



**TERM STARTS
JANUARY 8**



PART-TIME

www.bcit.ca

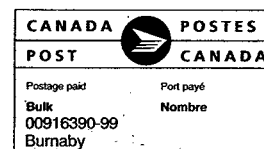
WINTER 2001



REGISTER NOW!

(604) 434-1610

or 412-7777



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



REGISTRATION & SERVICES

Campus Locations/Office Hours

Burnaby and Downtown campuses offer year-round registration for part-time courses. Surrey and Richmond locations have limited registration services.

Please note: BCIT uses the 24-hour clock (e.g. 1730 means 5:30 p.m.)

Burnaby/BBY (604) 434-1610
3700 Willingdon Avenue,
Burnaby, B.C. V5G 3H2 Fax (604) 430-1331
Regular Office Hours from August 14
Mon-Thr 0830-1900 Sat 0830-1230
Fri 0830-1600 Closed on Holiday Weekends

Downtown Campus/DTC (604) 434-1610
555 Seymour Street,
Vancouver, B.C. V6B 3H6 Fax (604) 687-2488
Mon-Thr 0830-1800
Fri 0830-1630
Closed on weekends and Stat. Holidays

Pacific Marine Training Campus/PMT (604) 453-4100
265 West Esplanade,
North Vancouver, B.C. V7M 1A5 Fax: (604) 985-2862
Registration Line (604) 453-4111
Office Hours
Mon-Fri 0830-1530

Aerospace & Technology Campus/ATC (604) 419-3777/3704
Vancouver Airport (South Terminal)
Unit 200-5301 Airport Road South,
Richmond, B.C. V7B 1B5 Fax: (604) 278-5363
Office Hours
Mon-Fri 0730-1600

Surrey/SRY, Registration (604) 594-2000
Princess Margaret Secondary
12870-72nd Avenue, Surrey, B.C. V3W 2M9
Office Hours
Mon-Thr 0900-2030 Saturday Closed
Fri 0830-1200 Closed during July and August.

Registration and courses held at Princess Margaret Senior Secondary.

Please call (604) 434-1610 to register for courses at the following locations:

B.C. Hydro Building
Auditorium D2, 333 Dunsmuir Street, Vancouver, B.C. V6B 4N1
Howe Street campus/HOW
549 Howe Street, Vancouver, B.C. V6C 2C2
JIBC (Justice Institute of British Columbia)
715 McBride Blvd., New Westminster, B.C. V3L 5T4
Kwantlen University College/KUC
Langley Campus, 20901 Langley Bypass, Langley, B.C. V3A 8G9
Langley Secondary School/LSS
21405-56th Avenue, Langley, B.C. V3A 4R3
Maple Ridge Secondary School/MRC
21911-122nd Avenue, Maple Ridge, B.C. V2X 3X2
Royal Centre
1055 Georgia Street (7th Floor), Vancouver, B.C. V6E 3S5
Vancouver Maple Leaf Language College (VLC)
815 West Hastings Street, Suite 250, Vancouver, B.C. V6C 1B4

Class Times

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

| | |
|--|-------------------------|
| Burnaby Technology (BBY) | 1845-2145 |
| Burnaby Trades (BBY) | 1900-2200 |
| Downtown (DTC) | 1730-2030 |
| Howe Street (HOW) | 1730-2030 |
| Kwantlen University College/Lang.(KUC) | 1900-2200 |
| Langley Secondary School (LSS) | 1830-2130 |
| Maple Ridge Secondary (MRC) | 1900-2200 |
| Pacific Marine Training campus (PMT) | See course descriptions |
| Sea Island (SEA) | 1900-2200 |
| Surrey (SRY) | 1900-2200 |

Classroom Locations

Classroom locations are not available until 1600 on the night your course begins. Classroom locations will be posted at the following Burnaby campus locations:

- NE1, JW Inglis Building, 2nd floor, South Entrance
- SW1, Building, 1st floor, Registration and Information Office
- SW1, 1st floor outside Student Employment Office
- SE2, Bookstore
- SE12, Breezeway outside Campus Cafe
- SE6, 2nd floor

Note: During the week of term start, student guides will be located in the following areas to assist you:

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

Methods of Payment

Cheque, Money Order, Visa, MasterCard, American Express, letter of authorization from employer to have BCIT invoice. Cash in person only. Debit card available at all campuses except the Surrey campus.

Students who have a BCIT student number may register and pay by credit card using the BCIT Web site: www.bcit.ca, follow the Admissions/Registration link.

Telephone Payments: (604) 432-8732

Confirmation of Registration/Payment

Your receipt will be mailed to you; however, due to volume your receipt may be delayed and therefore should not be considered as confirmation. Please attend the first night of class unless otherwise notified.

Credit Card Declines

If a Visa, MasterCard or American Express has been declined, or a cheque returned NSF, the student will be sent a letter of notification. Further Registration and marks will be withheld until outstanding balance is cleared.

Course Audit

A student may audit a course with permission from the instructor by the second night of class.

Course Cancellations

Avoid course cancellations and register early. The Institute reserves the right to cancel courses if enrolments are insufficient. A full tuition refund cheque will be mailed out for cancelled courses. BCIT's cancellation policy will provide three business days notice of a course being cancelled.

Refunds

Course refund deadlines vary. Check your course refund deadline when you register. You will receive a full refund, less 15% tuition, if you withdraw within the following deadlines:

| Course Duration | Deadline Dates |
|-----------------|--------------------------------------|
| 4 weeks or less | 1 week prior to the class start date |
| Over 4 weeks | Prior to the 2nd class |

Distance Education Before course materials have been sent. After materials have been shipped, department approval is required.

Early Registration Refund Policy: Students who withdraw 30 days prior to the week of term start will receive a 100 per cent tuition refund.

Refund requests must be submitted to part-time Registration, Burnaby or DTC campus, by the refund deadline date.

Special fees for some courses are non-refundable and different refund requirements and deadlines may apply. International students, please refer to page 7 for refund policy information.

Refund cheque inquiries only (604) 432-8212

Tax Receipts (T2202A-2000)

An official tax receipt will be mailed by Financial Services on or before February 25. To allow for normal mail delivery, wait until March 15 before contacting Financial Services if a tuition fee tax receipt has not been received. A \$10 charge will be levied for duplicate receipts.

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

How to Withdraw from a Course

Students who wish to withdraw from a course after the refund deadline must do so officially, in writing, to Student Records. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show "LW" for Late Withdrawal. Neglecting to withdraw officially will result in an "V" on the transcript. A "V" indicates course abandonment.

To withdraw from a part-time course prior to the refund deadline date, contact:

Registration and Information (604) 434-1610 or (604) 412-7777.
After the refund deadline date: Student Records: (604) 432-8498

Fees

The total cost of the course includes mandatory fees.

Part-time student activity fee:

- \$3 per course at Burnaby and the Sea Island campus.
- \$1.30 per course at locations other than Burnaby and the Sea Island campus.
- \$1 per course for distance education courses.
- \$2.15 per week for industry services at Burnaby and the Sea Island campus.
- \$9.90 per week for industry services courses at other locations.

A building fee of \$5* per course for courses with less than 3 credits and \$10* per course with 3 or more credits *to a maximum of \$20 per term.

For more information on the student activity fee and the services it funds, please contact the BCIT Student Association at (604) 432-8600.

For Fall 2000, BCIT in cooperation with the Student Association implemented a new student photo-ID card called the BCIT OneCard. It combines an identification card with on-campus debit privileges and access to retail discounts. BCIT OneCard is \$2.50 per term to a maximum of \$5 annually. For more information contact the BCIT OneCard office at 451-6890.

BCIT OneCard

The OneCard is required for part-time students enrolled in courses of 30 hours or more on any of the four main campuses. Distance education, industry services and courses shorter than 30 hours are excluded from the program.

Benefits of the BCIT OneCard include:

- personal identification for improved campus security; access to exam rooms, campus events and possibly used for campus voting;
- privilege access to campus services including library and recreation services;
- cash-less photocopying, computer lab printing and campus vending purchases (add value to debit card at machines located around campus);
- small-value debit purchases at other campus service outlets;
- on- and off-campus discount retail and service programs.

Cards are valid for one year from date of issue. Photos are taken and cards issued at the start of each term. The student fee is \$2.50 per term to a maximum of \$5 annually. There is a \$10 charge for replacement cards.

For more info, contact the BCIT OneCard Office at 451-6890 or visit in person at SW1 1191 – across from registration.

Miscellaneous Fees

| | |
|---------------------------|--------------------------------------|
| NSF/Returned Cheques \$15 | Transcript \$5 (plus \$3 each extra) |
| Duplicate T2202A \$10 | (See credit card declines) |

Transfer/Change Fee

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

International students should refer to page 7 for information about part-time tuition fees.

Tuition does not include textbooks or material requirements unless indicated.

Changes to Curricula, Regulations and Services

Although every effort is made to ensure that the contents of this Part-time Studies flyer are accurate at the time of publication, BCIT reserves the right to make, without prior notice, whatever changes are deemed necessary to the courses, services or regulations. The Institute reserves the right to cancel any course or service.

This Part-time Studies flyer is published for information only and is not intended to be a complete statement of all procedures, policies, rules and regulations, nor is it to be construed as an irrevocable contract between the student and the Institute.

BCIT Bookstore

Campus Centre/SE2 and our online store

www.bookstore.bcit.ca

BOOK-MARK IT!

BURNABY BCIT Bookstore Hours – January 2001

| | |
|----------------------------------|-------------|
| Jan 2,3,4 | 0830 - 1700 |
| Jan 5, 6, 12, 13, 19, 26, 29, 30 | 0830 - 1600 |
| Jan 8, 9, 10, 11, 15, 16, 18 | 0830 - 2000 |
| Jan 17 | 0900 - 2000 |
| Jan 22, 23, 25 | 0830 - 1900 |
| Jan 20, 27 | 0830 - 1230 |
| Jan 24 | 0900 - 1900 |
| Jan 31 | 0900 - 1600 |

- Burnaby book-rush hours are listed above, and at www.bookstore.bcit.ca.
- The Bookstore accepts Visa, MasterCard, American Express and InterAc Direct (Credit cards with the magnetic stripe must be presented – account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to: (604) 432-7923 prior to first class. Please allow a suitable time for processing.

Satellite Locations

DTC (Downtown campus):

- The DTC operates a bookstore on the 2nd floor for courses running at Downtown. Books are not always duplicated in Burnaby. Please call DTC at (604) 412-7799 for hours.

Other Outlying Satellite Locations:

- For the best selection of books, come into the Burnaby Campus before your class starts. Take advantage of the Bookstore's promotions and special value packages.
- BCIT Bookstore offers a satellite student delivery service. A week's notice is appreciated to avoid disappointment or delivery glitches.
- There are several ways of reaching the BCIT Bookstore:

1. Through our Web site at www.bookstore.bcit.ca. To access information and book titles click 'Online store.' The site is easy to navigate, just follow the links.
2. Call (604) 432-8379 during store hours to ask any questions.
3. Fax the bookstore at (604) 432-7923
4. Leave a phone number at the (604) 412-7402 voice-mail box for a call back.
5. E-mail bookstore@bcit.ca.

The Three Rs of Returns

- 1) Mandatory Course books only have returns protection, but require a Registration drop slip (proof of cancellation or withdrawal) within 14 days of book purchase. Ask for it even if withdrawing via telephone or fax. No returns on reference books or general merchandise/supplies or BCIT lab manuals, course notes, or any opened 3-hole punched materials.

Plus

- 2) Cash register receipt – 14 day window – from date of purchase to return date. Remember – 14 days from the date of purchase.

Plus

- 3) Mint condition. Book must be unmarked and shrink-wrap intact if applicable. No exceptions – if you write in it or mark it, you must keep it.
- Books in a technical school can be expensive and are specialized materials. Purchase them only if you're positive you need the material. It's best to go to your first class before purchasing – but you can check the booklists in the bookstore to verify information.

Used Books to Purchase

Limited quantities of selected titles may be available at term start-up. Personal shopping only. Check the "used books" section at www.bookstore.bcit.ca for information and buyback dates.

- There is no guarantee that a book will have a used book buyback value: new editions and course text changes determine the value. The buyback is conducted on-site only, by a used book wholesaler with access to a data base of more than 60,000 titles – the bookstore staff do not have answers about used book value.

Correspondence/Guided Self-learning

If you can't get to any of our classroom sites, BCIT offers career-orientated credit and non-credit correspondence courses.

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

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

Please call:

| | |
|-------------------------|----------------|
| Academic Studies | (604) 432-8784 |
| Business Administration | (604) 451-7134 |
| Engineering Technology | (604) 432-8784 |
| Financial Management | (604) 412-7417 |
| Health Sciences | (604) 451-7089 |
| Industry Services | (604) 432-8234 |
| Internet | (604) 451-6733 |
| Power Engineering | (604) 432-8390 |



Aboriginal Programs & Services

(604) 432-8474

www.bcit.ca/~stuserv/firstnations/index.htm

The Aboriginal Programs & Services department provides culturally appropriate programs and services for Aboriginal students.

This Fall we are offering Cultural Awareness for Renewable Resource Professionals. To find course details please check the Renewable Resources section of the flyer.

How To Read Your Flyer

Course Identification

The Course Identifier consists of a subject code, number and title. Please refer to the BCIT Part-time Flyer online at www.bcit.ca for a complete explanation.

| Subject Course # | Course Title | Course Description | Tuition Fee |
|------------------|----------------------|---|------------------|
| COMM 0040 | MAKING MEETINGS WORK | Teaches what to do before, during, and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group. | BBY \$187 |
| Apr 10 | Wed | 1845-2145 | 6 wks |
| Start Date | Course time | Location | Duration |
| | | BBY | CRN 32999 |
| | | | Course Reference |

Win prizes. Register online!

Registering for BCIT Part-time Studies is safe and secure, and it can even be fun! We want to make Internet registration your preferred choice. To encourage you to use the system, we'll randomly select names and award prizes to those who register online for their Winter classes.

You are automatically entered into the prize draw when you register online at www.bcit.ca

Course Registration: Five ways to Register

1. ONLINE - EASY, SAFE, QUICK!

From the BCIT homepage, www.bcit.ca, follow the Part-time link under the Prospective or current student heading.



2. By Fax - Easy, direct, fast!

If registering by fax, payment for the part-time course(s) must be made by Visa, MasterCard or American Express. Your credit card number and expiry date must be included on the faxed registration form in order for your registration to be processed.

Burnaby (604) 430-1331
Downtown (604) 687-2488

3. By Mail - Simple and direct!

Complete the registration form and include your signature at the bottom. Clip the form out and mail to:

| | | |
|---|----|---|
| Part-time Studies BCIT Registration and Information 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2 | OR | BCIT Downtown Campus 555 Seymour Street, Vancouver, B.C. V6B 3H6 3700 |
|---|----|---|

4. In Person

Note: The following hours of Registration are subject to change. Please refer to page 2.

Burnaby Campus,

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

Mon-Thr 0830-1900 Fri 0830-1630
Sat 0830-1230 Closed on Holiday Weekends

Downtown Campus,

555 Seymour Street, Vancouver

Mon-Thr 0830-1800 Fri 0830-1630
Saturday Closed

Princess Margaret Senior Secondary,

128th St. & 72nd Ave., Surrey

Mon-Thr 0900-2030 Fri 0900-1200
Saturday Closed Closed July and August.

5. By Phone - Be patient, your call will be answered!

Registration by phone is available!

If registering by phone, payment for the part-time course(s) must be made by Visa, MasterCard or American Express.

Note: During peak periods you may experience lengthy delays. To register call:

(604) 434-1610

Table of Contents

| | | | |
|-------------------------------|-----|---------------------------------|----|
| Aboriginal Programs | 2 | Distance Education | 38 |
| Registration & Services | 2 | Electrical and Electronics..... | 39 |
| Academic Studies..... | 5 | Health Sciences | 42 |
| Access Courses | 5/6 | Manufacturing & Industrial | |
| BCIT International | 7 | Mechanical..... | 46 |
| Bachelor of Technology | 8 | Process, Energy & | |
| Business | 9 | Natural Resources | 49 |
| Computing & Information | | Transportation..... | 53 |
| Technologies | 26 | Index | 55 |
| Construction | 31 | | |

If you are having trouble finding your course, check the Index on page 55.

All part-time courses can be found on the Web. Register online: www.bcit.ca



Part-time Studies Registration Form

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

BCIT STUDENT NUMBER

If you have previously been a BCIT student or have contacted BCIT for program information, a student number may have been issued to you. You would find this number at the bottom of any correspondence from the Registration and Information Dept. or the Registrar's Office.

If known, please enter that number here

If this number is not known, please check this box and a number will be assigned to you. ☐

To avoid duplication of our records, please enter your sex and birthdate in the spaces provided below.

Birthdate: _____ Sex: ☐ male ☐ female
(day month year)

SOCIAL INSURANCE NUMBER (for tax purposes only)

Last Name (family name) _____

Legal First Name _____

Middle Name _____

Previous Last Name (e.g. Maiden Name) _____

MAILING ADDRESS AND CONTACT INFORMATION

Street/Box No. _____

Town/City _____ Province _____ Postal Code _____ Country _____

Home Phone _____ Work Phone _____

e-mail _____ Fax _____

All official BCIT correspondence will be mailed to the above address. Please notify the Registration Dept. of any changes. In order for us to ship the materials needed for your course, you need to provide us with a DAYTIME address where someone can sign for materials when they are delivered.

SHIPPING ADDRESS INFORMATION

My shipping address is ☐ my address above ☐ or as follows Shipping Phone _____

Street/Box No. _____

Town/City _____ Province _____

Country _____ Postal Code _____ Apt. Buzzer# _____

| Course # | (CRN) | Course Title | Course Fees | Other Material Details | Other Material Fee | Courier Fee | DD | MM | YY | Site |
|----------|-------|--------------|-------------|------------------------|--------------------|-------------|----|----|----|------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Textbooks ☐ YES ☐ NO
(For Distance Education use only)

TOTAL FEES

+ + + =

You can pay by cash, cheque, money order, VISA, MasterCard or American Express. A service charge for any NSF or returned cheque will be assessed.

Card Number _____ Expiry Date _____

☐ VISA

☐ MasterCard

☐ American Express

☐ Full fees paid by you

☐ full fees paid by employer
(approval attached)

☐ special arrangement
(approval attached)

Your citizenship status is:

☐ Canadian Citizen

☐ Landed Immigrant/Permanent Resident

☐ Student Authorization

☐ Other (please specify)

Country of Citizenship if not Canada: _____

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies. I authorize BCIT to use my name and/or photo image, municipality of residence, BCIT program, and the name/criteria of any award won in marketing materials for the purpose of publicizing BCIT students/graduates and their achievements.

Signature _____ Dated _____

Career, Educational & Personal Development Courses

Prospective students are encouraged to register for these Career Educational and Personal Development courses. All courses are taught by professionally trained counsellors and will help you to:

- Make a first time career choice
- Make a career change
- Develop your career
- Access current information about career and educational options
- Learn about jobs of the future
- Prepare to become a BCIT student

Courses offered by Counselling Services include:

- CEPD 0100 Introduction to Career Planning
- CEPD 0101 Career Testing
- HRMG 0315 Career Search Workshop
- CEPD 0103 Career Transitions
- CEPD 0200 BCIT Preparation: Early Orientation

Please refer to page 6 of this flyer under Access Courses or call BCIT Counselling Services at (604) 432-8608 for more information about these exciting courses.

Counselling Services

(604) 432-8608 www.bcit.ca/services_home.htm

Counselling Services are available to students registered for Part-time Studies. Please refer to page 6 of the flyer for more information.

Disability Resource Centre

Voice (604) 451-6963 TTY (604) 432-8954
Fax (604) 431-0724 Judy_Phipps@bcit.ca
Building SW-1, Room 2300

We offer a range of support services for students with disabilities. See page 6 under Access courses for a selection of courses available.

Financial Aid and Awards

(604) 432-8555 Hours: Mon-Fri 0830-1600

Limited financial assistance is available for B.C. residents who are not able to study on a full-time basis. Personal eligibility is based on financial need, a per-term course load between 20 per cent and 59 per cent of a 100 per cent course load, and other strict criteria. Course eligibility is restricted to specific approved non-credit, upgrading courses or credit courses that lead directly to an approved BCIT certificate, diploma or degree. For credit courses, applicants must specify the BCIT credential they are taking the courses towards.

Applicants submitting a completed "BCIT Part-time Assistance Application" form will be considered for all available part-time, non-repayable grant assistance programs administered by the Financial Aid and Awards office. A new application must be completed for each part-time study period. All applicants are notified in writing as soon as possible, usually within four weeks of the date the completed application was received by Financial Aid and Awards.

The BCIT Part-time Assistance Application form and a BCIT Part-time Assistance Information sheet are both available from Financial Aid and Awards, Building SW1 - Room 2300. Call (604) 432-8555 to have the detailed information and the application form faxed or mailed.

Application Deadline: 28 days before the first day of class.

Alumni Association

(604) 432-8847 alumni@bcit.ca
Building SW1 Room 1024

The BCIT Alumni Association is a very exclusive membership. This association only requires that you be a BCIT graduate. You become an member of the Alumni Association upon applying and receiving a national Diploma of Technology from the British Columbia Institute of Technology, or upon completion of a program or official scholastic certification of not less than 21 credits from BCIT.

Stay connected to fellow alumni and the BCIT community. Graduates assist in fundraising and volunteer activities, and take part in giving back their experience to those who will one day do the same. Graduates are informed through the Alumni Ambassador newsletter, as well as through special events and reunions. To enjoy these opportunities and many more, keep us up-to-date with any address changes. After you graduate, stay in touch!

Are you ready to Graduate?

Students who are completing a Part-time Studies certificate program or are completing a Bachelor of Technology Degree through Part-time Studies are required to apply to graduate. Please obtain an "Application for Certification" form from Student Records. This form must be completed and submitted to the Student Records department, Burnaby campus (SW1-1585).

If you are completing a Bachelor of Technology Degree program or a Part-time Studies certificate program that is 45 credits or higher, you are also eligible to attend the next available Convocation ceremony. Note: you must submit your "Application for Certification" form to Student Records by the following deadline in order to attend:

For the June Ceremony; no later than the end of the first week in May. For the February Ceremony; no later than the end of the first week in January.

Program Advising for Part-time Studies

(604) 434-1610 www.bcit.ca/stuser/advising
Online enquiries: www.bcit.ca/askadvisor

Part-time programs are designed to enhance career aspirations. If you are interested in pursuing a Certificate program, program advisors can assist you in course selection and program planning.

If you are beginning your studies in Engineering Technology you should confer with a Part-time Studies program advisor before you begin. We recommend that proposed programs be submitted to a program advisor for approval. If you are beginning your studies in the Business or Computing Technology, you may register for your first courses without program approval.

Contacting Program Advising - www.bcit.ca/~stuser/advising

Program advisors are available to answer questions for prospective students by phone, appointment or online.
Phone: call (604) 434-1610 to leave your name and number
Appointment: call (604) 434-1610 to book an appointment
Online: www.bcit.ca/askadvisor

Parking and Security

(604) 432-8719 (604) 451-6856

All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit or a ticket from a dispenser. Night school parking permits are available from the cashier's office adjacent to the registration area, and are valid after 1630 in any staff, student or visitor parking lot, Monday to Friday and all day on week-ends and holidays. All parking enforcement is managed by Impark. Please direct your inquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600-1630, has a one-hour maximum limit, except the visitor lot in front of SE14, which has a \$6 all-day rate. Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus. For general inquiries, please call (604) 432-8719.

Fees are subject to change

Night school term: \$16.00

Student

Daily rate: \$1.50 Monthly: \$15.00
Jan-May term: \$75.00 Sep-Dec term \$60.00
Students with disabilities: \$15 monthly Motorcycles: \$7 monthly
Parking rates at the Downtown campus are \$2 hour, \$9 per day and \$3 per evening. To benefit our students, evening parking rates begin at 1700 hours.

Cashiers' Hours-Subject to change

Mon to Thr 0830-1900 Sat 0830-1230 Fri 0830-1630
Closed on holiday weekends

Income Assistance Education Access Centre

(604) 451-6983 nowproject@bcit.ca

The IA Education Access Centre helps people who are, or have been receiving Income Assistance (Welfare) to prepare for and succeed at BCIT. Through academic and personal supports, we assist students to successfully pursue their career goals.

IA Education Access Centre supports and services include:

- Information, assistance and advocacy on Income Assistance and training issues
- Help with application, admission and financial aid processes and other BCIT systems and procedures
- Help in accessing academic assessments and upgrading for education and career planning
- Use of resource centre for academic, career, labour market and Income Assistance information
- Referral to workshops and tutoring
- Resource centre computer facilities for use of computer-based training programs and the Internet
- Assistance in exploring full-time and part-time educational options offered at BCIT
- One-on-one support
- Help access appropriate services in BCIT and in the community
- Job search coaching and workshops

Hours of Operation:

Appointments can be booked at the IA Centre or call (604) 451-6983 Mon-Fri 0830-1630

Drop-In Hours

Advisors will meet with registered participants on a first-come, first-serve basis Mon-Thr 1230-1600 only. Advisors are unavailable for drop-in before 1230.

Safety and Security Office

Open 24-hours a day. (604) 451-6856 Building SW1-1001

Lost and Found

Lost and Found operates from the Safety and Security office in Building SW1-1001, east entrance near Student Employment Services. Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately.

Student Campus Patrol

As a safety/security measure, security staff or the Student Campus Patrol will escort you to and from any location on the Burnaby campus. Please call Security at (604) 451-6856. This office is open 24 hours a day.

Recreation SAC

(Student Athletic Centre) (604) 451-6859

BCIT offers indoor and outdoor recreational facilities at the Burnaby campus. These include four racquetball/handball courts and two squash courts, an excellent gymnasium which accommodates eight badminton, two basketball and three volleyball courts and is used for many other sports and recreational activities. Our newly expanded weight room is equipped with a strength training super circuit, free weight and excellent cardio equipment and exercise area. Other facilities include tennis courts, sports field, a fitness trail and a 396-metre track offering excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are available.

Student Employment Services

FIND WORK! If you're looking for full-time or part-time work on or off campus drop by Student Employment Services. We average more than 250 new jobs per month! Register early for Ejobs, BCIT's online job posting system. Register on-line, it's free for eight months for part-time studies students. You can have new jobs in your program area e-mailed directly to you and post your resume online. Apply for jobs from the comfort of your own home or from our office - we have two computers for students to access. Our resume review service is popular, we'll help you build a resume that will get noticed and get results, combine this with our tips on interview techniques and you'll be sure to get short-listed for more jobs. Drop by and see us for all your employment needs.

BCIT Student Employment Services, SW1-1022

Tel: (604) 432-8666, Fax: (604) 435-3122, e-mail: bcitses@bcit.ca

**It's easy
to register online at
www.bcit.ca
and click
on registration.**



Food

Chartwells, a member of Compass Group Canada, operate the following food outlets on the Burnaby campus. For office and catering information, call (604) 432-8642.

Please note that hours of operation may vary at different times of the year.

Pacific Wok at Town Square Café (SE2)
Mon - Thr 0630-1900
Fri 0630-1500
Sat Closed

Electrical Training Centre (SE1)
Mon - Fri 0700-1430
Sat Closed

Elephant on Campus
Mon - Thr 1100-Midnight
Fri 1100-0100
Sat 1200-1800
Sun Closed

Road Runner Snackery
(SW1, Room 2322)
Mon - Thr 0730-2100
Fri 0730-1430

Pronto Gusto at J.W. Inglis (NE1)
Mon - Thr 0600-2100
Fri 0600-1500
Sat 0800-1400

Express Stop at the Gym (SE 16)
Mon - Thr 0730-2000
Fri 0730-1600
Sat Closed except during special events

Starbucks at The Rix (SE 2)
Mon - Thr 0700-2100
Fri 0700-1600
Sat 0800-1400

Mr. Sub at Campus Café (SE12)
Mon - Thr 0700-2100
Fri 0700-1500
Sat 0800-1400

Hours of operation are subject to change and are posted in each dining centre.

Library

(604) 432-8370 Web site: www.lib.bcit.ca

The BCIT Libraries include the Burnaby Campus Library as well as specialized libraries at PMTC and ATC.

The Libraries play a leading role in the educational process by providing the BCIT community with access to current materials using the latest information technology, assistance in retrieving information, and instruction in research methods.

The Burnaby Campus Library has a wide variety of books, periodicals, technical reports, videos, and maps.

There are specialized collections of legal materials, standards, Statistics Canada and government publications.

The Library Microcomputer Centre on the lower floor has recently undergone extensive renovations. Students have access to more computer workstations, personal notebook connections, both colour and regular laser printers, a scanning station, and a workroom area for photocopying. As well, there are presentation, video viewing, and group project rooms which can be booked at the Circulation Desk.

The **PMTC Library** collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials.

The **ATC Library** collection specializes in aircraft maintenance and repair, and avionics materials. The Library has the latest in computerized information including an online Library catalogue system (accessed from the above Library Web site), Internet, and in-house CD-ROM access. The Libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged.

Be sure to visit the Library's Web site for more detailed information about BCIT Libraries and services, the Library catalogue system as well as the many resources and links that we have to offer.

Library hours (604) 432-8557

Burnaby Campus Library (SE-14)
September to May (Changes will be posted)

Mon to Thr 0730 - 2230
Fri 0730 - 1700 Sat and Sun 0900 - 1700

Circulation Desk (604) 432-8370
Reference Desk service (604) 432-8371

Microcomputer Centre (604) 432-8835
Mon to Thr 0800 - 2200 Sat 0900 - 1630
Fri 0800 - 1630 Sun 0900 - 1630

PMTC Library (604) 453-4107
Mon, Wed and Fri 0800 - 1600 Tue and Thr 1000 - 1800
Closed 1300 - 1400

ATC Library (604) 419-3708
Mon to Thr 0730 - 1800
Fri 0730 - 1500
Closed 1215 - 1245

Student Association Services

(604) 432-8600

Several services at BCIT are available through lease and management agreements with the Student Association. The SA operates, leases and/ or supports:

- Campus Crimestoppers
- Campus Travel
- Car Pooling
- Child Care Centre
- Eco-Fair
- Enviro Education
- Take Pride (representing the Gay, Lesbian and Bisexual Community)
- Peer Tutoring Program
- Shinerama Fundraising (Cystic Fibrosis Research)
- Student Assistance
- Fundraising Initiative
- Open House at BCIT

Student Association Phone Numbers

Main office/Reception (604) 432-8600
Campus Travel (604) 451-7042
Car Pooling (604) 451-7060
Child Care (604) 432-8919
Copy Centre (604) 451-7039
Campus Crimestoppers (604) 669-TIPS
Elephant on Campus (604) 434-4448
Environmental Education (604) 451-7060
Link Newspaper (604) 432-8974
Open House (604) 451-6855
Orientation Handbook (604) 432-8974
Recreation and Athletics (604) 432-8287
Sooky's (604) 433-2079
Take Pride (604) 451-6922
TNT Convenience Store (604) 451-7040
TNT Store (604) 432-8889
Toastmasters (604) 432-8765
Tutoring (604) 451-6915
Vending Operations (604) 432-8600
Video Arcade (604) 432-8601
Work Study (604) 432-8549

Who's Who

Chemistry

| | |
|---|----------------|
| Kevin Soulsbury | (604) 432-8551 |
| Laurie McGee, Program Assistant, Part-time Studies Chemistry | (604) 451-6802 |
| Jackie Saponaro, Program Assistant, Online Chemistry | (604) 412-7506 |

Pre-Entry Communication

| | |
|------------------------------------|----------------|
| Nargis Abraham | (604) 451-6893 |
| Laurie McGee, Program Assistant | (604) 451-6802 |
| Jackie Saponaro, Program Assistant | (604) 412-7506 |

Continuing Education Communication

Includes:

- Credit Communication Courses
- Business and Industry Communication Courses
- General Interest Communication Courses

| | |
|---|----------------|
| Clark Cook | (604) 451-7065 |
| Laurie McGee, Program Assistant, Continuing Education | (604) 451-6802 |
| Jackie Saponaro, Program Assistant, Online Continuing Education Communications | (604) 412-7506 |

Technology Entry Program

| | |
|----------------|----------------|
| Nargis Abraham | (604) 451-6893 |
|----------------|----------------|

Forensic Science Technology

| | |
|---------------------------------|----------------|
| Edwin Chan | (604) 451-7178 |
| Nancy Bishay, Program Assistant | (604) 412-7436 |
| Laurie McGee, Program Assistant | (604) 451-6802 |

Mathematics

| | |
|---------------------------------|----------------|
| Colin Lawrence | (604) 451-6709 |
| Laurie McGee, Program Assistant | (604) 451-6802 |

Physics

| | |
|---------------------------------|----------------|
| Donna MacDuff | (604) 412-7446 |
| Laurie McGee, Program Assistant | (604) 451-6802 |

Credit Communication Courses

(604) 451-7065 Clark_Cook@bcit.ca

Student interest in COMM 1103, 2202, 2203 and 2205 is always extremely high. Register early to reserve a seat. These courses are often fully booked weeks in advance of first classes.

To enrol in one of the COMM Online Internet courses, you must have an e-mail address and access to a computer capable of downloading basic documents. Course content, quality of assignments and general standards for these online courses are at the same level of expectation as in the classroom format. The online format will include e-mail submissions of written materials.

Students registering for COMM 1103 in Winter 2001 Note: During the first class, you will write a diagnostic assessment, the results of which will enable your instructor to advise you on whether your level of writing skills is appropriate for this credit course. Depending on results, you may be strongly advised to take COMM 0060 or COMM 1106, instead of COMM 1103, if so directed.

Students who have failed a dayschool COMM 1100-series course since September 1999, or who have failed COMM 1103 in the last six months, must arrange for an interview with the Communication Department program head for Continuing Education, Clark Cook, (604) 451-7065, Clark_Cook@bcit.ca, before their Winter registration in COMM 1103 can be finalized.

COMM 0060 BBY \$255.50 UPGRADING ENGLISH LANGUAGE SKILLS TO CREDIT LEVEL

This course is specifically designed for Technology students who have failed their dayschool Communication course. Through minimal lecturing and maximum small-group work and individual exercises, COMM 0060 provides a dynamic language development forum in which students may strengthen their skill sets in English grammar, word choice, syntax, idiom, and usage. Upon completion of COMM 0060, students should be better positioned to cope with the language expectations of COMM 1103.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 44193 |
|--------|-----|-----------|--------|---------|-------|

To enrol in COMM 1103, you must show evidence of one of the following:

- achieving a final mark of C+ in B.C. English 12
- an equivalent final mark in an equivalent English course from outside B.C., approved by a program head in the BCIT Communication Department
- current registration in a BCIT technology program, with indication that you have met BCIT English entrance requirements
- written permission of the program head, Continuing Education program, Communications Department.

You may receive a waiver of COMM 1103 on direct entry to second year of a BCIT technology program. Such waivers are usually provided by the technology, in consultation with the Communication department.

COMM 1103 BBY \$260.50 DTC \$258.80 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION

Teaches practical techniques for planning, organizing, selecting, and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, letters, and oral presentation are covered. This course is equivalent to most first level Communication courses at BCIT. Student interest in COMM 1103 is always extremely high. Register early to reserve a seat. This courses is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 43607 |
| Jan 8 | Internet Delivery | | 12 wks | | 44672 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 40468 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 10721 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 10722 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 10724 |

COMM 1106 BBY \$359.50 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION (WITH LANGUAGE DEVELOPMENT COMPONENT)

The course covers the content of COMM 1103, with one hour per week of English language development skills added. Designed for students who need some additional assistance in meeting the language standards expected in a credit-level introductory Communication course. Students who have previously failed either COMM 1103 or a dayschool Communication course get priority seating in this course. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1800-2200 | 12 wks | BBY CRN | 44194 |
|-------|-----|-----------|--------|---------|-------|

COMM 2202 BBY \$260.50 BUSINESS AND TECHNICAL CORRESPONDENCE INTERNET \$341

Teaches the skills needed to write all types of memos and letters commonly used in business and industry including requests, replies, claims, "bad-news", sales letters, and job applications. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2202 is always extremely high. Register early to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (3 credits)

| | | | | |
|-------|-------------------|--------|---------|-------|
| Jan 8 | Internet Delivery | 12 wks | CRN | 44673 |
| Jan 9 | Tue 1845-2145 | 12 wks | BBY CRN | 10725 |

COMM 2203 BBY \$260.50 BUSINESS AND TECHNICAL REPORTS INTERNET \$341

Teaches the skills needed to write effective business and technical reports. Topics include comparison and recommendation reports, proposals, feasibility studies, summaries, formal report format, oral reports, and graphics. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2203 is always extremely high. Register early to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 18773 |
| Jan 8 | Internet Delivery | 12 wks | | | 44674 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 10726 |

COMM 2205 BBY \$187 WRITING MANUALS FOR THE COMPUTER INDUSTRY

Teaches techniques for planning, researching, organizing, formatting, and writing a manual. The course also covers testing and packaging the finished product, and translating technical material for the non-technical reader. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Student interest in COMM 2205 is always extremely high. Register EARLY to reserve a seat. This course is often fully booked weeks in advance of first class. Prerequisite: English 12 or equivalent. (1.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 10728 |
|-------|-----|-----------|-------|---------|-------|

Business and Industry Communication Courses

(604) 451-7065 Clark_Cook@bcit.ca

COMM 0035 BBY \$187 INTER-CULTURAL COMMUNICATION

Explores how differing cultural values, beliefs and assumptions often lead to breakdown in communication, negative stereotyping, failed interpersonal relationships and business deals, and even racism. Helps you develop the cultural sensitivity you need to communicate effectively in our increasingly diverse communities and workplaces. You will learn the fundamentals of cross-cultural communication through brief lectures and readings, case studies, writing, videos, discussions and role-plays. The cultures of the Pacific Rim will be emphasized.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 10720 |
|-------|-----|-----------|-------|---------|-------|

COMM 0037 BBY \$187 SUCCESSFUL MEMOS AND LETTERS

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

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 11827 |
|-------|-----|-----------|-------|---------|-------|

COMM 0038 BBY \$187 PROPOSALS - PERSUASIVE SELLING

Develops a strategic approach to writing proposals that sell! Discussion will cover the design, development, and revision phases in producing effective proposals. You will also learn to develop professional graphics to enhance presentations. Participants are encouraged to write proposals based on their work.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 6 wks | BBY CRN | 11828 |
|--------|-----|-----------|-------|---------|-------|

COMM 0039 BBY \$187 EXCITING PRESENTATIONS

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

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY CRN | 11829 |
|--------|-----|-----------|-------|---------|-------|

COMM 0040 BBY \$187 MAKING MEETINGS PRODUCTIVE

Teaches what to do before, during, and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 21 | Wed | 1845-2145 | 6 wks | BBY CRN | 11830 |
|--------|-----|-----------|-------|---------|-------|

COMM 0041 BBY \$81 TELEPHONE TECHNIQUES

Teaches techniques for effectively dealing with customers, clients, and colleagues. Learn how to handle complaints and difficult calls. The course involves discussion, problem solving, and practice.

| | | | | | |
|--------|-----|-----------|------|---------|-------|
| Jan 13 | Sat | 0900-1600 | 1 wk | BBY CRN | 12487 |
|--------|-----|-----------|------|---------|-------|

COMM 0042 BBY \$187 WRITE TO SELL - BROCHURE DESIGN

Learn how to "style" your brochure to audience image and needs. Learn how to apply a 25-point checklist for effective brochure design. Take this hands-on, how-to workshop to sell your products and services just like the pros do in the billion-dollar direct mail business.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 17875 |
|-------|-----|-----------|-------|---------|-------|

COMM 0043 BBY \$187 COPYWRITING THE RIGHT COPY

Everything you need to know about getting to your audience in ads, flyers, newsletters, and broadcast media. Learn how to write like the pros in a hands-on workshop that will show you how to sell your products, services, or ideas anywhere.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY CRN | 17876 |
|--------|-----|-----------|-------|---------|-------|

COMM 0056 BBY \$85 LANGUAGE SKILLS DEVELOPMENT

This flexible, non-credit tutorial offers students individual and small group practice with reading, writing, listening, and speaking, with a focus on language training. The course is designed to provide assistance to students who are already enrolled in a first-year Communication course.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1200-1400 | 6 wks | BBY CRN | 40297 |
| Jan 24 | Wed | 1200-1400 | 6 wks | BBY | 40298 |

General Interest Communication Courses

(604) 451-7065 Clark_Cook@bcit.ca

COMM 0020 BBY \$187 INDEPENDENT LEARNING SKILLS

Teaches you how to read efficiently, cope with assignments, use computer-managed learning packages, study independently, take exams successfully, manage your time and get the most from new instruction techniques. Includes methods for reading textbooks and learning from objectives.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 6 wks | BBY CRN | 17874 |
|-------|-----|-----------|-------|---------|-------|

COMM 0021 BBY \$226 EFFECTIVE WRITING

Gives an overview of techniques used to make writing clearer, better organized, and more effective in the workplace.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 8 wks | BBY CRN | 10706 |
|--------|-----|-----------|-------|---------|-------|

COMM 0022 BBY \$255.50 ENGLISH FUNDAMENTALS

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 10731 |
|--------|-----|-----------|--------|---------|-------|

Forensic Science Technology

(604) 451-7178 Edwin_Chan@bcit.ca

FSCT 5001 DTC \$378.80 (BOOK INCLUDED) FORENSIC APPLICATIONS OF CRIMINAL LAW 1: LEGAL PROCEDURES

The Adversarial trial process follows a well-defined series of procedural steps from the opening address to the jury to sentencing. This course provides a detailed examination of the legal procedures, which govern the tendering of evidence by both the prosecution and the defense with an emphasis on forensic issues. Textbook included. Prerequisite: Relevant work experience and permission of instructor and program head. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 0900-1200 | 10 wks | DTC CRN | 41128 |
|--------|-----|-----------|--------|---------|-------|

FSCT 6005 DTC \$428.80 (BOOK INCLUDED) FORENSIC BEHAVIORAL SCIENCE

Behavioural science has many applications in criminal investigations. In this course, how and when to apply profiling and case linkage techniques in an investigation will be learned. Four components are explored: the nature of serial crime and its investigative difficulties; case linkage analysis, psychological profiling; and, geographic profiling. Textbook included. Prerequisite: FSCT 5001, 5002 or equivalent. Basic computer skills an asset. Investigative experience and permission of instructor and program head. (2.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 6 | Sat | 1300-1715 | 9 wks | DTC CRN | 41125 |
|-------|-----|-----------|-------|---------|-------|

FSCT 6007 JIBC* \$478.80 (BOOK INCLUDED) PROJECT MANAGEMENT FOR INVESTIGATIONS

The goal of this course is to provide instruction in teams and project management. These concepts will enable the students to develop a holistic organized approach to conduct complex criminal or civil investigations. Textbook included. Prerequisite: FSCT 5001, 5002 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

| | | | | | |
|-------|-----|-----------|--------|-----------|-------|
| Jan 8 | Mon | 1830-2140 | 12 wks | JIBC* CRN | 44210 |
|-------|-----|-----------|--------|-----------|-------|

*Course will be held at the Justice Institute of British Columbia

FSCT 6101 BBY \$410.50 ESSENTIALS OF FORENSIC SCIENCE: BIOLOGICAL EVIDENCE

The course is designed to provide an overview of the biological and life sciences and their roles in the civil and criminal trials. The relationship between the crime scene investigators and the laboratory examiners for the biological type of evidence will be discussed. The scientific and legal aspects of current concepts and issues will also be examined. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (2.5 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1830-2140 | 12 wks | BBY CRN | 42947 |
|-------|-----|-----------|--------|---------|-------|

FSCT 6104 BBY \$480.50 (BOOK INCLUDED) COMPUTER APPLICATIONS IN POLICING

This course provides an overview of the use of computers in policing, including: computer crime, and some investigative techniques used by forensic investigators; use of computers to enhance communities' services; crime and the Internet; and, social implications of information technology and computers. Investigators will be able to make intelligent decisions when confronted with computer based crime, or when assisting their agencies to work with the community. Textbook included. Prerequisite: FSCT 5001 and FSCT 5002 or equivalent. Basic computing experience at the user level (i.e. word processing, online) and relevant work experience and permission of instructor and program head. (2.5 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1830-2140 | 12 wks | BBY CRN | 44213 |
|-------|-----|-----------|--------|---------|-------|

continued next page



ACADEMIC STUDIES/ACCESS COURSES

FSCT 6201 FORENSIC PATHOLOGY DTC \$306.30

The course provides the basic legal and scientific factors relevant to forensic pathology. The medical examiner and coroner system will be examined. The course also focuses on post-mortem determinations and the presentation of pathological findings as evidence in court. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary biological science course or relevant work experience and permission of instructor and program head. (1 credit)

Mar 10 Sat 1300-1600 5 wks DTC CRN 44214

FSCT 6303 DRUG IDENTIFICATION TOXICOLOGY BBY \$480.50 (BOOK INCLUDED)

This course deals with analytical techniques (chemical test, chromatographic techniques, non-specific techniques) to be used in the analysis of drug substances, including: narcotics, stimulants and hallucinogenics. The pharmacological effects of specific classes of drugs (narcotics, stimulants, hallucinogens, depressants and anabolic steroids) is discussed. Issues related to drug abuse, clandestine laboratories and drug-control laws are also covered. Textbook included. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary chemical science courses or relevant work experience. Permission of instructor and program head. (2.5 credits)

Jan 10 Wed 1830-2140 12 wks BBY CRN 44215

FSCT 6306 FORENSIC INVESTIGATION OF GLASS, FIBRES, PAINT AND OTHER TRACE EVIDENCE BBY \$410.50

The course covers the role of the forensic laboratory in the investigation of fibres, identification cases (which includes textiles and cordages) and glass involved in such cases as break and enter and theft, hit and run, assault, sexual assault, attempted murder and murder; paint which involves vehicles. This will provide a better understanding of the forensic chemist's role through discussion of the potential and proper handling of exhibit materials, laboratory examination and analysis, identification and interpretation of the results and understanding of laboratory reports for investigative and court purposes. Prerequisite: FSCT 5001, 5002 or equivalent. Post secondary chemical science courses or relevant work experience. Permission of instructor and program head. (2 credits)

Jan 17 Wed 1830-2130 10 wks BBY CRN 44216

FSCT 6403 FIREARMS AND TOOLMARKS EXAMINATION BBY \$430.50 (BOOK INCLUDED)

This course covers firearms and ammunition, serial number restoration, physical matching and comparison, range determination, gunshot wounds and exhibit handling. Emphasis is on firearm and toolmark identification to increase understanding of the uniqueness of toolmarks as an aid in investigating and solving crimes. The goal is to provide a better understanding of the role of the forensic examiner in the identification of firearms and toolmarks. Textbook included. Prerequisite: FSCT 5001 and 5002 or equivalent. Post secondary chemical or physical science course or relevant work experience. Permission of instructor and program head. (2.5 credits)

Jan 11 Thr 1830-2140 12 wks BBY CRN 44246

FSCT 6504 INTERNET FOR INVESTIGATIONS INTERNET DELIVERY \$501

The Internet consists of about 800 million pages of information, yet many investigators make only superficial use of this amazing resource. This online course was designed for investigators - those who need to search more aggressively and use information more carefully than the general public. It covers search strategies and tactics, security issues, Internet utilities, commercial databases, analytical tools and techniques, and includes hundreds of links to the best sites on the Web for investigators. Prerequisite: FSCT 5001, 5002, 6104 and 6502 or equivalent. Relevant work experience and permission of instructor and program head. (2.5 credits)

Jan 12 12 wks Internet CRN 43491

FSCT 6604 FORENSIC ACCOUNTING 2 DTC \$478.80 (BOOK INCLUDED)

Builds on the previous forensic accounting course, FSCT 6602, exploring more advanced issues and more complicated forensic accounting investigations. Similar to FSCT 6602, the emphasis will be on forensic accounting in commercial crime investigations. Crimes, in addition to fraud and theft-related offences, are considered: stock market manipulations, money laundering, arson for profit, and murder for financial motive. Issues related to missing, incomplete or poorly maintained accounting and financial records will be considered. Mini-case studies will be used not only to highlight the numerous pitfalls facing the forensic accountant, but also highlight the dangers of a "checklist" approach to financial investigations. Case studies will range from initial case assessment and strategy right up to and through schedule and report preparation and court testimony as an expert witness. Textbook included. Prerequisite: FSCT 6602 or equivalent. Relevant work experience and permission of instructor and program head. (2 credits)

Jan 9 Tue 1830-2140 12 wks DTC CRN 44242

FSCT 6606 SECURITIES INDUSTRY CRIME BBY \$380.50 (BOOK INCLUDED)

This course introduces various Criminal Code and Securities Act infractions particular to the Canadian stock exchanges and markets and to the techniques used by the white-collar crime investigator to identify, investigate and prosecute these offences. Attention will mainly focus on offences relating to Canada's junior markets including current and emerging trends. The roles of Securities Commission and Stock Exchange investigators will also be explored. Textbook included. Prerequisite: FSCT 5001, 5002, 5004, 6601 or equivalent. Securities industry related course or asset. Permission of instructor and program head. (2 credits)

Jan 18 Thr 1830-2130 10 wks BBY CRN 44243

FSCT 6607 INSURANCE INVESTIGATIONS: LEVEL 1 DTC \$428.80 (BOOK INCLUDED)

This course provides students with an understanding of the importance of a good investigation and the perils of an inadequate one. Emphasis is placed on personal lines insurance fraud, and the impact that this has on the industry and society in general. The course is designed to provide an introduction to proper investigation, the role of the insurance investigator, and the position of the courts on fraud related issues. Students will learn how to conduct effective "good faith" investigations with knowledge of the prevailing trends on policyholder's rights. Prerequisite: Post secondary business courses or equivalent. Relevant work experience and permission of instructor or program head. (2.5 credits)

Jan 10 Wed 1815-2130 12 wks DTC CRN 42973

Mathematics

(604) 451-6709

Colin_Lawrence@bcit.ca

The Mathematics division of Academic Studies offers Pre-Entry and Refresher Mathematics courses for those who require an upgrade in Mathematics. For more information about these courses, please refer to the Access Courses Section of this flyer.

MATH 1011 TECHNICAL MATHEMATICS 1: TRIGONOMETRY BBY \$260.50

Application and theory of trigonometric functions, including right angle trigonometry, radian measure, vector and triangle problems, trigonometric identities and graphing, polar coordinates, compound and double angle formulas, trigonometric equations and inverse functions. Prerequisite: Recent Math 12 or MATH 0001, or equivalent, with a "C+" or better. (3 credits)

Jan 8 Mon 1845-2145 12 wks BBY CRN 10735

MATH 1012 TECHNICAL MATHEMATICS 2: LOGARITHMS AND ANALYTIC GEOMETRY BBY \$260.50

Theory and application of common and natural logarithms and an introduction to analytic geometry. Emphasis on the plotting, interpretation and uses of logarithmic/semilogarithmic graphs; geometric and practical properties of conic sections; polar/rectangular transformations. Quadratic surfaces are briefly discussed. Prerequisite: Recent Math 12 or MATH 0001 or equivalent, with a "C+" or better. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 10737

Physics

(604) 412-7446

Donna_Macduff@bcit.ca

The Physics division of Academic Studies offers Pre-Entry and Refresher Physics courses for those who require an upgrade in Physics. For more information about these courses, please refer to the Access Courses Section of this flyer.

PHYS 1301 GENERAL PHYSICS 1 BBY \$590.50

Topics covered include translational and rotational kinematics and dynamics, Newton's laws, equilibrium, work, energy, power, properties of solids and fluids. This course is equivalent to general level first term Physics courses at BCIT. Prerequisite: Physics 11 and Math 12 or Applied Math 12 or equivalent. (6 credits)

Jan 29 Mon/Wed 1845-2145 14 wks BBY CRN 10741

ACCESS COURSES

Access courses offered through the Academic Studies division, are individual day or night courses available for students who lack the necessary prerequisites to apply for their chosen technology program, or for those who wish to prepare for a full-time workload by reviewing the academic prerequisites.

Learning for Success

The Disability Resource Centre offers the Learning for Success program, which provides instruction in learning strategies that can be applied in any environment where structured learning is required. Classes in all for strands will be held 1700-1900. Tuesdays and Thursdays, from Jan. 4 to March 29, at the Burnaby campus. Modified strands are available upon approval from the instructor. For more information contact the instructor at (604) 432-8247 or DRC reception at (604) 451-6963.

BCIT 0141 SPRING CRN 41130 \$100

LEARNING FOR SUCCESS: STRAND 1
Instruction in academic reading strategies.

BCIT 0142 SPRING CRN 41131 \$100

LEARNING FOR SUCCESS: STRAND 2
Instruction in memory strategies and critical thinking.

BCIT 0143 SPRING CRN 41132 \$100

LEARNING FOR SUCCESS: STRAND 3
Instruction in concentration, listening, note taking, and time management.

BCIT 0144 SPRING CRN 41134 \$100

LEARNING FOR SUCCESS: STRAND 4
Instruction in study strategies, test taking strategies, and enhancing academic confidence.

Career, Educational and Personal Development

CEPD 0101 INTRODUCTION TO CAREER PLANNING DTC \$ 33.30 BBY \$35

Considering BCIT? Undecided about your career choice? Learn more about career planning. This two-hour course introduces the steps in the career planning process, exploring interests and researching career/educational options. Taught by a professional counsellor.

Jan 5 Fri 1000-1200 1 day BBY CRN 19226
Feb 2 Fri 1000-1200 1 day BBY 19231
Mar 1 Thr 1800-2000 1 day BBY 19232

CEPD 0101 CAREER TESTING BY \$ 188 DTC \$ 186.30

Explore your career options by writing a series of standardized tests. This eight-hour course helps you to access information: to identify your interests, aptitudes, values and personal style; and to develop a summary profile for career and lifestyle planning. Conducted by a professional counsellor. Group test interpretations are provided. Individual career testing assistance may be available for a fee and on request. Call Counselling Services: (604) 432-8608.

Jan 13/20 Sat 0900-1300 2 wks DTC CRN 18492
Mar 3/10 Sat 0900-1300 2 wks BBY 19233

CEPD 0103 CAREER TRANSITIONS BBY \$238 DTC \$ 236.30

Designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counselling Services: (604) 432-8608.

HRMG 0315 CAREER SEARCH WORKSHOP BBY \$238 DTC \$ 236.30

Students explore and research career options by writing tests, accessing current information and resources, and learning how to specify goals to make a career change. This 12-hour course covers interests, aptitude and values, clarification and testing, career and educational opportunities, decision-making and goal setting, and implementation. Taught by a professional counsellor.

Jan 25, Feb 1, 8, 15 Thr 1800-2100 4 wks DTC CRN 19224
Feb 20, 27, Mar 6, 13 Tues 1815-2115 4 wks BBY 19223

CEPD 0200 BCIT PREPARATION: EARLY ORIENTATION BBY \$35

This course is an early orientation for students accepted into BCIT's courses. Introduces the factors in student success, study skills, time and stress management, and accessing support and assistance at BCIT.

Jan 19 Fri 1000-1200 1 day BBY CRN 41314
Feb 16 Fri 1000-1200 1 day BBY 41315
Mar 16 Fri 1000-1200 1 day BBY 41316

Chemistry

(604) 432-8551

Kevin_Soulsbury@bcit.ca

CHEM 0001 PRE-ENTRY CHEMISTRY BBY \$475.50 INTERNET \$481

A combined online and face-to-face course that provides upgrading for those whose background in chemistry is weak, and serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010; offered through the ETE day school program. CHEM 0010 accepts part-time students enrolment, space permitting. Students will complete the course lecture material online and will complete the laboratory component of the course in a two-week time period in one of the two scheduled time periods (June or December).

Jan 8 Mon/Wed 1845-2145 12 wks BBY CRN 10704
Jan 8 Internet Delivery 14 wks 44494

Pre-Entry Communication

(604) 412-7506

Nargis_Abraham@bcit.ca

Pre-Entry Communication courses offered through the Academic Studies division are individual day or night courses available for students who lack the necessary prerequisites to apply for their chosen technology program, or for those who wish to prepare for a full-time workload by reviewing the academic prerequisites.

COMM 0009 BBY \$531.50 DTC \$529.80 COMMUNICATION PLACEMENT

Before you can be enrolled in a Pre-Entry Communication course (COMM 0003, 0004, 0005 or 0008, or COMM 0071), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. All students, including those who have passed COMM 0003 or COMM 0004, need to enroll in COMM 0009 COMMUNICATION PLACEMENT test and write a two-hour assessment, to determine their eligibility for registration in a Pre-Entry Communication course. The \$531.50 OR \$529.80 fee covers the cost of the COMM 0009 exam AND one Pre-Entry Communication course.

You can write the COMM 0009 Communication Placement Exam on any of the following days (Please register in COMM 0009 BEFORE the test date):

Jan 3 Wed 1800-2200 1 session BBY CRN 11825
Feb 15 Thr 0830-1230 1 session DTC 40513
BBY (Burnaby) fee is \$531.50 and DTC (Downtown campus) fee is \$529.80.

Note: Students should bring photo ID (driver's license or passport) and fee receipt to the COMM 0009 Communication Placement Exam.

PRE-ENTRY COMMUNICATION COURSES

Once you write the COMM 0009 Communication Placement Exam, you will be placed in one of following four levels of courses: COMM 0071, COMM 0003, 0004 or 0005/COMM 0008.

*Following is the schedule of classes for COMM 0003, COMM 0004, COMM 0005/COMM 0008 and COMM 0071:

Jan 5 Fri/ 1730-2030 7 wks DTC
Sat/ 1300-1600
Sun 0830-1530
Jan 6 Sat 0830-1530 14 wks BBY
Jan 6 Sat/Sun 0830-1530 7 wks DTC
Jan 8 Mon/Wed 1800-2200 11 wks BBY
Jan 8 Mon-Thr* 1630-2030 5.5 wks PMTC

*Note: Subject to availability of classrooms

Jan 9 Tue/Thr 1800-2200 11 wks BBY
Feb 19 Mon-Thr* 1630-2030 5.5 wks PMTC

*Note: Subject to availability of classrooms

Feb 23 Fri/ 1730-2030 7 wks DTC
Sat/ 1300-1600
Sun 0830-1530
Feb 24 Sat/Sun 0830-1530 7 wks DTC

*Classes offered are subject to a minimum number of students being registered in a particular section.

COMM 0071 FOUNDATIONS OF TECHNICAL AND BUSINESS ENGLISH FOR ESL SPEAKERS

This introductory course is for students who intend to study technology and trades at the college level. It provides students with a foundation of English language skills, including reading, writing, speaking and listening, and prepares them for future communication courses at BCIT. The course emphasizes developing accurate writing; in particular, the application of grammar rules and appropriate phrasing. Each week students will be introduced to topics based on themes found in business, technology, and trades.

COMM 0003 WRITING, SPEAKING, LISTENING, AND READING SKILLS FOR TECHNICAL COMMUNICATION FOR SECOND LANGUAGE STUDENTS

Gives students the writing, speaking, listening, and reading skills needed to succeed in BCIT's other pre-entry courses. Students practice grammar skills and language structures useful for technical communication. A grade of 65 per cent and a passing grade in the Communication Placement Exam meet the prerequisite for COMM 0004.

COMM 0004 TECHNICAL COMMUNICATION SKILLS FOR SECOND LANGUAGE STUDENTS

Prepares students whose English language skills need upgrading to enrol in COMM 0005. Focuses on paragraph writing for technical communication. Students prepare and interpret graphics; write classification, cause and effect, and comparison paragraphs; and make oral presentations. A grade of 65 per cent and a passing grade COMM 0009 meet the prerequisite for COMM 0005.

ACADEMIC STUDIES/ACCESS COURSES



COMM 0005

TECHNICAL ENGLISH AND LEARNING SKILLS FOR SECOND LANGUAGE STUDENTS

Prepares students whose first language is not English, but have good writing and speaking skills. Learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade that you need for your program choice.

COMM 0008

TECHNICAL ENGLISH AND LEARNING SKILLS

Prepares students whose first language is English for entry into BCIT full-time programs. Learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65 per cent in this course equals a "P" in English 12. Check with BCIT Admissions for the final grade that you need for your program choice.

COMM 0011

DTC \$198.30

EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

Learn how to give more effective presentations at school and in the workplace. This course is designed for speakers of English as an additional language who want to improve their presentation and listening skills. Topics include planning and organizing presentations, preparing visual aids, using appropriate stress and intonation, and effectively asking and answering questions. Your presentations will be videotaped to evaluate your progress and get feedback. Prerequisite: A high level of fluency in English.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 8 wks | DTC CRN | 18325 |
|-------|-----|-----------|-------|---------|-------|

COMM 0012

DTC \$198.30

ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE)

Learn how to write clear and correct letters, memos, and e-mail. This course is designed for professionals who speak English as an additional language and who would like to improve their written communication skills. Using documents you have written for a work situation, you will learn to identify and correct the kinds of errors you commonly make when you write. Bring along copies of workplace documents that you have written so your instructor can give you individualized feedback on your writing. Prerequisite: A high level of fluency in English.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 16 | Tue | 1730-2030 | 8 wks | DTC CRN | 18326 |
|--------|-----|-----------|-------|---------|-------|

Preparing for Online Learning

(604) 451-7109

Bryan_Fair@bcit.ca

BCIT 0001

\$150, MATERIALS INCLUDED

PREPARING FOR ONLINE LEARNING

This hands-on course is for novice computer users who want to learn about computers for personal development or in preparation for taking an online course. Using a combination of printed course material and online resources, this course covers: basic computer theory and operation, how to use a mouse, file management, MS Windows, application software, file types, use of the Internet, e-mail, conferencing and other online communication tools, and online research and Web browsing. The course will also look at learning styles and strategies for successful online learning. Prerequisite: Access to a computer connected to the Internet.

| | | | | |
|-------|-----|--------|-----|-------|
| Jan 3 | Wed | 12 wks | CRN | 62823 |
|-------|-----|--------|-----|-------|

Mathematics

(604) 451-6709

Colin_Lawrence@bcit.ca

MATH 0001

BBY \$475.50

TECHNICAL MATHEMATICS INTRODUCTION

An upgrading course for students who have not completed high school mathematics, or who completed it more than three years ago, or whose math background is otherwise weak. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science or Computer Systems Technology programs. Technology programs which require a Math 12 grade of C+ or better must achieve a final mark of 65 per cent or higher in MATH 0001. This course is equivalent to MATH 0005 offered with the ETE day school program. MATH 0005 accepts part-time studies enrolment, space permitting. Prerequisite: "C" or better in Math 11, or equivalent.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon/Wed | 1845-2145 | 15 wks | BBY CRN | 10733 |
|-------|---------|-----------|--------|---------|-------|

MATH 0011

BBY \$241.50

TECHNICAL MATHEMATICS INTRODUCTION PART 1

This course, along with Math 0012, is equivalent to MATH 0001. This particular course presents the first half of MATH 0001, and will run in tandem with it. Students have the opportunity to determine if their mathematics abilities are such that they would be able to successfully complete MATH 0001 at the level required for entry to BCIT. Prerequisite: "C" or better in Math 11, or equivalent

| | | | | | |
|-------|---------|-----------|-------|---------|-------|
| Jan 8 | Mon/Wed | 1845-2145 | 8 wks | BBY CRN | 17877 |
|-------|---------|-----------|-------|---------|-------|

MATH 0012

BBY \$241.50

TECHNICAL MATHEMATICS INTRODUCTION PART 2

This course, along with MATH 0011, is equivalent to MATH 0001. This particular course presents the second half of MATH 0001 and will run in tandem with it. Prerequisite: Successful completion of MATH 0011.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Feb 28 | Mon/Wed | 1845-2145 | 8 wks | BBY CRN | 17878 |
|--------|---------|-----------|-------|---------|-------|

Physics

(604) 412-7446

Donna_Macduff@bcit.ca

PHYS 0309

BBY \$531.50

PRE-ENTRY PHYSICS

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65 per cent or higher in this course meets the prerequisite for programs specifying a "C+" in Physics. Topics include kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. This course is also offered with the ETE day school program, and accepts Part-time Studies enrolment, space permitting. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 9 | Tue/Thr | 1845-2145 | 16 wks | BBY CRN | 10782 |
|-------|---------|-----------|--------|---------|-------|

Technology Entry (TE)

Program

(604) 451-6893

Nargis_Abraham@bcit.ca

This full-time day school program provides academic upgrading to students who wish to enrol in Engineering, Health Science and Electronic programs at BCIT.

The TE program provides courses in chemistry, communication, mathematics, and physics, which meet prerequisites in selected programs at BCIT. The program also includes an introductory course in computer applications and a learning skills course.

Students may choose not to take either the physics or the chemistry course if that course is not a prerequisite for the program in which they plan to enroll, but are expected to take all other courses in the program. All TE courses accept some Part-time Studies enrolment, space permitting. This full-time program is designed to emulate the workload of subsequent programs, familiarize the student with BCIT and provide academic and study skills to enable a student to succeed in subsequent programs.

The TE program now includes additional hours of English Language Training (TEWELT) in order to provide more students with the opportunity to succeed in their studies at BCIT.

Some programs have prerequisite requirements not offered by the TE program, such as computer programming or biology courses. Please check calendar entries for individual programs which list prerequisites and preferred attributes.

Students enrolled in the TE program may be provisionally accepted into an Engineering, Electronic, or Health Science program in a subsequent term, subject to satisfactory completion of the TE program with marks equivalent to program prerequisites. Marks required vary with the program chosen. Provisional acceptance is based on marks obtained in TE and these marks take precedence over previous course marks where applicable.

Additional assessment of student applications is required for some programs. Provisional acceptance may be decided by some programs on a case-by-case basis. Additional course work outside the TE program and/or personal interviews may be required before provisional acceptance is offered. There are annual enrolment limits for programs which accept TE students, which may affect acceptance into the TE program. Applicants may be asked to make a second program choice if there are no more seats available in their first program choice.

Program Length

Fifteen weeks full-time beginning in September, January and April. Chemistry is not offered in the September session. Students needing Chemistry should enroll in January or April.

Prerequisites

- English 11 or the equivalent with a P or better, completed within eight years of the application date. Students who have successfully completed COMM 0004 at BCIT are eligible for the TE program.
- Principles of Mathematics or Applications of Mathematics 11 or the equivalent with a C or better, completed within eight years of the application date.

TE is eligible for assistance funding.

BCIT INTERNATIONAL

Programs & Services

Tel: (604) 432-8816

Ask an Advisor at www.international.ca e-mail: infoBCIT@bcit.ca

International education plays a strong role at BCIT. Several programs have been designed to meet the specific needs of our international students and new permanent residents.

The philosophy of BCIT International is to:

- provide quality programs that will prepare international students and new permanent residents for academic success
- assist international students and new permanent residents with their integration into BCIT and the surrounding community

BCIT's international students come from many different cultural backgrounds and from virtually every point on the globe. International students make up less than three per cent of BCIT's student population.

International students require a student authorization from Citizenship and Immigration Canada (CIC) and proof of medical insurance coverage prior to attending.

No TOEFL? Need English?

BCIT offers expanded Technical English classes to students who have not done TOEFL. Start with daily Technical English classes and add academic courses in the discipline of your choice, once your English levels reach levels set by BCIT. For more information, discuss your academic plans with our customer service representative. For an appointment, call (604) 432-8816.

International Programs

BCIT International has developed a series of "English Plus" programs which offer students an opportunity to earn credits in BCIT courses while continuing to develop their English language skills.

Academic Business Program (ABP)

An eight-month, two-term intensive program. ABP is a cooperative training program with term one held at Vancouver Maple Leaf Language College (VLC) and term two held at BCIT. Prerequisite: high school graduation and TOEFL score of 450 or equivalent. Direct entry to term 2, TOEFL 513 or equivalent.

Start: Jan. 3, 2001, May 2, 2001 and Sept. 5, 2001

Fees: \$500 Deposit. \$3,400 Term 1, \$3,900 Term 2

Associate Certificate in Business Management Studies (BMS)

An eight-month, two term program. Students who complete (BMS) and meet necessary language requirements can apply to BCIT business diploma programs or to other Canadian or U.S. institutions and transfer credits when accepted. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Start: Jan. 3, 2001, May 2, 2001 and Sept. 5, 2001

Fees: \$200 Application Fee. \$3,900 per term

Certificate in Interior Design Program (IDP)

This 12-month, three-term certificate program combines English language training with an introduction to residential Interior Design, preparing students for careers in design offices, retail stores or industry suppliers featuring residential or office design. This program is delivered primarily at the Howe Street campus. Prerequisite: TOEFL 500 or equivalent.

Start: Jan. 3, 2001 and Sept. 6, 2001

Fees: \$200 Application Fee. \$3,900 per term

Add Content Courses to Language Training

If you are studying English in Vancouver and are at the intermediate to upper levels, you may wish to enhance your experience with content course work. Contact BCIT International to see if you are eligible to join one or more part-time evening or weekend courses. For more information call (604) 432-8816.

Coming soon: English Plus e-commerce (ECP). For more information call (604) 432-8816.

International Student Tuition Fees

BCIT International Programs: Students studying the International Interior Design, Business Management Studies or Academic Studies Programs pay the published fee regardless of their residence status.

Part-time Studies Courses: Students who do not hold Canadian Citizenship or permanent residence status pay 2.2 times the published part-time studies course fee, excluding the building fee and part-time student activity fee.

Specialty Programs: Students attending specialty programs offered by Computer Systems Technology, who do not hold Canadian Citizenship or permanent residence status pay 1.25 times the published part-time studies course fee, excluding the building fee and part-time student activity fee.

If a students' immigration status changes on or prior to the refund deadline of a course, the differential fee will be refunded.

All tuition fees are subject to change.

Spanish Communications

These 12-week, 48-hour courses focus on Spanish language communication skills in listening comprehension, reading, writing and speaking. These courses provide the learner with practical, effective language skills for employment/living in a Spanish speaking environment. BCIT International's Spanish courses are intensive, as they are designed to establish a solid working knowledge of the language so that you can maximize the benefits of these courses for now and for the longer term.

If you have had previous Spanish language training, and would like to know which level would be most appropriate, BCIT International can arrange a FREE informal telephone assessment, or can arrange a 1.5 hour examination, at a cost of \$35. Call 432-8816 for more information.

To register for these courses, please see Five Ways to Register at the front of this Flyer. These courses are not eligible as credit towards the Liberal Education component of the BCIT Bachelor of Technology.

INTL 0501

BBY \$309.50 DTC \$307.80

PRACTICAL SPANISH COMMUNICATION I

Develops the phonetic foundation for the language. Students will be able to understand the main points of simple texts. For example, in the workplace, the student will be able to state simple requirements and pass on simple messages. Introduces and develops basic Spanish language skills for listening comprehension, reading, writing and speaking. Concentrates on present tense. Provides gradual thematically-oriented vocabulary acquisition of 500 words.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 15 | Mon/Wed | 1730-1930 | 12 wks | DTC CRN | 41496 |
|--------|---------|-----------|--------|---------|-------|

| | | | | | |
|--------|---------|-----------|--------|-----|-------|
| Jan 15 | Mon/Wed | 1730-1930 | 12 wks | BBY | 42746 |
|--------|---------|-----------|--------|-----|-------|

| | | | | | |
|--------|---------|-----------|--------|-----|-------|
| Jan 16 | Tue/Thr | 1730-1930 | 12 wks | DTC | 40448 |
|--------|---------|-----------|--------|-----|-------|

INTL 0502

BBY \$309.50 DTC \$307.80

PRACTICAL SPANISH COMMUNICATION II

Develops the oral, written, reading, and listening abilities using examples from the workplace and from social contexts. Students will be able to write a straightforward routine letter, write simple narratives and engage in simple conversation on familiar topics, extract information from textbooks and articles, and exchange information with colleagues. This course reinforces the use of the past tenses, and provides gradual thematically-oriented vocabulary acquisition of 500 words and cultural awareness. Prerequisite: INTL 0501 or 450-word vocabulary.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 15 | Mon/Wed | 1730-1930 | 12 wks | BBY CRN | 42744 |
|--------|---------|-----------|--------|---------|-------|

| | | | | | |
|--------|---------|-----------|--------|-----|-------|
| Jan 16 | Tue/Thr | 1730-1930 | 12 wks | DTC | 40472 |
|--------|---------|-----------|--------|-----|-------|

INTL 0503

DTC \$307.80

PRACTICAL SPANISH COMMUNICATION III

Emphasis on thought development. Develops intermediate-advanced language skills for Spanish communication. Concentrates on future, subjunctive, and conditional verb tenses. Students will be able to produce written text of various types, showing the ability to develop an argument as well as describe or recount events. Students will be able to use the language with a certain degree of independence in a variety of contexts. Provides cultural awareness and gradual thematically-oriented vocabulary acquisition of 500 words. Prerequisite: INTL 0502 or 1000-word vocabulary.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 16 | Tue/Thr | 1730-1930 | 12 wks | DTC CRN | 41498 |
|--------|---------|-----------|--------|---------|-------|

INTL 0504

DTC \$307.80

PRACTICAL SPANISH COMMUNICATION IV

Students are expected to be able to use the structure of a language with ease and fluency. Students will be able to produce a variety of texts, such as letters, with varying degrees of formality. Students will be able to explore both factual and fictional texts, contribute effectively to meetings and seminars, and give a formal presentation. At the completion of this level, students should be able to participate actively in a Spanish-speaking culture and working environment. Prerequisites: INTL 0503 or instructor's approval. Experience with Internet technology would be helpful.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 15 | Mon/Wed | 1730-1930 | 12 wks | DTC CRN | 42745 |
|--------|---------|-----------|--------|---------|-------|

Bachelor of Technology

(604) 434-1610

BCIT is known as a leader in providing world-class training, and our Bachelor of Technology degree continues to build a solid reputation in industry as "a degree for the real world."

Real Growth!

Our degree exposes you to current research and innovations with interaction to the latest industry practices. It will allow you to apply your knowledge in a practical and relevant way, and take your career to new heights. That's growth!

Real Flexibility!

Designed with your needs in mind we put you in charge of your learning style and schedule, making this degree the most flexible of its kind. Most of our degree programs can be completed in a little over two years or in a period of up to six years. The best thing about the Bachelor of Technology degree is you don't have to quit your job while you learn. That's flexibility!

Real Future!

The BCIT Bachelor of Technology degree builds on the BCIT diploma, or equivalent, combined with two years of work experience. All programs must meet two criteria: they must be educationally relevant and they must meet the needs of industry. That's your future!

Degree Offerings

BCIT currently offers Bachelor of Technology degrees in Accounting (p. 15), Computer Systems (p. 26), Construction Management (p. 35), Electronics (p. 42), Environmental Engineering Technology (p. 36), Environmental Health, Geomatics (p. 50), Medical Imaging, Specialty Nursing, Management (p. 45), Manufacturing (p. 46) and Technology Management (p. 50). Other degrees under development include Biotechnology, Forensic Studies, Forest Engineering Technology, Business Process Integration, and Nursing.

Bachelor of Technology programs are offered on a part-time basis and, in some instances, through distance education. Admission requirements include a relevant BCIT Diploma, or equivalent, English 12 and two-years of relevant work experience.

The Bachelor of Technology in Environmental Health is offered as a four-year degree through full-time studies. Admission is based on a number of criteria including specific high school courses. The Bachelor of Technology in Nursing, currently under development, will also be offered through full-time studies.

To apply

To receive an application form for a Bachelor of Technology degree or to register in a specific program, please contact the program area or Registration and Information at (604) 434-1610.

Liberal Education

The BCIT Bachelor of Technology Degree requires a minimum of 12 credits (usually 4 courses) of Liberal Education courses. Two courses (6 credits), Critical Reading and Writing (LIBS 7001) and Applied Ethics (LIBS 7002), are required and are offered by BCIT. The remaining six credits are elective and must be taken from another post-secondary institution.

LIBS 7001 CRITICAL READING AND WRITING BBY \$452.50

In this course, students will learn and apply advanced strategies for analysing and evaluating texts that are both discipline-specific, and of general interest. Students will compose documents employing these strategies. Course readings will focus on professional, cultural, and social issues, and will be drawn from technical and business journals, correspondence and reports, newspapers and magazines, literature, film video, and the Internet. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1830-2130 | 15 wks | BBY | CRN | 43095 |
| Jan 11 | Thr | 1900-2200 | 15 wks | BBY | | 43096 |

LIBS 7002 CRITICAL READING AND WRITING ONLINE VERSION \$450

In this course, students will learn and apply advanced strategies for analysing and evaluating texts that are both discipline-specific, and of general interest. Students will compose documents employing these strategies. Course readings will focus on professional, cultural, and social issues, and will be drawn from technical and business journals, correspondence and reports, newspapers and magazines, literature, film video, and the Internet.

To enrol in this Online Internet course you must have an e-mail address and access to a computer capable of downloading basic documents. Course content, quality of assignments, and general standards for this Online course are at the same level of expectations as in the classroom format. The Online format will include e-mail submissions of written materials, online chat and conference activities with other students in the course, and interviews and discussions with friends and colleagues. (3 credits)

| | | | | |
|-------|-------------------|--------|-----|-------|
| Jan 8 | Internet Delivery | 15 wks | CRN | 44505 |
|-------|-------------------|--------|-----|-------|

LIBS 7002 APPLIED ETHICS BBY \$452.50

The aim of this course is to foster the abilities and values required for ethical conduct in the world of work. Such conduct requires skill in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements of the sort commonly found at work. In order to achieve these aims we will examine historically famous cases in accounting, management, engineering, health care, and computing, and we will apply moral principles and models of ethical conduct to them. Students will learn how to identify premises and conclusions in moral reasoning; how to judge the validity and soundness of moral arguments; how to test the suitability of moral principles in a given case; and how to deal with differences of opinion in a respectful, yet persuasive manner. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 15 wks | BBY | CRN | 43230 |
| Jan 10 | Wed | 1845-2145 | 15 wks | BBY | | 43231 |

LIBS 7002

APPLIED ETHICS ONLINE VERSION

The aim of this course is to foster the abilities and values required for ethical conduct in the world of work. Such conduct requires skill in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements of the sort commonly found at work. In order to achieve these aims we will examine historically famous cases in accounting, management, engineering, health care, and computing, and we will apply moral principles and models of ethical conduct to them. Students will learn how to identify premises and conclusions in moral reasoning; how to judge the validity and soundness of moral arguments; how to test the suitability of moral principles in a given case; and how to deal with differences of opinion in a respectful, yet persuasive manner.

To enrol in this Online Internet course you must have an e-mail address and access to a computer capable of downloading basic documents. Course content, quality of assignments, and general standards for this Online course are at the same level of expectations as in the classroom format. The Online format will include e-mail submissions of written materials, online chat and conference activities with other students in the course, and interviews and discussions with friends and colleagues. (3 credits)

| | | | | |
|-------|-------------------|--------|-----|-------|
| Jan 8 | Internet Delivery | 15 wks | CRN | 44506 |
|-------|-------------------|--------|-----|-------|

Please Note:

1. Courses used as credit towards the Liberal Education component may not also be used as credit towards the Technical Specialty component of the BCIT Bachelor of Technology degree.
2. Subject areas, covered within the two-year BCIT Diploma program that is required to gain entrance into the BCIT Degree program, may not also be used as credit towards the Liberal Education component. This applies even if you are admitted to the Degree program based on your education from another institution.

Bachelor of Technology in Management

BCIT is proud to offer Canada's first competency based management degree at the baccalaureate level. The Bachelor of Technology in Management is a self-paced and self-directed program. The program applies degree level skills and knowledge directly to the workplace. The learner builds management capabilities by focusing strategically on areas needing development, while refining areas of strength. This method is efficient, effective and most importantly – results oriented. This program is delivered in a distance education format, using e-mail, telephone, and online chats to communicate with degree coach and student groups. Students do not attend BCIT campus for lecture style classes.

Prospective Students

The program is designed for individuals who are currently working and would like to build their generic management knowledge and skills. All of the readings, assignments and major projects are designed to improve the student's on-the-job performance. Information gathering, analytical, problem solving, strategic thinking and decision-making are applied and developed in the learner's current work situation. The application of skills and knowledge will be greatly enhanced by the in-depth knowledge of their organization and industry.

The program combines the academic (reading, report writing, student discussions, etc.) with practical behavioural skills (taking responsibility for mistakes, running effective meetings, etc.) This combination of learning/then applying the skill is deemed most effective for the mature, adult learner. The term "competency" (used throughout the degree description) refers to the level of skill (or competence) displayed by the individual.

Program Structure

The program's learning goals are accomplished by creating a close partnership between the learner and the BCIT coach. Prior to application, each student will be asked to identify a workplace advisor. This individual should be in a position to empower the student to complete the program (possibly by allowing the student to take on additional duties to complete the required assignments.) The workplace advisor should be willing to support and encourage the student throughout the degree process.

Students begin the program in the Self Assessment and Self Management module (MGMT 8010). Students assess themselves and are assessed by employers, peers, and direct reports. The result of this assessment is a clear snapshot of the individual current level of competency in each key area. A unique roadmap for future development emerges for each student. Some students may move more quickly through modules where clear ability is already demonstrated, but proof of competency is required for all modules.

This takes the form of a final assessment for each module of work and will incorporate the learned behaviour as well as demonstrate the learned skills and knowledge by completion of a major project.

Using Technology and the Internet

The program utilizes DevelopMentor software and course website, so learners must have a working knowledge of computer skills. The software package provides students with important information of "how to" make the behaviour changes required. Web based research is provided in many modules of work. Suggested Internet sites to visit are required. Many resources are available through the program's Web site.

System Requirements:

The minimum system requirements are:

- 486 PC with 8 megabytes of RAM
- Microsoft Windows 95 (or better)
- Netscape 3

Entrance Requirements:

The Entrance requirements for the Bachelor of Technology in Management are listed below. Please submit the entire package of information with application fee to the Management degree Office:

- Diploma or equivalent.
- Current employment in a management or supervisory position (title is not as important as duties performed on the job.)
- Two years of relevant, full-time work experience (preference will be given to those in supervisory/managerial roles; the more senior the management position, the more likely the learner will complete the program in 2-2.5 years.)
- Diploma level Accounting course (FMGT 1100 or FMGT 1152 or equivalent)
- English 12 or equivalent
- Computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet.
- Strong communication skills: assessed through written letters and interview.

\$450

- Letter explaining the relationship between the degree program and the applicant's personal goals (please describe current position.)
- Letter of support from the applicant's employer stating a willingness of the organization to facilitate the employee taking the degree and also identifying workplace advisor for the employee.
- Two letters of support from colleagues, supervisors, educators, clients or customers commenting on the applicant's ability to complete the degree.
- Resume stressing skills developed, training and projects undertaken.
- An Interview with the program head. The interview will not be granted until all other entrance requirements have been met.

Program Length

The Bachelor of Technology in Management must be completed within six years from acceptance into the program. The program is self-paced, therefore the learner determines completion time. The program is designed to be completed in 2-3 years. Employment is required to complete the program. Any breaks in employment will result in a break in the program delivery, as proof of competency occurs on-the-job.

Course Transfer Credit

The program is competency based and therefore no transfer credits are accepted for the Technical Specialty Component.

Grading

Upon completion of each module, students will be assigned a grade of 80 per cent. BCIT degree coaches will work with each learner to develop their competence in each area until it reflects a superior level of performance. All final project packages are evaluated by an area expert (an academic specialist in the competency area) to ensure that it meets this academic standard.

Program Content

The Bachelor of Technology in Management is comprised of two key components:

| | CREDITS |
|--|---------|
| Advanced Technical Component – Management Competency | 48 |
| Liberal Education | 12 |
| TOTAL 60 CREDITS | |

1. Students must complete all of the following 48 credits.

A) MGMT 8010 Self Awareness and Self Management \$450.00
DevelopMentor Software and Self -Assessment fees \$500.00
(one time only) (3 credits)

B) THE ORDER IN WHICH COURSES ARE UNDERTAKEN WILL BE DETERMINED BY STUDENT AND DEGREE COACH:

| | | |
|-----------|--|-----------|
| MGMT 8110 | Communicate Effectively (3 credits) | \$450.00 |
| MGMT 8120 | Build Effective Working Relationships (4 credits) | \$600.00 |
| MGMT 8210 | Develop Leadership Roles (1 credit) | \$150.00 |
| MGMT 8220 | Foster Teamwork (2 credits) | \$300.00 |
| MGMT 8230 | Lead Effectively (2 credits) | \$300.00 |
| MGMT 8310 | Prepare for Change (1 credit) | \$150.00 |
| MGMT 8320 | Plan Quality Change (2 credits) | \$300.00 |
| MGMT 8330 | Manage Change (2 credits) | \$300.00 |
| MGMT 8410 | Manage a Work Unit's Human Resources (4 credits) | \$600.00 |
| MGMT 8420 | Manage Financial Resources (6 credits) | \$900.00 |
| MGMT 8430 | Manage Operational Performance (7 credits) | \$1050.00 |
| MGMT 8510 | Know the Global Issues Affecting your Industry (1 credit) | \$150.00 |
| MGMT 8520 | Determine Implications of Law and Organizational Regulations (2 credits) | \$300.00 |
| MGMT 8530 | Organizational and Personal Ethics (2 credits) | \$300.00 |
| MGMT 8610 | Think Strategically (1 credit) | \$150.00 |
| MGMT 8620 | Formulate Strategies (2 credits) | \$300.00 |
| MGMT 8630 | Implement Strategies (2 credits) | \$300.00 |

Bachelor of Technology in Management, Health Care Specialty

Courses

SELF-AWARENESS AND SELF-MANAGEMENT

MGMT 8010 Self Awareness and Self Management 3 credits

COMMUNICATION AND INTERPERSONAL SKILLS

MGMT 8110 Communicate Effectively 3 credits
MGMT 8120 Build Effective Working Relationships 4 credits

LEADERSHIP SKILLS

MGMT 8210 Develop Leadership Roles 1 credits
MGMT 8220 Foster Teamwork 2 credits
MGMT 8230 Lead Effectively 2 credits

QUALITY CHANGE MANAGEMENT

MGMT 8310 Prepare for Change 1 credits
MGMT 8320 Plan Quality Change 2 credits
MGMT 8330 Manage Change 2 credits

OPERATIONAL PERFORMANCE

MGMT 8410 Manage a Work Unit's Human Resources 4 credits
HMGT 4160/5160 Health Labour Relations 2 credits
MGMT 8420 Manage Financial Resources 6 credits
MGMT 8430 Manage Operational Performance 7 credits

GLOBAL PERSPECTIVES

HMCT 5180 Health Care Systems 2 credits
HMCT 5170/5270 Health Care Law 3 credits
MGMT 8530 Organizational and Personal Ethics 2 credits

STRATEGIC PERSPECTIVES

HMCT 5130/5230 Health Information Systems 2 credits

Total Credits

48 credits

LIBERAL EDUCATION

12

Students must complete 12 credits of Liberal Education. For further information, please contact the Bachelor of Technology Department in the Registrar's Office at (604) 432-8230.

For an application package or course descriptions please contact:

Management Degree Program Office

Business Programs, BCIT
SE6 - Room 222, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
(604) 432-8658, Fax: (604) 436-0810, e-mail: mgmtdegr@bcit.ca
Toll Free: 1-877-428-8181

Who's Who

| | |
|---|-------------------------------|
| Broadcast and Media Communications | |
| Mary Kay Thurston, Part-time Studies Coordinator | |
| Marykay_Thurston@bcit.ca | (604) 432-8668 |
| Vicki Forbes, Program Assistant | |
| Vicki_Forbes@bcit.ca | (604) 432-8611 |
| Facilities Rental Information | |
| Janet_Wadsworth@bcit.ca | (604) 432-8863 |
| Business Administration | |
| Chris Gadsby, Part-time Studies/Industry Training Coordinator | |
| Chris_Gadsby@bcit.ca | (604) 451-6784 |
| Jean Covell, Program Assistant | |
| Jean_Covell@bcit.ca | (604) 432-8860 |
| Wendy Lee, Program Assistant Distance Education, Internet, and Correspondence Courses | |
| Wendy_Lee@bcit.ca | (604) 451-7134 |
| Financial Management | |
| Tim Edwards, Part-time Studies/Industry Training Coordinator | |
| Tim_Edwards@bcit.ca | (604) 412-7453 |
| Program Assistant, Part-time Studies | (604) 432-8609 |
| Rick McCallum, Program Head, Financial Planning | |
| Rick_Mccallum@bcit.ca | (604) 451-6754 |
| Maria Antidormi, Program Assistant, Accounting Degree | |
| Maria_Antidormi@bcit.ca | (604) 412-7486 |
| Distance Education Program Assistant | (604) 412-7417 |
| Interior Design | |
| Dixie Hudson, Interior Design Coordinator | |
| Dixie_Hudson@bcit.ca | (604) 681-6461 |
| Dawn Swift, Program Assistant | |
| intd@bcit.ca | (604) 622-7838 |
| Marketing Management | |
| Morie Shacker, Part-time Studies Coordinator | |
| Morie_Shacker@bcit.ca | (604) 432-8572 |
| Vicki Forbes, Program Assistant | |
| Vicki_Forbes@bcit.ca | (604) 432-8611 |
| • Marketing Management | • Small Business |
| • Marketing Communications | • Call Centre Marketing |
| • Professional Sales | • Fundraising |
| • Tourism | • Public Relations |
| • Customer Service | • Sales Skills |
| • Event Marketing | |
| Media Techniques for Business | |
| Paul Sawyer, Coordinator | (604) 453-4032 |
| Terri Carde, Program Assistant | |
| Terri_Carde@bcit.ca | (604) 451-7032 |
| • Photography | • Web Publishing |
| • Pagemaker/Desktop Publishing | • 3-D Animation |
| (Internet delivered) | |
| • Adobe Illustrator/Photoshop | • Multimedia for the Mac & PC |
| Medical Office Assistant | |
| Terri Carde, Program Assistant | |
| Terri_Carde@bcit.ca | (604) 451-7032 |
| Operations Management | |
| Frank Gruen, Part-time Studies Coordinator | |
| Frank_Gruen@bcit.ca | (604) 451-6743 |
| Vicki Forbes, Program Assistant | |
| Vicki_Forbes@bcit.ca | (604) 432-8611 |
| • Management Engineering | • Materials Management |
| • Industrial Engineering* | • Quality Management |
| • Business Quantitative Courses | |
| • APICS - The Educational Society for Resource Management | |
| • Facilities Management International Trade & Transportation | |
| Program Advising | |
| | (604) 434-1610 |

What's New in Business!

- Business Administration**
- 17 courses on the Internet, six by correspondence
 - E-commerce – on the Web and eight weeks downtown!
 - New course offerings: BUSA 2905 Managing Conflict in the Workplace; BUSA 2815 Relational Practice and Organizational Change; ORGB 2615 Managing Organizational Change and Development; and BLAW 3205 Internet Law
 - Internet delivery is offered for the following courses: BLAW 3100 Business Law; BLAW 3205 Internet Law; BUSA 3455 Introduction to Electronic Commerce; BUSA 3465 Electronic Commerce Systems; BUSA 3475 Case Studies in Electronic Commerce; BUSA 3485 Online Business Management; BUSA 7250 Management Skills & Applications; HRMG 2215 Managing your Career; HRMG 3315 Human Resource Measurement; HRMG 4605 Human Resource Planning; BUSA 1005 Introduction to Business; BUSA 2005 Management; ECON 1150 Economic Issues; HRMG 3105 Human Resource Management; ORGB 2105 Organizational Behaviour; ORGB 2305 Organizational Behaviour 2; and BUSA 1305 Supervisory Skills.
 - Correspondence Courses: BUSA 2005 Management; BUSA 7250 Management Skills and Applications; BLAW 3100 Business Law; ORGB 2105 Organizational Behaviour; and ORGB 2305 Organizational Behaviour 2 and BUSA 1305 Supervisory Skills.
 - Specialized workshops for industry. See Professional Management Series!
- Financial Management**
- Bachelor of Technology Degree in Accounting. Entry requirements and degree course offerings are at the beginning of the Financial Management section.
 - The Financial Planners Standards Council of Canada (FPSC) has confirmed that graduates of BCIT's Associate Certificate in Financial Planning program have achieved the educational prerequisites necessary to write the CFP comprehensive examination administered by the FPSC and so attain the CFP designation.

Marketing Management

- Specialized industry training workshops in customer service, sales, media relations, database marketing and Internet marketing are now available. Programs can be specifically designed for a company as required.
- New Associate Certificate Programs: Event Marketing; Public Relations; Call Centre Marketing; Fundraising Management; Small Business.
- New courses offered this term include:

| | |
|-----------|---|
| CLCR 2103 | Call Centre Enhanced Sales and Service |
| CLCR 2205 | Call Centre Communications and Customer Service |
| FUND 0010 | Face to Face Solicitations |
| FUND 0015 | Planned Giving Workshop |
| FUND 2216 | Management and Finance for Fundraising |
| FUND 3315 | Campaign Planning & Operations |
| FUND 3317 | Managing Organizational Dynamics |
| MKTG 0113 | Internet Marketing Workshop |
| MKTG 0413 | Data Based Marketing Workshop |
| MKTG 1312 | Advertising Copywriting |
| MKTG 1360 | Internet Marketing |
| MKTG 2213 | Internet Customer Service |
| MKTG 2325 | Marketing Globally |

Multimedia

- New Media Design and Technology Certificate to apply your fine arts and design training to computer-based technology. Learn 3D animation, film production, video game development and post-production to access employment in the video entertainment field.

Operations Management

- New associate certificates in all Operations Management disciplines are being developed
- OPMT 1135 ArchiCAD 6.5 Level 1 (Facilities Management elective)
- Facility Planning and Design (OPMT 1193)
- Advanced Computer Integrated Facilities Management (OPMT 3135)
- Project Management Using the Internet (OPMT 2289)
- Computer Applications 1 (OPMT 1600), "Get a step up on your basic computing skills"
- Computer Applications 2, spreadsheets (OPMT 2650)
- FITTSkills – earn an internationally recognized diploma of International Trade and meet the educational requirements to become a Certified International Trade Professional (CITP). Presented jointly with the British Columbia Institute for Studies in International Trade (BCISIT).

Significant revisions have been made to the APICS program and new courses have been introduced as follows:

| | |
|-----------|-------------------------------------|
| APIC 1171 | Basics of Supply/Chain Management |
| APIC 1172 | Master Planning of Resources |
| APIC 1173 | Detailed Scheduling and Planning |
| APIC 1174 | Execution and Control of Operations |
| APIC 1175 | Strategic Management of Resources |

New fundamental courses in Planning and Manufacturing Control for students with limited academic backgrounds in these areas (APIC 1050, 1051). An Associate Certificate in Supply Chain Management is being developed.

Business Certificate Programs

BCIT offers many certificates that lead to rewarding careers in business. It is always advisable for students to apply for program approval – please contact Program Advising at (604) 434-1610 for more information. The following certificates are listed by category:

Broadcast and Media Communications

- Radio
- Television
- Broadcast Journalism
- Management

Business Administration

- Management Systems (CMS)
- Electronic Commerce (CEC)
- Human Resource
- Management (CHRM)

Associate Certificates

- Electronic Commerce (ACEC)
- Organizational Change (ACOC)
- International Management (ACIM)
- Leadership (ACL)
- Mediation (ACM)

Career Programs

- Interior Design
- Senior Management Certificate in Interior Design
- Media Techniques for Business

Associate Certificates

- Medical Office Assistant
- Desktop Publishing

Financial Management

- Management Certificate in Accounting
- Management Certificate in Finance

Associate Certificate

- Financial Planning

Marketing Management

- Marketing Management
- Professional Sales
- Marketing Communications
- Tourism

Associate Certificates

- Customer Service
- Sales Skills
- Tourism
- Marketing Communications
- Event Marketing
- Public Relations
- Call Centre Marketing
- Small Business
- Fundraising

Operations Management

- Industrial Engineering
- Management Engineering
- Materials Management
- Quality Management
- Facilities Management
- Transportation Logistics
- International Trade

Associate Certificates

- Facilities Management
- Quality Management
- Supply Chain Management (under development)
- Transportation Logistics
- International Trade

Industry Services and Training

See the individual program areas of the flyer for more details.

Broadcast and Media Communications:

We offer an extensive list of equipment, facilities and competencies for rent including:

- 2 complete television studio/control facility complexes
- 2 complete AVID MCXpress nonlinear computerized video editing systems
- A variety of "broadcast-oriented" props for use in video productions
- A full multi-track analog and digital audio recording facilities with large studio space
- A radio control room and radio newsroom facilities
- A wide range of broadcast-oriented locations for use in video and film work.

Business Administration:

Custom courses are designed to meet specific organizational needs or standard credit courses delivered at an employer's training facility or at a BCIT campus. We train corporate management and staff. Call Chris Gadsby at 451-6784 for custom training information. Individual courses for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Achieving Career Success
- Motivating Your Staff – A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Coaching Skills for Managers
- Performance Management To Create a Thriving Workplace
- Managing in the Unionized Environment
- Presentation Skills for Managers
- Electronic Commerce for Managers

Financial Management:

Financial Management assists employers by designing and delivering custom courses to meet specific organizational needs or delivering standard credit courses at an employer's training facility or a BCIT campus classroom. Contact the Part-time Studies/ Industry Training coordinator at (604) 412-7453 for details.

Marketing Management:

Specialized industry training workshops are available and can be specifically designed to meet the needs of your company:

- Press Media Relations
- Marketing Planning
- Customer Services
- Internet Marketing
- Database Marketing
- Sales & Sales Management

Broadcast and Media Communications

(604) 432-8668 Marykay_Thurston@bcit.ca
(604) 432-8611 Vicki_Forbes@bcit.ca

Broadcast and Media Communications offers a wide variety of interesting, stimulating, and challenging part-time studies courses in radio broadcasting, television and video production, film, and broadcast journalism.

Registrants may wish to attend an information session prior to enrolling in Broadcast and Media Communications part-time courses. These sessions are held at 1730 in Room SE10-161 (Television Studio One in the Broadcast Centre), on the first Monday of every month from September through June, and the last Monday in August. (Where a first Monday is a statutory holiday, the sessions are held on the second Monday). Confirmation of dates can be obtained by calling (604) 432-8863.

For those who are new to broadcasting, we recommend our introductory courses as a first step. These are BCST 1150 – Radio Introduction, BCST 1160 – Television and Video Introduction and BCST 1170 – Broadcast Journalism Introduction. Students receive a solid grounding in each field and practical experience with broadcast equipment and procedures.

CERTIFICATE PROGRAMS

The courses required to obtain a Certificate in Broadcast and Media Communications are listed here. Students intending to pursue this certificate must choose a specific program (Radio, Television, Broadcast Journalism or Broadcast Management). Each program requires 15 specific courses.

Students who have completed a Certificate in Broadcast and Media Communications, combined with industry experience may apply for "direct-entry" into the second-year day school courses of their specific program, space permitting. Applicants must successfully complete a four-week day school practicum from late-April through late-May in the spring prior to entering the second year of their program. All usual application procedures and prerequisites for day school apply.

Program and course selection should be done only with the guidance and advice of a program advisor. Each applicant's education plan must be reviewed and approved by the Broadcast and Media Communications associate dean and Part-time Studies co-ordinator.

RADIO

| | |
|-----------|---|
| BCST 1101 | Technical Introduction |
| BCST 1140 | Broadcast Industry Operations |
| BCST 1143 | The Music Business and the Broadcast Industry |
| BCST 1144 | Writing for the Media |
| BCST 1145 | Copywriting for Radio and TV |
| BCST 1148 | Interviewing for Radio/TV |
| BCST 1150 | Radio Broadcasting Introduction |
| BCST 1151 | Radio and TV Announcing |
| BCST 1170 | Broadcast Journalism Introduction |
| BCST 2251 | Advanced Vocal Development |
| MDIA 1100 | Introduction to Media Techniques |
| COMM 1103 | Introduction to Business Communications |
| COMM 2203 | Business Reports |
| BLAW 3100 | Business Law |
| BCST 1104 | Computer Basic for Broadcasting |

continued next page

It's easy
to register online at
www.bcit.ca
and click
on registration.



TELEVISION

| | | |
|------|------|--|
| BCST | 1101 | Technical Introduction |
| BCST | 1140 | Broadcast Industry Operations |
| BCST | 1145 | Copywriting for Radio and TV |
| BCST | 1160 | Television Broadcasting and Video Production |
| BCST | 1165 | Video Editing Workshop |
| BCST | 1180 | Introduction to Non linear Video Editing |
| BCST | 2222 | Theory of Colour TV Systems |
| BCST | 2223 | Television Production Planning |
| FILM | 1101 | Film for Beginners |
| COMM | 1103 | Introduction to Business Communications |
| COMM | 2203 | Business Reports |
| ECON | 1150 | Economic Issues |
| ORGB | 2505 | Interpersonal Skills |
| BLAW | 3100 | Business Law |
| BCST | 1104 | Computer Basics for Broadcasting |

BROADCAST JOURNALISM

| | | |
|------|------|---|
| BCST | 1140 | Broadcast Industry Operations |
| BCST | 1144 | Writing for the Media |
| BCST | 1148 | Interviewing for Radio and TV |
| BCST | 1150 | Radio Broadcasting Introduction |
| BCST | 1151 | Radio and TV Announcing |
| BCST | 1160 | TV Broadcasting and Video Introduction |
| BCST | 1165 | Video Editing Workshop |
| BCST | 1170 | Broadcast Journalism Introduction |
| BCST | 1172 | Investigative Reporting |
| MDIA | 1100 | Introduction to Media Techniques |
| COMM | 1103 | Introduction to Business Communications |
| COMM | 2203 | Business Reports |
| ECON | 1150 | Economic Issues |
| BLAW | 3100 | Business Law |
| BCST | 1104 | Computer Basics for Broadcasting |

BROADCAST MANAGEMENT

| | | |
|------|------|--|
| COMM | 1103 | Introduction to Business & Technical Communication |
| COMM | 0040 | Making Meetings Work |
| BUSA | 1305 | Supervisory Skills |
| BUSA | 2005 | Management 1 |
| BUSA | 2205 | Management 2 |
| BUSA | 3405 | Problem Solving/Decision-making |
| HRMG | 3105 | Human Resources Management |
| HRMG | 3305 | Selection Interviewing |
| HRMG | 3705 | Counselling 1 |
| ORGB | 2505 | Interpersonal Skills |
| FMGT | 1152 | Accounting for the Manager |
| MKTG | 1102 | Essentials of Marketing |
| MKTG | 1112 | Customer Relations |
| MKTG | 1219 | Professional Sales 1 |
| MKTG | 2202 | Introduction to Marketing Communications |
| MKTG | 2341 | Introduction to Marketing Research |

Check every flyer for new course offerings!

BCST 1101 BBY \$260.50

TECHNICAL INTRODUCTION

Covers the basics of electricity, magnetism, batteries, etc., and how to apply these principles to equipment found in the broadcast industry. Sound and video are traced through the entire processing and transmitting chain to its ultimate reception on the listener's receiver. This is an introduction to "how things work" technically in the broadcast industry. **Creditable to day school Radio and Television programs.** (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN | 12842 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 1140 BBY \$279.50

BROADCAST INDUSTRY OPERATIONS

Directed Study. Covers regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. This directed study course directs students to sources of information on all topics. Class meets on the first night only-all other work is done at home. **Creditable to day school Radio, Television and Broadcast Journalism programs.** (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 13549 |
|-------|-----|-----------|--------|-----|-----|-------|

BCST 1142 BBY \$260.50

INTRODUCTION TO BROADCAST AND MEDIA

Learn about the broadcast and media worlds from the inside out. Veteran broadcaster Stirling Faux leads a week by week analysis of the radio, television and media worlds, and what makes them tick. Topics include basic industry organization, motivation, public speaking, news broadcasting, interviewing, announcing, commercials, sports, media relations, programming and management. Designed to give you an overview of the exciting world of broadcasting and media, this course is a great foundation for making future career choices. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thu | 1845-2145 | 12 wks | BBY | CRN | 44070 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 1143 BBY \$260.50

THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY

Most radio stations depend heavily on selecting the proper format and music to programs. It is difficult to make the necessary decisions without first exploring the business of broadcasting from a creative, corporate, regulatory, copyright, publishing, and song-writing perspective. BCST 1143 is designed to examine an entertainment-based product from a competitive viewpoint in the market place. Special attention will also be given to the historical roots of popular music. **Creditable to the day school radio program.** (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 10040 |
|-------|-----|-----------|--------|-----|-----|-------|

BCST 1144 BBY \$260.50

WRITING FOR THE MEDIA

Presents a practical guide to freelance writing of various genres for radio and television, style, market opportunities and methods. Instructors Allison Broddle and Mark Forsythe equip students with the tools required to enter the freelance market. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1830-2130 | 12 wks | BBY | CRN | 10041 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 1145 BBY \$312.50

COPYWRITING FOR RADIO AND TELEVISION

Creative madness! Covers professional techniques for writing commercials for radio and television. Tips, tricks and trade secrets for writing and producing commercials while maintaining your own sanity and sense of humour are combined with critiques of student produced work. Weekly practical application with a career orientation. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN | 42791 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 1146 DTC \$347.50 BBY \$353.20

ART OF PROMOTIONS AND PUBLICITY

Learn the secrets of successful promotions and publicity campaigns for business and/or entertainment/music industries. Plan CD release parties, organize fundraisers and orchestrate media launches with radio, print and television reporters in attendance. Learn how to prepare professional media kits, attention-getting news releases and media proposals to help sponsor your event, as well as how to get a huge crowd to your event. 12 weeks of tips, trade secrets and hands-on work in a small group setting. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC | CRN | 18331 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | | 44630 |

BCST 1148 BBY \$260.50

INTERVIEWING FOR RADIO AND TELEVISION

Teaches students how to interview and be interviewed with confidence. CBC's Karen Tankard helps students enhance performance on video and audio tape while learning radio and television interviewing techniques. This course appeals to students and journalists who wish to bring a solid on-air presence to their work, and is suited to people of all professions who may be uncomfortable appearing on television or radio. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN | 15562 |
|-------|-----|-----------|--------|-----|-----|-------|

BCST 1150 BBY \$287.50

RADIO BROADCASTING INTRODUCTION

Learn radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. Students simulate on-air operations, acting in a variety of positions as part of the on-air team. This is a hands-on, activity-oriented course designed for those interested in a career in radio or in finding out more about how radio works. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN | 10046 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | | 10047 |

BCST 1151 BBY \$312.50

RADIO AND TV ANNOUNCING

Teaches students effective verbal communication, an essential ingredient for successful business communication and self-confidence. This is a fun, fast-paced class where students learn all of the elements to achieve strong vocal skills for radio and television announcing. Students learn about the respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. No prior knowledge is required but students should be willing to take risks and perform outside their normal comfort zones. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 10048 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | | 41813 |

BCST 1153 BBY \$312.50

MUSIC RECORDING TECHNIQUES

Teaches students studio and control room techniques for music recording, utilizing analog and digital multi-track technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analog tape recorders, digital tape, audio consoles and signal processors. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | CRN | 18368 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 1154 BBY \$295

INTERNET RADIO / WEBCASTING

Students examine the emerging global trend to using the Internet as a delivery system for "sound entertainment". Tom Jeffries brings 30 years broadcasting experience, combined with 10 years of Internet experience to cover a wide range of the real world uses of Internet radio - the technology, the software, presentation of Web-casting, and uses of streaming media for small business owners to attract and keep customers. (2 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 21 | Sun | 1230-1630 | 6 wks | BBY | CRN | 44676 |
|--------|-----|-----------|-------|-----|-----|-------|

BCST 1156 BBY \$160

RADIO/TV ANNOUNCING WORKSHOP

This two-day intensive workshop demonstrates basic announcing skills, transferable to other forms of professional voice work in radio, television, freelance announcing, or in general corporate boardroom meetings/presentations. This fast-paced and fun workshop introduces the major concepts and builds confidence in the voice as a professional instrument. Be prepared for much interaction in a classroom and studio environment. (1 credit)

| | | | | | | |
|-----------|---------|-----------|------|-----|-----|-------|
| Feb 10/11 | Sat/Sun | 0900-1600 | 1 wk | BBY | CRN | 40970 |
|-----------|---------|-----------|------|-----|-----|-------|

BCST 1159 BBY \$450.50

DIGITAL AUDIO WORKSHOP

This 18 hour intense workshop exposes students to the world of digital audio production. Students gain hands-on skills in a professional studio and learn to maximize the use of sound by exploring digital editing and mixing techniques through a variety of in-class projects. Marty Taylor brings 16 years of experience as a sound mixer/designer to share his knowledge about the expanding opportunities and increasing demands for "high end" digital audio production for radio, TV, the recording industry, Internet, film/video, games, independent productions, HDTV/S.1, etc. Course meets at Burnaby campus first week and at a studio location for remaining classes. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 14 | Sun | 1200-1630 | 4 wks | BBY | CRN | 42758 |
|--------|-----|-----------|-------|-----|-----|-------|

BCST 1160 BBY \$387.50

TV BROADCASTING AND VIDEO INTRODUCTION

Teaches basic television and video equipment operation and production techniques and how to apply these through regular practical work in television studios and control rooms. Designed to introduce students seeking a career in television broadcasting and video production to the creative and diverse career opportunities available, and to provide a solid practical basis for further study. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN | 10050 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | | 10051 |

BCST 1162 BBY \$400.50

BASICS OF PROFESSIONAL CAMERA

This course will offer the basic knowledge of the professional video camera, lens, shooting, recording, sound, lighting, shot listing video editing and the preliminary fundamentals of ENG/EFP camerawork in news and location production. There will be a hands-on portion to this course.

| | | | | | | |
|-------|-----|-----------|-------|-----|-----|-------|
| Feb 3 | Sat | 1200-1630 | 4 wks | BBY | CRN | 44071 |
|-------|-----|-----------|-------|-----|-----|-------|

BCST 1165 BBY \$360

VIDEO EDITING WORKSHOP

This two-weekend workshop covers the basics of editing theory and then advances to hands-on work on linear video editing equipment (see BCST 1180 for AVID non-linear editing). Topics include the technical layout of Beta SP editing machines, set-up procedures, editing techniques, standard editing rules, procedures and troubleshooting. There are no prerequisites, but other broadcasting and/or cable experience is a definite asset. (3 credits)

| | | | | | | |
|-----------|---------|-----------|-------|-----|-----|-------|
| Feb 24/25 | Sat/Sun | 0900-1600 | 2 wks | BBY | CRN | 18369 |
|-----------|---------|-----------|-------|-----|-----|-------|

BCST 1168 BBY \$203

ON CAMERA PERSONAL IMAGING

How do you come across to other people? Here is the opportunity to find out. Michael Berry has developed a unique on-camera personal evaluation program that will allow you to see your public image as others do. Master the skills for a good first impression, and with proven communication techniques define your public presence. At that next interview, when making a public speech or appearing on television, you will know that you are at your best. Past participants in Michael Berry's personal imaging seminars include a former premier of B.C., radio and television personalities, civic and provincial politicians, corporate executives. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 28 | Sun | 1000-1700 | 2 wks | BBY | CRN | 10056 |
|--------|-----|-----------|-------|-----|-----|-------|

BCST 1170 BBY \$312.50 DTC \$310.80

BROADCAST JOURNALISM INTRODUCTION

Covers all aspects of news operations in the broadcast industry, including basic reporting techniques, writing and presentation of radio and television news, newsroom operations, methods and practices, editing, line-up and content of news stories. Much practical work in simulated radio and television news operations is involved. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 10057 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | | 10058 |

BCST 1172 BBY \$312.50

INVESTIGATIVE REPORTING

Takes students beyond basic broadcast journalism training into the world of investigative journalism, with all its research methods, interviewing, reporting techniques, story development techniques, etc., being analysed and developed. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN | 10059 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 1173 BBY \$260.50

SPORTS REPORTING

An inside look at sports reporting with Lee Powell, sportscaster, reporter and host with CKNW for 11 years, from 1988 to 1999. Lee hosted Canucks, Grizzlies, and B.C. Lions radio broadcasts and also hosted "Prime-Time Sports" talk show. Lee will share his knowledge and work with students to improve their writing, reporting and announcing of sports coverage. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 43749 |
|-------|-----|-----------|--------|-----|-----|-------|

BCST 1176 BBY \$100

ENTERTAINMENT REPORTING

Learn how to arrange celebrity interviews, develop questions and produce stories for the expanding world of arts and entertainment. CBC's Karen Tankard will pass on interviewing and story producing tips for one of the most sought after jobs in radio and television - entertainment reporting. She and class guests bring years of experience interviewing famous musicians, actors, authors, and celebrities. (.5 credits)

| | | | | | | |
|--------|-----|-----------|------|-----|-----|-------|
| Jan 20 | Sat | 0900-1600 | 1 wk | BBY | CRN | 44072 |
|--------|-----|-----------|------|-----|-----|-------|

BCST 1180 BBY \$477.50

INTRO TO AVID NON-LINEAR VIDEO EDITING

Covers techniques and procedures for editing video productions on non-linear (computer) AVID Express video editing systems in use in television and video production operations around the world. Provides a solid grounding in the management and operation of offline and online non-linear editing platforms. This is a hands-on course with maximum 2/1 student/machine ratio. (3 credits)

| | | | | | | |
|--------|---------|-----------|-------|-----|-----|-------|
| Jan 13 | Sat/Sun | 0900-1600 | 2 wks | BBY | CRN | 19930 |
|--------|---------|-----------|-------|-----|-----|-------|

BCST 1183 BBY \$180

REPORTING LIVE FOR RADIO AND TV

Offers the skills needed to produce and present live broadcasting. In this course, students will perform a variety of exercises, including live reporting, anchoring and directing, as well as some improvisational work to encourage quick thinking and responses. Also covers libel, call-in shows and interviewing in a live setting. These sessions are intended to be lively and entertaining with lots of hands-on work. Students will come away with skills they can apply to other applications and to any job in live radio or television. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 27 | Sat | 0900-1700 | 2 wks | BBY | CRN | 41068 |
|--------|-----|-----------|-------|-----|-----|-------|

BCST 2223 BBY \$279.50

TELEVISION PRODUCTION PLANNING

Covers the techniques and methods used in managing and organizing the details of pre-production, production and post-production activities in a studio or location television or video production. Students acquire skills in budgeting, production, scheduling, crewing and other elements of successful productions. Prerequisite: BCST 1160. This course is creditable to Television day school. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | CRN | 13550 |
|--------|-----|-----------|--------|-----|-----|-------|

BCST 2251 DTC \$258.80

ADVANCED VOCAL DEVELOPMENT

This hands-on course covers personal exploration of voice which will benefit media performers, actors, or anyone using their voice in a professional or creative environment. You will leave this class with a much better understanding of your voice and its potential. The instructor has used Kristin Linklater's method of "Freeing the Natural Voice" for many years, each week working through several chapters and performing unusual but fascinating discovery exercises together in class. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or action experience will be considered). Kevin Ribble (604) 432-8707. Successful completion of both BCST 1151 and BCST 2251 are accepted as credit for BCST 1111 in day school Radio program. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC | CRN | 42794 |
|-------|-----|-----------|--------|-----|-----|-------|

BCST 2255 BBY \$257.50
COMMERCIAL AND ANIMATION VOICEOVER
 Discover the commercial and animation voiceover industry and where you fit in. During this intense yet fun course, you will explore all aspects of voiceover work in studio. Learn how to prepare for a demo, where to find opportunities, and how to market yourself in the expanding fields of voicing for Internet, new media, commercial, animation and more traditional projects. Prerequisite: BCST 1151 or special permission of the instructor (employment in media or acting experience will be considered). For more information call Dennis O'Neill at (604) 432-8414. (1.5 credits)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 17 | Sat | 1200-1600 | 4 wks | BBY CRN 44073 |
|--------|-----|-----------|-------|---------------|

Film

FILM 1001 BBY \$150
FILM INDUSTRY ORIENTATION COURSE
 This is an industry sponsored fundamental course which offers a basic understanding and expectations about work in B.C.'s film industry. Learn about crafts and trades involved on on-set production of television series, movies-of-the-week and feature films. Provides an overview of the film production process, union and guild jurisdictions, the nature of the workplace, expectations of workers, set etiquette, basic equipment, terminology, safety and WHMIS certification. (1 credit)

| | | | | |
|--------|---------|-----------|--------|---------------|
| Jan 20 | Sat/Sun | 0900-1700 | 2 days | BBY CRN 43097 |
| Mar 17 | Sat/Sun | 0900-1700 | 2 days | BBY 43099 |

FILM 1101 BBY \$362.50
FILM FOR BEGINNERS
 Covers basic cinematography through equipment operation, scripting, filming techniques and basic editing. Provides an excellent foundation for people considering work in film production, and gives students an understanding of the expanding opportunities in the motion picture industry and the skills that will be required for success. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN 42795 |
|--------|-----|-----------|--------|---------------|

FILM 1102 BBY \$260.50
HEARTBEAT OF FILM PRODUCTION
 Covers film production from the point where the pulse begins to beat! This course studies "how it all comes together" from start to finish in the production office. Students examine the vital role that the production office plays in creating feature films, TV movies and episodic television, from producers to writers to the camera department and editing. There is no prerequisite, but this is an excellent follow-up course to BCST 1161. (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN 42799 |
|-------|-----|-----------|--------|---------------|

FILM 1105 BBY \$160
DOING BIZ WITH THE FILM BIZ
 Does your business provide goods or services in any of the following areas: antiques, air travel, accommodation, building supplies, aircraft rental, boat charters, or any of the 1,001 other things required by the film production industry? This course offers techniques for finding out what's happening in B.C.'s half billion dollar (and growing) film industry, who makes purchasing decisions and how to contact them. A must for all, from the small business person to marketing executives.

| | | | | |
|--------|-----|-----------|------|---------------|
| Jan 20 | Sat | 1000-1600 | 1 wk | BBY CRN 42797 |
|--------|-----|-----------|------|---------------|

Business Administration

Professional Management Series Workshops
 (604) 451-6784 Chris_Gadsby@bcit.ca
 These non-credit workshops provide participants with contemporary management and leadership skills training, in one- and two-day formats. All sessions focus on employee development. These workshops are presented by professionals in the respective fields and provide a high quality learning experience. All workshops will be held at BCIT's Downtown campus, 555 Seymour Street, Vancouver unless otherwise noted. Workshops can be customized and delivered on site if desired.

Prices include GST. For more information contact:
 Registration/Information: (604) 434-1610
 Downtown campus: (604) 412-7777
 Chris Gadsby, coordinator, Part-time Studies and Industry Training
 e-mail Chris_Gadsby@bcit.ca (604) 451-6784

BTCW 0102 DTC \$316.30
LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS
 In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New supervisors and managers must try to avoid any pitfalls before they occur. This two-day work-shop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors, such as:

- Being promoted from within versus coming from outside
- Making the right first impressions
- Establishing your authority
- Handling the pressures to product results quickly
- Making changes
- Overcoming inexperience

Participants will be encouraged to problem solve and role-play, as well as bring for discussion any related problems and concerns.

| | | | | |
|-------|---------|----------|--------|---------------|
| Feb 8 | Thr/Fri | 830-1630 | 2 days | DTC CRN 41382 |
|-------|---------|----------|--------|---------------|

BTCW 0106 DTC \$316.30
TIME MANAGEMENT AND PRODUCTIVITY SKILLS
 This dynamic interactive two-day workshop teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include why you do the things you do - human behaviour, principles of organization, goal-setting skills, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters and meeting management skills.

| | | | | |
|--------|---------|----------|--------|---------------|
| Jan 22 | Mon/Tue | 830-1630 | 2 days | DTC CRN 16955 |
|--------|---------|----------|--------|---------------|

BTCW 0117 DTC \$316.30
TRAINING SKILLS FOR TRAINERS
 A contemporary view of the training function in organizations. Designed for those who may have training responsibilities as part of their job. Topics include learning to pinpoint training needs, principles of effective course design for effective skill transfer, importance of "learner motivation" and how to develop it, key principles of adult learning, presentation skills, and significance of group involvement.

| | | | | |
|-------|---------|-----------|--------|---------------|
| Feb 6 | Tue/Wed | 0830-1630 | 2 days | DTC CRN 16956 |
|-------|---------|-----------|--------|---------------|

BTCW 0126 DTC \$316.30
PRESENTATION SKILLS FOR MANAGERS
 Presentation skills are a critical asset for the effectiveness of contemporary managers. Delivered by an acknowledged industry expert, this two-day workshop provides you with the tools to catch your listeners' attention, hold their interest and ensure clear understanding.

| | | | | |
|--------|---------|----------|--------|---------------|
| Feb 15 | Thr/Fri | 830-1630 | 2 days | DTC CRN 42790 |
|--------|---------|----------|--------|---------------|

BTCW 0127 DTC \$316.30
COACHING SKILLS FOR MANAGERS
 Coaching is a 21st century skill needed by all managers. Two models will be presented and practised. The first applies when managers wish to use coaching for specific and focused performance improvement. The second, more encompassing model, is for managers who wish to use coaching as their basic management tool. Examine the use of personal coaches in an organizational setting.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Feb 22 | Thr/Fri | 0830-1630 | 2 days | DTC CRN 42793 |
|--------|---------|-----------|--------|---------------|

BTCW 0130 DTC \$316.30
PERFORMANCE MANAGEMENT TO CREATE A THRIVING WORKPLACE
 Learn how to set goals and objectives that balance financial and good management techniques to improve organizational productivity. Learn a framework to improve employee communications and commitment to the workplace. Discover how to conduct effective performance appraisal interviews that will help in handling difficult people and bring positive change in employee attitude and behaviour. Using resources of the participant and workshop leader, action plans are developed to solve and improve your organizational or human resources problems and take advantage of opportunities.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Feb 28 | Wed/Thr | 0830-1630 | 2 days | DTC CRN 42724 |
|--------|---------|-----------|--------|---------------|

BTCW 0131 DTC \$316.30
MANAGING IN THE UNIONIZED ENVIRONMENT
 This two-day course is designed for managers and supervisors who are currently responsible for managing grievance and arbitration procedures in a unionized environment. In addition to learning the skills to conduct these processes successfully, you will acquire the expertise to carry out effective discussions concerning attendance issues, duty to accommodate, performance appraisal, and the accepted procedures for taking corrective action.

| | | | | |
|-----------|---------|----------|--------|---------------|
| Mar 15/16 | Thr/Fri | 830-1630 | 2 days | DTC CRN 42725 |
|-----------|---------|----------|--------|---------------|

BTCW 0132 DTC \$316.30
ELECTRONIC COMMERCE FOR MANAGERS
 This dynamic two-day workshop presents the key issues encountered by managers in the new virtual world of e-commerce. Topics will include when and how to go online, emerging e-business issues, marketing of products/services, systems integration, electronic payment systems, security concerns, intellectual property issues, privacy and regulation matters. Designed to deliver an overall awareness of this revolutionary subject.

| | | | | |
|--------|-----|----------|--------|---------------|
| Feb 10 | Sat | 830-1630 | 2 days | DTC CRN 44228 |
|--------|-----|----------|--------|---------------|

BUSA 0102 DTC \$150.00
MOTIVATING YOUR STAFF - A CHALLENGE FOR LEADERS
 Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos and case studies, participants will: review different forms of employee involvement that inspire employee motivation; understand how to empower and involve employees to improve organizational decision-making; learn a model to identify optimal levels of employee involvement; learn strategies to overcome potential problems with group decision-making; understand the role of leader and of manager in an organization; and determine what changes are required in their management approach to increase employee motivation and commitment.

| | | | | |
|--------|-----|----------|-------|---------------|
| Feb 23 | Fri | 900-1700 | 1 day | DTC CRN 18418 |
|--------|-----|----------|-------|---------------|

Success Skills for the Knowledge Economy

(604) 451-6784
 Jean_Covell@bcit.ca Chris_Gadsby@bcit.ca

This complete set of management courses prepares students to become innovative leaders making hands-on decisions in today's rapidly changing business and public sector organizations. For existing or potential managers at all levels, the certificate programs develop the critical skills that are fundamental requirements for success in contemporary businesses of all sizes. These skills include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, strategic global competitive advantage development, advanced interpersonal skills and a knowledge of electronic commerce.

Part-time studies courses are offered at our Downtown, Burnaby, Surrey, Maple Ridge and Langley locations. Courses are offered in a variety of formats. Look for these courses in the course description section of the flyer. Many courses are now offered online!

All instructors are experienced professionals and experts in their fields. Register early - BCIT's new cancellation policy will provide five business days notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

Associate Certificate Programs

We are pleased to offer five eight-course Associate Certificate programs. Content is contemporary and all credits earned may be applied to our Certificate programs. Register today!

ELECTRONIC COMMERCE (A.C.E.C.)
 This new Associate Certificate program examines the impact of electronic commerce on business. Students will discover the significance of this rapidly expanding and changing area by studying the global impact of its technology and business opportunities. The Certificate's eight courses provide students with the knowledge, context and analytical insights that prepare them for conducting business using information technology and the Internet.

Students should have experience with Web browsers, word processors, presentation software and spreadsheets.

This program can now be completed online or in an eight-week Fastrack Program at the Downtown campus this winter.

REGISTER EARLY FOR THIS FASTRACK PROGRAM!

The 8 week schedule is as follows:

| | | | |
|--------|------|------|-------------------------------------|
| Jan 15 | MDIA | 1201 | Internet Skills |
| Jan 22 | BUSA | 1005 | Introduction to Business |
| Jan 29 | ECON | 1150 | Economic Issues |
| Feb 5 | BUSA | 3455 | Introduction to Electronic Commerce |
| Feb 12 | BUSA | 3465 | Electronic Commerce Systems |
| Feb 19 | BUSA | 3485 | Online Business Management |
| Feb 26 | BUSA | 3475 | Case Studies in Electronic Commerce |
| Mar 5 | BLAW | 3205 | Internet Law |

Individuals who wish to develop the technical skills that will allow them to lead the development of e-Business projects should refer to the e-business designer program offered by Computer Systems Technology.

Complete the following: (Recommended sequence as listed)

| | | |
|------|------|-------------------------------------|
| BUSA | 1005 | Introduction to Business |
| BUSA | 3455 | Introduction to Electronic Commerce |
| BUSA | 3465 | Electronic Commerce Systems |
| BUSA | 3475 | Case Studies in Electronic Commerce |
| BUSA | 3485 | Online Business Management |
| BLAW | 3205 | Computer & Internet Law |

Complete one of the following:

| | | |
|------|------|--|
| ECON | 1150 | Economic Issues |
| ECON | 2100 | Microeconomics |
| ECON | 2200 | Macroeconomics |
| OPMT | 1117 | Basic Quantitative Techniques in Business Administration |

Complete one of the following:

Students must select and complete a computer-related course or courses involving lab time with a value of three credits. (refer to list under certificate)

INTERNATIONAL MANAGEMENT (A.C.I.M.)

This new Associate Certificate program is designed to provide students with the skill areas necessary to function as managers in the expanding global economy. Specific course areas include International Law, Economics, Intercultural Communication and Negotiations. (All courses in this program may be used as credits for Certificate programs in Business Administration).

Complete the following: (sequence recommended)

| | | |
|------|------|-------------------------------------|
| BLAW | 3425 | International Law |
| HRMG | 3765 | Intercultural Management |
| TDMT | 1104 | International Trade 1 |
| MKTG | 2325 | Marketing Globally |
| BUSA | 3455 | Introduction to Electronic Commerce |
| ECON | 1150 | Economic Issues OR |
| ECON | 2200 | Macroeconomics |

Choose two of the following:

| | | |
|------|------|--|
| BUSA | 2205 | Entrepreneurial Management |
| BLAW | 3205 | Internet Law |
| FMGT | 1151 | Accounting Essentials for Small Business |
| FMGT | 1152 | Accounting for the Manager |
| MKTG | 0113 | Marketing through the Internet |
| TDMT | 2204 | International Trade 2 |

LEADERSHIP (A.C.L.)

In today's business environment, success is dependent on the leadership skills at all levels within the organization. Leadership today must be able to bring people together to accomplish the extraordinary. Leaders are not necessarily found in the formal structure of an organization, but may emerge from within the group or from outside the group. It is essential for today's leaders to understand their role and scope of influence both formally and informally in their organization. Excellent leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development. Eight courses are required to complete the Associate Certificate in Leadership.

Complete the following. Sequence recommended:

| | | |
|------|------|----------------------------------|
| ORGB | 2105 | Organizational Behaviour (T) |
| HRMG | 3105 | Human Resource Management (T) |
| BUSA | 3105 | Leadership 1 |
| BUSA | 3155 | Leadership 2 |
| ORGB | 2605 | Managing Organizational Change 1 |
| BUSA | 3165 | Leadership 2000 |

Choose two of the following:

| | | |
|------|------|--|
| BUSA | 1305 | Supervisory Skills |
| BUSA | 2005 | Management |
| BUSA | 2205 | Entrepreneurial Management |
| BUSA | 2705 | Teamwork Skills |
| BUSA | 2905 | Managing Conflict in the Workplace |
| BUSA | 3405 | Problem Solving/Decision-making |
| HRMG | 3155 | Enhancing People Skills the Meyers Briggs Approach |
| HRMG | 3205 | Labour Relations 1 |

MEDIATION (A.C.M.)

Business Administration now offers a contemporary Associate Certificate program in Mediation. The emphasis on alternate dispute resolution will develop key skills required to manage various types of disputes in the business workplace. The following eight courses are required to complete the Associate Certificate: (recommended sequence as listed)

| | | |
|------|------|--|
| BLAW | 3100 | Business Law |
| BUSA | 1005 | Introduction to Business |
| HRMG | 3105 | Human Resource Management |
| BUSA | 2905 | Managing Conflict in the Workplace |
| BLAW | 3800 | Human Rights & the Law |
| BUSA | 3300 | Mediating Skills |
| BUSA | 3355 | Arbitrating Skills |
| BUSA | 3385 | Practicum in Mediation and Arbitration |

continued next page

Check the flyer each term (fall, winter, spring) for new course offerings.



ORGANIZATIONAL CHANGE (A.C.O.C.)

This new Associate Certificate program has been designed to train individuals employed or contracted for work with organizations, to become change "buccaneers." The program focuses on practical skills as well as a good basic understanding of principles of change and managing transitions. Learn important attributes of flexibility, critical thinking and problem solving. Also, gain perspective on diagnosing and managing the need for change.

Complete the following: (recommended sequence as listed)

- ORGB 2455 Selling Organizational Change
- ORGB 2605 Managing Organizational Change I
- BUSA 2815 Relational Practice and Organizational Change
- BUSA 2905 Managing Conflict in the Workplace
- BUSA 3165 Leadership 2000
- ORGB 2615 Managing Organizational Change 2

Complete two of the following:

- BUSA 2685 Communication Skills
- BUSA 2705 Teamwork Skills
- ORGB 2465 Organizational Leadership
- HRMG 3315 Human Resource Measurement
- HRMG 4145 Human Resources Management Systems

Certificate Programs

CERTIFICATE IN ELECTRONIC COMMERCE (C.E.C.)

We have expanded our new Associate Certificate in Electronic Commerce to a full Certificate which offers expanded skill development in Web site design, applied Internet technology and business strategy. Designed for business generalists who wish to develop a working knowledge of electronic commerce. This exciting state of the art program is taught by professionals and prepares graduates for the dynamic world of electronic business.



This program is now online.

A. Complete the following (recommended sequence for section A)

- BUSA 1005 Introduction to Business
- BUSA 3455 Introduction to Electronic Commerce
- BUSA 2005 Management
- BLAW 3100 Business Law
- BLAW 3205 Computer and Internet Law
- BUSA 3465 Electronic Commerce Systems
- BUSA 3485 Online Business Management
- BUSA 3475 Case Studies in Electronic Commerce

B. Complete one of the following:

- ECON 1150 Economic Issues
- ECON 2100 Microeconomics
- ECON 2200 Macroeconomics
- OPMT 1117 Basic Quantitative Techniques in Business Administration

C. Complete four of the following:

- MKTG 1102 Essentials of Marketing
- MKTG 3421 Strategic Communications
- MDIA 1205 Weaving the Web
- OPMT 3125 Facility Management Using the Internet
- ORGB 2605 Managing Organizational Change
- BUSA 3005 Strategic Business Planning
- BUSA 3725 Intellectual Property Management

D. Select two or more computer courses totalling six credits which are appropriate to the learner's career goals and knowledge level. Recommended courses include COMP 1615, COMP 1401, COMP 1820, COMP 1270, COMP 1601, COMP 1224 and COMP 1008, COMP 1040, COMP 1041, OR COMP 1042 MDIA 1195, MDIA 2095, and MDIA 1201

Certificate in Management Systems (C.M.S.)

A. Complete the following:

- BLAW 3100 Business Law
- BUSA 1005 Introduction to Business
- BUSA 2005 Management
- FMGT 1152 Accounting for the Manager
- ORGB 2105 Organizational Behaviour

B. Complete one of the following:

- ECON 1150 Economic Issues
- ECON 2100 Microeconomics
- ECON 2200 Macroeconomics
- OPMT 1117 Basic Quantitative Techniques in Business Administration

C. Complete four of the following:

- BUSA 2705 Teamwork Skills
- BUSA 3455 Introduction to Electronic Commerce
- BUSA 3725 Intellectual Property Management
- BUSA 6800 Strategic Management
- HRMG 3105 Human Resource Management
- HRMG 3205 Labour Relations 1
- HRMG 3255 Labour Relations 2
- MKTG 1102 Essentials of Marketing
- ORGB 2505 Interpersonal Skills
- BUSA 3005 Strategic Business Planning
- BUSA 3405 Problem Solving and Decision-making

D. Complete one of the following:

Computer related course or courses with a value of three credits.

E. Four courses to be selected from the list of electives listed below.

Course selection should reflect the student's career objectives. Students involved in, or considering, the Diploma program must consult with the program head. This is especially important since day school requirements in the various areas often exceed certificate requirements.

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (C.H.R.M.)

A. Complete the following:

- BLAW 3100 Business Law
- BUSA 1005 Introduction to Business
- BUSA 2005 Management
- FMGT 1152 Accounting for the Manager
- HRMG 3105 Human Resource Management
- ORGB 2105 Organizational Behaviour

B. Complete one of the following:

- ECON 1150 Economic Issues
- ECON 2100 Microeconomics
- ECON 2200 Macroeconomics

C. Complete three of the following:

- BLAW 3805 Human Rights and the Law
- BUSA 2705 Teamwork Skills
- BUSA 3005 Strategic Business Planning
- BUSA 3455 Introduction to Electronic Commerce
- BUSA 6800 Strategic Management
- HRMG 2805 Occupational Health and Safety
- HRMG 3205 Labour Relations 1
- HRMG 3255 Labour Relations 2
- HRMG 3305 Recruitment and Selection
- HRMG 3315 Human Resource Measurement
- HRMG 3505 Training Techniques
- HRMG 4145 Human Resources Management Systems
- HRMG 4405 Salary Administration
- HRMG 4605 Human Resource Planning
- ORGB 2505 Interpersonal Skills

D. Complete one of the following:

Computer related course or courses with a value of three credits.

E. Four courses to be selected from the list of electives listed below.

Course selection should reflect the student's career objectives. Suggested electives (for both Management Systems and Human Resource Management): Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program advisor or the Part-time Studies coordinator.

- BLAW 3205 Internet Law
- BLAW 3425 International Law 1
- BLAW 3525 International Law 2
- BLAW 3555 Real Estate Law
- BLAW 3705 Small Business Law
- BLAW 3805 Human Rights and the Law
- BUSA 1305 Supervisory Skills
- BUSA 2205 Entrepreneurial Management
- BUSA 2605 Decision Support
- BUSA 2685 Communication Skills
- BUSA 2705 Teamwork Skills
- BUSA 2815 Relational Practice & Organizational Change
- BUSA 2905 Managing Conflict in the Workplace
- BUSA 3005 Strategic Business Planning
- BUSA 3015 Negotiation
- BUSA 3105 Leadership I
- BUSA 3155 Leadership 2
- BUSA 3165 Leadership 2000
- BUSA 3205 Business Ethics
- BUSA 3300 Mediation Skills
- BUSA 3355 Arbitration Skills
- BUSA 3405 Problem Solving and Decision-making
- BUSA 3455 Introduction to Electronic Commerce
- BUSA 3465 Electronic Commerce Systems
- BUSA 3485 Online Business Management
- BUSA 3725 Intellectual Property Management
- ECON 3305 International Economics
- HRMG 2805 Occupational Health and Safety
- HRMG 3105 Human Resource Management
- HRMG 3155 Enhancing People Skills
- HRMG 3170 Human Resource Dynamics Workshop
- HRMG 3205 Labour Relations 1
- HRMG 3215 Managing Your Career
- HRMG 3255 Labour Relations 2
- HRMG 3270 Developing Effective Organizations
- HRMG 3305 Recruitment and Selection
- HRMG 3315 Human Resource Measurement
- HRMG 3505 Training Techniques
- HRMG 3705 Counselling
- HRMG 3765 International Management 1
- HRMG 3775 International Management 2
- HRMG 4145 Human Resources Management Systems
- HRMG 4415 Strategic Performance Management
- HRMG 4605 Human Resource Planning
- MKTG 1102 Essentials of Marketing
- MKTG 1324 Small Business Development
- OPMT 1117 Basic Quantitative Techniques in Administration
- OPMT 1197 Statistics for Business and Industry
- ORGB 2105 Organizational Behaviour
- ORGB 2305 Organizational Behaviour 2
- ORGB 2505 Interpersonal Skills
- ORGB 2605 Managing Organization Change

Note: See Advanced Studies section for additional electives. (T) indicates course directly transferable to diploma program credits.

Important Note: An Associate Certificate requires eight courses (24 credits). Certificates require 15 courses (45 credits). A Senior Certificate in each of Management Systems or Human Resource Management can be achieved upon earning 90 credits. Diplomas in each of the same areas require 135 credits.

Credit Transferability: Graduates of the Management Skills for Supervisors or Leadership Programs at Vancouver Community College may apply for advance credit towards a Certificate, Diploma or Degree track program at BCIT. For details, please contact Program Advising at 434-1610

Business Administration and Human Resources

Post Diploma Programs

The Department offers two full-time post-diploma programs for students with degrees, diplomas or other post-secondary accreditation.

Post Diploma in Business Administration

Bill Hooker, program head
Bill.Hooker@bcit.ca (604) 451-6783

Program length: one academic year with degree or diploma

Post Diploma in Human Resource Management

Eileen Stewart, program head
Eileen_Stewart@bcit.ca (604) 432-8492

Program length: pre-entry courses plus one academic year after degree or diploma.

Direct Entry to Second Year

Direct Entry to second year is open, on a limited basis, to those having completed the equivalent of the first year of Management Systems at BCIT or elsewhere. Program requirements vary depending upon student background.

For more information please contact:

Iris Waterston, Department Secretary Iris.Waterst@bcit.ca
Phone: (604) 451-7019 Fax: (604) 439-6700

DISTANCE EDUCATION

To ensure course materials are received prior to term start, please register at least two weeks prior to course start. A complete package of course information will be sent to you once you are registered.

For more information on distance education and Internet courses please visit our Web site at: <http://online.bcit.ca> or contact Wendy Lee at tel: (604) 451-7134 or e-mail Wendy_Lee@bcit.ca.



Internet Courses

- BLAW 3100 Business Law
- BLAW 3205 Internet Law
- BUSA 1005 Introduction to Business
- BUSA 1305 Supervisory Skills
- BUSA 2005 Management
- BUSA 3455 Introduction to Electronic Commerce
- BUSA 3465 Electronic Commerce Systems
- BUSA 3475 Case Studies in Electronic Commerce
- BUSA 3485 Online Business Management
- BUSA 7250 Management Skills & Applications
- ECON 1150 Economic Issues
- HRMG 3105 Human Resource Management
- HRMG 3215 Managing Your Career
- HRMG 3315 Human Resource Measurement
- HRMG 4605 Human Resource Planning
- ORGB 2105 Organizational Behaviour
- ORGB 2305 Organizational Behaviour 2

Internet Course Information:

Electronic courses allow you to complete all your course activities online. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses. You do not need to have any special computer skills or experience, beginners have been quite successful.

Hardware/Software: Web enabled computer with a Java enabled browser, preferably Netscape 4 or better. A Windows 95 Pentium with a minimum 28.8 K modem is recommended.

Correspondence:

- BLAW 3100 Business Law
- BUSA 1305 Supervisory Skills
- BUSA 2005 Management
- BUSA 7250 Management Skills and Applications
- ORGB 2105 Organizational Behaviour
- ORGB 2305 Organizational Behaviour 2



BLAW 3100

BBY\$385.50 DTC \$383.80
SRV \$381.30

BUSINESS LAW(T)

Correspondence & Internet Delivery \$488.00 Rereg \$50.00
Text & shipping incl.)

Presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, prepares you to recognize and feel comfortable with the legal aspects of doing business. No prerequisite. (4 credits)

| | | | | | | |
|--------|-------------------|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1830-2200 | 15wks | BBY | CRN | 11632 |
| Jan 8 | Mon | 1730-2100 | 15 wks | DTC | | 11633 |
| Jan 9 | Tue | 1830-2200 | 15 wks | BBY | | 11634 |
| Jan 9 | Tue | 1730-2100 | 15 wks | DTC | | 11635 |
| Jan 9 | Tue | 1830-2200 | 15 wks | SRV | | 17854 |
| Jan 10 | Wed | 1830-2200 | 15 wks | BBY | | 11636 |
| Jan 10 | Wed | 1730-2100 | 15 wks | DTC | | 43156 |
| Jan 11 | Thr | 1830-2200 | 15 wks | BBY | | 16879 |
| Jan 11 | Thr | 1730-2100 | 15 wks | DTC | | 40009 |
| Jan 13 | Sat | 0900-1230 | 15 wks | BBY | | 11638 |
| Feb 10 | Sat | 0900-1700 | 8 wks | DTC | | 19215 |
| Jan 3 | Correspondence | | 13 wks | | | 41362 |
| Jan 3 | Internet Delivery | | 13 wks | | | 41388 |
| | Rereg | | 13 wks | | | 41387 |



BLAW 3205 INTERNET LAW

DTC \$258.80

Internet Delivery \$312.00 (Text & shipping Incl.)
Rereg \$50.00

This exciting new course covers recent Canadian and international developments in the law relating to computers, the Internet and electronic commerce. Course content relating to computers, the Internet and electronic commerce will be conveyed in a lecture and workshop setting involving exercises and case studies. Knowledge of computer and Internet law is an essential skill in the global economy. (3 credits)

| | | | | | | |
|--------|-------------------|-----------|--------|-----|-----|-------|
| Jan 23 | Tue | 1730-2030 | 12 wks | DTC | CRN | 42748 |
| Mar 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 44226 |
| Jan 22 | Internet Delivery | | 13 wks | | | 44287 |
| | Rereg | | 13 wks | | | 44288 |

BLAW 3805

DTC \$258.80

HUMAN RIGHTS AND THE LAW

Designed to provide students with an in-depth study and analysis of the B.C. Human Rights Code and the Regulations. This is a hands-on course for those who have an interest in exploring the different aspects of our provincial Human Rights legislation in a practical and policy-oriented manner. Taught by lawyers, this course offers students the opportunity to explore real life human rights cases of discrimination on the basis of race, colour, ancestry, place of origin, religion, marital and family status, physical or mental disability, sex, including sexual harassment, sexual orientation and age. Although this course addresses all of the areas covered by the legislation, its focus is on the labour and employment context. This course will appeal to human resources, management, union representatives, and employees in the different industries. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 13 | Sat | 0900-1200 | 12 wks | DTC | CRN | 40033 |
|--------|-----|-----------|--------|-----|-----|-------|



BUSA 1005

**BBY \$260.50 DTC \$258.80
MRC \$256.30**

INTRODUCTION TO BUSINESS (T)

*Internet Delivery \$346.00 (Textbook & shipping incl.)
ReReg \$50.00*

A contemporary overview of business operations in Canada providing basic knowledge for all managers and staff. Examines the place of business in B.C. and Canada. Focuses on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12wks | DTC CRN | 16419 |
| Jan 9 | Tue | 1845-2145 | 12wks | BBY | 16420 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 16422 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 41364 |
| Jan 11 | Thr | 1845-2145 | 12wks | MRC | 41363 |
| Feb 3 | Sat | 0900-1700 | 5 wks | DTC | 44233 |
| Jan 22 | Mon-Fri | 0900-1700 | 1 wk | DTC | 16424 |
| Jan 3 | Internet Delivery | 13 wks | | | 41383 |
| Jan 3 | ReReg | 13 wks | | | 44289 |



BUSA 1305 BBY \$260.50 DTC\$258.80 SRY \$256.30 SUPERVISORY SKILLS

*Correspondence & Internet delivery \$332.00
(includes text/shipping) Rereg \$50.00*

Designed for new supervisors or aspirants for leadership responsibilities. Increase your confidence and abilities to lead and establish a foundation for further training in supervision and management. The functions of management are explored through interactive case and group exercises. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 11556 |
| Jan 8 | Mon | 1900-2200 | 12 wks | SRY | 16417 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 11560 |
| Jan 13 | Sat | 0900-1700 | 5 wks | DTC | 11562 |
| Jan 29 | Mon-Fri | 0900-1700 | 1 wk | DTC | 41829 |
| Feb 19 | Mon-Fri | 0900-1700 | 1 wk | DTC | 11565 |
| Jan 3 | Correspondence | 13 wks | | | 44316 |
| Jan 3 | Internet Delivery | 13 wks | | | 44317 |
| Jan 3 | ReReg | 13 wks | | | 44318 |



BUSA 2005 BBY \$323.50 DTC \$321.80 MANAGEMENT (T) SRY \$319.30

*Correspondence & Internet Delivery \$418.00
(text & shipping incl.) ReReg \$50.00*

Presents both traditional and contemporary perspectives of modern management examining management and managerial roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, participants gain experience in decision-making and applying theory to real world organizations. (4 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 15 wks | BBY CRN | 16425 |
| Jan 8 | Mon | 1730-2030 | 15 wks | DTC | 44237 |
| Jan 10 | Wed | 1845-2145 | 15 wks | BBY | 16428 |
| Jan 11 | Thr | 1900-2200 | 15 wks | SRY | 16427 |
| Jan 11 | Thr | 1730-2030 | 15 wks | DTC | 16429 |
| Jan 13 | Sat | 0900-1700 | 6 wks | DTC | 16430 |
| Feb 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | 16431 |
| Mar 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | 19217 |
| Jan 3 | Correspondence | 13 wks | | | 17856 |
| Jan 3 | Internet Delivery | 13 wks | | | 41389 |
| Jan 3 | ReReg | 13 wks | | | 41390 |

BUSA 2205 DTC \$258.80 ENTREPRENEURIAL MANAGEMENT

This fully revised course is designed to provide professionals and small business owners with the skills to successfully manage their own businesses. In our rapidly changing economy, many individuals now offer their services on a contract basis. Success in this "new economy" will be significantly improved through the acquisition of the entrepreneurial skills developed. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 17859 |
|-------|-----|-----------|--------|---------|-------|

BUSA 2685 DTC \$258.80 COMMUNICATION SKILLS

Increasingly, employers are seeking personnel at all levels in the organization who have the demonstrated ability to communicate well, to both speak and interact with others in a way which is clear, facilitative and promotes understanding and support in our working relationships. This course will provide a strong foundation for the required basic skills and promote the development of more advanced skills for continued success. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 42749 |
|--------|-----|-----------|--------|---------|-------|

BUSA 2705 BBY \$260.50 DTC \$258.80 TEAMWORK SKILLS

Teamwork is a 21st century skill for all employees. Provides an in-depth review of the skills required for a high performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision-making and conflict resolution, with real life application to a variety of organizations for performance improvement. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 41369 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 41370 |
| Mar 3 | Sat | 0900-1700 | 6 wks | DTC | 17858 |

BUSA 2905 DTC \$258.80 MANAGING CONFLICT IN THE WORKPLACE

This highly interactive course is designed to identify and manage conflict in the workplace. Case studies, role playing and student experiences will contribute to the development of a specific body of knowledge for contemporary managers. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 44240 |
|--------|-----|-----------|--------|---------|-------|

BUSA 3005 BBY \$260.50 STRATEGIC BUSINESS PLANNING

An exciting hands-on course which presents the stages and content in developing a strategic business plan in any organizational setting. Designed to complement other management topics, students learn how to integrate other skill sets in an actual business plan for their specific business unit. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY CRN | 16433 |
|--------|-----|-----------|--------|---------|-------|

BUSA 3015 DTC \$258.80 NEGOTIATION 1

An important tool for modern managers. Provides participants with a conceptual framework for preparing and conducting negotiations and includes hands-on experience in using this framework. After analysing the negotiation concepts, the major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. This course will be relevant to entrepreneurs, managers, lawyers, human and labour relations practitioners and individuals in government. (3 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12wks | DTC CRN | 41441 |
|-------|-----|-----------|-------|---------|-------|

BUSA 3025 DTC \$258.80 NEGOTIATION 2

Builds on your existing skills to listen, ask questions, deal with conflict, problem solve and negotiate effectively. Through formal lectures, role playing, personal assessment and discussion, you will gain an understanding of effectiveness as a negotiator. Prerequisite: BUSA 3015. (3 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 13 | Sat | 0900-1700 | 5 wks | DTC CRN | 42755 |
|--------|-----|-----------|-------|---------|-------|

*COMPLETE 2 LEADERSHIP COURSES IN 10 WEEKS! JOIN US ON SATURDAY'S THIS WINTER!

BUSA 3105 DTC \$258.80 MRC 256.30 LEADERSHIP 1

A dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills as well as increase their awareness of the importance of "people skills" in today's organizations. Developing critical core skills along with developing individual performance through group interactions, role playing, lectures and practice sessions are included. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | MRC CRN | 41375 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 16523 |
| Jan 13 | Sat | 0900-1700 | 5 wks | DTC | 41374 |

BUSA 3155 DTC \$258.80 MRC/LSS \$256.30 LEADERSHIP 2

Focuses on the leadership role of supervisors and managers at the front-line of organizational performance. Also focuses on developing team performance, collaborating effectively with others, problem solving, managing change and fostering innovation. Prerequisite: BUSA 3105. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | MRC CRN | 43476 |
| Jan 11 | Thr | 1845-2145 | 12 wks | LSS | 19220 |
| Feb 24 | Sat | 0900-1700 | 5 wks | DTC | 41376 |

BUSA 3355 DTC \$258.80 ARBITRATING SKILLS

In this course, students will be exposed to real-life substantive disputes in labour and commerce. Taught by lawyers and mediators in private practice, provides the student with the knowledge of arbitration as it applies in an organizational setting. Learn all aspects of arbitration practice, including effective communication and collaboration with lawyers and other experts. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC CRN | 41373 |
|--------|-----|-----------|--------|---------|-------|

BUSA 3405 DTC \$258.80 PROBLEM SOLVING AND DECISION MAKING

A valuable course which introduces modern techniques to problem solving and decision-making with emphasis on comprehensive analysis. Group interactions, demonstrations, lectures and practice sessions relating to real applications will be presented. Rational and creative problem solving methods will be taught. Students establish a high level of confidence in their ability to make effective management decisions. Prerequisites: BUSA 1005 and BUSA 2005. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 11605 |
|--------|-----|-----------|--------|---------|-------|

EARN YOUR ASSOCIATE CERTIFICATE IN ELECTRONIC COMMERCE IN 8 WEEKS DOWNTOWN THIS WINTER!



BUSA 3455 DTC \$258.80 BBY\$260.50 INTRODUCTION TO ELECTRONIC COMMERCE

*Internet Delivery \$291.00 (includes text & shipping)
ReReg \$50.00*

Provides an exciting overview of all aspects of commerce and opportunity on the Internet. Topics include marketing products on the Internet, systems integration, virtual organizations, electronic payment systems, privacy and security concerns, intellectual property, customs and excise issues, emerging issues in telecommunications, and Internet issues where government regulation has been contemplated. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 40188 |
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | 42756 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 43624 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 44244 |
| Feb 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44245 |
| Jan 3 | Internet Delivery | 13 wks | | | 44290 |
| Jan 3 | Internet Delivery | 13 wks | | | 44291 |
| Jan 3 | ReReg-Net | 13 wks | | | 44292 |



BUSA 3465 DTC \$258.80 ELECTRONIC COMMERCE SYSTEMS

Internet Delivery \$246.00 (does not include text) ReReg \$50.00

Offers a contemporary management overview of electronic commerce systems and technologies including back end applications, middleware and other systems which managers will encounter while doing business on the Internet. Combines a series of lectures, individual, and team-based research projects and provides you with the skills necessary to function in an electronic commerce environment. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 42763 |
| Feb 12 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44258 |
| Jan 3 | Internet Delivery | 13 wks | | | 44295 |
| Jan 3 | ReReg | 13 wks | | | 44296 |



BUSA 3475 DTC \$258.80 CASE STUDIES IN ELECTRONIC COMMERCE

Internet Delivery \$246.00 (does not include text) ReReg \$50.00

Case examples of Internet trade and e-business. The course combines research and projects and is based on team participation and case studies. Case Studies will include success stories, failures and new and evolving business. It is recommended that students have already completed BUSA 3485 Online Business Management. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 42765 |
| Feb 26 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44262 |
| Jan 3 | Internet Delivery | 13 wks | | | 44298 |
| Jan 3 | ReReg | 13 wks | | | 44299 |



BUSA 3485 DTC 258.80 BBY \$260.50 ONLINE BUSINESS MANAGEMENT

Internet Delivery \$246.00 (does not include text) ReReg \$50.00

This is a research and project course where students will prepare a business proposal for a new company that wishes to market products or services on the Internet. A complete strategy for online business will include market research, a cost-benefit analysis, coverage of technical and operational issues such as logistics and promotion, legal requirements, and human impact issues. Prerequisite: BUSA 3455 Introduction to Electronic Commerce or permission from the instructor. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 40008 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 42757 |
| Feb 19 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44263 |
| Jan 3 | Internet Delivery | 12 wks | | | 44301 |
| Jan 3 | ReReg (NET) | 12 wks | | | 44302 |



ECON 1150 BBY \$260.50 DTC \$258.80 ECONOMIC ISSUES (T) SRY \$256.30

*Internet Delivery \$323.00 (Text & shipping included)
ReReg \$50.00*

Presents the influential concepts of both micro and macroeconomics and, in a student-based learning environment, assists you in applying these notions to your career. A professional economist will work with you in discovering the laws of supply and demand, consumer decision-making, producer profit maximization, competition and monopoly regulation in microeconomics. Use of fiscal, monetary and exchange rate policy to influence unemployment, inflation and economic growth is also covered. Familiarization with spreadsheets is strongly recommended for those intending to register in the Internet Delivery section. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12wks | DTC CRN | 11611 |
| Jan 9 | Tue | 1830-2130 | 12 wks | BBY | 16418 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 11610 |
| Jan 10 | Wed | 1900-2200 | 12 wks | MRC | 44267 |
| Jan 11 | Thr | 1900-2200 | 12 wks | SRY | 11609 |
| Jan 29 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44266 |
| Jan 3 | Internet Delivery | 12 wks | | | 40013 |
| Jan 3 | ReReg | 12 wks | | | 44305 |

ECON 2100 BBY \$323.50 DTC \$321.80 MICROECONOMICS (T)

Investigates economic analysis, focusing on fundamentals of markets, supply and demand, consumer and producer behaviour, and monopoly and competition. Optional areas of business application may explore labour markets, government intervention and environmental regulation. Prepares students to identify, and evaluate the economic considerations they will undoubtedly encounter in business. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1830-2130 | 15 wks | BBY CRN | 11534 |
| Jan 8 | Mon | 1730-2030 | 15 wks | DTC | 11535 |
| Jan 9 | Tue | 1830-2130 | 15 wks | BBY | 11536 |
| Jan 10 | Wed | 1830-2130 | 15 wks | BBY | 43158 |
| Jan 13 | Sat | 0900-1200 | 15 wks | BBY | 11538 |
| Jan 13 | Sat | 0900-1700 | 7 wks | DTC | 44268 |

ECON 2200 BBY \$385.50 DTC \$383.80 SRY \$381.30 MACROECONOMICS (T)

Presents a challenging overview of the workings of an economy. Stresses measurement and determination of national economic activity, the role of monetary and fiscal policy, and the understanding of inflation, unemployment, and growth in an international environment. Prepares students to weigh political and economic issues as they relate to their business ventures. (4 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2100 | 15 wks | DTC CRN | 11571 |
| Jan 10 | Wed | 1830-2200 | 15 wks | BBY | 11573 |
| Jan 10 | Wed | 1830-2200 | 15 wks | SRY | 17862 |
| Jan 13 | Sat | 0900-1230 | 15wks | BBY | 11575 |

HRMG 0315 BBY \$238 DTC \$236.30 CAREER SEARCH WORKSHOP

Explores and researches career options by writing tests, accessing current information and resources and learning how to specify goals to make a career change. Covers interest, aptitude and values clarification and testing, career and educational opportunities, decision-making, and goal setting. This course is taught by a professional counsellor.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 25 | Thr | 1800-2100 | 4 wks | DTC CRN | 19224 |
| Feb 20 | Tue | 1845-2145 | 4 wks | BBY | 19223 |



HRMG 2215 \$278.00 MANAGING YOUR CAREER

*Internet Delivery (Text and shipping included)
ReReg \$50.00*

This online course is designed to develop a realistic strategic career plan through coaching by a professional career counsellor. Suited for students who are undergoing career change or who want to be more proactive. The course lays a groundwork for a career plan, identifies opportunities and provides ideas to share with other participants. (3 credits)

| | | | | | |
|-------|-------------------|--------|--|-----|-------|
| Jan 3 | Internet delivery | 12 wks | | CRN | 44307 |
| Jan 3 | ReReg | | | | 44308 |

HRMG 2805 DTC \$258.80 OCCUPATIONAL HEALTH AND SAFETY

A practical course conducted by the B.C. Safety Council for those responsible for occupational safety and health in an industrial setting, including managers, supervisors, shop stewards, safety committee members, members of the industrial relations or personnel department. Topics include: Workers' Compensation Act; Factories Act; rules and regulations, types of organizational structure; the role of the committee; creating a "thinking" state of mind; pros and cons of reward systems; union/management cooperation; other ways and means of getting this important job done. (3 credits)

| | | | | | |
|--------|---------|-----------|------|---------|-------|
| Feb 19 | Mon-Fri | 0900-1700 | 1 wk | DTC CRN | 12485 |
|--------|---------|-----------|------|---------|-------|

continued next page



HRMG 3105 BBY \$325.50 DTC \$323.80
HUMAN RESOURCE MANAGEMENT (T)
Internet Delivery \$413.00 (Includes text & shipping)
ReReg \$50.00

Develops an understanding of the contemporary human resource management programs and systems utilized in today's business and government organizations. Covers the major human resource management functions with emphasis on practical application of the techniques studied. Recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2105 or permission from the instructor. (4 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 15 wks | BBY CRN | 12041 |
| Jan 10 | Wed | 1730-2130 | 15 wks | DTC | 12042 |
| Jan 18 | Thr | 1845-2145 | 15 wks | BBY | 12043 |
| Jan 20 | Sat | 0900-1700 | 6 wks | DTC | 12045 |
| Jan 3 | Internet Delivery | 12 wks | | | 41391 |
| Jan 3 | ReReg | 12 wks | | | 43162 |

HRMG 3155 DTC \$258.80
ENHANCING PEOPLE SKILLS

This highly interactive course involving the use of case studies, role playing and student experiences will contribute to enhancing the skill sets necessary for human resources personnel managers and supervisors to function successfully in today's business environment. This course will also be of interest to people who are committed to improving their communication and interpersonal skills. Using the Myers-Briggs Type Indicator students will gain an understanding of their personality type and how this affects their working relationship with others. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 13 | Sat | 0900-1700 | 5 wks | DTC CRN | 42767 |
| Mar 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | 41442 |



HRMG 3170 DTC \$258.80
HR DYNAMICS WORKSHOP

This course is designed for the HR practitioner or someone who is studying to become a HR practitioner. It concentrates on the development of skills for building and maintaining effective relationships, including conflict resolution and team skills. As well, you will explore the contemporary issues facing HR practitioners and develop approaches for assisting managers and supervisors to resolve HR matters. The course provides a "learning lab" atmosphere, using role play and small group work. Prerequisite: ORGB 2305 or ORGB 2105. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC CRN | 42747 |
|--------|-----|-----------|--------|---------|-------|

COMPLETE BOTH LABOUR RELATIONS COURSES IN 10 SATURDAYS THIS WINTER!

HRMG 3205 BBY \$260.50 DTC \$258.80
LABOUR RELATIONS 1

A necessary skill set in today's world - designed for those involved in, or associated with labour relations as management or union. Covers the collective bargaining process and day-to-day contract administration. Related laws, typical contract clauses, grievance procedures, responsibilities of the supervisor and the shop steward, and current activities in the labour relations field. Students will learn to approach their responsibilities for matters covered by collective agreements with more confidence and expertise. Prerequisite: ORGB 2205. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 11626 |
| Jan 13 | Sat | 0900-1700 | 5 wks | DTC | 11627 |

HRMG 3255 BBY \$260.50 DTC \$258.80
LABOUR RELATIONS 2 (T)

A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and collective bargaining techniques. Prerequisite: HRMG 3205. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 11641 |
| Feb 24 | Sat | 0900-1700 | 5 wks | DTC | 14637 |

HRMG 3270 DTC \$258.80
DEVELOPING EFFECTIVE ORGANIZATIONS

This course aligns acquisition of knowledge about effective organizational development with the acquisition of skills in using organizational assessment tools and planning interventions. Extensive use of case studies, selected reading materials, and application exercises will make this course very pragmatic and transferable to the students own organization upon course completion.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 42770 |
|-------|-----|-----------|--------|---------|-------|

HRMG 3305 BBY \$260.50 DTC \$258.80
RECRUITMENT AND SELECTION

Designed for people in the fields of personnel, management, supervision, and anyone involved in interviewing applicants for employment. It identifies techniques, styles, stages, uses, pitfalls and key points in interviewing, with particular emphasis on questioning techniques and selective listening. Prerequisite: HRMG 3105. (4 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 11580 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 42771 |
| Feb 26 | Mon-Fri | 0900-1700 | 1 wk | DTC | 11581 |



HRMG 3315 INTERNET DELIVERY \$314
HUMAN RESOURCE MEASUREMENT
Internet Delivery (includes text and shipping) ReReg \$50.00

Examines applications and issues associated with human resources measurement, survey and feedback systems. Employment and career progression testing, employee surveys and training assessments are examples of systems and procedures, measurement issues and the legal and ethical considerations associated with the subject area. Proficiency with statistical methodologies is not required. Prerequisite: HRMG 3105 or permission of the instructor. (3 credits)

| | | | | | |
|-------|-------------------|--------|--|-----|-------|
| Jan 3 | Internet Delivery | 12 wks | | CRN | 44309 |
| Jan 3 | ReReg | 12 wks | | | 44310 |

HRMG 3505 BBY \$260.50 DTC \$258.80
TRAINING TECHNIQUES

A first line management course for people responsible for personnel training; members of personnel departments contemplating a training program, or who are involved with on-the-job training will be particularly interested. Develops a good grounding in current training methodology, techniques and aids. Topics include learning theory, determining training needs, writing objectives, designing training programs using outside resources and evaluation. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 11566 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 44269 |
| Jan 15 | Mon-Fri | 0900-1700 | 1 wk | DTC | 11568 |

HRMG 3705 DTC \$258.80
COUNSELLING SKILLS

Demonstrates that communication skills can be learned and that through training, everyone can learn to become more effective communicators. The instructional method focuses on learning to recognize various levels of communication through lectures, listening, observing and practicing. Dyads and double dyads comprised of counsellor, client and peer-group observers combine with audio and videotapes as ongoing feedback. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 16 | Tue | 1730-2030 | 12 wks | DTC CRN | 11576 |
|--------|-----|-----------|--------|---------|-------|

HRMG 3765 DTC \$258.80
INTERCULTURAL MANAGEMENT

Provides you with the cultural context for international management. Topics include: the meaning of dimensions of culture; intercultural communication; managing across cultures; organizational development and diversity; decision making and controlling motivation and leadership; HR selection; and, repatriation. Methods of study include experiential learning, case studies simulations, presentations and discussions.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 41379 |
|-------|-----|-----------|--------|---------|-------|

HRMG 4145 DTC \$258.80
HUMAN RESOURCES MANAGEMENT SYSTEMS

Examines human resource management information systems from the perspective of the specialist responsible for their development and administration. Familiarizes the student with software programs applicable to the personnel/industrial relations field. Develops an appreciation for the effective use of human resource information systems in various work situations. (3 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 12 | Fri | 0900-1700 | 5 wks | DTC CRN | 44270 |
|--------|-----|-----------|-------|---------|-------|

HRMG 4405 DTC \$258.80
SALARY ADMINISTRATION

Teaches the "whys" and "hows" of salary administration and develops a basic knowledge of techniques in this field. Topics include: alternative methods of job evaluation; job description; establishing and maintaining salary schedules, administering a salary plan; general and specific adjustments for promotions and demotions; and how to set up a simple plan. Prerequisite: HRMG 3105. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 11607 |
|-------|-----|-----------|--------|---------|-------|



HRMG 4605 DTC \$258.80
HUMAN RESOURCE PLANNING
Internet Delivery \$311.00 (includes text & shipping)
ReReg \$50.00

Presents techniques for utilizing people potential within organizations. Topics include methods of assessing human resource stocks/flows, projections. Sources of supply, related strategic policies, budgeting and costing and program evaluation. Prerequisite: HRMG 3105. (4 credits)

| | | | | | |
|-------|-------------------|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 11606 |
| Jan 3 | Internet Delivery | 12 wks | | | 44311 |
| Jan 3 | ReReg | 12 wks | | | 44312 |



ORGB 2105 BBY \$323.50 DTC \$321.80
ORGANIZATIONAL BEHAVIOUR (T)
Correspondence & Internet Delivery \$464.00
(incl text & shipping) ReReg \$50.00

This course focuses on the understanding and management of people in modern organizations. Topics include motivation and reward, team dynamics, communication, leadership and organizational change. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in teamwork, decision-making, power and politics and conflict resolution. Prerequisites: BUSA 1005 and BUSA 2005. (4 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 15 wks | DTC CRN | 44276 |
| Jan 9 | Tue | 1900-2200 | 15 wks | MRC | 44281 |
| Jan 10 | Wed | 1730-2030 | 15 wks | DTC | 44277 |
| Jan 11 | Thr | 1845-2145 | 15 wks | BBY | 44278 |
| Jan 11 | Thr | 1900-2200 | 15 wks | SRV | 44280 |
| Feb 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44282 |
| Mar 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | 44283 |
| Feb 3 | Sat | 0900-1700 | 7wks | BBY | 44279 |
| Jan 3 | Correspondence | 12 wks | | | 44313 |
| Jan 3 | ReReg | 12 wks | | | 41393 |
| Jan 3 | Internet Delivery | 12 wks | | | 44314 |

Note: Organizational Behaviour 1 & 2 are now combined and offered as one 15 week course (ORGB 2105)

ORGB 2205 REREG ONLY \$50
ORGANIZATIONAL BEHAVIOUR 1
 CRN 41393

Organizational Behaviour 2 is offered for the last time this winter!



ORGB 2305 BBY \$260.50
ORGANIZATIONAL BEHAVIOUR 2 (T)
Correspondence & Internet Delivery \$339.00
(incl. text & shipping) ReReg \$50.00

Continues from Organizational Behaviour 1 (ORGB 2205). Focuses on the skills required to effectively work with others in today's organization. Through interactive learning, participants will gain understanding of the dynamics and processes of, as well as skills in, teamwork, decision-making, leadership, managing change, power and politics and conflict resolution. Prerequisite: ORGB 2205. (3 credits)

| | | | | | |
|--------|-------------------|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 18421 |
| Jan 3 | Correspondence | 12 wks | | | 42780 |
| Jan 3 | Internet Delivery | 12 wks | | | 42783 |
| Jan 3 | ReReg | 12 wks | | | 42782 |

ORGB 2455 DTC \$258.80
SELLING ORGANIZATIONAL CHANGE

Organizational change often requires the adoption of new ideas and solutions to solve what may be chronic problems. The skills presented in this course include: the development of modelling behaviour; gaining acceptance and buy-in; recognition of individual needs and subordinating these to the accomplishment of purpose; the development of skills; awareness and tolerance to play multiples roles with different stakeholders; and the public speaking presence to gain attention and carry out the message with diverse groups.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC CRN | 42726 |
|--------|-----|-----------|--------|---------|-------|

ORGB 2505 BBY \$260.50 DTC \$258.80 SRV \$256.30
INTERPERSONAL SKILLS

Develops personal problem-solving skills, with emphasis on role playing, teamwork and analysis by students acting in a variety of supervisory/management situations. Participants have the opportunity to practice skills that will enhance their effectiveness in working with people. These skills include effective listening, assertive communication and conflict resolution. Upon completion of the course, students should have a clear appreciation of the interpersonal skills required for effective supervision and management. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1900-2200 | 12 wks | SRV CRN | 11623 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 11622 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 42773 |
| Jan 15 | Mon-Fri | 0900-1700 | 1 wk | DTC | 11625 |

ORGB 2605 BBY \$260.50
MANAGING ORGANIZATION CHANGE 1

The introductory course develops a framework around understanding natural versus planned change, models for managing change and the development of specific skills to manage "rightsizing," the human side of change, and the transition process. Understanding the dynamics of organizational change is a critical skill for contemporary managers. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 19996 |
|--------|-----|-----------|--------|---------|-------|

ORGB 2615 DTC \$260.50
MANAGING ORGANIZATION CHANGE 2

This second level course offers participants an important opportunity to understand and develop their own skills as change consultants. This course revolves around the concept of using six different lenses of ways of visioning an organization and its need for change. This "tool kit" is most valuable in understanding how organizations can cope with and manage change processes. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 43424 |
|-------|-----|-----------|--------|---------|-------|

Degree Completion

All students enrolled in any of the Bachelor of Technology programs are required to enrol in the Advanced Management course listed below. Offered in a correspondence format and on the Internet. Enrolment is limited, register today!



BUSA 7250 \$350 (SHIPPING INCLUDED)
MANAGEMENT SKILLS AND APPLICATIONS
REREG \$50.00

Provides an overview of the basic skills of a manager and applies these skills through a series of projects and case studies. Examines the evolution of management, the organizational culture and environment. It also teaches decision-making and presents a contemporary view of planning, leadership, empowering, delegating and monitoring performance. (3 credits)

13 weeks to complete (two re-registrations allowed).

| | | | | |
|-------|-------------------|--------|-----|-------|
| Jan 3 | Correspondence | 13 wks | CRN | 18771 |
| Jan 3 | Correspondence | 13 wks | | 18776 |
| Jan 3 | Correspondence | 13 wks | | 42874 |
| Jan 3 | Internet Delivery | 13 wks | | 42775 |
| Jan 3 | Rereg | 13 wks | | 40321 |

Advanced Studies in Business Degree Completion

(604) 451-6839

An established successful program for BCIT School of Business' Diploma graduates, providing additional educational opportunities to meet the needs of B.C. business, government and industry. Advanced Studies courses may be taken as part of a bachelor degree in Business Administration or as electives in either of our Certificate Programs. For specific information, please call Kevin Wainwright, program head at (604) 451-6839.

DEGREE COMPLETION

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

Credit transfer depends on which BCIT diploma program was taken, when the student graduated and the date when the student applies to the OU for program plan approval and the student's overall diploma GPA. Students may receive additional credit for courses taken at other institutions.

BCIT Admission and Registration Procedures for the Bachelor of Business Administration Degree offered in Collaboration with the Open University

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

1. Apply to the Open University

The Open University is responsible for reviewing the student's academic record from BCIT and any other post-secondary institution the student has attended, to determine the amount of credit that will be awarded toward the degree. This critical first step tells the student what courses they require to earn the degree. Contact OLA's Student Services at (604) 431-3300 for a complete information package containing admissions instructions.

2. Apply to BCIT

Submit a full-time Application for Admission together with a copy of the Open University approved Program Plan as soon as possible. Students are not required to submit transcripts from other post-secondary institutions with their application. Admission is based on the following:

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

*Students will receive confirmation from BCIT by letter that their Admission has been approved.

Applications for part-time enrolment in the Degree Completion Program for Diploma Graduates may be made at any time, but acceptance into the September 2000 term depends upon space availability. The Open University requires at least six weeks to process applications.

3. Course Registration

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

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

BUSA 6800 BBY \$352.50 STRATEGIC MANAGEMENT

This capstone integrative course is designed to dramatically improve the quality of student decision-making in a time sensitive global environment. Enables students to utilize the principles of strategic management enhanced by contemporary new analytical concepts. Simulates "real world" decisions via team case studies and applications of management decision support systems. Prerequisite: All Level 5000 courses. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1800-2100 | 14 wks | BBY | CRN | 13685 |
|-------|-----|-----------|--------|-----|-----|-------|

ECON 6500 BBY \$352.50 MANAGERIAL ECONOMICS

Provides students with analytical techniques to solve business problems. Uses case studies to understand these techniques and their implementation in business, and the use of software packages in the MS-DOS and Macintosh environment for analysis. Students will understand the economical problems of managing a firm and the techniques for their solutions. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 14 wks | BBY | CRN | 13688 |
|-------|-----|-----------|--------|-----|-----|-------|

Note: OPMT 5700, 5701, 5740 & 5751 Will be offered in the April term.

ORGB 5600 BBY \$352.50 MANAGEMENT OF CHANGE

Extends analysis of human behaviour in the organization toward development of models in the decision-making process. The extended analysis will encompass the development of organizations toward open systems capable of effective responses of change. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 14 wks | BBY | CRN | 15303 |
|-------|-----|-----------|--------|-----|-----|-------|

OPMT 5701 BBY \$352.50 CALCULUS FOR MANAGEMENT

Introduces calculus course to business students. Topics reviewed are integration, differentiation and application of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. (4 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1830-2130 | 14 wks | BBY | CRN | 40046 |
|-------|-----|-----------|--------|-----|-----|-------|

OPMT 5740 BBY \$357.50 INTEGRATED MIS

Enables you to appreciate the types of data that are collected into functional databases, how the data is synthesized into management information, and how this information can be integrated into the strategic decision-making process. Helps you understand current business practices for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. You will be able to prepare and deliver effective oral and written presentations to management, and work between with your project team to achieve common objectives. (3 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1800-2200 | 14 wks | BBY | CRN | 42926 |
|-------|-----|-----------|--------|-----|-----|-------|

Bachelor of Technology in Accounting

(604) 412-7486 Maria_Antidormi@bcit.ca

The Financial Management department offers a Bachelor of Technology in Accounting Degree. This is a degree completion program for those who already have a two-year diploma in financial management (or equivalent). Courses will be offered on a part-time basis.

Entrance Requirements:

- Financial Management Diploma or equivalent with an average of at least 70 per cent.
- English 12 or equivalent.
- An interview with the program head – call (604) 412-7486.

To enroll in degree courses, you must be accepted into the degree program or have the permission of the program assistant (call (604) 412-7486). Degree courses being offered this term are listed below. Some degree courses will also be offered during the day.

For more information, see the contact number and e-mail address above.

FMGT 7121 BBY \$465.50 DTC \$463.80 ACCOUNTING ADVANCED

Reviews GAAP and objectives of financial reporting. Examines corporate combinations, including consolidations for wholly-owned subsidiaries, non-wholly-owned subsidiaries (both in the year of acquisition and subsequent years) and pooling of interest. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 4110 or FMGT 4190. (You are advised not to enroll in this course until you have achieved a mark of at least 65 per cent in either of the prerequisite courses.)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1730-2030 | 18 wks | DTC | CRN | 44453 |
| Jan 10 | Wed | 1845-2145 | 18 wks | BBY | | 44452 |

FMGT 7210 BBY \$465.50 DTC \$463.80 ADVANCED MANAGEMENT ACCOUNTING

This course will examine in-depth, topical areas from the discipline of management accounting with reference to and synthesis of applicable case material. Topical areas include constraints, budgets, cost-benefit analysis, goal congruence, management control systems, transfer pricing, performance measurement, total quality management, linear programming, regression analysis and ethical decision-making.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 13 | Sat | 0830-1145 | 15 wks | DTC | CRN | 42812 |
| Jan 8 | Mon | 1800-2115 | 15 wks | BBY | CRN | 44459 |

FMGT 7310 BBY \$465.50 DTC \$463.80 ADVANCED AUDITING

Addresses issues and challenges faced by the auditing profession in today's environment including the assessment of risk of an audit, the use of computer technology in complete in the audit file and the increasing litigation against the profession. Students will be expected to use the assigned textbook and other sources to research selected topics. Case studies will be used extensively. Prerequisite: FMGT 4310.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 15 wks | DTC | CRN | 19901 |
| Jan 11 | Thu | 0900-1200 | 15 wks | BBY | | 41548 |

FMGT 7510 BBY \$465.50 DTC \$463.80 ADVANCED FINANCE

This course builds on the fundamentals of finance which are covered in FMGT 3510 and FMGT 4510. This is done by approaching the subject of finance in a more evaluative and strategic manner, looking at such questions as "what makes companies under-perform?", "what makes companies perform better?", and "how can companies avoid pitfalls and achieve their goals in the short to medium term?". In the search for answers to these questions, we will consider what financial markets want from companies and explore how a company's interest rate risk and foreign exchange risk can be managed. Prerequisite: FMGT 4510.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1800-2100 | 15 wks | BBY | CRN | 41400 |
|--------|-----|-----------|--------|-----|-----|-------|

FMGT 7710 DTC \$463.80 MANAGEMENT INFORMATION SYSTEMS

In this course the student will acquire the skills necessary to operate in a complex professional world that offers problems with no textbook solutions. Specifically, the course will deal with the economic and legal environment, risk management, ethical behaviour in business, cultural diversity, international trade and problem solving through critical thinking. The student will relate what he/she has learned to some of the dominant industries in B.C.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 15 wks | DTC | CRN | 41467 |
|-------|-----|-----------|--------|-----|-----|-------|

FMGT 7910 BBY \$465.50 THE BUSINESS ENVIRONMENT

In this course the student will acquire the skills necessary to operate in a complex professional world that offers problems with no textbook solutions. Specifically, the course will deal with the economic and legal environment, risk management, ethical behaviour in business, cultural diversity, international trade and problem-solving through critical thinking. The student will relate what he/she has learned to some of the dominant industries in B.C.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1330-1630 | 15 wks | BBY | CRN | 41549 |
|--------|-----|-----------|--------|-----|-----|-------|

FMGT 8120 BBY \$465.50 DTC \$463.80 ACCOUNTING THEORY

Reviews the history of accounting and the theories underlying current accounting practice. Alternative theories and methods are critically assessed and possible future directions evaluated. Prerequisite: FMGT 7120 or FMGT 7121

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 15 wks | BBY | CRN | 41550 |
| Jan 10 | Wed | 1800-2100 | 15 wks | DTC | | 19903 |

Financial Management Correspondence Courses

(604) 412-7417 Distance Education Program Assistant

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

- You may start your course at any time.
- You may proceed in the course at your own speed, within the 36 week time limit.
- Your must have the prerequisites required.
- Regular assignments are to be submitted for marking and will be returned to you with comments.
- Examination dates are flexible.
- Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
- The textbook fee is in addition to the course fee. However, in a two-part course (i.e. Finance 1 and Finance 2) the textbook is normally used in both parts 1 and 2.
- BCIT refund policy permits a refund less 15 per cent for correspondence courses prior to mailing of course materials.

For individual course descriptions, see listings in the following section.

Financial Management

(604) 432-8609 Program Assistant
(604) 412-7453 Tim_Edwards@bcit.ca

Management Certificate in Accounting

1) Required courses

| | |
|-----------|--|
| FMGT 1100 | Accounting 1 |
| FMGT 2100 | Accounting 2 |
| FMGT 3110 | Financial Accounting 1 |
| FMGT 3210 | Cost and Managerial Accounting 1 |
| FMGT 3410 | Taxation 1 (or FMGT 3420 Income Tax 1) |
| FMGT 4110 | Financial Accounting 2 |
| FMGT 4210 | Cost and Managerial Accounting 2 |
| FMGT 4410 | Taxation 2 (or FMGT 4420 Income Tax 2) |
| OPMT 1102 | Basic Mathematics of Finance |

2) Must complete

| | |
|-----------|--------------------------------------|
| ECON 2200 | Macroeconomics or |
| ORGB 2205 | Organizational Behaviour 1 or |
| OPMT 1197 | Statistics for Business and Industry |

3) Must complete

A computer-related course or courses with a combined value of at least 36 course contact hours.

4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. Courses may be selected from the Financial Management or other technologies in the BCIT Business programs, and should be submitted with your proposed program for approval by the Financial Management technology.

Management Certificate in Finance

1) Required courses

| | |
|-----------|--------------------------------------|
| FMGT 1100 | Accounting 1 |
| FMGT 2100 | Accounting 2 |
| FMGT 2820 | Investment and Risk Management |
| FMGT 3110 | Financial Accounting 1 |
| FMGT 3510 | Finance 1 |
| FMGT 4110 | Financial Accounting 2 |
| FMGT 4510 | Finance 2 |
| OPMT 1102 | Basic Mathematics of Finance |
| OPMT 1197 | Statistics for Business and Industry |

2) Must complete

| | |
|-----------|--|
| FMGT 3210 | Cost and Managerial Accounting 1 and |
| FMGT 4210 | Cost and Managerial Accounting 2; or |
| FMGT 3410 | Taxation 1 (or FMGT 3420 Income Tax 1) and |
| FMGT 4410 | Taxation 2 (or FMGT 4420 Income Tax 2) |
| ECON 2100 | Microeconomics and |
| ECON 2200 | Macroeconomics |

3) Must complete

A computer-related course or courses with a combined value of at least 36 course contact hours.

4) Electives

Courses with a combined minimum of 90 course contact hours should be selected to ensure that the proposed program meets your career and educational objectives. The courses may be selected from the Financial Management or other technologies in the BCIT Business programs, and should be submitted with your proposed program for approval by the Financial Management technology.

Financial Planning

(604) 451-6754

Rick_McCallum@bcit.ca

Associate Certificate in Financial Planning

BCIT and the B.C. Chapter of the Canadian Association of Financial Planners have together designed this program of studies leading to the BCIT Associate Certificate in Financial Planning.

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

Graduates of this Associate Certificate program have achieved the educational prerequisites necessary to pursue the professional financial planning designations "CFP" (Certified Financial Planner), awarded by the Financial Planners Standards Council of Canada. To obtain further information about becoming a CFP, graduates should contact the FPSC directly.

Credit Courses to Professional Accounting Bodies

The majority of Financial Management courses, and several courses offered by Administrative Management, Operations Management and Computer Systems technologies, are transferable to the Chartered Accountants', the Certified General Accountants', and the Certified Management Accountants' educational programs.

Financial Management courses are also recognized by the following additional professional organizations:

- Canadian Association of Financial Planners
- Canadian Institute of Bookkeeping
- Credit Institute of Canada
- Credit Union Institute of Canada
- Financial Planners Standards Council of Canada
- Institute of Chartered Secretaries and Administrators
- Trust Companies Institute of Canada

Students should contact professional association directly for specific course credit confirmation.

FMGT 1100 BBY \$260.50 DTC \$258.80 SRV/MRC/LSS \$256.30

ACCOUNTING 1

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

| | | | | | | |
|--------|-----|-----------|--------|-------|-----|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC | CRN | 12955 |
| | Mon | 1730-2030 | 12 wks | BBY | | 44395 |
| | Mon | 1845-2145 | 12 wks | BBY | | 12967 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | | 12969 |
| | Tue | 1730-2030 | 12 wks | DTC | | 12959 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | | 12977 |
| | Wed | 1730-2030 | 12 wks | DTC | | 12962 |
| | Wed | 1900-2200 | 12 wks | SRV | | 44397 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | | 12976 |
| | Thr | 1730-2030 | 12 wks | DTC | | 12963 |
| | Thr | 1730-2030 | 12 wks | BBY | | 44413 |
| Jan 13 | Sat | 0900-1700 | 5 wks | BBY | | 12965 |
| | Sat | 0900-1200 | 12 wks | BBY | | 14638 |
| | Sat | 0900-1200 | 12 wks | DTC | | 15270 |
| Jan 15 | Mon | 1900-2200 | 12 wks | MRC* | | 44415 |
| Jan 16 | Tue | 1900-2200 | 12 wks | LSS** | | 12979 |
| Mar 9 | Fri | 0900-1700 | 5 wks | DTC | | 12966 |

Correspondence Tuition \$248, \$10 courier fee.

Text fee \$119 (subject to change). 36 wks CRN 11259

Re-registration \$50 (36-wk extension) 11260

*Maple Ridge Campus – Maple Ridge Secondary School

**Langley Campus – Langley Senior Secondary School

FMGT 1152 BBY \$260.50 DTC \$258.80 SRV \$256.30 ACCOUNTING FOR THE MANAGER

Covers the accounting function and the services it provides to the manager. Topics include how to interpret statements, reports, budgets, etc., in managerial decision-making.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN | 41402 |
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | | 41403 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | | 10258 |
| | Wed | 1900-2200 | 12 wks | SRV | | 10254 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | | 10256 |
| Jan 13 | Sat | 0900-1700 | 5 wks | BBY | | 10260 |
| Feb 17 | Sat | 0900-1700 | 5 wks | BBY | | 10261 |

continued next page

FMGT 1540 BBY \$260.50

CREDIT AND COLLECTIONS

Introduces credit and collections to persons who contemplate employment in credit and collections or need to understand the credit function. Topics include determining credit risk, credit instruments and collateral security, types of consumer credit and credit cards, sources of consumer credit information, collections, and credit department management.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 10247 |
|--------|-----|-----------|--------|---------|-------|

FMGT 1810 BBY \$260.50 DTC \$258.80 SRY \$256.30

PERSONAL FINANCIAL PLANNING 1

Introduces you to the field of personal financial planning. Covers the issues to be considered in building a sound program to achieve long term financial goals. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management and tax planning.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 41406 |
| | Mon | 1900-2200 | 12 wks | SRY | 40024 |
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | 10268 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 40495 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 41407 |

FMGT 2100 BBY \$385.50 DTC \$383.80 SRY \$381.30

ACCOUNTING 2

Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100. (Note: Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70 per cent in this course.)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 18 wks | BBY CRN | 10174 |
| | Mon | 1730-2030 | 18 wks | DTC | 10196 |
| Jan 9 | Tue | 1730-2130 | 13 wks | BBY | 10176 |
| | Tue | 1845-2145 | 18 wks | BBY | 10195 |
| | Tue | 1730-2030 | 18 wks | DTC | 10191 |
| Jan 10 | Wed | 1730-2030 | 18 wks | DTC | 10192 |
| | Wed | 1845-2145 | 18 wks | BBY | 10207 |
| | Wed | 1900-2200 | 18 wks | SRY | 10197 |
| Jan 11 | Thr | 1845-2145 | 18 wks | BBY | 10189 |
| Jan 12 | Fri | 0900-1700 | 8 wks | DTC | 44417 |
| Jan 13 | Sat | 0900-1200 | 18 wks | BBY | 10190 |
| | Sat | 0900-1200 | 18 wks | DTC | 16434 |
| Feb 17 | Sat | 0900-1700 | 8 wks | BBY | 42804 |

Correspondence Tuition \$373 and \$10 courier fee.

| | | | |
|----------------------|-------------------|-----|-------|
| Text not included. | 36 wks | CRN | 11261 |
| Re-registration \$50 | (36-wk extension) | | 11262 |

FMGT 2190 BBY \$633.50 DTC \$631.80

ACCOUNTING 1 AND 2

Enables you to complete Accounting 1 and 2 in a single term. You must be prepared to work a minimum of 10 to 15 hours per week in addition to class time. See FMGT 1100/2100 for details.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon/Thr | 1845-2145 | 15 wks | BBY CRN | 10263 |
| | Mon/Thr | 1730-2030 | 15 wks | DTC | 10264 |

*for accelerated courses you must be prepared to work a minimum of 10-15 hours per week in addition to class time.

FMGT 2710 BBY \$260.50

COMPUTERIZED ACCOUNTING

Presents a practical specialized course for Financial Management students with an introductory financial accounting background. This subject completes a series of exercises which employ a basic debit/credit software package. The work done includes conversion from manual to computer accounting, general ledger, accounts receivable, accounts payable, payroll and system modules. One major integrating assignment will be completed using the software. Prerequisite: FMGT 1100.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY CRN | 44419 |
|--------|-----|-----------|--------|---------|-------|

FMGT 2820 BBY \$260.50 DTC \$258.80 SRY \$256.30

INVESTMENT AND RISK MANAGEMENT

Provides an overview of Canada's capital markets. Includes a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. You are expected to have a working knowledge of accounting. Students who have completed the CSC may be exempted from this course. Contact the program head at (604) 451-6754.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1900-2200 | 12 wks | SRY CRN | 40001 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 16435 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 10289 |

FMGT 3110 BBY \$260.50 DTC \$258.80

FINANCIAL ACCOUNTING 1

Enables students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 4110 prepare them for career advancement and advanced study in accounting. Prerequisite: FMGT 2100 or FMGT 2190.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 12991 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 14878 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 15271 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 15272 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 15544 |

Correspondence Tuition \$248, \$10 courier fee.

| | | | | | |
|----------------------|-------------------|-----|-------|--|--|
| Text fee \$154 | | | | | |
| (subject to change) | 36 wks | CRN | 11265 | | |
| Re-registration \$50 | (36-wk extension) | | 11266 | | |

FMGT 3210 BBY \$260.50 DTC \$258.80

COST AND MANAGERIAL ACCOUNTING 1

Emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order costing, budgeting, responsibility accounting and standard costs. Prerequisite: FMGT 2100 or FMGT 2190.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 15275 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 40004 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 17065 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 15276 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 15545 |

Correspondence Tuition \$248, \$10 courier fee.

| | | | |
|-------------------------------------|-------------------|-----|-------|
| Text fee \$120 (subject to change). | 36 wks | CRN | 11263 |
| Re-registration \$50 | (36-wk extension) | | 11264 |

FMGT 3224 BBY \$287.50

COST ACCOUNTING OPMT

Covers 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 for product costing, cost allocations, performance measurement and decision-making models. Prerequisite: FMGT 2100 or 2190. Students who have completed FMGT 1152 may apply to the program coordinator at (604) 412-7453.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 1300-1600 | 13 wks | BBY CRN | 42805 |
|--------|-----|-----------|--------|---------|-------|

FMGT 3310 BBY \$260.50 DTC \$258.80

AUDITING 1

Covers the meaning and purpose of the audit function and an introduction to techniques and procedures. Prerequisite: FMGT 2100 or FMGT 2190.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 42806 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 44437 |

FMGT 3410 BBY \$260.50 DTC \$258.80

TAXATION 1

Introduces individuals with little or no income tax knowledge to the basics of Canadian income tax. The course constitutes the first portion of taxation with FMGT4410 completing it. Topics include tax information sources, residency, classes of taxpayers, employment income, business income, property income and capital cost allowance rules. Capital gains rules will be introduced if time permits. Prerequisite: One of FMGT 2100 or 2190.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 44449 |
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | 44443 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 44444 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 44445 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 44446 |

FMGT 3430 BBY \$260.50 DTC \$258.80 SRY 256.30

TAXATION AND FINANCIAL PLANNING

Provides the financial planner with a good understanding of the general rules of taxation. Topics include determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 1152 or FMGT 2100 or FMGT 2190.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1900-2200 | 12 wks | SRY CRN | 40003 |
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | 10280 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 18143 |

FMGT 3510 BBY \$260.50 DTC \$258.80

FINANCE 1

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 15273 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 14879 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 16436 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 15546 |

Correspondence Tuition \$248, \$10 courier fee.

| | | | |
|------------------------------------|-------------------|-----|-------|
| Text fee \$88 (subject to change). | 36 wks | CRN | 11267 |
| Re-registration \$50 | (36-wk extension) | | 11268 |

FMGT 4110 BBY \$385.50 DTC \$383.80

FINANCIAL ACCOUNTING 2

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 18 wks | BBY CRN | 10239 |
| Jan 9 | Tue | 1730-2030 | 18 wks | DTC | 10237 |
| Jan 10 | Wed | 1845-2145 | 18 wks | BBY | 10238 |
| Jan 11 | Thr | 1730-2030 | 18 wks | DTC | 10397 |
| Jan 13 | Sat | 0900-1200 | 18 wks | BBY | 16437 |

Correspondence Tuition \$373 and \$10 courier fee.

| | | | |
|----------------------|-------------------|-----|-------|
| Text not included. | 36 wks | CRN | 11271 |
| Re-registration \$50 | (36-wk extension) | | 11272 |

FMGT 4190 BBY \$633.50 DTC \$631.80

FINANCIAL ACCOUNTING 1/2

Enables you to complete Financial Accounting 1 and 2 in a single term. For course content refer to FMGT 3110 and FMGT 4110. Prerequisite: FMGT 2100 or FMGT 2190.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon/Thr | 1845-2145 | 15 wks | BBY CRN | 10272 |
| | Mon/Thr | 1730-2030 | 15 wks | DTC | 10273 |

*for accelerated courses you must be prepared to work a minimum of 10-15 hours per week in addition to class time.

FMGT 4210 BBY \$385.80 DTC \$383.80

COST AND MANAGERIAL ACCOUNTING 2

Emphasizes direct costing, relevant costs, cost allocation, capital budgeting, inventory planning and valuation, joint and by-product costs, process costing, payroll, factory ledgers and decentralization and transfer pricing. Prerequisite: FMGT 3210.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 18 wks | BBY CRN | 10234 |
| Jan 10 | Wed | 1845-2145 | 18 wks | BBY | 10233 |
| Jan 11 | Thr | 1730-2030 | 18 wks | DTC | 16438 |
| Jan 13 | Sat | 0900-1200 | 18 wks | BBY | 16439 |

Correspondence Tuition \$373 and \$10 courier fee.

| | | | |
|----------------------|-------------------|-----|-------|
| Text not included. | 36 wks | CRN | 11269 |
| Re-registration \$50 | (36-wk extension) | | 11270 |

FMGT 4290 BBY \$633.50

COST AND MANAGERIAL ACCOUNTING 1/2

Enables you to complete Cost Accounting 1 and 2 in a single term. For course content refer to FMGT 3210 and FMGT 4210. You must be prepared to work between 10 to 15 hours per week in addition to class time. Prerequisite: FMGT 2100 or FMGT 2190.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon/Thr | 1845-2145 | 15 wks | BBY CRN | 10364 |
|-------|---------|-----------|--------|---------|-------|

* FOR ACCELERATED COURSES YOU MUST BE PREPARED TO WORK A MINIMUM OF 10-15 HOURS PER WEEK IN ADDITION TO CLASS TIME.

FMGT 4310 BBY \$385.50 DTC \$383.80

AUDITING 2

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 18 wks | BBY CRN | 41410 |
| Jan 10 | Wed | 1845-2145 | 18 wks | BBY | 44460 |
| Jan 11 | Thr | 1730-2030 | 18 wks | DTC | 17865 |
| | Thr | 1845-2145 | 18 wks | BBY | 10338 |

FMGT 4410 BBY \$385.50 DTC \$383.80

TAXATION 2

Expands the student's study of Canadian income tax begun in FMGT 3410, including the complexities and problem areas involved in tax planning. Topics include capital gains rules and tax computations for individuals (including proprietors and partners), corporations and trusts. Corporate surplus distributions, international income, assessment (including returns, appeals, reassessment and payment) and GST are also introduced. Prerequisite: FMGT 3410 or FMGT 3420 or FMGT 3430.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 18 wks | BBY CRN | 44462 |
| Jan 9 | Tue | 1730-2030 | 18 wks | DTC | 44465 |
| Jan 10 | Wed | 1845-2145 | 18 wks | BBY | 44461 |
| Jan 11 | Thr | 1730-2030 | 18 wks | DTC | 44463 |
| Jan 13 | Sat | 0900-1200 | 18 wks | BBY | 44464 |

FMGT 4510 BBY \$385.50 DTC \$383.80

FINANCE 2

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

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 18 wks | DTC CRN | 10241 |
| Jan 11 | Thr | 1845-2145 | 18 wks | BBY | 10242 |
| Jan 13 | Sat | 0900-1200 | 18 wks | BBY | 15556 |

Correspondence Tuition \$373 and \$10 courier fee.

| | | | |
|----------------------|-------------------|-----|-------|
| Text not included. | 36 wks | CRN | 11273 |
| Re-registration \$50 | (36-wk extension) | | 11274 |

FMGT 4570 BBY \$385.50

MONEY AND BANKING

Examines central banking and monetary control, financial assets and financial markets, objectives and techniques of monetary policy, money and the international economy. Prerequisite: ECON 2100 and ECON 2200.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 18 wks | BBY CRN | 44455 |
|--------|-----|-----------|--------|---------|-------|

FMGT 4810 BBY \$260.50 DTC \$258.80

PERSONAL FINANCIAL PLANNING 2

This is the concluding course in the Associate Certificate program in personal financial planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152; FMGT 1810; FMGT 2820; FMGT 3410, FMGT 3420 or FMGT 3430; BLAW 3100; and ECON 1150.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 42807 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 10373 |

Interior Design Programs

(604) 622-7838

(604) 681-6461

intd@bcit.ca

Dixie_Hudson@bcit.ca

Interior Design Certificate

This program is designed for those seeking employment in the retail Interior Design field. The courses required to obtain the Management Certificate in Interior Design are:

| | |
|-----------|--------------------------------------|
| INTD 1000 | Interior Design Basic |
| INTD 1020 | Interior Design Drafting 1 |
| INTD 2000 | Colour and Lighting |
| INTD 3070 | Materials |
| INTD 1010 | History of Furniture |
| INTD 2020 | Interior Design Drafting 2 |
| INTD 3040 | Space Planning 1 |
| AICO 1000 | AutoCAD 1 for Interior Designers |
| INTD 3010 | Graphic Presentation |
| INTD 3050 | Detailing and Construction Materials |
| INTD 4040 | Space Planning 2 |
| INTD 4060 | AutoCAD 2 for Interior Designers |

INTD 2000 BBY \$281.50 HOW \$277.30**COLOUR AND LIGHTING**

Provides student with theory concentrating on colour boards and characteristics of lamps. Prerequisite: INTD 1000. (3 credits)

| | | | | | |
|--------|-------|-----------|--------|---------|-------|
| Jan 9 | Tues | 1845-2145 | 12 wks | BBY CRN | 11069 |
| Jan 10 | Wed | 1730-2030 | 12 wks | HOW | 11071 |
| Feb 28 | Wed | 0900-1600 | 6 wks | HOW | 11074 |
| Jan 11 | Thurs | 1845-2145 | 12 wks | BBY | 12383 |
| Feb 19 | Mon | 0900-1600 | 6 wks | HOW | 41660 |

INTD 2020 BBY \$589.50 HOW \$585.30**INTERIOR DESIGN DRAFTING 2**

Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one and two point perspective. Prerequisite: 65 per cent in INTD 1020. (6 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 9 | Tue/Thr | 0900-1200 | 12 wks | HOW CRN | 16515 |
| Jan 13 | Sat | 0900-1600 | 12 wks | HOW | 42803 |
| Jan 9 | Tue/Thr | 1845-2145 | 12 wks | BBY | 44284 |

INTD 2030 BBY \$173 HOW \$171.30**BUSINESS PRACTICES FOR INTERIOR DESIGN**

Presents information on basic business and marketing practices. Topics include portfolios, presentations and interviews relating to interior design. Prerequisite: INTD 1000. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 6 wks | HOW CRN | 17098 |
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY | 19723 |

INTD 3010 HOW \$256.30**GRAPHIC PRESENTATION**

Teaches students to present design plans, elevations and perspectives graphically emphasizing use of markers and pencils. Prerequisite: INTD 2020. (3 credits)

| | | | | | |
|--------|------|-----------|--------|---------|-------|
| Jan 9 | Tues | 1730-2030 | 12 wks | HOW CRN | 17099 |
| Jan 11 | Thr | 1730-2030 | 12 wks | HOW | 19725 |

INTD 3040 HOW \$301.30**SPACE PLANNING 1**

Introduces student to the factors and methodology used by interior designers to plan residential space. Student will analyse existing plans, learn furniture placement, plan a kitchen layout, and develop an apartment and house plan. Prerequisites: INTD 1000 and 65 per cent in INTD 1020. Student must bring INTD 1020 transcript to first class. (3 credits)

| | | | | | |
|--------|-------|-----------|--------|---------|-------|
| Jan 9 | Tues | 1730-2030 | 12 wks | HOW CRN | 15609 |
| Jan 11 | Thurs | 1300-1600 | 12 wks | HOW | 16516 |
| Jan 11 | Thurs | 0900-1200 | 12 wks | HOW | 18645 |

INTD 3050 HOW \$256.30**DETAILING/CONSTRUCTION MATERIALS**

Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and décor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, and millwork. Prerequisite: INTD 2020. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 12 wks | HOW CRN | 15852 |
|--------|-----|-----------|--------|---------|-------|

INTD 3070 BBY \$260.50 HOW \$256.30**MATERIALS 1**

Covers interior finishing materials for floors, walls, ceilings, etc. incorporating several field trips. Note: Students may not miss the first night of class. Prerequisite: INTD 1000. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 17096 |
| Jan 9 | Tue | 0900-1200 | 12 wks | HOW | 44306 |
| Jan 12 | Fri | 0900-1200 | 12 wks | HOW | 41659 |

INTD 4000 HOW \$251.30**DIRECTED STUDIES PROJECT**

Allows student to incorporate all material from previous courses into a major project. Prerequisite: All other courses in the Interior Design certificate program with a 65 per cent minimum. This course must be completed prior to registration in the Senior Certificate program. Student must bring all transcript to first class. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 19 | Mon | 1730-2030 | 6 wks | HOW CRN | 16518 |
| Feb 19 | Mon | 0900-1200 | 6 wks | HOW | 40670 |

INTD 4040 HOW \$301.30**SPACE PLANNING 2**

Using the skills acquired in Space Planning 1, student will research and develop layouts and concepts for three types of commercial applications - retail, hospitality and corporate. Prerequisites: INTD 1000 and 65 per cent in INTD 3040. Student must bring INTD 3040 transcript to first class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | HOW CRN | 11087 |
| Jan 8 | Mon | 1300-1600 | 12 wks | HOW | 43344 |

AICO 1000 DTC \$445.80**AUTOCAD 1 FOR INTERIOR DESIGNERS**

Formerly INTD 3060. Introduces the AutoCAD workstation on the PC including basic 2D drawing creation, editing, view manipulation, text, dimensioning, introduction to blocks, hatching and plotting. Interior Design students should ensure they are registering into one of the following CRNs. Prerequisites: INTD 1020, and familiarity with Windows 95 and Office 97. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 0900-1600 | 6 wks | DTC CRN | 41087 |
| Jan 12 | Fri | 0900-1200 | 12 wks | DTC | 41088 |
| Jan 13 | Sat | 0900-1600 | 6 wks | DTC | 41089 |

INTD 4060 DTC \$445.80**AUTOCAD 2 FOR INTERIOR DESIGNERS**

Use of AutoCAD to produce 2D architectural drawings using the current release for the PC. Emphasis is on practicing the commands learned in AutoCAD 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes. Prerequisite: 65 per cent in AICO 1000 (formerly INTD 3060). Student must bring AICO 1000 transcript to first class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Feb 24 | Sat | 0900-1600 | 6 wks | DTC CRN | 15540 |
| Jan 13 | Sat | 0900-1200 | 12 wks | DTC | 44578 |
| Feb 19 | Mon | 0900-1600 | 6 wks | DTC | 17097 |

Interior Design Senior Certificate

This program is designed for students who have completed the Interior Design Certificate program and wish to obtain the necessary credits in Interior Design education required to write the NCIDQ. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. Students are advised to ensure prerequisites have been met prior to registration. Students who do not meet the prerequisite requirements will not be permitted to continue in the course. Required courses in the Senior Certificate program are:

| | |
|-----------|--|
| INTD 2070 | Lighting 2* |
| INTD 2180 | Design Theory |
| INTD 3110 | Graphic Presentation 2* |
| INTD 3160 | AutoCAD 3* |
| INTD 2010 | Contemporary Furniture, Architecture & Design* |
| INTD 2080 | Colour 2* |
| INTD 3120 | Human and Environmental Factors |
| INTD 3170 | Millwork Drawings |
| INTD 4140 | Space Planning 3 |
| INTD 2101 | Barrier-free Design and Building Code |
| INTD 3130 | Visual Merchandising and Display* |
| INTD 3150 | Interior Construction and Renovation |
| INTD 3190 | Design Project |
| INTD 4160 | Archibus |
| INTD 4170 | Materials 2 |
| INTD 3140 | Marketing and Work Week |
| INTD 4100 | Project Management |
| INTD 4400 | Furniture Design |
| INTD 4500 | Directed Studies 2 |

*These courses may be taken prior to completion of the certificate program, but may have prerequisites.

Courses Offered This Term:**INTD 2010 HOW \$256.30****CONTEMPORARY FURNITURE, ARCHITECTURE AND DESIGN**

In this course students will study the history of furniture, architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as a part of the course. Prerequisite: INTD 1000 and INTD 1010. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 12 | Fri | 0900-1200 | 12 wks | HOW CRN | 19729 |
|--------|-----|-----------|--------|---------|-------|

INTD 2070 HOW \$277.30**LIGHTING 2**

Teaches creative, detailed solutions for residential and commercial spaces. Emphasis will be on lighting specifications, practical application and manipulating space with light. Prerequisites: INTD 1000, INTD 1020 and INTD 2000. (3 credits)

| | | | | | |
|-------|------|-----------|--------|---------|-------|
| Jan 9 | Tues | 1730-2030 | 12 wks | HOW CRN | 18362 |
|-------|------|-----------|--------|---------|-------|

INTD 2080 HOW \$171.30**COLOUR 2**

Course of study will concentrate on colour as it pertains to commercial spaces such as offices, restaurants, health-care facilities and schools. Prerequisite: INTD 2000. (1.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1300-1600 | 6 wks | HOW CRN | 19727 |
|-------|-----|-----------|-------|---------|-------|

INTD 2180 HOW \$256.30**DESIGN THEORY**

Provides study, application and exploration of design processes, concept development and design theories as they relate to the built environment, through research presentations, in-class assignments and two and three dimensional team projects, which may cover such topics as social issues and adaptive reuse. Prerequisite: 65 per cent in INTD 4000. Students must bring INTD 4000 transcript to first night of class. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | HOW CRN | 18361 |
|-------|-----|-----------|--------|---------|-------|

INTD 3110 HOW \$256.30**GRAPHIC PRESENTATION 2**

Explores freehand sketching with an emphasis on 3D creative visualization to develop the student's ability to use perspective sketching as a communication medium in design. The course includes quick sketches and study assignments in monochromatic rendering techniques. Prerequisite: INTD 3010. (3 credits)

| | | | | | |
|--------|-------|-----------|--------|---------|-------|
| Jan 11 | Thurs | 1730-2030 | 12 wks | HOW CRN | 18360 |
|--------|-------|-----------|--------|---------|-------|

INTD 3120 HOW \$256.30**HUMAN/ENVIRONMENTAL FACTORS**

Course of study will include the history and evolution of office systems furniture from mid 20th century to present day. Future trends and issues, anthropometrics, and technology as it applies to the office environment will be examined. Prerequisites: All Level 1 courses and INTD 2180. (3 credits)

| | | | | | |
|--------|-------|-----------|--------|---------|-------|
| Jan 11 | Thurs | 1300-1600 | 12 wks | HOW CRN | 19730 |
|--------|-------|-----------|--------|---------|-------|

INTD 3140 HOW \$171.30**MARKETING AND WORK WEEK**

Students research the current job market and focus on an area of interest. Different types of marketing strategies, such as using the Internet and networking will be discussed. Placement in a design firm or related work experience will be permitted for students with 75 per cent average in all three previous terms' work. (1.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1300-1600 | 6 wks | HOW CRN | 44294 |
|-------|-----|-----------|-------|---------|-------|

INTD 3160 DTC \$445.80**AUTOCAD 3 FOR INTERIOR DESIGN**

Further advancement in AutoCAD training on current release for the PC. Upon completion, student will be able to do 3D projection and interior construction drawings. Prerequisite: 65 per cent in INTD 4060. Student must bring INTD 4060 transcript to first class. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 18363 |
|--------|-----|-----------|--------|---------|-------|

INTD 3170 HOW \$171.30**MILLWORK DRAWINGS**

Focus will be on designing and detailing built-in furniture with emphasis on commercial spaces. Students can expect to have some interaction with professional cabinetmakers. Prerequisites: All Level 1 courses and INTD 2180. (1.5 credits)

| | | | | | |
|--------|------|-----------|-------|---------|-------|
| Feb 20 | Tues | 1300-1600 | 6 wks | HOW CRN | 19728 |
|--------|------|-----------|-------|---------|-------|

INTD 4100 HOW \$258.80**PROJECT MANAGEMENT**

Follows through timeline of the job criteria which includes keeping track of all areas of scheduling, bids, etc. Prerequisite: INTD 4140. (3 credits)

| | | | | | |
|-------|---------|-----------|-------|---------|-------|
| Jan 8 | Mon/Wed | 1730-2030 | 6 wks | HOW CRN | 44293 |
|-------|---------|-----------|-------|---------|-------|

INTD 4140 HOW \$301.30**SPACE PLANNING 3**

The emphasis of the course will be on creating distinct design concepts. Detailed space planning projects will be explored such as offices and retail spaces. Systems furniture will be implemented. Prerequisites: All Level 1 courses and INTD 2180 and INTD 2070. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1300-1600 | 12 wks | HOW CRN | 19726 |
|--------|-----|-----------|--------|---------|-------|

INTD 4400 HOW \$251.30**FURNITURE DESIGN**

This course is a continuation of millwork drawings and detailing. Prerequisite: INTD 3170. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 6 wks | HOW CRN | 44297 |
|--------|-----|-----------|-------|---------|-------|

INTD 4500 HOW \$251.30**DIRECTED STUDIES 2**

Students are given an in-depth project to complete, using information and teachings covered in all the previous courses. Must have 65 per cent in all Level 2 courses. Students must bring their transcripts to the first class. (1.5 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Feb 20 | Tue/Thr | 1730-2030 | 3 wks | DTC CRN | 44300 |
|--------|---------|-----------|-------|---------|-------|

Marketing Management

(604) 432-8611

Vicki_Forbes@bcit.ca

(604) 432-8572

Morie_Shacker@bcit.ca

MARKETING MANAGEMENT CERTIFICATE PROGRAMS

All Certificate Programs require a minimum of 15 three credit courses.

MANAGEMENT CERTIFICATE IN MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, research, customer service and sales. In this program, students may tailor their program to focus on areas that are more relative to their area of work or personal interest. Listed below are the courses required to obtain your certificate.

Required

| | |
|-----------|---|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1219 | Professional Sales 1 |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2205 | Marketing of Services |
| MKTG 2341 | Introduction to Marketing Research |
| MKTG 3322 | Promotional Strategies |
| MKTG 4340 | Marketing Planning Fundamentals |
| MKTG 4501 | Strategic Marketing Management Simulation |

As well, complete four from the following: (or other Marketing courses not listed)

| | |
|-----------|---------------------------------|
| MKTG 1323 | Effective Public Speaking |
| MKTG 1324 | Small Business Development |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2212 | Strategies in Customer Service |
| MKTG 2325 | Marketing Globally |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3321 | Public Relations |
| MKTG 3406 | New Product/Service Development |

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management

MANAGEMENT CERTIFICATE IN MARKETING COMMUNICATIONS

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips the students to be functional in developing promotional strategies and campaigns, incorporating specific tactics such as event marketing, trade shows and corporate communications, as well as the traditional advertising, sales promotion and data base marketing. Listed below are the courses required to obtain your certificate.

Required

| | |
|-----------|--|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1219 | Professional Sales 1 |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2317 | Sales Promotion Techniques |
| MKTG 2341 | Introduction to Marketing Research |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3218 | Introduction to Media |
| MKTG 3321 | Public Relations |
| MKTG 3322 | Promotional Strategies |

As well, complete four courses from the following:

| | |
|-----------|-------------------------------|
| MKTG 1019 | Press/Media Relations |
| MKTG 1112 | Customer Relations |
| MKTG 1119 | Sports Marketing |
| MKTG 1120 | Special Event Marketing |
| MKTG 1312 | Advertising Copywriting |
| MKTG 1323 | Effective Public Speaking |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 3418 | Advertising Design Production |
| MKTG 3421 | Strategic Communications |
| MKTG 4318 | Media Planning |

And Two Electives


Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

MANAGEMENT CERTIFICATE IN PROFESSIONAL SALES

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyse buyer needs, plan detailed and effective presentations and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Listed below are the courses required to obtain your certificate.

continued next page

Can't Wait?
Your registration is confirmed immediately when you register online at www.bcit.ca



Required

| | |
|-----------|--|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1323 | Effective Public Speaking |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2220 | Skills for Sales Management * |
| MKTG 2319 | Professional Sales 2/CPSA Skills for Sales Success * |
| MKTG 3332 | Key Account Selling |
| MKTG 3342 | Negotiating Skills |

* These courses are affiliated with the Canadian Professional Sales Association (CPSA)

As well, complete four courses from the following:

| | |
|-----------|------------------------------------|
| MKTG 1112 | Customer Relations |
| MKTG 1218 | Inside Sales |
| MKTG 2212 | Strategies in Customer Service |
| MKTG 2325 | Marketing Globally |
| MKTG 2341 | Introduction to Marketing Research |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3406 | New Product/Service Development |
| MKTG 4340 | Marketing Planning Fundamentals |

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT

All Associate Certificates require a minimum of eight three credit courses

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer eight course Associate Certificate packages in the following areas. (Students may substitute up to two courses in these programs)

- Customer Service
- Event Marketing
- Marketing Communications
- Small Business
- Sales Skills
- Public Relations Customer Service

Customer Service

| | |
|-----------|--------------------------------|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1218 | Inside Sales |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1323 | Effective Public Speaking |
| MKTG 2205 | Marketing of Services |
| MKTG 2212 | Strategies in Customer Service |
| MKTG 3321 | Public Relations |

Event Marketing

| | |
|-----------|--|
| FUND 1215 | Introduction to Fund Raising |
| MKTG 1019 | Press/Media Relations |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1119 | Sports Marketing |
| MKTG 1120 | Special Event Marketing |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| TOUR 2304 | Conventions/Meetings/Incentive Travel |

Marketing Communications

| | |
|-----------|--|
| MKTG 1019 | Press/Media Relations |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1120 | Special Event Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 2317 | Sales Promotion Techniques |
| MKTG 3218 | Introduction to Media |
| MKTG 3321 | Public Relations |
| MKTG 3322 | Promotional Strategies |

Public Relations

| | |
|-----------|--|
| BCST 1144 | Writing for the Media or |
| MKTG 1312 | Advertising Copywriting |
| FUND 1215 | Introduction to Fund Raising |
| MKTG 1019 | Press/Media Relations |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1323 | Effective Public Speaking |
| MKTG 2202 | Introduction to Marketing Communications |
| MKTG 3321 | Public Relations |
| MKTG 3421 | Strategic Communications |

Sales Skills

| | |
|-----------|--|
| MKTG 1218 | Inside Sales |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1323 | Effective Public Speaking |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2220 | Skills for Sales Management |
| MKTG 2319 | Professional Sales 2/CPSA Skills for Sales Success |
| MKTG 2438 | Direct Marketing Dynamics |
| MKTG 3332 | Key Account Selling |

Small Business

| | |
|-----------|----------------------------|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1324 | Small Business Development |
| BUSA 1005 | Introduction to Business |
| BUSA 2205 | Entrepreneurial Management |
| COMP 1223 | MS Office 97 Applications |
| FMGT 1152 | Accounting for the Manager |

Non-Credit Workshops

| | | |
|---|------------------------------------|--------------------------------|
| | MKTG 0113 | DTC \$326.50 |
| | INTERNET MARKETING WORKSHOP | |
| Provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. Features 2-day hands-on sessions in BCIT's futuristic Advanced Management Technology Lab, where participants will have direct access to the Internet to practice and hone the skills developed in the lecture sessions. Topics include: researching competitors, industries and markets; using e-mail as a prospecting and networking tool; developing and publicizing an effective World Wide Web site; and integrating the Internet into existing sales and marketing strategies. An ideal course for mid to senior executive levels and owner/managers of small businesses. Limited enrolment. | | |
| Feb 8/9 | Thu/Fri | 0900-1500 2 days DTC CRN 44188 |
| Mar 1/2 | Thu/Fri | 0900-1500 2 days DTC 44668 |



| | |
|--|--|
| MKTG 0413 | DTC \$326.50 |
| DATABASE MARKETING WORKSHOP | |
| A two-day workshop on how to apply the concept of customer relationship marketing through the use of data base marketing. Focuses on planning, designing, application and building and managing a data base. | |
| Mar 15/16 | Thu/Fri 0900-1500 2 days DTC CRN 44189 |

CREDIT COURSES

| | |
|------------------------------|----------------------------------|
| MKTG 1019 | BBY \$260.50 DTC \$258.80 |
| PRESS/MEDIA RELATIONS | |

Provides a definition of the media: basic media process; developing media strategy; news room realities; packaging your message; the media as messenger, interview techniques and critiques; and crisis communications. In today's communications environment, business is front page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. The media is a business like any other. Their product is controversy. By knowing the rules of the game, astute managers can make the media work for them. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 42696 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 42697 |

| | |
|--------------------------------|---|
| MKTG 1102 | BBY \$260.50 DTC \$258.80 SRY \$256.30 |
| ESSENTIALS OF MARKETING | |

Internet Delivery \$335 (Textbook & Delivery Included)

Designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection. (3 credits)

| | | | |
|--------|-------------------|-----------|------------------|
| Jan 8 | INTERNET DELIVERY | CRN | 44691 |
| Jan 8 | Mon | 1845-2145 | 12 wks BBY 10001 |
| | Mon | 1730-2030 | 12 wks DTC 10007 |
| Jan 9 | Tue | 1845-2145 | 12 wks BBY 10002 |
| | Tue | 1730-2030 | 12 wks DTC 10003 |
| Jan 10 | Wed | 1845-2145 | 12 wks BBY 10004 |
| | Wed | 1730-2030 | 12 wks DTC 10012 |
| Jan 11 | Thr | 1845-2145 | 12 wks BBY 10005 |
| | Thr | 1730-2030 | 12 wks DTC 10011 |
| Jan 12 | Fri | 1730-2030 | 12 wks DTC 44203 |
| Jan 13 | Sat | 0900-1600 | 6 wks BBY 10006 |
| Jan 14 | Sun | 0900-1600 | 6 wks DTC 44204 |
| Jan 15 | Mon | 1900-2200 | 12 wks SRY 13654 |
| Feb 12 | Mon-Fri | 0900-1600 | 1 wk DTC 13753 |
| Feb 24 | Sat | 0900-1600 | 6 wks BBY 42875 |
| | Sat | 0900-1600 | 6 wks DTC 17071 |

| | |
|---------------------------|---|
| MKTG 1112 | BBY \$260.50 DTC \$258.80 SRY \$256.30 |
| CUSTOMER RELATIONS | |

Covers the importance of customer service. In today's service-oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have a broad application for people at all levels in business and industry who will deal directly with customers, both internal and external. Students will benefit from the strategies and practical hands-on approach of this course. Covers defining quality service, developing excellent customer relations skills, effective communication techniques, problem-solving, listening/questioning skills, and developing excellent people skills. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 10024 |
| Jan 13 | Sat | 0900-1600 | 6 wks | BBY | 10025 |
| Jan 16 | Tue | 1900-2200 | 12 wks | SRY | 10026 |
| Feb 5 | Mon-Fri | 0900-1600 | 1 wk | DTC | 42876 |

| | |
|--------------------------------|---|
| MKTG 1120 | BBY \$260.50 DTC \$258.80 SRY \$256.30 |
| SPECIAL EVENT MARKETING | |

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This projects-based course will focus on the principle components of planning and executing special events. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 10028 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 10029 |
| Jan 8 | Mon | 1900-2200 | 12 wks | SRY | 44205 |

| | |
|---------------------|---------------------|
| MKTG 1218 | DTC \$258.80 |
| INSIDE SALES | |

Endless career opportunities available for the professional inside sales representative, this course is designed for individuals focused on acquiring the tools and attributes to be successful in this profession. Using lectures, case studies, group discussions, and guest speakers, to teach and refine efficient and practical selling techniques, students and existing inside sales professionals will learn how to sell more in less time. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 42688 |
|-------|-----|-----------|--------|---------|-------|

| | |
|-----------------------------|---|
| MKTG 1219 | BBY \$260.50 DTC \$258.80 SRY \$256.30 |
| PROFESSIONAL SALES 1 | |

Provides basic training for the sales aspirant or person with no formal sales training. Develop selling techniques through practical applications and role playing. Ideal for people in sales who require or desire to brush up on their sales skills. To be successful in this course, students must be able to communicate well in English. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 10037 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 10039 |
| Jan 10 | Wed | 1900-2200 | 12 wks | SRY | 10066 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 10045 |
| | Thr | 1730-2030 | 12 wks | DTC | 10065 |
| Jan 13 | Sat | 0900-1600 | 6 wks | BBY | 10070 |
| Feb 19 | Mon-Fri | 0900-1700 | 1 wk | DTC | 42879 |
| Feb 24 | Sat | 0900-1600 | 6 wks | DTC | 15551 |

| | |
|--------------------------------|---------------------|
| MKTG 1312 | BBY \$260.50 |
| ADVERTISING COPYWRITING | |

Seductive, surprising, spoken directly to your audience - that's successful copy. In this hands-on workshop, you'll practice the craft of writing creatively under pressure, the tricks of client management, as well as hone your application of brand identity, concept and 'big idea.' Each term, our work and focus is based on identified student needs and goals. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 44209 |
|--------|-----|-----------|--------|---------|-------|

| | |
|----------------------------------|---|
| MKTG 1323 | BBY \$260.50 DTC \$258.80 SRY \$256.30 |
| EFFECTIVE PUBLIC SPEAKING | |

Emphasizes the development of public speaking skills and the principles of effective oral communication. Films, buzz groups and closed circuit TV are utilized. Each student is expected to prepare and deliver a weekly oral assignment. To be successful in this course, students must be able to communicate well in English. (3 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 10130 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 12838 |
| Jan 13 | Sat | 0900-1600 | 6 wks | DTC | 10127 |
| Jan 17 | Wed | 1900-2200 | 12 wks | SRY | 44206 |
| Feb 19 | Mon-Fri | 0900-1700 | 1 wk | DTC | 42881 |
| Feb 24 | Sat | 0900-1600 | 6 wks | BBY | 41320 |

| | |
|-----------------------------------|----------------------------------|
| MKTG 1324 | BBY \$260.50 DTC \$258.80 |
| SMALL BUSINESS DEVELOPMENT | |

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements. Major emphasis is on the preparation of a business plan. This course will be helpful for anyone wishing to start their own business. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 10106 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 10109 |

| | |
|--------------------------------------|---------------------|
| MKTG 1342 | BBY \$260.50 |
| TRADE/CONSUMER SHOW MARKETING | |

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 10117 |
|--------|-----|-----------|--------|---------|-------|



| | |
|---------------------------|---------------------|
| MKTG 1350 | DTC \$299.00 |
| INTERNET MARKETING | |

A course designed to cover the essential elements required to market products or services through the internet. This course covers researching, segmenting, e-mail use as a prospecting tool and designing effective Web sites. A hands-on course using the latest in computer technology.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 24 | Wed | 1730-2030 | 6 wks | DTC CRN | 44350 |
|--------|-----|-----------|-------|---------|-------|

| | |
|---|---|
| MKTG 2202 | BBY \$260.50 DTC \$258.80 SRY \$256.30 |
| INTRODUCTION TO MARKETING COMMUNICATIONS | |

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. Intended for those pursuing a concentrated marketing program. Examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102. (4 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 10022 |
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | 10018 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 10014 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 10020 |
| Jan 13 | Sat | 0900-1600 | 6 wks | DTC | 42883 |
| Jan 16 | Tue | 1900-2200 | 12 wks | SRY | 10019 |
| Feb 24 | Sat | 0900-1600 | 6 wks | BBY | 15552 |
| Feb 26 | Mon-Fri | 0900-1700 | 1 wk | DTC | 42884 |

| | |
|------------------------------|---------------------|
| MKTG 2205 | BBY \$260.50 |
| MARKETING OF SERVICES | |

Focuses on the differences between developing strategies for services rather than products. Covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 10032 |
|-------|-----|-----------|--------|---------|-------|

| | |
|---------------------------------------|---------------------|
| MKTG 2212 | BBY \$260.50 |
| STRATEGIES IN CUSTOMER SERVICE | |

Provides an overview of what constitutes the area of customer service. Designed to cover customer service from a strategic perspective and will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. Focuses on the importance of selecting, training, and empowering employees to work on behalf of the customer. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 42694 |
|--------|-----|-----------|--------|---------|-------|



| | |
|----------------------------------|---------------------|
| MKTG 2213 | DTC \$260.50 |
| INTERNET CUSTOMER SERVICE | |

An internet customer service course on e-business service solutions designed to provide the participants with customer service knowledge in the demanding and competitive Web market. At the end of the course, the participant will be able to successfully implement an e-business service strategic plan. (3 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 24 | Sat | 0900-1600 | 6 wks | DTC CRN | 44211 |
|--------|-----|-----------|-------|---------|-------|

| | |
|------------------------------------|---------------------|
| MKTG 2220 | BBY \$260.50 |
| SKILLS FOR SALES MANAGEMENT | |

The role of the sales manager in planning, directing and controlling will be the focus of this course including the selection of sales representatives as well as training, supervision, motivation and leadership. Prerequisite: MKTG 1102

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 10076 |
|--------|-----|-----------|--------|---------|-------|

| | |
|-----------------------------------|---------------------|
| MKTG 2317 | DTC \$258.80 |
| SALES PROMOTION TECHNIQUES | |

Focuses on the practical application of sales promotions techniques, both trade and consumer. Covers couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price offs. A major objective of the course is for the student to be able to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or permission from the department. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 15 | Mon | 1730-2030 | 12 wks | DTC CRN | 16266 |
|--------|-----|-----------|--------|---------|-------|

| | |
|---|----------------------------------|
| MKTG 2319 | BBY \$301.50 DTC \$299.80 |
| PROFESSIONAL SALES 2/CPSA SKILLS FOR SALES SUCCESS | |

Uses lectures, films and class discussion to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge; prospecting; approaches; selling more; closing; selling the idea; getting attention; organization; goals; arousing interest; talking benefits; desire; no is not the end; and power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 14 wks | DTC CRN | 10085 |
|--------|-----|-----------|--------|---------|-------|


MKTG 2325
MARKETING GLOBALLY

BBY \$260.50

This course is all about importing and exporting. It is designed to equip business people and the individual with the right skills to successfully participate in this highly lucrative business. The student will be presented with the complexities, advantages, and disadvantages of international trade. Practical strategies are very prominent in this course.

| | | | | | |
|-------|-----|-----------|--------|-----|-----------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN 44212 |
|-------|-----|-----------|--------|-----|-----------|

MKTG 2341
INTRODUCTION TO MARKETING RESEARCH

BBY \$260.50 DTC \$258.80

Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | CRN 10115 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 44669 |

MKTG 2438
DIRECT MARKETING DYNAMICS

DTC \$258.80

Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions, and industry-related projects. Prerequisite: MKTG 1102 or department permission. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | CRN 15577 |
|--------|-----|-----------|--------|-----|-----------|

MKTG 2439
DATABASE MARKETING

DTC \$412.80

This course examines the concept of database marketing and how to apply it in a practical sense to establish customer relationship building and servicing. The focus will be on planning, design and application of a marketing data base as well as how to build and manage a database. The course is designed to emphasize the role of the database in a firm's marketing strategy. Limited enrolment. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 15 | Mon | 1730-2030 | 12 wks | DTC | CRN 42702 |
|--------|-----|-----------|--------|-----|-----------|

MKTG 3218
INTRODUCTION TO MEDIA

BBY \$260.50

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. Covers media/industry terminology, strength and limitations of media vehicles. Industry related research and the roles of those involved in planning buying and selling media time and space. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|-----|-----------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN 10036 |
|-------|-----|-----------|--------|-----|-----------|

MKTG 3321
PUBLIC RELATIONS

BBY \$260.50 DTC \$258.80

Internet Deliver \$325 (Textbook & Delivery Included)

Designed for anyone in business, government, associations and organizations, responsible for internal and external communication. Learn to fulfill your information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques; principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications; and meetings. Prerequisite: MKTG 2202 or department permission. (3 credits)

| | | | | | |
|-------|-------------------|-----------|--------|-----|-----------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC | CRN 10091 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 10094 |
| Jan 8 | INTERNET DELIVERY | | | | T44692 |

MKTG 3322
PROMOTIONAL STRATEGIES

BBY \$260.50 DTC \$258.80

Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN 10104 |
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | 10101 |

MKTG 3332
KEY ACCOUNT SELLING

BBY \$260.50

This course is designed for sales persons who will be working with long sales cycles in large organizations. We will look at managing the sales process and examine the possible influences within corporations and government departments. Topics covered include account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts. Prerequisite: previous sales training.

| | | | | | |
|-------|-----|-----------|--------|-----|-----------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN 13548 |
|-------|-----|-----------|--------|-----|-----------|

MKTG 3342
NEGOTIATING SKILLS

DTC \$258.80

Designed to cover the key elements that take place within the marketing or sales negotiation context. Students will explore negotiating styles, strategies and tactics. You will also prepare for, conduct, then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | CRN 19981 |
|--------|-----|-----------|--------|-----|-----------|

MKTG 3418
ADVERTISING DESIGN PRODUCTION

BBY \$414.50 DTC \$412.80

A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and Internet advertising. Examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, Internet and POP advertising. Develop your own marketing materials with QuarkXpress 4 (the industry standard). For those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC | CRN 42703 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 42704 |

MKTG 4318
MEDIA PLANNING

DTC \$258.80

Examines the development and execution of the media plan. Close contact is maintained by students with agency media buyers and other industry factors to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of most recent computer applications. Provides marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies. Prerequisite: MKTG 3218 or a minimum of one year's experience in an agency media department.

| | | | | | |
|-------|-----|-----------|--------|-----|-----------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | CRN 42706 |
|-------|-----|-----------|--------|-----|-----------|

MKTG 4340
MARKETING PLANNING FUNDAMENTALS

DTC \$258.80

Presents a decision-making course. Students will be expected to apply the concepts of marketing and planning to real-world situations. The course will cover identifying markets, buying behavior, product planning, pricing, distribution and communication strategies. The focus of the course will be on developing a marketing plan. Prerequisites: MKTG 2202 and MKTG 2341. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|-----|-----------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | CRN 10114 |
|-------|-----|-----------|--------|-----|-----------|

MKTG 4501
STRATEGIC MARKETING MANAGEMENT SIMULATION

BBY \$260.50

Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisites: MKTG 2202 and MKTG 4340. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN 10121 |
|--------|-----|-----------|--------|-----|-----------|

Training for Today's Call Centre Agents Workshop Series

(604) 622-7838 • www.callcentraining.com

CLCR 1040
CUSTOMER SERVICE SKILLS (1 CREDIT)

DTC \$295

A two-day course highlighting:

- How to elicit customer needs
- Using problem solving and creative thinking techniques to find solutions
- How to handle difficult customers

| | | | | |
|---------|----------|-----------|-----|-----------|
| Mar 6/7 | Tues/Wed | 0900-1600 | DTC | CRN 42017 |
|---------|----------|-----------|-----|-----------|

CLCR 1050
PROFESSIONAL TELEPHONE SALES (1 CREDIT)

DTC \$295

A two-day course highlighting:

- How to handle objections
- How to implement a proven and effective sales process
- Up-selling and cross-selling techniques

| | | | | | |
|-----------|----------|-----------|--------|-----|-----------|
| Mar 27/28 | Tues/Wed | 0900-1600 | 2 days | DTC | CRN 42018 |
|-----------|----------|-----------|--------|-----|-----------|

CLCR 1060
TEAM DYNAMICS AND STRESS MANAGEMENT (.5 CREDIT)

DTC \$175

A one-day course highlighting:

- How to build an effective team
- How to manage and resolve team conflict
- Problem-solving and decision-making methods
- Strategies to prevent and reduce stress in a call centre environment
- Creative stress management techniques

| | | | | | |
|-------|------|-----------|-------|-----|-----------|
| Apr 3 | Tues | 0900-1600 | 1 day | DTC | CRN 29594 |
|-------|------|-----------|-------|-----|-----------|

MANAGEMENT TRAINING FOR TODAY'S CALL CENTRES
CLCR 2001
COACHING SKILLS IN THE CALL CENTRE (1 CREDIT)

DTC \$395

A two-day course highlighting:

- The purpose and benefits of coaching
- How to identify when and whom to coach
- How to successfully coach employees at all developmental levels

| | | | | | |
|-----------|---------|-----------|--------|-----|-----------|
| Jan 16/17 | Tue/Wed | 0900-1600 | 2 days | DTC | CRN 41902 |
|-----------|---------|-----------|--------|-----|-----------|

CLCR 2003
MOTIVATING YOUR CALL CENTRE AGENTS (.5 CREDIT)

DTC \$195

A one-day course highlighting:

- Why motivation programs are effective in a call centre
- Effective motivational techniques for call centres
- How to develop a motivational tool kit
- How to evaluate motivational strategies

| | | | | | |
|--------|-----|-----------|-------|-----|-----------|
| Jan 18 | Thr | 0900-1600 | 1 day | DTC | CRN 41901 |
|--------|-----|-----------|-------|-----|-----------|

For information on the Call Centre Associate Certificate Program call (604) 622-7838 or (604) 432-8611.

Associate Certificate in Fundraising

Fundraising is an essential skill in today's nonprofit organization, whether one works as a volunteer, Board member, or staff. This new program, endorsed by NSFRE, teaches the necessary skills to succeed in fundraising in an increasingly competitive environment. It is a growing field with many opportunities for careers, and fascinating learning opportunities for the volunteer. This is one of the few post-secondary certificate programs available in Canada.

Fundraising

| | |
|-----------|--|
| FUND 1215 | Introduction to Fundraising |
| FUND 2215 | Marketing for Fundraising |
| FUND 2216 | Management and Finance for Fundraising |
| FUND 2316 | Grant & Proposal Writing (1.5 credits) |
| FUND 3315 | Campaign Planning and Operations |
| FUND 3317 | Managing Organizational Dynamics |
| FUND 4415 | Fundraising Practicum |

Elective: Any computer course of combination totalling 18 hours (approved by the department).

FUND 0010
FACE TO FACE SOLICITATIONS

DTC \$156.30

Face-to-face solicitation is an integral part of fundraising and should be incorporated into every organization's development strategy. The Art of Personal Solicitation Seminar will work through the steps for success in asking – from getting ready to make the visit to thank you and recognition, including handling objections from the donor. You will have an opportunity to practice and ask using real life situations.

| | | | | | |
|--------|-----|-----------|-------|-----|-----------|
| Feb 10 | Sat | 0900-1600 | 1 day | DTC | CRN 44357 |
|--------|-----|-----------|-------|-----|-----------|

Need to improve your computer skills for an online course?
See page 7 for Preparing for Online Learning.


FUND 1215
INTRODUCTION TO FUNDRAISING

DTC \$258.80

A course designed to provide an overview of fundraising topics. The emphasis is on the grounding of fundraising in philanthropy, the principles and strategic issues of fundraising in nonprofit organizations, and the role of the development officer and fundraising. Students develop an understanding of annual fund and capital campaign methodologies, working with volunteer boards, and developing career planning strategies. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | CRN 42685 |
|--------|-----|-----------|--------|-----|-----------|

FUND 2216
MANAGEMENT AND FINANCE FOR FUNDRAISING

DTC \$258.80

Provides students with a background for practical management skills and an understanding of organizational and fundraising budgets. The focus is on developing leadership, board and staff roles in finance and management, ethics, strategic and operational planning, budget development, how to evaluate software and information systems, organizational structure, human resources and accountability. Prerequisite: FUND 1215 or departmental permission. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|-----|-----------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | CRN 44195 |
|-------|-----|-----------|--------|-----|-----------|

FUND 3315
CAMPAIGN PLANNING & OPERATIONS

DTC \$258.80

Students learn to analyse and synthesize the necessary components of annual, major gift and capital campaigns. Strategic planning, institutional readiness, prospect research, record keeping, markets, vehicles and management of the program are stressed. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 15 | Mon | 1730-2030 | 12 wks | DTC | CRN 42687 |
|--------|-----|-----------|--------|-----|-----------|

FUND 3317
MANAGING ORGANIZATIONAL DYNAMICS

DTC \$258.80

Students will learn the skills necessary to manage the dynamics of employees and volunteers in a fundraising operation. Focus will be on managing people effectively, strategies for board development, working successfully with volunteers, writing job descriptions and working effectively with the internal organization. Prerequisite: FUND 2216. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | CRN 44202 |
|--------|-----|-----------|--------|-----|-----------|

Tourism

MANAGEMENT CERTIFICATE IN TOURISM MARKETING *

A program for those who work in the field of Tourism and are seeking formal and recognized qualifications to support their work experience. This combination should help if you wish to improve your present position or wish to seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of Tourism but have no previous experience and require some credibility. Employers who are looking for courses to upgrade employees marketing skills will also find value in this program. Listed below are the courses required to obtain your certificate.

Required

| | |
|-----------|--|
| MKTG 1102 | Essentials of Marketing |
| MKTG 1112 | Customer Relations |
| MKTG 1219 | Professional Sales 1 |
| MKTG 1342 | Trade/Consumer Show Marketing |
| MKTG 2202 | Introduction to Marketing Communications |
| TOUR 1261 | B.C. Tourism Issues |
| TOUR 1301 | Group Travel and Tours |
| TOUR 2304 | Conventions/Meetings/Incentive Travel |
| TOUR 2324 | Tourism Marketing Planning |

As well, choose four of the following:

| | |
|-----------|---|
| MKTG 1120 | Special Event Marketing |
| MKTG 1324 | Small Business Development |
| MKTG 2212 | Strategies in Customer Service |
| MKTG 3321 | Public Relations |
| TOUR 1250 | Introduction to Travel Agency Operations, |
| TOUR 2307 | Resort/Hotel Marketing |
| TOUR 2330 | Community Tourism Development |

And Two Electives

Students may choose two electives that they feel will enhance their growth. We recommend courses from other business programs, such as Administrative Management, Financial Management or Operations Management.

* The Tourism Program is currently undergoing a program review, therefore some changes may occur in September 2001.

ASSOCIATE CERTIFICATE IN TOURISM

| | |
|-----------|--|
| TOUR 1250 | Introduction to Travel Agency Operations |
| TOUR 1261 | B.C. Tourism Issues |
| TOUR 1301 | Group Travel and Tours |
| TOUR 2304 | Conventions/Meetings/IncentiveTravel |
| TOUR 2307 | Resort/Hotel Marketing |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1120 | Special Event Marketing |
| MKTG 1219 | Professional Sales 1 |

TOUR 1250
TRAVEL AGENCY OPERATIONS – AN INTRODUCTION

BBY \$260.50

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

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | CRN 11808 |
|--------|-----|-----------|--------|-----|-----------|

TOUR 1301
GROUP TRAVEL AND TOURS

DTC \$258.80

Covers the development, research and marketing of tour packages and charters. Practical exercises are given in tour planning, organizing, managing, guiding and marketing of tour/charter products. Terminology used by tour operators, wholesalers and destination management companies (D.M.C.'s) is applied in the costing, documentation and reservation systems used by firms in this growth sector of tourism. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC | CRN 18434 |
|--------|-----|-----------|--------|-----|-----------|

continued next page

TOUR 2304 CONVENTIONS/MEETINGS/INCENTIVE TRAVEL BBY \$260.50

Provides a basic understanding of convention/meeting planning; negotiating for special requirements in accommodation, transportation, attractions and hospitality sectors; amenities needed to satisfy delegates' desire to attend as well as on-site demands; importance of speaker selection, workshop planning and scheduling; marketing strategies to enhance a convention/meeting to provide success in both "bottom line" and in satisfying the objectives of conference planners. Where possible, students will be provided an opportunity to assist a local conference group in a practicum format. Prerequisite: TOUR 1261 or department permission.

Jan 9 Tue 1845-2145 12 wks BBY CRN 18555

TOUR 2330 COMMUNITY TOURISM DEVELOPMENT DTC \$258.80

Addresses the development of community tourism by focusing on local interest and economic benefits. Includes the nature of attraction, planning strategies, economic considerations, environmental factors and social and cultural impacts. Prerequisite: TOUR 1261 or department permission.

Jan 11 Thr 1730-2030 12 wks DTC CRN 42885

Media Techniques for Business

(604) 451-7032
(604) 453-4032

Terri_Carde@bcit.ca
Paul_Sawyer@bcit.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals. The Media Techniques for Business Certificate program requires the completion of the following ten basic courses, totalling 27 credits and a minimum of six elective courses totalling 18 credits from the offerings listed.

Required Courses:

BCST 1160 Introduction to Television
BCST 1161 Film for Beginners
COMM1103 Introduction to Business & Technical Communication

MDIA 1010 Photography
MDIA 1040 Graphics 1
MDIA 1100 Introduction to Media Techniques For Business
MDIA 2040 Graphics 2
MDIA 2060 Effective Presentation Techniques

Two of the following:

MDIA 1050 PageMaker PC 1
MDIA 1090 PageMaker Mac 1
MDIA 1150 QuarkXpress Mac 1
MDIA 1160 Illustrator Mac 1
MDIA 1260 Illustrator PC 1
MDIA 1170 Photoshop PC 1
MDIA 1180 Photoshop Mac 1
MDIA 2050 PageMaker PC 2
MDIA 2090 PageMaker Mac 2
MDIA 2150 QuarkXpress Mac 2
MDIA 2260 Illustrator Mac 2
MDIA 2261 Illustrator PC 2
MDIA 2170 Photoshop PC 2
MDIA 2180 Photoshop Mac 2

Elective courses:

BCST 1145 Copywriting for Radio and TV
BCST 1148 Writing for the Media
BCST 2252 Commercial Audio Production
BUSA 1305 Supervisory Skills
COMM2202 Letters and Memos
COMM2204 Technical Reports
FMGT 1152 Accounting for the Manager
MDIA 1020 Designing Business Forms
MDIA 1050 PageMaker PC 1
MDIA 1090 PageMaker Mac 1
MDIA 1130 CorelDraw 1
MDIA 1140 Colour Theory for Publishers
MDIA 1150 QuarkXpress Mac 1
MDIA 1155 QuarkXpress PC 1
MDIA 1180 Adobe Photoshop Mac 1
MDIA 1300 Multimedia Literacy
MDIA 2000 Typography
MDIA 2050 PageMaker PC 2
MDIA 2090 PageMaker Mac 2
MDIA 2130 CorelDraw 2
MDIA 2150 QuarkXpress Mac 2
MDIA 2160 Advanced Photography 1
MDIA 2170 Advanced Photography 2
MDIA 2300 Multimedia Authoring
MDIA 3010 Commercial Photography
MKTG 1102 Essentials of Marketing
MKTG 2202 Introduction to Marketing Communications

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast and Media Communications or Marketing for current offerings and specific course descriptions.

BUSINESS CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATIONS

A hands-on program designed to combine the strategic approach of Marketing Communications with the techniques of multimedia technology. The program is skills-based, focusing on specialized training in media techniques and the components of promotional marketing. It is valuable to anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

Required basic courses:

MKTG 1102 Essentials of Marketing
MKTG 2202 Introduction to Marketing Communications
MKTG 3321 Public Relations
MKTG 3322 Promotional Strategies
MKTG 3421 Strategic Communications
MDIA 1100 Intro to Media Techniques for Business
MDIA 2060 Effective Presentation Techniques
MDIA 1040 Graphic 1
MDIA 2040 Graphic 2

In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA 1050 PageMaker 1 for the PC
MDIA 2050 PageMaker 2 for the PC
MDIA 1090 PageMaker 1 for the MAC
MDIA 2090 PageMaker 2 for the MAC
MDIA 1150 Quark X Press for the MAC
MDIA 2150 Quark X Press for the MAC
MDIA 1170 Adobe PhotoShop for the PC 1
MDIA 2270 Adobe PhotoShop for the PC 2
MDIA 1180 Adobe PhotoShop for the MAC 1
MDIA 2180 Adobe PhotoShop for the MAC 2
MDIA 1160 Illustrator for the MAC 1
MDIA 2260 Illustrator for the MAC 2
MDIA 1260 Illustrator for the PC 1
MDIA 2261 Illustrator for the PC 2
MDIA 1130 CorelDraw 1
MDIA 2130 CorelDraw 2
MKTG 1019 Press/Media Relations
MKTG 2317 Sales Promotion Techniques
MKTG 1120 Special Event Marketing
MKTG 2438 Direct Marketing Dynamics
MKTG 3218 Introduction to Media (Advertising Media)

MDIA 0199 PHOTOGRAPHY ENTRY LEVEL BBY \$148

Learn to handle a 35mm Single Lens Reflex camera and accessories. Learn basic photographic concepts. Students with an interest, but no previous experience in photography, are encouraged to enroll in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Jan 10 Wed 1900-2200 4 wks BBY CRN 10967

MDIA 1010 PHOTOGRAPHY BBY \$293

Improves knowledge of handling 35mm equipment/accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 0199 or permission from the instructor. (3 credits)

Feb 7 Wed 1900-2200 8 wks BBY CRN 10968

MDIA 1040 GRAPHICS 1 BBY \$303.50

Introduces the many facets of graphics. Topics include lettering/typography; layout/design, drawing/illustration techniques, logo design, colour process, producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. Note: This course is not computer-based. (3 credits)

Jan 8 Mon/Wed 1845-2145 6 wks BBY CRN 10969

MDIA 1100 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS BBY \$303.50

Explore fundamental issues in creating and implementing a variety of visual/audio-visual communication projects. Study a practical perspective on pre-press production/printing, desktop publishing, commercial applications of photography and photographic imaging, video production, and communication tools used today. You will cover needs assessment, target audience identification and have an understanding of media integration. (3 credits)

Jan 8 Mon 1900-2200 12 wks BBY CRN 11026

MDIA 2040 GRAPHICS 2 BBY \$303.50

Covers detailed areas of graphics and print production. Include paper choice/selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040. (3 credits)

Feb 19 Mon/Wed 1845-2145 6 wks BBY CRN 11033

MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES BBY \$260.50

Prepares students to effectively present material, both written and spoken. Covers what to say and how to say it, using the right words and proper grammar. Builds written communication skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. (3 credits)

Jan 8 Mon 1845-2145 12 wks BBY CRN 11035

MDIA 2095 PORTFOLIO PRODUCTION BBY \$447.50

Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcasing their work. Prepare an effective medium to assist in furthering their careers, as well as identify professional development needs and set future goals. Recommended last course in Certificate. (3 credits)

Jan 11 Sat 0900-1200 12 wks BBY CRN 42858

MDIA 2160 ADVANCED PHOTOGRAPHY 1 BBY \$218

Combines classroom sessions and workshops in the studio (including a make-up demonstration) so students can develop skills to plan and carry out assignments in editorial and people photography. Students learn to recognize the potential of lighting, and how to work from a layout to meet a client's requirements. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

Jan 11 Thr 1900-2200 6 wks BBY CRN 11039

MDIA 2170 ADVANCED PHOTOGRAPHY 2 BBY \$218

Sessions/workshops in darkroom and studio cover the fundamentals to plan the areas of still life and advertising photography and to set up and operate a small studio. You will gain experience working with sophisticated lighting equipment and put together a powerful portfolio. Techniques and composition are stressed throughout the course. All darkroom material is provided. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

Feb 22 Thr 1900-2200 6 wks BBY CRN 11280

Associate Certificate Desktop Publishing

The Desktop Publishing Associate Certificate program requires the completion of the following six basic courses, totalling 15 credits, and a minimum of three elective courses totalling nine credits for a total of 24, from the list below:

Required basic courses:

MDIA 1040 Graphics 1
MDIA 1140 Colour Theory for Publishers
MDIA 1111 Scanning
MDIA 2000 Typography
MDIA 2095 Portfolio Production
MDIA 2060 Effective Presentation Techniques

In addition, choice of

I. Choice of: (Levels 1 and 2 required) MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2) MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 & 2)

MDIA 1150 & 2150 QuarkXpress (Levels 1 and 2)
MDIA 1155 & 2155 QuarkXpress for PC (Levels 1 and 2)
MDIA 1049 & 2049 Adobe In-Design (Levels 1 and 2)

II. Choice of: (Levels 1 and 2 required)

MDIA 1130 & 2130 CorelDraw (Levels 1 and 2)
MDIA 1160 & 2160 Adobe Illustrator for the Macintosh (Levels 1 & 2)
MDIA 1260 & 2261 Adobe Illustrator for the PC (Levels 1 & 2)

III. Choice of: (Levels 1 and 2 required)

MDIA 1170 & 2270 Adobe PhotoShop for the PC (Levels 1 & 2)
MDIA 1180 and 2180 Adobe PhotoShop for the Macintosh (Levels 1 and 2).

Desktop Publishing and Graphics for the Macintosh

(604) 451-7032
(604) 453-4032

Terri_Carde@bcit.ca
Paul_Sawyer@bcit.ca

MDIA 1090 PAGEMAKER MAC 1 BBY \$344

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Learn to create projects, advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Macintosh computer for this hands-on course. (1.5 credits)

Jan 12 Fri 1845-2145 6 wks BBY CRN 10970

MDIA 1111 DESKTOP SCANNING BBY \$384 DTC \$382.30

Learn to use your desktop scanner. Work with a desktop scanner from your own computer terminals. Covers basic colour theory, reflection/flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed; resolution, dynamic range and the removing of unwanted colourcasts. PhotoShop is used extensively in this course. (1.5 credits)

Jan 10 Wed 1845-2145 6 wks BBY CRN 17979
Feb 2 Fri 0900-1600 3 wks DTC 41207

MDIA 1049 ADOBE INDESIGN - LEVEL 1 DTC \$342.30

This sophisticated page layout and design program is designed for the future of professional publishing. Delivers unparalleled creative freedom, productivity and precision for designing superb pages. InDesign works seamlessly with PhotoShop and Illustrator providing a single integrated design environment that does not interrupt your creative process. Covers the InDesign toolbox, Master multiple pages, guides and grids, text placing and handling, integrating elements into your pages, links, text and graphic frames, gradient fills and strokes, multiple views, document wide layers, typographical composition techniques, scaling and shearing of text and graphics, navigator control and applying colours. (1.5 credits)

Jan 13 Sat 1300-1600 6 wks DTC CRN 43024

MDIA 1140 COLOUR AND THEORY FOR PUBLISHERS BBY \$437.50

Introduces the principles of colour in relation to physics, physiology and communication. Explores the additive primaries red green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. Also covers colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3 credits)

Jan 11 Thr 1845-2145 12 wks BBY CRN 17089

MDIA 1150 QUARKXPRESS MAC 1 DTC \$342.30

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of QuarkXpress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation. Prerequisite: A solid working knowledge of the Macintosh. (1.5 credits)

Jan 8 Mon 1730-2030 6 wks DTC CRN 18407

MDIA 1160 ADOBE ILLUSTRATOR MAC 1 BBY \$384 DTC \$382.30

Learn tools by examining the toolbox, view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, and use perimeters to create basic shapes. Work with type, change type attributes, import text and link text blocks, wrap text around an object and more. (1.5 credits)

Jan 12 Fri 1730-2030 6 wks DTC CRN 16766
Jan 13 Sat 0900-1200 6 wks BBY 18411

MDIA 1180 BBY \$384 DTC \$382.30

ADOBE PHOTOSHOP FOR MAC 1

Produce colour and black and white images right at the desktop. Students work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on an image and airbrushing. Individual work stations. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY | CRN | 11284 |
| Jan 12 | Fri | 0900-1600 | 3 wks | DTC | | 18409 |
| Jan 13 | Sat | 1300-1600 | 6 wks | BBY | | 15607 |

MDIA 2000 DTC \$435.80

TYPOGRAPHY

Gives students an understanding of typesetting rules and techniques. Covers type history, development and usage. The following nine evenings will be spent using QuarkXpress to complete a variety of projects. Emphasis will be a quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090. (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | CRN | 17145 |
|--------|-----|-----------|--------|-----|-----|-------|

MDIA 2049 DTC \$342.50

ADOBE INDESIGN - LEVEL 2

Builds on the strengths learned in the Level 1 course. Additional topics will consist of: automatic layout adjustment, precision control techniques, pen tool paths, layer modes, scissor tools, rotation from the transform palette, tracking and kerning techniques, Bezier paths, making special gradients, step and repeat options, nested text and graphic frames, colour separations, RGB, CMYK and lab mode colours, trapping issues, full Adobe Acrobat PDF support, and more. Prerequisite: MDIA 1040 Level 1 or permission from instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 24 | Sat | 1300-1600 | 6 wks | DTC | CRN | 43025 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 2090 BBY \$344

PAGEMAKER MAC 2

Guides students through advanced features. Create your documents in readiness for sending files to a service bureau, thus reducing pre-press costs. Learn how to create colour separation files and work with a desktop scanner. Students will have their own workstation using a Macintosh computer. Prerequisite: MDIA 1090 or permission from the instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 23 | Fri | 1845-2145 | 6 wks | BBY | CRN | 11036 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 2111 BBY \$384 DTC \$382.30

DESKTOP SCANNING 2

Continues on from Desktop Scanning 1. Adobe PhotoShop is used extensively. Prerequisite: MDIA 1111. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 21 | Wed | 1845-2145 | 6 wks | BBY | CRN | 18404 |
| Feb 23 | Fri | 0900-1600 | 3 wks | DTC | | 42854 |

MDIA 2150 DTC \$342.30

QUARKXPRESS MAC 2

Teaches advanced publishing techniques using QuarkXpress including integration with work processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 19 | Mon | 1730-2030 | 6 wks | DTC | CRN | 18408 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 2180 BBY \$384 DTC \$382.30

ADVANCED PHOTOSHOP

Manipulate scanned photolithographs, slides and original artwork. Learn how to look at colour models, adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Teaches resolution, determining correct scan resolution, creating releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY | CRN | 11983 |
| Feb 24 | Sat | 1300-1600 | 6 wks | BBY | | 18410 |
| Mar 16 | Fri | 0900-1600 | 3 wks | DTC | | 41202 |

MDIA 2260 BBY \$384 DTC \$382.30

ADOBE ILLUSTRATOR MAC 2

This course is a continuation of MDIA 1160. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 23 | Fri | 1730-2030 | 6 wks | DTC | CRN | 17978 |
| Feb 24 | Sat | 0900-1200 | 6 wks | BBY | | 18412 |

MDIA 3180 DTC \$382.30

ADOBE PHOTOSHOP MAC 3

Learn to create special effects using channels and filters, render text to use filters, prepare and optimize images for the Web, create rollovers and animate gifs for any sequence for video or the Web. Create, save and edit actions, use alpha channels to create transparent backgrounds for exporting into image compositing programs, create textures and lighting for 3D animations, make natural reflections, techniques for retouching damaged images and fix over exposed images with dark shadows. Prerequisites: Photoshop levels 1 and 2 or permission from the instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 11 | Thr | 1730-2030 | 6 wks | DTC | CRN | 44272 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 3260 DTC \$382.30

ADOBE ILLUSTRATOR MAC 3

This course concentrates on the more advanced features and tools of Illustrator. Topics include graphic file formats, what they are and how to use them efficiently, colour management, advanced tools using the gradient mesh tool and graph tool, integrating Illustrator with other publishing programs and platforms, pathfinder techniques, trapping issues and preparing files for final film output with colour separation. This advanced course is intended for designers and production artists who wish to learn more about key issues in a production environment. Prerequisites: Illustrator Levels 1 and 2 or permission from the instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 22 | Thr | 1730-2030 | 6 wks | DTC | CRN | 44273 |
|--------|-----|-----------|-------|-----|-----|-------|

Study Spanish at BCIT



Call 432-8816 or
see page 7 for more details.

Desktop Publishing and Graphics for the PC

(604) 451-7032
(604) 432-8614

Terri_Carde@bcit.ca
Laura_Davie@bcit.ca

MDIA 1050 DTC \$342.30

PAGEMAKER PC 1

Teaches design, layout and production of professional publications, using the Adobe PageMaker assembly software program. Students will learn to create numerous publishing projects including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 9 | Tue | 1730-2030 | 6 wks | DTC | CRN | 11276 |
| Jan 13 | Sat | 0900-1200 | 6 wks | DTC | | 11277 |
| Feb 22 | Thr | 1730-2030 | 6 wks | DTC | | 15225 |

MDIA 1130 BBY \$384

CORELDRAW 1

Learn to create logos, Web icons, business cards, flyers, newsletters and more. CorelDraw 9 is a powerful vector based PC graphics program, perfect for all your Desktop Publishing or Graphics needs. Level 1 introduces the desktop environment and drawing tools, as well as node editing, working with text, fit-text-to-path, and clipart. Prerequisite: Windows knowledge. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 13 | Sat | 0900-1200 | 6 wks | BBY | CRN | 11029 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 1170 BBY \$384

ADOBE PHOTOSHOP FOR WINDOWS 1

Create and produce colour and black and white images right at the desktop. Students create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type on an image. Individual workstations. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY | CRN | 11982 |
| Jan 13 | Sat | 1300-1600 | 6 wks | BBY | | 11981 |

MDIA 1260 BBY \$384

ILLUSTRATOR PC 1

View artwork in different modes, edit a segment, construct a drawing, and learn about layers, group/ungroup objects. Learn painting objects, creating process colours, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use perimitives to create basic shapes. Work with type, change attributes, import text and more. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 14 | Sun | 0900-1200 | 6 wks | BBY | CRN | 17975 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 2050 DTC \$342.30

PAGEMAKER PC 2

Learn how to create documents in readiness for sending files to a service bureau thereby reducing pre-press costs. Students will learn how to create colour separation files. Prerequisite: MDIA 1050 or permission from the instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 20 | Tue | 1730-2030 | 6 wks | DTC | CRN | 11034 |
| Feb 22 | Thr | 1730-2030 | 6 wks | DTC | | 44250 |
| Feb 24 | Sat | 0900-1200 | 6 wks | DTC | | 19890 |

MDIA 2130 BBY \$384

CORELDRAW 2

Create projects with special effects such as drop shadows, blended fills and dimension. Level 2 introduces bitmaps and working with layers. Topics covered will include power clips, extrude, envelopes, import and export and Web integration. Pre-press file preparation and professional output will also be discussed. Pre-requisite: MDIA 1130. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 24 | Sat | 0900-1200 | 6 wks | BBY | CRN | 11279 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 2261 BBY \$384

ADOBE ILLUSTRATOR PC 2

Builds on skills learned in MDIA 1260. This course enables you to work with advanced techniques such as multiple masks, airbrush effects, multiple layers and paths, custom views and special type effects. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 25 | Sun | 0900-1200 | 6 wks | BBY | CRN | 41465 |
|--------|-----|-----------|-------|-----|-----|-------|

MDIA 2270 BBY \$384

ADOBE PHOTOSHOP WINDOWS 2

Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY | CRN | 42821 |
| Feb 24 | Sat | 1300-1600 | 6 wks | BBY | | 15226 |

Internet

(604) 451-7032
(604) 453-4032

Terri_Carde@bcit.ca
Paul_Sawyer@bcit.ca

Web Technologies - Publishing on the Internet

| | | |
|------|------|---|
| MDIA | 1205 | Weaving the Web: Publishing on the Internet 1 |
| MDIA | 2205 | Weaving the Web: Publishing on the Internet 2 |
| MDIA | 3205 | Imaging Technologies for Web Publishing |
| MDIA | 3206 | Audio and Video Technologies for Web Publishing |
| MDIA | 3207 | Using Scripting Language on the Web |
| MDIA | 3208 | Using New Media on the Web |
| MDIA | 4205 | Web site and Network Management |
| MDIA | 4206 | Major Project |

MDIA 1195 BBY \$380

INTRODUCING THE INTERNET

Covers user skills in search engines, downloading software, e-mail ISP's and Newscast Push technology. Emphasis will be placed on supercharging your search engines and finding relevant information on the Web. Emphasis will be placed on the most popular browsers Netscape, Internet Explorer and the areas of e-mail and push technology. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY | CRN | 18413 |
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY | | 44249 |
| Jan 13 | Sat | 0900-1600 | 3 wks | BBY | | 18414 |

MDIA 1200 BBY \$380

ADVANCED INTERNET

Create eye-catching pages on the Web. Learn to set up Web pages using HTML Editors such as FrontPage and Netscape Composer. Templates, wizards, tables, frames, forms and plug-ins such as Java Applets will be discussed and used. Prerequisite: MDIA 1195 or equivalent Internet experience. (1.5 credits)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY | CRN | 17107 |
| Feb 10 | Sat | 0900-1600 | 3 wks | BBY | | 17108 |



MDIA 1201 DTC \$613.80

INTERNET SKILLS

Combines MDIA 1195 and MDIA 1200, first 2 1/2 days cover skills in search engines, downloading software, e-mail, ISP's and Newscast Push technology. Emphasis on the most popular browsers and the areas of e-mail and Push Technology. Second half focuses on creating Web pages using HTML. Templates, wizards, tables, frames, forms and more will be discussed and used. (3 credits)

| | | | | | | |
|--------|---------|----------|------|-----|-----|-------|
| Jan 15 | Mon-Fri | 900-1600 | 1 wk | DTC | CRN | 44271 |
|--------|---------|----------|------|-----|-----|-------|



MDIA 1205 \$550

WEAVING THE WEB: PUBLISHING ON THE INTERNET (LEVEL 1)

A basic course in Web authoring offered entirely on the Internet. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 32-64 Megs of RAM. Software required: Netscape Communicator. To browse the course outline, visit <http://online.bcit.ca/de/Multimed.htm> (3 credits)

| | | | | | | |
|-------|-----|----------|--------|-----|--|-------|
| Jan 9 | Tue | Internet | 12 wks | CRN | | 41203 |
|-------|-----|----------|--------|-----|--|-------|



MDIA 2205 \$367

PUBLISHING ON THE INTERNET (LEVEL 2)

Topics include manual HTML coding of forms, frames, and cascading style sheets (CSS). The course will be offered entirely on the Internet. See MDIA 1205 for technical requirements. To browse the course outline, see <http://online.bcit.ca/de/Multimed.htm> Prerequisite: MDIA 1205 or demonstrated competence. (2 credits)

| | | | | | | |
|-------|-----|----------|-------|-----|--|-------|
| Jan 9 | Tue | Internet | 6 wks | CRN | | 43101 |
|-------|-----|----------|-------|-----|--|-------|



MDIA 3205 \$367

IMAGING TECHNOLOGIES FOR WEB

Topics include image file formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping, and graphic layout. The course will be offered entirely on the Internet. To browse the course outline link to URL: <http://online.bcit.ca/de/Multimed.htm>. Software required: a graphics application (such as Adobe ImageReady, Photoshop, or Macromedia Fireworks). Prerequisites: MDIA 1205 and MDIA 2205 or demonstrated competence. (2 credits)

| | | | | | | |
|--------|-----|----------|-------|-----|--|-------|
| Feb 20 | Tue | Internet | 6 wks | CRN | | 43102 |
|--------|-----|----------|-------|-----|--|-------|



MDIA 3206 \$367

AUDIO AND VIDEO TECHNOLOGIES FOR WEB PUBLISHING

Topics include audio file formats, audio sample rates, audio resolution, audio compression, video file formats, and video compression. To browse the course outline, see <http://online.bcit.ca/de/Multimed.htm>. Students must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundEdit 16, SoundForge, BAIS Peak, or similar. Assignments will not require the digitization of video. Prerequisite: MDIA 1205, 2205 and 3205 or demonstrated competence. (1.5 credits)

| | | | | | | |
|--------|-----|----------|-------|-----|--|-------|
| Feb 20 | Tue | Internet | 6 wks | CRN | | 43103 |
|--------|-----|----------|-------|-----|--|-------|



MDIA 3207 \$550

USING SCRIPTING LANGUAGE ON THE WEB

Concentrates on using and modifying commercial and/or freeware JavaScript routines to enhance the content of Web pages. To fully understand how JavaScript work and how they may be modified, students will be asked to create short JavaScript routines using manual coding. Other topics will include Java Applets (no coding required), Dynamic HTML (DHTML), and embedded fonts. Prerequisite: MDIA 1205, MDIA 2205, MDIA 3205 and MDIA 3206 or demonstrated competence. To browse the course outline, visit <http://online.bcit.ca/de/Multimed.htm>. (3 credits)

| | | | | | | |
|-------|-----|----------|--------|-----|--|-------|
| Jan 9 | Tue | Internet | 12 wks | CRN | | 43203 |
|-------|-----|----------|--------|-----|--|-------|



MDIA 3208 INTERNET \$550

USING NEW MEDIA ON THE WEB

Concentrates on using new media to enhance Web pages. While utilizing Shockwave/Flash will form the basis of this course, students will be encouraged to employ other new media, as it becomes available. The use of Macromedia Director to create dynamic Web pages will be discussed and students who have access to this software will be encouraged to use it. Prerequisites: MDIA 1205, MDIA 2205, MDIA 3205, MDIA 3206 and MDIA 3207 or demonstrated competence. To browse the course outline, link to <http://online.bcit.ca/de/Multimed.htm>. (3 credits)

| | | | | | | |
|-------|-----|----------|--------|-----|--|-------|
| Jan 9 | Tue | Internet | 12 wks | CRN | | 43204 |
|-------|-----|----------|--------|-----|--|-------|



MDIA 4205 BBY \$550

WEB SITE MANAGEMENT AND ECOMMERCE

Topics include: locating clients, consultation, market research, advertising considerations, using print media, search service submissions, banner advertising/banner exchanges, trade links, Internet malls and cross-linking, targeting your populations, maintaining site, services and fees, online shopping, enhancing your business with the Internet and the virtual store front. The content of this course will articulate closely with MDIA 4206 and the two may be taken concurrently. To browse the course outline, link to URL: <http://online.bcit.ca/de/Multimed.htm>. Prerequisites: MDIA 1205, MDIA 2205, MDIA 3205, MDIA 3206, MDIA 3207 and MDIA 3208 or demonstrated competence. (3 credits)

| | | | | | | |
|-------|-----|----------|--------|-----|-----|-------|
| Jan 9 | Tue | Internet | 12 wks | BBY | CRN | 44255 |
|-------|-----|----------|--------|-----|-----|-------|

continued next page



MDIA 4206 MAJOR PROJECT

BBY \$550

This course is the culmination of the certificate program and will concentrate on the development of a comprehensive Web site for a real client. Students will be encouraged to locate a volunteer organization desiring a Web site or use some organization or business with which they are closely associated. In addition to locating the client, other tasks will include designing and storyboarding the site in consultation with the client, articulating the content of the site as dictated by the client, creating a domain name, mounting the site using a commercial ISP, registering the site with search services, cross linking the site with other similar organizations and maintaining and testing the site for a period of six weeks. The tutor will be constantly available for consultation during this process. The course may be taken concurrently with MDIA 4205. Prerequisites: MDIA 1205, MDIA 2205, MDIA 3205, MDIA 3206, MDIA 3207 and MDIA 3208, or demonstrated competence. (3 credits)

Jan 9 Tue Internet 12 wks BBY CRN 44256

Multimedia

(604) 451-7032
(604) 432-8614

Terri_Carde@bcit.ca
Laura_Davie@bcit.ca

MDIA 1008

DTC \$456.30

APPLE FINAL CUT PRO MAC 1

This digital video creation course focuses on how to create videos with fast, interactive editing tools with direct proxy-free compositing views along with special effects techniques. The course covers Real-time DV editing, effects and compositing solutions in order to create high-impact materials, such as video brochures, instructional guides and presentations. (1.5 credits)

Jan 13 Sat 0900-1200 6 wks DTC CRN 44247

MDIA 1188

BBY \$384

AADOE PREMIER

Premier makes it easier to create digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Students have their own workstation and user guide. (1.5 credits)

Jan 8 Mon 1845-2145 6 wks BBY CRN 18405

MDIA 1450

DTC \$382.30

MACROMEDIA DIRECTOR 1

Guides you through the practical aspects of working with Macromedia Director. The focus will be on screen and interface design as well as incorporation video, audio, graphics and animation. You will create a real interactive multimedia project with techniques that will apply to both MAC and PC platforms. (1.5 credits)

Jan 9 Tue 1730-2030 6 wks DTC CRN 40248

MDIA 1455

BBY \$384

DIRECTOR PC 1

This course provides an introduction to Macromedia Director. It is also an introduction to some of the concepts of interactive multimedia production for CD-ROM and the Web. Covered are the basics of the software, how to create animations and how to create simple interfaces that use navigation and user feedback. As multimedia productions created in Director rely heavily on imported content from other software, the basic technical specifications of content formats is covered as well. (1.5 credits)

Jan 8 Mon 1845-2145 6 wks BBY CRN 44251

MDIA 1461

BBY \$384

MACROMEDIA DREAMWEAVER PC 1

DreamWeaver is a roundtrip WYSIWYG HTML editor. DreamWeaver allows you to design your Web page visually while keeping the source code available to be tweaked manually. The course introduces students to the basics of Web page design focusing on site design and content management. Students to learn how to create simple Web pages containing text and graphics. Prerequisite: A basic understanding of HTML would be helpful but not necessary. (1.5 credits)

Jan 9 Tue 1845-2145 6 wks BBY CRN 44253

MDIA 1465

BBY \$384

MACROMEDIA FLASH PC 1

Flash is a Web-based animation program. Flash Level one will introduce students to Flash as well as learn how to prepare animations for the Web. The course will show how to produce content in Flash as well as how to work with other applications. Simple animations will be made to interact with Web pages. (1.5 credits)

Jan 12 Fri 1845-2145 6 wks BBY CRN 44257

MDIA 1466

DTC \$382.30

MACROMEDIA FLASH MAC 1

Flash is a Web-based animation program. Flash level one will introduce students to Flash as well as learn how to prepare animations for the Web. The course will show how to produce content in Flash as well as how to work with other applications. Sample applications will be made to interact with Web pages. (1.5 credits)

Jan 10 Wed 1730-2030 6 wks DTC CRN 44260

MDIA 1470

DTC \$382.30

MACROMEDIA DREAMWEAVER MAC 1

Dreamweaver is a roundtrip WYSIWYG HTML editor. Dreamweaver allows you to design your Web page visually while keeping the source code available to be tweaked manually. The course introduces the basics of Web page design focusing on site design and content management. You will create simple Web pages containing text and graphics. Prerequisite: A basic understanding of HTML would be helpful but not necessary. (1.5 credits)

Jan 9 Tue 1730-2030 6 wks DTC CRN 44264

MDIA 1910

DTC \$382.30

AADOE GOLIVE MAC 1

Adobe GoLive offers the unique tools needed to ensure the success of creating an interactive Web site. The program has a comprehensive set of tools, which will allow you to create a flawlessly designed Web site with the familiar Adobe interface. GoLive is tightly integrated with PhotoShop, Illustrator, InDesign and LiveMotion. The course covers: Inspector palette, layout and grids, point and shoot, size and optimize PhotoShop images, QuickTime Movies, Java applets, Smartlinks, cascading style sheets and Web site design. (1.5 credits)

Jan 8 Mon 1730-2030 12 wks DTC CRN 44274

MDIA 2010

DTC \$382.30

AADOE GOLIVE MAC 2

This advanced course covers: Linking issues, Hypertext links, actions, rollovers, previewing links, creating actions, adding content to frames, floating boxes, animating multiple floating boxes, developing a site map, creating dynamic links for incorporating database and e-commerce capabilities, multiple panes for viewing live and conceptualized site pages, links and content, editing streaming media and site management issues. (1.5 credits)

Feb 19 Mon 1730-2030 6 wks DTC CRN 44275

MDIA 2189

DTC \$440.80

AADOE AFTER EFFECTS

Provides a working knowledge of some of the software used for video production. Create portfolio quality Quick Time movies that can be integrated into multimedia projects digital non-linear video editing and Adobe After Effects for compositing, animation and effects. Topics include video production process, and compression for animation. (3 credits)

Jan 10 Wed 1730-2030 12 wks DTC CRN 42859

MDIA 2450

DTC \$382.30

MACROMEDIA DIRECTOR MAC 2

Builds on skills learned in Macromedia 1. Prerequisite: MDIA 1450. (1.5 credits)

Feb 20 Tue 1730-2030 6 wks DTC CRN 40664



MDIA 2455 DIRECTOR PC 2

BBY \$384

This course is a continuation of Director Level 1 and focuses mainly on the Lingo programming language that is the core of Macromedia Director. Covers a reorganizing data through lists, reading and writing data to the hard drive, accessing content on the Web and movies in a window. Also covers a more sophisticated technique for dealing with content such as digital video and audio. This course will involve the students in a project of their own design that will incorporate all of the aspects learned in the course. (1.5 credits)

Feb 19 Mon 1845-2145 6 wks BBY CRN 44252

MDIA 2461

BBY \$384

MACROMEDIA DREAMWEAVER PC 2

This level two course builds upon the skills learned in Level 1. Students will learn some of the more advanced features of DreamWeaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: DreamWeaver Level 1 or equivalent. (1.5 credits)

Feb 20 Tue 1845-2145 6 wks BBY CRN 44254

MDIA 2465

BBY \$384

MACROMEDIA FLASH PC 2

Flash Level 2 builds on the skills learned in level one with focus placed on developing a larger project in Flash. Students will take advantage of Flash's symbols. Flash Level 2 will introduce students to action Scripts which allow developers to create sophisticated interactive projects. The course also examines how to create content for Flash Generator. Prerequisites: MDIA 1465. (1.5 credits)

Feb 23 Fri 1845-2145 6 wks BBY CRN 44259

MDIA 2466

DTC \$382.30

MACROMEDIA FLASH MAC 2

This course is a continuation of Director Level 1 and focuses mainly on the Lingo programming language. Lingo is a very powerful and robust programming language that is the core of Macromedia Director. Topics covered include organizing data through lists, reading and writing data to the hard drive, accessing content on the Web and movies in a window, techniques for dealing with content such as digital video and audio. This course will involve the students in a project of their own design that will incorporate all of the aspects learned in the course. (1.5 credits)

Feb 21 Wed 1730-2030 6 wks DTC CRN 44261

MDIA 2470

DTC \$382.30

MACROMEDIA DREAMWEAVER MAC 2

This level two course builds upon the skills learned in Level 1. You will use some of the more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: Dreamweaver Level 1 or equivalent. (1.5 credits)

Feb 20 Tue 1730-2030 6 wks DTC CRN 44681

Other Related Courses:

- BCST 1143 The Music Business and the Broadcast Industry
- BCST 1153 Music Recording Techniques
- BCST 1159 Digital Audio Workshop
- BCST 1162 Basics of Professional Camera
- BCST 1165 Video Editing Workshop
- BCST 1168 On Camera Personal Imaging
- BCST 1180 Intro to AVID Non-linear Editing
- BCST 2255 Commercial and Animation Voiceover

Please turn to the Broadcast and Media Communications section of the flyer for full course descriptions

Starting Your Own Business

VENT 0100

\$497.50

Jan 10 Wed 1730-2030 12 Weeks DTC CRN 44124

Suitable for those who are interested in examining the possibility offsetting up their own business, or for those who have already started but want to learn how to prepare a business plan. Course will cover entrepreneurial characteristics, developing a marketing strategy, conducting market research, operating your business, financial projections, risk reduction, business plan development and much more. Based on the successful Venture and BEST programs, which have been developed over the last ten years, this condensed version will concentrate on need-to-know, street level information. By the end of the program, participants will have created a plan for their business, which will be reviewed by members of the Venture Development Centre at BCIT.

3D Animation

(604) 451-7032
(604) 432-8614

Terri_Carde@bcit.ca
Laura_Davie@bcit.ca

MDIA 2400

DTC \$713.80

SOFTIMAGE 1

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse Kinematics and motion capture also give students skills needed in today's competitive market. (3 credits)

Jan 8 Mon/Fri 1830-2130 6 wks DTC CRN 19924

MDIA 2600

BBY \$384

MAYA 1

This is a hands-on introductory course to 3D computer graphics using Maya Unlimited software. The focus of this foundation course will be software concepts, modeling and rendering. (1.5 credits)

Jan 13 Sat 1300-1600 6 wks BBY CRN 18401

MDIA 2700

BBY \$384

MAYA 2

This course is hands-on and builds upon the modeling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor. (1.5 credits)

Feb 24 Sat 1300-1600 6 wks BBY CRN 18403

MDIA 3000

BBY \$715.50

MAYA INTERMEDIATE

Alias Intermediate will focus on advanced modeling and rendering techniques as well as the practical application of animation. The lesson structure will be such that the student will be able to pursue personal projects. Prerequisite: MDIA 2700 or permission of instructor. (3 credits)

Jan 17 Wed 1845-2145 12 wks BBY CRN 18395

MDIA 3400

DTC \$713.80

SOFTIMAGE 2

A continuation of skills learned in MDIA 2400. (3 credits)

Feb 19 Mon/Fri 1830-2130 6 wks DTC CRN 40612

Medical Office Assistant

(604) 451-7032

Terri_Carde@bcit.ca

OFFC 1001

BBY \$278.50

ANATOMY AND TERMINOLOGY 1

Combines both medical and terminology and basic human anatomy and physiology. The medical systems of the body are explored using the format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Disease processes are explored as they relate to each body system. An emphasis is placed on correct spelling, pronunciation and meaning of the language of medicine. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 40054

OFFC 1002

BBY \$278.50

ANATOMY AND TERMINOLOGY 2

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001. (3 credits)

Jan 8 Mon 1845-2145 12 wks BBY CRN 41259

OFFC 1003

BBY \$325.50

OFFICE PRACTICE

Introduces MOA administration duties and professional conduct. Topics include appointment scheduling, pharmacology, reception, charts and filing. The last six weeks of this course introduce the basic features of medical practice management systems using PSREGEN'S Smart Series billing software. This course emphasizes computerized medical billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Note: this course replaces OFFC 1030 and OFFC 1070. Prerequisite: basic computer and keyboarding skills. (3.5 credits)

Jan 10 Wed 1815-2145 12 wks BBY CRN 40055

OFFC 1020

BBY \$305.50

TRANSCRIPTION

Introduces the student to the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisite: OFFC 1001, OFFC 1002, OFFC 1060 and typing speed of 40 wpm is recommended. (3 credits)

Jan 13 Sat 0900-1600 6 wks BBY CRN 15235

Feb 24 Sat 0900-1600 6 wks BBY 15236

OFFC 1040

BBY \$274.50

CLINICAL PROCEDURES

Presents basic clinical procedures and tests commonly performed in medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. Students will familiarize themselves with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually. (3 credits)

Jan 11 Thr 1845-2145 12 wks BBY CRN 15242

OFFC 1060

BBY \$170

MEDICAL DOCUMENTATION

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: computer literacy and keyboarding skills. This is the prerequisite course for OFFC 1020. (1.5 credits)

Jan 10 Wed 1845-2145 6 wks BBY CRN 16551

OFFC 2000 PRACTICUM

BBY \$260.50

Provides work experience for students that have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisites: completion of all OFFC courses as listed above, all OFFC courses required prior to program changes in January 1998, or in special circumstances, with permission of the program coordinator. (4 credits)

Feb 19 Mon 1845-2145 6 wks BBY CRN 15243

International Trade Training Program

(604) 412-7686

Dale_Harvey@bcit.ca



British Columbia Institute for Studies in International Trade

FITSkills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issues, market-entry strategies and sound international management techniques. Graduates of this diploma program meet the educational requirements to become a Certified International Trade Professional (C.I.T.P.), the only professional designation in Canada for International Trade practitioners. The 26-country International Association of Trade Organization (IATTO) recognizes the FITSkills Diploma.

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITSkills program with the assistance of the federal government. The program is delivered across Canada. Take the entire program, or take one or more of the modules to suit your needs.

Courses in the program include:

FITT 0100 Global Entrepreneurship
FITT 0105 International Trade Research
FITT 0110 International Trade Finance
FITT 0115 International Trade Logistics
FITT 0120 Market Entry & Distribution
FITT 0125 International Marketing
FITT 0130 Legal Aspects of International Trade
FITT 0135 International Trade Management

Each course module is 35 classroom hours over four weeks. Classes are held two evenings per week plus one Saturday. Courses may be taken in any order; however, it is recommended that students have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135).

Courses Offered this Term

Note: Course fees include all course materials.

FITT 0100 GLOBAL ENTREPRENEURSHIP DTC \$575

Participants will be introduced to a wide variety of international business topics from the ground up. Topics covered in this module will help to adapt and transform your marketing strategies into opportunities. The course covers an introduction of the skills and knowledge needed to compete as a global entrepreneur.

Mar 20 Tue/Thu 1730-2100 4 wks DTC CRN 42813
Apr 7 Sat 0900-1700

FITT 0115 INTERNATIONAL TRADE LOGISTICS HYDRO \$575

This module describes the characteristics of international trade logistics and demonstrates the role logistics plays in securing a competitive advantage. Participants will be shown how to identify and apply the essential skills needed to design and formulate cost-effective approaches to the movement of goods and services from the producer to the customer.

Jan 8 Mon/Wed 1730-2100 4 wks Hydro CRN 42816
Jan 27 Sat 0900-1700

FITT 0120 MARKET ENTRY AND DISTRIBUTION HYDRO \$575

This module describes how to evaluate market entry strategies and suggests ways of selecting the ones most appropriate to the proposed venture. While examining entry strategies, participants will develop a better understanding of barriers to entry; distribution issues; agents and distributors; partnering and joint ventures; exit strategies and more.

Feb 12 Mon/Wed 1730-2100 4 wks Hydro CRN 42815
Mar 3 Sat 0900-1700

FITT 0125 INTERNATIONAL MARKETING HYDRO \$575

Nowhere is marketing more important than in the global marketplace where there are multitudes of competitors to choose from. This module provides well-established tools and techniques for reaching the target market regardless of location, culture or language. Participants will develop an international marketing plan that will help them master the challenges of international marketing.

Mar 19 Mon/Wed 1730-2100 4 wks Hydro CRN 42814
Apr 7 Sat 0900-1700

FITT 0130 LEGAL ASPECTS OF INTERNATIONAL TRADE DTC \$575

Issues surrounding such things as trade agreements and the enforcements of rules and regulations in areas such as technical standards, health and safety and environmental protection can directly affect success in international trade. This course presents a management perspective of these and other vital issues and creates an awareness of the international legal implications of expansion into the global marketplace.

Jan 9 Tue/Thu 1730-2100 4 wks DTC CRN 42818
Jan 20 Sat 0900-1700

FITT 0135 INTERNATIONAL TRADE MANAGEMENT DTC \$575

Students will learn what today's most successful international corporations know about forging alliances, business planning, risk management, and using information technologies strategically. This module will cover how to operate an export office and manage human resources internationally. Students will learn how to manage international trade activities more effectively with an eye to competitive advantage.

Feb 13 Tue/Thu 1730-2100 4 wks DTC CRN 42817
Mar 3 Sat 0900-1700

Operations Management

(604) 432-8611
(604) 451-6743

Vicki_Forbes@bcit.ca
Frank_Gruen@bcit.ca



The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain – in such areas as materials management, information services, purchasing and quality. In B.C. there are two APICS Chapters, one in Vancouver and the other in Kelowna, with a combined membership of over 300 people.

BCIT, in cooperation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs: Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). See below for details. For specific information on becoming a member of APICS, please contact the local APICS office, Tel. (604) 435-9530 or the Web site, www.apics8.org.

CPIM About CPIM

The Certified in Production and Inventory Management (CPIM) program was introduced in 1973 by APICS. APICS designed the CPIM program in response to the increasing complexities and technological advances that mandate a continual increase in the skills and knowledge of workers in the manufacturing and service sectors.

CPIM offers the manufacturing professional in-depth knowledge within specialized functional areas in the production and inventory management (P&IM) environment. Increased technical knowledge and expertise gained from the course of study enhances the ability of the CPIM professional to predict outcomes accurately and apply actions that achieve results.

Benefits of CPIM Certification

Certification enables you to gain the technical and functional know-how, plus the confidence, to enhance your job performance and your strategic advantage. Join the more than 55,000 professionals who have earned the prestigious CPIM designation, and enjoy the benefits they have derived from their achievements, including increased technical and functional knowledge, widespread recognition of professional competence, enhanced credibility with both employers and customers, demonstrated levels of professional expertise and skill, and evident commitment to professional growth and development. New skills and abilities that you acquire during the certification process will improve your on-the-job-performance. You will be able to understand how to increase profitability by optimizing your inventory investment, satisfy your customers by delivering products and services just-in-time, streamline operations by accurately forecasting to meet your master plan, increase productivity by using material requirements planning and capacity planning to consistently meet your long-, medium-, and short-range goals, improve customer service by understanding and managing all aspects of the supply chain, and gain a competitive advantage by maximizing your systems and technologies.

Reconfiguration Information Outline

- Basics of Supply Chain Management
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

In order to achieve CPIM status, a individual must successfully pass all five of the above courses. This is accomplished through Computer Based Testing (CBT). Testing will transition from the previous seven modules to the reconfigured CPIM material. However, all exams taken from the previous program will continue to count towards certification. The cost of the CBT is separate from the courses and there is a test site located in Vancouver. For further information on CBT including cost, registration, and location, please access the Web site at www.apics.org and click on the icon for Certification. This Web site is updated frequently and individuals are encouraged to visit it often.

In January we are offering two fundamental courses in Planning and Manufacturing Control for students with limited academic backgrounds in these areas. For further information please call the local APICS office at (604) 435-9530



APIC 1050 FUNDAMENTALS OF PLANNING

BBY \$377.50

This course sets the stage for all enterprise planning activities by introducing participants to the basic principles of planning that apply to any organization. It deals with each aspect of planning at the strategic, tactical, and execution level, with a practical emphasis on why planning is important, the key aspects of effective planning, and how to become a better organizational planner. (3 credits)

Jan 10 Wed 1845-2145 12 wks BBY CRN 44456



APIC 1051 FUNDAMENTALS OF MANUFACTURING CONTROL

BBY \$377.50

This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning, production activity control, and just-in-time. This course studies the execution of the production plan and master production schedule, reactions to capacity constraints and maintenance of individual order control. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 44457



APIC 1171 BASICS OF SUPPLY CHAIN MANAGEMENT

BBY \$377.50

This is an introductory course for production and inventory management personnel and CPIM candidates. This course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and just-in-time manufacturing. (3 credits)

Jan 10 Wed 1845-2145 12 wks BBY CRN 43568



APIC 1172 MASTER PLANNING OF RESOURCES

BBY \$377.50

In this course, students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. In addition, the course encompasses concepts for transforming sales, marketing, and business requirements into a feasible and economic operations plan in various business environments. It also addresses concepts and methodologies for managing projected and actual demands from distribution networks and external customers. Finally, the course presents methods for integrating sales and operations plans, demand forecasts, and customer demand into a specific master schedule. Prerequisite: APIC 1171. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 44177



APIC 1173 DETAILED SCHEDULING AND PLANNING

BBY \$377.50

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling. Prerequisite: APIC 1171. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 44178



APIC 1174 EXECUTION AND CONTROL OF OPERATIONS

BBY \$377.50

This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as the control and handling of inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback. Prerequisite: APIC 1171. (3 credits)

Jan 10 Wed 1845-2145 12 wks BBY CRN 44180



APIC 1175 STRATEGIC MANAGEMENT OF RESOURCES

BBY \$377.50

In this course, students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. For maximum comprehension of course content, students should be familiar with all of the information and concepts presented in other CPIM modules before taking this course. Prerequisite: APIC 1171. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 44181

Operations Management

(604) 432-8611
(604) 451-6743

Vicki_Forbes@bcit.ca
Frank_Gruen@bcit.ca

Operations Management puts you in the position to help businesses meet their productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, and bringing its own rewards and advancements. The programs will assist entrepreneurs, divisional managers, line supervisors and first level employees to attain both their personal and corporate goals. These programs are very result-oriented so that course content can be used immediately for productivity improvement at the student's place of employment.

MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

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

Required courses

| | | |
|------|------|---------------------------------------|
| BUSA | 1305 | Supervisory Skills |
| COMM | 2203 | Business and Technical Reports |
| FMGT | 1152 | Accounting for the Manager |
| OPMT | 1102 | Basic Mathematics of Finance |
| OPMT | 1106 | Quality Assurance 1 Manufacturing |
| OPMT | 1187 | Project Planning and Scheduling |
| OPMT | 1188 | Management Information Systems |
| OPMT | 1191 | Purchasing |
| OPMT | 1192 | Inventory Planning and Control |
| OPMT | 1197 | Statistics for Business and Industry |
| OPMT | 1198 | Introduction to Operations Management |
| OPMT | 2290 | Performance Measurement |
| OPMT | 2298 | Business Process Re-engineering |

Plus two electives

| | | |
|------|------|---|
| OPMT | 1142 | Introduction to Quality Control Methods |
| OPMT | 1175 | Warehouse Management |
| OPMT | 1193 | Facility Planning and Design |
| OPMT | 2206 | Quality Assurance 2 Manufacturing |
| OPMT | 2242 | Intermediate Quality Control Methods |
| OPMT | 2287 | Project Cost Estimating |
| OPMT | 3306 | ISO 9000 Standards for Quality Systems |

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries, health care, education, and justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable. This program is currently under review and an Associate Certificate is being developed.

continued next page

Required courses

| | |
|-----------|---------------------------------------|
| BUSA 1305 | Supervisory Skills; or |
| BUSA 2005 | Management |
| COMM2203 | Business and Technical Reports |
| FMGT 1152 | Accounting for the Manager |
| HRMG 2805 | Occupational Health and Safety |
| OPMT 1102 | Basic Mathematics of Finance |
| OPMT 1106 | Quality Assurance 1 Manufacturing |
| OPMT 1187 | Project Planning and Scheduling |
| OPMT 1188 | Management Information Systems |
| OPMT 1191 | Purchasing |
| OPMT 1197 | Statistics for Business and Industry |
| OPMT 1198 | Introduction to Operations Management |
| OPMT 2290 | Performance Measurement |
| OPMT 2298 | Business Process Re-engineering |

Plus two electives

| | |
|-----------|---|
| OPMT 1105 | Engineering Economics |
| OPMT 1107 | Quality Management for Service Industries |
| OPMT 1116 | Vendor Quality Management |
| OPMT 1193 | Facility Planning and Design |
| ORGB 2205 | Organizational Behaviour 1 |
| OPMT 3306 | ISO 9000 Standards for Quality Systems |

MANAGEMENT CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the APICS Production and Inventory Control certificate courses. This program is currently under review and an Associate Certificate in Supply Chain Management is being developed.

Required courses

| | |
|-----------|---|
| BUSA 1305 | Supervisory Skills |
| COMM2203 | Business and Technical Reports |
| APIC 1171 | Basics of Supply/Chain Management or OPMT 1192 |
| APIC 1172 | Master Planning of Resources |
| APIC 1173 | Detailed Scheduling and Planning |
| APIC 1174 | Execution and Control of Operations |
| OPMT 1106 | Quality Assurance 1 Manufacturing |
| OPMT 1175 | Warehouse Management |
| OPMT 1191 | Purchasing |
| OPMT 1192 | Inventory Planning and Control or APIC 1171 |
| OPMT 1193 | Facility Planning and Design |
| OPMT 1198 | Introduction to Operations Management |
| OPMT 2275 | Warehouse Management 2 |
| OPMT 2298 | Business Process Re-engineering |
| TDMT 1409 | Introduction to Canada Customs Procedures & NAFTA |

Plus one elective

| | |
|-----------|---|
| OPMT 1105 | Engineering Economics |
| OPMT 1117 | Basic Quantitative Techniques in Administration |
| OPMT 1116 | Vendor Quality Management |
| OPMT 1344 | Total Quality Management (TQM) |
| APIC 1150 | Fundamentals of Planning |
| APIC 1151 | Fundamentals of Manufacturing Control |
| APIC 1175 | Strategic Management of Resources |

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

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

Required courses

| | |
|-----------|---|
| COMM2203 | Business and Technical Reports |
| OPMT 1106 | Quality Assurance 1 Manufacturing |
| OPMT 1107 | Quality Management for Service Industries |
| OPMT 1142 | Introduction to Quality Control Methods |
| OPMT 1344 | Total Quality Management (TQM) in Manufacturing |
| OPMT 2206 | Quality Assurance 2 |
| OPMT 2242 | Intermediate Quality Control Methods |
| OPMT 3306 | ISO 9000 Standards for Quality Systems |
| OPMT 3342 | Statistical Design of Experiments for Industry |
| OPMT 3345 | Quality Auditing |
| OPMT 3346 | Reliability Principles |

Plus electives that total at least four units (144 hrs)

| | |
|-----------|---|
| FMGT 1152 | Accounting |
| OPMT 1102 | Basic Mathematics of Finance |
| OPMT 1115 | Software Quality Assurance |
| OPMT 1116 | Vendor Quality Management |
| OPMT 1188 | Management Information Systems |
| OPMT 1192 | Inventory Planning and Control |
| OPMT 1193 | Facility Planning and Design |
| OPMT 1197 | Statistics for Business and Industry |
| OPMT 1198 | Introduction to Operations Management |
| OPMT 4306 | Using ISO 9000 for Continuous Improvement |
| ORGB 2505 | Interpersonal Skills |

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization. The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management, or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter. This program is currently under review and an Associate Certificate is being developed.

Required courses

| | |
|-----------|--|
| BLDT 2011 | Construction Documents & Contracts |
| BUSA 1305 | Supervisory Skills; or |
| BUSA 2005 | Management |
| BUSA 3405 | Problem Solving and Decision Making |
| COMM2203 | Business and Technical Reports |
| FMGT 1152 | Accounting for the Manager |
| HRMG 2805 | Occupational Health and Safety |
| OPMT 1117 | -Basic Quantitative Techniques in Administration |
| OPMT 1125 | Facilities Space Planning |
| OPMT 1187 | Project Planning and Scheduling |
| OPMT 1198 | Introduction to Operations Management |
| OPMT 2125 | Advanced Computer Aided Facility Management Using Archibus Software AND/OR |
| OPMT 3135 | Advanced Computer Integrated Facilities Management |

Plus electives that total three units (108 hrs)

| | |
|-----------|---|
| AICO 1000 | AutoCAD 1 and |
| AICO 2000 | AutoCAD 2 |
| BLDG 2830 | Architectural CADD (AUTO ARCH) |
| BUSA 2005 | Management |
| OPMT 1107 | Quality Management for Service Industries |
| OPMT 1135 | ArchiCAD 6.5 Level 1 |
| OPMT 1193 | Facility Planning and Design |
| OPMT 2286 | Planning and Scheduling with MS Project |
| OPMT 2287 | Project Cost Estimating |
| OPMT 2289 | Project Management Using the Internet |
| OPMT 3125 | Facility Management Using the Internet |
| OPMT 3306 | ISO 9000 Standards for Quality Systems |

Courses Offered:

OPMT 0199 BBY \$338.50 MATH FOR BUSINESS

Upgrades and refreshes the mathematical skills of students who intend to enter the School of Business at BCIT. A suitable prerequisite for the mathematics courses in the School of Business as it meets the Math 11 entrance requirement. The course includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 16 wks | BBY CRN | 11991 |
| Jan 9 | Tue/Thr | 1845-2145 | 8 wks | BBY | 11992 |

OPMT 1102 BBY \$260.50 DTC \$258.80 BASIC MATH OF FINANCE

Discusses interest and its effects upon business and industry. Students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: Basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.) (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 11995 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 11996 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | 11997 |

OPMT 1106 BBY \$260.50 QUALITY ASSURANCE 1 MANUFACTURING

Introduces quality assurance for the manufacturing industries. The course presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 11999 |
|-------|-----|-----------|--------|---------|-------|

OPMT 1107 BBY \$260.50 QUALITY MANAGEMENT FOR SERVICE INDUSTRIES

Introduces quality management for service industries and for administrative or service functions at manufacturing companies. Methods and techniques for service quality programs which focus on total customer satisfaction, cost of programs and strategies for quality improvement. Case studies include: banking, insurance, education retail trade, transportation, health services, public utilities, government, food services, hospitality, real estate, and personal services. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 44182 |
|--------|-----|-----------|--------|---------|-------|

OPMT 1110 DTC \$341.80 BBY \$343.50 BUSINESS MATHEMATICS

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management. (4 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 12 | Fri | 0830-1230 | 12 wks | DTC CRN | 13780 |
| Jan 13 | Sat | 0830-1230 | 12 wks | BBY | 41328 |

OPMT 1117 BBY \$260.50 BASIC QUANTITATIVE TECHNIQUES IN ADMINISTRATION

Presents a study of simplified hands-on techniques to assist the administrator in decision-making using business mathematics and statistics. This course will include some problem solving, graphs, interest applications, business descriptive statistics, sampling and forecasting. The use of the pre-programmed business calculator will be emphasized and the ease of using many electronic spreadsheet business applications will be demonstrated. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 19983 |
|--------|-----|-----------|--------|---------|-------|

OPMT 1135 BBY \$445.80 ARCHICAD 6.5 LEVEL 1

Course topics focus on the tools needed to create an architectural building model on a PC. Students will learn common editing techniques in both the 2 and 3 dimensional environments. By course end students will be able to generate plan, section and elevation drawings from the building model, and animated fly-through movies of the project. Prerequisite: basic knowledge of Windows operating system. (3 credits).

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 44184 |
|-------|-----|-----------|--------|---------|-------|

OPMT 1142 BBY \$260.50 INTRODUCTION TO QUALITY CONTROL METHODS

Introduces QC methods. The course will begin with basic descriptive statistics and some standard graphical tools such as histograms, Pareto charts and scatter diagrams. The concept of process capability and the use of common control charts. Procedures for inspection sampling plans. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 15302 |
|--------|-----|-----------|--------|---------|-------|

OPMT 1175 BBY \$260.50 WAREHOUSE MANAGEMENT 1

Provides a basic understanding of the major factors in managing a warehouse. The key subjects are: receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. The course also introduces specific procedures such as inventory accuracy, cycle counts, inventory adjustments and inventory turnover. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 12004 |
|-------|-----|-----------|--------|---------|-------|

OPMT 1187 BBY \$260.50 SRY \$256.30 PROJECT PLANNING AND SCHEDULING

Designed for those who require basic information about the critical path method (CPM) and its application to project management. The course introduces the fundamentals of CPM as used in planning, scheduling, resource allocation and project management. It includes an introduction to planning and scheduling techniques; Gantt charts, arrow diagrams; procedure diagrams, PERT; time/cost relationships; resource allocation; bid determination; project management and the role of the computer. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 12005 |
| Jan 10 | Wed | 1900-2200 | 12 wks | SRY | 18542 |

OPMT 1188 BBY \$260.50 SRY \$256.30 MANAGEMENT INFORMATION SYSTEMS

An introduction to business information systems for business operations and management decision-making. Management information requirements will be discussed along with how an information system can fulfil these requirements. Through the discussion and demonstration of current trends such as ERP, the Internet and data warehousing, the student will understand how information systems can be used to gain strategic advantage beyond the year 2000. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1900-2200 | 12 wks | SRY CRN | 15854 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 12006 |

OPMT 1191 BBY \$260.50 SRY \$256.30 PURCHASING

Covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 12010 |
| Jan 17 | Wed | 1900-2200 | 12 wks | SRY | 44183 |

OPMT 1192 BBY \$260.50 INVENTORY PLANNING AND CONTROL

Covers objectives, records, forecasting, order point systems, MRP, make/buy analysis and departmental organization. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 12011 |
|-------|-----|-----------|--------|---------|-------|

OPMT 1193 BBY \$260.50 FACILITY PLANNING AND DESIGN

Introduces students to the basic principles and techniques for planning and design of manufacturing, processing and distribution facilities. Key aspects of the planning and design process from functional concept to architectural layouts are reviewed. Topics covered include relationship programming, systematic layout planning (manual and computerized), line balancing, workstation design, materials handling, building systems, WCB and Building Codes, and project management and budgeting. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 42916 |
|-------|-----|-----------|--------|---------|-------|

OPMT 1197 BBY \$385.50 DTC \$383.80 SRY \$381.30 STATISTICS FOR BUSINESS AND INDUSTRY

Presents a comprehensive study of elementary statistical methods as applied to objective decision-making in business and industry. You will be required to purchase a textbook and a preprogrammed statistical calculator. (Do not buy until first class meeting). (4.5 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon/Wed | 1730-2030 | 9 wks | DTC CRN | 12018 |
| Jan 8 | Mon | 1900-2200 | 18 wks | SRY | 12016 |
| Jan 9 | Tue | 1845-2145 | 18 wks | BBY | 12013 |
| Jan 9 | Tue/Thr | 1845-2145 | 9 wks | BBY | 12015 |
| Jan 11 | Thr | 1845-2145 | 18 wks | BBY | 12017 |

OPMT 1198 BBY \$260.50 INTRODUCTION TO OPERATIONS MANAGEMENT

Presents the fundamentals in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials will explore applications to manufacturing, warehouse, office, materials management and general management engineering. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 12019 |
|--------|-----|-----------|--------|---------|-------|

OPMT 1344 BBY \$260.50 TOTAL QUALITY MANAGEMENT (TQM) IN MANUFACTURING

Quality management in manufacturing hinges on two aspects; making the company the best it can possibly be by effective use of human resources and striving for first class quality in the products it offers. Topics include: the basic philosophy, values and culture of TQM; total customer orientation; and, maximizing employee potential for continuous improvement. Surveys recent techniques used in striving for world-class quality in research and development and quality of design. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 15331 |
|-------|-----|-----------|--------|---------|-------|

NEW OPMT 1600 BBY \$322.50 COMPUTER APPLICATIONS 1

Get a step up on your basic computing skills. This course begins the process of teaching the business student to appreciate the microcomputer as an aid to management. It provides an introduction to basic business software, which may include one or more of the following: MS Windows, MS Word, MS Excel, MS Access, the Internet and the World Wide Web.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 44185 |
|--------|-----|-----------|--------|---------|-------|

OPMT 2197 BBY \$260.50

QUANTITATIVE METHODS FOR BUSINESS

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. Prerequisites: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 13641 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 13642 |

OPMT 2206 BBY \$260.50

QUALITY ASSURANCE 2 (MANUFACTURING)

Includes quality assurance as it relates to marketing, engineering, purchasing and customer relations; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control; and employee motivation and involvement. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 12020 |
|-------|-----|-----------|--------|---------|-------|

OPMT 2242 BBY \$260.50

INTERMEDIATE QUALITY CONTROL METHODS

Helps candidates prepare for the certification examinations of the ASQ. This course is intended for people who have previous knowledge of statistics. Topics will include the use of distributions and tests to QC applications. The development of control charts and applications for standard industrial sampling schemes, reliability concepts and calculations for basic models.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 12021 |
|-------|-----|-----------|--------|---------|-------|

OPMT 2286 BBY \$345

PLANNING AND SCHEDULING WITH MS PROJECT

Introduces the features of Microsoft Project software, a planning and scheduling program. The student will learn how to plan a project by creating a work breakdown structure, a Gantt (bar) chart, and a network diagram. Also covered is how to develop a cost estimate, a resource estimate and a baseline. The student will learn how to manage a project by monitoring schedule progress, controlling costs and resolving resource constraints. Linkages to other programs and dealing with multiple projects will also be covered. Prerequisite: OPMT 1187. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 6 wks | BBY CRN | 42920 |
|--------|-----|-----------|-------|---------|-------|

OPMT 2287 BBY \$260.50

PROJECT COST ESTIMATING

Provides a basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined and sources of information identified. Students will develop their own model estimates progressively during the course. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined. Prerequisite: OPMT 1187 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12wks | BBY CRN | 13689 |
|--------|-----|-----------|-------|---------|-------|

OPMT 2289 BBY \$258

PROJECT MANAGEMENT USING THE INTERNET

Introduces dynamic and collaborative Internet tools that can be used to share disparate project information with easily accessible browsers. The student will be shown how to publish project and cost reports to a broader cross-section of end users both inside and outside the organization. Shows the student how Web publishing technologies can make even the most intricate project reports, schedules and data available to users without advanced skills or software on their computers. The application of Primavera and MS Project will be covered. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 21 | Wed | 1845-2145 | 6 wks | BBY CRN | 42925 |
|--------|-----|-----------|-------|---------|-------|

NEW OPMT 2650 BBY \$322.50

COMPUTER APPLICATIONS 2 (SPREADSHEETS)

Begins with a brief review of introductory Windows and Excel concepts covered in introductory computer application courses. From there the course moves onto more advanced Excel commands and applications (larger and more professional worksheets). Topics include "if-then modelling," built-in functions, charting, transferring data to and across applications and/or macros. Prerequisite: OPMT1600 equivalent or permission of the Instructor.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 44186 |
|-------|-----|-----------|--------|---------|-------|

OPMT 3135 BBY \$395.50

ADVANCED COMPUTER INTEGRATED FACILITIES MANAGEMENT

A technical continuation of OPMT 1125. It covers the bi-directional links between AutoCAD and the ARCHIBUS/FM Database program. Topics include linking floor, room and departmental boundaries, creating and inserting furniture and equipment standards, and creating visual reports. Topics also include strategies for converting existing AutoCAD drawings, importing existing database information, and issues related to data integrity. Students will also customize ARCHIBUS/FM database schema. The student should have a good working knowledge of ARCHIBUS/FM and its interaction with AutoCAD. The student will gain an advanced understanding of what is required in a Computer-Aided Facility Management system (CAFM) and what steps are required to take a project from start to completion.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 43106 |
|-------|-----|-----------|--------|---------|-------|

NEW OPMT 3306 BBY \$260.50

ISO 9000: 2000 QUALITY STANDARDS

The ISO 9000 series of standards is undergoing a significant revision. This course will familiarize you with the use of the new ISO 9000 International Standards for Quality Management and Quality Assurance systems. The series consists of ISO 9000, 9001 and 9004. Topics include the purpose and requirements of the ISO Standards; assessment of existing company operations in terms of the standards; and the steps required for implementation and registration to the ISO 9001 standard. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 15855 |
|--------|-----|-----------|--------|---------|-------|

OPMT 3345 BBY \$260.50

QUALITY AUDITING

Covers quality auditing principles and applications for quality system, process and product audits; in-house audits, external supplier audits; auditing terminology, standards, and planning. Includes staffing and training, scheduling, reporting, and using audit results, and human resource techniques as they apply to human reactions. This course will assist candidates who are preparing to write the ASQC CQA examination. Prerequisites: OPMT 1106 and OPMT 2206.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 12026 |
|--------|-----|-----------|--------|---------|-------|

Advanced Studies and Degree Completion

OPMT 5701 BBY \$357.50

CALCULUS FOR MANAGEMENT

Introduces calculus course to business students. Topics reviewed are integration, differentiation and applications of calculus to business problems. The students apply calculus through problem sets to gain skills in the various techniques. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1830-2130 | 14 wks | BBY CRN | 40046 |
|-------|-----|-----------|--------|---------|-------|

OPMT 5740 BBY \$357.50

INTEGRATED MIS

Enables you to appreciate the types of data that are collected into functional databases, how the data are synthesized into management information and how this information can be integrated into the strategic decision-making process. Helps you understand current business practice for strategic information technologies, microcomputing, digital communication, image processing, relational database, artificial intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. You will be able to prepare and deliver effective oral and written presentations to management and work between within the project team to achieve common objectives. (3.0 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1800-2200 | 14 wks | BBY CRN | 42926 |
|-------|-----|-----------|--------|---------|-------|

Bachelor of Technology in Manufacturing

OPMT 7023 BBY \$450.50

MATERIAL LOGISTICS

Teaches students the tools that allow them to plan, schedule, control and optimize the supply of materials to support the manufacturing process. Topics include applying the Theory of Constraints, procuring goods and services to meet quantity, quality, and price requirements, applying "Just-in-Time" and "Kanban" methods to inventory and work in process control, and applying manufacturing excellence techniques such as signaling systems, vendor partnering and point-of-use storage.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1830-2215 | 12 wks | BBY CRN | 41035 |
|-------|-----|-----------|--------|---------|-------|

Management Certificate in International Trade and Transportation Logistics

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in both the buying and selling of goods and their movement. With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically. The International Trade and Transportation Certificate program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to continue onto additional industry certifications. This program is currently under review and an Associate Certificate is being developed.

Required Courses totalling 33 Credit Hours:

| | |
|-----------|--------------------------------------|
| OPMT 1102 | Basic Mathematics of Finance |
| OPMT 1197 | Statistics for Business and Industry |
| TDMT 1104 | International Trade 1 |
| TDMT 1150 | Distribution 1 (CITT); OR |
| TDMT 1204 | Freight Forwarding 1 (CIIFFA) |
| TDMT 1409 | Intro to Canada Customs NAFTA |
| TDMT 2203 | Transportation Economics |
| TDMT 2204 | International Trade 2 |
| TDMT 2250 | Distribution 2 (CITT) OR |
| TDMT 1205 | Freight Forwarding II (CIIFFA) |
| TDMT 4410 | Logistics Management |

Plus any of the following electives for a certificate total of 45 credit hours:

| | |
|-----------|--|
| FMGT 1152 | Accounting for the Manager |
| FMGT 1151 | Accounting Essentials for Small Business |
| ECON 1150 | Economic Issues |
| BUSA 1350 | Supervisory Skills; OR |
| OPMT 1188 | Management Information Systems |
| OPMT 1191 | Purchasing |
| OPMT 1198 | Intro to Operations Management |
| OPMT 1175 | Warehouse Management I |
| MKTG 1102 | Essentials of Marketing |
| MKTG 1212 | Principles of Customer Service |

Courses Offered

TDMT 1409 BBY \$385.50

INTRODUCTION TO CANADA CUSTOMS PROCEDURES AND NAFTA

Introduces students to the harmonized system of exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. This course also familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 18 wks | BBY CRN | 12031 |
|--------|-----|-----------|--------|---------|-------|

TDMT 2203 BBY \$260.50

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.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 12029 |
|-------|-----|-----------|--------|---------|-------|

TDMT 2204 BBY \$260.50

INTERNATIONAL TRADE 2

Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and intercompany linkage strategies. Prerequisite: TDMT 1104

| | | | | | |
|-------|-----|-----------|---------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 1wks | BBY CRN | 16544 |
|-------|-----|-----------|---------|---------|-------|

TDMT 2250 BBY \$260.50 + \$171.20

DISTRIBUTION 2 (CITT)

Deals with: contracts and bill of lading; marine cargo insurance; warehousing; Canadian Customs; dangerous goods transportation; damage prevention and claims; materials handling; utilization devices; physical distribution; and computer applications to transportation. A CITT fee of \$160 plus GST (\$171.20) is extra, and will be collected at registration to cover the cost of the text materials and the CITT examination.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 12030 |
|--------|-----|-----------|--------|---------|-------|

International Freight Forwarding

(604) 432-8611
(604) 451-6743

Vicki_Forbes@bcit.ca
Frank_Gruen@bcit.ca

CERTIFICATE IN INTERNATIONAL - FREIGHT FORWARDING

Offered by The Canadian International Freight Forwarding Association and BCIT. The BCIT/Canadian International Freight Forwarding Association (CIIFFA) professional training program is created for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight cargo movement. A joint certificate from BCIT/CIIFFA in International Freight Forwarding is awarded upon the successful completion of the courses Freight Forwarding I and Freight Forwarding II.

Registration and Information: Call Craig McKay at Adanac International Forwarders Association Ltd. at (604) 273-8611

TDMT 1204 FREIGHT FORWARDING I

Introduces you to the fundamentals of international freight forwarding. Topics include ocean, air, and land transportation systems, commercial documentation, international payment schemes, and intercoms.

TDMT 1205 FREIGHT FORWARDING II

Covers consolidation in airfreight and ocean freight, marine insurance, packaging and warehousing, international transportation law, cost estimating, quotation preparation, customer invoicing and marketing logistics, and supply chain management. Prerequisite: TDMT 1204.

The Venture Program

A full-time three-month program to help you launch your business

(604) 412-7651 VENT 1000

Profit from a lifetime of learning by employing your hard-earned skills as an entrepreneur.

The BCIT Venture Program offers a comprehensive training program targeted towards individuals in the launch phase of a business start-up (regardless of their business background).

During this three-month program you will learn how to research a business concept and produce a realistic business plan. You will develop practical entrepreneurial planning skills to start and operate a business, and gain valuable computer modeling skills for forecasting and planning purposes.

What makes this program unique is its environment. The Venture Centre offers one of Vancouver's only fully furnished high tech incubation centres. Here program participants are able to investigate and start their businesses. Ultimately, you will leave the program with the ability to run your own business and the skills to make it a success!

Enrolment inquiries are welcome now, as spaces are limited.

Program start dates are as follows:

Spring 2001 - starts February 5, 2001
Fall 2001 - starts September 10, 2001

We encourage individuals interested in the program to make an appointment with the program advisor to discuss your business concept and how the Venture Program can help you. For more information or for an appointment, call or write to:

The Venture Program
7th Floor - 555 Seymour Street
Vancouver, B.C. V6B 3H6
Tel.: (604) 412-7651
E-mail: Lynne_Larsson@bcit.ca

www.bcitventure.com

Anyone can start a business,
but you have to learn how to make it work!

Bachelor of Technology in Computer Systems

(604) 432-8459

INTRODUCTION

The Bachelor of Technology in Computer Systems is a career-enhancement degree designed to increase the depth of knowledge and practical skills of computer technologists, and to assist them in widening their career opportunities or advancing in their career paths. Graduates are awarded a credential that will be highly valued by industry.

There are two components to the degree program. The first is a Technical component, which comprises of coursework in the Computer Systems and Management areas. The second is the liberal or general education component comprised of 12 credits of liberal education.

The Bachelor of Technology in Computer Systems is offered in a flexible delivery format to serve the needs of working professionals. Candidates can take course loads ranging from a minimum of three courses per year to an equivalent of a full-time program of studies. Most courses are offered in the evening or on weekends. Some will be offered in the day. Applicants who have fulfilled the entrance requirements can apply to the program anytime throughout the year.

Computer Systems Technology offers a Bachelor of Technology in Computer Systems. The program is designed for:

- Graduates of two-year diploma programs in Computer Systems (CST) or equivalent.
- Computer professionals wishing to acquire advanced formal qualifications.
- Degree holders in other disciplines, making a career change into the computer industry.

Please visit the Web site for details <http://cstbtech.bcit.ca/>

For more information, please contact:
Robertta Pajunen, Robertta.Pajunen@bcit.ca
Tel. (604) 432-8459 Fax (604) 432-9572

COMP 2653 BBY \$1,212.50

COMP SYS TECH FOUNDATION 1

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 2425 (C Programming Language 1), COMP 2605 (Data Communications Concepts 1), COMP 2610 (Exploring Technical Aspects), and COMP 1615 (Computer Systems Introduction 1) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. Due to the intensity of this course, students are advised not to take any other courses at the same time.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 18377 |
|-------|-----|-----------|--------|---------|-------|

COMP 3653 BBY \$912.50

COMP SYS TECH FOUNDATION 2

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3425 (C Programming Language 2), COMP 3605 (Data Communications Concepts 2) and COMP 3640 (Operating Systems Concepts) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. Due to the intensity of this course, students are advised not to take any other courses at the same time.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 41114 |
|--------|-----|-----------|--------|---------|-------|

COMP 3663 BBY \$1,312.50

COMP SYS TECH FOUNDATION 3

An intensive course for applicants to the Bachelor of Technology degree program in Computer Systems needing COMP 3475 (C++ for Object-Oriented Programming), COMP 2615 (Computer Systems Introduction 2), COMP 3615 (Computer Systems Introduction 3), COMP 3635 (CASE Technology), and COMP 3710 (Relational Database Systems) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments is used to cover the material. Prerequisite: COMP 2653 or permission of program head or instructor. Due to the intensity of this course, students are advised not to take any other courses at the same time.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 19338 |
|--------|-----|-----------|--------|---------|-------|

COMP 7005 BBY \$382.50

DATA COMMUNICATION PRINCIPLES (WEB BASED)

Covers topics beyond those covered in COMP 3605 and applies theoretical material to the design and development of communication applications. Presents a broad range of topics needed to apply the principles of data communications. The student acquires a thorough understanding of communications hardware and its interface to communications software. Prerequisite: COMP 3605 and admission to the Bachelor of Technology Program or permission of the program head.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1400-1745 | 12 wks | BBY CRN | 41115 |
|--------|-----|-----------|--------|---------|-------|

(Web-based, first session in classroom)

COMP 7006 BBY \$465.50

NETWORK ADMINISTRATION LEVEL 1

In-depth coverage of the TCP/IP protocol suite. Basic networking Win 32 and LINUX tools. Cross-platform file sharing will be covered. Students will learn the basic of NFS, SAMBA, APACHE, NIS and DHCP. Systems and network management using SNMP. Prerequisite: Acceptance into Bachelor of Technology in Computer Technology Systems, or permission of program head or instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2115 | 12 wks | BBY CRN | 44358 |
|--------|-----|-----------|--------|---------|-------|

Bachelor of Technology

Registration for any of the Bachelor of Technology courses can now be done through Part-time Studies registration system. See course registration information for more details.

COMP 7021 BBY \$465.50

GRAPHICS IN USER INTERFACE DESIGN (WEB BASED)

An in-depth study of canonical issues in UID. Participants (through lectures and illustrated presentation) gain a historical understanding of GUI practice. This course is an investigation into current GUI trends and recent prototyping tools. Exploring the factors that (through recent technological advents) influenced GUI design provides necessary prudence for the future direction of UID. This course also examines the prospects of a new slew of GUI design tools and their differences with conventional UI tool-kits. The course provides support in the use of recent prototyping tools as well as (industry standard) graphic design tools. Prerequisite: Acceptance into Bachelor of Technology in Computer Systems, or permission of program head or instructor.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1400-1745 | 12 wks | BBY CRN | 44359 |
|-------|-----|-----------|--------|---------|-------|

(Web-based, first session in classroom)

COMP 7036 BBY \$382.50 DTC \$380.80

APPLIED RESEARCH METHODS IN SOFTWARE DEVELOPMENT

Introduces principles and procedures of standard research methodologies in the context of software development and includes: the relationship between software development and fields such as MIS, computing science, systems analysis and design, data processing, knowledge engineering, and decision theory; theories, paradigms and frameworks in software development; the role and importance of models, theories and conceptual frameworks; traditional empirical research methods: survey, experiment, case study and implementation (generate and test); measurement and evaluation, reliability, validity; literature exploration and criticism. "For Saturday sessions, attendance at all six sessions is required to receive a passing grade." Prerequisite: Admission to Bachelor of Technology program, or permission of instructor and program head.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1400-1745 | 12 wks | BBY CRN | 41116 |
|-------|-----|-----------|--------|---------|-------|

(Web-based, first session in classroom)

| | | | | | |
|--------|------|-----------|-------|-----|-------|
| Jan 20 | EOS* | 0900-1700 | 6 wks | DTC | 17909 |
|--------|------|-----------|-------|-----|-------|

*Every other Saturday

COMP 7061 BBY \$382.50

DISTRIBUTED SYSTEMS PRINCIPLES

Focuses on distributed object-oriented systems with emphasis on hands-on experience through lab exercises. Develops in-depth knowledge and understanding of principles, architectures, issues and future direction of distributed object technology. Analyses and evaluates existing industry standards such as OMG'S CORBA and Microsoft's COM/DCOM and OLE. Discusses other competing technologies such as Java RMI, HP's OpenDoc, INA DPE, OSF's DEC and Mobile Agents concept. Distributed objects and multithreaded object manager/servers on the WWW and Internet are developed and deployed using (1) Java, Java SET and Orbixweb (a CORBA compliant Technology), and (2) VB, C++, COM/DCOM. This is an advanced course, built on the foundation of Diploma Of Technology in Computer Systems at BCIT, and, therefore, basic understanding of computer networks, TCP/IP, database systems and client/server based systems is assumed. Prerequisite: COMP 4409 or MMSD 3610 and admission to the Bachelor of Technology program or permission of the program head.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1830-2215 | 12 wks | BBY CRN | 41451 |
|--------|-----|-----------|--------|---------|-------|

COMP 7081 BBY \$382.50

TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT

Presents an overview of technical issues in software development. Addresses major activities and techniques in developing software and the resulting documentation and outputs produced. Presents only selected approaches with emphasis on overall understanding of software development and uses a case study. Prerequisite: Admission to the Bachelor of Technology Program or permission of the program head.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1800-2145 | 12 wks | BBY CRN | 19339 |
|-------|-----|-----------|--------|---------|-------|

| | | | | | |
|--------|-----|-----------|--------|-----|-------|
| Jan 11 | Thr | 1400-1745 | 12 wks | BBY | 41117 |
|--------|-----|-----------|--------|-----|-------|

(Web based, first session in classroom on Jan. 11 only)

COMP 7401 BBY \$382.50

ADVANCED TOPICS IN PROGRAMMING METHODOLOGY

TOPIC A - INTRODUCTION TO B2B E-COMMERCE WITH ENTERPRISE SYSTEMS.

This course will survey the various technology enablers available for business-to-business (B2B) electronic commerce applications, provide an understanding of the business factors driving the electronic commerce phenomenon, and introduce skills for developing an Internet-based B2B e-commerce application with the necessary systems integration. Students will be able to define an architectural approach to electronic commerce, describe how this approach can be implemented in an ERP systems environment, plan and develop an XML-based e-commerce application with an ERP system like SAP R/3. Prerequisite: Acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1830-2215 | 12 wks | BBY CRN | 41121 |
|-------|-----|-----------|--------|---------|-------|

COMP 7401 BBY \$382.50

ADVANCED TOPICS IN PROGRAMMING METHODOLOGY

TOPIC B - APPLIED MATHEMATICS

This course focuses on advanced topics in discrete mathematics essential for solving complex problems in computing. Students will use mathematical and logical tools to analyse and reason computing problems. This course will also prepare students who may want to pursue a Master program in Computer Science. Prerequisite: COMP 2114 or acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1400-1745 | 12 wks | BBY CRN | 44360 |
|--------|-----|-----------|--------|---------|-------|

COMP 7881 BBY \$382.50

DESIGN PATTERNS

This course is on effective application of design patterns. Design patterns are cutting edge object-oriented technology for effective analysis and design of objects, software reuse and communication. The course introduces catalogues of widely available design patterns and discusses the issues and techniques for applying design patterns in software development. The primary focus is on pattern-based applications development. Prerequisite: MMSD 3610 or COMP 3475 or acceptance into the Bachelor of Technology in Computer Systems, or permission of program head or instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1830-2215 | 12 wks | BBY CRN | 19689 |
|--------|-----|-----------|--------|---------|-------|

COMP 8005 BBY \$382.50

DATA COMMUNICATIONS APPLICATIONS

Covers communication protocols, reference models and case studies of transmission protocols. Examines higher layers in the OSI reference model. Includes Internetworks: naming issues, multicast/broadcast in the internetwork; Local networks: multiple-access and ring architectures; Implementation aspects: modularity and efficiency in the implementation of protocols, case studies. Introduces client-server models. Prerequisite: COMP 7005, or permission of instructor and program head.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2115 | 12 wks | BBY CRN | 17911 |
|-------|-----|-----------|--------|---------|-------|

COMP 8006 BBY \$465.50

NETWORK ADMINISTRATION LEVEL 2

This course will build on the foundations of LANs and TCP/IP established in COMP 7006. More advanced topics will be covered in a practical hands-on environment. The platforms used will be Win32 and LINUX. Virtual Private Network (VPN) design and implementation. The use of Proxy servers within a LAN will be analysed. Network security issues including PAM, NIS and tcp_wrappers. Firewalling with ip chains, inetd. Students will be familiarized with network monitoring and security tools and applications. Also covered will be basic network modelling techniques. Prerequisite: Comp 7006 or permission of instructor and program head.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2115 | 12 wks | BBY CRN | 44431 |
|-------|-----|-----------|--------|---------|-------|

COMP 8061 BBY \$382.50

DISTRIBUTED SYSTEMS APPLICATIONS

Focuses on client-server based systems and distributed systems that include database servers. Students develop in-depth knowledge and understanding of principles, architectures, issues and future directions of client-server based database systems. Various paradigms that include E-SQL, JDBC, ODBC, and Microsoft's DB-ADO will be analyzed and evaluated. Applications involving multiple database servers, the role of database gateways as well as transaction processors/monitors. Emphasis is hands on experience through lab exercises and using servers such as Oracle, SQL Server, Informix and Gemstone. Prerequisite: COMP 7061 and Admission to the Bachelor of Technology Program or permission of the program head.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 12 | Fri | 1830-2215 | 12 wks | BBY CRN | 42777 |
|--------|-----|-----------|--------|---------|-------|

COMP 8071 BBY \$382.50

ADVANCED DATABASE MODELLING

Analyses the structural and integrity aspects of the relational model, the significance of views and their applicability to application-data independence, different strategies of handling missing information in database systems, and various data distribution strategies. Prerequisite: COMP 3710 or permission of instructor and program head.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1830-2215 | 12 wks | BBY CRN | 17914 |
|-------|-----|-----------|--------|---------|-------|

COMP 8081 BBY \$378.30

MANAGEMENT ISSUES IN SOFTWARE ENGINEERING

Presents topics important to managing software development projects. Concentrates on understanding and applying state-of-the-art management techniques to improve software productivity. Emphasizes management issues such as project leadership, communication, critical thinking and problem solving skills. Prerequisite: COMP 7081 or permission of instructor and program head.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1830-2215 | 12 wks | BBY CRN | 17915 |
|-------|-----|-----------|--------|---------|-------|

| | | | | | |
|--------|-----|-----------|--------|-----|-------|
| Jan 12 | Fri | 1400-1745 | 12 wks | BBY | 19690 |
|--------|-----|-----------|--------|-----|-------|

(Web based, first session in classroom for Jan. 12 session only)

COMP 8571 BBY \$382.50

SELECTED TOPICS IN DATABASE

Discusses emerging object-oriented database technology, object-oriented design and development, database systems, data administration, data dictionary systems, data access standards for client/server and distributed database systems. Prerequisite: COMP 3710 or permission of instructor and program head.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 14 | Sun | 1830-2215 | 12 wks | BBY CRN | 42778 |
|--------|-----|-----------|--------|---------|-------|

Computer Systems

Note: Most courses require that texts or supplies be purchased during the first session of the course. Course fees do not normally include texts or supplies. Software purchase may be required in some courses.

PREREQUISITES: It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

ENGLISH: All students are required to be able to communicate English at a B.C. high school Grade 12 level or better. Students who do not have both oral and written English skills at a B.C. high school Grade 12 level should obtain those skills before attempting to take any Computer Systems Technology courses at BCIT. Please look in the pre-entry Communication section of this flyer for complete details.

Before you can be enrolled in a pre-entry Communication course, we first need to assess your English skills so that you will be placed in the appropriate course for your level of English. Please enrol in COMM 0009, COMMUNICATION PLACEMENT test and write a two-hour assessment TEST to determine your eligibility for registration in a pre-entry Communication course.

Computer Basics

(604) 432-8465

COMP 0001 BBY \$114 DTC \$112.30

COMPUTING FOR THE TIMID

Introduces the computer to those who have never used one and are fearful.

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Jan 8 | Mon | 1845-2145 | 4 wks | BBY | 10950 |
| Jan 13 | Sat | 0900-1600 | 2 wks | BBY | 10953 |
| Jan 14 | Sun | 0900-1600 | 2 wks | DTC | 10954 |
| Feb 5 | Mon | 1845-2145 | 4 wks | BBY | 10951 |
| Mar 5 | Mon | 1845-2145 | 4 wks | BBY | 10952 |

COMP 1001 BBY \$161

UNDERSTANDING PC/MS DOS

Provides an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent knowledge.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 10652 |
| Jan 13 | Sat | 0900-1200 | 6 wks | BBY | 10661 |
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY | 10653 |
| Feb 24 | Sat | 0900-1200 | 6 wks | BBY | 10664 |

COMP 1007 BBY \$356 DTC \$354.30

UNDERSTANDING WINDOWS

Introduces the new Windows 2000 interface and covers basic and beyond basic tasks. Covers the Start menu, Taskbar and Explorer. Uses the Control Panel to change the systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: COMP 0001 or equivalent knowledge.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 6 wks | DTC CRN | 19369 |
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY | 16452 |
| Jan 27 | Sat | 0900-1600 | 3 wks | BBY | 19330 |
| Jan 28 | Sun | 0900-1600 | 3 wks | DTC | 19368 |
| Feb 19 | Mon | 1730-2030 | 6 wks | DTC | 42732 |
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY | 44335 |

COMP 1010 BBY \$114 DTC \$112.30

WORD PROCESSING CONCEPTS

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 4 wks | BBY CRN | 10670 |
| Feb 17 | Sat | 0900-1600 | 2 wks | BBY | 10675 |
| Feb 18 | Sun | 0900-1600 | 2 wks | DTC | 10677 |

COMP 1015 BBY \$114 DTC \$112.30

SPREADSHEET CONCEPTS

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Feb 5 | Mon | 1845-2145 | 4 wks | BBY CRN | 10836 |
| Mar 3 | Sat | 0900-1600 | 2 wks | BBY | 10842 |
| Mar 4 | Sun | 0900-1600 | 2 wks | DTC | 10843 |

COMP 1020 BBY \$114 DTC \$112.30

MICRO DATABASE CONCEPTS

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Mar 5 | Mon | 1845-2145 | 4 wks | BBY CRN | 10844 |
| Mar 17 | Sat | 0900-1600 | 2 wks | BBY | 10846 |
| Mar 18 | Sun | 0900-1600 | 2 wks | DTC | 10847 |

COMP 1022 DTC \$354.30

WORKING WITH NT WORKSTATION

Provides a working knowledge of Windows NT Workstation operating system to those with a basic knowledge of personal computers. Covers working effectively with the new GUI interface. Introduces NT features including desktop, NT Explorer, disk management, some administrative tools and Control Panel options. Discusses Windows NT basic functions for end users in a non-technical manner. Prerequisite: COMP 0001 or equivalent knowledge.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 14 | Sun | 1200-1500 | 6 wks | DTC CRN | 19333 |
| Feb 25 | Sun | 1200-1500 | 6 wks | DTC | 19331 |

COMP 1024 DTC \$354.30

NT WORKSTATION ADMINISTRATION

Provides a working knowledge of administration functions to current users of Windows NT Workstation 4.0. Presents the advanced topics of creating and managing user accounts, security policies and granting user rights on local machines. The course addresses shares, directory and file permissions. Uses the registry and system policy editor. Discusses basic administration topics for end users in a non-technical manner. Prerequisite: COMP 1022 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 14 | Sun | 1530-1830 | 6 wks | DTC CRN | 41425 |
| Feb 25 | Sun | 1530-1830 | 6 wks | DTC | 44361 |

COMP 1104 DTC \$400.80

INTRODUCTION TO COMPUTING

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the disk operating system (DOS), a word processing package and a spreadsheet package.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8* | Mon | 0600-0900 | 14 wks | DTC CRN | 42739 |
| Jan 10 | Wed | 0900-1200 | 14 wks | DTC | 13786 |

*Early bird

Office Efficiency and Skills

The following workshops are tailored for those who would like to increase their efficiency in their day to day tasks. Participants will gain a working knowledge of applications in a short period of time. Those wishing to obtain BCIT credit for these courses will have an option to write an exam for an additional fee. Please note that unless you have a good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses.

For more information on the Office Efficiency and Skills seminars and workshops, call (604) 432-8465.

COMP 0031 BBY \$180

EXPLORING YOUR PC

One day workshop. Presents participants with a working knowledge of the hardware and software in their PC. Provides an opportunity to look inside the PC and become familiar with all the components and how they inter-relate. Basic set-up configurations will be explored.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Mar 3 | Sat | 0900-1700 | 1 day | BBY CRN | 19340 |
|-------|-----|-----------|-------|---------|-------|

COMP 0228 BBY \$180.00

MICROSOFT OUTLOOK LEVEL 1

Intensive one-day seminar. Covers the basic topics of sending, receiving, managing messages, file attachments, creating signatures, creating one time and recurring appointments, events and tasks, tracking activities, using categories; using Outlook with other Microsoft Office applications. Prerequisite: Working knowledge of Windows 95 or higher.

| | | | | | |
|--------|-----|-----------|------|---------|-------|
| Feb 11 | Sun | 0900-1700 | 1 wk | BBY CRN | 44565 |
|--------|-----|-----------|------|---------|-------|

COMP 0229 BBY \$180.00

MICROSOFT OUTLOOK LEVEL 2

Intensive one-day seminar. Continues on from Level 1 and covers the more advanced topics of using Outlook in the corporate/workgroup mode. Topics include: managing Outlook items using categories, folders, rules, Out of Office Assistant and archiving; planning meetings with others, sharing Outlook information with others, assigning tasks, calendar items, vCards, granting others access to your Outlook folders; using Word as the e-mail editor; using Outlook contacts for a Word mail merge; customizing Outlook. Prerequisite: Working knowledge of Word and COMP 0228 Microsoft Outlook Level 1, or equivalent experience.

| | | | | | |
|--------|-----|-----------|------|---------|-------|
| Mar 11 | Sun | 0900-1700 | 1 wk | BBY CRN | 44566 |
|--------|-----|-----------|------|---------|-------|

COMP 0261 DTC \$180.00

EXCEL FOR WINDOWS LEVEL 1

Intensive one-day seminar. Covers fundamental principals required to produce worksheets and workbooks. Includes using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: Working knowledge of Windows.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 17 | Wed | 0900-1700 | 1 day | DTC CRN | 19344 |
| Feb 14 | Wed | 0900-1700 | 1 day | DTC | 19342 |
| Mar 14 | Wed | 0900-1700 | 1 day | DTC | 19343 |

COMP 0264 DTC \$180.00

EXCEL FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers advanced topics in spreadsheet design. Includes creating and using templates, charts, database lists and filters, subtotals, outlines, macros, 3D formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 31 | Wed | 0900-1700 | 1 day | DTC CRN | 19349 |
| Feb 28 | Wed | 0900-1700 | 1 day | DTC | 19348 |
| Mar 28 | Wed | 0900-1700 | 1 day | DTC | 19347 |

COMP 0266 DTC \$180.00

WORD FOR WINDOWS LEVEL 1

Intensive one-day seminar. Covers basic word processing topics of styles, tabs and indents, multicolumn documents, headers and footers, spell check, search and replace, and working with multiple documents. Prerequisite: Working knowledge of Windows.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 2 | Fri | 0900-1700 | 1 day | DTC CRN | 19351 |
| Mar 16 | Fri | 0900-1700 | 1 day | DTC | 19350 |

COMP 0267 DTC \$180.00

WORD FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers the more advanced word processing topics such as creating templates, using tables and pictures, using frames and text boxes, recording and running macros, using Mail Merge, customizing the toolbar, menus and keyboard. Prerequisite: COMP 0266 or equivalent experience.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 16 | Fri | 0900-1700 | 1 day | DTC CRN | 19353 |
| Feb 26 | Mon | 0900-1700 | 1 day | DTC | 19355 |
| Mar 26 | Mon | 0900-1700 | 1 day | DTC | 19354 |

COMP 0269 DTC \$180.00

EXCEL FOR WINDOWS LEVEL 3

This intensive one day seminar builds on what you have learned in Excel Levels 1 and 2. It discusses in greater detail more advanced topics such as creating and customizing tool bars, using styles, pivot tables, scenarios, display options and Excel Web documents. A review of advanced formulas, templates, macros and consolidation techniques will also be included. Prerequisite: COMP 0264 or equivalent.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Mar 7 | Wed | 0900-1700 | 1 day | DTC CRN | 44355 |
|-------|-----|-----------|-------|---------|-------|

COMP 0271 DTC \$180.00

ACCESS FOR WINDOWS LEVEL 1

Intensive one-day seminar. Covers skills required to create a database with multiple tables, create forms, reports and queries. Prerequisite: Working knowledge of Windows.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 16 | Tue | 0900-1700 | 1 day | DTC CRN | 19357 |
| Feb 13 | Tue | 0900-1700 | 1 day | DTC | 19358 |
| Mar 13 | Tue | 0900-1700 | 1 day | DTC | 19356 |

COMP 0272 DTC \$180.00

ACCESS FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers advanced topics in database design such as advanced form and query creation, use of OLE to add graphics and pictures import and export from spreadsheet and other database applications. Prerequisite: COMP 0271 or equivalent experience.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 30 | Tue | 0900-1700 | 1 day | DTC CRN | 19361 |
| Feb 27 | Tue | 0900-1700 | 1 day | DTC | 19359 |
| Mar 27 | Tue | 0900-1700 | 1 day | DTC | 19360 |

COMP 0279 DTC \$180.00

ACCESS FOR WINDOWS LEVEL 3

This intensive one day seminar builds on what you have learned in Access Levels 1 and 2. It discusses advanced queries including parameter; action and crosstab queries, advanced form and report techniques. Course coverage will include the use of macros to automate tasks and the use of hyperlinks. Prerequisite: COMP 0272 or equivalent.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Mar 6 | Tue | 0900-1700 | 1 day | DTC CRN | 44434 |
|-------|-----|-----------|-------|---------|-------|

COMP 0282 DTC \$180.00

POWERPOINT FOR WINDOWS LEVEL 1

Intensive one-day seminar. Provides an introduction to presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: Working knowledge of Windows.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 18 | Thr | 0900-1700 | 1 day | DTC CRN | 19364 |
|--------|-----|-----------|-------|---------|-------|

COMP 0283 DTC \$180.00

POWERPOINT FOR WINDOWS LEVEL 2

Intensive one-day seminar. Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other programs and using built in features to create topic effects, adding transitions, setting slide timings and creating a drill-down document. Prerequisite: COMP 0282 or equivalent experience.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Feb 1 | Thr | 0900-1700 | 1 day | DTC CRN | 19365 |
| Mar 8 | Thr | 0900-1700 | 1 day | DTC | 19366 |

COMP 0665 BBY \$180

UNDERSTANDING NETWORKS

Intensive one-day seminar. Goes through the basics of network installation. The seminar is intended to give participants an understanding of how a network is installed and configured. Provides an understanding of different types of networks, the equipment and administration. Hands-on installation training not provided.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 17 | Sat | 0900-1700 | 1 day | BBY CRN | 19367 |
|--------|-----|-----------|-------|---------|-------|

Get Connected.
Register online at
www.bcit.ca



Office Computer Applications

(604) 432-8465

COMP 1200 DTC \$591.30

MS OFFICE 2000 APPLICATIONS

This comprehensive course introduces the participant to the application of Microsoft Office 2000 – Word, Excel, PowerPoint, Access and Outlook. It emphasizes a hands-on approach, combined with lecture to provide the participant with basic to intermediate skills needed to be productive immediately. Students learn how to create and work with documents, spreadsheets, presentations, database and e-mail messages. Prerequisite: COMP 1007.

| | | | | | |
|-------|-------|-----------|--------|---------|-------|
| Jan 9 | Tue & | 1800-2100 | 12 wks | DTC CRN | 44372 |
|-------|-------|-----------|--------|---------|-------|

COMP 1228 BBY \$356

MICROSOFT OUTLOOK

Introduces Outlook 2000, covering the basic and beyond basic tasks of sending, receiving managing messages, file attachments, creating signatures, creating one time and recurring appointments, events and tasks, planning meetings, tracking activities, using categories; using Outlook with other Microsoft Office applications. Prerequisite: COMP 1007 or COMP 1022 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 6 wks | BBY CRN | 41096 |
| Feb 21 | Wed | 1845-2145 | 6 wks | BBY | 41097 |

COMP 1245 DTC \$354.30

ACCPAC GENERAL LEDGER

Covers the general ledger system, including converting existing systems to ACCPAC, batch transaction and printing reports. Prerequisites: COMP 1001 and COMP 1007 and basic understanding of accounting principles. (Software used is ACCPAC for Windows.)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1800-2100 | 6 wks | DTC CRN | 10913 |
| Jan 12 | Fri | 1800-2100 | 6 wks | DTC | 44373 |

COMP 1246 DTC \$354.30

ACCPAC A/R AND A/P

Covers the entire cycle of Accounts Receivable and Payable, including the interface to the ACCPAC General Ledger. Prerequisite: COMP 1245. (Software used is ACCPAC for Windows)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 19 | Mon | 1800-2100 | 6 wks | DTC CRN | 10916 |
| Feb 23 | Fri | 1800-2100 | 6 wks | DTC | 44374 |

COMP 1250 BBY \$356

CRYSTAL REPORTS

Provides skills for this report generator included with Visual Basic. Covers extracting focused sets of data from database and spreadsheet sources to produce reports. Topics include report design, organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, pictures, graphs and logos, working with databases, and exporting reports to Excel, Word, e-mail and the Web. Prerequisite: COMP 1007 or COMP 1022.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 41098 |
|-------|-----|-----------|-------|---------|-------|

COMP 1251 BBY \$356

CRYSTAL REPORTS LEVEL 2

This course covers intermediate level functionality to create professional-looking reports using the popular report generator, Crystal Reports. Topics include exporting reports to Excel, Word, e-mail, and the Web. Conditional formatting, sub-reports, advanced formulas (shared variables, ranges, group and record selection formulas), document import tool, SQL designer tool, crystal dictionaries, and MetaCube reports. Prerequisites: COMP 1007 or COMP 1022 and COMP 1250.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY CRN | 44336 |
|--------|-----|-----------|-------|---------|-------|

COMP 1255 BBY \$324.50

COMPUTERIZED ACCOUNTING

Teaches the Simply Accounting for Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisites: COMP 1001 or COMP 1007 and FMGT 1100.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 10917 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | 44337 |

COMP 1261 BBY \$356 DTC \$354.30

EXCEL LEVEL 1

Provides comprehensive coverage of this Windows spreadsheet program, including fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. (Version 2000) Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 15383 |
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY | 44338 |

COMP 1262 BBY \$356 DTC \$354.30

EXCEL LEVEL 2

Covers advanced topics in spreadsheet design. Includes creating and using templates, charts, databaselists and filters, subtotals, outlines, macros, 3D formulae, and linking and consolidating multiple workbooks and worksheets. (Version 2000) Prerequisite: COMP 1261 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY CRN | 15384 |
| Feb 22 | Thr | 1800-2100 | 6 wks | DTC | 16465 |
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY | 44339 |

COMP 1263 BBY \$356

MS PROJECT/WINDOWS LEVEL 1

Reviews features, including the extensive on-line help facility and cue cards of Microsoft Project, a powerful full-featured project, management tool. Topics include creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. (Version 2000) Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 16466 |
|-------|-----|-----------|-------|---------|-------|

COMP 1264 BBY \$356

MS PROJECT/WINDOWS LEVEL 2

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. (Version 2000) Prerequisite: COMP 1263.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 20 | Tue | 1845-2145 | 6 wks | BBY CRN | 16467 |
|--------|-----|-----------|-------|---------|-------|

continued next page



COMPUTING & INFORMATION TECHNOLOGIES

COMP 1266 BBY \$356

WORD FOR WINDOWS LEVEL 1

Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spell checker, search and replace and working with multiple documents. (Version 2000) Prerequisite: COMP 1006 or COMP 1007 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY CRN | 15385 |
|--------|-----|-----------|-------|---------|-------|

COMP 1267 BBY \$356

WORD FOR WINDOWS LEVEL 2

Covers advanced techniques including creating templates, using tables and pictures, using frames and text boxes, recording and running macros, using Mail Merge and customizing the toolbar, menus and keyboard. (Version 2000) Prerequisite: COMP 1266.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY CRN | 15386 |
|--------|-----|-----------|-------|---------|-------|

COMP 1270 BBY \$356 DTC \$354.30

MICROSOFT ACCESS 1

Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 2000) Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1800-2100 | 6 wks | DTC CRN | 16472 |
| Jan 10 | Wed | 1845-2145 | 6 wks | BBY | 15373 |
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY | 44341 |

COMP 1271 BBY \$356 DTC \$354.30

MICROSOFT ACCESS 2

Continues from COMP 1270 and provides the skills to use advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other database application packages. (Version 2000) Prerequisite: COMP 1270.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 19 | Mon | 1800-2100 | 6 wks | DTC CRN | 16474 |
| Feb 21 | Wed | 1845-2145 | 6 wks | BBY | 15374 |
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY | 44342 |

COMP 1281 BBY \$356

MICROSOFT POWERPOINT 1

Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. (Version 2000) Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 6 wks | BBY CRN | 15375 |
|-------|-----|-----------|-------|---------|-------|

COMP 1282 BBY \$356

MICROSOFT POWERPOINT 2

Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. (Version 2000) Prerequisite: COMP 1281.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 19 | Mon | 1845-2145 | 6 wks | BBY CRN | 15376 |
|--------|-----|-----------|-------|---------|-------|

Self-Guided Learning

(604) 432-8465

The following courses are held on Tuesday mornings at the Downtown campus. No lectures are given, but an instructor is available in the classroom. Students work at their own pace, either in our classroom or at a place of their own choosing. Registration for any of these courses will be accepted until February 27, 2001 and all of these courses must be completed by March 27, 2001.

COMP 1008 DTC \$198.30

INSIDE WINDOWS

Guided self-learning and pacing. Examines Windows 2000 and is useful to those who already know Windows. Covers basic operations such as the Start Menu, Task Bar, the Windows Graphical User Interfaces (GUI), My Computer and Explorer. As well as how to create, copy, move, rename and delete files. Explores running multiple programs and customizing the Windows 2000 environment. Prerequisite: COMP 0001.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 19370 |
|-------|-----|-----------|--------|---------|-------|

COMP 1268 DTC \$248.30

MICROSOFT WORD LEVEL 1

Guided self-learning and pacing. Covers introductory topics to Word such as how to handle files, creating, saving, retrieving, and editing a document. Topics include toolbars, setting tabs and indents, formatting text, creating headers and footers, working with sections and columns, paragraph and character styles, search and replace, and the spell checker. (Version 2000) Prerequisite: COMP 1008.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 19373 |
|-------|-----|-----------|--------|---------|-------|

COMP 1269 DTC \$248.30

MICROSOFT WORD LEVEL 2

Guided self-learning and pacing. Covers advanced topics of Word. Includes Mail Merge, tables, creating templates, drop down lists, checkboxes, text boxes, customizing toolbars, and working with the Forms toolbar. Examines using built-in templates and Wizards, pictures, frames, and creating and using macros. (Version 2000) Prerequisite: COMP 1268 or COMP 1266.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 19374 |
|-------|-----|-----------|--------|---------|-------|

COMP 1276 DTC \$248.30

ACCESS LEVEL 1

Guided self-learning and pacing. Covers introductory topics to Access such as the basic database operations of creating tables, queries, forms and reports. Further topics include designing and planning a database, defining relationships between tables, using various wizards, setting field properties, creating select queries, using criteria, creating calculated fields, working with formats in tables and reports. (Version 2000) Prerequisite: COMP 1008.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 19375 |
|-------|-----|-----------|--------|---------|-------|

COMP 1277 DTC \$248.30

ACCESS LEVEL 2

Guided self-learning and pacing. Covers advanced topics of using Access, including setting control properties, form design, labels, textboxes, option groups, list boxes, combo boxes, and default editing modes. Explores subforms, expressions within forms, pictures and graphs, embedding vs. linking, bound vs. unbound objects, importing, exporting, attaching, macros, creation of macros and attaching macros to events. (Version 2000) Prerequisite: COMP 1270 or COMP 1276.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 19376 |
|-------|-----|-----------|--------|---------|-------|

COMP 1278 DTC \$243.30

MICROSOFT POWERPOINT 1

Guided self-learning and pacing. Covers the introduction to this presentation graphics software package, which has an easy approach to help make professional presentations quickly and easily. Covers the basic tools needed to produce slides, over-heads and on-screen presentations. Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 44488 |
|-------|-----|-----------|--------|---------|-------|

COMP 1279 DTC \$243.30

MICROSOFT POWERPOINT 2

Guided self-learning and pacing. Covers advanced topics in presentation design. Includes creating and adding graphics, clipart, table and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down documents (Version 2000) Prerequisite: COMP 1281 or COMP 1278.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 44489 |
|-------|-----|-----------|--------|---------|-------|

COMP 2058 DTC \$198.30

INSIDE WINDOWS LEVEL 2

Expands on COMP 1008 to provide more in-depth Windows knowledge. Covers searching for files and data, working with MS Paint, object linking and embedding, media player, understanding the clipboard, managing the printer, plug and play, fonts, network neighbourhood, and disk maintenance. Prerequisite: COMP 1007 or COMP 1008.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 0900-1200 | 12 wks | DTC CRN | 41119 |
|-------|-----|-----------|--------|---------|-------|

Weekend Technology Seminar Series

(604) 432-8465

COMP 0215 BBY \$318

UNDERSTANDING MICROSOFT EXCHANGE SERVER

Seminar. Overviews basic tasks and installation for Microsoft Exchange Server. Examines architecture and core service components. Explores the Administrator program and the need for connectors and connecting two different sites. Examines adding mailboxes, distribution lists, custom recipients and how to install and configure Public Folders. Prerequisites: COMP 1022, COMP 1023 and knowledge of Windows NT trust relationship.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Mar 10 | Sat/Sun | 0830-1630 | 1 wknd | BBY CRN | 41092 |
|--------|---------|-----------|--------|---------|-------|

COMP 0430 BBY \$400

TCP/IP PROTOCOL

Seminar. Covers how to install and configure any TCP/IP stacks using examples of implementation for Windows, to trouble shoot protocol problems. Topics include exploring the TCP/IP stack, comparing the four layer protocol to the OSI model, the first level of the TCP/IP stack "network interface," what network interfaces are available, network interface frame format, Internet layer, application layer. Prerequisite: COMP 1007.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Mar 17 | Sat/Sun | 0830-1630 | 1 wknd | BBY CRN | 19960 |
|--------|---------|-----------|--------|---------|-------|

COMP 0435 BBY \$400

WINDOWS NT WORKSHOP

Seminar. Provides technical users with an aptitude and understanding of Windows NT 4.0 server including administrative tools and techniques. Explains deploying, installing and configuring the NT 4.0 server, setting up RAID systems, file backup, NT 4.0 server registry, network protocols, configuring Windows clients for networking, connecting other PC clients to and administering a secure network, optimizing network server performance and troubleshooting. Prerequisite: COMP 3665.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Feb 10 | Sat/Sun | 0830-1630 | 1 wknd | BBY CRN | 19959 |
|--------|---------|-----------|--------|---------|-------|

Programming and Languages

(604) 432-8465

COMP 1401 BBY \$324.50 DTC \$322.80

PROGRAMMING CONCEPTS/METHODS

Introduces the principles and concepts of computer programming. Covers standard problem analysis tools: flow charting, Nassi-Schneiderman, decision tables, systems analysis, flow charts, structure charts, and database management. Lectures and hands-on exercises are used to present the principles of programming. This course is a prerequisite for Part-time Studies systems and programming courses. Students should not be registered in any advanced systems or programming courses before they have taken this course. Prerequisite: COMP (1001 or 1006) and COMP 1010 and COMP 1015 and COMP 1020 or equivalent.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9* | Tue | 0600-0930 | 12 wks | DTC CRN | 42741 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 10853 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | 10857 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 10886 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | 42712 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | 10887 |

*Early bird

COMP 1410 BBY \$324.50

MICROCOMPUTER PC ASSEMBLER

PROGRAMMING LANGUAGE 1

Presents a first-level course in programming using the Assembler Language on the IBM PC microcomputer. Prerequisite: COMP 1401.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 42713 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | 17076 |

COMP 1435 BBY \$324.50

DATABASE PROGRAMMING LANGUAGE 1

Covers the elementary programming features of dBase, FoxPro and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 10909 |
|--------|-----|-----------|--------|---------|-------|

COMP 1440 BBY \$260.50

COBOL PROGRAMMING LANGUAGE 1

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or COMP 1405 or COMP 1510.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 10920 |
|--------|-----|-----------|--------|---------|-------|

COMP 1450 BBY \$324.50

PASCAL PROGRAMMING LANGUAGE

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 10924 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 12289 |
| Jan 14 | Sun | 0900-1200 | 12 wks | BBY | 42714 |

COMP 1457 BBY \$324.50

DELPHI PROGRAMMING LANGUAGE

Presents modern principles of programming and programming methodologies using the advanced modern visual language, Delphi. Students write programs that are readable, reusable and easy to maintain. Prerequisites: COMP 1401 and COMP 1450.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 41106 |
|--------|-----|-----------|--------|---------|-------|

COMP 1525 BBY \$491.50

INTRO TO OBJECT-ORIENTED PROGRAMMING WITH JAVA

Students learn to develop applications with the Java language using Object Oriented Paradigm. Focus is on problem solving, proper Object Oriented Programming techniques and clear coding style. The three fundamentals of OOP are covered: data abstraction and encapsulation, inheritance, and polymorphism. Basic Java is explored including interfaces, exception handling and user interfaces. Several Java packages are examined including java.io, java.awt and others. Students will become familiar with many classes and learn to search for useful classes. Prerequisite: Familiarity with a programming language. Recommended language - PASCAL. Students should feel comfortable working with condition statements, nesting, and be familiar with data types and variables.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 1300-1600 | 16 wks | BBY CRN | 43403 |
|--------|-----|-----------|--------|---------|-------|

COMP 2425 BBY \$324.50

C PROGRAMMING LANGUAGE 1

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP 1405 or COMP 1410 and COMP 1450.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 10889 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 10890 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | 15939 |

COMP 2440 BBY \$260.50

COBOL PROGRAMMING LANGUAGE 2

Continues from COMP 1440. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 1440 or previous programming experience in COBOL.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 41109 |
|-------|-----|-----------|--------|---------|-------|

COMP 3425 BBY \$322

C PROGRAMMING LANGUAGE 2

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 10955 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | 13554 |

COMP 3475 BBY \$324.50

C++ FOR OBJECT-ORIENTED PROGRAMMING

Emphasizes the object-oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization. Prerequisites: COMP 3425 and COMP 3670.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 10959 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | 17276 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | 43362 |

COMP 4425 BBY \$324.50

C PROGRAMMING LANGUAGE 3

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs, high-quality, error-free software. Prerequisite: COMP 3425.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY CRN | 44353 |
|--------|-----|-----------|--------|---------|-------|

COMP 4475 BBY \$324.50

C++ PROGRAMMING LANGUAGE 2

Covers elements and collaborations of classes, inheritance, class re-use, collection classes, class libraries, error handling, memory management design patterns, and use of iostream library. Prerequisite: COMP 3475.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 44354 |
|-------|-----|-----------|--------|---------|-------|

Windows Programming

(604) 432-8465

COMP 1292 BBY \$433.50

ACCESS DEVELOPMENT - LEVEL 1

Covers the process of designing applications using MS Access 2000. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. The course also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisites: COMP 1270 and COMP 1271 or equivalent.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY CRN | 42711 |
|--------|-----|-----------|--------|---------|-------|

COMP 1403 BBY \$324.50**WINDOWS PROGRAMMING CONCEPTS**

Covers Windows applications programming/design considerations. Introduces Windows controls (dialog boxes, radio button, combo boxes, scroll bars). Uses Visual Basic as a tool to describe events, properties and basic control. Explores the Windows Software Development Life Cycle and common programming structures, shortcut keys, window styles, menu creation, toolbars, OLE considerations, help file, and the API. Prerequisite: COMP 1006 or COMP 1007 or equivalent.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 15221 |
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY | | 44344 |

COMP 1495 BBY \$324.50**INTRODUCTION TO VISUAL BASIC**

This is an introduction course to Visual Basic with the main focus on the fundamentals of writing structured programs. Covers validating input data, string handling, subroutines, text files and delimited ASCII files, and writing reports. Prerequisite: COMP 1007, COMP 1401 and COMP 1403.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 13 | Sat | 1300-1600 | 12 wks | BBY | CRN | 42776 |
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | | 44345 |

COMP 2292 BBY \$433.50**ACCESS DEVELOPMENT - LEVEL 2**

Builds on the topics covered in Access Development Level 1. The course explores and works with VBA (MS Access programming language), Data Access Objects (DAO), and the process of handling user input. Events, modules, procedures and structures will also be discussed. Error handling, advanced report programming, and looping through recordsets will be discussed. Prerequisite: COMP 1292, COMP 1401 and COMP 1403 or equivalent experience.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | CRN | 42715 |
|--------|-----|-----------|--------|-----|-----|-------|

COMP 2495 BBY \$324.50**VISUAL BASIC PROGRAMMING LANGUAGE 1**

Teaches fundamentals of object-oriented and GUI programming using Microsoft Visual Basic under Windows. Covers: designing and building applications; event-driven programming; displaying and printing information; data storage; file system controls; building menus, pop-up menus, and dialogs; modules, subroutines and functions; and much more. Prerequisites: COMP 1403 and COMP 1430 or COMP 1495.

| | | | | | | |
|--------|-----|-----------|--------|-----|--|-------|
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | | 18731 |
| Jan 13 | Sat | 1300-1600 | 12 wks | BBY | | 44347 |
| Jan 20 | Sat | 0900-1200 | 12 wks | BBY | | 40351 |
| Jan 20 | Sat | 1300-1600 | 12 wks | BBY | | 44346 |

COMP 3495 BBY \$324.50**VISUAL BASIC PROGRAMMING LANGUAGE 2**

Expands on the knowledge obtained in COMP 2495. Covers designing and building applications, interface design, objects and instances, handling run-time errors, arrays and collections, random-access files, object-oriented programming with classes and objects, accessing databases with the Data Control and SQL language, reports and online help, OLE (Object Linking and Embedding), introduces Windows API, creating ActiveX controls. Prerequisite: COMP 2495.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN | 16481 |
|--------|-----|-----------|--------|-----|-----|-------|

Systems Analysis and Design**COMP 1615 BBY \$260.50 DTC \$258.80****COMPUTER SYSTEMS INTRODUCTION 1**

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | CRN | 10906 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | | 10907 |

COMP 2615 BBY \$260.50**COMPUTER SYSTEMS INTRODUCTION 2**

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN | 10936 |
|-------|-----|-----------|--------|-----|-----|-------|

COMP 3615 BBY \$324.50**COMPUTER SYSTEMS INTRODUCTION 3**

Focuses on commonly used Systems Projects techniques. Presents case study projects using analysis and design skills. Emphasizes full systems life cycles including Project Management, Feasibility Analysis, Systems Analysis, Process and Data Modelling. Examines systems design, user interface, systems planning, implementation and ongoing support. Explores JAD, ER diagrams, object modelling, RAD and prototyping techniques. Prerequisite: COMP 2615.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 41313 |
|-------|-----|-----------|--------|-----|-----|-------|

COMP 3635 BBY \$324.50**CASE TECHNOLOGY**

Examines how CASE technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 12288 |
|-------|-----|-----------|--------|-----|-----|-------|

COMP 3710 BBY \$637.50**RELATIONAL DATABASE SYSTEMS**

Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modelling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or COMP 2710.

| | | | | | | |
|-------|---------|-----------|--------|-----|-----|-------|
| Jan 8 | Mon/Wed | 1845-2145 | 12 wks | BBY | CRN | 10647 |
|-------|---------|-----------|--------|-----|-----|-------|

COMP 4663 BBY \$324.50**INTRODUCTION TO MS SQL SERVER**

Covers application development and administration using MS SQL Server as the database engine. Topics include SQL server installation, system architecture, database devices, managing databases, transact-SQL, using indexes, views, stored procedures, triggers and backup/restore. Prerequisite: COMP3710 or equivalent experience.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 41436 |
|-------|-----|-----------|--------|-----|-----|-------|

Networks and Client Server**COMP 2630 BBY \$324.50****NOVELL NETWARE**

Provides a complete overview of the NetWare 4 operating system. Selection of equipment, NetWare installation, and system administration responsibilities are discussed. Prerequisites: COMP 1001, COMP 1007 and OPMT 1188.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN | 10941 |
|--------|-----|-----------|--------|-----|-----|-------|

COMP 2665 BBY \$324.50 DTC \$322.80**LOCAL AREA NETWORK THEORY**

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisites: COMP 1001 and COMP 2605.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 12 wks | DTC | CRN | 15224 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | | 10938 |

COMP 3665 DTC \$322.80**ADVANCED NETWORK DESIGN**

Covers theory and market implementation of higher speed network protocols (100BaseT, FDDI, ATM) and how advanced network devices provide options for network growth and expansion. No hands-on. Prerequisites: COMP 1001 or COMP 1006 and COMP 2665.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 12 | Fri | 1730-2030 | 12 wks | DTC | CRN | 43564 |
|--------|-----|-----------|--------|-----|-----|-------|

COMP 4666 DTC \$322.80**LAN INTERNETWORKING**

Explores issues and software related to the Internetworking of Novell NetWare 4.1, Windows NT 4.0 Server, NT 4.0 Workstation, LINUX (Unix) and Windows operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisites: COMP 2665 and COMP 2630 or experience with Novell NetWare, and COMP 1007 or equivalent.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1800-2100 | 12 wks | DTC | CRN | 19337 |
|--------|-----|-----------|--------|-----|-----|-------|

COMP 4840 DTC \$322.80**CLIENT SERVER COMPUTING**

Covers client/server computing technologies based on the Internet and Java networking. Provides hands on experience in building client/server applications using RMI, JDK1.2, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to three-tier client/server applications. Prerequisites: COMP 3475, or COMP 3425 and COMP 3670.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1800-2100 | 12 wks | DTC | CRN | 41120 |
|--------|-----|-----------|--------|-----|-----|-------|

Data Communication**COMP 2605 BBY \$260.50****DATA COMMUNICATIONS CONCEPTS 1**

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience. This is the last time that this course will be offered.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | CRN | 10926 |
|-------|-----|-----------|--------|-----|-----|-------|

COMP 3605 BBY \$260.50**DATA COMMUNICATIONS CONCEPTS 2**

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605. This is the last time that this course will be offered.

| | | | | | | |
|--------|-----|-----------|--------|-----|--|-------|
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY | | 41909 |
|--------|-----|-----------|--------|-----|--|-------|

COMP 3720 BBY \$491.50**INTRODUCTION TO DATA COMMUNICATION AND NETWORKING**

Covers the basic concepts and terminology related to Data Communications and Computer Networking. Discuss the International Standards Organization (ISO) layered model with emphasis on the first three layers which embody the communications functions. The principles of protocols at physical, data link, and network layers, the use and characteristics of transmission media, digital transmission, transmission and switching. Introduction to multiple access protocols, LANs, WANs, routing and congestion control issues. Prerequisite: COMP 2720 or equivalent. This is equivalent to the full time CST diploma course.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 13 | Sat | 0900-1300 | 12 wks | BBY | CRN | 44352 |
|--------|-----|-----------|--------|-----|-----|-------|

Unix**COMP 1030 DTC \$371.30****WORKING WITH LINUX - BASICS**

Provides a working knowledge of LINUX to persons who have a basic knowledge of personal computers and have some command line (DOS) experience. Overviews and addresses installation and configuration of LINUX. Uses LINUX command line utilities and the Shell. Understanding the file and directory system, managing files and directories. Discusses basic LINUX topics for end users in a non-technical manner. **Note:** Software and manual to be purchased at the first session. Uses latest version of LINUX Red Hat. Prerequisite: COMP 1001 or equivalent.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 13 | Sat | 1800-2100 | 6 wks | DTC | CRN | 42734 |
| Feb 24 | Sat | 1800-2100 | 6 wks | DTC | | 44362 |

COMP 1032 DTC \$371.30**WORKING WITH LINUX - INTERMEDIATE**

This course discusses advanced LINUX topics including custom installation, and TCP/IP network file sharing. Topics are for more technical users, providing a working knowledge of LINUX: account management, system administration and security concepts. Prerequisites include workstation installation, use of the bash shell, and KDE and GNOME window managers, covered in COMP 1030 - Working with LINUX Basics. **Note:** Software and manual to be purchased at the first session. Uses latest version of LINUX Red Hat. Prerequisite: COMP 1030 or equivalent.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 9 | Tue | 1800-2100 | 6 wks | DTC | CRN | 44363 |
| Feb 20 | Tue | 1800-2100 | 6 wks | DTC | | 42738 |

COMP 1626 DTC \$503.30**INTRO TO SCO UNIX SYSTEM V**

Provides an insight to the SCO Unix system V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the UNIX environment. Prerequisite: COMP 1001 or equivalent.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 13 | Sat | 1400-1700 | 8 wks | DTC | CRN | 18367 |
|--------|-----|-----------|-------|-----|-----|-------|

COMP 2628 DTC \$960.80**SCO UNIX SYSTEM V: UUCP, TCP/IP & NFS**

Explores planning, configuring, administering and troubleshooting sophisticated communications systems, local-area networking using TCP/IP and NFS software for technical personnel. Prerequisite: COMP 2627.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 8 | Mon | 1800-2100 | 12 wks | DTC | CRN | 19336 |
|-------|-----|-----------|--------|-----|-----|-------|

COMP 3645 DTC \$322.80**UNIX WORKSHOP LEVEL 1**

Introduces programming under Unix, covering multi-user and multi-tasking capabilities. Topics include using C, Bourne and Korn shells, system administration, IPC facilities, utilities, file system and e-mail. Prerequisite: COMP 2425.

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 13 | Sat | 1000-1300 | 12 wks | DTC | CRN | 10947 |
|--------|-----|-----------|--------|-----|-----|-------|

Internet**COMP 0401 BBY \$255****INTERNET, THE WHY AND THE HOW**

Seminar. Addresses the concepts and application of the Internet, either as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, news, e-mail) and connection (Internet Service Provider). The server side includes hardware (host computer, router), software (content preparation, WWW server, news server, mail server), and connection (upstream ISP).

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 13 | Sat/Sun | 0900-1600 | 1 wknd | BBY | CRN | 17883 |
|--------|---------|-----------|--------|-----|-----|-------|

COMP 0403 BBY \$255**WEB SITE IMPLEMENTATION/ADMIN**

Beginner seminar for Web masters responsible for implementation/operation of Web site. Includes network needs, platform/technology options, control mechanisms, security, deployment strategy, host system monitoring, management, content creation, structure, hyperlinks, server features. Hands-on, a text Web site will be set up. Prerequisite: Web browsing ability, navigating files, folders, editing text in a Windows environment.

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 20 | Sat/Sun | 0900-1600 | 1 wknd | BBY | CRN | 17884 |
|--------|---------|-----------|--------|-----|-----|-------|

COMP 0407 BBY \$255**HTML AUTHORIZING**

Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students prepare a simple Web page using a text editor, embedding their own HTML tags and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied.

| | | | | | | |
|-------|---------|-----------|--------|-----|-----|-------|
| Feb 3 | Sat/Sun | 0900-1600 | 1 wknd | BBY | CRN | 17886 |
|-------|---------|-----------|--------|-----|-----|-------|

COMP 0835 DTC \$253.30**DREAMWEAVER LEVEL 1**

Intensive one-day seminar. Covers the basic topics for a sound introduction to the basic features of Dreamweaver, a Web site design software. Topics covered include the Dreamweaver work area, creating a local site, formatting text, editing HTML tags, parent and child tags, colours and inserting images. Prerequisite: Basic HTML knowledge

| | | | | | | |
|--------|-----|-----------|------|-----|-----|-------|
| Jan 14 | Sun | 0900-1630 | 1 wk | DTC | CRN | 44569 |
| Feb 11 | Sun | 0900-1630 | 1 wk | DTC | | 44570 |

COMP 0836 DTC \$253.30**DREAMWEAVER LEVEL 2**

Intensive one-day seminar. Builds upon Level 1 and introduces links and URLs, tables, frames and behaviours. The afternoon project is developing a Web page. Students may either use the course material or bring their own appropriate text and general images suitable for public viewing. Prerequisite: Dreamweaver Level 1 and advanced HTML knowledge.

| | | | | | | |
|--------|-----|-----------|-----|-----|-----|-------|
| Jan 28 | Sun | 0900-1630 | 1wk | DTC | CRN | 44567 |
| Feb 26 | Sun | 0900-1630 | 1wk | DTC | | 44568 |

COMP 1820 BBY \$259**HTML AND THE WORLD-WIDE WEB**

Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live Web server for viewing on the Internet. Includes coverage of Unix basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 13 | Sat | 1300-1600 | 6 wks | BBY | CRN | 17279 |
|--------|-----|-----------|-------|-----|-----|-------|

COMP 1831 DTC \$397**FRONTPAGE 2000 WEBSITE CREATION**

Teaches Web design using object-oriented authoring tool FrontPage 2000, including the use of built in advanced features such as FrontPage 2000 extensions. Students create and upload to the Internet a personal Web page using HTML, DHTML, Java Script, tables, frames and cascading sheets in FrontPage 2000.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 12 | Fri | 1800-2100 | 6 wks | DTC | CRN | 44375 |
|--------|-----|-----------|-------|-----|-----|-------|

COMP 1832 DTC \$397**INTRODUCTION TO WEB-HOSTING**

Continues from COMP 1831. Teaches Web-hosting using IIS 5.0 on Windows 2000. Students learn domain name registration, loading and maintaining of a Web site. Students will also learn advanced Web authoring tools to enhance their personal Webs. Introduction to other Web site-hosting servers on the market, such as Apache Web server. Prerequisite: COMP 1831.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 23 | Fri | 1800-2100 | 6 wks | DTC | CRN | 44376 |
|--------|-----|-----------|-------|-----|-----|-------|

Multimedia Software Development

The following Java Programming courses are designed to lead up to an Associate Certificate in Just Java though they are open to any student meeting the prerequisites. Not all required courses are offered this semester. Refer to our Web site for details at www.multimedia.bcit.ca.

COMP 0409 DTC \$253.30 JAVA PRIMER

Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisite: Knowledge of object-oriented programming concepts.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Feb 10 | Sat/Sun | 0900-1600 | 1 wknd | DTC CRN | 17898 |
| Feb 24 | Sat/Sun | 0900-1600 | 1 wknd | DTC | 44435 |

MMSD 3610 BBY \$324.50 DTC \$322.80 JAVA PROGRAMMING 1

Provides a thorough introduction to the Java programming language and to the Java distributed objects paradigm. Topics include the Java language and environment, creating user interfaces with the AWT, developing synchronized multi-threaded applications, handling multimedia and image manipulation, and managing interface collections. Prerequisite: COMP 3670 and any object-oriented programming course.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1730-2030 | 12 wks | DTC CRN | 19865 |
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | 42944 |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | 42943 |
| Jan 13 | Sat | 0900-1200 | 12 wks | DTC | 41671 |

MMSD 3620 DTC \$322.80 JAVA PROGRAMMING 2

Continues from MMSD 3610, addressing advanced Java programming techniques for both applets and applications. Topics include application design guidelines, process and thread synchronization, smooth animation techniques, local file I/O, and the Java event model. Prerequisites: COMP 3640 or COMP 3730 and MMSD 3610 or COMP 4409.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC CRN | 19866 |
| Jan 13 | Sat | 1300-1600 | 12 wks | DTC | 44377 |

MMSD 4610 DTC \$322.80 JAVA OBJECT-ORIENTED APPLICATION DESIGN

Addresses the design and implementation of Java programs that conform to the Java Management API. Topics include large-scale application design, JMAPI, integration with and support of application builder tools. Prerequisite: MMSD 3620 or permission of instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1730-2030 | 12 wks | DTC CRN | 19867 |
|--------|-----|-----------|--------|---------|-------|

MMSD 4630 DTC \$322.80 JAVA COMPONENT FRAMEWORKS

Addresses the design and implementation of Java components. Topics include Java Beans for a stand-alone environment, Enterprise Java Beans (EJB) for a distributed environment, and application builder (IDE) integration. Prerequisite: MMSD 3620 or permission of instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 12 | Fri | 1730-2030 | 12 wks | DTC CRN | 41446 |
|--------|-----|-----------|--------|---------|-------|

MMSD 4640 DTC \$322.80 JAVA MEDIA FRAMEWORKS

Addresses the design and implementation of Java programs that deliver media-rich content in conformance with the Java Media Framework (JMF). Topics include the base JMF guidelines, synchronization, JavaSound, Java2D, Java3D, streaming media, and JavaTV. Prerequisite: MMSD 3620 or permission of instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 1300-1600 | 12 wks | DTC CRN | 41445 |
|--------|-----|-----------|--------|---------|-------|

MMSD 4650 DTC \$322.80 INTERNETWORKING WITH JAVA

Addresses the design and implementation of server-side Java components. Topics include Java servlets, JavaWebServer, browser interaction, server interaction, and JavaServerPages. Prerequisite: MMSD 3620 or permission of instructor.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC CRN | 41444 |
|--------|-----|-----------|--------|---------|-------|

Other Specialties

(604) 432-8465

COMP 1113 BBY \$491.50 APPLIED MATHEMATICS

This course covers basic mathematics concepts required for CST students. It is designed to give students a good base for the future technical and programming courses. This course is divided into three parts, basic algebraic operations, functions, equations, and logarithms, vectors and matrices, data representation and algebra. Prerequisite: CST entrance requirements (Math, English)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 0900-1300 | 12 wks | BBY CRN | 43402 |
|--------|-----|-----------|--------|---------|-------|

COMP 1601 BBY \$260.50 COMPUTERS IN BUSINESS

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisites: COMP 1001 or COMP 1006, COMP 1010, COMP 1015 and COMP 1020 or CGA Tutorial or equivalent.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 10649 |
|-------|-----|-----------|--------|---------|-------|

COMP 1827 DTC \$354.30 HELP DESK FOR SUPERVISORS

This course is designed for those wishing to pursue a more senior Help Desk position, or those who have just become Supervisors. It includes statistical analysis, evaluating the Help Desk, staff reviews, motivation, project management, and managing customer satisfaction. This course focuses on in-class discussion and teamwork. Prerequisite: COMP 1007

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1800-2100 | 6 wks | DTC CRN | 44571 |
|--------|-----|-----------|-------|---------|-------|

COMP 2610 BBY \$324.50 EXPLORING TECHNICAL ASPECTS

Covers the theory of microcomputer hardware standards, operating systems, semiconductor technology and peripheral devices. Prerequisite: COMP 1401.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN | 10932 |
|-------|-----|-----------|--------|---------|-------|

COMP 3640 BBY \$324.50 DTC \$322.80 OPERATING SYSTEMS CONCEPTS

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Students must have a programming and systems background. Prerequisites: COMP 1450 and COMP 2610.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 12 | Fri | 1845-2145 | 12 wks | BBY CRN | 44348 |
| Jan 12 | Fri | 1800-2100 | 12 wks | DTC | 10960 |

COMP 3670 BBY \$260.50 UNDERSTANDING OBJECTS

Covers object-oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or equivalent.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN | 11138 |
|--------|-----|-----------|--------|---------|-------|

Dental Reception

(604) 432-8465

COMP 0285 DTC \$335.80 DENTAL OFFICE SYSTEM/WINDOWS

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. This course may be taken simultaneously with COMP 0885. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1830-2130 | 12 wks | DTC CRN | 17396 |
|-------|-----|-----------|--------|---------|-------|

COMP 0885 DTC \$545.80 DENTAL RECEPTIONIST

Presents skills to become a dental receptionist. Includes dental terminology, Insurance Company's protocol, scheduling and billing procedures, accounting and communications, telephone techniques and professional manner development. Upon successful completion of this course and COMP 0285, students receive a certificate. Skills may be enhanced during a practicum in a dental office. This course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. COMP 0885 and COMP 0285 may be taken simultaneously.

| | | | | | |
|-------|---------|-----------|--------|---------|-------|
| Jan 8 | Mon/Thr | 1830-2130 | 12 wks | DTC CRN | 18372 |
|-------|---------|-----------|--------|---------|-------|

COMP 0985 DTC \$250.30 DENTAL BILLING/INSURANCE PROTOCOL

Offers dental personnel information on front desk billing procedures performed in a dental office. Includes dental office fee guides, insurance company's protocol, regulations, claim forms, pre-authorizations, insurance/patient payments, accounting/day/month end procedures. Course is eligible for continuing dental education credits as per the College of Dental Surgeons of BC. Prerequisite: Dental office experience or completion of a Dental Receptionist or Dental Assisting program or COMP 0885.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 21 | Wed | 1830-2130 | 6 wks | DTC CRN | 42940 |
|--------|-----|-----------|-------|---------|-------|

e-Business

The following e-Business courses are designed to lead to an Associate Certificate in e-Business (project leaders and business analysts) although they are opened to any student meeting the prerequisites. Please refer to our Web site for complete details at <http://thisisit.bcit.ca>

COMP 1040 DTC \$593.80 FUNDAMENTALS E-BUSINESS PROJECT MANAGEMENT

Introduces e-Business and the common methodologies. Covers managing and controlling e-business projects, tracking deliverables and accessing project information for trade-off decision making between cost, schedule and quality. The project planning component uses MS Project 98 and covers necessary planning skills including business process design, data and application design, quality assurance, testing and implementation. Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1800-2100 | 12 wks | DTC CRN | 44364 |
|-------|-----|-----------|--------|---------|-------|

COMP 1041 DTC \$593.80 FUNDAMENTALS E-BUSINESS PROCESS DESIGN

Focusing on the technologies and methodologies unique to e-business this course presents techniques used to define and re-engineer strategic business processes, so that e-business solutions are successful. The concepts and tools used in the business process design in common e-Business applications are covered. Participants will understand the main business processes and design workflow programs using Visio. Prerequisite: COMP 1007 or equivalent.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1800-2100 | 12 wks | DTC CRN | 44365 |
|--------|-----|-----------|--------|---------|-------|

COMP 1043 DTC \$591.30 FUNDAMENTALS E-BUSINESS APPLICATION & DATA MODEL

Introduces e-business application and data modelling processes. Covers the building of application and data structure at a logical level, application of client/customer requirements and database normalization within an e-business environment. Participants will use database and modelling tools to view and edit database objects. Prerequisite: COMP 1007 or equivalent and COMP 1042.

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1800-2100 | 12 wks | DTC CRN | 44367 |
|--------|-----|-----------|--------|---------|-------|

Access Courses
bring you up to speed.
See pages 5-7
for more details.



A+ Hardware Technician

COMP 1045 DTC \$913.80 A+ CERTIFICATION PREPARATION

Prepares the student to pass the CompTIA A+ hardware and Dos/Windows certification exam. Prepares for continuing on to Network +, CNE or MCSE certification. Topics include hardware, DOS and MS Windows 3.x and 9x. Hands-on lab exercises reinforce the covered topics. Runs on two nights and a Saturday for 6 weeks.

| | | | | | |
|--------|---------------|-----------|-------|---------|-------|
| Jan 11 | Thr/Fri & Sat | 1800-2100 | 6 wks | DTC CRN | 42990 |
| Feb 22 | Thr/Fri & Sat | 1800-2100 | 6 wks | DTC | 44369 |

Distance Education

You must have the prerequisites required.

You may start the course anytime and examination dates are flexible.

You may proceed in the course at your own speed, within the number of weeks allowed.

Regular assignments are to be submitted for marking and will be returned to you with comments.

Courses completed by correspondence may be included in the part-time certificate program.

The cost of textbook and materials are included in the course fee.

BCIT refund policy permits a refund less 15 per cent for correspondence courses. Prior to mailing the course materials. There will be no refunds after materials have been mailed.

To register call (604) 451-6733.

For individual course descriptions, please see listing below.

Computer Systems Technology currently offers three paper-based correspondence courses.

COMP 1009 TUITION \$331 EXPLORING WINDOWS (INCLUDES TEXT AND MATERIALS)

Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, the student works through lessons on manipulating Windows, using File Manager, creating Word documents, building batch files and macros, and using the Windows Terminal Accessory to connect to an Internet site and send electronic mail. COMP 0001 recommended.

| | | | | |
|-------|----------|--------|---------|-------|
| Jan 8 | Distance | 18 wks | DIS CRN | 17074 |
|-------|----------|--------|---------|-------|

COMP 1402 TUITION \$456 PROGRAMMING (INCLUDES TEXT AND MATERIALS) CONCEPTS AND METHODS

Covers the principles and concepts of computer programming theory in Distance Education format for those intending to become involved in computer systems and/or programming. Learning outcome and credits are the same as COMP 1401. Prerequisite: COMP 1001 or COMP 1006 or COMP 1009 and COMP 1010 and COMP 1015 and COMP 1020 or Equivalent.

| | | | | |
|-------|----------|--------|---------|-------|
| Jan 8 | Distance | 24 wks | BBY CRN | 41101 |
|-------|----------|--------|---------|-------|

Industry Driven Specialty Programs

For more information, please e-mail It_Specialty_Programs@bcit.ca or call (604) 451-7193.

Please refer to our Web site for complete details at <http://thisisit.bcit.ca>.

SOFTWARE SYSTEMS DEVELOPMENT PROGRAM (SSD)\$12,000

The Software Systems Development Program is a 30-week full time systems development program offered by BCIT's School of Computing and Information Technologies. This highly intensive program is designed to prepare individuals for entry-level careers in the rapidly expanding high-tech computer industry in software development, programming and systems analysis. Successful graduates of this program may apply for acceptance in the Bachelor of Technology degree program; additional prerequisite courses will be required.

Two options of the program are available: the client/ server option which focuses on Windows-based application development and the Web application development option which focuses on e-business application development.

The Software System Development program consists of 30 weeks of formal classroom instruction and hands-on lab work. Registration is by special admission only.

Classes are held on Mondays to Fridays from 0830 to 1630. There will be no extended breaks except for statutory holidays. Classes are held at the BCIT Downtown Campus (555 Seymour Street, Vancouver, B.C.).

Proposed Intake Dates: Client/Server Option - January 2001 and May 2001; Web Application Development Option - March 2001 and September 2001

Admission Requirements:

- High school graduation or its equivalent
- English 12 (C+ or better) or its equivalent
- Successful completion of at least one year of full time post-secondary education
- Working knowledge of DOS and Windows environments
- Successful completion of the pre-entry exam on logical and reasoning skills and knowledge of DOS and Windows skills (70 per cent or better).

Part-time instructor Opportunities

Are you an "expert" in some area of computing or information technology? Are you interested in communicating the excitement of high technology to others? Would you be interested in teaching Computer courses at BCIT?

Ideally you would possess the qualifications, experience and demonstrated ability in: Operating systems, C, C++, UNIX/LINUX, Oracle, Access Development, MS Visual Basic 6, MS-SQL 7, Client server, LAN/WAN, DOS, Internet and Intranet Technologies. Other areas of expertise may also be of interest to us.

To explore Part-time instructor opportunities in Computer Systems Technology, please e-mail your current resume in MS Word 97 format to: Kevin_Cudihee@bcit.ca

TECHNOLOGY SUPPORT PROFESSIONAL PROGRAM (TSP)

\$8,000

The Technology Support Professional program is a 24-week full time program designed to prepare learners for the rapidly expanding high-tech computer industry. The program content has recently been revised in response to industry demand for user support specialists. Upon graduation, students will be well-equipped to enter the I.T. industry with skills in networking and hardware, applications, programming basics, e-commerce and Web site design, project management, and help desk administration.

This program has two components: 16 weeks of highly intensive formal classroom instruction and hands-on lab work, followed by 8 weeks of work practicum. This program is especially designed for individuals entering into the IT industry, who do not have previous education or background work experience in this area. It is also ideal for individuals who need to re-train or upgrade their present computer skills. Students will be required to complete two vendor specific exams, upon successful completion of these exams, they will be granted the A+ Hardware Technician Certification.

Classes are held on Mondays to Fridays from 0830 to 1630. There will be no extended breaks except for statutory holidays. Classes are held at the BCIT Downtown campus (555 Seymour Street, Vancouver, B.C.).

Proposed intake dates: January 2001, May 2001 and September 2001

Admission Requirements:

- High school graduation or its equivalent
- English 12 (C+ or better) or its equivalent
- Aptitude for working with computers
- Working knowledge of a Windows environment
- A selection interview with the program coordinator.

NETWORK SPECIALIST PROGRAM (NSP)

\$15,500

The revised Network Specialist program was developed to meet a growing demand within the technology marketplace for individuals with comprehensive networking expertise. The most measurable way of proving technical proficiency to prospective and current employers is through certification. Upon program completion, students will be challenged to complete a series of vendor specific exams. Successful completion of these exams will grant students the following industry certifications: Hardware Technician, Microsoft Certified Systems Engineer (Windows 2000) and Cisco Certified Network Associate. In addition to the vendor-specific training, students will also complete courses in LINUX and Project Management.

This intensive program is designed for people who are working full-time. It is offered on a part-time basis and is delivered two evenings a week and all day Saturdays, over a period of approximately ten months. Registration is by special admission only.

Classes are held at the BCIT Downtown campus (555 Seymour Street, Vancouver, B.C.).

Proposed intake dates: March 2001 and October 2001

Admission Requirements:

- High school graduation or its equivalent
- English 12 (C+ or better) or its equivalent
- Successful completion of at least one year of full time post-secondary education
- Successful completion of the pre-entry exam on computer terminology based on hardware (75 per cent or better)
- A selection interview with program head.

High Tech Professional Series

INFORMATION TECHNOLOGY PROFESSIONAL PROGRAM (ITP)

\$21,500

The Information Technology Professional (ITP) Program is a full-time, twelve-month interactive learning experience that includes a three-month work term. ITP is designed for post-secondary graduates, from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, ITP focuses on the networking and computer application side of IT, with further focus on business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, "The Millennium Corporation," and utilize their business and interpersonal skills learned during their time at ITP.

ITP prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal, communication, technical and vendor certified courses are always changing, so is our curriculum. Some ITP courses include: MCSE Curriculum, Citrix, Novell, HTML, MS Office, MS Project, LINUX, Dreamweaver, Project Management, Business Improvement, Presentation Skills, Writing Skills, Marketing, Finance, Personal Development among others.

Classes are held Mondays to Fridays from 0830 to 1630 at the BCIT Downtown campus (555 Seymour Street, Vancouver, B.C.).

Scheduled Intakes: Jan. 9, 2001, April 10, 2001, July 4, 2001 and Oct. 2, 2001

Admission Requirements:

English 12 (C+ or better) or its equivalent

*Post-secondary graduate (either a two-year college diploma or a four-year university degree from a recognized institution) from any discipline

Successful applicants will be required to undergo a selection interview process with the program head, prior to acceptance into the program.

* Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

For more information, please call (604) 412-7621 or e-mail dhowells@itpmain.bcit.ca

Please refer to our Web site for complete details at <http://itp.bcit.ca>.

PROFESSIONAL WEB DEVELOPER PROGRAM (PWD)

\$21,500

The Professional Web Developer (PWD) program is a full-time, twelve-month interactive learning experience that includes a three-month work term. PWD is designed for post-secondary graduates, from any field of study, who are interested in pursuing rewarding careers within the rapidly expanding information technology sector. Delivering a fast-paced, current and relevant curriculum, PWD focuses on the Web development and programming side of IT, with further focus on business applications, and business development skills. During the entire 12 months of the program, students run a simulated business, "Dynamic Biz," and utilize their business and interpersonal skills learned during their time at PWD.

PWD prides itself on the dynamic array of curriculum that is presented to students. Business, interpersonal, communication, and programming courses are always changing, thus, so is our curriculum. Some PWD courses include: Visual Basic, HTML, DHTML, C++, XML, ASP, MS Office, MS Project, Project Management, Business Improvement, Presentation Skills, Writing Skills, Marketing, Finance and Personal Development among others.

Classes are held Mondays to Fridays from 0830 to 1630 at the BCIT Downtown campus (555 Seymour Street, Vancouver, B.C.).

Scheduled Intakes: January 8, 2001, July 3, 2001 and October 1, 2001

Admission Requirements:

- English 12 (C+ or better) or its equivalent
- *Post-secondary graduate (either a two-year college diploma or a four-year university degree from a recognized institution) from any discipline
- Successful applicants will be required to undergo a selection interview process with the program head, prior to acceptance into the program.
- * Applicants who have attained their diploma or degree outside of Canada are required to have their diploma or degree assessed by ICES (International Credential Evaluation Service) as part of the application process. Results of the assessment must be submitted as part of their application package.

For more information, please call (604) 412-7621 or e-mail dhowells@itpmain.bcit.ca

Please refer to our Web site for complete details at <http://itp.bcit.ca>.

Electronic Business

In response to the rapid manner in which electronic commerce technologies have revolutionized the way business is conducted, BCIT is offering a new and focused series of part-time e-business specific courses which will lead to two proposed associate certificates. Courses will be scheduled on a regular Part-time Studies format, allowing students to study and proceed at their own pace.

For a listing of the courses offered in the current term, please refer to the "e-business" columns under the Computing and Information Technologies section of this flyer. Interested students can register for any e-business course(s) of their choice by calling (604) 434-1610 or (604) 412-7777 directly.

ASSOCIATE CERTIFICATE IN E-BUSINESS

(PROJECT LEADERS AND BUSINESS ANALYSTS)

This has been designed for information technology and business professionals who have some experience in the design and development of custom applications. Students graduating from this program would be ready to lead and implement e-business projects using proven methodologies and tools. The program course components include Project Management, Business Process Design, Site Map Planning, Application and Data Models, User Interface Design and Application Development. Students should have knowledge of application development prior to entering this program.

ASSOCIATE CERTIFICATE IN E-BUSINESS

(INTERNET PROGRAMMERS)

This has been designed for students interested in pursuing a dynamic career developing software for e-business applications. Students will begin the program with introductory courses in programming concepts and methods and Web programming and scripting. Building upon the previous foundational courses, students will be offered instruction in C, C++ and Java programming, an introduction to Mark-up Languages and an overview of Cold Fusion architecture and its features.

CONSTRUCTION

FREE INFORMATION SESSIONS

General Information Session

If you are interested in exploring a career, or wanting to attend a full-time trades or technology program, then come and join us at this free information session. Representatives from all of our program areas will be available to answer your questions. Whether you are considering upgrading your current skills and competencies or starting afresh, come and explore the range of choices you have.

Date: March 28, 2001

Location: BCIT Burnaby Campus, Building SE-2, Town Square A&B

Time: 1800-2000

If you wish to attend, please call (604) 451-6735 (or info@bcit.bc.ca) to reserve a seat.

Construction Trades Programs

Tel. (604) 430-8854 Wayne_Stevens@bcit.ca

BCIT offers a variety of construction trades programs. You are invited to attend one of the following Information Sessions that will provide you with a better understanding of the following construction programs: Boilermaking, Carpentry, Drafting, Ironworking, Joinery, Painting & Decorating, Drywall, Plumbing, Sheet Metal Working, Steamfitting, Steel Fabricating, and Welding. Topics covered will include content and scope of programs, entrance requirements, career options and information on the Provincial Apprenticeship program. A question and answer period will follow.

Dates: Dec. 4, 2000, Feb. 5, 2001, April 2, 2001, June 4, 2001

Location: BCIT Burnaby Campus

Building NW-5, Construction Industry Seminar room,

Time: 1800-2000

If you wish to attend, please contact Wayne Stevens at

(604) 430-8854 to reserve a seat.

Construction Operations and Supervision Programs

Tel. (604) 432-8586 Beverly_Mcquarrie@bcit.ca

You are invited to attend one of the following Information Sessions so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview.

Dates: Dec. 5, 2000, Feb. 7, 2001, April 4, 2001

Location: BCIT Burnaby Campus, Building NE-1, Room 317

Time: 1800-1915

If you wish to attend, please call (604) 451-6735 to reserve a seat.

Associate Certificates/Certificate Programs

Architectural and Building Engineering Technology
Tel. (604) 432-8586 Beverly_Mcquarrie@bcit.ca

Information Sessions to present details on the following programs:

- Associate Certificate in Building Design and Architectural CADD,
- Associate Certificate in Building Construction Technology, and
- Certificate in Architectural & Building Engineering Technology

Program representatives will be available on the following occasions to discuss entrance requirements and course scheduling.

Dates: Dec. 4, 2000, March 14, 2001

Location: BCIT Burnaby Campus, Building NE-1, Room 317

Time: 1800-1915

If you wish to attend, please contact call (604) 451-6735

to reserve a seat.

Bachelor of Technology in Construction Management

Tel. (604) 412-7469 Mary_Sadowski@bcit.ca

The Construction Management department invites you to attend one of the following Information Sessions so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses. A question and answer session will follow. Attendance at one of these sessions is mandatory before the formal interview for acceptance into the program.

Dates: Dec. 4, 2000, Jan. 8, 2001, Feb. 12, 2001, March 12, 2001, April 9, 2001

Location: BCIT Burnaby Campus, Building NE-1, Room 317

Times: 1930-2100

If you wish to attend, please contact Mary Sadowski at

(604) 412-7469 to reserve a seat.

Bachelor of Technology in Environmental Engineering

Tel. (604) 451-6906 or (604) 432-8344 Cathie_Aspden@bcit.ca

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend one of our Information Sessions. Program content and study modes will be discussed.

Dates: Nov. 15, 2000, Dec. 6, 2000, Feb. 14, 2001, March 14, 2001, April 11, 2001

Location: BCIT Burnaby Campus, Building SW-2, Room 166

Times: 1830-2030

If you wish to attend, please contact Cathie Aspden at

(604) 451-6906 to reserve a seat.

MSc Construction Management

(by Distance Learning)

This master's degree (developed by the University of Bath, UK) is now available in Canada through BCIT. Offered through distance learning across Canada, this program features high level industry experts to provide a North American context to this international credential. Information can be obtained at any one of the Information Sessions for the Bachelor of Technology in Construction Management program, or directly by contacting:

Phil Cunningham, P.Eng. Tel. (604) 451-6871

Phil_Cunnington@bcit.ca

Carpentry

(604) 432-8678

John_Eliassen@bcit.ca

CARP 0100

BBY \$472.50

CARPENTRY C OF Q REFRESHER

Prepares participants for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the carpentry trade

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 16 | Tue/Thr | 1830-2130 | 10 wks | BBY | CRN | 10077 |
| Jan 16 | Tue/Thr | 1830-2130 | 10 wks | BBY | | 43583 |

CARP 0108

BBY \$67

MATH FOR CARPENTERS

Designed for the new carpentry apprentice or journeyperson in need of an upgrade in math. Instruction will review basic mathematics, geometry and trigonometry as it applies to the needs of a carpenter. Topics will include volume calculation, stair construction, roofing calculations and related problem solving.

| | | | | | | |
|-------|---------|-----------|------|-----|-----|-------|
| Feb 6 | Tue/Thr | 1830-2130 | 1 wk | BBY | CRN | 43586 |
|-------|---------|-----------|------|-----|-----|-------|

CARP 0110

BBY \$249.50

BLUEPRINT READING FOR CARPENTRY

Introduces students to development of drawings, visualization and gradual understanding of orthographic and isometric drawings as applied to the construction industry. Architectural, structural and mechanical drawing will be covered with a focus on cross-referencing and understanding the application of specification language.

| | | | | | | |
|-------|---------|-----------|-------|-----|-----|-------|
| Feb 6 | Tue/Thr | 1830-2130 | 6 wks | BBY | CRN | 10067 |
|-------|---------|-----------|-------|-----|-----|-------|

continued next page

CARP 0125

STAIR CONSTRUCTION

An ideal refresher for working carpenters. Topics include professional stair construction techniques pertaining to straight-line stairs, stairs with landings and circular stair design theory as well as related B.C. Building Code requirements. Prerequisite: Minimum two years experience in the carpentry trade.

Feb 10 Sat 0900-1500 3 wks BBY CRN 43000

Safety Trades

(604) 412-7564

Paula_Rossetti@bcit.ca

CNST 0105

INDUSTRIAL RIGGING BASIC

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots and hitches and handrigging.

Jan 30 Tue/Thr 1900-2130 3 wks BBY CRN 17944

CNST 0121

FALL PROTECTION

Reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the WCB Regulations (1998). Students learn pre-planning and proper application of fall protection systems, restraining systems, fall arrest systems and various personal fall protection systems.

Feb 17 Sat 0900-1500 1 wk BBY CRN 43012

CNST 0125

CONFINED SPACE ENTRY

Covers the mandatory requirements of the WCB Occupational Health and Safety Regulations (1998). Includes approved lockout procedures, work permit systems and use of personal protective equipment. Suitable for all related construction trades. Prerequisite: Minimum one year construction or trade related experience.

Feb 24 Sat 0900-1500 1 wk BBY CRN 43017

CNST 0126

TRAFFIC CONTROL TRAINING

Traffic control training is a requirement in many public works jurisdictions including road maintenance, construction and the movie production industry. Course covers theory and testing. Fee includes text and examination.

Feb 24 Sat 0900-1600 1 wk BBY CRN 43019

CNST 0127

SCAFFOLDING CONSTRUCTION AND ERECTION

Learn to interpret regulations and safe working procedures in accordance with WCB Health and Safety Regulations (1998). Participants will apply assembly procedures for three of the basic scaffold component families, end frame and cross-brace, tube and clamp, and system scaffolds.

Feb 10 Sat 0900-1530 3 wks BBY CRN 42769

Construction Safety Coordinator

(604) 451-7143

Kal_Klasen@bcit.ca

CNST 1100

CONSTRUCTION SAFETY COORDINATOR

Upon successful completion students will be eligible to apply for ASTT certification (Applied Science Technologists and Technicians). Note: This course includes two field trips TBA. Prerequisites for ASTT certification: Minimum of one year experience on a construction job site, good written and verbal knowledge of the English language, pass a medical exam and be a minimum of 19 years of age. (6 credits)

Jan 30 Tue/Thr 1830-2130 13 wks BBY CRN 44125

Feb 3 Sat 0900-1530 13 wks BBY 44126

Mar 19 Mon-Sat 0800-1500 2 wks BBY 44127

Drafting

(604) 432-8626

Gary_Cullen@bcit.ca

DRFT 0102

DRAFTING 2

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 1010

Jan 15 Mon/Wed 1830-2130 7 wks BBY CRN 10225

DRFT 1010

INTRODUCTORY DRAFTING

Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/linework, dimensioning, section and auxiliary view and equipment use. This 3 credit course is required towards a certificate in any of four full-time drafting courses (Architectural, Civil, Structural, and Mechanical). (3 credits)

Jan 15 Mon/Wed 1830-2130 8 wks BBY CRN 41250

Jan 16 Tue/Thr 1830-2130 8 wks BBY 41251

DRFT 1110

CAD 1

Introduces the use of the computer as a tool in drafting using AutoCAD Ver. 14. Includes the basic operations, commands, layout techniques, and plating processes used in a drafting office. (3 credits)

Jan 16 Tue/Thr 1830-2130 7.5 wks BBY CRN 42766

Drywall

(604) 432-8694

Stuart_Browning@bcit.ca

DRYW 0101

WALL & CEILING CERTIFICATES OF QUALIFICATION REFRESHER

Prepares tradespersons for the Wall and Ceiling Installer Certificate of Qualification with Red Seal

Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 16 Tue/Thr 1800-2100 5 wks BBY CRN 10100

DRYW 0110

RENOVATIONS: METAL STUD, DRYWALL FINISHING

Gives a tradesperson and/or handyperson/homeowner a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.

Jan 13 Sat 0900-1500 4 wks BBY CRN 17934

Glazing

(604) 432-8694

Stuart_Browning@bcit.ca

GLAZ 0100

GLAZING CERTIFICATE OF QUALIFICATION REFRESHER

Prepares tradespersons for the Glazier Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the area office nearest to your residence to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 16 Tue/Thr 1800-2100 10 wks BBY CRN 17935

NEW GLAZ 0118

GLASS SANDBLASTING AND DESIGN

Sandblast your own designs on various types of glass. No glass experience necessary. Enjoy working in a well-equipped shop and learn the basics of this art form.

Jan 20 Sat 0900-1500 3 wks BBY CRN 44170

Joinery

(604) 432-8989

Dave_Stimson@bcit.ca

JOIN 0103

INTERMEDIATE CABINETMAKING

A continuation of Basic Cabinetmaking (JOIN 0102). Advanced techniques demonstrated but the focus is in assisting students to complete an individual project of their choice. Note: the first session (3 hours) is devoted to project and material planning. The remaining 4 sessions (6 1/2 hours each) will be spent in the shop. Prerequisite: JOIN 0102 or instructor evaluation.

Jan 20 Sat 0830-1130 1 wk BBY CRN 42753

Jan 27 Sat 0830-1515 4 wks BBY CRN 42753

JOIN 0215

BIESSE OPERATOR/PROGRAMMER

Prepares the student to use and program a Biesse machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. The machine used in this course has an XNC controller. Prerequisite: Prior computer experience.

Jan 16 Tue/Thr 1830-2130 7 wks BBY CRN 41244

JOIN 0217

BIESSE PROGRAMMER

Builds on the skills acquired in JOIN 0215. Emphasis is on programming drilling and routing operations using the XNC controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: JOIN 0215 or prior experience.

Mar 5 Mon-Fri 0730-1415 1 wk BBY CRN 44165

JOIN 0219

MORBIDELLI OPERATOR/PROGRAMMER

Prepares the student to use and program a Morbidelli machining centre. Explains set-up and operation of the machine as well as basic programming, jigs, maintenance and troubleshooting. This course is suitable for operators of machines using TRAI, XILOG or KVARA controller software. Prerequisite: Prior computer experience.

Jan 22 Mon/Wed 1830-2130 7 wks BBY CRN 44166

JOIN 0220

MORBIDELLI OPERATOR

Emphasis is on programming boring and routing operations using TRAI, XILOG or KVARA controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: Prior computer experience and basic knowledge of Morbidelli machine operation.

Mar 12 Mon-Fri 0730-1415 1 wk BBY CRN 44167

Painting and Decorating

(604) 432-8694

Stuart_Browning@bcit.ca

PDEC 0100

PAINTING & DECORATING CERTIFICATE OF QUALIFICATION REFRESHER

Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half year's experience in the trade.

Jan 23 Tue/Thr 1800-2100 10 wks BBY CRN 10103

PDEC 0122

BASIC PAINT TECHNOLOGY & RAW MATERIALS

In association with the Pacific Northwest Society for Coating Technology, a specially designed course for individuals who wish to further enhance their knowledge of paint technology. Recommended for persons working in the paint or related industries. Covers a basic overview of paint characteristics and general raw materials. Includes hands-on activities, such as basic testing of paint characteristics.

Jan 24 Wed 1800-2100 12 wks BBY CRN 42760

PDEC 0150

MOTION PICTURE SET PAINTING

Intensive hands-on workshop of painting methods and special techniques required for employment in the television, theatre, and motion picture industry. Very valuable to the commercial or decorative painter. Successful participants may apply for permit status to the Motion Picture Studio Production Technicians, Local 891 (I.A.T.S.E.). Prerequisite: Journeyperson status or graduate from BCIT pre-employment Painting and Decorating program or 5 years experience in commercial, artistic, or entertainment painting.

Jan 20 Sat 0900-1400 10 wks BBY CRN 42772

Piping

(604) 432-8420

Dave_Bowles@bcit.ca

Most piping courses require textbooks available at the BCIT Bookstore.



Associate Certificate in Hydronic Technician Program

BCIT and the Residential Hot Water Heating Association of B.C.

have together developed a new training program to address the dynamic development of technologies in the field of Hydronic Heating. Upon successful completion of the 8 listed courses (28.5 credits) students will receive an Associate Certificate in the Hydronic Technician Program.

The Associate Certificate Program is intended for:

- Those working in the construction industry who require technical knowledge and installation skills required to install and service complete Hydronic Systems
- Apprenticed Plumbers, Pipefitters, Gasfitters, and Air Conditioning/Refrigeration Mechanics seeking specialized skills and technical knowledge required to work in the Hydronic field.

For more detailed program information contact Dave Bowles at (604) 432-8420, or Dave_Bowles@bcit.ca or Nancy Naylor at (604) 432-8556 or Nancy_Naylor@bcit.ca.

| Course | Credits |
|---|---------|
| PPGS 0140 Hydronic System Design | 3.0 |
| DRFT 1141 Basic Drafting for Hydronic Technicians | 3.0 |
| TELX 1142 Basic Electrical for Hydronic Technicians | 3.0 |
| PPGS 1143 Installation Practices for Hydronic Technicians | 3.0 |
| PPGS 1144 Controls for Hydronic Technician | 3.0 |
| PPGS 1145 Servicing & Troubleshooting Hydronic Systems | 3.0 |
| PPGS 1150 Gas Fitter B licence | 7.0 |
| PPGS 1155 Cross Connection Control | 3.5 |

Substitution of course credit will require departmental approval.

Coming Soon

Cross Connection Tester Course - Internet Delivery

Please visit our Web Page, www.bcit.ca/~piping/index.html for information on the upcoming Cross Connection Tester Course - Internet Delivery. This course is designed for tester certification which demand the mastery of both practical testing and troubleshooting of backflow assemblies. The BCIT cross connection CD-ROM is a highly interactive tool designed to help students prepare for these exams. It is based on the University of Southern California (USC) test procedures, using three-valve and five-valve differential pressure. Please contact the Department for further information.

PPGS 0116

GASFITTER ELECTRICAL ENDORSEMENT

Provides those working in the gas industry with a review of sections 0, 2, 4, 8, 10, 12, 14, 16, 26, and 28 of the Canadian Electrical Code to prepare them to write a Provincial "Electrical Endorsement" (EE) exam to meet the requirements of the Electrical and Gas Safety Branch. Prerequisite: Must have a current Class A or B Gas Fitter Licence.

Jan 16 Tue/Thr 1830-2130 2 wks BBY CRN 17940

Feb 6 Tue/Thr 1830-2130 2 wks BBY 17941

Feb 27 Tue/Thr 1830-2130 2 wks BBY 19762

PPGS 0120

GASFITTER C PROGRAM

Prepares students to write the exam to qualify for Gas Fitter C Licence and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Jan 16 Tue/Thr 1830-2130 14 wks BBY CRN 14163

PPGS 0121

SERVICING GAS FORCED AIR FURNACES

Covers installation instructions, service information, sequence of operation, control drawings, testing, equipment, and troubleshooting of gas fired forced air furnaces. Prerequisite: Must have current C, B, or A Gas Licence.

Feb 21 Wed/Mon 1830-2130 6 wks BBY CRN 18191

Go the Distance.

Courses offered through Distance Education are listed on pages 38-39.



PPGS 0125 BBY \$305**PLUMBING RESIDENTIAL**

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 20 | Sat | 0830-1430 | 4 wks | BBY CRN | 10410 |
|--------|-----|-----------|-------|---------|-------|

PPGS 0200 \$810**INDUSTRIAL GASFITTER (A LICENSE) DISTANCE EDUCATION**

Alternate delivery method option available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Provincial Class A examination fee is Additional. Prerequisite: Students must have Class B for two years.

| | | |
|----------|-----|-------|
| January | CRN | 18210 |
| February | | 18211 |
| March | | 18212 |

PPGS 0250 \$810**DOMESTIC/COMMERCIAL GASFITTER (B LICENSE) DISTANCE EDUCATION**

Alternate delivery method option available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

| | | |
|----------|-----|-------|
| January | CRN | 41247 |
| February | | 41248 |
| March | | 41249 |

PPGS 1140 BBY \$312.50**HYDRONIC SYSTEMS DESIGN**

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of B.C. After successful completion of the Certification Exam, students can, for a fee, register with the RHWHA as being Certified in Hydronic Systems Design. Prerequisite: Should be working with residential hot water heating systems or a related field. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 16 | Tue/Thr | 1830-2130 | 6 wks | BBY CRN | 44148 |
|--------|---------|-----------|-------|---------|-------|

TELX 1142 BBY \$501.50**BASIC ELECTRICAL FOR THE HYDRONIC TECHNICIAN**

Provides a practical understanding of direct and alternating current, series and parallel circuits. Covers the analyzing of circuits using ohms law and multimeters. Ladder diagrams and electrical code will also be covered. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 15 | Mon/Wed | 1800-2100 | 6 wks | BBY CRN | 44398 |
|--------|---------|-----------|-------|---------|-------|

PPGS 1145 BBY \$427.50**SERVICING AND TROUBLESHOOTING HYDRONIC SYSTEMS**

Designed for tradespersons actively working in the residential hydronic heating industry. Helps prepare them to service and troubleshoot systems that have been designed and installed to meet the guidelines of the Residential Hot Water Heating Association. Emphasis will be hands-on servicing in the training lab. Prerequisite: TELX 1142, PPGS 1143, and basic knowledge of the concept of hot water heating. (3 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Feb 19 | Mon/Wed | 1830-2130 | 6 wks | BBY CRN | 44149 |
|--------|---------|-----------|-------|---------|-------|

PPGS 1150 BBY \$572.50**DOMESTIC/COMMERCIAL GASFITTER B LICENSE**

Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. Provincial Class B examination fee is additional. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: PPGS 1144-Controls for Hydronic Technician, PPGS 1145-Servicing and Troubleshooting Hydronic systems, and a B.C. TQ in Plumbing, Pipefitting, or Refrigeration. (7 credits)

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 16 | Tue/Thr | 1830-2130 | 14 wks | BBY CRN | 44151 |
|--------|---------|-----------|--------|---------|-------|

PPGS 1155 BBY \$439.50**CROSS CONNECTION CONTROL**

Teaches cross connection control to those involved in the installation and maintenance of back flow pollution prevention devices for domestic water supply. Prerequisite: PPGS 1144-Controls for Hydronic Technician, PPGS 1145-Servicing and Troubleshooting Hydronic systems. Prerequisite for Cross Connection examination: Water Purveyor (Municipal Employees), Journeyed or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation-related Personnel, or Public Health Official. There will be an additional fee to write the AWWA Cross Connection Control Certification examination. Prerequisite: Prerequisite for Cross Connection examination: Water Purveyor (Municipal Employees), Journeyed or Apprentice Plumbers, Steamfitters or Sprinklerfitters, Civil or Mechanical Engineer, Manufacturer's Agent, Irrigation-related Personnel, or Public Health Official. There will be an additional fee to write the AWWA Cross Connection Control Certification examination. (3.5 credits)

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 15 | Mon/Wed | 1830-2130 | 7 wks | BBY CRN | 44152 |
|--------|---------|-----------|-------|---------|-------|

Sheet Metal

(604) 432-8242

Ted_Kondo@bcit.ca

SMTL 0111**BBY \$239****LAYOUT AND FABRICATION**

Provides instruction for layout and fabrication of round and rectangular ventilation fittings using a blend of conventional and short cut methods. Prerequisite: Sheet Metal Journeyperson or Apprentice.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 16 | Tue/Thr | 1800-2100 | 4 wks | BBY CRN | 16513 |
|--------|---------|-----------|-------|---------|-------|

SMTL 0121**BBY \$315****STAINLESS STEEL FABRICATION AND FINISHING BASIC**

Introduces fabricating and finishing stainless projects. Basic hands-on course will follow a shop project from start to finish. Prerequisite: Sheet Metal Journeyperson or Apprentice.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 16 | Tue/Thr | 1800-2100 | 4 wks | BBY CRN | 17965 |
|--------|---------|-----------|-------|---------|-------|

SMTL 0125**BBY \$165****QUALITY FIRST**

Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journeyperson or Apprentice

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 16 | Tue/Thr | 1800-2100 | 3 wks | BBY CRN | 18470 |
|--------|---------|-----------|-------|---------|-------|

| | | | | | |
|--------|---------|-----------|-------|-----|-------|
| Feb 27 | Tue/Thr | 1800-2100 | 3 wks | BBY | 18471 |
|--------|---------|-----------|-------|-----|-------|

Steel Fabrication

(604) 451-6833

Kevin_Neustaedter@bcit.ca

STEL 0100**BBY \$278.50****STEEL FABRICATION CQ REFRESHER**

Prepares students for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: Minimum of six years experience in the trade.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 20 | Sat | 0800-1300 | 8 wks | BBY CRN | 41252 |
|--------|-----|-----------|-------|---------|-------|

STEL 0110**BBY \$256.50****STEEL FABRICATION (BASIC)**

Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 20 | Sat | 0800-1300 | 6 wks | BBY CRN | 10206 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|---------|-----------|-------|-----|-------|
| Jan 23 | Tue/Thr | 1900-2200 | 5 wks | BBY | 44128 |
|--------|---------|-----------|-------|-----|-------|

STEL 0115**BBY \$210.50****BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS**

Covers all aspects of blueprint reading for welding.

Prerequisite: Some knowledge of steel fabrication.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 20 | Sat | 0800-1300 | 6 wks | BBY CRN | 10209 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|---------|-----------|-------|-----|-------|
| Jan 23 | Tue/Thr | 1900-2200 | 5 wks | BBY | 42764 |
|--------|---------|-----------|-------|-----|-------|

STEL 0180**BBY \$610.50****INTRODUCTION TO CNC THERMAL MACHINING**

Learn to operate a CNC burning machine. Topics include adjusting oxy-fuel flame, plasma cutter, and loading shapes into CNC burning machines.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 20 | Sat | 0800-1300 | 6 wks | BBY CRN | 41253 |
|--------|-----|-----------|-------|---------|-------|

Welding

(604) 412-7407 or (604) 412-7564

Brian_Finnie@bcit.ca

WELD 0103**BBY \$334.50****OXYACETYLENE/BRAZE/WELD/CUT**

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 27 | Sat | 0830-1330 | 6 wks | BBY CRN | 10211 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Mar 24 | Sat | 0830-1330 | 6 wks | BBY | 43021 |
|--------|-----|-----------|-------|-----|-------|

WELD 0104**BBY \$329.50****SHIELDED METAL ARC WELDING BASIC**

Stick welding for those who have previous knowledge of the basics and wish to work towards CWB or ASME structural or pressure procedures. Covers all position groove welding practices.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 23 | Tue/Thr | 1900-2200 | 5 wks | BBY CRN | 10213 |
|--------|---------|-----------|-------|---------|-------|

| | | | | | |
|--------|---------|-----------|-------|-----|-------|
| Mar 13 | Tue/Thr | 1900-2200 | 5 wks | BBY | 10214 |
|--------|---------|-----------|-------|-----|-------|

WELD 0106**BBY \$356.50****GAS METAL ARC WELDING BASIC**

MIG welding. Different gases and transfers for specific needs, i.e. sheet metal, open root passes, production spray transfer. Includes heavy deposition welding with self-shielding and dual shield wire, set-up of equipment and use of related gases.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 27 | Sat | 0830-1330 | 6 wks | BBY CRN | 10218 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Mar 24 | Sat | 0830-1330 | 6 wks | BBY | 43023 |
|--------|-----|-----------|-------|-----|-------|

WELD 0110**BBY \$356.50****GAS TUNGSTEN ARC WELDING BASIC**

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of GTAW on mild steel, stainless steel and aluminum.

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 23 | Tue/Thr | 1900-2200 | 5 wks | BBY CRN | 10216 |
|--------|---------|-----------|-------|---------|-------|

| | | | | | |
|--------|---------|-----------|-------|-----|-------|
| Mar 13 | Tue/Thr | 1900-2200 | 5 wks | BBY | 43026 |
|--------|---------|-----------|-------|-----|-------|

WELD 0120**BBY \$334.50****WELDING FOR THE ARTISAN**

Presents a general interest course for those interested in artwork, furniture building and minor repair jobs around the home and shop. Particularly designed for the hobby enthusiast or cottage industries person.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 27 | Sat | 0830-1330 | 6 wks | BBY CRN | 17947 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Mar 24 | Sat | 0830-1330 | 6 wks | BBY | 43027 |
|--------|-----|-----------|-------|-----|-------|

WELD 0126**BBY \$356.50****MICROWIRE WELDING AND FLAME CUTTING**

Welding for the person who owns or plans to purchase a small wire-feed welder. Learn before you buy or increase your skills. Oxy-cutting will also be covered.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 27 | Sat | 0830-1330 | 6 wks | BBY CRN | 43030 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Mar 24 | Sat | 0830-1330 | 6 wks | BBY | 43032 |
|--------|-----|-----------|-------|-----|-------|

WELD 0128**BBY \$329.50****STICK WELDING AND CUTTING**

For the home welder that owns or plans to purchase basic arc welding and oxy-cutting equipment. Learn before you buy or increase your skills:

| | | | | | |
|--------|---------|-----------|-------|---------|-------|
| Jan 23 | Tue/Thr | 1900-2200 | 5 wks | BBY CRN | 43033 |
|--------|---------|-----------|-------|---------|-------|

| | | | | | |
|--------|---------|-----------|-------|-----|-------|
| Mar 13 | Tue/Thr | 1900-2200 | 5 wks | BBY | 43034 |
|--------|---------|-----------|-------|-----|-------|

WELD 0144**BBY \$430.50****ADVANCED WELDING FOR ARTISANS**

For experienced oxyfuel welders. This course is project oriented and there will be specialists demonstrating blacksmithing and decorative finishes. Prerequisite: Previous cutting and welding safety experience.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Mar 24 | Sat | 0830-1330 | 7 wks | BBY CRN | 44129 |
|--------|-----|-----------|-------|---------|-------|

WELD 0145**BBY \$335.50****HOME HOBBY WELDER/FITTER**

First two classes consist of microwire tacking and welding with optional flame cutting. Following four classes will cover fitting including MIG welding projects, basic blueprint and layout. All of the fabrication equipment will be available for demonstration and use.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Mar 24 | Sat | 0830-1330 | 6 wks | BBY CRN | 44130 |
|--------|-----|-----------|-------|---------|-------|

Architectural & Building Engineering Technology

(604) 412-7477

Janet_Snell@bcit.ca

(604) 432-8586

Beverly_Mcquarrie@bcit.ca

PROGRAMS OF STUDY

- Statement of Completion in Construction Operations
- Associate Certificate in Construction Supervision
- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Architectural and Building Engineering Technology
- Certified Property Inspection courses – ASTTBC certification
- Courses for professional development
- Non Credit – interest courses

Associate Certificate in Building Design and Architectural CAD

This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended to individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, and real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Architectural & Building Engineering Technology.

| Requirements | Credits |
|------------------------------------|-------------|
| BLDC 1000 Architectural Graphics | 3.0 |
| BLDC 1200 Construction 1A | 3.0 |
| BLDC 2000 Architectural Planning 1 | 3.0 |
| BLDC 2005 Architectural Planning 2 | 3.0 |
| BLDC 2400 Architectural CAD 1 | 3.0 |
| BLDC 2405 Architectural CAD 2 | 3.0 |
| Electives | 3.0 |
| Total Credits Required | 21.0 |

Associate Certificate in Building Construction Technology

This Associate Certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended to individuals who want to advance in their careers or are currently working in design/build offices, working with construction documents, material suppliers and installers, estimating, and municipal offices. All credits earned may be applied to the Certificate in Architectural & Building Engineering Technology.

| Requirements | Credits |
|---------------------------------------|-------------|
| BLDC 1050 Material and Methods 1 | 3.0 |
| BLDC 1200 Construction 1A | 3.0 |
| BLDC 1205 Construction 1B | 3.0 |
| BLDC 1300 Estimating 1 | 3.0 |
| BLDC 1500 Building Code: Part 9 (SFD) | 3.0 |
| BLDC 2050 Material and Methods 2 | 3.0 |
| Electives | 3.0 |
| Total Credits Required | 21.0 |

Certificate in Architectural & Building Engineering Technology

The requirements for the Certificate in Architectural and Building Engineering Technology have been revised starting September 1999 to meet the industry's continual growth and changing technology. If you are currently enrolled in an approved program of studies your credits may be applied to the new certificate programs.

Recommended to individuals who want to advance in their careers or are currently working in design/build offices for homes and small commercial projects, material suppliers and installers, estimating, and real estate marketing, property management and municipal offices. Part-time Studies courses listed as BLDC have been developed to align content with first year courses in the day-time diploma program in Architectural and Building Engineering Technology. Course credits may now be granted to students on an individual basis transferring to two-year full-time diploma program.

continued next page

Can't Wait?
Your registration
is confirmed
immediately when
you register online
at **www.bcit.ca**



| Requirements | | | | Credits | |
|---|--|-----------|--------|---------------------|--|
| BLDC 1000 | Architectural Graphics | | | 3.0 | |
| BLDC 2000 | Architectural Planning 1 | | | 3.0 | |
| BLDC 2005 | Architectural Planning 2 | | | 3.0 | |
| BLDC 1500 | Building Code: Part 9 (SFD) | | | 3.0 | |
| BLDC 1200 | Construction 1A | | | 3.0 | |
| BLDC 1205 | Construction 1B | | | 3.0 | |
| BLDC 2200 | Construction 2A | | | 4.5 | |
| BLDC 2205 | Construction 2B | | | 4.5 | |
| BLDC 2400 | Architectural CAD 1 | | | 3.0 | |
| BLDC 2405 | Architectural CAD 2 | | | 3.0 | |
| BLDC 1300 | Estimating 1 | | | 3.0 | |
| BLDC 2300 | Estimating 2 | | | 3.0 | |
| BLDC 1050 | Materials and Methods 1 | | | 3.0 | |
| BLDC 2050 | Materials and Methods 2 | | | 3.0 | |
| BLDC 3050 | Building Envelope Performance | | | 3.0 | |
| BLDT 2011 | Construction Documents and Contracts | | | 3.0 | |
| COMM1103 | Intro to Business and Technical Communications | | | 3.0 | |
| MATH 1011 | Trigonometry | | | 3.0 | |
| MATH 1012 | Analytical Geometry and Logarithms | | | 3.0 | |
| CIVL 1000 | Statics | | | 6.0 | |
| Electives | | | | 9.0 | |
| Total Credits Required | | | | 75.0 | |
| Recommended Electives: | | | | | |
| BLDG 1008 | Residential Landscape Design | | | 1.5 | |
| BLDG 1820 | BC Building Code: Part 3 | | | 4.5 | |
| BLDG 1825 | BC Building Code: Part 9 Multi Unit | | | 3.0 | |
| BLDG 2860 | VectorWorks 1 | | | 1.5 | |
| BLDG 2865 | VectorWorks 2 | | | 1.5 | |
| BLDG 3840 | Computer Construction Estimating | | | 3.0 | |
| OPMT 1135 | ArchiCAD 6.5 Level 1 | | | 3.0 | |
| BLDC 1050 | | | | BBY \$287.50 | |
| MATERIALS AND METHODS 1 | | | | | |
| Introduces basic materials and methods used in construction. Topics include: physical and chemical properties; the manufacturing process of various material and methods and the way they are implemented in a construction project. Div 1 to 6 of the Masterformat. (3 credits) | | | | | |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN 42981 | |
| BLDC 1200 | | | | BBY \$287.50 | |
| CONSTRUCTION 1A | | | | | |
| Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, and preparation of a partial set of working drawings for a single family residence. (3 credits) | | | | | |
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN 44171 | |
| BLDC 1205 | | | | BBY \$287.50 | |
| CONSTRUCTION 1B | | | | | |
| Continues from BLDC 1200. Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout, foundation details, western wood frame detailing, and preparation of a partial set of working drawings for a single family residence. Prerequisite: BLDC 1200. (3 credits) | | | | | |
| Jan 11 | Thr + 1 Sat | 1845-2145 | 12 wks | BBY CRN 42982 | |
| BLDC 1500 | | | | BBY \$287.50 | |
| BC BUILDING CODE: PART 9 (SFD) | | | | | |
| Provides a working knowledge of Part 9 of the 1998 B.C. Building Code. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. (3 credits) | | | | | |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN 42983 | |
| BLDC 2000 | | | | BBY \$287.50 | |
| ARCHITECTURAL PLANNING 1 | | | | | |
| Introduces basic planning issues encountered in building and site design with emphasis on residential projects. Covers the influences of site conditions on building orientation, interior layout, and exterior form. Focus is on planning strategies for achieving good spatial and functional relationships in a dwelling. Prerequisite: BLDC 1000. (3 credits) | | | | | |
| Jan 8 | Mon* | 1845-2145 | 12 wks | BBY CRN 42984 | |
| *This course includes three additional class times to be determined in class. | | | | | |
| BLDC 2300 | | | | BBY \$287.50 | |
| ESTIMATING 2 | | | | | |
| Continues from the studies introduced in BLDC 1300 and covers the construction details found in more sophisticated structures. Expands on the topics of BLDC 1300 and introduces sections 5, 6 and 7 covered by the CIQS Standard Method of Measurement 1 preparation for the CIQS Exam 202. Prerequisite: BLDC 1300 or BLDG 1760. (3 credits) | | | | | |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN 42991 | |
| BLDC 2400 | | | | BBY \$447.50 | |
| ARCHITECTURAL CAD 1 | | | | | |
| Introduces CAD for architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment utilizing the most recent release of the software. Prerequisite: BLDC 1000 or BLDG 1700 and familiarity with Windows 95. (3 credits) | | | | | |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN 42992 | |
| BLDC 2405 | | | | BBY \$447.50 | |
| ARCHITECTURAL CAD 2 | | | | | |
| Continues from BLDC 2400 utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits, and working drawings. Prerequisite: BLDC 2400 or BLDG 2840 (3 credits) | | | | | |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN 42993 | |
| BLDC 3050 | | | | BBY \$287.50 | |
| BUILDING ENVELOPE PERFORMANCE | | | | | |
| Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance, correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. (3 credits) | | | | | |
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN 42994 | |

BLDG 0001 **BBY \$172**
BUILDING YOUR OWN HOUSE
 Demonstrates how to build your house within a budget. Beginning with site and design selection, the participant is guided through the permit, budget and construction process. Also covers various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders. (Non credit)

| | | | | |
|---|-----|-----------|-------|---------------|
| Jan 18 | Thr | 1845-2145 | 5 wks | BBY CRN 17825 |
| *This course also includes a field trip to be announced in class. | | | | |
| Mar 1 | Thr | 1845-2145 | 5 wks | BBY CRN 19899 |
| *This course also includes a field trip to be announced in class. | | | | |

BLDG 1008 **BBY \$175**
RESIDENTIAL LANDSCAPE DESIGN
 Presents an overview of the landscape and construction process with an emphasis on student initiated projects. Of interest to homeowners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services. (1.5 credits)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 22 | Thr | 1845-2145 | 6 wks | BBY CRN 44172 |
|--------|-----|-----------|-------|---------------|

BLDG 1820 **BBY \$385.50**
B.C. BUILDING CODE: PART 3
 Examines the purpose, scope and contents of Part 3 of the B.C. Building Code, Use and Occupancy. This course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings. Students must bring B.C. Building Code to the first class. Prerequisite: Some knowledge of the B.C. Building Code. (4.5 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Feb 15 | Thr | 1845-2145 | 18 wks | BBY CRN 11232 |
|--------|-----|-----------|--------|---------------|

BLDG 1825 **BBY \$287.50**
BC BUILDING CODE: SMALL BUILDINGS
 Examines Part 9 of the 1998 B.C. Building Code with specific study of acceptable materials, systems and methods of construction applicable to multi-unit and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the B.C. Building Code. Some duplication of material covered in BLDG 1805. Students must bring the B.C. Building Code to the first class. Prerequisite: Knowledge of building construction. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN 18354 |
|--------|-----|-----------|--------|---------------|

BLDG 2860 **DTC \$333.30**
VECTORWORKS 1
 Introductory course where participants learn the basics of MiniCAD VectorWorks, including object creation/editing, snapping, layers, symbols and file organization. Exercises and lectures emphasize MiniCAD VectorWorks for architectural drafting. The primary exercises focus on preparing a house plan and section. Course materials are provided. Prerequisite: Basic drafting knowledge and computer literacy. (1.5 credits)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 8 | Mon | 1730-2030 | 6 wks | DTC CRN 41802 |
|-------|-----|-----------|-------|---------------|

BLDG 2865 **DTC \$333.30**
VECTORWORKS 2
 Building on skills learned in BLDG 2860, participants will explore MiniCADs feature set in depth, including classes, techniques for drawing architectural sections and elevations, and introductory 3D object creation. Topics covered also include custom commands, worksheets and databases. Course materials include support documentation and useful macros, symbols and template files. Prerequisite: BLDG 2860. (1.5 credits)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 26 | Mon | 1730-2030 | 6 wks | DTC CRN 41801 |
|--------|-----|-----------|-------|---------------|

House Inspection Courses

ASTT BCIT in cooperation with the Applied Science Technologists and Technicians of B.C. (ASTTBC), offers a series of courses in the inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for Certification. Courses must be taken in order and a final grade of 70 per cent in each course is required by ASTTBC. For specific information on requirements for certification, please contact ASTTBC, Tel: (604) 585-2788, or e-mail techinfo@asttbc.org.

| | | | | |
|-----------|--------------------------------------|--|--|--|
| BLDG 2915 | House Inspection 1 | | | |
| BLDG 2925 | House Inspection 2 | | | |
| BLDG 2935 | House Inspection 3: Report Writing | | | |
| BLDG 2945 | House Inspection 4: Field Inspection | | | |

BLDG 2915 **BBY \$460.50**
HOUSE INSPECTION 1
 Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for their certification. Prerequisite: An understanding and general knowledge of house construction. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 13 | Sat | 0900-1200 | 12 wks | BBY CRN 12496 |
|--------|-----|-----------|--------|---------------|

BLDG 2925 **BBY \$508.50**
HOUSE INSPECTION 2
 Demonstrates how to analyze the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a field trip. Prerequisite: BLDG 2915 and knowledge of components/systems in houses and Part 9 of the B.C. Building Code. (3 credits)

| | | | | |
|--|-----|-----------|--------|---------------|
| Jan 13-Mar 31 | Sat | 0900-1200 | 12 wks | BBY CRN 15678 |
| *This course includes a field trip to be announced in class. | | | | |

BLDG 2935 **BBY \$293.50**
HOUSE INSPECTION 3: REPORT WRITING
 Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: BLDG 2915, BLDG 2925 and English 12 or equivalent. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 13 | Sat | 1845-2145 | 12 wks | BBY CRN 41032 |
|--------|-----|-----------|--------|---------------|

BLDG 3840 **BBY \$426.50**
COMPUTER CONSTRUCTION ESTIMATING
 Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval. (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN 44173 |
|-------|-----|-----------|--------|---------------|

Construction Operations and Supervision

(604) 453-4009
 (604) 432-8586

Herb_Maretz@bcit.ca
 Beverly_Mcquarrie@bcit.ca

Construction Operations – Statement of Completion
 BCIT and the Vancouver Regional Construction Association (VRCA), have teamed up to offer a multi-level, Part-time Studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential. The Construction Operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate individuals with a trade background. Attendance at an Information Session is required.

| Requirements | | Credits |
|-------------------------------|---|-------------|
| BLDT 1011 | Applied Construction Mathematics | 3.0 |
| BLDT 1021 | Construction Drawings | 1.5 |
| BLDT 1031 | Site Processes in Construction | 3.0 |
| BLDT 1041 | Basic Estimating with Computer Applications | 3.0 |
| BLDT 1051 | Technical Writing and Communication Skills | 3.0 |
| BLDT 1061 | Basic Management & Ethics | 3.0 |
| Total Credits Required | | 16.5 |

Construction Supervision – Associate Certificate
 The Construction Supervision program is open to individuals who have completed the Construction Operations program and to individuals who receive departmental approval for direct entry. Registration in the full program requires an interview and departmental approval.

| Requirements | | Credits |
|-------------------------------|--|-------------|
| BLDT 2011 | Construction Documents and Contracts | 3.0 |
| BLDT 2021 | Basic Project Management Skills | 3.0 |
| BLDT 2031 | Technical Writing/Interpersonal Skills | 3.0 |
| BLDT 2041 | Basic Construction Design Principles 1 | 3.0 |
| BLDT 2042 | Basic Construction Design Principles 2 | 3.0 |
| BLDT 2051 | Construction Materials and Assemblies | 3.0 |
| BLDT 2061 | Computer Applications in Construction | 3.0 |
| BLDT 2071 | Safety Legislation | 1.5 |
| BLDT 2081 | Environmental Legislation | 1.5 |
| Total Credits Required | | 24.0 |

PRIOR LEARNING ASSESSMENT AND RECOGNITION
 Prior Learning Assessment and Recognition (PLAR) is now available to students in the Construction Operations program. This program's PLAR framework helps adults gain academic credit for previously unrecognized education/training or experience in the construction industry. PLAR must be completed before the course begins. It is mandatory for candidates to attend an Information Session.

BLDT 1011 **BBY \$287.50**
APPLIED CONSTRUCTION MATHEMATICS
 Application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisites: Grade 10 English and Math or Departmental approval. (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN 44155 |
|-------|-----|-----------|--------|---------------|

BLDT 1031 **BBY \$287.50**
SITE PROCESSES IN CONSTRUCTION
 Enables students who successfully complete this course to: identify and layout the site general requirements; understand the basic contractual and organizational arrangements of a typical construction project; undertake in the planning for the efficient management of a construction site in the areas of material procurement, equipment selection, layout and scheduling. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN 44156 |
|--------|-----|-----------|--------|---------------|

BLDT 1041 **BBY \$287.50**
BASIC ESTIMATING WITH COMPUTER APPLICATIONS
 Covers basic components and requirements for sound estimating procedure emphasizing method and accuracy and applying material and labour prices. Prerequisite: COMP 0261 (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY CRN 44157 |
|-------|-----|-----------|--------|---------------|

BLDT 1051 **BBY \$287.50**
TECHNICAL WRITING AND COMMUNICATIONS
 Familiarizes the technical writer with some basic formats and conventions of documents used in the construction industry. Topics include memos, short letters, facsimiles, agendas and minutes or notes of job-site and office meetings. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN 44164 |
|--------|-----|-----------|--------|---------------|

BLDT 2031 **BBY \$287.50**
TECHNICAL WRITING/INTERPERSONAL SKILLS
 Further development of writing skills required in the construction industry as well as basic instruction in interpersonal skills and human relations. (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN 43013 |
|-------|-----|-----------|--------|---------------|

BLDT 2041 **BBY \$287.50**
BASIC CONSTRUCTION DESIGN PRINCIPLES 1
 Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction: wood and steel. Prerequisite: Successful completion of Construction Operations program or departmental approval. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN 43013 |
|--------|-----|-----------|--------|---------------|

BLDT 2051 **BBY \$287.50**
CONSTRUCTION MATERIALS AND ASSEMBLIES
 A conceptual introductory course which acquaints students with the materials and assemblies encountered in project work from Divisions one through ten. Reviews how physical properties of the materials are derived and how these properties are implemented in the construction project. Reviews how to select, handle, purchase, and measure materials as part of the project/technical/management team. Prerequisite: Successful completion of Construction Operations program or departmental approval. (3 credits)

| | | | | |
|-------|-----|-----------|--------|---------------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN 44168 |
|-------|-----|-----------|--------|---------------|

BLDT 2061 **BBY \$287.50**
COMPUTER APPLICATIONS IN CONSTRUCTION
 Instructs students in computer lab applications of Excel, MS Project and estimating software packages. Prerequisite: BLDT 1041 and BLDT 2021. Successful completion of Construction Operations program or departmental approval plus a background in a Windows and Excel environment or sufficient familiarity with computers. (3 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY CRN 44169 |
|--------|-----|-----------|--------|---------------|

Civil and Structural Engineering Technology

(604) 451-6969
(604) 432-8521

David_Wong@bcit.ca
Bette_Bayley@bcit.ca

CIVL 1000 STATICS BBY \$508.50

Examines the external and internal forces on statically determinate structures with an emphasis on civil engineering practice. Course includes snow and wind loading. Prerequisite: MATH 1011 recommended. (6 credits)

Jan 8 Mon/Thr 1845-2145 12 wks BBY CRN 17363

CIVL 1040 HYDROLOGY BBY \$384.50

Presents concepts and techniques for watershed analysis and drainage facility design. Fundamental concepts include rainfall intensity, runoff, catchment area, streamflow, infiltration, rational method, unit hydrograph and flood frequency analysis. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 41291

Note: Only those students who have already completed CIVL 1540 Hydrology 1 may register for CIVL 2540 Hydrology 2 instead of CIVL 1040. Please see the listing for CIVL 2540 Hydrology 2 for registration details.

CIVL 1522 CIVIL CONSTRUCTION 1 BBY \$225.50

Examines the organization, costing and sequences of construction activities for a typical construction project. Emphasis will be placed on drawing interpretation, quantity take-offs and estimating costs. An overview of construction equipment and concepts of ownership and operating costs will complete the course. Prerequisite: Basic knowledge of Civil engineering construction. (3 credits)

Jan 16 Tue 1845-2145 10 wks BBY CRN 19825

CIVL 1590 CONCRETE TECHNOLOGY BBY \$286.50

Introduces elementary theory and practice in the design, manufacture and quality control of concrete. Students will participate in laboratory work. Prerequisite: CIVL 1580. (3 credits)

Jan 17 Wed 1845-2145 12 wks BBY CRN 40996

CIVL 1622 HIGHWAY DESIGN 1 BBY \$225.50

Introduces the basic elements of highway and street design based on topographic mapping and geometric design standards. Prerequisite: CIVL 2003. (3 credits)

Jan 24 Wed 1845-2145 10 wks BBY CRN 41002

CIVL 2540 HYDROLOGY 2 BBY \$171

Introduces statistical basis for frequency and probability calculation. Analysis of data to determine peak and flood flows. Stream flow and flood flow analysis, and snow melt factors are introduced. Prerequisite: CIVL 1540. (2 credits)

Feb 6 Tue 1845-2145 8 wks BBY CRN 41539

CIVL 2582 SOIL MECHANICS 1 BBY \$260.50

Introduces soil mechanics emphasizing soil testing and classification, compaction, permeability. Prerequisite: CIVL 1580 or departmental approval. (3 credits)

Jan 11 Thr 1845-2145 12 wks BBY CRN 41001

CIVL 3010 COMPUTER AIDED DESIGN 2 BBY \$426.50

Presents a computer-aided design course for practicing Civil technologists. Course is designed to show power of computer-aided design in Civil and Structural engineering. Sufficient CADD commands for Civil engineering drawings are explored and examined. Prerequisite: CIVL 2003. (3 credits)

Jan 11 Thr 1845-2145 12 wks BBY CRN 41004

CIVL 4110 WOOD DESIGN BBY \$352.50

Introduces the limit states design of statically determinate structures comprised of wood. Topics include determination of design load and design of beams, columns, and members in tension in accordance with Canadian design codes. Prerequisite: CIVL 3500. (3 credits)

Jan 15 Mon 1845-2145 10 wks BBY CRN 44218

CIVL 4123 DRAINAGE DESIGN BBY \$426.50

This professional development course introduces the concept of stormwater management planning and illustrates the procedure of designing stormwater management facilities. It consists of lectures and design tutorials. Students will apply a computer program to assess the impact of rezoning and new developments on an existing storm system and to develop a master plan for the upgrading and expansion of a storm drainage system. Prerequisite: CIVL 2545. (3 credits)

Jan 16 Tue 1845-2145 12 wks BBY CRN 44219

CIVL 4167 REINFORCED CONCRETE DESIGN BBY \$565.50

Presents a general introduction to the design of reinforced concrete structures. Topics include limit states design philosophy, design of beams, one-way slabs columns, footings and retaining walls in accordance with the current Canadian design code. The course is delivered through lectures, problem solving sessions and project work. Prerequisite: Departmental approval required. (4 credits)

Jan 15 Mon 1845-2145 12 wks BBY CRN 44220

Public Works Operations

(604) 451-6969
(604) 432-8521

David_Wong@bcit.ca
Bette_Bayley@bcit.ca

PUBW 1001 INTRODUCTION TO PUBLIC WORKS OPERATIONS BBY \$208

Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in depth program in sewers, watermain or roadworks training courses. (1 credit)

Jan 11 Thr 1830-2130 6 wks BBY CRN 10570

PUBW 1114 WATER OPERATOR 1 BBY \$437.50

Introduces the student to both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite or co-requisite: PUBW 1001. (3 credits)

Jan 15 Mon 1830-2130 12 wks BBY CRN 44221

PUBW 2102 STORM SEWERS 1 BBY \$220.50

Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to public complaints and public relations. Prerequisite: or co-requisite: PUBW 1001. (2.5 credits)

Jan 24 Wed 1830-2130 10 wks BBY CRN 44222

PUBW 2105 WASTE WATER OPERATOR 2 BBY \$437.50

Covers a combination of design theory and practical application of waste water collection systems. System maintenance and safety aspects are included. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 2103 or PUBW 1105. (3 credits)

Jan 18 Thr 1830-2130 12 wks BBY CRN 44223

PUBW 2114 WATER OPERATOR 2 BBY \$437.50

Provides an advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 1113 or PUBW 1114. (3 credits)

Jan 16 Tue 1830-2130 12 wks BBY CRN 44224

PUBW 2121 ROADWORKS MAINTENANCE 2 BBY \$220.50

Continues coverage of municipal roadworks maintenance, presented by different instructors. Topics to be covered include utility location and adjustments for reconstruction and pavement widenings, master municipal specifications, road rehabilitation techniques, trenchless technology, drainage and spill containment, sidewalks, curbs and traffic control devices. Prerequisite: PUBW 1121. (2.5 credits)

Jan 16 Tue 1830-2130 10 wks BBY CRN 44225

PUBW 2201 PUMPS: SANITARY BBY \$405.50

Covers both dry well and wet well waste water pumping facilities. Routine and annual maintenance procedures for submersible pumps, seals, impellers and grinders and operational aspects of suction and discharge lines, valves, hangers and couplings. Opportunity given to dismantle and reassemble pumps to clarify maintenance requirements and procedures. Maintenance of dry well pumps includes shaft alignment, seals, lubrication, pump alignments, impellers, odour control and related tasks will be discussed. Prerequisite: PUBW 1201. (3 credits)

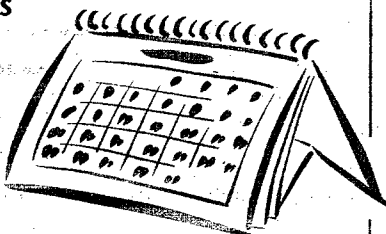
Jan 17 Wed 1830-2130 12 wks BBY CRN 42856

PUBW 2203 PUMPS: STORM BBY \$405.50

The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of the mechanical, electrical and instrumentation components of the facility. This course demonstrates common types of pumps and typical maintenance procedures. Examples of mechanical components will be clearly demonstrated, including dismantling of pumps. Consideration will also be given to stilling wells, flood boxes, flap gates, ditches, canals and box culverts. Prerequisite: PUBW 1201. (3 credits)

Jan 18 Thr 1830-2130 12 wks BBY CRN 44227

Register now to avoid disappointment
Register early to confirm the date and time that suits your schedule.
BCIT's new policy is to cancel part-time studies courses five business days before the start date to allow transfers to available alternate courses.



Bachelor of Technology in Construction Management

(604) 412-7469 or (604) 432-8344

Mary_Sadowski@bcit.ca

Program Information sessions - FREE OF CHARGE

Attendance at one of these sessions is mandatory before the formal interview. See page 1 of the Construction section in this flyer.

The Program

Developed with the guidance of senior industry representatives, the curriculum has been divided into the following sections: Construction Controls and Techniques, Construction Management, Stakeholder Management, an industry-based project and liberal education courses. Presented by industry-based practitioners, the topics will be both challenging and practical. Graduates of the program will be able to methodically and rationally select or develop suitable construction procedures, schedule, manage, utilize human resources and equipment within the complex environment of labour relations and business decision making.

Offered at this time only through Part-time Studies, this program is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

Entrance Requirements

To be formally accepted into the program, you must have:

- a recognized Diploma of Technology in a related engineering or science discipline,

or a degree in Engineering, Architecture, Applied Science or related field,

- 2 years work experience, subject to departmental approval,
- English 12 or equivalent

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, please phone either of the numbers listed above or contact us directly by e-mail at Mary_Sadowski@bcit.ca. We would be pleased to mail an information package to you.

Courses Offered This Term

BLDD 7004 CONSTRUCTION LAW FOR THE CONSTRUCTION MANAGER BBY \$338.50

Provides Construction Managers with an in-depth analysis on the common types of legal problems regarding construction contracts, performance and claims. Includes the measures that need to be taken in order to minimize claims and litigation. Prerequisite: Diploma or degree in a related field or departmental approval. (2 credits)

Jan 10 Wed 1830-2130 12 wks BBY CRN 41272

CMGT 7100 CONSTRUCTION PROJECT CONTROLS 1 BBY \$172

This particular course will cover many aspects of task and time scheduling for construction projects using Microsoft Project 4 computer software as an aid in developing, monitoring and controlling construction projects. Topics include activity inter-relationships, milestones, task duration and risk and the management of float time. Prerequisite: Acceptance into the degree program or by departmental approval. (1 credit)

Jan 9 Tue 1830-2130 6 wks BBY CRN 41273

CMGT 7110 CONSTRUCTION PROJECT CONTROLS 2 BBY \$172

Participants will now prepare summary reports for tasks and resource pools, critical path analysis and work progress tracking. Project costing and cost reports for sub-projects, or multiple projects, and their relationship to the overall schedule and cost requirements will then be covered. Prerequisite: CMGT 7100. (1 credit)

Feb 27 Tue 1830-2130 6 wks BBY CRN 41274

CMGT 7120 CONSTRUCTION PROJECT CONTROLS 3 BBY \$172

In this third and final part of this series on Project Controls, participants will be shown how to use schedules for claim preparation. More advanced techniques such as expert systems will be reviewed and discussed. The use of software such as Primavera will be used in a lab setting to develop and simulate these skills. Prerequisite: CMGT 7110. (1 credit)

Jan 8 Mon 1830-2130 6 wks BBY CRN 44174

CMGT 7145 STATISTICS FOR CONSTRUCTION MANAGEMENT 1 BBY \$218

Statistical techniques are used in the construction sector to analyse business and engineering data. In preparation for the application of enumerative and analytical statistics, participants will be shown how to approach the design of the data collection process and adopt standard formats for the presentation of statistical data. The course will conclude with the application of probability and distribution methods to data analysis. Prerequisite: CMGT 7100. (1.5 credits)

Jan 10 Wed 1830-2130 6 wks BBY CRN 44175

Note: CMGT 7145 includes two Saturday labs on Jan. 27 and Feb. 10, 2001 from 0930-1200.

CMGT 7155 STATISTICS FOR CONSTRUCTION MANAGEMENT 2 BBY \$218

In this follow-up course on construction statistics, participants will be shown the relevance of sampling and estimating, linear regression and correlation with particular emphasis on the interpretation of construction test results. The application of these methods and techniques to business forecasting and quality management will complete this course. Prerequisite: CMGT 7145. (1.5 credits)

Feb 28 Wed 1830-2130 6 wks BBY CRN 44176

Note: CMGT 7155 includes two Saturday labs, March 17 and 31, 2001 from 0930-1200.

continued next page

CMGT 7200 BBY \$172 MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 1

The selection, efficient utilization and cost-effectiveness of major construction operations (such as earthmoving, lifting, transporting, etc) has a significant impact on the overall cost and duration of construction activities. This course will review and discuss the operational parameters of many of these operations. Prerequisite: CMGT 7120. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 27 | Tue | 1830-2130 | 6 wks | BBY CRN 41278 |
|--------|-----|-----------|-------|---------------|

CMGT 7250 BBY \$172 QUALITY ASSURANCE AND CONTROL 3

The final part in this series will cover the elements of a QA program such as material control, testing and evaluation, and identification and resolution of non-complying conditions. Also included will be the maintenance of QA records, the development of control charts for variables (e.g. population vs. samples) and the utilization of control chart functions and process capability for analytical purposes. Prerequisite: CMGT 7240. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 9 | Tue | 1830-2130 | 6 wks | BBY CRN 42827 |
|-------|-----|-----------|-------|---------------|

CMGT 7300 BBY \$172 CONSTRUCTION FINANCE 1

This first course in a 3 part series on Construction Finance will place emphasis on understanding and developing a cost control system and its implementation into the daily management of projects. Discussion on the preparation of estimates/budgets that are conducive to job cost control, utilization of cost baselines and the projection of cash flow will complete this course. Prerequisite: CMGT 7120 and CMGT 7150. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 8 | Mon | 1830-2130 | 6 wks | BBY CRN 41280 |
|-------|-----|-----------|-------|---------------|

CMGT 7310 BBY \$172 CONSTRUCTION FINANCE 2

In this second part of this series, participants will build upon the strategies covered in the prerequisite course. New topics will include the development of variance assessment techniques and the preparation of financial projections and forecasts to completion costs. The application of engineering economic analysis will then be demonstrated in order to analyse financial decisions. Prerequisite: CMGT 7300. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 26 | Mon | 1830-2130 | 6 wks | BBY CRN 41281 |
|--------|-----|-----------|-------|---------------|

CMGT 7600 BBY \$172 INDUSTRIAL RELATIONS IN BUILDING CONSTRUCTION 1

The two courses in this series will cover employment and collective bargaining legislation as well as the maintenance of collective agreements and the management of industrial relations. This first course will analyse (i) how employment standards legislation impacts on the collective bargaining environment, and (ii) the impact of collective bargaining on different models of organizational structure. This course will conclude with discussion of open and closed shop work environments. Prerequisite: CMGT 7420. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Mar 1 | Thr | 1830-2130 | 6 wks | BBY CRN 41283 |
|-------|-----|-----------|-------|---------------|

CMGT 7800 BBY \$338.50 PROJECT REPORTS

Primarily intended for the preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed at an early stage in the program. Prerequisite: CMGT 7100. (2 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 10 | Wed | 1830-2130 | 12 wks | BBY CRN 41288 |
|--------|-----|-----------|--------|---------------|

CMGT 7840 BBY \$172 TECHNICAL PRESENTATIONS

The ability to make an effective business presentation is now more essential than ever for individuals wanting to advance in their careers. Learn how to analyse your audience and to select the correct strategy. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: CMGT 7100. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 27 | Tue | 1830-2130 | 6 wks | BBY CRN 41289 |
|--------|-----|-----------|-------|---------------|

CMGT 8030 BBY \$200 INITIATING AND DEFINING PROJECTS

Covers the process from the initial decision to evaluate an identified need or opportunity, through project planning and evaluation, to the decision either to proceed or to defer the project. Includes business/funding decisions, leading and organising the development team and establishing the objective and obligations for the long term. Risk strategies for safe, functional, aesthetic, durable and financially viable buildings will also be discussed. Prerequisite: CMGT 8020. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Jan 11 | Thr | 1830-2130 | 6 wks | BBY CRN 44179 |
|--------|-----|-----------|-------|---------------|

CMGT 8200 BBY \$172 CONSTRUCTION TECHNIQUES 1

This series of courses will develop the technical skills required to select and manage construction techniques common on large projects. Initial topics in this course will include case studies on the management of large projects as well as various design-build options. Emphasis will then be placed on major excavations, backfilling and sheet piling operations. Prerequisites: CMGT 7210, CMGT 7220 and CMGT 7250. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Jan 11 | Thr | 1830-2130 | 6 wks | BBY CRN 42828 |
|--------|-----|-----------|-------|---------------|

CMGT 8210 BBY \$172 CONSTRUCTION TECHNIQUES 2

In this second course, emphasis will be placed on the management of sub-soil dewatering operations, piled foundations and the construction and removal of temporary retaining structures. Many major construction projects also require the construction and removal of temporary diversion structures. Management strategies associated with these diversion structures and related traffic control systems will also be presented. Prerequisite: CMGT 8200. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Mar 1 | Thr | 1830-2130 | 6 wks | BBY CRN 42829 |
|-------|-----|-----------|-------|---------------|

CMGT 8430 BBY \$172 MANAGEMENT OF CONSTRUCTION ENTERPRISE 1

Participants will be introduced to the primary elements of the management of a construction enterprise, including the initial set-up of a construction company, the company profile and managing day-to-day operations. This will also require the management team to develop a marketing plan and fiscal plan that includes procurement, cash flow and risk analysis. Prerequisite: CMGT 7250 and CMGT 7320. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 9 | Tue | 1830-2130 | 6 wks | BBY CRN 41286 |
|-------|-----|-----------|-------|---------------|

CMGT 8440 BBY \$172 CONSTRUCTION ENTERPRISE 2

Participants will be introduced to elements of management of a construction enterprise with respect to estimating, bidding and contractual obligations. With contract management as a critical function of every construction company, emphasis will be given to managing projects under the terms of a stipulated price contract. Prerequisite: CMGT 8430. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 27 | Tue | 1830-2130 | 6 wks | BBY CRN 41287 |
|--------|-----|-----------|-------|---------------|

CMGT 8450 BBY \$172 INTERNATIONAL CONSTRUCTION

Participants will be introduced to special considerations in the management of an international construction project, including logistical and cultural implications. Guest lecturers will present topics based on their own experience and illustrated with case studies. Prerequisite: CMGT 8430. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Jan 10 | Wed | 1830-2130 | 6 wks | BBY CRN 44606 |
|--------|-----|-----------|-------|---------------|

CMGT 8600 DTC \$472.80 MANAGEMENT OF PROJECT STAKEHOLDERS

This course provides participants with a comprehensive overview of internal and external stakeholder groups involved with a construction project. Case studies will be utilised to demonstrate the potential impact 20f such groups on construction projects. Computer simulated mediation will also be used to provide real-time feedback on team decisions. Prerequisite: CMGT 7530 and CMGT 8440. (2 credits)

| | | | | |
|-------|-------|-----------------------------|-------|---------------|
| Jan 8 | Mon + | M:1730-2130 SA:0830-1730 | 6 wks | DTC CRN 42830 |
|-------|-------|-----------------------------|-------|---------------|

Note: CMGT 8600 also includes a weekend lab session on Saturday Jan. 27 and Sunday Jan. 28 from 0830-1730.

Bachelor of Technology in Environmental Engineering Technology

(604) 451-6906
(604) 432-8344

Cathie_Aspden@bcit.ca
www.eng.bcit.ca/enviro/home

Program Objective

The program objective is to prepare the graduate to function as part of an engineering team working on:

- The investigation and cleanup of existing environmental problems.
- The planning, design and construction of new projects in order to minimize environmental damage.

This program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas. The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

Entry Requirement:

- A recognized Diploma of Technology in an engineering or science discipline or a degree in engineering or science discipline.
- Two years work experience, subject to departmental approval.

A. Common Core

(All courses required, exceptions based on eligible transfer credits)

| | |
|-----------|--------------------------------------|
| EENG 7700 | Environmental Case Studies |
| EENG 7710 | Chemistry 1 for EET |
| EENG 7711 | Chemistry 2 for EET |
| EENG 7712 | Organic Chemistry for EET |
| EENG 7713 | Environmental Analytical Chemistry |
| EENG 7714 | Methods of Wastewater Analysis |
| EENG 7715 | Hydraulics 1 for EET |
| EENG 7716 | Soil Mechanics & Groundwater for EET |
| EENG 7717 | Hydrology for EET |
| EENG 7718 | Hydraulics 2 for EET |
| EENG 7719 | Survey Techniques for EET |
| EENG 7720 | Applied Microbiology |
| EENG 7721 | Applied Toxicology |

B. Management

Required:

| | |
|-----------|---|
| EENG 8780 | Environmental Law 1 |
| EENG 8781 | Risk Assessment |
| EENG 8782 | Value Analysis & Environmental Management |
| EENG 8783 | Risk Management |
| BUSA 7250 | Management Skills & Applications |

Electives (2 credits required):

| | |
|-----------|---|
| EENG 8760 | Solid Waste Management |
| EENG 8761 | Recycling & Reduction Techniques |
| EENG 8768 | Advanced Residuals Management |
| EENG 8784 | Environmental Law 2 |
| EENG 8785 | Decision-making in Environmental Management |

TMGT 7103, 7111, 7112, 7121-24, 7131, 7134

C. Major Elective Studies

(19 credits from 4 topic areas)

| | |
|----------------|--|
| EENG 7740-7742 | Groundwater (5 credits) |
| EENG 8750-8755 | Liquid Waste (6 credits) |
| EENG 8760-8763 | Solid Waste (4 credits) |
| EENG 8768-8769 | Residuals Management (4 credits) |
| EENG 8770-8774 | Contaminated Sites (5 credits) |
| EENG 8790-8792 | Air Quality Management (6 credits) |
| EENG 8801-8804 | Integrated Resource Management (5 credits) |
| EENG 8810-8812 | Advanced Process Technologies (6 credits) |
| EENG 8820-8824 | Advanced Chemical Analysis (6 credits) |

D. Graduating Project

| | |
|-----------|--------------------------|
| EENG 8900 | Project Reports |
| EENG 8901 | Project Proposal |
| EENG 8902 | Technical Presentations |
| EENG 8903 | Applied Research Project |

E. Liberal Education

(12 credits required)

Check room locations and schedule updates on the Web at: www.bcit.ca/admissions_home.htm

EENG 7700 BBY \$172 ENVIRONMENTAL CASE STUDIES

This course provides an introduction to the major areas of study in the Environmental Engineering program. Topics covered include: industrial and municipal liquid waste management, solid waste management, contaminated sites, environmental law, principles of environmental assessment, ground water flow and environmental management. Prerequisite: Diploma of Technology in Engineering or Science or departmental approval. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 9 | Tue | 1830-2130 | 6 wks | BBY CRN 17780 |
|-------|-----|-----------|-------|---------------|

EENG 7710 BBY \$172 CHEMISTRY 1 FOR EET

This course is the first of a two-course series. The major topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction, and electrochemistry. Prerequisite: EENG 7700 or departmental approval. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Jan 10 | Wed | 1830-2130 | 6 wks | BBY CRN 17731 |
|--------|-----|-----------|-------|---------------|

EENG 7711 BBY \$172 CHEMISTRY 2 FOR EET

This course is the first of a two-course series. The major topics covered are the structure of atoms, compounds, stoichiometry, oxidation and reduction, and electrochemistry. Prerequisite: EENG 7710. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 28 | Wed | 1830-2130 | 6 wks | BBY CRN 17732 |
|--------|-----|-----------|-------|---------------|

EENG 7712 BBY \$172 ORGANIC CHEMISTRY FOR EET

This course will introduce the student to organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 8 | Mon | 1830-2130 | 6 wks | BBY CRN 17733 |
|-------|-----|-----------|-------|---------------|

EENG 7713 BBY \$172 ENVIRONMENTAL ANALYTICAL CHEMISTRY

Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. This course is intended to provide an overview of the environmental laboratory discipline. Topics will include; test parameter selection and sample collection concerns, analysis procedures, quality assurance, and data management. Prerequisite: EENG 7712. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 28 | Wed | 1830-2130 | 6 wks | BBY CRN 19537 |
|--------|-----|-----------|-------|---------------|

EENG 7714 BBY \$338.50 METHODS OF WASTEWATER ANALYSIS

This course will introduce the student to some of the analytical methods used to determine common pollutants in water and wastewater. The theoretical aspects of each analysis as well as typical industrial pollution problems related to local industry are discussed during the lecture periods. Students practice the use of laboratory equipment in accordance with proper procedures in the laboratory periods. Prerequisite: EENG 7712. (2 credits)

| | | | | |
|--------|-----|-----------|--------|---------------|
| Jan 9 | Tue | 1830-2130 | 12 wks | BBY CRN 41306 |
| Jan 11 | Thr | 1830-2130 | 12 wks | BBY 41307 |

EENG 7715 BBY \$172 HYDRAULICS 1 FOR EET

An introduction to hydraulics (including hydrostatics, fundamental flow and volume relationships) and solving simple, steady, pipe flow problems. Prerequisite: EENG 7700 or departmental approval. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Jan 11 | Thr | 1830-2130 | 6 wks | BBY CRN 17735 |
|--------|-----|-----------|-------|---------------|

EENG 7716 BBY \$172 SOIL MECHANICS AND GROUNDWATER FOR EET

An introduction to soil mechanics and groundwater, including soil origins, types and classifications, phase relationships, compaction, Darcy's law, flow nets, settling pond analysis, soil pressure and soil strength. Prerequisite: EENG 7715. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 27 | Tue | 1830-2130 | 6 wks | BBY CRN 17736 |
|--------|-----|-----------|-------|---------------|

EENG 7717 BBY \$172 HYDROLOGY FOR EET

An introduction to hydrology, including precipitation, drainage basins, rational formula, SCS method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: EENG 7716. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Jan 9 | Tue | 1830-2130 | 6 wks | BBY CRN 17737 |
|-------|-----|-----------|-------|---------------|

EENG 7718 BBY \$172 HYDRAULICS 2 FOR EET

A continuation of Hydraulics 1 for EET, including pipe networks, pumps, uniform and non-uniform open channel flow, and flow measurement. Prerequisite: EENG 7717. (1 credit)

| | | | | |
|-------|-----|-----------|-------|---------------|
| Mar 1 | Thr | 1830-2130 | 6 wks | BBY CRN 17738 |
|-------|-----|-----------|-------|---------------|

EENG 7720 BBY \$172 APPLIED MICROBIOLOGY

This course examines the types and functions of microorganisms as applicable to the engineering field. Topics include; the basic characteristics of bacteria, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisites: EENG 7710, EENG 7711 and EENG 7712 or departmental approval. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Feb 28 | Wed | 1830-2130 | 6 wks | BBY CRN 19238 |
|--------|-----|-----------|-------|---------------|

EENG 7721 BBY \$172 APPLIED TOXICOLOGY

This course provides an introduction to the principles of toxicology, as applied to environmental engineering. Course topics include a review of biological, organic and inorganic substances and their properties and behaviour in the environment; the biological responses of cells and animals to toxic substances; and the application of toxicology to risk assessment and the development of water-quality guidelines. Prerequisites: EENG 7710 and EENG 7711. (1 credit)

| | | | | |
|--------|-----|-----------|-------|---------------|
| Jan 11 | Thr | 1400-1700 | 6 wks | BBY CRN 42625 |
|--------|-----|-----------|-------|---------------|

EENG 7740 BBY \$172 PHYSICAL HYDROGEOLOGY

This course gives students an overview of the occurrence and movement of groundwater in a variety of geologic settings and explains the effect of human activity on that movement. Topics include: types of aquifers, properties of porous media, groundwater flow and pump testing of aquifers. The course provides theoretical foundation for the study of groundwater contaminants in EENG 7741. Prerequisite: EENG 7718. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1830-2130 | 6 wks | BBY CRN | 19539 |
|--------|-----|-----------|-------|---------|-------|

EENG 7741 BBY \$338.50 CONTAMINANT HYDROGEOLOGY

Major sources of groundwater contaminants and their flow in groundwater will be examined. Topics will include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, LNAPL's and DNAPL's, transport mechanisms, measurement of parameters, sources of contamination, and an introduction to solutions employing analytical and numerical methods. Prerequisite: EENG 7740. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Feb 27 | Tue | 1830-2130 | 12 wks | BBY CRN | 42627 |
| Jan 8 | Mon | 1400-1700 | 12 wks | BBY | 19540 |

EENG 8750 BBY \$172 MUNICIPAL WASTEWATER TREATMENT 1

Examines the sources of municipal wastewater, factors that affect wastewater flow, measurement of wastewater flow and strength, effects of effluent discharges on the receiving environment, legislation, onsite treatment, screening, comminution, grit removal and flow equalization. Design and practical considerations will be emphasized. Prerequisites: EENG 7714 and EENG 7721. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1830-2130 | 6 wks | BBY CRN | 19239 |
|--------|-----|-----------|-------|---------|-------|

EENG 8751 BBY \$172 MUNICIPAL WASTEWATER TREATMENT 2

This course is a continuation of EENG 8750 and examines the principles of primary sedimentation and secondary treatment including suspended growth, attached growth, and secondary clarification. Practical and operational aspects would be emphasized. Prerequisite: EENG 8750. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1400-1700 | 6 wks | BBY CRN | 19541 |
| Feb 26 | Mon | 1830-2130 | 6 wks | BBY | 41312 |

EENG 8752 BBY \$172 MUNICIPAL WASTEWATER TREATMENT 3

This is the third and last course in the municipal wastewater treatment series and covers advanced treatment involving biological nutrient removal, effluent disinfection and sludge processing. Practical and operational aspects would be emphasized. Prerequisite: EENG 8751. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 28 | Wed | 1400-1700 | 6 wks | BBY CRN | 17744 |
|--------|-----|-----------|-------|---------|-------|

EENG 8755 BBY \$172 DRINKING WATER TREATMENT

This course will cover drinking water quality and associated public health concerns. Particular emphasis will be placed on the multiple-barrier concept for the inactivation of Giardia and Cryptosporidium, as well as the control of disinfection by-products. A substantial portion of the course will deal with practical design of commonly used treatment processes for the production of potable water. Prerequisite: EENG 7712. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1830-2130 | 6 wks | BBY CRN | 41311 |
|-------|-----|-----------|-------|---------|-------|

EENG 8760 BBY \$172 SOLID WASTE MANAGEMENT

This course is the first of a four-course series in the solid-waste technical studies. Solid-Waste Management gives students an overview of municipal solid-waste management including collection, transfer, transport and disposal. Methods of processing, introduction to disposal facilities, disposal options, and the economic and environmental issues of solid-waste management are topics covered in this course. Prerequisites: EENG 7700, EENG 7720 and EENG 7721. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1830-2130 | 6 wks | BBY CRN | 17996 |
|--------|-----|-----------|-------|---------|-------|

EENG 8761 BBY \$172 RECYCLING AND REDUCTION TECHNIQUES

Topics include: the basis and impact of the 3 Rs on the waste management systems; industry examples; recycling and recovery of paper, cardboard, metals, plastic, oil, glass, and other commodities; new uses of recycling and recovery; composing basics; types of systems; design of plants; and markets. Prerequisite: EENG 8760. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 28 | Wed | 1830-2130 | 6 wks | BBY CRN | 17997 |
|--------|-----|-----------|-------|---------|-------|

EENG 8762 BBY \$172 LANDFILL DESIGN AND OPERATION

This course will examine landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisites: EENG 8761 and EENG 7741. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1830-2130 | 6 wks | BBY CRN | 17748 |
|-------|-----|-----------|-------|---------|-------|

EENG 8763 BBY \$172 ENVIRONMENTAL CONTROLS FOR LANDFILLS

This course examines state-of-the-art environmental control systems that are being used in B.C. and in the USA to meet new government regulations. The course includes: environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 26 | Mon | 1830-2130 | 6 wks | BBY CRN | 42619 |
|--------|-----|-----------|-------|---------|-------|

EENG 8770 BBY \$172 ENVIRONMENTAL SITE ASSESSMENT

This course summarizes the five main processes in the management of contaminated sites: site audit, site investigation, risk assessment, sampling, and treatment and monitoring. It also provides the student with the necessary knowledge and skills to perform a site audit. Case histories will be used as examples to demonstrate the principles of environmental site assessments (ESAs) and environmental audits (EAs). Prerequisite: EENG 7700 or departmental approval. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1400-1700 | 6 wks | BBY CRN | 17752 |
| Jan 10 | Wed | 1830-2130 | 6 wks | BBY | 17999 |

EENG 8771 BBY \$172 CONTAMINATED SITE INVESTIGATION PROCESS

This course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It also focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Prerequisites: EENG 7741 and EENG 8770. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 27 | Tue | 1400-1700 | 6 wks | BBY CRN | 41304 |
| Mar 1 | Thr | 1830-2130 | 6 wks | BBY | 17753 |

EENG 8773 BBY \$172 SAMPLING METHODS FOR CONTAMINATED SITES

This field school involves two full days of hands-on sampling exercises: (1) soil sampling using drill rig, backhoe and hand augers; (2) groundwater sampling by installation, development and testing of monitoring wells; (3) overview of surface water and sediment sampling techniques; and (4) demonstration of geophysical investigation techniques. Prerequisite: EENG 8772. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Mar 3 | Sat | 0830-1730 | 2 wks | BBY CRN | 17756 |
|-------|-----|-----------|-------|---------|-------|

EENG 8774 BBY \$172 SITE REMEDIATION TECHNOLOGIES

This course focuses on the range of remedial technologies that are available and provides students with the skills to apply appropriate technologies in given situations. Techniques to monitor and evaluate performance of the selected remedial options will be discussed. Since this is the final course in the series, this course also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1830-2130 | 6 wks | BBY CRN | 42626 |
|-------|-----|-----------|-------|---------|-------|

EENG 8780 BBY \$172 ENVIRONMENTAL LAW 1

This course provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and municipal environmental laws governing water, air, transportation of dangerous goods, contaminated land, and waste and hazardous substance management. Sources of liability for individuals, directors and officers, companies and environmental professionals and the basic elements of due diligence are also covered. Prerequisite: EENG 7700 or departmental approval. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1830-2130 | 6 wks | BBY CRN | 17818 |
|--------|-----|-----------|-------|---------|-------|

EENG 8782 BBY \$172 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT

This course provides an overview of the process involved in managing the environmental aspects of projects on a global, regional and local scale. The student will learn to apply the guiding principles of sustainability, and consider the laws, policies and regulations related to environmental management. Emphasis will be placed on environmental management (ISO 14000), life cycle analysis, environmental risks and liabilities. Prerequisite: EENG 8780. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 26 | Mon | 1830-2130 | 6 wks | BBY CRN | 17757 |
|--------|-----|-----------|-------|---------|-------|

EENG 8783 BBY \$172 RISK MANAGEMENT

This course covers factors affecting management decisions; regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined. Prerequisite: EENG 8781. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1830-2130 | 6 wks | BBY CRN | 17758 |
|-------|-----|-----------|-------|---------|-------|

EENG 8784 BBY \$172 ENVIRONMENTAL LAW 2

This course addresses environmental regulation of various natural resources sectors in British Columbia, including forestry, mining, energy and fishing. The course covers laws regulating environmental impact assessment and environmental aspects of municipal and regional land use planning processes and the role of aboriginal rights in environmental and natural resource management. Prerequisite: EENG 8780. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 28 | Wed | 1830-2130 | 6 wks | BBY CRN | 41303 |
|--------|-----|-----------|-------|---------|-------|

EENG 8791 BBY \$338.50 INDUSTRIAL AIR POLLUTION CONTROL TECHNIQUES

This course provides an overview of the different methods used to control the release of air pollutants from industrial and mobile (vehicular) sources. The different types of contaminants, their causes, and the regulations governing their release are discussed. The basic design principles of the various technologies, and their application, form the bulk of the course. A basic treatment of combustion and fluid dynamics is also covered. Prerequisite: EENG 8790. (2 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1830-2130 | 12 wks | BBY CRN | 19545 |
|-------|-----|-----------|--------|---------|-------|

EENG 8792 BBY \$338.50 AIR QUALITY MONITORING AND TESTING

This course covers: the theory and practice of emission testing for particulates including gas flow measurements, isokinetic sampling, determination of gas molecular weight, moisture determination methods, sampling train components, equipment calibration, details of a complete testing program, calculation details, report writing and regulatory requirements. Prerequisite: EENG 8791. (2 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Mar 1 | Thr | 1830-2130 | 12 wks | BBY CRN | 17764 |
|-------|-----|-----------|--------|---------|-------|

EENG 8811 BBY \$338.50 MINING AND EXTRACTIVE METALLURGY INDUSTRY

This course reviews extractive metallurgy processes and associated pollution control practices for control of sulfur dioxide, particulates, nitrogen oxides and others. Current pollution abatement practices for mines and mine reclamation are discussed including control techniques for liquid wastes, acid mine drainage, and solid wastes. Prerequisite: 2-year Science Diploma or equivalent. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1830-2130 | 12 wks | BBY CRN | 17766 |
|--------|-----|-----------|--------|---------|-------|

EENG 8812 BBY \$338.50 PETROLEUM INDUSTRY

This course covers environmental control practices in the Natural Gas and Petroleum industry. It includes a variety of topics in air and water pollution abatement practices. Some aspects of solid waste treatment are also discussed. Prerequisite: 2-year Science Diploma or equivalent. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Feb 26 | Mon | 1830-2130 | 12 wks | BBY CRN | 17768 |
|--------|-----|-----------|--------|---------|-------|

EENG 8822 BBY \$172 ANALYTICAL ATOMIC SPECTROSCOPY 1

This course covers the basic theory and practice of analytical atomic spectroscopy, with emphasis on inductively coupled plasma optical emission spectroscopy. Major topics include: atomic spectra-emission, absorption, fluorescence; diffraction-grating spectrographs; single and multichannel detectors; RF induced plasmas; calibration standards; spectral interferences, matrix effects and QA/QC. Prerequisite: BCIT Chemical Sciences Diploma or equivalent. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1830-2130 | 6 wks | BBY CRN | 19546 |
|--------|-----|-----------|-------|---------|-------|

EENG 8823 BBY \$172 ANALYTICAL ATOMIC SPECTROSCOPY 2

This course is a continuation of Analytical Atomic Spectroscopy 1. Major topics include: optimization of plasma operating conditions, other emission sources DCP, FAPES, flow discharge, arc, spark; sample induction pneumatic and ultrasonic nebulizers; ICP-MS mass selectors; separation and preconcentration strategies; sample preparation. Prerequisite: EENG 8822 or departmental approval. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Mar 1 | Thr | 1830-2130 | 6 wks | BBY CRN | 19551 |
|-------|-----|-----------|-------|---------|-------|

EENG 8824 BBY \$338.50 GAS CHROMATOGRAPHY AND MASS SPECTROMETRY

When gas chromatography is combined with mass spectrometry (GC/MS), a technique is created with which the components of a mixture can be separated and identified. It is the purpose of this course to discuss the techniques of modern GC/MS as applied to the separation and identification of agricultural and environmental compounds. Prerequisites: 2-year Science Diploma and EENG 8820 or equivalent. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Feb 27 | Tue | 1830-2130 | 12 wks | BBY CRN | 41310 |
|--------|-----|-----------|--------|---------|-------|

EENG 8900 BBY \$338.50 PROJECT REPORTS

Primarily intended for preparation of the final report for the Industry Sponsored Project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the Common Core portion of the program. Prerequisite: EENG 7700 or departmental approval. (2 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1830-2130 | 12 wks | BBY CRN | 18387 |
|--------|-----|-----------|--------|---------|-------|

EENG 8901 BBY \$172 PROJECT PROPOSAL

After selecting the research project topic, this course helps the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. If by this time the student has selected an industry sponsor the proposal can be submitted to the department for approval. Prerequisite: EENG 8900. (1 credit)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 13 | Sat | 0900-1200 | 10 wks | BBY CRN | 19244 |
|--------|-----|-----------|--------|---------|-------|

EENG 8902 BBY \$172 TECHNICAL PRESENTATIONS

The ability to make an effective presentation is now more essential than ever for individuals wanting to advance their careers. This course will allow participants to analyse the needs of your audience and then integrate your objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as you develop comfort and confidence in business presentations. Prerequisite: EENG 7700. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 27 | Tue | 1830-2130 | 6 wks | BBY CRN | 41523 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Feb 27 | Tue | 1830-2130 | 6 wks | BBY | 19555 |
|--------|-----|-----------|-------|-----|-------|

| | | | | | |
|-------|-----|-----------|-------|-----|-------|
| Mar 1 | Thr | 1830-2130 | 6 wks | BBY | 19245 |
|-------|-----|-----------|-------|-----|-------|

EENG 8903 APPLIED RESEARCH PROJECT

In conjunction with an industry sponsor, the student solves a technical problem relating to the environment. The research project must contain elements that are innovative, experimental, or exploratory in nature. A department committee will supervise the progress of the project, provide guidance and direction where appropriate, and evaluate the final report and its presentation. Prerequisite: Completion of Major Elective Studies and departmental approval. (8 credits)

BUSA 7250 \$350 MANAGEMENT SKILLS AND APPLICATIONS

This course is a required course for the Management portion of the Environmental Engineering Technology degree program. Please refer to the Business Administration Degree Completion section of the flyer for the course description and registration information. (3 credits)

Five ways to register



See page 3 for more details

Engineering Technology Distance Education

Many courses are offered as correspondence (distance education) courses. These serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated, if course fees are not listed, please check with the department. The student generally has up to one year to complete any course.

For registration information on any of the courses detailed below, please contact:

Shari Monsma: (604) 432-8784
Dina Patterson: (604) 451-6984
Toll-free: 1-800-663-3606
Fax: (604) 436-6113 or
E-mail: Shari_Monsma@bcit.ca

Engineering Technology Distance Education (ETDE) Dept.
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

Web site: www.eng.bcit.ca/etdisted

Civil Technology-Transportation System (Highways) Technology

The Engineering Technology Distance Education department provides flexible, self-paced credit courses in Civil Technology for:

- Those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- Those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Four program levels are offered; course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; the Intermediate Certificate of Technology upon completion of 35 credits the Certificate of Technology upon completion of 77 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems (Highways) Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are now available in:

- | | |
|--|-------------------------------|
| • Technical Communications | • Estimating |
| • Mathematics | • Contract Administration |
| • Graphical Communications | • Engineering Economics |
| • Strength of Materials | • Engineering Surveying |
| • Hydrology/Hydraulics | • Pavement Construction |
| • Aggregates | • Highway Construction |
| • Concrete Technology | • Pavement Design |
| • Asphalt Technology | • Highway Design |
| • Soils Technology | • Subdivision Planning/Design |
| • Geotechnical Design | • Bridge Inspection |
| • Traffic Technology and Transportation Planning | |

Current course information is available on BCIT's Transportation Systems Web site at: www.eng.bcit.ca/etdisted/tshh/.

Forest Engineering Technology Program

BCIT's Forest Engineering Certificate program provides flexible, self-paced training for individuals to upgrade their current technical skills and knowledge while working in B.C.'s diverse and challenging forest industry. All courses are offered in distance education (correspondence) format. There are three levels of certification:

- Associate Certificate of Forest Engineering Technology (25 credits)
- Intermediate Certificate of Forest Engineering Technology (45 credits)
- Certificate of Forest Engineering Technology (75 credits)

Courses in the program generally have values of 2 to 3 credits. One BCIT credit is normally awarded for the equivalent of 12 to 15 hours of classroom instruction.

Students taking these courses should be prepared to complete practical, field based assignments. Typically these assignments require the individual to prepare short technical reports based on their personal observations in the field, supported with appropriate sketches and photographs of the scenario.

Courses are now available in the following areas:

- Technology Fundamentals
- Surveying and Mapping
- Road Construction and Maintenance
- Bridge Fundamentals
- Road Deactivation
- Harvest Planning
- Contracts/Administration/Economics
- Forest Soils
- Forest Hydrology
- Maintenance
- Cost Estimating

Current course information is available on BCIT's Forest Engineering Web site at: www.eng.bcit.ca/etdisted/forest.

Need to improve your computer skills for an online course?
See page 7 for Preparing for Online Learning.



Development Approvals

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered primarily by correspondence, although seminars can be arranged. The courses available in correspondence or distance education format are offered on an open registration basis in a self-paced format. Seminar courses are available on request, subject to demand and funding, at centers throughout the Province. Although general offerings of seminar courses may be made in some instances, seminar instruction is typically sponsored by employers or other agencies.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.

Current course information is available on BCIT's Development Approvals Web site at: www.eng.bcit.ca/etdisted/Approvals/.

Park Management Safety and Security (PMSS)

This is a general program that will be of interest to those involved in the safe operation of public and private recreation facilities. Several courses are now available including Law and its Administration, WHMIS and CPTED (Crime Prevention Through Environmental Design), etc. Program courses under development include Safety Compliance Program, Managing Safety Compliance, Transportation of Dangerous Goods (TDG) and Risk Management. Please contact the ETDE department for further information on this Associate Certificate program.

Current course information is available on BCIT's Parks Web site at www.eng.bcit.ca/etdisted/parks/.

Park Facility Maintenance Management and Inspection (FMMI)

Nine courses in this eleven course (25 credit) Associate Certificate program are now available via distance education. The courses are based on the BC Parks Facility Management System but the concepts, methods and techniques are widely applicable to federal, provincial, regional, local and private sector recreational facility operations. The program has a foundation course in Facility Maintenance Management (PRKS 3600) followed by 10 'inspection' courses covering the major components of a park system. The intent of the courses is to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.

Current course information is available on BCIT's Parks Web site at: <http://www.eng.bcit.ca/etdisted/parks/>

Sprinkler Design

Two distance education courses covering the basics of Automatic Sprinkler Design have been developed. They are equivalent to night school courses MECH 4080 and MECH 4082.

MECH 4081 Automatic Sprinkler Design Part 1 \$248 + Text Fee
MECH 4083 Automatic Sprinkler Design Part 2 \$248 + Text Fee

Food Technology

FOOD 1021 INTRODUCTION TO FOOD MICROBIOLOGY \$223 + VIDEO \$15

Contains indispensable information for anyone in the food industry who handles or processes food. Tiny living organisms such as bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory distance education course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

Building

TSDA 1810 1998 BC BUILDING CODE: HOUSING \$375.00 (CODEBOOK \$125.00)

Gives students a working knowledge of the 1998 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC.

BLDG 2936 HOUSE INSPECTIONS 3 - REPORT WRITING \$223 (NO TEXT)

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures and house inspection reports.

Mathematics

MATH 0002 TECHNICAL MATH: INTRODUCTION \$381

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041 TRIGONOMETRY \$171

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1042 LOGARITHMS \$196

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

MATH 1043 ANALYTIC GEOMETRY \$196

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12 or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1491 BASIC TECHNICAL MATHEMATICS \$396

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a C+ or better or 65 per cent or higher in MATH 0001.

MATH 2041 CALCULUS: 1A \$274

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, MATH 1041 and MATH 1043 or approved equivalent.

MATH 2042 CALCULUS: 1B \$274

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

MATH 2043 CALCULUS: 1C \$274

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and MATH 2042. Prerequisite: MATH 2042 or approved equivalent.

MATH 2491 CALCULUS FOR MECHANICAL \$396

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; and elementary first order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.

Advanced Diploma in Technology Management

The following courses are currently available in Distance Education format:

- | | |
|-----------|--|
| TMGT 7102 | Project Management |
| TMGT 7111 | High Tech Marketing Strategies |
| TMGT 7112 | Market Research |
| TMGT 7113 | Marketing Programs and Plans |
| TMGT 7114 | Product Planning and Marketing Implementation |
| TMGT 7121 | Principles of Finance |
| TMGT 7123 | Technology Information Systems |
| TMGT 7124 | Technology and International Finance |
| TMGT 7131 | Business Strategy and Structure |
| TMGT 7132 | Technological Innovation and Entrepreneurship |
| TMGT 7134 | Technology and International Trade and Competition |
| TMGT 7141 | Managing in a Technical Environment |
| TMGT 7142 | Technology Management Communication |
| TMGT 7143 | Problem Solving and Decision Making |
| TMGT 7144 | Human Resource Planning |

For more information on the Advanced Diploma Program/Bachelor of Technology in Technology Management consult the BCIT Web site at www.eng.bcit.bc.ca/adptmgt/

For an information package, course outlines, fee and registration details on ANY of the above correspondence programs, write to:

Engineering Distance Education Technology
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
or phone:
Shari Monsma: Tel. (604) 432-8784 or
Dina Patterson: Tel. (604) 451-6984 or
Toll-free: 1-800-663-3606 or
Fax: (604) 436-6113
E-mail: Shari_Monsma@bcit.ca
Web site: www.eng.bcit.ca/etdisted/

Power Engineering Distance Education

(604) 432-8390 Barbara_Cowen@bcit.ca

Five complete programs (21 courses) are available specifically for those currently employed in industrial plants that wish to upgrade. Programs provide the knowledge to sit for the Interprovincial Power Engineering Certification Examinations in Canada. Registration is ongoing, with students registered from across Canada.

Provides those currently employed in industrial plants with the knowledge to take the Interprovincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors. In order to write the Interprovincial examinations, candidates must have specified practical and qualifying experience as outlined in the BC Power Engineer's and Boiler and Pressure Vessel Safety Act.

Applicants must have good writing skills. First, second and third class applicants must possess the next lower certificate, unless exempted by the Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials. Registration in fourth, third, second and first class programs is in groups of two as indicated. One year from date of registration is allowed to complete a group.

Visit our Web site at
www.bcit.ca/~sott/programs/industrial/powereng/index.htm

POWR 1210 BOILER OPERATOR (FIFTH CLASS BOILER ENDORSEMENT)
Tutorial CRN 19835 Correspondence CRN 19834

POWR 1213 FOURTH CLASS PART A
Tutorial CRN 18669 Correspondence CRN 18668

POWR 1214 FOURTH CLASS PART B
Tutorial CRN 19845 Correspondence CRN 19844

POWR 1215 THIRD CLASS PART A PAPER 1
Tutorial CRN 19849 Correspondence CRN 19848

POWR 1216 THIRD CLASS PART A PAPER 2
Tutorial CRN 19851 Correspondence CRN 19850

POWR 1217 THIRD CLASS PART B PAPER 1
Tutorial CRN 19855 Correspondence CRN 19854

POWR 1218 THIRD CLASS PART B PAPER 2
Tutorial CRN 19857 Correspondence CRN 19856

POWR 1219 SECOND CLASS PART A PAPER 1
Tutorial CRN 19379 Correspondence CRN 19378

POWR 1220 SECOND CLASS PART A PAPER 2
Tutorial CRN 19381 Correspondence CRN 19380

POWR 1221 SECOND CLASS PART A PAPER 3
Tutorial CRN 19383 Correspondence CRN 19382

POWR 1222 SECOND CLASS PART B PAPER 1
Tutorial CRN 19387 Correspondence CRN 19386

POWR 1223 SECOND CLASS PART B PAPER 2
Tutorial CRN 19389 Correspondence CRN 19388

POWR 1224 SECOND CLASS PART B PAPER 3
Tutorial CRN 19391 Correspondence CRN 19390

POWR 1225 FIRST CLASS PART A PAPER 1
Tutorial CRN 19395 Correspondence CRN 19394

POWR 1226 FIRST CLASS PART A PAPER 2
Tutorial CRN 19397 Correspondence CRN 19396

POWR 1227 FIRST CLASS PART A PAPER 3
Tutorial CRN 19423 Correspondence CRN 19422

POWR 1228 FIRST CLASS PART A PAPER 4
Tutorial CRN 19425 Correspondence CRN 19424

POWR 1229 FIRST CLASS PART B PAPER 1
Tutorial CRN 19429 Correspondence CRN 19428

POWR 1230 FIRST CLASS PART B PAPER 2
Tutorial CRN 19431 Correspondence CRN 19430

POWR 1231 FIRST CLASS PART B PAPER 3
Tutorial CRN 19435 Correspondence CRN 19434

POWR 1232 FIRST CLASS PART B PAPER 4
Tutorial CRN 19437 Correspondence CRN 19436

Health Sciences

Distance Education provides flexible and accessible alternatives to innovative learning options, at home or in the workplace, to:

- benefit those who wish to upgrade or update their knowledge and credentials
- businesses and industries interested in group or industry training or retraining contracts; and
- organizations wishing to partner with BCIT on specific projects.

BCIT School of Health Sciences offers over 200 courses leading to certificates, diplomas, advanced specialty certificates and degrees. For descriptions and details of a selection of these courses, please turn to the School of Health Sciences section on page 42.

Distance Education for Trades

PIPING/GAS FITTING
(604) 432-8420 David_Bowles@bcit.ca

The Piping Trades now offer Levels B and A Gas Fitters training via Distance Education. These courses are accessible using a combination of directed home-study and instructor supervised practical training. For more information, visit the Gas Fitter Distance Education home page at www.bcit.bc.ca/~sott/distanted/gasfit.htm. To register call (604) 451-6733.

PPGS 0200 \$810.00
INDUSTRIAL GASFITTER (A LICENSE) DISTANCE EDUCATION
Alternate delivery method option available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter A License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Provincial Class A examination fee is \$33.00.

Additional. Prerequisite: Students must have Class B for two years.

| | |
|----------|-----------|
| January | CRN 18210 |
| February | 18211 |
| March | 18212 |

PPGS 0250 \$810.00
DOMESTIC/COMMERCIAL GASFITTER (B LICENSE) DISTANCE EDUCATION

Alternate delivery method option available comprised of both directed home study and instructor supervised practical training. Participants may develop their own at-home schedule for the theory portion, while the second 2-week practical portion is scheduled and completed at BCIT's Burnaby campus. Call (604) 432-8556 for details.

Prepares students to write the examination for a Gas Fitter B License and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required before enrolling. Prerequisite: B.C. TQ in Plumbing, Pipefitting, or Refrigeration.

| | |
|----------|-----------|
| January | CRN 41247 |
| February | 41248 |
| March | 41249 |

Business

For course descriptions and details, please turn to the Business section on page 9.

Bachelor of Technology in Management

- Bachelor of Technology in Management
- Bachelor of Technology in Management, Health Care Specialty

Call today for an information package:
Lower Mainland: 432-8658
Toll free: 1-877-428-8181
or e-mail: mgmtdegr@bcit.ca
Web site: http://online.bcit.ca/de/MGMT/BTech.html
http://online.bcit.ca/de/Mgmt/HlthSpecialty.html

Business Administration

- Introduction to Business
- Business Law
- Internet Law
- Management
- Economic Issues
- Management Skills and Applications
- Managing Your Career
- Supervisory Skills
- Electronic Commerce Systems
- Organizational Behaviour
- Human Resource Measurement
- Human Resource Management
- Human Resource Planning

Call Wendy Lee at (604) 451-7134 or e-mail Wendy_Lee@bcit.ca
Web site: http://online.bcit.ca/de/Busadmin.htm

Electronic Commerce

- Introduction to Electronic Commerce
- Electronic Commerce Systems
- Electronic Data Interchange
- Case Studies in Electronic Commerce
- Online Business Management

Call Wendy Lee at (604) 451-7134 or e-mail Wendy_Lee@bcit.ca
Web site: http://online.bcit.ca/de/Ecomm.htm

Financial Management

- Accounting 1
- Accounting 2
- Financial Accounting 1
- Financial Accounting 2
- Cost and Managerial Accounting 1
- Cost and Managerial Accounting 2
- Finance 1
- Finance 2

Call Ruth MacKay at (604) 412-7417 or e-mail Ruth_MacKay@bcit.ca
Web site: http://online.bcit.ca/de/Finance.htm

Multimedia

- Weaving the Web - Publishing on the Internet (Level 1)
- Weaving the Web - Publishing on the Internet (Level 2)
- Imaging Technologies for Web Publishing
- Audio and Video Technologies for Web Publishing
- Using Scripting Languages on the Web
- Using New Media on the Web
- Website Management and E-commerce
- Major Project

Call Terri Carde at (604) 451-7032 or e-mail Terri_Carde@bcit.ca
Web site: http://online.bcit.ca/de/Multimed.htm

ELECTRICAL & ELECTRONICS

Electrical and Electronic Trades and Technology

(604) 432-8637 eeinfo@bcit.ca

Class Times and Locations

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

BCIT offers Intermediate Certificates of Technology in its Part-time Studies program. These are designed to award credentials after a certain number of courses have been completed. They are also stepping stones towards completion of a BCIT Diploma of Technology. Please contact the Part-time Studies coordinator at (604) 432-8785 or e-mail Andrew_Dunlop@bcit.ca.

Burnaby (BBY) Trades Technical 1830-2130
Burnaby (BBY) Technology 1845-2145

CITX Courses-Computing and Information Technology
ELEX Courses-Electronics Engineering
TELC Courses-Electrical Trades
TELEX Courses-Technician

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

SYMBOL: ●

Entry level course for people wishing to participate at an introductory level for personal interest or to enhance career opportunities.

SYMBOL: ■

Course is of interest to those looking to enhance professional development and career opportunities. Participants are generally working in a related field. Some groupings of these courses are packaged into certificate programs.

SYMBOL: ◆

Advanced level courses for continued professional development. Course covers technically complex material.

Winter 2001 Part-time Studies

Network Administrator Associate Certificate Program

(604) 432-8637 eeinfo@bcit.ca

The Network Administrator Associate Certificate program has been developed to meet the growing demand within industry for individuals with comprehensive networking expertise.

This accelerated two-year Part-time Studies program is designed for students familiar with computer systems in the work environment. It will have a practical hands-on approach intended to provide students with the fundamental knowledge needed to design, configure and implement local and wide area networks.

This program will provide hands-on knowledge of major network operating systems, the underlying communication protocols and the supporting network hardware. Students are required to take all of the core courses and then choose one of four operating systems to successfully complete the program.

Required Core Courses

| | |
|-----------|--|
| CITX 1140 | LAN Hands-On Level 1 |
| CITX 1141 | LAN Hands-On Level 2 |
| CITX 1150 | Structured Cabling for Computer Networks |
| CITX 1151 | Understanding TCP/IP |
| CITX 1152 | Router Essentials |

Choose one of the following options:

Microsoft Option

| | |
|-----------|--|
| CITX 2160 | Microsoft Windows 2000 Professional |
| CITX 2161 | Microsoft Windows 2000 Server |
| CITX 2162 | Microsoft Windows 2000 Network Infrastructure |
| CITX 2163 | Microsoft Windows 2000 Directory Services Infrastructure |

Novell Option

| | |
|-----------|--|
| CITX 2170 | Novell Netware 5 Administration |
| CITX 2171 | Novell Netware 5 Advanced Administration |
| CITX 2172 | Novell NDS Design and Implementation |
| CITX 2173 | Novell Service and Support |

Linux Option

| | |
|-----------|--------------------------------------|
| CITX 2180 | Linux Installation and Configuration |
| CITX 2181 | Linux System Administration |
| CITX 2182 | Linux Networking |
| CITX 2183 | Linux Security, Ethics and Privacy |

Unix Option

| | |
|-----------|------------------------------|
| CITX 2190 | Unix Fundamentals |
| CITX 2191 | Unix System Administration 1 |
| CITX 2192 | Unix System Administration 2 |
| CITX 2193 | Unix Network Administration |

Networking Essentials

(604) 432-8637 eeinfo@bcit.ca

CITX 1140 BBY \$351.50
LOCAL AREA NETWORK HANDS-ON LEVEL 1

Learn how to set up and configure computer networks. This hands-on, entry-level course introduces the fundamental network concepts required to set up and configure a network. Training covers both peer to peer and client server applications, as well as network operating systems. Includes server selection, cable and media installation, performance/system management issues. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|-----|-----------|
| Jan 8 | Mon | 1830-2130 | 12 wks | BBY | CRN 44402 |
| Jan 9 | Tue | 1830-2130 | 12 wks | BBY | CRN 44403 |
| Jan 13 | Sat | 0900-1600 | 6 wks | BBY | CRN 44404 |

continued next page

CITX 1141 **BBY \$351.50**
LOCAL AREA NETWORK HANDS-ON LEVEL 2
 Builds on the topics covered in Level 1. Students will expand their knowledge of LANs by examining wide area networking topologies and transmission methods and introduce the most popular network operating systems: Windows NT, Novell Netware and Unix. It will address network security topics and how to troubleshoot and maintain networks. Network design, implementation, planning and management factors will also be discussed. (3 credits)
 Jan 10 Wed 1830-2130 12 wks BBY CRN 44405

CITX 1150 **\$349**
STRUCTURED CABLING FOR COMPUTER NETWORKS
 Provides the student with the proper installation and testing procedures used for components of a structured cabling connectivity solution. A thorough explanation of the installation procedures for modular outlets, patch panels, cross connects, fiber optic connectors and splices is included. A hands-on approach is used to familiarize the student with both the products and the approved test equipment. (2 credits)
 Jan 24 Wed 1830-2130 8 wks BBY CRN 44406

CITX 1151 **\$349**
UNDERSTANDING TCP/IP
 This course will provide the student with a thorough understanding of the TCP/IP protocol suite. Key topics include Internetworking, Internet protocol, sub networking the Internet layer, routing protocols, TCP and UDP, and application layer protocols. (2 credits)
 Jan 23 Tue 1830-2130 8 wks BBY CRN 44407

CITX 1152 **\$351.50**
ROUTER ESSENTIALS
 This comprehensive course will provide students with the knowledge and skills needed to understand, configure and manage data network routers. The course will provide students with the critical principles required to manage an efficient and stable network infrastructure. Prerequisite: A comprehensive understanding of TCP/IP is required. (3 credits)
 Jan 27 Sat 0900-1600 6 wks BBY CRN 44408

Network+ Technician

(604) 432-8637 eeinfo@bcit.ca
CITX 0145 **BBY \$777.50**
NETWORK+ TECHNICIAN
 Provides a comprehensive overview of networking technologies and prepares students to write Comp TIA's Network+ certification exam. Covers LAN, Wan, protocols, topologies, transmission media, security and TCP/IP. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues, making it a practical preparation for the real world. Prerequisite: A comprehensive understanding of the PC in a work environment.
 Jan 9 Tue/Thr 1830-2130 12 wks BBY CRN 44399
 Jan 13 Sat 0900-1600 12 wks BBY 44400

CITX 0146 **BBY \$777.50**
I-NET+
 Designed for students with a comprehensive understanding of computer applications, this introductory level course prepares the student to write the COMP TIA I-Net + certification exam. This course would be suitable for people wishing to gain an understanding of Internet development for use in the workplace and will cover topics such as Internet basics, Internet clients, development, networking, security and business concepts.
 Jan 9 Tue/Thr 1830-2130 12 wks BBY CRN 44629

Computer Hardware

(604) 432-8637 eeinfo@bcit.ca
CITX 0120 **BBY \$551.50**
COMPUTER HARDWARE - SETUP CONFIGURATION AND MAINTENANCE
 This hands-on course will familiarize the student with the internal hardware construction of a PC. The course covers the various components that make up a multimedia PC platform, troubleshooting and the resolution of configuration issues.
 Feb 12 Mon/Wed 1830-2130 6 wks BBY CRN 42967

A+ Technician

(604) 432-8637 eeinfo@bcit.ca
CITX 0110 **BBY \$777.50 PMT \$775.80 & MR \$773.30**
A+ TECHNICIAN
 A+ certified technicians possess the knowledge and skills essential for becoming successful computer service technicians. This program covers the hardware and software technologies required in today's workplace and the material examined in the A+ certification exam, including Windows 95, DOS and Networking. Recommend access to a PC with Internet connection.
 Jan 8 Mon/Wed 1830-2130 12 wks BBY CRN 42955
 Jan 11 Thr/Fri 1830-2130 6 wks BBY 44380
 & Sat 0900-1600
 Jan 8 Mon/Wed 1830-2130 12 wks PMTC 44382
 Jan 9 Tue/Thr 1830-2130 12 wks MR 44381

Networking Operating Systems

(604) 432-8637 eeinfo@bcit.ca
CITX 2160 **BBY \$351.50**
MICROSOFT WINDOWS 2000 PROFESSIONAL
 This hands-on course will teach you all the critical skills necessary to support Windows 2000 Professional and help you manage your network more effectively. You will be able to install, configure, and implement Windows 2000 Professional as your mission critical operating system. (3 credits)
 Jan 8 Mon 1830-2130 12 wks BBY CRN 44411

CITX 2161 **BBY \$351.50**
MICROSOFT WINDOWS 2000 SERVER
 This hands-on class covers all the critical skills necessary to install, configure and implement Windows 2000 Server and help you manage your network more effectively. Students will learn to configure remote access services, integrate legacy software, and troubleshoot and tune Windows 2000 for optimal efficiency. (3 credits)
 Jan 10 Wed 1830-2130 12 wks BBY CRN 44412

Cisco Certified Network Associate (CCNA™)

(604) 432-8637 eeinfo@bcit.ca
 Get connected by learning networking skills that enable communications around the world!
 The Cisco Certified Networking Academy program is a complete, four-semester program providing instruction that will enable you to design, build and maintain small to medium sized networks in regional, national and global organizations.
 The program features hands-on, project driven training that covers a broad range of topics, from basic networking skills such as pulling cable to more complex concepts such as applying advanced trouble shooting tools.
 Upon successful completion of Levels 1-4 of the program, you are eligible to earn Cisco Certified Network Associate (CCNA™) certification. Once earned, you will be ready for a career in current and emerging technologies where there is a high-demand for qualified applicants.

CITX 1160 **BBY \$1,150**
CISCO NETWORKING - LEVEL 1
 Designed to provide students with experience in current and emerging networking technology.
 Students will learn invaluable network problem solving techniques and concepts. Instruction will cover LANs, WANs, routers, router programming, networking, network standards, network terminology and protocols, the OSI model, cabling, cabling tools, star topology and IP addressing. Prerequisite: A strong interest and aptitude for computer applications and networks. Must have access to a multimedia capable PC.
 Jan 8 Mon/Wed 1830-2130 12 wks BBY CRN 44409

CITX 2060 **BBY \$1,150**
CISCO NETWORKING - LEVEL 2
 Covers topics from Level 1 in greater depth and includes additional instruction in dynamic routing, routing and the network administrator's role and function, Ethernet, Token Ring, routing type encounters and TCP/IP addressing protocol. Additional areas of coverage are Cisco ISO software commands, connection and connectionless network service, management of configuration files, ICMP, backup and upgrade of Cisco Software image, RIP routing and IGRP routing. Prerequisite: Cisco Networking Level 1.
 Jan 9 Tue/Thr 1830-2130 12 wks BBY CRN 44410

CITX 2061 **\$1,150**
CISCO NETWORKING - LEVEL 3
 Instruction extends the students' knowledge and practical experience with switches, LANs, WANs and Virtual Local Area Networks (VLANs) design, configuration and maintenance. Students develop practical experience in skills related to Internet work Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols, configuring LANs, WANs, and Novell networks and network troubleshooting. Prerequisite: Cisco Networking Level 2.
 Levels 3-4 offered in subsequent semesters

CITX 2062 **\$1,150**
CISCO NETWORKING - LEVEL 4
 Introduces and extends the students' knowledge and practical experience with Wide Area Networks (WANs), LAPB, Integrated Services Data Networks (ISDN) protocols, reference points and channels, point-to-point protocol (PPP) operations, frame relay design and configuration and network troubleshooting. Upon completion, student is prepared for Certified Cisco Network Associate (CCNA) designation. Prerequisite: Cisco Networking Level 3.
 Levels 3-4 offered in subsequent semesters

Nortel Networks NetKnowledge

(604) 432-8637 eeinfo@bcit.ca
 Get real-world post-secondary training for the networked economy. In only four-semester, this program will help you comprehend and become competent in the basic components of Internetworking including routing, switching, integrated networks and emerging technologies. Each course addresses student outcomes in each of five areas: technical knowledge, product competencies, problem solving, communication, human relationship skills and employment skills. NetKnowledge also provides real business case studies in which students solve networking problems in true-life situations.
 After completion of these four semester program students receive a NetKnowledge Certificate.
 Come take this technologically up-to-date and futuristic program and learn about emerging technologies and the future of networking.
 For full program details please call 432-8769 or check our Web site at www.bcit.ca/~ee.

Part-time Tip
 Know thyself. It's your responsibility to ensure you have all prerequisites for each course in which you register.



CITX 0310 **\$999**
INTERNETWORKING FUNDAMENTALS
 Networking topics that will be covered will include basic networks types; cabling and structured cabling systems; the OSI model; data transmission; Ethernet and other topologies; WAN; TCP/IP basics; and an overview of all major operating systems. In hands-on labs you will get a chance to install a network interface card, create a peer-to-peer network, set up an Ethernet LAN, build and use a WAN, use IP protocols, research industry certifications and use voice communication over IP. Learn the basics and then begin putting your knowledge to work. Prerequisite: Basic working knowledge of computers.
 Jan 9 Tue/Thr 1830-2130 12 wks BBY CRN 44454

Fluke Corporate Training

(604) 432-8637 eeinfo@bcit.ca
CITX 0210 **\$395**
FLUKE CABLETEST TECHNICIAN TRAINING
 This course will familiarize students with LAN signaling protocols, data throughput rates, cabling system bandwidth and industry-related standards. Test equipment used will be the Fluke DSP - 4000 cable analyser. Prerequisite: Basic working knowledge of computers.
 Feb 3 Sat 0900-1500 2 wks BBY CRN 44334

CITX 0215 **\$895**
TROUBLE SHOOTING THE ETHERNET LAN WITH FLUKE TEST EQUIPMENT
 Utilizing the Fluke DSP 4000 and the Fluke 10/100 One Touch product, students will troubleshoot and Ethernet LAN. Topics covered will include cable characteristics and troubleshooting, basic Ethernet infrastructure technology and troubleshooting, physical infrastructure technology and troubleshooting. This course requires students to pass an exam for certification. Prerequisite: Basic working knowledge of computers.
 Mar 3 Sat 0900-1500 3 wks BBY CRN 44390

New Program in Computer and Digital Systems Design

(604) 432-8637 eeinfo@bcit.ca
 The proposed Computer and Digital Systems Design program has been developed for learners who have strong problem-solving skills and an above average work ethic. This program would be of particular interest to persons currently employed in the high-tech sector and the condensed time frame would be well suited to people wishing to enhance career opportunities.
 After successful completion of this accelerated program, students will be awarded an Associate Certificate in Computer and Digital Systems Design pending final program approval.
 Along with the six core courses the certificate requires successful completion of 17 credits in Mathematics, English and Physics. This new format makes it possible for a motivated learner to complete the program in as little as one year. Each of the core courses are three credits with a pass mark of 60 per cent.
 Academic prerequisites are: Math 12, English 12, Physics 11 with a C+ minimum and a B average. Entry to the program will be contingent upon successful completion of an entrance exam. Contact Part-Time Studies coordinator for details Andrew_Dunlop@bcit.ca.
The Courses:
 Six courses make up the computer/digital portion of the program. Three are offered beginning in January 2001, the next three will come on-stream in September 2001.

Core Courses
 ELEX 1150 DC/AC Circuits and Switch Logic
 ELEX 1151 Computer Architecture
 ELEX 1152 CADD and PCB Design
 ELEX 2153 Digital Signals and Processing
 ELEX 2154 Signal Transmission and Data Communications
 ELEX 2155 Systems Design Project

In addition the following 3 courses are required.
 MATH 1431 Technical Math for Electronics
 PHYS 1143 Physics for Electronics I
 COMM 1143 Technical Writing 1 for Electronics
 Contact the program head for scheduling of these three courses - Andrew_Dunlop@bcit.ca or call (604) 432-8785.

Note: Final approval of this program is pending. Please contact Andrew_Dunlop@bcit.ca or call (604) 432-8785 for updated information.

Courses offered this term:
ELEX 1150 **\$351.50**
DC/AC CIRCUITS AND SWITCH LOGIC
 This course introduces the student to the basic laws of electrical systems. The use of basic test equipment is a major component of the labs. Switch logic will be introduced as a basis of upper-level logic courses. (3 credits)
 Jan 29 Mon 1845-2145 13 wks BBY CRN 44331

ELEX 1151 **\$351.50**
COMPUTER ARCHITECTURE
 This course uses structured programming to allow students to perform experiments on computer hardware. The basic building blocks of computer systems are introduced. Prerequisite: ELEX 1150 or concurrently. (3 credits)
 Jan 30 Tue 1845-2145 13 wks BBY CRN 44332

ELEX 1152 **\$351.50**
CADD AND PCB DESIGN
 This course introduces the student to software used in the design of electronic equipment, both electrical and mechanical. A project will be taken from inception to the finished package of materials and documentation. Prerequisite: ELEX 1150 or concurrently. (3 credits)
 Jan 31 Wed 1845-2145 13 wks BBY CRN 44333

Electrical and Electronics General

(604) 432-8637

eeinfo@bcit.ca

ELEX 1111

ELECTRONICS MANUFACTURING PROCESSES

BBY \$580.50

Presents a project-oriented course, with intensive hands-on work. Students will develop two electronic products. A popular CAD program will be introduced and used in the design of circuit boards. The fundamentals of component selection, engineering drawing and the fabrication of single and double-sided circuit boards will be taught.

Jan 30 Tue/Thr 1845-2145 14 wks BBY CRN 42832

ELEX 2120

ELECTRONIC CIRCUITS 1 (T)

BBY \$631.50

Introduction to semi-conductor circuits. Topics include bipolar and field-effect transistor devices and circuits for use in various current and voltage amplifier configurations. Students will also study oscillators, power amplifiers, power supplies and switching devices. Prerequisites: MATH 1431 and ELEX 1105. (7 credits)

Feb 12 Mon/Thr 1845-2145 15 wks BBY CRN 42909

ELEX 2145

DIGITAL SYSTEMS

BBY \$631.50

Takes the students from Boolean logic and number systems through combinatorial and sequential logic to state-machines, LSI, programmable logic devices and FPGAs. Using digital logic to control real-world circuits will be the focus of the lab sessions. Prerequisite: ELEX 1105 or ELEX 2135.

Feb 5 Mon/Thr 1845-2145 15 wks BBY CRN 44351

TELX 0157

INTRODUCTION TO PHOTOVOLTAICS

BBY \$397.50

Course is designed for anyone interested in the practical application of photovoltaic technology and will introduce all the components used in photovoltaic systems. Prerequisite: Basic knowledge of electricity is necessary.

Feb 6 Tue/Thr 1830-2130 6 wks BBY CRN 44418

*Installation of Photovoltaic Systems will be offered in the spring term of 2001. Prerequisite for this course is TELX 0157.

TELX 1142

BASIC ELECTRICAL FOR THE HYDRONIC TECHNICIAN

BBY \$501.50

Provides a practical understanding of direct and alternating current, series and parallel circuits. Covers the analysing of circuits using Ohms Law and multimeters. Ladder diagrams and electrical code will also be covered. (3 credits)

Jan 15 Mon/Wed 1800-2100 6 wk BBY CRN 44398

Introduction to Electronics

(604) 432-8637

eeinfo@bcit.ca

This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Completion in Electronics (Basics) will be issued to students who successfully complete the following four courses.

TELEX 0178 Microprocessors will be offered in January 2001

TELX 0175

ELECTRONICS: PASSIVE DEVICES

BBY \$556.50

Focuses on the basic elements of electronics covering DC and AC circuits, introducing the concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Apply theory to construct circuits and prove the theory by making electrical measurements using standard test equipment.

Jan 23 Tue/Thr 1830-2130 10 wks BBY CRN 10464

TELX 0176

ELECTRONICS: SOLID-STATE DEVICES

BBY \$599.50

Continues on from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETs, zeners, LEDs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: TELX 0175.

Jan 22 Tue/Thr 1830-2130 10 wks BBY CRN 10467

Electrical Upgrading and Code

(604) 432-8637

eeinfo@bcit.ca

The following courses are designed for persons working in the electrical trade.

TELX 0105

ELECTRICAL I.P./T.Q. EXAM REFRESHER

BBY \$574.50

Designed for electricians preparing to write the I.P./T.Q. exam. Students must have approved electrical work experience. Approval must be obtained from the ITAC area office nearest to you before registering. Prerequisite: Knowledge of wiring methods and terminology. Text book is the current edition of the Canadian Electrical Code Part I.

Jan 22 Mon/Wed 1830-2130 10 wks BBY CRN 10444

TELX 0107 BBY \$402.50, SRY \$398.30, 1 WEEK \$801.50

Wanting to become a Registered Rep. or write the Accredited Rep. exam? This course covers all sections of the Canadian Electrical Code including the latest Bulletins and B.C. Amendments as well as the Electrical Safety Regulation. It is ideal for electricians specializing in commercial, industrial and high voltage installations. Course and instructor recognized by the Electrical Safety program.

Jan 22 Mon/Wed 1830-2100 10 wks BBY CRN 10421

Jan 22 Mon/Wed 1830-2100 10 wks SRY 41047

Jan 23 Tue/Thr 1830-2100 10 wks BBY 18491

Mar 19 Mon to Fri 0800-1100 1 wk BBY 44420

TELX 0113

ENTERTAINMENT INDUSTRY CODE (LE/FE)

BBY \$352.50

Designed for those persons doing Electrical work in the entertainment industry. This course follows the Electrical Safety Branch guidelines and prepares the student to write the LE or FE code exam.

Prerequisite: Experience with three phase electrical systems. A current edition of the Canadian Electrical Code is required.

Feb 17 Sat 0900-1500 5 wks BBY CRN 41048

TELX 0119

MATH FOR ELECTRICIANS

BBY \$329.50

This upgrading course is designed for Electrical Apprentice students requiring additional math study. This tutorial course, with emphasis on self directed learning, will cover the math required in years one, two and three of the Electrical Apprenticeship program. Students will spend approximately 20 hours in class and an additional 40 hours in self-directed study

Jan 23 Tue/Thr 1830-2130 10 wks BBY CRN 44416

Electrical Equipment and Distribution Systems

(604) 432-8637

eeinfo@bcit.ca

ELEX 3405

ELECTRICAL EQUIPMENT 1 (T)

BBY \$521.50

Meets or exceeds the ELEX 3325 requirements for the Control Option diploma, and ELEX 2845 requirements for Mechanical. Magnetic circuits, AC and DC motors and generators, transformers, fuses, circuit breakers, three-phase power and three-phase rectification are studied in detail. Explains the operation of electrical equipment for trade persons. Prerequisite: Previous AC and DC circuit analysis training required. (6 credits)

Feb 5 Tue/Thr 1845-2145 9 wks BBY CRN 18084

Data Cabling and Wiring

(604) 432-8637

eeinfo@bcit.ca

TELX 0130

TELECOM STRUCTURED CABLING SYSTEMS

BBY \$568.50

Hands-on installation, testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks, level three, four and five data circuits will also be installed. Testing using state-of-the-art, FLUKE, WAVETEK and MICROTTEST equipment.

Feb 6 Tue/Thr 1830-2130 5wks BBY CRN 15251

TELX 3311

FIBER OPTICS (T)

BBY \$1097.50

See Telecommunications below.

Telecommunications

(604) 432-8637

eeinfo@bcit.ca

ELEX 3525 (T)

DATA COMMUNICATIONS

BBY \$601.50

History and overview of datacom, protocols, terminal and communications equipment, messages, codes and transmission channels, asynchronous modems, synchronous transmission, modulation, PC communications and programming, DSL, cable modems. Prerequisites: ELEX 2125 or C programming knowledge, ELEX 2115 and ELEX 2120. (5.5 credits)

Feb 6 Tue/Thr 1830-2130 13 wks BBY CRN 42868

TELX 0130

TELECOM STRUCTURED CABLING SYSTEMS

BBY \$568.50

Provides hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX, R-66 and 110 type terminal blocks. Levels three, four and five data circuits will also be installed. Extensive testing using state of the art, Fluke, Wavetek and Microtest equipment.

Feb 6 Tue/Thr 1830-2130 5wks BBY CRN 15251

TELX 0220

PBX INSTALLATION AND PROGRAMMING

BBY \$897.50

Features the installation and programming practices on the NEC and Meridian PBX product lines. LCR, DID, ACD, CTI, TI, ISDN, signaling, voice mail, LAN interconnecting and new PBX features will be covered. Students will be provided with ample equipment for hands-on instruction.

Jan 23 Tue/Thr 1830-2130 10 wks BBY CRN 42863

TELX 3311

FIBER OPTICS (T)

BBY \$1097.50

Offers theory of fiber optics with a hands-on approach. Topics include fiber transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Provides experience in the areas of connectors splicing, installation and testing using an OTDR, light source and power meter. (4 credits)

Jan 22 Mon/Wed 1830-2130 10 wks BBY CRN 15352

Building Automation Systems Instrumentation and Process Control

(604) 432-8637

eeinfo@bcit.ca

ELEX 0216

PROCESS MEASUREMENT AND CONTROL 1

BBY \$400

Introduces process automation and instrumentation. Pressure and level measurement equipment (including smart transmitters) are discussed and typical industrial applications are reviewed. The basic elements of closed loop feedback control systems are presented and students will set up on/off and proportional control systems to a typical industrial process.

Feb 23 Fri/Sat 0830-1630 2 wks BBY CRN 44473

TELX 0141

SECURITY SYSTEMS

BBY \$398.50

Covers rules and regulations including mandatory Trades Qualification requirements, basic electronics, testing and servicing, wiring methods, input, output and control equipment, central station communications, access and CCTV systems. Designed for installers about to write the T.Q. exam, crime prevention officers and sales and administrators working with security alarm systems.

Jan 30 Tue/Thr 1830-2130 7 wks BBY CRN 10451

TELX 0149

EDWARDS FIRE ALARM SYSTEMS

BBY \$295

Designed for individuals installing and/or maintaining addressable Edwards Fire Alarm Systems. This course will provide a basic overview of all addressable Edwards's systems. The Signature EST-2 and EST-3 systems will be covered in detail. Pertinent building and electrical codes will be covered. Participants will receive Edwards Certification upon successful completion.

Feb 6 Tue 1830-2130 4 wks BBY CRN 44414

Programmable Logic Controllers and Industrial Control

(604) 432-8637

eeinfo@bcit.ca

ELEX 0205

PLC INTRODUCTION FOR ELECTRONICS TECHNOLOGY

BBY \$407.50

Examines the use of the programmable logic controller (PLC) in the area of industrial automation. Students will design and document solutions to control problems that can be tested on the PLC.

Feb 1 Thr 1845-2145 10 wks BBY CRN 19656

TELX 0122

INTRO TO COMPUTERISED PROCESS CONTROL

BBY \$464.50

Designed for industrial trade persons, power engineers/prbcess control operators who would like to learn the fundamentals of distributed control. Hands-on experience will be provided using the Fisher Provox DCS systems. Includes hands on experience with new control desk top (CDT) engineering interface. Prerequisite: Must be familiar with basic instrumentation and process control.

Feb 27 Tue/Thr 1830-2130 5 wks BBY CRN 44391

TELX 0183

PROGRAMMABLE CONTROLLERS 3

BBY \$441.50

Continues to explore the power of the PLC by expanding on file and data manipulation routines including serial and parallel shift registers, logical comparison instructions and sequencing functions. Prerequisite: TELX 0182.

Jan 9 Tue/Thr 1830-2130 5 wks BBY CRN 43527

TELX 0186

PROGRAMMABLE LOGIC CONTROLLERS 1

BBY \$529.50

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Jan 9 Tue/Thr 1830-2130 6 wks BBY CRN 44349

Feb 20 Tue/Thr 1830-2130 6 wks BBY 41064

Feb 24 Sat 0900-1500 6 wks BBY 44634

Feb 12 Mon/Fri 0800-1700 1 wk BBY 44423

TELX 0182

PROGRAMMABLE CONTROLLERS 2

BBY \$441.50

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0186 and a good working knowledge of DOS.

Feb 20 Tue/Thr 1830-2130 5 wks BBY CRN 10405

TELX 0190

PLC PROGRAMMING IN IEC 1131 FBD

BBY \$501.50

Basic PLC programming course uses Windows-based Concept software conforming to the IEC 1131-3 standards. Primarily deals with analog process control using Modicon Quantum PLC's and Wonderware HMI as the operator interface.

Feb 26 Mon/Wed 1830-2130 5 wks BBY CRN 44392

TELX 0191

984LL PLC PROGRAMMING USING CONCEPT

BBY \$501.50

Basic PLC programming course uses Windows based Concept software to program discrete logic and motor control as well as analog control in ladder logic. Applied to 'state of the art' Modicon Quantum PLC's using Wonderware HMI as the operator interface.

Jan 9 Tue/Thr 1830-2130 5 wks BBY CRN 44393

TELX 0192

HMI USING WONDERWARE INTOUCH 7.0

BBY \$501.50

Basic Wonderware HMI (Human Machine Interface) programming applied to real PLC's using Ethernet communication protocol. Given the PLC data base, you will build the Wonderware HMI database plus graphics required to provide operator control of the PLC for both analog and discrete control systems.

Jan 8 Mon/Wed 1830-2130 5 wks BBY CRN 44394

TELX 0193

INDUSTRIAL BOILER CONTROL

BBY \$501.50

Bailey Net90DCS system applied to a real boiler. You will review the drum level and combustion control programming, perform combustion testing, tune-up and control the operation of a real boiler. Uses both OIU and PCV5.3 operator stations.

Feb 27 Tue/Thr 1830-2130 5 wks BBY CRN 44396

Need to improve your computer skills for an online course? See page 7 for Preparing for Online Learning.





ELECTRICAL & ELECTRONICS

Microprocessors

(604) 432-8637

eeinfo@bcit.ca

ELEX 3535 (T)

BBY \$355.50

DIGITAL SIGNAL PROCESSING

Explains the theory and introduces the mathematical models, computer tools and procedures used for data analysis and a broad array of digital filter designs. Prerequisite: Diploma of Technology or engineering degree in a related area or equivalent, or departmental approval. (3 credits)

Feb 6 Tue 1845-2145 12 wks BBY CRN 42865

ELEX 4325

BBY \$641.50

MICROCONTROLLER SYSTEMS 2 (T)

Continues on from ELEX 3305 on the HC12 single-chip micro controller and its use in control and data acquisition applications. Handshaking protocols, HC12 timer system, DC Motor, Stepper Motor Control, Serial Data Communication, use of logic analysing instruction execution and interrupt prioritization. Prerequisites: ELEX 3305 and ELEX 3310.

(7 credits)

Feb 6 Tue/Th 1845-2145 15 wks BBY CRN 42904

ELEX 0350

BBY \$357.50

REALTIME MULTI-TASKING C-PROGRAMMING

Teaches many practical C programming techniques to create Real-Time multi-tasking programs that do not require multi-tasking Kernel, Suitable for PC or embedded applications. Includes state-machine programming and interrupt handling. Prerequisite: C programming experience.

Jan 30 Tue 1845-2145 12 wks BBY CRN 43229

Diploma Transfer Course

(604) 432-8637

eeinfo@bcit.ca

ELEX 2120

(7 CREDITS)

ELECTRONIC CIRCUITS (T)

ELEX 2115

(5.5 CREDITS)

DIGITAL CIRCUITS 2 (T)

ELEX 3405

(6 CREDITS)

ELECTRICAL EQUIPMENT (T)

ELEX 3525

(5.5 CREDITS)

DATA COMMUNICATIONS (T)

ELEX 3535

(3 CREDITS)

DIGITAL SIGNAL PROCESSING (T)

ELEX 4325

(7 CREDITS)

MICROCONTROLLER SYSTEMS 2 (T)

In addition to the part-time courses offered in Electrical and Electronic Technology, we also offer a broad range of courses for industry through our Industry Services department. For more information on how we can help you achieve your training goals, please contact:

Sandy Shaw, Manager-Business Development

Electrical and Electronic Programs (604) 432-8728

Bachelor of Technology in Electronics

(604) 432-8660

eeinfo@bcit.ca

The Bachelor of Technology in Electronics is designed for electronics technologists (or equivalent) who wish to pursue a degree while working. The program provides the necessary skills and analytical background to function in engineering level capacity in either the Automation or Telecommunication fields. The program has a strong industry focus while maintaining a high level of rigor and analysis.

This Part-time Studies program is scheduled to serve the needs of working professionals. Classes are held in the evenings, weekends, or in intensive six to eight week full-time sessions. The program provides students with a strong background in fundamental engineering subjects - Mathematics, Physics, signal analysis, and control as well as specialized knowledge in telecommunication areas and process control and automation areas.

Web Page

Please refer to BCIT's new Web page on the Bachelor of Technology in Electronics. Visit www.bcit.ca and click on Part-time programs, then Program Finder.

Entrance Requirements

1. An ASTTBC accredited Diploma of Technology in an electronics, robotics or automation related technology with a minimum course average of 65 per cent or the equivalent level of formal training/education at the post-secondary level. (Where there are more applicants than there are available seats, BCIT reserves the right to select those applicants deemed to have the best chance for success in the program). Applicants without an ASTTBC accredited Diploma of Technology must obtain ASTTBC accreditation as a technologist before being admitted in to the program.

2. At least two years of appropriate work experience.

Registration Procedure

An interview with the program head is required. The applicant may request an interview with the program head prior to sending in the application. Contact the program administrative assistant at (604) 432-8369 or the program head (432-8660) for more information.

Candidates may select and register for courses after reviewing each term's course offerings in the BCIT Part-time Studies flyer. Candidates are expected to complete at least three courses per year.

Program Length

As a Part-time Studies program, a period of three to five years may be required to complete the program. However, the degree must be completed within six years from acceptance into the program.

Prior to acceptance in to the program, candidates may complete:

- A maximum of six credits of Technical Studies/Management course work
- A maximum of 12 credits of Liberal Education Component course work and
- A maximum of six credits of Mathematics.

Program Structure

The general requirement for a Bachelor of Technology in Electronics degree program is a minimum of 67 credits from five components.

| Components | Credits |
|------------------------------|---------|
| 1. Degree Core | 29.0 |
| 2. Specialization Electives | 12.0 |
| 3. Management Component | 9.0 |
| 4. Liberal Education Section | 12.0 |
| 5. Industry Project | 5.0 |

1. Degree Core (29 credits/ all courses must be completed)

| | | |
|-----------|--|-----|
| ELEX 7010 | Engineering Statistics | 2.0 |
| ELEX 7020 | Multivariable Calculus and Dynamic Systems | 3.0 |
| ELEX 7030 | Thermodynamics | 3.0 |
| ELEX 7040 | Engineering Materials | 3.0 |
| ELEX 7110 | Linear Physical Systems | 3.0 |
| ELEX 7120 | Linear Algebra and Vector Calculus | 3.0 |
| COMP 7081 | Technical Issues in Software Design | 3.0 |
| ELEX 7210 | Signal Theory | 3.0 |
| ELEX 7220 | Feedback Control | 3.0 |
| ELEX 7230 | Electromagnetism | 3.0 |

2. Specialization Electives (12 credits required):

| | | |
|-----------|---------------------------------------|-----|
| ELEX 8010 | Data Communications | 3.0 |
| ELEX 8020 | Computer Architecture | 3.0 |
| ELEX 8110 | Telecommunications System Design | 3.0 |
| ELEX 8130 | Computer Networks | 3.0 |
| ELEX 8140 | Mobile Communications | 3.0 |
| ELEX 8150 | Microwave and Fiber Optic Engineering | 3.0 |
| ELEX 8160 | Electric Machines | 3.0 |
| ELEX 8170 | Industrial System Electric Design | 3.0 |
| ELEX 8180 | Advanced Process Control | 3.0 |
| ELEX 8190 | Fluid Power Control | 3.0 |
| ELEX 8210 | Motion Control Systems | 3.0 |
| ELEX 8220 | Industrial Processes | 3.0 |
| ELEX 8260 | Advanced Electric Machines | 3.0 |
| ELEX 8270 | Power System Analysis | 3.0 |
| ELEX 8275 | RF Design Engineering | 3.0 |

3. Management Component (9 credits required)

| | | |
|-----------|---|-----|
| BUSA 7250 | Management Skills and Applications (required) | 3.0 |
| ELEX 8290 | Entrepreneurship and Engineering Eco (required) | 3.0 |

Please contact the Electronics department at BCIT to select the three remaining business management credits.

4. Liberal Education Studies Section (12 credits)

Students must complete 12 credits of Liberal Education. For further information please contact the Registrars office at (604) 432-8230. LIBS 7002 Applied Ethics is a required liberal education course.

5. Industry Project (5 credits)

Each degree program student, after completing the prescribed course work, will have to complete an industry sponsored project in their selected area.

ELEX 8300 Industry Project

5.0

Degree Courses Offered This Term

*BUSA 7250 Management Skills and Applications

*COMP 7081 Technical Issues in Software Design

*LIBS 7002 Applied Ethics

*See the appropriate section of the Part-time Studies flyer for a description and course information.

ELEX 7120

BBY \$525.50

LINEAR ALGEBRA & VECTOR CALCULUS

Covers vectors, matrix operations, transformations, systems of algebraic and differential equations, eigenvalue/eigenvector problems, as well as integral theorems (Green's Theorem, Stoke's Theorem) and vector calculus. Applications in electromagnetism, fluid flow and partial differential equations are considered. Prerequisite: ELEX 7020 or approval by Bachelor of Technology program head. (3 credits)

Jan 8 Mon/Wed 1830-2030 12 wks BBY CRN 42869



ELEX 0361

BBY \$125

MATLAB TUTORIAL

This course introduces the student to MatLab software and its use in electronics technology. The focus of the course will be on the graphical user interface, generating plots, an introduction to Simulink and problem solving using this powerful tool. Students taking advanced courses in the Electronics Bachelor of Technology program are advised to take this course if they have no previous experience with MatLab. Prerequisite: Knowledge of C.

Jan 6 Sat 0900-1600 2 days BBY CRN 44327

Jan 7 Sun 0900-1200

ELEX 7210

BBY \$525.50

SIGNAL THEORY & PROCESSING

Designed as a basic course in signal analysis and digital signal processing, this course will familiarize students with basic concepts and analytical tools of signal processing. One dimensional signals and discrete-time analysis for digital signal processing applications will be emphasized. Topics covered will include classical methods of spectral analysis, continuous and discrete-time Fourier transforms, DFT and FFT algorithms. Students will develop familiarity with the basic features of the Matlab Signal Processing toolbox to analyse signal processing problems and design of filters in basic applications.

Jan 9 Tue 1830-2130 13 wks BBY CRN 44328

Special Info: There will be six 3-hour lab sessions scheduled during the course TBA

ELEX 7230

BBY \$525.50

ELECTROMAGNETISM

Covers the theory of electromagnetism, including field concepts, Maxwell's equations, free space and guided wave propagation, transmission lines and radiation from simple structures. Application examples in high-speed circuit board design, ionosphere modeling, and antenna theory are included. Computer simulations of laboratory exercises are used to help visualize concepts. Prerequisite: ELEX 7120.

Jan 8 Mon/Wed 1830-2030 12 wks BBY CRN 42809

Note: There will be six 3-hour lab sessions scheduled on Saturday mornings.

ELEX 8010

BBY \$525.50

DATA COMMUNICATION

This course gives an overview of data communication. The course covers the ISO/OSI seven-layer protocol model. Emphasis is placed on the role and function of communication protocols, particularly at the physical and data-link layers. Students gain an understanding of the various communication protocols that have been defined to create communication environments in which computers can exchange information in an open way. Course topics include protocol operation, error detection and control, encoding, modulation techniques and data compression. Hands on data communication programming and hardware labs are incorporated into the course so that students can master the material.

Jan 9 Tue/Th 1830-2030 12 weeks BBY CRN 44378

Summer 2001

(Tentative)

ELEX 7010 Engineering Statistics

ELEX 7040 Engineering Materials

HEALTH SCIENCES

School of Health Sciences

www.health.bcit.ca

Programs and Contacts

Health Sciences courses begin Jan. 3. Register now!

BCIT School of Health Sciences provides access to lifelong learning through a diversity of part-time, distance and online programs at certificate, diploma, advanced certificate, bachelor and collaborative master degree levels.

For information or to request brochures detailing courses offered in School of Health Sciences Part-time Studies programs e-mail: health@bcit.ca or call toll-free in Canada and the US 1-800-663-6542, or the appropriate number below. Register by calling (604) 451-6733, by visiting the BCIT Registration Web site at www.bcit.ca/admissions_home.htm, or by visiting the Registration office at the Burnaby campus.

Health Care Management (604) 451-7117

Clinical Research - Online, Part-time

(Advanced Specialty Certificate) (604) 451-7117

Health Administration (Master of Health Administration:

BCIT bridging program to UBC) (604) 451-7117

Health Care Management (Certificate) (604) 451-7117

Health Care Quality Management -

(Advanced Specialty Certificate) (604) 451-7117

Health Information Systems Technology -

Online (Advanced Specialty Certificate) (604) 451-7117

Health Technology Management -

(Advanced Specialty Certificate) (604) 451-7117

Bachelor of Technology in Management -

Health Specialty (604) 432-8658

Health Technologies

Adult Echocardiography -

(Post-diploma Advanced Certificate) (604) 451-7137

Basic Health Sciences (604) 432-8727

Cardiology (Diploma) (604) 451-7137

Cardiovascular (Post-diploma Diploma) (604) 451-7137

Medical Imaging -

(Post-diploma Advanced Certificate and Degree) ... (604) 432-8727

• Computed Tomography

• Magnetic Resonance Imaging

• Breast Imaging

Nuclear Medicine -

(Post-diploma Continuing Education) (604) 432-8727

Occupational Health and Safety -

(Certificate, Diploma) (604) 432-8429

Specialty Nursing

(Post-diploma Certificate and Degree)

Bachelor of Technology in Specialty Nursing (604) 451-7100

Critical Care (604) 451-7103

Emergency, Nephrology (604) 451-7094

Neonatal, Pediatric, Pediatric Critical Care, Perinatal (604) 432-8982

Occupational Health Nursing, Perioperative (604) 451-7102

Course Delivery Options

Health Sciences courses are delivered in a number of formats to provide you with ease of access and flexibility to suit your schedule. For further information on the following options, contact the appropriate program area above.

- Advanced Placement (Nursing Clinical Courses)
- Challenge
- Distance Education
- Compressed Timeframe Program (Specialty Nursing and Medical Imaging)



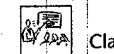
Guided Learning



Clinical



Online



Classroom (weekend or evenings)

All tuition and text fees are subject to change without prior notice. Tuition fees for distance courses include a student activity fee. Shipping and handling fees are charged for delivery of course material by courier.

CONTINUING EDUCATION

Basic Health Sciences

Offers you a variety of core courses in health-related human biology and behavioural science. For students enrolled in BCIT's day school or part-time studies programs. Specific courses may also be program requirements for specific technologies. Each course is designed to support the competencies required in the technology, and is tailored to the learning needs and backgrounds of those students.

BHSC 0100 HUMAN BIOLOGY FEE: \$262.50

A survey of the general principles of human body structure and function, based on the B.C. secondary system's Biology 12 course, but modified to exclude all consideration of plants. Additional content: basics of skeletal and muscular systems. The BCIT Nursing program accepts this course as satisfying their Biology 12 requirement. BHSC 0100 carries no laboratory component. (non-credit)

Jan 8 Mon 1845-2145 12 wks BBY CRN 18060

BHSC 1117 ANATOMY AND PHYSIOLOGY FOR CARDIOLOGY FEE: \$246

Designed specifically for allied health professionals in the field of Cardiology, its major focus is on the structure and function of the heart. A unit on circulatory physiology integrates functions of the heart, blood and vessels. Discussions of the respiratory and urinary systems as they influence, and are influenced by, the circulation are included. Prerequisite: Biology 12.(3 credits)

Jan 3 12 wks CRN 41225

BHSC 1146 FEE: \$246 + TEXT: \$87 + AUDIOTAPE: \$15 HUMAN BEHAVIOUR

A psychological perspective to cardiology. Topics include: overview of psychology and psychological methods, health care trends, working with others, development over the life-span, health and well-being, job stress, experience of illness, critical illness and death, approaches to therapy, emotions, interpersonal skills, culture, and professional implications for practice. Prerequisite: Biology 12.(3 credits)

Jan 3 12 wks CRN 42654

BHSC 2217 FEE: \$246 + TEXT: \$90 ESSENTIALS OF ANATOMY AND PHYSIOLOGY

General survey of basic human structure and function, providing overview of anatomy and physiology, and foundation for further study. Establishes the basics of cells and tissues and goes on to survey the body's major organ systems. This course is required in BCIT's Cardiology programs. Prerequisite: BHSC 1117.(3 credits)

Jan 3 12 wks CRN 41480

BHSC 3202 FEE: \$328 + TEXT: \$76 PATHOPHYSIOLOGY FOR CARDIOLOGY

Comprehensive study of cardiovascular and conductive disorders emphasizing the concept of disease as a disturbance of normal structure and function: fundamental disease processes, and detailed examination of common cardiac pathologies encountered by the cardiology technologist. Prerequisites: BHSC 1117 and CARD 1101.(4 credits)

Jan 3 12 wks CRN 41164

BHSC 3302 FEE: \$410 + TEXT: \$76 CARDIAC PATHOPHYSIOLOGY

Cardiovascular disorders emphasizing the concept of disease as a disturbance of normal structure and function: functional cardiac anatomy, cardiac pathologies commonly encountered by the cardiovascular technologist; systemic diseases and malfunction of organ systems which initiate or are a consequence of cardiac failure, particularly those of the respiratory and renal systems. Prerequisites: BHSC 1117 and CARD 1101.(5 credits)

Jan 3 12 wks CRN 15379

BHSC 7601 FEE: \$450 + TEXT: \$72 SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS

For technologists who require knowledge of cross sectional anatomy of the abdomen and pelvis, including body planes. Various imaging techniques are discussed and provide much of the visual support material. Anatomic, functional and pathological relationships among the organs are emphasised. (3 credits)

Jan 3 12 wks CRN 19305

BHSC 7602 FEE: \$450 + TEXT: \$51 SECTIONAL ANATOMY OF THE THORAX

Designed for all Medical Imaging technologists, the course is an exploration of the three-dimensional anatomy of the chest. Major anatomic features will be examined with emphasis on sectional appearance in all three fundamental body planes. The anatomic, functional and pathological relationships among organs of the chest will be included. (3 credits)

Jan 3 12 wks CRN 19306

BHSC 7603 FEE: \$450 + TEXT: \$72 SECTIONAL ANATOMY OF THE HEAD AND NECK

Anatomy of the extracranial head and neck, the adult brain and cervical spinal cord from relational and sectional perspectives. Major anatomic features examined with emphasis on their appearance in all three fundamental body planes and conventional transverse planes. (3 credits)

Jan 3 12 wks CRN 41354

BHSC 7604 FEE: \$450 + TEXTS: \$51 + \$35 SECTIONAL ANATOMY OF THE MUSCULOSKELETAL SYSTEM

For MR and CT Technologists requiring knowledge of sectional anatomy of the musculoskeletal system. (3 credits)

Jan 3 12 wks CRN 19322

Biomedical Engineering Technology

For information on dates, locations and fees for the following workshop courses please contact program head Anthony Chan at (604) 432-8994, Anthony.Chan@bcit.ca, or check the Biomedical Engineering Web site at www.health.bcit.ca/biomed/ for up-to-date course and program announcements.

BMET 0905 DIGITAL IMAGE ACQUISITION AND PROCESSING

Two-day workshop covering the acquisition and processing of two-dimensional digital images. Theory is reinforced with applications in various modalities in medical imaging. Laboratory component provides practical experience with many of the concepts presented in the lectures. (non-credit)

BMET 0906 MEDICAL LASERS: FUNDAMENTALS, SAFETY AND SERVICE

One and a half-day intensive hands-on workshop for application specialists, technologists and engineers working with medical lasers. Includes laser principles, types, medical and clinical applications, delivery optics and tissue interaction, regulatory standards and control measures, requirements of hospital laser program, optical components care and servicing, fibre optic polishing, laser measurements, performance assurance testing, and basic trouble shooting. (non-credit)

BMET 0908 INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT

Three-day hands-on workshop introducing the principles and practice of servicing medical radiographic equipment and systems. Emphasizes practical laboratory sessions to teach basic operation, quality assurance and preventive maintenance of the x-ray system. (non-credit)

BMET 0909 PRACTICAL ASPECTS OF MEDICAL X-RAY FLUOROSCOPY

Two-day workshop teaching the principles and standards of medical fluoroscopic imaging systems. Covers properties and physical limitations of components in the imaging chain and illustrates how they affect the overall image quality of the system. (non-credit)

BMET 1107 FEE: \$164 BASIC CARDIAC INSTRUMENTATION AND ELECTRICITY

Introduces students to basic electricity, simple circuit analysis, electrical safety, operation principles and basic building blocks of biomedical instrumentation. Some biomedical devices relating to cardiology technology practice are discussed. Prerequisite: Physics 11.(2 credits)

Jan 3 12 wks CRN 41229

NEW Watch for this new course scheduled for offering in January 2001. Contact program head Anthony Chan at (604) 432-8994, Anthony.Chan@bcit.ca, for information on this course.

BMET 7101 FEE: \$450 MEDICAL TECHNOLOGY MANAGEMENT PRACTICE

Through a systematic life-cycle approach, and case studies and projects, participants analyse and evaluate the needs and processes in the management of medical technology in different phases of the technology life cycle. Phases include technology assessment, technology planning, acquisition, acceptance, replacement and disposal, training, maintenance, quality assurance, risk management. (3 credits)

Cardiology/Cardiovascular Technology

Cardiology Technology is designed to fulfill the need for trained technologists skilled in a variety of non-invasive diagnostic cardiology procedures. Cardiovascular Technology offers the working technologist or nurse an opportunity to advance their educational awareness in the highly specialized field of invasive cardiovascular technology. These programs are designed to provide for course-by-course registration for those wishing to acquire specific skills and knowledge.

See course descriptions for the following five courses under Continuing Education, Basic Health Sciences.

BHSC 1117 ANATOMY AND PHYSIOLOGY FOR CARDIOLOGY CRN 41225

BHSC 1146 HUMAN BEHAVIOUR CRN 42654

BHSC 2217 ESSENTIALS OF ANATOMY AND PHYSIOLOGY CRN 41480

BHSC 3202 PATHOPHYSIOLOGY FOR CARDIOLOGY CRN 41164

BHSC 3302 CARDIAC PATHOPHYSIOLOGY CRN 15379

BMET 1107 BASIC CARDIAC INSTRUMENTATION AND ELECTRICITY

See course description under Continuing Education, Biomedical Engineering Technology.

Jan 3 12 weeks CRN 41229

CARD 1101 FEE: \$328 + TEXT: \$47 INTRODUCTION TO CARDIOLOGY

Review of normal cardiac anatomy and physiology. Introduction to the various non-invasive and invasive diagnostic studies currently performed, and common abnormal cardiovascular conditions, syndromes and treatment strategies. A brief overview of implantable devices is also presented. Prerequisite: BHSC 1117. (4 credits)

Jan 3 12 wks CRN 40316

CARD 1103 FEE: \$82 + CD-ROM AND COURSE BOOK: \$68 MEDICAL TERMINOLOGY

Designed to familiarize the cardiology technology student with the Greek and Latin roots, prefixes and suffixes commonly used in that discipline. Supported by a course guide, printed manual and CD-ROM courseware, which promote a highly visual approach to demonstrating the terms. There is also a built-in audio pronunciation guide. (1 credit)

Jan 3 12 wks CRN 41474

CARD 1186 FEE: \$246 + TEXT: \$96 PATIENT CARE FOR ALLIED HEALTH PROFESSIONALS

Theory course introducing the hospital environment, basic patient health problems, and basic safety and comfort measures. Emphasis on behaviours and skills required of allied health professionals working in the hospital or private laboratory. The skills and procedures the student will be expected to implement safely during a practicum course will be demonstrated. This course is a prerequisite for CARD 2252. (3 credits)

Jan 3 12 wks CRN 42785

CARD 1285 FEE: \$246 COMMUNICATION FOR ALLIED HEALTH PROFESSIONALS

Skills needed to efficiently and effectively perform the tasks of an Allied Health Professional: writing letters and memos, documenting patient care, preparing written information for clients, writing policies and procedures, completing reports, preparing oral presentations, and researching and writing about topics related to their field for possible publication or delivery at conferences. Prerequisite: English 12. (3 credits)

Jan 3 12 wks CRN 41478

CARD 2201 FEE: \$246 + TEXTS: \$74 + \$62 ECG INTERPRETATION

This course is designed to provide comprehensive exposure to the nuances of ECG interpretation. All forms of arrhythmia, conduction blocks and pacemaker rhythms will be examined. Prerequisites: BHSC 1117, BMET 1107 and CARD 1101. (3 credits)

Jan 3 12 wks CRN 41157

CARD 2202 FEE: \$246 CARDIOLOGY DIAGNOSTIC TESTING METHODOLOGY

Introduces the learner to the methodology of non-invasive cardiology diagnostic testing. This includes the electrocardiogram, ambulatory monitoring and exercise tolerance testing. Prerequisites: BMET 1107, CARD 1101 and CARD 2201. (3 credits)

Jan 3 12 wks CRN 41394

CARD 3205 FEE: \$246 + TEXT: \$105 INTRODUCTION TO HEALTH INFORMATICS

This course is designed to introduce and promote the appreciation of information as an integral part of the patient care process. Definitions, concepts, principles and applications which underlie the practice of health information will be covered. (3 credits)

Jan 3 12 wks CRN 41475

CARD 3280 FEE: \$246 + TEXT: \$105 INTRODUCTION TO CARDIAC REHABILITATION

Provides an overview of cardiac rehabilitation emphasizing the concept of risk reduction. It begins with discussions of epidemiology, preventative practices and pathophysiology of coronary artery disease. Inpatient, outpatient and home cardiac rehabilitation programs are described. Cardiac rehabilitation standards and case studies are presented. (3 credits)

Jan 3 12 wks CRN 41218

CARD 3330 FEE: \$410 + TEXT: \$80 ELECTROCARDIOGRAPHY AND PACEMAKERS

Comprehensive study of electrocardiographic theory and principles, examining cellular mechanisms, conduction pathology, and the disease processes responsible for arrhythmias and cardiac muscle damage. Systematic approach introduces types and severity of cardiac arrhythmias, symptoms, and treatment modalities. In-depth look at pacemaker function, implant analysis and operation of recommended procedures. Prerequisites: BHSC 3202 or BHSC 3302, CARD 2201. (5 credits)

Jan 3 12 wks CRN 15387

CARD 3360 FEE: \$246 + TEXT: \$68 CARDIAC PHARMACOLOGY

Examines pharmacological agents utilized in the cardiac catheterization lab and coronary care units, and drugs routinely prescribed for cardiac patients; use of cardiac agents; evaluation of drugs regarding cellular and physiological actions, prescribed usage, alternative nomenclature, dosages, adverse reactions, cautions and common routes of administration, utilization in EPS, pacemakers and cardiac emergencies. (3 credits) Prerequisite: BHSC 3202 or BHSC 3302.

Jan 3 12 wks CRN 16176

CARD 4202 FEE: \$164 + TEXT: \$85 CONCEPTS IN EXERCISE TOLERANCE TESTING

Examines importance of age, gender and environment, various diseases and health states, theoretical basis and clinical application to special cases including rheumatoid arthritis, osteoporosis, spinal disorders and low back pain, diabetes, obesity, asthma, chronic obstructive respiratory disorders, cystic fibrosis, coronary artery disease, hypertension, children with heart disease, and more. Prerequisites: CARD 2201, CARD 2202, CARD 3330 and CARD 3360. (2 credits)

Jan 3 12 wks CRN 44088

CARD 4203 FEE: \$164 + TEXT CONCEPTS IN PACEMAKERS

Includes indications, technology, electrophysiology, programmability, modes, hemodynamics, rate-modulated, implantable cardioverter defibrillator and anti-tachycardia devices, implantation and patient follow-up. Prerequisite: CARD 3330 and CARD 3360. (2 credits)

Jan 3 12 wks CRN 41214

continued next page



CARD 4330 CARDIAC CATHETERIZATION: PRINCIPLES AND PRACTICE

Represents the essentials necessary for a practising cardiovascular technologist. Concepts of diagnostic and interventional procedures are examined. The student is specifically oriented to cardiac angiography, hemodynamics, calculations of cardiac indices, and general lab practices. Aspects of congenital cardiac catheterization, electrophysiology studies, cardiac transplant and cardiac emergencies are also presented. Prerequisites: CARD 3330, CARD 3360 and BHSC 3302. (5 credits)

Jan 3 12 wks CRN 16174



CARD 4360 INTERVENTIONAL CARDIAC CATHETERIZATION

Examines coronary angioplasty, arterial and venous access and hemostasis, angiography, angioplasty complications and antithrombotic therapy stents, coronary atherectomy, restenosis, difficult angioplasty situations, high-risk angioplasty, nonangiographic coronary lesion assessment, peripheral and cerebral vascular catheterization and angioplasty techniques, valvuloplasty, pericardiocentesis and special techniques and laser coronary angioplasty. Prerequisite: CARD 4330. (2 credits)

Jan 3 12 wks CRN 41463

NMED 1117

BASIC VENIPUNCTURE FOR ALLIED HEALTH PROFESSIONS
See course description under Continuing Education, Nuclear Medicine Technology

Occupational Health & Safety (OH&S)

The Occupational Health and Safety certificate program will appeal to people who work in, or have an interest in this field. Core courses may be credited towards the BCIT full-time diploma program.



UCHS 0501 TDG: REFRESHER COURSE

For those who have previously completed the five-day TDG Train the Trainer course and need to renew their B.C. Certification. Offered on demand. For further info call: (604) 432-8429 or 1-800-663-6542.



UCHS 1410 FIRE EXTINGUISHER SERVICE TECHNICIAN

For people who want to service fire extinguishers. Course meets City of Vancouver bylaw requiring certification of fire extinguisher technicians. ASTT certification upon successful completion. (1.5 credits)

Jan 11 Thr 1845-2145 6 wks BBY CRN 18111



UCHS 1500 TDG: TRAIN THE TRAINER, TRANSPORTATION OF DANGEROUS GOODS

Three-level instructor certificate program providing skills needed to develop and deliver an in-house TDG training program. (3 credits)

Jan 22 Mon-Fri 0800-1630 1 wk BBY CRN 19667



UCHS 1144 OH&S LEGISLATION

General concepts of legislation relevant to the safety field, including history of the Canadian legal system, claims management, safety policies, the concept of workers' compensation, structure of the workers' compensation system, the OH&S systems in the US and world-wide, and safety resource organizations. (4 credits)

Jan 3 12 wks CRN 42614



UCHS 1161 PRINCIPLES OF LOSS MANAGEMENT

History of the safety movement, accident investigation, job safety analysis, inspections, management of an OH&S program, leadership and ethics in the safety profession, safety committees, maintaining interest in safety, safety training, dealing with safety issues in the workplace, and off-the-job safety. (5 credits)

Jan 3 12 wks CRN 10443



UCHS 1262 HAZARDOUS MATERIALS MANAGEMENT

Legislation regulating hazardous materials in the workplace and the environment. Chemical hazards, WHMIS, Transportation of Dangerous Goods (TDG), emergency preparedness, disaster planning and recovery, asbestos management and lead abatement. (4 credits)

Jan 3 12 wks CRN 15831



UCHS 1300 ERGONOMICS

Human factors in the scientific study of people at work, especially worker safety, health, efficiency and comfort. Recent trends in the ergonomics field, including physical working environment, adaptation of tools and the workplace to the worker, equipment design, impact on productivity, and involvement of workers and management. (3 credits)

Jan 3 12 wks CRN 15340



UCHS 1461 FIRE PROTECTION 1

Chemistry of fire, fire hazards and causes, fire statistics, flammable and combustible liquids, fire codes and regulations, occupancy considerations for fire safety, and construction considerations for fire safety. (3 credits)

Jan 3 12 wks CRN 12293



UCHS 1462 FIRE PROTECTION 2

Fire detection systems, portable fire extinguishers, automatic sprinkler systems, fire alarms, chemical hazards, and electrical hazards. Prerequisite: OCHS 1461. (3 credits)

Jan 3 12 wks CRN 12296



UCHS 1463 FIRE PROTECTION 3 (SECURITY SYSTEMS)

Security aspects of a safety program. Security survey, alarms, perimeter security, security personnel, threat assessment, and training requirements. (1.5 credits)

Jan 3 12 wks CRN 42609



UCHS 3359 RISK MANAGEMENT

Concepts of loss control and risk management, definitions, methods and parameters for dealing with risk, principles of insurance, obtaining the best insurance coverage at the lowest cost, cost benefit analysis, product liability, measuring the state of safety in an organization, and introduction to fault tree analysis. (3 credits)

Jan 3 12 wks CRN 12500



UCHS 3372 SAFETY IN THE WORKPLACE

Safety issues and controls for more than 20 industries. Historical and current issues for each industry sector including forest products, construction, health care, manufacturing, office environment, and government organizations, and dealing with major concerns. (3 credits)

Jan 3 12 wks CRN 42613



UCHS 5109 EMERGENCY PREPAREDNESS/EMERGENCY RESPONSE

Reduction of the effects of disaster through established and proven emergency procedures. Evaluation of time periods prior to, during and immediately following an emergency, and long-range recovery. (3 credits)

Jan 3 12 wks CRN 10742



UCHS 5120 DISABILITY MANAGEMENT

For advocates of return to work opportunities for injured workers. Disability management, rehabilitation and return to work, legislation, policies, ethics, research and evaluation of disability management and collective agreements, basics of assessment and treatment, negotiation skills, disability management in industry, case studies and practical plans for disability management. (3 credits)

Jan 8 Mon 1845-2145 12 wks BBY CRN 41665

WorkSafe Courses

Each of these eight-hour courses were designed by the Workers' Compensation Board of B.C., and are worth 0.5 credit applicable towards the elective component of the Occupational Health and Safety Certificate. WorkSafe courses are offered at the BCIT campus, but can also be delivered at your place of work.

All courses are offered on demand.

Further info: (604) 432-8429 or (1-800) 663-6542

For courses conducted at the employer's premises, the fee is \$1,100 for a maximum of 18 participants.



UCHS 1001 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE TRAINING

Effective safety and health programs, safety committee functions and responsibilities, workplace inspections and accident investigations.



UCHS 1002 OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS

"Due diligence," WCB work site inspection policies, workplace safety and health programs and managing WCB assessments and claims costs.



UCHS 1003 HAZARD RECOGNITION AND CONTROL

Requirements for workplace inspections, identification, control and evaluation of hazards, and how to use the WCB Occupational Health & Safety Regulation.



UCHS 1004 PREVENTING VIOLENCE IN THE WORKPLACE

Explanations and applications of the WCB regulations on workplace violence, and risk assessment techniques, violence prevention strategies, and development of a workplace violence prevention program.



UCHS 1005 SUPERVISOR SAFETY MANAGEMENT

Supervision of a safe work environment, safety inspections, accident investigations and "due diligence."



UCHS 1006 INVESTIGATING & CONTROLLING STRAINS AND SPRAINS

Prevention of back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon, and nerve) disorders.



UCHS 1007 INCIDENT INVESTIGATION & SAFETY INSPECTION WORKSHOP

Practical workshop building on the WCB WorkSafe courses. Participants conduct practice safety inspections and incident investigations. Designed for learners who have completed OCHS 1001 and/or OCHS 1005.

Nuclear Medicine Technology

Nuclear Medicine is the application of radioactive materials to the diagnosis and management of disease in humans. It is primarily a diagnostic specialty and one of the most challenging and exciting branches of medicine. Although Nuclear Medicine Technology is a full-time day-school program, some post-diploma continuing education courses are offered part-time.



NMED 1117 BASIC VENIPUNCTURE FOR ALLIED HEALTH PROFESSIONS

For students of allied health training programs or allied health practitioners who have not yet received training in venipuncture. Basic theory and procedure for performing simple venipuncture for the purpose of blood collection or injection of a substance into the bloodstream. Lab component included. (1 credit)

Jan 3 12 wks CRN 41349



NMED 5510 PET WITH DEDICATED DUAL HEAD COINCIDENCE CAMERAS

Introduces the general principles of PET followed by a detailed description of PET physics and radionuclide production. PET camera design and performance is described for both dedicated and dual head coincidence systems. Quality control, image acquisition and reconstruction, image characteristics, quantitation and analysis are discussed as well. (3 credits)

Jan 3 12 wks CRN 43006

Advanced Specialty Certificate Programs

For complete program requirements and course descriptions for the following programs, request a course offerings booklet by calling the appropriate contact listed on page 42.

Adult Echocardiography

Echocardiography uses high frequency sound waves to examine the heart. Courses are designed for sonographers and other health professionals who are interested in learning about this dynamic imaging modality.

Breast Imaging

This post diploma distance education certificate program consists of two theory courses in Physics and Instrumentation and Clinical Applications together with a three-month clinical practicum. The program is based on the MRI model both in terms of delivery and practical experience.

Computed Tomography (CT)

This is a post-diploma distance education certificate program consisting of five theory courses in Physics and Instrumentation, Clinical Applications, and Sectional Anatomy, and a three-month clinical practicum based on the MRI clinical practicum model.

Magnetic Resonance Imaging (MRI)

This post-diploma distance education certificate program consists of seven theory courses in Physics and Instrumentation, Clinical Applications, and a three-month clinical practicum. The program has established affiliation agreements with MRI sites in Canada and outside North America, for providing clinical training for students.

Health Care Management

This program is a leading provider of up-to-date management knowledge and skills for current and potential health care managers. Managers will be able to demonstrate the competencies required of a health care executive: leadership, communication, lifelong learning, consumer/community responsiveness and public relations, political and health environment awareness, conceptual skills, results management, resources management, and compliance to standards in the industry.

Health Care Quality Management

The advanced Specialty Certificate in Health Care Quality Management prepares managers and health care professionals to move health organizations forward into total quality management. The courses in this program fall under the Health Care Management umbrella. They are designed at a degree level to encourage ladder with the Bachelor of Technology in Management - Health Specialty, the UBC/BCIT Master of Health Administration, the Health Management Certificates and other programs.

Specialty Nursing

If you are currently enrolled or have completed this certificate, you have the option of bridging into the degree curriculum.

Health Care Management (HMG)

Health Care Management offers a number of courses which can be taken individually, in a 2-level Certificate program or in the BCIT/UBC Master of Health Administration bridging program. This program is a leading provider of up-to-date management knowledge and skills for current and potential health care managers. Managers will be able to demonstrate the competencies required of a health care executive: leadership, communication, lifelong learning, consumer/community responsiveness and public relations, political and health environment awareness, conceptual skills, results management, resources management, and compliance to standards in the industry.



HMG 4110 HEALTH CARE ORGANIZATIONAL BEHAVIOUR 1

Offers a systematic approach to explaining and predicting human behaviour in a health agency. Assists the manager in determining how behaviour affects the performance of the organization. Emphasizes the skills required to apply organizational behaviour concepts to real life situations. Uses case studies and assignments to analyse management issues and problems and to formulate realistic plans of action to resolve them. (3 credits)

Jan 3 12 wks CRN 10635



HMG 4130 HEALTH CARE OPERATIONS MANAGEMENT

A systems approach to problem solving; systems analysis, quality and productivity improvement. Note: Early registration required allowing mailing of pre-reading. (1.5 credits)

Jan 19 Fri 1845-2145 BBY CRN 10641
Jan 20-21 Sat/Sun 0830-1700



HMG 4150 HUMAN RESOURCE MANAGEMENT

Staffing process including job analysis and description, recruitment and selection, interviewing, training and performance appraisal, and management, progressive discipline, and staff reorganization. (3 credits)



Jan 3 Distance 12 wks CRN 10646



or
Fri Feb 9, 1845-2145 2 weekends BBY CRN 10645
Mar 16
Sat/Sun Feb 10-11, Mar 17-18 0830-1700

HMG1 4160 **FEE: \$131**
HEALTH LABOUR RELATIONS 1

Industrial relations in B.C.'s public sector and health care unions, B.C. Labour legislation and the function of bargaining units, collective bargaining, application of the contract and resolving disputes. Skills to apply the Industrial Relations Model to any labour issue. (1.5 credits)

Jan 12 Fri 1845-2145 1 weekend BBY CRN 10660
Jan 13-14 Sat/Sun 0830-1700

HMG1 4180 **FEE: \$123 + TEXT**
HEALTH CARE SYSTEM 1

Development of health care system in Canada including the roles of various levels of government, health care finance, manpower planning, and impact of new health technology. (1.5 credits).

Jan 3 6 wks CRN 10626

HMG1 5120 **FEE: \$247 + TEXTS**
HEALTH CARE PRINCIPLES OF MANAGEMENT

Roles and functions of management. Knowledge and skills required for planning, organization and control in health care agencies. The course addresses such issues as organizational culture, multi-culturalism, downsizing, total quality management and creativity. The process of problem-solving will be used throughout the course. (3 credits.)

Jan 3 12 wks CRN 10639

HMG1 5160 **FEE: \$131**
HEALTH LABOUR RELATIONS 2

Grievance handling and the arbitration process. Prerequisite: HMG1 4160 or equivalent. (1.5 credits)

Mar 9 Fri 1845-2145 1 weekend BBY CRN 44543
Mar 10-11 Sat/Sun 0830-1700

HMG1 5180 **FEE: \$246 + TEXTS**
CANADIAN HEALTH SYSTEM

Canadian Health System at federal, provincial, and municipal levels. Systems theory and its use in understanding the health system. Acute and long-term care institutional elements, community, environmental and occupational health, health promotion and disease prevention, and health staffing issues. Alternate forms of care and future trends. (3 credits)

Jan 3 12 wks CRN 10630

HMG1 5270 **FEE: \$131**
HEALTH CARE LAW 2

Continues from Health Care Law 1. Legal issues important to health care managers and leaders. Final examination is written 12 days after the end of classroom instruction. (1.5 credits) Prerequisite: HMG1 5170.

Feb 24-25 Sat/Sun 0830-1700 1 weekend BBY CRN 44544

HMG1 4250 **FEE: \$261.50**
COACHING SKILLS FOR HEALTH CARE MANAGERS

Designed for managers who need coaching skills to assist employees to perform their jobs in complex environments and to apply learning on the job. The course includes an understanding of coaching as a management tool, how it relates to managing employees and offers practice in the art. Prerequisite: HMG1 4110. (3 credits)

Jan 26, Feb 16 Fri 1845-2145 2 weekends BBY CRN 44558
Jan 27-28 Sat/Sun 0830-1700 to complete
Feb 17-18 Sat/Sun 0830-1700

HMG1 4510 **FEE: \$260.50 + TEXTS**
LEADERSHIP SKILLS FOR HEALTH CARE MANAGERS

New view of leadership as a function requiring different skills and values from those of management. Understand, assess and develop leadership skills and values. Leadership aspects: personal leadership development, organizational, political, and leadership of small groups. (3 credits)

Mar 2, 30 Fri 1845-2145 2 weekends BBY CRN 16714
Mar 3-4, Mar 31-Apr 1 0830-1700 to complete

HMG1 5500 **FEE: \$450 + TEXT \$85**
PROJECT MANAGEMENT IN HEALTH CARE

Detail stages of the project management process including staging, planning, implementation, close out and evaluation of projects. Introduces project management software. Participants collaborate with other health care professionals to create a functional project plan. Prerequisites: certificate, diploma, or degree in the health care field. Students in the CRP, HINS, HTM and HMG1 programs may register for this course. (3 credits) This course is a prerequisite for HINS 5800 Health Information Systems Technology Project.

Jan 3 12 wks CRN 44085

**Online Advanced Specialty
Certificate Programs****Resources required for online programs:**

Computer access to the Internet via Netscape (recommended browser)
Clinical Research (CRP)

The Clinical Research program prepares health care professionals to manage and conduct clinical research trials for sponsoring pharmaceutical, medical device, and biotechnology companies as well as grant funded clinical research; specifically, to participate in the data collection process during the clinical phase of human research. Students and graduates obtain the practical skills and knowledge base that enables them to conduct or monitor clinical trials across a broad range of therapeutic areas and institutional settings.

CRPT 5001 **FEE: \$450 TEXT: \$10**
CLINICAL TRIALS BY DESIGN

Explore issues and policies behind the development of new medical products and procedures in Canada and US. Emphasis on issues that directly and indirectly affect the clinical phase of development. Identify major regulatory requirements for drugs and devices, and gain hands-on experience critically appraising clinical trials protocols for ethical and scientific relevance. (3 credits)

Jan 3 12 wks CRN 43536

CRPT 5004 **FEE: \$450 + TEXT: \$86**
CLINICAL TRIALS; LABORATORY ISSUES

CD-ROM format plus online delivery introduces basic theory and procedure for performing simple venipuncture and transporting infectious materials. Review laboratory results to determine normal and abnormal levels, and acquire information to recognize unexpected results and how/when to initiate appropriate follow up. Specific to CTs. Includes laboratory competencies identified by ACRP. (3 credits)

Jan 3 12 wks CRN 44512

CRPT 5008 **FEE: \$450 + TEXTS(2): \$135 + \$62**
PHARMACOLOGY FOR CLINICAL TRIALS

Important concepts and principles underlying use of drugs in clinical settings. Relationship of drug action(s) to human physiology and/or pathophysiology and responsibilities related to clinical drug trials examined. Drug classifications used to organize the course content and provide an appreciation of the scope of pharmaceutical treatment. (3 credits)

Jan 3 12 wks CRN 44516

CRPT 5002 **FEE: \$450**
ETHICAL AND LEGAL ISSUES OF CLINICAL TRIALS

CRPs (clinical research professionals) and REB (research ethics board) members face similar ethical and legal issues while protecting the rights and dignity of research subjects. While following international guidelines and regulations, we must also prevent protocol violations, adhere to institutional policies and limit our personal exposure to liability. Participate in this online course and explore the ethical dilemmas, prepare and review ethics applications, examine a clinical trials agreement, consider conflicts of interest and recognize liability issues. (3 credits)

Jan 3 12 wks CRN 44510

CRPT5006 **FEE: \$450**
MARKETING FOR SUCCESSFUL CLINICAL TRIALS

Successful recruitment and retention of study subjects and industry sponsors are the cornerstone activities of the clinical research profession. This unique online course brings together the basic marketing concepts necessary to create a marketing strategy that will set your site apart from the competition. Explore the strengths of such promotional methods as print, radio, and Web-based marketing. Create a marketing plan that fits any budget and enables you to efficiently locate your target audience, whether study subjects or industry sponsors.

Jan 3 12 wks CRN 44605

Watch for these new courses scheduled for January 2001. Contact program head Lorna Romilly at (604) 451-6848 or Lorna.Romilly@bcit.ca for more information.

HMG1 4140 AND 5140 will be combined into one online 3 credit course - B.C. Health Care Financial Planning and Management
TOTAL QUALITY MANAGEMENT - a new online 3 credit course being developed for the Health Quality Management Certificate.

**Health Information Systems
Technology (HIST)**

The BCIT HIST post-diploma Advanced Specialty Certificate program focuses on the need for health care professionals to effectively function with health informatics and health information systems in a dynamic health care system. The HIST program provides students with a knowledge base of relevant health information systems theory and implementation issues.

HINS 5200 **FEE: \$450 + TEXT \$91**
INFORMATION SYSTEMS IN HEALTH CARE

Examines how to improve the delivery of patient care through the application of health management information systems. Topics: different system development methodologies, strategic planning, using health information as a corporate resource, implementation of health management information systems, role of total quality improvement in health information, and challenges and opportunities in the future. Prerequisite: diploma/degree in health care discipline. (3 credits)

Jan 3 12 weeks CRN 43535

Note: HINS 5200 is equivalent to HMG1 5130 and HMG1 5230.

HINS 5205 **FEE: \$450 + TEXT \$105**
INTRODUCTION TO HEALTH INFORMATICS

Examines information processing and information and communication technology necessary to support information technology users. Assists in developing competencies recommended by International Medical Informatics Association and National Nursing Informatics Project. Explores contribution of informatics to the expanding knowledge base of health care. Prerequisites: diploma/degree in health care discipline. Recent work or practicum experience in a health care agency is required. (3 credits)

Jan 3 12 wks CRN 44083

HMG1 5500 **FEE: \$450 + TEXT: \$85**
PROJECT MANAGEMENT IN HEALTH CARE

See course description under Health Care Management.

Jan 3 12 wks CRN 44085

Watch for these new courses under development scheduled for January 2001.

**HINS 5100 INTRODUCTION TO COMPUTER SYSTEMS AND
TELECOMMUNICATIONS IN HEALTH****HINS 5305 ADVANCED HEALTH INFORMATICS**

For more information, visit our Web site at www.health.bcit.ca/HIST/ or contact Lorraine Woolsey, program coordinator, at (604) 453-4011, Lorraine.Woolsey@bcit.ca

Health Technology Management (HTM)

The BCIT Health Technology Management (HTM) advanced specialty certificate program is designed to provide the health care professional with the fundamental knowledge and skills of technology management in the health care setting. This profile of knowledge and skills has been developed in accordance with the curriculum suggested by the World Health Organization (WHO).

HTMT 5100 **FEE: \$450 + TEXT**
**HEALTH TECHNOLOGY MANAGEMENT AND
THE HEALTH CARE ENVIRONMENT**

Explores foundational concepts of HTM, which include an expanded definition of technology, management of technology, and attributes of the health care environment in the manager's own country. The manager can compare their own skills to the role of a senior health technology manager, using a variety of self-assessment tools and job descriptions. Prerequisite: A diploma, degree, or equivalent in the health care field. (3 credits)

Jan 3 12 wks CRN 43538

HTMT 5300 **FEE: \$450 + TEXT**
**LEADING TECHNOLOGICAL CHANGE AND
THE LEARNING CULTURE**

Provides theoretical overview of organizational change: understanding the process, the need and impetus, human reaction, and effects on the organization; models for managing, creating a vision, and planning a technological initiative for change; leadership competencies for change sponsors, leaders, and other agents; approach to managing change while avoiding common pitfalls and problems. (3 credits)

Jan 3 12 wks CRN 44520

HMG1 5500 **FEE: \$450 + TEXT: \$85**
PROJECT MANAGEMENT IN HEALTH CARE

See course description under Health Care Management. (3 credits)

CRN 44085

Watch for these new courses under development for January 2001.

HTMT 5500 **FEE: \$450 + TEXT**
**ORGANIZING TEAMS FOR INNOVATION AND
ORGANIZATIONAL FLEXIBILITY**

Examines relationship between structure and function in health care organizations. Explores ways of applying decentralized multi-disciplinary teams, multi-functional managers, and technologically adept personnel to create organizational flexibility. Students analyse organizational structure and policy in their own health care organization, and identify its strengths and weaknesses relative to organizational flexibility. (3 credits)

CRN 44521

BMET 7101 **FEE: \$450**
MEDICAL TECHNOLOGY MANAGEMENT PRACTICE

See course description under Continuing Education, Biomedical Engineering Technology.

For more information, visit our website at www.health.bcit.ca/HTM or contact shan satoglu, Program Coordinator, at (604) 451-6975, Shan_Satoglu@bcit.ca

**Bachelor of Technology
Degree Programs****Bachelor of Technology in Management -
Health Specialty**

This program is available to those with a related diploma or certificates in management. The degree program is competency based with coaches at BCIT and in your workplace. It is offered by flexible, innovative methods. Classroom courses are an option but not a requirement in this self-paced, self-directed program. Contact Sydney Scott, (604) 451-6789, Sydney_Scott@bcit.ca

**Health Administration
(Master of Health Administration:
BCIT bridging program to UBC)**

The first year of the UBC Master of Health Administration program is taken at BCIT. It is offered as a bridge to students, allowing them to study part-time while continuing to work full-time - courses are offered by correspondence or in the classroom on weekends. For further information: (604) 451-6848 or Lorna_Romilly@bcit.ca.

Medical Imaging

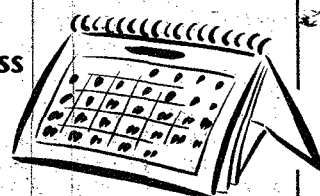
This is Canada's first bachelor degree completion program specifically in Medical Imaging. It is offered by distance education and the Internet to registered technologists across Canada and around the world. For complete program requirements and course descriptions, request the Health Technologies course offerings booklet: (604) 432-8727, toll-free (1-800) 663-6542 x 8727 or Victoria_Banham@bcit.ca.

Specialty Nursing

This is the only degree program in British Columbia that prepares registered nurses for employment in specialty nursing practice. Graduates enter the work force skilled in professionalism, communication, collaboration, growth, reflective critical thinking and systematic enquiry. For complete program requirements and course descriptions, request the Nursing and Specialty Nursing course offerings booklet: (604) 451-7094, toll-free (1-800) 663-6542 x 7094 or Maya_Heskia@bcit.ca.

**Register now to avoid
disappointment**

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel part-time studies courses five business days before the start date to allow transfers to available alternate courses.



Who's Who

Bachelor of Technology in Manufacturing

Mick Andic(604) 432-8330
Cindy Miraftab(604) 432-8274
mechtech@bcit.ca

Computer Aided Engineering

AutoCAD Courses/AutoCAD/GIS Training

AutoCAD Training Centre(604) 432-8828

Bette Bayley, Program Assistant(604) 432-8521

Mechanical/Mechanical Systems

mechtech@bcit.ca

Vivian Husbands(604) 451-6868

Bette Bayley, Program Assistant(604) 432-8521

Nondestructive Testing

Bob Pike(604) 432-8946

Sharon Cameron, Program Assistant(604) 432-8723

Plastics

Bill Shaw(604) 432-8971

Bette Bayley, Program Assistant(604) 432-8521

Robotics and Automation

Vivian Husbands(604) 451-6868

Bette Bayley, Program Assistant(604) 432-8521

Heating Ventilation, Air Conditioning and Refrigeration

Ron Verch(604) 451-6861

Dina Patterson, Program Assistant,

Part-Time Studies(604) 432-8539

Machinist

Ian Marshall(604) 432-8214

Dina Patterson, Program Assistant,

Part-Time Studies(604) 432-8539

Mathematics for Trades

Ian Marshall(604) 432-8214

Dina Patterson, Program Assistant,

Part-Time Studies(604) 432-8539

Millwright

Ian Marshall(604) 432-8214

Dina Patterson, Program Assistant,

Part-Time Studies(604) 432-8539

Power Engineering

Garry White(604) 432-8558

Dina Patterson, Program Assistant,

Part-Time Studies(604) 432-8539

Wood Products Manufacturing

Eric Worthy(604) 432-8885

Sharon Cameron, Program Assistant(604) 432-8723

Associate Certificate in Wood Products

Manufacturing Technology

Ernie Hamm(604) 412-7432

Sharon Cameron, Program Assistant(604) 432-8723

Bachelor of Technology in Manufacturing

(604) 432-8274

(604) 432-8521

mechtech@bcit.ca

The Bachelor of Technology Degree in Manufacturing program is accepting applications. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

Automation and Control

- Introduction to Machine Vision
- Applications in Machine Vision
- Manufacturing Control Systems
- Manufacturing Automation Systems

Manufacturing Processes

- Advanced CAM Applications
- Computer Aided Process Planning
- Inspection Methods for Quality Control
- Fixture and Tool Design
- Plastics Processes and Materials
- Manufacturing Processes for Wood Products

Product Design

- Parametric Solid Modeling
- Introduction to Finite Element Methods
- Plastic Product Design
- Industrial Design
- Design for Manufacture and Assembly

Materials

- Advanced Engineering Materials

As a finale to the program, each degree candidate must complete an industry sponsored project in an area of interest.

Program Prerequisite

Minimum prerequisite for the program will be a Technology Diploma in an appropriate discipline (Mechanical Engineering Technology, Plastics or Robotics and Automation) plus two years of relevant work experience.

Courses Offered This Term

Note: All MTEC courses include a combined Saturday, March 10, 2001 session. Time: 0900-1500

MTEC 7000

BBY \$447.50

PARAMETRIC MODELING

Explores the use of parametrics and solid modeling in the design and production phase of manufacturing. Topics include advantages/disadvantages of solid modeling and parametrics, dimensional and positional constraints, model construction, extracting working drawings, exchanging data with other applications, and determining mass properties. Prerequisites: MTEC 7045 and AICO 2000 or equivalent. (3 credits)

Jan 11 Thr 1830-2145 12 wks BBY CRN 42845

MTEC 8012

BBY \$447.50

ADVANCED CAM APPLICATIONS

Further the student's knowledge of Computer Numerical Control (CNC) using CAM software for programming parts required in machining in three dimensions. Topics include defining alternate coordinate systems to assist in complex geometry creation, surface modeling and machining, fourth axis contouring and fourth and fifth axis positioning. Some of the programs may be proved out on BCIT's CNC machine tools. Prerequisite: AICO 1010. (3 credits)

Jan 9 Tue 1830-2145 12 wks BBY CRN 41081

MTEC 8045

BBY \$447.50

DESIGN FOR MANUFACTURE AND ASSEMBLY

Explores the techniques used to reduce production and assembly costs for manual and automated production. The main topics include the practical techniques for selection of materials and processes, design considerations for production, design consideration for manual assembly, design considerations for automated assembly, and Boothroyd and Dewhurst methods. Students will review case studies and analyse several production assemblies. Prerequisite: MTEC 7045 and OPMT 1411. (3 credits)

Jan 10 Wed 1830-2145 12 wks BBY CRN 44217

Please see other sections of the flyer for Operations Management, Financial Management, Business Administration and Technology Management listings of other courses in this program.

The course schedule and/or course offerings may vary from the above. For more information contact:

Cindy Miraftab, Program Assistant, Tel. (604) 432-8274

Computer Aided Engineering

(604) 432-8828

atc@bcit.ca

(604) 432-8521

www.atc.bcit.ca

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Schedule of courses offered this term

Associate Certificate in Computer Aided Design Technology

A selection of Part-time Studies courses will be offered that will lead to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being increasingly used in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The Associate Certificate program is intended for:

- Draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency.
- Individuals who require a formalization of their technical abilities in CAD.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school Math, Science and English or equivalent.

The program consists of two sections; core courses and elective courses as listed below. To be awarded an Associate Certificate, the student must complete the core courses and obtain a minimum of 10.5 credits from the list of elective courses to achieve a total of 21 credits.

Program Requirements: Associate Certificate in Computer Aided Design

Core Courses (10.5 credits)

| | | | Credits |
|------|--------|---|---------|
| MECH | 1000 | Drafting Fundamentals | 3.0 |
| AICO | 1000 | AutoCAD 1 | 3.0 |
| AICO | 4090* | Practicum | 3.0 |
| COMP | 1007** | Understanding Windows 95 | 1.5 |
| AICO | 4090* | to be performed upon completion of all other credits. | |
| COMP | 1001** | Understanding PC/MS DOS or | |
| | | COMP 1006 Understanding Windows 1 | |
| | | can be substituted for COMP 1007. | |

Elective Courses

| | | | |
|------|------|---------------------------------|-----|
| ACGS | 2000 | AutoCAD Map 1 | 1.5 |
| ACGS | 3000 | AutoCAD Map 2 | 1.5 |
| AICO | 2000 | AutoCAD 2 | 3.0 |
| AICO | 2020 | AutoCAD Customization 1 | 3.0 |
| AICO | 3001 | AutoCAD 3D | 3.0 |
| AICO | 3005 | AutoCAD Customization 2 | 3.0 |
| AICO | 3020 | AutoCAD Programming | 3.0 |
| AICO | 3042 | Architectural Desktop 1 | 1.5 |
| AICO | 3050 | CAD System Management | 1.5 |
| AICO | 4010 | 3D Studio Max for Engineering 1 | 1.5 |
| AICO | 4015 | 3D Studio Max for Engineering 2 | 1.5 |
| AICO | 4020 | 3D Studio VIZ 1 | 1.5 |
| AICO | 4025 | 3D Studio VIZ 2 | 1.5 |
| AICO | 4041 | Mechanical Desktop | 3.0 |
| AICO | 4042 | Architectural Desktop 2 | 1.5 |
| AICO | 4044 | Autodesk Inventor | 3.0 |
| AICO | 4045 | Pro/ENGINEER | 3.0 |
| AICO | 4048 | Solidworks | 3.0 |
| AICO | 4050 | VBA Programming for AutoCAD | 3.0 |
| BLDC | 2400 | Architectural CAD 1 | 3.0 |
| BLDC | 2405 | Architectural CAD 2 | 3.0 |

Course credit may be applied for, but in no case can the total of applied credits exceed 10 credits. Substitution of credits can be made with departmental approval.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments in Computer Aided Engineering.

Associate Certificate in Computer Aided Manufacturing

A selection of Part-time Studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- Machinists, technicians or individuals experienced in the operation of machine tools.
- Individuals who are working in the manufacturing field who need to develop their CAM proficiency.
- Individuals who require a formalization of their technical abilities in manufacturing.

For program details, please contact Program Advising at

(604) 434-1610.

Courses Offered This Term

autodesk®
authorized training center

Please see our Web page:
www.atc.bcit.ca

(604) 432-8828

(604) 432-8521

AutoCAD and Related Courses

AICO 1000

BBY \$447.50 DTC \$445.80

AUTOCAD 1

The first step in CAD training requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares the student with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. Prerequisites: AICO 0050 or familiarity with Microsoft Windows and basic drafting knowledge. (3.0 credits)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 8 | Mon-Fri | 0830-1630 | 1 wk | BBY | CRN | 10519 |
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY | | 10513 |
| Jan 9 | Tue | 1730-2030 | 12 wks | DTC | | 10515 |
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | | 10516 |
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | | 10517 |
| Jan 13 | Sat | 0830-1530 | 6 wks | BBY | | 10510 |
| Jan 15 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10518 |
| Jan 19 | Fri/ | 1730-2030 | 2 wks | DTC | | 10511 |
| | Sat/Sun | 0900-1700 | | | | |
| Jan 22 | Mon-Fri | 0830-1205 | 2 wks | BBY | | 10512 |
| Jan 29 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10527 |
| Feb 2 | Fri/ | 1730-2030 | 2 wks | DTC | | 41077 |
| | Sat/Sun | 0900-1700 | | | | |
| Feb 19 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10523 |
| Feb 24 | Sat | 0830-1530 | 6 wks | BBY | | 10524 |
| Feb 26 | Mon-Fri | 0830-1630 | 1 wk | BBY | | 41076 |
| Feb 26 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10526 |
| Mar 12 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10525 |

AICO 2000

BBY \$447.50 DTC \$445.80

AUTOCAD 2

To develop the required skills for preparation of working drawings, this advanced level course is required. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisites: AICO 0050 or familiarity with Microsoft Windows and AICO 1000. (3credits)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY | CRN | 10530 |
| Jan 11 | Thr | 1730-2030 | 12 wks | DTC | | 10531 |
| Jan 13 | Sat | 0830-1530 | 6 wks | BBY | | 10528 |
| Feb 5 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10532 |
| Feb 16 | Fri/ | 1730-2030 | 2 wks | DTC | | 10534 |
| | Sat/Sun | 0900-1700 | | | | |
| Feb 19 | Mon-Fri | 0830-1630 | 1 wk | BBY | | 10533 |
| Feb 24 | Sat | 0830-1530 | 6 wks | BBY | | 10535 |
| Mar 12 | Mon-Fri | 0830-1630 | 1 wk | BBY | | 10538 |
| Mar 26 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 10537 |

AICO 2020

BBY \$447.50

AUTOCAD CUSTOMIZATION 1

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, slide libraries, custom linetypes and basic DIESEL. Prerequisites: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 16392 |
| Mar 19 | Mon-Fri | 0830-1630 | 1 wk | BBY | | 16394 |

AICO 3001

BBY \$447.50 DTC \$445.80

AUTOCAD 3D

Introduces AutoCAD's 3D modeling and visualization capabilities. With AutoCAD three dimensional wireframe, surface and ACIS solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisites: AICO 0050 or familiarity with Microsoft Windows and AICO 2000. (3 credits)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 19267 |
| Jan 13 | Sat | 0830-1530 | 6 wks | BBY | | 19268 |
| Feb 12 | Mon-Fri | 0900-1700 | 1 wk | DTC | | 19269 |
| Feb 24 | Sat | 0830-1530 | 6 wks | BBY | | 19270 |
| Mar 2 | Fri/ | 1730-2030 | 2 wks | DTC | | 41078 |
| | Sat/Sun | 0900-1700 | | | | |

AICO 3020

BBY \$447.50

AUTOCAD PROGRAMMING

Introduces the AutoLISP, Visual LISP, and Visual Basic for Applications (VBA) programming interfaces that can be used to customize AutoCAD. Includes programming concepts, user defined commands, and drawing automation. Prerequisite: AICO 2000 (AICO 2020 recommended). (3 credits)

| | | | | | | |
|--------|-----|-----------|--------|-----|-----|-------|
| Jan 11 | Thr | 1845-2145 | 12 wks | BBY | CRN | 44207 |
|--------|-----|-----------|--------|-----|-----|-------|

AICO 3042 BBY \$315

ARCHITECTURAL DESKTOP 1

Describes how to use the features of AutoCAD Architectural Desktop software in a typical architectural design project. File and project management, 2D drawing layout and annotations are covered. Course emphasis is on the new features relating to the object-based architectural elements of the software. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

Feb 20 Tue 1845-2145 6 wks BBY CRN 42837

AICO 3050 BBY \$295

CAD SYSTEM MANAGEMENT

Covers issues related to the acquisition, implementation and management of computer systems for CAD applications. Hardware acquisition and upgrades, drawing files management, data management, software selection, networking, security, and maintenance will be discussed. This course prepares the individual to assume significant system management responsibilities in a CAD office. Prerequisite: AICO 2000 or equivalent. (1.5 credits)

Jan 15 Mon 1845-2145 6 wks BBY CRN 41072

AICO 4010 BBY \$295

3D STUDIO MAX FOR ENGINEERING 1

Basic elements of 3D STUDIO MAX including file management, main interface layout and navigation and basic object creation is discussed. Skills for transforming objects and applying basic modifiers are taught. An introduction to material selection, rendering and basic concepts of keyframing (animation) is also included. This course is ideal for development of photo realistic models in engineering and design applications. Prerequisite: AICO 3001 and familiarity with Microsoft Windows. (1.5 credits)

Jan 13 Sat 0900-1200 6 wks BBY CRN 12039

AICO 4015 BBY \$295

3D STUDIO MAX FOR ENGINEERING 2

Advanced topics in object creation including lofting, boolean and other modifiers are presented. Elements of lights, cameras and material/texture definitions are incorporated in development of photo realistic scenes. Advanced rendering and animation techniques, as well as basic video post concepts are included. Prerequisite: AICO 4010 and familiarity with Microsoft Windows. (1.5 credits)

Feb 24 Sat 0900-1200 6 wks BBY CRN 16398

AICO 4020 BBY \$315

3D STUDIO VIZ 1

Introduces computer aided modeling and visualization techniques. Prepares students to generate photo realistic images for architectural and engineering applications. Explores the user interface, some related AutoCAD features and essential VIZ concepts. Hands-on practice and step by step procedures for creating and animating 3D scenes. Prerequisite: AICO 3001 or AICO 3042 or equivalent. (1.5 credits)

Jan 8 Mon 1845-2145 6 wks BBY CRN 42838

AICO 4025 BBY \$315

3D STUDIO VIZ 2

Provides advanced learning, additional skills and insights for using 3D Studio VIZ more productively. Topics such as AutoCAD Linking, the Materials Editor and advanced modeling techniques are covered extensively. Presents the knowledge and techniques for generating professional models, scenes and animations. Prerequisite: AICO 4020. (1.5 credits)

Feb 19 Mon 1845-2145 6 wks BBY CRN 42839

AICO 4041 BBY \$592.50 DTC \$590.80

MECHANICAL DESKTOP

Presents a combination of mechanical design and surface modeling techniques. Tools for part modeling, assembly modeling and surface modeling in one integrated package are utilized. Mechanical Desktop lets the user work in intuitive ways to quickly design mechanical products with standard features like holes and fillets as well as complex surfaces. New productivity tools include the Feature Browser, parametric booleans, and Table-driven parts. (AICO 4041 replaces AICO 3040 and AICO 4040). Prerequisite: AICO 2000 or equivalent (AICO 3001 recommended). (3 credits)

Jan 11 Thr 1845-2145 12 wks BBY CRN 41085

Mar 23 Fri/ 1730-2030 2 wks DTC 41086

Sat/Sun 0900-1700

AICO 4042 BBY \$315

ARCHITECTURAL DESKTOP 2

Software capabilities relating to the design development cycle including conceptual design, working drawings, and modeling are covered. Customization techniques for optimum productivity in the context of architectural design are discussed. Prerequisite: AICO 3042. (1.5 credits)

Jan 9 Tue 1845-2145 6 wks BBY CRN 42840

AICO 4044 BBY \$592.50

AUTODESK INVENTOR

Covers sketching, part modeling, assemblies and design documentation. Autodesk Inventor uses adaptive technology to speed and simplify the mechanical design process. As a dedicated 3D mechanical computer aided design package it is ideally suited for conceptual design. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

Jan 10 Wed 1845-2145 12 wks BBY CRN 42843

AutoCAD Skills Enhancement Courses

AICO 0004 DTC \$193.30

AUTOCAD RELEASE 2000 UPDATE

For users of R14, this update will provide insights to the new features of AutoCAD 2000. These features include design environment, improved access and usability, streamlined output, expanded reach, customization and extensibility and Express tools. Prerequisite: Working knowledge of AutoCAD R14.

Jan 11 Thr-Fri 0900-1700 2 days DTC CRN 42833

Feb 24 Sat-Sun 0900-1700 2 days DTC 42835

AICO 0050 BBY \$113 DTC \$111.30

WINDOWS FUNDAMENTALS FOR AUTOCAD

With the latest release of AutoCAD, it is essential that AutoCAD users be familiar with the Microsoft Windows graphical user interface. This course explores the fundamentals of running applications, managing files, navigating local and network directories, and customizing the desktop layout as related to AutoCAD Release 14 and the Windows 95/NT interface. Individuals with working knowledge of Windows 95/NT need not take this course.

Jan 3 Wed-Thr 1845-2145 2 eves BBY CRN 19906

Jan 10 Wed 0900-1600 1 day DTC 19907

AutoCAD/GIS Training

ACGS 2000

BBY \$445

AUTOCAD MAP 1

Covers the basic technical skills required in spatial data collection and management. AutoCAD map fundamentals with an emphasis on CAD issues, the workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

Feb 12 Mon-Tue/ 0830-1700 2.5 days BBY CRN 41070
Wed 0830-1130

ACGS 3000

BBY \$445

AUTOCAD MAP 2

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, topology (spatial relationships), advanced queries and property alteration and spatial analysis. Prerequisite: ACGS 2000. (1.5 credits)

Feb 14 Wed/ 1400-1700 2.5 days BBY CRN 41071
Thr-Fri 0830-1700

Related AutoCAD Courses

For courses that utilize the AutoCAD Land Development Desktop, please refer to the Process, Energy and Natural Resources – Bachelor of Technology in Geomatics section of this flyer for descriptions of the following:

GEOM 7105 INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP

GEOM 7115 AUTODESK SURVEY

GEOM 7125 AUTODESK CIVIL DESIGN

Other Courses

AICO 1010

BBY \$447.50

CAM APPLICATIONS – MASTERCAM

Presents the use of CAM software for automatically generating tool paths such as 2D contouring, pocketing and drilling operations. Some programs may be proved out on BCIT's machine tools. A brief introduction to G-code programming will be included. Prerequisite: AICO 0050 or familiarity with Microsoft Windows. (3 credits)

Jan 8 Mon 1845-2145 12 wks BBY CRN 10539

AICO 4048

BBY \$592.50

SOLIDWORKS

Covers part modeling, detailing, assembly design, and rendering. SolidWorks is a feature based parametric solid modeler used for mechanical design and manufacturing. This course covers the basic functions needed to use SolidWorks to create parts, assemblies and production drawings. Prerequisite: MCAD experience and familiarity with Microsoft Windows. (3 credits)

Jan 15 Mon 1845-2145 12 wks BBY CRN 44208

AICO 4072

BBY \$447.50

C++ PROGRAMMING 2

Continues from AICO 3072. Further development of C++ techniques with emphasis for CAD and GIS users. Topics include file handling, programming techniques for Windows, advanced object oriented programming concepts and data structures. A visual development tool for Windows programming will be used. Prerequisite: AICO 3072. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 19914

Mechanical

(604) 451-6868

mechtech@bcit.ca

(604) 432-8521

MECH 1000

BBY \$317.50

DRAFTING FUNDAMENTALS

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographics, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis will be placed on understanding rather than draftsmanship. Example drawings will be analysed. Recommended as a prerequisite to CAD graphics courses. (3 credits)

Jan 8 Mon 1845-2145 14 wks BBY CRN 10488

MECH 1010

BBY \$392.50

MANUFACTURING PROCESSES 1

Presents a basic orientation course which provides students practice in metal removal and a study of related theory. (4 credits)

Jan 8 Mon 1845-2145 15 wks BBY CRN 18301

MECH 1140

BBY \$425.50

STATICS

Covers vectors, force systems, concurrent and coplanar, nonconcurrent and coplanar. Graphical representation and solutions. Equilibrium; mathematical representation of equilibrium. Analysis of frames. Statically determined structures. Redundancies. Beams, principles of moments and centroids. Second moment of area. Prerequisite: MATH 1011. (4 credits)

Jan 15 Mon/Wed 1830-2145 9 wks BBY CRN 10504

MECH 1220

BBY \$392.50

ENERGY SYSTEMS

Covers basic thermal and fluid systems, processes and cycles. Includes pumps compressors, engines, heaters and coolers, energy transfer, fluid flow and the conversion of energy. (4 credits)

Jan 11 Thr 1845-2145 15 wks BBY CRN 41295

MECH 3320

BBY \$317.50

THERMAL ENGINEERING 1

Covers first and second law of thermodynamics. Steady and non-flow energy equations, specific heats of gases, vapor tables, gas and vapor processes. Carnot, Rankine, and basic IC engine cycles. Air compressors. Heat transfer. Prerequisites: MECH 1120 and MECH 2245. (4 credits)

Jan 9 Tue 1845-2145 14 wks BBY CRN 18966

MECH 3340

BBY \$424.50

MACHINE DESIGN 1

Introduces machine design, with emphasis on elementary design and analytical procedures for machine components. The course covers theories of failure, combined stresses, stress concentration, fatigue phenomena, welded and threaded connections, shafts, belt drives, geometric and force relationships in spur gearing. Problems are handled in both S.I. and Imperial units. Prerequisite: MECH 2240. (4 credits)

Jan 15 Mon/Thr 1830-2145 9 wks BBY CRN 17084

MECH 3450

BBY \$392.50

FLUID POWER 2

Provides an understanding of hydraulic control systems and associated electronic controls. Fluid power components, their symbols, function and construction are examined and used in the design, construction and testing of a variety of hydraulic control systems. Sizing calculations for system components are also covered. Prerequisite: MECH 2350. (4 credits)

Jan 9 Tue 1845-2145 18 wks BBY CRN 10486

Mechanical Systems

(604) 451-6868

mechtech@bcit.ca

(604) 432-8521

Please see the following in the Mechanical Systems section:

- Associate Certificate in Mechanical Systems
- Associate Certificate in Fire Protection Inspection and Testing
- Schedule of courses offered this term.

Associate Certificate Program in Mechanical Systems

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the options of: Heating Systems, Plumbing Systems and Air Conditioning Systems.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary Math, Science and English or equivalent.

To qualify for an Associate Certificate the student must complete a minimum of 21 credits as follows:

- All mandatory courses
- A minimum of a first level and a second level course in a given option
- Approved elective courses to fulfill credit requirements.

Courses are subject to change, reflecting the continuing development of the program.

| Mandatory courses | Credits |
|---|---------|
| AICO 1000 AutoCAD 1 | 3.0 |
| MECH 1000 Drafting Fundamentals | 3.0 |
| MSYS 1070 Building Construction for Mechanical | 4.0 |
| *MSYS 4090 Practicum | 3.0 |
| *MSYS 4090 to be performed upon completion of all other credits | |

Options

Heating Systems

| | |
|------------------------------------|-----|
| Level 1 | |
| MSYS 2079 HVAC Load Analysis | 3.5 |
| MSYS 3079 Air Heating Systems | 3.5 |
| Level 2 | |
| MSYS 3179 Hydronic Heating Systems | 3.5 |

Plumbing Systems

| | |
|---|-----|
| Level 1 | |
| MSYS 1086 Potable Water Plumbing Design | 2.0 |
| Level 2 | |
| MSYS 1087 Drainage Plumbing Design | 2.0 |

Air Conditioning Systems

| | |
|--------------------------------------|-----|
| Level 1 | |
| MSYS 2079 HVAC Load Analysis | 3.5 |
| MSYS 3050 HVAC Control Systems | 2.5 |
| MSYS 3079 Air Heating Systems | 3.5 |
| MSYS 4079 Air Handling Systems | 3.5 |
| Level 2 | |
| MSYS 4179 Computer-Aided HVAC Design | 1.5 |

Elective courses

MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options.

Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

Associate Certificate in Fire Protection Inspection and Testing

(604) 451-6868

mechtech@bcit.ca

(604) 432-8521

The Mechanical Design and Manufacturing Technologies offers an Associate Certificate Program in Fire Protection Inspection and Testing. A selection of courses will be presented which can be completed through an evening Part-time Studies program. Many of the courses meet part of the basic academic competencies required for Certification by ASTTBC as a Fire Protection Technician in appropriate disciplines.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary School English, Math, Science or equivalent.

To qualify for an Associate Certificate the student must complete a minimum of 23 credits including all mandatory courses, a minimum of 10.0 credits from option courses and any approved option or elective courses to attain additional credits.

All courses are subject to change. Additions and deletions to the listed courses reflect continuing developments. Students must have two years of relevant industry experience to be awarded the Associate Certificate.

| Mandatory courses | Credits |
|---|---------|
| OCHS 1461 Fire Protection 1 | 3.0 |
| MSYS 1070 Building Construction for Mechanical | 4.0 |
| MSYS 1075 B.C. Fire Code | 1.5 |
| Option Courses | |
| BLDG 1820 B.C. Building Code: Part 3 | 4.5 |
| MSYS 1077 Emergency Lighting Systems | 1.5 |
| MSYS 2080 Automatic Sprinkler and Standpipe Testing | 3.0 |
| MSYS 2084 Fire Alarm Systems Inspection and Testing | 3.0 |
| MSYS 2088 Special Fire Suppression Systems | 3.0 |
| MSYS 2086 Smoke Control and HVAC Systems | 2.5 |
| MSYS 2072 Commercial Kitchen Exhaust Cleaning | 1.0 |
| MSYS 2074 Commercial Kitchen Exhaust Inspection | 1.0 |
| OCHS 1410 Fire Extinguisher Service Technician | 1.5 |

continued next page



MANUFACTURING & INDUSTRIAL MECHANICAL

Elective Courses

| | | |
|-----------|--|-----|
| COMM 110 | Introduction to Business and Technical Communication | 3.0 |
| MECH 4080 | Automatic Sprinkler Design 1 | 3.0 |
| MECH 4082 | Automatic Sprinkler Design 2 | 3.0 |
| OCHS 1462 | Fire Protection 2 | 3.0 |

We recommend that proposed programs be submitted to a Part-time Studies program advisor for approval before you begin your studies. At the Burnaby campus, program advisors are available by appointment, with evening appointments available during fall and winter terms. To make an appointment, please call Program Advising at (604) 434-1610.

Courses Offered This Term

MSYS 1070 BBY \$317.50 BUILDING CONSTRUCTION FOR MECHANICAL

Designed for persons in Mechanical systems fields; to enhance understanding of the principle practices and materials typical to wood masonry, steel and concrete building construction, with an overview of space planning and organization. (4 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 14 wks | BBY CRN | 15610 |
|-------|-----|-----------|--------|---------|-------|

MSYS 1075 BBY \$199 B.C. FIRE CODE

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998 with some of the requirements of the Vancouver Fire By-law. Gives the student an overall view of the fire safety requirements in and around buildings as well as highlights the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the B.C. Fire Code to the first class. (1.5 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 6 wks | BBY CRN | 41006 |
|--------|-----|-----------|-------|---------|-------|

MSYS 1077 BBY \$254 EMERGENCY LIGHTING SYSTEMS

Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students must bring a digital meter (20 amp scale) to the first class. Prerequisite: TELC 0139 or general knowledge of basic electricity and basic electronics. (1.5 credits)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 6 wks | BBY CRN | 19708 |
|-------|-----|-----------|-------|---------|-------|

MSYS 1087 BBY \$158 DRAINAGE PLUMBING DESIGN

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to drainage water systems. Examples for sizing components and piping will be reviewed. (2 credits)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 17 | Wed | 1845-2145 | 8 wks | BBY CRN | 44229 |
|--------|-----|-----------|-------|---------|-------|

MSYS 2080 BBY \$343.50 AUTOMATIC SPRINKLER AND STANDPIPE TESTING

Provides those who operate, test and inspect these systems with an understanding of components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 12 wks | BBY CRN | 44231 |
|-------|-----|-----------|--------|---------|-------|

MSYS 2084 BBY \$343.50 FIRE ALARM SYSTEMS: INSPECTION AND TESTING

Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports will be covered. This course will include field trips. Prerequisite: TELC 0139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 12 wks | BBY CRN | 19253 |
|--------|-----|-----------|--------|---------|-------|

MSYS 3050 BBY \$442.50 HVAC CONTROL SYSTEMS

Provides an overview of HVAC control systems emphasizing DDC controls. The elements of common HVAC control systems and the overall system architecture will be discussed. Students will develop elementary programs using industry standard software and will use simulation programs to test their operation. Prerequisite: Detailed knowledge of HVAC systems and basic computer literacy. (2.5 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 10 wks | BBY CRN | 19254 |
|--------|-----|-----------|--------|---------|-------|

MSYS 3179 BBY \$317.50 HYDRONIC HEATING SYSTEMS

Covers theory and applications for hydronic systems design and components, boilers, controls, venting, combustion and ventilation air, building zoning, and fuels cost estimating. The above is applied to a design for preselected building. Prerequisite: MSYS 2079. (3.5 credits)

| | | | | | |
|--------|-----|-----------|--------|---------|-------|
| Jan 11 | Thr | 1845-2145 | 14 wks | BBY CRN | 19256 |
|--------|-----|-----------|--------|---------|-------|

MSYS 4079 BBY \$317.50 AIR HANDLING SYSTEMS

Design and size air distribution systems including equal friction and static regain methods; air distribution requirements and air terminals selection. Use and selection of fans using fan laws. Design and selection of various air handling systems and energy analysis for dual duct, multizone, CAV with reheat, VAV and VVT systems. Noise and vibration analysis in air handling systems are also included. Prerequisites: MSYS 2079 and MSYS 3079 or departmental approval. (3.5 credits)

| | | | | | |
|-------|-----|-----------|--------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 14 wks | BBY CRN | 41298 |
|-------|-----|-----------|--------|---------|-------|

Check the flyer each term (fall, winter, spring) for new course offerings.



Nondestructive Testing

For course information: (604) 432-8946 Bob_Pike@bcit.ca
For registration: (604) 432-8723 Sharon_Cameron@bcit.ca

Courses are scheduled as a direct result of industry's demand for training. They always run as week-long workshops, Monday - Friday (except NDTE 1151), 0800-1700. To find out the current schedule or to be put on the waitlist for future courses, please call Sharon Cameron at (604) 432-8723.

Course offerings:

| | | |
|-----------|---|---------|
| NDTE 1151 | Materials and Processes (24 hrs) | \$450 |
| NDTE 1169 | Radiography Level 1 (40 hrs) | \$802 |
| NDTE 1170 | Ultrasonics Level 1 (40 hrs) | \$802 |
| NDTE 1176 | Eddy Current Level 1 (40 hrs) | \$802 |
| NDTE 2177 | Liquid Penetrant Inspection Levels 1 & 2 (40 hrs) | \$802 |
| NDTE 2178 | Magnetic Particle Inspection Levels 1 & 2 (40hrs) | \$802 |
| NDTE 2269 | Radiography Level 2 (40 hrs) | \$802 |
| NDTE 2271 | Ultrasonics Level 2 (64 hrs) | \$1,150 |
| NDTE 2276 | Eddy Currents Level 2 (40 hrs) | \$802 |

Plastics

(604) 432-8971
(604) 432-8350

PLASTICS ASSOCIATE CERTIFICATE PROGRAM

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- Upgrading existing plastics processing machine operators who have the general prerequisites.
- People with no previous plastics experience but who are interested in obtaining employment in the plastics industry.
- Existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering, planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school Math, Science and English or equivalent.

The program consists of three sections

Mandatory courses, mandatory option courses and elective courses as outlined below. To be presented with an Associate Certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses and such elective courses to achieve a total of 20 credits.

| Mandatory courses | Credits |
|--|---------|
| PLAS 1001 Introduction/Plastics Industry | 1.0 |
| PLAS 1002 Properties of Materials | 1.0 |
| PLAS 1003 Polymer Rheology | 1.0 |
| PLAS 1004 Materials Laboratory | 1.0 |
| PLAS 1011 Health/Safety/Environmental | 1.0 |
| PLAS 1016 Overview of Plastics Processes | 1.0 |
| PLAS 1070 Plastics SPC 1 | 1.0 |
| PLAS 1071 Plastics SPC 2 | 1.0 |
| PLAS 1072 Plastics SPC 3 | 1.0 |
| PLAS 1091 Industry Practicum (36 hours) | 3.0 |

(PLAS 1091 to be performed after completion of all other credits required for the Associate Certificate)

Mandatory Options

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an Elective Group can be used if approved by the Plastics Technology department.

| | Credits |
|---|---------|
| Group 1 Injection Molding (4 courses) | 4.0 |
| Group 2 Extrusion Process (4 courses) | 4.0 |
| Group 3 Composites (3 courses) | 3.0 |
| Group 4 Rotational and Compression Molding, Thermoforming and Fabrication (4 courses) | 2.0 |
| Group 5 Blow Molding (4 courses) | 4.0 |

Elective Courses

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

Courses Offered This Term

PLAS 1001 BBY \$147 INTRODUCTION: PLASTICS INDUSTRY

Presents an overview of the plastics industry with topics that include general consumption of plastics, Canadian plastics industry, local plastics industry, and markets for plastics. Also how plastics are classified and the various types of thermoplastics and thermosetting plastics materials are discussed. Prerequisites: Grade 10 Math and Science. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1845-2145 | 4 wks | BBY CRN | 19278 |
|-------|-----|-----------|-------|---------|-------|

PLAS 1004 BBY \$199 MATERIALS LABORATORY

Covers general plastics testing procedures in accordance with ASTM standards and actual testing of items in a laboratory setting. Tensile and compression tests on an Instron testing machine, melt index determination, film slip and dart impact tests, luminous transmittance, haze and gloss, temperature deflection and Vicat softening point are some of the actual tests which will be performed in accordance with ASTM standards. Prerequisite: PLAS 1002. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 12 | Mon | 1845-2145 | 4 wks | BBY CRN | 16384 |
|--------|-----|-----------|-------|---------|-------|

PLAS 1011 BBY \$147 HEALTH/SAFETY/ENVIRONMENTAL

Deals with the minimal hazards in plastics processing and how they are controlled. Included is the toxicity of plastics materials, fire toxicity and the effect of plastics on the environment. Also, a general discussion of the extent and feasibility of plastics recycling and the Workplace Hazardous Materials Information System (WHMIS) Federal regulations. Prerequisite: PLAS 1001. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Feb 13 | Tue | 1845-2145 | 4 wks | BBY CRN | 15599 |
|--------|-----|-----------|-------|---------|-------|

PLAS 1016

BBY \$147

OVERVIEW OF PLASTICS PROCESSES

Consists of a basic overview of the various plastics processes including: injection molding; compression and transfer molding; rotational molding; film, pipe and profile extrusion; thermoforming; foam or expansion molding; composites; coating, casting and fabrication. Prerequisite: PLAS 1001. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Mar 19 | Mon | 1845-2145 | 4 wks | BBY CRN | 15600 |
|--------|-----|-----------|-------|---------|-------|

PLAS 1023 BBY \$199 INJECTION MOLDING: LAB

Reviews basic injection molding problems and troubleshooting techniques using a combination of lectures and hands-on experience with commercial sized injection molding machines. The majority of the time will be spent actually making processing changes on an injection molding machine and analyzing the results. Prerequisite: PLAS 1021. (1 credit)

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 8 | Mon | 1845-2145 | 4 wks | BBY CRN | 17829 |
|-------|-----|-----------|-------|---------|-------|

PLAS 1042 BBY \$199 FRP: COMPOSITES PROCESSES AND LAB

Presents the hands-on part of the course demonstrating some of the processes covered in PLAS 1041. FRP fabrication and testing will be carried out in a modern well equipped laboratory setting. Hand lay-up, chopper and gel coat gun operation are covered. As well, some testing and repair procedures are demonstrated. Prerequisite: PLAS 1041. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1845-2145 | 4 wks | BBY CRN | 19281 |
|--------|-----|-----------|-------|---------|-------|

PLAS 1070 BBY \$147 PLASTICS SPC 1 INTRODUCTION

Introduces Statistical Process Control with an emphasis on plastics process examples. Discussion will center around the need for a process control system, process variation, control charts and the benefits of using control charts. The course concentrates on philosophies, policies and procedures rather than mathematical analysis. This course is the first of three on Statistical Process Control for plastics processes. Prerequisite: PLAS 1001. (1 credit)

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Mar 20 | Tue | 1845-2145 | 4 wks | BBY CRN | 17830 |
|--------|-----|-----------|-------|---------|-------|

Robotics and Automation

(604) 451-6868

(604) 432-8521

ROBOT 0101 BBY \$265 INTRODUCTION TO INDUSTRIAL ROBOTICS

Presents an introductory course investigating automation systems found in modern manufacturing facilities. Basic operations, programming and applications of robotic workcells will be analysed. Interfacing and programming of programmable logic controllers (PLCs) will be studied. Hands-on instruction will be given on BCIT's robotics systems and PLCs.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 13 | Sat | 0900-1300 | 5 wks | BBY CRN | 10546 |
|--------|-----|-----------|-------|---------|-------|

Wood Products Manufacturing

(604) 432-8885

Eric.Worthy@bcit.ca

WOOD 1010 BBY \$321 SAWMILLING FUNDAMENTALS

For those directly or indirectly involved in the production of lumber. Office and sales staff will benefit from gaining a clear understanding of the methods and practices involved in the production of lumber products. Product knowledge outlines the variety of grades and products in use and relates them to production practices. Topics include understanding the industry and the resource; lumber products, markets and mills; technology in small log breakdown; secondary sawmill processes; sawmilling remanufacturing; and finishing (the planer mill). Field trips to a local sawmill are scheduled as part of the course. This is the first of three courses in a series on the production of lumber.

Note: Two parallel sessions are run so participants can choose the session most compatible with their current work schedule. However, shiftworkers should initially register in the day session.

| | | | | | |
|--------|-----|-----------|-------|---------|-------|
| Jan 10 | Wed | 1830-2130 | 8 wks | BBY CRN | 15558 |
|--------|-----|-----------|-------|---------|-------|

| | | | | | |
|--------|-----|-----------|-------|-----|-------|
| Jan 10 | Wed | 1130-1430 | 8 wks | BBY | 42946 |
|--------|-----|-----------|-------|-----|-------|

WOOD 1030 BBY \$321 ENGINEERED WOOD PRODUCTS

For those directly or indirectly involved in the production of wood products. Participants will learn various aspects of plywood, veneer-based products and engineered wood products which are emerging as the future of the forest products industry. Plywood, laminated veneer lumber (LVL), particleboard, medium density fiberboard (MDF) and oriented strandboard (OSB) are products which will be covered. Also included will be discussions on products, manufacturing processes, properties and end uses. One session will be devoted to the processing of pulp chips from sawmill waste materials. This is one of three courses in a series on the production of lumber. A certificate of completion will be issued to candidates who have successfully completed the three courses (WOOD 1010/1020/ 1030) with a minimum 70 per cent in each.

| | | | | | |
|-------|-----|-----------|-------|---------|-------|
| Jan 9 | Tue | 1830-2130 | 8 wks | BBY CRN | 41471 |
|-------|-----|-----------|-------|---------|-------|

Heating, Ventilation Air Conditioning and Refrigeration

(604) 432-8539

Dina_Patterson@bcit.ca

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

| | |
|-----------|----------------------------------|
| HVAC 0102 | Basic Refrigeration Systems 1 |
| HVAC 0104 | Basic Refrigeration Systems 2 |
| HVAC 0106 | Basic Refrigeration Systems 3 |
| HVAC 0110 | Advanced Refrigeration Systems 1 |
| HVAC 0112 | Advanced Refrigeration Systems 2 |

HVAC 0100 BBY \$460.50 REFRIGERATION CQ REFRESHER

Prepares tradespersons for the Refrigeration Mechanic Certificate of Qualification with an Inter Provincial IP (red seal) endorsement, and refreshes theoretical knowledge of the trade. Topics include refrigeration theory, reciprocating compressors, condensers, evaporators, flow control devices and accessories.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 23 | Tue/Thr | 1900-2200 | 11 wks | BBY CRN | 42610 |
|--------|---------|-----------|--------|---------|-------|

MANUFACTURING & INDUSTRIAL MECHANICAL



HVAC 0102 **BBY \$419.50**
BASIC REFRIGERATION SYSTEMS 1
 Covers fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulations. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.
 Jan 22 Mon/Wed 1900-2200 8 wks BBY CRN 15254

HVAC 0104 **BBY \$419.50**
BASIC REFRIGERATION SYSTEMS 2
 Continues from HVAC 0102. Topics include basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisites: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.
 Jan 22 Mon/Wed 1900-2200 8 wks BBY CRN 15255

HVAC 0110 **BBY \$196.00**
ADVANCED REFRIGERATION SYSTEMS 1
 This is the fourth in a five-part series of heating, ventilation and air conditioning systems courses. This module covers in-depth the operating sequences of residential and light commercial heat pump systems. Topics include application, installation control sequences and mechanical/electrical troubleshooting techniques.
 Jan 23 Tue/Thr 1900-2200 4 wks BBY CRN 44141

HVAC 0145 **BBY \$119.00**
CFC EMISSIONS IN REFRIGERATION
 Teaches environmental awareness on ozone depleting substances. Covers environmentally correct equipment design and proper handling of ozone depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current B.C. regulations.
 Jan 13 Sat 0830-1630 1 day BBY CRN 15258
 Feb 17 Sat 0830-1630 1 day BBY 15260
 Mar 17 Sat 0830-1630 1 day BBY 17920

Machinist

(604) 432-8539 Dina_Patterson@bcit.ca

MACH 0105 **BBY \$408.50**
LATHE OPERATOR
 Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel-toes required.
 Jan 16 Tue/Thr 1900-2200 6 wks BBY CRN 17926

MACH 0110 **BBY \$408.50**
MILLING MACHINE OPERATOR
 Provides a basic understanding and practical experience of milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required.
 Feb 27 Tue/Thr 1900-2200 6 wks BBY CRN 17927

MACH 0115 **BBY \$408.50**
LATHE AND MILLING OPERATIONS
 A continuation of MACH 0105 and MACH 0110. This course is designed to allow the students to gain more experience on the machine tools. The projects used in this course are of a more difficult and challenging nature than those encountered in the first courses. The concept of competency learning is still used in the program and care is taken to ensure that the selected projects are within the student's capabilities. Prerequisites: MACH 0105 and MACH 0110. Steel toed safety boots required.
 Feb 26 Mon/Wed 1900-2200 6 wks BBY CRN 44142

MACH 0116 **BBY \$230.00**
BLUEPRINT READING FOR MACHINISTS
 Practical blueprint reading for the mechanical trades.
 Jan 09 Tue/Thr 1900-2200 3 wks BBY CRN 41608

MACH 0125 **BBY \$448.50**
INTRODUCTION TO CNC
 Introduces the concepts of computer numerical control (CNC) using Haas simulators. Intended for those with little or no CNC experience. Prerequisite: MACH 0120 or basic computer knowledge. Safety glasses required.
 Feb 17 Sat 0800-1500 8 wks BBY CRN 17929

MACH 3100 **BBY \$556.50**
MASTERCAM 1
 Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 7.2. The course explores the techniques and methods that can be used to design 2D drawing. (5 credits)
 Jan 08 Mon-Thu 1800-2200 4 wks BBY CRN 44144

MACH 3102 **BBY \$556.50**
MASTERCAM 2
 Focuses on the creation of 2D tool paths using Mastercam version 7.2. The 2D tool paths include drilling, contour, pocket, threading, etc. in milling and turning operations. The course explores the technique and methods that can be used to generate NC program for 2D drawing. The course also introduces post processor in Mastercam. (5 credits)
 Feb 12 Mon-Thu 1800-2200 4 wks BBY CRN 44145

MACH 3103 **BBY \$556.50**
MASTERCAM 3
 Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 7.2. Topics include creation of complex geometry, surface and surface models. (5 credits)
 Mar 19 Mon-Thu 1800-2200 4 wks BBY CRN 44147

Mathematics for Trades

(604) 432-8539 Dina_Patterson@bcit.ca

TMAT 0120 **BBY \$307.50**
INDUSTRIAL MATHEMATICS
 Upgrades trades people with math skills. Topics include general math, algebra, geometry, trigonometry and scientific calculator operations. Students receive assignments based on their own trade area.
 Jan 23 Tue/Thr 1900-2200 8 wks BBY CRN 19303

Millwright

(604) 432-8539 Dina_Patterson@bcit.ca

MILL 0101 **BBY \$601.50**
MILLWRIGHT CQ REFRESHER
 Intended to assist tradespersons in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with an Inter Provincial IP (red seal) endorsement examination. Topics include general fitting practices, hydraulics, pneumatics and lubrication, material handling, machine components and machine installation.
 Jan 23 Tue/Thr 1900-2200 12 wks BBY CRN 43470

MILL 0105 **BBY \$364.50**
INDUSTRIAL HYDRAULICS STATIONARY
 Assists personnel at industrial sites in the basic theory of fluid power; examining, testing, troubleshooting and repairing fluid power circuits and components. Safety footwear with steel toes required.
 Jan 15 Mon/Wed 1900-2200 7 wks BBY CRN 41238

MILL 0111 **BBY \$447.50**
SHAFT ALIGNMENT
 Teaches how to effectively align rotating equipment. The course covers the basic theory and geometry of shaft alignment as well as the methods and formulas used in industry today. The course follows a "stepping up" methods from the basic to the more complex and precise. The students will perform the procedures learned on actual machine units. Safety footwear with steel toes required.
 Jan 16 Tue/Thr 1900-2200 4 wks BBY CRN 44143
 Sat 0830-1430

MILL 0115 **BBY \$448.50**
INTRO TO VIBRATION ANALYSIS
 Assists maintenance personnel in the measurement, collection and analysis of machine vibration and machine balancing. Explains and identifies vibration measurement and analysis principles and practices. Students are taught the uses of various vibration pickups and monitoring techniques. Methods of data acquisition are presented and explained. Interpretation of many types of vibration spectra are demonstrated and explained including unbalance, misalignment, eccentricity, bearing failures, looseness, power drive and electrical faults, aerodynamic and hydraulic faults among others. Types of unbalance, single and two plane balancing and balancing machines are explained and demonstrated. Fifteen hours of shop and hands-on activity are included in this course.
 Jan 23 Tue/Thr 1900-2200 7 wks BBY CRN 42611

Power Engineering

(604) 432-8539 Dina_Patterson@bcit.ca

POWR 0108 **BBY \$130.00**
REFRIGERATION SAFETY AWARENESS
 Provides individuals working in recreational facilities (ice rinks) and in refrigeration plants, not exceeding 1000kw prime mover name plate rating, with sufficient "safety awareness" to safely shut down a refrigeration plant in the event of an emergency. It is not a license to operate the plant, only to shut down the plant. A refrigeration safety awareness certificate is issued to successful participants.
 Jan 23 Tue/Thr 1830-2130 3 wks BBY CRN 41590

POWR 0109 **BBY \$1007.50**
REFRIGERATION OPERATOR (FIFTH CLASS REFRIGERATION ENDORSEMENT)
 Supplements one's practical qualifying experience as described in the B.C. Power Engineers and Boiler and Pressure Vessel Safety Act. Provides the student with essential knowledge of a modern refrigeration plant. The course covers safety, legislation, refrigeration principles, systems and equipment, applied electricity and system operation, maintenance and problem solving. Government exam is not included. Participants must make their own arrangements with the Boiler and Pressure Vessel branch.
 Feb 17 Sat 0830-1630 20 wks BBY CRN 42612

Go the Distance.
Courses offered
through Distance
Education are
listed on
pages 38-39.



PROCESS, ENERGY & NATURAL RESOURCES

Who's Who

Advanced Diploma in Technology Management
 Luis Curran(604) 432-8942
 Robertta Pajunen, Program Assistant(604) 432-8459
 Bachelor of Technology in Geomatics
 GIS Option
 Ross Miller(604) 432-8737
 Survey/Mapping Option
 Ken Schuurman(604) 432-8490
 Biotechnology
 Paul Barran(604) 432-8324
 Sharon Cameron, Program Assistant(604) 432-8723
 Chemical Sciences Technology
 Elaine Woo(604) 432-8393
 Sharon Cameron, Program Assistant(604) 432-8723
 Engineering Technology Distance Education
 Shari Monsma, Program Assistant(604) 432-8784
 Clerical Assistant(604) 451-6984
 Fish Harvesting and Processing Technology
 Denise DeLeebeeck(604) 432-8948
 Sharon Cameron, Program Assistant(604) 432-8723
 Food Technology
 Cliff Dunlop(604) 451-6985
 Sharon Cameron, Program Assistant(604) 432-8723
 Forest Engineering Technology Distance Education
 Jim Rudolph(604) 432-8941
 Geographic Information Systems
 Jonathan Candy(604) 432-8378
 Bette Bayley, Program Assistant(604) 432-8521
 Geomatics
 Dave Rutherford(604) 432-8490
 Bette Bayley, Program Assistant(604) 432-8521

Mining
 Rob Stevens(604) 432-8323
 Sharon Cameron, Program Assistant(604) 432-8723
 Petroleum
 Robin Kinney(604) 432-8308
 Sharon Cameron, Program Assistant(604) 432-8723
 Renewable Resources Technology
 Judith Hall(604) 451-6911
 Dina Patterson, Program Assistant(604) 432-8539
 Forest Resources Technician Program
 Wayne Horvath(604) 432-8506
 Dina Patterson, Program Assistant(604) 432-8539
 Urban and Community Forestry Program
 Judith Hall(604) 451-6911
 Dina Patterson, Program Assistant(604) 432-8539

Note: Pulp and Paper
 Please call Technology Centre(604) 453-4002

Advanced Diploma in Geographic Information Systems

(604) 434-1610

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through Part-time Studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-1610 and ask to be mailed the GIS Advanced Diploma program booklet. The booklet will explain how you can become a full-time or part-time GIS Advanced Diploma student and which courses you should take.

You do not have to become a GIS Advanced Diploma student if you want to take a selection of our part-time GIS courses to help your career advancement. You can just register for any part-time GIS course, though you should make sure you meet any course prerequisites. For course availability, please see the Geographic Information Systems section of this flyer.

Check the GIS home page for any last minute part-time course offerings or to read more about the part-time GIS Advanced Diploma program. You can access the GIS home page from the BCIT Web site GIS program pages at www.gis.bcit.ca.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces.

Bachelor of Technology in Geomatics

GIS Option

(604) 432-8737

Ross_Miller@bcit.ca

Survey/Mapping Option

(604) 432-8490

Ken_Schuurman@bcit.ca

Program Information Session: Free of Charge

You are invited to attend the following information session so that you may better understand the content and scope of the program, entrance requirements and scheduling of courses.

Date: Wed., Feb. 7, 2001

Time: 1930

Location: Town Square C

If you wish to attend, please contact Stephanie Hristovsky at Stephanie_Hristovsky@bcit.ca (604) 451-7001 to reserve a seat.

The Program

With rapid changes in spatial data capture and management, BCIT's Bachelor of Technology in Geomatics/GIS degree provides excellent opportunities for career enhancement and professional growth. There are two program options to choose from – Surveying/Mapping and GIS. The first will appeal to graduate Surveying and Mapping technologists who wish to pursue professional accreditation as a B.C. Land Surveyor. The second option will appeal to graduates from many areas – for example Surveying and Mapping, Forestry, Civil, Environmental, and Mining – who wish to learn how to integrate GIS technology in their profession. The program comprises five components: 12 credits of common technical core studies, 13 credits from either the GIS or Surveying and Mapping options, 9 credits of management courses, 2 credits of technical electives, 12 credits of liberal education and an industry project worth 12 credits.

Offered at this time only through Part-time Studies, this program allows you to continue your studies while maintaining your employment. These courses may also be of interest to current professionals who wish to participate on a professional development basis.

Entrance Requirements

The minimum entrance requirements are:

- A recognized Diploma of Technology or equivalent in a related engineering or science discipline or related field, or a degree in Engineering, Science, Applied Science or related field.
- 2 years relevant work experience
- English 12 or equivalent
- Students whose native language is not English and who have completed their degree/diploma at a post-secondary institution where English was not the language of instruction are required to satisfactorily complete a BCIT Communications department English Language Competency Test.

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance. Supplemental courses may be required in order to fulfill the educational background required for practice in the geomatics and GIS industry.

Program Brochure

For detailed information on the entire program, including descriptions of all courses being offered and the application process, please e-mail or phone us at either of the addresses or numbers listed above.

Courses Offered this Term

GEOM 7105 BBY \$497.50

INTRODUCTION TO AUTOCAD LAND DEVELOPMENT DESKTOP
Provides an introduction to the creation and management of projects and associated drawings using Land Development Desktop software. Topics include point object basics, labeling, description keys, point groups, horizontal alignment, parcel definition and terrain modelling. Prerequisite: AICO 1000 or SURV 4465 or departmental approval. (2 credits)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Jan 9 | Tues | 1845-2145 | 12 wks | BBY | CRN | 44421 |
| Mar 12 | Mon-Fri | 0830-1600 | 5 days | BBY | | 44422 |

Class dates are March 12-16, 2001

GEOM 7115 BBY \$295

AUTODESK SURVEY

Teaches you how to efficiently collect and process survey field data through the establishment of data collection and processing standards using Autodesk Survey. This course includes a short field project but focuses on the implementation of data collection standards, downloading/importing of data, and the adjustment/analysis of field measurements. Prerequisite: GEOM 7105 or departmental approval. (1 credit)

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 27 | Sat | 0900-1530 | 3 wks | BBY | CRN | 44424 |
|--------|-----|-----------|-------|-----|-----|-------|

GEOM 7125 BBY \$295

AUTODESK CIVIL DESIGN

Equips candidates with the skills to proficiently use Autodesk Civil Design software to design various engineering services for a land development site. Candidates will design horizontal and vertical roadway alignments, use templates to create finished grade surfaces from the roadway alignments, use grading tools to calculate cut and fill material volumes and assemble the roadway and site design information to create a complete drawing of the development site. Prerequisite: GEOM 7105 or departmental approval. (1 credit)

| | | | | | | |
|--------|----------|-----------|--------|-----|-----|-------|
| Mar 12 | Mon-Tues | 0830-1730 | 2 days | BBY | CRN | 44425 |
|--------|----------|-----------|--------|-----|-----|-------|

Class dates are March 12-13, 2001

GEOM 7205 BBY \$752.50

GPS FOR RESOURCE SURVEYS

Provides a comprehensive conceptual and practical introduction to GPS technology as used in resource surveys in British Columbia. It covers GPS techniques for accuracy requirements greater than 1-2 metres. Participants will learn fundamental concepts of GPS positioning, how to use GPS equipment and software, and how to minimize GPS errors and correctly integrate GPS data with data from other sources. Upon successful completion of this course, students will receive a RIC (Resource Inventory Committee) training certificate which will qualify them to perform GPS resource surveys within the Province of British Columbia. Prerequisite: SURV 5108 or departmental approval. (2 credits)

| | | | | | | |
|-------|-----|-----------|-------|-----|-----|-------|
| Jan 6 | Sat | 0830-1500 | 6 wks | BBY | CRN | 44426 |
|-------|-----|-----------|-------|-----|-----|-------|

GEOM 7305 BBY \$485.50

HIGH ACCURACY SATELLITE POSITIONING

Introduces the concepts and procedures for using satellite systems to perform high accuracy positioning. It provides an overview of static, kinematic and real time surveying techniques. Topics include signal structure, code and phase observables, phase ambiguities, accuracy, modes of operation, project planning, hands-on operation, data downloading, conversion, exporting and processing with an emphasis on network adjustment. Prerequisite: SURV 5208 or departmental approval.

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Mar 12 | Mon-Thr | 0830-1730 | 4 days | BBY | CRN | 44427 |
|--------|---------|-----------|--------|-----|-----|-------|

Class dates are March 12-15, 2001

GEOM 7307 BBY \$485.50

ADVANCED DIGITAL MAPPING

Provides hands-on training in the application of softcopy photogrammetry with an emphasis on project planning and management. Topics covered include mapping project design; digital data capture, editing, and terrain modelling using softcopy workstations; cartographic presentation; orthophoto production; project planning and management. Prerequisite: SURV 3367 or departmental approval. (2 credits)

| | | | | | | |
|-------|-----|-----------|-------|-----|-----|-------|
| Jan 5 | Fri | 0830-1230 | 9 wks | BBY | CRN | 44428 |
|-------|-----|-----------|-------|-----|-----|-------|

GEOM 7330 BBY \$485.50

CADAstral SURVEYS AND LAND REGISTRATION SYSTEMS

Students are introduced to concepts of land use and land ownership under English common law and are practically engaged in researching and interpreting legislation and case law. This course also explores the role of the land surveyor and the contribution of the surveying profession to land development. Students must have Internet access and e-mail. Prerequisite: Basic understanding of land surveying.

| | | | | | | |
|--------|---------|-----------|------------|-----|-----|-------|
| Feb 23 | Fri-Sat | 0830-1730 | 2 weekends | BBY | CRN | 43091 |
|--------|---------|-----------|------------|-----|-----|-------|

Note: The class meeting dates are Friday and Saturday, Feb 23-24 and May 4-5, 2001

GEOM 8320 BBY \$225

SATELLITE SURVEYING PROJECT MANAGEMENT

Helps you design a satellite surveying plan based on accuracy and area of interest specifications. Topics include consideration of GPS performance, observation methods, error sources, site selection, observation strategy, cost estimation, and refinement of observation strategy in response to accuracies achieved. Prerequisite: GEOM 7305 or departmental approval. (1 credit)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Mar 16 | Fri-Sat | 0830-1730 | 2 days | BBY | CRN | 44429 |
|--------|---------|-----------|--------|-----|-----|-------|

Class dates are March 16-17, 2001

GEOM 8342 BBY \$438.50

ADVANCED TOPICS IN ADJUSTMENTS AND STATISTICAL TESTING

Helps you understand network adjustment software used for processing GPS and conventional survey networks. Topics include parametric and conditional least squares models, outlier detection, data snooping, reliability measures, and network organization. Practical exercises include the evaluation of GPS network data using program GEOLAB. Prerequisite: A basic understanding of parametric and conditional least squares models. (2 credits)

| | | | | | | |
|--------|---------|-----------|--------|-----|-----|-------|
| Mar 12 | Mon-Sat | 0900-1500 | 6 days | BBY | CRN | 44430 |
|--------|---------|-----------|--------|-----|-----|-------|

Class dates are March 12-17, 2001

GIST 7100 BBY \$260.50

FUNDAMENTALS OF GIS

Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, the role of GIS in spatial data management, data modelling, concepts of file and database systems, raster and vector spatial data models, architecture of GIS software (geo-relational, object-oriented), methods of data collection and input, manipulation and analysis features of GIS, general management issues, trends in GIS. (2 credits)

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1845-2145 | 12 wks | BBY | CRN | 44388 |
|-------|-----|-----------|--------|-----|-----|-------|

GIS Distance Education Course Via the Internet

GIST 7159 COURSE FEE \$395

TEXTBOOK \$55

SOFTWARE (IF REQUIRED) \$340

MAPPING USING MICROSTATION

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information, check our Web site at: <http://www.gis.bcit.ca/outlines/7159info.htm>.

To register for the Internet course GIST 7159 only, please contact Shari Monsma at Shari_Monsma@bcit.ca. For course information, contact Ross Miller at Ross_Miller@bcit.ca.

Bachelor of Technology in Technology Management

(604) 432-8459

Robertta_Pajunen@bcit.ca

Engineering Technology offers a Bachelor of Technology degree in Technology Management. The Bachelor of Technology Degree in Technology Management is offered by BCIT and also offered collaboratively with the Open Learning Agency of B.C.

The Bachelor of Technology program is designed for:

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

TMGT 7102 BBY \$172

PROJECT MANAGEMENT/RESOURCE UTILIZATION

Focuses on effective project management brought about through teamwork. Teams each plan a project making use of the learning of the preceding sessions, giving them the opportunity to experience the collaborative planning process and see its effectiveness first-hand. Emphasis will be placed on effective, motivated teamwork and good time and cost control.

| | | | | | | |
|-------|----------|-----------|--------|-----|-----|-------|
| Feb 2 | *Fri-Sun | 0830-1530 | 3 days | BBY | CRN | 41266 |
|-------|----------|-----------|--------|-----|-----|-------|

*Course runs Friday, Saturday, and Sunday

TMGT 7104 BBY \$172

MANAGEMENT OF TECHNOLOGICAL CHANGE

Examines the nature of change in high technology and the forces active in the management of change as they affect the individual, group and organization. Analyzes, diagnoses and integrates the individual, group and corporate forces in managing change. Particular focus is placed in integrating interpersonal skills with the task of managing technological change among people.

| | | | | | | |
|--------|----------|-----------|--------|-----|-----|-------|
| Mar 23 | *Fri-Sun | 0830-1530 | 3 days | BBY | CRN | 15401 |
|--------|----------|-----------|--------|-----|-----|-------|

*Course runs Friday, Saturday, and Sunday

TMGT 7113 BBY \$172

MARKETING PROGRAMS AND PLANS

Enables individuals to implement sample product and market planning for small and mid-size businesses. Upon completion of the course, candidates will be expected to communicate the components of an effective product strategy. Completion of TMGT 7111 is recommended.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 18 | Thr | 1830-2130 | 5 wks | BBY | CRN | 19635 |
|--------|-----|-----------|-------|-----|-----|-------|

TMGT 7131 BBY \$172

BUSINESS STRATEGY AND STRUCTURE

The purpose of this course is to integrate two important aspects of decision-making in high technology companies: how to choose a particular technical option, and how to develop a business strategy that works in today's business environment. By looking at the factors that determine technological and business strategy, the candidate will have an important opportunity to analyse real world situations and develop career goals. This course is linked to TMGT 7132, Managing Technological Innovation and Entrepreneurship.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Jan 17 | Wed | 1830-2130 | 5 wks | BBY | CRN | 42974 |
|--------|-----|-----------|-------|-----|-----|-------|

TMGT 7132 BBY \$172

MANAGING TECH INNOVATION AND ENTREPRENEURSHIP

Synthesizes the elements of technological innovation that contribute to organizational productivity and increased competitiveness. The perspective adopted is the management processes that correlate with technological innovations. The thrust of the course is descriptive of the factors that come into plan in the management of technological innovation. Prerequisite: TMGT 7131.

| | | | | | | |
|--------|-----|-----------|-------|-----|-----|-------|
| Feb 28 | Wed | 1830-2130 | 5 wks | BBY | CRN | 43317 |
|--------|-----|-----------|-------|-----|-----|-------|

TMGT 7134 BBY \$172

TECH AND INTERNATIONAL TRADE AND COMPETITION

Discusses various strategies in the marketing of a technological innovation (process, product or service) in highly competitive global markets. The major thrust of this course describes how a technology firm may consider different options in the marketing of its technology in international markets.

| | | | | | | |
|-------|-----|-----------|-------|-----|-----|-------|
| Mar 1 | Thr | 1830-2130 | 5 wks | BBY | CRN | 40027 |
|-------|-----|-----------|-------|-----|-----|-------|

TMGT 7143 BBY \$172

PROBLEM SOLVING AND DECISION-MAKING

Deals with a practical, hands-on approach using an analytical process-oriented approach with different tools and techniques used to better maximize the problem-solving and decision-making skills of the participant.

| | | | | | | |
|-------|------|-----------|-------|-----|-----|-------|
| Mar 3 | Sat* | 0830-1530 | 3 wks | BBY | CRN | 19904 |
|-------|------|-----------|-------|-----|-----|-------|

*Course runs alternate Saturdays

TMGT 7155 BBY \$404.50

INFORMATION TECHNOLOGY MANAGEMENT ISSUES

Provides candidates with knowledge on management issues in areas such as the acquisition and development of systems, systems integrity and ethics, and the alignment of Information Technology with business goals. Candidates gain the knowledge necessary to understand how an Information Technology infrastructure is developed and how it can be used to manage information and technology.

| | | | | | | |
|-------|-----|-----------|--------|-----|-----|-------|
| Jan 9 | Tue | 1830-2130 | 12 wks | BBY | CRN | 44490 |
|-------|-----|-----------|--------|-----|-----|-------|

Biotechnology

(604) 432-8324

Paul_Barran@bcit.ca

The Biotechnology program currently offers two workshops designed to meet the rising demand for current information and training in this field. For more information regarding these workshops, please contact the program head, Paul Barran at (604) 432-8324.

BIOT 1131

AN INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY (16 HOURS)

A two-day workshop specifically geared to non-scientific audiences to provide a comprehensive overview of biotechnology, its components and applications. The workshop surveys the technologies that make up biotechnology and their application in science and industry. Technologies covered include genetic engineering, cell culture and fermentation. Applications covered include human health, forestry, agriculture and waste management. The course is offered in partnership with the B.C. Biotechnology Alliance (BCBA). For information contact the BCBA at (604) 221-3026 or check out their Web site at: www.biotech.bc.ca.

BIOT 5320

MOLECULAR GENETICS TECHNOLOGY (80 HOURS)

A workshop which provides a comprehensive overview of the theory and practice of modern molecular genetics. Students receive practical hands-on training in the basic techniques of molecular genetics (Southern/Northern/Western Blot, PCR, DNA/RNA preparation, DNA sequencing, and cloning), as well as theoretical training in genetic analysis. Topics include genetic analysis, recombinant DNA technology, and the application of this technology to the analysis of genes and their products. This course is the same as MGEN 5800 of BCIT's Molecular Genetics Upgrading Program in Health Sciences and as such, may be offered by Health Sciences. For schedule/registration information contact Fred Bauder at (604) 432-8296 or e-mail Fred_Bauder@bcit.ca.

Part-time Tip

Know thyself. It's your responsibility to ensure you have all prerequisites for each course in which you register.



Chemical Sciences Technology

Course information: (604) 432-8393 Elaine_Woo@bcit.ca
Registration: (604) 432-8723 Sharon_Cameron@bcit.ca

There are no part-time courses scheduled at this time. If you wish to be kept informed of any upcoming courses, call Sharon Cameron at (604) 432-8723 or e-mail Sharon_Cameron@bcit.ca to be put on our mailing list.

Assayer Certification Training

Comprehensive assayer training is now available through Chemical Sciences Technology in a "directed studies" format (using internet, fax, phone, CD, mail and labs). It can be taken by anyone, no matter where they may live or work. The training was developed to meet the mining industry's growing demands for skilled and competent assayers in B.C., and with this advanced training in applied analytical chemistry, it prepares successful students to become eligible to write the exam for provincial certification given by the B.C. Ministry of Energy and Mines.

The complete training involves approximately two years of "tutored" correspondence courses and lab practicums. Lab practicums are considered an essential component of this training in order to gain maximum benefit from the courses, and to help develop speed and accuracy in analytical work. Enrolment in each course is limited to 12 students. **Note:** You can opt to take only part of the training program, for the purpose of job upgrading, information or as a "refresher".

Assayer Certification Training covers:

- Introduction to assaying
- Fire assaying and mineral identification
- Classical wet assaying and qualitative analysis
- Selectivity and specificity of analytical procedures
- Analytical instrumentation – theory and practical
- Sampling theory and methods
- Statistical analysis
- Reference standards
- Laboratory practicum

Contact Elaine Woo (instructor/coordinator) for more information: phone: (604) 432-8393 or e-mail Elaine_Woo@bcit.ca.

Fish Harvesting and Processing Technology

Course information: (604) 432-8948 Denise_DeLeebeek@bcit.ca
Registration: (604) 432-8723 Sharon_Cameron@bcit.ca

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of upcoming activities.

Recently completed workshops included:

- Introduction to HACCP (FISH 0122)
- Revising Your QMP Plan (FISH 0123)
- Overview of the Revised QMP (FISH 0124)
- Verification of your QMP Plan (FISH 0125)
- Orientation to Sanitation & Hygiene (FISH 0131)
- Factory Clean-Up (FISH 0132)
- Facilities & Equipment Sanitation & Hygiene (FISH 0133)
- Can Screening Line Theory and Operation (FISH 0141)
- Metal Can Defect I.D. & Classification (FISH 0143)
- Introduction to Can Screening Theory & Operation (FISH 0144)
- Canned Foods: Thermal Processing & Container Evaluation (FISH 0145)
- First Line Supervisor (FISH 0150)
- Value-added Seafood Processing (FISH 0160)
- Food Microbiological Control (FISH 0200).

Contact the coordinator, Denise DeLeebeek, at (604) 432-8948 for course information.

CD-ROM Training Tutorials on Metal Can Defects

The following CD-ROMs are now available as part of Fish Harvesting and Processing Technology program:

- Origins of Metal Can Manufacturing Defects
- Origins of Double Seam Defects
- Identification of Metal Can Defects.

These tutorials are based on material from the Canadian Food Inspection Agency (CFIA) manual, "Metal Can Defects - Identification and Classification." They include a total of 84 defects with more than 400 photo images and self-tests on subsections, sections and the whole tutorials. These tutorials have been extensively validated by a committee of B.C. salmon canners, a can manufacturer, Canadian Food Inspection Agency and Health Canada.

The target audience is canned food inspectors in processing plants, can screening warehouses, government and private testing laboratories and import facilities as well as inspectors in can manufacturing plants.

To order the CDs, contact Distance Education, Engineering Technology, by phone: (604) 451-6984 or fax: (604) 436-6113. For more information on content, design and computer system requirements, contact Denise DeLeebeek by phone (604) 432-8948, fax (604) 434-6986, e-mail Denise_DeLeebeek@bcit.ca.

Food Technology

Course information: (604) 432-8320 Cliff_Dunlop@bcit.ca
Registration: (604) 432-8723 Sharon_Cameron@bcit.ca

FOOD 1160 BBY \$305

FOOD SAFETY: THE HACCP SYSTEM

A two-and-a-half day workshop of benefit to employees whose job is to ensure the safety and quality of food, especially potential HACCP plant coordinators from areas such as QC, production, sanitation and management. The focus is on de-mystifying HACCP (Hazard Analysis Critical Control Point) and the role it plays with ISO 9000 and TQM. Participants are taught the skills necessary to implement a HACCP program to meet both their company's needs and government expectations. Discussion groups are formed and practical problems tackled. Statement of completion is issued to successful students.

Mar 12 Mon/Tue 0900-1630 2.5 days BBY CRN 41268
Wed 0900-1200

FOOD 1163 BBY \$350

INTERNAL AUDITING OF HACCP SYSTEMS

Many organizations have instituted HACCP (food safety) systems in their operations. To keep these systems properly documented and operating correctly, internal auditing is a necessary function of plant managers, supervisors, HACCP coordinators and team members. Our three-day workshop reviews the principles of HACCP and underlying prerequisite programs required in a comprehensive food safety system. Participants are guided through the elements and activities (based on ISO 9000 Internal Audit Principles) of an internal audit. A checklist for an existing HACCP system (one preferably used by their company operation) will be prepared and completed by each participant, and a statement of completion is issued to those who successfully complete the in-house assignment and achieve a minimum 60 per cent on the exam.

Feb 7 Wed/Thr/Fri 0830-1630 3 days BBY CRN 42245

Proposed Associate Certificate in Food Safety Management

BCIT's Food Technology program is planning to offer an Associate Certificate in Food Safety Management intended for:

- Employees in the food industry with no formal food science background wishing to upgrade their knowledge – production supervisors, food plant managers, technicians, technical sales, marketing, dietitians, nutritionists, government and public health inspectors, food industry entrepreneurs.
- Individuals wishing to gain a better understanding of food safety issues in food processing.

Students must have English 12 (or equivalent) and Chemistry 11 for acceptance into this certificate program. Credit (max. 9 credits) may be granted for other equivalents or suitable courses taken outside of BCIT.

The Associate Certificate in Food Safety Management is **not** currently available. If you are interested in receiving information when this program becomes approved for registration, please contact Sharon Cameron (program assistant) by:

Phone: (604) 432-8723
Fax: (604) 433-7879
E-mail: Sharon_Cameron@bcit.ca

Proposed Associate Certificate in Food Safety Management Required courses

- Prerequisite Programs for HACCP Systems (FOOD 1140)
- Introduction to Food Microbiology (FOOD 1021)
- (Proposed) Introduction to Food Microbiology Lab 1 & 2 (FOOD 1022/1023)
- Food Safety: The HACCP System (FOOD 1160)
- Internal Auditing of HACCP Systems (FOOD 1163)
- Intro to Technical and Business Communications (COMM 1103).

Choose one of the following two courses:

- Exploring Your Food Systems (FOOD 258): UBC Food Science Open Learning University
- Principles of Food Science (42-20168): U of Guelph Office of Open Learning.

Electives (6 credits from the following list)

- (proposed) Introduction to Quality Assurance (FOOD 2102)
- Technical Reports (COMM 2204)
- Applied Microbiology / Applied Toxicology (EENG 7720/7721)
- Canned Foods: Thermal Processing and Container Evaluation (FISH 0145-formerly FOOD 0130)
- Metal Can Defect ID & Classification (FISH 0143)
- Can Screening Operation and Theory (FISH 0141)
- Food Microbiological Control (FISH 0200)
- Occupational Health and Safety (HRMG 2805)
- Hazardous Material Management (OCHS 1262)
- Quality Assurance 1 – Manufacturing (OPMT 1106)
- Environmental Compliance and Management System Auditing (OPMT 1144)
- Vender Quality Assurance (OPMT 1116).

Other courses may be considered as electives if they fit the mandate of the certificate program.

Geographic Information Systems

(604) 432-8521

You may take any or all of our part-time GIS courses to help your career advancement. You may also complete a part-time GIS Advanced Diploma for job-ready skills. For more information, call Program Advising at (604) 434-1610 and ask to be mailed the GIS program booklet. If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the work place. Check the GIS home page at www.gis.bcit.ca for future online courses, any last minute part-time course offerings or to read more about the GIS program.

All BCIT GIS part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, use of personal computers and windows-based Graphical User interfaces

GIST 5001 BBY \$255

GIS PROGRAMMING 1

Prepares students for GIS macro programming, GIS utility programming, GIS database programming and other GIS courses. Students use logical steps and QBasic to manipulate GIS spatial and attribute data values. This course is for students with no programming experience. (1 credit)

Jan 11 Thr 1845-2145 6 wks BBY CRN 41009

GIST 5002 BBY \$255

GIS PROGRAMMING 2: VISUAL BASIC

Builds on the course content of GIST 5001 GIS Programming 1. The course will introduce Visual Basic and will cover such additional topics as sub-programs and functions, arrays, file output and introduction to computer graphics. As in GIST 5001, the examples will be based on GIS and related topics. Prerequisite: GIST 5001. (1 credit)

Feb 22 Thr 1845-2145 6 wks BBY CRN 41554

GIST 5027 DTC \$335.30

MAPINFO

Introduces MAPINFO, a popular, user friendly GIS product that runs within Microsoft Windows. Students learn how to query maps, query databases, produce maps, charts and reports and perform simple data import and GIS analysis. (1 credit)

Feb 12 Mon-Tue 0830-1630 2 days DTC CRN 18108

GIST 5028 DTC \$425.30

ARCVIEW

Presents a hands-on course which introduces ArcView, a powerful desktop GIS software package. Teaches students how to use ArcView to perform spatial query and analysis, produce maps, charts and reports. The course fee includes a 675 page colour manual and a CD-ROM with a demonstration copy of ArcView GIS software. (1 credit)

Feb 14 Wed-Thu 0830-1630 2 days DTC CRN 18107

Mar 19 Mon-Tue 0830-1630 2 days DTC 18863

GIST 5109 BBY \$485.50

MAPPING USING MICROSTATION

Presents a hands-on course which introduces students to Microstation PC, a powerful and popular software for digital mapping. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, and data integrity. (3 credits)

Jan 13 Sat 0830-1530 6 wks BBY CRN 10589

GIST 5128 BBY \$435.50

ARC/INFO GIS 1

Introduces operational aspects of GIS software using Arc/Info GIS version 8 workstation and desktop. Topics include data entry and editing, data manipulation and analysis, map design and reporting. Working problems are drawn from resource management and urban applications. (3 credits)

Jan 8 Mon 1845-2145 12 wks BBY CRN 41008

Jan 13 Sat 0830-1530 6 wks BBY 10554

Mar 12 Mon-Fri 0830-1630 1 wk BBY 10556

GIST 6028 DTC \$335.30

AVENUE

Introduces Avenue, the object oriented programming language used to customize ArcView. In this course students learn about customizing the ArcView interface, Avenue classes, objects and requests, and the programming features of Avenue. Prerequisite: GIST 5028. Previous programming experience is essential (for example, AICO 4072). (1 credit)

Mar 21 Wed-Thu 0830-1630 2 days DTC CRN 19250

GIST 6118 BBY \$485.50

REMOTE SENSING

Teaches students to use PCI software on NT workstations to perform image processing and analysis on satellite data, geocode and classify images, and integrate images with GIS. Prerequisite: GIST 6121 or equivalent statistics course (may be taken concurrently). (3 credits)

Jan 10 Wed 1845-2145 12 wks BBY CRN 10553

GIST 6128 BBY \$485.50

ARC/INFO GIS 2

Continues from GIST 5128, covering customization, edge matching, digital terrain modelling, analytical GIS functions and importing and exporting of data. Prerequisite: GIST 5128. Previous programming experience is helpful (GIST 5001). (3 credits)

Jan 11 Thr 1845-2145 12 wks BBY CRN 18144

GIST 6132 BBY \$485.50

GIS DATABASE SYSTEMS

Introduces students to large GIS database systems using Oracle RDBMS, and how these can be used with Arc/Info GIS software. Prerequisite: GIST 6128 (may be taken concurrently) and COMP 1271 or CDCM 2372 or equivalent database software. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 12510

GIST 7100 BBY \$260.50

FUNDAMENTALS OF GIS

Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, the role of GIS in spatial data management, data modelling, concepts of file and database systems, raster and vector spatial data models, architecture of GIS software (geo-relational, object-oriented), methods of data collection and input, manipulation and analysis features of GIS, general management issues, trends in GIS. (2 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 44388

AutoCAD/GIS TRAINING

ACGS 2000 BBY \$445

AUTOCAD MAP 1

Covers the basic technical skills required in spatial data collection and management. AutoCAD Map fundamentals with an emphasis on CAD issues, the Workflow model, and map spatial data tools are discussed. Prerequisite: AICO 1000. (1.5 credits)

Feb 12 Mon/Tue/ 0830-1700 2.5 days BBY CRN 41070

Wed 0830-1130

ACGS 3000 BBY \$445

AUTOCAD MAP 2

Explores the advanced issues of AutoCAD map and utilizes complex tool sets. The emphasis is on GIS definitions, topology (spatial relationships), advanced queries and property alteration and spatial analysis. Prerequisite: ACGS 2000. (1.5 credits)

Feb 14 Wed/ 1400-1700 2.5 days BBY CRN 41071

Thr/Fri 0830-1700

GIS Distance Education Course Via the Internet

GIST 7159 COURSE FEE \$395

TEXTBOOK \$55

SOFTWARE (IF REQUIRED) \$340

MAPPING USING MICROSTATION

Using the Internet, a printed workbook, and MicroStation software, this course introduces students to MicroStation 95, a powerful CAD program used worldwide for mapping and GIS. Topics include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. For more information check our Web site at: <http://www.gis.bcit.ca/outlines/7159info.htm>.

To register for the Internet course GIST 7159 only, please contact Shari_Monsma@bcit.ca.

For course information, contact Ross_Miller@bcit.ca.

Geomatics

(604) 432-8490 David_Rutherford@bcit.ca
(604) 432-8521

SURV 1101 BBY \$255.50
SURVEY INSTRUMENT OPERATIONS: LEVELS

Introduces the principles of differential levelling using the automatic level through practical levelling projects such as sewer-line layout, grade and invert calculations, cut and fill and "as-built" surveys using bench mark and detail levelling procedures, industry prescribed booking formats and note reductions. Field-oriented to simulate actual engineering projects. Ideal for those in the municipal engineering and construction industry. (2.5 credits)

Jan 13 Sat 0900-1600 5 wks BBY CRN 41010

SURV 1104 BBY \$255.50
INTRODUCTION TO SURVEYING WITH TOTAL STATIONS

Presents the basics of instrument setup, calibration and use of a variety of total stations including reflectorless technology. Course covers angle and distance measurement procedures, elevation determinations, traversing and topographic/detail surveys, basic data collection and data processing on projects typically found in industry. Of particular interest to those in the municipal engineering and construction industry. (2.5 credits)

Feb 24 Sat 0900-1600 5 wks BBY CRN 16383

SURV 1113 BBY \$360.50
PLANE SURVEYING COMPUTATIONS 1

Reviews plane trigonometry fundamentals, solutions of triangles. Open and closed traverse computations, inverse, the location of blunders and adjustment procedures. Omitted parts in closed traverses, area computations, subdividing lots with straight property lines. Circular curve calculations and layout procedures, building layout data calculations. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 19829

SURV 1117 BBY \$420.50
INTRODUCTION TO GPS DATA COLLECTION AND PROCESSING

Teaches basic GPS concepts and the appropriate hardware, software, and field methods for specific applications. Covers typical GPS surveying problems and their solutions. The field portion of the course teaches GPS mission planning and hands-on code and carrier phase data collection projects. The post processing component includes explanations of output files, network adjustment and transformations. (3 credits)

Jan 9 Tue 1845-2145 12 wks BBY CRN 42950

SURV 1118 BBY \$271
PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS

Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data. (2 credits)

Jan 17 Wed 1845-2145 8 wks BBY CRN 44383

SURV 1190 BBY \$271
SURVEY CAD: RAPID TRANSIT

Ideal for those wishing to expand their survey skills, this popular software is widely used throughout legal survey offices. Participants will learn data entry, coordinate geometry, traversing, inverting, areas, intersections, transformations, curve calculation, contouring, volume calculation and computer aided drafting of typical survey plans. (2 credits)

Mar 3 Sat 0900-1300 6 wks BBY CRN 12933

SURV 2001 BBY \$260
LEICA GPS REAL TIME

Ideally suited for engineers, surveyors, utility company and mining personnel and others involved in the mapping industry, this course introduces the fundamental concepts and theory of GPS; Leica hardware and software using Leica GPS receivers, GPS specifications and accuracy, project planning and cost. Covers GPS Real Time operations practical field exercises, an overview of applications and the export of Real Time data in a variety of formats. (1 credit)

Feb 14 Wed-Thr 0830-1630 2 days BBY CRN 41357

SURV 2002 BBY \$460
REAL TIME GPS (TRIMBLE)

Ideally suited for engineers, surveyors, utility company and mining personnel and others involved in the mapping industry, this course includes hardware configuration, system set-up, Real Time practical field exercises using Trimble GPS products. Also includes an introduction to TRIMMAP software, the download/transfer of data collected files, editing, import/export of files, GPS calibration, contouring in TRIMMAP. (1.5 credits)

Mar 13 Tue-Thr 0830-1630 3 days BBY CRN 41820

SURV 2108 BBY \$631.50
ENGINEERING SURVEY 2

Covers slope staking, areas of cross-section, volumes. Setting out of simple curves by various methods. Calculations and setting out of a spiral curve. Vertical curves. Building layout. Underground survey. Intersection, resection and inaccessible base. Eccentric stations. EDM control traversing and heighting. Introduction to field aspects of the total station: survey layout, data collection and processing. Prerequisite: SURV 1108. (7 credits)

Jan 13 Sat 0900-1600 15 wks BBY CRN 17082

Note: For Civil and Structural full-time students who have yet to complete SURV 3330 and SURV 4430 survey courses, SURV 2108 is the Part-time Studies equivalent course you must take in order to graduate from the Diploma program.

SURV 2109 BBY \$427.50
TDS AND FORESIGHT FOR WINDOWS

Surveying from field to final plan with TDS 48GX and CAD, TDS Foresight software. A hands-on course using total stations, 48GX calculators with TDS cogo cards and the new TDS Foresight drafting package. Topics include field data collection, data download and upload, data editing and reduction as well as computer aided drafting of plans. Also included is COGO adjustments, contouring, earthworks and road design and field stakeout. Prerequisite: Basic knowledge of survey. (3 credits)

Jan 13 Sat 0900-1600 6 wks BBY CRN 42952

Mining

(604) 432-8323 Rob_Stevens@bcit.ca

There are no part-time courses scheduled at this time. For information on the types of courses available, contact the program head, Rob Stevens at (604) 432-8323.

Petroleum

(604) 432-8308 Robin_Kinney@bcit.ca

There are no part-time courses scheduled at this time. For information on the types of courses available, contact the coordinator, Robin Kinney at (604) 432-8308.

Renewable Resource Technology Forestry; and Fish, Wildlife & Recreation

(604) 451-6911 Judith_Hall@bcit.ca
(604) 432-8539 Dina_Patterson@bcit.ca
www.renewres.bcit.bc.ca

RENR 1601 BBY \$490.65
INTRODUCTION TO LOG SCALING (COASTAL)

A five-day theory and field based overview of coastal grading rules and log species identification. Designed as an introduction to log scaling for those taking the first step to acquiring their provincial license; and for individuals requiring an understanding of log scaling but not expecting to work as log scalers. Ideal for cruisers, log buyers, brokers, log residue waste personnel, and mill and lumber grading personnel. Required equipment: caulk boots. Contact Don Campbell at (604) 432-8891 or e-mail Don_Campbell@bcit.ca for further course information.

Mar 12-16 Mon-Fri 0830-1630 1 wk BBY CRN 42870

RENR 2606 BBY \$1,287.50
LOG SCALING (COASTAL)

Intended for people familiar with scaling and wishing to prepare for the B.C. Scalers Exam (Coastal). Course includes practical scaling skills such as accurate measurement, volume estimation and value grading coastal logs and "scaling" at various locations along the Fraser River. Metric scale sticks and life vests supplied; students must supply suitable caulk boots. Participants who achieve a minimum grade of 65 per cent will receive a Statement of Completion from BCIT. To acquire provincial certification, participants who achieve a minimum of 65 per cent must then apply and pay a separate exam fee to be eligible to write the provincial ministry exam. Prerequisite: RENR 1601, relevant experience, or approval by Don Campbell at (604) 432-8891 or e-mail Don_Campbell@bcit.ca.

Feb 3- Sat/Sun 0900-1530 16 wkends BBY CRN 43570
May 27 (6 Hrs/Day)

RENR 5001 BBY \$462.50
ENTREPRENEURSHIP IN THE RESOURCE SECTOR

A six-day introduction (30 hrs) to business fundamentals that are needed to function in modern-day natural resource administration. Topics include basic accounting, including balance sheets and income statements; basic business law, including incorporation, contract law and liability; insurance; financing of public and private ventures. Preparation of business plans for private (e.g., a ski area) and public ventures (e.g., FRBC project) are reviewed. Marketing of professional/technical services and development of technical proposals and terms of reference are presented and discussed.

Jan 31-Feb 9 Wed/Thurs/Fri 0900-1500 6 Days BBY CRN 40288

RENR 5002 BBY \$230
FOREST PRACTICES AUDITING

A two-day workshop (15 hrs) covering general purposes, principles and procedures of auditing including: financial, industrial forest practice audits; ISO and forest practice audits under the Forest Practices Code (FPC) of B.C. Examples of various audits are presented and discussed using case studies and other true-to-life examples. Emphasis is on learning the procedures and general responsibilities of forest practices auditing under the FPC. More specifically, students will know their responsibilities when being audited.

Feb 22/23 Thurs/Fri 0830-1630 2 Days BBY CRN 40289

RENR 5010 BBY \$230
INTEGRATED RESOURCE PLANNING

A 2 day course (15 hrs) which introduces forest planning as an instrument of natural resource policy, surveys the history of forest planning in B.C. and describes in detail, strategic and operational planning under the Forest Practice Code (FPC) of B.C. and other legislation and policy affecting forest planning. Current and emerging changes are reviewed, and examples of strategic level planning initiatives such as the Forest Resources Commission, CORE, Land and Resource Management Plans (LRMP), Timber Supply Review (TSR), resource management zones, landscape units, sensitive areas, sites and trails are discussed. Operational plans include forest development plans, logging plans, silviculture prescriptions, stand management prescriptions, access management plans, and range use plans. The relationships between various plans and their roles in monitoring performance and FPC compliance will be highlighted.

Feb 15/16 Thurs/Fri 0830-1630 2 Days BBY CRN 40290

RENR 5100 BBY \$290
RIPARIAN AREA MANAGEMENT

A two-day workshop (15 hrs) providing participants with the information needed to plan forest operations in and adjacent to riparian areas. Major course topics include: classification of streams, lakes and wetlands; requirements for establishing riparian area boundaries; meeting riparian objectives for management areas, and practices recommended in the B.C. Forest Practices Code Stream Crossing Guidebook for water management, erosion control and fish passage at stream crossings. The course includes classroom lectures, case studies and field trips.

Mar 1/2 Thurs/Fri 0830-1630 2 Days BBY CRN 40291

RENR 5102 BBY \$290

PROJECT MANAGEMENT

This two-day workshop (15 hrs) focuses on effective project management brought about through teamwork. Teams will plan a project, providing an opportunity to experience the project management process and see its effectiveness first-hand. Emphasis will be placed on effective, motivated teamwork, and good time and cost control.

Jan 11/12 Thurs/Fri 0830-1630 2 Days BBY CRN 41359

RENR 5143 BBY \$290

PROBLEM-SOLVING AND DECISION-MAKING

This two-day course (15 hrs) deals with a practical, hands-on approach to problem solving and decision-making using an analytical, process-oriented approach. Tools and techniques are used to better maximize the problem solving and decision-making skills of the participant.

Jan 18/25 Two Thursdays 0830-1630 2 Days BBY CRN 41360

RENR 5200 BBY \$290

PLANNING FOR URBAN WATERSHEDS

This 2-day workshop (15 hrs) will explore some of the current environmental management issues, approval requirements and initiatives by local governments associated with land development adjacent to watercourses in urban watersheds. Content will focus on the Land Development Guidelines and other current approval requirements/processes required when conducting projects associated with watercourses. There will also be an overview of some of the current management issues and initiatives by local governments to protect watercourses and better manage urban watersheds. The course will involve a field trip to a variety of example sites throughout the Lower Mainland where local governments have incorporated restoration and enhancement projects to better manage and protect aquatic habitats.

Mar 8/9 Thurs/Fri 0830-1630 2 Days BBY CRN 40292

RENR 5301 BBY \$462.50
MULTI-CULTURAL AND FIRST NATIONS AWARENESS

(5 DAY COURSE)

Part A: The focus of the first two days of this course is to provide intercultural training in the hope of achieving a cross cultural understanding in resource management. The two-day portion of the course covers topics in the following areas: cultural encounters, introduction to immigrant groups, South East Asian peoples, South Asian peoples, and Black peoples.

Part B: First Nations cultural values and concerns will continue to be at the forefront of all levels of renewable management. The last three days cover the historical context as well as the divergent belief systems and values that underscore modern issues will be examined. Court decisions will be considered and opportunities to explore First Nations protocol as it relates to developing respectful working relationships will be presented. Course fee includes a traditional Coast Salish feast.

Part A: March 24 & 25, 2001, Sat/Sun; 0900-1600 BBY CRN 42977

Part B: March 28-30, 2001, Wed/Thurs/Fri, 0900-1600

FNPS 0100 BBY \$363

FIRST NATIONS CULTURAL AWARENESS FOR RENEWABLE RESOURCE PROFESSIONALS

Information: 432-8474, Celeste_Spinks@bcit.ca

First Nations cultural values and concerns will continue to be at the forefront of all levels of renewable management. The historical context as well as the divergent belief systems and values that underscore modern issues will be examined. Court decisions will be considered and opportunities to explore First Nations protocol as it relates to developing respectful working relationships will be presented. Course fee includes a traditional Coast Salish feast.

March 28-30 Wed/Thurs/Fri 0900-1600 3 days BBY CRN 40969

Urban and Community Forestry Program Statement of Completion

(604) 451-6911 Judith_Hall@bcit.ca
(604) 432-8539 Dina_Patterson@bcit.ca
www.renewres.bcit.bc.ca/urban

Renewable Resources is offering a series of short courses in Urban and Community Forestry. Each eight hour course will be scheduled on a Wednesday evening from 1830-2130 and on a Saturday from 1000-1530. Contact Dina Patterson at (604) 432-8539 or e-mail Dina_Patterson@bcit.ca for further information or visit our Web site at www.renewres.bcit.bc.ca/urban.

Urban and Community Forestry courses scheduled for the Winter 2001 term are:

RRUF 1103 BBY \$65
URBAN ECOLOGY

Introduces ecosystem components, classification and sustainability of urban ecosystems. The application of ecological processes in urban land management and restoration will be examined.

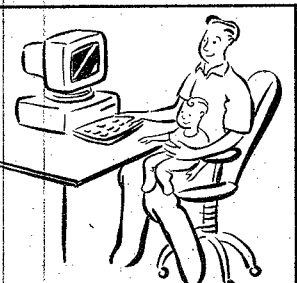
March 7 & 10 Wed 1830-2130 BBY CRN 44475
& Sat 1000-1530

RRUF 1201 BBY \$65
PRUNING WOODY PLANTS

Introduction to pruning methods for woody plants with attention to application of appropriate tools and timing. Includes a field component to observe past pruning practices and to get 'hands-on' use of selected tools.

Feb 21 & 24 Wed 1830-2130 & Sat 1000-1530 BBY CRN 43726

Your registration
is confirmed
immediately when
you register online
at www.bcit.ca



RRUF 1302 ANIMAL BIODIVERSITY BBY \$65

This course will provide participants with an overview of the diversity of wildlife (birds, mammals and herptiles) in the lower mainland of B.C. Identification of common species and discussions of management issues will be covered in the classroom. Lecture material will be supplemented by a field trip to a local wildlife viewing area. For the field trip you will need: binoculars, bird field guide, lunch, rain gear and sturdy shoes.

| | | | |
|----------------|-----------|-----------|---------------|
| Jan 31 & Feb 3 | Wed & Sat | 1830-2130 | BBY CRN 43743 |
|----------------|-----------|-----------|---------------|

RRUF 1402 TREE INVENTORY BBY \$65

An introduction to inventory objectives, principles and methodologies applied to an urban environment.

| | | | |
|-----------------|-----------|-----------|---------------|
| Feb 28 & Mar 03 | Wed & Sat | 1830-2130 | BBY CRN 43725 |
|-----------------|-----------|-----------|---------------|

RRUF 1403 STREET TREE SAMPLING BBY \$65

Inventory techniques for identifying, classifying and measuring trees and associated vegetation in an urban setting.

| | | | |
|---------------|-----------|-----------|---------------|
| March 21 & 24 | Wed & Sat | 1830-2130 | BBY CRN 44474 |
|---------------|-----------|-----------|---------------|

RRUF 1503 GREENBELT FORESTS BBY \$65

This course will provide a description of some of the factors to be considered in designation and maintenance of greenbelt areas in Lower Mainland urban forest settings. Emphasis will be placed on basic ecology of tree species, the impact of associated organisms on trees growing in these areas, and issues impacting objectives of greenbelt forests. An outdoor session in North Vancouver is planned which will emphasize recognition of some of the issues which should be considered when designating or maintaining greenbelt areas.

| | | | |
|---------------|-----------|-----------|---------------|
| March 14 & 17 | Wed & Sat | 1830-2130 | BBY CRN 43728 |
|---------------|-----------|-----------|---------------|

Forest Resource Technician Program

Certificate of Technology

(604) 432-8506
(604) 432-8539

Wayne_Horvath@bcit.ca
Dina_Patterson@bcit.ca
www.renewres.bcit.bc.ca

This one-year Forestry certificate program is offered full-time (September-May) at our Burnaby campus, with field labs conducted in various locations throughout North Vancouver and Maple Ridge. This program is designed to provide students with the field skills necessary to work in the forest industry. The program requires a minimum of Grade 10 Math and English or Prior Learning Assessment and Recognition (PLAR) and is a great starting point for persons interested in working in the field of forestry. Students may apply for individual course credit through PLAR. For information on the PLAR definition and process visit www.bcit.ca/~plar/default.htm. Upon completion of the program, the student will be awarded a Certificate of Technology in Forestry and may be granted partial credit toward the two-year Forestry diploma program at BCIT if desired.

TRANSPORTATION

AVIATION

The Aviation Division offers a variety of full-time, part-time, and customized training programs in the following:

- Aircraft Electronics
- Composite Fundamentals
- Helicopter Maintenance
- Sheet Metal
- Aviation Regulations
- Gas Turbine Engines
- Private Pilot Ground School

The following part-time courses are scheduled during the Winter at BCIT's Aerospace and Technology Campus located at 5301 Airport Road South, Richmond, B.C.

(604) 419-3704 Fax: (604) 278-5363 Laurie_Mitchell@bcit.ca

AVIA 0122 AIR REGULATIONS FOR MECHANICS ATC \$380.50

Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and air-worthiness of aircraft. Learn first hand your responsibilities as aviation technicians, aircraft owners and operators of private or commercial aircraft. Find out about the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.'s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Jan 9 | Tue/Thr | 1900-2200 | 5 wks | ATC CRN 44440 |
| Feb 24 | Sat/Sun | 0800-1600 | 2 wks | ATC 44496 |
| Mar 24 | Sat/Sun | 0800-1600 | 2 wks | ATC 44497 |

AVIA 0168 BASIC SHEET METAL FOR AIRCRAFT ATC \$380.50

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair at an introductory level. Introduces aircraft structures, structural materials, layout and forming techniques, bend allowances, hand tools, fasteners and rivets. Hands-on instruction for the proper use of equipment, techniques and safe practices is provided.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Jan 15 | Mon/Wed | 1900-2200 | 5 wks | ATC CRN 44432 |
| Feb 24 | Sat/Sun | 0800-1600 | 2 wks | ATC 44433 |

AVIA 0169 ADVANCED SHEET METAL FOR AIRCRAFT ATC \$380.50

Continues from Basic Sheet Metal for Aircraft. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0168 or equivalent.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Mar 17 | Sat/Sun | 0800-1700 | 2 wks | ATC CRN 44502 |
|--------|---------|-----------|-------|---------------|

AVIA 0180 HELICOPTER MAINTENANCE - INTRODUCTION ATC \$255.50

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Jan 16 | Tue/Thr | 1900-2200 | 5 wks | ATC CRN 10694 |
|--------|---------|-----------|-------|---------------|

AVIA 0181 HELICOPTER MAINTENANCE - ADVANCED ATC \$255.50

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

| | | | | |
|--------|-----|-----------|-------|---------------|
| Mar 10 | Sat | 0900-1600 | 5 wks | ATC CRN 10695 |
|--------|-----|-----------|-------|---------------|

AVIA 0195 AIRCRAFT ELECTRONICS ATC \$255.50

Introduces the field of Aircraft Electronics-Avionics. Intended for those evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionics equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics, and anyone involved in aviation with a general interest.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Jan 16 | Tue/Thr | 1900-2200 | 5 wks | ATC CRN 10696 |
|--------|---------|-----------|-------|---------------|

AVIA 0240 INTRODUCTION TO GAS TURBINE ENGINES ATC \$255.50

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Jan 16 | Tue/Thr | 1900-2200 | 5 wks | ATC CRN 10699 |
| Mar 5 | Mon/Wed | 1900-2200 | 5 wks | ATC 44441 |

Composite Courses

(604) 419-3704

Laurie_Mitchell@bcit.ca

The following composite courses are endorsed by the Canadian Aviation Maintenance Council and are presently being considered for Transport Canada approval. Strong job growth is being experienced within the composite field. Enrollment within the composite introduction, intermediate and advanced will help you gain marketable skills within the auto, boat and aircraft related fields.

AVIA 0253 COMPOSITE INTRODUCTION & INTERMEDIATE ATC \$1,198

Upgrades students who have little or no experience in the application of composites. In theoretical and instructor led work shops, students will conduct a gel plate test, make a mould, create a laminate and repair a composite panel. Mastering these techniques will ensure the student success in boat, auto and home built aircraft repairs. This course will be the prerequisite for a Transport Canada approved credit course currently in development.

| | | | |
|---|-----------------|-------|---------------|
| Feb 7 | Wed/Fri/Sat/Sun | 4 wks | ATC CRN 44685 |
| Wed/Fri (Feb 7, 9, 16, 21, 23, Mar 2): 1900-2200 | | | |
| Sat/Sun (Feb 10, 11, 17, 18, 24, 25, Mar 3, 4): 0800-1600 | | | |

AVIA 0265 COMPOSITE ADVANCED ATC \$500.50

GREAT FOR BOAT, HOME, AUTOMOTIVE & AVIATION ENTHUSIASTS!! Facilitates repairs to previously manufactured panels. Through instructor-led shop and practical applications, the student will accomplish a Tapersand Wet Layup, Nomex honeycomb core replacement and a preimpregnated graphite unidirectional repair. All repairs use the advanced composite hot bond vacuum bag method. Upon completion, student will receive certificate with the Canadian Aviation Maintenance Council endorsement. Prerequisite: AVIA 0253.

| | | | |
|--|-----------------|-------|---------------|
| Mar 21 | Wed/Fri/Sat/Sun | 2 wks | ATC CRN 43044 |
| Wed/Fri (Mar 21, 23, 30): 1900-2200 | | | |
| Sat/Sun (Mar 24, 25, 31, Apr 1): 0800-1600 | | | |

MARINE

The Marine Division offers a variety of full-time, part-time, and customized training programs in the following:

- Electronic Navigation
- Marine Engineering
- Maritime Logistics and Port Operations
- Safety and Seamanship
- Nautical

The following part-time courses are scheduled during the Winter at BCIT's Pacific Marine Training Campus located at 265 West Esplanade, North Vancouver, B.C. Fax: (604) 985-2862.

Maritime Logistics and Port Operations

(604) 453-4111

MLPO 2021 TERMINAL LOGISTICS PMT \$325.80

Covers the planning, design and operational principles of port terminals and the role they play in the logistics of cargo movement. In addition, it will also include layout, equipment and operation of drybulk, liquid bulk, container, multi-purpose and passenger terminals.

| | | | | |
|-------------------------|---------|-----------|-------|---------------|
| Jan 16 | Tue/Thr | 1800-2100 | 6 wks | PMT CRN 44154 |
| Sat (Jan 27): 0900-1600 | | | | |

MLPO 2041 PLANNING FOR SHIP STOWAGE PMT \$325.80

This technical course covers planning of marine cargoes on terminals and aboard vessels. The course will review basic ship stability, shear force and bending moments as they apply to ship stowage and explain the principles of stowage coordination and ship planning.

| | | | | |
|-------------------------|---------|-----------|-------|---------------|
| Mar 6 | Tue/Thr | 1800-2100 | 6 wks | PMT CRN 44153 |
| Sat (Mar 17): 0900-1600 | | | | |

Get Connected
Register online at
www.bcit.ca



Nautical

(604) 453-4111

NAUT 0475 MASTER LIMITED, 60GRT, AREA 1 PMT \$440.50

Prepares participants for Transport Canada examinations (040, 061, oral exam) leading to the Master Limited certificate which will qualify the holder to operate a small passenger vessel up to 60 GRT within Area 1 waters. Course also covers material for candidates preparing for 'First Mate Limited Coastal' certificate.

| | | | | |
|---------------|---------|-----------|-------|---------------|
| Jan 9 | Tue/Thr | 1800-2100 | 5 wks | PMT CRN 41428 |
| Sat 0900-1600 | | | | |
| Mar 13 | Tue/Thr | 1800-2100 | 5 wks | PMT 41427 |
| Sat 0900-1600 | | | | |

MOTIVE POWER

The Motive Power Division offers a variety of full-time, part-time, and customized training programs in the following:

- Auto Collision Repair
- Automotive Electronics
- Commercial Transport Mechanic
- Diesel Mechanic
- Heavy Duty Mechanic
- Marine Mechanic
- Power Equipment Technician
- Auto Refinishing
- Automotive Service Technician
- Diesel Electronics
- Equipment Operator
- Motorcycle Mechanic

The following part-time courses are scheduled this Winter at BCIT's Burnaby campus, located at 3700 Willingdon Avenue, Burnaby, B.C. Fax (604) 439-0426.

Automotive Mechanic

(604) 432-8205

Shirley_Butler@bcit.ca

AUTO 0100 AUTOMOTIVE MECHANICAL REPAIR REFRESHER BBY \$453.50

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Prerequisite: Experience in the automotive trade.

| | | | | |
|--------|---------|-----------|--------|---------------|
| Jan 22 | Mon/Wed | 1830-2130 | 10 wks | BBY CRN 10129 |
|--------|---------|-----------|--------|---------------|

AUTO 0106 AIR CONDITIONING 134A RETROFIT BBY \$355

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from ozone depleting refrigerants to non-ODS 134A refrigerants. Covers issues of R12 equipment and disposal. Theory and hands-on training will be applied. Successful participants will receive Air Conditioning Retrofit certification. Prerequisite: Automotive air conditioning experience, and AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

| | | | | |
|-------|---------|-----------|-------|---------------|
| Feb 6 | Tue/Thr | 1830-2130 | 3 wks | BBY CRN 44232 |
|-------|---------|-----------|-------|---------------|

AUTO 0107 134A RETROFIT REGULATIONS BBY \$107

Upgrades automotive technicians, service advisors and shop administrators in the procedures and regulations of air conditioning 134A retrofit. This theory awareness course provides current information on the impact of the Ozone Depleting Substances and Other Halocarbons Regulation on customer vehicles. Successful participants will receive Air Conditioning Retrofit certification.

| | | | | |
|--------|-----|-----------|-------|---------------|
| Mar 14 | Wed | 1800-2200 | 1 day | BBY CRN 19132 |
|--------|-----|-----------|-------|---------------|

AUTO 0125 AUTOMOTIVE AUTOMATIC TRANSMISSIONS BBY \$448.50

Introduces the operating principles of automotive automatic transmissions. Topics include drive train components, gearset descriptions, simple and compound planetary gearsets, torque converters, hydraulic circuits and apply devices. Also introduces electronically controlled transmissions. Shop exercises involve a teardown and rebuild of a basic hydraulically operated transmission. Safety glasses and steel-toed footwear required.

| | | | | |
|--------|---------|-----------|-------|---------------|
| Jan 22 | Mon/Wed | 1830-2130 | 7 wks | BBY CRN 44234 |
|--------|---------|-----------|-------|---------------|

continued next page

AUTO 0128 BBY \$135 DIESEL FUEL AND ELECTRICAL SYSTEMS 1

Introduces automotive and light duty truck diesel fuel and electrical systems. Covers: safety precautions; diesel fuel properties; fuel system cleaning; theory of operation; typical fuel injection system components; smoke, rough idle and MPG diagnosis; glow plug, electrical, and emission control systems; fuel filtration; and transmission controls. Coverage includes vehicles, built from 1978-1993, using mechanical type fuel injection systems. Safety glasses and steel-toed footwear required.

Feb 19 Mon/Wed 1830-2130 2 wks BBY CRN 44321

AUTO 0131 BBY \$360 PROPANE FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Jan 23 Tue/Thr 1830-2130 4 wks BBY CRN 42030

AUTO 0134 BBY \$360 NATURAL GAS FUEL SYSTEMS FOR VEHICLES

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training ensures competency in identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: Minimum Third Year Apprentice or B.C. TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Feb 27 Tue/Thr 1830-2130 4 wks BBY CRN 42933

AUTO 0140 BBY \$531.50 AIRCARE THEORY AND OPERATIONS

Prepares certified technicians, who have not previously been AirCare Certified, to write the AirCare Repair Service Technician Examination. The AirCare Certification examination is administered on the last night. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience.

Jan 23 Tue/Thr 1830-2130 7 wks BBY CRN 10144

AUTO 0141 BBY \$582.50 AIRCARE PRACTICAL (RECERTIFICATION)

Updates certified technicians in the diagnosis and repair of emission control system failures presented in a hands-on format. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience. Safety glasses and steel-toed footwear required.

Jan 23 Tue/Thr 1830-2130 7 wks BBY CRN 15252

AUTO 0145 BBY \$119 CFC EMISSIONS IN AUTOMOTIVE

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Successful participants receive an HRAI/Environment Canada/B.C. Environment Certificate in CFC/HCF/HCFC Controls and a certificate number for refrigerant handling as required under current B.C. regulations. Required for technicians who service automotive air conditioning systems or perform 134A retrofits.

Jan 27 Sat 0900-1700 1 day BBY CRN 13032
Mar 3 Sat 0900-1700 1 day BBY 42934

AUTO 0146 BBY \$105 AIR BAG SYSTEMS

Upgrades technicians in the diagnosis and repair of air bag systems. Covers theory, operation, and testing procedures of all components including electrical and mechanical. Safety glasses and steel-toed footwear required.

Feb 3 Sat 0830-1300 2 wks BBY CRN 41325

AUTO 2200 BBY \$367.50 INTRODUCTION TO ELECTRICAL TESTING

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosis, testing and maintenance. Safety glasses and steel-toed footwear required.

Jan 22 Mon/Wed 1830-2130 5 wks BBY CRN 18599

AUTO 2214 BBY \$453.50 ELECTRONIC ENGINE CONTROL / FUEL INJECTION

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, OBDII and the new Ford EECV.

Jan 23 Tue/Thr 1900-2200 5 wks BBY CRN 15247

CTMX 0110 BBY \$231 COMMERCIAL VEHICLE INSPECTOR

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Jan 22 Mon/Wed 1830-2130 3 wks BBY CRN 10162
Feb 26 Mon/Wed 1830-2130 3 wks BBY 10166
Mar 27 Tue/Thr 1830-2130 3 wks BBY 42931

Commercial Transport Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

CTMX 0100 BBY \$453.50 COMMERCIAL TRANSPORT MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 22 Mon/Wed 1830-2130 10 wks BBY CRN 10160

CTMX 0102 BBY \$425.50 TRANSPORT REFRIGERATION INTERMEDIATE TROUBLESHOOTING

Builds on the basic concepts of reefer operation and troubleshooting techniques. This is the ideal course for those individuals who have the basics to build their troubleshooting skills to a higher level. Prerequisite: CTMX 0101 Transport Refrigeration Basic Maintenance; or equivalent transport refrigeration trade experience. Safety glasses and steel-toed footwear required.

Feb 5 Mon/Wed 1830-2130 6 wks BBY CRN 42896

CTMX 0105 BBY \$367.50 AIR BRAKES FOR MECHANICS

Prepares mechanics, with limited experience, to service air brakes. Upon successful completion, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Prerequisite: Basic mechanical knowledge and ability. Steel-toed footwear required.

Jan 30 Tue/Thr 1830-2130 6 wks BBY CRN 41326

CTMX 0110 BBY \$231 COMMERCIAL VEHICLE INSPECTOR

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection of commercial and private vehicles including out-of-province. Up-to-date information on recent and upcoming changes to the inspection program will also be covered. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Jan 22 Mon/Wed 1830-2130 3 wks BBY CRN 10162
Feb 26 Mon/Wed 1830-2130 3 wks BBY 10166
Mar 27 Tue/Thr 1830-2130 3 wks BBY 42931

CTMX 0111 BBY \$60 COMMERCIAL VEHICLE INSPECTOR UPDATE

Updates commercial vehicle inspectors with changes that have occurred in the commercial vehicle inspection program over the last few years. Covers vitally important updates essential to the ongoing effectiveness of performing and recording accurate vehicle inspections. Material covered will be the most recent and upcoming changes implemented since 1996. Prerequisite: Commercial Vehicle Inspector Certification.

Feb 17 Sat 0900-1300 1 day BBY CRN 41334
Mar 20 Tue 1800-2200 1 day BBY 41335

CTMX 0200 BBY \$342.50 COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER

Prepares participants for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade.

Jan 22 Mon/Wed 1830-2130 7.5 wks BBY CRN 44319

Diesel Electronics

(604) 432-8205 Shirley_Butler@bcit.ca

Upon successful completion of the following courses, a BCIT Certificate of Trades Training in Diesel Electronics will be issued.

| | |
|-----------|-----------------------------------|
| DELX 2100 | Electrical Advanced 1 |
| DELX 2101 | Electrical Advanced 2 |
| DELX 2102 | Detroit Diesel Electronic Control |
| DELX 2103 | Caterpillar Electronic Control |
| DELX 2104 | Cummins Electronic Control |

DELX 2102 BBY \$412.50 DETROIT DIESEL ELECTRONIC CONTROL

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Detroit Diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

Jan 22 Mon/Wed 1830-2130 5 wks BBY CRN 19302

DELX 2103 BBY \$412.50 CATERPILLAR ELECTRONIC CONTROL

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals. Enables students to become competent in the repair, troubleshooting and diagnosis of electronic fuel systems for Caterpillar engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

Mar 12 Mon/Wed 1830-2130 5 wks BBY CRN 42938

Equipment Operator

(604) 432-8205 Shirley_Butler@bcit.ca

Forklift Operator Training is in high demand - additional courses may be scheduled. Call (604) 432-8205 for course availability. Group training options are also available.

CTMX 0115 BBY \$203 FORKLIFT OPERATOR CERTIFICATION

Provides both theory and practical training for those with proven experience in the operation of forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Forklift operation experience. Steel-toed footwear required.

Feb 12 Mon/Wed 1830-2130 2 wks BBY CRN 17163
Mar 19 Mon/Wed 1830-2130 2 wks BBY 44320

CTMX 0116 BBY \$295 FORKLIFT OPERATOR TRAINING/CERTIFICATION

Provides both theory and practical training for those with no experience in the operation of forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

| | | | | | |
|--------|---------|-----------|--------|---------|-------|
| Jan 16 | Tue-Thu | 0830-1515 | 3 days | BBY CRN | 43620 |
| Jan 16 | Tue/Thr | 1830-2130 | 3 wks | BBY | 17168 |
| Jan 22 | Mon/Wed | 1830-2130 | 3 wks | BBY | 41330 |
| Feb 6 | Tue/Thr | 1830-2130 | 3 wks | BBY | 43621 |
| Feb 20 | Tue-Thu | 0830-1515 | 3 days | BBY | 43799 |
| Feb 26 | Mon/Wed | 1830-2130 | 3 wks | BBY | 44322 |
| Feb 27 | Tue/Thr | 1830-2130 | 3 wks | BBY | 44323 |
| Mar 20 | Tue/Thr | 1830-2130 | 3 wks | BBY | 44324 |
| Mar 27 | Tue-Thu | 0830-1515 | 3 days | BBY | 44325 |

CTMX 0117 BBY \$125 FORKLIFT OPERATOR RECERTIFICATION

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator Certification. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Steel-toed footwear required.

Feb 7 Wed 0700-1345 1 day BBY CRN 42936
Mar 3 Sat 0830-1430 1 day BBY 42937

CTMX 0119 BBY \$231 AERIAL BOOM LIFT OPERATOR

Provides both theory and practical training in the operation of aerial boom lifts. Successful participants will receive Aerial Boom Lift Operator Certification. This program meets current WCB guidelines and CSA Standards for aerial boom lift operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Feb 3 Sat 0830-1430 1 day BBY CRN 43812

CTMX 0120 BBY \$205 SCISSOR LIFT OPERATOR

Provides training in the operation of scissor lifts. Includes both theory and practical training. Successful participants will receive Scissor Lift Operator Certification. This program meets current WCB guidelines and CSA Standards for scissor lift operators. Workbook included. Prerequisite: Driving experience. Steel-toed footwear required.

Mar 3 Sat 0830-1430 1 day BBY CRN 42900

CTMX 0121 BBY \$395 ROUGH TERRAIN FORKLIFT OPERATOR

Provides rough terrain forklift training to those with previous experience in the operation of forklifts. Includes both theory and practical training. Successful participants will receive Rough Terrain Forklift Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for rough terrain forklift operators. Workbook included. Prerequisite: Valid forklift operator certificate. Steel-toed footwear required.

Mar 17 Sat 0830-1430 2 wks BBY CRN 44574

First Aid

(604) 432-8205 Shirley_Butler@bcit.ca

CTMX 0201 BBY \$68 OCCUPATIONAL FIRST AID - LEVEL 1

Covers basic first aid with rescuer C.P.R. Personal identification must be produced to the instructor.

Jan 22 Mon/Wed 1830-2200 1 wk BBY CRN 42901
Mar 10 Sat 0800-1600 1 day BBY 42906

Heavy Duty Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

HDMX 0100 BBY \$453.50 HEAVY DUTY MECHANIC CQ REFRESHER

Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training and Apprenticeship Commission (ITAC) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Jan 22 Mon/Wed 1830-2130 10 wks BBY CRN 10154

Marine Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

IOMX 0102 BBY \$357.50 STERN DRIVE TUNE-UP

Provides the boat owner with practical service knowledge about the stern drive engine, drive leg and related equipment, as well as fuel systems, ignition, electrical, cooling, leg service, corrosion control, repowering, and troubleshooting. Includes both theory and hands-on training. Steel-toed footwear required.

Feb 20 Tue/Thr 1830-2130 6 wks BBY CRN 19701

IOMX 0103 BBY \$357.50 OUTBOARD MOTOR MAINTENANCE

Provides the boat owner with outboard motor maintenance practical service knowledge. Covers basic operation principles of the outboard motor through a combination of theory and hands-on training. You'll receive the knowledge to troubleshoot, repair and tune-up an outboard motor. Focuses on fuel, electrical, ignition, lubrication, and cooling systems, troubleshooting, corrosion and galvanic protection. Steel-toed footwear required.

Jan 22 Mon/Wed 1830-2130 6 wks BBY CRN 42910

Motorcycle Mechanic

(604) 432-8205 Shirley_Butler@bcit.ca

MCMX 0115 BBY \$214 MOTORCYCLE MAINTENANCE

Covers all aspects of general maintenance of the modern motorcycle. Combines lectures, demonstrations and hands-on practical training to present material. Steel-toed footwear required.

Mar 5 Mon/Wed/Sat 3 wks BBY CRN 41331
Mon/Wed (Mar 5, 7, 12 & 14): 1830-2130
Sat (Mar 24): 0830-1430

It's easy
to register online at
www.bcit.ca
and click
on registration.



INDEX



2D 17, 30
3D 17, 21, 22, 27, 30
A+ 30, 31, 40

A

Academic Studies 2, 5, 6, 7
Access Courses 4, 5, 6, 7
Accounting 6, 8, 9, 10, 11, 12, 15, 16, 18, 20, 23, 24, 25, 27, 39
ACCPAC 27
Adobe 9, 20, 21, 22
Adult Echocardiography 42, 44
Advanced Studies in Business 14, 15
Advertising 9, 17, 18, 19, 20, 21
Aerial Boom Lift Operator 54
Air Conditioning 32, 46, 47, 48, 53
Air Quality 36
Aircraft 4, 11, 53
Alarm 47
Algebra 24
Alumni Association 4
Animation 9, 11, 21, 22
APICS 9, 23, 24
Architectural 16, 17, 24, 26, 31, 32, 33, 34, 46, 47
Assayer Certification 51
Assembler 28
Associate Certificates 9, 18, 31
ASTTBC 33, 34, 38, 47
Auditing 15, 16, 24, 25, 51
AutoCAD 16, 17, 24, 32, 34, 46
Automotive 53, 54
Aviation 53
Awareness 2, 7, 8, 11, 13, 14, 16, 23

B

Bachelor of Technology 4, 7, 8, 9, 14, 15, 25, 26, 30, 31, 35, 36, 38, 39, 42, 44, 45, 46, 47, 49, 50
Bachelor of Technology
Accounting 14
Computer Systems 26
Construction Management 31, 35
Degree Programs 45
Environmental
Engineering Technology 36
Geomatics 50
Management 8, 39
Management, Health Care Specialty 8, 45
Manufacturing 25, 46
Technology Management 50
Basic Health 42, 43
BCISIT 9
BCIT International 7
Biological Evidence 5
Biomedical Engineering 43, 45
Biotechnology 8, 49, 50
Boiler 31, 39, 49
Bookstore 2, 32
Building 2, 4, 7, 11, 14, 16, 17, 18, 19, 24, 29, 30, 31, 32, 33, 34, 36, 38, 43, 44, 47, 48, 52
Building Automation Systems 41
Building Code 17, 24, 32, 33, 34, 38, 47
Building Engineering 31, 33
Business Administration 2, 9, 11, 12, 14, 37, 39, 46, 47, 48

C

C Programming 26, 28, 29, 32
Cabinetmaking 32
CAD 9, 15, 24, 25, 31, 32, 33, 34, 35, 46, 47, 50, 51, 52
Calculus 15, 25, 38
Call Centre 9, 19
Cancellations 2
Cardiovascular 42, 43, 44
Carpentry 31, 32
Certificate Programs 9, 11, 12, 14, 17, 19, 31, 33, 44, 45, 47
CFC Emissions 49, 54
Chemical Sciences 37, 49, 51
Chemistry 5, 6, 7, 36, 44, 51
Chromatography 37
Circuit Analysis 43
CIRM 23
Cisco 40
Civil and Structural 5, 32, 33, 35, 38, 47, 50, 52
Clinical Research 42, 45
CNC 33, 46, 49
Commercial Transport 53, 54
Commercial Vehicle Inspector 54
Communication 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 29, 30, 31, 34, 37, 38, 43, 44, 45, 48, 50, 51
Compression 21, 22, 48
Computer and Digital Systems 40
Computer Applications 5, 7, 9, 24, 25, 34
Computer Basics 26
Computer Hardware 30, 40
Computer Networks 26, 40
Computer Programming 7, 28, 30
Computer Systems 7, 8, 11, 15, 26, 29, 30, 40, 45, 47, 49, 51
Computing & Information Technologies 26, 28, 29, 30, 31
Construction 8, 16, 17, 24, 31, 32, 33, 34, 35, 36, 37, 38, 44, 46, 47, 48, 51, 52, 54
Construction Drawings 17, 34
Construction Management 8, 31, 35
Copywriting 5, 9, 10, 17, 18, 19, 20
CorelDraw 20, 21
Correspondence 2, 5, 8, 9, 12, 13, 14, 15, 16, 30, 38, 39, 45, 51
Counselling Services 4, 6
CPIM 23
Crime 4, 5, 6, 38
Crime Investigation 6

Cross Connection Control 32, 33
Cultural 2, 5, 7, 11, 36, 37, 52
Customer Relations 10, 17, 18
Customer Service 7, 9, 17, 18, 19, 23, 25

D

Data Cabling 41
Data Communications 26, 29
Database 6, 9, 15, 18, 19, 22, 25, 26, 27, 28, 29, 30, 34, 50, 51
Database Systems 26, 29, 50, 51
Decorating 31, 32
Dental Reception 30
Desktop Publishing 9, 20, 21
Diesel Engine 54
Digital Image 21, 43
Disability Resource Centre 4, 6
Disease 22, 38, 43, 44
Distance Education 2, 8, 9, 12, 15, 30, 33, 38, 39, 42, 44, 45, 49, 51
Distribution 16, 19, 23, 24, 25, 26, 28, 35, 36, 48, 54
Drafting 16, 17, 31, 32, 34, 46, 47, 52
Drawings 17, 24, 25, 31, 32, 34
Drywall 31, 32

E

E-Business 30
Economics 11, 12, 13, 24, 25
Electrical 4, 32, 40, 41, 42, 54
Electrical Code 32
Electronic Commerce 9, 11, 12, 13, 39
Electrical IP/TQ 41
Electrical Equipment 41
Electronics 8, 53, 54
Emergency 42, 47
Engineering 2, 4, 7, 8, 9, 24, 26, 31, 33, 35, 36, 37, 38, 39, 46, 47, 48, 50, 51, 53
Engineering Technology
Distance Education 38, 49
English 5, 6, 7, 8, 15, 18, 26, 30, 31, 32, 34, 35, 43, 46, 47, 48, 50, 51, 53
Entrepreneurial 11, 12, 18
Environmental 4, 8, 17, 31, 34, 35, 36, 37, 38, 48, 50, 51
Environmental Engineer Degree 36
Equipment Operator 53, 54
Estimating 23, 24, 33, 34, 38
Ethics 8, 12, 34
Event Marketing 9, 17, 18, 19, 20
Excel 8, 24, 25, 27, 28, 34

F

Fabrication 33, 48
Facilities Management 9, 24
Fees 2, 4
Finance 31, 39
Financial Aid 4
Financial Management 2, 9, 15, 16, 17, 18, 19, 24, 39, 46
Fire Protection 47, 48
First Aid 54
First Nations 52
Fish Harvesting & Processing 51
Fluke 40
Food Safety Management 51
Food Technology 38, 49, 51
Forensic Science 5
Forest Engineering 8, 38, 49
Forest Resources 49, 52
Forklift Operator 54
Framing 22
Freight Forwarding 25
Fundraising 4, 9, 19
Furnace 32

G

Gas Fitter 32, 33, 39
Gas Fitters 39
Gas Turbine 53
Geographic 5, 49, 50, 51
Geographic Information Systems 49, 50, 51
Geomatics (also see Survey) 8, 46, 47, 49, 50, 52
Geomatics Degree 50
Geometry 6, 31, 32, 34, 38, 46, 49, 52
Glazing 32
Graphical 17, 22, 24, 28, 38, 47, 49, 51
Graphics 5, 7, 15, 20, 21, 22, 25, 26, 27, 28, 33, 34, 47, 51

H

HACCP 51
Health Administration 42, 44, 45
Health Care Management 42, 44, 45
Health Care Quality Management 42, 44
Health Information Systems Technology 42, 45
Health Sciences 2, 39, 42, 43, 44, 45
Health Technology Management 42, 45
Heating 32, 33, 46, 47, 48, 49
Heavy Duty Mechanic 53, 54
High Tech Professional 31
Helicopter 53
House Inspection 34, 38
HTML 21, 22, 29, 31, 32, 39
Human Resources 8, 10, 11, 12, 14, 19, 23, 24, 35
HVAC 47, 48, 49
Hydraulics 36, 38, 49
Hydrology 35
Hydronic 32, 33, 47, 48
Hygiene 51

I

Income Tax 15, 16
Index 2, 29, 32, 39, 48, 56
Industry Services 2, 9
Information Systems 8, 14, 15, 19, 23, 24, 25, 38, 42, 45, 49

Inspections 44, 53, 54
Instrumentation 35, 37, 43, 44, 51
Interior Design 7, 9, 16, 17, 46
International Freight Forwarding 25
International Programs 7
International Trade 9, 11, 15, 19, 23, 25, 38, 50
Internet 2, 4, 5, 6, 9, 10, 11, 12, 13, 14, 17, 18, 21, 22, 24, 25, 28, 29, 30, 31, 32, 39, 45, 50, 51
ISO 9000 23, 24, 25, 51

J

Java 28, 29, 30, 31
Joinery 32
Journalism 9, 10

L

Labour Relations 8, 11, 12, 13, 14, 35
Land Development 38, 47, 50, 52
Landfill 37
Landscape Design 34
Lath 49
Law 5, 6, 8, 9, 10, 11, 12, 15, 33, 35, 36, 37, 38, 39, 47, 50, 52
Leadership 8, 9, 10, 11, 12, 13, 14
Library 2, 4, 28, 39
LINUX 26, 29, 31, 39
Liquid Penetrant 48
Local Area Network 39

M

Machinist 46, 49
Macroeconomics 11, 12, 13, 15
Management degree 8
Manufacturing 9, 17, 23, 24, 25, 34, 44, 46, 47, 48, 49, 51
Manufacturing Degree 46
Manufacturing & Industrial Mechanical 46, 47, 48, 49
Mapping 21, 35, 38, 49, 50, 51, 52
Marine 2, 4, 25, 53, 54
Marketing 9, 31, 33, 36, 38, 45, 47, 48, 50, 51, 52
Master of Health Administration 42, 44, 45
MasterCam 47, 49
Materials Management 9, 23, 24, 44
Mathematics 5, 6, 7, 15, 23, 24, 25, 26, 30, 31, 34, 38, 46, 49
Mathematics for Electricians 41
Mechanical 20, 31, 32, 33, 35, 38, 46, 47, 48, 49, 53, 54
Mechanical Systems 47
Media 5, 9, 10, 11, 17, 18, 19, 20, 21, 22, 28, 29, 30, 37, 39
Medical Imaging 8, 42, 43, 45
Medical Office Assistant 9, 22
Millwright 46, 49
Mining 37, 49, 50, 51, 52
Molecular Genetics 50
Motion Picture 11, 32
Motive Power 53
Motorcycle 4, 53, 54
Multimedia 9, 20, 22, 30, 39
Music 9, 10, 22

N

Natural Gas 37, 54
Natural Resources 37, 47, 49, 50, 51, 52, 53
Nautical 4, 53
Network 40
Network Administrator 39
Networking 17, 18, 26, 28, 29, 31, 39, 47
Networks and Client Server 29
Nondestructive Testing 46, 48
Nortel 40
NT workstation 51
Nuclear Medicine 42, 44

O

Occupational Health & Safety 44
Office Efficiency and Skills 27
Office Computer Applications 27
Operations Management 9, 15, 17, 18, 19, 23, 24, 25, 46, 47, 48
Operating Systems 40
Organizational Behaviour 8, 11, 12, 14, 15, 24
Organizational Change 9, 11, 12, 14

P

PageMaker 9, 20, 21
Painting 20, 21, 31, 32
Parks Facility 38
Personal Development 4, 6, 31
Petroleum 37, 49, 52
Photography 9, 20
Photovoltaics 41
Physics 5, 6, 7, 20, 43, 44
Pilot 53
Piping 32, 39, 48
Plastics 46, 48
Plumbing 31, 33, 39, 47, 48
Power Engineering 2, 39, 46, 49
Pre-Entry 5, 6, 7, 12, 26, 30, 31
Process, Energy & Natural Resources 49, 50, 51, 52, 53
Professional Sales 9, 10, 17, 18, 19
Programmable Logic Controllers 41, 48
Programmer 28, 31, 32
Programming 10, 15, 22, 24, 25, 26, 28, 29, 30, 31, 32, 46, 47, 48, 51, 52
Project Management 5, 9, 17, 24, 25, 34, 38, 45, 47, 50, 52
Propane 54
Public Relations 9, 17, 18, 19, 20, 35, 44
Public Works 32, 35
Pulp and Paper 49
Pumps 35, 36, 47
Purchasing 2, 11, 23, 24, 25, 48

Q

Quality Assurance 23, 24, 25, 30, 36, 43, 48, 51
Quality Control 23, 24, 25, 35, 44, 46
Quality Management 9, 15, 23, 24
QuarkXpress 19, 20, 21

R

Radio 9, 10, 20, 29, 45
Real time 50, 52
Recreational 4, 38, 49
Recycling 36, 37, 48, 49
Refrigeration 32, 33, 39, 46, 48, 49, 54
Refrigeration Operator 49
Registration & Services 2, 3, 4
Renewable Resources 2, 49, 52
Renovations 4, 32, 33
Report writing 8, 34, 37, 38
Rigging 32
Robotics and Automation 46, 48

S

Safety Trades 32
Sales 5, 9, 17, 18, 19, 20, 23, 48, 51
Sawmilling 48
Scaffolding 32
Security Systems 44
Self-guided Learning 28
Set Painting 32
Sheet Metal 31, 33, 53
Site Investigation 37
Small Business 9, 10, 11, 12, 13, 17, 18, 19, 25, 44
SOIL 35, 36, 37, 38
Software Systems Development 30
Solid Waste 36, 37
Solid Works 47
Spanish 7
Specialty Nursing 8, 42, 45
Statement of Completion 33, 34, 48, 51, 52
Statistics 4, 12, 15, 23, 24, 25, 35, 44, 51
Steel Fabrication 33
Stream 28, 29, 30, 35, 52, 54
Studio Max 46, 47
Surveying (also see Geomatics) 38, 50, 52

T

TCP/IP 26, 28, 29, 40
Technical Writing 34
Technology Entry 5, 7
Technology Management 38, 43, 45, 46, 49, 50
Telecommunications 13, 41, 45
Thermal 33, 34, 47, 51
Thermoforming 48
TOEFL 7
Tourism 9, 19, 20
Toxicology 6, 36, 51
Traffic Control 32, 35, 36
Transportation 9, 20, 24, 25, 37, 38, 44, 53, 54
Trigonometry 6, 31, 34, 38, 49, 52
Tuition Fees 2, 7, 42
TV Broadcasting 10
Typography 19, 20, 21

U

UNIX 29

V

Ventilation 33, 46, 48, 49
Video 4, 5, 7, 8, 9, 10, 11, 14, 19, 20, 21, 22, 24, 36, 37, 38, 39, 47

W

Wastewater 36, 37
watershed 35, 52
Welding 31, 33
Windows 8, 12, 17, 21, 22, 24, 25, 27, 28, 29, 30, 34, 46, 47, 49, 51, 52
Wood Products Manufacturing 46, 48
Word 8, 22, 24, 27, 28
WorkSafe 44
Writing 5, 6, 7, 8, 9, 10, 14, 18, 19, 20, 22, 31

This flyer was produced by BCIT Community Relations Department in cooperation with the Institute's part-time program coordinators in Business; Computing and Information Technologies; Academic Studies; Construction; Electrical and Electronic Technology; Health Sciences; Manufacturing and Industrial Mechanical; Process, Energy and Natural Resources; and Transportation.

Editor

Isabel Kolic, (604) 432-8656
Isabel_Kolic@bcit.ca

Assistant Editor

Tasleem Bhanjee
Tasleem_Bhanjee@bcit.ca

Design and Production

Leah Ibbitson, (604) 432-8738
Leah_Ibbitson@bcit.ca

Distribution

Mary Murray, Tammy Gagné

Registrar's Audit

Phillipa Dermott, Lisa Pringle

Financial Audit

Lauraine Baillie

Register online: www.bcit.ca

Please recycle your BCIT Part-time flyer.

Starting your own business?

The BCIT Venture Program can help

Venture Program

A FULL-TIME THREE-MONTH PROGRAM

If you have decided that becoming an entrepreneur is right for you, then taking the Venture Program is the best investment you can make to successfully launch your own business.

This comprehensive, practical training program helps you minimize the risks in the start-up of your business.

What does the program offer you?

- Instruction from successful entrepreneurs
- A fully equipped high-tech office facility in a downtown setting
- Hands-on business plan development

- Networking with current and past entrepreneurs in the program
- Mentorship and advice from experts in the field
- Computer simulation of your business finances
- On-going support after you complete the program

Since 1989, BCIT's Venture Program has helped entrepreneurs to successfully develop and launch their own businesses. We can help you too!

Program start dates: February 5 and September 10



"While taking the program I made some incredible contacts and connections. All of the pieces started to fall into place. The support of the program advisors was crucial to the launch of my business and they are still there for me if I need help or advice."

— Andy Koberwitz, West Coast Log Homes

Exploring Self-Employment

A FREE HALF-DAY WORKSHOP (TCTR0249)

If you are undecided about going into business for yourself, this workshop will help you evaluate and explore your entrepreneurial options.

After completing the half-day workshop, you will be better able to answer the question, "Is self-employment right for me?" If you decide that it is, then the next step in becoming a successful entrepreneur is the comprehensive three-month Venture Program. To register call (604) 434-1610.

Time: 9:30am – 12:30pm

Dates: January 13 and March 10

**Celebrating over 10 years
of entrepreneurial
training and support**

Venture Program information: (604) 412-7651

E-mail: Lynne_Larsson@bcit.ca

www.bcitventure.com



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

The Venture Development Centre
BCIT Downtown Campus, 7th Floor
555 Seymour St., Vancouver, BC V6B 3H6