



KNOWLEDGE THAT WORKS

**PART-TIME  
STUDIES  
Fall 1993**

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY





# HOW TO REGISTER

## REGISTER IN PERSON

**AT THE BURNABY CAMPUS**  
3700 WILLINGDON AVENUE

### REGULAR OFFICE HOURS

From August 16, 1993

Monday to Thursday ..... 0830-1900

Friday ..... 0830-1630

Saturday ..... 0830-1230

**CLOSED SATURDAY ON HOLIDAY WEEKENDS**

### SUMMER OFFICE HOURS

July 12 to August 15, 1993

Monday to Friday ..... 0830-1630

Saturday ..... CLOSED

**AT THE DOWNTOWN**  
**EDUCATION CENTRE**  
549 HOWE STREET, VANCOUVER.

### REGULAR OFFICE HOURS

Monday to Thursday 0830-1800

Friday ..... 0830-1630

Saturday ..... CLOSED

### SUMMER OFFICE HOURS

Monday to Thursday ..... 0830-1700

Friday ..... 0830-1630

Saturday ..... CLOSED

**\*AT THE SURREY CAMPUS**  
**PRINCESS MARGARET SCHOOL**  
128 STREET & 72 AVENUE,  
SURREY.

### REGULAR OFFICE HOURS

Monday to Thursday ..... 0900-2030

Friday ..... 0900-1530

\*Closed June 29-September 7

**HOURS OF REGISTRATION ARE SUBJECT TO CHANGE**

## REGISTER BY PHONE

434-1610 ..... BURNABY  
687-4666 ..... DOWNTOWN

EXPECT DELAYS OF 20-40 MINUTES IF REGISTERING BY PHONE BETWEEN SEPTEMBER 1 AND SEPTEMBER 18.

Students who have enrolled in courses since July 1984 can register by phone using MasterCard or Visa.

## REGISTER BY FAX

430-1331 ..... BURNABY  
687-2488 ..... DOWNTOWN

If payment can be made by Visa or MasterCard, register by completing the PART-TIME STUDIES REGISTRATION FORM on this page (all sections) and Fax it to 430-1331 or 687-2488.

## PART-TIME STUDIES REGISTRATION

By Mail: BCIT, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.

By Fax: 430-1331. By Phone: 434-1610

### PERSONAL DATA

Social Insurance Number (Student Number)

Student Name (Last Name, First Name)

Month			Date of Birth			Year			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married		Country of Citizenship <input type="checkbox"/> Canada <input type="checkbox"/> Other:		Status (If Not Canadian) <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Authorization	
Mailing Address (Number and Street)																
City/Town								Prov.		Postal Code				Home Phone Number		
Work Phone Number				Fax Phone Number				Company Name								

### EDUCATIONAL RECORD

	NAME AND LOCATION	YEARS COMPLETED	PROGRAM/DEGREE	DATE OF ATTENDANCE MMYY-MMYY
HIGH SCHOOL				
POST SECONDARY				

### COURSE REGISTRATION

Course Number	CRN Course Ref. Number	Course Title	Course Cost(s)	Start Date			Site
			Fee	Month	Day	Year	
TOTAL FEES							

Payment of Fees: ☐ Full Fees Paid by You ☐ Full Fees Paid by Employer (Approval Attached) ☐ Special Arrangement (Approval Attached)

### FOR "MAIL IN" OR "FAX IN" APPLICATIONS

Paid By: ☐ Cheque/Money Order (Enclosed)  
☐ Visa  
☐ MasterCard

Visa  
No:

Expiry Date:

Month	Year								

MasterCard  
No:

Issue Date:

Month	Year							Expiry Date:	Month	Year

\$

**TOTAL AMOUNT PAID  
REGISTRATIONS  
RECEIVED WITHOUT  
PAYMENT, ARE NOT  
PROCESSED!**

### CONSENT AND ACKNOWLEDGEMENT

I hereby consent to be bound by and observe all applicable rules, regulations, policies and procedures of BCIT and any amendments made thereto from time to time. I am aware that a copy of such rules, regulations and procedures is available for review at the Office of the Registrar for BCIT and I acknowledge that it is my responsibility to review the same.

Applicant Signature  
(Unsigned registration forms may be returned unprocessed.)

Date

## WINTER 1994

Registration for the Winter Term opens September 27, 1993. Although the course schedule will not have been printed at that time, you can call us to check on course offerings and to register.

## 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 434-1610 or 687-4666.

Confirmation that your Fax registration has been processed can be made by phoning BCIT at 434-1610 or coming to the registration area in person. Unfortunately, **we are unable to confirm your registration by return Fax.**

**Please Note: We cannot confirm faxed registrations via Fax; neither are we able to respond to faxed requests for information or requests that we telephone the sender.**

## 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 Department (SW1-1585) no later than 14 calendar days following and including the commencement of classes for each term/level. Once audit status has been assigned, the student cannot revert back to credit status for that course within the same term/level.

## 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.

**2 REGISTER BEFORE SEPTEMBER 1 AS CLASSES FILL EARLY!**

# HOW TO REGISTER



## 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.

## REFUNDS

Course refund deadlines vary. Please check your course refund deadline when you register. Full refund, less \$25, 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 received by the Institute by the refund deadline. 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 \$25 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.

\*Effective January, 1994, refunds will be calculated on a percentage basis. Students will receive a full refund less 15% if they withdraw within the refund deadline date.

## HOW TO WITHDRAW

Students who wish to withdraw from a course after the refund deadline, must do so officially, in writing. 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 the deadline, 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

## PARKING PERMITS

\$12 PER TERM (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 6.

## TAX RECEIPTS - T2202A - 1993

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 31 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.

### 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.

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Register Now! Fall Term starts September 13.



# HOW TO GET THE MOST OUT

## CAMPUS LOCATIONS/ OFFICE HOURS

### 1. BURNABY /BBY

434-5734

Full-time and part-time courses and programs.

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

Registration: Part-time ..... 434-1610  
Student Records ..... 432-8498  
Refunds ..... 432-8212  
Payments ..... 432-8732

#### OFFICE HOURS

Admission/Registration/General Enquiries:

Regular Hours

0830 - 1900, Monday to Thursday

0830 - 1630, Friday

0830 - 1230, Saturday,

closed on holiday weekends.

Summer Hours

0830 - 1630, Monday to Friday,

Closed Saturday.

### 2. DOWNTOWN EDUCATION

CENTRE /DEC, 687-4666

Part-time technology courses only.

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

#### OFFICE HOURS

When school is in session:

0830 - 1800, Monday to Thursday

0830 - 1630, Friday

Otherwise 0830 - 1730, Monday to Thursday.

### 3. KASLO, 439-4100

Health part-time classroom courses only.

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

### 4. SURREY /SRY

Part-time Business courses only.

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

#### NOTE:

While the Burnaby main campus and Downtown Education Centre offer year-round registration service for part-time courses, the Surrey location has limited registration services.

### 5. SEA ISLAND /SEA, 278-4831

Full-time and part-time Aviation and Business 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.

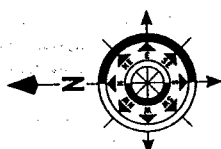
#97 - 21405 56th Avenue  
Langley, V3A 4R3

### 9. MAPLE RIDGE /MRC

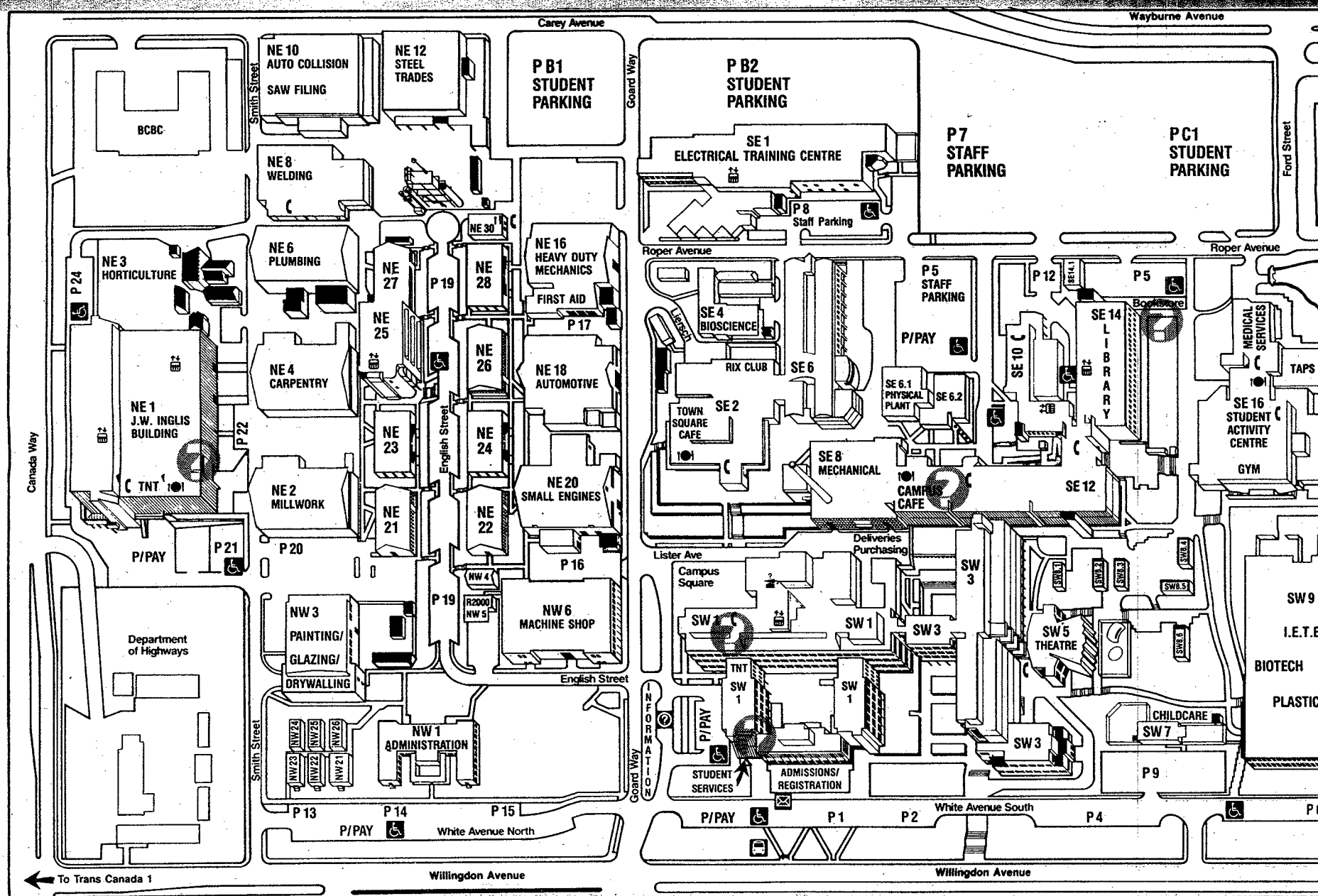
Thomas Haney Centre  
23000 116th Avenue  
Maple Ridge, B.C. V2X 0T8

## BURNABY CAMPUS

3700 Willingdon Avenue  
Burnaby, B.C. V5G 3H2



1. Classroom information
2. Access for students in wheelchairs
3. Steep Grades
4. P/PAY Visitor parking ticket dispensers
5. SW1 Admission/Registration Student Services: Information, Counselling, Financial Aid & Awards.





## 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.

## CLASS TIMES

Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION OR AT REGISTRATION.

BURNABY (BBY) TRADES .....	1900-2200
BURNABY (BBY) TECHNOLOGY .....	1845-2145
COQUITLAM (COQ) .....	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

## ALUMNI ASSOCIATION

**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 Club on Campus.

All BCIT graduates 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; promoting professional recognition for BCIT graduates.

The Alumni Office is located in the Administration Building (NW1).

## CAREER SEARCH

## WORKSHOPS

**434-1610**

We offer Career Search Workshops through Counselling Services during the school year. These workshops are generally 12 hours long (4 evenings or 2 days) and are designed primarily for prospective students who have been in the workforce at least two years. Participants examine their career paths and lifestyles in terms of direction and personal satisfaction.

## BOOKSTORE

**432-8379**

**FAX: 432-7923**

**BUILDING SE14**

### BURNABY HOURS

Sep 1, 2 .....	0815 - 1800
<b>Closed Labour Day Weekend, Friday to Monday inclusive</b>	
7, 8, 9, 10 .....	0800 - 1730
11 .....	0800 - 1200
13, 14, 15, 16 .....	0800 - 2000
17 .....	0800 - 1600
18 .....	0800 - 1200
20, 21, 22, 23 .....	0800 - 2000
24 .....	0800 - 1600
25 .....	0800 - 1200
27, 28, 29, 30 .....	0800 - 1900

Hours of operation are under review, please call 432-8379 for operating hours for October through December.

Not only does the Burnaby bookstore carry the texts designated essential by the academic departments, we also have competitively priced school and drafting supplies. We're very pleased to offer a large selection of low-priced software, but contractual obligations require proof of BCIT enrolment to obtain educational pricing. Also check out the Special Value Packs (text and study guide) of several leading business textbooks to help stretch your education dollar.

The Burnaby bookstore takes personal cheques, VISA, MasterCard and Interac Direct. Credit card signatures will be verified. If a company wants to set up a charge account for a student for texts and supplies, please fax Lucille at 432-7923 with details of student, course(s) and invoicing information PRIOR to first class.

### DOWNTOWN EDUCATION CENTRE

Call DEC at 687-4666 to ascertain hours of operation. Books at DEC are only available for DEC classes, not Burnaby classes.

### SATELLITE LOCATIONS

For the convenience of customers, BCIT offers some classes at satellite locations. However, bookstore services cannot be completely replicated at the nine BCIT locations. Decisions regarding off-campus text sales are made very close to class start — please call 432-8379 to verify possible availability of texts at the satellite locations. Used texts, special value packages (text and study guide combos), and educational pricing on software are only available at the Burnaby Campus.

### THE RETURNS POLICY IS GENEROUS BUT HAS DEADLINES:

PLEASE DO NOT HOLD ONTO 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 unmarred 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.

## 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:

Electrical and Electronic Technology .....	432-8728
Transportation Systems .....	432-8784
Engineering Technology .....	432-8784
Health Sciences .....	439-4100
Business .....	432-8581
Academic Studies .....	432-8784
Industry Services .....	432-8234

## FINANCIAL ASSISTANCE: LOANS, GRANTS, BURSARIES 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.

### 1. B.C. Part-time Student Assistance Program (PTSAP)

Part-time Student Assistance 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. Part-time Assistance applications can be obtained from the Financial Aid Reception in Student Services. Application deadline: 21 days prior to the first day of classes.

### 2. BCIT Part-time Bursaries

Part-time Bursaries are non-repayable grants intended for BCIT students who have high financial need. Students attending BCIT on a part-time basis can apply (as well as students attending full-time programs less than 12 weeks in duration). 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. Part-time Assistance applications can be obtained from the Financial Aid Reception in Student Services. Application deadline: 21 days prior to the first day of classes.

### 3. Adult Basic Education Student Assistance Program (ABESAP)

ABESAP is non-repayable grant assistance for financially-needy students taking pre-entry or upgrading courses including: Chemistry 001; Communication 001, 002, 003, 004, 005, 900, 988; Mathematics 001, 002; Mathematics for Business (OPMT 099); Physics 009; Career Search Workshop (ADMN 916); Trades Exploratory Program for women (TEXP 900). Applicants must be B.C. residents. Part-time Assistance applications can be obtained from the Financial Aid Reception in Student Services. Application deadline: 21 days prior to the first day of classes.

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.



# HOW TO GET THE MOST OUT OF YOUR PART-TIME STUDIES

## FOOD

The hours of operation are as follows:

### Town Square Cafe (SE2)

Monday-Thursday	0700-2100
Friday	0700-1530
Saturday	Closed

### Campus Cafe (SE12)

Monday to Thursday	0700-2100
Friday	0700-1700
Saturday	0800-1430

### JW Inglis (NE1)

Monday to Thursday	0700-2100
Friday	0700-1530
Saturday	0800-1300

### Electrical Training Centre (SE1)

Monday to Thursday	0700-2100
Friday	0700-1530
Saturday	Closed

### Roadrunner (SW1, Room 2322)

Monday to Thursday	0700-2100
Friday	0700-1530
Saturday	Closed

### 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. HOURS OF OPERATION ARE POSTED IN EACH CAFETERIA.**

## LIBRARY

**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 7 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 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

**432-8719**

All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit. Paid parking is in effect 24 hours a day, year round.

Parking permits are available from the cashier's office adjacent to the registration area, and are valid after 1700 in staff or student parking lots but not in visitors parking lots. Visitor parking is managed by ExecuPark Parking Ltd. Please direct your enquiries to 687-park, ExecuPark Parking Ltd.

### Night school

term	\$12
week	\$4

### Full-time Technology students

Jan-May	\$55
September-December	\$44

### Full-time Trades students

Month	\$11
Week	\$4

### Daily rate

	\$3
--	-----

### Handicapped students

Month	\$5
-------	-----

### Motorcycles

Month	\$5
-------	-----

Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus.

Night school parking permits are only valid in staff and student spaces after 1700. These permits are not valid in visitor spaces governed by the ticket dispensing machines. Vehicles parked in visitor spaces must display a valid ticket from the machines at the rate of one looney valid from 1800 to 0600 next morning.

## PROGRAM ADVISING

**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 P/T 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. For an appointment, or additional information, please call us. Evening appointments are available during fall, winter and spring terms.

## RECREATION

**432-8282/432-8287**

**SAC BUILDING (SE16)**

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 offer excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are included.

### Hours of operation

September - May:	
Monday - Thursday	0645-2300
Friday	0645-2100
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. For Racquet Court bookings and after hours information call 432-8612.

## SECURITY

As a safety/security measure, Security Staff will escort you to and from various campus locations, or to your vehicle. Please call the Security cellular at 230-0306.

## STUDENTS WITH

## DISABILITIES

**434-3304**

We offer support services for students with disabilities. For more information contact Student Services at 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	



## ENTREPRENEURIAL CENTRE 432-8767

### VENTURE PROGRAM

**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 3 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.

Fall '93 starts Monday, September 20, 1993.

Spring '94 starts Monday, January 31, 1994.

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

## CONSULTATION AND COURSE INFORMATION SESSIONS

Program Coordinators from the School of Business Part-time Studies will be available for consultation & course information

**When:** Wednesday, September 8

Thursday, September 9

**Time:** 1800 - 2030

**Place:** Student Services Department  
Building SW1, 2nd Floor  
Room 2300

Please call 434-3304 for an appointment.

## ADVANCED STUDIES IN BUSINESS 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 specialists).

### DEGREE COMPLETION

The Open Learning Agency (OLA) through its Open University grants BCIT Business Diploma graduates a block transfer of up to 72\* credits towards the Open University Bachelor of Administrative Studies degree. BCIT graduates generally need to complete at least 48 credits at BCIT 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 BCIT Student Services at 434-3304 or OLA Educational Access Services at 431-3300.

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

BCIT Business Diploma up to 72 credits

Open Learning Agency & BCIT courses at least 48 credits

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

These procedures apply to BCIT Business Diploma graduates who wish to embark on the Open Learning Agency's Administrative Studies Degree Completion Program, granted by the OLA's Open University in collaboration with BCIT. OLA admission information can be obtained from BCIT Student Services at 434-3304 or from Educational Access Services at OLA at 431-3300.

#### 1. You must first establish your Program Plan with the Open Learning Agency.

The OLA is responsible for reviewing your academic record from BCIT and any other post-secondary institution you have attended, to determine the amount of credit you will be awarded towards your degree. This critical first step tells you what courses you require to earn your degree. Contact OLA's Educational Access Services at 431-3300 for a complete information package containing registration instructions.

#### 2. Apply to BCIT

Submit a Full-time Application for Admission together with a copy of your Open Learning Agency 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 confirmation from BCIT by letter that your Admission has been approved.

#### APPLICATIONS FOR PART-TIME ENROLMENT IN THE DEGREE COMPLETION PROGRAM FOR DIPLOMA GRADS MAY BE MADE UNTIL JULY 1, 1993, FOR THE SEPTEMBER 1993 TERM START.

#### 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 Fall, Winter and Spring/Summer Terms.

**The required credits may be earned through arts and sciences elective courses taken through the Open Learning Agency or through accredited universities and colleges with a letter of permission from OLA. The advanced business courses are offered at BCIT. Additional courses can usually be taken at BCIT to meet requirements established in your Program Plan.**

#### ADMN 705 INTERMEDIATE MACROECONOMIC ANALYSIS \$286

This course extends the Macroeconomic analysis introduced in Admn 200. It develops modern theories of the determination of income, employment, and prices with attention to their application to the Canadian experience. Throughout, the course emphasizes the application of theory to understanding the workings of Macroeconomic policy.

Sep 16 Thr 14 wks BBY CRN 05937

#### ADMN 720 MANAGEMENT OF CHANGE \$286

Further analysis of human behavior in the organization toward development of models in the decision-making processes. The extended analysis will encompass the development of organizations toward open systems capable of effective responses to change.

Sep 14 Tue 14 wks BBY CRN 61858

#### OPMT 701 CALCULUS FOR BUSINESS AND MANAGEMENT \$280

This course uses introductory differential and integral calculus in a business environment. Basic concepts such as maxima and minima of functions are studied. The circumstances under which calculus is applicable are demonstrated.

Sep 15 Wed 12 wks BBY CRN 16117

\* Core courses.

In addition, the Open Learning Agency will offer courses at the BCIT Burnaby campus in September 1993. Students should enroll directly with OLA for these courses. Contact OLA's Educational Access Services at 431-3300 for a complete information package containing registration instructions for OLA courses being held on-site at BCIT.

### ADVANCED DIPLOMA

While the degree completion track is designed for the business generalist who wishes to obtain a Bachelor's degree in Administrative Studies, BCIT recognizes that many of its Diploma Graduates already have a degree or for other reasons wish to increase their knowledge in their specialized field. The Advanced Diploma in business will consist of 12 advanced business courses, 4 generalist and 8 specialist courses.

#### OPTION: ADVANCED TECHNOLOGY MANAGEMENT

Provides a program of theoretical and practical education in the current skills required to integrate all business functions in order to effectively manage an advanced technology enterprise at the strategic level.

The option consists of 12 courses, 4 of which are core courses in the Advanced Studies program and 7 of which are specialty courses. The final course is Directed Studies where participants will be required to undertake significant original work in a real-world situation, directed and supervised by a faculty member. It is evaluated by both faculty and management of the sponsoring organization during a formal presentation of the study report.

#### Core courses:

ADMN710 Business and Society  
ADMN720 Management of Change  
ADMN790 Strategic Management  
OPMT 751 Mathematical Models for Business

#### \*Specialist courses:

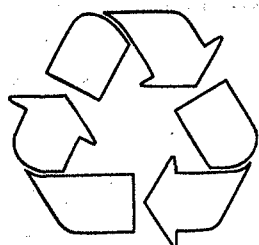
FMGT 731 Financial Planning for Technology  
FMGT 750 High-technology Processes  
MKTG 720 Mktg Technological Products & Services  
OPMT 710 Total Quality  
OPMT 730 Manufacturing Excellence  
OPMT 761 Evaluating Technology  
OPMT 762 Implementing Technology  
OPMT 799 Directed Studies

\* Please see course descriptions and dates under previous section, DEGREE COMPLETION.

Incoming participants are expected to have post-secondary education in business, typically at the level of the two-year BCIT Diploma. However, credit for experience will be granted in the entry process. All prospective participants will be interviewed to ensure a high level of commitment as well as suitable prerequisite background skills.

Many of the courses may be taken without prerequisites beyond those required for program entry, however, two courses, Strategic Management and Implementing Technology, do have program prerequisites that must be completed before admission.

All courses must be completed before students will be permitted to complete the Directed Studies course.



PLEASE RECYCLE



## ADMINISTRATIVE MANAGEMENT 432-8255

### PART-TIME/DAY-TIME COURSES

#### ATTENTION: EMPLOYERS

Administrative Management is pleased to offer various part-time studies courses during the day at the DEC. The courses will run on Fridays from 0900-1700 for 6 - 8 weeks. Look for these courses in the Administrative Management section of the flyer.

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

#### ADMN 100 MICROECONOMICS (T) \$209

Provides a basic understanding of microeconomic concepts. Deals with the functioning of the marketplace and behavior in different competitive environments.

Sep 13	Mon	12 wks	BBY	CRN 94766
			DEC	93624
Sep 14	Tue	12 wks	BBY	91679
			SRY	92135
Sep 15	Wed	12 wks	BBY	94688
			BBY	94711
			DEC	94700
Sep 16	Thr	12 wks	BBY	90710
Sep 18	Sat	12 wks	BBY	94725
0900-1200				

#### ADMN 110 MANAGEMENT 1 \$209

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

Sep 13	Mon/Wed	6 wks	BBY	CRN 91644
	Mon	12 wks	BBY	90821
			BBY	02441
			DEC	02464
			SRY	95359
Sep 14	Tue	12 wks	BBY	73601
			DEC	02453
			SRY	82257
			SRY	92153
Sep 15	Wed	12 wks	BBY	02804
			DEC	03109
Sep 16	Thr	12 wks	BBY	68118
			BBY	90842
Sep 18	Sat	12 wks	BBY	03093
Sep 27	Mon-Fri	1 wk	DEC	03087
Oct 18	Mon-Fri	1 wk	DEC	88988
Nov 15	Mon-Fri	1 wk	DEC	04633

#### ADMN 124 SUPERVISORY SKILLS \$209

Designed for new supervisors or aspirants for leadership responsibilities. Will increase your confidence and leadership abilities and establish a foundation for further training in supervision and management. (Some content overlap with ADMN 110/211 should be expected.)

Sep 13	Mon	12 wks	SRY	CRN 82946
Sep 14	Tue	12 wks	BBY	95795
			SRY	94664
Sep 15	Wed	12 wks	BBY	04124
Sep 18	Sat	12 wks	BBY	95783
Sep 20	Mon-Fri	1 wk	DEC	04657
Oct 4	Mon-Fri	1 wk	DEC	92591
Nov 1	Mon-Fri	1 wk	DEC	94269

#### ADMN 127 TRAINING TECHNIQUES \$209

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

Sep 15	Wed	12 wks	BBY	CRN 95774
Sep 24	Fri	5 wks	DEC	88964
Nov 1	Mon-Fri	1 wk	DEC	72901

#### ADMN 128 OCCUPATIONAL HEALTH & SAFETY \$209

A practical course addressing 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.

Sep 13	Mon	12 wks	BBY	CRN 94240
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#### ADMN 200 MACROECONOMICS (T) \$314

Provides a basic understanding of macroeconomic concepts and current issues. Gives students a good understanding of how and why the economy works as it does. (54 Hrs.)

Sep 13	Mon/Wed	9 wks	BBY	CRN 84545
Sep 14	Tue/Thr	9 wks	BBY	06018
			DEC	84559
Sep 15	Wed	18 wks	BBY	88746
			DEC	06020

#### ADMN 201 COUNSELLING 1 \$209

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

Sep 14	Tue	12 wks	DEC	CRN 93385
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#### ADMN 204 HUMAN RESOURCE MANAGEMENT (T) \$263

An introductory course recommended for all persons interested in management and/or supervision. The student develops 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. Prerequisite: ADMN 110, 222. (45 Hrs.)

Sep 14	Tue/Thr	8 wks	BBY	CRN 95219
Sep 15	Wed	8 wks	SRY	94670
Sep 15	Wed	15 wks	BBY	95587
			DEC	95206
Sep 17	Fri	6 wks	DEC	95803
0900-1700				

#### ADMN 205 SELECTION INTERVIEWING \$209

For people who are called upon to interview applicants for employment. A prerequisite of ADMN 204 is recommended, but not required.

Sep 13	Mon	12 wks	BBY	CRN 94537
Sep 14	Tue	12 wks	SRY	95593
Sep 27	Mon-Fri	1 wk	DEC	88953
Nov 1	Mon-Fri	1 wk	DEC	72706

#### ADMN 211 MANAGEMENT 2 (T) \$209

A continuation of the study of ADMN 110 management functions. Prerequisite: ADMN 110.

Sep 14	Tue	12 wks	BBY	CRN 96246
			SRY	84879
Sep 15	Wed	12 wks	DEC	96043
Oct 18	Mon-Fri	1 wk	DEC	95812
Nov 1	Mon-Fri	1 wk	DEC	96112
Nov 29	Mon-Fri	1 wk	DEC	07009

#### ADMN 222 ORGANIZATIONAL BEHAVIOR 1 (T) \$209

Basic behavioral theories for those with no formal background in organizational behavior. Students should have completed ADMN 110 and ADMN 211.

Sep 13	Mon	12 wks	BBY	CRN 94173
			SRY	73136
Sep 14	Tue	12 wks	BBY	94184
			DEC	95084
Sep 15	Wed	12 wks	BBY	95738
Sep 16	Thr	12 wks	DEC	92058
Sep 27	Mon-Fri	1 wk	DEC	04190
Oct 18	Mon-Fri	1 wk	DEC	88540

#### ADMN 223 MANAGING A DIVERSE WORKFORCE \$209

This course is designed to develop the students knowledge and skills for managing an increasingly diverse workforce. Special emphasis will be placed on managing cultural differences as related to values, attitudes and behaviors. Students who work in or manage diverse workers, as well as those involved in specialized marketing and international trade will find this course applicable.

Sep 13	Mon	12 wks	BBY	CRN 15523
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#### ADMINISTRATIVE AND OPERATIONS MANAGEMENT ADDITIONAL INFORMATION HOT-LINE

For additional prerecorded information on content, location and status of ADMN or OPMT courses - contact our direct telephone access line at 432-8255.

#### ADMN 302 PROBLEM-SOLVING/ DECISION-MAKING \$209

Participants learn to apply various techniques to problem-solving and decision-making. Emphasis is on problem analysis. Prerequisite: ADMN 110, 211.

Sep 14	Tue	12 wks	DEC	CRN 85419
Sep 15	Wed	12 wks	BBY	91480
Sep 24	Fri	5 wks	DEC	84531

#### ADMN 304 HUMAN RESOURCE PLANNING (T) \$209

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 and costing, and program evaluation. Prerequisite: ADMN 204.

Sep 14	Tue	12 wks	DEC	CRN 86057
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#### ADMN 305 SALARY ADMINISTRATION \$209

Covers the "hows" and "whys" of salary administration and pay equity programs. Prerequisite: ADMN 204.

Sep 15	Wed	12 wks	DEC	CRN 88162
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#### ADMN 306 ECONOMIC ISSUES (T) \$209

This is a general economics course. It discusses such topics as: "Are the world banks going to collapse?" "Is Canada for sale?" "What does free trade mean for Canada?" A technical issues course for the noneconomist. Topics will depend upon interest of students. Students in the Administrative Management Systems Certificate Program may wish to substitute the course for Micro or Macroeconomics.

Sep 13	Mon	12 wks	BBY	CRN 86322
Sep 14	Tue	12 wks	DEC	80852
Sep 15	Wed	12 wks	SRY	77381

#### ADMN 308 STRATEGIC PERFORMANCE MANAGEMENT \$209

A systematic approach used by organizations to identify and define performance criteria; communicate these to employees; measure performance and enhance performance. Key issues such as incentive compensation performance appraisal interviews and linking corporate goals to performance management are covered. Of interest to Human Resource practitioners and others responsible for performance appraisals. Prerequisite: ADMN 204 or approval from the instructor.

Sep 13	Mon	12 wks	DEC	CRN 88941
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#### ADMN 322 ORGANIZATIONAL BEHAVIOR 2 (T) \$209

Motivational theory and its application for those who have completed ADMN 222.

Sep 13	Mon	12 wks	DEC	CRN 04186
Sep 18	Sat	12 wks	BBY	94295
Oct 18	Mon-Fri	1 wk	DEC	06976
Nov 1	Mon-Fri	1 wk	DEC	95117

#### ADMN 324 INTERPERSONAL SKILLS \$209

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

Sep 13	Mon/Wed	6 wks	BBY	CRN 92668
Oct 25	Mon-Fri	1 wk	DEC	73120

#### ADMN 332 LABOR RELATIONS 1 \$209

Designed for people who will benefit from knowledge of the collective bargaining process and contract administration. Prerequisite: ADMN 110, 222.

Sep 13	Mon	12 wks	SRY	CRN 92615
Sep 14	Tue	12 wks	BBY	86438
			DEC	93470
Sep 15	Wed	12 wks	BBY	93464
Sep 16	Thr	12 wks	BBY	88012
Sep 27	Mon-Fri	1 wk	DEC	92607
Nov 1	Mon-Fri	1 wk	DEC	95549

#### ADMN 385 BUSINESS LAW (T) \$314

A familiarization course which covers commercial law, contract law and organization of courts. (54 Hrs.)

Sep 13	Mon	18 wks	DEC	CRN 84930
			SRY	84437
Sep 14	Tue/Thr	9 wks	DEC	TBA
Sep 15	Wed	18 wks	BBY	84929
				1830-2200
	Wed	18 wks	DEC	84981
Sep 16	Thr	18 wks	BBY	85001
Sep 17	Fri	8 wks	DEC	84446

#### ADMN 448 HUMAN RESOURCES MEASUREMENT \$209

Employees and future employees are measured and surveyed on a variety of work-related parameters. This course examines applications and issues associated with human resources measurement, survey and feedback systems. Employment and career progression testing, employee surveys, 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 ADMN 204 or agreement from the instructor.

Sep 14	Tue	12 wks	DEC	CRN 15955
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**ADMN 432**  
**LABOR RELATIONS 2 (T)** **\$209**  
 A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: ADMN 332.

Sep 15	Wed	12 wks	BBY	CRN 92639
Oct 18	Mon-Fri	1 wk	DEC	72604

**ADMN 916**  
**CAREER SEARCH WORKSHOP** **\$189**  
 This is a series of special workshops, lead by professionally trained career counsellors, to help you set goals and plan your career based on your own interests, values and abilities.

Sep 14	Tue	4 wks	BBY	CRN 74754
Oct 12	Tue	4 wks	BBY	94851
Oct 16	Sat	2 wks	DEC	57555
Oct 21	Thr	4 wks	BBY	94899
Nov 13	Sat	2 wks	BBY	TBA
			DEC	79210
Nov 16	Tue	4 wks	BBY	86104

## BROADCAST COMMUNICATIONS

### 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 (just off the main lobby) on the last Monday in August and the first Monday of every month thereafter through June. (Where a first Monday is a Statutory Holiday, the seminar will be held on the second Monday.) Confirmation of dates can be obtained by contacting 432-8863.

#### First Level Courses

BCST 101 Technical Introduction  
 BCST 140 Broadcast Industry Organization  
 BCST 143 Music Business  
 BCST 144 Writing for the Media  
 BCST 145 Copywriting for Radio and TV  
 BCST 146 Promotions: The Media Mix & You  
 BCST 148 Interviewing for Radio and TV  
 BCST 150 Radio Broadcasting Introduction  
 BCST 151 Radio and TV Announcing  
 BCST 152 Music and Programming  
 BCST 160 TV Broadcasting Introduction  
 BCST 161 Film for Beginners  
 BCST 162 Dramatic Writing for Film and TV  
 BCST 167 Production Assistant for TV News  
 BCST 168 The Writer/Producer/Director  
 BCST 170 Broadcast Journalism Introduction  
 BCST 172 Investigative Reporting  
 BCST 176 International Reporting & Freelance Broadcasting  
 BCST 179 TV Productions-Variety, Talk & Entertainment

#### Second Level Courses (requiring one or more prerequisites)

BCST 222 Theory of Color Television Systems  
 BCST 223 TV Production Planning  
 BCST 252 Radio: Commercial and Audio Production  
 BCST 253 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 101 Technical Introduction  
 BCST 140 Broadcast Industry Organization  
 BCST 145 Copywriting for Radio and TV  
 BCST 150 Radio Broadcasting Introduction  
 BCST 151 Radio and TV Announcing  
 BCST 170 Broadcast Journalism Introduction  
 BCST 252 Radio: Commercial and Audio Production  
 BCST 253 Radio Operations Lab  
 BCST \*\*\*Electives

#### Television

BCST 101 Technical Introduction  
 BCST 140 Broadcast Industry Organization  
 BCST 145 Copywriting for Radio and TV  
 BCST 160 Television Broadcasting Introduction  
 BCST 167 Production Assistant for TV News  
 BCST 170 Broadcast Journalism Introduction  
 BCST 222 Theory of Color Television Systems  
 BCST 223 Television Production Planning  
 BCST \*\*\*Electives

#### Broadcast Journalism

BCST 144 Writing for the Media  
 BCST 150 Radio Broadcasting Introduction  
 BCST 151 Radio and TV Announcing  
 BCST 160 TV Broadcasting Introduction  
 BCST 167 Production Assistant For TV News  
 BCST 170 Broadcast Journalism Introduction  
 BCST 172 Investigative Reporting  
 BCST 176 International Reporting & Freelance Broadcasting  
 BCST \*\*\*Electives

Broadcast (BCST) electives may be chosen from the list of First and Second level Broadcast Communications courses.

#### Business electives may be chosen from the following list:

ADMN 110 Management 1  
 ADMN 200 Macroeconomics  
 ADMN 211 Management 2  
 ADMN 222 Organizational Behavior 1  
 ADMN 385 Business Law  
 COMM 160 Intro to Business and Technical Communication  
 COMM 171 Business Reports  
 MKTG 102 Essentials of Marketing  
 OPMT 197 Statistics for Business and Industry

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

#### BCST 140 BROADCAST INDUSTRY ORGANIZATION

**\$209**  
 \*\* 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.

Sep 14	Tue	12 wks	BBY	CRN 73842
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**\*\* Note:** This course is creditable to the day school Radio, TV Production and Journalism programs.



#### BCST 143 MUSIC BUSINESS

**\$209**  
 Includes the roles, responsibilities and operation of talent agencies and management; concert promotion and merchandising, song writing and publishing, copyright; record companies and manufacturing, recording studios, "getting air-play" on radio stations, contracts, etc.

Sep 13	Mon	12 wks	BBY	CRN 94283
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#### BCST 144 WRITING FOR THE MEDIA

**\$209**  
 A practical guide to freelance writing for radio and television, focusing on format, presentation, style, markets and methods. Equips you with the tools required to enter the freelance market.

Sep 16	Thr	12 wks	BBY	CRN 94375
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#### BCST 145 COPYWRITING FOR RADIO & TV

**\$286**  
**CREATIVE MADNESS!** Write commercials for television and radio. Learn professional techniques, tips, tricks and trade secrets for writing and producing commercials while maintaining your sanity and sense of humor. Career-oriented. Weekly practical application. No text required.

Sep 15	Wed	12 wks	BBY	CRN 94459
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#### BCST 148 INTERVIEWING FOR RADIO & TV

**\$209**  
 Learn how to interview and how to be interviewed with confidence. You'll no longer "Do I really look/sound like THAT?" Enhance your 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.

Sep 13	Mon	12 wks	BBY	CRN 13823
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#### BCST 150 RADIO BROADCASTING INTRODUCTION

**\$245**  
 The radio industry presents many exciting and challenging career opportunities. This course is for those interested in a radio career or in finding out more about "how radio works." Students are introduced to industry and station operations, equipment and procedures, and spend a great deal of time in simulated on-air operations, acting in a variety of positions as part of the on-air team.

Sep 13	Mon	12 wks	BBY	CRN 94462
Sep 16	Thr	12 wks	BBY	94843

#### BCST 151 RADIO AND TV ANNOUNCING

**\$298**  
 The announcer - disc jockey, newscaster, commercial voice - is a basic component of communication in today's world. This course introduces the basic skills required for effective "one-on-one" broadcast communication including breathing, voice control, interpretation, projection, emphasis and other essentials. A voice audition may be required.

Sep 14	Tue	12 wks	BBY	CRN 94880
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#### BCST 152 MUSIC AND PROGRAMMING

**\$209**  
 How is radio programming developed? How are music formats designed and maintained? What is the role of news/information in radio? How and why is radio regulated? These questions and more are answered in this course.

Sep 14	Tue	12 wks	BBY	CRN 13837
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**\*\* Note:** This course is creditable to the day school radio program. BCST 150 (radio introduction) is recommended as a prerequisite, but not required.

#### BCST 160 TV BROADCASTING INTRODUCTION

**\$383**  
 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.

Sep 13	Mon	12 wks	BBY	CRN 95454
Sep 14	Tue	12 wks	BBY	95324

#### BCST 161 FILM FOR BEGINNERS

**\$343**  
 An introduction to cinematography which discusses equipment operation, scripting, filming techniques and basic editing. An excellent foundation for those considering work in film production.

Sep 14	Tue	12 wks	BBY	CRN 90475
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# BUSINESS

**BCST 162**  
**DRAMATIC WRITING FOR FILM & TV** \$209  
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, timing, etc.

Sep 13 Mon 12 wks BBY CRN 68588

**BCST 167**  
**PRODUCTION ASSISTANT FOR TELEVISION NEWS** \$209  
Learn the job of one of the many behind-the-scenes people who bring you TV news - the production assistant. You'll learn what goes on in the control room, how to time a show, and some of the preparation behind your nightly news.

Sep 14 Tue 12 wks BBY CRN 01848

**BCST 168**  
**WRITER/PRODUCER/DIRECTOR** \$209  
To be successful today, many people are combining job functions. We'll study 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.

Sep 13 Mon 12 wks BBY CRN 68429

**BCST 170**  
**BROADCAST JOURNALISM INTRODUCTION** \$286  
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.

Sep 14 Tue 12 wks BBY CRN 93530  
Sep 15 Wed 12 wks BBY 90494

**BCST 172**  
**INVESTIGATIVE REPORTING** \$255  
Goes beyond basic broadcast journalism training into the world of investigative journalism, research methods, story development, interviewing, reporting techniques, etc.

Sep 15 Wed 12 wks BBY CRN 94490

**BCST 176**  
**INTERNATIONAL REPORTING & FREELANCE BROADCASTING** \$209  
This course will give students the tools they need to attack the international reporting and freelance broadcasting fields. Both of these areas require tremendous initiative on the part of the reporter. This course should provide the essential aspects students need to find stories to report, sources to sell their work, ways to make their work wanted, and tricks to "string" together a living in a foreign country through broadcast work.

Sep 16 Thr 12 wks BBY CRN 57313

**BCST 177**  
**THE "HEARTBEAT" OF FILM PRODUCTION** \$209  
Find out where the pulse of film production begins! Learn how it all comes together from start to finish in the production office. We will examine the vital role that the production office plays in creating feature films, TV movies and episodic television. From producers and writers to the camera department and editing. No prerequisites are required but this course is a good follow-up to BCST 161.

Sep 13 Mon 12 wks BBY CRN 13814

**BCST 179**  
**TV PRODUCTION-VARIETY, TALK & ENTERTAINMENT** \$286  
Introduces students to the production requirements of variety/entertainment television programs. The focus will be 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.

Sep 16 Thr 12 wks BBY CRN 88935

**BCST 222**  
**THEORY OF COLOR TV SYSTEMS** \$209  
Begins with the psychophysics of human vision and explains how the eye perceives and adapts to color. This theory is applied to the NTSC system. The color TV signal path, from the camera through production and measuring equipment to final display, is explained. Prerequisite: BCST 101.

Sep 15 Wed 12 wks BBY CRN 10679

**\*\* Note:** This course is only offered once every three years; this is especially important for those pursuing the Television Production Business Certificate. This course is guaranteed to run this term - AND THIS TERM ONLY. It will be offered again in three years time.

**BCST 223**  
**TV PRODUCTION PLANNING** \$245  
Outlines the techniques and methods for managing and organizing the details of pre-production, productive, and post-production activities in a studio or location, TV or video production, including budgeting, scheduling, modelling, crewing, etc. Prerequisite: BCST 160, or BCST 220.

Sep 16 Thr 12 wks BBY CRN 91210

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

**BCST 260**  
**TV PRODUCTION TECHNIQUES** \$383  
A practical course designed for students who have completed BCST 160 and 223, to apply operations, production and planning techniques to a series of focused video productions of various types. Prerequisite: BCST 160 and BCST 223.

Sep 16 Thr 12 wks BBY CRN 94005

## BUSINESS TRAINING

### 432-8658

BCIT works with your organization to provide on-site training in business and management skills.

We will deliver on your site and at your convenience, business part-time credit courses, giving participants from your company credit towards BCIT certificates.

We will also custom-design courses, 4 hours duration or longer, to meet the specific needs of your organization. Call us, and we'll help you:

- Increase productivity
- Remain competitive
- Build a highly skilled work team
- Motivate employees.

For more information, call Debbie Saxby, Coordinator, Business Training, 432-8658.

## CAPIC

### 451-6743/432-8860

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. Topics will be presented in the following courses:

CPIC 105 Master Planning  
CPIC 110 Principles of Inventory Control  
CPIC 120 Manufacturing Resource Planning 2  
CPIC 210 Inventory Management Certification Review  
CPIC 350 Material/Capacity Requirements Planning Certification Review  
CPIC 510 Production Activity Control  
CPIC 600 Just-in-Time Production (JIT)  
CPIC 615 Systems & Technologies

**CPIC 105**  
**MASTER PLANNING** \$197  
Manufacturing operation management: industries, planning concepts, production planning details, demand management and statistical forecasting.

Sep 15 Wed 12 wks BBY CRN 86599

**CPIC 110**  
**PRINCIPLES OF INVENTORY CONTROL** \$197  
Basic practice in inventory planning applicable to a wide range of industries. Provides an overview of the material covered by CPIC 100 through CPIC 600, and includes inventory types and costs, physical control, short-term forecasting, lot sizing, material requirements planning, the purchasing cycle and aggregate inventory management. Just-in-time and computer integrated management are introduced.

Sep 16 Thr 12 wks BBY CRN 75055

**CPIC 350**  
**MATERIAL/CAPACITY REQUIREMENTS PLANNING CERTIFICATION REVIEW** \$197  
A detailed course in material and capacity requirements planning intended primarily for those students who are interested in achieving certification by APICS (America Production and Inventory Control Society). Topics include MRP inputs, the mechanics of MRP inputs, the mechanics of MRP, output reports, the capacity model, work centre data and measuring performance.

Sep 14 Tue 12 wks BBY CRN 57042

**CPIC 615**  
**SYSTEMS AND TECHNOLOGIES** \$197  
Expands 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. This is an advanced Certification Review course.

Sep 13 Mon 9 wks BBY CRN 75049

## CASHIER TRAINING

### 432-8614

**OFFC 925**  
**CASHIER TRAINING** \$245  
Provides practical training in the operation of various types of electronic cash registers.

Sep 14 Tue/Thr 3 wks BBY CRN 03550  
1900-2200  
Oct 19 Tue/Thr 3 wks BBY 04644  
1900-2200

## FINANCIAL MANAGEMENT

### 432-8609/432-8898

### BUSINESS CERTIFICATE IN ACCOUNTING

**1) Required Courses:**  
FMGT 101 (or FMGT 115)  
FMGT 201 (or FMGT 215)  
FMGT 301  
FMGT 302  
FMGT 316  
FMGT 401  
FMGT 402  
FMGT 408

**2) Must Complete:**  
ADMN 100/200  
or  
ADMN 110/211  
or  
OPMT 102/197

**3) Must Complete:**  
A Computer related course or courses with a value of 3 credits.

**4) Electives:**  
A minimum of 72 course contact hours is to be selected from the Suggested Electives.

### BUSINESS CERTIFICATE IN FINANCE

**1) Required courses**  
FMGT 101 (or FMGT 115)  
FMGT 201 (or FMGT 215)  
FMGT 302  
FMGT 402  
FMGT 307  
FMGT 308 (or FMGT 315)  
FMGT 404  
OPMT 102

**2) Must Complete:**  
ADMN 100/200  
or  
FMGT 301/401  
or  
FMGT 316/408

**3) Must Complete:**  
A Computer related course or courses with a value of 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.

ADMN 222 MKTG 102  
ADMN 322 MKTG 323  
ADMN 332 MKTG 324  
ADMN 385 OPMT 102  
ADMN 432 TDMT 409

FMGT 106 FMGT 325  
FMGT 119 FMGT 331  
FMGT 301 FMGT 401  
FMGT 307 FMGT 404  
FMGT 308 FMGT 406  
FMGT 310 FMGT 408  
FMGT 315 FMGT 410  
FMGT 316 FMGT 441  
FMGT 322 FMGT 444

## ASSOCIATE CERTIFICATE-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. Each of these courses is available at our downtown campus at 549 Howe Street. Classroom times are 1730-2030.

ADMN 306 Economic Issues  
ADMN 385 Business Law  
FMGT 109 Accounting for the Manager (or FMGT 101)  
FMGT 119 Personal Financial Planning 1  
FMGT 316 Taxation 1 OR  
FMGT 317 Taxation and Financial Planning  
FMGT 325 Investment and Risk Management  
FMGT 444 Personal Financial Planning 2

## 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 Society of Management Accountants of B.C. The individual requirements of these groups are your responsibility. Please contact them directly or Jean Covell, Program Assistant, 432-8609, or Gordon Farrell, Associate Dean, Financial Management, BCIT, School of Business, 432-8898.

**BCIT courses eligible for credit**  
ADMN 100/200 FMGT 101/201  
ADMN 385 FMGT 115/215  
BCOM 100/200 FMGT 116  
COMM 160/175 FMGT 301/401  
COMP 104 FMGT 302/402  
COMP 120 FMGT 307/404  
COMP 116/126 FMGT 316/408

FMGT 314 OPMT 315  
FMGT 319/419  
FMGT 320/420  
OPMT 188  
OPMT 197

## CORRESPONDENCE COURSES 432-8609

FMGT 101 Accounting 1  
FMGT 201 Accounting 2  
FMGT 301 Cost & Managerial Accounting 1  
FMGT 302 Financial Accounting 1  
FMGT 307 Finance 1  
FMGT 401 Cost & Managerial Accounting 2  
FMGT 402 Financial Accounting 2  
FMGT 404 Finance 2

### INFORMATION

1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 8-month limit from beginning of term.
3. Regular assignments are to be submitted for marking and will be returned to you with comments.
4. Examination dates are flexible (usually last Tuesday of each month except July).
5. Courses completed by correspondence are transferrable for course credit to full-time and part-time programs.
6. The textbook fee is in addition to the course fee. However, normally the textbook is used in both Parts 1 and 2.

FOR INDIVIDUAL COURSE DESCRIPTIONS, SEE THE LISTINGS IN THIS SECTION

**FMGT 101 ACCOUNTING 1 \$209**  
For individuals with little or no accounting background. Covers the full accounting cycle. Available by correspondence, see correspondence section.

Sep 13	Mon	12 wks	BBY	CRN 94509
			DEC	95180
			SRY	93804
Sep 14	Tue	12 wks	BBY	93419
	Tue		BBY	95609
	1715-2015			
	Tue		BBY	14448
	Tue/Thr	6 wks	BBY	84903
	Tue/Thr	6 wks	DEC	84800
	Tue		DEC	96610
Sep 15	Wed	12 wks	BBY	94546
			DEC	95178
			SRY	96533
Sep 16	Thr	12 wks	BBY	84586
	1715-2015			
	Thr	12 wks	BBY	93392
			DEC	95165
Sep 17	Fri	5 wks	DEC	68189
	0900-1700			
Sep 18	Sat	12 wks	BBY	93406
			DEC	95660

Correspondence \$42 CRN 91186  
Re-registration 91159  
\$4 mailing fee. Text not included.

**FMGT 104 ACCOUNTING ESSENTIALS FOR YOUR SMALL BUSINESS \$209**  
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.

Sep 14	Tue	12 wks	BBY	CRN 84778
Sep 16	Thr	12 wks	DEC	84912

**FMGT 106 CREDIT AND COLLECTIONS \$209**  
For persons with little or no experience of the field who contemplate employment in credit and collection.

Sep 16	Thr	12 wks	BBY	CRN 04081
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**FMGT 107 ACCOUNTING BASICS 1 \$122**  
This course covers the basic accounting cycle. Topics include an introduction to financial statement preparation and adjusting entries (See FMGT 101 and FMGT 115 prior to registration in this course).

Sep 16	Thr	7 wks	BBY	CRN 88276
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**FMGT 108 ACCOUNTING BASICS 2 \$122**  
Follow up to FMGT 107. Instructs students in the use of special journals and subsidiary ledgers, the control of cash valuation and the accounting functions of a merchandising concern. (Completion of FMGT 107 and FMGT 108 is the equivalent of FMGT 101.)

Nov 4	Thr	7 wks	BBY	CRN 88434
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**FMGT 109 ACCOUNTING FOR THE MANAGER \$209**  
The accounting function and the services it provides the manager. How to interpret statements, reports, budgets, etc., in managerial decision-making.

Sep 13	Mon	12 wks	DEC	CRN 95692
Sep 14	Tue	12 wks	BBY	95264
Sep 15	Wed	12 wks	DEC	95151
			SRY	96655
Sep 16	Thr	12 wks	BBY	95701

**FMGT 112 MANAGERIAL FINANCE \$209**  
Students develop a working understanding of business finance, cash flow management and financial planning for large and small businesses.

Sep 16	Thr	12 wks	BBY	CRN 78447
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**FMGT 116 INTRODUCTION TO FINANCIAL ACCOUNTING \$523**  
For those students who wish to complete Accounting 1 and 2 in a single term. For course content, refer to FMGT 101 and 201. Students must have an accounting background and be prepared to work between 10 and 15 hours per week in addition to class time.

Sep 13	Mon/Wed	13 wks	BBY	CRN 69235
	1800-2130			
Sep 14	Tue/Thr	13 wks	DEC	68815
	1800-2130			
	Tue/Thr	12 wks	DEC	14456
	1300-1700			

**FMGT 119 PERSONAL FINANCIAL PLANNING 1 \$209**  
Introduces a variety of savings and investment aspects to enable you 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, tax planning.

Sep 13	Mon	12 wks	DEC	CRN 72974
Sep 16	Thr	12 wks	BBY	84811

**FMGT 120 INTRODUCTION TO ACCOUNTING FOR THE LAW FIRM \$111**  
For those interested in the specialized area of law office accounting. Topics include introduction to the legal office, work-in-process and disbursement recording, billing procedures and accounts receivable, trust accounting, performance reporting and appropriate software. Prerequisite: FMGT 107 or equivalent.

Sep 16	Thr	6 wks	DEC	CRN 60888
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**FMGT 121 GREAT PLAINS ACCOUNTING SOFTWARE \$209**  
The "hands-on" course covers set up, installation and operation of 11 modules in this top-rated accounting package. Add-ons like Synex F-9 and @Trieve, and the GPS version of Forest and trees are also covered. Emphasis is on managerial aspects (Drill-Downs): the use of the system as an executive information system. Prerequisite: FMGT 101 or equivalent.

Sep 13	Mon	12 wks	BBY	CRN 60870
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**FMGT 201\*\* ACCOUNTING 2 \$314**  
Follow up course to FMGT 101. Examines financial and management accounting techniques, detailed financial statements and management reports, and the requirements of professional accountants. Available by correspondence, see correspondence section. Prerequisite: FMGT 101.

Sep 13	Mon	13 wks	BBY	CRN 68519
			DEC	14467
Sep 14	Tue	13 wks	BBY	04113
Sep 15	Wed	13 wks	BBY	90669
			DEC	14475
Sep 16	Thr	13 wks	BBY	57324

\*\*all classes - all locations 1800-2200

Correspondence \$42 CRN 77558  
Re-registration 77560  
\$4 mailing fee. Text not included.

**FMGT 215 ACCOUNTING 2S \$209**  
Follow-up course to FMGT 115, enabling students to complete the last 12 weeks of the basic accounting course. Prerequisite: FMGT 115.

Sep 15	Wed	12 wks	DEC	CRN 95039
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**FMGT 301 COST & MANAGERIAL ACCOUNTING 1 \$209**  
Emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order accounting, budgeting, responsibility accounting and standard costs. Prerequisite: FMGT 201.

Sep 13	Mon	12 wks	BBY	CRN 95436
			DEC	94047
Sep 15	Wed	12 wks	BBY	94018
			SRY	84948

Correspondence \$42 CRN 05985  
Re-registration 52970  
\$4 mailing fee. Text not included.

**FMGT 302 FINANCIAL ACCOUNTING 1 \$209**  
For students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 402 prepare them for career advancement and advanced study in accounting.

Sep 13	Mon	12 wks	BBY	CRN 88499
Sep 14	Tue	12 wks	DEC	88056
Sep 15	Wed	12 wks	BBY	88501
			SRY	88204
Sep 16	Thr	12 wks	DEC	88516

Correspondence \$42 CRN 59896  
Re-registration TBA  
\$4 mailing fee. Text not included.

**FMGT 307**  
**FINANCE 1** **\$209**  
Topics include control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 201.

Sep 14	Tue	12 wks	BBY	CRN 93978
Sep 15	Wed	12 wks	DEC	94036
			SRY	84513
Sep 16	Thr	12 wks	BBY	94020

Correspondence \$42 CRN 05992  
Re-registration 52964  
\$4 mailing fee. Text not included.

**FMGT 308**  
**SECURITY ANALYSIS 1** **\$209**  
Techniques and principles of security analysis; evaluation of securities; 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 of both individual and institutional investors. Prerequisite: FMGT 201 or 215.

Sep 15	Wed	12 wks	BBY	CRN 04108
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**FMGT 310**  
**AUDITING 1** **\$209**  
Students study the meaning and purpose of the audit function and are introduced to techniques and procedures.

Sep 16	Thr	12 wks	BBY	CRN 94054
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**FMGT 314**  
**FINANCIAL ACCOUNTING 1 & 2**  
**ACCELERATED** **\$523**  
Equivalent to FMGT 302 and FMGT 402, 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 201 or 215 or 116.

Sep 13	Mon/Wed	13 wks	BBY	CRN 94063
				1800-2130
Sep 14	Tue/Thr	13 wks	DEC	94072
				1800-2130

**FMGT 315**  
**SECURITY ANALYSIS** **\$209**  
Provides the student with an understanding of the function and operation of the stock market.

Sep 13	Mon	12 wks	BBY	CRN 05351
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**FMGT 316**  
**TAXATION 1** **\$209**  
Upon completion, students should have a good understanding of the general rules of taxation including determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 201.

Sep 13	Mon	12 wks	BBY	CRN 93980
Sep 14	Tue	12 wks	BBY	94993
Sep 15	Wed	12 wks	BBY	95007
			DEC	94826
Sep 16	Thr	12 wks	DEC	72719

**FMGT 317**  
**TAXATION AND FINANCIAL PLANNING** **\$209**  
The financial planner must have a good understanding of the general rules of taxation, including determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 101 or 109.

Sep 15	Wed	12 wks	DEC	CRN 72722
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**FMGT 325**  
**INVESTMENT AND RISK MANAGEMENT** **\$209**  
An overview of Canada's capital markets including a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Prerequisite: FMGT 119.

Sep 16	Thr	12 wks	DEC	CRN 74335
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**FMGT 327**  
**BUSINESS FINANCE 1 & 2** **\$523**  
This course is the equivalent of FMGT 307 and 404.

Sep 13	Mon/Wed	13 wks	BBY	CRN 57206
				1800-2130

**FMGT 331**  
**MONEY AND BANKING** **\$209**  
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.

Sep 13	Mon	12 wks	BBY	CRN 04030
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**FMGT 401\*\***  
**COST AND MANAGERIAL ACCOUNTING 2** **\$314**  
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. Available by correspondence. See correspondence section. Prerequisite: FMGT 301.

Sep 15	Wed	13 wks	BBY	CRN 69039
Sep 16	Thr	13 wks	DEC	14481

**\*\*all classes - all locations 1800-2200**

Correspondence \$42 CRN 52935  
Re-registration 52922  
\$4 mailing fee. Text not included.

**FMGT 402\*\***  
**FINANCIAL ACCOUNTING 2** **\$314**  
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. Available by correspondence. Prerequisite: FMGT 302.

Sep 15	Wed	13 wks	DEC	CRN 14494
Sep 16	Thr	13 wks	BBY	68958

**\*\* all classes - all locations 1800-2200**

Correspondence \$42 CRN 59884  
Re-registration 14937  
\$4 mailing fee. Text not included.

**FMGT 404**  
**FINANCE 2** **\$314**  
Instructs students in 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. Available by correspondence. See correspondence section. Prerequisite: FMGT 307.

Sep 16	Thr	13 wks	BBY	CRN 84524
				1800-2200

Correspondence \$42 CRN 52919  
Re-registration 52906  
\$4 mailing fee. Text not included.

**FMGT 408**  
**TAXATION 2** **\$209**  
Expands the study of Canadian Income Tax begun in FMGT 316 and introduces some complexities and problem areas involving personal, corporate and trust taxation. Prerequisite: FMGT 316.

Sep 15	Wed	12 wks	DEC	CRN 14506
Sep 16	Thr	12 wks	BBY	93677

**FMGT 410**  
**SECURITY ANALYSIS 2** **\$209**  
Techniques and principles of security analysis, valuation of securities, analysis of risks inherent in all types of fixed income investments. Emphasizes the investment setting, the securities market, investment timing and portfolio analysis of both individual and institutional investors. Prerequisite: FMGT 308.

Sep 13	Mon	12 wks	BBY	CRN 73211
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**FMGT 415**  
**ADVANCED ACCOUNTING** **\$314**  
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 2 subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 314 or 402 or 420.

Sep 14	Tue	14 wks	DEC	CRN 14519
				1800-2200

Sep 15	Wed	14 wks	BBY	73298
				1800-2145

**FMGT 420**  
**FINANCIAL ACCOUNTING 2S** **\$209**  
Equips students for more challenging and responsible accounting positions at the intermediate level. Prerequisite: FMGT 320.

Sep 16	Thr	12 wks	BBY	CRN 15381
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**FMGT 435**  
**COST AND MANAGERIAL ACCOUNTING 1 & 2** **\$523**  
Equivalent to FMGT 301 and FMGT 401. Prerequisite: FMGT 201 or 215.

Sep 14	Tue/Thr	13 wks	BBY	CRN 57660
				1800-2130

**FMGT 439**  
**FINANCE 2S** **\$209**  
Instructs students in 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.

Sep 16	Thr	12 wks	BBY	CRN 15394
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**FMGT 444**  
**PERSONAL FINANCIAL PLANNING 2** **\$209**  
An in-depth look at the topics commenced in FMGT 119. Prerequisite: FMGT 119, 109, 316 or 317, 325, ADMN 380 or 385 and 406.

Sep 14	Tue	12 wks	BBY	CRN 56275
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## DAY-TIME PART-TIME STUDIES FOR BUSINESS

Study during the day and complete Business Program requirements that can fast-track you on a Part-time certificate program, give you direct entry to Term 2 of a Full-time Business Program or advanced standing with the Professional Accounting bodies. For more information, please contact Jean Covell at 432-8609.

## 7 CORE BUSINESS COURSES OR THEIR EQUIVALENT

	AM	PM
	0900-1200 unless otherwise indicated	1300-1600 unless otherwise indicated
Mon	ADMN 100 (MICRO)	ADMN 110 (MGMT)
Tue	FMGT 116 (ACCOUNTING)	BCOM 100
Wed	COMP 108 or 0900-1215 Max Enrol 12	COMP 108 1300-1615 Max Enrol 12
Thr	FMGT 116	MKTG 1-2
Fri	OPMT 110 (Bus Math) 0830-1230	

## INTERIOR DESIGN 432-8614

**INTD 100**  
**INTERIOR DESIGN BASIC** **\$209**  
Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Sep 13	Mon	12 wks	BBY	CRN 95623
			DEC	90519
Sep 14	Tue	12 wks	DEC	94834
Sep 15	Wed	6 wks	DEC	89227
				0900-1600
Sep 18	Sat	12 wks	BBY	95042
				0900-1200
Nov 1	Mon-Fri	1 wk	DEC	57219
				0900-1700

**INTD 101**  
**HISTORY OF FURNITURE** **\$209**  
The history of furniture from ancient Egypt to the present.

Sep 14	Tue	12 wks	DEC	CRN 93548
Sep 15	Wed	12 wks	BBY	57222

**INTD 102**  
**INTERIOR DESIGN DRAFTING 1** **\$485**  
Aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Prerequisite: INTD 100.

Sep 14	Tue/Thr	12 wks	BBY	CRN 94592
Sep 15	Wed	12 wks	DEC	57235
				0900-1600
Sep 18	Sat	12 wks	BBY	14807
				0900-1600

**INTD 200**  
**COLOR AND LIGHTING** **\$227**  
Provides students with the necessary knowledge of color and lighting to enable them to carry out the duties of an assistant in an interior design business. Prerequisite: INTD 100.

Sep 13	Mon	6 wks	DEC	CRN 78222
				0900-1600
Sep 15	Wed	12 wks	DEC	94381
Sep 16	Thr	12 wks	BBY	57241

**INTD 301**  
**GRAPHIC PRESENTATION** **\$209**  
Students will be able to present design plans, elevations and perspectives graphically. Prerequisite: INTD 302.

Sep 16	Thr	12 wks	DEC	CRN 94394
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**INTD 302**  
**INTERIOR DESIGN DRAFTING 3** \$248  
Students study the reflected ceiling plan, organization of its legend and specification, types and characteristics of lighting. Students complete one major assignment combining plans, elevations, sections, perspectives, lighting plans and specifications. Prerequisite: INTD 202.

Sep 13 Mon/Wed 6 wks DEC CRN 84689

**INTD 304**  
**SPACE PLANNING 1** \$247  
Introduces students to factors in residential space planning including zoning and circulation considerations. Prerequisite: INTD 302.

Sep 15 Wed 12 wks DEC CRN 95555

**INTD 305**  
**DETAILING AND MATERIALS** \$209  
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-in cabinets. Prerequisite: INTD 302.

Sep 14 Tue 12 wks DEC CRN 57253

**INTD 307**  
**MATERIALS** \$209  
Interior finishing materials for floors, walls, ceilings and windows, and the characteristics of fabrics. Prerequisite: INTD 100.

Sep 13 Mon 12 wks DEC CRN 70581

**INTD 400**  
**DIRECTED STUDY PROJECT** \$138  
Students incorporate all material from previous courses in a major project. Prerequisite: INTD 100, 101, 102, 200, 202, 301, 302, 304, 305, 307, 403, 404.

Oct 19 Tue 6 wks DEC CRN 14815

**INTD 403**  
**BUSINESS PRACTICES FOR INTERIOR DESIGN** \$141  
Information on basic business and marketing practices. Topics such as portfolios, presentations and interviews relating to interior design are included. Prerequisite: INTD 100.

Sep 14 Tue 6 wks BBY CRN 78769

## LEGAL STENO

### 432-8614

**CORT 932**  
**LEGAL STENO/TYPIST PART 1** \$257  
For those seeking advancement into a clerical specialty. Part 1 is an orientation which will enable students to decide if they wish to pursue this career.

Sep 13 Mon 10 wks BBY CRN 05669  
1900-2200

## MARKETING MANAGEMENT

### 432-8611

### GENERAL 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. The courses required to obtain your certificate are listed below. The balance of courses may be selected from the list of suggested electives.

**Required**  
MKTG 102 Essentials of Marketing  
MKTG 202 Principles of Promotional Marketing  
MKTG 205 Marketing of Services  
MKTG 212 Principles of Customer Service  
MKTG 219 Professional Sales 1  
MKTG 322 Advertising Strategy  
MKTG 340 Marketing Planning Fundamentals  
MKTG 341 Marketing Research  
MKTG 501 Strategic Marketing Management

**Complete 3 of the following**  
ADMN 110 Management 1  
ADMN 222 Organizational Behavior 1  
COMP — Complete any Computer course worth 3 credits  
FMGT 109 Accounting for the Manager  
MKTG 112 Customer Relations  
MKTG 323 Effective Public Speaking  
MKTG 324 Small Business Development  
MKTG 441 Applications of Marketing Research

**3 Electives**  
You may choose 3 electives which you feel will enhance your personal growth. Courses may be selected from other marketing certificate programs or suitable courses from other business school 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 102 Essentials of Marketing  
MKTG 112 Customer Relations  
MKTG 202 Principles of Promotional Marketing  
MKTG 218 Introduction to the Media  
MKTG 219 Professional Sales 1  
MKTG 318 Media Planning and Buying  
MKTG 321 Public Relations  
MKTG 322 Advertising Strategies  
MKTG 341 Marketing Research

**Complete 4 of the Following**  
ADMN 110 Management 1  
COMP — Complete any Computer course worth 3 credits  
MKTG 120 Event Marketing  
MKTG 125 Consumer Behavior  
MKTG 212 Principles of Customer Service  
MKTG 323 Effective Public Speaking  
MKTG 337 Corporate Communications  
MKTG 342 Trade Show Marketing

**2 Electives**  
You may choose 2 electives which you feel will enhance your personal growth. See under General Marketing.

### 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 102 Essentials of Marketing  
MKTG 112 Customer Relations  
MKTG 202 Principles of Promotional Marketing  
MKTG 219 Professional Sales 1  
MKTG 220 Managing the Sales Force  
MKTG 307 Industrial Marketing  
MKTG 319 Professional Sales 2  
MKTG 323 Effective Public Speaking  
MKTG 342 Trade Show Marketing

**Complete 3 of the Following**  
COMM 171 Business Reports  
COMP — Complete any Computer course worth 3 credits  
MKTG 125 Consumer Behavior  
MKTG 212 Principles of Customer Service  
MKTG 213 Creating a Service Edge  
MKTG 340 Marketing Planning Fundamentals  
MKTG 341 Marketing Research  
MKTG 441 Application of Marketing Research

**3 Electives**  
You may choose 3 electives which you feel will enhance your personal growth. See under General Marketing.

### INTERNATIONAL MARKETING

This program is designed to provide a selection of courses for those who wish to gain an understanding of what is required to market a product or service as well as the requirements for either importing or exporting. Of interest to entrepreneurial people who wish to do it on their own.

**Required**  
MKTG 102 Essentials of Marketing  
MKTG 202 Principles of Promotional Marketing  
MKTG 219 Professional Sales 1  
MKTG 322 Advertising Strategies  
MKTG 340 Marketing Planning Fundamentals  
MKTG 341 Marketing Research  
MKTG 342 Trade Show Marketing  
MKTG 414 International Marketing Management  
MKTG 501 Strategic Marketing Management

**Complete 3 of the Following**  
ADMN 110 Management 1  
ADMN 385 Business Law  
COMP — Complete any Computer course worth 3 credits  
FMGT 109 Accounting for the Manager  
MKTG 325 Importing  
MKTG 327 Exporting  
MKTG 441 Applications of Marketing Research  
TDMT 304 Intro to International Trading

**3 Electives**  
Suggested Electives  
Electives should be chosen to complement career path. See under General Marketing.

**Special Programs**  
Advanced Technology Marketing  
Customer Relationship Marketing  
Tourism 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  
International Marketing  
Marketing Planning Fundamentals  
Trade Show Marketing

### CUSTOMER RELATIONSHIP MARKETING

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  
Creating a Service Edge  
Effective Public Speaking  
Marketing of Services  
Consumer Behavior  
Professional Sales 1

## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 2 and send it with your cheque or credit card information to:

**BCIT Registration**  
3700 Willingdon Avenue  
Burnaby, B.C.  
V5G 3H2  
Sorry, No Postdated Cheques.

### 2. By Phone

Charge to your Visa or MasterCard.

Burnaby Campus: 434-1610  
Downtown: 687-4666

### 3. In Person

Register at the Burnaby, Downtown or Surrey Campuses (see page 2). Pay by cash, cheque or credit card.

### 4. By Fax

Use the form located on page 2 and Fax to 430-1331.

## 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, organizing trade shows.

### Recommended courses:

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

### MKTG 102

#### ESSENTIALS OF MARKETING \$209

An introductory course designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection.

Sep 13	Mon	12 wks	BBY	CRN 88863
	Mon	12 wks	BBY	88872
	1845-2145			
	Mon	12 wks	DEC	88889
	1730-2030			
	Mon/Wed	6 wks	DEC	88854
Sep 14	Tue	12 wks	BBY	88820
			BBY	88836
			DEC	88847
			SRY	88818
Sep 15	Wed	12 wks	BBY	88785
			BBY	88792
			DEC	88805
Sep 16	Thr	12 wks	BBY	88760
			DEC	88771
	Thr	12 wks	DEC	15303
	1300-1600			
Sep 17	Fri	6 wks	DEC	88293
	0900-1600			
Sep 18	Sat	12 wks	BBY	88758
	0900-1200			

### MKTG 107

#### MARKETING STRATEGIES IN THE FASHION INDUSTRY \$165

A course designed to investigate, develop and implement specific marketing strategies as they relate to the field of fashion. A hands-on look at the world of fashion.

Sep 14	Tue	9 wks	DEC	CRN 14351
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### MKTG 112

#### CUSTOMER RELATIONS \$209

For people involved in service industries, public relations and promotion, government agencies, and organizations who deal with the public. Students cover telephone techniques, customer relations and effective speaking.

Sep 14	Tue	12 wks	DEC	CRN 78738
Sep 18	Sat	6 wks	BBY	84994
	0900-1600			

### MKTG 119

#### SPORTS MARKETING \$209

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

Sep 14	Tue	12 wks	DEC	CRN 56634
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### MKTG 120

#### SPECIAL EVENT MARKETING \$209

A hands-on course designed to teach the student how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions.

Sep 13	Mon	12 wks	DEC	CRN 84734
Sep 14	Tue	12 wks	BBY	88922
Sep 16	Thr	6 wks	DEC	57561

### NEW

### MKTG 125

#### NETWORK MARKETING \$209

This course is designed to cover in detail the nuts and bolts of the Network Marketing distribution system. The student will learn the strategic differences between network marketing and traditional marketing methods. The course covers how to set up your own network organization, how to train others to do the same, how to evaluate the different types of network marketing plans in the industry, how to develop promotional material, how to recruit, and how to effectively communicate one on one and in groups. This course does not focus on any one product but covers the Network Marketing industry.

Sep 15	Wed	12 wks	BBY	CRN 14380
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### MKTG 202

#### PRINCIPLES OF PROMOTIONAL MARKETING \$209

Presents an overview of promotional strategies; 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 102.

Sep 13	Mon	12 wks	BBY	CRN 52863
			DEC	52820
Sep 15	Wed	12 wks	DEC	52854
Sep 16	Thr	12 wks	BBY	52847
	Thr	6 wks	DEC	57180
	0900-1600			
	Thr	12 wks	SRY	52836
	1900-2200			

### MKTG 205

#### MARKETING OF SERVICES \$209

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 102.

Sep 13	Mon	12 wks	BBY	CRN 84361
Sep 14	Tue	12 wks	DEC	57178

### MKTG 212

#### PRINCIPLES OF CUSTOMER SERVICE \$209

An introductory course designed to provide an overview of what constitutes the area of customer service. Will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends.

Sep 16	Thr	12 wks	BBY	CRN 86082
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### MKTG 218

#### INTRODUCTION TO MEDIA \$209

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

Sep 13	Mon	12 wks	DEC	CRN 90467
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### MKTG 219

#### PROFESSIONAL SALES 1 \$209

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.

Sep 13	Mon	12 wks	DEC	CRN 68334
Sep 14	Tue	12 wks	BBY	01830
			DEC	75835
Sep 15	Wed	12 wks	BBY	01803
Sep 16	Thr	12 wks	BBY	01769
			SRY	02314
Sep 24	Fri	6 wks	DEC	88919
	0900-1600			

### MKTG 220

#### MANAGING THE SALES FORCE \$209

The role of the sales manager in planning, directing and controlling will be the focus of this course including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 219 or related experience.

Sep 13	Mon	12 wks	DEC	CRN 78803
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### MKTG 225

#### CONSUMER BEHAVIOR \$209

An introduction to the subject of consumers and why they buy. The course examines segmentation, consumer needs, attitudes, learning, and lifestyle analysis. The focus will be on the application of consumer behavior concepts to marketing planning decisions. Prerequisite: MKTG 102.

Sep 15	Wed	12 wks	BBY	CRN 57308
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### MKTG 319

#### PROFESSIONAL SALES 2 \$209

Lectures, films and class discussion will be used to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 219.

Sep 14	Tue	12 wks	BBY	CRN 73200
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### NEW MKTG 320

#### RETAIL MARKETING \$209

This course will provide relevant information on operations oriented policies, methods and procedures integral to successful retailing. Topics include nature of retailing, environmental influences, site location, developing the products/service mix, developing merchandising plans, pricing and promotional activities. Prerequisite: MKTG 102 is recommended.

Sep 13	Mon	12 wks	DEC	CRN 14365
	1800-2100			

### MKTG 321

#### PUBLIC RELATIONS \$209

The planning and execution of a public relations program. Communication techniques, principles of news writing and preparation of news photographs, press and community relations, external/internal communications and meetings. Prerequisite: MKTG 202.

Sep 13	Mon	12 wks	DEC	CRN 93422
Sep 14	Tue	12 wks	BBY	92621
Sep 16	Thr	12 wks	DEC	88723
	0900-1600			

### MKTG 322

#### ADVERTISING STRATEGIES \$209

Covers the principles to consider when using and developing advertising-philosophy, planning and creation, media buying, production, controls and evaluation. Prerequisite: MKTG 202.

Sep 14	Tue	12 wks	BBY	CRN 95199
Sep 15	Wed	12 wks	DEC	94330

### MKTG 323

#### EFFECTIVE PUBLIC SPEAKING \$209

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.

Sep 13	Mon	12 wks	BBY	CRN 92650
			DEC	05522
Sep 14	Tue	12 wks	SRY	96797
Sep 15	Wed	12 wks	BBY	95134
Sep 16	Thr	12 wks	BBY	95727
Sep 18	Sat	6 wks	DEC	92642
	0900-1600			

### MKTG 324

#### SMALL BUSINESS DEVELOPMENT \$209

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

Sep 13	Mon	12 wks	DEC	CRN 95253
			SRY	15312
Sep 15	Wed	12 wks	BBY	95716

### MKTG 325

#### IMPORTING \$209

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.

Sep 14	Tue	12 wks	BBY	CRN 82024
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### MKTG 327

#### EXPORTING \$209

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.

Sep 14	Tue	12 wks	DEC	CRN 91872
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### NEW MKTG 332

#### MAJOR ACCOUNT SELLING \$209

This course is designed for 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 covered include: account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts.

Sep 16	Thr	12 wks	BBY	CRN 14334
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### MKTG 337

#### CORPORATE COMMUNICATIONS \$209

Covers the spectrum of promoting and communicating a company's image. Includes 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 202.

Sep 15	Wed	12 wks	DEC	CRN 88906
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## MKTG 340 MARKETING PLANNING FUNDAMENTALS \$209

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 behavior, product planning, pricing, distribution and communication strategies. The focus of the course will be on developing a marketing plan. Prerequisite: MKTG 202, 341.

Sep 15 Wed 12 wks BBY CRN 79261

## MKTG 341 INTRODUCTION TO MARKETING RESEARCH \$209

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 202.

Sep 14 Tue 12 wks DEC CRN 79255  
Sep 16 Thr 12 wks BBY 81192

## MKTG 342 TRADE SHOW MARKETING \$209

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.

Sep 15 Wed 12 wks DEC CRN 57165

## MKTG 365 MARKETING TECHNOLOGICAL PRODUCTS & SERVICES \$274

A basic foundation marketing course 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, how to conduct research, 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.

Sep 13 Mon 12 wks BBY CRN 06036

## MKTG 414 INTERNATIONAL MARKETING MANAGEMENT \$209

A course designed to cover international trade concepts. Course material will include cultural dynamics, economic, political and legal considerations, products strategies, pricing methods, developing distribution systems and promotional techniques. Prerequisite: MKTG 102.

Sep 15 Wed 12 wks BBY CRN 57151

## MKTG 437 INTRODUCTION TO DIRECT & DATA BASE MARKETING \$209

An overview course designed to look at the function and use of Direct Marketing. Material to be covered will include integrating Direct Marketing and organizations, components and rules of direct mail, creative concepts, copy writing, business to business direct marketing, research and testing, types of direct response media and data base marketing. This is a course for practitioners and potential users.

Sep 14 Tue 12 wks DEC CRN 14343

## MKTG 501 STRATEGIC MARKETING MANAGEMENT SIMULATION \$209

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 201, 340. MKTG 332, 441 recommended.

Sep 16 Thr 12 wks DEC CRN 78812

## TOUR 250 TRAVEL AGENCY OPERATIONS — AN INTRODUCTION \$314

A framework for students considering a career in travel retailing and operating fields. Topics include the travel counsellor's responsibilities, airlines and their fare structures, rail transportation and car rental, travel industry automation, basic tour company operations, an introduction to the cruise market, hotel terminology and selection, creating an independent vacation itinerary, and selling and communication in the travel industry.

Sep 14 Tue/Thr 9 wks DEC CRN 79854

## TOUR 261 TOURISM ISSUES \$287

This course examines the evolution, function and direction of tourism. Topics will include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism development, and development strategies.

Sep 13 Mon 12 wks BBY CRN 14378

## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 2 and send it with your cheque or credit card information to:

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

Sorry, No Postdated Cheques.

### 2. By Phone

Charge to your Visa or MasterCard.

Burnaby Campus: 434-1610  
Downtown: 687-4666

### 3. In Person

Register at the Burnaby, Downtown or Surrey Campuses (see page 2). Pay by cash, cheque or credit card.

### 4. By Fax

Use the form located on page 2 and Fax to 430-1331.

## MEDIA TECHNIQUES FOR BUSINESS 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; 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, so they can develop a program that meets their specific needs and goals.

The MEDIA TECHNIQUES FOR BUSINESS Certificate Program requires the completion of the following 9 basic and a minimum 6 elective courses totalling 18 credits from the offerings listed as follows.

#### Required Basic Courses

BCST 160 Intro to Television  
BCST 161 Film for Beginners  
COMM 160 Intro to Business and Technical Communication  
MDIA 101 Professional Photography  
MDIA 103 Multi-image Techniques Level 1  
MDIA 104 Graphics Level 1  
MDIA 110 Intro to Media Techniques For Business  
MDIA 206 Effective Presentation Techniques  
MDIA 207 Preparing the Corporate Video

#### Elective Courses

ADMN 124 Supervisory Skills  
BCST 145 Copywriting for Radio and TV  
BCST 148 Writing for the Media  
BCST 252 Commercial Audio Production  
COMM 171 Business Reports  
COMM 175 Letters and Memos  
COMM 183 Technical Reports  
COMP 293 Introduction to Multimedia  
FMGT 109 Accounting for the Manager  
MDIA 105 Intro Aldus PageMaker IBM/DOS  
MDIA 109 Intro Aldus PageMaker MAC  
MDIA 113 Intro CorelDraw IBM/DOS  
MDIA 115 Intro Quark X-Press MAC  
MDIA 118 Intro to Adobe Photoshop 2.5 MAC  
MDIA 119 Intro to Cartooning & Animation  
MDIA 130 Multimedia Computing - Getting Started  
MDIA 205 Advanced Aldus PageMaker IBM/DOS  
MDIA 208 Communications Management  
MDIA 209 Advanced Aldus PageMaker MAC  
MDIA 211 Advanced Aldus FreeHand MAC  
MDIA 213 Advanced CorelDraw  
MDIA 215 Advanced Quark X-Press MAC  
MDIA 216 Advanced Photography 1  
MDIA 217 Advanced Photography 2  
MDIA 301 Commercial Photography  
MKTG 102 Essentials of Marketing  
MKTG 202 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 099 PHOTOGRAPHY: ENTRY LEVEL \$177

Learn how to handle a 35mm Single Lens Reflex camera and accessories! Through lectures, videos, slides, and a workshop you will learn basic photographic concepts like: 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 enroll 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.

Sep 15 Wed 4 wks BBY CRN 90588  
1900-2200

## MDIA 101 PHOTOGRAPHY \$396

Improve your knowledge of handling 35mm equipment and accessories (including flash), learn composition, choose the right film, how to get the most out of available light, and determine correct exposure for any light condition. You will learn to shoot outdoor portraits with your own equipment and carry out assignments. During two lab sessions you will get hands-on experience in processing and printing black & white film, and learn to set up your own darkroom. All darkroom material is included! You need a 35mm SLR camera with at least a 50mm lens and a tripod. You will have to supply your own film. Prerequisite: MDIA 099 or permission from the instructor.

Oct 13 Wed 8 wks BBY CRN 70594  
1900-2200

## MDIA 104 GRAPHICS LEVEL 1 \$245

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 enroll in this exploratory course to foster that interest and determine their career potential.

Sep 13 Mon/Wed 6 wks BBY CRN 74082

## MDIA 110 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS \$245

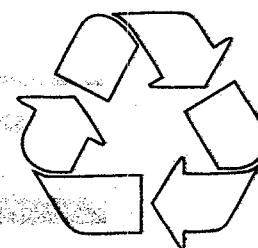
The core course of the program, MDIA 110 will survey communications tools, audiovisual techniques, audiovisual speaker support, multi-image and video presentation and provide an understanding of the steps that are necessary to complete projects in various mediums. Guest presenters from the profession and class visits to production facilities provide students with a practical perspective on the business.

Sep 13 Mon 12 wks DEC CRN 74747

## MDIA 113 INTRODUCTION TO CORELDRAW \$285

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 towards 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 on black and white output devices for portfolio examples.

Sep 18 Sat 6 wks BBY CRN 59595  
1300-1600



PLEASE RECYCLE

a week for 12 weeks, unless noted.

## MDIA 115

### INTRO QUARK X-PRESS MAC

\$285

An introduction to the most powerful page layout program currently available. This course is designed to give you a complete overview of the abilities of Quark X-Press. You will gain a solid understanding of text importing, formatting and manipulation, graphics integration and pagination, on your own workstation, using a Macintosh computer. Prerequisite: A solid working knowledge of Macintosh.

Sep 16 Thr 6 wks BBY CRN 15688  
Sep 18 Sat 6 wks BBY 15670  
0900-1200

## MDIA 118

### INTRODUCTION TO ADOBE PHOTOSHOP 2.5 MAC

\$319

Now, whatever you can imagine, you can create with the incredible power of Adobe Photoshop 2.5. This course will teach you how to create and produce color and black and white images right at your desktop, faster and easier than ever before. The course will teach you 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 colors, create gradient blends, use foreground and background colors, 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.

Sep 14 Tue 6 wks BBY CRN 15932  
Nov 4 Thr 6 wks BBY 15949

## MDIA 119

### INTRO TO CARTOONING AND ANIMATION

\$507

The purpose of this introductory course is to furnish students with information and practice in drawing cartoons and the technical part of animation. The students will learn how to produce animated film using the most common video format. If you enjoy drawing and have an interest in the art of animation, whether you have video knowledge or not, you can be part of this creative team with courses from traditional to new animation.

Sep 16 Thr 12 wks BBY CRN 14787

## MDIA 130

### MULTIMEDIA COMPUTING - GETTING STARTED - LEVEL 1

\$285

This course will introduce 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.

Sep 14 Tue 6 wks BBY CRN 15757  
Oct 26 Tue 6 wks BBY 15766

## ADVANCED MANAGEMENT & LEADERSHIP SEMINAR SERIES

### NEW MDIA 140 PROJECT LEADERSHIP

\$1,095

This seminar is designed for current or future project managers as well as members of self-directed work teams, cross functional processes, task forces, sales teams and newly-formed project teams. Focusing on the key people-related issues that are the principal success drivers in project leadership, it prepares participants to meet the varied, complex and inevitable challenges posed by a project or cross functional process. Participants will learn to manage across different functions within an organization, anticipate problems and work through conflicts, identify key project success factors, understand the organizational/political aspect of project management, lead their own project team or work as a productive member, develop project management skills that will help them implement project management and quality improvement processes, build and influence the project team to meet customer needs, and influence key project stakeholder's needs in a matrix organization.

Sep 29/30 Oct 1 Wed/Thr/Fri  
3 days BBY CRN 15725  
0830-1630

### NEW MDIA 142 MAJOR ACCOUNT MANAGEMENT

\$1,095

This seminar helps experienced sales personnel understand the complex issues involved with major account selling. Participants will learn to become a resource to their clients as opposed to just another vendor; recognize the different types of buying influences and anticipate their concerns; identify the trade-offs between short-term sales tactics and long-term sales strategies; understand the organizational and political issues crucial to advancing the sales process in large accounts; develop strategies designed to create a true partnership with clients, leading to long-term relationships; and differentiate between selling and negotiating. Upon completion, participants will have the knowledge and tools to build coalitions within their client companies to support their sales efforts.

Oct 27/28/29 Wed/Thr/Fri  
3 days BBY CRN 15733  
0830-1630

### NEW MDIA 144 MANAGING DIVERSITY

\$795

Designed for managers, executives and professionals at all levels in an organization, this seminar provides participants with the opportunity to improve skills in communicating and problem-solving within the context of a diverse organization. Participants will learn that managing diversity is a bottom-line issue; to visualize, experience and deal with diversity; to understand why people are uncomfortable with differences; to identify how changes in personal values affect collaborative environments; to understand the importance of clear and concise communication in a diverse environment; to gain insight into how individual perspectives influence decision-making; to appreciate the concerns of diverse employee groups; to understand how stereotyped thinking impacts working together; and to recognize that managing a diverse workforce goes beyond Employment Equity and Affirmative Action programs.

Nov 25/26 Thr/Fri  
2 days BBY CRN 15744  
0830-1630

## MDIA 204

### GRAPHICS LEVEL 2

\$245

A continuation of MDIA 104. Students develop their graphic art skills in layout, design and mechanical artwork for 4 color printing, paper selection, print production, commercial photography, costing and estimating. Includes a tour of a large printing plant. Prerequisite: MDIA 104.

Oct 25 Mon/Wed 6 wks BBY CRN 73302

## MDIA 206

### EFFECTIVE PRESENTATION TECHNIQUES

\$209

Consists of two sections designed to prepare students to present material effectively. The first section concentrates on spoken techniques including breathing, emphasis, phrasing, etc. The second section deals with the proper use of grammar. The course is ideal for those who prepare and present written and spoken material in today's corporate world.

Sep 16 Thr 12 wks BBY CRN 73317

## MDIA 207

### BUSINESS VIDEO

\$257

For people interested in using video to communicate with employees, customers, investors and other members of the public. The student will learn how to plan and organize a video production and will write a proposal, treatment, budget and script. The student will also become acquainted with the technical resources (crew, equipment, etc.) necessary to mount a production.

Sep 15 Wed 12 wks DEC CRN 73683

## MDIA 213

### ADVANCED CORELDRAW IBM/DOS

\$285

Course content will focus 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. One complete session will be conducted in a computer graphics studio, examining color output devices for the production of color slides, overhead transparencies, and color prints. Students will be expected to produce at least 4 complete pieces suitable for portfolio. This program will be of particular interest to business communicators, artists and illustrators as the focus will also encompass the marketing of acquired Corel skills.

Oct 30 Sat 6 wks BBY CRN 14793  
1300-1600

## MDIA 215

### ADVANCED QUARK X-PRESS - MAC

\$285

You will learn advanced publishing techniques using Quark X-Press 3.0, including integration with word processing and graphics software and the use of spot and process colors on your own workstation using a Macintosh SE computer. Prerequisite: MDIA 115, or permission from the instructor.

Nov 6 Sat 6 wks BBY CRN 15664  
0900-1200

## MDIA 216

### ADVANCED PHOTOGRAPHY 1

\$244

During classroom sessions and workshop in the studio (including a make-up demonstration) you will develop the basic skills to plan and carry out a variety of assignments in the areas of editorial and people photography. You will 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. You need a 35mm SLR, with at least a standard lens, a flash and a tripod. You have to supply your own film. Prerequisite: MDIA 101 or permission from the instructor.

Sep 16 Thr 6 wks BBY CRN 54750  
1900-2200

## MDIA 217

### ADVANCED PHOTOGRAPHY 2

\$244

During classroom sessions and a workshop in the studio you will develop the basic skills to plan and carry out a variety of assignments in the areas of Still Life and Advertising photography. You will also learn how to set-up and organize a small studio and gain hands-on experience in working with sophisticated lighting equipment. You will have the opportunity to develop a powerful portfolio and make a presentation. Good techniques and composition are stressed throughout the course. You need a 35mm SLR, with at least a standard lens, a flash and a tripod. You have to supply your own film. Prerequisite: MDIA 216 or permission from the instructor.

Oct 28 Thr 6 wks BBY CRN 54742

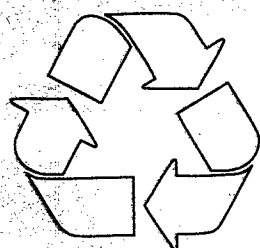
## MDIA 345

### MULTIMEDIA INTENSIVE WORKSHOP

\$1,095

This 3-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 applications, or business presentations. Students will have their own workstation using a Macintosh Centris 650 using popular software from Macromedia and Adobe. The lab is also equipped with colour scanner and printer. Each student will also 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.

Sep 30/Oct 1/Oct 4 Thr/Fri/Mon  
3 days BBY CRN 16609



PLEASE RECYCLE





AUTHORIZED  
TRAINING PROGRAM

## MDIA 105 INTRO ALDUS PAGEMAKER IBM/DOS \$285

This introductory, practical, "hands-on" course teaches design, layout and production of professional high impact publications, using the Aldus PageMaker assembly software program. You will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Aldus PageMaker gives you everything you need to produce any document electronically. You will have your own workstation using an IBM computer.

Sep 14	Tue	6 wks	DEC	CRN 89462
Sep 16	Thr	6 wks	DEC	16235
Sep 18	Sat	3 wks	DEC	89459
				0900-1600
Oct 9	Sat	6 wks	DEC	15928
				0900-1200

## MDIA 109 INTRO ALDUS PAGEMAKER MAC \$285

This introductory, "hands-on" course teaches design, layout and production of professional high impact publications, using the Aldus PageMaker assembly software program. You will learn to create numerous publishing projects, including advertisements, brochures, bulletins, flyers and forms. Aldus PageMaker gives you everything you need to produce any document electronically. You will have your own workstation using an Apple Macintosh computer.

Sep 13	Mon	6 wks	BBY	CRN 15700
Nov 6	Sat	6 wks	BBY	15641
				1300-1600

## MDIA 111 INTRO ALDUS FREEHAND MAC \$361

This graphics program turns the Apple Macintosh into the ultimate illustration tool. It makes drawing by computer easier and faster than drawing by hand. Learn how to create any graphic imaginable with more precision and control than ever before. You'll never have to go back to the drawing board again! Whether you're in stage design, architectural studies, landscaping, or the fine arts, this course lets you experiment with design techniques using Aldus FreeHand. Throughout the course you will have your own workstation using an Apple Macintosh computer. Come and learn how to create this graphic magic.

Sep 18	Sat	6 wks	BBY	CRN 15653
				1300-1600
Nov 2	Tue	6 wks	BBY	15697

## MDIA 112 INTRO ALDUS FREEHAND IBM/DOS \$361

This graphics program makes drawing by computer easier and faster than drawing by hand. Learn 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 FreeHand. Students have their own workstations using an IBM/PC.

Oct 26	Tue	6 wks	DEC	CRN 52611
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## MDIA 205 ADVANCED ALDUS PAGEMAKER IBM/DOS \$285

This advanced course guides you through PageMaker advanced features. You will learn how to create documents in readiness for sending your files to a service bureau thereby reducing pre-press costs. You will also learn how to create color separation files. Prerequisite: MDIA 105 or permission from the instructor.

Nov 20	Sat	3 wks	DEC	CRN 57050
				0900-1600

## MDIA 209 ADVANCED ALDUS PAGEMAKER MAC \$285

This advanced course guides you through PageMaker advanced features. Learn how to create your documents in readiness for sending your files to a service bureau thus reducing pre-press costs. You will also learn how to create color separation files and work with our desktop greyscale scanner. During this course we'll also show you videotapes on desktop design. You will have your own workstation using an Apple Macintosh computer. Prerequisite: MDIA 109, or permission from the instructor.

Nov 1	Mon	6 wks	BBY	CRN 15711
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## MEDICAL OFFICE ASSISTANT 432-8614

### A SEVEN COURSE CERTIFICATE PROGRAM

#### OFFC 934 MOA: MEDICAL OFFICE COMPUTER LITERACY \$277

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

Sep 13	Mon	12 wks	BBY	CRN 84174
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#### OFFC 935 MOA: MEDICAL TRANSCRIPTION \$247

Designed for persons who are employed as medical office assistants, or students taking the MOA program. Prerequisite: OFFC 934.

Sep 15	Wed	12 wks	BBY	CRN 14755
Sep 18	Sat	6 wks	BBY	57021
				0900-1600
Oct 30	Sat	6 wks	BBY	91889
				0900-1600

#### OFFC 936 MOA: ANATOMY AND PHYSIOLOGY \$262

Human anatomy and physiology.

Sep 16	Thr	12 wks	BBY	CRN 70567
				1815-2145
Sep 18	Sat	12 wks	BBY	57039
				0900-1200

#### OFFC 937 MOA: MEDICAL TERMINOLOGY \$299

Enables students to use basic medical terms and know how to spell and pronounce them. Prerequisite: OFFC 936.

Sep 13	Mon	12 wks	BBY	CRN 14761
				1800-2145
Sep 16	Thr	12 wks	BBY	05674
				1800-2145

#### OFFC 938 MOA: OFFICE PRACTICE \$225

Introduces MOA administrative duties and professional conduct. How to perform such duties as - appointment scheduling, reception, charts, filing, medical billing, etc.

Sep 14	Tue	11 wks	BBY	CRN 05683
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#### OFFC 939 MOA: CLINICAL PROCEDURES \$220

How to use medical equipment, perform laboratory tests and assist physicians with specific examinations. Course includes basic CPR certification.

Sep 13	Mon	12 wks	BBY	CRN 14776
Sep 15	Wed	12 wks	BBY	05695

#### OFFC 952 MOA: PRACTICUM \$209

Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last Saturday of the work experience. Student placement will be in a physician's office, or hospital department, or other medical clinic. Prerequisite: OFFC 934, 935, 936, 937, 938 and 939 or permission from the instructor.

Oct 2	Sat	6 wks	BBY	CRN 52600
				0900-1600

## OPERATIONS MANAGEMENT 451-6743/432-8860

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.

## BUSINESS CERTIFICATE IN INDUSTRIAL ENGINEERING

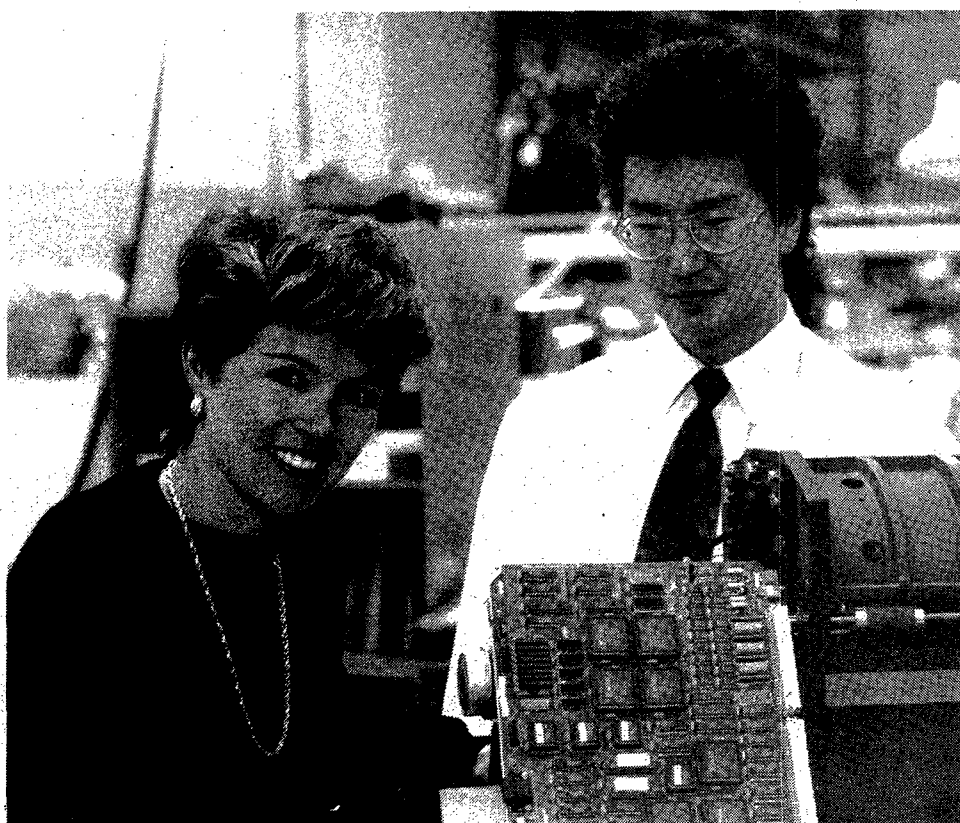
This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and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

- ADMN 124 Supervisory Skills
- COMM 183 Technical Reports
- FMGT 109 Accounting for the Manager
- OPMT 102 Basic Mathematics of Finance
- OPMT 106 Manufacturing Quality Assurance 1
- OPMT 142 Introduction to Quality Control Methods
- OPMT 187 Project Planning & Scheduling
- OPMT 188 Management Information Systems
- OPMT 191 Purchasing
- OPMT 192 Inventory Planning and Control
- OPMT 197 Statistics for Business and Industry
- OPMT 198 Productivity Engineering 1
- OPMT 242 Advanced Quality Control Methods
- OPMT 290 Performance Measurement
- OPMT 298 Productivity Engineering 2

## BUSINESS 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.

- ADMN 124 Supervisory Skills
- ADMN 145 Managing Change
- ADMN 170 Government and Business
- ADMN 222 Organizational Behavior 1
- COMM 183 Technical Reports
- FMGT 109 Accounting for the Manager
- OPMT 102 Basic Mathematics of Finance
- OPMT 106 Manufacturing Quality Assurance 1
- OPMT 187 Project Planning and Scheduling
- OPMT 188 Management Information Systems
- OPMT 191 Purchasing
- OPMT 197 Statistics for Business and Industry
- OPMT 198 Productivity Engineering 1
- OPMT 290 Performance Measurement
- OPMT 298 Productivity Engineering 2



## BUSINESS 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 production and inventory control, 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. This certificate uses the Canadian Association for Production and Inventory Control PIM courses.

ADMN 124 Supervisory Skills  
 COMM 183 Technical Reports  
 CPIC 105 Master Planning Certification Review (CAPIC)  
 CPIC 110 Principles of Inventory Control  
 CPIC 210 Inventory Management Certification Review (CAPIC)  
 CPIC 310 Material Requirements Planning (CAPIC)  
 CPIC 410 Capacity Management (CAPIC)  
 CPIC 510 Production Activity Control (CAPIC)  
 CPIC 600 Just-In-Time Certification Review (CAPIC)  
 OPMT 106 Quality Assurance 1  
 OPMT 175 Warehouse Management  
 OPMT 191 Purchasing  
 OPMT 198 Productivity Engineering 1  
 OPMT 298 Productivity Engineering 2  
 TDMT 352 Transportation  
 TDMT 409 Harmonized Systems FTA

## BUSINESS 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 183 Technical Reports  
 OPMT 106 Quality Assurance 1  
 OPMT 107 Quality Management for Service Industries  
 OPMT 115 Software Quality Assurance  
 OPMT 142 Introduction to Quality Control Methods  
 OPMT 206 Quality Assurance 2  
 OPMT 242 Advanced Quality Control Methods  
 OPMT 342 Statistical Design of Experiments for Industry  
 OPMT 344 Total Quality Management (TQM) in Manufacturing  
 OPMT 345 Quality Auditing  
 OPMT 346 Reliability Principle

The above courses earn a total of 37.5 credits. For the Certificate, a minimum of 45 credits is required. Any of the following electives will give additional credits toward the certificate, other quality courses may be available at a later date.

ADMN 124 OPMT 192  
 FMGT 109 OPMT 197  
 OPMT 102 OPMT 198  
 OPMT 188 OPMT 248  
 Note: OPMT 197 (or equivalent) is a prerequisite for OPMT 242.

## FACILITIES MANAGEMENT

Facilities Management involves the management and development of the work place to integrate people and work of 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 Science 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 IFMA B.C. Chapter.

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

ADMN 110 Management 1  
 ADMN 128 Occupational Health & Safety  
 ADMN 211 Management 2  
 ADMN 222 Organizational Behavior 1  
 ADMN 302 Problem-solving and Decision-making  
 BLDG 254 Project Management: Introduction to Building Development  
 BLDG 354 Construction Law in Project Management  
 COMM 160 Introduction to Business and Technical Communications  
 COMM 171 Business Reports  
 COMP 147 Lotus 1-2-3 level 1  
 COMP 157 dBASE level 1  
 FMGT 109 Accounting for the Manager  
 OPMT 102 Basic Math of Finance  
 OPMT 122 Blue Print Reading for Facilities  
 OPMT 125 Facilities Space Planning  
 OPMT 187 Project Planning and Scheduling  
 OPMT 198 Productivity Engineering 1

### OPMT 099

**MATH FOR BUSINESS** \$279  
 Offers the basic arithmetic and algebraic skills necessary to commence studies in the School of Business at BCIT.

Sep 14 Tue/Thr 8 wks BBY CRN 68640  
 DEC 93613  
 Sep 15 Wed/Mon 8 wks SRY 81954

### OPMT 102

**BASIC MATH OF FINANCE** \$209  
 A study of interest and its effect upon business and industry. Common financial analysis with appropriate calculations will be covered. Students will be required to purchase a preprogrammed financial calculator. (Do not buy a calculator until first class meeting.)

Sep 15 Wed 12 wks BBY CRN 94168  
 DEC 96026  
 Sep 16 Thr 12 wks SRY 96706

### OPMT 106

**QUALITY ASSURANCE MANUFACTURING 1** \$209  
 An introductory course in 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 programs; economic factors; quality assurance and production processes; investigating quality problems in production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites.

Sep 14 Tue 12 wks BBY CRN 71765

### OPMT 107

**QUALITY MANAGEMENT FOR SERVICE INDUSTRIES** \$209  
 An introductory course in quality management for service industries. The course presents an overview of the need for a quality system in the service industries, and in the administrative or service functions of manufacturing industries. Methods and techniques for service quality assurance programs. Cost of quality. Strategies for quality improvement. Case studies include: banking, insurance, education, retail trade, transportation, health services, public utilities, government, food services, hospitality, real estate and personal services.

Sep 15 Wed 12 wks BBY CRN 88368

### OPMT 110

**BUSINESS MATHEMATICS** \$279  
 Review of basic mathematics applicable to business and industry. 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, IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management.

Sep 17 Fri 12 wks DEC CRN 15910  
 0830-1230

### OPMT 115

**SOFTWARE QUALITY ASSURANCE** \$209  
 Covers the application of quality assurance principles to the development of computer software. The course will appeal to those students involved in software development who want to meet modern requirements for design, verification and re-usability.

Sep 15 Wed 12 wks BBY CRN 57117

### OPMT 117

**BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION** \$209  
 A study of simplified "hands-on" techniques to assist the administrator in decision-making using business mathematics and statistics. This practical course will include some problem-solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the preprogrammed business calculator will be emphasized and the ease of using many electronic spread-sheet business applications will be demonstrated. (Students will be required to purchase a preprogrammed business calculator which will be recommended at the first meeting.)

Sep 14 Tue 12 wks BBY CRN TBA

**Note:** This course can be applied as an elective in Administrative Management but is not equivalent to OPMT 102 or OPMT 197.

### OPMT 122

**BLUEPRINT READING FOR FACILITIES** \$209  
 This is a blueprint reading course for facilities managers. The student will be introduced to: layout, electrical, plumbing, site, construction, etc., specification drawings for the purpose of estimating costs, code and equipment specifications.

Sep 16 Thr 12 wks BBY CRN 56651

### OPMT 125

**FACILITIES SPACE PLANNING** \$209  
 Students will be introduced to systematic layout planning principles. Practical emphasis will be placed on grid layouts for office, administrative, storage, warehouse, service and manufacturing facility requirements.

Sep 15 Wed 12 wks BBY CRN 56643

### OPMT 142

**INTRODUCTION TO QUALITY CONTROL METHODS** \$209  
 A practical course in QC methods to introduce students to the field. The course will begin with basic descriptive statistics and some 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. No prerequisites required.

Sep 13 Mon 12 wks BBY CRN 57126

### OPMT 175

**WAREHOUSE MANAGEMENT** \$209  
 Receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. Provides a basic understanding of warehouse management.

Sep 14 Tue 12 wks BBY CRN 71691

## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 2 and send it with your cheque or credit card information to:

**BCIT Registration**  
 3700 Willingdon Avenue  
 Burnaby, B.C.  
 V5G 3H2

Sorry, No Postdated Cheques.

### 2. By Phone

Charge to your Visa or MasterCard.

Burnaby Campus: 434-1610  
 Downtown: 687-4666

### 3. In Person

Register at the Burnaby, Downtown or Surrey Campuses (see page 2). Pay by cash, cheque or credit card.

### 4. By Fax

Use the form located on page 2 and Fax to 430-1331.



## OPMT 187 PROJECT PLANNING AND SCHEDULING \$209

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 2 computer labs. It also prepares students to take the second-year course in project scheduling and cost control.

Sep 15 Wed 12 wks BBY CRN 68839  
SRY 73191

## OPMT 188 MANAGEMENT INFORMATION SYSTEMS \$209

Students learn to use a managerial systems approach to the management information area; review, assess and evaluate information processing hardware and software; evaluate management needs for information and integrate those needs into the management system; design and implement a simple management information system. The course is not intended to produce highly skilled MIS practitioners, but to provide an understanding of basic MIS concepts. Students learn how to relate to MIS specialists and managers in large organizations and how to approach a MIS problem in a small organization that would not normally have MIS specialists on staff.

Sep 15 Wed 12 wks SRY CRN 05211  
Sep 16 Thr 12 wks BBY 95463

## OPMT 191 PURCHASING \$209

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

Sep 14 Tue 12 wks SRY CRN 96628  
Sep 15 Wed 12 wks DEC 15817  
Sep 16 Thr 12 wks BBY 95504

## OPMT 192 INVENTORY PLANNING AND CONTROL \$209

Objectives, records, forecasting, order point systems, MRP make/buy analysis, departmental organization.

Sep 13 Mon 12 wks BBY CRN 94356  
Sep 15 Wed 12 wks SRY 85263

## OPMT 197 STATISTICS FOR BUSINESS AND INDUSTRY \$314

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

Sep 14 Tue/Thr 9 wks DEC CRN 96831  
Sep 15 Wed/Mon 9 wks BBY 15826  
SRY 97416

## OPMT 198 PRODUCTIVITY ENGINEERING 1 \$209

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

Sep 15 Wed 12 wks BBY CRN 05189

## OPMT 206 QUALITY ASSURANCE 2 (MANUFACTURING) \$209

Continues from OPMT 106. Examines basic principles of modern quality assurance which students can relate to situations encountered in their own work, and applies the techniques for resolving quality problems.

Sep 16 Thr 12 wks BBY CRN 15843

## OPMT 242 ADVANCED QUALITY CONTROL METHODS \$209

This course is intended for people who have previous knowledge of statistics. Topics will include the use of distributions and tests to QC applications. The development of control charts including special charts. Design of sampling plans. Theory and applications for standard industrial sampling schemes (MIL-STD-105, MIL-STD-414, and the commercial equivalents). Reliability concepts and calculations for basic models. This course is designed to help candidates prepare for the certification examinations of the ASQC in these areas.

Sep 13 Mon 12 wks BBY CRN 15851

## OPMT 275 ADVANCED WAREHOUSE MANAGEMENT \$209

Students who have completed OPMT 175 will benefit from this course. 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, purchasing. Prerequisite: OPMT 175.

Sep 16 Thr 12 wks BBY CRN 78727

## OPMT 287 PROJECT COST ESTIMATING \$209

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 187 or equivalent.

Sep 13 Mon 12 wks DEC CRN 72579

## OPMT 290 PERFORMANCE MEASUREMENT \$209

Students proceed from method study into the area of time analysis and related costs of time. The course familiarizes students with various systems of recording time and establishing standard times for work, and discusses historical times; work sampling techniques, predetermined time systems, and the development of standard times from these techniques.

Sep 16 Thr 12 wks BBY CRN 72610

## OPMT 298 PRODUCTIVITY ENGINEERING 2 \$209

For students with OPMT 198. Allows them to complete a more detailed, complex study to final report and presentation in the areas of office systems, manufacturing, warehousing and storage. Expands upon productivity improvement through systematic, scientific problem-solving. Prerequisite: OPMT 198.

Sep 14 Tue 12 wks BBY CRN 04970

## OPMT 345 QUALITY AUDITING \$209

This course covers quality auditing principles and applications for quality system audits, process audits and product audits. Internal audits within the company, and external audits at 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. Preparing for audits by major customers or agencies. This course will help candidates prepare for the ASQC CQA examination. Prerequisite: OPMT 106, and 206.

Sep 15 Wed 12 wks BBY CRN 57134

## SENIOR CERTIFICATE FOR TRADEPERSONS 451-6743/432-8860

### A PART-TIME OPTION FOR CAREER RENEWAL

Now you can keep working while acquiring the essential **academic, personal management and team building skills** to help you advance your management career. We encourage you to join our program head to learn more about this exciting opportunity by attending a special orientation session.

**When:** September 21, or October 12, 1993

**Time:** 1830 - 2030

**Where:** BCIT Burnaby Campus  
Administration Boardroom  
3700 Willingdon Avenue  
(Canada Way & Willingdon)

Take your first step for advancement and attend this information session. Call 432-8573 to pre-register. If you cannot attend either of these sessions, contact the Program Advising group at 434-3304 for information.

## TRANSPORTATION LOGISTICS 451-6743/432-8860

### BUSINESS CERTIFICATE IN TRANSPORTATION LOGISTICS

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

ADMN124 Supervisory Skills  
MKTG314 Introduction to International Business  
OPMT102 Basic Mathematics of Finance  
OPMT188 Management Information Systems  
OPMT191 Purchasing  
OPMT192 Inventory Planning & Control  
OPMT197 Statistics for Business & Industry  
OPMT198 Productivity Engineering 1  
TDMT101 Geography of Trading 1  
TDMT150 Distribution 1 (CITT)  
TDMT202 Transportation Regulations  
TDMT203 Transportation Economics  
TDMT304 Introduction to International Trading  
TDMT409 Harmonized Systems FTA  
TDMT410 Logistics Management  
TDMT413 Traffic and Transportation Management

## TDMT 101 GEOGRAPHY OF TRADING \$209

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.

Sep 16 Thr 12 wks DEC CRN 72582

## TDMT 150 DISTRIBUTION 1 (CITT) \$209

This course covers transportation regulations; Canadian transportation modes including water, rail, air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs.

Sep 15 Wed 12 wks BBY CRN 78830

## TDMT 202 TRANSPORTATION REGULATIONS \$209

Offers a working knowledge of the rules and regulations of surface and air transportation.

Sep 14 Tue 12 wks BBY CRN 15878

## TDMT 203 TRANSPORTATION ECONOMICS \$209

Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel cost, etc., concluding with profit oriented rate-making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul.

Sep 15 Wed 12 wks BBY CRN 95345

## TDMT 250 DISTRIBUTION 2 \$209

This course 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; computer applications to transportation.

Sep 16 Thr 12 wks BBY CRN 15880

## TDMT 304 INTRODUCTION TO INTERNATIONAL TRADING \$209

Provides a global overview of international business and trading strategies. The student will understand the interdependence of nations and appreciate diversities between free, controlled and third world countries' trading patterns. Examines the importer/manufacturer's evolution to exporting. Protectionism, tariff and non-tariff barriers, subsidies, etc., will be covered focusing on Canada's competitive position. Emphasis is given to costing for export/import to maximize profit.

Sep 13 Mon 12 wks BBY CRN 15865  
Sep 15 Wed 12 wks DEC 68090

## TDMT 409 HARMONIZED SYSTEMS F.T.A. \$314

Presents the complexities of international trade and the concepts of exporting/importing in the Canadian environment, for people in industry. Prerequisite: TDMT 305.

Sep 15 Wed/Mon 9 wks BBY CRN 15899

## TDMT 413 TRAFFIC AND TRANSPORTATION MANAGEMENT \$314

Details the complexities of the industrial traffic and operation departments of a transportation company.

Sep 14 Tue/Thr 9 wks BBY CRN 15904

## ELECTRICAL TRADES

**432-8637/432-8728**

The following courses are designed for persons who are working in the Electrical Trade.

### TELC 905 ELECTRICAL CODE 1 \$402

Designed for 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.

Sep 14 Tue/Thr 10 wks BBY CRN 04997  
1900-2200

### TELC 907 ELECTRICAL CODE 2 \$402

This course covers all aspects of the Canadian Electrical Code with emphasis on high voltage installations. Ideal for Electrical Contractors (all classes) who want to update their code knowledge. 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: High Voltage or 3-phase experience recommended.

Sep 13 Mon/Wed 10 wks BBY CRN 05652  
1900-2200

### TELC 916 ELECTRICAL TRADE QUALIFICATION REFRESHER \$520

This course is for tradespersons preparing to write the Electrical Trade Qualification Exam. Tradespersons must have approved electrical work experience. It is recommended that approval be obtained from the Ministry of Advanced Education, Training and Technology area office nearest you prior to enrolling. Prerequisite: Knowledge of wiring methods and terminology.

Sep 13 Mon/Wed 10 wks BBY CRN 13858  
Sep 14 Tue/Thr 10 wks BBY 13860  
1900-2200

### TELC 917 FIRE ALARM SYSTEMS \$110

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.

Oct 16 Sat 2 wks BBY CRN 87318  
0830-1530

### TELC 920 LIGHTING \$110

Lighting principles, lighting units, incandescent, fluorescent, HID lamp types and their characteristics and operation.

Oct 16 Sat 2 wks BBY CRN 87320  
0830-1530

### TELC 921 MATH FOR ELECTRICIANS 1 \$433

A mathematics upgrade course to strengthen students' understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Sep 27 Mon/Wed 10 wks BBY CRN 05597  
Mon/Wed 10 wks BBY 82225  
1900-2200

### TELC 923 MATH FOR ELECTRICIANS 2 \$433

Provides students with the mathematical background they need to understand alternating current (AC) electricity.

Sep 27 Mon/Wed 10 wks BBY CRN 04935  
Mon/Wed 10 wks BBY 82013  
1900-2200

### TELC 924 DC MOTORS \$110

DC motor operation and construction, and operating characteristics of different types of DC motors.

Sep 27 Mon/Wed 2 wks BBY CRN 87336  
1900-2200

### TELC 925 MATH FOR ELECTRICIANS 3 \$433

For those about to enter 3rd year apprenticeship program in electrical trade, and for others interested in understanding 3-phase circuits and equipment.

Sep 27 Mon/Wed 10 wks BBY CRN 05588  
1900-2200

### TELC 926 AC MOTORS \$110

AC motor operation, construction, and operating characteristics of different types of single and three-phase motors.

Oct 18 Mon/Wed 2 wks BBY CRN 87347  
1900-2200

### TELC 937 HEATING, VENTILATING, AIR CONDITIONING SYSTEMS FOR ELECTRICIANS \$110

Includes terminology, regulations for use, different types of systems for various occupancies, and associated air-handling units and control units.

Oct 16 Sat 2 wks BBY CRN 87354  
0830-1530

### TELC 938 AC SYSTEMS, TRANSFORMERS AND DISTRIBUTION \$110

The theory, construction and applications of single and three-phase transformers and connections.

Oct 25 Mon/Wed 2 wks BBY CRN 87363  
1830-2130

### TELC 939 BLUEPRINT READING FOR ELECTRICIANS \$110

Provides an overview of architectural, mechanical and plumbing drawings leading to electrical blueprints and specifications.

Nov 6 Sat 2 wks BBY CRN 87372  
0830-1530

### TELC 950 BASIC HYDRAULICS FOR ELECTRICIANS \$207

Intended for electricians working with electromechanical interfacing equipment. Emphasis will be placed on how to determine whether systems failures are due to electrical or mechanical faults in electromechanical systems.

Nov 6 Sat 3 wks BBY CRN TBA

### TELC 960 HIGH VOLTAGE 1 \$233

Introduces basic high voltage theory leading to gradients, electric stress. High voltage cables, terminators, fuses, switches and CB's are covered. Prerequisite: TQ level of experience and knowledge preferred.

Sep 18 Sat 5 wks BBY CRN 87407  
0830-1530

### TELC 961 HIGH VOLTAGE 2 \$294

A continuation of TELC 960; examines practical applications for concentric neutral cables, wrapped cone terminators and capacitive grading principles. Prerequisite: TELC 960.

Nov 6 Sat 5 wks BBY CRN 87415  
0830-1530

### TELC 968 SECURITY SYSTEMS \$329

For salespersons, administrators, managers or crime prevention officers with limited technical knowledge about security systems, and installers new to the trade. Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment; central station communications, access and CCTV systems. Prerequisite: Proof of a security check through the Ministry of the Attorney General must be presented to the Security Alarm instructor on the first night of instruction.

Oct 12 Tue/Thr 7 wks BBY CRN 55213  
1900-2200

### TELC 969 ALARM SYSTEM BASICS \$117

For business owners/managers, or home owners. This course covers the design and installation of security systems, the types of equipment used, applicable regulations and bylaws, selection of an installation contractor. Completion of this course will enable you to make an informed decision on the purchase of an alarm system, understand the basics of alarm system operation and installation. No prerequisite.

Oct 16 Sat 2 wks BBY CRN 55208  
0830-1530

### TELC 981 CODE CALCULATIONS FOR MOTORS \$60

Includes conductor sizing, selection of overload and overcurrent devices for AC and DC motors.

Oct 2 Sat 1 day BBY CRN 89537  
0830-1530

### TELC 982 CODE CALCULATIONS FOR TRANSFORMERS AND CAPACITORS \$60

Includes conductor sizing, selection of overcurrent devices for single and three-phase transformers. Also covering protection and sizing of conductors for capacitors.

Oct 16 Sat 1 day BBY CRN 89523  
0830-1530

### TELC 983 CODE REQUIREMENTS FOR GROUNDING AND BONDING \$60

Includes conductor sizing and connection for grounding various electrical systems.

Oct 23 Sat 1 day BBY CRN 89514  
0830-1530

### TELC 984 CODE REQUIREMENTS FOR PROTECTION AND CONTROL \$60

Includes the installation standard for overcurrent and overload devices and the sizing and selection of various protective devices.

Oct 30 Sat 1 day BBY CRN 89509  
0830-1530

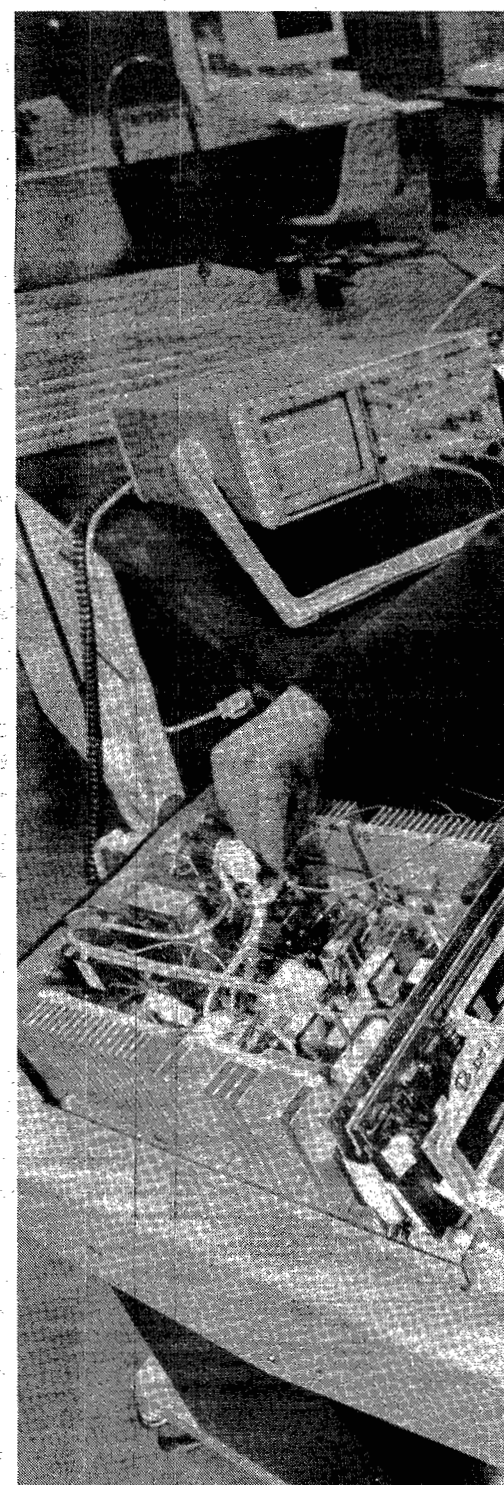
## ELECTRONICS TRADES

**432-8637/432-8223**

**PREREQUISITE:** Grade 10 mathematics recommended.

### INTRODUCTION TO ELECTRONICS

This is a program consisting of 4 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 Certificate of Attendance in Electronics (Basics) is issued to students who successfully complete TELX 975, 976, 977 and 978.







## TCMP 910 MICROCOMPUTER SYSTEMS MAINTENANCE \$554

Reviews analog/digital electronics, basic microcomputer architecture, 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.

Sep 14 Tue/Thr 10 wks BBY CRN 55224  
1830-2130

## TELX 209 FIBRE OPTICS \$995

Fibre Optics is an advanced course in Telecommunications. This course is offered in conjunction with The Light Brigade, the primary supplier of training for Fibre Optics in the North Western United States. Students will spend half of the program working hands-on with mechanical and fusion splices, optical connectors, light sources, power meters, optical time-domain and reflectometers (O.T.D.R.) as well as installing a fibre optic system.

Sep 27 Mon/Wed 12 wks BBY CRN 13846  
1830-2130

## TELX 975 INTRODUCTION TO ELECTRONICS: PASSIVE DEVICES \$504

This is the first in a series of 4 courses designed for those with little or no understanding of electronics. This course focuses on the basic elements of electronics. 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.

Sep 13 Mon/Wed 10 wks BBY CRN 55306  
1830-2130

Sep 14 Tue/Thr 10 wks BBY 55286

## TELX 976 INTRODUCTION TO ELECTRONICS: SOLID STATE DEVICES \$543

Continuing on from TELX 975, this course focuses on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LESs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid state circuits. Prerequisite: Successful completion of TELX 975.

Sep 13 Mon/Wed 10 wks BBY CRN 55262  
1830-2130

## TELX 978 INTRODUCTION TO ELECTRONICS: MICROPROCESSORS \$644

Based on the 6800 microprocessor, this program covers microcomputer basics, architecture, addressing modes, branching, computer arithmetic, stack operations, sub-routines, I/O operations, interrupts, interfacing and simple programming in machine code. Prerequisite: Successful completion of TELX 977.

Sep 14 Tue/Thr 10 wks BBY CRN 55245  
1830-2130

## INDUSTRIAL COMPUTING AND CONTROL 432-8637/432-8728

### TCMP 903 INTRODUCTION TO COMPUTERS FOR ELECTRICIANS \$214

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, including computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

Sep 25 Sat 4 wks BBY CRN 87271  
0830-1530

### TCMP 904 PROGRAMMING IN BASIC FOR TRADESPERSONS \$306

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.

Oct 26 Tue/Thr 5 wks BBY CRN 87952  
1830-2130

## TELX 927 MOTOR CONTROL 1 \$217

A practical, hands-on course covering the basic principles of conventional motor control for those working in industrial settings. Prerequisite: Familiarity with wiring methods and terminology.

Sep 13 Mon/Wed 5 wks BBY CRN 05732  
Oct 25 Mon/Wed 5 wks BBY 87305  
1900-2200

## TELX 946 DC VARIABLE SPEED DRIVES \$110

This course covers an area of growing importance - service and maintenance. Concentrates on the most common types of electronic drive units and uses of solid state components.

Oct 30 Sat 2 wks BBY CRN 87389  
0830-1530

## TELX 947 AC VARIABLE FREQUENCY DRIVES \$110

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.

Nov 13 Sat 2 wks BBY CRN 87391  
0830-1530

## TELX 903 DIGITAL ELECTRONICS FOR TRADES \$233

A practical hands-on course designed to instruct the tradesman responsible for maintenance of electronic control equipment. Involves a review of discrete devices with extensive instruction on digital devices at the chip level.

Sep 13 Mon/Wed 5 wks BBY CRN 87831  
1830-2130

## TELX 904 INTRODUCTION TO MICROPROCESSORS FOR TRADES \$233

Hands-on training involving 8-bit and 16-bit microprocessors. Designed for tradesmen who intend to continue in the industrial computing environment.

Oct 26 Tue/Thr 5 wks BBY CRN 87845  
1830-2130

## TELX 926 FIBRE OPTICS \$153

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.

Nov 20 Sat 2 wks BBY CRN 86736  
0830-1530

## TELX 966 DIGITAL COMMUNICATION FOR TRADES \$233

A continuation of TELX 977 involving serial and parallel communications at the microprocessor level. Designed as a prerequisite to the Programmable Controller courses. Prerequisite: TELX 977.

Sep 14 Tue/Thr 5 wks BBY CRN 87824  
1830-2130

## TELX 970 OPERATIONAL AMPLIFIERS \$337

Basic linear amplifier and non-linear signal processing circuits, differentiators and integrator, voltage and current circuits, Norton op-amps and instrumentation amps. Prerequisite: TELX 976 or equivalent.

Nov 16 Tue/Thr 5 wks BBY CRN 86580  
1830-2130

## TELX 980 BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES \$140

For mechanical tradespersons involved with complex electromechanical systems controlled by Programmable Logic Controllers (PLCs). Emphasis is placed on how to determine whether system failures are due to electrical or mechanical fault.

Nov 27 Sat 2 wks BBY CRN TBA

## TELX 981 PROGRAMMABLE CONTROLLERS 1 \$306

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 dedicated programming terminals. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Sep 13 Mon/Wed 5 wks BBY CRN 68807  
Oct 26 Tue/Thr 5 wks BBY 69313  
1830-2130

## TELX 982 PROGRAMMABLE CONTROLLERS 2 \$306

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 981 and a good working knowledge of DOS.

Sep 13 Mon/Wed 5 wks BBY CRN 69308  
Nov 1 Mon/Wed 5 wks BBY 75713  
1830-2130

## TELX 983 PROGRAMMABLE CONTROLLERS 3 \$306

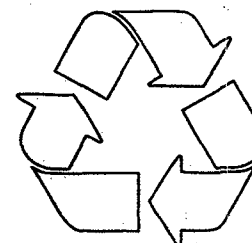
Continues to explore the power of the PLC by expanding on file and data manipulation routines including serial and parallel shift registers, logical comparison instructions and sequencing functions. Prerequisite: TELX 982.

Sep 14 Tue/Thr 5 wks BBY CRN 75708  
1830-2130

## TELX 984 PROGRAMMABLE CONTROLLERS 4 \$306

Provides an introduction to data communications, use of "smart cards" (analog, ASCII, etc.), report generation and subroutines. All programs concentrate on safe installation and programming techniques. Prerequisite: TELX 983.

Oct 26 Tue/Thr 5 wks BBY CRN 87442  
1830-2130



PLEASE RECYCLE

## INSTRUMENTATION 432-8637/432-8728

### TELX 936

#### INTRO TO COMPUTERIZED PROCESS CONTROL

\$419

Of interest to 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.

Sep 27 Mon 10 wks BBY CRN 89558  
1900-2200

### TELX 937

#### COMPUTERIZED INDUSTRIAL BOILER CONTROL

\$419

An introductory course covering 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.

Sep 15 Wed 10 wks BBY CRN 89546  
1900-2200

## LEARNING SKILLS FOR TRADES 432-8637/432-8728

The following courses are designed as refreshers for tradespersons wishing to continue their education.

### TELX 904

#### READING COMPREHENSION

\$110

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.

Sep 27 Mon/Wed 4 wks BBY CRN 89240  
1900-2200

### TELX 906

#### STUDY SKILLS

\$53

How to make every minute spent studying count; how to listen; how to learn; using a library; managing your time and how to write essays and pass exams.

Nov 3 Wed 4 wks BBY CRN 89238  
1900-2200

## ELECTRONICS TECHNOLOGY 432-8253

The Technology Program Coordinator for Part-time Studies will be available for program consultation and course information on Thursday, September 9 from 1830 - 2015 in the Student Services Department, Building SW1, second floor, room 2300. Please call 434-3304 for an appointment.

### ELEX 001

#### ELECTRICAL/ELECTRONICS TECHNOLOGY CAREERS

NO CHARGE

A discussion of electrical/electronics career opportunities, the electronics industry in B.C., a discussion of electrical and electronics engineering technology courses available to the person interested in an electrical/electronics career or hobby. A tour of lab facilities will follow this session.

Sep 9 Thr 1 day BBY CRN 83740  
1845-2145

### ELEX 100

#### CIRCUIT ANALYSIS 1

\$521

(For Engineering Technology.) Lectures and labs. The essential foundation course for most electronics technology studies. Those with previous training and math beyond Math 12 may wish to consider ELEX 208. ELEX 100 teaches theory and lab practice in the principles and methods of analysis related to DC circuits. Prerequisite: Math 12, Physics 11 or departmental approval.

Sep 16 Thr 30 wks BBY CRN 91583  
1845-2145

### ELEX 101

#### ELECTRONICS MANUFACTURING PROCESSES

\$521

Shop experience intensive. Through the design and manufacture of specific electronic projects, students learn the skills required to do basic soldering, printed circuit repair and re-work, high reliability soldering, design and fabrication of single and double-sided printed circuit boards. For those with approved shop experience in all but printed circuit board design, see ELEX 163.

Sep 14 Tue 28 wks BBY CRN 91595  
1845-2145

### ELEX 102

#### DIGITAL TECHNIQUES 1

\$521

(For Engineering Technology.) Lectures and 14 labs. Foundation course for computer electronic studies. Theory is reinforced with 14 laboratory sessions. Digital logic circuits are designed, truth tables developed, Boolean output equations generated, circuits built and then tested in the lab.

Sep 16 Thr 28 wks BBY CRN 72859  
1845-2145

### ELEX 163

#### PRINT CIRCUIT BOARD DESIGN

\$244

(Printed Circuit Board lab and lectures.) Bring your electronic project ideas and use our printed circuit board facility as your course project. Trains students in the design and manufacture of single and double-sided printed circuit boards. Also ELEX 101 upgrade.

Sep 15 Wed 10 wks BBY CRN 71825  
1845-2145

### ELEX 200

#### CIRCUIT ANALYSIS 2

\$521

(For Engineering Technology.) Lectures and 14 lab sessions. Introduces the behaviour of electrical circuits and networks when driven by a single-phase alternating current (AC) source. Preparation of courses in electronics and power systems. Prerequisite: ELEX 100, MATH 143 or 114/115 or departmental approval.

Sep 14 Tue 25 wks BBY CRN 73090  
1845-2145

### ELEX 202

#### DIGITAL TECHNIQUES 2

\$521

(For Engineering Technology.) Lectures and labs. Second level of computer electronics studies. Students design and test TTL logic circuits such as counters, shift registers, multiplexers etc. TTL family specifications studied in detail. Prerequisite: ELEX 102, 203 (may be taken concurrently), or departmental approval.

Sep 13 Mon/Wed 15 wks BBY CRN 16180  
1845-2145

### ELEX 203

#### ELECTRONIC CIRCUITS 1

\$594

(For Engineering Technology.) Lectures and labs. Explains how electronic circuits work: how to analyze, design, modify and combine them to perform complex functions. Topics include bipolar and field-effect transistors characteristics, V<sub>b</sub> & I amplifier circuits, biasing, load-line analysis, transistor switches, feedback, oscillators, DC power supplies etc. Prerequisite: MATH 143 or 114/115 PHYS 106, ELEX 200 (may be taken concurrently), or departmental approval.

Sep 15 Wed 35 wks BBY CRN 72655  
1845-2145

### ELEX 205

#### C PROGRAMMING

\$472

An introductory course in the use of the IBM personal computer, the DOS operating system and the C high level programming language. Throughout the course, students will be solving engineering problems using C and learning how to debug software problems. Prerequisite: ELEX 100 (may be taken concurrently).

Sep 16 Thr 22 wks BBY CRN 68086  
1845-2145

### ELEX 206

#### C FOR NOVICE ELEX PASCAL PROGRAMMING

\$472

Update to C. C is the language of choice in the Electronics Industry. For the person who has done some programming most likely in Turbo Pascal. Suitable for PC users presently programming in other languages such as Basic or Fortran.

Sep 16 Thr 12 wks BBY CRN 16165  
1845-2145

### ELEX 208

#### CIRCUIT ANALYSIS AC/DC

\$521

(For Engineering Technology.) Lectures and labs. An accelerated circuits course (ELEX 100 and ELEX 200) for persons with recent Math 12 or better prerequisite plus electrical trades training or other post-secondary training with a strong math background. A test at week 4 who will determine who continues and who will be advised to transfer to ELEX 100. Prerequisite: Recent Math 12 and Physics 11 both with minimum C+, or equivalents, plus additional higher level Math course(s) recommended.

Sep 16 Thr 30 wks BBY CRN 78039  
1845-2145

### ELEX 302

#### MICROCONTROLLER SYSTEMS 1

\$521

(For Engineering Technology.) Lectures and labs. A detailed study of a microcomputer system with intensive laboratory assignments. Includes data bussing, addressing schemes, memory devices, internal architecture, interrupt handling, machine/assembly language programming, an operating system and its software development tools. Prerequisite: ELEX 200, 201, 202, 303\*, or 333 or 341 (may be taken concurrently), or departmental approval.

Sep 13 Mon 30 wks BBY CRN 77546  
1845-2145

### ELEX 305

#### ELECTRICAL EQUIPMENT

\$428

Magnetic circuits, AC and DC motors and generators, transformers, fuses, circuitbreakers, three-phase power and three-phase rectification are studied in detail. Satisfy the "I want to know how it works" problem for tradespersons. Commences with a session on mathematics required for this course. Prerequisite: AC and DC circuit analysis training required.

Sep 14 Tue 18 wks BBY CRN 83134  
1845-2145

### ELEX 307

#### PULSE TECHNIQUES

\$476

Introduces pulse signal circuits such as clippers & clamps, transistor switches, astable & monostable multivibrator. Schmitt Triggers, ramp generator, DC to DC converters and phase-lock loops. Both discrete transistors (bipolar & FET) and CMOS integrated circuits are used in building these circuits. Each circuit is analyzed in detail and its practical application is considered. Prerequisite: ELEX 200, 202, 203, and MATH 243.

Sep 13 Mon 30 wks BBY CRN 16219  
1845-2145

### ELEX 331

#### TELECOMMUNICATION CIRCUITS & SYSTEMS 1

\$584

Introduces the principles of telecommunications and defines the telecommunication system. Various modulation systems are explained including amplitude modulation, single-sideband, and frequency and phase modulation. A typical transmitter and receiver are examined first in block form, then the various component circuits are examined in more detail. Frequency synthesis is also covered. Prerequisite: ELEX 203, MATH 243 and ELEX 200 or 208.

Sep 14 Tue/Thr 30 wks BBY CRN 16206  
1845-2145

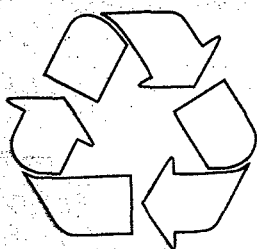
### ELEX 333

#### ELECTRONIC CIRCUITS 2 (TELECOM)

\$521

Provides further knowledge of electronic circuits with emphasis on their application in telecommunications. Topics include small-signal tuned amplifiers, operational amplifiers, active filters, parameter systems and their use in small-signal analysis. Prerequisite: ELEX 203, MATH 243 and MATH 200 or 208.

Sep 13 Mon 28 wks BBY CRN 87940  
1845-2145



PLEASE RECYCLE



**ELEX 406**  
**DATA COMMUNICATION** \$594  
 Lectures and labs. Detailed study of Data Communication protocols and digital hardware with microcomputer interfacing examples and lab experiments. Prerequisite: ELEX 302, ELEX 303 or 333 and ELEX 307.

Sep 14 Tue 30 wks BBY CRN 79339  
 1845-2145

**ELEX 416**  
**MICROCONTROLLER SYSTEMS 2** \$476  
 The first part of the course introduces the student to a widely-used microcontroller, the MC68HC11. Students will program the CPU and on-chip peripherals to perform typical functions in data acquisition and control. The second part of the course is an in-depth examination of the design, implementation, and troubleshooting of microprocessors and microcontroller systems. Topics include a detailed analysis of the CPU-memory interface, Dram, inter-chip communication, and the use of external peripherals. A strong emphasis is placed on modular software design. Prerequisite: ELEX 302 & 307.

Sep 16 Thr 30 wks BBY CRN 16178  
 1845-2145

**ELEX 530**  
**C PROGRAMMING OF DATA COMMUNICATIONS APPLICATIONS** \$329  
 Teaches the C programming language in the context of the data communications environment. The C language is used to write networking software. Students write programs to exercise the INTEL 8250 UART using an IBM PC. Programming techniques taught include terminal emulation, flow control, error detection and correction. Prerequisite: ELEX 201, 302, 406 or similar desired.

Sep 14 Tue 15 wks BBY CRN 52679  
 1845-2145

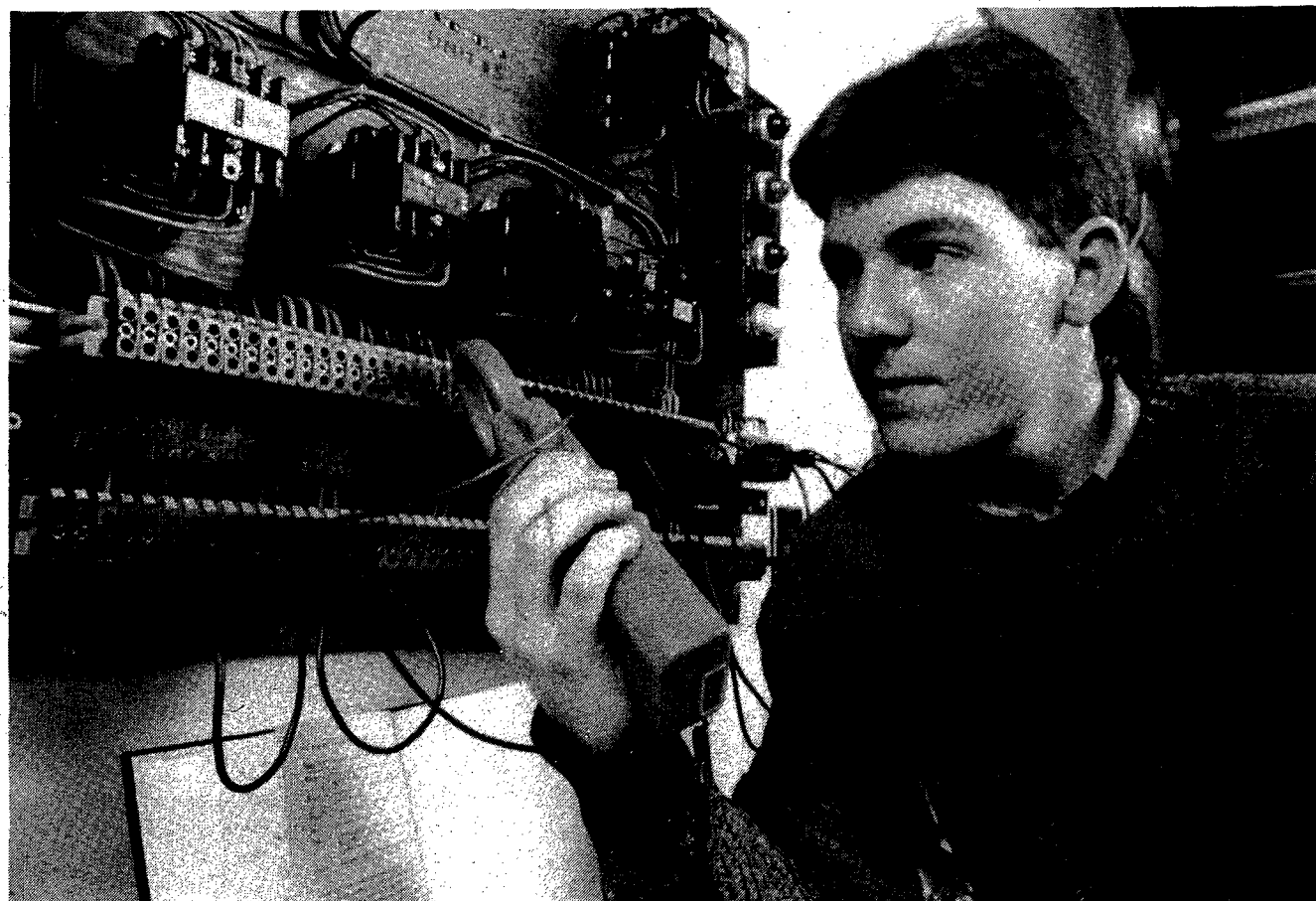
**ELEX 538**  
**INTRODUCTION TO RF CIRCUIT DESIGN** \$492  
 Lectures and labs. For technicians, technologists and engineers. This course combines theory and lab practice of HF and VHF circuit design. Prerequisite: must be an engineer or technologist or must have departmental approval.

Sep 14 Tue/Thr 8 wks BBY CRN 77571  
 1845-2145

**ELEX 731**  
**INTRODUCTION TO DIGITAL SIGNAL PROCESSING (DSP)** \$289  
 Explains the theory and introduces the mathematical models and computer tools and procedures used for the data analysis, and a broad array of digital filter designs. Prerequisite: Diploma of Technology in a related area or equivalent or departmental approval.

**Note:** ELEX 731 will be followed by ELEX 732 Real-time DSP Applications in January 1994.

Sep 15 Wed 12 wks BBY CRN 52666  
 1845-2145



**ELEX 900**  
**MICROCOMPUTER EXPERIMENTATION ON IBM AT** \$274  
 How to use your PC to control electrical equipment. Introduces hardware and software concepts necessary for information input/output using assembler computer language on IBM PCs with 8088/8086 microprocessors. Of interest to engineering technologists and hobbyists in electronics or computer systems.

Sep 13 Mon 10 wks BBY CRN 77585  
 1845-2145

**ELEX 905**  
**PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY** \$337  
 Examines the use of the Programmable Logic Controller (PLC) in the area of industrial automation. Students will design and document solutions to control problems which can be tested on the PLC.

Sep 16 Thr 10 wks BBY CRN 79350  
 1845-2145

**ELEX 915**  
**PLC'S LEVEL 2** \$361  
 A continuation of ELEX 905. The course expands on the instructions covered in ELEX 905 to include more advanced PLC functions including Math functions, analog I/O, data manipulation and communications. Course is lab oriented and students will design programs for the GE 90/70 and telemecanique PLCs. A description of PLC hardware and operation pertaining to the new functions covered in this course will be outlined. Prerequisite: ELEX 905 or equivalent.

Sep 13 Mon 10 wks BBY CRN 87938  
 1845-2145

**ELEX 920**  
**CIRCUIT ANALYSIS 1: INTRODUCTION** \$209  
 An introduction to circuit analysis. A non-credit course which parallels the first 12 weeks of ELEX 100. Students who wish to continue in ELEX 100 for credit may register in ELEX 100 before week 12. (ELEX 920 fees will be applied to ELEX 100 with continued registration.) Prerequisite: Math 12, Physics 11 or departmental approval.

Sep 16 Thr 12 wks BBY CRN 83206  
 1845-2145

**ELEX 930**  
**DIGITAL TECHNIQUE 1: INTRODUCTION** \$209  
 An introduction to digital techniques. A non-credit course which parallels the first 12 weeks of ELEX 102. Students who wish to continue for credit may register in ELEX 102 before week 13. (ELEX 930 fees will be applied to ELEX 102 fees with continued registration.)

Sep 16 Thr 12 wks BBY CRN 83219  
 1845-2145

**ELEX 942**  
**MEASUREMENT AND CONTROL 1** \$229  
 An introduction to the area of process automation and instrumentation. Pressure and level measurement equipment (including smart transmitters) are discussed and typical industrial applications are reviewed. The basic elements of closed-loop feedback control systems are presented and students will set up on/off and proportional control systems to a typical industrial process.

Sep 14 Tue 10 wks BBY CRN 55322  
 1845-2145

**ELEX 943**  
**MEASUREMENT AND CONTROL 2** \$229  
 A continuation of ELEX 942. 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 942.

Sep 15 Wed 10 wks BBY CRN 55319  
 1845-2145

**ELEX 959**  
**DISTRIBUTION CONTROL SYSTEM BAILEY NET90** \$391  
 Participants will investigate the concepts of distributed control systems, their operation and programming. Course includes extensive hands-on experience operating and programming a Bailey Net90 distributed control system. Operation and programming will be centred around boiler control.

Sep 16 Thr 10 wks BBY CRN 16199  
 1845-2145

## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 2 and send it with your cheque or credit card information to:

**BCIT Registration**  
 3700 Willingdon Avenue  
 Burnaby, B.C.  
 V5G 3H2

Sorry, No Postdated Cheques.

### 2. By Phone

Charge to your Visa or MasterCard.

Burnaby Campus: 434-1610  
 Downtown: 687-4666

### 3. In Person

Register at the Burnaby, Downtown or Surrey Campuses (see page 2). Pay by cash, cheque or credit card.

### 4. By Fax

Use the form located on page 2 and Fax to 430-1331.

## ACADEMIC STUDIES 451-6802

### CHEMISTRY 451-6802

**CHEM 001  
PRE-ENTRY CHEMISTRY \$361**  
An upgrading or refresher course for those whose background in chemistry is weak. Meets Chemistry 11 entrance requirement for BCIT programs.

Sep 14 Tue/Thr 12 wks BBY CRN 94878

### COMMUNICATION 451-6802

#### PRE-ENTRY COURSES

**COMM 003  
COMPREHENSIVE READING,  
WRITING & LEARNING SKILLS \$391**  
This course is designed for students whose first language is English and who have completed Grade 12 High School English. It emphasizes the reading, writing and study skills needed for BCIT full-time programs. The course includes efficient reading, library research skills, reading comprehension, grammar, 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 009 COMMUNICATION PLACEMENT to write an English Proficiency Test to determine their eligibility for continuation on the first night of class. (Students for whom English is a second language should enrol in COMM 004.)

Sep 13 Mon/Wed 11 wks BBY CRN 86353  
1800-2200  
Sep 14 Tue/Thr 11 wks BBY 74474  
1800-2200

**COMM 004  
TECHNICAL ENGLISH FOR SECOND  
LANGUAGE STUDENTS \$391**  
If your first language is not English, and you have good writing skills, this course is for you. It includes 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. You'll 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 009 COMMUNICATION PLACEMENT to write an English Proficiency Test to determine their eligibility for continuation on the first night of class. If your language skills need upgrading, you will be required to complete COMM 005 before enrolling in COMM 004.

Sep 13 Mon/Wed 11 wks BBY CRN 75724  
1800-2200  
Sep 14 Tue/Thr 11 wks BBY 86452  
1800-2200

**COMM 005  
TECHNICAL ENGLISH AS A  
SECOND LANGUAGE \$391**  
If your first language is not English, and your language skills need upgrading before you can enrol in COMM 004, this course is for you. It includes the speaking, listening, writing, and reading skills needed to carry out writing and speaking tasks in COMM 004 and in other BCIT courses. In this course, you will learn about the programs offered at BCIT. As you read, write, and talk about these programs, you'll cover areas such as classification, cause and effect, comparison and contrast, and process descriptions. Classes will include lessons on specific grammatical structures; follow-up activities include the reading, speaking, writing, and listening tasks requiring the use of these structures. A grade of 65% in this course meets the prerequisite for COMM 004. All applicants will be registered in COMM 009 COMMUNICATION PLACEMENT to write an English Proficiency Test to determine their eligibility for continuation on the first night of class.

Sep 13 Mon/Wed 11 wks BBY CRN 82200  
1800-2200  
Sep 14 Tue/Thr 11 wks BBY 65833  
1800-2200

#### CERTIFICATE AND DIPLOMA PROGRAM COURSES

**COMM 160  
INTRODUCTION TO BUSINESS &  
TECHNICAL COMMUNICATION \$209**  
Practical techniques for planning, organizing, selecting and presenting information for a business or industry environment. Routine memos, instructions, procedures, summaries and oral presentations.

Sep 14 Tue 12 wks DEC CRN 91478  
1730-2030  
Sep 15 Wed 12 wks BBY 68616

**COMM 175  
BUSINESS & TECHNICAL  
CORRESPONDENCE \$209**  
Improve your 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 160 or permission from the instructor.

Sep 16 Thr 12 wks BBY CRN 92748

**COMM 178  
BUSINESS REPORTS \$209**  
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. Prerequisite: COMM 160 and 175 or permission from the instructor.

Sep 15 Wed 12 wks DEC CRN 54721  
1730-2030

**COMM 183  
TECHNICAL REPORTS \$209**  
Emphasizes written skills needed when solving engineering problems. Comparison and feasibility reports, technical proposals, journal reviews, executive summaries, graphics and formal report format. Prerequisite: COMM 160 and 175 or permission from the instructor.

Sep 13 Mon 12 wks BBY CRN 95998

**COMM 201  
ADVANCED BUSINESS AND  
TECHNICAL COMMUNICATION 1 \$336**  
This course emphasizes the research, organizing, writing and packaging techniques necessary to produce effective lengthy documents. Also covered are interview and briefing techniques and holding effective meetings. A pre-enrolment interview with the C.E. Coordinator is required, and some course requirements may be fulfilled by on-the-job projects with the approval from the instructor. This course is equivalent to Term 3 of full-time Technical Communication.

Sep 1 TBA 12 wks BBY CRN 88891

**COMM 202  
ADVANCED BUSINESS AND  
TECHNICAL COMMUNICATION 2 \$336**  
This course builds on the skills developed in COMM 201. It emphasizes the preparation of effective manuals and persuasive written and oral proposals. It also covers public relation techniques and dealing with hostile audiences. A pre-enrolment interview with the C.E. Coordinator is required, and some course requirements may be fulfilled by on-the-job projects with the approval from the instructor. This course is equivalent to term 4 of full-time Technical Communication. Prerequisite: COMM 201.

Sep 1 TBA 12 wks BBY CRN 05923

#### BUSINESS AND INDUSTRY COURSES

**COMM 013  
INTERCULTURAL COMMUNICATION \$153**  
This course will enable you to develop the cultural awareness and sensitivity to cultural diversity you need to communicate more effectively in our increasingly diverse communities and workplaces. You will discuss the major features of Canada's immigration and multicultural policies, learn about how your culture determines what you consider polite and impolite behavior and become aware of the cultural nature of your non-verbal behavior and that of others. You will also learn to recognize the diverse strategies different cultures use to cope with conflicts such as disagreements and refusal. You will have a chance to practise your new intercultural communication strategies through case studies, writing, videos, discussions and role playing. The course will particularly emphasize the cultures of the Pacific Rim.

Nov 6 Sat 3 wks BBY CRN TBA  
0900-1600

**COMM 036  
CAREER MANAGEMENT COURSE \$169**  
This course is designed for Technologists who see their work as more than "a job." You will define what career success means, plan Continuing Professional Development to reach your goals, and build a track-record of your achievements. This course is primarily for employed Technologists.

Sep 14 Tue 4 wks BBY CRN 16528

**COMM 037  
COMPETITIVE COMMUNICATION \$153**  
Communicating competitively in business and industry requires clear and effective communication skills. This course will give you the basics to develop your letter and memo writing skills. You will learn KEY strategies to write quickly, accurately, and with confidence.

Sep 14 Tue 6 wks BBY CRN 16532

**COMM 038  
TECHNICAL PROPOSAL WRITING \$153**  
Develop 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. The course includes developing appropriate professional graphics to enhance your presentation. Participants are encouraged to write proposals based on their work.

Sep 15 Wed 6 wks BBY CRN 16549

**COMM 039  
PRESENTATION SKILLS \$153**  
This workshop is video-based to provide immediate and constructive feedback towards successive development of individual performances. This highly intensive workshop has one major goal ... to make you confident and competent in front of a group.

Oct 26 Tue 6 wks BBY CRN 16555

**COMM 040  
MAKING MEETINGS WORK \$153**  
This course will help you practise the necessary skills to get results you want from your meetings. Learn 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.

Oct 27 Wed 6 wks BBY CRN 16561

**COMM 196  
WRITING MANUALS FOR THE  
COMPUTER INDUSTRY \$153**  
For anyone who writes user manuals. Planning, researching, organizing, formatting and writing a manual; testing and packaging the finished product; translating technical material for the non-technical reader.

Sep 28 Tue 6 wks BBY CRN 95418

**COMM 910  
TELEPHONE TECHNIQUES \$64**  
Brush up on your telephone manners! Learn techniques for making positive first impressions with customers, and to handle those angry callers who want to complain. Record calls efficiently. Discussion, sample calls (on video) and role playing are used.

Oct 2 Sat 1 day BBY CRN 77878  
0900-1600

#### GENERAL INTEREST COURSES

**COMM 001  
EFFECTIVE WRITING \$186**  
Develops the basic skills needed for business and technical writing at BCIT. Course concentrates on paragraph development, organization and effective sentences in memo and letter writing.

Sep 30 Thr 8 wks BBY CRN 77711

**COMM 190  
WRITING FOR RESULTS \$186**  
Overview of techniques used to make writing clearer, better organized and more effective in getting the job done in the workplace.

Sep 27 Mon 8 wks BBY CRN 75109



## COMM 900 ENGLISH FUNDAMENTALS \$209

Sentence structure, word choice, common grammatical problems, techniques for listing, paragraph structure and simple presentation strategies. For students whose first language is English.

Sep 16 Thr 12 wks BBY CRN 92756

## MATHEMATICS 434-5734 LOCAL 5810

### MATH 001 TECHNICAL MATHEMATICS: INTRODUCTION \$361

Meets the Math 12 entrance requirement for BCIT programs. Prerequisite: C or better in Math 11 or equivalent.

Sep 8 Wed/Mon 15 wks BBY CRN 04094

### MATH 101 TECHNICAL MATHEMATICS 1: TRIGONOMETRY \$209

Right angle trigonometry; radian measure; vector and triangle problems; trigonometric identities, equations, graphing and inverse functions; polar coordinates, compound and double angle formulas. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001.

Sep 14 Tue 12 wks BBY CRN 95015

### MATH 102 TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY \$209

Plotting; interpretation and uses of logarithmic/semilogarithmic graphs; geometrical and practical properties of conic sections; polar/rectangular transformations. Prerequisite: C+ or better in Math 12; or a minimum 65% in MATH 001.

Sep 15 Wed 12 wks BBY CRN 93943

### MATH 114 MATHEMATICS FOR ELECTRONICS: PART A \$368

The first of two parts which includes common and natural logarithms, logarithmic/semilogarithmic graphs, decibels, exponential growth and decay, systems of linear equations, determinants, etc. Emphasis on application to electrical technology. Prerequisite: C+ or better in Math 12; or 65% or higher in MATH 001 or equivalent.

Sep 13 Mon/Wed 11 wks BBY CRN 77700

### MATH 125 BASIC 1: AN INTRODUCTION TO MICROCOMPUTERS (IBM PC) \$263

For students with no experience in microcomputers or BASIC programming. Computer terminology; hardware; disk operating system; commands; BASIC language concepts.

Sep 14 Tue 12 wks BBY CRN 96598

### MATH 203 TECHNICAL MATHEMATICS 3: CALCULUS \$417

An introductory course in calculus and its technical applications involving the differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions. This course emphasizes the application of calculus in solving engineering technology problems. Prerequisite: MATH 102 or equivalent.

Sep 14 Tue/Thr 12 wks BBY CRN 94477

## PHYSICS 451-6802

### PHYS 009 PRE-ENTRY PHYSICS \$361

Meets Physics 11 entrance requirement for BCIT programs. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 009.

Sep 7 Tue/Thr 16 wks BBY CRN 93951

### PHYS 106 PHYSICS FOR ELECTRONICS TECHNOLOGY \$486

Translational and rotational motion (i.e. force, mechanical energy, power); basic electricity; atomic physics; band theory of solids and its application to semi-conductor devices. Prerequisite: Algebra, trigonometry and vector analysis.

Sep 13 Mon/Wed 14 wks BBY CRN 84458

### PHYS 131 PHYSICS 1: PART 1 \$209

Includes kinematics, statics, linear and rotational dynamics. Prerequisite: Math 001 or equivalent. Physics 11 is also recommended.

Sep 13 Mon/Wed 6 wks BBY CRN 70659

### PHYS 132 PHYSICS 1: PART 2 \$209

Properties of matter, heat and thermodynamics. Prerequisite: Physics 131 or equivalent.

Oct 25 Mon/Wed 6 wks BBY CRN 78134

### PHYS 206 PHYSICS FOR ELECTRONICS TECHNOLOGY \$486

Continuation of PHYS 106. 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 106 or equivalent, algebra, trigonometry and some calculus.

Sep 14 Tue/Thr 12 wks BBY CRN 03731

## ENGINEERING TECHNOLOGY

### STUDENT CONSULTATION NIGHT

Program Coordinators from The School of Engineering Technology Part-time Studies will be available for program consultation and course information on Thursday, September 9, from 1830 to 2015 in the Student Services Department, Building SW1, Second floor, Room 2300.

Please call Student Services for an appointment. 434-3304.

## ADVANCED DIPLOMAS FAX: 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 university degree offered in collaboration with the Open Learning Agency through its Open University.

Advanced Diploma Programs available in the School of Engineering Technology include:

**Applied Waste Management in Civil Engineering**  
**Computer Systems - Software Development**  
**Geographic Information Systems**  
**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 generally requires graduation from a 2-year BCIT 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 WASTE MANAGEMENT IN CIVIL ENGINEERING 432-8344/432-8497

BCIT's Civil Advanced Diploma program (ADP) provides an opportunity for graduate technologists and engineers to enhance their technical and management skills in the expanding environmental field of waste management.

This program is presently under development. As courses become available they will be offered on a part-time basis. The current courses available are listed below. Prerequisite for all Civil ADP courses will be a Diploma of Technology in Civil and Structural or Chemical Science or with Departmental approval.

For more information on this program contact Tony Barren 432-8344, FAX 432-8973.

### ORIENTATION NIGHT NO CHARGE

The Civil Department invites anyone interested in pursuing an ADP in Applied Waste Management in Civil Engineering. Instructors will be present to provide details of the program and content. To help us answer your questions, and for future reference, please bring copies of your transcripts and/or related documentation to the orientation. Light refreshments will be served.

Pre-registration for the Orientation is recommended. See registration details below. If you meet the prerequisite you may also register for the initial course, CIVW 700, prior to the Orientation. A Part-time Studies Registration Form and registration information is included in this flyer for your convenience.

### CIVW 001 ORIENTATION: CIVIL ADP PROGRAM NO CHARGE

Orientation session for Civil ADP program in Applied Waste Management.

Sep 15 Wed 1 ses. BBY CRN 16685  
1830-2000 ROOM Town Square A

**Note:** An orientation will also be held in January 1994. For details please see the Winter 1994 flyer which will be published November 1993.

### CIVW 700 ENVIRONMENTAL CASE STUDIES \$150

This course provides an introduction to the major areas of study in Applied Waste Management/Environmental Engineering. Case studies will be presented by senior engineers currently active in the environmental engineering field. Topics covered: industrial and municipal liquid waste management; solid waste management; contaminated site investigation and management; environmental law; principles of environmental risk assessment and environmental impact assessments; ground water flow and contaminant transport. Prerequisite: Diploma of Technology in Civil and Structural or Chemical Science or departmental approval.

Sep 22 Wed 5 wks BBY CRN 16660  
1830-2130

### CIVW 750 MUNICIPAL LIQUID WASTE MANAGEMENT \$190

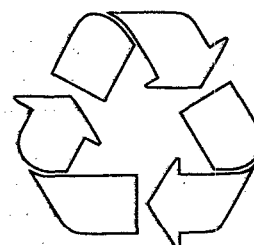
The topics covered in this course are quantifying the sources of municipal wastewater, measurement of wastewater strength, impacts of wastewater treatment unit operations, primary wastewater treatment. Prerequisite: CIVW 700.

Nov 1 Mon 6 wks BBY CRN 16671  
1830-2130

### CIVW 752 INDUSTRIAL WASTE WATER \$190

This course, the first of a three-course series addressing industrial liquid waste management, provides an understanding of the nature of industrial wastewater and the associated environmental significance. The course also prepares the student for the two subsequent courses, CIVW 753 and 754. The following major topics will be covered: comparison of municipal and industrial wastewater; physical, chemical, and biological characteristics of industrial wastewater; estimation of wastewater strength; analysis of variable flow data; composition of wastewater generated by various industries; environmental impact of wastewater discharges; industrial wastewater survey; waste minimization; and environmental regulations. The course will also include an introduction to economic analysis of competing options. Important and critical elements of the course will be emphasized through in-class and homework assignments. The assignments will reflect real-life and practical applications. Prerequisite: CIVW 700.

Nov 3 Wed 6 wks BBY CRN 16658  
1830-2130



PLEASE RECYCLE



# ENGINEERING TECHNOLOGY

## ADVANCED DIPLOMA IN GIS 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 MECHANICAL DESIGN AND MANUFACTURING 432-8521/432-8274

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, engineering and technology management, finite element analysis (FEA), CAD, CAM, machine vision and other areas.

For more information on the Mechanical ADP, contact:  
Bette Bayley, Program Assistant  
Fax: 432-9572, Tel. 432-8521 or  
Cindy Miratib, Fax: 431-8422, Tel. 432-8274.

## 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, offered collaboratively with the Open Learning Agency of B.C.

The ADP program is designed for a) graduates of 2-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 237  
C PROGRAMMING LANGUAGE  
LEVEL 2** \$262  
Covers development and use of program libraries and software tools in the C environment - a continuation of COMP 137. Compiler not provided. Prerequisite: COMP 137.

Sep 15 Wed 12 wks BBY CRN 89431

**COMP 289  
C++ FOR OBJECT-ORIENTED  
PROGRAMMING** \$262  
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 137.

Sep 14 Tue 12 wks BBY CRN 14399  
Sep 16 Thr 12 wks BBY 17822

**COMP 341  
DATA COMMUNICATION CONCEPTS  
LEVEL 2** \$209  
Continuation of COMP 241. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 241.

Sep 18 Sat 12 wks BBY CRN 14403  
0900-1200

**COMP 345  
CASE TECHNOLOGY** \$262  
Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Sep 16 Thr 12 wks BBY CRN 14958

**COMP 370  
RELATIONAL DATABASE SYSTEMS** \$437  
Covers relational database technology, relational algebra and calculus, entity-relationship charts; data analysis and design. Prerequisite: COMP 260/270/361.

Sep 13 Mon/Wed 10 wks BBY CRN 87764

**COMP 700  
TECHNICAL ISSUES IN SOFTWARE  
DEVELOPMENT** \$437  
Covers the various techniques and methodologies in developing software. Emphasis is on the technical (rather than management) issues. Prerequisite: Knowledge in programming, systems analysis & design, database principles.

Sep 14 Tue/Thr 12 wks BBY CRN 87770

**COMP 702  
APPLIED RESEARCH METHODS IN  
COMPUTER SYSTEMS** \$265  
Introduces the various research methods that are appropriate in applied research projects on Computer Systems. Suitable formal statistical as well as empirical approaches are covered.

Sep 25 \*Sat 6 wks BBY CRN 86440  
\*Every other Saturday  
0900-1600

**COMP 711  
COMPUTER GRAPHICS  
FUNDAMENTALS** \$437  
Covers the fundamentals of interactive 2D/3D computer graphics from a simple line drawing to complex surface rendering in full shaded colour. Uses X Windows and the OPENLOOK Graphical User Interface working under UNIX on Sun SPARCstations. Class start time is 1730.

Sep 13 Mon/Wed 12 wks BBY CRN 87788

**COMP 757  
NEURAL NETWORK APPLICATIONS** \$437  
Examines the various neural network types and the various learning rules. While the course covers theoretical issues, overall emphasis is on real applications of neural network. Prerequisite: COMP 358 or equivalent, or permission of the instructor. Class start time is 1730.

Sep 13 Mon/Wed 12 wks BBY CRN 87797

**COMP 771  
ADVANCED DATABASE** \$437  
Provides an in-depth study of the relational model, relational database design (logical and physical), query languages (SQL), query processing techniques and optimization. Prerequisite: COMP 370 or equivalent.

Sep 14 Tue/Thr 12 wks BBY CRN 87808

**COMP 805  
ADVANCED DATA COMMUNICATIONS  
APPLICATIONS** \$437  
Presents practical issues involving the use and implementation of modern communication systems. Prerequisite: COMP 705.

Sep 15 Wed/Fri 12 wks BBY CRN 55401

For Registration, or for more information, please contact:  
Robertta Pajunen  
Tel. (604) 432-8459  
Fax. (604) 432-9572.

## 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 in collaboration with the Open Learning Agency through its Open University.

THE ADP PROGRAM IS DESIGNED FOR:

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

**TMGT 702  
PROJECT MANAGEMENT AND  
RESOURCE UTILIZATION** \$140  
Course will allow the applicant to examine and experience Project Management by using a collaborative approach to applying technical management systems to projects.

Oct 9-22-23 Sat-Fri-Sat  
2 wks BBY CRN 59704  
0900-1600

**TMGT 703  
RESEARCH & DEVELOPMENT  
MANAGEMENT** \$140  
Examines the scientific basis for R&D activities in an organization and the relationship between science and technology. Also examines research that focuses on managing R&D activities, including the role of communication in R&D, organizing R&D teams, inter-organizational dynamics, architectural design of the R&D environment, the impact of new communication technologies on R&D work, technology transfer and manufacturing.

Oct 7 Thr 5 wks BBY CRN 62851  
1830-2130

**TMGT 704  
THE MANAGEMENT OF  
TECHNOLOGICAL CHANGE** \$140  
Examines the nature of change in high technology including factors leading to change; major forces affecting resistance to change; effects of change and proactive responses to change.

Oct 20 Wed 5 wks BBY CRN 62843  
1830-2130

**TMGT 711  
HIGH TECHNOLOGY MARKETING  
STRATEGIES** \$140  
Objective of this course is to understand the marketing function and how it relates to strategic management decisions in high tech organizations. The course will focus on problems and issues of marketing industrial products and processes.

Sep 21 Tue 5 wks BBY CRN 62834  
1830-2130

**TMGT 714  
PRODUCT DEVELOPMENT AND  
MANAGEMENT** \$140  
Course deals with the total development process that begins with strategic needs and concludes with the new product in production, including product requirements, concept generation and selection, design, product optimization, tolerances, prototype development, design for manufacturability, process optimization, on-line quality control and management.

Nov 2 Tue 5 wks BBY CRN 14821  
1830-2130

**TMGT 722  
MANAGEMENT ACCOUNTING** \$140  
Explores the basic concepts that underlie the collection, processing and reporting of financial information in business. Emphasis is placed on understanding and using corporate financial statements and internal financial data as a basis for decision making. Specific attention is given to the skills in reading and understanding various key financial reports such as the balance sheet, income statement, receivables and payables reports, cash-flow analysis and project tracking reports.

Nov 18 Thr 5 wks BBY CRN 59683  
1830-2130

**TMGT 723  
TECHNOLOGY INFORMATION  
SYSTEMS** \$140  
Reviews information systems needed in companies coping with rapid technological change and intense competition in the marketplace. Skills are developed in reading and using reports based on the uses and relationships between CAD/CAM, manufacturing, human resources, information systems and accounting to generate effective problem-solving and improvements.

Oct 30 \*Sat 3 wks BBY CRN 59674  
0900-1600  
\*Every other Saturday

**TMGT 731  
BUSINESS STRATEGY & STRUCTURE** \$140  
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.

Oct 7 Thr 5 wks BBY CRN 59669  
1830-2130

**TMGT 743  
PROBLEM-SOLVING AND  
DECISION-MAKING** \$140  
Deals with a practical, hands-on approach using an analytical process-oriented approach with different tools and techniques used to better maximize the problem-solving and decision-making skills of the participant.

Nov 1 Mon 5 wks BBY CRN 14839  
1830-2130

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



## BUILDING 432-8586

### BLDG 113 BUILDING MATERIALS AND METHODS 1 \$209

Fundamental course introducing students to the basic materials and methods used in construction. Acquaints the student with the physical and chemical properties, the manufacturing process of various materials and the way in which the materials and methods are implemented in a construction project. Part 1 includes: earth works, concrete works including reinforcing steel, masonry and metals. Prerequisite: BLDG 253 and BLDG 256.

Sep 13 Mon 12 wks BBY CRN 15585

### BLDG 151 DRAFTING & DESIGN 1 \$424

Basic architectural drafting techniques and skills. Graphical communication required for the preparation of building development permit drawings. A study of the various approving authorities and their influence over architectural design services.

Sep 14 Tue/Thr 12 wks BBY CRN 94928

### BLDG 152 CONSTRUCTION 1 \$424

Introduces the basic principles of building construction and develops skills to produce a basic set of construction working drawings. Prerequisite: BLDG 253.

Sep 13 Mon/Wed 12 wks BBY CRN 94486

### BLDG 154 CONSTRUCTION INDUSTRY PROCEDURES \$209

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.

Sep 14 Tue 12 wks BBY CRN 94445

### BLDG 159 ARCHITECTURAL ILLUSTRATIONS \$209

Introduces students to the fundamentals of perspective: perspective construction, photo perspective, shadows and reflections, perspective sketching and rendering in various media.

Sep 14 Tue 12 wks BBY CRN 03841

### BLDG 181 FIRE PROTECTION SYSTEMS IN BUILDING \$209

This course will cover the fundamentals of fire protection engineering and will focus on construction for fire protection, sprinkler systems, special extinguishing systems and industrial fire protection. Some construction or Building Code experience is desirable.

Sep 14 Tue 12 wks BBY CRN 73597

### BLDG 218 ARCHITECTURAL CAD (ASG) \$366

Emphasizes the production of 2D/3D drawings for the architectural environment, using ASG, an AutoCAD third party software package. The student will progress from basic drawings to the generation of more advanced projects using the customized ASG template. Prerequisite: AICO 213.

Sep 14 Tue 12 wks BBY CRN 15592

### BLDG 253 B.C. BUILDING CODE - HOUSING \$209

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 113 and BLDG 256 or knowledge of building construction.

Sep 15 Wed 12 wks BBY CRN 90481

### BLDG 254 PROJECT MANAGEMENT - INTRO TO BUILDING DEVELOPMENT \$209

Introduces students to the considerations of the project process; the development of raw land from the recognition of the need for a building through feasibility studies, financing, budget control and design evolution. Prerequisite: Some knowledge of building construction.

Sep 16 Thr 12 wks BBY CRN 94150

### BLDG 256 CONSTRUCTION ESTIMATING 1 \$209

Introduces the student to reading construction drawings and specifications and the measurement of construction work. Specific study of particular methods of measurement techniques applicable to Sitework, Concrete and Masonry. Prerequisite: BLDG 113 or some knowledge of building construction.

Sep 16 Thr 12 wks BBY CRN 93999

### BLDG 257 HOUSE INSPECTION 1 \$377

Provides students with practical and theoretical information and skill to inspect existing houses for visible or hidden defects or deficiencies. The course may help prospective candidates towards a new career in house inspections, self employment or to seek employment in the building industry, government or other trade professions. Prerequisite: Grade 12 and construction industry experience.

Sep 13 Mon 12 wks BBY CRN 15606

### BLDG 258 COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY 1 \$261

Introduction to 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.

Sep 15 Wed 12 wks BBY CRN 56568  
1900-2200

### BLDG 353 B.C. BUILDING CODE: PART 3 \$259

Examines the purpose, scope and contents of the B.C. Building Code, Part 3: Use and Occupancy. Based on the 1992 edition of the B.C. Building Code, this course will be of special interest to architects, engineers, building officials and all other persons involved in the design, drafting, construction, inspection and financing of buildings as well as fire prevention officers. Students must bring B.C. Building Code to the first class.

Oct 25 Mon-Fri 1 wk BBY CRN 91611  
0830-1630

### BLDG 359 COMPUTER CONSTRUCTION ESTIMATING \$349

Measurement and pricing of construction work using Timberline Precision Estimating software. This course will cover "take-off" procedures, building databases and designing simple workpackages. Prerequisite: BLDG 256 or construction estimating experience with departmental approval. Use of DOS is desirable.

Sep 13 Mon 12 wks BBY CRN 56542

### BLDG 363 B.C. BUILDING CODE: GENERAL \$314

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.

Sep 15 Wed 18 wks BBY CRN 15477

## DISTANCE EDUCATION

BLDG 273 1992 B.C. BUILDING CODE is available by distance education. The course relates to Part 9 of the 1992 B.C. Building Code. Offered in conjunction with the B.C. Building Inspector's Association. For more information please see the Distance Education section of this flyer.

## CHEMICAL SCIENCES 432-8539

### CHSC 156 METALLURGY \$416

Includes casting and forming of metals, heat treatment, physical testing, nondestructive testing and metallurgy of welding.

Sep 13 Mon 24 wks BBY CRN 14553

### CHSC 169 NDT RADIOGRAPHY LEVEL 1 \$667

Meets the requirements for classroom training as stipulated in CGSB Standard 48-GP-4M, condition (b).

Sep 15 Wed 13 wks BBY CRN 14570

### CHSC 170 NDT ULTRASONICS LEVEL 1 \$667

Meets the requirements of CGSB Standard 48-GP-7M, condition (b) for classroom training. (Maximum capacity 10.)

Dec 6 Mon-Fri 1 wk BBY CRN 14588  
0800-1700

### CHSC 172 NDT MAGNETIC PARTICLE AND LIQUID PENETRANT \$667

Meets CGSB Standard 48-GP-8M and 9M condition (b) Levels 1 & 2.

Sep 14 Tue 13 wks BBY CRN 14597

### CHSC 260 MINERAL ANALYSIS \$437

Deals specifically with chemical methods of ore analysis. Presents basics of analytical chemistry ore assaying and an opportunity to develop laboratory skills. The course covers the general methods of ore analysis, principles and practice of fire assaying for gold and silver, and gravimetric and volumetric analysis.

Sep 15 Wed 12 wks BBY CRN 15486  
1830-2200

### CHSC 267 AIR POLLUTION: CHEMISTRY & SAMPLING TECHNIQUES \$322

Examines the chemistry of the major air pollutants and their interactions in the atmosphere.

Sep 28 Tue 12 wks BBY CRN 14616

### CHSC 270 NDT ULTRASONICS LEVEL 2 \$667

Meets the requirements of CGSB Standard 48-GP-7M, condition (b) for classroom training. (Maximum capacity 10.) Prerequisite: CHSC 170 or be a certified Level 1 operator.

Dec 13 Mon-Fri 1 wk BBY CRN 14627  
0800-1700

### CHSC 274 PULP AND PAPER MANUFACTURE \$521

Presents a detailed background to the pulp and paper industry of B.C. for those presently employed in manufacturing, service functions and allied industries.

Sep 13 Mon 30 wks BBY CRN 14638

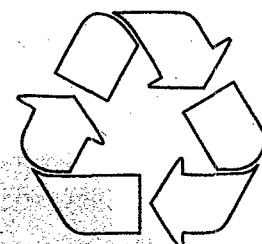
### CHSC 314 MINERAL PROCESSING \$386

Deals specifically with mineral processing as applied to the B.C. mining industry. Covers the essential operations of applied mineral processing: grinding, screening, gravity separation, cyclone classification, flotation, sedimentation, thickening, filtration. Emphasis on numerical solution of operating and design type problems.

Sep 14 Tue 14 wks BBY CRN 14652

## ADVANCED DIPLOMA IN APPLIED WASTE MANAGEMENT IN CIVIL ENGINEERING

Chemical Science graduates interested in pursuing an Advanced Diploma in Applied Waste Management in Civil Engineering should see the section on Advanced Diplomas in this flyer for further details.



PLEASE RECYCLE



# ENGINEERING TECHNOLOGY

## CIVIL & STRUCTURAL 432-8765/432-8521

**CIVL 100**  
**INTRO TO LOTUS 1-2-3 ENGINEERING APPLICATION** \$139  
Hands-on engineering application using LOTUS 1-2-3.

Sep 18 Sat 2 wks BBY CRN 69084  
0900-1600

**CIVL 101**  
**STATICS** \$325  
An examination of the external and internal forces on statically determinate structures, with an emphasis on the civil engineering field. Prerequisite: MATH 101 recommended.

Sep 13 Mon/Thr 10 wks BBY CRN 71912

**CIVL 102**  
**PUBLIC WORKS INSPECTION** \$313  
Presents the fundamentals of public works inspection.

Sep 22 Wed 12 wks BBY CRN 69096

**CIVL 104**  
**CONSTRUCTION MATERIALS TESTING FUNDAMENTALS** \$194  
A laboratory oriented course to familiarize students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 109, 110, 169.

Sep 13 Mon 10 wks BBY CRN 77928

**CIVL 108**  
**GRAPHICAL COMMUNICATION 1** \$179  
Through freehand sketching, the student is introduced to civil engineering drawings and details. Architectural drawings are briefly covered also.

Sep 16 Thr 10 wks BBY CRN 73189

**CIVL 109**  
**CONCRETE TECHNOLOGY** \$230  
Introduces elementary theory and practice in the design, manufacture and quality control of concrete. Students will participate in laboratory work relating to quality control of concrete. Prerequisite: CIVL 104 or departmental approval.

Sep 14 Tue 12 wks BBY CRN 70422

**CIVL 159**  
**HYDROLOGY 1** \$139  
An introduction to the terminology, concepts and fundamentals of hydrology as related to the Engineering technologies.

Sep 14 Tue 8 wks BBY CRN 14749

**CIVL 169**  
**SOIL MECHANICS 1** \$209  
Introduction to soil mechanics emphasizing soil testing and classification. Prerequisite: CIVL 104 or departmental approval.

Sep 14 Tue 12 wks BBY CRN 94413

**CIVL 173**  
**ESTIMATES & CONTRACTS FOR HEAVY CONSTRUCTION 1** \$209  
Introduction to the costing and administration of construction projects.

Sep 13 Mon 12 wks BBY CRN 94910

**CIVL 180**  
**INTRODUCTION TO URBAN TRAFFIC ENGINEERING** \$209  
An introductory course in the fundamentals of traffic engineering with particular reference to the urban scene.

Sep 16 Thr 12 wks BBY CRN 05519

**CIVL 273**  
**HYDRAULICS 1** \$209  
Covers hydrostatics, including forces on plane and curved surfaces, and buoyancy. Introduces pipe flow and covers Bernoulli's equation and pipe friction. Prerequisite: CIVL 101, 259.

Sep 13 Mon 12 wks BBY CRN 71929

**CIVL 275**  
**HIGHWAY DESIGN 2** \$179  
This course provides a working knowledge of highway design from conception to preliminary design drawing stage including alignment adjustment for earthwork balances. Prerequisite: CIVL 175.

Sep 16 Thr 10 wks BBY CRN 71844

**CIVL 278**  
**MUNICIPAL SERVICES 1** \$179  
The detail design of storm and sanitary gravity sewer systems and municipal water distribution networks. Prerequisite: CIVL 273 and 315 or departmental approval.

Sep 16 Thr 10 wks BBY CRN 83102

**CIVL 282**  
**LAND USE PLANNING** \$209  
Provides an understanding of the basic relationship between the natural characteristics of raw land and the planning, engineering, economic considerations and existing regulations to produce orderly development.

Sep 13 Mon 12 wks BBY CRN 70503

**CIVL 393**  
**AUTOCAD (CADD) APPLICATIONS FOR CIVIL ENGINEERING** \$349  
Computer Aided design course for practicing Civil technologists and engineers. Course is project oriented and is designed to show power of computer aided design in structural layout, municipal design and data digitizing of contours topography. Sufficient CADD commands for Civil engineering drawings are explored and examined. Prerequisite: Civil engineering background, AICO 213 or departmental approval.

Sep 15 Wed 12 wks BBY CRN 83727

**CIVL 400**  
**STRUCTURAL DESIGN 1** \$348  
An elementary design course in timber and steel. Students are introduced to the CSA timber and steel codes. Prerequisite: CIVL 350.

Sep 14 Tue/Thr 10 wks BBY CRN 72389

**CIVL 712**  
**NATURAL HAZARD ASSESSMENT** \$289  
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.

Sep 13 Mon 10 wks BBY CRN 56665

## PUBLIC WORKS OPERATIONS 434-5734 LOCAL 5346 432-8521

The following courses are intended for those people directly involved with the installation, operation and maintenance of the municipal infrastructure. These courses will be of particular interest to operations personnel, junior inspectors, junior designers and general contractors.

**CIVL 111**  
**MUNICIPAL PLAN READING** \$179  
Introduces the student to interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Sep 14 Tue 10 wks BBY CRN 88249  
1830-2130

**CIVL 115**  
**CONSTRUCTION RECORDS** \$171  
This short, intensive course is intended for those students wishing to improve their basic written communication skills as applied to the general Civil engineering industry. Many day to day communication requirements involve short memos, completion of activity reports, job diaries and claim forms. Instruction will focus on the ability to write short reports and instructions in a concise manner, with suitable grammar and punctuation. Emphasis on exercises involving a logical thought pattern in presenting written material and some take home assignments. Oral presentations may be included.

Nov 2 Tue 6 wks BBY CRN 15560  
1830-2130

**CIVL 120**  
**INTRODUCTION TO PUBLIC WORKS OPERATIONS** \$171  
Introductory course to identify and explain many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion students will be eligible to continue with a more in depth program in sewers, water mains or roadworks training courses.

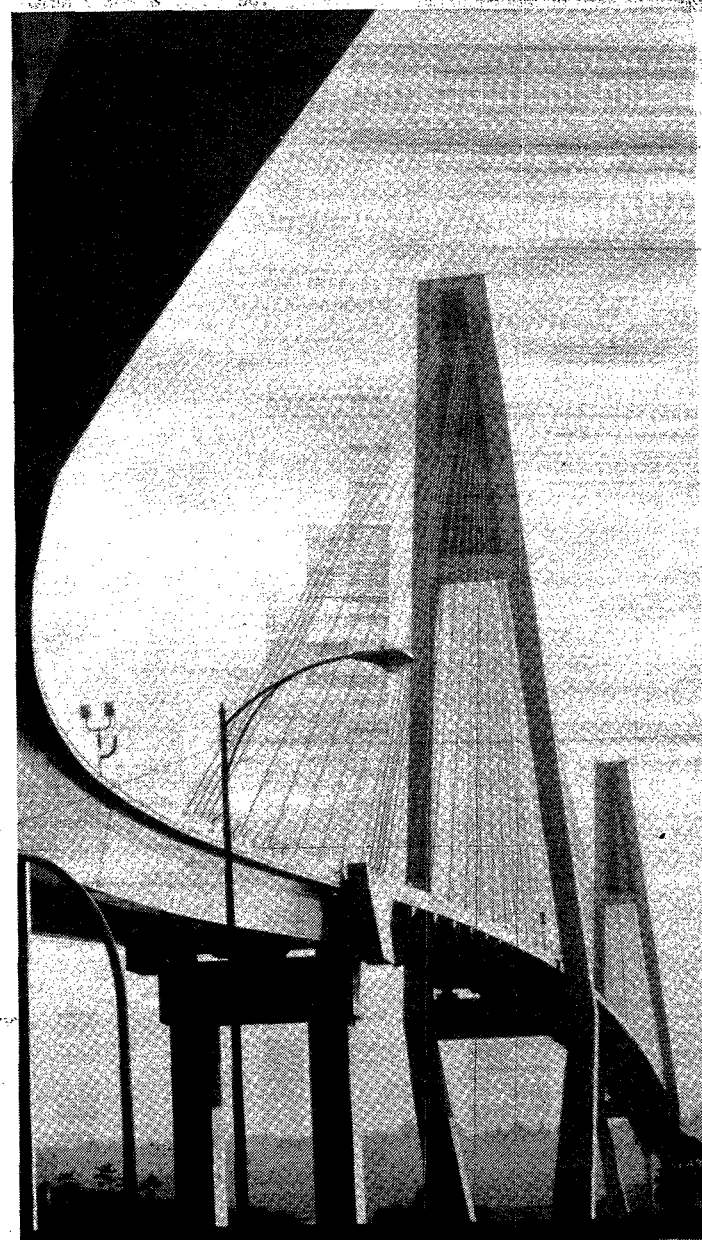
Sep 14 Tue 6 wks BBY CRN 06635  
1830-2130  
Nov 2 Tue 6 wks BBY 89802  
1830-2130

**CIVL 121**  
**WATERWORKS 1** \$211  
The construction, operation and maintenance of a municipal water distribution system requires an understanding of both the technical and practical aspects of the system. This is the first in a series of courses that will cover storage and distribution facilities, safety and practical aspects related to the repair and maintenance of water distribution systems. Prerequisite: CIVL 120 or Department approval.

Sep 14 Tue 6 wks BBY CRN 89798  
1830-2130

**CIVL 122**  
**SEWERS 1** \$211  
The basic techniques for the installation and maintenance of storm and sanitary sewers are very similar. This course will build on the basic terminology and introduce knowledge of the overall sewer systems, factors affecting their maintenance, other utilities, safety aspects and typical installation/repair techniques commonly found on a day to day basis. Prerequisite: CIVL 120.

Sep 15 Wed 6 wks BBY CRN 05914  
1830-2130





## CIVL 123 COMPUTERS FOR PUBLIC WORKS OPERATIONS \$171

For those with little or no knowledge of computers. Each student will have hands-on opportunity to become familiar with the fundamental operations. Topics include: initial start-up, terminology, disks, operating system, executable programs, data transfer, program managers and routine maintenance procedures.

Sep 16 Thr 6 wks BBY CRN 15571  
1830-2130

## CIVL 191 WATERWORKS 2 \$286

Factors and techniques for maintaining water quality, suitability of materials for different working environments and an introduction to rehabilitation techniques will be discussed. 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: CIVL 121.

Sep 16 Thr 10 wks BBY CRN 05909  
1830-2130

## CIVL 225 PUMPS: ELECTRICAL AND CONTROLS \$331

Provides a general knowledge of the electrical and controls systems commonly used in pumping stations. Covers electrical supply, starters, switches and lock-out procedures. Hands-on sessions will be incorporated for motors, bearings and maintenance procedures. Various control devices will be demonstrated for level and flow control. Aspects of record keeping, public relations, safety and some design considerations will complete the course. Prerequisite: Grade 10 Math and supervisor's written approval.

Sep 13 Mon 12 wks BBY CRN 62036  
1830-2130

## CIVL 226 PUMPS: STORM \$331

The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of mechanical, electrical and the instrumentation components of the facility. This course will demonstrate common types of pumps and typical maintenance procedures associated with them. Examples of the mechanical components will be clearly demonstrated, including dismantling of pumps. Consideration will also be given to stilling wells, flood boxes, flap gates, ditches, canals and box culverts.

Sep 15 Wed 12 wks BBY CRN 16222

### Note:

Civil and Structural Technology is developing an Advanced Diploma in Applied Waste Management for Civil Engineering. 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 Transportation Systems (Highways) Technology section of this flyer.

## COMPUTER AIDED ENGINEERING 432-8521/432-8274

### AUTODESK TRAINING CENTER™

#### AICO 113 BASIC AUTOCAD \$732

An introduction to AutoCAD including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching, plotting, blocks and digitizing. Also includes a review of computer fundamentals and is intended for those with limited computer experience. Prerequisite: basic drafting knowledge.

Oct 25 Mon-Fri 2 wks BBY CRN 14669  
0830-1630

#### AICO 213 AUTOCAD 1 \$366

An introduction to the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: basic drafting knowledge and computer literacy recommended.

Sep 11 Sat 6 wks BBY CRN 71349  
0830-1530

Sat 6 wks DEC 06932  
0900-1600

Sep 13 Mon 12 wks BBY 71414  
Mon-Fri 1 wk DEC 71423  
0900-1700

Sep 14 Tue 12 wks BBY 77635  
Tue 12 wks DEC 77622  
Tue 12 wks MRC 15619  
1900-2200

Sep 15 Wed 12 wks BBY 77641

Sep 16 Thr 12 wks BBY 83042

Sep 20 Mon-Fri 1 wk BBY 77274  
0830-1630

Mon-Fri 1 wk DEC 83050  
0900-1700

Sep 27 Mon-Fri 1 wk BBY 87753  
0830-1630

Oct 4 Mon-Fri 1 wk DEC 90378  
0900-1700

Oct 18 Mon-Fri 1 wk BBY 91029  
0830-1630

Mon-Fri 1 wk DEC 91012  
0900-1700

Oct 30 Sat 6 wks BBY 91682  
0830-1530

Nov 1 Mon-Fri 1 wk DEC 91698  
0900-1700

Nov 15 Mon-Fri 1 wk BBY 91746  
0830-1630

Nov 22 Mon-Fri 1 wk DEC 91758  
0900-1700

#### AICO 214 AUTOCAD 2 \$366

A continuation of AICO 213 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 113 or 213 or equivalent.

Sep 11 Sat 6 wks BBY CRN 69447  
0830-1530

Sep 13 Mon 12 wks BBY 77283

Sep 16 Thr 12 wks BBY 81947  
Thr 12 wks DEC 83015  
Thr 12 wks MRC 15622  
1900-2200

Sep 27 Mon-Fri 1 wk DEC 83297  
0900-1700

Oct 4 Mon-Fri 1 wk BBY 87859  
0830-1630

Oct 25 Mon-Fri 1 wk DEC 87862  
0900-1700

Oct 30 Sat 6 wks BBY 90873  
0830-1530

Sat 6 wks DEC 87877  
0900-1600

Nov 22 Mon-Fri 1 wk BBY 91030  
0830-1630

Nov 29 Mon-Fri 1 wk DEC 91048  
0900-1700

#### AICO 220 SMARTCAM \$366

Use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes.

Sep 13 Mon 12 wks BBY CRN 87916

#### AICO 225 AUTOCAD 3 \$244

An introduction to the 3D capabilities of AutoCAD. Covers the fundamentals of 3D construction, surface generation and shading using AutoSHADE. Prerequisite: AICO 214.

Sep 11 Sat 3 wks BBY CRN 06910  
0830-1530

Sep 14 Tue 6 wks BBY 06928

Oct 26 Tue 6 wks BBY 83390

Nov 20 Sat 3 wks BBY 86066  
0830-1530

#### AICO 312 INTRODUCTION TO AUTOLISP \$366

An introductory course in AutoLISP programming for 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 214 or equivalent.

Sep 16 Thr 12 wks BBY CRN 88997

#### AICO 711 ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO \$244

The student will be instructed 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 225 or AICO 710.

Sep 11 Sat 6 wks BBY CRN 14674  
0900-1200

Oct 30 Sat 6 wks BBY 14683  
0900-1200

#### AICO 712 CAD CUSTOMIZATION USING AUTOLISP \$366

An introduction to AutoLISP programming for 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 214 or equivalent and programming experience.

Sep 13 Mon 12 wks BBY CRN 87890

#### AICO 722 INTRODUCTION TO "C" PROGRAMMING \$366

An introductory course in "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).

Sep 14 Tue 12 wks BBY CRN 52805

#### AICO 751 INTRODUCTION TO MACHINE VISION \$366

An introduction to 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, 432-8925.

Sep 14 Tue 10 wks BBY CRN 87901

#### AICO 761 INTRODUCTION TO THE FINITE ELEMENT METHOD \$366

An introduction to 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, 432-8755, to clarify prerequisite if required.

Sep 15 Wed 12 wks BBY CRN 14695

#### AICO 814 ADVANCED AUTOLISP \$366

An advanced course in AutoLISP programming. Topics will include; database manipulations, DXF and DXB file creation and an introduction to C interfaces with AutoCAD. Prerequisite: AICO 312 or AICO 712 or equivalent and AICO 722.

Sep 15 Wed 12 wks BBY CRN 14704

#### AICO 819 ADVANCED CAM APPLICATIONS \$366

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 220 or 709 or equivalent.

Sep 15 Wed 12 wks BBY CRN 87927

#### AICO 823 DATA STRUCTURES IN C \$366

A continuation of AICO 722. C software techniques with emphasis for CAD and GIS users. Examples and problems based on file translation, 2D and 3D graphics, windows and image processing using structured code and libraries. Prerequisite: AICO 722 or equivalent experience.

Sep 16 Thr 12 wks BBY CRN 52698

## UNIX

### AICO 730 INTRODUCTION TO UNIX \$244

Topics include elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Workstations use a hybrid system V/BSD UNIX. Prerequisite: Computer experience. Operating system experience a definite asset.

Sep 15 Wed 6 wks BBY CRN 52758

Sep 27 Mon-Wed 2.5 days BBY 52746  
Mon/Tue:0830-1630 and Wed:0830-1200

Sep 29 Wed-Fri 2.5 days BBY 52760  
Wed:1300-1630 and Thr/Fri:0830-1630

Oct 27 Wed 6 wks BBY 52771

Nov 15 Mon-Wed 2.5 days BBY 52785  
Mon/Tue:0830-1630 and Wed:0830-1200

Nov 17 Wed-Fri 2.5 days BBY 62018  
Wed:1300-1630 and Thr/Fri:0830-1630

### AICO 732 INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING \$244

Covers basic shell script programming based on the Bourne and C shell. Includes control structures, shell variables and commands, as well as the user shell environment. The kernel and its relationship to the shell is introduced. Prerequisite: AICO 730 or equivalent industry experience (minimum 1 year).

Sep 13 Mon 6 wks BBY CRN 52723

Oct 13 Wed-Fri 2.5 days BBY 52737  
Wed:1300-1630 and Thr/Fri:0830-1630

### AICO 735 UNIX SYSTEM MANAGEMENT \$475

Reviews UNIX operating system commands and provides an introduction to system management. Topics covered include account management, system backup, start-up and shutdown procedures, system accounting and system security. Taught on workstations using a hybrid system V/BSD UNIX. Prerequisite: AICO 530 or 730 or equivalent industry experience.

Dec 13 Mon-Fri 1 wk BBY CRN 52714  
0830-1630

## INTERGRAPH

### CDCM 215 MICRO-STATION INTERGRAPH 1 \$366

Introduction to MicroStation Intergraph including machine log-on procedures and creation of simple 2D drawings. Emphasis on orthographic projection, dimensioning and text. Prerequisite: Basic drafting knowledge.

Sep 13 Mon 12 wks BBY CRN 77653

## COMPUTER SYSTEMS

**NOTE:** Most courses will require texts or supplies which 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.

**NOTE:** It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

### COMP 901 COMPUTING FOR THE TIMID \$92

A four-week course for those who have never used a computer, and are afraid to.

Sep 13 Mon 4 wks BBY CRN 78102

Sep 18 Sat 2 wks BBY 78532

0900-1600

Sep 19 Sun 2 wks DEC 78549

0900-1600

Oct 18 Mon 4 wks BBY 78528

Nov 15 Mon 4 wks BBY 79249

### COMP 104 COMPUTERS IN BUSINESS \$209

For those not specializing in computers to familiarize them with terminology and concepts used in the computer industry. Prerequisite: COMP 107, 114, 115, 116 or CGA Tutorial or equivalent.

Sep 13 Mon 12 wks BBY CRN 95390

### COMP 107 UNDERSTANDING PC/MS DOS \$131

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 901 or equivalent.

Sep 13 Mon 6 wks BBY CRN 52417

DEC 78151

Sep 14 Tue 6 wks BBY 78420

Sep 15 Wed 6 wks BBY 78752

Sep 16 Thr 6 wks BBY 78944

Oct 2 Sat 3 wks BBY 79186

0900-1600

Oct 3 Sun 3 wks DEC 83386

0900-1600

Oct 26 Tue 6 wks BBY 78491

Oct 27 Wed 6 wks BBY 78911

Oct 28 Thr 6 wks BBY 78966

Nov 1 Mon 6 wks BBY 78096

DEC 78418

### COMP 114 WORD PROCESSING CONCEPTS \$92

Introduces the beginning student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 107.

Sep 13 Mon 4 wks BBY CRN 78925

Sep 14 Tue 4 wks BBY 78933

Oct 23 Sat 2 wks BBY 79177

0900-1600

Oct 31 Sun 2 wks DEC 78117

0900-1600

### COMP 115 SPREADSHEET CONCEPTS \$92

Introduces the beginning student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 107.

Oct 12 Tue 4 wks BBY CRN 79368

Oct 18 Mon 4 wks BBY 78126

Nov 6 Sat 2 wks BBY 78235

0900-1600

Nov 14 Sun 2 wks DEC 78241

0900-1600

### COMP 116 MICROCOMPUTER DATABASE CONCEPTS \$92

Introduces the beginning student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 107.

Nov 9 Tue 4 wks BBY CRN 78297

Nov 15 Mon 4 wks BBY 78587

Nov 20 Sat 2 wks BBY 78313

0900-1600

Nov 28 Sun 2 wks DEC 78324

0900-1600

### COMP 126 PROGRAMMING CONCEPTS AND METHODOLOGY \$262

Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: COMP 107, 114, 115, 116.

Sep 13 Mon 12 wks BBY CRN 06664

Sep 14 Tue 12 wks BBY 78331

Sep 15 Wed 12 wks BBY 78345

Sep 16 Thr 12 wks BBY 83532

Sep 18 Sat 12 wks BBY 63952

0900-1200

### COMP 130 ASSEMBLER PROGRAMMING LANGUAGE LEVEL 1 \$262

The 1st-level course of programming in Assembler on the IBM Mainframe computer. Prerequisite: COMP 126 (65% or better) or equivalent data processing experience.

Sep 15 Wed 12 wks BBY CRN 95068

### COMP 135 RPG PROGRAMMING LANGUAGE LEVEL 1 \$262

Students will obtain a working knowledge of RPG using the AS/400 and will be able to apply it to the coding of a program of medium complexity. Prerequisite: COMP 126.

Sep 14 Tue 12 wks BBY CRN 93556

### COMP 137 C PROGRAMMING LANGUAGE LEVEL 1 \$262

A 1st-level course of programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP 130/236.

Sep 13 Mon 12 wks BBY CRN 79228

Sep 16 Thr 12 wks BBY 04426

### COMP 144 ASSEMBLER MICROCOMPUTER PROGRAMMING LANGUAGE: IBM PC LEVEL 1 \$262

A 1st-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 126.

Sep 17 Fri 12 wks BBY CRN 94949

### COMP 145 BASIC PROGRAMMING LANGUAGE (IBM PC) LEVEL 1 \$262

A 1st-level course which provides an understanding of MS QUICK BASIC as used on an IBM PC microcomputer. Prerequisite: COMP 126.

Sep 15 Wed 12 wks BBY CRN 94641

### COMP 160 COMPUTER SYSTEMS INTRODUCTION LEVEL 1 \$209

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 126.

Sep 13 Mon 12 wks BBY CRN 95829

Sep 14 Tue 12 wks DEC 93934

Sep 15 Wed 12 wks BBY 94089

### COMP 162 MICROCOMPUTERS USING DBASE LEVEL 1 \$262

Covers the elementary programming features of dBASE IV/FOXPRO 2.0, including development of a menu-driven system. Software not provided. Prerequisite: COMP 126.

Sep 16 Thr 12 wks BBY CRN 94955

### COMP 167 WORDPERFECT \$262

Covers the basic level of this current word processing package and many special features. Prerequisite: COMP 107.

Sep 16 Thr 12 wks BBY CRN 83504

### COMP 169 LOTUS 1-2-3 LEVEL 1 \$262

All basic principles of this spreadsheet package are explained and practiced. Software not provided.

Sep 15 Wed 12 wks BBY CRN 92781

DEC 83528

### COMP 187 COMPUTERIZED ACCOUNTING \$262

Teaches the "Simply for DOS Integrated Accounting" (Bedford) package to those with some knowledge of computing and accounting. Prerequisite: COMP 107, FMGT 101.

Sep 16 Thr 12 wks BBY CRN 92767

### COMP 190 MEET THE MAC \$262

Uses hands-on experience to learn to use the Macintosh computer, an excellent introduction in the use of WINDOWS. Introduces the Mac's Network software (APPLETALK), MSWORD, MSEXCEL, Hypercard and the new SYSTEM7.

Sep 15 Wed 12 wks BBY CRN 15367

### COMP 201 MICRO TROUBLESHOOTING \$262

Explains the microcomputer key files and hardware component relationships for inexperienced users. Hands-on not provided. Prerequisite: COMP 107 or equivalent, working knowledge of MS Windows 3.0 or later, access to a microcomputer.

Sep 14 Tue 12 wks BBY CRN 15238

### COMP 233 COBOL PROGRAMMING LANGUAGE LEVEL 1 \$209

A 1st-level course, which includes all language components required to write simple business report programs. Prerequisite: COMP 126.

Sep 14 Tue 12 wks BBY CRN 93965

Sep 16 Thr 12 wks BBY 93371

### COMP 234 PL/1 PROGRAMMING LANGUAGE LEVEL 1 \$209

A 1st-level course for students who have some programming background. Covers record and stream I/O, structures, arrays, and functions. Prerequisite: COMP 126.

Sep 15 Wed 12 wks BBY CRN 94606

### COMP 236 PASCAL PROGRAMMING LANGUAGE \$262

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 126.

Sep 13 Mon 12 wks BBY CRN 95377

Sep 14 Tue 12 wks BBY 95386

### COMP 237 C PROGRAMMING LANGUAGE LEVEL 2 \$262

Covers development and use of program libraries and software tools in the C environment - a continuation of COMP 137. Compiler not provided. Prerequisite: COMP 137.

Sep 15 Wed 12 wks BBY CRN 89431



**COMP 241**  
**DATA COMMUNICATION CONCEPTS**  
**LEVEL 1** \$209  
Students become conversant with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Sep 13 Mon 12 wks BBY CRN 95050  
Sep 14 Tue 12 wks BBY 89005

**COMP 249**  
**POWERHOUSE PROGRAMMING**  
**LANGUAGE LEVEL 1** \$262  
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.

Sep 14 Tue 12 wks BBY CRN 05365

**COMP 261**  
**COMPUTER SYSTEMS DEVELOPMENT**  
**LEVEL 1** \$262  
Uses feasibility studies, fact finding and analysis to provide a working knowledge of systems analysis. Prerequisite: A Level 2 programming language.

Sep 13 Mon 12 wks BBY CRN 95297

**COMP 265**  
**LOCAL AREA NETWORK THEORY** \$262  
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 107, 241.

Sep 16 Thr 12 wks BBY CRN 52402

**COMP 266**  
**MICROCOMPUTERS: BUSINESS**  
**APPLICATIONS AND**  
**LOTUS 1-2-3 MACROS** \$262  
Lotus 1-2-3 Macros are covered by using business models in areas such as budgeting, inventory, etc. Prerequisite: COMP 169.

Sep 13 Mon 12 wks BBY CRN 94904

**COMP 267**  
**MICROCOMPUTERS: PACKAGE**  
**IMPLEMENTATION** \$262  
Using Lectures, hands-on experience and data, students will be guided through all phases of the installation of a comprehensive business package. Prerequisite: COMP 107.

Sep 16 Thr 12 wks BBY CRN 83362

**COMP 289**  
**C++ FOR OBJECT-ORIENTED**  
**PROGRAMMING** \$262  
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 137.

Sep 14 Tue 12 wks BBY CRN 14399  
Sep 16 Thr 12 wks BBY 17822

**COMP 296**  
**NOVELL NETWARE 386** \$262  
Provides a complete overview of the Netware 386 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 107, OPMT 188.

Sep 15 Wed 12 wks BBY CRN 57264

**COMP 305**  
**UNDERSTANDING OBJECTS** \$209  
Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: 260/361 or equivalent.

Sep 16 Thr 12 wks BBY CRN 15121

**COMP 333**  
**COBOL PROGRAMMING LANGUAGE**  
**LEVEL 2** \$209  
Continuation of COMP 233. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 233 or previous programming experience in COBOL.

Sep 13 Mon 12 wks BBY CRN 94424

**COMP 337**  
**C PROGRAMMING LANGUAGE LEVEL 3** \$262  
Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 237.

Sep 17 Fri 12 wks BBY CRN 52574

**COMP 341**  
**DATA COMMUNICATION CONCEPTS**  
**LEVEL 2** \$209  
Continuation of COMP 241. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 241.

Sep 18 Sat 12 wks BBY CRN 14403  
0900-1200

**COMP 345**  
**CASE TECHNOLOGY** \$262  
Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Sep 16 Thr 12 wks BBY CRN 14958

**COMP 367**  
**UNIX WORKSHOP LEVEL 1** \$262  
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 137.

Sep 18 Sat 12 wks BBY CRN 52569  
0900-1200

**COMP 370**  
**RELATIONAL DATABASE SYSTEMS** \$437  
Covers relational database technology, relational algebra and calculus, entity-relationship charts; data analysis and design. Prerequisite: COMP 260/270/361.

Sep 13 Mon/Wed 10 wks BBY CRN 87764

**COMP 440**  
**CICS** \$262  
How to design and code on-line programs, including screen mapping, on the IBM mainframe. Prerequisite: COMP 333/334 or equivalent experience.

Sep 13 Mon 12 wks BBY CRN 03294

## ASSOCIATE CERTIFICATE IN OFFICE COMPUTER SKILLS

**Note:** Most courses will require texts or supplies which 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.

**Note:** It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

**COMP 109**  
**EXPLORING DOS** \$295  
Examines the PC/MS Disk Operating System (DOS) in depth for those who feel they know just a little about a PC. Prerequisite: COMP 901 or equivalent.

Sep 13 Mon 6 wks HOL CRN 83359  
Sep 15 Wed 6 wks VCR 14191  
Oct 27 Wed 6 wks VCR 14200  
Nov 1 Mon 6 wks HOL 83377

**COMP 117**  
**WORDPERFECT 5 LEVEL 1** \$197  
Covers the concepts of word processing using WordPerfect 5.1, creating, modifying and printing a document. Prerequisite: COMP 109.

Sep 14 Tue 4 wks HOL CRN 79276  
Sep 15 Wed 4 wks VCR 14163

**COMP 118**  
**WORDPERFECT 5 LEVEL 2** \$197  
Continuation from COMP 117, covering spell checking, parallel columns and macros. Prerequisite: COMP 117.

Oct 12 Tue 4 wks HOL CRN 78795  
Oct 13 Wed 4 wks VCR 14172

**COMP 119**  
**WORDPERFECT 5 LEVEL 3** \$197  
Continuation from COMP 118, covering line drawing, graphic work calculations, outlining, sort/merge and writing macros. Prerequisite: COMP 118.

Nov 9 Tue 4 wks HOL CRN 83454  
Nov 10 Wed 4 wks VCR 14189

**COMP 138**  
**VENTURA LEVEL 1** \$295  
This Xerox Approved Training Center Program provides the skills required to produce professional typeset-quality documents. Covers formatting modes, design style sheets, multi-column formats, incorporation of pictures and graphics into documents. Prerequisite: Wordprocessing Experience.

Sep 13 Mon 6 wks VCR CRN 14282  
Nov 1 Mon 6 wks VCR 14298

**COMP 147**  
**LOTUS 1-2-3 LEVEL 1** \$197  
Covers the concepts of a spreadsheet using LOTUS 1-2-3 version 2.3; basic functions, appearance and entering data. Prerequisite: COMP 109.

Sep 15 Wed 4 wks HOL CRN 79048  
Sep 16 Thr 4 wks VCR 14211

**COMP 148**  
**LOTUS 1-2-3 LEVEL 2** \$197  
Continuation from COMP 147, covering graphs and managing databases. Prerequisite: COMP 147.

Oct 13 Wed 4 wks HOL CRN 79056  
Oct 14 Thr 4 wks VCR 14225

**COMP 149**  
**LOTUS 1-2-3 LEVEL 3** \$197  
Continuation from COMP 148, covering macros, file linking, automating tasks, and menus. Prerequisite: COMP 148.

Nov 10 Wed 4 wks HOL CRN 83151  
Nov 18 Thr 4 wks VCR 14233

**COMP 157**  
**DBASE IV LEVEL 1** \$197  
Covers the concepts of a microcomputer database using dBASE IV, including creating, data entry, manipulation of data and inquiry. Prerequisite: COMP 109.

Sep 14 Tue 4 wks VCR CRN 14244  
Sep 16 Thr 4 wks HOL 78783

**COMP 158**  
**DBASE IV LEVEL 2** \$197  
Continuation from COMP 157, covering sorting, indexing, linking, reporting and dot prompt commands. Prerequisite: COMP 157.

Oct 12 Tue 4 wks VCR CRN 14257  
Oct 14 Thr 4 wks HOL 79307

**COMP 159**  
**DBASE IV LEVEL 3** \$197  
Continuation from COMP 158, covering applications generator and dBASE SQL. Prerequisite: COMP 158.

Nov 9 Tue 4 wks VCR CRN 14266  
Nov 18 Thr 4 wks HOL 83463

**COMP 175**  
**ACCPAC GENERAL LEDGER** \$295  
Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 109 and basic understanding of accounting principles.

Sep 13 Mon 6 wks VCR CRN 14302

**COMP 183**  
**WORKING WITH WINDOWS** \$295  
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 the control panel basics. Prerequisite: COMP 109.

Sep 14 Tue 6 wks VCR CRN 14317  
Oct 26 Tue 6 wks VCR 14326

**COMP 186**  
**ACCPAC ACCOUNTS RECEIVABLE**  
**AND PAYABLE** \$295  
Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 175.

Nov 1 Mon 6 wks VCR CRN 14279

**COMP 192**  
**EXCEL** \$295  
Provides comprehensive coverage of this state-of-the-art Windows spreadsheet program, version 4.0. Includes worksheet basics, formatting, styles, macros, charting, database, linking multiple worksheets, password protection, templates, special formatting and efficiency techniques. Prerequisite: COMP 109 or equivalent.

Sep 16 Thr 6 wks VCR CRN 14412

**COMP 195**  
**WORD FOR WINDOWS** \$295  
Provides comprehensive coverage of this Windows word processing program, version 2.0. Includes basics, formatting styles, macros, incorporating tables and pictures, multi-column documents, print merge, templates, headers, footers, spell-checking, grammar-checking, thesaurus, multiple documents. Prerequisite: COMP 109.

Oct 28 Thr 6 wks VCR CRN 14429



# ENGINEERING TECHNOLOGY

## DISTANCE EDUCATION 432-8784

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. Whatever the reason, distance education courses may be the answer, for they can be started any time throughout the year, and completed from any location off-campus. All course fees include text.

### MATHEMATICS

**MATH 002**  
**TECHNICAL MATH: INTRODUCTION** \$294  
Equivalent to MATH 001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than 3 years, take the classroom course MATH 001.) Prerequisite: Pass or better in Math 11 or approved equivalent. CRN 02917

**MATH 122**  
**LOGARITHMS** \$169  
Equivalent to "logarithms" portion of MATH 102. 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 124. Prerequisite: MATH 001 or approved equivalent. CRN 03281

**MATH 123**  
**TRIGONOMETRY** \$144  
Equivalent to MATH 101. Theory and application of trigonometric functions; right angle trigonometry; vectors; trigonometric graphs, identities and equations; compound and double angle formulas; inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65% or higher in MATH 001 or approved equivalent. CRN 03275

**MATH 124**  
**ANALYTIC GEOMETRY** \$169  
Equivalent to "analytic geometry" portion of MATH 102. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 122. Prerequisite: C+ or better in MATH 12 or 65% or higher in MATH 001 or approved equivalent. CRN 02926

**MATH 221**  
**CALCULUS: PART 1** \$211  
Equivalent to 1st part of MATH 203. Differential calculus with instantaneous rates of change; Delta-process; the derivative; implicit differentiation; curve sketching; differentiation rules for algebraic functions; applied maxima/minima. ASTT accredited if taken with MATH 222. Prerequisite: MATH 122, 123 & 124 or approved equivalent. CRN 03819

**MATH 222**  
**CALCULUS: PART 2** \$211  
Equivalent to 2nd part of MATH 203. 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 221. Prerequisite: Math 221 or approved equivalent. CRN 02690

**MATH 227**  
**CALCULUS: PART 3** \$211  
Differentiation and integration of trigonometric, logarithmic and exponential functions. Prerequisite: MATH 222 or approved equivalent. CRN 03853

### PHYSICS

**PHYS 136**  
**PHYSICS 1** \$362  
Equivalent to PHYS 131/132 theory only. Principles of physics as they apply to: measurement and data analysis, mechanics, elasticity and strength of materials, fluid mechanics, thermal energy. Prerequisite: Basic mathematics, plane trigonometry and algebra. Must seek approval to register in course. CRN 02686

**PHYS 236**  
**PHYSICS 2** \$362  
Equivalent to PHYS 231/232 theory only. Wave motion, sound and light sources, propagation and reflection of light, refraction and dispersion, interface and diffraction, illumination and color, electro-statics, direct and alternating current, magnetism, atomic and nuclear physics. Prerequisite: PHYS 136 or equivalent and a working knowledge of algebra, trigonometry and calculus. Must seek approval to register in course. CRN 01727

### BUILDING

**BLDG 273**  
**1992 B.C. BUILDING CODE: HOUSING (INCL. TEXT)** \$310  
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 B.C. Building Inspectors' Association. Successful completion of the final exam (80%+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have 2 years suitable practical experience before certification. (Suitability of practical experience is at the discretion of the BIABC.) CRN 64135  
81076  
81256

### 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, refresh your knowledge.

For more information on courses/programs, please see Transportation Systems (Highways) below.

### FOREST ENGINEERING

The following credit courses are available by distance education (correspondence):

Business and Technical Communication	(RRET 160)
Technical Reporting	(RRET 175)
Analytical Reporting	(RRET 183)
Soil Mechanics	(RRET 271)
Forest Road Deactivation	(RRET 410)
Contract Law and Documents	(RRET 461)

### TRANSPORTATION SYSTEMS (HIGHWAYS) 432-8784

The Transystems department provides flexible, distance education, 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.

Three program levels are offered; the 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 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.

For an information package, course outlines, fee and registration details, write to: Transystems Department, BCIT, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2, or phone Shari Monsma: 432-8784, Fax: 436-6113.

For registration information on any correspondence courses please contact:

Shari Monsma, Transystems Department, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.  
Tel: 432-8784  
Fax: 436-6113.

## ENGINEERING TECHNOLOGY ENTRY PROGRAM 434-3304

This 15-week day school program provides academic upgrading to students wishing to enroll 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.

This program is one term, 15 weeks in duration. The program will be offered three times per year, with intakes in September, January and May.

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.

Program Courses	Crm hrs/wk
CHEM 010 Introductory Applied Chemistry	6.0
COMM 010 Introductory Communication and Learning Skills	6.0
COMP 001 Computer Literacy	2.0
MATH 005 Introductory Technical Mathematics	7.0
NTRY 001 Seminar for ETE students	1.0
PHYS 010 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 1-800-242-0676.

## FISH HARVESTING AND PROCESSING 432-8948

**FISH 900**  
**SEAFOOD PROCESSING AND QUALITY** \$368  
A "hands-on" course jointly instructed by industry experts and BCIT, and endorsed by the Fisheries Council of B.C. Participants learn to identify major B.C. fish species; understand and evaluate seafood quality; handle seafood with minimal quality loss; describe processing techniques in B.C.'s salmon, herring and groundfish industries; understand product safety and apply basic plant sanitation principles; understand the principles of a QA Program; describe government processing regulations.

Oct 12 Tue/Thr 8 wks BBY CRN 89445  
1830-2130



## FORESTRY 432-8804

**FSTR 430**  
**LOGGING RESIDUE AND WASTE SURVEY CERTIFICATION** \$363  
BCIT, in conjunction with the Ministry of Forests, offers a 5-day logging residue and waste survey certification course. A background in cruising or scaling would be a definite asset. Suitable experience or a temporary 1993 Residue and Waste Certificate is a prerequisite to writing the certification exam which is given at the end of the course.

Nov 1 Mon-Fri 1 wk BBY CRN 06865  
0900-1630

**FSTR 921**  
**B.C. LOG SCALE FBM COURSE** \$452  
For licensed log scalers who require endorsement in imperial measurement, using floor board measure (fbm). Includes classroom sessions on campus, and practical scaling held at various locations along the north arm of the Fraser River. We supply scale sticks and life vests; students supply suitable caulk boots. Prerequisite: FSTR 158 or equivalent, or log scaling ticket.

Oct 16 Sat/Sun 5 Wknds BBY CRN 69102  
0900-1600

**FSTR 922**  
**LOG SCALING REFRESHER** \$270  
A five-day refresher course to prepare candidates for the B.C. Forest Service Licensed Scalers Examination (Coastal). It includes classroom sessions on campus, and practical scaling held at various locations along the north arm of the Fraser River. We provide scale sticks and life vests; students supply suitable caulk boots. Emphasis on B.C. metric scale and current log grades. Prerequisite: FSTR 158 or equivalent, or log scaling experience.

Oct 16 Sat-Mon 5 days BBY CRN 06878  
0900-1600

**FSTR 960**  
**BASIC STATISTICS FOR FORESTRY** \$274  
The workshop deals with basic statistical concepts as they apply to cruising. Practical applications are used rather than the traditional academic or theoretical techniques. Includes: statistical theory, practical review and example, inferential statistics, sampling principles, forest inventory principles, specific sampling systems.

Oct 14 Thr/Fri 2 days BBY CRN 61675  
0830-1700  
Nov 18 Thr/Fri 2 days BBY 06993  
0830-1700

**FSTR 961**  
**VARIABLE PLOT AND 3-P SHORT COURSE** \$442  
A 5-day workshop for the professional cruiser. Includes a mix of classroom and field days. The opportunity to demonstrate and discuss equipment, communicate with others, and use field applications is an important component of this course. Includes: principles of variable plot sampling, field problems and computations; volume calculations; participants' field and office problems; 3-P sampling, calculations and field problems.

Sep 27 Mon-Fri 1 wk BBY CRN 57532  
0830-1630

## FOREST ENGINEERING TECHNOLOGY 432-8804

**RRET 277**  
**COMPUTER APPLICATIONS IN FOREST ROAD DESIGN** \$553  
Commencing with an introduction to Microsoft Windows, the course focuses on the elements of forest road design, analyzing field data, horizontal and vertical alignment, and mass haul diagrams. Based on actual data, students will use ROADENG (on IBM compatible PCs) to complete the design of a forest haul road. Prerequisite: some knowledge of the principles of forest road design including: field surveys, horizontal and vertical alignment, and the calculation of earthwork volumes.

Sep 18 Sat 5 wks BBY CRN 15779  
0900-1630

A number of courses with the designation RRET have been developed and are available as distance education (correspondence) courses. Please refer to the **DISTANCE EDUCATION** section in the flyer, or call Shari Monsma at 432-8784.

## GEOGRAPHIC INFORMATION SYSTEMS 432-8521

**GIST 700**  
**FUNDAMENTALS OF GIS** \$209  
An overview of GIS covering fundamental concepts and terminology, the role of GIS in spatial data management and digital mapping, the multipurpose cadastre and resource GIS, methods of data collection and input, data modelling and representation, storage and retrieval of spatial data, concepts of database systems, manipulation and analysis features of GIS.

Sep 15 Wed 12 wks BBY CRN 55397

**GIST 709**  
**MAPPING USING MICROSTATION** \$398  
A course covering digital mapping procedures. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, data integrity, mapping fundamentals, TRIM data, coordinate systems, and data output and plotting.

Sep 16 Thr 12 wks BBY CRN 55388

**GIST 718**  
**REMOTE SENSING** \$398  
Use ERDAS software on SUN SPARCstations to view satellite data, perform image processing and analysis, geocode and classify images, and integrate images with GIS. Describes the concepts and foundations of remote sensing; the features of the instrumentation used in remote sensing; defines pattern recognition and examines the key steps in applying remote sensing to earth resources management problems. Prerequisite: GIST 721 or basic statistics.

Sep 16 Thr 12 wks BBY CRN 55370

**GIST 726**  
**TERRASOFT GIS LEVEL 1** \$398  
Introduction to operational aspects of TERRASOFT GIS software in a microcomputer environment. Topics covered include data entry, editing and map design in TERRASOFT CAD environment, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Sep 11 Sat 6 wks BBY CRN 89725  
0830-1530

**Note:** Offered as a 5 day course each June.

**GIST 728**  
**ARC/INFO GIS LEVEL 1** \$356  
Introduction to operational aspects of GIS software using ARC/INFO GIS in a workstation environment. Topics covered include data entry and editing in ARCDIT, map design in ARCPLOT, and fundamental GIS operations. Working problems drawn from resource management and urban applications.

Sep 11 Sat 6 wks BBY CRN 89697  
0830-1530

Sep 14 Tue 12 wks BBY 89700

**Note:** Offered as a 5 day course each March and June.

**GIST 826**  
**TERRASOFT GIS LEVEL 2** \$398  
A continuation of GIST 726, covering database linkage, use of database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 726.

Oct 23 Sat 6 wks BBY CRN 89664  
0830-1530

**GIST 828**  
**ARC/INFO GIS LEVEL 2** \$398  
A continuation of GIST 728, covering use of ARC Macro language programming, database software, coordinate geometry, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 728.

Oct 23 Sat 6 wks BBY CRN 89653  
0830-1530

### SPECIAL COURSES

**GIST 812**  
**GIS SEMINAR FOR NATURAL RESOURCE MANAGEMENT** \$184  
A two-day seminar introducing concepts and terminology of geographic information systems. Topics covered include hardware, software, system acquisition, base mapping issues, data conversion and accuracy, GIS system implementation and natural resource GIS applications. Seminar sessions are given by a variety of natural resource GIS industry experts.

Nov 24 Wed-Thr 2 days DEC CRN 89688  
0830-1730

**GIST 929**  
**ARCCAD AUTHORIZED TRAINING** \$575  
In this course you can expect to complete a GIS project using ArcCAD. You will learn how a GIS project evolves, see how GIS is applied to real-world situations, learn ArcCAD terminology and use common ArcCAD commands. Prerequisite: AutoCAD knowledge and skills are required (AICO 213 or equivalent). **Limited enrolment. Cost includes course materials.**

**Note:** Your company may be able to schedule a course at a different date. Call 432-8378.

Oct 13 Wed-Fri 3 days BBY CRN 14960  
0830-1730

**Note:**  
MapInfo desktop mapping short courses will be offered starting in January 1994. Learn how you can improve your decision-making by using geographic data.

## MECHANICAL 432-8521/432-8274

**MECH 106**  
**MANUFACTURING PROCESSES 1** \$320  
A basic orientation course which provides practice in metal removal, and a study of related theory.

Sep 13 Mon 15 wks BBY CRN 14732

**MECH 140**  
**DRAFTING FUNDAMENTALS** \$257  
An introductory course for persons with little or no experience in graphics.

Sep 14 Tue 14 wks BBY CRN 91818

**MECH 208**  
**DYNAMICS** \$318  
Kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies. Prerequisite: MECH 104.

Sep 13 Mon/Wed 10 wks BBY CRN 14728

**MECH 320**  
**FLUID POWER 1** \$257  
Provides an understanding of pneumatic control systems. Fluid power components, their symbols, function and construction are examined.

Sep 14 Tue 14 wks BBY CRN 86968

**MECH 432**  
**AUTOMATIC SPRINKLER SYSTEMS DESIGN 1** \$209  
For persons involved in engineering, design, supervision or inspection of commercial and industrial automatic sprinkler systems to gain an understanding of pipe schedule systems and water supply system analysis. Prerequisite: MECH 303 or departmental approval.

Sep 16 Thr 12 wks BBY CRN 03340

**MECH 910**  
**UNDERSEA VEHICLES** \$279  
For those involved in undersea vehicle design, construction or operation. The course offers a comparison between manned subs and remote operated vehicles (ROVs), their uses and limitations, as well as the functioning of various components and subsystems that make up manned submersibles and ROVs. Topics include the major parts of a submersible system, theory of operations, design considerations and options, manipulators, tools sensors and recent trends in the industry. This is an ideal course for anyone considering building their own recreational sub.

Sep 20 Mon/Wed 6 wks BBY CRN 15635

**MSYS 220**  
**HEATING AND VENTILATING 1: RESIDENTIAL** \$257  
Covers the principles and practices of air heating systems for residences. Encompasses a study of warm air furnace system components and design procedures. These will be applied to the preparation of working drawings. An overview of alternate energy sources, passive and active solar heating systems will be discussed. Prerequisite: MECH 140 or equivalent (may be taken concurrently).

Sep 14 Tue 12 wks BBY CRN 16587



## MSYS 221 HEATING AND VENTILATING 1: COMMERCIAL \$209

Topics to include heat energy flow, building psychrometrics, occupant comfort, and a study of air heat systems components control and design procedures for heating and ventilating of commercial buildings. These will be applied to preparation of heat loss estimates, heating and ventilating calculations, working drawings. Prerequisite: MECH 140 or equivalent (may be taken concurrently).

Sep 16 Thr 12 wks BBY CRN 87886

## MSYS 230 AUTOMATIC SPRINKLER AND STANDPIPE SYSTEMS TESTING \$279

Designed for those who install, operate and maintain fire protection systems in commercial and industrial buildings. Upon completion the student will have: understanding of the design and operation of major protective systems; working knowledge of installation standards; understanding of legal requirements for testing and maintenance; practical knowledge of testing procedures; ability to record testing data and interpret results; ability to provide proposals for changing non-conforming system to current required standard. Prerequisite: Industry experience or departmental approval.

Sep 15 Wed 12 wks BBY CRN 14710

## MSYS 234 FIRE ALARM SYSTEMS: MAINTENANCE AND TESTING \$279

Introducing types and operating characteristics of industrial and commercial fire alarm systems, system configuration and design criteria. Regulations governing the design, installation, testing and maintenance of systems. Methods of inspecting, testing and reporting on installed systems. Prerequisite: MSYS 230 or departmental approval.

Sep 13 Mon 12 wks BBY CRN 58354

## MSYS 420 AIR CONDITIONING DESIGN \$257

Cooling load calculation by Ashrae methods and procedures. Properties of air extending use of psychrometric chart to air conditioning comfort criteria and examination of air conditioning processes; refrigeration for air conditioning, encompassing evaporator, compressor, condenser and expansion valve performance characteristics and selection. Air conditioning systems, encompassing representative unitary, constant and variable volume systems. Prerequisite: MSYS 320.

Sep 13 Mon 14 wks BBY CRN 77592

## NATURAL GAS & PETROLEUM 432-8308

## PETR 151 FUNDAMENTALS OF RESERVOIR FLUIDS \$209

This course deals with some of the fundamental concepts that form the foundation on which petroleum engineering is based. It gives students an understanding of the theoretical meaning of some of the chemical and physical properties of petroleum, and develops the physical meaning of each of these properties and their inter-relationship. Emphasis on characteristics of each property as they relate to petroleum reservoir engineering. No prerequisite required.

Sep 14 Tue 12 wks BBY CRN 87735  
1845-2145

## PETR 154 GAS DISTRIBUTION & UTILIZATION \$456

Provides an introduction to the operation of a natural gas distribution system. Topics include: contracts, planning, measurement, gas load control, maintenance, combustion, LNG and CNG, codes and safety, customer service/sales, pressure control, construction, design, natural gas utilization, alternate fuels. No prerequisite required.

Sep 16 Thr 24 wks BBY CRN 14522  
1845-2145

## PLASTICS 432-8971/432-8530

### PLASTICS CERTIFICATE PROGRAM

A Part-time Studies Certificate program is under development in consultation with The Society of the Plastics Industry of Canada, B.C. Division, (SPI). The program will provide practical and theoretical training in plastic materials and processes, health and safety, communications, math, statistical process control, quality control, computer applications and environmental issues.

The courses are intended for those employed in the plastics and allied industries wishing to upgrade and improve their skills. Some courses are also suitable for persons interested in gaining employment or general knowledge of this growing secondary manufacturing industry.

The following credit courses are applicable to the proposed certificate program.  
For information/approval contact Emanuel Kulhanek 432-8530.

## ROBOTICS & AUTOMATION 432-8521/432-8274

## ROBT 900 INTRODUCTION TO INDUSTRIAL ROBOTICS \$219

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.

Sep 18 Sat 5 wks BBY CRN 77664  
0900-1300

## SURVEYING & MAPPING 432-8992/432-8521

## SURV 101 SURVEY INSTRUMENT OPERATIONS: LEVELS \$252

Classes are held alternate Saturdays. Designed for beginners who want to learn 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.

Sep 18 Sat 6 wks BBY CRN 89312  
0900-1600

## SURV 102 SURVEY INSTRUMENT OPERATIONS: TRANSITS AND EDM \$333

Classes are held alternate Saturdays. Introduction to the transit. Use of first and second order types of transits. Setting up and centering procedures. Horizontal and vertical angle measurements; note keeping 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. Field projects.

Sep 11 Sat 8 wks BBY CRN 55353  
0900-1600

## SURV 108 ENGINEERING SURVEY \$521

Classes are held ALTERNATE Saturdays from September 18 to December 11, 1993, then, EVERY Saturday from January 8 to February 26, 1994. Topics include basic use of levels and modern transits to carry out a variety of field projects — bench mark and detail levelling; distance measurements; horizontal and vertical angle measurements; measurements by total stations; building layout; simple circular curve data calculations and layout procedures. Grades, areas of cross-section, earthwork volumes. Topographic surveys by gridding and stadia methods; traversing. It is recommended that students also take SURV 112.

Sep 18 Sat 15 wks BBY CRN 95510  
0900-1600

## SURV 112 SURVEYING COMPUTATIONS 1 \$521

Basic trigonometric functions; algebra and geometry; operation of electronic calculator; field measurement calculations; reductions of measured distances; computations and adjustments of traverses; areas, subdivision of areas, volumes; simple circular curves; setting out calculations and stadia calculations.

Sep 14 Tue 30 wks BBY CRN 03338

## SURV 115 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS (GPS) \$172

Basic concepts of GPS; point and differential positionings; positionings by various modes; explanations of Trimbal and Ashtech equipment; interpretation of computer software printouts; problems in GPS surveying.

Sep 14 Tue 6 wks BBY CRN 89303

## SURV 190 SURVEY CAD: RAPID TRANSIT \$224

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.

Sep 13 Mon 8 wks BBY CRN 83716

## SURV 200 SURVEYING WITH TOTAL STATIONS \$466

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

Sep 18 Sat 8 wks BBY CRN 89295  
0900-1600

## SURV 208 ENGINEERING SURVEY 2 \$543

Classes are held ALTERNATE Saturdays from September 11 to December 18, 1993, then, EVERY Saturday from January 8 to February 19, 1994. A higher level course intended to satisfy those who want to advance further after having taken SURV 108. It will appeal also to those whose work demands a greater depth in surveying knowledge. Topics include slope staking, areas of cross-sections, volumes; data calculations and layout of spiral curves; control surveys - intersections, resections, integrated U.T.M. traversing; trig levelling; introduction to the total station. Prerequisite: SURV 108 or Departmental approval.

Sep 11 Sat 15 wks BBY CRN 89283  
0900-1600

## SURV 210 INTERMEDIATE GLOBAL POSITIONING SYSTEMS (GPS) \$172

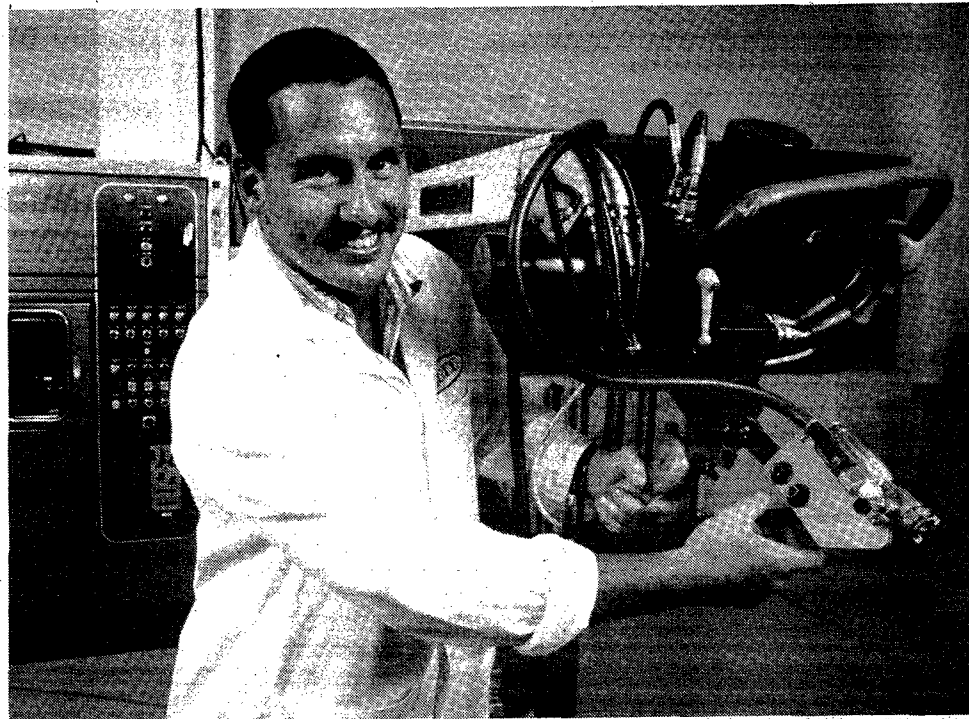
Course includes: transformations between astronomic traditional geodetic and GPS (NAD 27 and NAD 83 and WGS 84) coordinate systems. Use of TRIMNET adjustment software and analysis of results. Compute carrier phase design matrices. Compute tropospheric and ionospheric corrections. Introduction to kinematic and semi-kinematic GPS.

Nov 2 Tue 6 wks BBY CRN 55341  
Nov 4 Thr 6 wks BBY 55335

## SURV 312 SURVEY COMPUTATIONS 2 \$293

This is a follow up course to SURV 112 of a more advanced nature. Topics include transformation of coordinates; missing parts; complex problems in subdivisions of areas; curves - circular, compound and reverse; transition curves; vertical curves; control survey computations - intersection, resection, trig levelling, inaccessible base and eccentric observations; U.T.M. computations, areas of cross-sections and volumes, borrow pits. Prerequisite: SURV 112 or Departmental approval.

Sep 14 Tue 12 wks BBY CRN 87741



## AUTOMOTIVE MECHANIC 432-8543

### AUTOMOTIVE ELECTRONICS TECHNICIAN CERTIFICATE PROGRAM

Mechanical Industries now offers an ADVANCED CERTIFICATE IN TRADES TRAINING for our Automotive Electronics Technician Part-time Studies program. The certificate program consists of 17 courses and can be attained over a period of up to four years. Students are required to apply through the Chief Instructor, Robert MacGregor (432-8543) to ensure they meet the program admission requirements. For more information, see the Part-time Studies Calendar.

#### AUTO 200 INTRODUCTION TO ELECTRICAL TESTING \$374

This course is designed for the professional technician who has limited experience in electrical and electronic testing. Topics include: electrical theory, circuits, diagnosing, testing, and maintenance.

Sep 14 Tue/Thr 5 wks BBY CRN 56989  
1900-2200

#### AUTO 209 AUTOMOTIVE TUNE-UP AND EMISSION CONTROLS \$310

An advanced course for professional automotive mechanics wanting to specialize in fuel system service, ignition tune-up, and electrical circuit testing.

Sep 14 Tue/Thr 7 wks BBY CRN 56947  
1900-2200

Sep 27 Mon/Wed 7 wks MRC 15413  
1900-2200

#### AUTO 214 ELECTRONIC ENGINE CONTROL/FUEL INJECTION \$374

An advanced course for experienced automotive mechanics specializing in servicing late model, microprocessor-controlled engine and fuel injection systems.

Nov 2 Tue/Thr 5 wks BBY CRN 14120  
1900-2200

#### AUTO 230 AUTOMOTIVE AUTOMATIC TRANSMISSION COMPUTER CONTROLS \$351

An advanced course for students who wish to diagnose and repair electronic automatic transmissions on domestic and imported cars.

Nov 8 Mon/Wed 5 wks BBY CRN 14136  
1900-2200

#### AUTO 232 AUTOMOTIVE ABS ANTI-LOCK BRAKES \$351

An upgrading course designed for the professional technician who has limited experience in electrical and electronic testing and wants to repair electronic ABS brake systems.

Oct 26 Tue/Thr 5 wks BBY CRN 56936  
1900-2200

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

#### AUTO 900 AUTOMOTIVE MECHANICAL REPAIR TQ REFRESHER \$374

For tradespersons preparing for the Provincial Automotive Mechanical Repair Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade. Prerequisite: Minimum of 5 years experience in the trade.

Sep 13 Mon/Wed 10 wks BBY CRN 06216  
1900-2200

Sep 14 Tue/Thr 10 wks BBY 86996  
1800-2100

#### AUTO 920 AUTOMOTIVE AIR CONDITIONING \$374

For mechanics who wish to increase their job opportunities by acquiring the specialized skill of servicing and repairing automotive air conditioning systems. Prerequisite: Mechanical experience.

Sep 14 Tue/Thr 7 wks BBY CRN 69143  
1900-2200

#### AUTO 922 AUTOMOTIVE BRAKE SERVICING \$280

For mechanics who require upgrading 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.

Sep 13 Mon/Wed 5 wks BBY CRN 14147  
1900-2200

#### AUTO 928 AUTOMOTIVE AUTOMATIC TRANSMISSIONS \$372

An ideal refresher for automotive mechanics who require upgrading in automatic transmissions, or apprentices and mechanics seeking employment in this field.

Sep 13 Mon/Wed 7 wks BBY CRN 69151  
1900-2200

#### AUTO 950 NGV (NATURAL GAS) FUEL SYSTEMS FOR VEHICLES \$224

Installing and servicing NGV conversions. Prepares students to write the Provincial Gas Safety Branch Licensing Examination. Prerequisite: AUTO 957.

Oct 30 Sat 3 wks BBY CRN 77295  
0830-1430

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 enroll. Gas Safety Branch, #300 - 750 Pacific Boulevard, Vancouver, B.C. V6B 5E7, Tel. (604) 660-6233.

#### AUTO 957 LPG (PROPANE) FUEL SYSTEMS FOR VEHICLES \$374

Installing and servicing LPG conversions. Prepares students to write the Provincial Gas and Safety Branch Licensing Exam.

Sep 18 Sat 5 wks BBY CRN 56991  
0830-1430

Nov 20 Sat 5 wks BBY 77303  
0830-1430

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 enroll.

#### AUTO 970 AIRCARE MOTOR VEHICLE EMISSIONS \$481

For tradespersons preparing to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with 3 years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate.

Sep 8 Mon/Wed 7 wks BBY CRN 06961  
1800-2100

Sep 14 Tue/Thr 7 wks MRC 15462  
1900-2200

Nov 1 Mon/Wed 7 wks BBY 65513  
1800-2100

#### AUTO 972 CFC EMISSIONS IN AUTOMOTIVE \$105

This one-day environmental awareness course on ozone depleting substances 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 as required under current B.C. regulations.

Sep 21 Tue 1day BBY CRN 15424  
0900-1700

Oct 2 Sat 1day MRC 15431  
0900-1700

## AVIATION 278-4831

#### AVIA 905 AIR REGULATIONS (30 HOURS) \$209

This course 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 Offenses. Persons studying for the Transport Canada examinations relating to aircraft maintenance will benefit from this course, as well as apprentices, aircraft owners, AME's and aircraft maintenance managers. Aviation maintenance experience and access to Airworthiness Manuals 507, 571, 573 and 575 is a prerequisite for this course.

Sep 14 Tue/Thr 5 wks SEA CRN 68456

#### AVIA 917 AIRCRAFT SHEET METAL INTRODUCTION (30 HOURS) \$209

The introductory level course combines both theoretical and practical components to teach the fundamentals of aircraft sheet metal repair. The student is introduced to aircraft structures, structural materials, lay-out and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

Sep 13 Mon/Wed 5 wks SEA CRN 68351

#### AVIA 920 AIRCRAFT SHEET METAL ADVANCED (30 HOURS) \$209

A continuation of AVIA 917. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 917 or equivalent.

Sep 14 Tue/Thr 5 wks SEA CRN 83264

#### AVIA 923 HELICOPTER MAINTENANCE INTRODUCTION (30 HOURS) \$209

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

Sep 13 Mon/Wed 5 wks SEA CRN 68365

#### AVIA 924 HELICOPTER MAINTENANCE ADVANCED (30 HOURS) \$209

Helicopter maintenance introduction (AVIA 923) presents theoretical principles about the helicopter and maintenance practices. However, this advanced level focuses on "hands-on" practical training. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 923 or equivalent.

Sep 18 Sat 5 wks SEA CRN 87813

#### AVIA 925 AVIONICS (30 HOURS) \$209

This course is a very basic introduction to the field of Aircraft Electronics-Avionics and is 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.

Sep 13 Mon/Wed 5 wks SEA CRN 68467

#### AVIA 930 AIRCRAFT DRAFTING & BLUEPRINTS (28 HOURS) \$209

This hands-on drafting course, will enable you to read blueprints through practical assignments. Terminology, standards, views, lettering, scales and techniques are introduced.

Sep 18 Sat 7 wks SEA CRN 68448

#### AVIA 933 AVIATION TRADE MATHEMATICS (30 HOURS) \$209

Math upgrading, refresher or aviation applications are easily understood with this course. 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.

Sep 14 Tue/Thr 5 wks SEA CRN 77196

#### AVIA 940 GAS TURBINE ENGINES INTRODUCTION (30 HOURS) \$209

A theoretical understanding of the gas turbine engine is presented 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.

Sep 13 Mon/Wed 5 wks SEA CRN 77168

#### AVIA 948 AIRCRAFT COMPOSITE REPAIR, ADVANCED \$175

Repairs to composite and advanced composite aircraft structures, using hotbonding equipment. Prerequisite: AVIA 946, 947.

Sep 18 Sat 4 wks SEA CRN 58194

For regular class times see page 5 for details.





# TRADES TRAINING

## AVIA 970

### AIRCRAFT MAINTENANCE FOR THE PILOT/OWNER (12 HOURS) \$104

This course covers the maintenance that a pilot/owner can perform on his/her 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 responsibility of the owner. 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 and asking for Bill Sheppard (278-4831).

Sep 14 Tue/Thr 2 wks SEA CRN 72598

## AVIA 975

### NONDESTRUCTIVE TESTING FOR AIRCRAFT INTRODUCTION (30 HOURS) \$221

Nondestructive testing techniques are introduced and practised. Whether you are working with aging fleets or brand new aircraft, these new and old inspection techniques are critical to your work.

Sep 13 Mon/Wed 5 wks SEA CRN 79190

## CARPENTRY

432-8556

### CARP 905

#### BLUEPRINT READING FOR CONSTRUCTION \$318

Designed for persons working in the construction trades who wish to read blueprints. Students should have related building trade experience although it is not mandatory.

Sep 13 Mon/Wed 6 wks BBY CRN 77477  
1830-2130

Sep 18 Sat 9 wks BBY 72305  
0830-1230

Nov 8 Mon/Wed 6 wks BBY 13871  
1830-2130

### CARP 906

#### CUSTOM CABINET CONSTRUCTION AND INSTALLATION \$363

Designed for carpenters and kitchen cabinet installers who must 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.

Sep 18 Sat 7 wks BBY CRN 73077  
0830-1430

### CARP 907

#### RESIDENTIAL RENOVATIONS \$363

Designed for homeowners, realtors, carpenters and contractors who wish to learn professional renovation procedures.

Sep 18 Sat 7 wks BBY CRN 77462  
0830-1430

### CARP 909

#### CARPENTRY TQ REFRESHER \$392

Provides students with the necessary instruction to enable them to write the Provincial Carpentry Trade Qualification Examination.

Sep 11 Sat 15 wks BBY CRN 71866  
0830-1230

Sep 14 Tue/Thr 10 wks BBY 58687  
1830-2130

Tue/Thr 10 wks MRC 87421  
1830-2130

### CARP 911

#### STAIR CONSTRUCTION \$363

Designed for journeymen carpenters or those with a minimum of 2 years related trade experience. The course will review mathematics, design, construction, and related building codes. Students will build typical straight, split landing, and circular stairs in accordance with most recent B.C. Building Code requirements.

Sep 18 Sat 6 wks BBY CRN 71857  
0830-1430

### CARP 915

#### CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT \$442

For persons with competent trade skills in the construction industry who wish to acquire supervisory skills, including scheduling, cost control, and administration.

Sep 13 Mon/Wed 8 wks BBY CRN 72043  
1830-2130

### CARP 917

#### CONSTRUCTION ESTIMATING BASIC \$318

Designed for tradespersons involved with cost estimating and bidding on residential and renovation construction projects.

Sep 14 Tue/Thr 6 wks BBY CRN 72788  
1830-2130

### CARP 921

#### PLATFORM, FRAMING AND LAYOUT \$392

A basic course for learning residential wood frame construction methods covering typical wood frame techniques. Includes floors, walls and trusses.

Sep 13 Mon/Wed 8 wks BBY CRN 13885  
1830-2130

Sep 18 Sat 8 wks BBY 75634  
0830-1430

### CARP 922

#### BASIC ROOF FRAMING \$308

A detailed course covering roof framing. Prerequisite: CARP 921 or practical experience in framing and working with electric saws and radial arm saws.

Nov 13 Sat 5 wks BBY CRN 83235  
0830-1430

### CARP 927

#### INTERIOR FINISHING CARPENTRY \$363

Enables carpenters to complete interior residential finishing to professional standards. Recommended for students who are carpenters or for those who have worked in the trade for more than 2 years.

Nov 13 Sat 6 wks BBY CRN 72065  
0830-1430

### CARP 935

#### RESIDENTIAL BUILDING PROCEDURES \$336

Focuses on the planning, estimating and construction of new single or multi-residential units.

Sep 13 Mon/Wed 6 wks BBY CRN 72078  
1830-2130

### CARP 937

#### BUILDERS LEVEL \$167

Designed for general construction and carpenters, site procedures for excavation, formwork, pipe grades and design elevation.

Sep 18 Sat 4 wks BBY CRN 72797  
0830-1230

### CARP 939

#### TRANSIT FOR CONSTRUCTION LAYOUT \$218

Includes a review of basic trigonometry for transit layout purposes. Hands-on training reviews how to use transit, chaining, note keeping and related on-site procedures. Beginning and advanced students will benefit from this intensive course.

Oct 30 Sat 6 wks BBY CRN 72260  
0830-1230

## COMPUTER AIDED CONSTRUCTION

432-8556

### CARP 918

#### PROJECT ESTIMATING AND CONTROL (COMPUTERIZED) \$442

A computer-based course designed for large construction projects using Timberline Industry Specific Database software system. Students will learn hands-on skills enabling them to monitor and control project scheduling, administration and budgets. Prerequisite: Minimum of 3 years construction experience. No computer experience required.

Sep 14 Tue/Thr 7 wks BBY CRN 83222  
1900-2200

## DRAFTING

432-8556

### DRFT 901

#### DRAFTING: BASIC \$308

Provides a foundation in basic drafting including equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs.

Sep 13 Mon/Wed 7 wks BBY CRN 06394  
1730-2030

Mon/Wed 7 wks BBY 75759  
1730-2030

Sep 14 Tue/Thr 7 wks BBY 83489  
1730-2030

Nov 2 Tue/Thr 7 wks BBY 90638  
1730-2030

Nov 3 Wed/Mon 7 wks BBY 83491  
1730-2030

### DRFT 903

#### DRAFTING: ADVANCED \$308

Expands on the basic drafting course and allows students to progress into their drafting specialty.

Sep 13 Mon/Wed 7 wks BBY CRN 83345  
1730-2030

Nov 3 Wed/Mon 7 wks BBY 14118  
1730-2030

### DRFT 915

#### DRAFTING SPECIALIZATION: PROCESS PIPING 1 \$308

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

Sep 14 Tue/Thr 7 wks BBY CRN 77955  
1730-2030

### DRFT 916

#### DRAFTING SPECIALIZATION: PROCESS PIPING 2 \$308

Involves work in process piping, flow diagrams, heat exchangers, instrumentation, compressors and pumps. The student will be responsible for producing working drawings using advanced drafting techniques. Prerequisite: DRFT 915.

Nov 2 Tue/Thr 7 wks BBY CRN 84304  
1730-2030

### DRFT 920

#### COMPUTER ASSISTED DRAFTING 1 \$308

An introduction to 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 901 or instructor evaluation.

Sep 14 Tue/Thr 7 wks BBY CRN 14985  
1730-2030

### DRFT 921

#### COMPUTER ASSISTED DRAFTING 2 \$308

A continuation of DRFT 920. 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 920 or instructor evaluation.

Nov 2 Tue/Thr 7 wks BBY CRN 14992  
1730-2030

## HEAVY DUTY

## MECHANIC

432-8241

### HDMX 902

#### MOBILE HYDRAULICS \$374

For heavy equipment mechanics/operators. Preventive maintenance and the service and repair techniques used to achieve this.

Sep 14 Tue/Thr 8 wks BBY CRN 69206  
1900-2200

### HDMX 905

#### HEAVY DUTY MECHANIC TQ REFRESHER \$374

For tradespersons preparing for the Provincial Heavy Duty Mechanic Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade. Prerequisite: Minimum of 5 years experience in the trade.

Sep 13 Mon/Thr 10 wks BBY CRN 69199  
1830-2130

### HDMX 925

#### AIR BRAKES FOR MECHANICS \$357

For mechanics with limited experience servicing air brakes, and 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 towards the Motor Vehicle Air Endorsement Examination.

Sep 18 Sat 6 wks BBY CRN 69180  
0830-1430

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.





## HDMX 930 COMMERCIAL TRANSPORT MECHANIC TQ REFRESHER \$374

For tradespersons preparing for the Provincial Commercial Transport Mechanical Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade.

Sep 18 Sat 10 wks BBY CRN 91552  
0830-1430

## HDMX 950 COMMERCIAL VEHICLE INSPECTOR \$190

Prepares students to write 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.

Sep 18 Sat 2 wks BBY CRN 74364  
0830-1630

Oct 16 Sat 2 wks BBY 73266  
0830-1630

Oct 25 Mon/Wed 3 wks BBY 15445  
1900-2200 (last session 1800-2200)

Nov 16 Tue/Thr 3 wks BBY 15459  
1900-2200 (last session 1800-2200)

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

## COMMERCIAL TRANSPORT TRAILER MECHANIC TQ REFRESHER

For tradespersons preparing for the Provincial Commercial Transport Trailer Mechanical Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade.

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.

For more information regarding the Commercial Transport Trailer Mechanic TQ Refresher course, please call Shirley Butler at 432-8205.

## MACHINIST 432-8214

### MACH 900 MACHINIST TQ REFRESHER \$374

For tradespersons preparing for the Provincial Machinist Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade. Prerequisite: Minimum of 5 years experience in the trade.

Sep 18 Sat 10 wks BBY CRN 72450  
0830-1430

### MACH 905 LATHE OPERATOR \$338

Provides a basic understanding and practical experience of engine lathe operations.

Sep 13 Mon/Wed 6 wks BBY CRN 74718  
1900-2200

### MACH 906 MILLING MACHINE OPERATOR \$338

Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum.

Nov 1 Mon/Wed 6 wks BBY CRN 77670  
1900-2200

### MACH 909 INTRODUCTION TO COMPUTERS FOR MACHINISTS \$223

An introductory course on the use of computers. Designed for students wishing to continue on to the Computer Numerical Control courses.

Sep 14 Tue/Thr 3 wks BBY CRN 83180  
1900-2200

Nov 29 Mon/Wed 3 wks BBY 83199  
1900-2200

### MACH 910 INTRODUCTION TO COMPUTER NUMERICAL CONTROL \$424

An entry-level, hands-on course that introduces the concepts of CNC to those with little or no CNC experience. Prerequisite: MACH 909.

Oct 5 Tue/Thr 8 wks BBY CRN 71799  
1900-2200

### MACH 911 CNC MILLING OPERATIONS \$372

Emphasizes basic programming, editing and setting up of a CNC OKK vertical machining centre. Prerequisite: MACH 910.

Sep 13 Mon/Wed 7 wks BBY CRN 72017  
1900-2200

### MACH 915 CADKEY 1 \$509

This entry-level course is designed to introduce Computer Aided Drafting (CAD) to those with little or no prior experience. Prerequisite: Basic drafting knowledge and computer literacy skills.

Oct 13 Mon/Wed 8 wks BBY CRN 14154  
1900-2200

## MATHEMATICS FOR TRADES 432-8214

### TMAT 935 INDUSTRIAL MATHEMATICS 1 \$216

Arithmetic operations, fractions, decimals, metric system, ratio and proportion, percentages, area and volume are covered.

Sep 14 Tue/Thr 5 wks BBY CRN 90564  
1900-2200

### TMAT 936 INDUSTRIAL MATHEMATICS 2 \$171

Algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry, and trade applications are covered. Use of scientific calculators. Prerequisite: TMAT 935.

Oct 26 Tue/Thr 4 wks BBY CRN 90570  
1900-2200

## MILLWRIGHT 432-8517

### MILL 900 MILLWRIGHT TQ REFRESHER \$374

For tradespersons preparing for the Provincial Millwright Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade. Prerequisite: Minimum of 5 years experience in the trade.

Sep 13 Mon/Wed 10 wks BBY CRN 71780  
1900-2200

### MILL 902 INDUSTRIAL HYDRAULICS STATIONARY \$301

Assists maintenance personnel at industrial sites in the testing, repairing, examination and troubleshooting of basic fluid power circuits and component parts.

Sep 14 Tue/Thr 7 wks BBY CRN 69359  
1900-2200

### MILL 910 MACHINE AND COUPLING ALIGNMENT \$301

Designed to cover 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.

Sep 13 Mon/Wed 7 wks BBY CRN 55176  
1900-2200

## MOTORCYCLE/ MARINE/SMALL ENGINE MECHANIC 432-8460

### SENG 900 SMALL ENGINE POWERED EQUIPMENT MAINTENANCE \$317

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.

Sep 14 Tue/Thr 8 wks BBY CRN 72034  
1900-2200

### SENG 910 OWNER/OPERATOR MOTORCYCLE MAINTENANCE \$299

Provides motorcycle owners and enthusiasts with basic tune-up and preventive maintenance techniques.

Sep 14 Tue/Thr 8 wks BBY CRN 83178  
1900-2200

## PAINTING AND DECORATING 432-8556

### PDEC 905 WALL AND CEILING TQ REFRESHER \$350

Provides experienced students with the theoretical instruction to enable them to write the provincial wall and ceiling exam. Prerequisite: minimum 5 years experience in the trade.

Oct 23 Sat 8 wks BBY CRN 91501  
0830-1330

### PDEC 931 STEEL STUD CONSTRUCTION \$363

Covers steel stud and drywall boarding to professional standards.

Sep 18 Sat 5 wks BBY CRN 87632  
0830-1430

### PDEC 933 PAINTING AND DECORATING TQ REFRESHER \$392

Provides experienced students with the theoretical instruction to enable them to write the provincial painting exam. Students should have a working knowledge of painting. Prerequisite: Minimum 5 years experience in the trade.

Sep 14 Tue/Thr 10 wks BBY CRN 71930  
1800-2100

### PDEC 934 DRYWALL TAPING AND FINISHING \$392

A basic course covering drywall taping to professional standards.

Nov 6 Sat 5 wks BBY CRN 87628  
0830-1430

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination. Approval from the Ministry of Advanced Education, Training and Technology is required and recommended before enrolling.

## 4 Ways to Register

### 1. By Mail

Fill in the registration form on page 2 and send it with your cheque or credit card information to:

BCIT Registration  
3700 Willingdon Avenue  
Burnaby, B.C.

V5G 3H2

Sorry, No Postdated Cheques.

### 2. By Phone

Charge to your Visa or MasterCard.

Burnaby Campus: 434-1610  
Downtown: 687-4666

### 3. In Person

Register at the Burnaby, Downtown or Surrey Campuses (see page 2). Pay by cash, cheque or credit card.

### 4. By Fax

Use the form located on page 2 and Fax to 430-1331.



# TRADES TRAINING

## PIPING 432-8556

**PPGS 905**  
**CROSS CONNECTION CONTROL** \$363  
Designed for 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 person or Apprentice Plumbers, Steamfitters, or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation related Personnel, or Public Health Official.

Sep 8	Wed/Mon	7 wks	BBY	CRN 03762
		1800-2100		
Nov 1	Mon/Wed	7 wks	BBY	13892
		1800-2100		

**PPGS 909**  
**GAS FITTER B LICENSE** \$475  
This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify as Gas Fitter B License. Prerequisite: Minimum 4 years experience in the Piping Trade.

Sep 13	Mon/Wed	14 wks	BBY	CRN 04771
		1830-2130		
Sep 21	Tue/Thr	14 wks	BBY	91805
		1830-2130		
Sep 14	Tue/Thr	14 wks	LLY	04785
		1830-2130		
	Tue/Thr	14 wks	MRC	15408
		1830-2130		

### NOTICE:

To students taking Gas Fitter B License at Langley or Maple Ridge locations. Please be advised that 12 hours of the course will be done in the Gas Lab at BCIT, Burnaby campus.

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. The Gas Safety Branch can be reached at Tel. (604) 660-6233.

**PPGS 910**  
**GAS FITTER A LICENSE** \$615  
This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify for Gas Fitter A License. Prerequisite: Students must have class B for 2 years.

Oct 12	Tue/Thr	22 wks	BBY	CRN 83447
		1830-2130		

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. The Gas Safety Branch can be reached at Tel. (604) 660-6233.

**PPGS 911**  
**GAS A LICENSE: MATH AND SCIENCE** \$308  
Provides the math and science background necessary to enable students to pass the Gas Fitter A License examination.

Sept 14	Tue/Thr/Sat	4 wks	BBY	CRN 04595
	Tue/Thr:	1830-2130		
	Sat:	0830-1230		

**PPGS 914**  
**CLASS C APPLIANCE SERVICE** \$475  
Holder may service gas appliances for residential or light commercial up to 400,000 BTU.

Sep 13	Mon/Wed	14 wks	BBY	CRN 55187
		1830-2130		
Sep 14	Tue/Thr	14 wks	BBY	82674
		1830-2130		

**PPGS 917**  
**PLUMBING: RESIDENTIAL** \$252  
This course will provide the homeowner student with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system.

Sep 11	Sat	4 wks	BBY	CRN 04760
		0830-1430		
Oct 16	Sat	4 wks	BBY	83436
		0830-1430		
Nov 20	Sat	4 wks	BBY	14105
		0830-1430		

**PPGS 922**  
**PIPING TRADES MATH** \$196  
This course is designed for Apprentices in the Piping Trades Industry interested in math upgrading.

Sep 27	Mon/Wed	5 wks	BBY	CRN 87649
		1830-2130		

**PPGS 926**  
**NFPA 13D SPRINKLER SYSTEMS** \$279  
Designed to explain and interpret the requirements of NFPA 13D. Regarding design and installation of Sprinkler Systems in one and two family dwellings and mobile homes.

Sep 7	Tue/Thr	5 wks	BBY	CRN 87655
		1830-2130		
Oct 12	Tue/Thr	5 wks	BBY	87661
		1830-2130		
Nov 16	Tue/Thr	5 wks	BBY	87676
		1830-2130		

**PPGS 930**  
**BC PLUMBING CODE REFRESHER** \$392  
For tradespersons preparing for the provincial plumbing TQ exam and for those wanting a current review. Theoretical instruction is given in B.C. Plumbing Code only. Prerequisite: 5 years experience in the piping trade.

Sep 13	Mon/Wed	10 wks	BBY	CRN 87439
		1830-2130		
Sep 14	Tue/Thr	10 wks	BBY	87687
		1830-2130		
Sep 20	Mon/Wed	10 wks	BBY	87693
		1830-2130		

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination. Approval from the Ministry of Advanced Education, Training and Technology is required and recommended before enrolling.

## POWER ENGINEERING 432-8390

### CORRESPONDENCE AND TUTORIAL COURSES

For persons currently employed in industrial plants. Provides the necessary knowledge to sit the Interprovincial Power Engineering Certification Examinations.

You can study 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, qualifying experience as outlined in the B.C. Power Engineer's and Boiler and Pressure Vessel Safety Act. Contact the nearest office of the B.C. Ministry of Municipal Affairs, Recreation and Culture, Safety Engineering Services, Boiler Branch, for detailed information.

Applicants must have good written skills. First, 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 is allowed to complete a group from date of registration.

POWR 910 Boiler Operator

POWR 913 Fourth Class Part A  
POWR 914 Fourth Class Part B

POWR 915 Third Class Part A Paper 1  
POWR 916 Third Class Part A Paper 2

POWR 917 Third Class Part B Paper 1  
POWR 918 Third Class Part B Paper 2

POWR 919 Second Class Part A Paper 1  
POWR 920 Second Class Part A Paper 2  
POWR 921 Second Class Part A Paper 3

POWR 922 Second Class Part B Paper 1  
POWR 923 Second Class Part B Paper 2  
POWR 924 Second Class Part B Paper 3

POWR 925 First Class Part A Paper 1  
POWR 926 First Class Part A Paper 2

POWR 927 First Class Part A Paper 3  
POWR 928 First Class Part A Paper 4

POWR 929 First Class Part B Paper 1  
POWR 930 First Class Part B Paper 2

POWR 931 First Class Part B Paper 3  
POWR 932 First Class Part B Paper 4

## REFRIGERATION 432-8205

**TREF 913**  
**COMMERCIAL AIR CONDITIONING 1** \$347  
The first of a four-part program in commercial air conditioning. This course enables students to identify the components of a refrigeration system, explain its function, join copper tubing with flares, sedge, and soft solder/hard solder connections.

Sep 13	Mon/Wed	8 wks	BBY	CRN 62413
		1900-2200		

**TREF 915**  
**COMMERCIAL AIR CONDITIONING 2** \$347  
Enables students to identify and explain the components of a domestic gas furnace and its function, basic electrical wiring diagram symbols, and circuit component functions. Prerequisite: TREF 913.

Sep 14	Tue/Thr	8 wks	BBY	CRN 07014
		1900-2200		

**TREF 917**  
**REFRIGERATION TQ REFRESHER** \$382  
For tradespersons preparing for the Provincial Refrigeration Trade Qualification Examination, or for those wishing to refresh their theoretical knowledge of the trade.

Sep 13	Mon/Wed	11 wks	BBY	CRN 74763
		1900-2200		

**TREF 921**  
**COMMERCIAL AIR CONDITIONING - SHOP** \$452  
Students troubleshoot air conditioning systems for malfunctions and carry out preventive maintenance. Prerequisite: TREF 916, 970.

Sep 18	Sat	6 wks	BBY	CRN 60626
		0900-1500		
Nov 6	Sat	6 wks	BBY	69241
		0900-1500		

**TREF 970**  
**CFC EMISSIONS IN REFRIGERATION** \$105  
This one-day environmental awareness course on ozone depleting substances 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 as required under current B.C. regulations.

Sep 11	Sat	1day	BBY	CRN 62424
		0830-1630		
Oct 27	Wed	1day	BBY	10666
		0830-1630		

TQ Examinations are conducted by the Ministry of Advanced Education, Training and Technology. Contact the area office nearest your residence to determine your eligibility and schedule an examination.



## STEEL FABRICATION 432-8556

**STEL 909**  
**STEEL FABRICATION (BASIC)** \$308  
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.

Sep 14 Tue/Thr 5 wks BBY CRN 72500  
1900-2200

**STEL 913**  
**STEEL FABRICATION: PLATE & PIPE DEVELOPMENT (BASIC)** \$308  
Methods of plate and pipe development for steel fabrication: fabricating and using templates to shear, burn, form and tack plates together (to make an elbow and a square to round). Prerequisite: STEL 909 or equivalent.

Sep 14 Tue/Thr 6 wks BBY CRN 72525  
1900-2200

**STWD 901**  
**BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS** \$279  
Training covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of Steel Fabrication.

Sep 14 Tue/Thr 5 wks BBY CRN 04583  
1900-2200

## WELDING 432-8556

**WELD 903**  
**OXYACETYLENE WELDING: BRAZE WELDING** \$308  
A basic fuel gas welding course for beginners. Includes safety, shop practice, procedures and operation of related equipment.

Sep 18 Sat 6 wks BBY CRN 72511  
0830-1330

Nov 13 Sat 6 wks BBY 89375  
0830-1330

**WELD 915**  
**SHIELDED METAL ARC WELDING BASIC** \$336  
A basic arc welding course for the individual who wishes to learn S.M.A.W. to trade standards.

Sep 14 Tue/Thr 5 wks BBY CRN 72496  
1900-2200

Sep 18 Sat 6 wks BBY 72473  
0830-1330

Oct 26 Tue/Thr 5 wks BBY 89356  
1900-2200

Nov 13 Sat 6 wks BBY 72484  
0830-1330

**WELD 941**  
**GAS TUNGSTEN ARC WELDING BASIC** \$363  
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.

Sep 14 Tue/Thr 5 wks BBY CRN 72468  
1900-2200

Oct 26 Tue/Thr 5 wks BBY 86772  
1900-2200

**WELD 944**  
**FLUX-CORED ARC WELDING** \$363  
(Self-Shielding.) This process is used by structural steel fabricators and by ironworkers in field site work. The course will cover all basic weld joints in all positions.

Sep 20 Mon/Wed 4 wks BBY CRN 87722  
1900-2200

**WELD 957**  
**GAS METAL ARC WELDING BASIC** \$363  
This process is used by most metal fabricators in the province. The course will cover basic weld joints in the flat, horizontal and vertical positions. During this course students will be introduced to the G.M.A.W. Section of P6 Module, Level C.

Sep 14 Tue/Thr 5 wks BBY CRN 77961  
1900-2200

Oct 26 Tue/Thr 5 wks BBY 87719  
1900-2200

WELDING INSTITUTE OF CANADA  
INSTITUT DE SOUDAGE DU CANADA

## WELDING INSTITUTE OF CANADA - ALUMINUM WELDING

This diploma course in aluminum welding consists of six training modules which are broken into two thirty hour training blocks, each block consists of three modules. The modules cover a combined program of theory with practical workshops. Fees cover all costs including a student membership in the Welding Institute of Canada. Students that successfully complete closed book examinations for all six modules will receive a Welding Institute of Canada Diploma.

**WELD 960**  
**ALUMINUM WELDING 1** \$395  
Program consists of the first three modules required out of six to obtain a Welding Institute of Canada Diploma. Modules will cover material and metal preparation, welding with inert gas, shielded processes, plasma cutting, brazing, and other processes.

Sep 18 Sat 6 wks BBY CRN 15329  
0830-1330

**WELD 965**  
**ALUMINUM WELDING 2** \$395  
Program consists of the last three modules required out of six to obtain a Welding Institute of Canada Diploma. Modules will cover supervision, safety, quality control, corrosion and strength of aluminum, terms and symbols, and design of weld symbols.

Nov 13 Sat 6 wks BBY CRN 15330  
0830-1330

## WOMEN IN TRADES 432-8233

**TEXP 900**  
**TRADES EXPLORATORY PROGRAM FOR WOMEN** \$125  
This course is designed to help women make an informed choice about entering a skilled trade as a career. Five trades will be explored in terms of working conditions, physical requirements, labour market conditions, wage rates and support services. The trades are: Carpentry, Welding, Millwright, Plumbing, and Sheet Metal. Hands-on projects in shop areas will give you an appreciation for the type of work these trades offer. Students will have ample opportunity to meet and talk with women working in the trades. Funding may be available for those requiring assistance.

Sep 15 Wed 12 wks BBY CRN 83752  
1830-2130



**NEW** **TEXP 901**  
**WOMEN EXPLORING METAL TRADES** \$75  
This course is designed to expose women to various trades within the metal industries with regard to working conditions, training, wages, etc. Hands-on projects in shop areas will familiarize students with the shop environments as well as allow them to use various tools. Students will meet women who work in the trades. The labor market, training and funding will also be discussed. Trades may include: welding, sheet metal, ironworking, steel fabrication and boilermaking.

Sep 13 Mon 6 wks BBY CRN 15107  
1830-2130

**NEW** **TEXP 902**  
**WOMEN EXPLORING MECHANICAL TRADES** \$75  
This course is designed to expose women to various mechanical trades with regards to working conditions, training, wages, etc. Hands-on projects in shop areas will familiarize students with the shop environments as well as allow them to use various tools. Students will meet women who work in the trades. The labor market, training, and funding will also be discussed. Trades may include: machining, CNC machining, millwright, auto mechanics, heavy duty mechanics, commercial transport mechanics, small engine mechanics, and tool and die.

Sep 14 Tue 6 wks BBY CRN 15091  
1830-2130

**NEW** **TEXP 903**  
**WOMEN EXPLORING CONSTRUCTION TRADES** \$75  
This course is designed to expose women to various construction trades with regards to working conditions, training, wages, etc. Hands-on projects in shop areas will familiarize students with the shop environments as well as allow them to use various tools. Students will meet women who work in the trades. The labor market, training and funding will also be discussed. Trades may include: carpentry, electrical, plumbing, joinery and painting and decorating.

Sep 16 Thr 6 wks BBY CRN 15089  
1830-2130

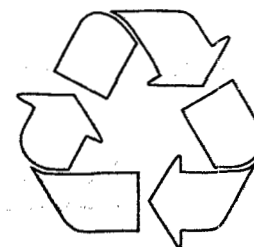
## SENIOR CERTIFICATE FOR TRADEPERSONS 451-6743/432-8860

### A PART-TIME OPTION FOR CAREER RENEWAL

Now you can keep working while acquiring the essential **academic, personal management and team building skills** to help you advance your management career. We encourage you to join our program head to learn more about this exciting opportunity by attending a special orientation session.

**When:** September 21, or October 12, 1993  
**Time:** 1830 - 2030  
**Where:** BCIT Burnaby Campus  
Administration Boardroom  
3700 Willingdon Avenue  
(Canada Way & Willingdon)

Take your first step for advancement and attend this information session. Call 432-8573 to pre-register. If you cannot attend either of these sessions, contact the Program Advising group at 434-3304 for information.



PLEASE RECYCLE



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