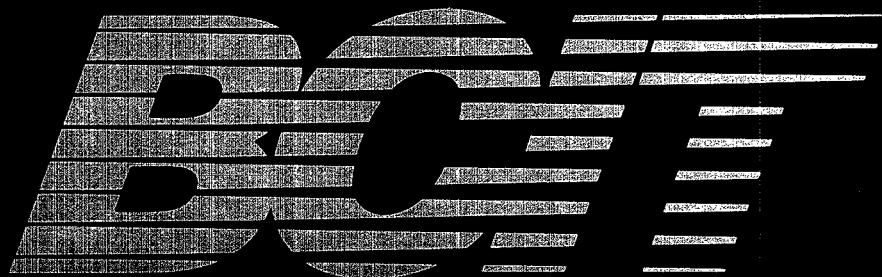


*School of  
Management  
Studies  
1986-87  
Calendar*

BRITISH COLUMBIA  
INSTITUTE OF  
TECHNOLOGY



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# President's Message

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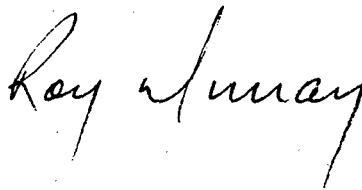
**LIBRARY USE ONLY**

The British Columbia Institute of Technology is on the threshold of an exciting new future, one which many of you hopefully will wish to share.

On April 1 1986, the well known and respected Pacific Vocational Institute and former British Columbia Institute of Technology were amalgamated as part of a long range plan by the provincial government to strengthen technological development. The new institute — BCIT — has been given a mandate to expand and revitalize its program profile, and to forge partnerships in training for British Columbians.

BCIT now offers a wide range of programs through the Schools of Health Sciences, Management Studies, Academic and Vocational Studies, Construction and Natural Resource Studies and Computing and Electro-Mechanical Studies. Links between these programs and to other institutions will enable us to offer a network of training opportunities to individuals desiring to develop careers that keep pace with the changing technological needs of today's work place.

We are forging partnerships in training with industry for apprenticeship and journeyman training and for co-op education, with universities for research and technological transfer and with colleges for post diploma programs. Over the coming months, we also plan to create an environment at BCIT where applied research can benefit our faculty and students as well as the businesses and industries we serve. With these ambitions, BCIT will become like no other learning institution — a unique experience from start to finish for all those who choose our programs. Opening this calendar may be, for you, the beginning of that unique experience.



ROY V. MURRAY,  
P.Eng.,  
President

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#### Changes in Curricula and Regulations

Although it is proposed to adhere to the programs of study as set forth in this calendar, the Institute reserves the right to make, without prior notice, whatever changes are deemed necessary to either the programs of study or the regulations. The Institute reserves the right to cancel any program.

# Contents

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<b>General Information</b>	
Campus Locations .....	ii
Conduct and Attendance .....	ii
Board of Governors .....	iii
Academic and Administrative Personnel .....	iii
Campus Map .....	iv
<b>Office of the Registrar</b> .....	1
Admissions Policy .....	1
Technology Prerequisites .....	2
How to Apply .....	3
Course Credit, Course Exemption, Advanced Standing .....	4
Examinations, Grading and Marks .....	5
Diplomas .....	6
Graduating Awards .....	7
Achievement Awards .....	8
Fees and Expenses .....	9
Important Dates .....	12
<b>Diploma Programs</b> .....	15
Administrative Management Systems .....	16
Administrative Systems .....	16
Personnel and Industrial Relations .....	17
Business Administration .....	20
Broadcast Communications .....	22
Radio .....	22
Television .....	23
Journalism .....	23
Broadcast Engineering .....	27
Financial Management .....	29
Accounting .....	29
Finance .....	30
Hospitality and Tourism Administration .....	33
Hotel, Motel and Food Service .....	33
Travel and Tourism .....	33
Marketing Management .....	37
Professional Sales .....	37
Advanced Technology Marketing .....	37
Small Business Development .....	38
Real Estate Studies .....	38
Advertising and Sales Promotion .....	38
Operations Management .....	41
Operations Management .....	41
Transportation/Distribution .....	42
International Trade .....	42

# General Information

## Campus Locations

1. Burnaby, Main Campus — Full-time and Part-time Technology and Trades Courses and Programs

3700 Willingdon Avenue  
Burnaby, B.C.  
V5G 3H2  
434-1610

Office Hours — From late August to early December and early January to late April:

0830–2030 Monday–Thursday

0830–1630 Friday

0830–1230 Saturday (except holiday weekends)

Consult our advertising supplements for details of special evening opening hours.

2. Downtown Education Centre — Part-time Studies Technology Courses only

549 Howe Street  
Vancouver, B.C.  
V3C 2C6  
687-4666

Office Hours — When school is in session:

0830–1830 Monday–Thursday

0830–1630 Friday

Otherwise 0830–1730 Monday–Friday

3. Surrey — Part-time Studies Technology Courses only

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

NOTE: While the Burnaby main campus and Downtown Education Centre offer year-round registration service for part-time studies courses, the Surrey location has limited registration services. Please see our advertising supplements for registration and course details for this location.

4. Maple Ridge — Trades courses and programs only

Box 3000 (248th Street)  
Maple Ridge, B.C.  
V2X 8L3  
462-7131

5. Sea Island — Trades Avionics courses and programs only

Vancouver International Airport (South)  
4440 Stark Street  
Richmond, B.C.  
V7B 1A1

## Personal Data

It is the student's responsibility to ensure all personal data on file with the Registrar's Office is accurate.

## Refund Deadline

It is the student's responsibility to check the refund deadline dates. This information may be obtained at the information or registration areas in the Registrar's Office.

## BCIT uses the 24-hour clock

0001–12:01 AM

0100–1:00

0200–2:00

0300–3:00

0400–4:00

0500–5:00

0600–6:00

0700–7:00

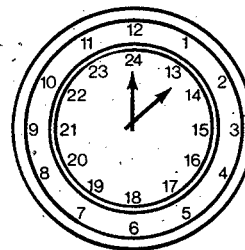
0800–8:00

0900–9:00

1000–10:00

1100–11:00

1200–12:00 noon



1300–1:00 PM

1400–2:00

1500–3:00

1600–4:00

1700–5:00

1800–6:00

1900–7:00

2000–8:00

2100–9:00

2200–10:00

2300–11:00

2400–12:00 midnight

## Conduct and Attendance

It is assumed that all students enrolled at the British Columbia Institute of Technology are interested in pursuing an intense program of studies and that they are prepared to conform to all regulations.

1. Students are expected to conduct themselves in exemplary fashion at all times and pay diligent attention to their studies. If the School Dean or the Registrar believes a student's conduct is such that it is detrimental to the interests of the Institute, a recommendation may be made to the President to exclude the student from further attendance. The President has the final power to suspend or expel a student for disciplinary reasons, subject to the student's right to appeal this decision to a committee designated by the Board of Governors. A student who has been expelled or suspended for misconduct will not be admitted to the Institute grounds or buildings.
2. The Institute is not responsible for debts incurred by student organizations.
3. If through carelessness or negligence, a student damages Institute property, the student will be held responsible. If the damage is caused by students whose names are not known, the cost of repairing the damage may be assessed equally among all students enrolled at the Institute.
4. A student will not be permitted to borrow or remove any apparatus or tools except by written authority of the President or his delegate.
5. General supervision over all forms of entertainment given under the auspices of a student organization comes under the jurisdiction of the President.
6. It is the policy of BCIT to rely on the judgement of students to maintain a reasonable standard of dress and appearance. The choice of dress is left to the individual student, subject to the following considerations:

- (a) in some field trips and laboratory situations, safety considerations require that special head gear, shoes or other clothing, and other safety equipment must be worn;
- (b) where programs involve regular periods of scheduled experience, in industry or hospital for example, the student may be required to wear a uniform or otherwise dress himself/herself in the appropriate manner acceptable to the affiliating agency.

Based on experience to date, BCIT faculty believe that there is a positive relationship between general dress standards and employment of graduates. Faculty are prepared to advise students in the area of acceptable attire.

- 7. Regular attendance in lectures, seminars and laboratory periods is required of all students. If a student is absent for any cause other than illness for more than 10% of the time prescribed for any subject, he/she may be prohibited from completing the course. In case of illness or other unavoidable cause of absence, the student should communicate immediately with his department head, stating the cause of absence. Special regulations governing attendance in clinical experience areas are prescribed by the School of Health Sciences.

## Academic and Administrative Personnel

R.V. Murray, C.D., B.Eng., M.Eng., P.Eng., President  
D.J. Svetic, P.Eng., Vice President, Education  
D.M. Macpherson, C.A., Vice President, Finance  
L.T. McNeely, R.I.A., Vice President, Administration  
P.W. Jones, Ph.B., Ph.L., Ph.D., Vice President, Student Services and Educational Support  
H. Arthur, B.A.(Hons.), M.A., Dean, School of Academic and Vocational Studies  
B. Gillespie, B.Sc., M.Sc., Ph.D., Dean, School of Health Sciences Studies  
R. Hyde, B.S.A., M.Sc., P.Ag., Dean, School of Construction and Natural Resource Studies  
J. Kyle, B.A., M.B.A., Ph.D., Dean, School of Management Studies  
R. Sterne, B.A.Sc., P.Eng., Dean, School of Computing and Electro-Mechanical Studies  
R. Bell, Director, Personnel/Employee Relations  
D. Hickman, MAIBC, FRAIS, Director, Physical Plant  
H. Hyde, B.A., M.A., Coordinator, Student Services  
B. Copping, M.D., B.Sc., M.Sc., Director, Medical Services  
P. Pick, B.A., M.L.S., Institute Librarian  
J. Mitchell, Director, Recreation and Athletic Services  
R. Curtis, B.Comm., M.B.A., R.I.A., Director, Learning Resources  
G. Lloyd, B.Sc., Director of Development  
N. Andrew, C.G.A., Director, Financial Services  
W. Hepple, Director, Material Management  
V. Karpinsky, B.A.(Hons.), Director, Student Housing  
I. Nash, B.A., M.A., Manager, Bookstore  
M. Mazziotti, Dipl.T., Registrar

## Board of Governors

As of June 1985 the following members have been appointed as members and constitute the Board of Governors:

### Chairman:

Malcolm C.J. Wickson, B.Comm., LL.B.  
President  
Mal-Cam Properties

### Vice-Chairman:

Fleming Sondergaard  
General Manager  
Collins Manufacturing

Rose-Mary L. Basham, B.A., LL.B.  
Partner, Mawhinney & Kellough  
Barristers and Solicitors

Kenneth Frederick Harding  
Secretary-Treasurer  
Whillis-Harding Insurance Agencies Ltd.

Thomas Edward Kisling  
President  
Kisling Consulting Ltd.

James L. McPherson, F.C.A.

Frederick George Randall  
Business Manager  
International Union of Operating Engineers

Thomas A. Simons, P.Eng.  
President  
H.A. Simons (International) Ltd.  
Consulting Engineers

Edward J. Sirney  
Sirney & Son Stone Masonry Contractors Ltd.

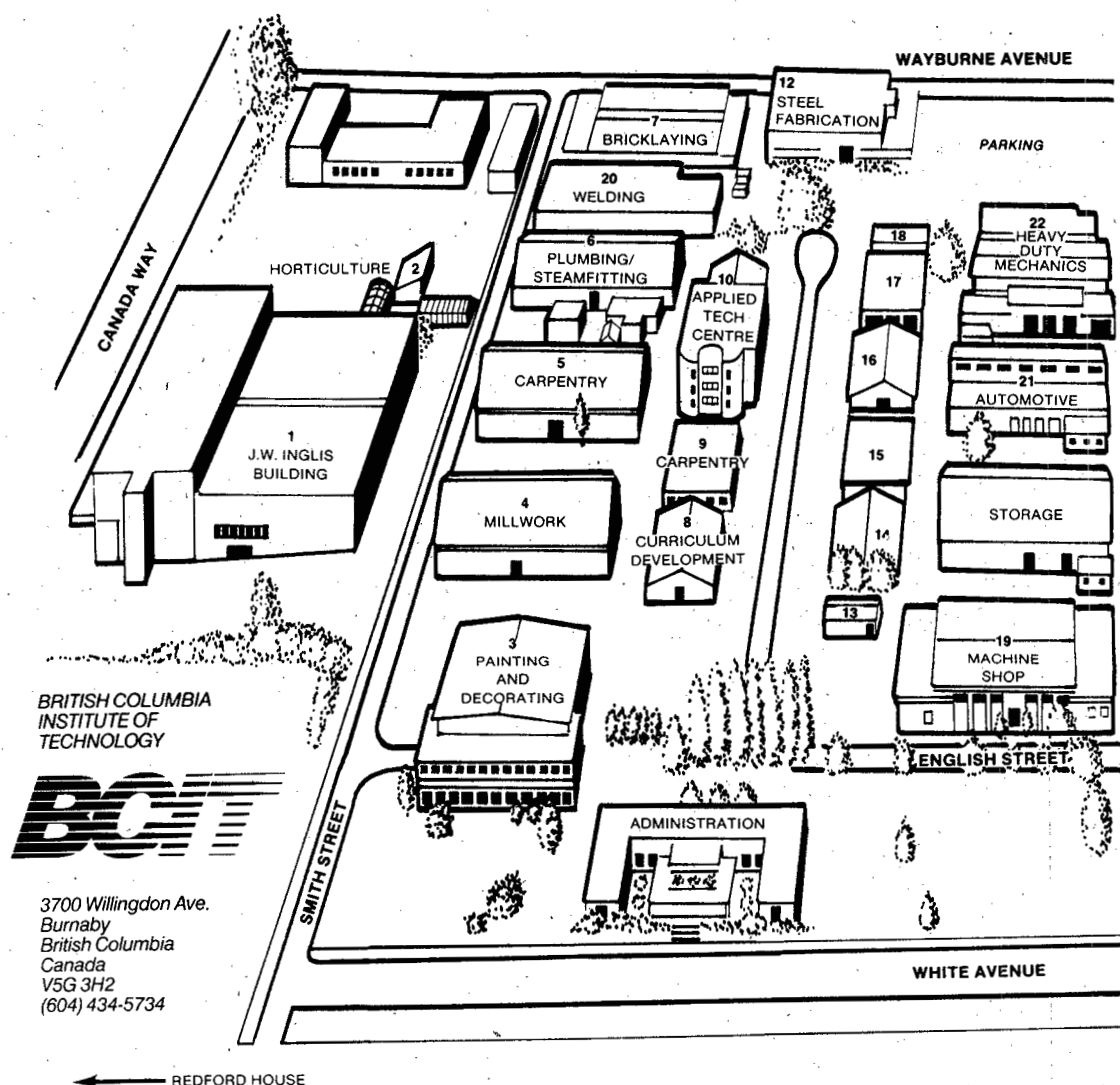
Vinod Sood, B.Sc., C.A.  
President and Chief Executive Officer  
Finning Tractor & Equipment Company Limited

Carole Taylor, B.A.  
CKNW

Edward Arnold Taylor, C.G.A.  
Comptroller  
Crestbrook Forest Industries Limited

Keith Yorston  
Chairman  
Q.M. Industries Limited

Secretary to the Board:  
Patricia Maertz

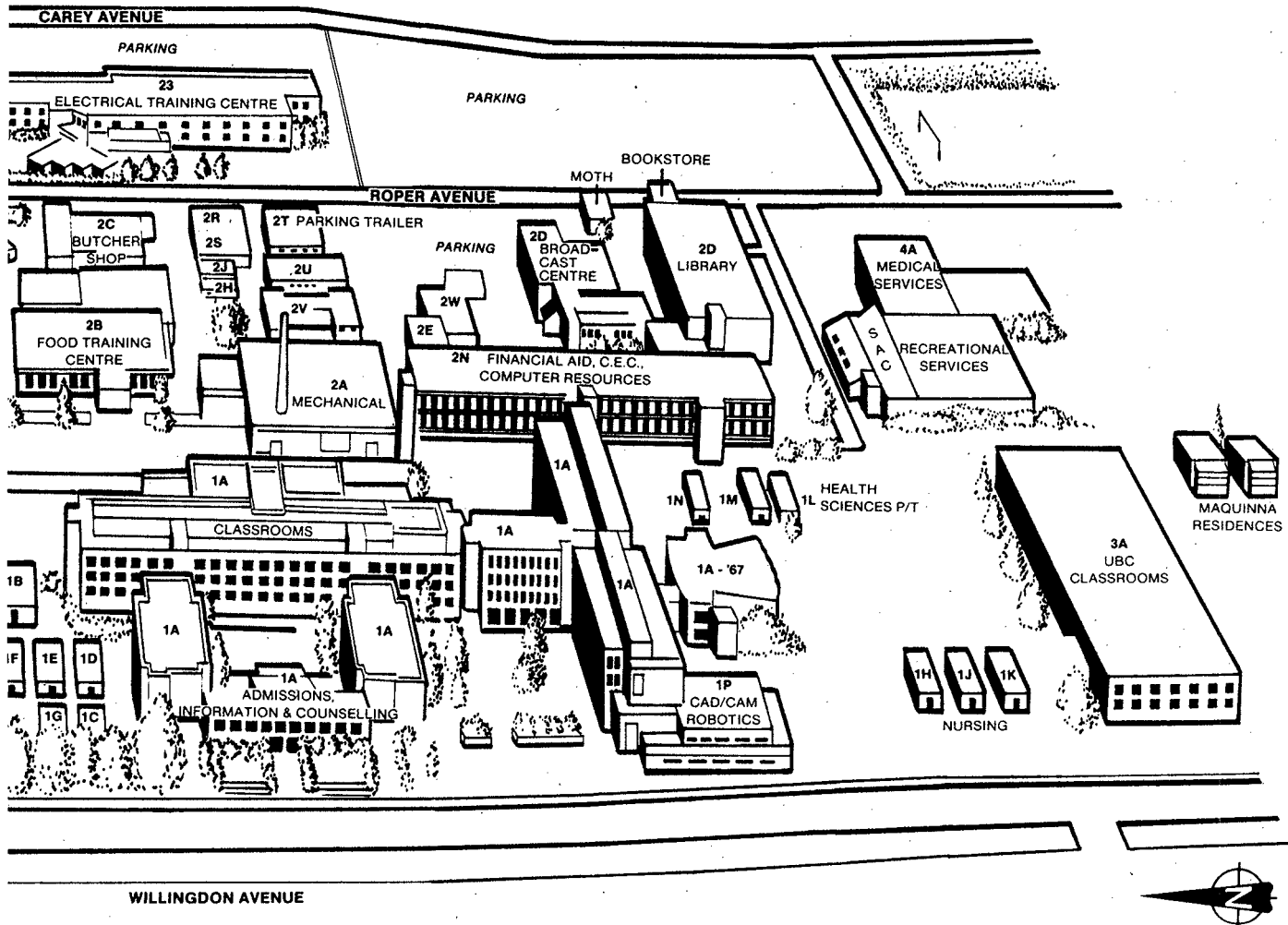


**Administration**  
 Admissions, 1A  
 Alumni, 1C  
 Applied Technology Centre, 10  
 Automotive, 21  
**Bakery**, 2B  
 Bookstore, 2D  
 Bricklaying, 7  
 Broadcast Centre, 2D  
 Butcher Shop, 2C  
**CAD/CAM**, 1P  
 Cafeterias, 1, 1A, 2B, 23, 2C, 2N, 4A  
 Campus Cafe, 2N

Canada Employment Centre, 2N  
 Carpentry, 5, 9  
 Classrooms, 1A, 2N, 3A  
 Computer Resources, 2N  
 Counselling, 1A  
 Curriculum Development, 8  
**Electrical Training Centre**, 23  
 Engineering Studies Part-time, 1G  
**Financial Aid**, 2N  
 Food Training Centre, 2B  
**Greenhouse**, 2C  
 Health Sciences Studies Part-time, 1L, 1M  
 Heavy Duty Mechanics, 22



# CAMPUS MAP



Horticulture, 2  
 Industry Services, 1G  
 Information, 1A  
 Inglis Building, 1  
 International Students, 1D  
 Library, 2D, 1  
 Machine Shop, 19  
 Management Studies Part-time, 2H, 2J  
 Maquinna Residence  
 Mathematics, 1E, 1F  
 Mechanical, 2A  
 Medical Services, 4A  
 Millwork, 4

Nursing, 1H, 1J, 1K  
 Painting and Decorating, 3  
**PARKING TRAILER, 2T**  
 Plumbing and Steamfitting, 6  
 Racquetball, 4A  
 Recreational Services, 4A  
 Robotics, 1P  
**SAC (Student Activity Centre), 4A**  
 Squash, 4A  
 Steel Fabrication, 12  
 This'n That Stores, 1, 1A, 2N  
 UBC Classrooms, 3A  
 Welding, 20



# Office of the Registrar

## FULL-TIME TECHNOLOGY ADMISSIONS INFORMATION

### Admissions Policy

BCIT's primary purpose is to provide high quality, post-secondary technological education for residents of British Columbia and Canada.

Applicant priority is first given to British Columbia residents who are Canadian citizens and landed immigrants and have lived in British Columbia for the immediate twelve months prior to enrolment; second priority is given to out-of-province Canadian citizens and landed immigrants, third priority is given to out-of-country applicants. BCIT does not accept applications from persons on visitors visas.

All applicants must provide documentary proof that they meet the necessary Institute and technology prerequisites. Applicants lacking specific prerequisite courses or adequate grades will be referred for upgrading.

Prompt and equitable attention will be given to all applications to ensure applicants maximum availability of the more than 50 excellent technological programs leading to National Diplomas. In those programs where the number of applications exceed available seats, BCIT will select those students deemed to have the best opportunity for success.

Entry to some programs is possible several times a year. For this information, check "when to apply".

### Policy subject to change.

While all prospective students must be at least 16 years of age, there is no upper age limit.

### Academic Requirements for Admission

Graduation from a senior secondary school with satisfactory grades, as prescribed by the British Columbia Ministry of Education. In addition, candidates must meet special technology prerequisites. See **Technology Prerequisite**, this section, and individual technology sections.

### English Language Proficiency

Since all BCIT students are expected to possess an acceptable level of language skill, applicants whose primary language is not English, may be required to demonstrate their competence in one of the following ways:

1. by scoring a minimum of 145 on the Vancouver Community College English Language Assessment Test;
2. by scoring a minimum of 550 on the TOEFL;
3. by completing Academic English 12 (B.C.) with C+ or better. English 12 Minimum Essentials is not acceptable;
4. by successfully completing English 099 at Vancouver Community College; or equivalent, or;
5. by individual assessment by the English Department.

To obtain an information bulletin which outlines world-wide test locations and application procedures, applicants should contact: Test of English as a Foreign Language, Box 889, Princeton, New Jersey, 08540, U.S.A.

For those B.C. applicants whose first language is English, who wish to complete the high school Communications program to meet BCIT's English requirement, the following combinations are acceptable for September 1987 admissions:

1. Communications 11 and 12 with a "B" standing in Communications 12;
2. English 11 and Communications 12 with a "C" standing in Communications 12;
3. Communications 11 and English 12 with a "C" standing in English 12.

Where a technology specifically requires a "C+" standing in English 12, this standing is required in 2 or 3 above.

### Mature Student

1. A person not eligible for admission under any other category may apply as a mature student.
2. Admission under this category is at the discretion of the Registrar on the recommendation of individual Technology Department Heads. The Department Head must be satisfied that the applicant has sufficiently clear objectives, and can provide evidence of probable success in the technology of his/her choice. The Department Head may, at his/her discretion, require applicants to have an interview or take appropriate tests. Along with their application, applicants must submit a statement of intent outlining their reasons for applying. Enquiries regarding admissions under this category should be directed to individual Department Heads by the Registrar.
3. All applicants intending to take advantage of this admission procedure are strongly advised to contact the Office of the Registrar at least twelve months prior to the expected date of admission.
4. Mature students must submit all supporting documents with their applications.

### Second Year Regional College Transfer

BCIT offers transfer programs for various technologies from recognized regional colleges within British Columbia. Further information may be obtained by directing your inquiry to the Office of the Registrar at BCIT.

### Direct Entry

Those persons who have successfully completed one or more years of study at a level equal to, or higher than, that of a BCIT full-time day program may apply for direct entry into second or third term/level of a program, providing a seat is available, course content is similar and, in the opinion of the Registrar, the applicant's academic record justifies advanced standing.

### Readmissions

Students may interrupt their studies after the completion of any term/level. However, an application form must be completed and submitted to the Office of the Registrar, to request readmission into the Institute.

### Part-time Day Courses

Students may register in courses given in full-time programs subject to the approval of the technology head, space being available, and official proof that prerequisites have been met.

A student making application for part-time day classes must obtain the signature of the technology head and the instructor of each course, using the form "Application for Part-time Day Courses" available at the Office of the Registrar. Fees must be paid upon presentation of the completed form to the cashier. Completed forms should be submitted to Student Records, Office of the Registrar for processing.

## Technology Prerequisites

### School of Management Studies

**Administrative Management Systems** — Algebra 11 and English 12 both with a C+.

**Broadcast Communications** — All applicants must be able to type 25 wpm, and submit a short essay, approximately 500 words, detailing reasons for choosing Broadcasting as a career.

**Broadcast Engineering** — Graduation with a National Diploma of Technology in electronics, or equivalent work experience.

**Business Administration** — Graduation from a BCIT diploma program or a two year college program in an engineering or health technology, or equivalent.

**Computer Systems** — At least 6 grade 11 or 12 academic courses (Arts and Science), including English 12 and Algebra 11. For second year options, we specifically recommend Algebra 12 for Management Systems and Physics 11 and 12, and Algebra 12 for Engineering Systems.

**Financial Management** — Algebra 11 and English 12 with C+. Candidates who do not meet this requirement are to include with their application, a letter (with references) outlining their career objectives and reasons for selecting Financial Management to enable the departmental selection committee to consider their application.

**Hospitality and Tourism Administration** — English 12 and Algebra 11 both with a C+ standing.

**Marketing Management** — Algebra 11 and English 12 both with a C+ standing.

**Operations Management** — Algebra 11 with a C+ standing. Physics 11 is desirable.

**Transportation/Distribution Management and International Major** — Algebra 11 with a C+ standing. Physics 11 is desirable.

**Note:** Please refer to page 10 of the Admissions section, if you wish to be considered under the Mature Student category.

SEE PROGRAM DESCRIPTION PAGES FOR INDIVIDUAL PROGRAM NON-ACADEMIC PREREQUISITES.

### School of Computing and Electro-Mechanical Studies

**CAD/CAM** — Algebra 12, Physics 11, Drafting 11.

**Computer Systems** — At least 6 grade 11 or 12 academic courses (arts and sciences), including English 12 and Algebra 11. Second year options: we specifically recommend Algebra 12 for Decision Systems and Physics 11 or 12 and Algebra 12 for Engineering Systems.

In the case of mature students, academic transcripts may be supplemented by relevant business experience, successful recent completion of relevant BCIT Part-time Studies courses with

75% or successful recent completion of relevant courses at other post secondary institutions with 75%. Candidates may be asked to write an aptitude test to aid in the selection process.

**Electrical/Electronics** — Algebra 12, Physics 11 and Chemistry 11 all with C+ standing.

**Mechanical** — Algebra 12 and Physics 11.

**Mechanical Systems** — Algebra 12 and Physics 11.

**Robotics** — Algebra 12 and Physics 11 both with C+ standing.

### School of Construction and Natural Resource Studies

**Building** — English 12, Algebra 12 and Physics 11.

**Civil and Structural** — Algebra 12 and Physics 11.

**Surveying** — Algebra 12 and Physics 11.

### Natural Resources

**Biological Sciences** — Algebra 12 and Chemistry 11.

**Forest Resource** — Algebra 11 with C+ standing; a Science 11 (Biology required for Fish, Wildlife and Recreation; preferred for Forestry); and one of Science 11, or a Science or Mathematics at the Grade 12 level.

**Natural Resource Management** — Graduation from a BCIT diploma program in an engineering or business technology. Baccalaureate degree in Bio-Science, Engineering, Geography or Geology will also be considered.

**Lumber and Plywood** — Algebra 12 and one science 11 (Biology, Chemistry or Physics).

**Mining** — Algebra 12, Physics 11 and Chemistry 11.

**Natural Gas and Petroleum** — Algebra 12, Physics 11 or Chemistry 11.

**Chemical Sciences** — Algebra 12 and Physics 11.

**Note:** Please refer to page 10 of the Admissions section, if you wish to be considered under the Mature Student category.

### Important

Where an algebra course requirement is specified in Engineering Technology and Health Sciences, please note that Academic Math 12 completed before 1978 is an acceptable prerequisite.

SEE PROGRAM DESCRIPTION PAGES FOR INDIVIDUAL PROGRAM NON-ACADEMIC PREREQUISITES.

### School of Health Sciences Studies

**Biomedical Electronics and Electrophysiology** — Algebra 12, Physics 11 and Chemistry 11 all with a C+ standing.

**Diagnostic Medical Sonography** — Completion of a two year allied health program such as Radiography, Nuclear Medicine Technology or General Nursing, or a Bachelor of Science or equivalent in a health-related science.

**Environmental Health** — Algebra 12, Physics 11 and Chemistry 12.

**General Nursing (R.N.)** — Under 23 years at time of entry: Senior secondary school graduation with: Chemistry 11, either Chemistry 12 or Biology 12 and English 12 all with a C+ standing; Algebra 11 with C standing. Over 23 years at time of entry:

Senior secondary school graduation or equivalent with: Chemistry 11, either Chemistry 12 or Biology 12, all with a C+ standing. English 12 with a C+ standing is desirable. The St. John Ambulance Standard First-Aid certificate is required by the end of term 1.

## Health Information

**Health Record Administrator:** Algebra 12, Biology 12 and proficiency in typing (approx. 50 wpm).

**Health Record Technician:** Algebra 12, Biology 12 and proficiency in typing (approx. 50 wpm).

**Medical Laboratory** — The following First Year University-level courses (or their equivalent in a Community College) are the prerequisites for entry into the Medical Laboratory Technology program:

Biology.....	UBC 101 or 102
Chemistry.....	UBC 110 or 120
Physics.....	UBC 110 or 115
English.....	UBC 100*
Mathematics.....	UBC 3 credits at the Math 100 level**

A complete First Year Science Program. 15 credits at UBC (or its equivalent at a Community College) is required for entry into the program. Applicants who do not have the appropriate courses and credits (or their equivalent) will not be considered eligible.

\* For admission to the program in August 1986 only, an alternate to the English course will be accepted. The alternate course must be UBC 3 credit course (or equivalent). The English prerequisite is waived for entry in 1986 only. All applicants must be completely competent in both written and oral English. The applicant's fluency in English will be assessed at a personal interview.

\*\* No specific Mathematics courses are recommended. However, a total of 3 UBC credits at the Math 100 level (or its equivalent) are required. Calculus or Statistics courses are acceptable. Applicants should be aware that, in the event that their application to Medical Laboratory is not successful, Calculus courses are required for entry into most second year university science programs.

**Medical Radiography** — Algebra 12, two science 11s (Physics 11 preferable) and one science 12. C+ in the final year of secondary school is required.

**Nuclear Medicine Technology** — Algebra 12, Chemistry 11 and 12, and one other Science 11 (Physics 11 desirable).

**Occupational Health and Safety** — Algebra 12, Chemistry 11 and Physics 11.

**Prosthetics and Orthotics** — Algebra 12 and Physics 11. Course in metalwork and woodwork are recommended. Note that this program offers an entry once every two years only. The next session begins September, 1986.

**Note:** Please refer to page 10 of the Admissions section, if you wish to be considered under the Mature Student category.

## Important

Where an algebra course requirement is specified in Engineering Technology Studies and Health Sciences Studies, please note that Academic Math 12 completed before 1978 is an acceptable prerequisite.

SEE PROGRAM DESCRIPTION PAGES FOR INDIVIDUAL PROGRAM NON-ACADEMIC PREREQUISITES.

## Basic Training for Skills Development Upgrading — Level 4

Experience has indicated that those students who have taken the five months upgrading course could not successfully compete with those students who have an academic level of achievement in engineering, health and certain management technologies. The mathematics and sciences which BCIT students are required to assimilate are too difficult for those who have had such limited exposure to these subjects. Students who have taken the upgrading course are still required to have Grade 12 level special technology prerequisites.

## General Educational Development Tests

These tests are designed for people who have not completed high school graduation but who, because of experience, have presumably reached a level of general development equivalent to high school graduation. Unfortunately, whatever general development a person may have accomplished, mathematical and science ability and knowledge may not necessarily have been strengthened.

Therefore, success in the General Educational Development Tests is considered to be equivalent to BCIT general prerequisites; that is, graduation from a senior secondary school. Applicants who are successful in these tests are required to achieve satisfactory standings in the special prerequisites specified by the technology they have applied to.

## How to Make up Course Deficiencies

Preparatory programs are available through the School of Academic and Vocational Studies for those students who lack specific prerequisites or desire refresher courses. For information, please contact Program Information at 434-1610.

## How to Apply

Applications for admission to a program should be submitted as early as possible, as some programs at BCIT have a limited number of seats available. Application forms and additional information may be obtained from the Office of the Registrar, BCIT, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2, phone 434-1610. These forms should be completed and returned with the necessary **official** documents attached. See Document Requirements.

## When to Apply — Full-Time Programs

Applications for admission into full-time programs are accepted for processing from the dates shown below to 14 days after the commencement of classes.

Term Starting	Processing Date
May 1986 Electrical/Electronics	August 1, 1985
September 1986 All Programs including August Nursing and Medical Laboratory	January 2, 1986
January 1987 Computer Systems Financial Management Marketing Management Electrical/Electronics General Nursing	June 2, 1986

May 1987  
Electrical

August 1, 1986

September 1987  
All programs including August  
Nursing and Medical Laboratory

January 2, 1987

### Applicant Status Categories

Candidates making application to BCIT will receive correspondence informing them of their status according to the following guidelines:

**Acceptance** — The applicant who meets the requirements of the Institute and the program may be fully accepted.

**Provisional Acceptance** — A decision to accept provisionally is based upon the initial information submitted by the applicant. Full acceptance is dependent on final data submitted and applicability to criteria.

**Wait Lists** — When all seats in a program are filled, a wait list of qualified applicants is generated. If a space becomes available, an applicant on the wait list will be given the seat. Waitlists are not transferred to following sessions. We encourage applicants to contact Admissions who may suggest other similar programs in which seats are available.

**Non-Acceptance** — The applicant does not meet the requirements of the Institute and/or the program.

Final acceptance or non-acceptance by BCIT is based on the decision of the Registrar. BCIT reserves the right to accept only those applicants who appear to have the capabilities necessary to succeed in the chosen programs.

Acceptance is non-transferable from term to term.

### Document Requirements

The following official documents must accompany the completed application form. **Photocopies are not acceptable.**

1. A senior secondary school transcript showing graduation. Applicants who are presently attending high school must submit a statement of marks of grade 11 subjects, and first semester grade 12 marks from the principal's office. A statement showing courses currently attending is also required. All marks must be substantiated by a final secondary school transcript incorporating school marks and provincial exam marks.
2. If applicable, all official post-secondary school statements of marks indicating credits and grades achieved.
3. Applicants who are not Canadian citizens must submit official government documents indicating Landed Immigrant Status or Student Authorization. Transcripts and all other related academic documents must be translated into English and notarized at the applicant's expense.
4. School of Health Sciences applicants are required to complete a medical questionnaire and return it to the Medical Services Department at BCIT. Some health technologies require students to present evidence of having had a recent chest x-ray as well as having completed an immunization program. You will be notified if this information is required from you. If, due to extenuating circumstances, supporting documentation is not available at the time, students will be required to complete the necessary procedures at Medical Services, at BCIT.

5. Students who have been selected for admission must have medical insurance coverage prior to registration.

Non-Canadian students who have been selected for admission must apply in person to the Medical Services Department, for an Application for Student Medical and Hospital Plan, prior to attending BCIT. Payment for this medical coverage is to be made at the same time, either by personal cheque or money order, to the vendor of the policy. Proof of coverage will be required.

6. Applicants who voluntarily withdrew or were withdrawn from another Institute may be requested by the teaching department to provide a written report explaining the reason and/or written authorization to request a report from the previous Institute. These documents can be used to determine acceptance to the desired program.

**Note:** Whether or not a person is accepted for admission, academic documents are not returned. Applications and documents are not maintained by the Institute for those applicants who are accepted and are unable to enrol, or for those candidates who have not been accepted. If making re-application to BCIT, a new application must be completed and all supporting documents must be resubmitted.

### Course Credit, Course Exemption and Advanced Standing

Course exemption may be granted for courses taken previously at BCIT.

Course credit may be granted for individual subjects taken at BCIT or other recognized post-secondary institutions, when the course is equivalent in content to the course for which credit is sought.

#### Guidelines

- a) First year students may only apply for course credit/exemption after they have been fully accepted and paid their commitment/term fees.
- b) Second and third year students, who are direct entrants to BCIT, may apply for course credit/exemption upon receiving full acceptance.
- c) Students who are presently enrolled at BCIT may apply for course credit/exemption at any time within the specified schedule.

Course credit/exemption may be applied for each term or on an academic year basis. Applications for the next term will be processed approximately half way through the current term.

Course credit/exemption is granted or denied by the Registrar upon recommendation by the technology department head and/or the teaching department head.

If course credit/exemption is granted and not replaced with an approved course of equal duration, you will not be eligible for BCIT scholarships. However, if you are registered in courses for which the weekly hours total at least 60% of the weekly hours for the full program, you may apply for a B.C. Student Loan or Canada Student Loan. In order to be eligible to receive an HONORS diploma or GRADUATING AWARD, SECOND YEAR students who receive course credit/exemption or advanced standing in one or more subjects must register in a substitute course approved for this purpose by the department head.

Applications for course credit/exemption must be submitted to the Office of the Registrar no later than 14 calendar days after the commencement of classes each term. Late applications will only be accepted if prior written authorization has been received by the Registrar from the technology department head.

### Change of Program

After the commencement of classes, a request for program transfer requires the completion of a Program Change form by the student. It is the responsibility of the student to obtain approval and signatures from the appropriate Department Head, Dean and Registrar. Permission must be granted by the Registrar before a change in program can be affected.

### Course Credit

A credit is defined as approximately one classroom hour per week over a 12–20 week term. Therefore, a course taught for three hours per week for 12 weeks would normally be assigned three credits.

It is recognized that in assigning credits to courses, other criteria are also considered, such as:

- course content
- learning outcomes
- whether it is a lab (clinical or practicum)

### Certificates and Diplomas

Although BCIT has recently changed over from a system of **units** to the **credit** system as defined above, we are still in the process of reviewing our certificates and diploma requirements in terms of number of credits.

### Transfer from Full-time Studies to Part-time Studies

A student transferring to part-time studies from a full-time diploma program will generally be granted credit exemption for all courses successfully completed prior to withdrawal from full-time studies. A student who fails one or more subjects in the full-time program is encouraged to consider part-time studies programs before withdrawal from full-time studies.

### Examinations, Grading and Marks

Formal examinations are written at the end of each term. Students are required to take the examinations for each course at the time set by the Institute. Students unable to write examinations due to special circumstances should first contact their instructor; then, if necessary, consult the Department Head.

#### External Examinations — Part-time Studies only

We will attempt to co-operate with any **part-time** student who cannot write an examination because of absence from the city, by allowing the student to write the examination at a set time in another centre under an invigilator acceptable to the Institute.

#### Return of Examinations

For full-time students, mid-term and Christmas examination papers may be returned to students ten school days after the official institute distribution schedule for the Statement of Marks. Only those examinations designated as "restricted exams" by the Dean shall not be returned.

Part-time students wishing to have their examination papers returned should make arrangements with their course instructor.

### Determination of Standing

Final standing is determined on the basis of term progress and examination results. Full-time students subject standings are reviewed by a Divisional Marks Review Committee where final standing is determined. Subject standing is as follows:

- 1—First class..... 80% or more
- 2—Second class..... 65% to 79%
- 3—Pass..... 50% to 64%
- 4—Failure..... less than 50% or unapproved/unofficial withdrawal from subject or program.

When an "F" appears beside a course it indicates one of the following:

- 1. Failure in the subject
- 2. Withdrawal after the deadline (refer to section on Withdrawal from Program Courses.)  
A full-time student whose transcript bears such a standing is generally not permitted to proceed to the next term unless granted special permission by letter from the Registrar, after approval by the Divisional Marks Review Committee.
- A Aegrotat — A pass standing based on term marks.
- CH Challenge Credit — Challenge exam written for the course.
- C Course Credit Granted — Recognition of approved equivalent studies and/or experience.
- EC Exempt Course — Recognition of previous course completion at BCIT.
- PP Provisional Pass — Will be changed to Pass or Fail depending on performance in a subsequent specific course.
- P Provisional Pass Fulfilled — Provisional Pass conditions achieved.
- AP Adjudicated Pass — Standing based on overall performance in the term.
- N Not Complete — Course requirements not completed.
- X No examination or grade given for this course.
- S Satisfactory — Course requirements fulfilled, no mark assigned.
- U Unsatisfactory — Course requirements not fulfilled, no mark assigned.
- AU Audit — Attended course, no credit assigned.
- W Withdrawal — Approved withdrawal from a course or program.

### Withdrawal from Program Courses

A full-time student withdrawing from one or more courses without permission will receive an "F" on his/her transcript. Withdrawal **with** permission from his/her Department Head or Dean and **within** withdrawal deadlines will show a "W" on the transcript. Appeals to the Registrar will be adjudicated by the Registrar and the Dean. It is the student's responsibility to check withdrawal deadlines.

A full-time student withdrawing officially from the whole program, will be allowed to do so until two-thirds of the way through the term and a "W" will show on the transcript. If withdrawing after the deadline, the transcript will show "F" for all courses dropped.

A part-time student cannot withdraw after two-thirds of the term cut-off date without having an "F" on his/her transcript for the courses dropped.

### Distribution of Marks

Students will not be provided with marks prior to the issuance of a Statement of Marks by the Registrar's Office. Marks will not be released over the telephone.

Marks, including the result of December examinations, will be mailed to students by the Office of the Registrar. **Note:** A full-time student who has failed a term ending in December (also April and August for Computer Systems, Financial Management, Marketing Management and Electrical) will be advised by telegram prior to the commencement of the next term. A letter indicating the student's status, and the student's Statement of Marks follows the telegram.

Transcripts resulting from final examinations are mailed to graduating students by the Office of the Registrar. All other students will receive a Statement of Marks for the term.

### Additional Transcripts

A fee of \$4 for the first copy and \$1 for each additional copy is charged for transcripts. The fee is due at the time the request is made.

### Withholding Statement of Marks

No Statement of Marks, transcript, diploma or certificate will be issued until the student has cleared up all financial and other obligations to the Institute such as tuition fees, library fines, rent. These documents may also be withheld on such other grounds as the Board of Governors may from time to time direct.

### Marks Reassessments

It is the policy of the Institute that students shall be dealt with fairly in all decisions affecting their academic standing. A student who is not satisfied with the final mark award is cautioned that the grade has been reviewed carefully and, aside from clerical error, reassessments seldom result in a higher mark.

A student wishing a reassessment of his/her academic standing must first discuss the matter with the instructor responsible for the initial assessment and, if dissatisfied with the result of that discussion, with the Teaching Department Head.

Failing a resolution of the problem, the student may then submit a Request for Reassessment on the Institute form available from the Office of the Registrar. **ALL PARTS OF THE FORM MUST BE COMPLETED AND MUST REACH THE REGISTRAR'S OFFICE WITHIN 7 SCHOOL DAYS AFTER THE START OF CLASSES IN THE NEXT TERM, OR WITHIN 30 CALENDAR DAYS AFTER THE MAILING OF MARKS FROM THE INSTITUTE, WHICHEVER IS LESS.**

There is a fee of \$25 for each subject reassessed. If the mark or standing is favorably adjusted, the fee will be refunded.

The Registrar will inform the student by letter of the result of the reassessment.

### Marks Appeals

A student who is dissatisfied with the outcome of a reassessment may appeal the decision to the President.

The student must first discuss the problem with the Dean of the appropriate School. The Dean must provide the Registrar with a written statement confirming the outcome of the discussion.

If the student then decides to proceed with the appeal, the student must complete and sign a Request to Appeal form and submit it to the Registrar's Office, along with the \$25 fee, **WITHIN TWO WEEKS OF THE MAILING OF THE REASSESSMENT RESULT TO THE STUDENT.**

An Appeal Committee will be formed to deal with the Appeal according to procedures approved by the Education Council for that purpose.

The President will inform the student by letter, of the result of the appeal.

**Note:** A student who has been permitted to audit classes during the reassessment may continue to do so during the appeal.

### Auditing

A student may audit a course with the permission of the instructor. An audit student is not formally evaluated and does not write examinations. However, the student is expected to take an active part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee.

An auditing student does not receive credit for the course, but will receive a Statement of Marks with "Audit" indicated. A student may change his status in the course from audit to credit, with written permission of the instructor during the course, but will not receive credit by applying after the course is completed.

### Attendance

Full-time Studies — (see Conduct and Attendance page v).

Part-time Studies — Students are required to attend at least 50% of the scheduled classes and laboratory sessions. Failure to meet the attendance requirement will result in a grade of "N" — not complete.

### Failures and Repetition

A student who fails more than one subject in a term may be permitted to repeat the term only at the discretion of the program Dean and the Registrar (see Readmissions procedure under Admissions). It is the responsibility of the student who has failed one or more subjects, but is permitted to continue with his/her program or studies, to present evidence of successful completion of the failed subject(s) to the Office of the Registrar prior to the end of the next term or before a Diploma of Technology is awarded, whichever condition is specified at the time or subsequent to the failure.

### Student Research Reports

Some BCIT students are required to research and write reports, with the guidance of faculty and staff, as part of their course work. Unless otherwise specified by the instructor, these reports are assigned as educational exercises only. The student, not BCIT, is ultimately responsible for the content of such a report.

### Diplomas

#### Diploma of Technology

Graduates of the British Columbia Institute of Technology will be awarded a nationally recognized Diploma of Technology at the convocation exercises. Graduates unable to attend the convocation exercises will have their diplomas sent by registered mail to their current address on file with the Institute.

#### Honors Diploma

An Honors Diploma is awarded to a graduating student whose average marks for all courses that constitute an approved second year program of studies is 80% or greater.

Students who have been granted course credit exemption or advanced standing for second year courses while in attendance at BCIT, will not be eligible for Honors Diploma status, unless approved courses are added to maintain 100% workload. The Office of the Registrar must be notified by the Department Head of approved substitute courses.



### **Double Diploma**

After receiving a Diploma of Technology in any field of study from BCIT, a graduate may earn a second diploma in another area of study upon the successful completion of one full year or its equivalent. Each program will be developed in consultation with the student's department head, giving special recognition to the student's individual needs. Each program leading to a Double Diploma must be approved by the Technology Department Head and the Registrar. Application forms may be obtained from the Office of the Registrar.

### **Replacement Diploma**

Only one diploma will be issued to each student. Should a student request a copy because of loss a "Request for a Replacement Diploma" form must be completed and returned to the Office of the Registrar. Upon review of the reason for the loss, the Registrar may issue a replacement diploma. There is a \$10 charge for issuing a replacement diploma.

### **Certificates and Certificate of Technology**

See Part-time Technology Admissions information.

# Graduating Awards

## Honor Awards

The following Honor Awards are presented at convocation.

The **Governor General's Silver Medal** is presented to the top academic student in a Technology Diploma Program. Graduates from the previous August Nuclear Medicine class are also considered, as are August and December graduates from the Electrical/Electronics Technology and December graduates from Nursing.

The **Lieutenant Governor's Silver Medals** are awarded for academic excellence and contribution to both Institute and the community at large. Two are presented each year, one to a Trades program graduate and the second to a graduate of a Certificate Program. (Subject to the approval of the Lieutenant Governor's Office).

The **Board of Governors' Citizenship Award** is presented to the graduating student who has a record of active participation in a student activities, a reputation for mature personal relations with both staff and students, and reasonable academic standing.

The **President's Award** is presented to the most outstanding academic student in each of the four Schools — Computer and Electro-Mechanical Studies, Construction and Natural Resource Studies, Health Sciences Studies and Management Studies.

## Academic Awards

Academic Awards, are presented annually to students who achieve the highest academic standing in their programs of studies. The following awards were presented at the June 1985 Graduating Awards Ceremony.

### School of Computing and Electro-Mechanical Studies

#### CAD/CAM

The CAD/CAM Award

#### Computer Systems

The Computer Systems Award in Information Systems  
The Computer Systems Award in Management Systems  
The Computer Systems Award in Microcomputer Systems  
The Computer Systems Award in Expert Systems  
The Computer Systems Award in Engineering Systems

#### Electrical/Electronics

The Microtel Pacific Research Award in Telecommunications  
The Federal Pioneer Award in Power  
The Instrument Society of America Award in Instrumentation  
The MacDonald, Dettwiler and Associates Limited Award in Control Electronics

#### Mechanical

The Canadian Manufacturers' Association Award in Production  
The Canadian Society for Mechanical Engineering Award in Design  
The Mechanical Contractors Association of B.C. Award in Mechanical Systems

### School of Construction and Natural Resource Studies

#### Biological Sciences

The B.C. Federation of Agriculture R.B. Stocks Award in Agriculture Management  
The B.C. Nursery Trades Association Award in Landscape Horticulture

The Canadian Agricultural Chemical Association, B.C. Section Award in Food Production  
The Fisheries Association of B.C. Award in Food Processing

#### Building

The Architectural Institute of British Columbia Award in Architecture  
The Building Award in Economics  
The Building Award in Mechanical Systems

#### Civil and Structural

The Swan Wooster Engineering Company Limited, Col. W.G. Swan Award

#### Surveying

The BCLS — George New Compass Award

#### Lumber and Plywood

The Council of Forest Industries Award

#### Mining

The Canadian Institute of Mining and Metallurgy, Vancouver Branch Award

#### Natural Gas and Petroleum

The Westcoast Transmission Company Ltd. Award

#### Chemical Sciences

The Canadian Institute of Mining and Metallurgy, Vancouver Branch Award in Extractive Metallurgy  
The Canadian Pulp and Paper Association, Technical Section, Pacific Coast and Western Branches Award in Pulp and Paper  
The Canadian Society for Chemical Technology Award in Organic Chemistry  
The Chemical Sciences Award in Pollution Sciences  
The Chemical Sciences Award in Physical Metallurgy

### School of Health Sciences Studies

#### Biomedical Electronics

The Biomedical Electronics Graduation Award  
The Electrophysiology Graduating Award

#### Health Information

The Health Record Association of B.C. Award in the Health Record Administrator Program  
The Health Record Association of B.C. Award in the Health Record Technician Program

#### Medical Laboratory

The B.C. Society of Medical Technologists Award

#### Medical Radiography

The B.C. Radiological Society Award

#### Nuclear Medicine Technology

The Frosst Radiopharmaceutical Division, Ralph Jamieson Award

#### Occupational Health and Safety

The Occupational Health and Safety Award

#### General Nursing

The W.B. Saunders Co. Canada Ltd. Award

#### Psychiatric Nursing

The Registered Psychiatric Nurses Association of B.C., Richard Strong Memorial Award

## **School of Management Studies**

### **Administrative Management Systems**

The Bank of British Columbia Award in Administrative Systems  
The Finning Tractor and Equipment Co. Ltd. Award in Personnel and Industrial Relations  
The Business Administration Award

### **Broadcast Communications**

The British Columbia Association of Broadcasters Award

### **Financial Management**

The Canadian Life and Health Insurance Association Award  
The Society of Management Accountants of British Columbia Award in Accounting  
The Royal Bank Finance Award

### **Hospitality and Tourism Administration**

The British Columbia Hotels' Association Award in Hotel, Motel and Food Service  
The Ryan Schlyeher Memorial Award in Travel and Tourism

### **Marketing Management**

The Bank of British Columbia Award in International Business  
The Real Estate Council of British Columbia Award in Real Estate  
The Vancouver Sun Award in Technical Sales and Marketing  
The Canadian Tire Award in Advertising and Sales Promotion

### **Operations Management**

The Vancouver Transportation Club Award in Transportation and Distribution

## **Achievement Awards**

## **School of Construction and Natural Resource Studies**

### **Biological Sciences**

The B.C. Food Technologists Award in Food Processing

### **Building**

The Clay Brick Association Award  
The P.B. Ford and Company Award  
The Royal Institution of Chartered Surveyors, B.C. Group Award  
The Quantity Surveyors Society of B.C. Awards  
The Isabel Verner Memorial Book Prize  
Construction Specifications Canada, Vancouver Chapter Award

### **Civil and Structural**

The Dillingham Construction Ltd. Award  
The Dominion Construction Awards  
The Wright Engineers Ltd. Award  
The Associated Engineering Services Ltd. Award  
The Society of Engineering Technologists of the Province of B.C., Presidents' Award of Excellence

### **Surveying**

The Dillingham Construction Ltd. Award  
The Canadian Institute of Surveying Membership Award

### **Lumber and Plywood**

The Ralph S. Plant Ltd. Award

### **Chemical Sciences**

The Canadian Pulp and Paper Association, Technical Section, Pacific Coast and Western Branches Award in Pulp and Paper  
BCIT Mathematics Department Book Prize  
The Can Test Limited Awards

## **School of Computing and Electro-Mechanical Studies**

### **Mechanical**

The Institution of Mechanical Engineers, Western Canada Branch, Commander S.M. Terry Memorial Award  
H.A. Simons (International) Ltd. Award  
The Wright Engineers Ltd. Award

## **School of Health Sciences Studies**

### **Biomedical Electronics**

The Graphic Controls Canada Ltd. Award

### **Medical Laboratory**

The Coulter Electronics Canada Awards in Hematology  
The Metropolitan Clinical Laboratories Ltd. Award in Biochemistry  
The Metropolitan Clinical Laboratories Ltd. Award in Microbiology  
The Ortho Diagnostics Award in Immunohematology  
The Sherwood Medical Industries Inc., Paraplast Award in Histology  
The General Diagnostics Awards for General Proficiency

### **Nuclear Medicine Technology**

The Metropolitan Clinical Laboratories Ltd. Award for Clinical Excellence

### **General Nursing**

The Department Head's Prize for Excellence in Bedside Nursing

### **Psychiatric Nursing**

The Psychiatric Nursing Department Service Award

### **Prosthetics and Orthotics**

The School of Health Sciences Prize

## **School of Management Studies**

### **Administrative Management Systems**

The Westcoast Transmission Company Ltd. Awards  
The Administrative Management Systems Students' Award  
The London Drugs Ltd. Award

### **Broadcast Communications**

The British Columbia Film Industry Association, Jack Gettles Memorial Award for Creativity in Television  
The Broadcast Communications Commercial Production Award of Excellence  
The Broadcast Communications Commercial Production Award, Honorable Mention  
The Rogers Cable T.V. — Vancouver Award of Excellence in Broadcast Engineering  
The Canadian Broadcasting Corporation Award in Television

### **Financial Management**

The Certified General Accountants of B.C. Awards  
The Financial Executives Institute, Vancouver Chapter Award  
The Society of Management Accountants of B.C. Award  
The Institute of Chartered Accountants of B.C. Award  
The Vancouver Stock Exchange Award

### **Hospitality and Tourism Administration**

The Columbia Association of Hospitality Accountants Award in Accounting  
The Hotel Vancouver Award in Hotel, Motel and Food Service  
The Sunational Vacations Limited Award in Travel and Tourism  
The White Spot Ltd. Awards in Hotel, Motel and Food Service

### **Marketing Management**

The Block Bros. Industries Ltd. Award in Real Estate Management

### **Operations Management**

The Canadian Association for Production and Inventory Control, Vancouver Chapter Awards  
The Operations Management Award

# Fees and Expenses

## Full-Time Tuition Fees Policy for Academic Year 1986/87

Tuition expenses are reviewed annually and have been established by the Board of Governors of the British Columbia Institute of Technology and approved by the Ministry of Education for the academic year 1986/87 and are subject to change each academic year.

1. A non-refundable commitment fee of \$75.00 is due upon the applicant's acceptance into first level, including Double Diploma programs. This fee is applied toward the tuition fees and is not transferable to part-time courses.
2. An accepted applicant whose commitment fee has not been paid by the due date stated on the letter of acceptance will forfeit the seat which has been reserved.
3. An accepted applicant is required to pay the remainder of first level fees 60 days before the commencement of classes.
4. An applicant accepted less than 60 days before the commencement of classes is required to pay tuition fees upon acceptance.
5. Double Diploma Program students pay according to Two-level Programs.
6. After the commencement of classes, a student whose fees are outstanding will be excluded from classes and have his/her registration cancelled. An additional \$50.00 fee will be levied for reinstatement into classes.
7. Part-time day courses are assessed \$54.00 per credit to a maximum tuition fee of \$680.00 per level.
8. **Second Year Students** — A student returning to begin the second year of a two-year program is required to pay full term fees 30 days before the commencement of classes.

Payment made by cheques and money orders should be made payable to the BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY or BCIT. Payment may also be made by VISA or MASTERCARD. A charge of \$15.00 will be levied for costs in handling cheques returned for non-sufficient funds or other reasons. Please include your SOCIAL INSURANCE NUMBER with your payment.

### International Students

Fees for international students on student authorizations are based on full cost recovery, and subject to approval by the Provincial Government. Based on the 1985-86 fee structure, the minimum tuition fee rate for international students for 1986-87 will be \$6,800 per academic year.

### Miscellaneous Fees

The following fees have been approved by the BCIT Board of Governors.

### Annual Fees

Tuition fees and all related policies have been reviewed for the 1986/1987 year by the British Columbia Institute of Technology Board of Governors and may be subject to change.

	1st Year	2nd & 3rd Year
General Tuition.....	\$1,360	\$1,360
Student Activity (annual).....	75	75
Convocation (mandatory).....		15
Total .....	<u>\$1,435</u>	<u>\$1,450</u>

### First Year Students 1986/87

All first year students must pay their fees according to the following schedule:

**First Level (term)** — due 60 days before commencement of classes

General tuition (includes \$75 non refundable commitment fee).....	\$680
Student activity fee .....	38
	<u>\$718</u>

**Second Level (term)** — due first week of classes

General tuition.....	\$680
Student Activity.....	37
	<u>\$717</u>

### Second and third year students 1986/87

All second and third year students must pay their fees according to the following schedule:

**Third Level (term)** — due 30 days before commencement of classes

General tuition.....	\$680
Student activity.....	38
	<u>\$718</u>

**Fourth Level (term)** — due first week of classes

General tuition.....	\$680
Student activity.....	37
Graduation fee .....	15
	<u>\$732</u>

**Summer term only** — The student activity fee is \$22.00 for all levels.

### General Nursing

All students must pay according to the fee schedule previously stated for the School of Health Sciences.

**Note:** The only exception is Level 5.

**Level 5** — due first week of classes.

General Tuition.....	\$680
Student Activity.....	15
	<u>\$695</u>

### Two-level Programs 1986/87

#### Health Record Technician and Double Diploma Programs

**Level 1** — due 60 days prior to the commencement of classes

General Tuition (includes \$75 non-refundable commitment fee).....	\$680
Student Activity.....	38
	<u>\$718</u>

**Level 2 — due first week of classes**

General Tuition .....	\$680
Student Activity .....	37
Graduation .....	15
	<u>\$732</u>

**Electrical/Electronics Technology 1986/87**

All students must pay according to the fee schedule previously stated for the School of Engineering Technology.

**Note:** The only exceptions are: Co-op Program Level 4 and Level 5.

**Co-op Program — due first week of classes.**

General Tuition .....	\$340
Student Activity .....	15
	<u>\$355</u>

**Level 4 — due first week of classes**

General Tuition .....	\$680
Student Activity .....	38
	<u>\$718</u>

**Level 5 — due first week of classes**

General Tuition .....	\$680
Student Activity .....	37
Graduation Fee (mandatory) .....	15
	<u>\$732</u>

**Effective April 1, 1986**

NSF Cheques .....	\$15.00
Transcript of Marks .....	\$ 4.00 for first copy and \$1.00 for each additional copy
Duplicate of Diploma .....	\$10.00 per copy
Reassessment or Appeal of Exam .....	\$25.00 per subject
Duplicate Tax Receipts .....	\$10.00

**Effective 1986/87 Academic Year**

Graduation Fee .....	\$15.00
Challenge Exam Fee .....	\$75.00
Reinstatement Fee .....	\$50.00

**Withdrawal and Refund Procedure****How to Withdraw**

Students who wish to withdraw officially from BCIT must commence the process by first reporting to the Counselling Centre.

Students who are asked to withdraw from a course for reasons of discipline or unsatisfactory progress may forfeit any right to a refund under this section.

**Refunds — Subject to Change for 1987/88**

Refunds of fees for first level students who withdraw up to 14 days after the commencement of classes:

General Tuition: Complete refund, less \$75 commitment fee.

Student Activity: Complete refund.

Refunds of fees for students (other than first level students) who withdraw up to 14 days after the commencement of classes:

General Tuition: Complete refund.

Student Activity: Complete refund.

Refunds of fees for students who withdraw 14 days after the commencement of classes:

General Tuition: No refund.

Student Activity: Appropriate student activity fee refunds will be issued by the Institute up to the last day of withdrawal refund.

After the last day of February, any student activity fee refunds must be claimed in writing from the BCIT Student Association Office and the student's ID card(s) turned in on receipt of the refund. Withdrawal verification will be made by the BCIT Student Association before processing the claim.

# Important Dates 1986/87

**Schools of Computing and Electro-Mechanical Studies, Construction and Natural Resource Studies, Health Sciences Studies, Management Studies and Academic and Vocational Studies.**

See subsequent pages for Electrical Technology, General Nursing, Medical Laboratory and Diagnostic Medical Sonography.

## 1986

- Jul 1** — CANADA DAY
- Jul 4** — Term Fee Deadline for Level 1 registering Sep 2
- Jul 25** — Last day to withdraw from Level 2 Financial Mgmt, Computer Systems and Marketing Mgmt in order to receive "W" on transcript
- Aug 1** — Term Fee Deadline for Level 3 registering Sep 2
- Aug 4** — B.C. Day
- Aug 8** — Term Fee Deadline for Level 3 Hospitality and Tourism registering Sep 8
- Aug 18** — Examinations for Level 2 Financial Mgmt, Computer Systems, and Marketing Mgmt
- 22**
- Aug 25** — Medical Radiography Level 1 Hospital Orientation
- 29**
- Sep 1** — LABOR DAY
- Sep 2** — Level 1 and 3 Registration
- Sep 3** — Level 1 and 3 classes begin
- Sep 8** — Hospitality and Tourism Level 3 Registration and classes begin
- Sep 16** — Last day to withdraw in order to receive full refund (less \$75 Commitment Fee for Level 1)
- Sep 16** — Last day to apply for Course Credit/Exemption
- Sep 21** — Last day to withdraw from Level 3 Hospitality and Tourism in order to receive full refund
- TBA** — SHINERAMA
- Oct 13** — THANKSGIVING
- Nov 3** — Term Fee Deadline for Level 1 Financial Mgmt, Computer Systems and Marketing Mgmt
- Nov 7** — Last day to withdraw in order to receive "W" on transcript
- Nov 11** — REMEMBRANCE DAY
- Dec 8** — Examinations Levels 1 and 3
- 12**
- Dec 15** — CHRISTMAS BREAK
- Jan 1**

## 1987

- Jan 2** — Level 1 Registration for Financial Mgmt, Computer Systems and Marketing Mgmt
- Jan 5** — Levels 2 and 4 classes begin
- Jan 5** — Level 1 classes begin for Financial Mgmt, Computer Systems and Marketing Mgmt
- Jan 9** — Term Fee Deadline for Levels 2 and 4
- Jan 19** — Last day to withdraw in order to receive full refund (less \$75 Commitment Fee for Level 1)
- Jan 19** — Last day to apply for Course Credit/Exemption
- TBA** — SPRING BREAK

- Apr 3** — Last day to withdraw in order to receive "W" on transcript
- Apr 17** — GOOD FRIDAY
- Apr 20** — EASTER MONDAY
- May 18** — Examinations Levels 1, 2 and 4
- 22**
- May 25** — VICTORIA DAY (may be changed by Order-in-Council)
- Jun 1** — Level 2 classes begin for Financial Mgmt, Computer Systems and Marketing Mgmt
- Jun 5** — Term Fee Deadline for Level 2
- TBA** — CONVOCATION

## Electrical Technology

### 1986

- Jul 1** — CANADA DAY
- Jul 4** — Term Fee Deadline for Level 1 registering Sep 2
- Aug 1** — Term Fee Deadline for Level 3 registering Sep 2
- Aug 4** — B.C. Day
- Sep 1** — LABOR DAY
- Sep 2** — Registration for all Levels; CO-OP 1 and 2 begins
- Sep 3** — Classes begin for all Levels
- Sep 5** — Term Fee Deadline for Levels 2, 4, 5 and CO-OP 1 and 2
- Sep 16** — Last day to withdraw in order to receive full refund (less \$75 Commitment Fee for Level 1)
- Sep 16** — Last day to apply for Course Credit/Exemption
- TBA** — SHINERAMA
- Oct 13** — THANKSGIVING
- Nov 3** — Term Fee Deadline for Level 1 registering Jan 2/87
- Nov 7** — Last day to withdraw in order to receive "W" on transcript
- Nov 11** — REMEMBRANCE DAY
- Dec 3** — Term Fee Deadline for Level 3 registering Jan 2/87
- Dec 8** — Examinations all Levels
- 12**
- Dec 15** — CHRISTMAS BREAK
- Jan 1**

### 1987

- Jan 2** — Registration for all Levels; CO-OP 1 and 2 begin
- Jan 5** — Classes begin for all Levels
- Jan 9** — Term Fee Deadline for Levels 2, 4, 5, and CO-OP 1 and 2
- Jan 19** — Last day to withdraw in order to receive full refund (less \$75 Commitment Fee for Level 1)
- Jan 19** — Last day to apply for Course Credit/Exemption
- Mar 4** — Term Fee Deadline for Level 1 registering May 4
- Mar 13** — Last day to withdraw in order to receive "W" on transcript
- Apr 3** — Term Fee Deadline for Level 3 registering May 4
- Apr 13** — Examinations for all Levels
- 16**
- Apr 17** — GOOD FRIDAY
- Apr 20** — EASTER MONDAY
- May 4** — Registration for all Levels; CO-OP 1 and 2 begins
- May 5** — Classes begin for all Levels
- May 8** — Term Fee Deadline for Levels 2, 4, 5 and CO-OP 1 and 2

- May 15** — Last day to withdraw in order to receive full refund (less \$75 Commitment Fee for Level 1)
- May 15** — Last day to apply for course credit/exemption
- May 25** — VICTORIA DAY (may be changed by Order-in-Council)

**TBA** — CONVOCATION

- Jul 1** — CANADA DAY
- Jul 10** — Last day to withdraw in order to receive "W" on transcript

- Aug 3** — B.C. DAY
- Aug 10** — Examinations for all Levels
- 14**

## General Nursing

### 1986

- Jun 18** — Term Fee Deadline for Level 1 registering Aug 14
- Jul 1** — CANADA DAY
- Jul 18** — Term Fee Deadline for Level 3 registering Aug 18
- Aug 4** — B.C. DAY
- Aug 14 and 15** — Term 1 Registration and Orientation
- Aug 18** — Terms 3 and 5 Registration; all Term classes begin
- Aug 22** — Terms Fee Deadline for Terms 2, 4 and 5
- Sep 1** — LABOR DAY
- Sep 2** — Last day to withdraw in order to receive a full refund (less \$75 Commitment Fee for Term 1)
- Sep 2** — Last day to apply for Course Credit/Exemption
- TBA** — SHINERAMA
- Oct 13** — THANKSGIVING
- Oct 31** — Last day to withdraw in order to receive "W" on transcript
- Nov 3** — Term Fee Deadline for Term 1 registering Jan 2/87
- Nov 11** — REMEMBRANCE DAY
- Dec 5** — Term Fee Deadline for Term 3 registering Jan 2/87
- Dec 8** — Examinations for all Terms
- 12**
- Dec 15** — CHRISTMAS BREAK
- Jan 1**

### 1987

- Jan 2** — Term 1 Registration and Orientation
- Jan 5** — Term 3 and 5 Registration; all Term classes begin
- Jan 9** — Term Fee Deadline for Terms 2; 4 and 5
- TBA** — CONVOCATION
- Jan 19** — Last day to withdraw in order to receive a full refund (less \$75 Commitment Fee for Term 1)
- Jan 19** — Last day to apply for Course Credit/Exemption
- TBA** — SPRING BREAK
- Mar 21** — Last day to withdraw in order to receive "W" on transcript
- Apr 17** — GOOD FRIDAY
- Apr 20** — EASTER MONDAY

- May 4** — Examinations for all Terms
- 8**
- May 25** — VICTORIA DAY (may be changed by Order-in-Council)

**TBA** — CONVOCATION

## Medical Laboratory Technology

### 1986

- Jun 6** — Term Fee Deadline for Level 1 registering Aug 5
- Jul 1** — CANADA DAY
- Aug 4** — B.C. DAY
- Aug 5** — Level 1 Registration
- Aug 6** — Level 1 Classes begin
- Aug 19** — Last day to withdraw in order to receive a full refund (less \$75 Commitment Fee)
- Aug 19** — Last day to apply for Course Credit/Exemption
- Sep 1** — LABOR DAY
- TBA** — SHINERAMA
- Oct 13** — THANKSGIVING
- Oct 24** — Last day to withdraw in order to receive "W" on transcript
- Nov 11** — REMEMBRANCE DAY
- Dec 15** — Examinations
- 16**
- Dec 17** — CHRISTMAS BREAK
- Jan 1**

### 1987

- Jan 5** — Level 2 Classes begin
- Jan 9** — Term Fee Deadline for Level 2
- Jan 19** — Last day to withdraw in order to receive a full refund
- Jan 19** — Last day to apply for Course Credit/Exemption
- TBA** — SPRING BREAK
- Apr 3** — Last day to withdraw in order to receive "W" on transcript
- Apr 17** — GOOD FRIDAY
- Apr 20** — EASTER MONDAY
- May 25** — VICTORIA DAY (may be changed by Order-in-Council)
- May 26** — Examinations
- 27**

## Diagnostic Medical Sonography

### 1986

- Jul 1** — CANADA DAY
- Jul 4** — Term Fee Deadline for Level 1 registering Sep 2
- Aug 4** — B.C. DAY
- Sep 1** — LABOR DAY
- Sep 2** — Level 1 Registration
- Sep 3** — Level 1 Classes begin
- Sep 16** — Last day to withdraw in order to receive full refund (less \$75 Commitment Fee)
- Sep 16** — Last day to apply for Course Credit/Exemption
- TBA** — SHINERAMA

**Oct 13** — THANKSGIVING  
**Nov 7** — Last day to withdraw in order to receive "W" on transcript  
**Nov 11** — REMEMBRANCE DAY  
**Dec 8** — Examinations  
**-12**  
**Dec 15** — CHRISTMAS BREAK  
**-Jan 2**

### 1987

**Jan 5** — Level 2 Clinical Phase begins  
**Jan 9** — Term Fee Deadline for Level 2  
**Jan 19** — Last day to withdraw in order to receive a full refund  
**Jan 19** — Last day to apply for Course Credit/Exemption

**Apr 17** — GOOD FRIDAY  
**Apr 20** — EASTER MONDAY

**May 25** — VICTORIA DAY (may be changed by Order-in-Council)

**Jun 5** — Last day to withdraw in order to receive "W" on transcript

**Jul 1** — CANADA DAY

**Aug 3** — B.C. DAY  
**Aug 17** — Examinations  
**-21**

**Note:** There is no summer break for this program.



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# Diploma Programs

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Administrative Management Systems.....	16
Administrative Systems.....	16
Personnel and Industrial Relations.....	17
Business Administration.....	20
Broadcast Communications.....	22
Radio.....	22
Television.....	23
Journalism.....	23
Broadcast Engineering.....	27
Financial Management.....	29
Accounting.....	29
Finance.....	30
Hospitality and Tourism Administration.....	33
Hotel, Motel and Food Service.....	33
Travel and Tourism.....	33
Marketing Management.....	37
Professional Sales.....	37
Advanced Technology Marketing.....	37
Small Business Development.....	38
Real Estate Studies.....	38
Advertising and Sales Promotion.....	38
Operations Management.....	41
Transportation/Distribution.....	42
International Trade Option.....	42

# Administrative Management Systems

Many people who are contemplating a career in business management would like to acquire a solid core of knowledge and skills which can then be fitted to any area of the business community. Administrative Management Technology provides such an opportunity, and is particularly valuable to those who have a special interest in small or self-owned businesses.

## Job Opportunities

Graduates of the Administrative Systems Option work in planning, banking, finance, production, marketing or real estate. Many now operate their own businesses.

Graduates of the Personnel and Industrial Relations Administration Option become involved in manpower selection and placement, manpower training and development, labor-management relations, job evaluation, and organization renewal and development.

## The Program

Following a year of general studies, students select one of two options: Administrative Systems, or Personnel and Industrial Relations Administration.

All students in Administrative Management take a first year of general studies covering a cross section of business oriented courses. Upon completion of their first year, students then elect to enter either the Systems Option or the Personnel and Industrial Relations Option.

Students planning to enter the Administrative Management program will follow the course of studies shown as levels 1 through 4. However, students might expect to encounter some slight changes in the offerings and order of courses from those listed as the department revises and updates the program to keep abreast of changes in the business area.

## Prerequisite

Algebra 11 and English 12 both with C+ are course requirements for this program. Enrolment is limited. Applicants should apply early stating full details of work experience, outlining extra-curricular activities. Appropriate business experience and/or other successful post-secondary education will greatly strengthen applications. Applicants should be good communicators and people oriented with a willingness to work effectively with fellow workers and the public.

Admission may be granted to mature students who can provide evidence of probable success in the program.

## Specific Prerequisites

Those students wishing to enter the Personnel and Industrial Relations Option from the first year of the technology program should have maturity and relevant work experience as well as competence in communication skills, as demonstrated by a minimum of 70% standing in the first year communication courses.

## Advanced Standing

Direct entry into the second year of the technology in either option is possible provided students have the equivalent of the first year of the program.

## Post-graduation

Graduates may earn advance credit towards designation as a Chartered Accountant, a Certified General Accountant, or a Registered Industrial Accountant. Advance credit is also given by the Institute of Chartered Secretaries and Administrators.

## Faculty and Staff

C. Clark, B.A., M.A., Acting Department Head  
R.A. Cradock, B.Comm., M.B.A., R.I.A., F.S.M.A.C., Acting Dean, School of Management Studies  
S. Ayinde, B.A., M.A.  
G.E. Bissell, B.Comm., M.A.  
D. Davis, B.A., M.A., LL.B.  
C.J. Dickhoff, B.A., M.A., (Econ.), M.A. (Public Admin.)  
H.G.J. Herron, B.A. (Cert. Public Admin.)  
R.W. Hooker, B.A., B.Sc., M.A., LL.B., Senior Instructor  
C.L.R. Jaques, B.A., M.A.  
L.E. Johnson, B.A., M.B.A.  
L. Jones, B.Sc., M.Sc.  
T.P. Juzkow, B.A.Sc., M.B.A., P. Eng., Program Head  
A.G. Liddle, M.B.A.  
D. Pepper, B.A., Ph.D.  
D. Schram, B.Comm., M.Sc. (Intn. Bus.)  
R.M. Sharp, B.A.Sc., M.B.A., P.Eng.  
G. Storey, B.A., M.Sc.  
N.E. Stromgren, C.D., B.A., M.Ed. (Admin.)  
B. van der Woerd, B.A., Program Head  
F.C. Williams, B.A. (Hons), M.A.  
R.A. Yates, LL.B., M.B.A., Program Head

## TECHNOLOGY: Administrative Management Systems

Level 1	Classroom hours per week
ADMN 100 Micro Economics	3.0
ADMN 220 Organizational Behavior	3.0
BCOM 102 Business Communication for Administrative Management	3.0
COMP 100 Data Processing, Introduction	3.0
FMGT 101 Accounting 1	4.0
OPMT 110 Business Mathematics	4.0

Level 2	Classroom hours per week
ADMN 200 Macro Economics	3.0
ADMN 216 Management	3.0
ADMN 217 Workshop	2.0
BCOM 202 Business Communication for Administrative Management	3.0
COMP 120 Computers in Business	3.0
FMGT 201 Accounting 2	4.0
MKTG 102 Introduction to Marketing	3.0
OPMT 130 Business Statistics	4.0
ADMN 190 Skills Enrichment	3.0

## PROGRAM: Administrative Systems

Level 3	Classroom hours per week
ADMN 310 Management 3	3.0
ADMN 330 Industrial Relations	3.0
ADMN 340 Personnel Administration	3.0
ADMN 360 Microcomputer Software Systems	3.0
ADMN 385 Business Law	4.0
FMGT 304 Management Accounting	4.0
FMGT 307 Finance 1	4.0
MTKG 311 Real Estate Management 1	3.0

Level 4	Classroom hours per week	
ADMN 410 Management	3.0	
ADMN 460 Microcomputer Software Applications	3.0	
ADMN 490 Directed Studies	6.0	
FMGT 404 Finance 2	4.0	
FMGT 451 Principles of Credit	4.0	*
MKTG 411 Real Estate Management 2	3.0	
OPMT 170 Management Engineering	4.0	
TDMT 352 Transportation	4.0	

## PROGRAM: Personnel and Industrial Relations

Level 3	Classroom hours per week	
ADMN 310 Management 3	3.0	
ADMN 321 Interpersonal Skills Development	2.0	
ADMN 330 Industrial Relations	4.0	
ADMN 340 Personnel Administration	3.0	
ADMN 341 Human Resource Planning and Analysis	4.0	
ADMN 360 Microcomputer Software Systems	3.0	
ADMN 385 Business Law	4.0	
FMGT 307 Finance 1	4.0	

Level 4	Classroom hours per week	
ADMN 410 Management	3.0	
ADMN 430 Collective Bargaining	3.0	
ADMN 440 Personnel Management Systems	3.0	
ADMN 441 Interviewing Skills	4.0	*
ADMN 442 Training and Development	4.0	*
ADMN 490 Directed Studies	6.0	
FMGT 404 Finance 2	4.0	
OPMT 170 Management Engineering	4.0	

\* Half term courses

## Course Descriptions

**ADMN 100 Micro Economics** — The major areas studied are the product and resource market. Students analyze supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

**ADMN 190 Skills Enrichment** — Currently this course offers an introduction to business applications on the microcomputer as part of changes in the program content. Future decisions on content and offering of the course will depend upon an ongoing assessment of student needs.

**ADMN 200 Macro Economics** — Develops an understanding of the organization and operation of the Canadian Economy in an International setting. The theoretical tools of the economist are used to expound the concepts of national income employment, inflation, money and banking international trade, and growth. An appreciation of the relationship between economic theory and economic policy is provided.

**ADMN 216 Management** — A study of management functions and practices — planning, organizing, leading and controlling. Included are such topics as forms of business ownership, strategic and tactical planning, decision-making, organizational structure, staffing, delegating, production planning and control, and control techniques (with some variation of emphasis depending on the technology for which the course is provided). Student are given the opportunity to develop analytical and communications skills by analyzing and proposing solutions to typical business problems.

**ADMN 217 Workshop** — Students, working in small groups, contact a business or service organization, gather complete information on that organization — its history, organization structure, financial background, product or service, scope of operation, and marketing strategy. This information is presented to the class using audio/visual techniques. Benefits to the students are a better understanding of the application of the management theory and practice in formal class presentation.

**ADMN 220 Organizational Behavior** — The study of factors that either influence or are influenced by people at work. The course will focus on macro factors such as organizational structure, technology and environment; group factors such as conflict and decision making; and micro or individual factors such as attitudes, perception and motivation.

**ADMN 310 Management 3** — 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. Prerequisite: ADMN 210.

**ADMN 321 Interpersonal Skills Development** — This lab concentrates on the development of skills for personnel problem solving. It emphasizes role-play training with students in advisory capacities, helping management and employees to resolve human resource management problems.

**ADMN 330 Industrial Relations** — A detailed analysis of selected labor/management problem areas with emphasis on the solution of practical existing problems in industrial relations.

**ADMN 340 Personnel Administration** — An introduction to the fundamentals of personnel management, including organization of the personnel function, salary administration, fringe benefits, training, management development and performance appraisal, constructive discipline, grievances and morale.

**ADMN 341 Human Resource Planning and Analysis** — An introduction to the skills and concepts associated with employee data collection and analysis for strategic and human resource planning purposes. Employment planning models, job analysis techniques and statistical methods of measurement are addressed.

**ADMN 360 Microcomputer Software Systems** — Instruction and practise with commercially advanced microcomputer software systems. Topics currently include integrated programs, exposure to the Macintosh and MS-DOS environments, and databases.

**ADMN 385 Business Law** — A one-term, condensed course which acquaints the business student with a basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law and agency, business organizations, negotiable instruments, real estate and administrative law.

**ADMN 410 Management** — An analysis of business policy formulation designed to give the student practice, experience and confidence in handling business situations, including those of a complex nature where basic policy decisions are necessary to assist in problem solving. Comprehensive business cases will be selected covering such fields as finance, control, personnel, production, marketing and general management, for study and discussion. The course is designed to acquaint the student with the role of top management and the interrelationships between these fields. Prerequisite: ADMN 310.

**ADMN 430 Collective Bargaining** — An introductory analysis of the fundamental issues and facts of labor-management relations. Special emphasis is given to collective agreement content and interpretation, bargaining and basic labor economics.

**ADMN 440 Personnel Management Systems** — Develops competence in several key personnel practitioner areas, including job evaluation techniques, wage and salary administration functions, and performance appraisal techniques. Two hours a week of microcomputer applications laboratory time are included, for preparation of course assignments that use microcomputer applications.

**ADMN 441 Interviewing Skills** — A skills development course emphasizing the interpersonal skills necessary for successful selection interviews. Training techniques include role-playing, individual counselling and feedback.

**ADMN 442 Training and Development** — Develops ability to design and implement a training program with emphasis on practical problems of training in industry.

**ADMN 460 Microcomputer Software Applications** — A continuation of Microcomputer Software Systems, with emphasis on the solution of practical problems. Familiarity with the programs is developed enabling students to use them in other course areas.

**ADMN 490 Directed Studies** — Designed to give students some practical application of concepts learned in major program areas by engaging in problem-solving projects in business or government. Students must pass all subjects in year 1 or have permission of the Department Head prior to enrolling in Directed Studies.

**BCOM 102 Business Communication for Administrative Management** — This is an applied business communication course for Administrative Management. Students develop the skills required to write effective letters and memos used in business and industry. Students also receive instruction in preparing and giving oral presentations.

**BCOM 202 Business Communication for Administrative Management** — Gives further instruction and practice in the principles taught in BCOM 102. The course concentrates on more sophisticated forms of written communication: the job application package, informational and analytical reports and research proposals. It also includes modules on graphics, questionnaires, telephone techniques, organizing and running meetings and using word processors.

**COMP 100 Data Processing — Introduction** — Offers training in basic data processing principles to develop recognition of the application of these principles to industry. The principal functions of data processing are illustrated and practised with an H.P. minicomputer operating interactively. Elementary computer programs are written and tested on the computer. Use of flow-charting and elementary data processing systems design will illustrate the achieving of data processing objectives.

**COMP 120 Computers in Business** — Designed to give the student an understanding of business computer systems. Topics include computer hardware — types, usage, evaluation; systems development — feasibility studies, analysis, design, implementation; packaged software — use and evaluation. Emphasis will be placed on particular areas of interest to the specific technologies.

**FMGT 101 Accounting 1** — Permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. It provides theoretical and practical training in basic accounting as preparation for FMGT 201. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record-keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

**FMGT 201 Accounting 2** — The follow-up to FMGT 101, topics include inventory, long-lived assets, liabilities, forms of business organizations, cash-flow and working capital analysis, manufacturing accounting, management accounting, consolidated statements, analysis of financial statements and price level changes. Prerequisite: FMGT 101.

**FMGT 304 Management Accounting** — The management accountant's role in decision making, planning and control of company operations through budgeting, standard costing and evaluation systems. Emphasis is on alternative methods of product costing, cost allocations, performance measurement and decision-making models. Prerequisite: FMGT 201.

**FMGT 307 Finance 1** — Those with little or no knowledge of financial management will study the various methods of optimizing the economic position of a firm. Middle management people in business finance will learn to make the best decisions on the financing of a firm. Topics include control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 201.

**FMGT 404 Finance 2** — Instructs students in raising capital to finance a firm. Topics include the cost of capital; short, medium and long term financing leasing; refinancing; security analysis; the Canadian capital and money markets and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 307.

**FMGT 451 Principles of Credit** — An overview of the principles and procedures of various types of credit and their use by retail business, financial institutions, commercial enterprises and consumers. Includes sources of information, credit policy, control, and collections. A continuing case problem approach is used.

**MKTG 102 Introduction to Marketing** — Includes a detailed study of the basic marketing functions, marketing research, product planning, selection of trade channels, merchandising, advertising, sales promotion and salesmanship. Marketing of consumer goods as well as industrial goods will also be covered.

**MKTG 311 Real Estate Management 1** — The real estate function includes law, estates and interests in land, and the personal and business management decision process. The economic characteristics of urban real estate and the market, city growth and development, locational factors in influencing the determination of land use and ownership, institutional lenders, the mortgage market and the functions of the real estate agency, salesman and appraiser are covered. This is a credit course recognized by the Real Estate Council of British Columbia and the Department of Real Estate Studies at UBC. It exempts the student entering the real estate brokerage business from the salesman's pre-licensing course.

**MKTG 411 Real Estate Management 2** — see MKTG 311. Prerequisite: MKTG 311.

**OPMT 110 Business Mathematics** — Review of basic mathematics applicable to business and industry. Mathematics of finance including retail operations, simple and compound interest, discounts, annuities, financial papers and depreciation methods. Emphasis is on practical applications to business administration.

**OPMT 130 Business Statistics** — Major emphasis is on descriptive statistics, including numerical and graphical presentation of data, measures of central tendency and dispersion, elementary probability, index numbers and time series. Introduction to inferential statistics through selected topics such as sampling, confidence limits of the mean, hypotheses testing and simple linear regression.

**OPMT 170 Management Engineering — Systems Option** — Industrial engineering approach to problem solving with particular application to administrative management problems. Includes method study, charting and analysis, work measurement, facility layout. Also provides training in production and inventory management.

**TDMT 352 Transportation** — Designed to give students a basic understanding of the operation of the four modes of transportation. The course highlights municipal, provincial and federal regulations/deregulations and introduces students to the essentials of freight rate applications and waybill audit. The course is tailored to users of transportation services.

# Business Administration

## Third Year Program

### Administrative Management Systems

Following some experience in the work force, engineering and health technologists may assume supervisory and managerial responsibilities. Although well-versed in the technical aspects of their fields, they could, in most cases, benefit from further training in business management to be effective administrators. To fulfill this training need, BCIT has developed a full-time diploma program in business management for graduates from health and engineering technologies or equivalent.

### The Program

The nine month program includes such basic business subjects as management accounting, economics, personnel administration, data processing and marketing, to give students a thorough understanding of current business practices, which will enable them to apply a disciplined and professional approach to management. Lectures are supplemented by case studies and group discussions throughout the program. All students are required to carry a full course load each term.

### Prerequisite

Diploma of Technology in Health or Engineering, or equivalent. Applicants should be interested in supervisory or managerial positions. Previous business experience is preferable, but not mandatory.

### Post-graduation

Graduates of this diploma program may work towards accreditation as a Certified Administrative Manager through the Administrative Management Society.

### Faculty and Staff

R.A. Cradock, B.Comm., M.B.A., R.I.A., F.S.M.A.C., Acting Dean of Management  
T.P. Juzkow, B.A.Sc., M.B.A., P.Eng., Program Head  
G. Storey, B.A., M. Sc.  
R.A. Yates, LL.B., M.B.A.

## PROGRAM: Business Administration (3rd Year Program)

### Level 5

Classroom hours per week ▼

ADMN 100 Micro Economics.....	3.0
ADMN 310 Management 3.....	3.0
ADMN 342 Human Resource Management.....	3.0
ADMN 360 Microcomputer Software Systems.....	3.0
BCOM 501 Advanced Business Communication.....	4.0
FMGT 519 Financial Management 1.....	4.0
OPMT 510 Business Mathematics.....	4.0

### Level 6

Classroom hours per week ▼

ADMN 200 Macro Economics.....	3.0
ADMN 620 Organizational Behavior.....	3.0
ADMN 410 Management.....	3.0
ADMN 460 Microcomputer Software Applications.....	3.0

ADMN 385 Business Law.....	3.0
COMP 213 Computers and Information Systems.....	4.0
FMGT 619 Financial Management 2.....	4.0
MKTG 102 Introduction to Marketing.....	3.0

## Course Descriptions

**ADMN 100 Micro Economics** — The major areas studied are the product and resource market. Students analyze supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

**ADMN 200 Micro Economics** — Develops and understanding of the organization and operation of the Canadian Economy in an international setting. The theoretical tools of the economist are used to expand the concepts of national income employment, inflation, money and banking international trade, and growth. An appreciation of the relationship between economic theory and economic policy is provided.

**ADMN 310 Management 3** — 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. Prerequisite: ADMN 210.

**ADMN 342 Human Resource Management** — An introduction to the major personnel and industrial relations programs applicable to the British Columbia workplace with emphasis on the value of the worker and the overall effectiveness of modern human resource management. It develops understanding of the skills required for selection interviews, performance appraisals, compensation reviews, labor contract negotiations, training and development programs, grievance and collective agreement administration and reviews relevant employment law.

**ADMN 361 Microcomputer Software Systems** — An introduction to the use of applications software on the microcomputer. Topics include word processing, business graphics, spreadsheets, and databases on one or more operating systems.

**ADMN 385 Business Law** — A one-term, condensed course which acquaints the business student with a basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law and agency, business organizations, negotiable instruments, real estate and administrative law.

**ADMN 410 Management** — An analysis of business policy formulation designed to give the student practice, experience and confidence in handling business situations, including those of a complex nature where basic policy decisions are necessary to assist in problem solving. Comprehensive business cases will be selected covering such fields as finance, control, personnel, production, marketing and general management, for study and discussion. The course is designed to acquaint the student with the role of top management and the interrelationships between these fields. Prerequisite: ADMN 310.

**ADMN 460 Microcomputer Software Applications** — A continuation of Microcomputer Software Systems, with emphasis on the solution of practical problems. Familiarity with the programs is developed enabling students to use them in other course areas.

**ADMN 620 Organizational Behavior** — The study of factors that either influence or are influenced by people at work. The course will focus on macro factors such as organizational structure,

**APPLICATION FOR ADMISSION**

**NOTE:** • ALL APPLICANTS PLEASE COMPLETE "PART A".  
• INCOMPLETE APPLICATIONS MAY BE RETURNED  
— THIS WILL DELAY PROCESSING.

**PART A** PLEASE PRINT CLEARLY IN BALL POINT PEN

<b>PERSONAL DATA</b> THIS WILL BECOME YOUR STUDENT NUMBER				Social Insurance Number				For Office Use Only					
Student Name: Last Name, First Name													
Month		Date of Birth Day		Year		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married		Country of Citizenship <input type="checkbox"/> Canada <input type="checkbox"/> Other _____		Status (If not Canadian) <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Authorization	
<b>MAILING ADDRESS: Number and Street</b>													
City/Town								Prov.		Country			
Postal Code				Telephone Number				Area Code		Number			
<b>PERMANENT ADDRESS: Number and Street</b>													
City/Town								Prov.		Country			
Postal Code				Telephone Number				Area Code		Number			
<b>BUSINESS NAME: Name of Company</b>													
Department						Position							
<b>BUSINESS ADDRESS: Number and Street</b>													
City/Town								Prov.		Country			
Postal Code				Telephone Number				Number		Local			
<b>EMERGENCY CONTACT: Last Name, First Name</b>													
Relationship													
<b>EMERGENCY ADDRESS: Number and Street</b>													
City/Town								Prov.		Country			
Postal Code				Telephone Number		Area Code		Home Number		Business Number		Local	

**PART A** (Continued From Pg. 1)

MISCELLANEOUS DATA							
Is English your primary language? <input type="checkbox"/> Yes <input type="checkbox"/> No	British Columbia resident since:	Month	Day	Year	Are you colour blind? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please indicate any physical disability(ies):							
EDUCATION							
	Name and City, Province, Country of School	Highest Grade Year or Term Completed	Last Attended				
			Month	Year			
Last Secondary School Attended							
Community College or Institute of Technology							
University							
Additional Education, Including Vocational, Correspondence or Other							
Professional Certification/Registration							
					Month	Year	
Have you previously: a) Attended a BCIT Full-Time Program? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If "Yes," when?							
b) Requested Program Approval for a BCIT Certificate Program? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WORK EXPERIENCE: Include Full-Time and Part-Time							
Employer	Main Duties	From		To			
		Month	Year	Month	Year		
STATISTICAL DATA							
Reason(s) for Attending BCIT?	<input type="checkbox"/> Related to Current Work		<input type="checkbox"/> Preparation for New Career				
	<input type="checkbox"/> Preparation for Advancement		<input type="checkbox"/> General Interest				
Main Activity During Last Twelve (12) Months?	<input type="checkbox"/> Student		<input type="checkbox"/> Part-Time Employee				
	<input type="checkbox"/> Full-Time Employee		<input type="checkbox"/> Other _____				
CONSENT AND ACKNOWLEDGEMENT							
I hereby consent to be bound by and observe all applicable rules, regulations, policies and procedures of BCIT and any amendments made thereto from time to time. I am aware that a copy of all such rules, regulations and procedures is available for review at the office of the Registrar for BCIT and I acknowledge that it is my responsibility to review the same.							
Signature				Date			



CHECK PREREQUISITES IN PUBLICATIONS.

## PART D

EMPLOYER CONTRACTED PROGRAMS				
Start Date with Present Employer	Month	Year	Name of Employer	Employer Approval (If Necessary)
District (If Applicable)			Branch Division (If Applicable)	
Employment Status <input type="checkbox"/> Regular <input type="checkbox"/> Auxiliary			Job Classification	
Next Course Requested	Course Number		Course Name	

## PART E

- If you are applying for entry into a DIPLOMA or ADVANCED DIPLOMA PROGRAM attach supporting documents.

NOTE: All documents submitted are deemed to be the property of the Institute. Whether or not a person is accepted for admission, documents are not returned.

- 1) An official transcript of all secondary school marks, approved by the Department of Education, showing necessary credits and grades for admittance to program desired

OR

A statement from the principal showing secondary school record to date. Please list all those courses, and their dates of completion, which you are currently taking or plan to take before coming to BCIT.

*This statement must be substantiated by an official transcript when it becomes available. Photocopies are not acceptable. A photocopy will be acceptable only if the original document is submitted IN PERSON for verification and photocopying by the Registrar's office.*

- 2) Official documents supporting other educational credits claimed in this application, i.e., university, college, vocational institute, etc.
  - 3) In order to assist the selection procedure, you should submit additional relevant information on a separate sheet of paper.
  - 4) Proof of Landed Immigrant Status or Student Authorization, designated to BCIT, if you are not a Canadian citizen.
  - 5) Applications and documents are not maintained by the Institute for those applicants who are accepted and are unable to enroll, or for those candidates who have not been accepted. If making reapplication to BCIT, please contact the Admissions Office.
- For some programs, a medical questionnaire must be completed and medical fitness determined prior to final acceptance. Applicant will be informed at a later date as to the action to be taken.
  - For Full-Time Program fee information, refer to the fee schedule listed in the BCIT Calendar.
  - Refer to BCIT CALENDARS for detailed information.

- Please submit to: Office of the Registrar  
British Columbia Institute of Technology  
3700 Willingdon Avenue, Burnaby, B.C., Canada  
V5G 3H2  
Telephone 434-1610 Area Code 604

technology and environment; group factors such as conflict and decisions making; and micro or individual factors such as attitudes, perception and motivation.

**BCOM 501 Advanced Business Communication** — As future managers, students learn to retrieve, extract and report information efficiently. Building on skills acquired in previous Communication courses, this course emphasizes improving persuasive writing and speaking skills, especially proposal writing.

**COMP 213 Computer and Information Systems**

**FMGT 519 Financial Management 1** — Basic accounting procedures; closing the books; adjustments; working papers; merchandise operations; statement and ledger organization; special journals; forms of business organization; accounting principles; introduction to cost accounting; analysis of financial data; working capital; departmental and branch operations; consolidations.

**FMGT 619 Financial Management 2** — see FMGT 519. Prerequisite: FMGT 519.

**MKTG 201 Introduction to Marketing** — A continuation of MKTG 101. An introduction to the marketing environment and marketing institutions. Detailed study of the basic marketing functions, marketing research, product planning, selection of trade channels, merchandising, advertising, sales promotion and salesmanship. Embraces marketing of consumer goods, as well as industrial goods. Prerequisite: MKTG 101.

**OPMT 510 Business Mathematics** — Review of basic mathematics applicable to business and industry; mathematics of finance, including retail operations, simple and compound interest, discounts, annuities, financial papers and depreciation methods. Emphasis is on practical applications to business administration.

# Broadcast Communications

The Broadcast Communications program was initiated through the combined efforts of the private sector of the industry and the Canadian Broadcasting Corporation in this province. The need for trained personnel continues to grow in broadcast journalism, radio and television production, and related areas. Those interested in entering fields other than mass communications through broadcasting, i.e. audio and video production, public relations or cablecasting, will find much of the basic technical background included.

The educational emphasis is upon versatility so that a graduate may find employment in a variety of occupations within the broadcast industry. Students will enrol in one of the three options: Radio, Television or Broadcast Journalism.

## Job Opportunities

Graduates are employed throughout British Columbia and in all parts of the world, wherever radio, television, cable facilities or audio and video production operations exist.

## The Program

### Radio

A detailed background is provided in AM and FM radio. Detailed instruction is given in announcing, on-air work, commercial copywriting and production, as well as other areas of radio operations, including sales and management. Students also receive as much practical experience as can be given in the time available, via structured operational simulations in first year, and operation of the campus radio station, CFML, in second year.

### Television

This option concentrates on the production tools and operational methods of a modern television broadcast station, cable facility or video production house. Full use of color, and experience in producing all types of modern television productions is provided so that students may work their way through a variety of positions in television and video operations.

### Broadcast Journalism

This option prepares students for careers as news reporters, newscasters and editors in radio and television. Training includes basic news broadcasting skills and academic courses. Skills such as news writing, audio and video editing, and announcing are combined with substantial knowledge of politics, economics, and other topics. Actual newsroom and field reporting operations give the student experience in skill development and judgment.

## General Information

Students must pass audition and aptitude tests, where applicable, and must be able to type 25 correct words per minute to qualify for entrance into the technology. Normally only qualified applicants will be interviewed.

In each of the options students are graded against industry and professional standards and must achieve such standards within their period of study.

## Prerequisite

Graduation from senior secondary school is a general prerequisite. Only a limited number of students can be accepted each year and applicants should apply early. Information meetings are held on the last Monday of August and the first Monday of each

month during the school year (September — June) at 1730 in room 129, just off the north foyer in building 1A. Where the first Monday of a month is a holiday, the meeting is held on the second Monday. If on-campus interviews are not possible, please write to the Department Head and an interview in the field may be arranged. In making application, full details on related experience and extracurricular courses or aptitudes should be included. Prior to final acceptance, all qualified applicants are given formal interviews and are dealt with individually. No waiting list is established.

The prospective student is expected to have a thorough knowledge of English. Previous studies in the areas of political science, history and other humanities as well as current events, will also prove of value. Note: All applicants must submit a short essay (approximately 500 words) detailing their reasons for choosing broadcasting as a career. This essay must accompany the application, with all pertinent documents, letters of reference and recommendations, transcripts, etc.

## Faculty and Staff

B. Antonson, Dipl. T., Department Head (Acting)  
J.W. Ansell, Dipl. T., Program Head (Radio)(Acting)  
H. Dorfman, B.A.  
T. Handel, Dipl. T., Dipl. Adult Ed.  
M. Hesketh, Program Head (Broadcast Journalism)  
J.R. Jonasson  
J.J. Kemp  
R. Liepert  
B. McMaster, B.A., M.A.  
K.J. Mitchell  
P. Munoz (on leave)  
R.H.B. Nason, B.A., M.P.S.  
B. O'Neill, Senior Maintenance Engineer  
R. Riskin, Dipl. T., Program Head (Television)  
D.W. Short  
S. Smolar, B.A. (Comms.), A.Sc.T.  
R. Taylor  
J. Yount

## TECHNOLOGY: Broadcast

## PROGRAM: Radio

Level 1	Classroom hours per week
ADMN 320 Interpersonal Relationships.....	3.0
BCOM 101 Communication for Broadcasters.....	3.0
BCST 100 Industry Organization.....	2.0
BCST 101 Technical Basics.....	2.0
BCST 103 Copywriting.....	3.0
BCST 110 Radio Operations.....	9.0
BCST 111 Radio Announcing.....	6.0
BCST 112 Awareness.....	2.0
BCST 113 Introduction to Broadcast Journalism.....	2.0

Level 2	Classroom hours per week
ADMN 381 Broadcast Law.....	3.0
BCOM 201 Communication for Broadcasters.....	3.0
BCST 200 Industry Organization.....	2.0
BCST 203 Copywriting.....	3.0
BCST 209 Practicum.....	35.0
BCST 210 Radio Operations.....	9.0
BCST 211 Radio Announcing.....	6.0
BCST 212 Awareness.....	2.0
COMP 112 Computers in Broadcast.....	3.0

Level 3	Classroom hours per week	
BCOM 301	Communication for Broadcasters.....	3.0
BCST 310	Radio Operations.....	14.0
BCST 311	Radio Management.....	14.0
OPMT 319	Statistics for Broadcasters.....	3.0

Level 4	Classroom hours per week	
ADMN 101	Economic Issues.....	3.0
BCOM 401	Communication for Broadcasters.....	3.0
BCST 409	Practicum.....	35.0
BCST 410	Radio Operations.....	14.0
BCST 411	Radio Management.....	14.0

## TECHNOLOGY: Broadcast

### PROGRAM: Television

Level 1	Classroom hours per week	
ADMN 101	Economic Issues.....	3.0
ADMN 320	Interpersonal Relationships.....	3.0
BCOM 101	Communication for Broadcasters.....	3.0
BCST 100	Industry Organization.....	2.0
BCST 101	Technical Basics.....	3.0
BCST 103	Copywriting.....	3.0
BCST 120	Television Introduction.....	11.0
BCST 121	Picture Basics.....	2.0

Level 2	Classroom hours per week	
ADMN 381	Broadcast Law.....	3.0
BCOM 201	Communication for Broadcasters.....	3.0
BCST 200	Industry Organization.....	2.0
BCST 203	Copywriting.....	3.0
BCST 209	Practicum.....	35.0
BCST 220	Television Introduction.....	20.0
BCST 221	Photography and Darkroom Techniques.....	1.0
BCST 222	Color Television.....	2.0

Level 3	Classroom hours per week	
BCOM 301	Communication for Broadcasters.....	3.0
BCST 320	Television Production.....	20.0
BCST 321	Television Production Theory.....	2.0
BCST 322	Television News.....	4.0
BCST 323	Television Production Planning.....	3.0
BCST 324	Educational Television Production.....	4.0
COMP 112	Computers in Broadcasting.....	3.0

Level 4	Classroom hours per week	
BCOM 401	Communication for Broadcasters.....	3.0
BCST 409	Practicum.....	35.0
BCST 420	Television Production.....	20.0
BCST 421	Television Theory.....	2.0
BCST 422	Television News.....	4.0
BCST 424	Educational Television.....	8.0
MKTG 100	Marketing 1.....	3.0

## TECHNOLOGY: Broadcast

### PROGRAM: Journalism

Level 1	Classroom hours per week	
ADMN 101	Economic Issues.....	3.0
BCOM 101	Communication for Broadcasters.....	3.0
BCST 130	Introduction to News Reporting.....	2.0
BCST 131	Introduction to Announcing.....	3.0
BCST 132	Introduction to Radio.....	2.0
BCST 133	Introduction to Television.....	2.0
BCST 134	News Writing.....	4.0
BCST 135	Municipal Government.....	2.0
BCST 136	Picture Basics.....	4.0

Level 2	Classroom hours per week	
BCOM 201	Communication for Broadcasters.....	3.0
BCST 209	Practicum.....	35.0
BCST 230	News Reporting.....	2.0
BCST 231	News Announcing.....	3.0
BCST 232	Radio News.....	6.0
BCST 233	Television News.....	4.0
BCST 235	Government and Politics.....	4.0
COMP 112	Computers in Broadcasting.....	3.0

Level 3	Classroom hours per week	
BCST 330	Investigative Reporting.....	2.0
BCST 331	Media Law.....	2.0
BCST 332	Radio News.....	10.0
BCST 333	Television News.....	10.0
BCST 335	History and Social Science.....	2.0

Level 4	Classroom hours per week	
BCST 409	Practicum.....	35.0
BCST 430	Documentaries.....	2.0
BCST 431	Labor and Business.....	2.0
BCST 432	Radio News.....	10.0
BCST 433	Television News.....	10.0
BCST 435	History and Social Science.....	2.0
BCST 437	Industry Preparation.....	2.0

## Course Descriptions

**ADMN 101 Economic Issues** — The intent of this course is to expose students to the application of various economic principles to the study of particular problems. Topics vary depending upon the instructor and the technology receiving the course.

**ADMN 320 Interpersonal Relationships** — Broadcasting involves unusually close interaction among its participants, who work together to provide information, entertainment and station revenues. The course explores the importance of harmonious relationships and how to achieve them.

**ADMN 381 Broadcast Law** — An introduction to the Canadian legal system emphasizing contracts, torts (including defamation and privacy), criminal law, court procedure and contempt, secured transactions, government agencies, employment law, forms of doing business and negotiable instruments.

**BCOM 101 Communication for Broadcasters** — Through lectures, labs and industry examples, this course examines some of the basic differences between writing for print and writing for the ear. Students completing this course should be able to apply some of these principles to a variety of standard broadcast features such as reviews, profiles, etc., written in clear, concise and correct language.

**BCOM 201 Communication for Broadcasters** — A continuation of BCOM 101, this segment of the course will apply the principles of television writing. Students will work individually and in groups to produce a number of presentations and scripts including a documentary feature. Prerequisite: BCOM 101.

**BCOM 301 Communication for Broadcasters** — Emphasis is on the writing and research skills needed by professionals in broadcasting. Writing skills will be developed through writing scripts for reviews and critiques, writing powerful business letters and memos and developing effective program and story ideas. Research skills will be developed through units on speed reading, time management and advanced research techniques.

**BCOM 401 Business Communication for Broadcasters** — Emphasis is on skills needed to sell writing to broadcasters and to sell students' abilities and training to employers. Skills will be developed through units on covering letters, resumes and job interview techniques; copyright law; writing effective proposals,

queries and sales presentations, and translating students' work into several media. Students will be required to produce broadcast material written to professional industry standards.

**BCST 100 Industry Organization** — Introduction to the development of the Canadian Broadcasting System, policies and institutions from their beginnings, through their evolution to contemporary standards and practices. The aim is to achieve a better understanding of today's broadcast industry through an historical perspective and scrutiny. Areas of discussion include regulations, associations, political considerations, ratings systems, music licensing, broadcast history, regulatory bodies, etc.

**BCST 101 Technical Basics** — Students are introduced to the basics of electricity, magnetism, batteries and other principles which are then applied to the equipment they will be working with. The origin of sound is traced through the entire processing and transmission system to its ultimate reception in the listener's home. The same is done with the sending and receiving of television pictures. This is an elementary introduction to explain "how things work".

**BCST 103 Copywriting** — Familiarizes students with advertising techniques, particularly in the broadcast media. Lectures and workshop sessions relate to the writing and evaluation of radio and television commercials. Basic marketing concepts, the function of advertising in society and the economics of broadcast are related. Commercials are studied in detail. Special emphasis is placed on developing the student's ability to work within a group situation. While students may not become writers, the course could lead to a position in copywriting, broadcast sales or promotion.

**BCST 110 Radio Operations** — An introduction to the equipment and techniques used in radio broadcasting. Starting with station organization, the student continues with a study of microphones, radio control boards, tape machines and broadcast accessories, and develops the manual dexterity needed in the operation of this equipment.

**BCST 111 Radio Announcing** — An introduction to effective oral communication for radio using lectures, exercises and practical application of the techniques of the various specialized forms taught. Individual and classroom critiques are employed and auditions and assignments measure progress. Broadcast regulations and program scheduling are also included in the announcer-related areas of practical responsibilities.

**BCST 112 Awareness** — It is essential that a broadcaster be credible to the listener by exhibiting concerns and interests close to the individual and the community. As broad a base of external knowledge as possible must be acquired reflecting the local, regional, national and international scene. Lectures and practical exercises assist in acquiring and building the knowledge base and using it effectively.

**BCST 113 Introduction to Broadcast Journalism** — Introduces the radio student to the basic fundamentals and principles of news broadcasting. The course will instruct students in the gathering, handling, and dissemination of news and sports information and will make them more aware of the importance of information programming in the broadcast industry.

**BCST 120 Television Introduction** — Understand the basic components of a television production and how each interrelates with the others. Equipment explanations include cameras, switchers, audio equipment, video tape recording, and EFP/ENG usage. Manual dexterity is developed in the operation of studio and control room production equipment. The course is divided into approximately 8 hours lab (orientation/practical) and 3 hours lecture. This may fluctuate from time-to-time.

**BCST 121 Picture Basics** — Covers the fundamentals of picture taking, including the practical aspects of focus, lighting, etc., and creative aspects — how to tell stories with pictures. The course provides the conceptual base for later work in electronic news gathering (ENG) techniques.

**BCST 130 Introduction to News Reporting** — Introduces the student to the basic principles of radio and television news gathering and dissemination. The course will give the student a grounding in the systems, issues, and policies of the broadcast news industry and will prepare the student for the more detailed and involved aspects of the succeeding news course.

**BCST 131 Introduction to Announcing** — The student is introduced to basic concepts of voice use, announcing techniques and news reading skills. Stress is placed on daily practice and students receive both individual and group coaching.

**BCST 132 Introduction to Radio** — Broadcast journalism and engineering students are introduced to radio broadcast equipment and production techniques. The course is designed to give the student a basic appreciation and understanding of the operational side of radio broadcasting. Much practical work complements classroom instruction.

**BCST 133 Introduction to Television** — Introduces broadcast journalism students to television educational techniques, preparing for future work in this industry by providing an understanding of television operations that occur while they are "on camera".

**BCST 134 News Writing** — Trains and prepares students to write radio and television news copy. Two hours per week are devoted to lecture and basic writing theory. Two hours are directed at "in-class" writing and re-writing practice for both media. The course relies heavily on "in-class" practice and critique. Occasionally, students will take part in critiques of their own work, and that of others. Guest lecturers from within the broadcast industry are utilized from time-to-time.

**BCST 135 Municipal Government** — This course follows a lecture format, with practical assignments, and covers the fundamental operations, structures and problems of local government in B.C. The focus is related directly to news reporting work.

**BCST 136 Picture Basics** — Students examine the language of pictures and their use to convey information. Topics include the history of pictorial communications, social context, the relationship between picture making technologies, picture communications and picture use in television news. The course objective is conceptual stimulation rather than "button pushing". While some familiarity with 35mm. photography is assumed, there are ample opportunities to learn "the basics".

**BCST 200 Industry Organization** — Building on the understanding of Canadian broadcasting developed in BCST 100, this course closely examines the broadcast policies, institutions, and regulations that affect both private and public sectors of the Canadian Broadcast system. Prerequisite: BCST 100.

**BCST 203 Copywriting** — see BCST 103. Prerequisite: BCST 103.

**BCST 209 Practicum** — This is a four week practical exercise to end first term. Radio and journalism students will operate radio station CFML twenty-four hours per day during this period, while the television students produce a series of program segments. Television and journalism students will produce television newscasts through the weeks.

**BCST 210 Radio Operations** — A continuation of BCST 110, the major emphasis for the student will be on honing the technical operations skills learned in term one. Commercial production,

radio station operations, audition tapes, and the use of lightweight, portable equipment are topics for instruction in this term. Emphasis is placed on practical applications of theory. Prerequisite: BCST 100.

**BCST 211 Radio Announcing** — Effective oral communication of ad-lib and written material is strengthened this term, along with timing, up-grading to acceptable on-air standard, and continued classroom drills, exercises and practice. Basis for correct foreign language pronunciation is provided. Operations in conjunction with radio operations labs serve to bring reality to course objectives. Prerequisite: BCST 111.

**BCST 212 Awareness** — Building on the knowledge base attained in term one seminars, lectures and oral communication exercises further develop even broader areas of specific listener-oriented subjects and concerns, and the application in various broadcast forms. Organization of facts and concise communication delivery form is stressed. Prerequisite: BCST 112.

**BCST 220 Television Introduction** — Understand the basic components of a television production and how they interrelate. Equipment explanations include cameras, switchers, audio equipment, video tape recording, and EFP/ENG usage. Manual dexterity is developed in the operation of studio and control room production equipment. The course is divided into approximately 8 hours lab (orientation/practical) and 3 hours lecture. This may fluctuate from time-to-time. Prerequisite: BCST 120.

**BCST 221 Photography and Darkroom Techniques** — Designed for TV students, the course concentrates on 35 mm photography in TV stations where the production of slides for news and commercial use is often extensive. Students learn how to take good pictures and to develop and print them.

**BCST 222 Color Television** — Begins with the psychophysics of human color vision and explains how the eye sees and adapts to colored objects. This theory is then applied to the N.T.S.C. color television system used on this continent. The course explores how the television system processes the color signal, how to properly set up and match color cameras and how to properly adjust a color picture monitor.

**BCST 230 News Reporting** — This course gets the student involved in the identification, researching and gathering of news material in an organized manner. The student is introduced to beat and filing systems, the courts, the police, organized labor, business, and politics. Prerequisite: BCST 130.

**BCST 231 News Announcing** — After initial voice training in term one, the student is now ready for advanced radio and TV news reading. Through additional training and coaching, the student is expected to polish voice skills and become proficient at ad-lib techniques and interviewing. The student must develop proficiency in news presentation for both radio and TV. Prerequisite: BCST 131.

**BCST 232 Radio News** — This is the first opportunity for students to work in a newsroom environment. The class is divided into small groups for personal instruction on operating newsroom equipment. This is followed by several weeks of practice where students write, compile and read newscasts as well as honing their ability to use newsroom equipment. Prerequisite: BCST 134.

**BCST 233 Television News** — Students learn the process by which a story idea is transformed into a television news story. They learn to gather visual materials that tell their story, to write a script that works with their visuals, and to edit visuals together with script to create a comprehensible television news story. Some attention is given to newscast make-up and presentation. Prerequisite: BCST 133.

**BCST 235 Government and Politics** — Since a broadcast journalist is frequently dealing with political issues, this course acquaints the student with the structure of the Canadian Federal and Provincial governments. It also provides the student with an opportunity to research political issues and be involved in interaction with other students on current issues.

**BCST 310 Radio Operations** — Having gained basic competence in radio broadcast technique, students now apply their knowledge to regular practical work through operation of the campus radio station. All work is done to industry standards and individual and group performance is evaluated and critiqued. In lecture situations, students receive training in station systems and operations, multi-track recording and advanced production techniques. This training is then put into practical use via assignment and the day-to-day operations of the radio station. The course is demanding and stimulating. Prerequisite: BCST 110 or BCST 210 or BCST 111 or BCST 211.

**BCST 311 Radio Management** — Detailed studies are made in a number of topic areas that affect broadcasters attitudes toward the industry and their abilities to perform within it. These include basic business concepts, announcing skills, overviews on programming variables, the roles of information and music in contemporary programming, statistical measures in broadcasting, career development, broadcast sales and management. Prerequisite: BCST 111 or BCST 211 or BCST 110 or BCST 210.

**BCST 320 Television Production** — Upon successful completion of this course, students will be able to demonstrate their professional competency as members of a television production team as they rotate through all respective positions. Studio, field and post-production activities will be assigned to meet the production of a variety of program formats. Students will assume all managerial, production and support function responsibilities. Prerequisite: BCST 120, BCST 220.

**BCST 321 Television Production Theory** — Upon successful completion of this course, students will be able to organize and conduct a production meeting, provide constructive criticism of their peers performance and accept the same for their own projects, gain an understanding of various aspects of the broadcast industry through contact with professionals, which will provide the basis for oral and written presentations on selected topics. Presentation topics will be assigned by the first week in October.

**BCST 322 Television News** — This studio activity is assigned to second year television students to provide the routine of airing television newscasts on a weekly basis. Students will be rotated through production crew positions following the Broadcast Journalism rotation schedule. Students are expected to demonstrate professional competence in all crew positions as they "air" TV newscasts. Prerequisite: BCST 221.

**BCST 323 — Television Production Planning** — Upon successful completion of this course, the student will be able to plan all the elements necessary to guarantee a production which meets the professional standards of the television production industry, and organize and conduct pre and post production meetings as the producer/director of a proposed series pilot. Prerequisite: BCST 220.

**BCST 324 Educational Television Production** — This studio activity is assigned to second year television students in order to provide them with the opportunity to prove their professional competence as members of the BCIT Television production team for BCIT Knowledge Network productions and other educational video programming. These programs will be either "live" transmissions or pre-taped.

**BCST 330 Investigative Reporting** — Even though all reporting involves an investigative process, this course prepares the student for specialized reporting in public affairs and consumer research. The student is taught interviewing and research techniques and is expected to complete a major investigative project. Prerequisite: BCST 235.

**BCST 331 Media Law** — It is important for a broadcaster to be trained to function within the Canadian judicial system. This course explains the inner workings and the various levels of courts and it familiarizes students with Canadian criminal law and the laws of libel and slander. Prerequisite: BCST 232 or BCST 233.

**BCST 332 Radio News** — Students now begin performing in structured newsroom operations. They are divided into groups to operate the student radio station and the two newsroom labs. Some students are also given off-campus assignments to give them experience as beat reporters at courthouses, city and municipal halls and police headquarters. Students are given frequent individual and class critiques on their performance. Prerequisite: BCST 232.

**BCST 333 Television News** — Students bring ideas for news stories to class where these ideas are produced to fit the formats of television news. While most of the emphasis will be on ENG production, occasional stories may warrant the use of available studio and graphic facilities. Stories are incorporated into news programs that are produced in conjunction with the television production option. Prerequisite: BCST 233.

**BCST 335 History and Social Science** — Students are introduced to concepts from the social sciences — especially group membership, society, culture, ethnicity, alienation and deviance. Topics are related to recent news stories from British Columbia and Canada, and include B.C. history, ethnic groups, Canadian regional economic development, and issues in Canadian society. Class time is divided between lectures, discussions and student presentations.

**BCST 409 Practicum** — During the last month of the final term, students are located in industry positions to observe, practice, work and learn in actual industry situations. This "real world" experience complements the training and experience received in the past two years, providing a final preparation for assuming paid positions as a start to their broadcast careers. Prerequisite: All appropriate option courses.

**BCST 410 Radio Operations** — Using the operation of the campus radio station as a base, students specialize in desired work areas and are fine-tuned in preparation for entering the industry. Much emphasis is placed on preparation for job applications and industry interviews. Under the co-operative education program, eligible students may enter full-time, paid positions in industry while continuing their studies via correspondence assignments. The course concludes in mid-April, at which time students commence practicum assignments. Industry practices and standards prevail throughout the course. Prerequisite: BCST 110, 210, 310.

**BCST 411 Radio Management** — Considerable time is spent preparing students for their chosen roles in industry. The functioning of the student in day-to-day operations of radio station CFML takes on increasing importance in this final term of formal training. The course examines contemporary station management practices plus current roles and responsibilities surrounding the members of a modern management team. Prerequisite: BCST 111, 211, 311.

**BCST 420 Television Production** — see BCST 320. Prerequisite: BCST 320.

**BCST 421 Television Theory** — see BCST 321. Prerequisite: BCST 321.

**BCST 422 Television News** — see BCST 322. Prerequisite: BCST 322.

**BCST 424 Educational Television** — see BCST 324.

**BCST 430 Documentaries** — Research, reading and class discussion on topical subjects are designed to deepen the student's understanding of news-related issues and methods of approaching them. Prerequisite: BCST 330.

**BCST 431 Labor and Business** — As the student approaches graduation, it is important that he or she have a good understanding of labor unions and the management structure. This course explains the structure of unions as well as the labor laws of BC and Canada. The second part of the course explores the complexities of business, finance and the stock market. Prerequisite: BCST 332 or BCST 333.

**BCST 432 Radio News** — This is the advanced course in newsroom operations and students continue to practice the skills of reporting, writing and announcing. Students continue to work in the field as well as operating the student radio station and the news labs. The major thrust of this course is to identify student weaknesses and to assist them in strengthening their performance for entry into the industry. Prerequisite: BCST 332.

**BCST 433 Television News** — This course is a continuation of the third term television news lab. While the format for both courses is the same, the standards of evaluation in the fourth term are raised to reflect the expectations of professional broadcast journalism. Prerequisite: BCST 333.

**BCST 435 History and Social Science** — Students are divided into research teams for intensive research into the historical backgrounds of major international news stories; these teams report to class members. The report takes the form of a debate between team members. Following the debate, participants handle questions from the class in a news conference format.

**BCST 437 Industry Preparation** — This course is designed to give the student final preparation for graduation and employment. Students prepare a resume and audition package which is distributed to radio and TV stations in western Canada. Part of the course familiarizes students with sales, marketing and newsroom management. Prerequisite: BCST 331.

**COMP 112 Computers in Broadcasting** — The computer is an important servant of broadcast communication. Topics include application processing for the radio, journalism and television fields along with general systems analysis and design for the business area of broadcasting including program logs, record library, computer graphics and word processing.

**MKTG 100 Marketing 1** — A comprehensive study of the foundations and principles of marketing for those students pursuing a concentrated marketing based program. Covers basic marketing functions, marketing research, product planning; distribution, sales and promotion activities. Examines marketing in relation to all types of consumer, industrial and service firms.

**OPMT 319 Statistics for Broadcasters** — Examines the elements of descriptive statistics. These comprise techniques for collecting, summarizing and treating data so as to facilitate its use and comprehension. Graphic presentation is emphasized. Forecasting techniques are discussed, as is the construction of basic index numbers, with emphasis on the Canadian Consumer Price Index and its ramifications. The B.B.M. and Nielsen ratings, opinion polling and station rate cards are also covered in detail.



# Broadcast Engineering

## Third Year Program

### Broadcast Communications Technology

This post-diploma program is designed to meet the increasing need for highly skilled maintenance engineers in the broadcast and cable industries, and related fields.

#### The Program

Three main course areas are supplemented with a co-operative education component.

Television studio systems and equipment provide the student with detailed experience in the maintenance of highly specialized equipment used in modern television and cable stations. Particular emphasis will be placed upon the servicing of video tape equipment, including studio, portable and remote equipment. Time will also be devoted to preventative maintenance schedules and systems design.

Radio studio systems and equipment will give students extensive practice in applying electronic skills to modern radio, monaural and stereo broadcast equipment. Special emphasis will be placed on new technology in radio broadcasting, keeping in mind the complexity of older equipment presently in use.

AM television and FM transmission systems and equipment maintenance will comprise the third course area.

Those from outside greater Vancouver will be given preference in their home locations with respect to co-op education assignments.

#### Prerequisite

Diploma of Technology in Electronics, or equivalent experience in the work force.

#### Faculty and Staff

B. Antonson, Dipl. T., Acting Department Head  
S. Smolar, B.A. (Comms.), A.Sc.T., Program Head

### TECHNOLOGY: Broadcast

#### PROGRAM: Broadcast Engineering (3rd Year program)

Level 1	Classroom hours per annum	
BENG 501 Basic Audio Production.....	38	
BENG 502 Audio Technology.....	152	
BENG 503 AM and FM Transmitters.....	76	
BENG 504 Basic TV Production.....	76	
BENG 505 Video Technology 1.....	190	
Level 2	Classroom hours per annum	
BENG 603 TV Transmitters.....	30	
BENG 605 Video Technology 2.....	190	
BENG 609 Practicum.....	120	

#### Course Descriptions

##### Level 1

**BENG 501 Basic Audio Production** — Operation familiarization and production techniques for sound studios. Students are introduced to radio broadcast equipment and production techniques. The course is designed to give the student a basic appreciation and understanding of radio operations.

**BENG 502 Audio Technology** — The nature of sound: principles of hearing; definition and relationship of loudness and sound pressure levels; definitions and applications of white and pink noise; octave and third octave band filtering; noise criterion curves and applications; good design practice for noise control; sound level measurements; definition and significance of reverberation time; standing waves; absorption factors; measurement and control of reverberation time; good design practice for studio acoustics. Audio signal sources; microphone types and characteristics; signal levels and impedances; typical control systems, amplifier performance criteria; input noise level and head-room; attenuator networks; mixing and bridging networks; VU meter characteristics and calibration; program and graphic equalizers; artificial reverberation systems; signal distribution systems; audio monitoring systems; audio system test equipment and measurements. Audio recording systems; reel/reel systems, principles and alignment techniques; NAB cartridge systems, principles and alignment techniques; disc recording principles and playback criteria; stereophonic signal control and processing; advanced audio signal processing techniques; peak limiters; volume compressors; selective processing; line transmission of audio signals; design criteria; advanced audio system test equipment and measurements.

**BENG 503 AM and FM Transmitters** — AM transmission standards and channel assignments; typical AM transmitting systems; AM stereo, AM modulation techniques including high-level, dougherty and phase/amplitude; DOC monitoring requirements; transmitter test and alignment techniques; selection and use of RF transmission lines for AM systems; antenna array design criteria; DOC/FCC protection requirements; horizontal pattern determination; vertical pattern determination; array alignment techniques; DOC proof of performance requirements; supplementary proof requirements; test equipment calibration. FM transmission standards and channel assignments; typical FM transmitting systems; FM modulation techniques; stereo multiplexing principles and techniques; SCA multiplexing techniques; DOC monitoring requirements; transmitter test and alignment techniques; selection and use of RF transmission lines for FM systems; transmitting antenna selection criteria; antenna performance measuring techniques; DOC initial commissioning requirements.

**BENG 504 Basic TV Production** — Studio equipment operation and familiarization with production techniques.

**BENG 505 — Video Technology 1** — The television signal format; principles of interlaced scanning; review of imaging devices, system limitations and critical parameters; typical monochrome camera system; typical monochrome control and distribution system; monochrome monitoring equipment; elementary video signal analysis. Principles of color signal encoding; color matrixing techniques; system limitations and critical parameters; typical 3 tube color camera system; camera fault analysis and alignment techniques; color signal control and processing; advanced color video signal analysis; vertical interval test signals.

##### Level 2

**BENG 603 TV Transmitters** — TV transmission standards and channel assignments; principles of vestigial sideband transmission and signal recovery, principle of negative modulation; DOC transmission standards and monitoring requirements; principles and merits of various forms of visual transmitter modulation — low-level, high-level and IF modulation; detailed analysis of typical transmitter circuitry; transmitter test and alignment techniques;

equipment servicing exercises; selection and use of RF transmission lines for TV transmission; transmitting antenna selection criteria; antenna system performance measurements.

**BENG 605 Video Technology 2** — Principles of helical scan video recording; detailed analysis of typical recorders; equipment test and alignment techniques; equipment servicing exercises; principles of quadruplex video recording; detailed analysis of

typical recorder; principles of electronic video editing; analysis of typical editing system C format video recorders, 3/4" and 1/2" video recorders. Principles of digitizing video signals; advantages and limitations of digital signal processing; typical time-base correction system; typical digital frame store system; frame store applications including standards conversion.

**BENG 609 Practicum** — Practical experience working in and with the broadcast industry.

# Financial Management

No enterprise can survive without the means for funding and financial control and in modern business the techniques of financial management — financial planning, budget preparation and financial control — have gained increasing importance as management tools. BCIT students may specialize in accounting or finance.

## Job Opportunities

Specialists in accounting commonly enter middle management positions in financial accounting, cost accounting, internal audit and budget preparation.

Graduates in finance are placed in a variety of positions — in banks, trust companies, insurance companies and finance companies, as well as in the finance departments of businesses, industries and government. After gaining appropriate experience, finance specialists may rise to the managerial level and beyond.

## The Program

Following a year of general studies in business, students will enter one of two options: Accounting or Finance.

**The Accounting Option** is concerned with management accounting systems, financial reporting and auditing. The second year courses in this option build upon the accounting, data processing and computer systems fundamentals introduced in the first year with increased concentration on financial and cost accounting.

**The Finance Option** deals with the intricacies of funding business operations. In addition to a thorough grounding in financial accounting, students in this option make an in-depth study of financial decision making in their second year of the Financial Management program.

## Prerequisite

Algebra 11 and English 12 both with C+ are the course requirements for this program. Applicants must have an inquiring and logical mind, a capacity for hard work, excellent communication skills and the ability to work well with others. Candidates who do not meet this requirement are to include with their application, a letter (with references) outlining their career objectives and reasons for selecting Financial Management to enable the departmental selection committee to consider their application.

## Professional Accreditation

The accounting profession, through its professional bodies, recognizes a wide variety of accounting subjects offered in the program. The Canadian Institute of Chartered Accountants, the Canadian Certified General Accountants' Association, the Society of Management Accountants and the Canadian Credit Institute give credit for various subjects.

In addition to the professional bodies, universities will give credit for subjects taken in the program where students wish to continue their training and qualify for a university degree. For example, graduates of the Financial Management Diploma program are eligible to transfer to the Open Learning Institute Bachelor of Arts in Administrative Studies program to continue their studies toward a degree.

## Faculty and Staff

R.A. Cradock, B.Comm., M.B.A., R.I.A., F.S.M.A.C., Acting Dean, School of Management Studies  
G.H. Farrell, Dipl. T., M.B.A., R.I.A., F.S.M.A.C., Acting Department Head  
R.C. Bell, B.A. (Econ.), C.G.A.  
C.M. Briscall, B.Com., M.B.A., R.I.A., F.S.M.A.C., Program Head  
J. Cairns, C.G.A.  
D.K. Chan, B.Comm., M.B.A., C.A.  
A.D. Cobbett, Dipl. T., M.B.A., R.I.A.  
J.R.H. Curtis, B.Com., M.B.A., A.M.B.I.M., Leave of Absence  
R.J. Dolan, B.B.A., M.B.A., Program Head  
J.V. Gibson, R.I.A.  
K.M. Hamm, B.Com., R.I.A., Chief Instructor  
E.M. Iannacone, B.Com., M.B.A., R.I.A., F.S.M.A.C.  
R.W. Jackson, M.C.I.  
J.L. Johnston, Dipl. T., C.G.A.  
H.M.J. Lawson, B.Sc. (Econ.), M.B.A., Leave of Absence  
J.C. McAdam, B.A.Sc., M.B.A., P.Eng.  
R.B. McCallum, B.Eng., M.B.A., R.I.A., Leave of Absence  
R.G. Murphy, Dipl. T., R.I.A.  
R.C. Nichols, B.Com., R.I.A., Chief Instructor  
J.F. Porteous, R.I.A.  
C. Priester, B.Comm., M.A., F.C.B.A., Senior Instructor  
C.J. Trunkfield, B.A., M.B.A., F.C.G.A.  
P.J. Woolley, B.A., M.A., C.A.  
H.B. Yackness, B.Com., M.B.A., C.A., Chief Instructor  
I. Zelechowsky, B.Sc., Dip. Acct'g., M.B.A.

## TECHNOLOGY: Financial Management

Level 1	Classroom hours per week
ADMN 100 Micro Economics	3.0
ADMN 220 Organizational Behavior	3.0
BCOM 104 Business Communication for Financial Management	3.0
COMP 100 Data Processing — Introduction	4.0
FMGT 101 Accounting 1	4.0
MKTG 102 Introduction to Marketing	3.0
OPMT 112 Business Mathematics	4.0

Level 2	Classroom hours per week
ADMN 200 Macro Economics	3.0
ADMN 216 Management	3.0
BCOM 204 Business Communication for Financial Management	3.0
COMP 120 Computers in Business	3.0
FMGT 106 Credit and Collections	3.0
FMGT 201 Accounting 2	4.0
OPMT 132 Statistics for Financial Management	4.0

## PROGRAM: Accounting

Level 3	Classroom hours per week
ADMN 385 Business Law	4.0
FMGT 301 Cost and Managerial Accounting 1	4.0
FMGT 302 Financial Accounting 1	4.0
FMGT 307 Finance 1	4.0
FMGT 310 Auditing 1	3.0
FMGT 311 Quantitative Methods in Finance	4.0
FMGT 313 Taxation 1	3.0
FMGT 318 Microcomputer Software Systems	4.0

Level 4	Classroom hours per week
FMGT 401 Cost and Managerial Accounting 2	4.0
FMGT 402 Financial Accounting 2	4.0
FMGT 404 Finance 2	4.0

FMGT 406	Auditing 2.....	3.0
FMGT 407	Microcomputer Applications.....	4.0
FMGT 409	Taxation 2.....	3.0
FMGT 411	Projects in Industry.....	4.0

## PROGRAM: Finance

Level 3	Classroom hours per week	
FMGT 385	Business Law.....	4.0
FMGT 302	Financial Accounting 1.....	4.0
FMGT 307	Finance 1.....	4.0
FMGT 308	Security Analysis 1.....	4.0
FMGT 311	Quantitative Methods in Finance.....	4.0
FMGT 313	Taxation 1.....	3.0
FMGT 318	Microcomputer Software Systems.....	4.0
FMGT 331	Money and Banking 1.....	4.0

Level 4	Classroom hours per week	
FMGT 402	Financial Accounting 2.....	4.0
FMGT 404	Finance 2.....	4.0
FMGT 406	Security Analysis 2.....	4.0
FMGT 407	Microcomputer Applications.....	4.0
FMGT 409	Taxation 2.....	3.0
FMGT 411	Projects in Industry.....	4.0
FMGT 431	Money and Banking 2.....	4.0

## TECHNOLOGY: Financial Management — January intake

Level 1	Classroom hours per week	
ADMN 100	Micro Economics.....	3.0
ADMN 112	Management 1L.....	3.0
BCOM 108	Business Communication.....	3.0
COMP 106	Introduction to Data Processing 1L.....	4.0
FMGT 106	Credit and Collections.....	3.0
FMGT 115	Accounting 1L.....	4.0
MKTG 102	Introduction to Marketing.....	3.0
OPMT 112	Business Mathematics.....	4.0

Level 2	Classroom hours per week	
ADMN 200	Macro Economics.....	3.0
ADMN 220	Organizational Behavior.....	3.0
BCOM 208	Business Communication.....	3.0
COMP 125	Computers in Business.....	3.0
FMGT 215	Accounting 2S.....	4.0
OPMT 112	Business Mathematics.....	4.0

## Course Descriptions

**ADMN 100 Micro Economics** — The major areas studied are the product and resource market. Students analyze supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

**ADMN 200 Macro Economics** — Develops an understanding of the organization and operation of the Canadian economy in an international setting. The theoretical tools of the economist are used to expand the concepts of national income employment, inflation, money and banking, international trade and growth. An appreciation of the relationship between economic theory and economic policy is provided.

**ADMN 216 Management** — A study of management functions and practices—planning, organizing, leading and controlling. Included are such topics as forms of business ownership, strategic and tactical planning, decision-making, organizational structure, staffing, delegating, production planning and control, and control techniques (with some variation of emphasis depending on the

technology for which the course is provided). Students are given the opportunity to develop analytical and communications skills by analyzing and proposing solutions to typical business problems.

**ADMN 220 Organizational Behavior** — The study of factors that either influence or are influenced by people at work. The course will focus on macro factors/such as organizational structure, technology and environment; group factors such as conflict and decision making; and micro or individual factors such as attitudes, perception and motivation.

**ADMN 385 Business Law** — A one-term, condensed course which acquaints the business student with a basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law and agency, business organizations, negotiable instruments, real estate and administrative law.

**BCOM 104 Business Communication for Financial Management** — Prepares students to meet the business communication demands of financial management positions. They learn to plan, organize and write effective business letters and memos. They will also prepare and present oral reports.

**BCOM 108/208 Business Communication — January Intake for Financial Management** — This course covers the topics from BCOM 104/204 but in a different sequence.

**BCOM 204 Business Communication for Financial Management** — Gives further instruction and practice in the principles taught in BCOM 104. In this term, instruction will concentrate on how to write short and long reports, prepare more complex oral presentations and conduct meetings and interviews. Prerequisite: BCOM 104.

**COMP 100 Data Processing — Introduction** — Training in basic data processing principles to develop recognition of the application of these principles to industry. The principal functions of data processing are illustrated and practised with an H.P. minicomputer operating interactively. Elementary computer programs are written and tested on the computer. Use of flow-charting and elementary data processing systems design will illustrate the achieving of data processing objectives.

**COMP 106 Introduction to Data Processing** — This course combines all of the topics included in COMP 100 together with the business systems analysis topics from COMP 120. (The remaining topics from COMP 120 are covered in COMP 125.)

**COMP 120 Computers in Business** — Designed to give the student an understanding of business computer systems. Topics include computer hardware — types, usage, evaluation; systems development — feasibility studies, analysis, design, implementation; packaged software — use and evaluation. Emphasis will be placed on particular areas of interest to the specific technologies.

**COMP 125 Computers in Business** — Topics covered include computer systems analysis and design, hardware and software evaluation and hands-on use of various application software packages available on microcomputers.

**FMGT 101 Accounting 1** — Permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. The course provides theoretical and practical training in basic accounting as preparation for FMGT 201. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record-keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

**FMGT 106 Credit and Collections** — A detailed examination of credit granting, collection techniques and credit philosophy in all levels of business prepares the student to assist the credit manager of a large or small business in any area of the subject. Topics include determining credit risk; credit instruments and collateral security; types of consumer credit and credit cards; sources of consumer credit information; collections; credit department management.

**FMGT 115 Accounting 1L** — 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. The balance of the course may be taken in either May or September FMGT 201. For a description of the course content see FMGT 101/201.

**FMGT 201 Accounting 2** — The follow-up to FMGT 101, topics include inventory, long-lived assets, liabilities, forms of business organizations, cash-flow and working capital analysis, manufacturing accounting, management accounting, consolidated statements, analysis of financial statements and price level changes. Prerequisite: FMGT 101.

**FMGT 215 Accounting 2S** — Follow-up course to FMGT 115, enabling students to complete the last 12 weeks of the basic accounting course. See FMGT 201 for details. Prerequisite: FMGT 115.

**FMGT 301 Cost and Managerial Accounting 1** — Emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order accounting, budgeting, responsibility accounting and standard costs. Prerequisite: FMGT 201 or 215.

**FMGT 302 Financial Accounting 1** — For students with basic accounting knowledge to broaden their understanding of the accounting process and its underlying theory. This course and FMGT 402 prepare them for career advancement and advanced study in accounting. Topics cover development of financial information for external circulation; the accounting process from a more analytical standpoint; the income statement and balance sheet; cost, valuation, presentation and income measurement problems associated with current assets and current liabilities. Prerequisite: FMGT 201 or 215.

**FMGT 307 Finance 1** — Those with little or no knowledge of financial management will study the various methods of optimizing the economic position of a firm. Middle management people in business finance will learn to make the best decisions on the financing of a firm. Topics include control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 201 or 215.

**FMGT 308 Security Analysis 1** — This is an introductory level course in investments. The first part examines the impact of economic activity on financial assets and provides a macroeconomic framework for an understanding of the interaction of these markets. The second portion deals with land investments with particular attention paid to their nature, analysis and valuation. The final section introduces the student to common stock investing. Prerequisite: FMGT 201 or 215.

**FMGT 310 Auditing 1** — Discusses auditing principles, specific techniques in analytical auditing and some asset classifications. Students study the meaning and purpose of the audit function and are introduced to techniques and procedures. Topics include history, professional ethics, internal control, auditing EDP systems, gathering evidence, audit work papers. Prerequisite: FMGT 201 or 215.

**FMGT 311 Quantitative Methods in Finance** — An explorative study of some of the approaches used in analyzing and solving a number of problems commonly encountered in business. Quantitative techniques such as Linear Programming, Waiting Line Theory, Simulation Decision Trees and Probability are a few of the sophisticated techniques covered in the course. Prerequisite: FMGT 201 or 215.

**FMGT 313 Taxation 1** — Introduces individuals with little or no income tax knowledge to the basics of Canadian income tax. The course constitutes the first half of taxation with FMGT 408 completing it. Topics include tax information sources, residency, classes of taxpayers, employment income, business income, investment income, capital cost allowance and capital gain rules. Prerequisite: FMGT 201.

**FMGT 318 Microcomputer Software Systems** — Students will receive instruction and practice in the use of commercially available microcomputer software systems and will use these systems to solve business problems. Typical programs will involve word processing, electronic worksheets, data base management and business graphics. Prerequisite: COMP 120 or 215.

**FMGT 331 Money and Banking** — The study of money and money substitutes, supply of currency, creation of credit; functions and uses of money; practices, policies, functions and services of commercial banks; financial assets and financial market.

**FMGT 401 Cost and Managerial Accounting 2** — Enables the student who has completed FMGT 301 to understand cost accounting techniques which will assist management in planning, control, income determination and decision making. 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. Prerequisite: FMGT 301.

**FMGT 402 Financial Accounting 2** — Completes the study of intermediate accounting necessary for employment in more responsible accounting positions. Topics include cost, valuation, presentation, income measurement problems associated with long term assets and liabilities (where appropriate), shareholders' equity accounts, income tax allocation, statement of charts in financial position, statements from incomplete data, accounting changes and price-level and fair-value accounting. Prerequisite: FMGT 302.

**FMGT 404 Finance 2** — Instructs students in raising capital to finance a firm. Topics include the cost of capital; short, medium and long term financing leasing; refinancing; security analysis; the Canadian capital and money markets and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 307.

**FMGT 405 Security Analysis 2** — 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. Prerequisite: FMGT 308.

**FMGT 406 Auditing 2** — Follow-up to FMGT 310. The student studies general auditing principles and specific audit procedures and learns to critically assess accounting procedures. Topics include auditing assets, liabilities, owner's equity, revenues, cost; expenses, financial statements and audit reports. A short audit case will be undertaken. Prerequisite: FMGT 310.

**FMGT 407 Microcomputer Applications** — A continuation of FMGT 318 emphasizing the solution of practical problems. It is expected that the course will develop a level of familiarity with the programs such that the students will use them in other course areas. Prerequisite: FMGT 318.

**FMGT 409 Taxation 2** — Students expand on their study of Canadian income tax begun in FMGT 313 and become aware of the complexities and problem areas involved in tax planning. Topics include tax on individuals (including proprietors and partners), corporations and trusts, corporate surplus distributions, international income, appeal procedures, tax planning and tax avoidance versus tax evasion. Prerequisite: FMGT 313.

**FMGT 411 Projects In Industry** — To provide experience in the practical application of concepts learned in their program, students work directly on a problem-solving project provided by a company or government agency. Prerequisite: FMGT 311.

**FMGT 431 Money and Banking 2** — Examines central banking and monetary control; objectives and techniques of monetary policy and debt management; money and the international economy. Prerequisite: FMGT 331.

**MKTG 102 Introduction to Marketing** — Includes a detailed study of the basic marketing functions, marketing research, product planning, selection of trade channels, merchandising, advertising, sales promotion and salesmanship. Marketing of consumer goods as well as industrial goods will also be covered.

**OPMT 112 Business Mathematics** — Review of basic mathematics applicable to business and industry. Simple and compound interest, financial instruments and discounting, annuities; mortgages, loans, sinking funds, leases. Depreciation methods, capitalised costs. Cash flow analysis, NPV, IRR. Emphasis is on maximum use of preprogrammed calculator, and practical application from the business field of financial management.

**OPMT 132 Statistics for Financial Management** — Will enable students to acquire skills in summarizing and analyzing data using descriptive and inferential statistical techniques. Topics include graphical presentation of data, measures of location and variation, elementary probability, estimation, hypotheses testing, linear regression, correlation, index numbers and time series. Emphasis is on practical applications in the field of Financial Management.

# Hospitality and Tourism Administration

Rapid expansion in the hospitality and tourism industry continues, resulting in a high demand for professionally educated staff who are able to plan for future requirements and to adapt to rapidly changing conditions.

## Job Opportunities

Hotel, Motel and Food Service graduates are employed in hotels, motels, restaurants, department stores, industrial and airline catering firms, and in a wide variety of other organizations involved in food services and housing such as hospitals and universities. Travel and Tourism graduates may find employment in travel agencies, tour agencies, as tour operators, with surface or air transportation companies, or government agencies involved in travel promotion.

## The Program

Students enter a common first year heavily oriented to general business management subjects applied, where practical, in a hospitality and tourism industry setting. The balance of the first year program provides introductory courses directly related to the hospitality and tourism field. At the end of first year students will choose to continue in second year in either the Hotel, Motel and Food Service option, or the Travel and Tourism option. However, there may be a limited number of seats in the Travel and Tourism option. Regardless of option selected, each student must complete a 500 hour work practicum in some aspect of the hospitality and tourism industry between date of registration and graduation.

## Prerequisite

English 12 and Algebra 11 both with C+ are course requirements for this program. High School graduates who have successfully completed the Career Preparation Program (C.P.P.) in Hospitality and Tourism should so indicate on their BCIT application for possible special consideration.

Applicants should be reasonably familiar with the components and careers available in the hospitality and tourism industry. Preference will be given to applicants with a minimum of 6 months (1,000 hours) of industry-related practical work experience.

Applicants should be good communicators and people-oriented, with a willingness to relate harmoniously and effectively with the public and fellow workers. Upon entering the industry, they should be prepared to work irregular hours.

Informational meetings about the program and career opportunities in the hospitality and tourism fields, may be offered from February through May. Applicants may also be invited to an interview with a faculty member, and may be required to write a short essay outlining their reasons for applying to the Hospitality and Tourism Technology.

## Faculty and Staff

J. Bateman, Director  
R. Agon  
R.A. Brett  
E.J. Cooke  
F.N. Daniels  
B. Ellsworth  
B.J. Fernandes  
L. Lous  
C. Morelli  
R. Oliver

## TECHNOLOGY: Hospitality and Tourism

Level 1	Classroom hours per week
ADMN 100 Micro Economics.....	3.0
BCOM 105 Business Communication.....	3.0
COMP 100 Data Processing — Introduction.....	4.0
FMGT 101 Accounting.....	4.0
FMGT 106 Credit and Collections.....	4.0
HOSP 101 Lounge Operations.....	2.0
HOSP 102 Food Operations.....	2.0
HOSP 111 Oral Communication.....	3.0
OPMT 111 Business Mathematics.....	4.0

Level 2	Classroom hours per week
ADMN 200 Macro Economics.....	3.0
BCOM 205 Business Communication.....	3.0
COMP 120 Computers in Business.....	3.0
FMGT 201 Accounting.....	4.0
HOSP 201 Food Preparation and Service.....	2.0
HOSP 202 Food Operations.....	2.0
HOSP 206 Rooms Management.....	4.0
HOSP 231 Introduction to Tourism.....	3.0
OPMT 165 Basic Management Engineering.....	3.0

## PROGRAM: Hotel, Motel and Food Service

Level 3	Classroom hours per week
HOSP 302 Food and Beverage Management.....	2.0
HOSP 305 Food Production and Service.....	6.0
HOSP 313 Food and Beverage Cost Control.....	4.0
HOSP 316 Human Relations.....	2.0
HOSP 325 Marketing and Sales Promotion.....	5.0
HOSP 330 Tourism Plant Design.....	4.0
OPMT 131 Business Statistics.....	4.0

Level 4	Classroom hours per week
ADMN 385 Business Law.....	3.0
HOSP 402 Food and Beverage Management.....	2.0
HOSP 405 Food Production and Service.....	6.0
HOSP 413 Hospitality Industry Accounting.....	3.0
HOSP 416 Human Relations.....	2.0
HOSP 425 Marketing and Sales Promotion.....	5.0
HOSP 450 Directed Studies.....	4.0
HOSP 500 Work Practicum.....	—

## PROGRAM: Travel and Tourism

Level 3	Classroom hours per week
HOSP 320 Organizational Behavior.....	3.0
HOSP 326 Travel Marketing.....	4.0
HOSP 330 Tourism Plant Design.....	4.0
HOSP 341 Recreational and Resource Development.....	3.0
HOSP 342 Transportation Modes.....	3.0
HOSP 343 Tourism Destinations.....	3.0
MKTG 310 Transportation Economics and Regulations.....	3.0
OPMT 131 Business Statistics.....	4.0

Level 4	Classroom hours per week
ADMN 385 Fundamentals of Business Law.....	3.0
HOSP 413 Hospitality Industry Accounting.....	4.0
HOSP 420 Organizational Behavior.....	3.0
HOSP 426 Travel Advertising and Sales.....	4.0
HOSP 442 Transportation Modes.....	3.0
HOSP 443 Tourism Destinations.....	3.0
HOSP 450 Directed Study.....	4.0
HOSP 500 Work Practicum.....	—
MKTG 410 Transportation Economics and Regulations.....	3.0



## Course Descriptions

**ADMN 100 Micro Economics** — The major areas studied are the product and resource market. Students analyze supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

**ADMN 200 Macro Economics** — Develops an understanding of the organization and operation of the Canadian Economy in an international setting. The theoretical tools of the economist are used to expand the concepts of national income, employment, inflation, money and banking, international trade and growth. An appreciation of the relationship between economic theory and economic policy is provided.

**ADMN 385 Business Law** — A one-term condensed course to acquaint the business student with a basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law and agency, business organizations, negotiable instruments, real estate and administrative law.

**BCOM 105 Business Communication for Hospitality and Tourism** — An applied writing course concentrating on effective letters and memos. Topics and case assignments are selected to develop the skills necessary for successful management communication in the hospitality and tourism industries.

**BCOM 205 Business Communication for Hospitality and Tourism** — Adds report design techniques to the skills learned in BCOM 105. Students write several types of informational, periodic and analytical reports designed to meet specific management needs. Prerequisite: BCOM 105.

**COMP 100 Data Processing — Introduction** — Offers training in basic data processing principles to develop recognition of the application of these principles to industry. The major functions of data processing will be illustrated and practised with a minicomputer operating interactively. Elementary programs will be written and tested on the computer. Use of flow-charting and elementary data processing systems design will illustrate the achievement of data processing objectives.

**COMP 120 Computers in Business** — Designed to give the student an understanding of business computer systems. Topics include computer hardware — types, usage, evaluation; systems development — feasibility studies, analysis, design, implementation; packaged software — use and evaluation. Emphasis will be placed on areas of particular interest to the specific technologies.

**FMGT 101 Accounting 1** — Permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. It provides theoretical and practical training in basic accounting as preparation for FMGT 201. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record-keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

**FMGT 106 Credit and Collections** — A detailed examination of credit granting, collection techniques and credit philosophy in all levels of business prepares the student to assist the credit manager of a large or small business in any area of the subject. Topics include determining credit risk; credit instruments and collateral security; types of consumer credit and credit cards; sources of consumer credit information; collections; credit department management.

**FMGT 201 Accounting 2** — The follow-up to FMGT 101, topics include inventory, long-lived assets, liabilities, forms of business organizations, cash-flow and working capital analysis, manufacturing accounting, management accounting, consolidated statements, analysis of financial statements and price level changes. Prerequisite: FMGT 101.

**HOSP 101 Lounge Operations** — Covers the basic requirements needed to operate a lounge or bar successfully. Subject areas include layout and design, B.C. Liquor Act, liquor classification process, liquor control, bar systems. Practical mixology in preparation of cocktails, pouring techniques, garnishes and bar set up are also covered.

**HOSP 102 Food Operations** — Background of industry; sanitation; meal planning and menu preparation; selection of foods; purchasing methods; principles of food preparation; equipment layout and specifications; service of foods; menu writing, administrative requirements; organization of the catering department. The course also covers the development of basic skills, attitudes and knowledge required for the identification, handling and cooking of food items found on a restaurant menu; care and handling of tools and restaurant equipment; preparation of stocks, soups, sauces, seafoods, meats, vegetables and speciality items. Also includes an industry practicum. Cocktail lounge operations, including the care and handling of glassware, types of beverages, dispensing devices, inventory procedures and practical mixology sessions are also covered.

**HOSP 111 Oral Communication Skills** — Speech construction; types of speeches; speaking before groups; introducing and thanking speakers, chairing meetings and interviewing; practice in preparation and delivery of talks to groups.

**HOSP 201 Food Preparation and Service** — Develops the basic skills and techniques required for food preparation and service and will lay the groundwork for the more advanced second year course. It will enable the participants to operate kitchen equipment safely, apply sanitation procedures, read, follow and prepare recipes, apply quality standards of food preparation, classify and prepare soups, stocks, sauces, fish and shellfish, meat, poultry, and breakfast items. Basic service techniques are also practiced.

**HOSP 202 Food Operations** — see HOSP 102.

**HOSP 206 Rooms Management** — This course will be segmented into the two component parts of Rooms Operations: housekeeping functions and hotel front desk operations. The housekeeping portion covers housekeeping organization and duties; control forms; supplies and equipment; specifications for purchasing equipment and linen and laundry operations. The hotel front desk operations section involves front office organization and psychology; materials, equipment and supplies; rooms salesmanship; reservations; registration and front office accounting for various size hotels; handling of cash and credit transactions and processing accounts.

**HOSP 231 Introduction to Tourism** — An introduction to the Travel and Tourism industry including why tourism is growing in domestic and international markets; functions and inter-relationships of the various industry sectors; major organizations and associations and their influence on tourism; exploration of career opportunities in all facets of tourism; economic import of tourism and government initiatives in encouraging growth; current trends in travel; social and environmental impacts of tourism.

**HOSP 302 Food and Beverage Management** — An exploration of the main facets of professional food and beverage operations through lectures, student projects and seminars. Functions of



management, personnel and training, purchasing, menu management, food service systems (specialty restaurants, fast-food, airline catering, hospitals, employee feeding and contract catering, convenience foods, current and future industry trends, wines. Includes industry practicum.

**HOSP 305 Food Production and Service** — An exploration of the main facets of professional food and beverage operations through lectures, student projects and seminars. Functions of management, personnel and training, purchasing, menu management, food service systems (specialty restaurants, fast-food, airline catering, hospitals, employee feeding and contract catering, convenience foods, current and future industry trends, wines. Includes industry practicum.

**HOSP 313 Food and Beverage Cost Control** — Fundamentals of internal controls and information systems for food and beverage operations. The course covers techniques of effective purchasing, receiving and production; sales controls; food and beverage cost calculations; the sales mix and its effect on costing. Course emphasis is on interpretation of data for effective and profitable decision-making.

**HOSP 316 Human Relations** — Systematic approach to personnel problems in today's business organizations including human needs and wants, motivation process, social systems, leadership, unions, management techniques, communication problems, staff hiring and appraisal, training and incentives. Lab discussions based on real-life cases help develop ability to make decisions upon critical analysis of available facts.

**HOSP 320 Organizational Behavior** — Examines personnel problems regarding people at work in all kinds of organizations. Includes human resource recruitment and selection, training and development, career planning, employee motivation, health and safety, discipline, stress, collective agreements, personnel audit. Includes industry participation.

**HOSP 325 Marketing and Sales Promotion** — Explores the relative positions of all components of the tourism industry — travel agent, tour operator, air/surface carrier, recreation facilities and accommodation. How and where they depend on each other, how they buy and sell between themselves and finally, how they get their individual or combined products to the market place.

**HOSP 326 Travel Marketing** — Emphasis is on applying general marketing concepts and techniques to the travel industry, including government marketing agencies, air and surface carriers, tour operators and travel agencies; how and where they inter-relate, consumer demand and competition to serve; product definition and product packaging; consumer awareness of travel; marketing use of audiovisual aids, are some of the topic areas that will be studied.

**HOSP 330 Tourism Plant Design** — A study of language in the building and construction fields as related to physical design; blueprint reading elements and design interpretation; zoning and municipal bylaw conformity; fundamentals of building, room design and esthetics; building maintenance and preventative maintenance factors; use of color, light and sound in themes and atmosphere.

**HOSP 341 Recreational and Resort Development** — Explores the need and the resources necessary for establishing a strong regional attraction for the recreational, sport and vacation traveller. Topics include development of resort locations; fishing,

hunting and sport resorts; ski and water resorts; seasonal developments; promotion of tourist regions depending on recreational travel. While the emphasis may be strongly B.C., in-bound, popular resort areas including Hawaii, Florida, Mexico and Nevada will also be discussed.

**HOSP 342 Transportation Modes** — Covers transportation modes such as ferries, cruise ships, bus, rail, rental cars and taxis. Major emphasis in this course is on air travel and the ability to quote both normal and special fares and produce schedules and tickets for airline customers. The course will also teach the use of ticketing terminology and passenger rules and regulations.

**HOSP 343 Tourism Destinations** — Provides a survey of the major tourism destinations frequented by the travelling public. These destinations include North and South America, Europe, the South Pacific and Pacific Rim. Subject areas include historical and geographical knowledge of the areas as well as culture, dress and language; social traditions; economic conditions and currency; foods; industry and educational standards; tourist attractions.

**HOSP 402 Food and Beverage Management** — see HOSP 302.

**HOSP 405 Food Production and Service** — see HOSP 305.

**HOSP 413 Hospitality Industry Accounting** — Preparation, interpretation and analysis of balance sheets and profit and loss statements; budgeting and forecasting; feasibility studies; financing and cash flow; cost-volume-profit analysis; investment decision-making.

**HOSP 416 Human Relations** — see HOSP 316.

**HOSP 420 Organizational Behavior** — see HOSP 320.

**HOSP 425 Marketing and Sales Promotion** — see HOSP 325.

**HOSP 426 Travel Advertising and Sales** — This course is an extension of Travel Marketing with greater emphasis on promotion, personal selling techniques and salesmanship. Topics will include making personal client presentations, services and itinerary planning, dealing with media and advertising agencies, developing advertising pieces for creative promotion, communication of the printed word and pictures; understanding client behaviors, implications of budget on the selling function.

**HOSP 442 Transportation Modes** — see HOSP 342.

**HOSP 443 Tourism Destinations** — see HOSP 343.

**HOSP 450 Directed Studies** — One day a week will be set aside for an independent study project. It is expected that some instructor or coordinator input will be generated for up to three hours per week during the term, to set direction and tone for projects.

**HOSP 500 Work Practicum** — During the first month of Term 1, Year 1, each student will receive a "Career Passport of Hospitality & Tourism Experience" in which practical work experience will be recorded. The objective of the practicum is to provide each student with a minimum of 500 hours of proven work experience in the industry prior to graduation. Some credit may be given for work experience prior to registering at BCIT. No grade is assigned to this practicum.

**MKTG 310 Transportation Economics and Regulation** — Deals with transport costing, economic regulation and other types of regulation. The modes involved will include air, highway,

rail and water. The course will emphasize the economics, liabilities and regulations of passenger travel and passenger possessions (baggage). An overview of cargo, including dangerous commodities, will also be given. Topics include cartels and conferences, governmental cooperation, United Nations Committees concerning travel and aspects of immigration and customs.

**MKTG 410 Transportation Economics and Regulation** — see MKTG 310.

**OPMT 111 Business Mathematics** — Provides a review of basic mathematics applicable to business and industry and enables the student to acquire skills in solving practical financial and mathematical problems encountered in business. Topics in the area of Mathematics of Finance will emphasize retail operations, discounts, simple and compound interest and annuities.

**OPMT 131 Business Statistics** — Major emphasis on descriptive statistics, including survey planning, questionnaires design, numerical and graphical presentation of data. Measures of central tendency and dispersion. Introduction to statistical inferences through sampling, confidence intervals hypothesis testing, linear regression. Emphasizes managers applications in industry.

**OPMT 165 Management Engineering** — Management Engineering is concerned with achieving business goals through the most effective use of resources by objective decision-making. It is a general management course designed to supplement the specialized management courses given in the Hospitality Program. The course covers the decision-making process in four areas of application: time management, productivity improvement, project management and facility planning.

# Marketing Management

Marketing is the task of making available the service a firm or organization can offer to satisfy the needs of its customers or patrons. This means that people with marketing skills are needed in a wide range of organizations to perform many different functions. Manufacturers, professional services and non-profit institutions depend on marketing to sustain a viable, efficient operation.

Marketing managers concentrate on product development, market research sales or promotion or they may find their jobs require the broad skills of all these areas.

The Marketing Technology is designed to equip the graduate with a solid generalist background, plus allowing the student to concentrate on the unique skills associated with specific sectors of our economy. These include the technical consumer or industrial product/service sector; the Real Estate industry; the international trading sector and the business communications industry.

## Job Opportunities

The **Advanced Technology Marketing** program leads to career positions in manufacturing, wholesale and retailing firms, with emphasis on advanced technology products and services.

The **Professional Sales** program prepares individuals for positions in distribution companies that sell their products and services to commercial buyers and purchasing agents.

The **Real Estate Studies** program prepares the graduate for sales, agent, mortgage brokerage, appraisal, property management, investment analyst positions. Graduates may choose to pursue either licenced or non-licenced positions within the Real Estate industry.

**Advertising and Sales Promotion** graduates are employed in advertising agencies, broadcasting companies, publishing firms and in-house promotion operations.

The **Small Business Development** program is ideally suited to individuals planning to start their own businesses or becoming general managers in an established small firm.

## The Program

In the first year, all Marketing Technology students complete the same course of studies covering general business and economic principles. The second year program offers specialization. **Technical Sales and Marketing** emphasizes sales skills, new product development and entrepreneurship. **Real Estate Studies** addresses residential and commercial property sales and investment analysis skills. **Advertising and Sales Promotion** courses develop creative communication skills and campaign planning.

## Prerequisite

Algebra 11 and English 12 both with C+ are course requirements for this program. Completion of grade 11 and 12 science courses enhances applicants success in the program.

Candidates **must** state program preference when applying for admission to first year of the Marketing Technology. Business experience and/or other successful post-secondary education is an asset. Admission may be granted to mature students provided they have completed high school at least 2 years prior to date of entry, or can complete pre-entry preparatory programs, or have

acquired prerequisite work experience. Upon completion of the first year, candidates will be screened for appropriate second year option placement.

## Faculty and Staff

R.W. Vandermark, B.A., Department Head  
G.H. Abbott, B.Comm., M.B.A.  
P. Cherry, B.Comm.  
D.K.N. Chowdhury, B.Sc., M.B.A., Ph.D.  
J.Q. Hicks, R.I. (B.C.), F.R.I., Program Head, Real Estate Studies  
G.T. Jacobs, B.A. (Hist. & Econ.), B.A., (Bus. Admin.), M.B.A.  
C.G. Nelson, B.A.  
G.S. Rees, M.B.A.  
M.I. Shacker, B.A., B.B.A., Program Head, Technical Sales and Marketing  
R.A. Venne, B.Comm., (Hons. Econ.), M.B.A.  
W.A.E. Walley, B.A.  
T. Winder, B.A., M.B.A., Program Head, Advertising and Sales Promotion.

## TECHNOLOGY: Marketing

Level 1	Classroom hours per week
ADMN 100 Micro Economics.....	3.0
ADMN 102 Management 1.....	3.0
BCOM 106 Business Communication for Marketing.....	3.0
COMP 100 Data Processing Introduction.....	4.0
FMGT 101 Accounting 1.....	4.0
MKTG 100 Marketing 1.....	3.0
OPMT 110 Business Mathematics.....	4.0

Level 2	Classroom hours per week
ADMN 200 Macro Economics.....	3.0
BCOM 206 Business Communication for Marketing.....	3.0
COMP 120 Computers in Business.....	3.0
FMGT 201 Accounting 2.....	4.0
MKTG 103 Sales Skills.....	3.0
MKTG 200 Marketing 2.....	3.0
OPMT 130 Business Statistics.....	4.0

## PROGRAM: Professional Sales

Level 3	Classroom hours per week
MKTG 203 Sales Management.....	4.0
MKTG 301 Quantitative Methods/Computer Applications in Marketing.....	4.0
MKTG 302 Industrial Marketing.....	4.0
MKTG 305 International Trade.....	4.0
MKTG 308 Advertising and Sales Promotion.....	4.0
MKTG 309 Marketing Research 1.....	4.0

Level 4	Classroom hours per week
ADMN 385 Business Law.....	4.0
FMGT 403 Marketing Management Accounting.....	3.0
MKTG 401 Marketing Planning.....	4.0
MKTG 402A Advanced Sales Techniques.....	2.0
MKTG 409 Marketing Research 2.....	3.0
MKTG 418 Directed Studies.....	4.0
MKTG 430 Distributive Systems.....	3.0
MKTG 403B Industrial Sales Practicum.....	2.0

## PROGRAM: Advanced Technology Marketing

Level 3	Classroom hours per week
MKTG 203 Sales Management.....	4.0
MKTG 301 Quantitative Methods/Computer Applications in Marketing.....	4.0
MKTG 304 Market Strategies.....	4.0

MKTG 305	International Trade	4.0
MKTG 308	Advertising and Sales Promotion	4.0
MKTG 309	Marketing Research 1	4.0

#### Level 4

Classroom hours per week ➤

ADMN 385	Business Law	4.0
FMGT 403	Marketing Management Accounting 2	3.0
MKTG 401	Marketing Planning	4.0
MKTG 404B	Information Systems Practicum	2.0
MKTG 406	Product Development	2.0
MKTG 409	Marketing Research 2	3.0
MKTG 418	Directed Studies	4.0
MKTG 430	Distributive Systems	3.0

### PROGRAM: Small Business Development

#### Level 3

Classroom hours per week ➤

MKTG 203	Sales Management	4.0
MKTG 301	Quantitative Methods/Computer Applications in Marketing	4.0
MKTG 305	International Trade	4.0
MKTG 306	Principles of Small Business Management	4.0
MKTG 308	Advertising and Sales Promotion	4.0
MKTG 309	Marketing Research 1	4.0

#### Level 4

Classroom hours per week ➤

ADMN 385	Business Law	4.0
FMGT 403	Marketing Management Accounting	3.0
MKTG 401	Marketing Planning	4.0
MKTG 407A	Case Studies/Entrepreneurship	2.0
MKTG 408B	Business Planning Practicum	2.0
MKTG 409	Marketing Research 2	3.0
MKTG 418	Directed Studies	4.0
MKTG 430	Distributive Systems	3.0

### PROGRAM: Real Estate Studies

#### Level 3

Classroom hours per week ➤

MKTG 308	Advertising and Sales Promotion	4.0
MKTG 309	Marketing Research 1	4.0
MKTG 311	Real Estate Management 1	4.0
MKTG 312	Economics of Real Estate Markets	4.0
MKTG 313	Introduction to Real Estate Analysis	4.0
MKTG 330	Real Estate Practice	4.0

#### Level 4

Classroom hours per week ➤

ADMN 385	Business Law	4.0
FMGT 403	Marketing Management Accounting 2	3.0
MKTG 409	Marketing Research 2	3.0
MKTG 411	Real Estate Management 2	4.0
MKTG 412	Intro to Real Estate Appraisal and Investment Analysis	4.0
MKTG 413	Mortgage Finance	3.0
MKTG 418	Directed Studies	4.0

### PROGRAM: Advertising and Sales Promotion

#### Level 3

Classroom hours per week ➤

MKTG 203	Sales Management	4.0
MKTG 301	Quantitative Methods/Computer Applications in Marketing	4.0
MKTG 309	Marketing Research 1	4.0
MKTG 316	Principles of Advertising	4.0
MKTG 317	Promotional Marketing	4.0
MKTG 318	Media Planning	4.0

#### Level 4

Classroom hours per week ➤

ADMN 385	Business Law	4.0
FMGT 403	Marketing Management Accounting	3.0
MKTG 401	Marketing Planning	4.0

MKTG 409	Marketing Research 2	3.0
MKTG 416	Advertising Internship	6.0
MKTG 417	Design Production	4.0

### Course Descriptions

**ADMN 100 Micro Economics** — The major areas studied are the product and resource market. Students analyze supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

**ADMN 102 Management 1 — Marketing Technology** — An orientation to the nature of business in the private enterprise system embracing forms of business ownership, organization, leadership, management techniques and business elements of production. Typical cases taken from industry are studied to encourage students to think and decide for themselves.

**ADMN 200 Macro Economics** — Develops understanding of the organization and operation of the Canadian Economy in an International setting. The theoretical tools of the economist are used to expend the concepts of national income employment, inflation, money and banking international trade, and growth. An appreciation of the relationship between economic theory and economic policy is provided.

**ADMN 385 Business Law** — A one-term, condensed course which acquaints the business student with a basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law and agency, business organizations, negotiable instruments, real estate and administrative law.

**BCOM 106 Business Communication for Marketing** — Introduces students to the fundamentals of business writing. Students study various marketing communications, including letters, memos, questionnaires and news releases.

**BCOM 206 Business Communication for Marketing** — Extends the material covered in BCOM 106 and deals with both written and oral presentations. Short and long reports, job application packages, research techniques and graphic techniques are covered. Emphasis is on practical aspects of professional marketing communication. Prerequisite: BCOM 106.

**COMP 100 Data Processing — Introduction** — Offers training in basic data processing principles to develop recognition of the application of these principles to industry. The principal functions of data processing are illustrated and practised with an H.P. minicomputer operating interactively. Elementary computer programs are written and tested on the computer. Use of flow-charting and elementary data processing systems design will illustrate the achieving of data processing objectives.

**COMP 120 Computers in Business** — Designed to give the student an understanding of business computer systems. Topics include computer hardware — types, usage, evaluation; systems development — feasibility studies, analysis, design, implementation; packaged software — use and evaluation. Emphasis will be placed on particular areas of interest to the specific technologies.

**FMGT 101 Accounting 1** — Permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. It provides theoretical and practical training in basic accounting as preparation for FMGT 201. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record-keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

**FMGT 201 Accounting 2** — The follow-up to FMGT 101, topics include inventory, long-lived assets, liabilities, forms of business organizations, cash-flow and working capital analysis, manufacturing accounting, management accounting, consolidated statements, analysis of financial statements and price level changes. Prerequisite: FMGT 101.

**FMGT 403 Marketing Management Accounting** — Emphasis is upon profit planning, pricing strategies and control in the marketing environment. Also studied are cost-accounting control concepts and applications, inventory management techniques, cash and capital planning techniques and revenue reporting systems. The course ends with a study of the implications for managerial decision-making of accounting reporting methods and policy. Prerequisite: FMGT 303.

**MKTG 100 Marketing 1** — A comprehensive study of the foundations and principles of marketing intended for those students pursuing a concentrated marketing based program. Covers basic marketing functions, marketing research, product planning, distribution activities, sales and promotion activities. Examines marketing in relation to all types of consumer, industrial and service firms.

**MKTG 103 Sales Skills** — Introduction to professional selling. Emphasizes practical problems of locating and qualifying prospects, use of depth approach and improving sales preparation and organization. Some examination also given to improving interpersonal communications in non-selling situations.

**MKTG 200 Marketing 2** — a continuation of MKTG 100. Prerequisite: MKTG 100.

**MKTG 203 Sales Management** — General principles of sales management. Emphasis is given to the human resource, with stress placed on selection, assimilation, training and supervision. Examination of sales research, planning, organization and analysis is made. Computer applications in sales management are also covered.

**MKTG 301 Quantitative Methods/Computer Applications in Marketing** — An examination of decision support systems now available utilizing mathematical modelling methods, data bank access, and computer based information. Prerequisite: MKTG 101, MKTG 201.

**MKTG 302 Industrial Marketing** — An examination of the complex purchase process faced by companies selling to industry, government and institutions. Alternative distribution and pricing strategies are considered. Emphasis is on understanding the growing British Columbia industrial base. Prerequisite: MKTG 100, MKTG 200.

**MKTG 304 Market Strategies** — The development of strategies suited to high technology products and services to achieve productivity improvement. Prerequisite: MKTG 101, MKTG 201.

**MKTG 305 International Trade** — An examination of import/export procedures, particularly in relation to sophisticated technology products and services. Trading patterns and forecasts are thoroughly covered. Prerequisite: MKTG 101, MKTG 201.

**MKTG 306 Principles of Small Business Management** — Examination of the planning stages involved in starting a new business including market, financial and legal feasibility requirements. Prerequisite: MKTG 101, MKTG 201.

**MKTG 308 Advertising and Sales Promotion** — Covers fundamentals of mass communications, media characteristics, message design and campaign planning. Prerequisite: MKTG 101, MKTG 201.

**MKTG 309 Marketing Research 1** — Examines the basic approaches to marketing research. It discusses the techniques and tools of this research and relates these tools to the decision-making process. Emphasis is placed on the use of marketing research in the total marketing decision concept. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 101, MKTG 201.

**MKTG 311 Real Estate Management 1** — The real estate function includes law, estates and interests in land, and the personal and business management decision process. The economic characteristics of urban real estate and the market, city growth and development, locational factors in influencing the determination of land use and ownership, institutional lenders, the mortgage market and the functions of the real estate agency, salesman and appraiser are covered. This is a credit course recognized by the Real Estate Council of British Columbia and the Department of Real Estate Studies at UBC. It exempts the student entering the real estate brokerage business from the salesman's pre-licensing course.

**MKTG 312 Economics of Real Estate Markets** — Lays the foundation for a sound education in property management. The course thoroughly familiarizes the student with the basic theories and techniques of managing real estate investment. On completion of the course, the student will have an insight into the long-range welfare of the investment property and be familiar with the day-to-day skills necessary to manage residential and commercial properties. Students obtain credit for this course toward the designation of Certified Property/Manager with the Institute of Real Estate Management. Prerequisite: MKTG 311, MKTG 411.

**MKTG 313 Introduction to Real Estate Analysis** — Presents the tools and techniques for analysis that assist decision making in specific real estate problems including investment (purchase or sale), financing, development or redevelopment, leasing, income and property taxation and property management. In each of these areas, the use of mathematics of finance is central to analysis of the situation, the analysis of alternative courses of action and the comparison of costs/benefits, both today and in the future. Prerequisite: MKTG 311, MKTG 411.

**MKTG 316 Principles of Advertising** — Examines the evolution and function of advertising and sales promotion within the contexts of society and the business system. The topic is surveyed rigorously, with consideration being given to its application in the fields of retailing, wholesaling, manufacturing, professional and industrial activities. Prerequisite: MKTG 101, MKTG 201.

**MKTG 317 Promotional Marketing** — A study of all promotional support activities such as trade shows, publicity, special events, direct response marketing and promotional specialties. Emphasis is on when and how to use them. Prerequisite: MKTG 316, MKTG 317, MKTG 318.

**MKTG 318 Media Planning** — Emphasis is placed on development and execution of the media plan. Close contact is maintained by students with agency media buyers and other industry factors to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of most recent computer applications. The main objective of this course is to provide marketable skills in media planning and buying to qualify students for career entry consideration in advertising agencies. Prerequisite: MKTG 101, MKTG 201.

**MKTG 330 Real Estate Practice** — Designed to apply the principles learned in real estate management on a practical basis. Students will learn to complete contracts required in real estate transactions; the forms of legal documentation concerning interests in land; land registration procedures; and how to search a title of real property at a land title office. Prerequisite: MKTG 311.

**MKTG 401 Marketing Planning** — Examines how to develop a formal marketing plan including situation analysis, market and competitive conditions research, objective setting and action scheduling using computer based management systems. Prerequisite: MKTG 100, 200.

**MKTG 402A Advanced Sales Techniques** — Professional selling skills utilizing buyer behavior, product knowledge, time management and sales call planning tools. Prerequisite: MKTG 101, MKTG 201, MKTG 103.

**MKTG 403B Industrial Sales Practicum** — Field work experience with the sales force of a sponsoring firm. Full evaluation of on-the-job performance is included. Prerequisite: MKTG 103, MKTG 402.

**MKTG 404B Information Systems Practicum** — Examines the hardware/software systems, data sources, and resources available to marketers of high-tech products in gathering and dispensing needed information. Prerequisite: MKTG 301, MKTG 304.

**MKTG 406A Product Development** — A study of effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 301, MKTG 304.

**MKTG 407A Case Studies/Entrepreneurship** — An analysis of both successful and unsuccessful ventures to reveal the role of the entrepreneur. Prerequisite: MKTG 306.

**MKTG 408B Business Planning Practicum** — Involves the student in the detailed preparation of a business prospectus. The student is required to demonstrate the legal markets and financial feasibility of a selected new venture. Prerequisite: MKTG 306, MKTG 407.

**MKTG 409 Marketing Research 2** — Examines the basic approaches to marketing research. The course discusses the techniques and tools of this research and relates these tools to the decision-making process. Emphasis is placed on the use of marketing research in the total marketing decision concept. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 309.

**MKTG 411 Real Estate Management 2** — see MKTG 311. Prerequisite: MKTG 311.

**MKTG 412 Introduction to Real Estate Appraisal and Investment Analysis** — Designed for use by appraisers, real estate brokers, lenders, builders and assessors. On completion of the course the student will have learned how to apply appraisal principles and techniques to actual residential appraisal problems. To become a professional appraiser, the student completing this course must add meaningful practical appraisal experience and further advanced training. The material covered will include such topics as principles of real estate, elements of urban land economics, nature and principles of real estate value, appraising

as applied economics analysis, etc. For students seeking credit in recognized programs of professional appraising societies. Prerequisite: MKTG 312, MKTG 313.

**MKTG 413 Mortgage Finance** — Will enable students to demonstrate a knowledge of the macro-economic aspects of Canada's mortgage market; structure and analyse both residential and commercial mortgage loan applications and be familiar with loan management; analyse preferred refinancing vehicles from the perspectives of borrower and lender; be familiar with loan management; analyse preferred refinancing vehicles from the perspectives of borrower and lender; be familiar with contemporary repayment arrangements, development financing, participation loans, leasehold financing and appraisal for mortgage lending. Prerequisite: MKTG 312, MKTG 313.

**MKTG 416 Advertising Internship** — An assigned work experience position with a lower mainland advertising, promotion, broadcasting, print or graphic services operation. On-the-job performance is fully evaluated. Prerequisite: MKTG 316, MKTG 317, MKTG 318, MKTG 417.

**MKTG 417 Design Production** — Creative advertising starts with a powerful idea built upon a sound business strategy. The execution of the strategy can polish effective advertising into brilliance. This is a practical "how-to" course that starts with business direction and finishes with actual print and broadcast advertising. It examines computer graphics, laser separations as well as basic art design techniques. Of interest to those in advertising positions, media sales and graphic/printing sales as well as those with a general interest in the area. Prerequisite: MKTG 101, MKTG 201.

**MKTG 418 Directed Studies** — One day a week of the student's timetable is allocated to carry out a major project. The project will be in a marketing area of the student's choice, carried out under the guidance of assigned faculty members. Prerequisite: MKTG 101, MKTG 201, MKTG 309, MKTG 409.

**MKTG 430 Distributive Systems** — A study of the channels and supporting infrastructure necessary to move products from manufacturer to consumer, including coverage of new technology applications to retailing and merchandising systems. Prerequisite: MKTG 101, MKTG 201.

**OPMT 110 Business Mathematics** — Review of basic mathematics applicable to business and industry. Mathematics of finance including retail operations, simple and compound interest, discounts, annuities, financial papers and depreciation methods. Emphasis is on practical applications to business administration.

**OPMT 130 Business Statistics** — Major emphasis is on descriptive statistics, including numerical and graphical presentation of data, measures of central tendency and dispersion, elementary probability, index numbers and time series. Introduction to inferential statistics through selected topics such as sampling, confidence limits of the mean, hypotheses testing and simple linear regression.

# Operations Management

The department offers *two diploma programs*: Operations Management and Transportation Distribution Management which has an International Trade option in its 4th level. **Note:** Potential students should scrutinize these two programs carefully to ascertain which field of studies they wish to pursue.

## Operations Management Program

We offer our students a stimulating, practical 2-year program which combines engineering and business. Our graduates possess the sought after skills that help industry become more productive.

During your time with us, you will be taking courses in industrial engineering, human dynamics, materials management and computer systems. This program stresses productivity improvement so that, upon graduation, you will be prepared to solve business problems and become a valued member of the management team.

**Operations Management Program** graduates are excellent candidates to pursue professional membership in:

- The Institute of Industrial Engineers,
- The American Production and Inventory Control Society,
- International Material Management Society,
- Data Processing Management Association,
- Project Management Institute.

## Job Opportunities

Graduates have found career opportunities in a variety of industries including manufacturing, service, distribution and government.

Operations Management program graduates may work in a variety of dynamic, highly paid management careers such as: production scheduler, inventory manager, industrial engineer, systems analyst, production supervisor, data processing manager, management engineer, programmer analyst, inventory planner, quality control inspector, buyer, materials manager, purchaser, work study analyst, project planner, warehouse supervisor, terminal manager

Students applying for admission to Operations Management program should ask themselves the following questions:

- Do I want to be a manager?
- Do I enjoy a challenge?
- Do I like working with people?
- Do I want to work with computers?
- Do I welcome the opportunity to improve performance by changing present systems?
- Do I want to develop systematic problem-solving ability?

If the answer is yes — then apply to the Operations Management Technology program of your choice and start charting your future.

## Prerequisite

Algebra 11 with a C+ (Physics II is desirable for Operations Management program). This requirement may be waived for mature students on approval by the Department Head. If your mathematical skills are in doubt, it is recommended that you take Preparatory Business Math OPMT 099. It is also recommended that potential students acquire basic typing skills due to the extensive use of computer input terminals in the program.

## Faculty and Staff

B.R.M. Morrow, B.Comm., Department Head  
 C. Chan, M.B.A.  
 B. Curtis, M.B.A., Chief Instructor  
 S.E. Dudra, B.Comm., M.B.A., C.P.I.M., Program Head  
 F.L. Gruen, B.Mgt.Eng., M.A.Sc., Senior Instructor  
 P.R. Harrison, M.B.A., P.Eng., M.I. Mech.E  
 K.C. Hartley, B.A.Sc., P.Eng., C.P.I.M.  
 A.S. Lee, B.Eng., P.Eng., M.Ed.  
 J.E. Lloyd, M.Ed., P.Eng.  
 P. McSorley  
 D.W. Malcolm, B.Sc., A.Sc.T.T.  
 D.J. Mallory, B.A.Sc., M.A., Ph.D.  
 E. Mason, B.A.Sc., P.Eng.  
 J.A.I. Millette, B.A., M.Ed.  
 G.W. Murray, Dipl.T.  
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 J. Ribic, B.I.E.  
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 C.V. Spong, Dipl.T.  
 J. Young, B.Sc., M.B.A., P.Eng.

## TECHNOLOGY: Operations Management

### Level 1

Classroom hours per week ▼

BCOM 107	Business Communication	3.0
CHSC 122	Engineering Concepts	3.0
COMP 100	Data Processing — Introduction	4.0
FGMT 102	Introduction to Financial Accounting	3.0
MECH 102	Drafting	2.0
OPMT 100	Applied Mathematics 1	4.0
OPMT 140	Introduction to Operations Management	3.0
OPMT 150	Introduction to Microcomputers	2.0
OPMT 160	Method Study 1	3.0
PHYS 117	Basic Science for Operations Management	3.0

### Level 2

Classroom hours per week ▼

ADMN 200	Macro Economics	3.0
ADMN 221	Organizational Behavior Fundamentals	2.0
BCOM 207	Business Communication for Operations Management	3.0
FMGT 202	Introduction to Managerial Accounting	3.0
MECH 207	Engineering Concepts	3.0
OPMT 120	Applied Mathematics 2	4.0
OPMT 240	Industrial Engineering	4.0
OPMT 241	Systems Analysis and Design	3.0
OPMT 250	Computer Programming — Applied BASIC	3.0
PHYS 217	Basic Science for Operations Management	3.0

### Level 3

Classroom hours per week ▼

ADMN 100	Micro Economics	3.0
ADMN 343	Personnel Fundamentals	2.0
FMGT 306	Cost Accounting-Operations Management	3.0
OPMT 244	Performance Measurement	4.0
OPMT 300	Quantitative Methods 1	5.0
OPMT 340	Applied Industrial Engineering 1	5.0
OPMT 348	Production and Inventory Management	5.0
OPMT 350	Computers and Information Processing 1 and 2	3.0

### Level 4A

Classroom hours per week ▼

ADMN 330	Industrial Relations	0.0
OPMT 156	Supervision	2.0
OPMT 157	Marketing Research	2.0
OPMT 245	Quality Assurance	2.0
OPMT 400	Quantitative Methods 2	7.0



OPMT 440	Applied Industrial Engineering 2	9.0
OPMT 448	Production and Inventory Management	5.0
OPMT 449	Industrial Engineering Concepts	0.0
OPMT 450	Computers and Information Processing 2	3.0

#### Level 4B

Classroom hours per week ▼

ADMN 330	Industrial Relations	4.0
OPMT 156	Supervision	2.0
OPMT 157	Marketing Research	2.0
OPMT 245	Quality Assurance	0.0
OPMT 400	Quantitative Methods 2	3.0
OPMT 440	Applied Industrial Engineering 2	0.0
OPMT 448	Production and Inventory Management	2.0
OPMT 449	Industrial Engineering Concepts	17.0
OPMT 450	Computers and Information Processing 2	0.0

## TRANSPORTATION AND DISTRIBUTION PROGRAM

### INTERNATIONAL TRADE OPTION

The Transportation/Distribution program emphasizes systematic analysis for cost reduction/control within an organization, while increasing customer service and strengthening its market position through a more effective distribution system.

Students in the Transportation and Distribution Management programs study both the "buying" (distribution and management) of a service, and the "selling" (supply of transportation facilities) for the movement of goods and people.

#### Job Opportunities

Graduates from the Transportation and Distribution program have found jobs in various transportation related activities such as traffic managers, customs brokers, distribution managers, logistics analysts.

#### Prerequisite

Algebra 11 with a C+. This requirement may be waived for mature students on approval by the Department Head. If your mathematical skills are in doubt, it is recommended that you take Preparatory Business Math OPMT 099. It is also recommended that potential students acquire basic typing skills due to the extensive use of computer input terminals in the program.

### PROGRAM: Transportation/Distribution Program and International Trade Option

#### Level 1

Classroom hours per week ▼

ADMN 100	Micro Economics	3.0
ADMN 385	Business Law	3.0
BCOM 107	Business Communication for Operations Management	3.0
COMP 100	Data Processing — Introduction	4.0
FMGT 101	Accounting 1	3.0
MKTG 102	Introduction to Marketing	3.0
OPMT 101	Business Mathematics	4.0
OPMT 150	Introduction to Microcomputers	2.0
TDMT 101	Geography of Trading 1	3.0

#### Level 2A

Classroom hours per week ▼

ADMN 200	Macro Economics	3.0
BCOM 207	Business Communication for Operations Management	3.0
FMGT 201	Accounting 2	3.0
MKTG 103	Sales Skills	3.0
OPMT 121	Business Statistics	4.0

OPMT 241	Systems Analysis and Design	3.0
OPMT 250	Computer Programming Applied BASIC	3.0
TDMT 100	Transportation Methods	4.0
TDMT 201	Geography of Trading 2	0.0

#### Level 2B

Classroom hours per week ▼

ADMN 200	Macro Economics	3.0
BCOM 207	Business Communication for Operations Management	3.0
FMGT 201	Accounting 2	3.0
MKTG 103	Sales Skills	3.0
OPMT 121	Business Statistics	4.0
OPMT 241	Systems Analysis and Design	3.0
OPMT 250	Computer Programming Applied BASIC	3.0
TDMT 100	Transportation Methods	0.0
TDMT 201	Geography of Trading 2	4.0

### PROGRAM: Transportation/Distribution

#### Level 3

Classroom hours per week ▼

ADMN 382	International Law	3.0
OPMT 143	Management Engineering	4.0
OPMT 301	Quantitative Methods/Computer Applications	3.0
OPMT 350	Computers and Information Processing 1	3.0
TDMT 202	Transportation Regulations	4.0
TDMT 203	Transportation Economics	4.0
TDMT 305	International Trade	4.0
TDMT 306	Transportation Marketing	3.0
TDMT 309	Marine Shipping and Insurance	3.0

#### Level 4A

Classroom hours per week ▼

ADMN 331	Industrial Relations	4.0
ADMN 340	Personnel Administration	2.0
FMGT 442	Domestic and International Corporate Finance	3.0
OPMT 156	Supervision	0.0
OPMT 245	Quality Assurance	2.0
OPMT 401	Quantitative Methods/Computer Applications 2	2.0
TDMT 307	Traffic Management	4.0
TDMT 308	Transportation Management	4.0
TDMT 409	Exporting and Importing	2.0
TDMT 410	Logistics	4.0
TDMT 411	Industry Project	0.0
TDMT 414	Manufacturing Methods	0.0
TDMT 420	Customer Analysis	3.0

#### Level 4B

Classroom hours per week ▼

ADMN 331	Industrial Relations	0.0
ADMN 340	Personnel Administration	0.0
FMGT 442	Domestic and International Corporate Finance	3.0
OPMT 156	Supervision	4.0
OPMT 245	Quality Assurance	0.0
OPMT 401	Quantitative Methods/Computer Applications 2	0.0
TDMT 307	Traffic Management	0.0
TDMT 308	Transportation Management	0.0
TDMT 409	Exporting and Importing	2.0
TDMT 410	Logistics	4.0
TDMT 411	Industry Project	15.0
TDMT 414	Manufacturing Methods	2.0
TDMT 420	Customer Analysis	0.0

### PROGRAM: International Trade Option

#### Level 3

Classroom hours per week ▼

ADMN 382	International Law	3.0
MKTG 301	Quantitative Methods/Computer Applications	4.0
MKTG 309	Marketing Research 1	4.0
OPMT 350	Computers and Information Processing 1	3.0
TDMT 202	Transportation Regulations	4.0



TDMT 203	Transportation Economics.....	4.0
TDMT 305	International Trade.....	4.0
TDMT 306	Transportation Marketing.....	3.0
TDMT 309	Marine Shipping and Insurance.....	3.0

#### Level 4A

Classroom hours per week ▼

ADMN 340	Personnel Administration.....	2.0
ADMN 331	Industrial Relations.....	4.0
FMGT 442	Domestic and International Corporate Finance.....	3.0
MKTG 401	Marketing Planning.....	4.0
MKTG 409	Marketing Research 2.....	3.0
OPMT 156	Supervision.....	2.0
OPMT 445	Quality Assurance.....	2.0
TDMT 307	Traffic Management.....	4.0
TDMT 409	Exporting/Importing.....	2.0
TDMT 410	Logistics.....	4.0
TDMT 411	Industry Project.....	0.0

#### Level 4B

Classroom hours per week ▼

ADMN 340	Personnel Administration.....	0.0
ADMN 331	Industrial Relations.....	0.0
FMGT 442	Domestic and International Corporate Finance.....	3.0
MKTG 401	Marketing Planning.....	4.0
MKTG 409	Marketing Research 2.....	3.0
OPMT 156	Supervision.....	2.0
OPMT 445	Quality Assurance.....	0.0
TDMT 307	Traffic Management.....	0.0
TDMT 409	Exporting/Importing.....	2.0
TDMT 410	Logistics.....	4.0
TDMT 411	Industry Project.....	12.0

### Course Descriptions

**ADMN 100 Micro Economics** — The major areas studied are the product and resource markets. Students analyze supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

**ADMN 200 Macro Economics** — Develops understanding of the organization and operation of the Canadian Economy in an international setting. The theoretical tools of the economist are used to expand the concepts of national income employment, inflation, money and banking international trade, and growth. An appreciation of the relationship between economic theory and economic policy is provided.

**ADMN 221 Organizational Behavior Fundamentals** — Studies human behavior and attitudes in an organizational setting; the organization's effect on the person's perceptions, feelings and actions; and the person's effect on the organization, particularly how behavior affects the achievement of the organization's purposes. Concepts of leadership, communications, power, authority, change and conflict will be examined.

**ADMN 330 Industrial Relations** — A detailed analysis of selected labor/management problem areas with emphasis on the solution of practical problems in industrial relations.

**ADMN 331 Industrial Relations** — An introductory analysis of the fundamental issues and facts of labor-management relations. Special emphasis is given to collective agreement content and interpretation, bargaining and basic labor economics.

**ADMN 340 Personnel Administration** — An introduction to the fundamentals of personnel management, including organization of the personnel function, salary administration, fringe benefits, training, management development and performance appraisal, constructive discipline, grievances and morale.

**ADMN 343 Personnel Fundamentals** — An introduction to the fundamentals of personnel management, including human resource planning; recruiting and selection techniques; job analysis, descriptions and evaluation; compensation administration; performance appraisal systems; training; employee safety and health. Includes a review of current employment legislation.

**ADMN 382 International Law** — This course will examine conflicts of law, international sale of goods contracts, international arbitration, etc. Provides the student with an overview of central legal issues which arise from conducting business across national boundaries.

**ADMN 385 Business Law** — A one-term, condensed course which acquaints the business student with basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law and agency, business organizations, negotiable instruments, real estate and administrative law.

**BCOM 107 Business Communication for Operations Management** — An applied communication course for Operations Management students. It covers the basic writing and oral communication skills necessary in business and industry. Students learn how to write effective letters and memos and how to prepare and make oral presentations. The course also includes a unit on using word processors.

**BCOM 207 Business Communication for Operations Management** — Gives further instruction and practice in the skills learned in BCOM 107. In this term, the focus is on job application, functional reports, telephone techniques and meetings. Prerequisite: BCOM 107.

**CHSC 122 Engineering Concepts** — Examines comparative properties of all classes of engineering materials including metals, alloys, polymers, concrete wood and ceramics. Common causes of failure in service including fatigue, weathering, embrittlement and corrosion.

**COMP 100 Data Processing — Introduction** — Training in basic data processing principles to develop recognition of the application of these principles to industry. The principal functions of data processing are illustrated and practised with an H.P. minicomputer operating interactively. Elementary computer programs are written and tested on the computer. Use of flow-charting and elementary data processing systems design will illustrate the achievement of data processing objectives.

**FMGT 101 Accounting 1** — Permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. The course provides theoretical and practical training in basic accounting as preparation for FMGT 201. Topics include accounting as an information system; introduction to accounting theory; income measurement; traditional record-keeping procedures; the accounting cycle; special journals; cash; investments and receivables.

**FMGT 102 Introduction to Financial Accounting** — Includes a survey of the accounting process and a review of basic accounting theory. Preparation and analysis of financial statements and the reporting of financial information to outsiders is covered in depth. Also covered is accounting for assets, liabilities and owner's equity.

**FMGT 201 Accounting 2** — The follow-up to FMGT 101, topics include inventory, long-lived assets, liabilities, forms of business organizations, cash-flow and working capital analysis, manufacturing accounting, management accounting, consolidated statements, analysis of financial statements and price level changes. Prerequisite: FMGT 101.

**FMGT 202 Introduction to Managerial Accounting** — Covers the preparation and utilization of financial information for internal management purposes. Volume-profit analysis, capital budgeting, depreciation, return on investment, budgeting systems, common dollar accounting and funds flow analysis will also be considered. Prerequisite: FMGT 201.

**FMGT 306 Cost Accounting — Operations Management** — Concentrates specifically on cost accounting for operations management. Topics will include basic cost concepts, systems of cost accumulation, accounting for manufacturing overhead, standard cost systems and the analysis of cost variances. Variable costing is also dealt with. Prerequisite: FMGT 201 or 215.

**FMGT 442 Domestic and International Corporate Finance** — Familiarizes students with the role finance plays in business and industry. Students will obtain a basic understanding of the interrelationships of finance with the other functional aspects of business. Teaches students common decision-making tools in finance to enable them to react intelligently under varying conditions within a business environment of ever-increasing complexity. Special emphasis will be given to the services provided by financial institutions to firms that take part in international trade.

**MECH 102 Drafting** — Introduces students to engineering drawings as a method of communication. Students will learn how to read various types of blueprints and how to communicate using drawings. Emphasis is on visualization, dimensioning and free-hand sketching.

**MECH 207 Engineering Concepts** — A study of applied mechanics and design concepts. Topics include metallurgy, forces, moments, couples, frames, beams, centroids, friction and elementary dynamics.

**MKTG 102 Introduction to Marketing** — Includes a detailed study of the basic marketing functions, marketing research, product planning, selection of trade channels, merchandising, advertising, sales promotion and salesmanship. Marketing of consumer goods as well as industrial goods will also be covered.

**MKTG 103 Sales Skills** — Introduction to professional selling. Emphasizes practical problems of locating and qualifying prospects, use of depth approach and improving sales preparation and organization. Examines improving interpersonal communications in non-selling situations.

**MKTG 301 Quantitative Methods/Computer Applications in Marketing** — An examination of decision support systems now available utilizing mathematical modelling methods, data bank access, and computer based information. Prerequisite: MKTG 101, 201.

**MKTG 309 Marketing Research 1** — Examines the basic approaches to marketing research. It discusses the techniques and tools of this research and relates these tools to the decision-making process. Emphasis is placed on the use of marketing research in the total marketing decision concept. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 101, 201.

**MKTG 401 Marketing Planning** — Examines how to develop a formal marketing plan including situation analysis, market and competitive conditions research, objective setting and action scheduling using computer based management systems. Prerequisite: MKTG 100, 200.

**MKTG 409 Marketing Research 2** — see MKTG 309. Prerequisite: MKTG 309.

**OPMT 100 Applied Mathematics 1** — Covers basic mathematics applied to industry and commerce. Topics include basic algebra, trigonometry, break-even analysis, simple and compound interest, annuities and methods of evaluating investments.

**OPMT 101 Business Mathematics** — Covers the basic mathematics applied to industry and commerce. Topics include basic algebra, break-even analysis, simple and compound interest, annuities, and methods of evaluating investments.

**OPMT 120 Applied Mathematics 2** — Covers fundamental statistics used in business and industry. Topics include descriptive statistics, probability theory and major distributions, sampling, confidence intervals, tests of hypotheses, applications to quality control, correlation and linear regression.

**OPMT 121 Business Statistics** — Covers fundamental statistics used in business and industry. Topics include descriptive statistics, probability theory and major distributions, sampling, confidence intervals, tests of hypotheses, acceptance sampling, correlation and linear regression.

**OPMT 140 Introduction to Operations Management** — Provides an introduction to the role of business in the British Columbia economy. It considers the management of business and emphasises the types of careers available to Operations Management graduates in B.C. business.

**OPMT 143 Management Engineering** — A basic productivity engineering course for transportation and distribution students. Course covers the basic industrial engineering approach to productivity improvement including work measurement and facility layout. Examples and projects are oriented to the TND side of the economy.

**OPMT 150 Introduction to Microcomputers** — Provides an introduction to the role of personal computers in business. Emphasis is on learning to use standard software products for financial modelling (spreadsheet) word.

**OPMT 156 Supervision** — Introduces the student to some of the skills required to survive the initial period of promotion to a first line supervisory position. Topics include role of the supervisor, functions of management, authority relationships, design and implementation of "on the job training" programs, how to lead, delegate, discipline and evaluate, as well as dealing with day to day operations including grievances.

**OPMT 157 Marketing Research** — Designed to give the student a basic appreciation of marketing functions and the role of market research in an organization.

**OPMT 160 Method Study 1** — This introductory course in industrial engineering presents a six step systematic approach to methods improvement. The student will learn specific industrial engineering techniques.

**OPMT 240 Industrial Engineering** — Builds on OPMT 160 to provide the student with a comprehensive knowledge of industrial engineering techniques to solve problems in an industrial setting.

**OPMT 241 Systems Analysis and Design** — In business, systems analysis and design refers to the process of examining a business situation with the intent of improving it through better procedures and methods. Course includes determining system requirements, decision analysis and design of input output reports.

**OPMT 244 Performance Measurement** — Gives the student an appreciation of the physical work performed by both industrial and office workers. The student will learn two forms of work measurement — predetermined motion time systems and time study. He will also learn performance ratings and how to establish standard times.

**OPMT 245 Quality Assurance** — Modern concepts of quality management for the manufacturing and service industries. Management levels and topics include inspection, quality control and quality assurance; organization; system functions and documentation requirements; technical, economic and legal aspects of quality assurance management; supplier quality assurance; product reliability; Canadian national standards for quality programs.

**OPMT 250 Computer Programming — Applied BASIC** — Instruction in the use of advanced BASIC to solve problems common to the Operations Management discipline. Topics include arithmetical operations, input/output, loops, sub-routines, files, arrays, strings, and functions.

**OPMT 300 Quantitative Methods 1** — Applications of mathematical and computer modelling to decision-making in business and industry. Topics include model building, break-even analysis, decision theory, inventory control, linear programming, queuing theory, simulation models, demand analysis and computer applications (main-frame, mini and micro).

**OPMT 301 Quantitative Methods/Computer Applications** — Following basic training in mathematics of finance and statistics, students are introduced to the solution of more complex business problems by mathematical processes. Forecasting methods are examined with computerized analysis of data. Some aspects of management science that are particularly useful in the transportation business are examined manually and through the computer. These include linear programming, the transportation model simulation and line analysis. Considerable effort is in interpretation of results and preparation of management oriented reports.

**OPMT 340 Applied Industrial Engineering 1** — Enables the student to understand the role of manufacturing automation in the productivity improvement process including CAD/CAM and robots. The concepts of flexible manufacturing systems, group technology and computer integrated manufacturing are explored.

**OPMT 348 Production and Inventory Management** — Provides the student with a comprehensive knowledge of production and inventory management in business. Topics include forecasting, aggregate inventory, MRP, MPS and CRP. The total closed loop system is covered in detail. Critical Path Method is covered in Term 4B.

**OPMT 350 Computers and Information Processing 1** — Introduction to computer systems design and the application of the computer to the Operations Management field. Topics include computer hardware, computer software, computer systems flowcharts, selected application packages, file organization techniques and computer resources in the community. At the conclusion of this course, students will have gained a broad appreciation of the current and potential application of the computer to the business world.

**OPMT 400 Quantitative Methods 2** — see OPMT 300. Prerequisite: OPMT 300.

**OPMT 401 Quantitative Methods/Computer Applications 2** — see OPMT 301. Prerequisite: OPMT 301.

**OPMT 440 Applied Industrial Engineering 2** — see OPMT 340.

**OPMT 445 Quality Assurance** — A quality assurance course related to the transport and distribution industries covering three main areas: quality control maintenance planning for operating equipment, quality assurance support for the procurement function and the evaluation of suppliers, and quality management programs that affect the business performance of a company with respect to its trading opportunities in local, national and international markets.

**OPMT 448 Production and Inventory Management** — see OPMT 348. Prerequisite: OPMT 348.

**OPMT 449 Industrial Engineering Concepts** — A comprehensive external study in a local firm requiring the application of material from various recordings and analysis of data from the field, terminating in a written report and an oral presentation of the project.

**OPMT 450 Computer and Information Processing 2** — see OPMT 350.

**PHYS 117 Basic Science for Operations Management** — A survey course which covers topics of physics as they relate to the operations management technology. A brief chemistry component facilitates the study of handling and storage of hazardous materials. Emphasis is on how the basic laws of physical science affect and limit activities in the technology.

**PHYS 217 Basic Science for Operations Management** — see PHYS 117.

**TDMT 100 Transportation Methods** — Introduces students to the various ways of moving commodities, including air, highway, pipeline, rail and water carriers. Economic costs of operation and selection of equipment are also covered.

**TDMT 101 Geography of Trading 1** — Transportation is the basis of all economic systems including agricultural production, industrial location, settlement patterns, marketing systems and consumer shopping. This course studies in detail the role of transportation, major trading routes and ports and other factors in the development of resources for the world and Canada. Emphasis is placed on Canada as a major resource producer, particularly in the emerging Pacific Rim.

**TDMT 201 Geography of Trading 2** — Designed to give students a basic understanding of world resource industries — agriculture, raw materials, energy sources as well as the flow of commodities, trade routes, trading patterns and the degree of inter-dependence among the nations. As well, the course will cover the characteristic of each mode of transport on the six continents. Prerequisite to International Trading Strategies.

**TDMT 202 Transportation Regulations** — Familiarizes the student with transportation regulations at federal, provincial, and regional levels. The Acts governing intra and inter-provincial transportation, and regulation of common, contract and private carriers, including their rights and responsibilities, and the de-regulated U.S. transportation industry.

**TDMT 203 Transportation Economics** — Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel cost, etc., concluding with profit oriented rate making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul.

**TDMT 305 International Trade** — To develop an understanding of international logistics, this course deals with the economic and trading characteristics of nations as they relate to the Canadian economy. An overview of comparative advantage and disadvantage introduces the student to the protectionism and intricacies of international trading. INCO terms and pricing, floating and pegged exchange rates will be discussed together with the movement of international inventories. The course also covers information on counter trade. Prerequisite to Import/Export. Prerequisite: TDMT 201.

**TDMT 306 Transportation Marketing** — The student learns to relate the services of a transportation company to client requirements. The increasing impact of intermodalism is examined while

the student develops the ability to analyse the competitive position of his carrier (employer), to assure effective participation in the market.

**TDMT 307 Traffic Management** — Acquaints the student with the broad responsibilities of a traffic manager in an industry requiring transportation services. Includes negotiating with common carriers, criteria for carrier selection, rate negotiations, routing, consolidation, documentation, handling claims, tracing, expediting and carrier performance analysis for future carrier selection.

**TDMT 308 Transportation Management** — The operation departments of a transportation company are described in detail. Freight tariffs as applicable to commodity, special and ancillary services, routing, misrouting, claim prevention, and the organization and control of the company are examined.

**TMDT 309 Marine Shipping and Insurance** — This course is designed to familiarize the student with the basics of the principles and problems of ships, navigation and cargo, trends in shipping, containerization/unitization and the port as a sea transport interface. Marine Insurance will deal with the types of policies, the fundamentals of coverage, the analysis of the policy and claim handling.

**TDMT 409 Exporting/Importing** — Practical application of previously learned theories acquaints students with the terminology and interpretation of the Customs Act, customs tariff, excise tax, and Antidumping Act. Gives the student thorough understanding of fair market value, dumping, countervailing duty, the GATT, tariffs and the increasing use of non-tariff barriers including present new devices. Documentation for importing and exporting, entries, drawbacks, refunds, appeals and classification is covered.

**TDMT 410 Logistics** — An overview of the total distribution concept. Adding to previously learned information the course examines distribution facility location analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer services and profitability, the course prepares the student to conduct a transportation audit, customer service audit and a complete distribution audit.

**TMDT 411 Industry Project** — The course is an opportunity to apply the knowledge from the program to a specific industry project at the client's place of business.

**TDMT 414 Manufacturing Methods** — A study of the processes involved in the making of consumables. Physical, chemical and electrical principles are reviewed with special emphasis on the handling, care and disposal of hazardous products.

BRITISH COLUMBIA  
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