

BRITISH COLUMBIA
INSTITUTE OF
TECHNOLOGY



TRADES AND TECHNOLOGY
PART-TIME STUDIES

WINTER 1987

JANUARY — APRIL

School of Management Studies

School of Academic and Vocational Studies

School of Construction and Natural Resource Studies

School of Computing and Electro-Mechanical Studies

Continuing Education

ENROL NOW! Classes Start January 5

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Marketing	10	Industrial Ventilation	17	TV News Production Assistant	5
Marketing Management	10	Oil Burner Service	17	TV Production Planning	6
Fashion Industry	10	Plastic Pipe Fusion	17	TV Production Techniques	6
Management	10	Plumbing		TV Technical Production	6
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Auto Electronic Emission Control	14	Reading, Writing Learning Skills	18	Computer Maintenance/Repair	13
Auto Mechanics	14	Records Management	4	Construction	16
Auto TQ Refresher	14	Recreation Facilities Management	13	Drafting	16
Auto Tune-up	14	Refrigeration		Food, Hospitality & Tourism	9
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Heavy Duty Mechanical TQ Refresher	14	Report Writing, Business	18	Transportation and Distribution	11
Heavy Duty Transmission & Differential	14	Resource Business Management	16	Travel Agency and Tour Operations	8
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Tool & Die Maker	14	School of Construction and Natural		Videos, Industrial and Educational	11
Media Planning	10	Resource Studies	15	Visual Fundamentals: Journalism	5
Medical Office Assistant	7	School of Health Science	19	Vocational Instructor Training	7
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Money and Banking	8	Secretarial Training	7	Warehouse Management	11
Municipal Law	4	Secretaries, Communication for	18	Word Processing	7
Municipal Services	15	Secretaries/Supervisors Communication	18	Writing, Dramatic Film/TV	5
Music Business and the		Security Analysis	8	Writing Effective Letters	4
Broadcast Industry	5	Security Officer Training	7	Writing for the Media	5
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NDT Radiography	15	Soil Improvement	17	Writing Projects, Managing Large	18
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NDT Ultrasonics	15	Space Planning	10	Writing Reports	18
National Building Code	15	Spanish Communication	8	Writing Scripts that Sell	6
		Specialized Business Service	10	Writing User Friendly Manuals	18

SCHOOL OF MANAGEMENT STUDIES

Administrative Management

ADMN 100 MICRO ECONOMICS 1 \$139

This course provides a basic understanding of micro-economic concepts, deals with the functioning of the marketplace and the behavior in different competitive environments.

Jan 12	Mon	12 weeks	BBY	CRN 88773
			DEC	88784
Jan 19			SRY	99813
Jan 14	Wed	12 weeks	BBY	88796
				88804
			DEC	88810

ADMN 110 MANAGEMENT 1 \$139

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

Jan 12	Mon	12 weeks	BBY	CRN 03356
				88686
			DEC	88707
Jan 19			SRY	03394
Jan 13	Tues	12 weeks	BBY	88721
			DEC	03367
Jan 14	Wed	12 weeks	BBY	03375
				88739
			DEC	88742
Jan 15	Thurs	12 weeks	BBY	88750
			DEC	03381
Jan 22			SRY	91488
Jan 17	Sat	12 weeks	BBY	88768
	0900-1200			
Mar 09	Mon-Fri	Wk long	BBY	91512
	0900-1700			
			DEC	91503

ADMN 122 MANAGERIAL SKILLS FOR ADMINISTRATIVE ASSISTANTS \$139

For office workers who wish to prepare for increased responsibilities as administrative assistant or executive secretary.

Jan 13	Tues	12 weeks	DEC	CRN 89192
Jan 14	Wed	12 weeks	BBY	89203

ADMN 124 SUPERVISORY SKILLS \$139

Students increase their confidence and abilities as leaders and establish a foundation for further training in supervision and management.

Jan 13	Tues	12 weeks	BBY	CRN 89230
			DEC	89256
Jan 20			SRY	92308
Jan 14	Wed	12 weeks	BBY	89267
Jan 15	Thurs	12 weeks	BBY	89275
			DEC	89281
Jan 17	Sat	12 weeks	BBY	89294
	0900-1200			
Mar 09	Mon-Fri	Wk long	BBY	89301
	0900-1700			

ADMN 127 TRAINING TECHNIQUES \$139

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

Jan 12	Mon	12 weeks	BBY	CRN 89498
Mar 09	Mon-Fri	Wk long	BBY	89507
	0900-1700			

ADMN 128 OCCUPATIONAL SAFETY AND HEALTH \$139

A practical course conducted by the B.C. Safety Council for those responsible for occupational safety and health.

Jan 14	Wed	12 weeks	BBY	CRN 89444
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*indicates prerequisite required

ADMN 129 RECORDS AND INFORMATION MANAGEMENT 1000 \$139

Basic principles, techniques and operations in the creation, use and maintenance of records for people involved with records and information management.

Jan 12	Mon	12 weeks	BBY	CRN 06678
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ADMN 130 *RECORDS AND INFORMATION MANAGEMENT 2000 \$139

For people involved with records and information management as a resource, this course covers the effects of technology on records management.

Jan 14	Wed	12 weeks	DEC	CRN 89542
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ADMN 180 COMPUTER AND TECHNOLOGY LAW \$139

An introductory computer law course of interest to students in the Financial and Administrative Management areas.

Jan 13	Tues	12 weeks	BBY	CRN 89550
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ADMN 200 MACRO ECONOMICS 2 \$208

Gives students a good understanding of how and why the economy works as it does.

Jan 12	Mon	18 weeks	DEC	CRN 88902
Jan 19			SRY	99862
Jan 13	Tues	18 weeks	BBY	88917
Jan 14	Wed	18 weeks	BBY	88934
				97481
Jan 15	Thurs	18 weeks	BBY	88943
Jan 17	Sat	18 weeks	BBY	88951
	0900-1200			

ADMN 201 COUNSELLING 1 \$139

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

Jan 13	Tues	12 weeks	DEC	CRN 89433
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ADMN 202 *COURSE DESIGN — ADVANCED TRAINING TECHNIQUES \$167

This course develops skills necessary to lead and assess training sessions, workshops, simulation exercises and group sessions.

Jan 14	Wed	12 weeks	BBY	CRN 89515
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ADMN 204 PERSONNEL MANAGEMENT \$139

For those wishing to enter the personnel field, and those who are new to industrial relations.

Jan 12	Mon	12 weeks	BBY	CRN 89340
			DEC	89352
Jan 13	Tues	12 weeks	BBY	89369
Mar 09	Mon-Fri	Wk long	BBY	92313
	0900-1700			

ADMN 205 SELECTION INTERVIEWING \$139

For those people who are called upon to interview applicants for employment.

Jan 12	Mon	12 weeks	BBY	CRN 89383
Jan 13	Tues	12 weeks	DEC	89395
Mar 09	Mon-Fri	Wk long	BBY	89411
	0900-1700		DEC	89400

ADMN 208 MUNICIPAL LAW \$139

In addition to an overview of the B.C. Municipal Act and other provincial statutes governing local government activities, this course covers areas of administrative law, constitutional law and contract law which have an impact upon municipal administrative practice.

Jan 15	Thurs	12 weeks	BBY	CRN 89521
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ADMN 211 *MANAGEMENT 2 \$139

A continuation of the study of functions of management begun in Part 1.

Jan 12	Mon	12 weeks	BBY	CRN 98865
			DEC	98878
Jan 19			SRY	98880
	Mon/Wed	6 weeks	SRY	99246
Jan 13	Tues	12 weeks	BBY	05187
				98899
Jan 14	Wed	12 weeks	BBY	03424
				98910
			DEC	98904
Jan 15	Thurs	12 weeks	BBY	98928
			DEC	03431
Jan 17	Sat	12 weeks	BBY	98932
	0900-1200			
Mar 09	Mon-Fri	Wk long	BBY	98949
	0900-1700			

ADMN 212 MANAGEMENT \$208

A study of management functions and practices: planning, organizing, leading and controlling.

Jan 12	Mon	18 weeks	BBY	CRN 16455
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ADMN 220 ORGANIZATIONAL BEHAVIOR \$208

An integration of ADMN 222 and ADMN 322, study of micro and macro organizational behavior. Upon completion, the student will have a solid appreciation of the individual, group and system variables on the behavior of organizations. Students who have ADMN 222 or ADMN 322 should not take this course. It is suggested students complete ADMN 110 and ADMN 211 before taking this course.

Jan 12	Mon	18 weeks	DEC	CRN 19792
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ADMN 222 ORGANIZATIONAL BEHAVIOR 1 \$139

Basic behavioral theories for those with no formal background in organizational behavior.

Jan 12	Mon	12 weeks	BBY	CRN 88828
Jan 19			SRY	91529
	Mon/Wed	6 weeks	SRY	91530
Jan 13	Tues	12 weeks	BBY	88832
			DEC	88849
Jan 14	Wed	12 weeks	BBY	88855
			DEC	88861
Jan 15	Thurs	12 weeks	BBY	88876
			DEC	88887
Jan 17	Sat	12 weeks	BBY	88893
	0900-1200			
Feb 16	Mon-Fri	Wk long	DEC	91548
	0900-1700			
Mar 09	Mon-Fri	Wk long	BBY	91556
	0900-1700			

ADMN 301 MANAGERIAL STYLES \$139

A practical course for the supervisor, manager or student wishing to learn more about the "people aspect" and psychology of management, with emphasis on how and why people interact as they do.

Jan 14	Wed	12 weeks	BBY	CRN 89316
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ADMN 302 *PROBLEM SOLVING AND DECISION MAKING \$139

Participants learn to apply various techniques to problem solving and decision making; emphasis is on problem analysis.

Jan 15	Thurs	12 weeks	BBY	89338
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ADMN 303 *COUNSELLING 3 \$193

This second phase of interpersonal communications skill development gives an opportunity to practice communication skills in supervised training sessions.

Jan 15	Thurs	12 weeks	DEC	CRN 89539
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ADMN 304 MANPOWER PLANNING \$139

Designed for anyone in a planning organization involving "people resources".

Jan 15	Thurs	12 weeks	BBY	CRN 92324
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ADMN 305 *SALARY ADMINISTRATION \$139

Covers the "hows" and "whys" of salary administration.

Jan 12	Mon	12 weeks	BBY	CRN 89212
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ADMN 310				
MANAGEMENT SCIENCE \$139				
Emphasizes the use of decision-making models in business. It is designed to train students in the use of quantitative methods in the choice of alternatives in the decision-making process.				
Jan 13	Tues	12 weeks	BBY	CRN 17987
ADMN 322				
*ORGANIZATIONAL BEHAVIOR 2 \$139				
Motivational theory and its application for those who have completed Organizational Behavior 1.				
Jan 12	Mon	12 weeks	BBY	CRN 89004
			DEC	16461
Jan 13	Tues	12 weeks	BBY	89010
			DEC	89028
Jan 20	Tues/Thurs	6 weeks	SRY	91567
Jan 14	Wed	12 weeks	BBY	89032
Jan 21			SRY	91575
ADMN 332				
LABOUR RELATIONS 1 \$139				
Designed for people who will benefit from knowledge of the collective bargaining process and contract administration.				
Jan 12	Mon	12 weeks	DEC	CRN 88965
Jan 19			SRY	99983
Jan 13	Tues	12 weeks	BBY	88978
Jan 14	Wed	12 weeks	DEC	88980
Jan 17	Sat	12 weeks	BBY	88999
			0900-1200	
Feb 02	Mon-Fri	Wk long	DEC	92264
			0900-1700	
Mar 09	Mon-Fri	Wk long	BBY	92270
			0900-1700	
ADMN 380				
BUSINESS LAW 1 \$139				
A familiarization course which covers commercial law, contract law and organization of courts.				
Jan 12	Mon	12 weeks	DEC	CRN 89109
Jan 14	Wed	12 weeks	BBY	89114
			DEC	89123
Jan 21			SRY	22730
Jan 15	Thurs	12 weeks	BBY	89137
ADMN 428				
MANAGEMENT SIMULATIONS 1 \$139				
A basic introduction to decision making in a simulated organization.				
Jan 15	Thurs	12 weeks	BBY	CRN 99831
ADMN 432				
*LABOUR RELATIONS 2 \$139				
A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques.				
Jan 12	Mon	12 weeks	BBY	CRN 89061
Jan 13	Tues	12 weeks	DEC	98490
Jan 14	Wed	12 weeks	BBY	89076
			DEC	89087
Jan 15	Thurs	12 weeks	BBY	89093
ADMN 480				
*BUSINESS LAW 2 \$139				
Assignments, lectures and case studies cover Canadian mercantile law, criminal, marriage and constitutional law.				
Jan 12	Mon	12 weeks	DEC	CRN 89158
Jan 13	Tues	12 weeks	BBY	03445
Jan 14	Wed	12 weeks	BBY	89160
Jan 15	Thurs	12 weeks	BBY	89171
Jan 17	Sat	12 weeks	BBY	89185
			0900-1200	
ADMN 916				
CAREER SEARCH WORKSHOP \$115				
These four session workshops are designed for adults who wish to examine their career paths.				
Feb 05	Thurs	4 weeks	BBY	CRN 90907
Mar 05			BBY	90915

Broadcast Communications

BCST 101				
TECHNICAL BASICS \$139				
Introduces the principles of electricity, magnetism, light and sound. These principles are used to explain the technical aspects of equipment used in the broadcast plant and industry in general.				
Jan 14	Wed	12 weeks	BBY	CRN 95085
BCST 133				
TELEVISION FOR JOURNALISTS \$224				
This course has been designed for those individuals interested in pursuing a journalism career to inform them about the operations of a television production facility.				
Jan 12	Mon	12 weeks	BBY	CRN 16476
BCST 136				
VISUAL FUNDAMENTALS FOR JOURNALISM \$139				
Of interest to those who wish to pursue a career in broadcast journalism. Designed to inform them of the rationale for the decision-making process when composing, shooting and editing visual materials. Students will be exposed to, and work with a variety of media.				
Jan 13	Tues	12 weeks	BBY	CRN 16673
BCST 140				
BROADCAST INDUSTRY ORGANIZATION \$139				
For people interested in finding out how the Broadcast Industry operates from an organizational point of view, who want more information about the operation of the Canadian Broadcasting system and its relationship with the rest of the world.				
Jan 13	Tues	12 weeks	BBY	CRN 88488
BCST 141				
BROADCAST SALES AND MANAGEMENT \$139				
Through a combination of informal lectures, guest speakers and tours of local broadcasting stations, students obtain a unique insight into the complexities involved in the operation of a broadcast outlet as a business.				
Jan 14	Wed	12 weeks	BBY	CRN 88497
BCST 142				
DEVELOPMENT OF CONTEMPORARY MUSIC \$139				
The music we listen to today has evolved through many channels, including rhythm, blues, jazz, country, rock-a-billy and pop. This course examines changes that have taken place in music over the past few decades, with particular emphasis on "Rock and Roll" and "Rock".				
Jan 15	Thurs	12 weeks	BBY	CRN 88503
BCST 143				
THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY \$139				
Course topics include 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 station, contracts, etc.				
Jan 12	Mon	12 weeks	BBY	CRN 88512
BCST 144				
WRITING FOR THE MEDIA \$139				
A practical guide to freelance writing for radio and television.				
Jan 15	Thurs	12 weeks	BBY	CRN 88529
BCST 145				
COPYWRITING FOR RADIO AND TV \$139				
Covers the writing of radio and tv commercials. Includes considerable practice in writing ads, and their evaluation.				
Jan 14	Wed	12 weeks	BBY	CRN 88530
BCST 146				
BROADCAST ADVERTISING AND PROMOTION \$139				
Students will be looking at techniques and strategies involved in the commercial and public broadcast promotion areas.				
Jan 15	Thurs	12 weeks	BBY	CRN 88548

BCST 147				
BROADCAST ENGINEERING FOR PRODUCTION PERSONNEL \$139				
Designed to teach production people the technical basics of equipment used in daily operations.				
Jan 15	Thurs	12 weeks	BBY	CRN 03865
BCST 148				
INTERVIEWING FOR RADIO AND TV \$139				
Students will be exposed to various industry examples of interview styles and techniques, and will be encouraged to analyze them thoroughly. The class will also be required to conduct their own interviews, which will be critiqued in the classroom. The course will conclude with each student presenting a produced interview of broadcast quality to the class.				
Jan 12	Mon	12 weeks	BBY	CRN 20448
BCST 150				
RADIO BROADCASTING INTRODUCTION \$156				
For people interested in radio broadcasting as a career. Introduces the student to broadcast radio equipment, station operations and procedures.				
Jan 12	Mon	12 weeks	BBY	CRN 88556
Jan 15	Thurs	12 weeks	BBY	88567
BCST 151				
RADIO AND TV ANNOUNCING \$139				
Provides introductory skills and practice in radio and TV announcing. A voice audition may be required.				
Jan 14	Wed	12 weeks	BBY	CRN 88575
BCST 160				
TELEVISION BROADCASTING INTRODUCTION \$224				
Designed for persons interested in television broadcasting as a career and those working in non-production areas.				
Jan 12	Mon	12 weeks	BBY	CRN 88581
Jan 14	Wed	12 weeks	BBY	95122
Jan 15	Thurs	12 weeks	BBY	88594
BCST 161				
FILM FOR BEGINNERS \$197				
Introduces the student to cinematography. Topics include scripting, equipment operation and filming techniques.				
Jan 14	Wed	12 weeks	BBY	CRN 88608
BCST 162				
DRAMATIC WRITING FOR FILM AND TELEVISION \$139				
Provides a solid base for people interested in pursuing opportunities in the expanding areas of film and television dramatic script writing.				
Jan 12	Mon	12 weeks	BBY	CRN 88613
BCST 163				
AUDITIONING FOR TELEVISION \$224				
The student studies the working of TV as it affects the actor and becomes better equipped to audition for professional productions.				
Jan 13	Tues	12 weeks	BBY	CRN 88624
BCST 164				
SCENIC CONSTRUCTION FOR FILM AND TELEVISION \$224				
Upon successful completion of this course, the student will be able to understand basic staging terms, construct basic scenic elements, and read studio and scenery design plans.				
Jan 13	Tues	12 weeks	BBY	CRN 15327
BCST 165				
FILM AND TAPE TECHNIQUES AND PROCEDURES \$197				
This course will broaden the scope of application and professionalism of any person pursuing a career in the film industry.				
Jan 15	Thurs	12 weeks	BBY	CRN 15338
BCST 167				
PRODUCTION ASSISTANT FOR TELEVISION NEWS \$139				
Students learn the skills and production assistant techniques used in television news.				
Jan 13	Tues	12 weeks	BBY	CRN 03462
BCST 168				
THE ROLE OF A LINE PRODUCER \$139				
This course will provide the student with the tools to operate as an assistant producer or as an independent producer setting up a small company.				
Jan 13	Tues	12 weeks	BBY	CRN 15340

**FOR INFORMATION
CALL 434-1610**

*indicates prerequisite required

BCST 169
FEATURE FILM ANALYSIS \$147
 Students will analyze in detail the directional style of major film directors.
 Jan 12 Mon 12 weeks BBY CRN 15352

BCST 170
BROADCAST JOURNALISM — INTRODUCTION \$139
 An introduction to all aspects of news operation in the broadcast industry covering basic reporting, writing and presentation of radio and TV news; newsroom operations, methods and practices; editing, line-up and content of news stories.
 Jan 13 Tues 12 weeks BBY CRN 88631

BCST 171
BROADCAST NEWS WRITING \$139
 Writing techniques used in radio and TV news for those in the field who wish to develop additional skills, and for employees in the industry who wish to add news writing to their present skills, and for general interest.
 Jan 13 Tues 12 weeks BBY CRN 92795

BCST 172
INVESTIGATIVE REPORTING \$139
 Course content is detailed enough to be useful to anyone contemplating a reporting career with the addition of a broader journalism course.
 Jan 14 Wed 12 weeks BBY CRN 88645

BCST 173
SPORTSCASTING \$139
 Designed for those contemplating a career in radio or TV sports broadcasting.
 Jan 12 Mon 12 weeks BBY CRN 88659

BCST 174
***BROADCAST NEWSROOM OPERATIONS** \$139
 Provides the student with an opportunity to acquire practical skills in the preparation and delivery of radio newscasts.
 Jan 12 Mon 12 weeks BBY CRN 15369

BCST 181
***ACTING FOR THE CAMERA** \$250
 This course will provide top-level professional training for those individuals with theatre or other acting backgrounds, who wish to become more familiar with the techniques of acting for the camera.
 Feb 20 Fri 1 weekend BBY CRN 20412
 Sat/Sun
 0800-1600

BCST 182
***DIRECTING FOR FILM AND TV** \$500
 Of interest to those individuals who already have extensive experience in television production, and who wish to hone their directing skills, with instruction from a top professional in the field. Students will receive extensive instruction and will then put that instruction to use with a full complement of crew and actors.
 Jan 23 Fri/Sat/Sun 3 weeks BBY CRN 20430
 Tues/Wed
 Sat
 0900-1700

BCST 222
***THEORY OF COLOR TELEVISION SYSTEMS** \$139
 Provides the students with the basic theory necessary to understand the color television system and the operation of the various system components.
 Jan 12 Mon 12 weeks BBY CRN 15374
 1900-22s0

BCST 223
***TV PRODUCTION PLANNING** \$139
 The course outlines the management techniques for organizing the details of pre-production, production and post-production activities in a studio or location television production.
 Jan 13 Tues 12 weeks BBY CRN 19540

BCST 252
***RADIO: COMMERCIAL AND AUDIO PRODUCTION** \$139
 Learn how to produce radio commercials and other audio features using modern radio commercial production and recording theories and techniques.
 Jan 13 Tues 12 weeks BBY CRN 88662

BCST 253
***RADIO: OPERATIONS LABORATORY** \$139
 Provides advanced practice in simulated operations. Group and individual critiques are made after simulation sessions to evaluate performance.
 Jan 14 Wed 12 weeks BBY CRN 88677

BCST 260
***TELEVISION PRODUCTION TECHNIQUES** \$224
 Offers practical application opportunities for students who have completed BCST 160.
 Jan 13 Tues 12 weeks BBY CRN 98622

BCST 262
***WRITING SCRIPTS THAT SELL** \$250
 This course, taught by top professionals in the field of television scriptwriting and production, would be of interest to those individuals who wish to pursue scriptwriting as a career.
 Jan 15 Thurs 12 weeks BBY CRN 22729

BCST 263
***TELEVISION TECHNICAL PRODUCTION** \$139
 This course involves the technical production of television programs for remotes, studio and EFP productions. Students will examine the planning necessary to technically produce programs and will visit selected remote broadcast locations. The students will gain an insight into equipment terminology, techniques and crew positions used in the industry.
 Jan 14 Wed 12 weeks BBY CRN 20429

BCST 324
CORPORATE AND INSTRUCTIONAL VIDEO PLANNING \$139
 This course would be of interest to those individuals who would like a better understanding of the processes involved in planning, negotiating and producing a promotional or instructional video. Emphasis is put on how to produce a product for a client within the contracted time limit and on/under budget.
 Jan 15 Thurs 12 weeks BBY CRN 22775

Building Maintenance

BSMT 400
EXCELLENCE IN BUSINESS \$139
 Presents the basic rules of the business of management.
 Jan 14 Wed 12 weeks BBY CRN 92830

BSMT 910
BUILDING SERVICE WORKER — BASIC \$125
 Persons interested in seeking employment as building service workers or needing to understand the complexities of industrial cleaning will find this course useful.
 Jan 17 Sat 5 weeks BBY CRN 16684
 0900-1500
 Feb 28 Sat 5 weeks BBY CRN 16703
 0900-1500

BSMT 911
***BUILDING SERVICE WORKER — SUPERVISORY** \$125
 Designed for maintenance managers, maintenance crew supervisors, executive housekeepers in hospitals and institutions, hotels, cleaning contractors, and other managerial positions within the building service worker industry.
 Jan 13 Tues/Thurs 4 weeks BBY CRN 16696

Canadian Institute of Management

4B CORPORATE POLICY AND STRATEGY \$200
 Case histories in policy formulation are designed to expose students to a wide range of business problems involving the examination of a company's opportunities, strengths, goals and responsibilities.
 Jan 13 Tues 12 weeks BBY
 Students register with the Canadian Institute of Management.

Canadian Institute of Travel Counsellors

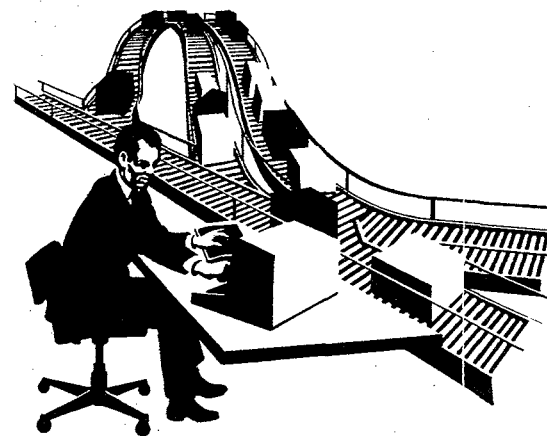
CITC 200
CANADIAN INSTITUTE OF TRAVEL COUNSELLORS — PHASE 2 \$139
 All students must be employed full-time as travel agents at the time of taking this course.
 Jan 20 Tues 12 weeks DEC CRN 98817



Canadian Association for Production & Inventory Control

CPIC 100
PLANNING \$180
 A CPIM prep course that introduces the student to Manufacturing Operations Management. Topics include types of industries, planning concepts, production planning details, demand management and statistical forecasting.
 Jan 14 Wed 12 weeks BBY CRN 22060

CPIC 300
MATERIAL REQUIREMENTS PLANNING \$180
 MRP or time-phased material requirements planning is a set of techniques that evolved from an approach to inventory management which combines calculating dependent demand items in a time-lapsed format. Topics include: Bills of Material; MRP Concepts, Lot Sizing and Safety Stock; Closing the Loop; Master Production Schedule Concepts and Master Production Schedule Types.
 Jan 12 Mon 12 weeks BBY CRN 04742



*indicates prerequisite required

Direct Employment Training

CORT 932 LEGAL STENO/TYPEIST CERTIFICATE PROGRAM — PART 1 \$125

Will appeal to those seeking advancement into a clerical specialty. Part 1 is an orientation to legal stenography which will enable students to decide if they wish to pursue this career.

Jan 12 Mon 10 weeks BBY CRN 16153
1900-2200

CORT 933 LEGAL STENO/TYPEIST CERTIFICATE PROGRAM — PART 2 \$175

Includes theoretical and practical work in legal paperwork, documentation, correspondence for law in the fields of civil and criminal litigation, divorce, labor law, wills and estates, corporate and conveyancing.

Jan 14 Wed 16 weeks BBY CRN 16164
1900-2200

CORT 935 COURT REPORTING — YEAR 1 (Term 2) \$175

This program is three years in length consisting of three semesters of three months per year. Curriculum includes English, legal and medical terminology, stenographic shorthand, transcription, operation of the stenographic machine, and how the judicial system works. This is the first part of the program.

Jan 06 Tues/Thurs 12 weeks BBY CRN 16170
1900-2130

CORT 936 COURT REPORTING — YEAR 2 (Term 2) \$175

This is the first semester of the second year of the three year Court Reporting Certificate program.

Jan 06 Tues/Thurs 12 weeks BBY CRN 16164
1900-2130

CORT 937 COURT REPORTING — YEAR 3 (Term 3) \$175

This is the first semester of the third year of the three year Court Reporting Certificate program.

Jan 06 Tues/Thurs 12 weeks BBY CRN 16197
1900-2130

OFFC 900 SECRETARIAL TRAINING — BASIC \$115

Introduces the duties and responsibilities of the secretarial profession with emphasis on typing, filing, mail handling, telephone techniques and general office procedures.

Jan 17 Sat 6 weeks BBY CRN 16357
0900-1530

OFFC 914 VOCATIONAL INSTRUCTOR TRAINING \$115

Of benefit to potential instructors who want to teach technical, vocational and commercial subjects.

Jan 17 Sat 6 weeks BBY CRN 22037
0900-1300

OFFC 919 SECURITY OFFICER TRAINING \$130

For persons 19 years of age or older seeking employment as security officers.

Jan 13 Tues/Thurs 6 weeks BBY CRN 16280
1900-2200

Mar 03 Tues/Thurs 6 weeks BBY 16278
1900-2200

OFFC 920 BOOKKEEPING — BASIC \$101

This introductory course is oriented towards owners, managers or bookkeepers of small businesses.

Jan 12 Mon 10 weeks BBY CRN 16366
1900-2200

OFFC 925 CASHIER TRAINING \$139

Provides practical training in the operation of various types of electronic cash registers.

Jan 13 Tues/Thurs 3 weeks BBY CRN 16325
1900-2200

Feb 10 Tues/Thurs 3 weeks BBY 16311
1900-2200

Mar 03 Tues/Thurs 3 weeks BBY 16300
1900-2200

Mar 31 Tues/Thurs 3 weeks BBY 16299
1900-2200

OFFC 936 MEDICAL OFFICE ASSISTANT — ANATOMY AND PHYSIOLOGY \$135

Successful graduates of this course will understand human anatomy and physiology. This course forms part of a five-course certificate program.

Jan 13 Tues 14 weeks BBY CRN 16379
1900-2200

OFFC 937 MEDICAL OFFICE ASSISTANT — TERMINOLOGY \$135

Students who successfully complete this course will be able to use basic medical terms and know how to spell and pronounce them. This course forms part of a five-course program.

Jan 15 Thurs 14 weeks BBY CRN 16344
1900-2200

OFFC 939 MEDICAL OFFICE ASSISTANT — CLINICAL PROCEDURES \$125

Teaches the use of medical equipment, how to perform laboratory tests and assist physicians with specific examinations. This is one of the five courses needed for the Medical Office Assistant Certificate Program.

Jan 15 Thurs 12 weeks BBY CRN 22046
1900-2200

OFFC 945 WORD PROCESSING — LEVEL 1 \$250

Students with a minimum typing speed of 45 wpm can learn the basics of word processing in this hands-on course.

Jan 13 Tues/Thurs 5 weeks BBY CRN 16265
1830-2120

Jan 17 Sat 5 weeks BBY 16251
0900-1530

Mar 03 Tues/Thurs 5 weeks BBY 16234
1830-2130

Mar 07 Sat 5 weeks BBY 16226
0900-1530

OFFC 946 WORD PROCESSING — LEVEL 2 \$230

The second part of a three-part word processing certificate program offers instruction in complex editing, sorting, setting up and using glossaries and batch work.

Jan 12 Mon/Wed 5 weeks BBY CRN 16243
1900-2200

Mar 02 Mon 10 weeks BBY 16217
1900-2200

OFFC 947 WORD PROCESSING — LEVEL 3 \$230

The third part of a three-part word processing certificate program offers instruction in math pack.

Mar 04 Wed 10 weeks BBY CRN 16202
1900-2200

OFFC 950 DENTAL OFFICE COORDINATOR \$138

For persons with basic office skills who wish to specialize in dental office practice.

Jan 13 Tues/Thurs 6 weeks BBY CRN 16333
1900-2200

Financial Management

FMGT 101 ACCOUNTING 1 \$139

For individuals with little or no accounting background. Covers the full accounting cycle. Individuals planning to take Accounting 2 should commence with FMGT 115.

Jan 12 Mon 12 weeks BBY CRN 12051

Jan 21 Wed 12 weeks SRY 16135

Jan 15 Thurs 12 weeks DEC 16085

FMGT 106 CREDIT AND COLLECTIONS \$139

The course is suitable for persons with little or no experience in the field who contemplate employment in credit and collection.

Jan 15 Thurs 12 weeks BBY CRN 90110
DEC 90128

FMGT 109 ACCOUNTING FOR THE MANAGER \$139

The student studies the accounting function and the services it provides the manager and learns to interpret statements, reports, budgets, etc., in managerial decision making.

Jan 12 Mon 12 weeks DEC CRN 90155

Jan 13 Tues 12 weeks BBY 90132

Jan 21 Wed 12 weeks SRY 92614

Jan 15 Thurs 12 weeks BBY 90149

FMGT 110 PRINCIPLES OF ACCOUNTING (ACCELERATED) \$162

This course, equivalent to FMGT 101/201, presents a full introduction to accounting in 14 weeks.

Jan 12 Mon 14 weeks BBY CRN 90161

Jan 19 14 weeks SRY 92623

Jan 13 Tues 14 weeks DEC 90187

Jan 14 Wed 14 weeks BBY 90176

FMGT 112 MANAGERIAL FINANCE \$139

The student develops a working understanding of business finance, cash flow management and financial planning in large and small businesses.

Jan 12 Mon 12 weeks BBY CRN 90193

FMGT 115 ACCOUNTING 1L \$208

Enables students to start the basic course in accounting in January. It is the equivalent of FMGT 101 and the first six weeks of FMGT 201 for a total of 18 weeks of the 30 week presentation.

Jan 12 Mon 18 weeks BBY CRN 92253

Jan 13 Tues 18 weeks BBY 92532

DEC 92587

DEC 92593

Jan 14 Wed 18 weeks BBY 92576

BBY 92549

Jan 21 18 weeks SRY 16432

Jan 15 Thurs 18 weeks BBY 92555

DEC 92609

Jan 17 Sat 18 weeks BBY 92561

0900-1200

BBY 92646

DEC 92716

Jan 14 Wed 18 weeks BBY 92504

DEC 92685

DEC 10385

Jan 15 Thurs 18 weeks BBY 92658

DEC 12065

Jan 17 Sat 18 weeks BBY 92692

DEC 92660

DEC 92701

FOR INFORMATION
CALL 434-1610

*indicates prerequisite required

FMGT 308
SECURITY ANALYSIS 1 \$139
 Techniques and principles of security analysis; valuation 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.
 Jan 14 Wed 12 weeks BBY 16046

FMGT 314
***FINANCIAL ACCOUNTING 1 & 2 (ACCELERATED)** \$346
 This course is equivalent to FMGT 302/402 and offers both financial accounting courses in 15 weeks.
 Jan 12 Mon/Wed 15 weeks BBY CRN 92774
 Jan 13 Tues/Thurs 15 weeks DEC 92783

FMGT 315
SECURITY ANALYSIS \$139
 Provides the student with an understanding of the function and operation of the stock market.
 Jan 13 Tues 12 weeks DEC CRN 90245

FMGT 316
***TAXATION 1** \$139
 Upon completion students should have a good understanding of the rules covering the computation of income from the four possible sources: employment, investments, business profits and capital gains.
 Jan 12 Mon 12 weeks BBY CRN 92738
 Jan 13 Tues 12 weeks BBY 92740
 Jan 14 Wed 12 weeks BBY 92752
 DEC 92769

FMGT 319
***COST AND MANAGERIAL ACCOUNTING 1L** \$208
 Designed to permit students to start Cost Accounting in January, this is equivalent to FMGT 301 and the first 6 weeks of FMGT 401 for a total of 18 weeks of the 30 week presentation.
 Jan 12 Mon 18 weeks BBY CRN 90208

FMGT 320
***FINANCIAL ACCOUNTING 1L** \$208
 Permits students to start Financial Accounting in January. It covers the equivalent of FMGT 302 and the first 6 weeks of FMGT 402 for a total of 18 weeks of the 30 week presentation.
 Jan 14 Wed 18 weeks DEC CRN 90224
 Jan 15 Thurs 18 weeks BBY 90213

FMGT 401
***COST AND MANAGERIAL ACCOUNTING 2** \$208
 The course 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.
 Jan 12 Mon 18 weeks BBY CRN 90259
 DEC 90277
 Jan 14 Wed 18 weeks BBY 90262

FMGT 402
***FINANCIAL ACCOUNTING 2** \$208
 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 if continued studies are intended for professional designation.
 Jan 12 Mon 18 weeks BBY CRN 90286
 Jan 13 Tues 18 weeks DEC 90319
 Jan 14 Wed 18 weeks BBY 90290
 Jan 15 Thurs 18 weeks DEC 09896

FMGT 404
***FINANCE 2** \$208
 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.
 Jan 13 Tues 18 weeks BBY CRN 90322
 Jan 14 Wed 18 weeks DEC 90341
 Jan 15 Thurs 18 weeks BBY 90335

*indicates prerequisite required

FMGT 406
***AUDITING 2** \$208
 The student studies general auditing principles and specific audit procedures and learns to critically assess accounting procedures.
 Jan 15 Thurs 18 weeks BBY CRN 90353

FMGT 408
***TAXATION 2** \$139
 Students expand on their study of Canadian Income Tax studies in FMGT 316 Taxation 1 and become aware of the complexities and problem areas involved in tax planning.
 Jan 12 Mon 12 weeks BBY CRN 91613
 Jan 13 Tues 12 weeks BBY 91624
 Jan 14 Wed 12 weeks DEC 91608

FMGT 415
***ADVANCED ACCOUNTING** \$208
 This course is intended for those students who have taken at least one semester of intermediate accounting. The student will review GAAP and objectives of financial reporting as these relate to the main objectives of this course. A closer examination of corporate combinations will be undertaken including consolidations for wholly owned subsidiaries, non-wholly owned subsidiaries (both in the year of acquisition and subsequent years), and pooling of interests. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions will also be studied, along with fund accounting and branch operations. Prerequisite: FMGT 302.
 Jan 15 Thurs 18 weeks BBY CRN 16520

FMGT 430
MONEY AND BANKING \$208
 Examines central banking and monetary control; financial assets and financing markets; objectives and techniques of monetary policy; money and the international economy.
 Jan 15 Thurs 18 weeks BBY CRN 18199

Hospitality and Tourism Administration

HOSP 112
CUSTOMER RELATIONS AND COMMUNICATION SKILLS \$139
 For those in contact with the public including travel clerks, ticket agents, restaurant staff, desk clerks and others serving, or anticipating serving, the travelling public.
 Jan 13 Tues 12 weeks DEC CRN 90370
 Jan 15 Thurs 12 weeks BBY 90364

HOSP 132
CAREER EXPLORATION FOR THE HOSPITALITY INDUSTRY \$70
 Discusses career opportunities in hotels, motels, food service operations, resorts and related industries.
 Jan 14 Wed 6 weeks DEC CRN 90388
 Jan 21 SRY 99845

HOSP 203
INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT \$139
 This course is directed to the student training for management and the individual who wishes to enter the food and beverage field for the first time.
 Jan 12 Mon 12 weeks DEC CRN 90397

HOSP 204
INTRODUCTION TO BARTENDING \$151
 A competency based practicum for home entertaining or for entry level employment in lounges, pubs or restaurant bars.
 Jan 13 Tues/Thurs 4 weeks BBY CRN 99129
 Jan 17 Sat/Sun 2 wkends BBY 03537
 0900-1530
 Feb 21 Sat/Sun 2 wkends BBY 92829
 0900-1530

HOSP 205
FRONT OFFICE PROCEDURES \$139
 To provide theoretical and simulated practical training in the main aspects of the job of front desk clerk.
 Jan 13 Tues 12 weeks BBY CRN 90401
 Jan 21 Wed 12 weeks SRY 03558

HOSP 207
***FRONT OFFICE EQUIPMENT PRACTICUM** \$100
 Enables students to operate a variety of machines and systems used in hotels, to develop guest accounts and balance daily night audits.
 Jan 16 Fri 2 wkends BBY CRN 03546
 1900-2200
 Sat/Sun 0900-1400
 Feb 20 92812

HOSP 211
ORIENTATION AND TECHNIQUES FOR THE EXECUTIVE HOUSEKEEPER \$139
 An introduction to opportunities in industrial, institutional and hotel housekeeping.
 Jan 15 Thurs 12 weeks DEC CRN 03560

HOSP 212
BASIC COMMUNICATION IN JAPANESE \$139
 English speaking persons will develop basic Japanese conversational skills.
 Jan 14 Wed 12 weeks DEC CRN 90416

HOSP 213
BASIC COMMUNICATION IN FRENCH \$139
 English speaking persons will develop basic French conversational skills.
 Jan 12 Mon 12 weeks DEC CRN 05193

HOSP 214
BASIC COMMUNICATION IN SPANISH \$139
 English speaking persons will develop basic Spanish conversational skills.
 Jan 13 Tues 12 weeks DEC CRN 03622

HOSP 215
BASIC COMMUNICATION IN GERMAN \$139
 English speaking persons will develop basic German conversational skills.
 Jan 15 Thurs 12 weeks DEC CRN 90427

HOSP 216
HOUSEKEEPING DEPARTMENT BUDGETING, PURCHASING AND EQUIPMENT \$139
 Topics include setting up a housekeeping department in a large operation.
 Jan 12 Mon 12 weeks DEC CRN 90656

HOSP 230
TRAVEL AND TOURISM -- INTRODUCTION \$139
 An introduction to travel and tourism for persons who are newly involved in or anticipate employment in this field.
 Jan 13 Tues 12 weeks BBY 03834
 Jan 20 SRY 03826
 Jan 14 Wed 12 weeks DEC 03843
 Jan 15 Thurs 12 weeks BBY 03851

HOSP 240
TOURISM GEOGRAPHY \$139
 Study of tourist attractions, travel transportation, regulations, climate, culture, currency, natural and man-made tourist resources.
 Jan 14 Wed 12 weeks BBY CRN 90438

HOSP 241
TOURISM -- EUROPE \$70
 Discusses historical and practical tourist related aspects of Continental Europe and Great Britain including practical hints for the travel counsellor and traveller, and tourism conditions.
 Jan 15 Thurs 6 weeks DEC CRN 90440

HOSP 243
TOURISM -- PACIFIC RIM \$70
 Acquaints students with historical and practical aspects of Pacific Rim countries as seen through the eyes of a tourist.
 Jan 15 Thurs 6 weeks DEC CRN 92377

HOSP 244
TOURISM -- SOUTH PACIFIC \$70
 This short course in tourism will examine the distinctive qualities of countries as destinations for vacation and business travel.
 Jan 15 Thurs 6 weeks DEC CRN 90452

HOSP 250
TRAVEL AGENCY AND TOUR OPERATIONS -- INTRODUCTION \$208
 This course will provide a framework for students considering a number of work situations in the travel counselling and tour arranging fields.
 Jan 13 Tues/Thurs 9 weeks DEC CRN 90469

HOSP 251
TOUR MANAGING, ESCORTING AND GUIDING \$70
 Students will be aware of and conversant with the role and many duties and responsibilities of a tour manager/escort and/or local guide.
 Jan 19 Mon 6 weeks SRY CRN 03571
 Jan 13 Tues 6 weeks BBY 90474

HOSP 303
DINING ROOM SERVICE \$151
 Introduces persons with limited experience in restaurants to fundamental techniques and prerequisites for successful operation of a quality dining room. Focus is on the supervisory role.
 Jan 17 Sat 9 weeks BBY CRN 90483
 0900-1300

HOSP 306
BAR MANAGEMENT — LOUNGES AND PUBS \$139
 This course will familiarize the student with the day-to-day operations of a bar manager. Of benefit to bar managers, owners, or bartenders wishing to develop their management skills.
 Jan 14 Wed 12 weeks BBY 90495

HOSP 307
UNDERSTANDING WINES 1 \$139
 A guided discovery of the major aspects of wine growing, manufacture, marketing, storing, serving, for persons employed in the restaurant industry; also of interest to the general student.
 Jan 17 Sat 9 weeks DEC CRN 90502
 1000-1400

HOSP 313
FOOD AND BEVERAGE COST CONTROL \$139
 The student studies basic organization of a food enterprise or department.
 Jan 13 Tues 12 weeks BBY CRN 93131

HOSP 350
DOMESTIC AIR \$139
 Familiarizes students with the terminology and fundamentals of itinerary planning, domestic fare constructions and tariff applications.
 Jan 12 Mon 12 weeks BBY CRN 90517
 Jan 13 Tues 12 weeks DEC 90526
 Jan 21 Wed 12 weeks SRY 92386

HOSP 351
***INTERNATIONAL AIR 1** \$139
 Familiarizes students with the terminology and fundamentals of transatlantic and transpacific fare construction.
 Jan 12 Mon 12 weeks BBY CRN 90543
 Jan 15 Thurs 12 weeks DEC 90534

HOSP 353
***AUTOMATED RESERVATIONS** \$286
 Students will be able to activate a reservations computer terminal. Perform all functions relative to booking airline reservations, tours, hotels, and/or car rentals.
 Jan 12 Mon/Wed 5 weeks ** CRN 93970
 1800-2100

****AIR CANADA BUILDING** NO REFUND
 1177 W. Hastings St., 3rd Floor

HOSP 355
***AUTOMATED TICKETING** \$162
 Students learn to activate a ticket printer linked to a reservations computer terminal and to perform all functions relative to producing a computer generated ticket.
 Feb 21 Sat/Sun 2 Wkends ** CRN 99890
 0900-1700

****AIR CANADA BUILDING** NO REFUND
 1177 W. Hastings St., 3rd Floor

HOSP 356
TRAVEL INDUSTRY MARKETING AND SALES \$139
 For students in the travel industry who wish to become more effective in marketing and sales techniques.
 Jan 14 Wed 12 weeks DEC CRN 90551

HOSP 357
MARKETING AND SALES — ACCOMMODATION AND FOOD SERVICE \$139
 An introduction to techniques and principles of basic marketing and sales, emphasizing the Hospitality Industry.
 Jan 14 Wed 12 weeks BBY CRN 90565

HOSP 409
HOW TO START A RESTAURANT \$139
 Topics covered include site selection, construction and lease considerations, marketing, financial plans and franchising.
 Jan 19 Mon 12 weeks SRY CRN 22684
 Jan 13 Tues 12 weeks BBY 22673

HOSP 412
***HOSPITALITY MANAGEMENT ACCOUNTING** \$139
 Students study hotel and restaurant departmental income statements and balance sheets enabling them to interpret and analyze the results.
 Jan 15 Thurs 12 weeks DEC CRN 90578

Non Credit Food, Hospitality & Tourism Courses

HOSP 901
FANCY SANDWICHES \$67
 All variations of sandwiches; open-faced, finger type, pin wheel, rolled, sandwich fillings, garnishes. Presentation, individual and for parties.
 Jan 15 Thurs 4 weeks BBY CRN 17993
 1845-2145

HOSP 903
COOKING TRADESMAN QUALIFICATION REFRESHER \$55

An in-depth theory course for people who are serious about writing the Trades Qualification Examination for becoming a professional cook. All areas of the profession are taught in theory only including food costing and kitchen management.
 Jan 13 Tues 4 weeks BBY CRN 18007
 1845-2145

HOSP 904
ICE CARVING \$147
 For anyone who wants to further their artistic abilities in this art. Beginners or professionals are welcome. You will work with a 140 kg solid ice block.
 Jan 12 Mon 4 weeks BBY CRN 18117
 1845-2145

HOSP 905
TALLOW SCULPTURE \$67
 From the construction of the base right to the final finishing touches you will be surprised about the outcome of your Tallow Sculpture. A must if you want to know how to enhance your buffet table.
 Jan 14 Wed 4 weeks BBY CRN 18015
 1845-2145

HOSP 906
BUFFET PRESENTATION \$101
 For every cook, chef or person who likes to entertain and wants to learn about the setting of buffets, hot or cold hors d'oeuvres, salads, hot or cold main course items, ice carvings, flower arrangements and dessert tables. Garnishes and decorating of show pieces.
 Jan 13 Tues 6 weeks BBY CRN 18206
 1845-2145
 Jan 15 Thurs 6 weeks BBY 19499
 1845-2145

HOSP 907
PATES, TERRINES AND GALANTINES \$67
 The selection of meats for farces, (paté fillings), paté design, preparation, garnish selection, paté spice, force-meat preparation, filling paté, baking, filling with aspic, terrines and galantine garnishing and presentation.
 Jan 12 Mon 4 weeks BBY CRN 18102
 1845-2145

HOSP 908
SUGAR ART WORK \$67
 Introduction to sugars (refining) and characteristics. Sugar boiling. Caramel stages. Caramel for casting, clear

caramel molding, pulled sugar, blown sugar. Techniques for warming and free-hand molding, and assembling caramel pieces. Introduction to various flowers — roses, tulips, stylized flowers. Blowing sugars free hand and into prepared molds. Preserving caramel show pieces.
 Jan 14 Wed 4 weeks BBY CRN 19538
 1845-2145

HOSP 909
CHOCOLATE ART WORK \$67
 Introduction to chocolate from the cocoa bean to finished product. Handling cocoa butter. Chocolate variations. Compounds. The effect of heat on chocolate. Temporary techniques. Chocolate castings. Chocolate plastic and its many uses. Chocolate carving — introduction to tools. Chocolate lace work (piped and cut outs). Cocoa painting. Preserving chocolate show pieces.
 Jan 13 Tues 4 weeks BBY CRN 18126
 1845-2145

HOSP 911
MEAT CUTTING FOR HOTELS AND RESTAURANTS \$132

Care of meat, what is meat, meat color, inspection, grades, aging of meat, branding, larding, marbling, knife sharpening. Breakdown of front quarter into primal cuts. Processing of primal cuts into secondary cuts. Notes provided by instructor. Breakdown of hind quarter into primal cuts. Processing primal cuts into secondary cuts. Pork cutting — primal cuts and secondary cuts, practical demonstration by instructor. Notes provided by instructor. Veal and lamb cutting, in-depth instructor demonstration.
 Jan 15 Thurs 5 weeks BBY CRN 18134
 1845-2145

HOSP 912
FRENCH PASTRIES AND PETITS FOURS \$135
 Demonstrations by instructor and practical work by students on how to prepare pastry bases, the making of puff pastry, choux paste. Working with fondants and petits fours. The course will cover the preparation and presentation of French pastries and petits fours.
 Jan 13 Tues 8 weeks BBY CRN 18143
 1845-2145

HOSP 914
CAKE DECORATING \$169
 Introduction to decor icings and buttercreams, icing round and slab cakes, decor designs, decor techniques, border techniques, writing, flowers, specialty occasion decor. Introduction to wedding cake decor and icings, borders, flowers, etc.
 Jan 15 Thurs 10 weeks BBY CRN 18180
 1845-2145

HOSP 915
MARZIPAN WORK \$101
 Introduction — from almond paste to marzipan. Marzipan macaroons. Marzipan flowers, free-hand molded, stylized flowers, rolled and cut. Marzipan as an icing medium. Marzipan animals and fruits. Marzipan show pieces from cut and doved sections. Marzipan decals. Special occasion work — Christmas, Easter, Mother's Day. Preserving marzipan work. Marzipan chocolates.
 Jan 14 Wed 6 weeks BBY CRN 18151
 1845-2145

HOSP 916
WILD GAME AND FREEZER MEAT CUTTING \$144
 For hunters and those who want to learn about freezing meat.
 Jan 13 Tues/Thurs 4 weeks BBY CRN 19478
 1900-2200

HOSP 941
BARTENDING PRACTICES \$250
 Students will be provided with instruction in traditional mixing, serving techniques, bar management, ordering, stock control and basic customer relations. Upon successful completion, students will have the necessary theory and practical skills to seek employment in this important area of the hospitality industry.
 Jan 12 Mon 6 weeks BBY CRN 18165
 1900-2200
 Sat 0930-1230
 Feb 04 Wed 6 weeks BBY 18178
 1900-2200
 Sat 1300-1600

*indicates prerequisite required

Specialized Business Service

INTD 100
INTERIOR DESIGN — BASIC \$139
 Introduces the student to the field of Interior Design. Students will have a good understanding of the interior design art form.
 Jan 12 Mon 12 weeks BBY CRN 90580
 DEC 90603
 SRY 99901
 Jan 19 12 weeks DEC 03664
 Jan 13 Tues 12 weeks BBY 90599
 Jan 17 Sat 12 weeks
 0900-1200

INTD 101
***HISTORY OF FURNITURE** \$139
 This course will cover the history of furniture from ancient Egyptian to the present.
 Jan 13 Tues 12 weeks BBY CRN 94369

INTD 200
***COLOR** \$139
 Provides the student with the necessary knowledge of color and lighting to enable them to carry out the duties of an assistant in an interior design business.
 Jan 14 Wed 12 weeks BBY CRN 90612

INTD 202
***INTERIOR DESIGN DRAFTING 2** \$277
 Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one and two point perspective.
 Jan 13 Tues/Thurs 12 weeks BBY CRN 90629

INTD 305
***DETAILING AND MATERIALS** \$139
 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.
 Jan 15 Thurs 12 weeks DEC CRN 90630

INTD 404
***SPACE PLANNING 2** \$139
 Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores.
 Jan 14 Wed 12 weeks DEC CRN 90648

Marketing Management

MKTG 101
MARKETING 1 \$139
 Students will learn to assess market demand for consumer and industrial goods and apply principles of product planning to capitalize on well defined market opportunities.
 Jan 12 Mon 12 weeks BBY CRN 88254
 DEC 90667
 90681
 Jan 13 Tues 12 weeks BBY 12078
 88263
 DEC 94374
 SRY 99916
 Jan 20 12 weeks BBY 90675
 Jan 14 Wed 12 weeks BBY 88272
 Jan 15 Thurs 12 weeks DEC 16009

MKTG 102
INTRODUCTION TO MARKETING \$139
 A compact, 12 week, introductory course in marketing for persons concentrating their studies in other areas who wish limited exposure to the field of marketing.
 Jan 12 Mon 12 weeks BBY CRN 90705
 Jan 14 Wed 12 weeks DEC 99927
 Mar 09 Mon-Fri Wk long BBY 22092
 0900-1700

MKTG 107
MARKETING FOR THE FASHION INDUSTRY \$90
 Provides a meaningful and realistic course on specific market strategies for the field of fashion. This is a complex and specialized area, which will be approached specifically from the designing, manufacturing and retail point-of-view.
 Jan 14 Wed 6 weeks DEC CRN 22668

MKTG 201
***MARKETING 2** \$139
 The elements of the marketing mix — product, price, promotion and distribution. Also introduces industrial and international marketing, and marketing of services, and further exposes the student to the decision making process.
 Jan 12 Mon 12 weeks BBY CRN 88289
 88291
 DEC 90718
 Jan 13 Tues 12 weeks BBY 88309
 Jan 14 Wed 12 weeks DEC 15991
 Jan 21 SRY 99938
 Jan 15 Thurs 12 weeks BBY 88314
 DEC 90720

MKTG 203
SALES MANAGEMENT \$139
 A basic overview of the sales management process and a close examination of selection, assimilation, training, supervision and performance appraisal techniques.
 Jan 12 Mon 12 weeks DEC CRN 90736
 Jan 13 Tues 12 weeks BBY 16730

MKTG 219
PROFESSIONAL SALES 1 \$139
 Provides basic training for the student with no formal sales training by making an in-depth study of mechanics of sales and developing professional level skills.
 Jan 12 Mon 12 weeks BBY CRN 06680
 DEC 95428
 SRY 20588
 Jan 13 Tues 12 weeks BBY 95432
 DEC 03585
 Jan 14 Wed 12 weeks BBY 95449
 DEC 25235
 SRY 99952
 Jan 21 12 weeks BBY 95455
 Jan 15 Thurs Wk long BBY 95476
 Mar 09 Mon-Fri
 0900-1700

MKTG 309
MARKETING RESEARCH 1 \$139
 Students learn to apply basic marketing research methods and techniques to a wide variety of marketing problems.
 Jan 13 Tues 12 weeks BBY CRN 92848

MKTG 318
MEDIA PLANNING \$139
 Students learn to evaluate good media plans, apply media planning procedures, the media selection process and how media research is used in media evaluation. Emphasis is placed on practical applications to advertising media problems.
 Jan 12 Mon 12 weeks DEC CRN 95071

MKTG 319
***PROFESSIONAL SALES 2** \$139
 Develops salesmanship and motivational techniques to the professional level.
 Jan 12 Mon 12 weeks DEC CRN 88360

MKTG 321
PUBLIC RELATIONS \$139
 Topics include planning and executing a public relations program, communication techniques, principles of news writing and preparation of news photography, utilizing the media, press and community relations, external and internal communications and meetings.
 Jan 13 Tues 12 weeks BBY 90754
 Jan 14 Wed 12 weeks DEC 15897

MKTG 322
ADVERTISING 1 \$139
 A carefully designed course to help creatively inclined persons assess their potential for careers in the advertising field and assist newcomers to advertising in expanding their knowledge.
 Jan 12 Mon 12 weeks DEC 90763
 Jan 13 Tues 12 weeks BBY 88371
 Jan 15 Thurs 12 weeks BBY 88385

MKTG 323
PUBLIC SPEAKING AND ORAL COMMUNICATION 1 \$139
 Students will develop communication skills and self-confidence in public speaking and in communicating one-on-one and to business groups.
 Jan 12 Mon 12 weeks BBY CRN 16014
 DEC 90772
 Jan 13 Tues 12 weeks BBY 03670
 Jan 14 Wed 12 weeks BBY 88406
 Jan 15 Thurs 12 weeks DEC 90789
 Jan 22 SRY 03688
 Mar 09 Mon-Fri Wk long BBY 88419
 0900-1700

MKTG 324
SMALL BUSINESS DEVELOPMENT \$139
 All the planning stages involved in starting a new business are covered including market, financial and legal feasibility requirements.
 Jan 13 Tues 12 weeks BBY CRN 88422
 Jan 14 Wed 12 weeks DEC 90791

MKTG 325
IMPORTING \$139
 How to set up your own import business. Ways of sourcing overseas suppliers, calculating costs and prices, assessing market potential for the imported product/service, payment mechanisms, foreign exchange coverage, bank facilities, letters of credit, insurance coverage, etc. Typical agency agreements will also be discussed.
 Jan 15 Thurs 12 weeks BBY CRN 15989

MKTG 327
EXPORTING \$139
 Deals with the "nuts and bolts" of exporting resulting in the student having a good practical idea of how to export a product to an overseas market. Some of the more important aspects covered in the course are: researching overseas markets, distribution alternatives, pricing at landed cost, promotional techniques. Various types of financing and documentation will also be discussed.
 Jan 13 Tues 12 weeks BBY CRN 15972

MKTG 328
PRINCIPLES OF PROPERTY MANAGEMENT \$139
 Presents the basic theories and techniques of long range and day-to-day investments in real estate management.
 Jan 12 Mon 12 weeks BBY CRN 90809

MKTG 401
***MARKETING PLANNING** \$139
 Presents the important principles and techniques of planning for marketing and the need for planning in both strategic and operational time frames; and the benefits of an organized approach to marketing.
 Jan 12 Mon 12 weeks BBY CRN 23236
 Jan 14 Wed 12 weeks DEC 15864

MKTG 406
***PRODUCT DEVELOPMENT** \$139
 A study of effective marketing for generating product ideas, design, planning, performance evaluation and marketing. Commercialization of highly innovative products is emphasized.
 Jan 13 Tues 12 weeks DEC 22202

MKTG 421
ADVERTISING CREATIVE PRINT \$139
 Students with a basic knowledge of advertising and print media planning learn the creative development of graphic art concepts and printed publications.
 Jan 15 Thurs 12 weeks BBY CRN 88441

MKTG 422
***ADVERTISING 2** \$139
 The student studies aspects of measuring advertising effectiveness; differences between advertising and sales promotion; media planning and budgets; the make-up of advertising campaigns; how an advertising agency operates; implementing marketing plans and coordination, controls and measurement.
 Jan 13 Tues 12 weeks DEC CRN 88453
 Jan 15 Thurs 12 weeks BBY 15918

*Indicates prerequisite required

MKTG 423
PUBLIC SPEAKING AND ORAL COMMUNICATION 2 \$139

Discusses various types of communication, communication breakdown, one-to-one communication and techniques used to brief business groups. Opportunity is given for improving public speaking skills in speaking on abstract subjects, the persuasive speech and the dinner speech.

Jan 13 Tues 12 weeks BBY CRN 88464

MKTG 435

***INTRODUCTION TO BUSINESS STRATEGY** \$139

Provides a framework for solving complex business problems and gives students an opportunity to practice making and presenting top management decisions.

Jan 13 Tues 12 weeks BBY CRN 22650

Media Communications

MDIA 900

PHOTOGRAPHY — LEVEL 1 \$147

Upon successful completion of this course, the student will be able to select and handle a 35 mm camera and accessories, understand basic photographic concepts, take a portrait, and plan a simple photographic assignment.

Jan 15 Thurs 12 weeks BBY CRN 20378
 1900-2200

MDIA 901

PHOTOGRAPHY — LEVEL 2 \$192

Upon successful completion of the second course of this three course program, the student will have prepared a professional portfolio, taken a professional portrait, planned and carried out a variety of assignments in a professional manner, and be able to set up a small commercial studio.

Jan 14 Wed 15 weeks BBY CRN 18235
 1900-2200

MDIA 930

GRAPHICS — LEVEL 1 \$117

Persons 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.

Jan 13 Tues/Thurs 5 weeks BBY CRN 17976
 1900-2200

MDIA 931

GRAPHICS — LEVEL 2 \$117

A continuation from Graphics — Level 1 enables students to further develop the skills associated with the graphic arts profession.

Feb 24 Tues/Thurs 5 weeks BBY CRN 17961
 1900-2200

MDIA 940

PRODUCING INDUSTRIAL AND EDUCATIONAL VIDEOS \$97

Upon successful completion, the student will be able to: understand the principles of small format video productions; have a working knowledge of camera handling, operations and controls, lighting, audio, scripting, pre-production, graphics and editing; design and implement an educational and industrial video production.

Jan 15 Thurs 10 weeks BBY CRN 20380
 1900-2200

MDIA 943

THE VIDEO ENTREPRENEUR \$25

This informative workshop will discuss the various profitable video markets, types of format choices and equipment, and the purchase/rental of equipment.

Mar 7 Sat 1 day BBY CRN 20399
 1300-1700

Operations Management

OPMT 099

MATH FOR BUSINESS \$140

The student will acquire competency in basic arithmetical and algebraic skills necessary to commence studies in the School of Management at BCIT. This course is not given as a credit course.

Jan 13 Tues 16 weeks BBY CRN 16563

Jan 15 Thurs 16 weeks BBY 92405

OPMT 102

BASIC MATHEMATICS OF FINANCE \$139

The student should acquire competency in performing common financial analysis and calculations.

Jan 12 Mon 12 weeks BBY CRN 11702

Jan 14 Wed 12 weeks BBY 12026

DEC 90823

Jan 17 Sat 12 weeks BBY 90814

0900-1200

OPMT 175

WAREHOUSE MANAGEMENT \$139

The key subjects covered are: receiving, stock location planning, order picking, shipping, time space management, data processing and loss control. This course provides a basic understanding of warehouse management.

Jan 13 Tues 12 weeks BBY CRN 23220

OPMT 186

SYSTEMS AND PROCEDURES — MANUAL \$139

Students document office systems and analyze those systems. The broad areas of business funding, purpose, goals and strategy are examined.

Jan 14 Wed 12 weeks BBY CRN 92418

OPMT 187

PROJECT PLANNING AND SCHEDULING \$139

The student will be able to introduce the fundamentals of the Critical Path technique especially in the area of planning, scheduling, resource allocation and project management.

Jan 13 Tues 12 weeks BBY CRN 90837

OPMT 188

MANAGEMENT INFORMATION SYSTEMS \$139

Students learn to use an overall managerial systems approach in the management information area.

Jan 15 Thurs 12 weeks BBY CRN 90846

OPMT 189

OPERATIONS MANAGEMENT \$208

Students study the nature, purpose and processes associated with operations management; the relevance of systems design, resource allocation, operations planning and control to the individual firm and how to identify and solve operational problems using quantitative methods.

Jan 12 Mon 18 weeks BBY CRN 92420

OPMT 191

PURCHASING \$139

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

Jan 19 Mon 12 weeks SRY CRN 99969

Jan 13 Tues 12 weeks BBY 90858

Jan 14 Wed 12 weeks DEC 90860

OPMT 192

INVENTORY PLANNING AND CONTROL \$139

Objectives of inventory control, various records, forecasting, order point systems, M.R.P., make/buy analysis, departmental organization.

Jan 12 Mon 12 weeks BBY CRN 90871

Jan 21 Wed 12 weeks SRY 92436

OPMT 194

***QUALITY CONTROL METHODS 2** \$139

This course enables students to handle advanced techniques for quality control and prepares them to write the American Society for Quality Control examinations for Quality Technician and/or Quality Engineer.

Jan 14 Wed 12 weeks BBY CRN 91453

OPMT 195

***ADVANCED PURCHASING** \$139

The course examines importing goods, federal and provincial sales, excise taxes, negotiating contracts and law as it pertains to the purchasing function.

Jan 13 Tues 12 weeks BBY CRN 90885

OPMT 196

SUPERVISORY TRAINING FOR

OPERATIONS MANAGEMENT \$139

Self analysis, simulated meetings, group work, case studies, research and lectures teach students the implications of an early assignment to first line supervision, the application of management to organizational problems at the supervisory level and the skills of planning, decision-making, interpersonal and intergroup relations and communications.

Jan 15 Thurs 12 weeks BBY CRN 91464

OPMT 197

STATISTICS FOR BUSINESS AND

INDUSTRY \$208

Enables the student to apply statistical methodologies to solving relevant problems in business and industry.

Jan 12 Mon/Wed 9 weeks DEC CRN 92454

Jan 13 Tues 18 weeks BBY 92390

98635

Jan 21 Wed 18 weeks SRY 99974

Jan 15 Thurs 18 weeks BBY 92447

98802

OPMT 198

PRODUCTIVITY ENGINEERING 1 \$139

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

Jan 14 Wed 12 weeks BBY CRN 05155

OPMT 290

***PERFORMANCE MEASUREMENT** \$139

The course familiarizes students with systems for 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.

Jan 14 Wed 12 weeks BBY CRN 92463

OPMT 294

***PHYSICAL MATERIAL HANDLING AND INVENTORY**

SPACE PLANNING \$139

The student is introduced to the concepts and techniques required to design and analyze physical space requirements for the storage and handling of products in warehouses, retail and manufacturing facilities.

Jan 15 Thurs 12 weeks BBY CRN 91470

OPMT 296

***MATHEMATICS FOR MANAGEMENT** \$208

Students learn the fundamentals of common quantitative methods used in business and industry by recognizing where these methods are appropriate and formulating solutions to elementary problems.

Jan 12 Mon 18 weeks BBY CRN 92472

Jan 15 Thurs 18 weeks BBY 92489

Transportation & Distribution

TDMT 409

***EXPORTING AND IMPORTING** \$208

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

Jan 14 Wed 18 weeks BBY CRN 92491

TDMT 410

LOGISTICS \$208

Presents the contribution that physical distribution provides in business. An overview of the total distribution concept forms the core.

Jan 13 Tues 18 weeks BBY CRN 92510

*indicates prerequisite required

TDMT 413
***TRAFFIC AND TRANSPORTATION MANAGEMENT** \$208
 Details the complexities of the industrial traffic and operation departments of a transportation company.
 Jan 15 Thurs 18 weeks BBY CRN 92856

FOR INFORMATION
CALL 434-1610

SCHOOL OF COMPUTING & ELECTRO-MECHANICAL STUDIES

CAD/CAM

AUTOCAD 1 AICO 213 \$250
 On IBM ATs 8MHz with 80287 Chip; Autocad 2.5
 Jan 5 M 12 Weeks BBY CRN# 24653
 Jan 6 T&W 6 Weeks BBY CRN# 24641
 Jan 13 T-F 1 Week BBY CRN# 24664
 Jan 20 T-F 1 Week BBY CRN# 24670
 Feb 10 T-F 1 Week BBY CRN# 24688
 Feb 17 T-F 1 Week BBY CRN# 24697
 Mar 10 T-F 1 Week BBY CRN# 24700
 Mar 17 T-F 1 Week BBY CRN# 24711

AUTOCAD 2 AICO 214 \$250
 On IBM ATs 8MHz with 80287 Chip; Autocad 2.5
 Jan 27 T-F 1 Week BBY CRN# 24619
 Feb 17 T&W 6 Weeks BBY CRN# 24606
 Feb 24 T-F 1 Week BBY CRN# 24622
 Mar 24 T-F 1 Week BBY CRN# 24635

Computer Science 2 CDCM 302 \$450
 Run on the Intergraph CAD/CAM system
 Jan 8 Th 24 Weeks BBY CRN# 14694

Computer

Applied Artificial Intelligence: Expert Systems COMP 385 \$167
 IBM PC
 Jan 14 W 12 Weeks BBY CRN# 13298

Basic Interactive Programming - Level 1 COMP 131 \$139
 HP3000
 Jan 12 M 12 Weeks BBY CRN# 89790
 Jan 15 Th 12 Weeks BBY CRN# 89806

Basic Interactive Programming - Level II COMP 231 \$139
 HP3000
 Jan 14 W 12 Weeks BBY CRN# 89918

C Programming Language - Level 1 COMP 137 \$167
 IBM PC
 Jan 14 W 12 Weeks BBY CRN# 13266

CICS COMP 444 \$167
 Mainframe
 Jan 17 S 12 Weeks BBY CRN# 01869

Computer Programming - Assembler - Level 1 COMP 130 \$167
 Mainframe
 Jan 13 T 12 Weeks BBY CRN# 89759
 Jan 14 W 12 Weeks BBY CRN# 89762

Computer Programming - Assembler - Level 1 COMP 130 \$167
 Mainframe
 Jan 15 Th 12 Weeks BBY CRN# 89777

Computer Programming - Assembler - Level II COMP 230 \$167
 Mainframe
 Jan 15 Th 12 Weeks BBY CRN# 89905

Purchasing Management Association of Canada

PMAC 100
PRINCIPLES OF BUYING \$275
 This course is a standard comprehensive introduction to the basics of purchasing.
 Jan 12 Mon 20 weeks BBY CRN 19501
 Jan 15 Thurs 20 weeks BBY CRN 90892

Computer Programming - Cobol - Level 1 COMP 233 \$139
 Mainframe
 Jan 13 T 12 Weeks BBY CRN# 89947
 Jan 15 Th 12 Weeks BBY CRN# 89954

Computer Programming - Cobol - Level II COMP 333 \$139
 Mainframe
 Jan 12 M 12 Weeks BBY CRN# 90066
 Jan 14 W 12 Weeks BBY CRN# 90079

Computer Programming - PASCAL COMP 236 \$167
 Mainframe
 Jan 12 M 12 Weeks BBY CRN# 89963

Computer Programming - PL1 - Level II COMP 334 \$139
 Mainframe
 Jan 14 W 12 Weeks BBY CRN# 90082

Computer Programming - POWERHOUSE - Level 1 COMP 249 \$167
 HP3000
 Jan 13 T 12 Weeks BBY CRN# 13282

Computer Programming - PROLOG COMP 248 \$167
 IBM PC
 Jan 13 T 12 Weeks BBY CRN# 92359

Computer Systems - Introduction 1 COMP 160 \$139
 Jan 13 T 12 Weeks BBY CRN# 89888
 Jan 14 W 12 Weeks DEC CRN# 89897

Computer Systems - Introduction II COMP 260 \$139
 Jan 12 M 12 Weeks BBY CRN# 90000
 Jan 13 T 12 Weeks BBY CRN# 90044
 Jan 14 W 12 Weeks BBY CRN# 90011
 Jan 17 S 12 Weeks BBY CRN# 90025

Computer Systems Development - Level 1 COMP 361 \$167
 Jan 12 M 12 Weeks BBY CRN# 90104

Computerized Accounting COMP 187 \$185
 Jan 13 T 12 Weeks BBY CRN# 23263

Computers in Business COMP 104 \$139
 Jan 12 M 12 Weeks BBY CRN# 89724
 Jan 13 T 12 Weeks BBY CRN# 89731

Data Base Concepts - Level I COMP 262 \$139
 Jan 14 W 12 Weeks BBY CRN# 90057

Data Communications Concepts - Level 1 COMP 241 \$139
 Jan 12 M 12 Weeks BBY CRN# 14629
 Jan 13 T 12 Weeks BBY CRN# 92881

Data Processing - Introduction - APPLE COMP 103 \$167
 APPLE computer
 Jan 13 T 12 Weeks DEC CRN# 89699

PMAC 200
PRINCIPLES OF TRAFFIC AND TRANSPORTATION \$250
 Designed for buyers, inventory control clerks and in general, people with little or no exposure to the field.
 Jan 15 Thurs 15 weeks BBY CRN 19516
PMAC 300
PRINCIPLES OF PRODUCTION AND OPERATIONS CONTROL \$250
 Course covers applications in a wide range of organizations including public and non-profit services, distributors, end-users, processors and manufacturers.
 Jan 14 Wed 15 weeks BBY CRN 19527

Data Processing - Introduction - H.P. COMP 101 \$139
 HP3000
 Jan 12 M 12 Weeks BBY CRN# 89568
 HP3000
 Jan 13 T 12 Weeks BBY CRN# 89584
 HP3000
 Jan 14 W 12 Weeks BBY CRN# 89602
 HP3000
 Jan 15 Th 12 Weeks BBY CRN# 89626
 HP & IBM PC
 Jan 17 S 6 Weeks BBY CRN# 13062
 HP & IBM PC
 Jan 18 Su 6 Weeks BBY CRN# 13059
 HP & IBM PC
 Feb 28 S 6 Weeks BBY CRN# 89643
 HP & IBM PC
 Mar 1 S 6 Weeks BBY CRN# 13077
 IBM PC
 Jan 12 M 12 Weeks BBY CRN# 89573
 IBM PC
 Jan 13 T 12 Weeks BBY CRN# 89596
 IBM PC
 Jan 14 W 12 Weeks BBY CRN# 89617
 IBM PC
 Jan 15 Th 12 Weeks BBY CRN# 89634

Data Processing - Introduction - H.P. - Weeklong COMP 102 \$139
 HP & IBM PC
 Mar 9 M-F 1 Week BBY CRN# 92331

Data Processing - Introduction - Micro - IBM PC COMP 105 \$167
 IBM PC
 Jan 12 M 12 Weeks COQ CRN# 08582
 Jan 14 W 12 Weeks COQ CRN# 08598
 Jan 17 S 6 Weeks BBY CRN# 89745
 Feb 28 S 6 Weeks BBY CRN# 94010

Developing Computer Aided Instruction COMP 761 \$167
 Jan 12 M 12 Weeks BBY CRN# 16493

FOCUS COMP 346 \$167
 Mainframe
 Jan 17 S 12 Weeks BBY CRN# 01278

FORTRAN IV - Level 1 COMP 132 \$139
 Mainframe
 Jan 15 Th 12 Weeks BBY CRN# 89822

Microcomputer Programming - Assembler (IBM PC) COMP 144 \$167
 IBM PC
 Jan 16 F 12 Weeks BBY CRN# 14612

Microcomputer Programming - BASIC (IBM PC) COMP 145 \$167
 IBM PC
 Jan 15 Th 12 Weeks BBY CRN# 98495
 Jan 16 F 12 Weeks BBY CRN# 89870

Microcomputers using dBASE COMP 162 \$167
 Jan 15 Th 12 Weeks BBY CRN# 16487

Microcomputers: Business Applications COMP 266 \$167
 Jan 12 W 12 Weeks BBY CRN# 14648

Microcomputers: Exploring Technical Aspects COMP 242 \$167
 Jan 13 T 12 Weeks BBY CRN# 89991

*indicates prerequisite required

Microcomputers: Package Implementation				
COMP 267				\$167
IBM PC				
Jan 12 M	12 Weeks	BBY	CRN# 92362	
RPG II - Level 1 COMP 135				
Mainframe				\$139
Jan 13 T	12 Weeks	BBY	CRN# 89841	
Understanding PC/MS DOS COMP 701				
IBM PC				\$85
Jan 12 M	6 Weeks	BBY	CRN# 13302	
Jan 13 T	6 Weeks	COQ	CRN# 13317	
Feb 23 M	6 Weeks	BBY	CRN# 13326	
Feb 24 T	6 Weeks	COQ	CRN# 13334	

Electrical Electronics

Digital Logic ELEC 202				
Jan 8 Th	14 Weeks	BBY	CRN# 99687	\$162
Introduction to Industrial Robotics ELEC 900				
Jan 10 Sa	5 Weeks	BBY	CRN# 24899	\$160
Printed Circuit Board Fabrication ELEC 201				
Jan 5 M	18 Weeks	BBY	CRN# 99661	\$238
Programming 1 ELEC 102				
Mar 25 W	14 Weeks	BBY	CRN# 99693	\$167
Robot Fundamentals ELEC 315				
Jan 6 T/Th	18 Weeks	BBY	CRN# 99808	\$600

Mechanical

Applied Mechanics 2 MECH 115				
Jan 6 T	12 Weeks	BBY	CRN# 91198	\$139
Automatic Sprinkler Systems Design 2 MECH 433				
Jan 8 Th	18 Weeks	BBY	CRN# 00116	\$208
Descriptive Geometry MECH 150				
Jan 8 Th	12 Weeks	BBY	CRN# 91182	\$139
Drafting - Civil/Survey MECH 216				
Jan 6 T	12 Weeks	BBY	CRN# 14718	\$139
Drafting Fundamentals MECH 140				
Jan 6 T	12 Weeks	BBY	CRN# 92637	\$155
Fluid Power 2 MECH 420				
Jan 6 T	18 Weeks	BBY	CRN# 99706	\$208
Fluid Systems MECH 406				
Jan 7 W	18 Weeks	BBY	CRN# 14720	\$208
Manufacturing Processes - Machine Tools MECH 230				
Jan 5 M	18 Weeks	BBY	CRN# 15010	\$208
Mechanical Drafting 2 MECH 215				
Jan 7 W	12 Weeks	BBY	CRN# 91111	\$139
Naval Architecture Fundamentals NAVL 152				
Please read special prerequisites in 86/87 Part-Time Studies Calander				
Jan 8 Th	24 Weeks	BBY	CRN# 99719	\$278

Recreation Facilities Management

Rec Facilities Management 3 - Prog RECR 103				
Jan 5 M	12 Weeks	BBY	CRN# 14884	\$139
Swimming Pool Operations RECR 110				
Jan 6 T	12 Weeks	BBY	CRN# 14996	\$139

**FOR INFORMATION
CALL 434-1610**

TRADES

Appliance Repair

Appliance Repair - Part 1 TAPR 901				
Jan 19 M&W	5 Weeks	BBY	CRN# 13013	\$150
Appliance Repair - Part 2 TAPR 903				
Feb 23 M&W	5 Weeks	BBY	CRN# 13024	\$150
Appliance Repair - Part 3 TAPR 905				
Jan 5 M&W	5 Weeks	BBY	CRN# 13031	\$150
Appliance Repair - Part 4 TAPR 907				
Feb 10 T&Th	5 Weeks	BBY	CRN# 13045	\$150

Avalanche Training

Avalanche Safety for Ski Operations Level 1 AVAL 951				
For advanced and intermediate skiers with some touring experience				
Jan 18 Su-Sa	1 Week	Assiniboine	CRN# 92867	\$425
Jan 11 Su-Sa	1 Week	Assiniboine	CRN# 12130	
Avalanche Safety for Ski Operations Level 2 AVAL 952				
For professional mountain guides, back-country ski guides and ski area personnel.				
Jan 5 M-M	1 Week	Whistler	CRN# 00070	\$475



Aviation & Avionics

Air Regulations AVIA 905				
Feb 3 T&Th	4 Weeks	SEA	CRN# 24445	\$104
Aircraft Blueprints & Drafting - Level 1 AVIA 930				
Feb 7 S	8 Weeks	SEA	CRN# 24546	\$107
Aircraft Composite Repair - Basic AVIA 927				
Feb 7 S	7 Weeks	SEA	CRN# 24537	\$104
Aircraft Electrics - Basic AVIA 900				
Feb 2 M&W	5 Weeks	SEA	CRN# 24431	\$104
Aircraft Maintenance - Level 2 AVIA 938				
Feb 3 T&Th	6 Weeks	SEA	CRN# 24558	\$139

Aircraft Maintenance - Introduction AVIA 935				
Feb 2 M&W	6 Weeks	SEA	CRN# 24571	\$139
Aircraft Sheet Metal - Basic AVIA 917				
Feb 2 M&W	5 Weeks	SEA	CRN# 24490	\$104
Aircraft Sheet Metal - Level 2 AVIA 920				
Feb 3 T&Th	5 Weeks	SEA	CRN# 24509	\$104
AME "B" License Course AVIA 915				
Feb 2 M&Th	6 Weeks	SEA	CRN# 24486	\$139
Avionics - Basic AVIA 925				
Feb 3 T&Th	5 Weeks	SEA	CRN# 24523	\$104
Commercial Pilot Ground School AVIA 945				
Feb 7 S	9 Weeks	SEA	CRN# 24560	\$139
Helicopter Maintenance - Introduction AVIA 923				
Feb 2 M&W	5 Weeks	SEA	CRN# 24514	\$104
Introduction to Aviation AVIA 950				
Feb 3 T&Th&S	2 Weeks	SEA	CRN# 24585	\$70
Private Pilot Ground School - Advanced AVIA 910				
Feb 3 T&Th	4 Weeks	SEA	CRN# 24462	\$104
Private Pilot Ground School - Part 1 AVIA 907				
Feb 2 M&W	5 Weeks	SEA	CRN# 24459	\$104
Ultralight Aircraft Maintenance AVIA 942				
Feb 7 S	8 Weeks	SEA	CRN# 24477	\$104

Computer

Computer Assisted Project Management TCMP 930				
Feb 16 M&W	5 Weeks	BBY	CRN# 14543	\$155
Computer Math for Business TCMP 922				
Feb 21 S	7 Weeks	BBY	CRN# 14502	\$210
Computer Mathematics TCMP 920				
Feb 16 M&W	5 Weeks	BBY	CRN# 14495	\$105
Fundamentals of Computer Programming TCMP 907				
Jan 29 Th&T	5 Weeks	BBY	CRN# 14416	\$155
Feb 14 S	6 Weeks	BBY	CRN# 14427	
Introduction to Computer Operations TCMP 905				
Jan 20 T&Th	2 Weeks	BBY	CRN# 14388	\$55
Jan 31 S	2 Weeks	BBY	CRN# 14397	
Introduction to Computer Repair TCMP 906				
Jan 26 M&W	10 Weeks	BBY	CRN# 14401	\$300
Introduction to LISP Programming TCMP 928				
Feb 21 S	4 Weeks	BBY	CRN# 14534	\$75
Introduction to Microcomputers for Business TCMP 914				
Feb 10 T	4 Weeks	BBY	CRN# 14452	\$105
Feb 14 S	4 Weeks	BBY	CRN# 14469	
Introduction to PROLOG TCMP 926				
Feb 21 S	4 Weeks	BBY	CRN# 14526	\$75
Microcomputer Systems Maintenance 1 TCMP 911				
Jan 27 T&Th	5 Weeks	BBY	CRN# 14438	\$165
Microcomputer Systems Maintenance 2 TCMP 913				
Mar 3 T&Th	5 Weeks	BBY	CRN# 14440	\$175
Microcomputer Technician - Part 1 TCMP 915				
Feb 2 M-F	4 Weeks	BBY	CRN# 14474	\$399
Microcomputer Technician - Part 2 TCMP 917				
Mar 2 M-F	4 Weeks	BBY	CRN# 14483	\$399
Robotics & Expert Systems TCMP 924				
Feb 21 S	4 Weeks	BBY	CRN# 14517	\$75

OBJECT 1125 / BACKGROUND

INSTRUCTORS

Electrical Trades & Contractors

Electrical Code - Advanced TELC 907 \$210
Jan 27 T&Th 10 Weeks BBY CRN# 12693

Electrical Code - Basic to Intermediate TELC 905 \$210
Jan 27 T&Th 10 Weeks BBY CRN# 12687

Electrical Estimating - Basic TELC 909 \$75
Jan 31 S 3 Weeks BBY CRN# 12706

Electrical Estimating - Intermediate TELC 911 \$125
Feb 21 S 5 Weeks BBY CRN# 12719

Electrical TQ Refresher Part 1 TELC 913 \$137
Jan 27 T&Th 7 Weeks BBY CRN# 12722

Electrical TQ Refresher Part 2 TELC 915 \$129
Mar 12 T&Th 6 Weeks BBY CRN# 12735

High Voltage - Basic to Intermediate TELC 919 \$145
Feb 21 S 7 Weeks BBY CRN# 12753

Lighting Basic TELC 920 \$135
Feb 17 T&Th 5 Weeks BBY CRN# 12764

Math for Electricians - Level 1 TELC 921 \$160
Jan 26 M&W 10 Weeks BBY CRN# 12770

Math for Electricians - Level 2 TELC 923 \$160
Jan 26 M&W 10 Weeks BBY CRN# 12788

Math for Electricians - Level 3 TELC 925 \$160
Jan 26 M&W 10 Weeks BBY CRN# 12797

Motor Control - Basic TELC 927 \$155
Jan 26 M&W 5 Weeks BBY CRN# 12808

Motor Control - Intermediate TELC 928 \$155
Mar 2 M&W 5 Weeks BBY CRN# 12813

Residential Wiring - Basic TELC 929 \$180
Jan 26 M&W 6 Weeks BBY CRN# 12824

Residential Wiring - Intermediate TELC 930 \$180
Mar 9 M&W 6 Weeks BBY CRN# 12831

Guided Learning Electronics

Electronics 1 - Solid State Devices MTCE 901 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00183
Jan 13	T	7 Weeks	DEC	CRN# 00195
Jan 14	W	7 Weeks	DEC	CRN# 00207
Jan 15	Th	7 Weeks	DEC	CRN# 00215
Mar 9	M	7 Weeks	DEC	CRN# 00586
Mar 10	T	7 Weeks	DEC	CRN# 00590
Mar 11	W	7 Weeks	DEC	CRN# 00605
Mar 12	Th	7 Weeks	DEC	CRN# 00618

Electronics 100 - Operational Amplifiers MTCE 928 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00508
Jan 13	T	7 Weeks	DEC	CRN# 00513
Jan 14	W	7 Weeks	DEC	CRN# 00524
Jan 15	Th	7 Weeks	DEC	CRN# 00531
Mar 9	M	7 Weeks	DEC	CRN# 00912
Mar 10	T	7 Weeks	DEC	CRN# 00929
Mar 11	W	7 Weeks	DEC	CRN# 00930
Mar 12	Th	7 Weeks	DEC	CRN# 00948

Electronics 2 - Digital Techniques 1 MTCE 902 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00221
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Jan 13	T	7 Weeks	DEC	CRN# 00239
Jan 14	W	7 Weeks	DEC	CRN# 00242
Jan 15	Th	7 Weeks	DEC	CRN# 00250
Mar 9	M	7 Weeks	DEC	CRN# 00620
Mar 10	T	7 Weeks	DEC	CRN# 00636
Mar 11	W	7 Weeks	DEC	CRN# 00647
Mar 12	Th	7 Weeks	DEC	CRN# 00654

Electronics 200 - Programmable Logic Controllers MTCE 913 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00460
Jan 13	T	7 Weeks	DEC	CRN# 00471
Jan 14	W	7 Weeks	DEC	CRN# 00485
Jan 15	Th	7 Weeks	DEC	CRN# 00492
Mar 9	M	7 Weeks	DEC	CRN# 00879
Mar 10	T	7 Weeks	DEC	CRN# 00882
Mar 11	W	7 Weeks	DEC	CRN# 00898
Mar 12	Th	7 Weeks	DEC	CRN# 00903

Electronics 3 - Digital Techniques 2 MTCE 903 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00268
Jan 13	T	7 Weeks	DEC	CRN# 00273
Jan 14	W	7 Weeks	DEC	CRN# 00284
Jan 15	Th	7 Weeks	DEC	CRN# 00296
Mar 9	M	7 Weeks	DEC	CRN# 00663
Mar 10	T	7 Weeks	DEC	CRN# 00672
Mar 11	W	7 Weeks	DEC	CRN# 00689
Mar 12	Th	7 Weeks	DEC	CRN# 00691

Electronics 300 - Build, Test, Run, Own Computer MTCE 936 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 11780
Jan 13	T	7 Weeks	DEC	CRN# 11799
Jan 14	W	7 Weeks	DEC	CRN# 11800
Jan 15	Th	7 Weeks	DEC	CRN# 11811
Mar 9	M	7 Weeks	DEC	CRN# 12354
Mar 10	T	7 Weeks	DEC	CRN# 12363
Mar 11	W	7 Weeks	DEC	CRN# 12372
Mar 12	Th	7 Weeks	DEC	CRN# 12389

Electronics 4 - Microprocessors 1 MTCE 904 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00304
Jan 13	T	7 Weeks	DEC	CRN# 00310
Jan 14	W	7 Weeks	DEC	CRN# 00328
Jan 15	Th	7 Weeks	DEC	CRN# 00332
Mar 9	M	7 Weeks	DEC	CRN# 00702
Mar 10	T	7 Weeks	DEC	CRN# 00717
Mar 11	W	7 Weeks	DEC	CRN# 00726
Mar 12	Th	7 Weeks	DEC	CRN# 00734

Electronics 5 - Microprocessors 2 MTCE 905 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00349
Jan 13	T	7 Weeks	DEC	CRN# 00355
Jan 14	W	7 Weeks	DEC	CRN# 00361
Jan 15	Th	7 Weeks	DEC	CRN# 00376
Mar 9	M	7 Weeks	DEC	CRN# 00743
Mar 10	T	7 Weeks	DEC	CRN# 00751
Mar 11	W	7 Weeks	DEC	CRN# 00765
Mar 12	Th	7 Weeks	DEC	CRN# 00778

Electronics 6 - Microprocessor Interfacing 1 MTCE 906 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00387
Jan 13	T	7 Weeks	DEC	CRN# 00393
Jan 14	W	7 Weeks	DEC	CRN# 00409
Jan 15	Th	7 Weeks	DEC	CRN# 00414
Mar 9	M	7 Weeks	DEC	CRN# 00780
Mar 10	T	7 Weeks	DEC	CRN# 00799
Mar 11	W	7 Weeks	DEC	CRN# 00800
Mar 12	Th	7 Weeks	DEC	CRN# 00811

Electronics 7 - Microprocessor Interfacing 2 MTCE 907 \$120
Orientation Jan 07 - 7 weeks, 1 night per week, 6:00-9:00 D.E.C.

Jan 12	M	7 Weeks	DEC	CRN# 00423
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Jan 13	T	7 Weeks	DEC	CRN# 00437
Jan 14	W	7 Weeks	DEC	CRN# 00446
Jan 15	Th	7 Weeks	DEC	CRN# 00458
Mar 9	M	7 Weeks	DEC	CRN# 00825
Mar 10	T	7 Weeks	DEC	CRN# 00833
Mar 11	W	7 Weeks	DEC	CRN# 00844
Mar 12	Th	7 Weeks	DEC	CRN# 01153

Mechanical

Air Brakes for Drivers TMEC 907 \$78
Feb 23 M&W 4 Weeks BBY CRN# 12407

Air Brakes of Mechanics TMEC 908 \$137
Jan 24 S 6 Weeks BBY CRN# 12442

Auto Air Conditioning TMEC 905 \$167
Jan 20 T&Th 6 Weeks BBY CRN# 12347

Auto Electronic & Emission Control TMEC 909 \$187
Jan 20 T&Th 7 Weeks BBY CRN# 12450

Auto TQ Refresher TMEC 911 \$217
Jan 19 M&W 10 Weeks BBY CRN# 12468

Auto Tune-Up Basic TMEC 913 \$157
Jan 19 M&W 7 Weeks BBY CRN# 12473

Automatic Transmission TMEC 915 \$193
Jan 19 M&W 8 Weeks BBY CRN# 12484

Automobile Brake Servicing TMEC 916 \$147
Jan 19 M&W 5 Weeks BBY CRN# 12496

Compressed Natural Gas (CNG) TMEC 917 \$300
Jan 20 T&Th 5 Weeks BBY CRN# 12500

Diesel Engines, Automotive TMEC 929 \$157
Feb 24 T&Th 5 Weeks BBY CRN# 12938

Engine Rebuilding TMEC 944 \$247
Jan 24 S 8 Weeks BBY CRN# 12533

Front End Alignment TMEC 946 \$182
Jan 20 T&Th 7 Weeks BBY CRN# 12544

Heavy Duty Electrical Troubleshooting TMEC 931 \$210
Feb 16 M&W 8 Weeks BBY CRN# 12557

Heavy Duty for Owner/Operators TMEC 948 \$217
Jan 19 M&W 10 Weeks BBY CRN# 20077

Heavy Duty Mechanical TQ Refresher TMEC 919 \$217
Jan 20 T&Th 10 Weeks BBY CRN# 12566

Heavy Duty Transmission & Differentials TMEC 920 \$183
Jan 20 T&Th 8 Weeks BBY CRN# 12579

High Performance Auto TMEC 918 \$147
Jan 24 S 6 Weeks BBY CRN# 12582

Industrial Hydraulics Stationary TMEC 921 \$167
Jan 20 T&Th 7 Weeks BBY CRN# 12598

Introduction to Auto Mechanics TMEC 924 \$210
Jan 20 T&Th 10 Weeks BBY CRN# 12628

Liquid Propane Gas (LPG) TMEC 940 \$180
Feb 24 T&Th 3 Weeks BBY CRN# 12511

Liquid Propane Gas (No CNG) TMEC 942 \$300
Feb 14 S 6 Weeks BBY CRN# 12525

Machine Shop Operator TMEC 923 \$178
Jan 19 M&W 6 Weeks BBY CRN# 12610

Machinist TQ Refresher TMEC 930 \$205
Feb 7 S 12 Weeks BBY CRN# 12655

Millwright TQ Refresher TMEC 925 \$205
Jan 19 M&W 10 Weeks BBY CRN# 12661

Mobile Hydraulics TMEC 922 \$187
Jan 20 T&Th 8 Weeks BBY CRN# 12604

Principle of Numerical Control 1 TMEC 926 \$253
Jan 19 M&W 8 Weeks BBY CRN# 12632

Principle of Numerical Control 2 TMEC 928 \$193
Feb 21 S 7 Weeks BBY CRN# 12649

Tool & Die Maker - Basic TMEC 927 \$187
Jan 24 S 8 Weeks BBY CRN# 12927

Refrigeration

Domestic Refrigeration - Basic TREF 905					\$187
Jan 19	M&W	8 Weeks	BBY	CRN# 12940	
Domestic Refrigeration - Intermediate TREF 907					\$187
Mar 16	M&W	8 Weeks	BBY	CRN# 24880	
Industrial Refrigeration - Basic TREF 909					\$145
Jan 19	M&W	6 Weeks	BBY	CRN# 12969	
Industrial Refrigeration - Intermediate TREF 911					\$145
Mar 2	M&W	6 Weeks	BBY	CRN# 12974	
Commercial Refrigeration - Basic TREF 913					\$160
Feb 14	S	6 Weeks	BBY	CRN# 12983	
Commercial Refrigeration - Intermediate TREF 915					\$160
Mar 28	S	6 Weeks	BBY	CRN# 23247	
Refrigeration TQ PT. 1 TREF 917					\$145
Jan 20	T&Th	6 Weeks	BBY	CRN# 12995	
Refrigeration TQ PT. 2 TREF 919					\$145
Mar 3	T&Th	6 Weeks	BBY	CRN# 13008	

Telecommunications & Industrial Electronics

Digital Electronics - Basic TELX 905					\$145
Jan 27	T&Th	6 Weeks	BBY	CRN# 12859	
Digital Electronics - Intermediate TELX 907					\$145
Mar 10	T&Th	6 Weeks	BBY	CRN# 12862	
Electronics - Advanced TELX 918					\$175
Jan 5	M&W	6 Weeks	BBY	CRN# 12292	
Electronics - Basic TELX 915					\$135
Jan 26	M&W	6 Weeks	BBY	CRN# 12271	
Electronics - Intermediate TELX 917					\$160
Mar 9	M&W	6 Weeks	BBY	CRN# 12285	
Fibre Optics TELX 926					\$125
Feb 24	T&Th	6 Weeks	BBY	CRN# 12237	
Industrial Electronics TELX 909					\$180
Jan 26	M&W	10 Weeks	BBY	CRN# 12877	
Industrial Math - Advanced TELX 936					\$95
Mar 3	T&Th	5 Weeks	BBY	CRN# 24413	

Industrial Math - Basic TELX 935					\$95
Jan 27	T&Th	5 Weeks	BBY	CRN# 24408	
Introduction to Robotics TELX 945					\$85
Feb 25	W	6 Weeks	BBY	CRN# 12209	
Microprocessors - Basic TELX 924					\$165
Feb 23	M&W	5 Weeks	BBY	CRN# 12223	
Programmable Controllers - Basic TELX 911					\$105
Jan 26	M&W	3 Weeks	BBY	CRN# 12886	
Jan 31	S	4 Weeks	BBY	CRN# 12890	
Programmable Controllers - Intermediate TELX 913					\$165
Feb 11	W&M	5 Weeks	BBY	CRN# 12901	
Mar 7	S	5 Weeks	BBY	CRN# 12916	
Telecommunication Systems TELX 923					\$207
Feb 16	M&W	10 Weeks	BBY	CRN# 12320	
TV Repair - Part 1 TELX 919					\$185
Jan 26	M&W	8 Weeks	BBY	CRN# 12391	

SCHOOL OF CONSTRUCTION & NATURAL RESOURCE STUDIES

Biological Sciences

BISC 903 THERMAL PROCESSING AND CONTAINER EVALUATION					\$225
Special four-day seminar course.					
Feb 10-13			BBY	CRN 91074	
BISC 908 DAIRY PROCESSING 1 (PLANT PROCESS WORKER LICENSE)					\$200
Special five-day seminar course. Prerequisite: BISC 907.					
Feb 23-27			BBY	CRN 91052	
BISC 909 DAIRY PROCESSING 2 (DAIRY PRODUCTS)					\$175
Special four-day seminar course. Prerequisite: BISC 908.					
Mar 2-5			BBY	CRN 91069	

BLDG 354 PROJECT MANAGEMENT — CONTRACT MANAGEMENT					\$139
Jan 06	Tues	12 weeks	BBY	CRN 91314	
BLDG 355 CONSTRUCTION SPECIFICATIONS					\$208
Jan 06	Tues	18 weeks	BBY	CRN 14681	
BLDG 356 CONSTRUCTION ESTIMATING 2					\$139
Prerequisite: BLDG 256.					
Jan 08	Thurs	12 weeks	BBY	CRN 91291	

Chemical Sciences

CHSC 165 PAINT TECHNOLOGY — MODERN COATING RESINS					\$70
Prerequisite: CHSC 163.					
Feb 19	Thurs	6 weeks	BBY	CRN 91337	
CHSC 166 GLASSBLOWING					\$230
Jan 06	Tues	12 weeks	BBY	CRN 25308	
CHSC 170 NDT ULTRASONICS LEVEL 1					\$170
Jan 07	Wed	12 weeks	BBY	CRN 91323	
CHSC 173 NDT STRAIN GAUGE AND ACOUSTIC EMISSION					\$170
Jan 06	Tues	13 weeks	BBY	CRN 14667	
CHSC 269 NDT RADIOGRAPHY LEVEL 2					\$170
Prerequisite: CHSC 169.					
Jan 06	Tues	12 weeks	BBY	CRN 19190	

Building

BLDG 153 NATIONAL BUILDING CODE					\$139
Jan 07	Wed	12 weeks	BBY	CRN 91309	
BLDG 154 CONSTRUCTION INDUSTRY PROCEDURES — INTRO					\$139
Jan 06	Tues	12 weeks	BBY	CRN 91272	
BLDG 251 DRAFTING AND DESIGN 2 — ARCHITECTURAL PRESENTATION					\$278
Prerequisite: BLDG 151					
Jan 06	Tues/Thurs	12 weeks	BBY	CRN 91289	
BLDG 252 CONSTRUCTION 2					\$415
Prerequisite: BLDG 152					
Jan 05	Mon/Wed	18 weeks	BBY	CRN 91095	
BLDG 258 COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY					\$225
Jan 05	Mon	12 weeks	BBY	CRN 93625	

Civil & Structural

CIVL 100 INTRODUCTION TO LOTUS 1-2-3 ENGINEERING APPLICATIONS					\$70
Jan 10	Sat	2 weeks	BBY	CRN 11844	
0830-1630					
CIVL 110 ASPHALT TECHNOLOGY					\$155
Jan 06	Tues	12 weeks	BBY	CRN 99655	
CIVL 167 STRUCTURAL DESIGN IN STEEL					\$139
Jan 06	Tues	12 weeks	BBY	CRN 91419	
CIVL 263 STRENGTH OF MATERIALS					\$278
Prerequisite: CIVL 161.					
Jan 08	Thurs	24 weeks	BBY	CRN 91392	
CIVL 268 STRUCTURAL DESIGN IN REINFORCED CONCRETE					\$208
Prerequisite: CIVL 263.					
Jan 07	Wed	18 weeks	BBY	CRN 91406	
CIVL 270 SOIL MECHANICS 2					\$139
Prerequisite: CIVL 169.					
Jan 05	Mon	12 weeks	BBY	CRN 91371	
CIVL 272 HYDRAULICS					\$208
Prerequisite: CIVL 160.					
Jan 08	Thurs	18 weeks	BBY	CRN 99649	
CIVL 274 ESTIMATES AND CONTRACTS FOR HEAVY CONSTRUCTION 2					\$139
Prerequisite: CIVL 174.					
Jan 05	Mon	12 weeks	BBY	CRN 91346	
CIVL 277 MUNICIPAL SERVICES					\$208
Prerequisites: CIVL 272, 272.					
Jan 07	Wed	18 weeks	BBY	CRN 91360	
CIVL 279 SUBDIVISION PLANNING AND STREET DESIGN					\$208
Prerequisite: Civil Drafting.					
Jan 06	Tues	18 weeks	BBY	CRN 15004	
CIVL 382 COMPUTER APPLICATIONS IN CIVIL TECHNOLOGY					\$208
Jan 08	Thurs	18 weeks	BBY	CRN 91594	
CIVL 501 REINFORCED MASONRY DESIGN					\$155
Prerequisite: CIVL 263.					
Jan 05	Mon	12 weeks	BBY	CRN 08687	

FOR INFORMATION
CALL 434-1610

Construction Trades

CNST 904					
EXPLOSIVE ACTUATED TOOLS				\$86	
Jan 27	Tues/Thurs	3 weeks	BBY	CRN 13971	
CNST 905					
BLUEPRINT READING CONSTRUCTION				\$167	
Jan 24	Sat	10 weeks	BBY	CRN 13279	
		0830-1200			
CNST 907					
CABINET MAKING — BASIC				\$194	
Jan 27	Tues/Thurs	7 weeks	BBY	CRN 13343	
Jan 24	Sat	10 weeks	BBY	CRN 13351	
		0830-1230			
CNST 909					
CARPENTRY TQ REFRESHER				\$227	
Jan 24	Sat	14 weeks	BBY	CRN 13090	
		0830-1230			
CNST 913					
CONCRETE FORMWORK DESIGN				\$147	
Feb 03	Tues/Thurs	4 weeks	BBY	CRN 13365	
CNST 915					
PROJECT MANAGEMENT FOR CONSTRUCTION SUPERVISORS				\$197	
Jan 26	Mon/Wed	8 weeks	BBY	CRN 13378	
CNST 917					
CONSTRUCTION ESTIMATING — BASIC				\$167	
Jan 20	Tues/Thurs	6 weeks	BBY	CRN 13380	
CNST 919					
FLOOR COVERING				\$187	
Jan 31	Sat	6 weeks	BBY	CRN 13118	
		0830-1230			
CNST 920					
CARPET INSTALLATION — BASIC				\$212	
Feb 07	Sat	6 weeks	BBY	CRN 13120	
		0830-1230			
CNST 921					
FRAMING, ROOFING AND STAIRS				\$197	
Jan 31	Sat	8 weeks	BBY	CRN 13399	
		0830-1230			
Mar 21	Sat	8 weeks	BBY	20923	
		0830-1230			
CNST 925					
INTRODUCTION TO GLAZING				\$147	
Feb 02	Mon/Wed	4 weeks	BBY	CRN 13147	
CNST 926					
INTRODUCTION TO STAINED GLASS				\$138	
Feb 07	Sat	4 weeks	BBY	CRN 13154	
		0830-1230			
CNST 927					
INTERIOR FINISHING CARPENTRY				\$178	
Jan 31	Sat	8 weeks	BBY	CRN 13403	
		0830-1230			
CNST 929					
PAINTING AND DECORATING — BASIC				\$197	
Jan 31	Sat	8 weeks	BBY	CRN 13412	
		0830-1230			
CNST 931					
PAINTING ESTIMATING				\$127	
Jan 26	Mon/Wed	3 weeks	BBY	CRN 13429	
CNST 933					
PAINTING TQ				\$187	
Jan 19	Mon/Wed	8 weeks	BBY	CRN 13430	
CNST 934					
DRYWALL INSTALLATION AND FINISHING				\$227	
Jan 31	Sat	8 weeks	BBY	CRN 13163	
		0830-1230			
CNST 935					
RESIDENTIAL BUILDING PROCEDURES				\$127	
Jan 27	Tues/Thurs	3 weeks	BBY	CRN 13448	
CNST 937					
TRANSIT AND LEVEL — BASIC				\$147	
Jan 24	Sat	6 weeks	BBY	CRN 13456	
		0900-1230			

CNST 939					
TRANSIT AND LEVEL — UPGRADE				\$147	
Jan 24	Sat	6 weeks	BBY	CRN 13172	
		0900-1230			
CNST 941					
INDUSTRIAL RIGGING AND SAFETY				\$98	
Jan 31	Sat	6 weeks	BBY	CRN 13189	
		0830-1230			
CNST 943					
COMPLETE COMMERCIAL SPRAYING				\$117	
Feb 03	Tues/Thurs	3 weeks	BBY	CRN 13191	
CNST 945					
WALL COVERING APPLICATION				\$148	
Jan 31	Sat	4 weeks	BBY	CRN 13467	
		0830-1230			
CNST 947					
STEEL STUD CONSTRUCTION				\$127	
Jan 31	Sat	4 weeks	BBY	CRN 13200	
		0830-1230			
CNST 948					
MASONRY AND BRICKLAYING — BASIC				\$210	
Jan 31	Sat	6 weeks	BBY	CRN 13211	
		0830-1230			
CNST 949					
RESIDENTIAL ROOFING APPLICATION				\$167	
Jan 31	Sat	4 weeks	BBY	CRN 13225	
		0830-1230			
CNST 950					
CEDAR SHAKE APPLICATION				\$142	
Feb 07	Sat	4 weeks	BBY	CRN 13233	
		0830-1230			
CNST 953					
FIBERGLASS FABRICATION AND REPAIR				\$128	
Feb 03	Tues/Thurs	3 weeks	BBY	CRN 13244	
CNST 954					
VINYL SIDING APPLICATION				\$187	
Jan 31	Sat	4 weeks	BBY	CRN 13475	
		0830-1230			
CNST 955					
TRAFFIC CONTROL TRAINING				\$57	
Jan 24	Sat	1 day	BBY	CRN 13481	
		0900-1600			
Feb 07	Sat	1 day	BBY	13494	
		0900-1600			
CNST 957					
SIGN PAINTING — BASIC				\$237	
Jan 24	Sat	12 weeks	BBY	CRN 13506	
		0800-1300			
CNST 959					
SIGN PAINTING — UPGRADE				\$180	
Jan 24	Sat	9 weeks	BBY	CRN 13519	
		1300-1700			



Drafting

DRFT 901					
DRAFTING — BASIC				\$186	
Jan 26	Mon/Wed	7 weeks	BBY	CRN 13522	
DRFT 903					
DRAFTING — ADVANCED				\$186	
Jan 26	Mon/Wed	7 weeks	BBY	CRN 13535	
DRFT 905					
INDUSTRIAL RENDERING AND DRAWING				\$119	
Jan 27	Tues/Thurs	4 weeks	BBY	CRN 13541	

Forest Resource

FSTR 157					
LOG SCALING				\$675	
Jan 31	Sat/Sun	24 days	BBY	CRN 05629	
		Consecutive weekends.			
FSTR 250					
ECOLOGY				\$208	
Jan 05	Mon	18 weeks	BBY	CRN 91435	
FSTR 426					
INTRODUCTION TO RESOURCE BUSINESS MANAGEMENT				\$139	
Jan 05	Mon	12 weeks	BBY	CRN 23218	
FSTR 940					
PACKAGING OUTDOOR RECREATION				\$75	
Mar 28	Sat	1 day	BBY	CRN 22840	

Gardening Horticultural

HRTC 901					
PROFESSIONAL FLORISTRY DESIGN				\$247	
Feb 03	Tues/Wed	8 weeks	BBY	CRN 13914	
HRTC 907					
DESIGN FOR THE TOWN GARDEN				\$127	
Feb 07	Sat	8 weeks	BBY	CRN 13937	
		0900-1200			
HRTC 909					
PESTICIDE CONTROL				\$102	
Feb 02	Mon/Wed	4 weeks	BBY	CRN 13946	
HRTC 911					
PLANT IDENTIFICATION				\$127	
Feb 05	Thurs and Sat	4 weeks	BBY	CRN 13958	
		0900-1200			
HRTC 912					
PLANT PROPAGATION				\$127	
Mar 05	Thurs and Sat	3 weeks	BBY	CRN 22428	
		0900-1200			
HRTC 915					
LAWN MAINTENANCE FOR THE HOMEMAKER				\$147	
Mar 09	Mon/Wed	4 weeks	BBY	CRN 22357	
HRTC 917					
GENERAL HORTICULTURE FOR GARDENERS				\$139	
Feb 02	Mon/Wed	5 weeks	BBY	CRN 22455	



Landscape

LAND 102					
SOIL IMPROVEMENT					\$208
Jan 08	Thurs	18 weeks	BBY	CRN 00097	
LAND 104					
BASIC HORTICULTURE					\$208
Jan 06	Tues	18 weeks	BBY	CRN 91218	
LAND 201					
LANDSCAPE STRUCTURALS					\$139
Jan 07	Wed	12 weeks	BBY	CRN 14754	
LAND 204					
PARKS AND RECREATION					\$208
Jan 08	Thurs	18 weeks	BBY	CRN 91205	
LAND 207					
LANDSCAPE IRRIGATION					\$139
Jan 06	Tues	12 weeks	BBY	CRN 99628	
LAND 208					
SPORTS TURFGRASS MANAGEMENT					\$139
Jan 05	Mon	12 weeks	BBY	CRN 00101	

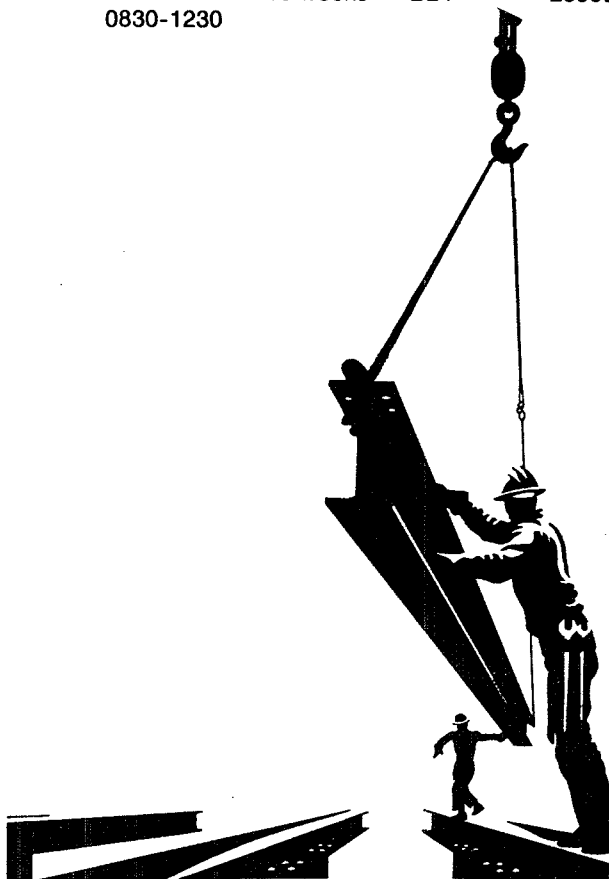
Piping, Plumbing Gas Trades

PPGS 902					
RADIANT FLOOR HEATING					\$197
Feb 02	Mon/Wed	7 weeks	BBY	CRN 20118	
PPGS 903					
BLUEPRINT READING FOR PIPING TRADES					\$147
Feb 03	Tues/Thurs	5 weeks	BBY	CRN 13570	
PPGS 904					
WATER PIPE SIZING (ENG. METHODS)					\$117
Feb 03	Tues/Thurs	3 weeks	BBY	CRN 20120	
PPGS 905					
CROSS CONNECTION CONTROL					\$127
Feb 02	Mon/Wed	5 weeks	BBY	CRN 13588	
PPGS 906					
OIL BURNER SERVICE					\$247
Feb 14	Sat	8 weeks	BBY	CRN 22520	
		0800-1400			
PPGS 907					
DOMESTIC GAS APPLIANCE SERVICE					\$167
Jan 27	Tues/Thurs	5 weeks	BBY	CRN 13597	
PPGS 909					
GAS FITTER B LICENSE					\$289
Jan 26	Mon/Wed	16 weeks	BBY	CRN 13601	
Feb 03	Tues/Thurs	16 weeks	BBY	13616	
Mar 30	Mon/Wed	16 weeks	BBY	20914	
PPGS 911					
CLASS A GAS FITTER MATHS/SCIENCE					\$148
Feb 03	Tues/Thurs	6 weeks	BBY	CRN 13627	
PPGS 913					
INDUSTRIAL VENTILATION					\$157
Feb 04	Wed	8 weeks	BBY	CRN 13638	
PPGS 915					
PLASTIC PIPE FUSION					\$53
Jan 31	Sat	1 day	BBY	CRN 13640	
		0830-1530			
Feb 07	Sat	1 day	BBY	13652	
		0830-1530			
PPGS 917					
PLUMBING — RESIDENTIAL					\$97
Feb 07	Sat	3 weeks	BBY	CRN 13669	
		0830-1430			
PPGS 918					
GAS VENTING (LICENSE)					\$135
Jan 27	Tues/Thurs	3 weeks	BBY	CRN 13674	
PPGS 919					
PLUMBING TQ REFRESHER					\$217
Jan 20	Tues/Thurs	10 weeks	BBY	CRN 13683	
PPGS 921					
PLUMBING ESTIMATING					\$110
Jan 27	Tues/Thurs	3 weeks	BBY	CRN 13695	

PPGS 923					
PROCESS PIPING LAYOUT AND DESIGN					\$157
Jan 27	Tues/Thurs	6 weeks	BBY	CRN 13704	
PPGS 925					
PROPANE TANK FILLER (CERTIFICATE)					\$57
Feb 07	Sat	1 day	BBY	CRN 13710	
		0830-1530			
Mar 07	Sat	1 day	BBY	13728	
		0830-1530			
PPGS 927					
STEAMFITTER TQ REFRESHER					\$210
Feb 02	Mon/Wed	10 weeks	BBY	CRN 13732	

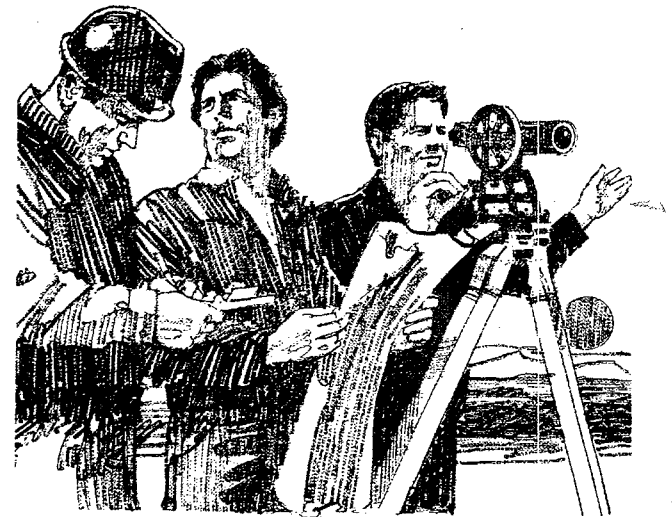
Steel Welding Trades

STWD 901					
BLUEPRINT READING FOR WELDERS AND STRUCTURAL STEEL					\$147
Jan 27	Tues/Thurs	5 weeks	BBY	CRN 13749	
STWD 903					
OXYACETYLENE WELDING					\$187
Jan 24	Sat	5 weeks	BBY	CRN 13761	
		0830-1230			
STWD 905					
PLATE AND PIPE DEVELOPMENT FOR STEEL FABRICATION					\$156
Jan 27	Tues/Thurs	5 weeks	BBY	CRN 13776	
STWD 907					
SHEET METAL — BASIC					\$187
Jan 26	Mon/Wed	6 weeks	BBY	CRN 13787	
STWD 909					
STEEL FABRICATION — BASIC					\$227
Feb 02	Mon/Wed	10 weeks	BBY	CRN 13793	
STWD 911					
STEEL FABRICATION ESTIMATING					\$157
Jan 27	Tues/Thurs	6 weeks	BBY	CRN 13815	
STWD 913					
TUNGSTEN INERT GAS WELDING					\$227
Jan 24	Sat	8 weeks	BBY	CRN 13821	
		0830-1230			
STWD 915					
WELDING — BASIC					\$297
Jan 20	Tues/Thurs	7 weeks	BBY	CRN 13839	
Jan 24	Sat	10 weeks	BBY	13842	
		0830-1230			
Mar 21	Sat	10 weeks	BBY	20909	
		0830-1230			



STWD 916					
STEEL FABRICATION TQ					\$247
Jan 26	Mon/Wed	10 weeks	BBY	CRN 13850	
STWD 917					
WELDING — UPGRADE					\$297
Jan 20	Tues/Thurs	7 weeks	BBY	CRN 13868	
Jan 24	Sat	10 weeks	BBY	13873	
		0830-1230			
STWD 919					
FUNDAMENTALS OF WELDING TECHNIQUE					\$327
Jan 31	Sat	12 weeks	BBY	CRN 13884	
		0830-1230			
STWD 921					
WELDING INSPECTION TO QUALITY CONTROL					\$347
Jan 31	Sat	10 weeks	BBY	CRN 13896	
		0830-1230			
STWD 923					
INDUSTRIAL RIGGING AND SAFETY					\$98
Jan 31	Sat	6 weeks	BBY	CRN 13909	
		0830-1230			
STWD 939					
WELDING FOR ELECTRICIANS					\$297
Feb 03	Tues/Thurs	7 weeks	BBY	CRN 23205	

**FOR INFORMATION
CALL 434-1610**



Surveying

SURV 108					
ENGINEERING SURVEY					\$346
Jan 10	Sat	15 weeks	BBY	CRN 22838	
		0900-1600 Alternate Saturdays			
SURV 118					
PROGRAMMABLE CALCULATORS					\$139
Jan 08	Thurs	12 weeks	BBY	CRN 91441	
SURV 365					
DRAFTING AND SURVEY CAD					\$250
Jan 05	Mon	12 weeks	BBY	CRN 22827	
SURV 410					
SURVEY COMPUTATIONS 3					\$139
Prerequisite: SURV 311.					
Jan 06	Tues	12 weeks	BBY	CRN 00138	
SURV 426					
ASTRONOMY 1 AND 2					\$346
MATH 204 is recommended.					
Jan 05	Mon	24 weeks	BBY	CRN 94267	
SURV 468					
MATHEMATICAL CARTOGRAPHY					\$230
Prerequisite: SURV 362.					
Jan 08	Thurs	20 weeks	BBY	CRN 14747	
PHOT 102					
PHOTO INTERPRETATION					\$208
Jan 06	Tues	18 weeks	BBY	CRN 14736	

SCHOOL OF ACADEMIC & VOCATIONAL STUDIES

Communication

COMM 002
INDEPENDENT LEARNING SKILLS \$75
Learn how to read efficiently, cope with assignments, study on your own and manage your learning.
Mar 03 Tues/Thurs 4 weeks BBY CRN 99579
1800-2200

COMM 003
COMPREHENSIVE READING, WRITING AND LEARNING SKILLS \$195
Get a head start on BCIT workloads — covers reading, writing and study skills.
Jan 13 Tues 20 weeks BBY CRN 99582

COMM 160
INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION \$139
An introduction to the basics of written and oral communication.
Jan 12 Mon 12 weeks BBY CRN 99484

COMM 170
BUSINESS CORRESPONDENCE \$139
Covers requests, replies, sales and collection letters, routine memos, and job applications.
Jan 12 Mon 12 weeks BBY CRN 99496
Jan 14 Wed 12 weeks BBY 99511

COMM 171
BUSINESS REPORT WRITING \$139
Covers recommendation, evaluation and problem-solving reports and proposals.
Jan 12 Mon 12 weeks BBY CRN 99544
Jan 14 Wed 12 weeks BBY 99533

COMM 180
TECHNICAL CORRESPONDENCE \$139
Covers technical correspondence and informal memo reports for people in the engineering field.
Jan 14 Wed 12 weeks BBY CRN 09068

COMM 183
TECHNICAL REPORT WRITING \$139
Covers technical report writing with an emphasis on recommendation, investigation and problem-solving reports and proposals.
Jan 15 Thurs 12 weeks BBY CRN 99557

COMM 900
ENGLISH FUNDAMENTALS \$139
A confidence building course for native speakers on writing correct sentences and paragraphs.
Jan 28 Wed 12 weeks BBY CRN 90973

TCOM 104
TECHNICAL WRITING FOR ELECTRICAL/ELECTRONICS \$174
Emphasizes clear, correct and concise technical writing in the Electrical/Electronics field. Prerequisite: B.C. English 12 or equivalent.
Jan 12 Mon 15 weeks BBY CRN 99566

TCOM 204
TECHNICAL WRITING FOR ELECTRICAL/ELECTRONICS \$174
A continuation of TCOM 104. Prerequisite: TCOM 104.
Jan 12 Mon 15 weeks BBY CRN 12214

COMM 190
WRITING FOR RESULTS \$70
An overview of effective business writing skills in three-day workshops.
Feb 6, 13, 20 3 Fridays DEC CRN 90984

COMM 191
WRITING EFFECTIVE LETTERS \$70
Modern techniques for sales, claim, inquiry and adjustment letters.
Mar 13, 20, 27 3 Fridays DEC CRN 99598

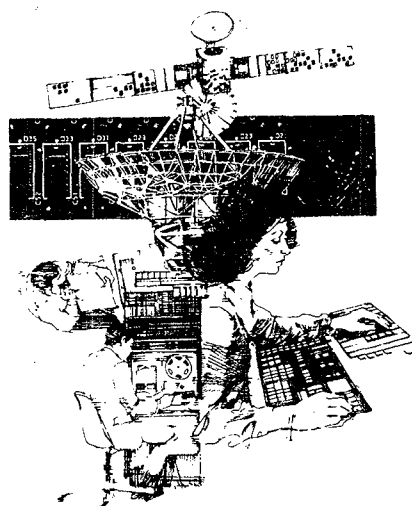
COMM 196
WRITING USER FRIENDLY MANUALS \$100
An intensive overview on writing manuals. Includes a 60 page course manual. Emphasizes translating technical material for the non-technical reader.
Feb 6, 13, 20 3 Fridays DEC CRN 90996

COMM 911
MANAGING LARGE WRITING PROJECTS \$70
Techniques for organizing and supervising large writing projects. Covers planning, delegating and communicating with the writing team.
Feb 20, 27, Mar 06 3 Fridays DEC CRN 99604

COMM 901
COMMUNICATION FOR SECRETARIES \$47
Designed for secretaries who are or will be responsible for drafting routine memos and letters.
Mar 06 1 Friday DEC CRN 99610

COMM 902
TEAMWORK IN THE OFFICE: COMMUNICATION FOR SECRETARIES AND SUPERVISORS \$47
Communication techniques for effective delegation and feedback.
Feb 25 1 Wednesday DEC CRN 09412

COMM 903
WRITING PROPOSALS \$70
Techniques for writing effective proposals. Includes workshops, presentations and follow-up.
Feb 27, Mar 6, 13 3 Fridays DEC CRN 09403

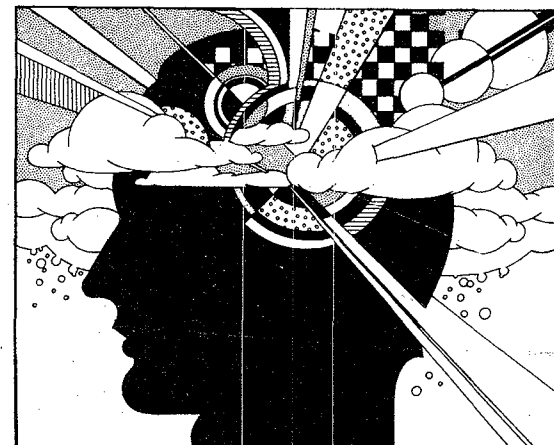


Chemistry

CHEM 001
PRE-ENTRY CHEMISTRY 1 \$195
An upgrading and refresher course in Chemistry. Meets the Chemistry 11 entrance requirement for BCIT programs.
Jan 12 Mon/Wed 12 weeks BBY CRN 90942

CHEM 201
APPLIED CHEMISTRY PRINCIPLES 2 \$417
A continuation of CHEM 101 which includes theory of gravimetric and volumetric analysis, and qualitative analysis of cations and anions. Electrochemistry includes cells, electroplating and corrosion. Study of physical chemistry provides theory of solids, liquids and gases leading to fractional distillation and colligative properties. Lab work covers qualitative and quantitative analysis and physio-chemical separations. Attention is given to industrial and every-day applications.
Jan 13 Tues/Thurs 18 weeks BBY CRN 12246

CHEM 317
GAS AND LIQUID CHROMATOGRAPHY \$139
Introduces students to the use of gas chromatography (CG) and high performance liquid chromatography (HPLC) for solving organic analysis problems related to the energy, chemical, food and forest industries as well as clinical and environmental laboratories. Topics covered include separation, theory, instrument operation, trouble shooting, detectors, quality and quantity analysis applications and sample preparation. Laboratory experiments will demonstrate the principles covered in the lectures.
Jan 12 Mon 12 weeks BBY CRN 90939



Mathematics

MATH 001
TECHNICAL MATHEMATICS — INTRODUCTION \$195
Meets the Algebra 12 entrance requirement for BCIT Engineering and Health Technologies.
Jan 13 Tues/Thurs 15 weeks BBY CRN 09873

MATH 101
TECHNICAL MATH 1 — TRIGONOMETRY \$139
Application and theory of trigonometric functions. Prerequisite: C+ or better in Algebra 12 or 65% or higher in Math 001.
Jan 12 Mon 12 weeks BBY CRN 91016

MATH 102
TECHNICAL MATH 2 — LOGARITHMS/ANALYTIC GEOMETRY \$139
Theory and application of logarithms and an introduction to analytic geometry. Prerequisite: C+ or better in Algebra 12 or 65% or higher in Math 001.
Jan 13 Tues 12 weeks BBY CRN 91027

MATH 125
BASIC 1 — MICRO IBM PC \$175
Become familiar with computer terminology and write BASIC programs.
Jan 14 Wed 12 weeks BBY CRN 99753

MATH 126
BASIC 2 — MICRO IBM PC \$175
A continuation of MATH 125.
Jan 13 Tues 12 weeks BBY CRN 99473

MATH 203
TECHNICAL MATH 3 — CALCULUS \$278
Introductory course in calculus. Prerequisites: MATH 101 and 102.
Jan 13 Tues/Thurs 12 weeks BBY CRN 17955

MATH 320
MATRIX ALGEBRA \$139
A course in matrix algebra applications.
Jan 15 Thurs 12 weeks BBY CRN 99468

MATH 343
TRANSFORM CALCULUS FOR ELECTRICAL \$232
A continuation of MATH 243. Prerequisite: MATH 243.
Jan 13 Tues 20 weeks BBY CRN 15076

MATH 495
INTRODUCTION TO THE FORTH PROGRAMMING LANGUAGE \$139
Provides an introduction to the FORTH language used in programming applications.
Jan 13 Tues 12 weeks BBY CRN 05517

MATH 496
FORTH INTERNALS \$139
A continuation of MATH 495, concentrating on the internal construction and operation of the FORTH programming environment.
Jan 14 Wed 12 weeks BBY CRN 05526

MATH 497
OPTIMIZING FORTH \$139
A continuation of MATH 495/496, concentrating on using the FORTH 8086 machine code Assembler.
Jan 12 Mon 12 weeks BBY CRN 05534



MATH 002
TECHNICAL MATHEMATICS — INTRODUCTION \$185
Satisfies the Algebra 12 entrance requirement for BCIT full-time Engineering or Health programs. Students who require Algebra 12 with C+ or better must achieve a final grade of 65% or better in this course.

MATH 122
LOGARITHMS \$110
A study of theory and applications of common and natural logarithms including plotting of logarithmic and semi-logarithmic graphs and their interpretation.

MATH 123
TRIGONOMETRY \$167
Outlines the application and theory of trigonometric functions including: functions of angles, vectors, oblique triangles, graphs of functions, identities, compound and double angle formulas, trigonometric equations and inverse functions.

MATH 124
ANALYTIC GEOMETRY \$115
An introductory course emphasizing geometrical and practical properties of conic sections and the use of polar coordinates.

MATH 221
CALCULUS 1: MODULE 1 \$145
An introductory course in calculus and its technical application, involving the differentiation of algebraic functions.

MATH 222
CALCULUS 1: MODULE 2 \$145
Course topics include: the indefinite and definite integral, area under a curve, trapezoidal rule, areas and volumes by integration, and centroids.

MATH 227
CALCULUS 2: MODULE 3 \$145
Covers differentiation and integration of trigonometric, logarithmic, and exponential functions.

MATH 228
CALCULUS 2: MODULE 4 \$145
The last in the series of calculus modules. Topics include: expansion of functions in series (Maclaurin, Taylor and Fourier), solution of differential equations, separation of variables.

PHYS 136
PHYSICS 1 \$235
This course, together with Physics 2, provides the background knowledge required in various engineering related technologies. Topics include: measurement and data analysis, systems of forces, transition and rotational equilibrium, translational motion, force and motion, energy and power. A laboratory component of this course can be arranged.

PHYS 236
PHYSICS 2 \$235
The correspondence course is a sequel to PHYS 136. Topics include: wave motion, sound and light sources, propagation and reflection of light, refraction and dispersion, interference and diffraction, illumination and color, electrostatics, direct current, magnetism, alternating current, atomic and nuclear physics. A laboratory component of this course can be arranged.

FOR INFORMATION CALL 434-1610

SCHOOL OF HEALTH SCIENCE STUDIES

ADVANCED AND SPECIAL COURSES

Credit courses are available on a part-time study basis in several health disciplines

- Occupational health and Safety
- Health Care Management
- Radiological Sciences
- Biomedical Engineering
- Medical Laboratory
- Environmental Health
- Industrial First Aid
- Advanced Nursing Specialties

CERTIFICATE OF CREDIT IN NURSING

- Anatomy and Physiology
- Writing for Nurses
- Personal Fitness Management
- Physiology
- Sociology
- Microbiology
- Human Development
- Immunology

NURSING SPECIALTIES

- Critical Care Nursing
- Operating Room Nursing
- Obstetrical Nursing
- Pediatric Nursing
- Neonatal Nursing
- Emergency Nursing
- Occupational Health Nursing
- Rehabilitation Nursing

Credit courses on a part-time study basis. Available throughout the province.

REGISTER NOW

Information/Registration:
Health Part-time Studies 432-8376

PHYS 009
PRE-ENTRY PHYSICS \$195
Meets the Physics 11 entrance requirement for BCIT programs.
Jan 13 Tues/Thurs 16 weeks BBY CRN 91040

PHYS 206
PHYSICS FOR ELECTRICAL TECHNOLOGY \$278
Topics include sound, light and optics, basic electricity and magnetism, basic semi-conductor theory and atomic and nuclear phenomena. Requires some knowledge of algebra, trigonometry and calculus.
Jan 13 Tues/Thurs 12 weeks BBY CRN 15160

PHYS 465
ELECTRO-OPTICS \$163
Covers radiometry, geometrical and physical optics, solid state properties of matter, lasers, detectors and fiber optics. Prerequisite: Grade 11 mathematics and physics. A BCIT Electrical Technology Diploma or equivalent is recommended.
Jan 13 Tues 14 weeks BBY CRN 12167

PHYS 467
REMOTE SENSING \$139
Describes the passive system sensors of visible light, infrared and microwaves. Also includes active systems using radar and lasers.
Jan 15 Thurs 12 weeks BBY CRN 14950

PART-TIME AND CONTINUING EDUCATION REGISTRATION

PERSONAL DATA									
Student Name: Last Name, First Name									
Social Insurance Number		Date of Birth Month Day Year		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Country of Citizenship			
Mailing Address: Number and Street									
City/Town			Prov.		Country		Postal Code		
Company Name					Company Phone Number				
What program are you working toward?					Home Phone Number				
COURSE REGISTRATION									
Course Number	Course Ref. Number (CRN)	Course Title			Course Cost(s) Fee Special Fee		Start Date Month Day Year		Site
TOTAL FEES				+		=			
FOR "MAIL IN" APPLICATIONS									
Payment of Fees: <input type="checkbox"/> Full Fees Paid by You <input type="checkbox"/> Full Fees Paid by Employer (Approval Attached) <input type="checkbox"/> Special Arrangement (Approval Attached)									
Paid By: <input type="checkbox"/> Cheque/Money Order (Enclosed)		Card No.:		TOTAL AMOUNT PAID					
<input type="checkbox"/> Visa									
<input type="checkbox"/> MasterCard									
Signature:		Expiry Date:							

ASR-1A (86-02)

Please complete and return to BCIT, Part-time Studies, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

REGISTRATION

IN PERSON

- At the Burnaby Campus, 3700 Willingdon Avenue, Burnaby, 0830 to 1730 Monday to Thursday, 0830 to 1630 Fridays, 0830 to 1230 on Saturdays.
- At the Downtown Education Centre, 549 Howe from 0830 to 1830 Monday to Thursday, and 0830 to 1630 Friday.

Effective December 6, 1986 to January 5, 1987 the Office of the Registrar will be closed on Saturdays.

Effective January 5, extended hours are as follows:

Monday - Thursday	0830-2030
Friday	0830-1630
Saturday	0830-1230

- At the Surrey site, Princess Margaret School, 128 Street & 72 Avenue, between 0830 and 1500 Monday to Friday.

CLASS TIMES

Classes at all sites run for 3 hours per night, 1 night a week, Monday through Thursday, unless otherwise noted in course description or at registration.

BY PHONE

For students who have enrolled in BCIT courses since July 1984, you can register by phone using MasterCard or Visa.

- Phone the Burnaby Campus at 434-1610 from 0830 to 1730 Monday to Thursday, Fridays 0830 to 1630.
- Phone the Downtown Campus at 687-4666 from 0830 to 1830 Monday to Thursday and 0830 to 1630 Friday.

COURSE CANCELLATIONS

A full refund of tuition fees or a letter of credit will be issued for courses cancelled by the Institute. The Institute reserves the right to cancel courses if enrolments are insufficient. We truly regret any inconvenience this may cause.

REFUNDS

Refund requests must be made in writing to the Institute by the Saturday following the SECOND class of each course. Some courses have different refund requirements, please check at time of registration. A Letter of Credit may be issued after the deadline based on Medical reasons only.

COURSE INFORMATION AND REGISTRATION

434-1610

Burnaby:
Downtown Education Centre:
Surrey:
Sea Island (SEA):

1845-2145
1730-2030
1900-2200
1900-2200

