

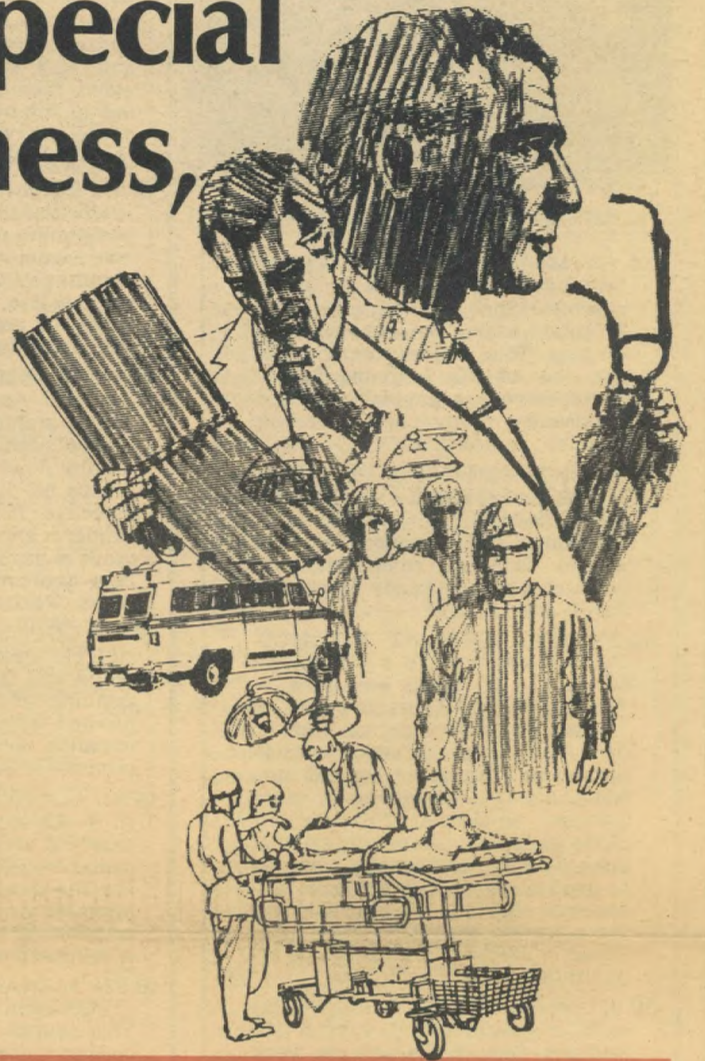
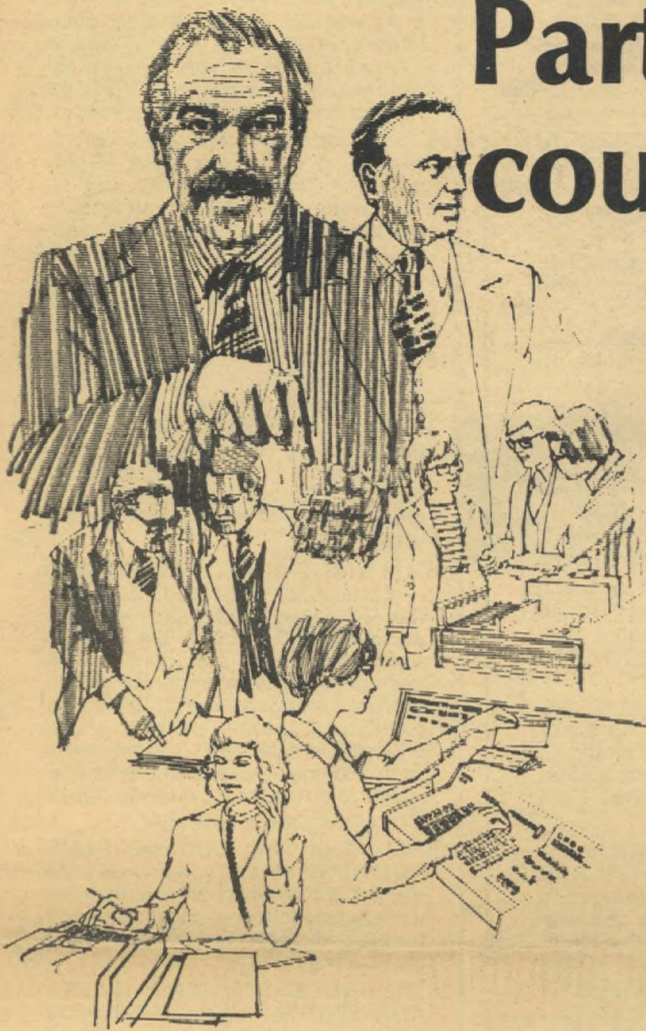
# BCIT nite LIFE

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BCIT CONTINUING EDUCATION—THE CAREER CAMPUS

SPRING 1978

## Part-time and Special courses in Business, Engineering and Health!

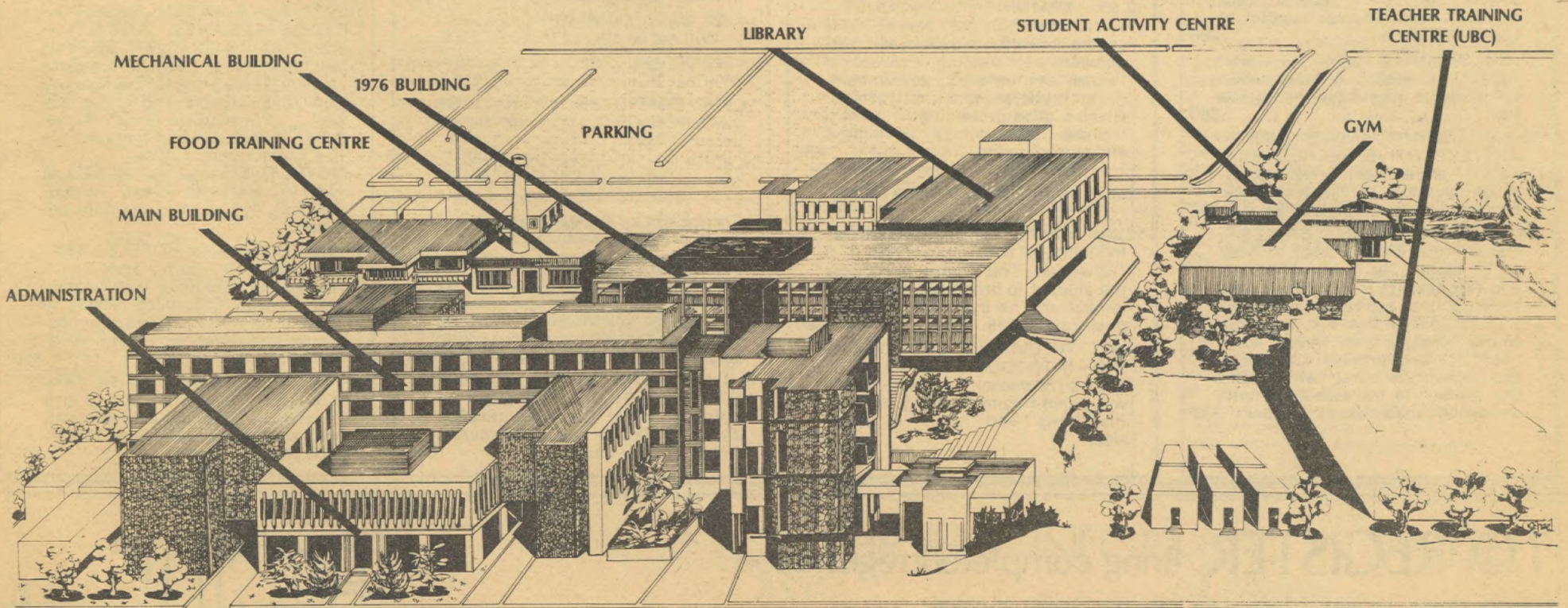


**"Week Long Courses"** There is still time to register for "week long" courses, starting the week of March 6th. Phone for more information

**SEE LAST PAGE FOR A LIST OF UP-COMING SPECIALS**

### REGISTRATION FOR ALL APRIL COURSES IS ON NOW!

Office hours for registration are: 8:30 a.m. to 10:00 p.m. Monday to Thursday  
8:30 a.m. to 4:30 p.m. Friday 8:30 a.m. to 12:30 p.m. Saturday





## CAREER PROGRAMMES—SPRING '78

Courses for part-time students in Business, Health & Engineering

### BUSINESS DIVISION

#### ADMINISTRATIVE MANAGEMENT

- 10.131 MANAGEMENT IN INDUSTRY I—starts: April 4 or 5 (12 weeks) or April 3 (2 nights per week—Mondays and Wednesdays for 6 weeks). This course provides an overview of the fundamentals of management, organization, communication, motivation, leadership patterns, control, etc. \$60
- 10.232 MANAGEMENT IN INDUSTRY II—starts: April 3 or 4 or 5 (12 weeks) or April 3 (2 nights per week—Monday and Wednesday for 6 weeks). This is a continuation for persons who previously completed Part I. \$60
- 10.221 MANAGEMENT PSYCHOLOGY I—starts: April 4 (12 weeks) or April 4 (2 nights per week—Tuesdays and Thursdays for 6 weeks). To give the person with no formal course in psychology, a background in basic psychological concepts and the application to management situations. This will include exposure to the operational definitions or terminology common to psychology and other social sciences to allow the student to grasp more readily the information conveyed in reading in all areas of organization behaviour studies. \$60
- 10.321 MANAGEMENT PSYCHOLOGY II—starts: April 4 or 5 (12 weeks) or May 16 (2 nights per week—Tuesdays and Thursdays for 6 weeks). Continuation of Part I to provide further in-depth study of motivation theory and application. \$60
- 10.325 LABOUR RELATIONS I—starts: April 3 (2 nights per week—Mondays and Wednesdays for 6 weeks). Through lectures, case discussions, and exchange within the group the course covers related laws, collective bargaining, mediation, arbitration, typical contract clauses, grievance procedure, responsibilities of the supervisor and the shop steward, and current activities in labour relations fields. \$60
- 10.425 LABOUR RELATIONS II—starts: April 3 (12 weeks) or May 15 (2 nights per week—Monday and Wednesdays for 6 weeks). This course will provide a continuation of Labour Relations I. \$60
- 10.460 BUSINESS LAW II—starts: April 5 (12 weeks). A continuation for students who have previously completed Part I. \$60
- 10.630 ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY—Part II—starts: April 5 (12 weeks). A continuation for students who have previously completed Part I. \$60
- 10.904 SUPERVISORY SKILLS—starts: April 5 (12 weeks) or May 15 (2 nights per week—Mondays and Wednesdays for 6 weeks). New supervisors or aspirants for leadership responsibilities will find this course designed to meet their needs. It will provide knowledge and techniques which will enable the student to increase his confidence and capabilities as a leader. \$60

- 10.906 ORGANIZATIONAL BEHAVIOUR—starts: April 5 (12 weeks). To provide a better knowledge and appreciation of organizational design and dynamics and to understand theories and practices related to improving the effectiveness of people within a group and of groups working together. \$60
- 10.910 PERSONNEL MANAGEMENT—starts: April 4 or 6 (12 weeks). On completion of this course, students can expect to have a good understanding of the role of the personnel function, its relation to management, its responsibility to employees, and what it does. \$60
- 10.913 SELECTION INTERVIEWING—starts: April 4 (12 weeks). This course identifies techniques, styles, stages, uses, pitfalls, and key points in interviewing, with particular emphasis on question techniques and selective listening. Prerequisite—Students should have had some previous exposure to the selection process and preferably completed the course Personnel Management. \$60
- 10.916 COUNSELLING I—starts: April 6 (12 weeks). In this course listening and learning skills, and responding and rating skills will be learned through actual in-class participation with an emphasis on discrimination development. \$60
- 10.917 COUNSELLING II—starts: April 4 (12 weeks). This course will examine various applied communication models. Actual practice in using the models will assist participants to understand how the core communications skills are used within each modality. \$60
- 10.924 MANAGEMENT BY OBJECTIVES—starts: April 3 (12 weeks). This course is designed for supervisors, administrators, managers and specialists who wish to improve their knowledge of the planning process in management. \$60
- 10.907 DISCUSSION LEADERSHIP—starts: April 3 (12 weeks). Persons completing this course will gain confidence and skills in getting the most out of an exchange within a group, a meeting, or a more formal conference. \$60
- 10.903 SMALL BUSINESS MANAGEMENT I—starts: April 3 (2 nights per week—Monday and Wednesdays for 6 weeks). Assists people planning to embark on a small business venture, or operating an existing one. The group will analyze the feasibility of participating in a small business operation. \$60
- 10.950 TRAINING TECHNIQUES—starts: April 3 (12 weeks). This course is helpful to people with responsibility for training of personnel in business, industry, government, municipalities, and institutions. Gives a good grounding in current training methodology techniques and aids. \$60
- 12.901 RADIO BROADCASTING—INTRODUCTION—starts: April 3 (12 weeks). This course introduces the student to broadcast radio equipment and its use in practical industry situations. \$60
- 12.902 TELEVISION BROADCASTING—INTRODUCTION—starts: April 8 (12 weeks). For persons who will benefit from knowing more of the "hows" and "whys" of television. \$60

#### BROADCAST COMMUNICATIONS

- 12.903 FILM FOR BEGINNERS—starts: April 3 (12 weeks). To provide an introduction to basic camera operation and film editing as practiced in a television sense. \$60
  - 12.905 COPYWRITING—RADIO AND T.V.—starts: April 5 (12 weeks). To improve students' technique in selling radio and tv commercials. \$60
  - 12.912 RADIO AND TELEVISION ANNOUNCING—starts: April 5 (12 weeks). To improve presentation, articulation, and familiarity with basic announcing skills. \$60
  - 12.913 BROADCAST JOURNALISM—INTRODUCTION—will not be offered in April 1978.
  - 12.914 AUDIO VISUAL TECHNIQUES—Will not be offered in April, 1978.
- #### COMPUTER PROGRAMMING
- 14.901 DATA PROCESSING—INTRODUCTION—starts: April 3 or 4 or 5 or 6 or 8 (12 weeks). To provide the basic principles of electronic data processing as found in commercial application. \$60
  - 14.902 COMPUTER PROGRAMMING—ASSEMBLER I—starts: April 4 or 6 (12 weeks). The initial training in computer programming and assembler language. Prerequisite—Data Processing—Introduction. \$60
  - 14.903 COMPUTER PROGRAMMING ASSEMBLER II—starts: April 3 (12 weeks). To provide a follow-up to Assembler I with detailed practical knowledge of IBM and 370 Assembler Language. Prerequisite—Computer Programming—Assembler I. \$60
  - 14.909 FORTRAN IV—BASIC—starts: April 5 (12 weeks). To allow persons with little or no knowledge of computer programming to gain an insight into a scientific programming language. \$60
  - 14.917 FORTRAN IV—ADVANCED—Will not be offered in April, 1978.
  - 14.920 BASIC—INTERACTIVE PROGRAMMING I—starts: April 6 (12 weeks). To provide an introductory Programming course for those persons who intend to work using the BASIC language or an interactive computer terminal system. \$60
  - 14.935 BASIC—INTERACTIVE PROGRAMMING II—starts: April 5 (12 weeks). On completion of this course the student should be able to program effectively and efficiently in BASIC on an interactive mini-computer. Prerequisite—BASIC—Interactive Programming I. \$60
  - 14.921 DATA COMMUNICATIONS I—Will not be offered in April, 1978.
  - 14.922 COMPUTERS IN BUSINESS—Will not be offered in April, 1978.
  - 14.926 COMPUTER OPERATIONS MANAGEMENT—Will not be offered in April, 1978.
  - 14.927 R.P.G. II—INTRODUCTION—Will not be offered in April, 1978.
- #### FINANCIAL MANAGEMENT
- 16.904 ACCOUNTING FOR THE MANAGER—starts: April 6 (12 weeks). Designed for the manager who wishes to understand the basic accounting principles without taking a formal accounting course. \$60
  - 16.913 TAXATION II—starts: April 3 (12 weeks). To provide a more in-depth study of Canadian taxation than provided in the basic course. Prerequisite—Taxation I. \$60

- 16.900 ACCOUNTING I—starts: April 5 (12 weeks). To permit individuals with little or no accounting background to become familiar with the techniques required to work through the full accounting cycle. \$60
  - 16.906 ACCOUNTING IIS—starts: May 12 (2 nights per week—Tuesday and Thursdays for 6 weeks). This is the follow up course for students who have previously completed Accounting I. \$60
- #### HOSPITALITY INDUSTRY
- 18.203 FRONT OFFICE PROCEDURES—starts: April 3 (The first 8 sessions are on Monday evening and the remaining 12 hours are on Saturday and Sunday at the end of the course). To provide theoretical and simulated practical training in most aspects of front office procedures. \$60
  - 18.418 NIGHT AUDIT PROCEDURES—starts: April 14-16 and 22-23 (Friday 7-10 p.m., Saturday 9-5 p.m. and Sunday 9-5 p.m.). On completion of the course a student can expect to be able to understand and perform standard night audit procedures using either the hand transcript or an NCR 4200 system. With such training a person would be prepared to enter the hospitality industry as a junior night auditor. \$60
  - 18.901 COCKTAIL LOUNGE MANAGEMENT—starts: April 4 (12 weeks). To allow persons with some work experience in a cocktail lounge to expand their understanding of bar management. \$60
  - 18.913 UNDERSTANDING WINES AND SPIRITS—starts: April 5 (12 weeks). A guided discovery into the major aspects of wine growing, manufacture, marketing, storing, serving, appreciating and combining with foods. \$60
  - 18.927 COMMUNICATION SKILLS IN THE HOSPITALITY CUSTOM SERVICE—starts: April 4 (12 weeks). A practical course for people who work with the public and must be able to use specific skills to speak confidently, handle problems, listen accurately, etc. \$60
  - NOTE: The first 8 sessions are on Tuesday nights and the remaining 6 hours will be on two Saturdays towards the end of May.
  - 18.915 TOURISM AND DESTINATION—starts: April 3 or 5 (12 weeks). This course provides an introduction to travel and tourism for persons new to this field. \$60
  - 18.920 AUTOMATED RESERVATIONS—TRAVEL AGENTS—starts: April 4 (12 weeks). Students will be able to perform all functions relative to booking airline reservations, tours, hotels, and/or car rentals. Prerequisite—International Air or at least one year's experience in a Travel Agent's office. \$185
  - NOTE: This course will be held at 1177 W. Hastings Street, Vancouver, B.C. (7-10 p.m.—one night per week).
  - 18.916 TOURS AND HOTELS—TRAVEL AGENTS—starts: April 3 or 5 (12 weeks). Students will become familiar with technology related to sales of tours; tour packages, geography and trends in travel motivation, etc. \$60
  - 18.917 RAIL, BUS, AND SHIP—TRAVEL AGENTS—starts: April 3 or 5 (12 weeks). This course covers rail, bus, steamship, car rental, insurance, etc. \$60

- 18.918 DOMESTIC AIR—TRAVEL AGENTS—starts: April 3 or 4 or 5 (12 weeks). Construction of normal air travel itineraries; ticketing procedures, schedules, etc. \$60
  - 18.918 INTERNATIONAL AIR—TRAVEL AGENTS—starts: April 3 or 6 (12 weeks). To enable students to understand the terminology and fundamentals of international fare construction and under supervision to handle all facets of international air travel tariffs for travel agents. Prerequisite—Domestic Air. \$60
  - 18.925 NCR 4200 POSTING PRACTICUM—starts: April 1 and 2 (Saturday/Sunday—9:00 a.m. to 3:00 p.m. each day). Seminars will be held on the first weekend of each month. A complete understanding and knowledge of how to operate the billing machine NCR 4200. \$50
  - NOTE: Registration closes 2 weeks prior to the first session. No refund after registration closes.
- #### MARKETING MANAGEMENT
- 20.914 GENERAL MARKETING—starts: April 3 (12 weeks). An introduction to marketing for students following another career path but who will benefit from a sound general knowledge of this field. \$60
  - 20.275 SALESMANSHIP—starts: April 4 (12 weeks). To provide the trainee with an understanding of the mechanics of professional selling. \$60
  - 20.906 PUBLIC RELATIONS—starts: April 5 (12 weeks). A thorough presentation on planning and executing public relations programmes as well as managing internal communications with the public and with the organization. \$60
  - 20.907 SALESMANSHIP—SALESMAN—starts: April 3 (12 weeks). For persons already employed as salesmen. Develop sales skills and eliminate the costly "trial and error" method of learning. \$60
  - 20.911 ADVERTISING II—starts: April 3 (12 weeks). This course will show the inter-relationship between marketing and advertising. Prerequisite—Advertising I. \$60
  - 20.975 GENERAL ADVERTISING—starts: April 6 (12 weeks). This course will be useful for people who are interested in Advertising as a Career and for potential users of advertising for it will show how advertising can be used to support the sales and marketing efforts of their organizations. \$60
  - 20.442 INTERNATIONAL MARKETING—starts: May 15 (2 nights per week—Monday and Wednesdays for 6 weeks). Topics to be discussed are: trade terminology; the international business environment; management; foreign trade analysis, customs, multinational corporations, problems and potential of Canada in the international markets, etc. \$60
- #### ENGLISH
- 31.900 ENGLISH FUNDAMENTALS—starts: April 6 (12 weeks). A review of the fundamentals of writing, emphasizing practice in various forms and development of a language sense. \$60

- 31.901 COMMUNICATIONS—starts: April 6 (12 weeks). Designed for persons wishing to develop more effective communication skills—oral and written with particular reference to business context. \$60
  - 31.503/603 BUSINESS AND TECHNICAL REPORT WRITING—starts: April 3 (2 nights per week—Monday and Wednesdays—for 12 weeks). The objective of this course is to improve students' ability to organize material into logical written form(s). The organization and presentation of a variety of reports will be considered, discussed and practiced. \$120
- #### ENGINEERING DIVISION
- ##### BUILDING TECHNOLOGY
- 40.903 DRAUGHTING AND DESIGN—FUNDAMENTALS OF ARCHITECTURAL DESIGN—starts: April 4 (2 nights per week for 12 weeks—Tuesday and Thursdays). Architectural design as it relates to functional aspects, based on problems in residential buildings. Prerequisite—Draughting and Design—Architectural Draughting and Design Presentation. \$120
  - 40.914 INTRODUCTION TO CONSTRUCTION ESTIMATING AND SPECIFICATIONS—starts: April 5 (12 weeks). To introduce construction contracting procedures to persons already acquainted with building construction. \$60
  - 40.934 CONSTRUCTION SPECIFICATIONS—starts: April 3 (2 nights per week—Mondays and Wednesdays—for 9 weeks). To develop students' understanding and use of specifications in bidding and contract documents and to further develop a specific knowledge of construction materials and methods. \$90
- ##### CHEMICAL AND METALLURGICAL
- 41.905 PAINT TECHNOLOGY—PART III—MODERN COATING RESINS—starts: April 3 (6 weeks). To acquaint the student with modern surface-coating resins used in the production of present day finishes. \$30
- ##### CHEMISTRY DEPARTMENT
- 30.405 CHEMICAL INSTRUMENTATION II—starts: April 5 (12 weeks). To allow persons with some background in instrumental analysis to understand basic signal-processing techniques and to construct some useful auxiliary circuits. \$60
- ##### ELECTRICAL AND ELECTRONICS
- 43.502/602 CIRCUIT ANALYSIS II—starts: March 13 (2 nights per week—Monday and Wednesday—for 15 weeks). To apply the principles learned in Circuit Analysis I to the analysis of circuits driven by single phase alternating current or voltage sources (a.c.). \$150

- #### FORESTRY
- 45.912 BOTANY—FIELD IDENTIFICATION OF SOME NATIVE PLANTS OF B.C.—starts: April 5 (over a 7½ week period). This course will be presented over a period of 7½ weeks. The field lab sessions will be arranged for either Saturday or Sunday each week. All field labs will take 3 hours (not including transportation time) except the weekend trip planned to the Kamloops area. Cost: (To be announced).
- #### MECHANICAL TECHNOLOGY
- 49.917 APPLIED MECHANICS—PART III—starts: April 3 (12 weeks). A study how forces affect mechanical systems. Prerequisite—49.916. \$60
  - 49.924 FANS AND DUCTWORK SYSTEMS—starts: April 4 (12 weeks). An understanding of the types of fans and their application together with an approach for sizing duct supply, exhaust and conveying systems. Prerequisite—Mechanics of Fluids. \$60
- #### MATHEMATICS DEPARTMENT
- 32.900 MATHEMATICS—Algebra I—starts: April 3 (12 weeks). A review of appropriate mathematical topics designed especially as a preparation for Mathematics—Algebra II. This course is tailored to meet the individual needs of the students in the class. \$60
  - 32.901 MATHEMATICS—ALGEBRA II—starts: April 3 (12 weeks). A course in the application and theory of algebraic functions as used in engineering technologies. Prerequisite—Algebra I or recent Math 12. \$60
  - 32.902 MATHEMATICS—LOGARITHMS—starts: April 3 (12 weeks). A study of the theory and application of common and natural logarithms. Prerequisite—Mathematics—Algebra II. \$60
  - 32.903 MATHEMATICS—TRIGONOMETRY—starts: April 5 (12 weeks). A course for students in Engineering Technologies (except Surveying) in the application and theory of functions. The role of trigonometry in the solution of vector and triangle problems is emphasized. Prerequisite—Mathematics—Algebra II. \$60
  - 32.958 CELESTIAL NAVIGATION—starts: April 3 (2 nights per week—Monday and Wednesday—for 6 weeks—plus 4 field sessions—planned depending on the weather). Approximation of measurements on geographic co-ordinate system; adjustment and use of sextant; celestial triangle with definitions of time and reference; noon positioning for latitude and longitude; Polaris and sun at any time and position line-fixing by sun, moon, planets, and stars. \$70

- #### HEALTH CONTINUING EDUCATION
- REFRESHER COURSE FOR GRADUATE NURSES—10 weeks (by waiting list only). Offered to graduates of approved schools of nursing who are eligible for registration with RNABC. Assists the participant to acquire current knowledge and skills in the practice of nursing adult medical-surgical patients. To be placed on the waiting list call 434-5734, local 376 or 204. \$400
- BASIC MENTAL HEALTH NURSING—10 weeks (by waiting list only). Intended to prepare graduate nurses required to write RNABC registration examinations and deficient in this subject. To be placed on the waiting list, contact RNABC Registrar to confirm requirements, then contact R. Morris, 434-5734, local 204. \$400
- OPERATING ROOM NURSING—BEGINNING LEVEL SKILLS—10 weeks (dates to be announced). Prepares R.N.s to work as staff nurses in operating rooms (not a post-basic specialist certificate course). 386 hours. Previous courses were Manpower sponsored—no tuition. To be placed on a mailing list, contact Roy Morris, 434-5734, local 376 or 204. \$400
- TUTORIAL FOR CSRT REGISTRATION EXAMINATION (MEDICAL RADIOGRAPHY TECHNOLOGY)—starts: in April (dates to be announced). A 12 hour refresher to help students prepare for R.T. examination of Canadian Society of Radiological Technicians. Includes: concise review of radiological physics, radio-biology and protection. For further information, contact Sonia Williams, 434-5734, local 376 or 204. \$26
- TECHNOLOGY OF PLAY—dates: April 8, 22, May 6, 20, and 27 (5 alternate Saturdays from 8:30 a.m. to 4:30 p.m. Management of physical activity programs for young children. Includes: theories of play; growth and development; providing environments which emphasize vigorous activity and preventive health concepts. For details and application forms contact Sonia Williams, 434-5734, local 376 or 204. \$60
- #### NURSING UPDATE PROGRAM
- MATERNITY NURSING SERIES—2 hour evening lectures on topics of interest to those currently working in the field of maternity nursing. 7 p.m. to 9 p.m. for each lecture. May 2: Anatomy and Physiology Review May 9: Nutrition in Pregnancy May 16: Family Centred Care May 23: Grief and Loss For details and application forms call S. Kerry, 434-5734, local 376 or 204. Cost: \$5.00 per lecture.
- WATCH FOR COURSE ANNOUNCEMENTS in the RNABC Continuing Education Bulletin posted on hospital boards, or have your name placed on our mailing list by writing to: Planner-Nursing Update/Health Continuing Education/B.C.I.T./3700 Willingdon Avenue/Burnaby, B.C./V5G 3H2

**TO REGISTER:** Bring completed registration form plus your cheque or money order payable to BCIT to our office.

**BCIT**—the career campus

**FOR FURTHER INFORMATION WRITE**  
 B.C.I.T.  
 3700 Willingdon Avenue,  
 Burnaby, B.C. V5G 3H2  
 OR PHONE:  
 434-5734, local 204 or 205





**ONE WEEK LONG COURSES**

**TIMES:** 9:00 a.m. to 4:00 p.m. each day for 5 days (30 hours).  
**COSTS:** \$60.00 per course (unless otherwise indicated).  
**REFUND POLICIES:** No refund after the "Registration Deadline."  
**REGISTRATION DEADLINE:** Two weeks prior to commencement of class.

**WEEK OF APRIL 17**

**MANAGEMENT PSYCHOLOGY I**—Introduction of the psychological approach to management; motivation, attitude, etc.

**WEEK OF JUNE 5**

**PUBLIC RELATIONS**—a thorough presentation on planning and executing public relations programmes as well as managing internal communications.

**MANAGEMENT PSYCHOLOGY I**—Introduction of the psychological approach to management; motivation, attitude, etc.

**MANAGEMENT BY OBJECTIVES**—knowledge of the philosophy, practices and procedures commonly known as Management by Objectives.

**WEEK OF JUNE 12**

**ORGANIZATIONAL BEHAVIOUR**—to develop knowledge and an understanding of the process of work team development.

**GENERAL MARKETING**—an introduction to marketing for students following another career path but who will benefit from a sound general knowledge of this field.

**PURCHASING**—students will gain a fundamental knowledge of the principles and practices of purchasing.

**ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY**—for secretaries who wish to increase their knowledge and skills to increase their responsibilities in a staff position.

**TV STAGING**—to teach students aspects of organization and set-up of stages for both t.v. and film.

**SALESMANSHIP-SALESMEN**—for persons already employed as salesmen. Develop sales skills and eliminate the costly "trial and error" method of learning.

**WEEK OF JUNE 19**

**MANAGEMENT IN INDUSTRY II**—continuation for students who previously completed Part I of this course.

**MANAGEMENT PSYCHOLOGY II**—continuation of Part I to provide further in-depth study of motivation theory and application.

**PERSONNEL MANAGEMENT**—the starting course for those planning a career in personnel work; also valuable for supervisors who must administer personnel policies.

**INSTRUCTIONAL TECHNIQUES**—teaches a logical sequence of presentation for the classroom situation or for any transfer of knowledge. \$90

**SPECIAL WORKSHOPS, SEMINARS, ONE DAY COURSES, ETC.**

**TIMES:** Check each course.  
**COSTS:** Dependent on class hours (check each course).  
**REFUND POLICIES:** No refund after the "Registration Deadline."  
**REGISTRATION DEADLINE:** Two weeks prior to commencement of class.

**CAREER CHANGE**

**CAREER SEARCH WORKSHOP**—dates: April 6, 13, 20 and 27 (6:45 to 9:45 p.m. each evening). The first 2 sessions of this course will involve standardized testing and career information. This will be followed by interpretation of the results and individual counselling sessions. \$50

**PLANNING FOR A CAREER CHANGE**—dates: May 5, 6, and 7 (Fri. 6:30-9:30 p.m. Sat. 9-4 p.m. and Sun. 9-4 p.m.). For persons who have been thinking seriously about changing their career or work situation but did not know where to begin. \$55

**COMPUTER TECHNOLOGY**

**EVALUATING AND SELECTING OFFICE MINI-COMPUTERS**—dates: Session 1: June 5 and 6; Session 2: June 19 and 20 (2 days—12 hours—9-4 p.m. each day). This course is designed for individuals who are considering the acquisition of a small business computer. The material presented will provide attendees with sufficient knowledge about hardware, software and implementation technicalities to make a sound and objective selection from a number of alternatives. NOTE: the location of this course will be a major downtown hotel (name to be announced). The cost will include: coffee, parking and lunch on both days. \$100

**UNDERSTANDING COMPUTERS**—dates: Session 1: June 1 and 2; Session 2: June 12 and 13 (2 days—12 hours—9-4 p.m. each day). When registering please indicate session number. This course is designed for individuals who wish to gain a general understanding of business computer systems. Such topics as: computer hardware, programming and systems design will be discussed. Students will create and run programs on the computer during the course. \$50

**COMMUNICATIONS**

**THE ROOTS OF COMMUNICATION**—dates: June 12, 13, and 14 (3 days—18 hours—9-4 p.m. each day). By use of individual and group exercises this course will show what happens when communication occurs among people. \$45

**INTERPERSONAL COMMUNICATION SKILLS I**—dates: April 28, 29 & May 5, 6, 19, and 20 (Fri evenings 6-10 p.m. and Sat. 9-5 p.m.). For counsellors, managers, trainers. A highly trained educator with broad management experience in the business world and community life will present an exciting course. The skill area covered will include discrimination training in: listening, communication, observing and rating. NOTE: This course is limited to 12 persons. \$90

**INTERPERSONAL COMMUNICATION SKILLS II**—dates: April 14, 15, 21, 22, May 12 and 13 (Fri. evenings 6-10 p.m. and Sat. 9-5 p.m.). This 33 hour session will be a con-

tinuation of the skills learned in Part I. Prerequisite—Interpersonal Communications Skills I or Counselling I. NOTE: This course is limited to 12 persons. \$90

**ENGLISH**

**WRITING EFFECTIVE LETTERS**—dates: June 5, 6, and 7 (3 days—18 hours—9-4 p.m. each day). This course will include the organization and mechanics of letter writing, writing for specific purposes, getting action from letters and directing reader responses. \$45

**WRITING TECHNICAL REPORTS**—dates: June 12, 13, and 14 (3 days—18 hours—9-4 p.m. each day). This course is aimed primarily at people who write engineering and similar technical reports. It includes: technical style, report organization and format, summarizing techniques, use of graphics and illustrations, etc. \$45

**WRITING FOR RESULTS**—dates: April 7, 9, and 9 weekend workshops (Fri 7-10 p.m. Sat. 9-4:30 p.m. and Sun 9-4:30 p.m.). This 16 hour weekend presentation is designed for the student who wishes to improve skills and explore techniques in effective business writing. \$40

**HOSPITALITY INDUSTRY**

**HOME ENTERTAINMENT GUIDE TO BARTENDING**—dates: April 14 (Fri. 7-10 p.m.) and April 15 (Sat. 9-4 p.m.). Topics to be discussed will include types and quantities of liquor to be purchased, equipment and utensils necessary, garnishes and mix for appropriate drinks, etc. Would be of interest to novice interested in holding social functions in his/her home. \$30

**LABOUR RELATIONS**

**ARBITRATION**—dates: March 18 or April 15 (1 day—6 hours—9-4 p.m.). This seminar will deal with the laws under the Labour Code plus research techniques, sources of research, etc. Participants will view an arbitration hearing via video tape and discuss the procedure. \$25

**MANAGEMENT TRAINING**

**REALISTIC ASSESSMENT FOR MANAGEMENT SELECTION**—dates: March 17 7-10 p.m. Friday, March 18 9-4 p.m. Saturday, and March 19 9-4 p.m. Sunday. A major problem currently facing personnel administrators and operation managers is the accurate and effective identification and selection of people to fill supervisory and managerial positions. Exposure to the RAMS Technique will provide the participant with some of the most innovative, yet reliable selection techniques. \$55

**MARKETING**

**HOW TO SELECT A RETAIL LOCATION**—dates: June 5 9-4 p.m. For persons who, as part of their job, are engaged in selecting suitable locations for retail operations and/or those who are contemplating opening their own store. The course will enable the student to use techniques to evaluate alternate locations and make good decisions. Also, methods on assessing trading area potential will be taught. \$25

**MATHEMATICS**

**COMPUTER ASSISTED INSTRUCTION—C.A.I.**—dates: Will start as soon as telephone connections can be made (any weekday between 4 and 7 p.m. by pre-arranged schedule). This course is entirely "open-ended." Students can commence at any time during the month after the telephone connections have been made and can complete the course at their own pace. The course includes a basic review of Mathematics. All instruction will take place through student interaction with the computer terminal. Upon completion of this course students will be able to step immediately into any course requiring a minimum high school mathematics prerequisite. NOTE: students must be interviewed by a member of the computer instructional staff before registration. To make an appointment please phone 434-5734, local 204 or 205 and leave your name and phone number. REFUND: no refund after 5 hours on the computer terminal. \$20

**SECRETARIAL COURSES**

**RECEPTION SKILLS**—dates: June 19 and 20 (9-4 p.m. each day). This workshop will briefly cover basic reception skills such as telephone answering manners, greeting callers, and recording messages, but will emphasize difficult situations that beset the receptionist. Participants will have an opportunity to record and evaluate their own replies to typical office cases. \$45

**THE SECRETARY AS SUPERVISOR**—dates: June 21 and 22 (9-4 p.m. each day). The administrative secretary has many challenging responsibilities, but none more challenging than developing her ability to get results through people. This workshop will cover topics such as motivation, delegation, instructing and evaluating. \$45

**ASSERTIVENESS TRAINING FOR THE EXECUTIVE SECRETARY**—dates: June 23 and 24 (9-4 p.m. each day). The most difficult part of a secretary's job is often the task of giving instruction, criticism and requesting clarification and information on behalf of the executive. A confident, assertive (not aggressive) secretary is able to get the message through without a great deal of anxiety and without arousing others' anxieties either. \$45

**A TEAM OF TWO**—dates: March 22 and 29 9-12 noon for the secretary and 12 noon to 2 p.m. a luncheon session for both secretary and her supervisor). To function effectively the "Team of Two" must possess high level communication skills to utilize both the secretary's and manager's time, to eliminate frustration, telephone misuse, unclear instructions, and time-wasting interruptions. NOTE: this course will take place in a major downtown hotel (name to be announced). \$65

**TRAINING**

**ON-THE-JOB INSTRUCTION TECHNIQUES**—dates: April 8 and 9 (9-4 p.m. each day). This course is designed specifically for persons who have need to deliver practical on-the-job instruction, on the work site, in the office or classroom. \$45

**TEACHING ADULTS I (PLANNING, CONDUCTING, EVALUATING ADULT LEARNING EVENTS)**—dates: April 15 and 16 (9-4 p.m. each day). As much as possible theory will be related to the participants' back-home situation. The workshop will in itself be a model of the teaching-learning process in action. A mixture of lecturettes, demonstrations, process evaluation, discussions and individual practices will be used. \$45

**TEACHING ADULTS (A PROBLEM CENTRED WORKSHOP FOR INSTRUCTORS)**—dates: April 29 and 30 (9-4 p.m. each day). The students will explore, analyse and learn from problem situations presented by the participants and the instructor. \$45

**WATCH OUT FOR THESE UP-COMING EVENTS**

1. Blaster's Course—in conjunction with the B.C. Safety Council, this course will be of interest to any persons involved with explosives and safety practices.
2. Design, Installation and Operation of Solar Heating (and Cooling) Systems—(to run in May). This course is directed towards the needs of architects, engineers, builders, contractors and installers of h.v.a.c. equipment.
3. Photogrammetry—In preparation for the B.C.L.S. examinations—this course will run April 1 and 2 (9-4 p.m. each day). \$45

If you have any interest in any of the above courses please call 434-5734, local 582 [ask for Eva].

**MAINTENANCE WELDING FAMILIARIZATION**—starts: March 7 (12 weeks—7-10 p.m. each Tues. evening). This course is being presented by Eutectic Canada Ltd. on the B.C.I.T. campus. A 36 hour course for Welders, Millwrights, Supervisors and Engineers. Limited to 15 persons. NOTE: To register phone Eutectic Canada Ltd. (255-9591). Cost: \$110, includes some printed materials.