offered through a combination of distance education (correspondence) and seminar presentations.

For more information, please see the Distance Education section on page 34 of this flyer.

ROBOTICS AND AUTOMATION

**(604) 432-8521/
(604) 432-8274**

ROBT 0010 (ROBT 900) INTRODUCTION TO INDUSTRIAL ROBOTICS

\$239

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

Jan 14 Sat 5 wks BBY CRN 10546
0900-1300

SURVEYING AND MAPPING

**(604) 432-8992/
(604) 432-8521**

SURV 1100 (SURV 100) SURVEY FUNDAMENTALS FOR INSPECTORS

\$225

Familiarizes municipal inspectors with reading, understanding and interpreting legal and engineering plans, survey monumentations, distance measurements and reductions, datums, levelling, batterboards and slope staking, layout terms, etc., so that, in the discharge of their field duties they can readily relate to various aspects of surveys and construction works. The course runs Tuesdays from January 24 - February 28, 1995, and the last 6 hours of the class are held Saturday March 4, 1995. The last session will be a practical session in the use of basic survey equipment.

Jan 24 Tue/Sat 6 wks BBY CRN 11258

Note: This course is six Tuesdays and one Saturday. Tue: Jan 24-Feb 28, 1845-2145/Sat: Mar 4 only, 0900-1600 (see note in course description).

SURV 1101 (SURV 101) SURVEY INSTRUMENT OPERATIONS: LEVELS

\$275

Teaches beginner-level students to use the level and levelling procedures. Various types of levels will be covered, reinforced with practical field projects. Emphasis will be placed on sound field practice, note-keeping, note reductions, detection of errors, field tests and adjustments for levels.

Mar 11 Sat 6 wks BBY CRN 10607
0900-1600

SURV 1102 (SURV 102) SURVEY INSTRUMENT OPERATIONS: TRANSIT AND EDM

\$363

Introduces transit and the use of first- and second-order types of transits. Topics include setting up and centring procedures, horizontal and vertical angle measurements, notekeeping and reductions, field testing and checks on instrumental errors. Introduction to distance measuring methods: chaining, stadia measurement, EDM (Electronic Distance Measurement), EDM reductions, setting out points by transit and chain/EDM. Course includes field projects.

Mar 11 Sat 8 wks BBY CRN 10608
0900-1600

SURV 1116 GPS FOR NAVIGATION AND GIS

\$187

Covers fundamental concepts of GPS, currently available hardware and software, GPS field and processing procedures of C/A code receivers, interpretation of printouts and demonstration of real-time positioning.

Jan 10 Tue 6 wks BBY CRN 15549

SURV 1117 GPS FOR SURVEYORS

\$374

Covers fundamental concepts of GPS, currently available hardware and software, GPS field and processing procedures for C/A code, p-code, carrier phase receivers, interpretation of printouts, coordinate transformations, network adjustments and results analysis, design of static, semi-kinematic, kinematic and on-the-fly surveys.

Feb 28 Tue 12 wks BBY CRN 15548

SURV 1190 (SURV 190) SURVEY CAD: RAPID TRANSIT

\$244

Covers custom survey application software for coordinate geometry and CAD plans. Survey routines include traversing, inverting, areas, intersections, transformations, curve calculation, contouring and volumes. Most routines are designed to produce a plan through a computer-driven plotter or printer.

Mar 13 Mon 8 wks BBY CRN 12933

SURV 1200 (SURV 200) SURVEYING WITH TOTAL STATIONS

\$317

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

Mar 11 Sat 5 wks BBY CRN 12846
0900-1600

WOOD PRODUCTS MANUFACTURING (604) 432-8885

WOOD 1010 SAWMILLING FUNDAMENTALS

\$290

Begins a series of courses on the production of lumber for those directly or indirectly involved in the production of lumber. Topics will include forest industry basics, lumber products, log preparation, milling equipment, correct operating practice for large and small log sawmills, scanning and optimization. Field trips to a local sawmill will be scheduled as part of the course.

Jan 11 Wed 8 wks BBY CRN 15557
1130-1430
Wed 8 wks BBY 15558
1845-2145

Trades Training

CLASS TIMES

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

BURNABY (TRADES) BBY 1900-2200
SEA ISLAND (SEA) 1900-2200
MAPLE RIDGE (MRC) See course descriptions
LANGLEY (LLY) See course descriptions

AUTOMOTIVE ELECTRONICS (604) 432-8205

**AUTO 2200 (AUTO 200)
INTRODUCTION TO
ELECTRICAL TESTING \$409**
Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosing, testing, and maintenance. Safety glasses and footwear with steel toes required.

Jan 10 Tue/Thr 5 wks BBY CRN 10124
1900-2200

**AUTO 2209 (AUTO 209)
AUTOMOTIVE TUNE-UP AND
EMISSION CONTROLS \$338**
Examines fuel system service, ignition tune-up, and electrical circuit testing at the advanced level. This course is designed for professional automotive mechanics.

Jan 10 Tue/Thr 7 wks BBY CRN 10125
1900-2200

**AUTO 2214 (AUTO 214)
ELECTRONIC ENGINE
CONTROL/FUEL INJECTION \$409**
Examines servicing late model, microprocessor-controlled engine and fuel injection systems. This course is designed for experienced automotive mechanics at the advanced level.

Feb 28 Tue/Thr 5 wks BBY CRN 15247
1900-2200

**AUTO 2218 (AUTO 218)
GM PORT FUEL INJECTION \$409**
Covers advanced GM fuel injection with special emphasis on: port fuel injection systems; SES lite diagnosis; integrator and block learn; non-code setting diagnostics; and service, adjustment and diagnosis of MPFI systems, electronic ignition systems and emission control systems. Prerequisite: AUTO 2216 GENERAL MOTORS THROTTLE BODY INJECTION. Safety glasses and footwear with steel toes required.

Jan 9 Mon/Wed 4 wks BBY CRN 15248
1900-2200

**AUTO 2225 (AUTO 225)
BOSCH FUEL INJECTION \$409**
Upgrades professional technician skills with Bosch fuel injection. Topics include K-jet, L-jet, D-jet systems operation/diagnosis, testing and repair. Prerequisite: AUTO 2214 ELECTRONIC ENGINE CONTROL/FUEL INJECTION. Safety glasses and footwear with steel toes required.

Feb 6 Mon/Wed 5 wks BBY CRN 15249
1900-2200

MATHEMATICS FOR MECHANICS (604) 432-8205

**TMAT 0105 (TMAT 935)
INDUSTRIAL MATHEMATICS 1 \$235**
Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Jan 10 Tue/Thr 5 wks BBY CRN 10185
1900-2200

AUTOMOTIVE MECHANIC (604) 432-8205

**AUTO 0100 (AUTO 900)
AUTOMOTIVE MECHANICAL
REPAIR TQ REFRESHER \$409**
Prepares tradespersons for the Provincial Automotive Mechanical Repair Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 9 Mon/Wed 10 wks BBY CRN 10129
1900-2200

Jan 10 Tue/Thr 10 wks BBY 10128
1800-2100

**AUTO 0110 (AUTO 922)
AUTOMOTIVE BRAKE
SERVICING \$306**
Upgrades mechanics in brake servicing. After successful completion of this course, students will be able to perform inspection and repairs on disc/drum brake assemblies. Prerequisite: Mechanical experience. Safety glasses and footwear with steel toes required.

Jan 10 Tue/Thr 5 wks BBY CRN 10133
1900-2200

**AUTO 0115 (AUTO 924)
AUTOMOTIVE FRONT-END
ALIGNMENT \$405**
Upgrades automotive mechanics in suspension and alignment work. The course takes you through basic angles, to the latest front wheel and 4 x 4 alignment techniques. Students will learn to diagnose/service suspension and steering systems, as well as perform front- and rear-wheel alignments. Safety glasses and footwear with steel toes required.

Feb 14 Tue/Thr 7 wks BBY CRN 10135
1900-2200

**AUTO 0130 (AUTO 957)
LPG (PROPANE) FUEL
SYSTEMS FOR VEHICLES \$409**
Prepares mechanics, with a minimum of third-year apprentice level, to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required, and recommended before you enrol. Gas Safety Branch, telephone (604) 660-6233. Safety glasses and footwear with steel toes required.

Jan 14 Sat 5 wks BBY CRN 10142
0830-1430

**AUTO 0135 (AUTO 950)
NGV (NATURAL GAS) FUEL
SYSTEMS FOR VEHICLES \$245**
Prepares mechanics, with a minimum of third-year apprentice level, to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required, and recommended before you enrol. Gas Safety Branch, telephone (604) 660-6233. Prerequisite: AUTO 0130 LPG (PROPANE) FUEL SYSTEMS FOR VEHICLES. Safety glasses and footwear with steel toes required.

Feb 18 Sat 3 wks BBY CRN 10139
0830-1430

**AUTO 0140 (AUTO 970)
AIRCARE MOTOR VEHICLE
EMISSIONS \$524**
Prepares tradespersons to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate.

Jan 9 Mon/Wed 7 wks BBY CRN 10144
1830-2130

Jan 10 Tue/Thr 7 wks MRC 15602
1900-2200

Feb 28 Tue/Thr 7 wks BBY 13033
1830-2130

**AUTO 0141
AIRCARE PRACTICAL \$575**
Provides certified technicians with first-hand experience in diagnosing and repairing emission control system failures. This course complements the AirCare Motor Vehicle Emissions Certification course and is mandatory for AirCare technicians who are unsuccessful with the AirCare recertification examination. The emphasis of this course is on the interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate. Safety glasses and footwear with steel toes required.

Jan 10 Tue/Thr 7 wks BBY CRN 15252
1830-2130

Feb 28 Tue/Thr 7 wks BBY 15553
1830-2130

**AUTO 0145 (AUTO 972)
CFC EMISSIONS IN
AUTOMOTIVE \$105**
Teaches environmental awareness on ozone-depleting substances. This is a one-day course based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry." The course is officially recognized by B.C. Environment and deals with environmentally correct equipment design and proper handling of ozone-depleting substances. Upon successful completion of this course, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HFC/HFC Controls, and a Certificate number for refrigerant handling as required under current B.C. regulations.

Jan 14 Sat 1 day BBY CRN 12488
0900-1700

Feb 18 Sat 1 day BBY 13032
0900-1700

Mar 25 Sat 1 day BBY 15246
0900-1700

AVIATION (604) 278-4831

**AVIA 0120 (AVIA 905)
AIR REGULATIONS \$228**
Explains the laws and rules that affect civil aviation maintenance in Canada. Students will become familiar with Airworthiness Standards, Ministerial Orders, Operating Rules and Indictable Offences. Persons studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, AME's and aircraft maintenance managers will benefit from this course. Prerequisite: Aviation maintenance experience and access to Airworthiness Manuals 507, 571, 573 and 575.

Jan 10 Tue/Thr 5 wks SEA CRN 10691
1900-2200

**AVIA 0165 (AVIA 917)
AIRCRAFT SHEET METAL
INTRODUCTION \$228**
Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. The student is introduced to aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Jan 9 Mon/Wed 5 wks SEA CRN 10692
1900-2200

**AVIA 0166 (AVIA 920)
AIRCRAFT SHEET METAL
ADVANCED \$228**
Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION or equivalent.

Jan 10 Tue/Thr 5 wks SEA CRN 10693
1900-2200

**AVIA 0180 (AVIA 923)
HELICOPTER MAINTENANCE
INTRODUCTION \$228**
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.

Jan 9 Mon/Wed 5 wks SEA CRN 10694
1900-2200

**AVIA 0181 (AVIA 924)
HELICOPTER MAINTENANCE
ADVANCED \$228**
Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 HELICOPTER MAINTENANCE INTRODUCTION or equivalent.

Jan 14 Sat 5 wks SEA CRN 10695
0900-1600

Trades Training

AVIA 0195 (AVIA 925) AVIONICS \$228

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

Jan 9 Mon/Wed 5 wks SEA CRN 10696
1900-2200

AVIA 0205 (AVIA 930) AIRCRAFT DRAFTING AND BLUEPRINTS \$228

Teaches students how to read blueprints through practical assignments and hands-on drafting. Terminology, standards, views, lettering, scales and techniques are introduced.

Jan 14 Sat 7 wks SEA CRN 10697
0900-1300

AVIA 0220 (AVIA 933) AVIATION TRADE MATHEMATICS \$228

Explains maths upgrading and refresher or aviation applications. Persons awaiting entry to the full-time day program and working in the aviation industry will find this course beneficial. Trigonometry for sheet metal layout, fuel consumption, aircraft weight and balance, compression ratios and much more are introduced.

Jan 10 Tue/Thr 5 wks SEA CRN 10698
1900-2200

AVIA 0240 (AVIA 940) INTRODUCTION TO GAS TURBINE ENGINES \$228

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Jan 9 Mon/Wed 5 wks SEA CRN 10699
1900-2200

AVIA 0285 (AVIA 970) AIRCRAFT MAINTENANCE FOR THE PILOT/OWNER \$228

Covers the maintenance that a pilot/owner can perform on their aircraft following the guidelines as set out by Transport Canada. Some students may wish to use their own aircraft for a training exercise. Due to the nature of the course, the supplies for the training exercise will be the owner's responsibility. Scheduling of the aircraft for the exercise will be subject to the operating considerations of the Institute and the availability of space. Arrangements can be made by contacting the Sea Island campus, (604) 278-4831.

Jan 10 Tue/Thr 5 wks SEA CRN 10703
1900-2200

AVIA 0290 (AVIA 975) NONDESTRUCTIVE TESTING FOR AIRCRAFT INTRODUCTION \$228

Introduces nondestructive testing techniques. Includes new and old inspection techniques that are critical to work with both aging fleets and new aircrafts.

Jan 9 Mon/Wed 5 wks SEA CRN 12504
1900-2200

AVIA 0295 PRIVATE PILOT GROUND SCHOOL \$378

Prepares students to write the Ministry of Transport Private Pilot Examination. The course focuses on ground school training requirements in aviation theory: aerodynamics, aircraft engines and airframes, air regulations and air traffic control, navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors.

Jan 10 Tue/Thr 6 wks SEA CRN 15880
1900-2200

CARPENTRY (604) 432-8556

CARP 0100 (CARP 909) CARPENTRY TQ REFRESHER \$427

Prepares students to write the Provincial Carpentry Trade Qualification Examination. Prerequisite: Minimum six years experience in the trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling.

Jan 9 Mon/Wed 10 wks MRC CRN 10077
1830-2130

Jan 10 Tue/Thr 10 wks BBY 10075
1830-2130

Jan 14 Sat 12 wks BBY 10078
0830-1330

CARP 0110 (CARP 905) BLUEPRINT READING FOR CONSTRUCTION \$347

Teaches persons working in the construction trades to read blueprints. Students should have related building trade experience, although it is not mandatory.

Jan 9 Mon/Wed 6 wks BBY CRN 10067
1830-2130

Jan 10 Tue/Thr 6 wks BBY 10068
1830-2130

Feb 27 Mon/Wed 6 wks BBY 10071
1830-2130

CARP 0115 (CARP 915) CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT \$482

Introduces persons with competent trade skills in the construction industry to supervisory skills, including scheduling, cost control, and administration.

Jan 16 Mon/Wed 8 wks BBY CRN 10081
1830-2130

CARP 0120 (CARP 917) CONSTRUCTION ESTIMATING BASIC \$347

Prepares tradespersons involved with cost estimating and bidding on residential and renovation construction projects.

Jan 10 Tue/Thr 6 wks BBY CRN 10082
1830-2130

CARP 0125 (CARP 911) STAIR CONSTRUCTION \$462

Reviews mathematics, design, construction, and related building codes for journeyed carpenters or those with a minimum of two years related trade experience. Students will build typical straight, split landing, and circular stairs in accordance with the most recent B.C. Building Code requirements. CSA approved work boots with steel toes required.

Jan 14 Sat 7 wks BBY CRN 10079
0830-1430

CARP 0130 (CARP 921) PLATFORM, FRAMING AND LAYOUT \$427

Covers the basics of residential wood frame construction methods covering typical wood frame techniques. Includes floors, walls and trusses. CSA approved work boots with steel toes required.

Jan 14 Sat 8 wks BBY CRN 10089
0830-1430

Jan 16 Mon/Wed 8 wks BBY 10087
1830-2130

CARP 0140 (CARP 922) BASIC ROOF FRAMING \$336

Covers the basics of roof framing. Prerequisite: CARP 0130 PLATFORM, FRAMING AND LAYOUT or practical experience in framing and working with electric saws and radial arm saws. CSA approved work boots with steel toes required.

Mar 18 Sat 5 wks BBY CRN 10090
0830-1430

CARP 0145 (CARP 935) RESIDENTIAL BUILDING PROCEDURES \$366

Focuses on the planning, estimating and construction of new single or multi-residential units.

Jan 16 Mon/Wed 6 wks BBY CRN 10092
1830-2130

CARP 0150 (CARP 937) BUILDERS LEVEL \$182

Covers site procedures for excavation, formwork, pipe grades and design elevation. Designed for general construction and carpenters. CSA approved work boots with steel toes required.

Jan 14 Sat 4 wks BBY CRN 10093
0830-1230

CARP 0151 (CARP 939) TRANSIT — CONSTRUCTION LAYOUT \$238

Reviews hands-on training on how to use transit, chaining, note keeping and related on-site procedures. Includes a review of basic trigonometry for transit layout purposes. Beginning and advanced students will benefit from this intensive course. CSA approved work boots with steel toes required.

Feb 18 Sat 6 wks BBY CRN 10095
0830-1230

CARP 0160 (CARP 906) CUSTOM CABINET CONSTRUCTION AND INSTALLATION \$396

Prepares carpenters and kitchen cabinet installers to build on-site and install to specifications. Prerequisite: Experience in the use of carpentry hand and power tools, and a working knowledge of framing methods. CSA approved work boots with steel toes required.

Jan 14 Sat 7 wks BBY CRN 10073
0830-1430

COMMERCIAL TRANSPORT MECHANIC (604) 432-8205

CTMX 0100 (HDMX 930) COMMERCIAL TRANSPORT MECHANIC TQ REFRESHER \$409

Prepares tradespersons for the Provincial Commercial Transport Mechanical Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years work experience in the trade.

Jan 14 Sat 10 wks BBY CRN 10160
0830-1430

CTMX 0105 (HDMX 925) AIR BRAKES FOR MECHANICS \$389

Prepares mechanics, with limited experience, to service air brakes. The course is also useful for owners/operators of trucks/fleets. Upon successful completion of a pre-trip inspection, you will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement Examination. Safety footwear with steel toes required.

Jan 14 Sat 6 wks BBY CRN 10156
0830-1430

CTMX 0110 (HDMX 950) COMMERCIAL VEHICLE INSPECTOR \$207

Prepares students for the Provincial Commercial Vehicle Inspectors Licence Examination, B.C. Ministry of Transportation and Highways curriculum is used. Prerequisite: B.C. TQ in Automotive Mechanic, Heavy Duty Mechanic, Commercial Transport Mechanic, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required. Text, "Commercial Vehicle Inspection Manual," is required for the first session and is available at any Motor Vehicle Branch.

Jan 9 Mon/Wed 2.5 wks BBY CRN 10166
1900-2200
last session 1800-2200

Feb 11 Sat 2 wks BBY 10162
0830-1630

Feb 28 Tue/Thr 2.5 wks BBY 10163
1900-2200
last session 1800-2200

Mar 25 Sat 2 wks MRC 15595
0830-1630

CTMX 0200 COMMERCIAL TRANSPORT TRAILER MECHANIC TQ REFRESHER \$307

Prepares tradespersons for the Provincial Commercial Transport Trailer Mechanical Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of four and a half years work experience in the trade.

Jan 9 Mon/Wed 7.5 wks BBY CRN 12640
1830-2130



SPS SAFETY TIPS
Familiarize yourself
with campus
services like
phones, emergency
exits and well-lit
areas.

BCIT

Trades Training

MATHEMATICS FOR MECHANICS (604) 432-8205

**TMAT 0105 (TMAT 935)
INDUSTRIAL MATHEMATICS 1 \$235**
Covers arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume.

Jan 10 Tue/Thr 5 wks BBY CRN 10185
1900-2200

DRAFTING (604) 432-8556

**DRFT 0101 (DRFT 901)
DRAFTING 1 \$336**
Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs.

Jan 9 Mon/Wed 7 wks BBY CRN 10220
1730-2030
Jan 10 Tue/Thr 7 wks BBY 10222
1730-2030

**DRFT 0102 (DRFT 903)
DRAFTING 2 \$336**
Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101 DRAFTING 1.

Jan 9 Mon/Wed 7 wks BBY CRN 10225
1730-2030
Feb 28 Tue/Thr 7 wks BBY 10226
1730-2030

**DRFT 0106 (DRFT 920)
COMPUTER ASSISTED
DRAFTING 1 \$336**
Introduces the use of computers as a tool in drafting. The course includes the basic operations, commands, layout techniques and plotting processes that a student will use in a drafting office. Prerequisite: DRFT 0101 DRAFTING 1 or instructor evaluation.

Jan 10 Tue/Thr 7 wks BBY CRN 10229
1730-2030

**DRFT 0107 (DRFT 921)
COMPUTER ASSISTED
DRAFTING 2 \$336**
Continues from DRFT 0106. This course is focused on expanding the drafting skills of the student to include projects from selected areas of industry. A basic understanding of drafting and computers is required. Prerequisite: DRFT 0106 COMPUTER ASSISTED DRAFTING 1 or instructor evaluation.

Feb 28 Tue/Thr 7 wks BBY CRN 10230
1730-2030

**DRFT 0111 (DRFT 915)
DRAFTING SPECIALIZATION:
PROCESS PIPING 1 \$336**
Introduces fittings, pipes, valves and welding symbols and will include the basics of isometric drawings. Students will be responsible for producing shop drawings.

Jan 9 Mon/Wed 7 wks BBY CRN 10227
1730-2030

**DRFT 0112 (DRFT 916)
DRAFTING SPECIALIZATION:
PROCESS PIPING 2 \$336**
Involves work in process piping, low diagrams, heat exchangers, instrumentation, compressors and pumps. The student will be responsible for producing working drawings using advanced drafting techniques. Prerequisite: DRFT 0111.

Feb 27 Mon/Wed 7 wks BBY CRN 10228
1730-2030

DRYWALL (604) 432-8556

**DRYW 0101 (PDEC 905)
WALL AND CEILING TQ
REFRESHER \$382**
Provides experienced students with the theoretical instruction to enable them to write the Provincial Wall and Ceiling Examination. Prerequisite: Minimum six years experience in the trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Approval from the Ministry of Skills, Training and Labour is recommended before enrolling.

Jan 10 Tue/Thr 5 wks BBY CRN 10100
1830-2130

**DRYW 0105 (PDEC 931)
STEEL STUD CONSTRUCTION \$396**
Covers steel stud and drywall boarding to professional standards. CSA approved work boots with steel toes required.

Jan 28 Sat 5 wks BBY CRN 10102
0830-1430

**DRYW 0106 (PDEC 934)
DRYWALL TAPING AND
FINISHING \$427**
Covers drywall taping to professional standards. CSA approved work boots with steel toes required.

Mar 4 Sat 5 wks BBY CRN 10105
0830-1430

EXPLORATION (604) 432-8233

**TEXP 0115
TRADES EXPLORATION
PROGRAM FOR MEN
AND WOMEN \$136**
Helps people make an informed choice about entering a skilled trade as a career. In this new course, students will explore trades from the following areas: Aviation, Metal, Mechanical and Construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) are required.

Jan 12 Thr 12 wks BBY CRN 15367
1830-2130

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (604) 432-8205

**HVAC 0100 (TREF 917)
REFRIGERATION TQ REFRESHER \$416**
Prepares tradespersons for the Provincial Refrigeration Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years work experience in the trade.

Jan 10 Tue/Thr 11 wks BBY CRN 15253
1900-2200

**HVAC 0102 (TREF 913)
BASIC HVAC SYSTEMS 1 \$378**
Begins a four-part program dealing with basic heating, ventilation, and air conditioning (HVAC) systems. Topics include fundamentals of the refrigeration cycle and identification, operation and function of basic system components. The use and application of refrigerant types are also examined. Proper use of refrigerant recovery/recycling equipment will be addressed, as well as proper charging and system evacuation to meet industry requirements and existing provincial regulation.

Jan 9 Mon/Wed 8 wks BBY CRN 15254
1900-2200

**HVAC 0104 (TREF 915)
BASIC HVAC SYSTEMS 2 \$378**
Continues from HVAC 0102. Electrical 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 BASIC HVAC SYSTEMS 1. Safety footwear with steel toes required.

Jan 9 Mon/Wed 8 wks BBY CRN 15255
1900-2200

**HVAC 0106 (TREF 916)
BASIC HVAC SYSTEMS 3 \$378**
Continues from HVAC 0104. Topics include types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Basic troubleshooting skills will be performed on computer simulators, and preventive maintenance will be discussed. Prerequisite: HVAC 0104 BASIC HVAC SYSTEMS 2.

Jan 10 Tue/Thr 8 wks BBY CRN 15364
1900-2200

**HVAC 0108 (TREF 921)
BASIC HVAC SYSTEMS 4 \$493**
Continues from HVAC 0106. This course covers the practical application of subjects taught during Basic HVAC Systems 1, 2, and 3. Practical exercises involve using electrical test equipment; charging, evacuating and recovery of refrigerant from operating equipment; flaring and brazing shop projects; and basic troubleshooting of equipment. Prerequisite: HVAC 0106 BASIC HVAC SYSTEMS 3 and HVAC 0145 CFC EMISSIONS IN REFRIGERATION or equivalent. Safety footwear with steel toes required.

Mar 4 Sat 6 wks BBY CRN 15256
0900-1500

**HVAC 0110
ADVANCED HVAC SYSTEMS 1 \$175**
Begins a series of advanced heating, ventilation, and air conditioning (HVAC) courses. Operating sequences of residential and light commercial heat pump systems are covered in-depth. Topics include application, installation control sequences, and computer simulated mechanical/electrical troubleshooting techniques. Prerequisite: Good working knowledge of the refrigeration trade, and ability to read and interpret electrical diagrams. Safety footwear with steel toes required.

Mar 6 Mon/Wed 4 wks BBY CRN 15257
1900-2200

**HVAC 0112
ADVANCED HVAC SYSTEMS 2 \$175**
Allows working industry tradespeople to sharpen their troubleshooting techniques on air conditioning systems, commercial refrigeration equipment and multiplex systems. This course is designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions, commonly found in operational equipment today. No previous computer skills are required for this course. Prerequisite: Four years work experience in the refrigeration trade.

Jan 31 Tue/Thr 4 wks BBY CRN 15261
1900-2200

**HVAC 0145 (TREF 970)
CFC EMISSIONS IN
REFRIGERATION \$105**
Teaches environmental awareness on ozone depleting substances. This one-day course is based on Environment Canada's "Code of Practice for Reducing CFC Emissions in the Refrigeration and Air Conditioning Industry." The course is officially recognized by B.C. Environment and deals with environmentally correct equipment design and proper handling of ozone-depleting substances. Upon successful completion of this course, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a Certificate number for refrigerant handling as required under current B.C. regulations.

Jan 28 Sat 1 day BBY CRN 15258
0830-1630
Feb 25 Sat 1 day BBY 15259
0830-1630
Mar 25 Sat 1 day BBY 15260
0830-1630

**HVAC 0200
ELECTRICAL CODE REFRESHER \$135**
Upgrades trade-qualified refrigeration mechanics in electrical code. The Canadian Electrical Code topics covered include branch protection, conductor sizing, Class 2 control circuits, multi-circuit load calculation for hermetic motors and compressors. Prerequisite: B.C. TQ or IP in Refrigeration.

Mar 6 Mon/Wed 3 wks BBY CRN 15262
1900-2200

OH NO, YOU HAD TO CANCEL IT??

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

Trades Training

HEAVY DUTY MECHANIC (604) 432-8205

HDMX 0100 (HDMX 905) HEAVY DUTY MECHANIC TQ REFRESHER \$409

Prepares tradespersons for the Provincial Heavy Duty Mechanic Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 9 Mon/Thr 10 wks BBY CRN 10154
1830-2130

HDMX 0105 (HDMX 902) MOBILE HYDRAULICS \$409

Instructs heavy equipment mechanics/operators in preventive maintenance and the service and repair techniques used to achieve this. Safety footwear with steel toes required.

Jan 10 Tue/Thr 8 wks BBY CRN 10147
1900-2200

MATHEMATICS FOR MECHANICS (604) 432-8205

TMAT 0105 (TMAT 935) INDUSTRIAL MATHEMATICS 1 \$235

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

Jan 10 Tue/Thr 5 wks BBY CRN 10185
1900-2200

JOINERY (604) 432-8556

JOIN 0101 (JOIN 901) WOODWORK BASIC \$427

Gives the home woodworker or hobbyist some experience in the care and safe operation of hand and power tools that would typically be found in a small home shop. It is a recreational course; not a credit course. In the second half of the course students will be working on a small project of their own choice. Materials for this project must be supplied by the student. CSA approved work boots with steel toes and safety glasses required.

Jan 12 Thr 14 wks BBY CRN 10097
1830-2130

MACHINIST (604) 432-8205

MACH 0100 (MACH 900) MACHINIST TQ REFRESHER \$409

Prepares tradespersons for the Provincial Machinist Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 14 Sat 10 wks BBY CRN 10168
0830-1430

MACH 0105 (MACH 905) LATHE OPERATOR \$368

Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Jan 9 Mon/Wed 6 wks BBY CRN 10170
1900-2200

MACH 0110 (MACH 906) MILLING MACHINE OPERATOR \$368

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.

Feb 20 Mon/Wed 6 wks BBY CRN 10172
1900-2200

MACH 0115 (MACH 907) LATHE AND MILLING OPERATIONS \$368

Continues from MACH 0105/0110. Designed to allow the student to gain more experience on machine tools. Prerequisite: MACH 0105 LATHE OPERATOR or MACH 0110 MILLING MACHINE OPERATOR

Jan 14 Sat 6 wks BBY CRN 10173
0830-1430

MACH 0120 (MACH 909) INTRODUCTION TO COMPUTERS FOR MACHINISTS \$244

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Jan 9 Mon/Wed 3 wks BBY CRN 10175
1900-2200

MACH 0125 (MACH 910) INTRODUCTION TO CNC \$462

Introduces the concepts of computer numerical control (CNC) to those with little or no CNC experience. Prerequisite: MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS or equivalent.

Jan 30 Mon/Wed 8 wks BBY CRN 10177
1900-2200

MACH 0130 (MACH 911) CNC MILLING OPERATIONS \$405

Emphasizes basic programming, editing and setting up of a computer numerical control (CNC) vertical machining centre. Prerequisite: MACH 0125 INTRODUCTION TO CNC

Jan 10 Tue/Thr 7 wks BBY CRN 10178
1900-2200

MACH 0135 (MACH 914) CNC LATHE OPERATIONS \$405

Deals with basic programming, editing and setting up of a CNC lathe. All programming in this course will be compatible with the Fanuc/General Numeric CNC controls, commonly found on a variety of CNC lathes. This course is approximately 40% theory and 60% hands-on. The hands-on includes the entering and editing of programs, as well as the setting of tools and operation of the machines. Prerequisite: MACH 0125 INTRODUCTION TO CNC. Safety footwear with steel toes required.

Feb 28 Tue/Thr 7 wks BBY CRN 15365
1900-2200

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

MATHEMATICS FOR TRADES (604) 432-8205

TMAT 0105 (TMAT 935) INDUSTRIAL MATHEMATICS 1 \$235

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

Jan 10 Tue/Thr 5 wks BBY CRN 10185
1900-2200

TMAT 0110 (TMAT 936) INDUSTRIAL MATHEMATICS 2 \$186

Covers algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry and trade applications. Scientific calculators are used. Prerequisite: TMAT 0105 INDUSTRIAL MATHEMATICS 1.

Feb 21 Tue/Thr 4 wks BBY CRN 10186
1900-2200

MILLWRIGHT (604) 432-8205

MILL 0100 (MILL 900) MILLWRIGHT TQ REFRESHER \$409

Prepares tradespersons for the Provincial Millwright Trade Qualification Examination, and refreshes theoretical knowledge of the trade. TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 14 Sat 10 wks BBY CRN 10181
0830-1430

MILL 0105 (MILL 902) INDUSTRIAL HYDRAULICS STATIONARY \$328

Assists maintenance personnel at industrial sites in the testing, repairing, examination and troubleshooting of basic fluid power circuits and component parts. Safety footwear with steel toes required.

Jan 10 Tue/Thr 7 wks BBY CRN 10182
1900-2200

MILL 0110 (MILL 910) MACHINE AND COUPLING ALIGNMENT \$328

Covers the theory and practice of coupling alignment using state-of-the-art devices including laser optical devices. Specific methods covered are face and rim alignment, reverse dialling, face-to-face and laser aligning method. Analysis and corrections are performed by calculations, graphical solutions and the use of computers. Prerequisite: A working knowledge of basic machinery and components. Safety footwear with steel toes required.

Jan 9 Mon/Wed 7 wks BBY CRN 10183
1900-2200

PAINTING AND DECORATING (604) 432-8556

PDEC 0100 (PDEC 933) PAINTING/DECORATING TQ REFRESHER \$427

Provides experienced students with the theoretical instruction to enable them to write the Provincial Painting Examination. Students should have a working knowledge of painting. Prerequisite: Minimum five years experience in the trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination.

Jan 10 Tue/Thr 10 wks BBY CRN 10103
1800-2100

PIPING (604) 432-8556

PPGS 0100 (PPGS 930) B.C. PLUMBING CODE REFRESHER \$427

Prepares tradespersons for the Provincial Plumbing TQ Examination and for those wanting a current review. Theoretical instruction is given in B.C. Plumbing Code only. Prerequisite: Six years experience in the Piping Trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination.

Jan 9 Mon/Wed 10 wks BBY CRN 10418
1830-2130

Jan 10 Tue/Thr 10 wks BBY 10420
1830-2130
Tue/Thr 10 wks MRC 15729
1830-2130

PPGS 0102 (PPGS 922) PIPING TRADES MATH \$214

Upgrades math level of Apprentices in the Piping Trades Industry.

Jan 9 Mon/Wed 5 wks BBY CRN 10412
1830-2130

PPGS 0105 (PPGS 905) CROSS CONNECTION CONTROL \$396

Teaches cross connection control to persons involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite for Cross Connection Exam: 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. Please be advised that there will be an additional fee to write the AWWA Cross Connection Control Certification Examination.

Jan 10 Tue/Thr 7 wks BBY CRN 10108
1830-2130

**FOR CLASSTIMES
SEE PAGES 5 & 38**

BCIT

Trades Training

PPGS 0110 (PPGS 909) GAS FITTER B LICENSE \$518

Prepares students to write the examination to qualify as Gas Fitter B License. This course is a requirement of the Ministry of Labour Gas and Safety Branch. Prerequisite: Minimum four years experience in the Piping Trade. Please be advised that a Provincial Class B Examination fee is additional.

To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before enrolling.

Jan 9	Mon/Wed	14 wks	BBY CRN	10402
				1830-2130
Jan 10	Tue/Thr	14 wks	BBY	10403
				1830-2130
	Tue/Thr	14 wks	LLY	15444
				1830-2130

Notice to students taking their Gas Fitter B License at the Langley location
Please be advised that 12 hours of the course will be done in the Gas Lab at BCIT, Burnaby campus.

PPGS 0120 (PPGS 914) CLASS C APPLIANCE SERVICE \$518

Enables the student to service gas appliances for residential or light commercial up to 400,000 BTU. Please be advised that a Provincial Class C Examination fee is additional.

Jan 9	Mon/Wed	14 wks	BBY CRN	10408
				1830-2130
Jan 10	Tue/Thr	14 wks	BBY	14163
				1830-2130

PPGS 0125 (PPGS 917) PLUMBING: RESIDENTIAL \$275

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.

Jan 14	Sat	4 wks	BBY CRN	10410
				0830-1430
Feb 18	Sat	4 wks	BBY	15263
				0830-1430

POWER ENGINEERING (604) 432-8390

CORRESPONDENCE AND TUTORIAL COURSES

The following courses, for persons currently employed in industrial plants, provide the necessary knowledge to sit the Interprovincial Power Engineering Certification Examinations.

Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the Interprovincial Examinations, candidates must have specified, practical and qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. 1st, 2nd and 3rd Class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

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

Registration in 4th, 3rd, 2nd and 1st Class Programs is in groups of 2 or 3 courses as indicated. One year from date of registration is allowed to complete a group.

POWR 0110 (POWR 910) BOILER OPERATOR	
Tutorial	CRN 10294
Correspondence	10287

POWR 0113 (POWR 913) FOURTH CLASS PART A	
Tutorial	CRN 10301
Correspondence	10297

POWR 0114 (POWR 914) FOURTH CLASS PART B	
Tutorial	CRN 10304
Correspondence	10303

POWR 0115 (POWR 915) THIRD CLASS PART A PAPER 1	
Tutorial	CRN 10311
Correspondence	10309

POWR 0116 (POWR 916) THIRD CLASS PART A PAPER 2	
Tutorial	CRN 10319
Correspondence	10312

POWR 0117 (POWR 917) THIRD CLASS PART B PAPER 1	
Tutorial	CRN 10323
Correspondence	10322

POWR 0118 (POWR 918) THIRD CLASS PART B PAPER 2	
Tutorial	CRN 10327
Correspondence	10325

POWR 0119 (POWR 919) SECOND CLASS PART A PAPER 1	
Tutorial	CRN 10332
Correspondence	10331

POWR 0120 (POWR 920) SECOND CLASS PART A PAPER 2	
Tutorial	CRN 10335
Correspondence	10333

POWR 0121 (POWR 921) SECOND CLASS PART A PAPER 3	
Tutorial	CRN 10337
Correspondence	10336

POWR 0122 (POWR 922) SECOND CLASS PART B PAPER 1	
Tutorial	CRN 10344
Correspondence	10342

POWR 0123 (POWR 923) SECOND CLASS PART B PAPER 2	
Tutorial	CRN 10347
Correspondence	10345

POWR 0124 (POWR 924) SECOND CLASS PART B PAPER 3	
Tutorial	CRN 10350
Correspondence	10348

POWR 0125 (POWR 925) FIRST CLASS PART A PAPER 1	
Tutorial	CRN 10356
Correspondence	10355

POWR 0126 (POWR 926) FIRST CLASS PART A PAPER 2	
Tutorial	CRN 10359
Correspondence	10358

POWR 0127 (POWR 927) FIRST CLASS PART A PAPER 3	
Tutorial	CRN 10365
Correspondence	10363

POWR 0128 (POWR 928) FIRST CLASS PART A PAPER 4	
Tutorial	CRN 10368
Correspondence	10366

POWR 0129 (POWR 929) FIRST CLASS PART B PAPER 1	
Tutorial	CRN 10374
Correspondence	10372

POWR 0130 (POWR 930) FIRST CLASS PART B PAPER 2	
Tutorial	CRN 10376
Correspondence	10375

POWR 0131 (POWR 931) FIRST CLASS PART B PAPER 3	
Tutorial	CRN 10380
Correspondence	10379

POWR 0132 (POWR 932) FIRST CLASS PART B PAPER 4	
Tutorial	CRN 10382
Correspondence	10381

POWER EQUIPMENT MECHANIC (604) 432-8205

POEQ 0105 (SENG 900) SMALL ENGINE POWERED EQUIPMENT MAINTENANCE \$347

Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units, and other utilities powered by air-cooled two- and four-stroke engines. Safety footwear with steel toes required.

Jan 10	Tue/Thr	8 wks	BBY CRN	10184
				1900-2200

STEEL FABRICATION (604) 432-8556

SMTL 0100 SHEET METAL TQ REFRESHER \$327

Provides experienced students with the theoretical instruction to enable them to write the Provincial Sheet Metal Examination. Students should have a working knowledge of Sheet Metal. Prerequisite: Six years experience in the trade.

TQ Examinations are conducted by the Ministry of Skills, Training and Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination.

Jan 17	Tue/Thr	7 wks	BBY CRN	15443
				1900-2200

STEL 0110 (STEL 909) STEEL FABRICATION (BASIC) \$336

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

Jan 17	Tue/Thr	5 wks	BBY CRN	10206
				1900-2200

STEL 0115 (STWD 901) BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS \$304

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of Steel Fabrication. CSA approved work boots with steel toes required.

Jan 14	Sat	6 wks	BBY CRN	10209
				0830-1330
Mar 4	Sat	6 wks	BBY	15264
				0830-1330

STEL 0125 (STEL 913) STEEL FABRICATION: PLATE & PIPE DEVELOPMENT (BASIC) \$336

Covers methods of plate and pipe development for steel fabrication, including fabricating and using templates to shear, burn, form and tack plates together (to make an elbow and a square to round). Prerequisite: STEL 0110 STEEL FABRICATION (BASIC) or equivalent. CSA approved work boots with steel toes required.

Feb 28	Tue/Thr	6 wks	BBY CRN	10208
				1900-2200

WELDING (604) 432-8556

WELD 0103 (WELD 903) OXYACETYLENE/BRAZE WELDING \$336

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA approved work boots with steel toes required.

Jan 14	Sat	6 wks	BBY CRN	10211
				0830-1330
Mar 4	Sat	6 wks	BBY	10212
				0830-1330

WELD 0104 (WELD 915) SHIELDED METAL ARC WELDING BASIC \$366

Introduces basics of arc welding to individuals who wish to learn S.M.A.W. to trade standards. CSA approved work boots with steel toes required.

Jan 14	Sat	6 wks	BBY CRN	10213
				0830-1330
Jan 17	Tue/Thr	5 wks	BBY	10214
				1900-2200
Feb 28	Tue/Thr	5 wks	BBY	10215
				1900-2200
Mar 4	Sat	6 wks	BBY	15265
				0830-1330

WELD 0106 (WELD 957) GAS METAL ARC WELDING BASIC \$396

Covers basic weld joints in the flat, horizontal and vertical positions. This process is used by most metal fabricators in the province. During this course students will be introduced to the G.M.A.W. Section of P6 Module, Level C. CSA approved work boots with steel toes required.

Jan 14	Sat	6 wks	BBY CRN	10218
				0830-1330
Mar 4	Sat	6 wks	BBY	10219
				0830-1330

WELD 0110 (WELD 941) GAS TUNGSTEN ARC WELDING BASIC \$396

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W. on mild steel, stainless steel and aluminum. CSA approved work boots with steel toes required.

Jan 14	Sat	6 wks	BBY CRN	10216
				0830-1330
Mar 4	Sat	6 wks	BBY	10217
				0830-1330

WELDING INSTITUTE OF CANADA
INSTITUT DE SOUDAGE DU CANADA

NEW WELDING INSTITUTE OF CANADA — WELDING INSPECTION

This new diploma course in aluminum welding consists of 12 training modules which are broken into two 30-hour courses, each course consists of six modules. These courses are 100% classroom theory in their presentation and will require students to spend two to three hours of study time at home on each module. Students that successfully complete all twelve modules will receive a Welding Institute of Canada diploma. Fees include learning materials and membership into the Welding Institute of Canada, examination fees are paid separately.

NEW WELD 0121 WELDING INSPECTION 1 \$354

Consists of the first six modules required out of 12 to obtain a Welding Institute of Canada Diploma. Modules will cover welding health and safety, basic joints, blueprint reading, preparation for welding, symbols for welding, welding processes and equipment, electrodes and consumables, and weld faults and causes.

Jan 14	Sat	6 wks	BBY CRN	15266
				0830-1330

Trades Training

NEW

WELD 0122 WELDING INSPECTION 2 \$354

Consists of the last six modules required out of 12 to obtain a Welding Institute of Canada Diploma. Modules will cover basic inspection technology, mechanical testing of welds, basic concepts of quality, functions of the inspector, techniques of visual inspection and surface inspection.

Mar 4 Sat 6 wks BBY CRN 15267
0830-1330

NOTE: These combined courses meet the educational requirements acceptable to the Canadian Welding Bureau as credits towards certification as a Level 1 Welding Inspector C.S.A. W178.2.

WOMEN IN TRADES (604) 432-8233

TEXP 0110 (TEXP 900) TRADES EXPLORATORY PROGRAM FOR WOMEN \$136

Helps women make an informed choice about entering a skilled trade as a career. Students will explore trades from the following areas: Aviation, Metal, Mechanical and Construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. The information covered will include working conditions, labour market information, expected wages and training requirements. CSA approved safety boots (steel toes, puncture proof and ankle support) are required.

Jan 11 Wed 12 wks BBY CRN 10424
1830-2130

TEXP 0113 (TEXP 903) WOMEN EXPLORING CONSTRUCTION TRADES \$82

Exposes women to the construction trades with regards to working conditions, training, wages and other factors. Hands-on projects in shop areas familiarizes students with the shop environments as well as allowing them to use various tools. Students will meet women who work in the trades. Trades that will be covered are Carpentry, Electrical, Plumbing, Joinery, and Painting and Decorating. CSA approved work boots (steel toes, puncture proof and ankle support) are required.

Jan 10 Tue 6 wks BBY CRN 15366
1830-2130

PACIFIC MARINE TRAINING CAMPUS (604) 985-0622

Pacific Marine Training Institute (PMTI) merged with BCIT November, 1994. PMTI offers courses in the following subject areas:

- Nautical
- Marine Engineering
- Safety and Seamanship
- Shipping and Marine Operations

For further information on courses offered, contact BCIT's Pacific Marine Training campus as follows:

Mail: BCIT Pacific Marine Training campus
265 West Esplanade
North Vancouver, B.C. V7M 1A5

Phone: (604) 985-0622

Fax: (604) 985-2862

Campus Services

ALUMNI ASSOCIATION (604) 432-8847

The BCIT Alumni Association provides a vital communication link between graduates and the Institute. Graduates receive the Ambassador newsletter, published three times a year and are members of the Rix staff club on the Burnaby campus.

All BCIT and PVI graduates who have completed programs of at least 6 months duration, and holders of Part-time Studies Certificates, are members of the Alumni Association.

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

The Alumni Office is located in the Administration Building (NW1).

LIBRARY (604) 432-8370

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

From September to June hours are:

Monday - Thursday 0730-2230
Friday 0730-1700
Saturday and Sunday 0900-1700
For June, July and August hours, please call (604) 432-8557.

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

PARKING (604) 432-8719

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

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

All parking is managed by IMPARK. Please direct your enquiries to (604) 681-7311 — Impark.

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

Vehicles not displaying a valid parking 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.

Fees are subject to change.

Night school	
term	\$12
week	\$4

Full-time Technology students

January-May	\$55
September-December	\$44

Full-time Trades students

Month	\$11
Week	\$4

Daily rate

\$3

Handicapped students

Month	\$5
-------	-----

Motorcycles

Month	\$5
-------	-----

CASHIERS HOURS:

August 15 - April 30

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

Summer Hours (May 1 - August 14)

Monday to Friday	0830-1630
Saturday	Closed

SECURITY

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

LOST AND FOUND

Lost and Found now operates from the new Safety and Security office in SW1-1001, next to the This & That Store. Hours of operation are from 0800-1900 daily.

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

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

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

Hours of operation

September - May:	
Monday - Thursday	0700 - 2300
Friday	0700 - 2100
Saturday	0900 - 1700
Sunday	0900 - 1700
June - August:	To be announced.

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

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

FOOD

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

Town Square Cafe (SE2)

Monday to Thursday	0630 - 2100
Friday	0630 - 1500
Saturday	Closed

Campus Cafe (SE12)

Monday to Thursday	0700 - 2100
Friday	0700 - 1530
Saturday	0800 - 1400

JW Inglis (NE1)

Monday to Thursday	0600 - 2100
Friday	0600 - 1500
Saturday	0800 - 1400

Electrical Training Centre (SE1)

Monday to Friday	0630 - 1430
Saturday	Closed

Roadrunner (SW1, Room 2322)

Monday to Thursday	0730 - 2100
Friday	0730 - 1430

Student Activity Centre (Building SE16)
The White Spot operates their "Legendary Grill" in the pub area of the SAC offering a varied menu ranging from salads and sandwiches to appetizers and the legendary burgers. Last orders for the grill are at 1830. The grill is open from Monday to Friday 1100 - 1900.

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



Campus Services

BOOKSTORE
(604) 432-8379
FAX: (604) 432-7923
EMAIL:
BKST0001@BCIT.BC.CA
BUILDING SE14

BURNABY HOURS — January 3 - 31

1, 2Closed
3, 4, 50800 - 1730
60800 - 1600
70800 - 1200
9, 10, 11, 120800 - 2000
130800 - 1600
140800 - 1200
16, 17, 18, 190800 - 1930
200800 - 1600
210800 - 1100
23, 24, 25, 260800 - 1900
270800 - 1600
280800 - 1100
30, 310800 - 1600

Burnaby Bookstore

- Generally open 0800 - 1600, Monday to Friday. Closed weekends, but we provide many *ad hoc* late openings — call for hours.
- Your Burnaby campus source for texts designated *essential for course use*.
- Low-priced software (educationally priced, but full capacity) — proof of enrolment required.
- *Special value packages* for some leading business textbooks (text plus study guide) — subject to availability.

- For that little extra help: Schaum's Outlines, Computer reference books and many others.
- General school/office merchandise/drafting supplies.
- And there is always something on sale.
- Visa, MasterCard, personal cheques, and InterAc Direct. (Credit cards with magnetic stripe must be presented — account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to (604) 432-7923 prior to first class.

SATELLITE LOCATIONS

BCIT's offerings have burgeoned around the Lower Mainland — and beyond. Complete duplication of services is not possible, but in cooperation with several BCIT partners, texts designated essential to course use will be sold at satellites during the first class. As a limited number of texts are available, texts are reserved only for BCIT students enrolled in these classes in these satellite locations.

Burnaby/BBY	Building SE14 Roper Avenue
Downtown/DEC	BCIT Downtown 549 Howe Street
Surrey/SRY	Princess Margaret Senior Secondary
Kaslo	Health Part-time Studies texts are usually bundled with course materials, not sold separately
Sea Island/SEA	Sea Island Campus
Kingston College/HOL	2286 Holdom Avenue

Ano Office Automation/VCR/ANO

Langley/LLY	380 West 2nd, Vancouver
Maple Ridge/MRC	21405 56th Avenue
	Maple Ridge Secondary
Maple Ridge/THC	Thomas Haney Centre
Mission/MIS	33835 Dewdney Trunk Rd.
Matsqui/MAT	31739 King Rd.

As satellite service is counter-based and labour intensive, used texts, special value packages, reference books and software are available only at the Burnaby bookstore.

THE RETURN POLICY IS GENEROUS BUT HAS DEADLINES: PLEASE DO NOT HOLD ON TO A TEXT IF YOUR CLASS IS CANCELLED OR YOU WITHDRAW. The deadlines are printed on the bookmark that accompanies your purchase.

RETURNS

A FULL REFUND, via cheque or credit voucher, is available for texts returned within 30 calendar days of the register receipt IF:

- You provide written proof from REGISTRATION DEPARTMENT of class withdrawal, class cancellation, or course credit.
- Texts must be in unmarked condition (no names in pencil or ink, bent covers, marks or highlighting).
- Refunds are not granted if you purchase books in error. It is **STRONGLY RECOMMENDED** that you attend class before making a purchase.

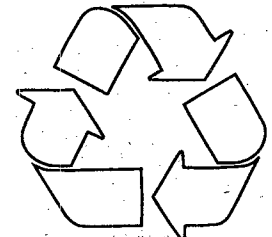
NO RETURNS ON SOFTWARE/DISK PACKAGES THAT ARE OPEN.

USED BOOK BUYBACK

Used book buybacks are scheduled in the Burnaby bookstore as follows:

January 5, 6	0830 - 1600
January 7	0800 - 1200
January 9, 10	1600 - 1930
January 30, 31	0830 - 1530

- This is an opportunity to recycle your books.
- Computerized buybacks (database of 40,000 titles) are done in person with a used book wholesaler. The bookstore offers the space but does not manage the buyback, and no BCIT funds are used.
- As there are many factors which contribute to a value of a used book, there is no guarantee that a book will have a resale value because of course text changes or new editions.
- Consequently, the bookstore cannot answer questions about the potential value of a used text.
- Buybacks are held in the Burnaby bookstore only.



Campus Map

