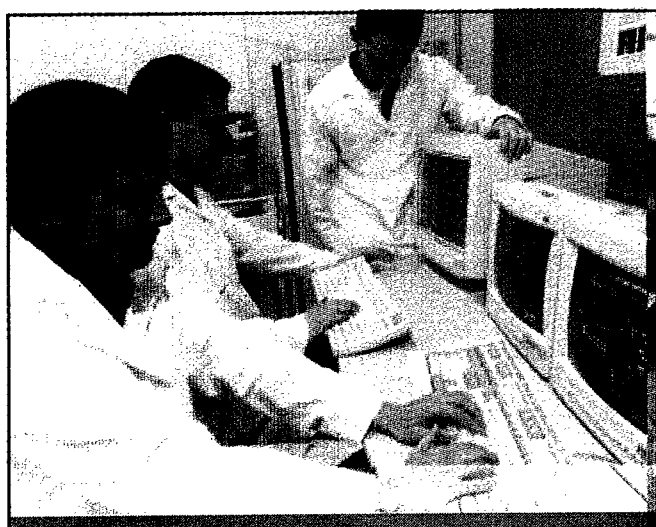

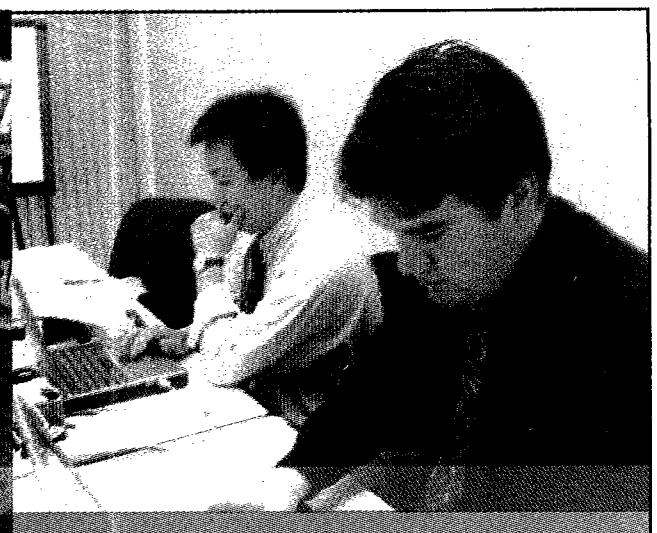

BCIT®

PART-TIME SPRING 2003

The world is learning. Keep up. BCIT Part-time

The world is learning. Keep up.

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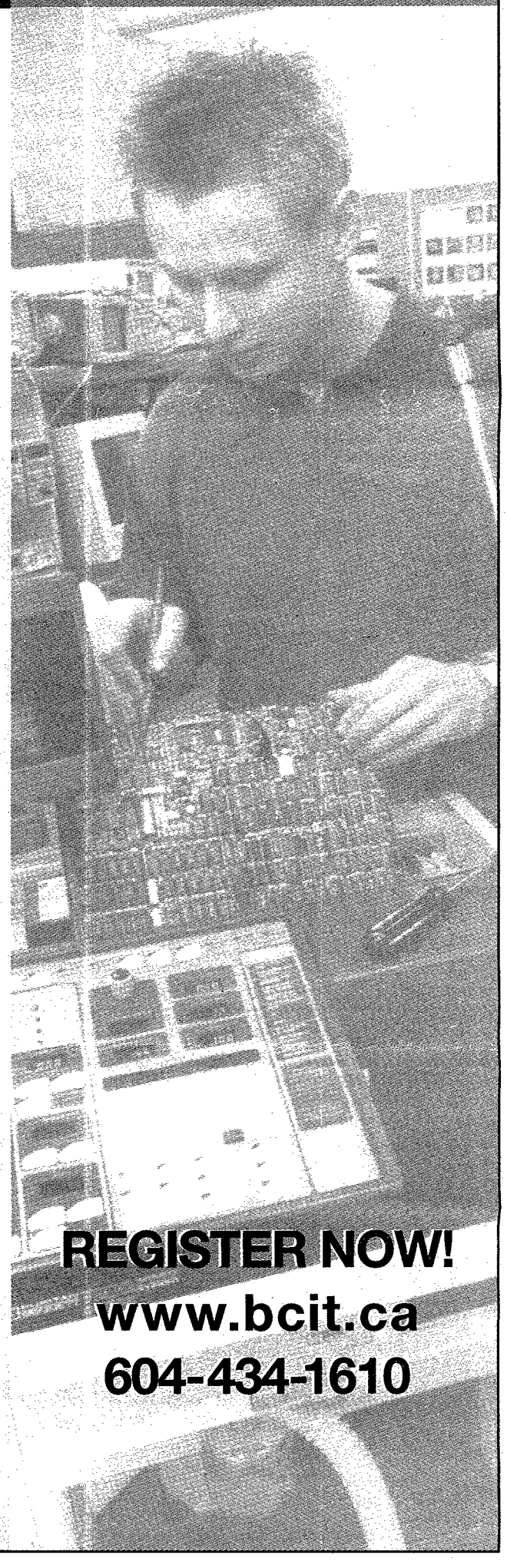


REGISTER NOW!

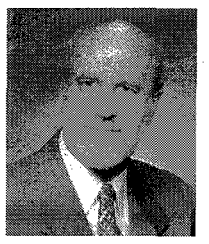
www.bcit.ca

604-434-1610

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

A POLYTECHNIC INSTITUTION

Welcome to BCIT Part-time Studies



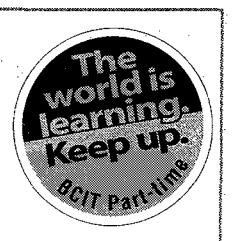
As one of Canada's premier polytechnic institutions, BCIT is committed to providing excellence in training and education for every stage of your career. This commitment holds true, whether you're a BCIT alumnus who is keeping up with the most current developments in your industry, or someone who is trying out a new career area by taking a few courses, or aiming to advance your career to a whole new level by pursuing further training.

This Part-time Studies Flyer features the whole span of our part-time course offerings in technology, trades, health sciences, business, and more, provided in a variety of formats and schedules to suit your particular needs.

We are sure that you will find your experience at BCIT worthwhile. Please let us know if there is something we can be doing to make it even better. We are happy to welcome you and hope you'll continue to let us serve you.

Tony Knowles, PhD
President, BCIT

For more information



In the following pages, you'll find the information you need to plan your next term of studies at BCIT. If you require detailed course outlines or specific part-time credential program information, please visit www.bcit.ca, or contact the program areas listed with each course section.

For information on part-time credentials at BCIT, please see the back page of this flyer, or visit http://programs.bcit.ca.

Please note: Part-time Studies Flyer information is current at the time of publishing. BCIT reserves the right to update course information without notice. The most current course information is available on our Web site at www.bcit.ca, under "Part-time."

Locations and Hours

Campuses and Locations

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

Office Hours (May 5-Aug 17)
Mon-Fri: 0830-1600 Closed weekends and statutory holidays

Regular Office Hours
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

Office Hours (May 5-Aug 17)
Mon-Thr: 0830-1730 Fri: 0830-1630
Closed weekends and Statutory holidays

Regular office hours
Mon-Thr 0830-1800 Fri 0830-1630
Closed on weekends and statutory holidays.
Holiday season hours: Dec 23-30 0830-1600

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.

Kester Grant Campus/KGC **604-877-0355**
2412 Laurel Street,
Vancouver, B.C. V5Z 3T2 Fax: 604-877-0375

Office Hours:
Mon-Fri 0900-1800 Sat 0900-1200
Closed on Sundays and statutory holidays.

Please call 604-434-1610 to register for courses at:
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

HSBC Building
885 West Georgia Street (9th Floor), Vancouver, B.C. V6C 3E8

Maple Leaf/Eurocentres (VLC)
815 West Hastings Street, Suite 250,
Vancouver, B.C. V6C 1B4

Classroom Locations

To find classroom locations, go to www.bcit.ca/rooms. Rooms can change. Please be sure to check the day of your class.

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.

Library and Bookstore

Library

604-432-8370 www.lib.bcit.ca

The BCIT library includes the Burnaby campus library as well as specialized libraries at the Pacific Marine Training Campus and Aerospace and Technology Campus.

The Burnaby campus library offers quiet study areas, information and research assistance, bookable group project rooms and laptops, and a variety of services and resources in the Microcomputer Centre on the first floor.

Off-site users have access to the library catalogue, databases and services such as holds and renewals through the library's Web site.

Burnaby Campus Library Hours September to May:
Mon-Thr 0730-2230; Fri 0730-1700;
Sat & Sun 0900-1700

For more information and hours of service check the Library's Web site at: www.lib.bcit.ca or phone 604-432-8557.

BCIT Bookstore

Campus Centre/SE2 and our online store www.bcitbookstore.ca

BOOK-mark-it!

- Burnaby Book-rush hours are listed at www.bcitbookstore.ca or call 604-432-8379.

Detailed information on our return policy and on purchasing used books is available on our Web site.

Satellite Locations

Downtown Campus

- The Downtown campus operates a Bookroom on 2nd floor (tel. 604-412-7799). Books are not always duplicated in Burnaby. Please call the Downtown campus for hours.

Other satellite locations

- It is best to come in to the Burnaby campus before your class for best selection, and to take advantage of Bookstore 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.

Contact Information
Web site and online store: www.bcitbookstore.ca
Tel: 604-432-8379 during store hours
Fax: 604-432-7923
Voicemail/Message: 604-412-7402 voice-mail box to leave a phone number for a call back, or e-mail: bookstore@bcit.ca

Curricula and Regulations

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.

Are You Ready to Graduate?

Students who are completing a Part-time Studies certificate program or are completing a Bachelor of Technology 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 Student Records, Burnaby campus (SW1-1585). Please allow 6-8 weeks for processing.

If you are completing a Bachelor of Technology 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.

Statement of Marks/Transcripts

As of May 2003, grades will no longer be issued through the mail. The Web will be where you may find and print your grades. Want your complete grade history? No problem; that's on the Web, too, free of charge, and available 24 hours per day. Click on the myBCIT link from BCIT's home page (www.bcit.ca) and follow the prompts.

Requests for official transcripts must be made in writing to the Student Records Office (SW1-1585) and full payment must be received in advance. For details on ordering transcripts call 604-432-8498 or for an order form, visit www.bcit.ca/download/forms/transcriptRequest.pdf.

Students who have outstanding financial, library or other obligations to BCIT will have their grades withheld until they have paid all fees.

continued on page 4

How To Read Your Flyer

Course Identification

The Course Identifier consisits 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 — Tuition Fee — Course Description

COMM 0040 **$187**
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.

Apr 10 Wed | 1845-2145 | 6 wks | BBY | CRN 32999

Start Date | Course time | Duration | Location | Course Reference

Online courses!

We provide access to lifelong learning through flexible course delivery formats including online. Take one course for personal or professional interest, or register in programs that provide a variety of credentials from certificate, diploma and advanced certificate, to bachelor and collaborative master degree levels.

Secure online registration

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. To encourage you to try it out for yourself, we are offering a $5 discount off any course you register for online. Visit www.bcit.ca for more information.

Course Registration: Five ways to Register

1. ONLINE – EASY, SAFE, QUICK! SAVE MONEY!

From the BCIT homepage, www.bcit.ca, follow the Part-time link under the Prospective or Current Student heading. Remember, when you register online, you save $5 per course.

2. By Fax – Easy, direct, fast!

If registering by fax, payment for the part-time course(s) can 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 Seynour Street
Vancouver, B.C. V6B 3H6

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 Aug.

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.

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 A|_|_|_|_|_|_|_|

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 birthdate aand sex in the spaces provided below.

Birthdate: _____/_____/_____ (day / month / year) Sex: ❑ male ❑ female

SOCIAL INSURANCE NUMBER (for tax purposes only) |_|_|_|_|_|_|_|_|_|

Last Name (family name) _____

Legal First Name _____

Middle Name _____

Previous Last Name (e.g. Maiden Name/Prior Marriage) _____

MAILING ADDRESS AND CONTACT INFORMATION All official BCIT correspondence will be mailed to this address. Please notify the Registration Department of any changes.

Address _____

Town/City _____ Province _____ Postal Code _____ Country _____

Home Phone _____ Home Fax _____ Home e-mail _____

Emergency Contact _____ Relationship to student _____ Phone _____

WORK ADDRESS

Company Name _____

Street/Box No. _____

Town/City _____ Province _____ Postal Code _____ Country _____

Work Phone _____ Work Fax _____ Work e-mail _____

SHIPPING ADDRESS INFORMATION (for Distance Ed/Directed Studies courses only)

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.

My shipping address is ❑ mailing address ❑ work address ❑ as indicated below

Street/Box No. _____ Apt Buzzer # _____

Town/City _____ Province _____ Postal Code _____ Country _____

Country _____ Shipping Phone _____

Course #	(CRN)	Course Title	Course Fees	Other Material Details	Other Material Fee	S&H 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 ❑ cheque (made out to BCIT)
❑ Full fees paid by you ❑ invoice 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: _____

The personal information on this form is collected under the authority of the Institute of Technology Act (RSBC 1996, ch. 225). BCIT will use and maintain the information for the purposes of admission, registration, and other fundamental activities related to attending courses of instruction in technological and vocational matters and subjects. BCIT's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the BCIT community to gain access to campus and student services.The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN number to students. The PEN is used to measure participation of the population in the post-secondary sector and for program research and evaluation; personal information used for such research purposes will be in a non-identifiable form.For individuals granted awards, BCIT releases personal information to award donors and provincial funding agencies. In addition, BCIT uses the name of award winners and/or photo images, municipality of residence, BCIT program name, and the name or criteria of any award won in marketing materials for the purpose of publicising BCIT students, graduates, and their achievements.

I hereby declare that the information I submitted on this application is true and correct. Completion of this signed application authorises BCIT to request or confirm information necessary to support my application for admission. I understand that BCIT has a 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.

Signature _____ Dated _____

For questions about BCIT's collection and use of personal information, contact: Manager, Records Management, FOIPOP, and Copyright.
Address: BCIT Library, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.

Course Audit

A student may audit a course with permission from the instructor. A written request to the instructor must be submitted by the second night of class. Auditing students are not formally evaluated and do not write examinations; however, students are expected to take part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course, but receive a statement of marks with AUD indicated. Once a student has declared audit status for a particular course, they may not change back to credit status at any point during the course for the term in which the student registered.

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 two business days' notice of a course being cancelled.

Language of Instruction

The language of instruction at BCIT is English. BCIT recommends that the level of English language proficiency should be at the B.C. Grade 12 English level. BCIT has several upgrading courses for students who wish to improve their English language skills, including ESL training. For more information, call 604-434-1610.

Prerequisites

All students are responsible for ensuring they have the necessary prerequisites before undertaking any course.

Program Approval

Courses taken through Part-time Studies may or may not lead to certification. You may decide to take individual courses that are of interest to you, or to follow a pre-determined series of courses that lead to certification.

If you are working towards completion of a particular program, you would follow the list of required courses when making your course selections. Once you have completed one to three of your required courses you should complete an *Application for Program Approval* which is available from the Registration and Information department. You may also apply for course credit on the Application for Program Approval Form. Once complete, the application should be returned to Student Records with all relevant documentation, e.g. official transcripts and course outlines. The completed application will be reviewed and a letter with your approved program of study will be sent to you. Applications for program approval and transfer credit take 8 to 10 weeks to process.

Withdrawing 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 and calculates as zero in your GPA.

To withdraw from a part-time course prior to the refund deadline date, contact Registration and Information 604-434-1610. After the refund deadline date: Student Records: 604-451-6959.

Fees and Refunds

Course Payment

There are six ways to pay for courses: (1) Cash or Interac, in person only, (2) Visa, Mastercard, American Express, (3) Cheques and money orders, (4) Letter of authorization from employer to be invoiced by BCIT (5) Web online registration and payments by credit card through www.bcit.ca, (6) Phone payments: 604-432-8732.

Confirmation of Registration/Payment

Your student schedule and fee receipt will be mailed to your mailing address. Due to the volume, your receipt may be delayed so you should attend the first scheduled night of class unless otherwise notified. Please check the flyer for start dates or with Registration and Information. For up-to-date classroom information, visit www.bcit.ca/rooms.

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.

Fees

International Fees:

- For Part-time Studies International fee information, please refer to the BCIT International section of the Flyer.
- For Part-time Studies courses, students who do not hold Canadian Citizenship or permanent residence status pay 2.2 times the published course fee, plus building, student activity, registration and OneCard fees. Specialty Programs charge 1.25 times the published course fee. BCIT International programs have set fees regardless of the residency status. Please check your fees at the time of registration.
- If a student's immigration status changes on or prior to the refund deadline of a course, the differential fee will be refunded.

Miscellaneous Fees:

NSF/Returned Cheques $50
Transcript $10 (plus $6 for each extra)
Duplicate T2202A $25 (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.

Tuition does not include textbooks or material requirements unless indicated.

Credit Card Declines

If a credit card is declined or a cheque is returned, a letter of notification will be sent by mail. Your registration will be subject to cancellation. Further registration and marks will be withheld until the outstanding balance is paid in full.

Refunds

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

Special fees for some courses are non-refundable and different refund requirements and deadlines may apply.

Please refer to the BCIT International section for refund policy information on international programs.

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:

Refunds for the School of Health Sciences

Refund requests must be submitted to Part-time Registration, Burnaby campus, by the refund deadline date. Course refund deadlines vary, please check your refund deadline date when you register.

Distance Education	Tuition less 15% up to the last day in the month of term start up*
Online Courses	Tuition less 15% within two weeks of term start up*
Clinical Courses	Fees for Clinical courses are non-refundable

School of Health Sciences restricted refund: a refund will only be processed once materials have been returned unopened and in good condition.

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% tuition refund.

Refunds are issued by cheque only and can take up to three weeks from the date of withdrawal during term start-up. If you have not received your refund cheque please call 604-432-8732 or 604-432-8212. Please allow for processing and mail delivery time.

Tax Receipts (T2202A-2002)

An official tax receipt (T2202A) for the calendar year 2002 will be mailed by Financial Services on or before Feb. 25. To allow for normal mail delivery, please wait until March 19 before contacting Financial Services if you did not receive your tax receipt. To request a duplicate T2202A, please call 604-432-8836. Due to the volume of calls, you may have to hold or leave a message. We apologize for any inconvenience. T2202As do not include other fees such as the OneCard, Student Activity Fee, etc., but rather includes tuition only (some distance education courses may also include books). A $25 charge will be levied for a duplicate receipt. To ensure that the receipt is mailed to the correct address, notify the Student Records Office immediately of any change of address.

Recreation

Recreation Services

SE-16 604-432-8612

BCIT offers indoor and outdoor recreational facilities at the Burnaby campus. Indoor facilities: climbing wall, two racquetball/handball courts and two squash courts, a games room, an excellent gymnasium (accommodating eight badminton, two basketball or three volleyball courts as well as many other sports and recreational activities). Our weight room, the Fit Pit, is equipped with a strength training super circuit, free weight and excellent cardio equipment and exercise area. Outdoor facilities include tennis courts, sports field, a fitness trail and a 396-metre track. Complete shower facilities, change and locker rooms for both men and women are available.

Food Services

Food Services

Chartwells, a member of Compass Group Canada, operate the following food outlets on the Burnaby campus. For office and catering information, call 604-451-6720.

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

Pacific Wok at Town Square Cafe (SE 2)*	604-451-6728
Ritazza at J.W. Inglis (NE 1)*	604-432-8236
Electrical Training Centre (SE 1)*	604-432-8217
Express Stop at the Gym (SE 16)*	604-412-7546
Starbucks at The Rix (SE 2)*	604-432-8646
Road Runner (SW 1, Room 2322)*	604-434-5734 ext 5352
Mr. Sub at Campus Cafe (SE 12)*	604-451-6737
Royal Oak Cafe (SE 40)*	604-433-6175

Hours of operation: Mon-Thr 0730 to 0830
Fri 0730 to 1330
Closed on weekends and statutory holidays.

Elephant on Campus (operated by the Student Association)

**OneCard accepted at these locations.*

Safety, Security and Parking

Safety & Security Office

Open 24 hours/7 days
604-451-6856 Building SW1-1001

Lost and Found

Lost and Found operates from the Safety and Security office in building SW1-1016, 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 Bicycle Patrol

As a safety/security measure, security staff of the Student Bicycle Patrol will escort you to and from any location on the Burnaby campus. Please call Security at 604-451-6856, open 24 hours/7 days.

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 weekends and holidays. All parking enforcement is managed by Impark. Please direct your inquiries, i.e. tickets, tows, etc., to Impark at 604-681-7311.

Visitor parking, 0600-1630, has a one-hour maximum limit, except the visitor lot in front of SE14, which has a $6.00 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: $38.50

Student

Daily Rate: $2.00 Monthly: $38.50
Sep-Dec term: $154.00 Jan-May term: $192.50
Students with disabilities: $38.50 monthly

Motorcycle:
Monthly: $15.00
Sep-Dec term: $60.00 Jan-May term: $75.00

Parking rates at the Downtown campus are $2.00 per hour, $9.00 per day and $4.00 per evening. To benefit our students, evening parking rates begin at 1800 hours.

Cashier's Hours – Subject to change

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

Counselling/ Disability Resource Centre/ Program Advising

Career, Educational and Personal Development Courses

Prospective students are encouraged to register for Career, Educational, and Personal Development courses. All courses are taught by professionally trained counsellors. Please see Access Courses on page 8 for more detailed information or call 604-432-8608

Counselling Services

604-432-8608 www.counselling.bcit.ca

Counselling Services are available on the Burnaby campus to enrolled students.

Disability Resource Centre

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

We offer a range of support services for students with disabilities as well as an Adaptive Lab located in the library. For a listing of our services, please see our Web site at www.drc.bcit.ca or request further information by e-mailing our department directly at drc@bcit.ca.

Program Advising for Part-time Studies

604-434-1610 www.bcit.ca/stuserv/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.

Before you begin your studies in Engineering Technology, speak with a Part-time Studies program advisor. 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.

Contact Program Advising at www.bcit.ca/~stuserv/advising.

Program advisors are available to answer questions for prospective students by phone, appointment or online.

Phone: 604-434-1610 to leave your name and number
Appointment: 604-434-1610 to book an appointment
Online: www.bcit.ca/askadvisor

Other Services

Aboriginal Programs and Services

604-432-8474 firstnations@bcit.ca

The Aboriginal Programs and Services department provides culturally appropriate services and programs for students of Aboriginal ancestry including status, non-status, Métis and Inuit people. Whether you are a current BCIT student or you are considering enrolment at BCIT you are encouraged to contact us for information on the programs and services right for you.

Alumni Association

604-432-8847 alumni@bcit.ca
Building NW1 Room 158 www.alumni.bcit.ca

You become a member of the Alumni Association upon applying for and receiving a Diploma of Technology from BCIT, or upon completion of a program or certification of not less than 21 credits from BCIT. BCIT alumni are eligible for a BCIT Alumni OneCard. Cards are valid for five years and the fee is $35. Numerous benefits and discounts are attached to the card. Visit our Web site at www.alumni.bcit.ca for more information.

BCIT OneCard

604-451-6890 www.onecard.bcit.ca

Locations:
Burnaby: SW1-1191
Downtown campus: 2nd floor
ATC: Reception
PMTC: Reception

- OneCard is the Institute photo access card (security + library + gym) in use at the four permanent campuses: Burnaby, ATC, Downtown, and PMTC.
- A $2.50 charge per term is assessed at time of fee payment for students enrolled for a minimum of 30 hours per term, whether full-time, part-time, or trades/vocational students.
- Your student number, and bona fide government photo ID is required (e.g., Driver's License, passport, B.C. ID) for verification.
- Check the Web site for OneCard background facts; details of office hours; replacement card fees; and special deals available for OneCard users.

Financial Aid and Awards

604-432-8555 www.finaid.bcit.ca
Building SW1-2303 Office 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% and 59% of a 100% 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, usually within four weeks of the date Financial Aid and Awards received the completed application.

The BCIT Part-time Assistance Application form and a BCIT Part-time Assistance Information sheet are available from the office, by fax at 604-432-8555 or from the Download Forms page of the Financial Aid and Awards Web site at www.finaid.bcit.ca. Application deadline: 28 days before the first day of classes.

Go the Distance.
Courses offered through Distance Education are listed on pages 49-50.

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

NOW Access Centre

The NOW Access Centre has permanently closed as of June 11, 2002.

Students who are receiving income assistance (welfare) and are interested in attending BCIT should attend an Advising Workshop for Income Assistance Recipients for complete information about programs and services available.

Advising Workshops for Income Assistance Recipients.

Are you receiving Income Assistance (i.e. on welfare)? Have you chosen a course or program at BCIT? If so, you are encouraged to attend an Advising Workshop for Income Assistance (welfare) recipients. These free workshops outline services available to assist you in becoming a full-time or part-time BCIT student.

Workshops are offered at our Burnaby campus on every second Tuesday from 0900-1130. Located at Program Advising SW1-1100. Late arrivals will have to attend the next workshop.

Check the schedule at: www.bcit.ca/infosessions and then register online or phone 604-434-1610 and ask to register for the next Advising Workshop for Income Assistance Recipients.

Please note: These workshops are not suitable for people who are receiving Employment Insurance.

Student Association

604-432-8600 www.sa.bcit.ca • bcitsa@bcit.ca

Mission Statement – To be an advocate for students and provide businesses and services which are student-centred, responsive and pro-active in supporting and enhancing the quality of campus life.

The BCIT Student Association offers numerous services, facilities and extracurricular opportunities to students. Our TNT store is open until 6:30 p.m. on weekdays to serve you. For details and a full listing of contact phone numbers, please visit our Web site.

Student Employment Services

SW1-1022 www.ses.bcit.ca
Tel: 604-432-8666 Fax: 604-435-3122
e-mail: employ@bcit.ca Hours: Mon-Fri 0830-1700

If you're looking for full-time or part-time work, on- or off- campus, your first stop should be Student Employment Services. Register online for eJobs@BCIT, our electronic job posting system; it's free for eight months for current part-time students. You can have new jobs in areas of your choice e-mailed to you and post your resume online. Apply for jobs from your own home or from our office – we have two computers for students to use as well as a fax machine. Our resume review service will help you build a resume that will get noticed and get results. Combine this with 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!

Careers Fair 2003 will be held on Tuesday, March 25 from 10:30 a.m. to 6:30 p.m. This is an excellent opportunity to meet potential employers face to face. You can also check out our Online Careers Fair at www.ses.bcit.ca.

Chemistry

Credit and non-credit Chemistry courses
604-432-8297 Shirley_Kero@bcit.ca

The Chemistry division of Academic studies offers Pre-Entry Chemistry courses for those who require an upgrade in Chemistry. For more information about these courses, please refer to the Access Courses section of this flyer.

CHEM 0001 **ONLINE $570**
PRE-ENTRY CHEMISTRY
Recognized by the Ministry of Education of B.C. to meet the ABE Advanced Level Chemistry curriculum (Grade 11 Chemistry). Meets BCIT chemistry entrance requirement. Includes online lectures plus a 2-week laboratory component, scheduled in June or December. Labs must be completed within 12 months of completing the lecture portion.

Apr 8	Online	12 wks	CRN	29699	

CHEM 3319 **$400**
HIGH PERFORMANCE LIQUID CHROMATOGRAPHY
Teaches the use of high performance liquid chromatography in solving organic analysis problems relating to food, clinical and environmental concerns. Course covers separation theory, instrument hardware and software approaches, troubleshooting, quality and quantity analysis applications and sample preparation. Laboratory exercises demonstrate the principles in the lectures. Class is limited to 12 students. Prerequisite: An introductory organic chemistry course. (1.5 credits)

Apr 16	Wed	1845-2145	8 wks	BBY	CRN	29723

CHEM 6100 **$525**
BIOANALYTICAL CHEMISTRY (GC/MS)
This course provides students a practical basis for the application of bioanalytical principles in the pharmaceutical industry. This is attained through a well-balanced combination of the practice and theory of modern liquid chromatography coupled with mass spectrometry. Prerequisites: Post-secondary level organic chemistry and instrumental analysis course.

Apr 23	Wed	1830-2130	10 wks	BBY	CRN	52417

Communication

Credit and Non-credit Communication courses
604-451-7065 Thorsten_Ewald@bcit.ca
604-412-7506 Jackie_Saponaro@bcit.ca

COMM 0020 **$245**
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.

Jul 3	Thr	1845-2145	6 wks	BBY	CRN	20612

COMM 0021 **$245**
EFFECTIVE WRITING
Gives an overview of techniques used to make writing clearer, better organized, and more effective in the workplace.

Jul 2	Wed	1845-2145	8 wks	BBY	CRN	20611

COMM 0022 **$340**
ENGLISH FUNDAMENTALS
Reviews sentence structure, word choice, common grammatical problems, paragraph structure, and basic presentation strategies. Designed for students whose first language is English.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20686

COMM 0025 **$85**
ENGLISH COMPETENCY ASSESSMENT
The English Competency Assessment provides BCIT Technology programs with information about an individual's skill in using the English Language. Assessments are based on the student's understanding of grammar, reading comprehension, and clarity and structure in written composition. COMM 0025 is the prerequisite for COMM 1103 and COMM 1106. **Note:** COMM 0025 assessment fee is non-refundable.

Apr 24	Thr	1800-2100	1 day	BBY	CRN	51854
May 22	Thr	1800-2100	1 day	BBY		51855
May 29	Thr	1800-2100	1 day	BBY		52613
Jun 5	Thr	1800-2100	1 day	BBY		51857
Jul 17	Thr	1800-2100	1 day	BBY		51858
Aug 7	Thr	1800-2100	1 day	BBY		51856
Aug 14	Thr	1800-2100	1 day	BBY		51859
Aug 21	Thr	1800-2100	1 day	BBY		51955

COMM 0035 **$245**
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. Develops the cultural sensitivity needed to communicate effectively in increasingly diverse communities and workplaces. The cultures of the Pacific Rim will be emphasized.

May 3	Sat	0900-1600	2 wks	BBY	CRN	20640

COMM 0037 **$245**
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.

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	20655

COMM 0038 **$245**
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.

Apr 9	Wed	1845-2145	6 wks	BBY	CRN	20656

COMM 0039 **$245**
DYNAMIC BUSINESS AND TECHNICAL 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. Please bring a blank 60-minute VHS video cassette to the first class.

May 20	Tue	1845-2145	6 wks	BBY	CRN	20657

COMM 0040 **$245**
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.

May 21	Wed	1845-2145	6 wks	BBY	CRN	20658

COMM 0041 **$110**
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 using "live" telephones.

Apr 12	Sat	0900-1600	1 wk	BBY	CRN	20659

COMM 0043 **$245**
COPYWRITING FOR 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, and ideas anywhere.

May 20	Tue	1845-2145	6 wks	BBY	CRN	23802

COMM 0045 **$245**
ENGLISH LANGUAGE TRAINING SUPPORT COURSE
Provides students with guided opportunities to practice and improve writing, reading, speaking, and listening skills needed for success in COMM courses and the workplace. Students will study key language points needed to produce standard, idiomatic English sentences and paragraphs, and will practice vocabulary commonly used in business and industry.

Apr 15	Tue/Thr	1800-2100	6 wks	BBY	CRN	50884
Jun 2	Mon/Wed	1800-2100	6 wks	BBY		51452

COMM 1103 **$345**
INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION
To enrol in COMM 1103, students must FIRST register in COMM 0025 (English Competency Assessment) and achieve a passing mark. COMM 1103 teaches practical techniques for planning, organizing, selecting, and presenting information in business or industry. Covers routine memos, letters, instructions, procedures, graphics and oral presentations. Equivalent to most first level Communication courses at BCIT. Students who register for the online section must have access to a VCR camera. Prerequisite: COMM 0025. (3 credits)

Apr 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	26251
Apr 8	Online		12 wks			29032
Apr 8	Tue/Thr	1845-2145	6 wks	BBY		26775
Jun 23	Mon/Wed	1845-2145	6 wks	BBY		20643
Jun 24	Tue/Thr	1730-2030	6 wks	DTC		20645

COMM 1106 **$470**
INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION (WITH LANGUAGE DEVELOPMENT COMPONENT)
To enrol in COMM 1106, students must FIRST register in COMM 0025 (English Competency Assessment) and achieve a minimum grade of 45%. This course is the equivalent of COMM 1103. This course covers the content of COMM 1103, plus one hour/week of English language development skills. Designed for students needing additional assistance in meeting the language standards in a credit-level introductory Communication course. Priority granted to students who have taken COMM 1103 or a day school Communication course in a previous term. Prerequisite: COMM 0025. (3 credits)

Apr 8	Tue	1800-2200	12 wks	BBY	CRN	52418
Apr 8	Tue	1800-2200	12 wks	BBY		29845
Jun 10	Tue	1800-2200	12 wks	BBY		52419
Jun 10	Tue	1800-2200	12 wks	BBY		29846

COMM 2202 **$345**
BUSINESS AND TECHNICAL CORRESPONDENCE
Teaches skills needed to write all types of business correspondence. Covers requests, replies, claims, "bad-news", sales letters, and job applications. Students in a BCIT Diploma program must complete COMM 1103 before taking this course. Prerequisite: COMM 1103 (may be waived on direct entry to second year of a BCIT technology program). Permission of program head if taken concurrently with COMM 2203. (3 credits)

Apr 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	26256
Apr 7	Mon/Wed	1845-2145	6 wks	BBY		29171
Apr 7	Mon/Wed	1845-2145	6 wks	BBY		50310
Apr 8	Online		12 wks			29697
Jun 23	Mon/Wed	1845-2145	6 wks	BBY		20651
Jun 23	Mon/Wed	1845-2145	6 wks	BBY		27060
Jun 23	Mon/Wed	1845-2145	6 wks	BBY		28054

COMM 2203 **$345**
BUSINESS AND TECHNICAL REPORTS
Teaches skills needed to write effective business and technical reports: comparison and recommendation reports, proposals, feasibility studies, summaries, formal reports, oral reports, and graphics. BCIT Diploma program students must complete COMM 1103 before taking this course. (3 credits)

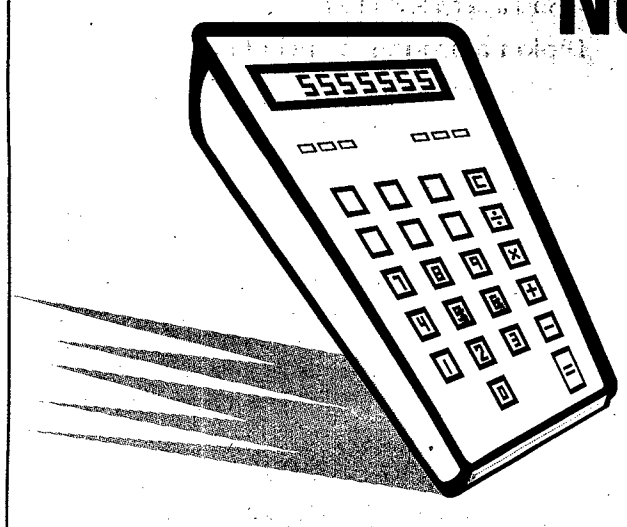
Apr 8	Online		12 wks		CRN	29698
Apr 8	Tue/Thr	1845-2145	6 wks	BBY		26255
Apr 8	Tue/Thr	1845-2145	6 wks	BBY		29172
Apr 8	Tue/Thr	1845-2145	6 wks	BBY		50311
Jun 24	Tue/Thr	1845-2145	6 wks	BBY		25496
Jun 24	Tue/Thr	1845-2145	6 wks	BBY		28055
Jun 24	Tue/Thr	1845-2145	6 wks	BBY		28235
Jun 24	Tue/Thr	1845-2145	6 wks	BBY		29398

COMM 2205 **$245**
WRITING MANUALS FOR THE COMPUTER INDUSTRY
Teaches techniques for planning, researching, organizing, formatting, and writing a manual. Covers testing and packaging the finished product, and translating technical material for the non-technical reader. BCIT Diploma Program students must complete COMM 1103 before taking this course. (1.5 credits)

Apr 7	Mon	1845-2145	6 wks	BBY	CRN	20678

COMM 2215 **$650**
COMM 2 FOR COMPUTER SYSTEMS
Continues from COMM 1114 (day school). Teaches strategies for securing employment, writing information and analytical reports, interviewing clients, holding productive meetings, and making persuasive oral presentations. Includes a 15-hour block of writing manuals for computer programs. Major term assignment is an oral and written presentation to clients for a new system. Prerequisite: This section is open to CST full-time, part-time, and Fast track students on a first-come, first-served basis. (6 credits)

Apr 5	Sat	0900-1600	12 wks	BBY	CRN	50242
Jun 2	Mon/Wed	1800-2100	12 wks	BBY		29237



Need to brush up on math?

Strong math skills are critical for a wide range of technology programs at BCIT.

Build a solid foundation for your technology future.

Thousands of students have benefited from the courses.

To find out how BCIT Math Upgrading is applied to various technology areas and more, visit **www.math.bcit.ca**

Forensic Science Technology

604-412-7436 forensic@bcit.ca
Web site: http://nobel.scas.bcit.ca/forensic

The overall aim of the Forensic Science Technology program is to provide structured, applied technological advanced training in forensic science and criminal investigation in British Columbia. The program is designed for maximum flexibility to meet career path and personal needs. Qualified candidates may, with departmental approval, take individual courses for professional development, obtain an Advanced Specialty Certificate in a given area, or a Bachelor of Technology in Forensic Investigation only if all the admission requirements are met.

The Advanced Specialty Certificate in Forensic Investigation has three options of specialization:

- Essentials of Criminalistics
- Forensic Science Studies (Biological, Chemical, and Physical Aspects)
- Economic and Computer Crime Studies

Some of the courses offered are requirements for both Advanced Specialty Certificate and Bachelor of Technology degree. For complete list of courses offered in the current term, please refer to the Bachelor of Technology Section under Bachelor of Technology in Forensic Investigation.

Mathematics

604-451-6709 Colin_Lawrence@bcit.ca
604-412-7506 Jackie_Saponaro@bcit.ca

MATH 0001 **$580**
TECHNICAL MATHEMATICS INTRODUCTION
Upgrading for students who did not complete High School Math 12, or who completed it more than three years ago. Meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science and Computer Systems Technology programs. This course is equivalent to the TE day school MATH 0005. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 7	Mon/Wed	1815-2145	13 wks	BBY	CRN	20687
May 26	Mon-Fri	0900-1200	6 wks	BBY		20688
Jun 23	Mon-Fri	1300-1600	6 wks	BBY		20689

MATH 0004 **$195**
Reviews the mathematical techniques essential for success with basic technical math and calculus courses in BCIT technology programs. Topics include algebraic methods for solving equations, simplifying expressions, manipulating formulas, etc.; basic trigonometry; graphing properties of common geometric figures; techniques for solving problems. Emphasis is placed on developing practical skills and systematic approaches to solving problems and verifying solutions. A course for students who have met the mathematics prerequisite, but who have not used basic math techniques for several years. Prerequisite: Math 12, or equivalent.

Aug 18	Mon-Fri	1300-1600	2 wks	BBY	CRN	25816

MATH 0011 **$300**
TECHNICAL MATHEMATICS INTRODUCTION PART 1
This course, combined with MATH 0012, is equivalent to MATH 0001. It presents the first half of MATH 0001, giving students an opportunity to determine if their mathematics skills are strong enough to successfully complete MATH 0001 at the level required for entry to BCIT. Prerequisite: "C" or better in Math 11, or equivalent.

Apr 7	Mon/Wed	1815-2145	8 wks	BBY	CRN	23769

MATH 0012 **$300**
TECHNICAL MATHEMATICS INTRODUCTION PART 2
This course presents the second half of MATH 0001, allowing students to achieve the equivalent to MATH 0001 when combined with MATH 0011. Prerequisite: Successful completion of MATH 0011.

May 28	Mon/Wed	1815-2145	8 wks	BBY	CRN	23770

Physics

Credit and non-credit Physics courses
604-412-7446 Donna_Foster@bcit.ca

The Physics division of Academic Studies offers Pre-Entry and Refresher Physics courses for those who require an upgrade in Physics.

PHYS 0304 **$195**
REFRESHER PHYSICS
Reviews Physics 11 concepts important for success in most 1st-year physics courses required in BCIT technology programs. This is not a substitute for PHYS 0309. Covers vectors, kinematics, dynamics, equilibrium, circular motion, mechanical energy and power. Includes lab exercises, and emphasizes problem-solving skills. Recommended for those whose Physics 11 background is weak or not recent. Prerequisite: Physics 11 or equivalent.

Aug 18	Mon-Fri	0900-1200	2 wks	BBY	CRN	23055

PHYS 0309 **$695**
PRE-ENTRY PHYSICS
Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65% or higher meets the prerequisite for programs specifying a "C+" in Physics. Covers kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. Also offered with the TE day school program (accepts part-time studies enrolment, space permitting). Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

Jul 7	Mon-Fri	0900-1200	6 wks	BBY	CRN	24797

PHYS 1301 **$715**
GENERAL PHYSICS 1
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)

Jun 2	Mon-Fri	0900-1200	6 wks	BBY	CRN	23753

PHYS 2301 **$715**
GENERAL PHYSICS 2
Topics covered include heat, wave phenomena, electrostatics, electric circuits, magnetism and electromagnetic induction. This course is equivalent to general level second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent. (6 credits)

Jul 14	Mon-Fri	0900-1200	6 wks	BBY	CRN	23754

Pre-Entry Communication

604-456-8088 Izabela_Moldovan@bcit.ca
604-456-8089 Christine_Voong@bcit.ca
Web site: www.communication.bcit.ca/pre-entry

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

COMM 0009 **$50**
COMMUNICATION PLACEMENT
COMM 0009 is to determine students' eligibility for registration in the appropriate level of a Pre-Entry Communication course. All new students wanting to enrol in a Pre-Entry Communication course are required to take the COMM 0009 Placement. Placement results are valid for registration into Pre-entry Communication courses for one year. Please bring photo identification, proof of payment, pen, pencil and eraser to the test. Note: COMM 0009 Placement fee is non-refundable.

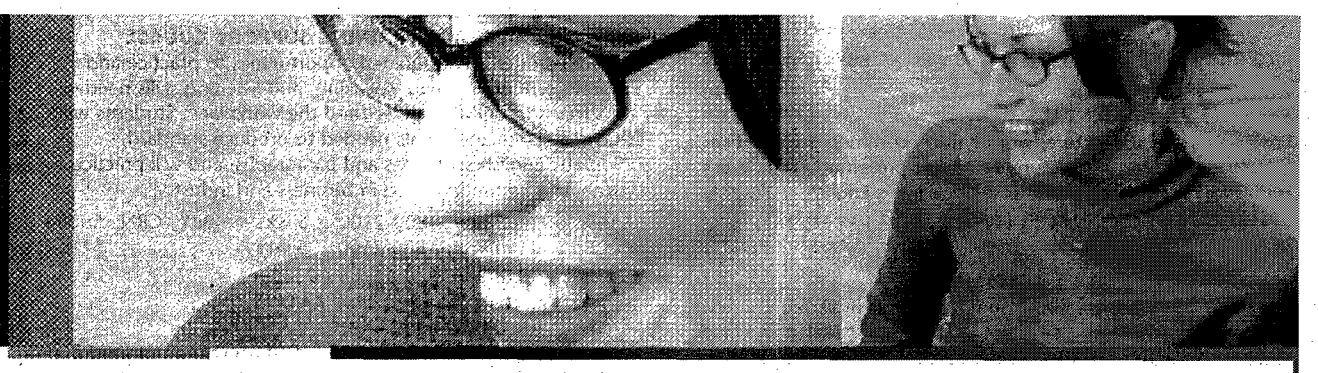
Apr 15	Tue	1800-2030	1 day	BBY	CRN	26741
May 27	Tue	1800-2030	1 day	BBY		27290
Aug 5	Tue	1800-2030	1 day	BBY		50409

COMM 0071 **$645**
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 skill, including reading, writing, speaking and listening. This course will emphasize on developing accurate writing, in particular, applying grammar rules and appropriate phrasing. Prerequisite: COMM 0009. Note: Students who took COMM 0071 or COMM 0009 more than 12 months ago are required to re-write the COMM 0009 Placement.

Apr 5	Sat/Sun	0830-1630	6 wks	DTC	CRN	29977
Apr 7	Mon/Wed	1800-2200	12 wks	BBY		29979
May 17	Sat/Sun	0830-1630	6 wks	DTC		29982
May 20	Mon-Thr	1300-1700	6 wks	BBY		29983
Jun 28	Sat/Sun	0830-1630	6 wks	DTC		29986
Jun 30	Mon-Thr	1300-1700	6 wks	BBY		29985

continued next page

BCOU
British Columbia Open University



FLEXIBLE
INDIVIDUAL
ACCESSIBLE

Flexible Courses and Programs
Whether it's just one more credit or an entire program you need, the British Columbia Open University offers flexible access to recognized distance university and college courses and programs. Our advising team will help you figure out which path is right for you. You decide when and where you learn.

Recognition for Individual Learning
Take advantage of BCOU's prior learning assessment services to get your work experience and education recognized. You may be closer than you think to a certificate, diploma, or degree.

Making Education Accessible
Getting the post-secondary credentials you need is not always easy, from finding the right program of study and getting into the classes you want to balancing school work with job and family commitments. For 25 years BCOU has been helping students like you overcome these barriers to achieve their educational goals. You can get on with your education without giving up your everyday life.

Over 500 courses delivered by:
- British Columbia Open University
- Simon Fraser University
- The University of British Columbia
- University of Victoria

Certificate programs, including:
- Business Skills
- Home Support Attendant
- Management Studies
- Nurse Refresher
- Practical Nurse Refresher
- Social Service Worker

Diploma programs, including:
- Adult Graduation
- Management Studies

Degree programs, including:
- Bachelor of Arts
- Bachelor of Business Administration
- Bachelor of General Studies
- Bachelor of Health Science
- Bachelor of Science

Register today. Start any time.
www.bcou.ca ▪ student@bcou.ca ▪ 604-431-3300 ▪ 1-800-663-9711 (toll-free)

COMM 0003 **$655**
WRITING, SPEAKING, LISTENING, AND READING SKILLS FOR TECHNICAL COMMUNICATION FOR SECOND LANGUAGE STUDENTS
This course provides students the writing, speaking, listening, and reading skills required to succeed in BCIT's other pre-entry courses. Students practice grammar skills and language structures useful for technical communication. Prerequisite: COMM 0071 or COMM 0009 for new students. **Note:** Students who took COMM 0003 or COMM 0009 more than 12 months ago are required to re-write the COMM 0009 Placement.

Apr 5	Sat/Sun	0830-1630	6 wks	DTC	CRN	50114
Apr 7	Mon-Thr	1300-1700	6 wks	BBY		50893
Apr 7	Mon/Wed	1800-2200	12 wks	BBY		21372
May 17	Sat/Sun	0830-1630	6 wks	DTC		25412
May 17	Sat/Sun	0830-1630	6 wks	BBY		50897
May 20	Mon-Thr	1300-1700	6 wks	BBY		50895
Jun 28	Sat/Sun	0830-1630	6 wks	DTC		50612
Jun 28	Sat/Sun	0830-1630	6 wks	BBY		51158
Jun 30	Mon-Thr	1300-1700	6 wks	BBY		27284

COMM 0004 **$655**
TECHNICAL COMMUNICATION SKILLS FOR SECOND LANGUAGE STUDENTS
This course prepares students whose language skills need upgrading to enrol in COMM 0005. COMM 0004 focuses on paragraph writing for technical communication. Students also prepare graphics and make oral presentations. Prerequisite: COMM 0003 or COMM 0009 for new students. Note: Students who took COMM 0004 or COMM 0009 more than 12 months ago are required to re-write the COMM 0009 Placement.

Apr 5	Sat/Sun	0830-1630	6 wks	BBY	CRN	50920
Apr 5	Sat/Sun	0830-1630	6 wks	DTC		27285
Apr 7	Mon-Thr	0830-1230	6 wks	BBY		27280
May 17	Sat/Sun	0830-1630	6 wks	BBY		50923
May 17	Sat/Sun	0830-1630	6 wks	DTC		25413
May 20	Mon-Thr	0830-1230	6 wks	BBY		50922
Jun 28	Sat/Sun	0830-1630	6 wks	BBY		51163
Jun 28	Sat/Sun	0830-1630	6 wks	DTC		20629
Jun 30	Mon-Thr	0830-1230	6 wks	BBY		27308

COMM 0005 **$645**
TECHNICAL ENGLISH AND LEARNING SKILLS FOR SECOND LANGUAGE STUDENTS
This course prepares students whose first language is not English but who do have good writing and speaking skills. Students learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 65% in this course equals a "P" in English 12. Prerequisite: COMM 0004 or COMM 0009 for new students. **Note:** Students who took COMM 0005 or COMM 0009 more than 12 months ago are required to re-write the COMM 0009 Placement.

Apr 5	Sat/Sun	0830-1630	6 wks	DTC	CRN	27287
Apr 7	Mon-Thr	0830-1230	6 wks	BBY		25309
Apr 7	Mon/Wed	1800-2200	12 wks	BBY		20624
May 17	Sat/Sun	0830-1630	6 wks	BBY		50972
May 17	Sat/Sun	0830-1630	6 wks	DTC		25414
May 20	Mon-Thr	0830-1230	6 wks	BBY		27288
Jun 28	Sat/Sun	0830-1630	6 wks	BBY		51167
Jun 28	Sat/Sun	0830-1630	6 wks	DTC		20617
Jun 30	Mon-Thr	1300-1700	6 wks	BBY		25420

COMM 0008 **$645**
TECHNICAL ENGLISH AND LEARNING SKILLS
Prepares students whose first language is English for entry into BCIT full-time programs. Students learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 65% in this course equals a "P" in English 12. Prerequisite: COMM 0004 or COMM 0009 for new students. **Note:** Students who took COMM 0008 or COMM 0009 more than 12 months ago are required to re-write the COMM 0009 Placement.

Apr 5	Sat/Sun	0830-1630	6 wks	DTC	CRN	29959
Apr 7	Mon/Wed	1800-2200	12 wks	BBY		20615
May 17	Sat/Sun	0830-1630	6 wks	DTC		29961
May 17	Sat/Sun	0830-1630	6 wks	BBY		50991
Jun 28	Sat/Sun	0830-1630	6 wks	DTC		29962
Jun 28	Sat/Sun	0830-1630	6 wks	BBY		51171

NEW **COMM 0030** **$380**
ORAL FLUENCY FOR BUSINESS AND TECHNICAL COMMUNICATION
This course provides opportunities to improve listening and speaking communication skills for entry into BCIT. Helps develop skills for group discussions, meetings, impromptu oral presentations, and interviewing, as well as appropriate language choices for business and science/technology environments. Also emphasizes pronunciation and note-taking skills.

Apr 8	Tue/Thr	1900-2100	11 wks	BBY	CRN	52545

Technology Entry (TE) Upgrading Program

604-451-6994 Kathy_White@bcit.ca
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 enrol, but are expected to take all other courses in the program. All TE courses accept some part-time studies enrolment, space permitting. TE includes additional hours of English Language Training (TEWELT) in order to provide more students with the opportunity to succeed in their studies at BCIT. 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.

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 that 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 enrol 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.

604-451-6893 Nargis_Abraham@bcit.ca

NTRY 0303 **$200**
STUDENT SUCCESS SURVIVE/THRIVE
This course prepares students to manage the BCIT workload and pace. It offers success strategies in reading, note taking, memory improvement, time and stress management, test writing, and working in groups. The practical ideas and techniques will benefit current and future students – at BCIT and in the workplace.

Aug 25	Mon-Fri	0900-1600	1 wk	BBY	CRN	25717

Learning for Success

604-432-8247 Kathy_Musial@bcit.ca
Learning Centre: SW1, Room 1525

The Learning for Success Program provides instruction in learning strategies that can be applied in any environment where structured learning is required. The program features classroom instruction as well as access to the Learning Centre for individual learning support. For further information please contact the instructor, Kathy Musial, at 604-432-8247.

BCIT 0130 **$405**
LEARNING FOR SUCCESS: SUMMER SESSION
The Learning for Success Program is designed to help students become efficient and self-regulated learners. Students will be provided with instruction and an opportunity to practice in memory strategies and critical thinking, academic reading strategies, concentration, listening and note taking, time management, exam preparation and exam writing strategies, and strategies for enhancing academic confidence. Seven days of classes running Aug. 14 to Aug. 22. Students committed to changing the way they study benefit from small class size (limited to 15), as well as the opportunity to access the Learning Centre for one-to-one assistance.

Aug 14	Mon-Fri	0900-1500	1 wk	BBY	CRN	52578

BCIT 0141 **$105**
LEARNING FOR SUCCESS: STRAND 1
Instruction in memory strategies and critical thinking. Learning Centre instruction only, for spring session; no classes. Dates and times to be arranged with the instructor. Continuous intake until May 22, 2003.

Apr 1	BBY	CRN	26761

BCIT 0142 **$105**
LEARNING FOR SUCCESS: STRAND 2
Instruction in study reading strategies. Learning Centre instruction only, for spring session; no classes. Dates and times to be arranged with the instructor. Continuous intake until May 22, 2003.

Apr 1	BBY	CRN	26762

BCIT 0143 **$105**
LEARNING FOR SUCCESS: STRAND 3
Instruction in concentration, listening, note taking, and time management. Learning Centre instruction only, for spring session; no classes. Dates and times to be arranged with the instructor. Continuous intake until May 22, 2003.

Apr 1	BBY	CRN	26763

BCIT 0144 **$105**
LEARNING FOR SUCCESS: STRAND 4
Instruction in study strategies, test taking strategies, and enhancing academic confidence. Learning Centre instruction only, for spring session; no classes. Dates and times to be arranged with the instructor. Continuous intake until May 22, 2003.

Apr 1	32 wks	BBY	CRN	26764

BCIT 0145 **$105**
LEARNING FOR SUCCESS: STRAND 5 SELF-PACED
Student works with instructor to develop an individualized plan of study in learning strategies. Instruction takes place in the Learning for Success Learning Centre. Attendance is on a drop-in basis during regularly scheduled Learning Centre hours. Enrolment continuous until May 22, 2003.

Apr 1	BBY	CRN	51019

BCIT 0146 **$25**
LEARNING FOR SUCCESS: STRAND 6 MINI
Student works one-to-one, or in small groups, with the Learning for Success instructor, on the application of learning strategies to current course work. Attendance is on a drop-in basis during regularly scheduled learning centre hours. Continuous intake until May 22, 2003.

Apr 1	BBY	CRN	51020

OTHER COURSES

Career, Educational and Personal Development

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

All courses are taught by professional counsellors.

Please refer to page 5 of this flyer or call BCIT Counselling Services at 604-432-8608 for more information.

Counselling Services

604-432-8608 www.counselling.bcit.ca

Counselling Services are available on the Burnaby campus to enrolled students.

Career, Educational and Personal Development Courses

CEPD 0100 **$47**
INTRODUCTION TO CAREER PLANNING
Considering BCIT? Undecided about your career choice? Learn more about the steps in the career planning process, exploring interests and researching career/educational options.

Apr 4	Fri	1000-1200	1 day	BBY	CRN	24759
May 9	Fri	1000-1200	1 day	BBY		25116
Aug 15	Fri	1000-1200	1 day	BBY		25117

CEPD 0101 **$ 233**
CAREER TESTING
Explore your career options by writing a series of standardized tests. This 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. Group test interpretations are provided. Individual career testing assistance may be available for a fee and on request. Call Counselling Services at 604-432-8608.

Apr. 10	Thr	1730-2130	2 wks	DTC	CRN	25118
Jun 14	Sat	0900-1300	2wks	BBY		25119

CEPD 0103
CAREER TRANSITIONS
Designed for groups of workers or companies experiencing restructuring or downsizing. For more information, call Counselling Services at 604-432-8608.

HRMG 0315 **$293**
CAREER SEARCH WORKSHOP
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 course covers interests, aptitude and values clarification and testing, career and educational opportunities, decision-making, goal setting and implementation.

Apr 5	Sat	0900-1200	4 wks	BBY	CRN	21129
May 21	Wed	1730-2030	4 wks	DTC		23645

CEPD 0200 **$47**
BCIT PREPARATION: EARLY ORIENTATION
This course is an early orientation for students accepted into BCIT's courses. Topics include introduction to the factors in student success, study skills, time and stress management, and accessing support and assistance at BCIT.

Aug 22	Fri	1000-1200	1 day	BBY	CRN	26257

Learning Resources Unit

604-451-7109 Bryan Fair

BCIT 0001 **$155**
PREPARING FOR ONLINE LEARNING
Assists new computer users to develop skills for desktop applications and an Internet-based course environment. Includes: basic computer operations, file management, application software, file types, Internet, e-mail, conferencing and online communication tools, online research and WebCT (BCIT's online learning environment). Provides an overview of learning styles, strategies and techniques for distance and online learning. Note: Continuous intake registration.

Apr 1	12 wks	CRN	29314

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

BCIT INTERNATIONAL

International Programs

604-432-8816
Ask an Advisor at www.international.bcit.ca or
e-mail: infoBCIT@bcit.ca

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

English for Polytechnic Preparation (EPP)
Taught exclusively at Kester Grant College, EPP prepares students for success in education and careers by developing their study, research, report writing, presentation, critical thinking, employability and English language skills. Intensive 30 hours per week. On completion, students may bridge to degree, diploma or certificate programs at BCIT. Kester Grant College (KGC) is located at 2412 Laurel Street in Vancouver.

Start: Every four weeks.

Technical Communications Plus Programs
BCIT coordinates Technical Communications Plus Certificate programs, for students whose English is at an intermediate level, by combining Technical Communications with academic courses. Programs are available in many disciplines including:

- Technical Communications plus Architectural and Building Engineering
- Technical Communications plus Business
- Technical Communications plus Computing
- Technical Communications plus Media Techniques

Students applying to Technical Communications Plus programs will be given an English Assessment Exam (EAE) to determine their registration eligibility.

Academic Business Program (ABP)
An eight-month, two-term intensive program. ABP is a cooperative training program with term one held at Maple Leaf/Eurocentres (VLC) and term two held at BCIT. Prerequisite: high school graduation and TOEFL score of 450 or equivalent.

Start: May 5, 2003 and Sept. 2, 2003

Associate Certificate in Business Management Studies (BMS)
An eight-month, two-term program. Students who complete BMS and meet necessary language requirements may apply to BCIT Full-time business diploma programs. Students may also transfer credits to other Canadian or U.S. institutions where accepted. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Start: May 12, 2003 and Sept. 8, 2003

Management Certificate in Interior Design Program (IDP)
This 12-month, three-term Management 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. Prerequisite: TOEFL 500 or equivalent.

Start: Sept. 8, 2003

Part-time Studies Courses

Contact BCIT International to see if you are eligible to join one or more part-time evening or weekend courses.

Note: International Students must have a valid study permit and medical insurance to study at BCIT. Documents must be sent to BCIT International.

Spanish Communications

The 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 framework of the language so that the learner 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. Please call 604-432-8816 for more information.

These courses are not eligible as credit towards the Liberal Education component of the BCIT Bachelor of Technology.

INTL 0501 **$375**
PRACTICAL SPANISH COMMUNICATION I
Develops the phonetic foundation for the language. Students 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 acquisition of 500 words.

Apr 29	Tue/Thr	1730-1930	12 wks	DTC	CRN	26430
Apr 29	Tue/Thr	1935-2135	12 wks	DTC		50980

INTL 0502 **$375**
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 deal with simple conversations on familiar topics, and exchange information with colleagues. Concentrates on the past tenses. Provides acquisition of 500 words and cultural awareness. Prerequisite: INTL 0501 or instructor's approval.

Apr 28	Mon/Wed	1730-1930	12 wks	DTC	CRN 26431

INTL 0503 **$375**
PRACTICAL SPANISH COMMUNICATION III
Emphasizes thought development. Concentrates on future and imperfect 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. Provides cultural awareness and vocabulary acquisition of 500 words. Prerequisite: INTL 0502 or instructor's approval.

Apr 28	Mon/Wed	1935-2135	12 wks	DTC	CRN 27422

INTL 0506 **$150**
INTENSIVE CONVERSATIONAL SPANISH I
Ideal for travelers and business individuals who want to acquire practical skills with the appropriate language patterns, vocabulary, and idioms required to communicate in a variety of everyday situations. Prerequisite: INTL 0501 or instructor's approval.

Jun 3	Tue/Thr	1935-2105	4 wks	DTC	CRN 50983

INTL 0507 **$150**
INTENSIVE CONVERSATIONAL SPANISH II
For intermediate to advanced students who want to fine-tune the language skills with the appropriate language patterns, vocabulary, and idioms required to communicate effectively in a variety of everyday situations. Prerequisite: INTL 0502 or instructor's approval.

Jun 7	Sat	0900-1200	4 wks	BBY	CRN	50990

International Student Tuition Fees

EPP Application Fee $250.00. $4,400.00 per term (16 weeks)
Technical Communications Plus Programs
Fees are dependent on course registration
ABP Application Fee $550.00. Program Fee: $9,750.00 plus building, student activity, registration and OneCard fees
BMS Application Fee $250.00. $4,875.00 per term plus building, student activity, registration and OneCard fees
IDP Application Fee $250.00. $4,875.00 per term plus building, student activity, registration and OneCard fees
Part-time Studies Courses
2.2 times the published fee plus building fee and student activity fee
High-Tech Professional Programs
1.25 times the published fee plus building fee and student activity fee

- Students studying the EPP, ABP, BMS and IDP pay the published fee regardless of their residence status
- If a student's immigration status changes on or prior to the refund deadline of a course, excluding EPP, ABP, BMS and IDP, the differential fee will be refunded

International Programs Refund Policy

A full refund of all fees (less the $250 non-refundable application fee) paid to BCIT International will be issued if a student has been denied a study permit by Canadian authorities. Official documentation from the Canadian Embassy plus the original Letter of Acceptance issued by BCIT International **must** be submitted along with a written request for withdrawal and refund, no later than 30 calendar days after the initial term start.

An 85% refund (less the $250 non-refundable application fee) will be issued when a written request for withdrawal and refund plus the original Letter of Acceptance are submitted to BCIT International up to 31 calendar days prior to the initial start of the program. For the Academic Business Program (ABP), please submit request in writing to Maple Leaf/Eurocentres (VLC) #250-815 West Hastings Street, Vancouver, B.C., Canada V6C 1B4.

A 50% refund (less the $250 non-refundable application fee) will be issued when a written request for withdrawal and refund plus the original Letter of Acceptance are submitted to BCIT International 30 days prior to the initial start of the program and up to and including the withdrawal deadline date (second Friday after the term start).

NO REFUND will be issued after the refund deadline date.

BACHELOR OF TECHNOLOGY

A Higher Degree of Opportunity

"BCIT is a national leader delivering a full range of polytechnic education, including Bachelor of Technology programs. These programs are designed to assist diploma graduates and degree holders to gain valuable additional career-enhancing skills that earn a well-recognized credential. BCIT is committed to lifelong learning to support the economic well-being of British Columbia and Canada."

Dr. Tony Knowles, President
British Columbia Institute of Technology

We live and work in a fast-paced world with exciting opportunities to advance in our careers and participate in our communities.

Lifelong learning is the key to thriving in our changing global environment. That is why the BCIT bachelor's degree is so relevant today – it is truly a career credential, a practical degree that builds on earlier training and work experience.

Employers told us what they want in a bachelor's degree. We listened. Our Bachelor of Technology combines traditional academic components with the advanced practical training employers demand. This is a bachelor's degree that has real value in the real world.

We designed our bachelor's degree to fit your world. Accelerated scheduling, day-time and evening classes, online learning, distance education or some full-time offerings – our degree programs are versatile and accessible. Most of our degree programs let you study part-time on your schedule, not someone else's.

The BCIT Bachelor of Technology degree.
Smart. Unique. Flexible.

Degree Offerings
BCIT currently offers Bachelor of Technology degrees in Accounting (p. 10), Biotechnology*, Computer Systems (p. 10), Construction Management (p. 11), Electronics (p. 11), Environmental Engineering (p. 12), Forensic Investigation (p. 13), Environmental Health*, Geomatics (p. 14), Management (p. 14), Management – Health Specialty (p. 15), Manufacturing (p. 15), Medical Imaging (p. 15), Nursing, Specialty Nursing (p. 16), and Technology Management (p. 16). Other degrees under development include Forest Engineering Technology, and Process and Systems Integration.

Bachelor of Technology programs are typically 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 Biotechnology is a joint program with UBC and is available through Full-time Studies. The Bachelor of Technology in Nursing is also a program in Full-time Studies.

**As full-time Bachelor of Technology programs, Biotechnology and Environmental Health are not featured in this Part-time Flyer. For more information, please visit the Program Finder on www.bcit.ca.*

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

Liberal Studies

604-412-7506 Jackie_Saponaro@bcit.ca

The BCIT Bachelor of Technology requires a minimum of 12 credits (usually four courses) of Liberal Studies courses. Two BCIT courses (6 credits), Critical Reading and Writing (LIBS 7001) and Applied Ethics (LIBS 7002), are mandatory. The remaining 6 credits are electives and can either be taken at BCIT (PSYC 1101 and 1102), or from another post-secondary institution.

Students registered in Bachelor of Technology programs have priority for LIBS courses. Students who have applied for entry into Bachelor of Technology programs or who are in the process of qualifying for entry into Bachelor of Technology programs are welcome to place themselves on a waitlist with Jackie Saponaro of BCIT's Communication department.

Students interested in any of the online sections of LIBS must have an e-mail address and access to a computer capable of downloading basic documents. The online format will include e-mail submissions of assignments and other written material, online chat and conference activities with other students in the course, and interviews and discussions with friends and colleagues. Final exams in all online Liberal Education courses will be held at the BCIT campus. Students who live too far away to attend the final exam must make arrangements with the LIBS Coordinator to write a proctored exam at an approved location.

Students must log on during the first week of the course. Failure to do so will be regarded as an online "absence." Throughout the course, students are expected to check the site at least once a week and participate as required. Students who choose to withdraw must conform to the Registrar's regulations and may lose all or a part of their fees, depending on the withdrawal date.

LIBS 7001 **$595**
CRITICAL READING AND WRITING
Develops advanced skills in critical analysis, close reading, and composition through lectures, discussion, and group activities in which students analyze and evaluate materials from various disciplines. Readings might come from professional journals, reports, newspapers, magazines, and literature. Film, video, and the Internet may also be included. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 credits)

Apr 22	Online		15 wks	CRN	50866
Apr 22	Online		15 wks		29695
Apr 22	Tue	1830-2130	15 wks	BBY	28529
Apr 23	Wed	1830-2130	15 wks	BBY	50826
Apr 24	Thr	1830-2130	15 wks	BBY	28531

continued next page

LIBS 7002 **$595**
APPLIED ETHICS
Fosters abilities and values required for ethical conduct at work. Develops skills in logical analysis, a working knowledge of moral principles and theories, and the ability to diagnose and resolve moral disagreements commonly found at work. Examines and applies moral principles and models of ethical conduct to historically famous cases in accounting, management, engineering, health care, and computing. Prerequisite: Equivalent of 3 credits of university/college composition or 6 credits of BCIT Communication. (3 credits)

Apr 22	Online		15 wks		CRN	50867
Apr 22	Online		15 wks			29696
Apr 22	Tue	1830-2130	15 wks	BBY		29292
Apr 23	Wed	1830-2130	15 wks	BBY		28680
Apr 24	Thr	1830-2130	15 wks	BBY		28681

PSYC 1101 **$595**
INTRODUCTION PSYCHOLOGY 1
The first of two courses that introduces modern psychology's perspectives on the complexity of human behaviour and interaction. Topics: biological basis of behaviour, psychological development, sensory processes, perception, consciousness, learning, memory, thought, language. 15 weeks – 3 hours/week – credit earned through combination of lectures, Web-based study, student-facilitated discussions. (3 credits)

Apr 22	Tue/Thr	1800-2100	8 wks	BBY	CRN	50865

PSYC 1102 **$595**
INTRODUCTORY PSYCHOLOGY 2
The second of two introductory psychology courses focusing on the psychologist's approach to theories, problems and issues in contemporary psychology. This survey course introduces the student to the following areas of psychology: basic motives, emotion, health psychology, individual differences, personality, abnormal psychology, therapies, social cognition and affect and social attraction and influence. Prerequisite: PSYC 1101. (3 credits)

Apr 23	Wed/Fri	1800-2100	8 wks	BBY	CRN	52108

Bachelor of Technology in Accounting

604-412-7486 Deacon_Devlin@bcit.ca

The Financial Management department offers a Bachelor of Technology in Accounting. 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%.
- English 12 or equivalent.
- An interview with the program head – call 604-432-8786.

To enrol in degree courses, you must be accepted into the degree program or have the permission of the program head (call 604-432-8786). Degree courses being offered this term are listed below.

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

FMGT 7121 **$570**
ADVANCED ACCOUNTING
Reviews the objective of financial reporting. Examines corporate combinations, including consolidations for wholly-owned and non-wholly owned subsidiaries (both in the year of acquisition and subsequent years). Accounting for foreign currency transactions, and not- for- profit entities. Prerequisite: FMGT 4110 or FMGT 4190. (You are advised not to enrol in this course until you have achieved a mark of at least 65% in either of the prerequisite courses). Class will be held on July 1.

May 6	Tue/Sat	1800-2100 (T) 0900-1200 (Sat)	9 wks	BBY	CRN	29864

FMGT 7210 **$570**
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. Prerequisite: FMGT 4210 or FMGT 4290. Class will be held on July 1.

Apr 22	Tue	1800-2115	14 wks	BBY	CRN	28816

FMGT 8120 **$570**
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 7121. Depending on class support, CRN 28817 may have class on July 1.

Apr 29	Tue	1800-2130	13 wks	BBY	CRN	28817
Apr 30	Wed	1800-2130	13 wks	BBY		29080

FMGT 8910 **$835**
INTEGRATIVE BUSINESS MANAGEMENT PRACTICE
Designed to fulfill the role of a "capstone" to the degree program. Its overall objective is to enhance the students' skills by supplementing their knowledge of accounting with a thorough understanding of the management techniques and practices required of accountants as members of the senior executive team. Includes a major project related to the student's own work situation. Prerequisites: Seven of the following courses: FMGT 7910, 7121, 7210, 7310, 7410, 7510, 7710, 8120.

Class dates are as follows: May 10, May 24, May 31, June 7, July 12, July 19, and July 26.

There is a significant amount of pre-reading required for this course. Please register at least two weeks before the class start date (by Apr 26) and contact the program assistant at 604-412-7486 to obtain reading materials.

May 10	Sat	0830-1530	12 wks	DTC	CRN	51116

Bachelor of Technology in Computer Systems

604-432-8644 http://cstbtech.bcit.ca

Introduction
The Bachelor of Technology in Computer Systems is a practitioner-oriented career enhancement degree designed to increase the breadth and depth of knowledge and practical skills of computer professionals, assisting them in widening their job opportunities or advancing along their career paths. Graduates are awarded a credential that is highly valued by industry.

There are two components to the degree program. The first is a technical component which is comprised of 48 credits of coursework in the computer systems and management areas, and a practicum. The second component is 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 are offered online through Web-based courses (depending on demand). The degree is also offered in a full-time format. Applicants can apply to the program anytime throughout the year.

The program is designed for:
a) Graduates of two-year diploma programs in Computer Systems (CST) or equivalent.
b) Computer professionals wishing to acquire advanced formal qualifications.
c) Degree holders in other disciplines, making a career change into the computer industry.

Note: Students must be fully accepted into the Bachelor of Technology in Computer Systems program to be eligible to register in courses in the COMP 7000 and 8000 series or have approval of the program head or instructor.

For detailed information please see the Web site: http://cstbtech.bcit.ca

Or contact: cstbtech@bcit.ca Tel.: 604-432-8644

COMP 3673 **$970**
COMPUTER SYSTEMS TECHNOLOGY FOUNDATIONS 3
This intensive course is intended for applicants to the Bachelor of Tehcnology degree in Computer Systems. The course covers, in one term, Systems Analysis and Design and Relational Database Systems. The material is presented in an integrated fashion. Database applications will be the primary focus in this course. Prerequisite: COMP 2653. (9.5 credits)

Apr 8	Tue	1830-2215	12 wks	BBY	CRN	52602

COMP 7006 **$505**
NETWORK ADMINISTRATION AND NETWORK SECURITY LEVEL 1
Introduction to networking and cross-platform file sharing using Win32 and Linux tools. Students will learn the basics of NFS, SAMBA, Apache, NIS and DHCP. There is an in-depth coverage of TCP/IP and "real-world" network traffic analysis using tools such as packet sniffers and tcpdump. Introduction to intrusion detection attacks and defences. Prerequisite: Admission to the Bachelor of Technology program or permission of program head or instructor. (3 credits)

Apr 7	Mon	1730-2115	12 wks	BBY	CRN	52376

COMP 7036 **$505**
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, systems analysis and design, data processing, knowledge engineering, and decision theory and other applied research methods topics. Prerequisite: Admission to the Bachelor of Technology program or permission of instructor or program head. (3 credits)

Apr 7	Mon	1400-1745	12 wks	BBY	CRN	29912

* Web Based – First day in classroom only.

COMP 7071 **$505**
DATABASE DESIGN PTS ADMINISTRATION
Focuses on two major aspects of database design: logical data modeling; and relational database design and optimization. Prerequisite: COMP 3710 and admission to the Bachelor of Technology program or permission of the program head. (3 credits)

Apr 8	Tue	1830-2215	12 wks	BBY	CRN	26035

COMP 7081 **$505**
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 program head. (3 credits)

Apr 8	Tue*	1400-1745	12 wks	BBY	CRN	27590
Apr 10	Thr	1830-2215	12 wks	BBY		24897

* Web Based – First day in classroom only.

Part-time tip.
It's your responsiblity to ensure you have all prerequisites for each course in which you register.

COMP 7401 **$505**
ADVANCED TOPICS IN PROGRAMMING METHODOLOGY
This course focuses on programming methodology which includes new trends in software development, net-centric computing, object-oriented frameworks, advance programming languages, and logic. Specific topics for this course vary from term to term due to the rapid changes and development in the software industry. Prerequisite: Admission to the Bachelor of Technology program or permission of program head or instructor. (3 credits)

Apr 9	Wed	1830-2215	12 wks	BBY	CRN	28747

*Please call the program assistant for the Bachelor of Technology program in Computer Systems at 604-432-8644 for the latest course offering information.

COMP 7615 **$505**
SELECTED TOPICS IN COMPUTER SYSTEMS
Focuses on selected topics in developing computer systems. Emphasis is on the development of practical application of computer systems. Specific topics vary from term to term. Some of the topics to be introduced through this course include: multimedia, artificial intelligence, small systems (mobile, PDA, game systems), visual tools for numerical analysis, etc. Prerequisite: Admission to the Bachelor of Technology program or permission of program head. (3 credits)

Apr 10	Thr	1830-2215	12 wks	DTC	CRN	29894
Apr 11	Fri	1830-2215	12 wks	BBY		27592

*Please call the program assistant for the Bachelor of Technology program in Computer Systems at 604-432-8644 for the latest course offering information.

COMP 8011 **$505**
REAL-TIME INTERACTION GRAPHICS
Focuses on Photorealism, emphasizing shading, lighting, rendering, and illumination placing special consideration of the computer programming requirements. Uses Graphical User Interface (GUI) design and computer graphics (CG) interaction, curve and surface representation, physics of colour and common colour models, visible surface determination and illumination/shading models. Prerequisite: COMP 7011. (3 credits)

Apr 9	Wed	1830-2215	12 wks	BBY	CRN	52378

COMP 8021 **$505**
COMPARATIVE STUDIES IN GUI PRINCIPLES
Developing analytic skills for GUI design and UI evaluation is the main objective of this course. Students design GUI components and resolve potential spacing and alignment conflicts in windows environment. Focus on the semiotics of interactive graphical interface and the applications of object-oriented programming in GUI design. Prerequisite: COMP 7021. (3 credits)

Apr 8	Tue	1400-1745	12 wks	BBY	CRN	52377

* Web Based – First day in classroom only.

COMP 8061 **$505**
DISTRIBUTED SYSTEMS APPLICATIONS
Focuses on Client-Server based and Distributed Systems that include database servers. Students develop in-depth knowledge of principles, architectures, issues and future directions. Various paradigms that include, JDBC, EJB, and Application Servers will be analyzed and evaluated. Emphasizes hands on experience through lab exercises and using servers such as MySQL, Oracle and Application Servers. Prerequisite: COMP 7061 and admission to the Bachelor of Technology program or permission of program head. (3 credits)

Apr 9	Wed	1830-2215	12 wks	BBY	CRN	27604

COMP 8081 **$505**
MANAGEMENT ISSUES IN SOFTWARE DEVELOPMENT
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: project leadership, communication, critical thinking and problem solving skills. Prerequisite: COMP 7081 and admission to the Bachelor of Technology program or permission of instructor or program head. (3 credits)

Apr 11	Fri	1400-1745	12 wks	BBY	CRN	25996

COMP 8505 **$505**
SELECTED TOPICS IN DATA COMMUNICATIONS
Conducts an in-depth study of specific and highly specialized areas in Data Communications. Develops a substantial project in the selected area, and produces an application or project report or both upon completion. Prerequisite: COMP 8005, or permission of instructor and program head. (3 credits)

Apr 8	Tue	1730-2115	12 wks	BBY	CRN	25997

COMP 8506 **$505**
SPECIAL TOPICS IN NETWORK DESIGN AND IMPLEMENTATION
Students will apply the skill sets acquired in the previous level 1 and 2 courses to the design and performance analysis of networks. Detailed and complete LAN designs will be discussed and analysed. Focus will be on performance and security issues. Students will learn to identify vulnerabilities in LAN designs and understand how these holes can be exploited and how to protect networks against attacks. Prerequisite: COMP 8006 and admission to the Bachelor of Technology program or permission of program head. (3 credits)

Apr 10	Thr	1730-2115	12 wks	BBY	CRN	29891

COMP 8561 **$505**
ADVANCED TOPICS IN DISTRIBUTED SYSTEMS
Focuses on advanced topics in Client/Server systems, Distributed Systems and Network Computing. Examines strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency and security in a distributed system. Topics include Parallel Processing and Scheduling; Performance Modeling; Concurrency Control, Recovery in multi-user and distributed data servers; Security and Fault Tolerance; Embedded and Real Time distributed systems; multimedia storage and transmission. Prerequisite: COMP 8061 and admission into Bachelor of Technology program or permission of the program head. (3 credits)

Apr 11	Fri	1830-2215	12 wks	DTC	CRN	28748

COMP 8571 **$505**
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 7071 and admission to the Bachelor of Technology program or permission of instructor or program head. (3 credits)

Apr 11	Fri	1730-2115	12 wks	BBY	CRN	25998

Bachelor of Technology in Construction Management

604-412-7469 Mary_Sadowski@bcit.ca

Program Information Sessions – Free of Charge
Attendance at one of these sessions is mandatory before the formal interview. Check out the most current dates on our Web site at: www.bcit.ca/infosessions.

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.

The program is offered both through Part-time Studies and planned Program. The Part-time method is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. The new Planned Program delivery, allows for completion in approximately two years. 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 or equivalent
- work experience, subject to departmental approval
- English 12 or equivalent
- Please see Web site for further details

All participants will be required to meet with the program head to review the initial application for acceptance.

For detailed information on the entire program, including descriptions of all courses being offered, entrance requirements and the application process, please visit our Web site at www.construction.bcit.ca or use the phone number or e-mail listed above.

CMGT 7120 **$215**
CONSTRUCTION PROJECT CONTROLS 3
In this third and final part of this series on Project Controls, participants will be provided lectures on the theory of claims and shown how to use schedules for claim preparation. More advanced techniques such as simulation and expert systems will be reviewed and discussed. Primavera software will be used in a lab setting to develop and simulate these skills. Prerequisite: CMGT 7110. (1 credit)

Apr 17	Thr	1830-2130	6 wks	BBY	CRN	27466

CMGT 7210 **$215**
MANAGEMENT OF CONSTRUCTION EQUIPMENT AND PLANT 2
Construction managers should be able to develop systems and procedures for the efficient management and maintenance of construction equipment and plant. The development of equipment maintenance systems and the options as to whether to buy, rent or hire equipment will be analyzed. Discussion on the need for equipment operator and mechanic training programs will complete this course. Prerequisite: CMGT 7200. (1 credit)

Apr 15	Tue	1830-2130	6 wks	BBY	CRN	51025
Apr 17	Thr	1830-2130	6 wks	BBY		52403

CMGT 7220 **$215**
HEALTH AND SAFETY IN CONSTRUCTION
Presents the role of key stakeholders involved in health and safety issues in construction. Sessions will include: Role of Workers Compensation Board; accident prevention on the construction site; protection of the public; health hazards and the cost of accidents in construction. Prerequisite: Acceptance into the Construction Management degree program or by departmental approval. (1 credit)

Jun 3	Tue	1830-2130	6 wks	BBY	CRN	27469

CMGT 7255 **$285**
QUALITY AUDITING IN CONSTRUCTION
This is the third and final course on Quality Management, and concentrates on Quality Auditing. This information will produce a deeper understanding of Quality Systems and more practical Quality Plans. It will enable the student to become an Internal Auditor within an organization and better prepare for an external audit. (1 credit)

May 23	Fri/Wed	0830-1800	2 wks	BBY	CRN	52404
May 29	Thr/Fri	0830-1800	1 wk	BBY		52406

CMGT 7320 **$215**
CONSTRUCTION FINANCE 3
The challenges of determining if a project is staying within budget are critical in today's fiercely competitive environment. This course illustrates the transition of the project estimate for bidding purposes to the cost control system required to ensure profitability. It is designed for those who want to develop methods for monitoring and controlling costs of construction projects while emphasizing the importance of a proactive approach to corrective actions. Prerequisite: CMGT 7310. (1 credit)

Apr 14	Mon	1430-1730	6 wks	BBY	CRN	52407
Apr 14	Mon	1830-2130	6 wks	BBY		27470

CMGT 7800 **$415**
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. (1 credit)

Apr 16	Wed	1830-2130	12 wks	BBY	CRN	28514

CMGT 7820 **$215**
PROJECT PROPOSALS
This course is intended to be taken just prior to completion of the program. It will help you conduct the necessary literature review to clearly define your industry sponsor/research topic and to prepare an effective proposal for submission to the department. Your industry/sponsor is expected to provide occasional guidance and support relating to this activity. Prerequisite: CMGT 7800. (1 credit)

May 31	Sat	0900-1200	6 wks	BBY	CRN	51646
May 31	Sat	0900-1200	6 wks	BBY		52409

CMGT 7840 **$215**
TECHNICAL PRESENTATIONS
The ability to make an effective business presentation is now more essential than ever for individuals wanting to advance in their careers. This course will allow participants to analyse the need of your audience and then integrate your objective to the content and audience. Prerequisite: CMGT 7100. (2 credits)

Jun 4	Wed	1430-1730	6 wks	BBY	CRN	52410
Jun 4	Wed	1430-1730	6 wks	BBY		52411

CMGT 8020 **$245**
PROJECT DELIVERY METHODS
Designed for managers, developers and building owners, this course will contrast stipulated sum, construction management, and design-build methods for the construction of new projects. Presentations will also outline the funding and design decisions for viable projects. Participants should have at least two years of related building project experience. Prerequisite: Related Diploma of Technology (or degree) plus two years of work. (1 credit)

Apr 17	Thr	1830-2130	6 wks	BBY	CRN	52412

CMGT 8030 **$245**
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 organizing 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)

Apr 16	Wed	1830-2130	6 wks	BBY	CRN	29841

CMGT 8210 **$215**
SPECIAL TECHNIQUES IN LARGE CONSTRUCTION PROJECTS 2
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 be placed on developing written communication skills. Prerequisite: CMGT 8200. (1 credit)

Apr 7	Mon	1830-2130	6 wks	BBY	CRN	52413

CMGT 8220 **$215**
SPECIAL TECHNIQUES FOR LARGE CONSTRUCTION PROJECTS 3
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 be placed on developing written communication skills. Prerequisite: CMGT 8210. (1 credit)

Jun 2	Mon	1830-2130	6 wks	BBY	CRN	52414

CMGT 8440 **$215**
MANAGEMENT OF 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)

Apr 17	Thr	1430-1730	6 wks	BBY	CRN	27474

CMGT 8450 **$215**
INTERNATIONAL CONSTRUCTION MANAGEMENT
Participants will be introduced to special considerations in the management of an international construction project, including logistical and cultural implications. Other topics include market research, proposal preparation, and negotiation. The implications of cross-cultural differences on project success will be demonstrated through in-class activities. Prerequisite: CMGT 8440. (1 credit)

Apr 16	Wed	1430-1730	6 wks	BBY	CRN	52415
Apr 17	Thr	1830-2130	6 wks	BBY		28516

CMGT 8600 **$575**
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 utilized to demonstrate the potential impact of such groups on construction projects. Computer-mediated simulation will also be used to provide real-time feedback on team decisions. Prerequisite: CMGT 7530 and CMGT 8440. (2 credits)

Jun 5	Thr	1230-1700	4 wks	BBY	CRN	52416
Jun 21/22	Sat/Sun (Lab)	0830-1730				

CMGT 8800 **$760**
INDUSTRY BASED PROJECT
In conjunction with an industry sponsor, the student solves a management or technical problem relating to construction. This applied project must contain some elements that are innovative, experimental, or exploratory in nature. A faculty advisor will provide guidance and direction where appropriate. A department committee will evaluate the final report and its presentation. Prerequisite: Completion of technical coursework, CMGT 7800, CMGT 7820, CMGT 7840, and departmental approval. (8 credits)

Apr 14			52 wks		CRN	51080

Bachelor of Technology in Electronics

604-456-8027 Bachelor of Technology_Electronics@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-related or Telecommunication fields. The program has a strong industry focus while maintaining a high level of rigour 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 automation-related areas. The degree program also broadens the student's education with required courses in business management and liberal education.

Web Page
Please refer to BCIT's Web page on the Bachelor of Technology in electronics. Visit www.bcit.ca and click on Part-time programs, the Program Finder.

Entrance Requirements
1. English 12 or equivalent.
2. A BCIT diploma in Electronics or Electrical Engineering Technology, or a diploma from any nationally-accredited program in a related engineering technology discipline, with a minimum course average of 65%. Alternatively, an equivalent level of education at the post secondary level or registration (or qualifying to register) as an Applied Science Technologist with ASTTBC will be considered.
3. A minimum of 6 months of relevant work experience prior to admission and a minimum of 2 years (including 6 months mentioned) prior to graduation.
4. Interview with program head.

Registration Procedure
The applicant may request a phone interview with the program head prior to sending in the application. Contact the program assistant at 604-456-8027 or the program head at 604-432-8484 for more information.

Candidates may select and register for courses after reviewing each term's course offerings in he BCIT Part-time Studies flyer.

Program Length
As a part-time studies program, a period of three to five years may be required to complete the program.

Prior to work experience requirement, candidates may accumulate credits as follows:

- A maximum of 6 credits of Technical Studies/Management course work,
- A maximum of 12 credits of Liberal Education Component course work, and
- A maximum of 6 credits of Mathematics

Program Structure
The general requirement for a Bachelor of Technology in Electronics degree program is a minimum of 70 credits from five components.

Components	Credits
1. Degree Core	32.0
2. Specialization Electives	12.0
3. Management Component	9.0
4. Liberal Education Section	12.0
5. Industry Project	5.0

1.Degree Core (32 credits/all courses must be completed)

ELEX	7010	Engineering Statistics	3.0
ELEX	7020	Multivariable Calculus & Dynamic Systems	3.0
ELEX	7021	Scientific Computing 1	1.0
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
ELEX	7121	Scientific Computing 2	1.0
COMP	7081	Technical Issues in Software Design	3.0
ELEX	7210	Signal Theory and Processing	3.0
ELEX	7220	Feedback Control	3.0
ELEX	7230	Electromagnetism	3.0

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2. Specialization Electives (12 credits required)

ELEX	8010	Data Communications	3.0
ELEX	8030	Real-Time Embedded Systems	3.0
ELEX	8110	Telecommunications System Design	3.0
ELEX	8130	Computer Networks	3.0
ELEX	8140	Mobile Communications	3.0
ELEX	8275	RF Design Engineering	3.0
ELEX	8020*	Computer Architecture	3.0
ELEX	8120*	Digital Signal Processing and Applications	3.0
ELEX	8150*	Microwave & Fibre Optic Engineering	3.0
ELEX	8160*	Electric Machines	3.0
ELEX	8170*	Industrial System Electric Design	3.0
ELEX	8180*	Discrete-Time Control Systems	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

*Not currently available, BCIT may offer these courses in the future, depending on the evolution of the degree program.

3. Management Component *(9 credits required)*

BUSA	7250	Management Skills and Applications	3.0
ELEX	8280	Engineering Law	3.0
ELEX	8290	Engineering Economics	3.0

4. Liberal Education Studies Section (12 credits)
Students must complete 12.0 credits of Liberal Education. For further information please contact the Registrar's Office at 604-432-8230

LIBS	7001	Critical Writing (required)	3.0
LIBS	7002	Applied Ethics (required)	3.0

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 (required)	5.0

Degree Courses Offered This Term*

BUSA	7250	Management Skills and Applications
COMP	7081	Technical Issues in Software Design
LIBS	7001	Critical Reading and Writing
LIBS	7002	Applied Ethics

*See the appropriate section of this publication to confirm course offerings and for the course descriptions and information.

The following course offerings are dependent on sufficient enrolment.

The time and days for classes may change from those given below, contact registration for the latest information.

ELEX 7040 **$535**
ENGINEERING MATERIALS
Overview of materials used in engineering-metals, ceramics, plastics, semiconductors and wood. Examines microstructure of materials and macroscopic properties such as modulus of elasticity and tensile and shear strengths. Topics such as phase diagrams, solid state transformations, fracture, corrosion and sizing are included. (3 credits)

Apr 22 Tue/Thr 1830-2130 10 wks BBY CRN 27645
*There will be lab sessions scheduled during the term.

ELEX 7230 **$535**
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 are used to help students visualize the concepts presented in the course. Prerequisites: ELEX 7020, ELEX 7120. (3 credits)

Apr 23 Wed 1830-2130 15 wks BBY CRN 51609
There will be lab sessions scheduled during the term.

ELEX 8140 **$535**
MOBILE COMMUNICATIONS
Includes mobile propagation phenomenon, modulation techniques and system considerations. Cellular, spread spectrum, microwave and satellite communications. Access techniques, analog and digital transmission, fading and shadowing, noise and interference, signal to noise radio requirements. Microwave applications including traditional applications, cellular interconnection, video transmission and LAN interconnection. Application to current practice is emphasized. Prerequisite: ELEX 7230 Electromagnetism. (3 credits)

Apr 28 Mon 1830-2130 15 wks BBY CRN 52621
*There will be lab sessions scheduled during the term.

NEW **ELEX 8275** **$535**
RF DESIGN ENGINEERING
Designing HF and VHF circuits. Includes: impedance matching networks; wide band transformers; synthesis of low pass, high pass, band pass and bandstop Butterworth and Chebychev filters; introduction to microstrip circuits; high frequency modeling of transistors; small signal amplifier design using Y and S parameters; stability analysis; design of oscillators and RF power amplifiers; use of feedback in design of wide band amplifiers; noise performance of amplifiers. Students design, build, and test various circuits applying theoretical knowledge. Prerequisites: ELEX 7230 Electromagnetism. (3 credits)

Apr 23 Mon/Wed 1830-2130 15 wks BBY CRN 52631
*There will be lab sessions scheduled during the term.

ELEX 8300 **$765**
INDUSTRY PROJECT
Students complete the industry project in a workplace setting choosing a project involving applied research or technology transfer. Project will be innovative, experimental, or exploratory in nature. Activities can range from directed study projects to preparation of a proposal, project plan and development of formal deliverables – including a final report demonstrating practical application of knowledge and skills in local high technology economic sector. Prerequisites: departmental approval. (5 credits)

Registration is continual throughout the term. CRN 51109

Bachelor Of Technology In Environmental Engineering Technology

604-451-6906 Palvinder_Moses@bcit.ca
604-432-8344 Lorne_Sampson@bcit.ca
Visit Our Home Page At: www.eng.bcit.ca/enviro/

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
- English 12 or equivalent

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: http://courses.bcit.ca/rooms.php3/

EENG 7712 **$215**
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)

Apr 15 Tue 1830-2130 6 wks BBY CRN 52372

EENG 7713 **$215**
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)

Apr 16 Wed 1830-2130 6 wks BBY CRN 51185

EENG 7717 **$215**
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)

Apr 7 Mon 1830-2130 6 wks BBY CRN 24812

EENG 7719 **$215**
SURVEY TECHNIQUES FOR EET
An introduction to the fundamental concepts of surveying with applications for applied waste management. Topics include an introduction to survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or departmental approval. (1 credit)

Apr 12 Sat 0900-1200 6 wks BBY CRN 24804

EENG 7720 **$215**
APPLIED MICROBIOLOGY
This course examines the types and functions of microorganisms as applicable to the engineering field. Topics include: bacteria, fungi, 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. Prerequisite: EENG 7710, EENG 7711 and EENG 7712 or departmental approval. (1 credit)

Apr 17 Thr 1830-2130 6 wks BBY CRN 29855

EENG 7721 **$215**
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. Prerequisite: EENG 7710 and 7711. (1 credit)

Apr 17 Thr 1830-2130 6 wks BBY CRN 25042

EENG 7740 **$215**
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 provides theoretical foundation for the study of groundwater contaminants in EENG 7741 Contaminant Hydrogeology. Prerequisite: EENG 7718. (1 credit)

Apr 16 Wed 1830-2130 6 wks BBY CRN 52373

EENG 7742 **$415**
GROUNDWATER MODELLING: NUMERICAL METHODS
This course introduces students to the basics of two major modeling tools used in industry: finite difference and finite element. The course explores the mathematical basis of these two methods and allows students to experiment with simple models of each type, using computers. Prerequisite: EENG 7741 (may be taken concurrently). (2 credits)

Apr 15 Tue 1830-2130 12 wks BBY CRN 25039
Apr 16 Wed 1430-1730 12 wks BBY 25975

EENG 8753 **$215**
INDUSTRIAL WASTEWATER TREATMENT 1
This course is the first of a two-course series on industrial wastewater treatment. Course topics include characteristics of industrial wastewater, industrial wastewater survey, waste minimization, quality equalization, neutralization and oil-water separation. Practical and operational aspects would be emphasized. Prerequisite: EENG 7714, 7721 and 8750. (1 credit)

Apr 15 Tue 1430-1730 6 wks BBY CRN 29730
Apr 17 Thr 1830-2130 6 wks BBY 25971

EENG 8754 **$215**
INDUSTRIAL WASTEWATER TREATMENT 2
This is the last course in the industrial wastewater treatment series. It examines additional physical/chemical unit processes including chemical coagulation, chemical precipitation of heavy metals, chemical phosphorus removal, adsorption, ion exchange, membrane separation, chemical oxidation, and gas transfer. Practical and operational aspects would be emphasized. Prerequisite: EENG 8753. (1 credit)

Jun 2 Mon 1430-1730 6 wks BBY CRN 24805
Jun 4 Wed 1830-2130 6 wks BBY 25980

EENG 8755 **$215**
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)

Jun 5 Thr 1830-2130 6 wks BBY CRN 51991

EENG 8762 **$215**
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. Prerequisite: EENG 8761 and 7741. (1 credit)

Apr 7 Mon 1830-2130 6 wks BBY CRN 24810

EENG 8763 **$215**
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)

Jun 2 Mon 1830-2130 6 wks BBY CRN 25043

EENG 8768 **$415**
ADVANCED RESIDUALS MANAGEMENT
This course is designed to help students learn about the various aspects of hazardous material and waste management. Major emphasis will be on Acts and Regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Additional topics include pollution prevention and waste minimization. Prerequisite: EENG 8760. (2 credits)

Apr 15	Tue	1830-2130	12 wks	BBY	CRN	52371

EENG 8772 **$215**
SITE REMEDIATION & RISK ASSESSMENT PROCESS
This course introduces students to site remediation and risk assessment. Focusing on the role of the site investigator, the course promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. This course covers toxicological principles of risk assessment, and evaluation and design processes for site remediation. Prerequisite: EENG 8771. (1 credit)

Apr 7	Mon	1430-1730	6 wks	BBY	CRN	24832

EENG 8774 **$215**
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)

Jun 4	Wed	1830-2130	6 wks	BBY	CRN	24811

EENG 8781 **$215**
RISK ASSESSMENT
This course will examine risk-assessment methods and outcomes including definitions and discussions of the principles of hazard identifications, dose response, exposure assessment and risk characterization. Specific risk-assessment techniques will be presented including checklists, preliminary hazard analysis, what-if analysis, fault-tree analysis, event-tree analysis, hazard and operability studies and EPA risk assessment procedures. Prerequisite: EENG 7712 and 7721. (1 credit)

Apr 16	Wed	1830-2130	6 wks	BBY	CRN	29735

EENG 8783 **$215**
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)

Jun 3	Tue	1430-1730	6 wks	BBY	CRN	25036

EENG 8785 **$415**
DECISION MAKING IN ENVIRONMENTAL MANAGEMENT
This course examines decision making and decision planning models as they relate to environmental management. Topics include the historical roots of environmental management; rational decision-making processes; the institutional structure and methods of decision making in environmental management; and the relationship between current decision making models and sustainable development. Prerequisite: A working knowledge of environmental legislation and management practices are recommended. (2 credits)

Apr 17	Thr	1430-1730	12 wks	BBY	CRN	28446

EENG 8801 **$215**
TERRAIN MAPPING & EROSION PROCESSES
This course covers terrain and interpretive maps with emphasis on utilization. Topics include; delineation of polygons (air photo interpretation and ground truthing), mapping conventions and development of polygon labels (ELUC, 1988, 1997), determination of mass wasting, erosion and sediment delivery hazards. Surface erosion and sedimentation processes will also be covered. A field trip is arranged when and if suitable sites are available. (1 credit)

Apr 4	Fri/Sat	0830-1730	1 wk	BBY	CRN	26443

EENG 8802 **$215**
FOREST ROAD DESIGN & CONSTRUCTION
This course covers applicable sections of the Forest Practices Code Act, Forest Road Regulations and Engineering Guidelines. Other topics include preliminary road location surveys and terrain stability assessments with emphasis on minimization of environmental risks. Various construction techniques are presented along with the basic elements of drainage design. A field trip is arranged when and if suitable sites are available. (1 credit)

May 9	Fri/Sat	0830-1730	1 wk	BBY	CRN	26444

EENG 8803 **$215**
FOREST ROAD REHABILITATION
This course covers the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Road maintenance and upgrade during harvesting operations will be discussed, as well as deactivation after harvesting operations and silvicultural commitments have expired. Other topics include field assessment procedures, mapping and the development of appropriate prescriptions. A field trip is arranged when and if suitable sites are available. (1 credit)

May 23	Fri/Sat	0830-1730	1 wk	BBY	CRN	26445

EENG 8804 **$215**
HYDROLOGICAL MAPPING & HYDROMETRICS
This course covers the procedures involved in the creation of hydrological maps, with emphasis on utilization. Topics include: delineation of slope drainage networks and mapping conventions, the measurement of streamflow, snowpack and water quality. The use of hydrometric instruments is demonstrated. A field trip is arranged when and if suitable sites are available. Prerequisite: EENG 7715, 7717, and 7718. (1 credit)

Jun 13	Fri/Sat	0830-1730	1 wk	BBY	CRN	26446

EENG 8805 **$215**
STREAM CHANNEL ASSESSMENT
This course covers applicable sections of the Forest Practices Code Act. The collection and interpretation of data down a stream channel is outlined. Other topics include: USDA Forest Service methodology, MOELP Channel Assessment Procedures, the effects of timber harvesting on stream channel morphology and channel restoration strategies. A field trip is arranged when and if suitable sites are available. (1 credit)

Jul 4	Fri/Sat	0830-1730	1 wk	BBY	CRN	27037

EENG 8900 **$415**
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. (1 credit)

Apr 16	Wed	1830-2130	12 wks	BBY	CRN	27239

EENG 8901 **$215**
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)

Apr 26	Sat	0900-1200	6 wks	BBY	CRN	24809

EENG 8903 **$750**
APPLIED RESEARCH PROJECT
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: Completion of Major Elective Studies and departmental approval. (8 credits)

Bachelor of Technology in Forensic Investigation

604-412-7436 forensic@bcit.ca
Web site: http://nobel.scas.bcit.ca/forensic

The overall aim of the Forensic Science Technology program is to provide structured, applied technological advanced training in forensic science and criminal investigation in British Columbia. The program is designed for maximum flexibility to meet career path and personal needs. Qualified candidates may, with departmental approval, take individual courses for professional development, obtain an Advanced Specialty certificate in a given area, or a Bachelor of Technology in Forensic Investigation only if all the admission requirements are met.

The Bachelor of Technology in Forensic Investigation has two options of specialization:

- Forensic Science Studies (Biological, Chemical, and Physical Aspects)
- Economic and Computer Crime Studies

FSCT 5102 **$525**
BIOLOGY 1 FOR FORENSIC SCIENCE TECHNOLOGY
This course provides a basic understanding of topics relevant to the forensic scientist. Topics will build upon fundamentals of chemistry and include: the chemistry of life (structure and function of macromolecules), the cell division, the gene (meiosis, Mendelian genetics, chromosomes and inheritance). A prerequisite for entry into the Bachelor of Technology in Forensic Investigation (Forensic Science Studies Option). Prerequisite: departmental approval. (3 credits)

Apr 15	Tue	1800-2130	13 wks	BBY	CRN	52550

FSCT 7002 **$425**
CRIMINAL LAW 2
Forensic evidence is subject to all the general rules related to the admissibility of evidence in the criminal trial process and is also subject to certain unique rules of scrutiny. This course will examine the fundamental laws of evidence within the adversarial process and provide a context for the expert in their role as witness. Prerequisite: FSCT 7001 an asset. Relevant work experience and departmental approval. (2 credits)

Apr 26	Sat	0900-1200	10 wks	DTC	CRN	52552

FSCT 8610 **$370**
GRADUATION PROJECT/INTERNSHIP 1
The student will conduct a literature review, choose, prepare and present a proposal for an industry related project. A detailed project proposal will be prepared. Students are encouraged to complete this in a work-place setting. Prerequisite: Completion of framework courses and departmental approval. (2 credits)

Apr 14	Mon	1800-2100	10 wks	BBY	CRN	52633

FSCT 7230 **$425**
FORENSIC INTERVIEWING 1
The outcome of most investigations usually depends on the information, supplied by victims, witnesses and suspects to an investigator. Experienced investigators learn methods and techniques available for interviewing victims, witnesses and suspects to obtain proper, informative and legal statements that will both aid in the investigation and be acceptable to the court. Prerequisite: FSCT 7002 or equivalent and departmental approval. (2 credits)

Jun 28	Sat/Sun	0830-1630	2 wks	BBY	CRN	52553

NEW **FSCT 8020** **$450**
FORENSIC INTERVIEWING 2
The course builds on the foundation established in FSCT 7230 and covers more advanced topics in theme development, use of analogies and kinetic interviewing skills. The participants will be monitored by experts and required to practice their skills on camera in simulated interviews and interrogations. Prerequisite: FSCT 7230 or equivalent and departmental approval. (1.5 credits)

Jul 14	Mon-Wed	0830-1630	3 days	BBY	CRN	52554

FSCT 7120 **$525**
PROJECT MANAGEMENT FOR INVESTIGATION
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 investigation. Prerequisite: FSCT 7001 and 7002 or equivalent. Relevant work experience and departmental approval. (3 credits)

May 3	Sat/Sun	0830-1630	3 wks	DTC	CRN	52555

FSCT 8110 **$700**
FORENSIC ANTHROPOLOGY 1: RURAL CRIME SCENE
Lecture, lab and field work to demonstrate the principles of forensic anthropology, in positive identification of human beings. Examine human skeletal remains to determine identifying traits and work in groups to process a crime scene from start to finish. Prerequisite: Departmental approval. (3 credits)

Jun 9	Mon-Fri	0800-1700	1 wk	BBY/MRC	CRN	52558

FSCT 8101 **$700**
FORENSIC ANTHROPOLOGY 2: URBAN CRIME SCENE
Designed to fill the needs of crime scene examiners working in primarily urban settings. Covers a variety of types of scenes encountered by urban investigators and includes a considerable emphasis on "hands on" examination of a variety of fire scenes for physical evidence. Most class time will be spent in the field. Prerequisite: FSCT 8110 or equivalent and departmental approval. (3 credits)

Jun 16	Mon-Fri	0800-1700	1 wk	Chilliwack	CRN	52559

NEW **FSCT 8170** **$525**
HUMAN OSTEOLOGY
This course involves condensed, but comprehensive investigation of human skeletal anatomy. The emphasis is placed upon the practical identification of skeletal elements, and student participation in laboratory sessions is expected. Prerequisite: Post-secondary level Biology course and departmental approval. (3 credits)

Apr 13	Sun-Thr	0830-1630	1 wk	BBY	CRN	52561

FSCT 8140 **$550**
FORENSIC ENTOMOLOGY
Forensic entomology is study of insects associated with a human corpse, usually a homicide victim, to determine elapsed time since death. Covers an overview of entomology and its applications to criminal investigations; how to collect insect evidence at crime scene in a manner of defensible in court, and results can be expected from an entomologist. Prerequisite: 7001, 7002 or equivalent. Post-secondary biological science course or relevant work experience and departmental approval. (3 credits)

Jun 2	Mon-Fri	0830-1630	1 wk	BBY & Maple Ridge	CRN	52565

NEW **FSCT 8103** **$500**
FORENSIC NURSING 1
Forensic nursing involves the application of clinical and scientific knowledge to questions of law for civil and criminal investigation of survivors of traumatic injury and patient treatment involving court related issues. Students develop in depth knowledge of the role of sexual assault nurse examiners, death investigators, forensic psychiatric nurses, and legal nurse consultants. Prerequisite: Departmental approval: (3 credits)

Jul 7	Mon-Fri	0830-1630	1 wk	BBY	CRN	52595

FSCT 8230 **$525**
MEDICOLEGAL ASPECTS OF ALCOHOL
This course provides information on how alcohol affects an individual's ability to perform everyday physical tasks, as their Blood Alcohol Concentration rises from sobriety to intoxication. Students will be exposed to the various technologies that are currently available to measure alcohol intoxication. Prerequisite: FSCT 7001 and 7002 or equivalent. Post secondary science course or relevant work experience and departmental approval. (3 credits)

Apr 12	Sat	1300-1630	13 wks	DTC	CRN	52567

FSCT 8310 **$550**
QUESTIONED DOCUMENT EXAMINATION
This course details the requirements needed to perform a handwriting/hand printing examination and to assist investigators with the collection of handwriting evidence. Prerequisite: Departmental approval. (3 credits)

Apr 16	Wed	1800-2130	13 wks	BBY	CRN	52569

FSCT 8302 **$650**
ADVANCED DIGITAL IMAGINE TECHNIQUES
This course provides the students with advanced forensic digital imaging concepts, imaging handling policies and procedures for the purposes of preserving and maintaining the chain of custody during the investigative process. Various techniques of image enhancement, video surveillance, multiple snapshots for comparison and image formatting for Internet and Intranet communication are covered. Prerequisite: FSCT 8360 or equivalent and departmental approval. (2 credits)

Jun 23	Mon-Thr	0830-1700	4 days	DTC	CRN	52570

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FSCT 8560 **$600**
COMPUTER SECURITY & NETWORKS 2
This course builds on FSCT 8540. Advanced TCP/IP topics will be covered in a hands-on environment. The use of packet filters, firewalls and proxy servers will be discussed and analysed. Students will be familiarized with network monitoring and security tools, hacker exploits, hacker tools, system vulnerabilities and how to block them. Prerequisite: FSCT 8540 or equivalent and departmental approval. (3 credits)

Jul 7 Mon-Fri 0830-1700 1 wk BBY CRN 52572

NEW FSCT 8511 **$600**
COMPUTER CRIME INVESTIGATIVE TECHNIQUES 2
This course is a continuation of FSCT 8510 and will examine in-depth concepts in computer evidence collection and preservation, and applications of contemporary commercial forensic investigative software (EnCase, I-Look, Smart, ASR – Forensic Tool Kit). Prerequisite: FSCT 8510 or equivalent and departmental approval. (3 credits)

Jul 21 Mon-Fri 0830-1700 1 wk DTC CRN 52573

FSCT 7130 **$600**
BUSINESS CONTINUITY PLANNING MANAGEMENT FOR IT
This course is divided into 5 parts: (1) Concepts and processes of business continuity planning; (2) Risk assessment; (3) Business impact analysis; (4) Developing recovery scenarios and plans; and (5) Maintaining and testing plans. Students will be provided with an understanding of *business continuity planning*, its concepts, and its application in today's organizations. Prerequisite: Admission to program (Computer Crime Studies Option) and departmental approval. (3 credits)

Jul 14 Mon-Fri 0830-1700 1 wk DTC CRN 52579

FSCT 8470 **$525**
INVESTIGATION OF INSURANCE FRAUD 2
This course is a continuation of FSCT 8450. Deals with in-depth study of fraud investigations in the insurance industry. Topics includes the insurance policy, first and third party investigations, fire investigations, selection and the use of experts, and a review of the Charters of Rights and litigation case studies. Prerequisite: FSCT 8450 or equivalent and departmental approval. (2 credits)

May 8 Thr 1830-2130 10 wks DTC CRN 52576

FSCT 8410 **$400**
COMMERCIAL CRIME INVESTIGATIVE TECHNIQUES
This course includes the following topics: witness interviews; suspect interviews; financial and accounting analysis (including working with Forensic Accountants); court brief preparation; disclosure and Charter of Rights issues. Prerequisite: FSCT 7210 or 7220 and 7230 or equivalent and departmental approval. (2 credits)

Apr 22 Tue 1830-2130 10 wks BBY CRN 52634

NEW **FSCT 8490** **$600**
FORENSIC DATA ANALYSIS
This course deals with the examination of organizational data to identify logical, numerical, and statistical patterns that match fraud profiles. It will equip candidate with skills to develop a fraud scenario and profile and apply detective tests to a corporate database. This course will provide hands on experience with proprietary computer-assisted audit software. Prerequisite: FSCT 8460 or equivalent and departmental approval. (3 credits)

Apr 19 Online Sat 15 wks CRN 52577

Bachelor of Technology in Geomatics

604-451-7001 Stephanie_Hristovsky@bcit.ca
Program Assistant

The Program
Advances in the capture, management and use of spatial data are continually affecting the geomatics industry, which requires individuals who are trained in current technologies. 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: 27 technical credits, 9 credits of management courses, 12 credits of liberal education and an industry project worth 12 credits.

The program is offered through Part-time Studies and an Accelerated mode. Individual courses may also be of interest to current professionals who wish to participate on a professional development basis.

Entrance Requirements
The minimum entrance requirement is:

- A recognized Diploma of Technology, degree or equivalent in a related engineering or science discipline or related field.
- 6 months of 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. (COMM 0014)

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 fulfil 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 the address or number listed above.

Courses Offered this Term

GEOM 7105 **$555**
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 modeling. Prerequisite: AICO 1000 or SURV 4465 or departmental approval. (2 credits)

Jun 2 Mon-Fri 0830-1600 1 wk BBY CRN 28806

GEOM 7115 **$330**
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)

Apr 16 Wed 1845-2145 6 wks BBY CRN 29972

GEOM 7125 **$330**
AUTODESK CIVIL DESIGN
Equips candidates with skills to proficiently use Civil Design to design horizontal and vertical roadway alignments, use templates to create finished grade surfaces, 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)

Apr 16 Wed 1845-2145 6 wks BBY CRN 29433

GEOM 7135 **$330**
AUTODESK CIVIL DESIGN 2
Equips candidates with advanced skills to proficiently use AutoDesk Civil Design software to design engineering services for a land development site. Candidates will learn applicable procedures for site grading with 3D polylines, points, contours, day-lighting and the grading object. Site analysis, volume calculations and construction grading reports are also discussed. Prerequisite: GEOM 7125. (1 credit)

Jun 9 Mon-Wed 0830-1500 3 days BBY CRN 50239

GEOM 7305 **$550**
HIGH ACCURACY SATELLITE POSITIONING
Introduces the concepts and procedures for using GPS to perform high accuracy positioning, providing 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. Prerequisite: SURV 5208 or departmental approval. (2 credits)

Jun 2 Mon-Fri 0830-1630 1 wk BBY CRN 28811

GEOM 7330 **$545**
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. 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. (2 credits)

Apr 11 Fri-Sat 0830-1730 9 wks BBY CRN 29984
Note: Class meets Friday/Saturday, April 11-12, 2003 and Friday/Saturday June 6-7, 2003. Attendance is mandatory for the June 6-7 sessions.
Apr 4 (Correspondence Offering) 10 wks 29991
Note: Although this is a correspondence offering of GEOM 7330, students must attend June 6-7, 2003 sessions from 0830-1730 at the Burnaby Campus.

GEOM 8305 **$300**
SATELLITE POSITIONING ADVANCED TOPICS AND THEORY
Introduces the concepts of radio frequency characteristics and propagation; different GPS reference frames, reference systems, datums and geoidal models; advanced topics in GPS, including ambiguities, differencing, mixing antenna types and other GPS related topics; GPS reference station networks; other satellite and non-satellite navigation systems. Prerequisite: GEOM 7305. (1 credit)

Jun 19 Thr-Fri 0830-1630 2.5 days BBY CRN 51022
Note: Class meets Thursday and Friday, June 19, 20, 2003 from 0830 to 1630; and Friday, June 27, 2003, from 1845 to 2145.

GEOM 8320 **$250**
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)

Jun 13 Fri-Sat 0830-1730 2 days BBY CRN 28810

Please see page 47 for Surveying courses and page 48 for GIS Advanced Diploma courses.

For our online offerings of GIS courses please see the Distance Education Section of this flyer.

GIST 7159 **$500**
MAPPING USING MICROSTATION
Using the Internet, a printed workbook, and Microstation software, this course introduces students to Microstation, a powerful CAD program used worldwide for mapping and GIS. Topics covered include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. (2 credits)

Apr 9 Wed Online 12 wks CRN 29773

Upon Successful Completion of the following four courses, a BCIT Statement of Completion in High Accuracy Satellite Positioning will be issued:

GEOM 7305	High Accuracy Satellite Positioning
GEOM 8320	Satellite Surveying Project Management
GEOM 8305	Satellite Positioning: Advanced Topics and Theory
GEOM 8342	Advanced Topics in Adjustments and Statistical Testing

Please contact Stephanie Hristovsky 604-451-7001 or Stephanie_Hristovsky@bcit.ca for more information.

Bachelor of Technology in Management

Bachelor of Technology in Management

Bachelor of Technology in Management – Health Specialty

BCIT is proud to offer Canada's first competency based undergraduate management degree.

The Bachelor of Technology in Management degree is:

- Competency based and Workplace oriented
- Degree level skills and knowledge are demonstrated in the workplace.
- Self-paced and Learner Focused
- Flexible schedule and customized learning plan.

Program Delivery:
Online delivery, distance education format. No scheduled classes, no classroom based activities.

Course delivery integrates one-on-one coaching and interactive technology.

Many resources are available through the program's Web site.

Students use e-mail, telephone, and online chats to communicate with coach and other students.

Applicants to the Degree Program:
The program is designed for career-oriented adults who are working either as supervisors/managers in a traditionally structured organization, or as team leaders/participants in a team-based organization, and who want to:

- Develop and enhance their generic management knowledge and skills.
- improve their on-the-job performance.
- Continue to work full-time while completing a management degree.

Entrance Requirements:
The Entrance requirements for the Bachelor of Technology in Management are:

- BCIT Diploma or two year Diploma from other recognized post-secondary institute (official transcript)
- Resume, which indicates current employment in a management or supervisory position and two years of relevant, full-time work.
- English 12 or equivalent, and the demonstration of strong communication skills: assessed through written letters and interview.
- Letter explaining the relationship between the degree program and the applicant's personal goals.
- One letter of support from the applicant's employer
- Two letters of support from applicant's colleagues, clients or customers
- Computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet.
- Diploma level Accounting course: FMGT 1100 or FMGT 1152 or equivalent is required prior to taking MGMT 8420.
- An interview with the program head is required. The interview will not be granted until all other entrance requirements have been met.

The entire package of information with application fee is submitted to the Registrar's Office. Please download the Bachelor of Technology application from this Web site: www.bcit.ca/download/forms/

Alternate Entry Model
The Alternate Entry Model is designed for career-oriented adults who do not have post-secondary education equivalent to a diploma. Special admission (Alternate Entry) for applicants without a two-year diploma or other post-secondary equivalent is considered when the candidate has:

- Grade 12 completion, or equivalent, including English 12 or equivalent English language proficiency and computer literacy.
- 10 years of relevant work experience, including demonstrated progressive career development to at least mid-level management.
- Documented successful completion of formal learning, including credit courses in management skills and/or technical field.
- Demonstrated ability to initiate and to carry through on workplace projects.
- Technical expertise equivalent to diploma completion

For more information contact:
Dr. Starr Allaby, Program Head
E-mail: Starr_Allaby@bcit.ca

Program Length:
Students work at their own pace within course deadlines. Most students will complete the program within two to four years. The Bachelor of Technology in Management or Management – Health Specialty must be completed within seven years from acceptance into the program.

Note: Employment is required to complete the program.

Grading:
A BCIT Degree Coach (a faculty member) is assigned to each degree student. An Area Expert (an academic specialist in the competency area) evaluates all final assessments to ensure that it meets the academic standard. Upon completion of each module, students will be assigned a grade of 80%.

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

	Credits
1. Advanced Technical Component – Management Competency	48.0
2. Liberal Education	12.0
Total	**60.0**

All students begin by taking MGMT 8010
Self Awareness and Self Management 3.0

Other Management courses can be taken in any order.

Management and Management – Health Specialty Course Outlines:
For detail course descriptions, please check the Web site: programs.bcit.ca

MGMT 8010 **$545**
DEMONSTRATE SELF AWARENESS
Includes: assess your management skills and style, assess your managerial strengths, limitations, development needs and plan on-going development. (3 credits)

MGMT 8110 **$545**
COMMUNICATE EFFECTIVELY
Includes: listen effectively, foster open communication, speak effectively, prepare effective written communications, and conduct effective meetings. (3 credits)

MGMT 8125 **$545**
BUILDING EFFECTIVE WORKING RELATIONSHIPS
Includes: build relationships, display a personable and professional style of interacting, and manage conflict. (3 credits)

MGMT 8130 **$545** (for Health Specialty Students only)
INFORMATION SYSTEMS IN HEALTH CARE
Includes: cases and problems, and insight into the future of health information systems. (3 credits)

MGMT 8160 **$365** (for Health Specialty Students only)
HEALTH LABOUR RELATIONS
Includes: functions of bargaining unite, collective bargaining, industrial relations, and grievance handling. (2 credits)

MGMT 8170 **$545** (for Health Specialty Students only)
HEALTH CARE LAW
Includes: legal roles of health paraprofessionals and significant legal themes. (3 credits)

MGMT 8180 **$365** (for Health Specialty Students only)
HEALTH CARE SYSTEMS
Includes: health care financing, manpower planning and impact of new health technology. (2 credits)

MGMT 8215 **$545**
DEVELOP LEADERSHIP ROLES
Includes: understand leadership and management functions, develop leadership skills, understand followers and followership, examine the impact of leadership ethics and values, examine the impact of diversity on leadership. (3 credits)

MGMT 8220 **$365**
FOSTER TEAMWORK
Includes:create a team environment, build team leadership and followership skills, coaching for performance, foster creativity and innovation in a team environment, and manage conflict in a team environment. (2 credits)

MGMT 8230 **$365**
LEAD EFFECTIVELY
Includes: building shared vision, lead persuasively, examine motivation, satisfactory and performance, focus on outcomes and performance, situational leadership. (2 credits)

MGMT 8315 **$365**
PREPARE FOR CHANGE
Includes: determine your readiness for change and determine organizational/environmental reading for change. (2 credits)

MGMT 8320 **$365**
PLAN QUALITY CHANGE
Includes: focus on improvement, determine methods of planning/ initiating change and produce quality-focused leadership. (2 credits)

MGMT 8330 **$365**
MANAGE CHANGE
Includes: design a process for change management, manage organizational/individual resistance to change, share and celebrate all success. (2 credits)

MGMT 8410 **$725**
MANAGE WORK UNITS HUMAN RESOURCES
Includes: plan for future human resource requirements, develop human resources to meet business plans and goals, manage the performance of employees, and manage human resources within the applicable legal organizational framework. (4 credits)

MGMT 8420 **$1,085**
MANAGE FINANCIAL RESOURCES
Includes: evaluate the firm's budgetary process, determining direct and full costs, develop a financial perspective, planning and management of financial operation. (6 credits)

MGMT 8435 **$725**
MANAGE OPERATIONAL PERFORMANCE
Includes: apply total quality management principles, apply systematic process design methods and manage projects to achieve planned performance. (4 credits)

MGMT 8510 **$185**
KNOW THE GLOBAL ISSUES AFFECTING YOUR INDUSTRY
Includes: determine the significances of dynamic global economy on your industry. (1 credit)

MGMT 8520 **$545**
DETERMINE IMPLICATIONS OF LAW AND ORGANIZATIONAL REGULATIONS
Includes: interpret laws, regulations and rules in addition to societal and organizational responsibilities. (3 credits)

MGMT 8530 **$365**
ORGANIZATIONAL AND PERSONAL ETHICS
Includes: examine various underlying aspects of business ethics and societal judgments, examine ethical decision-making frameworks. (2 credits)

MGMT 8615 **$365**
THINK STRATEGICALLY
Includes: develop strategic perspective and understand strategic models. (2 credits)

MGMT 8620 **$365**
FORMULATE STRATEGIES
Includes: evaluate your organizations strategic mission, vision, objectives, gain external strategic perspective, determine internal organizational resources. (2 credits)

MGMT 8630 **$365**
IMPLEMENT STRATEGIES
Includes: develop and analyse strategies, understand processes for implementing strategies and evaluate strategies planning. (2 credits)

Liberal Education Component (12 credits)
For Details, please see page 9 or check the Web site: www.bcit.ca/AdmissionsRegistration/general/btech.shtml

Mandatory courses	Credits
LIBS 7001 Critical Reading and Writing	3.0
LIBS 7002 Applied Ethics	3.0

Elective Courses:
All students will be required to achieve these credits in accordance with the BCIT policy on Liberal Education course requirements. Information regarding topic areas and/or eligibility for transfer credits may be obtained from the Registrar's office.

For further information please contact:
Program Administrator

Management Degree, Business Programs,
British Columbia Institute of Technology
SE42 - Room 100E, 3700 Willingdon Avenue,
Burnaby, B.C. V5G 3H2
604-432-8658, Fax: 604-432-7813, mgmtdegr@bcit.ca
Toll Free: 1-877-428-8181

Bachelor of Technology in Manufacturing

604-451-6868 Vivian Husbands mechtech@bcit.ca
604-432-8330 Mick Andic

The Bachelor of Technology 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.

Entrance Requirements
- A diploma in a manufacturing related technology such as Plastics Engineering, Robotics and Automation, or Mechanical Technology, or the equivalent level of formal training/education at the post secondary level.
- Minimum of six months of relevant work experience prior to admission, and a minimum of two years relevant work experience (which includes the six months indicated earlier) prior to graduation
- English 12 or equivalent
- Interview

Courses Offered this Term

Note: All MTEC courses include a combined session on Saturday, May 31, 2003. Time: 0900-1500.

MTEC 7000 **$545**
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. Prerequisite: MTEC 7045 and AICO 2000 or equivalent. (3 credits)

Apr 8	Tue/Thr	1830-2145	6 wks	BBY	CRN	27539

MTEC 7045 **$545**
INDUSTRIAL DESIGN PROCESS
Provides a detailed investigation of the engineering design process including establishing design criteria, generating alternatives and evaluation. Topics include creativity, brainstorming, divergent thinking and consideration of function, ergonomics, serviceability and aesthetics in design. The bidding process including the preparation and evaluation of bid documents. Project documentation, patents, and copyrights will be discussed. Prerequisite: Previous knowledge/experience in Computer Aided Design. (3 credits)

Apr 8	Tue	1830-2145	12 wks	BBY	CRN	29909

MTEC 8015 **$545**
FIXTURE AND TOOL DESIGN
Furthers knowledge of tooling methods used to increase manufacturing productivity. Covers modern methods of prototype manufacture and the use of currently available techniques to reduce manufacturing cycle times. Prerequisite: MTEC 7045, MTEC 8012. (3 credits)

Apr 9	Wed	1830-2145	12 wks	BBY	CRN	28504

See other sections of this 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:

Vivian Husbands, Program Assistant, Tel. 604-451-6868

Bachelor of Technology in Medical Imaging

www.health.bcit.ca

Canada's first bachelor degree completion program specifically in Medical Imaging. BCIT offers it through distance education and the Internet to registered technologists across Canada and around the world. For complete program requirements and course descriptions, request the Health Part-time Studies Calendar from 604-432-8727, toll-free 1-800-663-6542 ext 8727, Victoria_Banham@bcit.ca, or download it from www.health.bcit.ca/programs.htm.

MIMG 7003 **$545 + TEXT $203 + S&H $10**
DIGITAL IMAGING AND INFORMATION TECHNOLOGY IN RADIOLOGY
Concepts of digital radiology imaging systems and the application of information technology in diagnostic radiology. Digital image acquisition systems in radiology emphasizing digital radiography, digital mammography, digital fluoroscopy, computed tomography, and magnetic resonance imaging. Features picture archiving and communication systems including components and infrastructure design considerations. (3 credits)

Apr 7			12 wks		CRN	25887

MIMG 7004 **$545 + TEXTS $76 + $55 + S&H $10**
ADVANCED TOPICS IN PATIENT CARE
Theoretical base for delivery of safe patient care in potentially unstable or unpredictable situations, basic IV, oxygen, and suctioning theory, initiating intravenous infusion, total parenteral nutrition, and pulse oximetry and ECG monitoring. Purpose and significance of tubes, lines and specialized equipment, common emergencies, and pharmaceuticals. (3 credits)

Apr 7			12 wks		CRN	25860

MIMG 7006 **$545 + TEXT $99 + S&H $10**
UNDERSTANDING RESEARCH IN HEALTH SCIENCES
Nature of scientific research through the major steps in the research process: research terminology, methodologies for quantitative and qualitative research, research problems/questions/ hypotheses, literature review, research designs, and ethical considerations. Data collection techniques and analysis, and communicating and reporting research results. (3 credits)

Apr 7			12 wks		CRN	25871

MIMG 7007 **$545 + TEXT $111 + S&H $10**
IMAGE QUALITY IN DIAGNOSTIC RADIOLOGY
Major components of image quality: contrast, spatial resolution and noise. Physics and technology of film-screen and digital imaging systems, and physical characteristics of contrast, spatial resolution, and noise in diagnostic radiology. Measurement of image quality, and perception of visual information. Selected research studies on image quality. (3 credits)

Apr 7			12 wks		CRN	25898

MIMG 7008 **$545 + TEXT $38 + S&H $10**
RESEARCH PROJECT
Components of a research project: you choose a research topic, review the literature about the chosen topic, further refine the research question, design a survey instrument, administer the survey, analyze the collected data and report your finding. If research project unsuitable to survey methods, provides guidance in alternative research methods. (3 credits)

Apr 7			12 wks		CRN	29607

MIMG 7009 **$545 + TEXT $74 + S&H $10**
RADIATION RISKS AND PROTECTION
Philosophy of radiological risk through the Recommendations of the International Commission on Radiological protection, and practical radiation protection training. Suited to those needing to design and perform Quality Assurance programs. Concludes with an introduction to non-ionizing radiation. (3 credits)

Apr 7			12 wks		CRN	29293

continued next page

MIMG 7010 $545 + TEXT $88 + S&H $10
QUALITY ASSURANCE IN DIAGNOSTIC RADIOLOGY
Readings, Internet activities, assignments, and teletutoring support, to address concepts and issues surrounding continuous quality improvements in diagnostic radiology. Outlines quality management concepts and procedures, analyses quality control testing, reviews QC testing for film processing, conventional tomography and mammography systems, and evaluates repeat film analysis. (3 credits)

Apr 7 12 wks CRN 50845

MIMG 7011 $545 + S&H $10
QUALITY ASSURANCE PROJECT
Applies principles and concepts of quality assurance and control to the development of a comprehensive QA/QC manual for Diagnostic Radiology. You complete a detailed survey of status of your department's QA program, then develop a QA/QC manual for the Radiology department. (3 credits)

Apr 7 12 wks CRN 50852

NEW **MIMG 7012 $545 + S&H $10**
DIGITAL IMAGE ACQUISITION TECHNOLOGIES FOR PACS
Concepts, physical principles and technology components. Fundamentals of film-based imaging, and concepts of the digital image and quality parameters for digital detectors. Essential system characteristics of x-ray film digitizers, and Computed Radiography, Digital Radiography, Digital Mammography, Digital Fluoroscopy, Computed Tomography, Magnetic Resonance Imaging, and 3-D imaging. Prerequisite: Diploma in Medical Radiography.

Apr 7 12 wks CRN 52560

MIMG 7200 $545 + TEXT $114 + S&H $10
MAGNETIC RESONANCE IMAGING 1 PHYSICAL PRINCIPLES
Basic physics of NMR and the equipment needed to produce magnetic resonance images, digital imaging related to MRI, bioeffects and hazards of magnetic fields, radio frequency radiation, and guidelines for safe use of MRI. (3 credits)

Apr 7 12 wks Guided CRN 25881
Online 27441

MIMG 7201 $545 + TEXT $51 + S&H $10
MAGNETIC RESONANCE IMAGING 2: IMAGE PRODUCTION & TISSUE CHARACTERIZATION
How MR images are produced using pulse sequences, gradient coils and fast imaging techniques. Technical factors, quality assurance and patient screening checklists. Advanced techniques of spectroscopy, fast-scan imaging, imaging of motion and flow, and diffusion. Clinical applications used in evaluation of the brain, spine, musculoskeletal and cardiovascular systems, and abdomen. Prerequisites: MIMG 7200. (3 credits)

Apr 7 12 wks CRN 25883

MIMG 7202 $545 + TEXT $113 + S&H $10
MAGNETIC RESONANCE IMAGING 3: IMAGING TECHNIQUES Q.C. AND ARTIFACTS
MR imaging techniques and their pulse sequence diagrams. Concepts of k-space. Controlled parameters and how change affects image quality. MRI artifacts with respect to the patient and the technology. Mechanisms to minimize or eliminate recognized artifacts. Quality assurance phantoms and tests to evaluate image characteristics for effective QC program. Prerequisites: MIMG 7200 and MIMG 7201. (3 credits)

Apr 7 12 wks CRN 25889

MIMG 7300 $545 + TEXT $122 + S&H $10
COMPUTED TOMOGRAPHY 1: PHYSICS AND INSTRUMENTATION
Physics and technologic aspects of conventional and spiral/helical CT, including digital image processing, radiation attenuation, data acquisition, and image reconstruction. Components of CT scanner (computers, array processors, display, recording and storage devices) and factors affecting image quality and radiation dose to the patient. Image artifacts, QC and mobile CT scanning. (3 credits)

Apr 7 12 wks CRN 25875

MIMG 7301 $545 + TEXT $74 + S&H $10
COMPUTED TOMOGRAPHY 2: CLINICAL APPLICATIONS
Practical aspects of CT scanning such as patient positioning, care and handling, as well as scanning protocols for the head, neck, chest, abdomen, pelvis and extremities. Also, practical aspects of the equipment and clinical applications of CT. Prerequisites: MIMG 7300. (3 credits)

Apr 7 12 wks CRN 25896

MIMG 7400 $545 + TEXTS $11 + $15 + S&H $10
BREAST IMAGING 1: PHYSICAL PRINCIPLES AND INSTRUMENTATION
Evolution of film-screen mammography and the physics and technology of breast imaging including digital mammography. Radiation dose and risk considerations, radiation protection, quality assurance/control and the Mammography Quality Standards Act. Current research in breast imaging including other techniques such as ultrasound, MRI, digital tomosynthesis, laser CT imaging and nuclear medicine. (3 credits)

Apr 7 12 wks CRN 27425

MIMG 7401 $405 + TEXT $85 + S&H $10
BREAST IMAGING 2: CLINICAL APPLICATIONS
Topics essential to clinical breast imaging including: anatomy and physiology, pathology, patient care and communication, positioning, technique and film evaluation considerations as well as clinical assessment. Prerequisites: MIMG 7400. (2 credits)

Apr 7 12 wks CRN 27427

MIMG 7500 $545 + TEXT $163 + S&H $10
BONE DENSITOMETRY
Osteoporosis and its impact on society. Relevant anatomy and physiology, and different bone densitometry techniques. DEXA and other densitometry methods for both axial and peripheral measurements. QC issues and statistical interpretation of results relevant to DEXA. Current treatments and clinical applications that technologists can encounter in a clinical setting. (3 credits)

Apr 7 12 wks CRN 50855

BHSC 7601 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS
Apr 7 12 wks CRN 25954
See Basic Health Sciences.

BHSC 7602 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE THORAX
Apr 7 12 wks CRN 25956
See Basic Health Sciences.

BHSC 7603 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE HEAD AND NECK
Apr 7 12 wks CRN 27435
See Basic Health Sciences.

BHSC 7604 $545 + TEXTS $54 + $37 + S&H $10
SECTIONAL ANATOMY OF MUSCULOSKELETAL SYSTEM
Apr 7 12 wks CRN 25958
See Basic Health Sciences.

Bachelor of Technology in Specialty Nursing

www.health.bcit.ca

The only degree program in British Columbia that prepares registered nurses for employment in nursing specialty 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 Health Part-time Studies calendar from 604-451-7124, toll-free 1-800-663-6542 ext 7124, specnurs@bcit.ca, or download it from www.health.bcit.ca/programs.htm.

BCIT offers the following Nursing Specialties programs:

Nursing Specialties – Critical Care
604-451-7103 or 1-800-663-6542 ext 7103
Joan_Nielsen@bcit.ca

Critical Care nurses provide care for patients and families who are experiencing actual or potential life threatening illness. The Critical Care nursing specialty program prepares Registered Nurses to begin practice in the following community and tertiary Critical Care areas: Cardiac Care, Intensive Care, and Neurological and Cardiac Surgical Intensive Care. Nurses may also choose program streams that focus their clinical practice in post-anesthetic units or in a combination of critical care and emergency settings.

Nursing Specialties – Emergency
604-451-7094 or 1-800-663-6542 ext 7094
Maya_Heskia@bcit.ca

This program is primarily mandated to provide RNs with the knowledge, skill, and leadership ability to work in a wide variety of emergency settings, ranging from rural to urban centres. The program melds a comprehensive curriculum of both emergency nursing theory and clinical practice. We offer the program in a variety of formats, distance and full-time, to suit the needs of prospective students and our industry partners.

Nursing Specialties – Neonatal
604-432-8982 or 1-800-663-6542 ext 8982
Sheila_Torgerson@bcit.ca

Neonatal nurses promote health for vulnerable infants and their families in a variety of health care settings. The goal of the Neonatal Nursing Specialty program is to provide nurses with the knowledge, skills and attitudes that are foundational to neonatal health promotion. The program emphasizes infant and family diversity, strengths, capabilities and vulnerability; the significance of partnerships; the contextual nature of decision making in clinical practice; and the importance of lifelong learning.

Nursing Specialties – Nephrology
604-451-7094 or 1-800-663-6542 ext 7094
Maya_Heskia@bcit.ca

Nephrology nursing is a distance-based, degree-level program for those wishing to pursue either an advanced specialty certificate or Bachelor of Technology in Specialty Nursing. The program assists students in developing an understanding of the experiences of people who have renal disease, and provides both theoretical and clinical courses that enable nurses to envision and carry out holistic, health-promoting, and collaborative client care within renal care environments

Nursing Specialties – Occupational Health Nursing
604-451-7102 or 1-800-663-6542 ext 7102
Donna_Mitchell@bcit.ca

If you are a Registered Nurse who would like to provide proactive, preventive occupational health and safety programming in a business setting, Occupational Health Nursing may be the program for you. The foundation of Occupational Health Nursing is the relationship between the work environment and worker health. Occupational Health Nursing aims ultimately to improve, protect, maintain, and restore the health of workers, thereby influencing the health of the organization.

Nursing Specialties – Pediatric
604-432-8982 or 1-800-663-6542 ext 8982
Sheila_Torgerson@bcit.ca

The Pediatric Nursing Specialty offers courses to nurses who desire to advance their knowledge and skills to care for children in general and sub-specialty pediatric health care settings. The program offers streams in general pediatric nursing, pediatric surgical nursing, pediatric neuroscience nursing, and pediatric critical care nursing.

Nursing Specialties – Perinatal
604-432-8982 or 1-800-663-6542 ext 8982
Sheila_Torgerson@bcit.ca

The goal of perinatal nursing is to work in partnership with childbearing families to support empowerment and growth. Perinatal nurses practise in hospital nursing units, breastfeeding clinics, ambulatory care settings, community health care units and in the home. Perinatal Nursing best suits nurses who enjoy working with childbearing women, newborns and families.

Nursing Specialties – Perioperative
604-451-7102 or 1-800-663-6542 ext 7102
Donna_Mitchell@bcit.ca

This 30 credit, 8 course perioperative nursing certificate is offered to Registered Nurses who are interested in practice in the operating room. Students enrol on a course-by-course basis and have six years to complete this program. This certificate also forms the basis for a 60 credit Bachelor of Technology in Specialty Nursing.

Bachelor of Technology in Technology Management

604-432-8459 Robertta_Pajunen@bcit.ca www.tmgt.bcit.ca

BCIT offers a Bachelor of Technology in Technology Management which will appeal to those technologists and others who are seeking to improve their skills in management and in the area of their technical specialty.

The Bachelor of Technology program is designed for:
- graduates of an Engineering Technology Diploma program from BCIT or an equivalent institution
- those who hold degrees in related disciplines

TMGT 7101 $215
ENGINEERING, TECHNOLOGY AND MANAGEMENT
Provides candidates with a perspective on the experience needed to assume a role in management in a technology-based organization. Focuses on individuals who possess a formal technical education and are contemplating moving into management or already working in management positions and examines the move from technical specialist to manager. (1 credit)

Apr 12 Sat 0900-1200 5 wks BBY CRN 52285

TMGT 7103 $215
RESEARCH AND DEVELOPMENT MANAGEMENT
This course provides the candidate with the skills necessary to successfully manage a small corporate research and development department. Emphasis is on identifying the unique characteristics of an R&D department in terms of its funding, its personnel, and mandate to be creative and productive. (1 credit)

Apr 10 Thr 1830-2130 5 wks BBY CRN 24849

TMGT 7114 $215
PRODUCT PLANNING AND MARKETING IMPLEMENTATION
This course enables candidates to develop a product marketing plan which will enable them to manage the delivery of a commercially viable product to market. To accomplish this, the course examines a proven methodology of developing a product from conception to full commercial development. Completion of TMGT 7111 is recommended. (1 credit)

May 29 Thr 1830-2130 5 wks BBY CRN 25989

TMGT 7121 $215
PRINCIPLES OF FINANCE
This course equips candidates with an in-depth understanding of financing business undertakings, exploring sources of money, the role of business plans, equity capital, the role of debt financing, R&D funding, taxation issues, and the role and responsibilities of directors and officers. Prerequisite: TMGT 7122. (1 credit)

Apr 8 Tue 1830-2130 5 wks BBY CRN 23593

TMGT 7134 $215
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. (1 credit)

Apr 9 Wed 1830-2130 5 wks BBY CRN 52286

TMGT 7142 $215
TECHNOLOGY MANAGEMENT COMMUNICATION
This course examines the specific communication process necessary to convey messages effectively in both written and oral formats. It is designed to give candidates hands-on practice and feedback using the specialized techniques in the communication process. (1 credit)

May 20 Tue 1830-2130 5 wks BBY CRN 23595

TMGT 7155 $490
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 will understand how an Information Technology infrastructure is developed and used to manage information and technology. (3 credits)

Apr 7 Mon 1830-2145 11 wks BBY CRN 52287
May 22 Thr* 1830-2145 1 wk
*Course runs one Thursday

Bachelor of Technology in Technology Management – Health Option

This degree option provides technologists and others with the knowledge, skills and attitudes for their roles as supervisors and managers in technologically intensive health organizations. Courses in the degree program are either in print-based or online distance education formats. View program requirements and course descriptions at www.health.bcit.ca/biomed/HTM_H.htm.

Industry Services and Training

34,000 students a year choose the School of Business
(**Note:** see individual program areas for more details.)

Broadcast and Media Communications

For facilities rental information call 604-432-8863 or e-mail Janet_Wadsworth@bcit.ca. We offer an extensive list of equipment, facilities and competencies for rent including:

- 2 complete television studio/control facility complexes
- 2 complete AVID MCXpress non-linear 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 workshops are designed to meet specific organizational needs or standard credit courses can be delivered at an employer's training facility or at a BCIT campus. We train corporate management and staff. Call Chris Gadsby at 604-451-6784 for custom training information. Individual workshops for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Deaing with Conflict
- Motivating Your Staff – A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Creating a Customer-Focussed Culture
- Getting the Most Out of Interviewing
- Intro to Competitive Intelligence.

Operations Management

Operations Management works closely with employers to design and deliver customized training to fit specific needs of the organization. Standard credit courses (targeted to the client's type of business) can be delivered at an employer's training facility or at a BCIT campus classroom. Our training is quite varied and includes:

- Logistics
- Supply Chain Management
- Quality Management
- Transportation and Distribution

Contact Frank Gruen at 604-451-6743 for further information and details.

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. Call 604-432-8572 for details.

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

Broadcast and Media Communications

604-456-8058 Trudy_Handel@bcit.ca
604-456-8148 Dawn_Swift@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, or e-mailing: Janet_Wadsworth@bcit.ca.

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

Broadcast & Media Communications offers a number of Certificate, Associate Certificate and Industry Partnership Certificate Programs.

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

Students who have completed a Certificate in Broadcast and Media Communications, complemented with substantial 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. Any students considering direct-entry should consult with the individual day-school program head to determine suitability.

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/Television
BCST	1147	Broadcast Writing
BCST	1148	Interviewing for Radio/Television
BCST	1150	Radio Broadcasting Introduction
BCST	1151	Radio and Television Announcing
BCST	1170	Broadcast Journalism Introduction
BCST	2247	Advanced Broadcast Writing
BCST	2251	Advanced Vocal Development
MDIA	1100	Introduction to Media Techniques
BLAW	3100	Business Law
BCST	1104	Computer Basics for Broadcasting

TELEVISION

BCST	1101	Technical Introduction
BCST	1140	Broadcast Industry Operations
BCST	1145	Copywriting for Radio/Television
BCST	1147	Broadcast Writing
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 Television Systems
BCST	2223	Television Production Planning
BCST	2247	Advanced Broadcast Writing
FILM	1101	Film for Beginners
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	1147	Broadcast Writing
BCST	1148	Interviewing for Radio/Television
BCST	1150	Radio Broadcasting Introduction
BCST	1151	Radio and Television Announcing
BCST	1160	Television Broadcasting and Video Introduction
BCST	1165	Video Editing Workshop
BCST	1170	Broadcast Journalism Introduction
BCST	1172	Investigative Reporting
MDIA	1100	Introduction to Media Techniques
BCST	2247	Advanced Broadcast Writing
ECON	1150	Economic Issues
BLAW	3100	Business Law
BCST	1104	Computer Basics for Broadcasting

PROFESSIONAL EDITING ASSOCIATE CERTIFICATE

Students who complete the Associate Certificate, Professional Editing program would position themselves to take jobs or become entrepreneurs in the video production field. Students will develop skills in digital video production utilizing digital cameras and non-linear video and other related production systems as well as developing some specialty skills in Adobe Photoshop and Adobe Illustrator.

BCST	1101	Technical Introduction
BCST	1162	Basics of Professional Camera
BCST	1165	Video Editing Workshop
BCST	1180	Introduction to Avid Non-Linear Video Editing
BCST	2222	Theory of Colour Television Systems
BCST	2262	Advanced ENG/EFP Video Camera Techniques
BCST	2280	Advanced Avid Xpress
MDIA	1260	Illustrator Level 1 – PC or
MDIA	1160	Illustrator Level 1 – Mac
MDIA	1170	Photoshop Level 1 – PC or
MDIA	1180	Photoshop Level 1 – Mac

NEW **Professional Associate Certificate FilmFLEX**

If you have a vision but don't know how to "reelize" it, BCIT's new FilmFLEX Program could be for you. Do you have an idea for a film or television program you want to produce? Or, do you want to learn more about contemporary production processes? Our FilmFLEX Program will teach you the basics of production and post production using the latest in digital technology, and is ideally suited to those individuals interested in documentary production. You'll also learn about all the business aspects of the film industry – once you have your program completed, this will help you market your vision. Our program is 28 hours per week, 12 months in length. Each student purchases an equipment package, which is theirs to keep as part of their total tuition. Total cost of the program including tuition and equipment package is $25,000. Applicants should contact Trudy Handel, FilmFLEX Coordinator, 604-456-8058, Trudy_Handel@bcit.ca to arrange for an interview. Program begins in May and October.

Check every flyer for new course offerings!

BCST 0157 **$125**
DOCUMENTARY MAKING FOR RADIO
Teaches the fundamentals of radio documentary making. Topics include documentary styles, elements of a documentary, topic selection, markets and equipment. Students will also learn how to pitch and sell their ideas. The instructor, Karen Tankard, is an award-winning radio documentary maker in Vancouver. (Non-credit)

Jun 7	Sat	0900-1700	1 wk	DTC	CRN	50889

BCST 0158 **$125**
ENTERTAINMENT REPORTING
Learn how entertainment reporters do their jobs, from story selection to developing story ideas to story presentation to preparing for celebrity interviews. CBC's Karen Tankard will pass on tips for people wishing to work in one of the most sought after jobs in broadcasting. Class guests bring years of experience interviewing actors, authors and celebrities. (Non-credit)

May 24	Sat	0900-1700	1 wk	DTC	CRN	50891

BCST 0159 **$305**
AD WRITING FOR RADIO & TV
Explore the world of advertising in this intensive three day seminar. Delve into the principles necessary for writing effective radio and television commercials. Discover a variety of techniques through creative and stimulating exercises. Understand basic human responses to advertisements and find out what persuades someone to buy a product. This seminar will introduce you to the basics of both radio and television commercial writing and encourage you to expand your creative process. (1 credit)

Jun 17	T/W/R	1330-1730	3 days	BBY	CRN	52618

BCST 1101 **$325**
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)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	22835

BCST 1104 **$300**
COMPUTER BASICS FOR BROADCASTING
Students learn computer terminology, hardware and software operations, Windows, a word-processing package and spreadsheet package, and through lectures and practical exercises relate their applications to Broadcasting. This course is specifically designed for students who are preparing to meet the "computer literacy" requirement for entry into full-time Broadcast day school programs, but is open to anyone. (3 credits)

May 10	Sat	0900-1600	5 wks	BBY	CRN	23811
Aug 11	Mon-Fri	0900-1600	1 wk	BBY		24477
Aug 18	Mon-Fri	0900-1600	1 wk	BBY		28325

BCST 1112 **$355**
CONTEMPORARY ISSUES I
Ever wonder why newscasts present certain stories from a particular viewpoint while omitting others? This course will examine the relationship between media and society, trends that are influencing the media and the role it plays in shaping public opinion. This course will appeal to broadcasters and discerning media watchers. A critical view of the media's presentation of issues is encouraged. This class will rely on passionate discussion, debate and group participation. Creditable to the day school Radio program. (2 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	52639

BCST 1140 **$345**
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, and how they affect the day-to-day operations of broadcast outlets. This directed study course introduces 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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20373

BCST 1142 **$385**
INTRODUCTION TO BROADCAST AND MEDIA
Learn about the broadcast and media worlds from the inside out. Veteran broadcaster Stirling Faux leads an 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)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	29185

BCST 1143 **$325**
THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY
How does contemporary music find its way onto the media? Why do some artists sign with major music labels while other talented bands flounder? This course focuses on the point where the music and broadcast businesses intersect, exploring the industries from a creative, corporate, and regulatory perspective. It examines an entertainment-based product from a competitive viewpoint in the modern and complex marketplace. Learn about the roles of music directors, A&R directors, band managers, and much more. Creditable to the day school Radio program. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20375

BCST 1144 **$320**
WRITING FOR THE MEDIA
Presents a practical guide to freelance writing of various genres for radio and television, style, market opportunities and methods. This course equips students with the tools required to enter the freelance market. (3 credits)

Apr 10	Thr	1830-2130	12 wks	DTC	CRN	20376

BCST 1145 **$385**
COPYWRITING FOR RADIO AND TV
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, combined with critiques of student-produced work. Weekly practical application with a career orientation. Creditable to day-school Radio program. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	52619

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BCST 1146 **$425**
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 media members in attendance. Learn how to prepare professional media kits, attention-getting news releases and media proposals to help with sponsorship, and how to get a huge crowd to your event. Tips, trade secrets and hands-on work in a small group setting. (3 credits)

Apr 7	Mon	1730-2030	1 wk	DTC	CRN	25157
Jun 9	Mon-Fri	0900-1715	12 wks	BBY		52623

BCST 1147 **$345**
BROADCAST WRITING
Introduces the student to industry-standard broadcast writing with an emphasis on news. Learn how to engage your audience by getting directly to the meaning of the story. Focus on effective communication using broadcast format, style and structure. Emphasis is on practical application through in-class practice and critique. Fluency in written English is essential. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52624

BCST 1148 **$320**
INTERVIEWING FOR RADIO AND TELEVISION
Learn how to interview with confidence. CBC's Karen Tankard helps students enhance on-air performance 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. (3 credits)

Apr 7	Mon	1815-2115	12 wks	DTC	CRN	21376

BCST 1150 **$355**
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 course designed for those interested in a career in radio or in finding out more about how radio works. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	20378
Apr 10	Thr	1845-2145	12 wks	BBY		20379

BCST 1151 **$385**
RADIO AND TV ANNOUNCING
Teaches students effective verbal communication, essential for successful business communication and self-confidence. This is a fun, fast-paced class where students learn to achieve strong vocal skills for radio and television announcing. Students explore respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. Students should be willing to take risks and perform outside their comfort zones. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	20380
Apr 15	Tue	1845-2145	12 wks	BBY		52625

BCST 1153 **$465**
MUSIC RECORDING TECHNIQUES
Teaches students studio and control room techniques for music recording, utilizing digital multi-track technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, digital tape, audio consoles and signal processors. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	51265

BCST 1156 **$200**
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 corporate boardroom meetings/presentations. This fast-paced and fun workshop builds confidence in the voice as a professional instrument. Be prepared for much interaction in a classroom and studio environment. (1 credit)

May 3	Sat/Sun	0900-1700	1 wk	BBY	CRN	27515

BCST 1160 **$475**
TV BROADCASTING AND VIDEO INTRODUCTION
Teaches basic television and video equipment operation and production techniques and how to apply these through practical work in television studios and control rooms. Designed to introduce students seeking a career in television broadcasting and video production to the attractive and diverse career opportunities available, and to provide a solid practical basis for further study. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	20383
Apr 8	Tue	1845-2145	12 wks	BBY		20382

BCST 1165 **$440**
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 linear editing machines, set-up procedures, editing techniques, principles, procedures and troubleshooting. There are no prerequisites, but other broadcasting and/or cable experience is a definite asset. (3 credits)

Apr 19	Sat/Sun	0900-1700	2 wks	BBY	CRN	24867

BCST 1170 **$385**
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 radio and television news practical work is involved. (3 credits)

Apr 9	Wed	1845-2145	12 wks	DTC	CRN	20388
Apr 10	Thr	1845-2145	12 wks	BBY		52626

BCST 1172 **$385**
INVESTIGATIVE REPORTING
Takes students beyond basic broadcast journalism training into the world of investigative journalism. Students learn how to analyse and develop research methods, interviewing, reporting techniques, story development techniques, etc. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	20389

BCST 1173 **$385**
SPORTS BROADCASTING
An in-depth look at the world of sports broadcasting. From writing and interviewing skills, to on-air performance, this course covers everything you need to know if a career in sports broadcasting interests you. Students learn how to find a story, how to tell a story, professional etiquette, and more. Your instructors, CTV's Perry Solkowski and CITY TV's Shane Foxman, bring more than 30 years of combined experience in both national and local sports coverage. Learn from the pros, and get started on your new career. (3 credits)

Apr 8	Tue	1845-2145	12 wks	DTC	CRN	52627

BCST 1180 **$585**
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 off-line and online non-linear editing platforms. This is a hands-on course with a maximum 2:1 student to machine ratio. (3 credits)

Apr 26	Sat/Sun	0900-1700	2 wks	BBY	CRN	25160

BCST 1184 **$355**
ON-CAMERA PERFORMANCE FOR NEWS & CURRENT EVENTS
Learn how to make your on-camera performance more effective and vibrant. This course focuses on improving skills in anchoring, stand-ups and live hits: Students explore how to present information as it changes in a smooth and professional manner while the cameras roll. Train with two well-respected broadcast journalists who have more than 20 years experience in the industry. (1 credit)

Apr 12	Sat	0900-1200	4 wks	BBY	CRN	50995

BCST 1189 **$250**
EFFECTIVE MEDIA RELATIONS
Introduces the principles of maintaining a sustainable positive relationship with the media. Each student will create a public relations event, write an effective media release about the event, and then promote the event through a real TV interview. Highly interactive and fun, the workshop concludes with a "mini-Academy Awards" for the best TV interview. (1 credit)

Apr 26	Sat/Sun	0900-1600	2 days	BBY	CRN	52628
Jun 7	Sat/Sun	0900-1600	2 days	BBY		52629

BCST 2222 **$340**
THEORY OF COLOUR TV SYSTEMS
Introduces the relationship between the human eye, the physics of light, the psychology of the brain and the invention of the colour television system. Study the colour television signal path from cameras and lenses, through recording formats and methods, measuring and testing equipment, production equipment, through to final display. A firm understanding is acquired on how a television signal is created, saved, manipulated, as well as distribution limitations of the system and latest developments. Prerequisite: BCST 1101. This course is creditable to Television day school. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	52630

BCST 2223 **$355**
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)

Apr 17	Thr	1845-2145	12 wks	BBY	CRN	20374

BCST 2251 **$330**
ADVANCED VOCAL DEVELOPMENT
What makes some voices so captivating? Learn to make the most of your presentation and expression. This hands-on vocal and movement course gives you a much better understanding of your voice and its potential through personal exploration and discovery exercises. Actors, media performers, and anyone committed to improving their presentation impact should notice a dramatic improvement in their skills. To learn more about the instructor, or the Kristen Linklater text, call Kevin Ribble at 604-432-8707. Creditable to the day school Radio program. (3 credits)

Apr 14	Mon	1730-2030	12 wks	DTC	CRN	27520

BCST 2255 **$325**
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. Students are required to call Dennis O'Neill at 604-432-8414. (1.5 credits)

Apr 26	Sat	1200-1600	4 wks	BBY	CRN	28778

BCST 2262 **$550**
ADVANCED ENG/EFP VIDEO CAMERA TECHNIQUES
Introduces the advanced principles and operation of the professional video camera lens, camera controls, shooting, recording sounds, lighting, composition and sequencing. Students build on skills learned in the basic course, BCST 1162, to capture professional images and sound. Advanced lighting techniques are explored in a team-oriented atmosphere where creativity is fostered. There is considerable hands-on experience in this course working with professional cameras. Prerequisite: BCST 1162. (1.5 credits)

Apr 27	Sun	1200-1630	4 wks	BBY	CRN	52632

BCST 2265 **$260**
ADVANCED EDITING/PRODUCTION
Deals with the structure and composition of edited video segments for television, professional or personal use. Focuses on the assimilation of video-taped material, interview sound bits, background music, and written narration. Prerequisite: BCST 1165 or intermediate editing skills. The ability to work with a partner or in a group is mandatory. (1.5 credits)

Jun 7	Sat/Sun	0900-1700	2 days	BBY	CRN	27521

BCST 2280 **$605**
AVID NON-LINEAR LEVEL 2
Teaches importing and exporting graphics, advanced effects, layering techniques and online and audio post preparation. Hands-on Avid time is maximized for additional practice of editing techniques, and includes class review and critiques of cuts. Prerequisite: BCST 1180. (3 credits)

May 31	Sat/Sun	0900-1700	2 wks	BBY	CRN	51028

BCST 3000 **$325**
PART TIME STUDIES PRACTICUM
Through cooperation with the Vancouver production community, students benefit from experiential paths which enable students to sample parts of production planning, execution and post production. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	52640

Film

FILM 1001 **$185**
FILM INDUSTRY ORIENTATION
This industry-sponsored course offers a basic understanding of work in B.C.'s film industry. Learn the crafts and trades involved for on-set production of television series, movies-of-the-week and feature films. Covers 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)

Apr 26	Sat/Sun	0900-1700	2 days	BBY	CRN	28739

FILM 1101 **$445**
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 required for success. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28743

Business Administration

Professional Management Series Seminars and Workshops
These non-credit seminars and workshops provide participants with 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 seminars and workshops will be held at BCIT's Downtown campus at 555 Seymour Street in 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

Chris Gadsby, Coordinator, Part-time Studies and Industry Training
E-mail Chris_Gadsby@bcit.ca 604-451-6784

Jean Covell, Program Assistant, Part-time Studies
E-mail Jean_Covell@bcit.ca 604-432-8860

BTCW 0102 **$325**
LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS
In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New managers must try to avoid any pitfalls before they occur. This two-day workshop focuses on handling situations and problems that are unique and/or crucial to the early success of managers and supervisors.

May 14	Wed/Thr	0830-1630	2 days	DTC	CRN	23689

BTCW 0106 **$325**
TIME MANAGEMENT AND PRODUCTIVITY SKILLS
Teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include principles of "organization," goal-setting skills, managing multiple priorities, the keys to scheduling for balance and flexibility.

May 5	Mon/Tue	0830-1630	2 days	DTC	CRN	23687
Jul 14	Mon/Tue	0830-1630	2 days	DTC		29865

BTCW 0117 **$325**
TRAINING SKILLS FOR TRAINERS
Covers all aspects of training, with an emphasis on facilitation skills. Designed for those who may have training responsibilities as part of their job. Topics include learning to pinpoint training needs, principles of course design for effective skill transfer, importance of "learner motivation" and how to develop it, key principles of adult learning, presentation skills, and the significance of group involvement.

Jun 3	Tue/Wed	0830-1630	2 days	DTC	CRN	23686

BTCW 0133 **$205**
GETTING THE MOST OUT OF INTERVIEWING
How many times have you ended an interview wondering if you truly got a clear picture of the candidate? This hands-on one day workshop will provide all you need to know about this critical process. A professional recruiter will present the fundamentals of interviewing: setting the stage, the five interviewing "sins", mastering the fine art of Q and A and other topics.

May 24	Sat	0830-1630	1 day	DTC	CRN	50955

BTCW 0137 **$325**
DEALING WITH CONFLICT
No longer can organizations afford the cost of ignoring conflict in the workplace. They must recognize the profitability of an effectively functioning environment. Explore what creates conflict, the advantages of dealing with conflict and the consequences of ignoring it. Understand the costs of conflict and the fundamentals for dealing with conflict. Learn the principles of an effective collaborative conflict resolution model.

Jun 3	Tue/Wed	0830-1630	2 days	DTC	CRN	50994

BTCW 0138 **$205**
CREATING A CUSTOMER FOCUSED CULTURE
Improve profitability through an effective customer-focused strategy. Topics include understanding customer trends, surveying customers, dealing with internal customers, ideal customer relationships, communication skills, customer-focused vs. customer service and more.

May 22	Thr	0830-1630	1 day	DTC	CRN	51003

BTCW 0139 **$205**
INTRODUCTION TO COMPETITIVE INTELLIGENCE
This workshop covers step-by-step methodologies for implementing an intelligence strategy. Topics include project and research planning, data gathering, data and market analysis, reporting and utilizing the results of a (short and/or long term) competitive intelligence effort.

Apr 23	Wed	0830-1630	1 day	DTC	CRN	51004

BUSA 0102 **$205**
MOTIVATING YOUR STAFF
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.

May 13	Tue	0830-1630	1 day	DTC	CRN	26295

Success Skills for the Knowledge Economy

604-432-8860 Jean_Covell@bcit.ca
604-451-6784 Chris_Gadsby@bcit.ca

This set of management courses prepares the student to deal with hands-on decisions in today's rapidly changing business and public sector organizations.

The certificate programs are aimed at existing or potential managers wishing to develop critical skills that are the fundamental requirements for success in contemporary organizations. These skills include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, and electronic commerce.

Part-time Studies courses are offered at our Downtown, Burnaby, Surrey and Pacific Marine Training Centre locations. Courses are offered in a variety of formats. Look for them in the course description section of this flyer.

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

Associate Certificate Programs

We 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 Associate Certificate program examines the impact of e-Business technologies on business. Students will examine the significance of this rapidly expanding and changing area by studying the global impact of technology and business applications. The eight courses provide students with the knowledge, context and analytical insights that prepare them for planning, implementing and managing business using information technology and the Internet.

This program is designed to benefit managers and business generalists who endeavour to enhance their knowledge and skills of Internet and e-Business issues and technologies to better prepare for managing in the Digital Economy.

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

This program can now be completed online.

Individuals who wish to develop the technical skills that will allow them to lead the development of Web enabled Business projects should refer to the Web enabled 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	Internet Law

Complete one of the following:

BUSA	3445	Internet Basics
ECON	1150	Economic Issues
ECON	2100	Microeconomics
ECON	2200	Macroeconomics
OPMT	1188	Management Information Systems

Students must complete a computer-related course or courses involving lab time with a value of three credits. Refer to list under certificate. (BUSA 3445 is recommended).

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

This Associate Certificate program is designed to provide students with the skill areas necessary to function successfully as managers in the dramatically changing global economy. Specific course areas include international law, economics, intercultural communication and negotiations.

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	1152	Accounting for the Manager
TDMT	2204	International Trade 2

LEADERSHIP (A.C.L.)

In today's business environment success is dependent on leadership skills at all levels in the organization. Today's leaders 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 anywhere within the organization. Excellent leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development.

Complete the following (sequence recommended) :

ORGB	1105	Organizational Behaviour
HRMG	3105	Human Resource Management
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
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 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	3805	Human Rights and the Law
BUSA	3300	Mediating Skills
BUSA	3355	Arbitrating Skills
BUSA	3385	Mediation Skills Role Play Practicum, or
BUSA	3395	Arbitration Skills Practicum

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

This Associate Certificate provides the knowledge and facilitative skills to function as an effective change agent in contemporary organizations. The program focuses on the diagnosis and principles of ongoing change with emphasis on conflict resolution, flexibility, critical thinking, and problem solving in an environment of dramatic organizational restructuring.

Complete the following (sequence recommended as listed) :

ORGB	2455	Selling Organizational Change
ORGB	2605	Managing Organizational Change
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 for Individuals and Groups
BUSA	2705	Teamwork Skills
HRMG	4606	Human Resource Planning
HRMG	3315	Human Resource Measurement
HRMG	4145	Human Resource Management Systems

Certificate Programs

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 e-Business. This exciting state of the art program is taught by professionals and prepares graduates for the dynamic world of electronic business.

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

A Complete the following
(recommended sequence for section):

BUSA	1005	Introduction to Business
BUSA	3445	Internet Basics
BUSA	3455	Introduction to Electronic Commerce
BUSA	2005	Management
BLAW	3100	Business Law
BLAW	3205	Internet Law
BUSA	3465	Electronic Commerce Systems
BUSA	3485	Online Business Management
BUSA	3475	Case Studies in Electronic Commerce
BUSA	3495	Customer Relationship Management

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 three of the following:

MKTG	1102	Essentials of Marketing
MKTG	3421	Strategic Communications
OPMT	1188	Management Information Systems
OPMT	3125	Facility Management Using the Internet
ORGB	2605	Managing Organizational Change
BUSA	3005	Strategic Business Planning
BUSA	3495	Package Selection for E-Commerce Managers

D. Select a computer course totalling 3 credits which is appropriate to the learner's career goals and knowledge level. Comp 1004 Web Project Management is recommended

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	1105	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:

BLAW	3205	Internet Law
BUSA	2705	Teamwork Skills
BUSA	3455	Introduction to Electronic Commerce
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 a computer course with the value of three credits

E. Four courses to be selected from the electives listed at http:\\programs.bcit.ca.

Course selection should reflect the student's career objectives.

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

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	1105	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 Resource Management Systems
HRMG	4405	Salary Administration
HRMG	4605	Human Resource Planning
ORGB	2505	Interpersonal Skills

D. Complete a computer related course or courses with a value of three credits.

E. Four courses to be selected from the electives listed at http:\\programs.bcit.ca

Electives should be chosen to complement career goals. Students considering a Diploma in Human Resource Management must consult with the day school program head.

Eileen_Stewart@bcit.ca or 604-432-8492

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

Important Note:
Associate Certificate requires eight courses (24 credits). Associate certificates are available in e-Commerce, International Management, Leadership, Mediation and Organizational Change.

Certificates require 15 courses (45 credits) and are available in Management Systems, Human Resource Management and e-Commerce. A senior certificate in Management Systems can be achieved upon earning 90 credits. A Diploma in Management Systems requires 135 credits and requires the program head's advanced approval. For diploma information, please contact Chris Gadsby, Program Head at 604-451-6784 or e-mail Chris_Gadsby@bcit.ca.

continued next page

NEW **Prepare for the CHRP designation – enrol in the Senior Certificate in HR today.**

People who have career goals which include the CHRP (Certified Human Resources Professional) designation need to be aware that changes to the granting of the designation will occur in 2003. Commencing March 2003, the designation will be earned through a national examination-based process. Individuals with a Diploma of Technology (full-time program) will be well-equipped to successfully complete the knowledge portion of the exam. Individuals who are studying on a part-time basis would require (as a minimum) the course work contained in the Senior Certificate program to help prepare them for the knowledge portion of the exam. For further information, please contact Eileen Stewart, HR Program Head at 604-432-8492 or e-mail at Eileen_Stewart@bcit.ca

DISCLAIMER: Neither of these programs guarantee that students will successfully pass the national exam.

A Senior Certificate in Human Resources requires the completion of the following courses after completion of the Certificate in Human Resources:

Course Number	Name of Course	Course Credits
BUSA 4800	Management Policy	4.0
FMGT 1810	Personal Financial Planning	3.0
HRMG 2805	Occupational Health and Safety	3.0
HRMG 3205	Labour Relations I	3.0
HRMG 3255	Labour Relations II	3.0
HRMG 3305	Recruitment and Selection	4.0
HRMG 3505	Training Techniques	3.0
HRMG 4145	Human Resource Information Systems	3.0
HRMG 4605	Human Resource Planning	3.0
MKTG 1102	Essentials of Marketing	3.0
OPMT 1110	Business Mathematics	4.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1600	Computer Applications I	3.0
OPMT 2650	Computer Applications II	3.0
Total Credits		**46.5**

If you have taken one of these courses as part of your Certificate, your program can be modified with prior approval from the program head. For information on the HR Senior Certificate, please contact Eileen Stewart, HR Program Head, at 604-432-8492 or e-mail at Eileen_Stewart@bcit.ca.

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 604-434-1610.

Business Administration and Human Resources

Full-time 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 the Diploma at BCIT or elsewhere. Program requirements vary depending upon student background.

For more information please contact:
Iris Waterston, department secretary
Iris_Waterston@bcit.ca Tel: 604-451-7019 Fax: 604-439-6700

Internet Delivery

604-451-7134 http://online.bcit.ca

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. Registration deadline Friday, April 11, 2003.

More Information about School of Business Internet and Correspondence Courses Refunds.

For 100% refund: Before course materials have been sent or course materials received but still shrink wrapped (unopened/unmarked) and before course start date.

For 85% refund: Before the end of the second week of the course.

Textbooks: Textbooks are refunded if unmarked/unopened, in new condition. (All Distance Education, Internet or Correspondence Course materials are delivered from the Distance Education Warehouse.)

Internet Access
For all School of Business Internet courses, access is available on the course start date. At time of registration, an e-mail address must be supplied by student. A delivery address must be supplied for delivery of course materials, between Monday and Friday during normal business hours.

Internet/Correspondence
Re-registration section is reserved only for students who require an extension to complete the course. Re-registration must be in the term immediately following the original registration.

Note: some exceptions, Contact Wendy Lee, program assistant at 604-451-7134.

Shipping of Course Materials
At time of registration, students must supply a shipping address that will allow materials drop-off during week day work hours. (Mon-Fri, 0900-1700)

Note: This address may be different than the student's home address.

For more information on Distance Education (Internet and Correspondence courses) please visit our Web site at: http://online.bcit.ca, e-mail Wendy_Lee@bcit.ca or phone 604-451-7134.

Internet Courses
(not all courses are offered each term)

BLAW 3100	Business Law
BLAW 3205	Internet Law
BLAW 3425	International Law
BUSA 1005	Introduction to Business
BUSA 1305	Supervisory Skills
BUSA 2005	Management
BUSA 2215	Performance Management
BUSA 2705	Teamwork Skills
BUSA 3455	Introduction to Electronic Commerce
BUSA 3465	Electronic Commerce Systems
BUSA 3475	Case Studies in Electronic Commerce
BUSA 3485	Online Business Management
BUSA 3495	Customer Relationship Management
BUSA 7250	Management Skills and Applications
ECON 1150	Economic Issues
HRMG 2215	Managing Your Career
HRMG 3105	Human Resource Management
HRMG 3315	Human Resource Measurement
HRMG 4405	Salary Administration
HRMG 4605	Human Resource Planning
ORGB 1105	Organizational Behaviour
ORGB 2605	Managing Change 1
ORGB 2615	Managing Change 2

Internet Course Information:
Electronic courses allow you to complete course activities online (some exceptions). These activities can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Some courses require in-class or proctored final exams (refer to the Distance Education Student Handbook). Help is provided to learn how to complete these activities. Students 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 4.0 or better (MS Explorer also compatible). A Windows 95 Pentium with a minimum 28.8 K modem is recommended.

i want

to work for a company that challenges me to be the best.

2002 was VanCity's most successful year to date. And we're not just talking about profits. We achieved the highest ranking in overall customer service in British Columbia. And we shared 30% of our net profits with our members and the community.

Would you like to be a part of our success?
We know that our employees are integral to our success. That's why we're committed to being an exceptional place to work. VanCity is focused on creating a stimulating and rewarding environment, and providing the leadership, resources and opportunities for employees to achieve their full potential.

And while we're focused on offering our employees the best, we also expect a lot from them. Great attitudes are essential. Our employees have the ability to move with change. They have the motivation to embrace opportunities, seek new challenges and surmount obstacles. And they are committed to working together as a team to enhance our communities and give our members the service they expect and deserve.

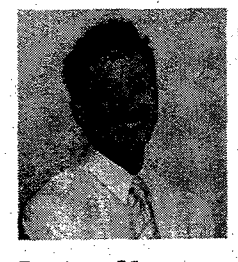
If you have strong ethics; impressive leadership, communication and teamwork skills; and an unquenchable thirst for learning, VanCity may be the place for you. As an employee of Canada's largest credit union, you will be challenged to put your exceptional skills to use in our innovative work environment.

VanCity
It's right here.™

We are seeking applications from qualified and motivated candidates looking for a challenging role in either Human Resources, Marketing, Finance or Administration. For a list of current vacancies, please view our website.

If you have the desire and drive to shape the future growth of VanCity, forward your resume quoting the appropriate reference number to:

Human Resources
Vancouver City Savings Credit Union
P.O. Box 2120, Station Terminal
Vancouver, B.C. V6B 5R8
Fax: 604-877-8299
Email: personnel_resumes@vancity.com
[ASCII text only]
Visit www.vancity.com for further details.



Anthony, Project Manager

"The tuition reimbursement policy has helped me develop my career at VanCity by allowing me to go to school in the evenings, immediately practice the skills in the workplace, and add a lot of value to the work that I do"

Continued from *Internet Delivery* on previous page.

Correspondence:

BLAW 3100	Business Law
BUSA 1305	Supervisory Skills
BUSA 2005	Management
BUSA 7250	Management Skills and Applications
ORGB 1105	Organizational Behaviour

BLAW 3100 **$475**
BUSINESS LAW (T) **INTERNET DELIVERY $595**
REREG $55

(Internet Delivery: Text and shipping included. Textbook price subject to change)
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)

Apr 28	Mon/Wed	1830-2200	8 wks	BBY	CRN	21177
Apr 28	Mon/Wed	1830-2200	8 wks	SRY		24855
Apr 29	Tue/Thr	1830-2200	8 wks	BBY		21179
Apr 29	Tue/Thr	1730-2100	8 wks	DTC		21180
Apr 30	Mon/Wed	1730-2100	8 wks	DTC		21178
May 3	Sat	0900-1700	8 wks	DTC		25944
May 30	Fri	0900-1700	8 wks	BBY		25945
Jun 2	Mon/Wed	1330-1700	8 wks	BBY		21183
Jun 2	Mon/Wed	1330-1700	8 wks	DTC		24544
Jun 3	Tue/Thr	0900-1230	8 wks	BBY		21182
Apr 14	Internet Delivery		13 wks			27456
Apr 14	ReReg		13 wks			27457

BLAW 3205 **INTERNET DELIVERY $376**
INTERNET LAW **REREG $55**

(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course covers recent Canadian and International developments in the law relating to computers, the Internet and electronic commerce. Course content covers the law as it relates to computers, the Internet and electronic commerce and 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)

Apr 14	Internet Delivery	12 wks	CRN	28615
Apr 14	ReReg	12 wks		29826

BLAW 3805 **$325**
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. Covers 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 issues. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY CRN	25951

BUSA 1005 **$325**
INTRODUCTION TO BUSINESS (T) **REREG $55**
INTERNET DELIVERY $435

(Internet Delivery: Text and shipping included. Textbook price subject to change)
Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in B.C. and Canada. Focus is on issues arising from government policies, economics, ethics, social environment, the forms of businesses and the basic components of business operations. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	23442
Apr 8	Tue	1730-2030	12 wks	DTC		23443
Apr 9	Wed	1845-2145	12 wks	BBY		50988
May 10	Sat	0900-1700	5 wks	DTC		29786
May 26	Mon-Fri	0900-1700	1 wk	DTC		23446
Apr 14	Internet Delivery		12 wks			25983
Apr 14	ReReg		12 wks			50183

BUSA 1305 **$325**
SUPERVISORY SKILLS **CORRESPONDENCE $430**
REREG $55

(Internet Delivery: Text and shipping included. Textbook price subject to change)
Designed for new supervisors or those aspiring to management. 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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	21107
Apr 9	Wed	1900-2200	12 wks	SRY		21109
Apr 28	Mon-Fri	0900-1700	1 wk	DTC		26366
Apr 14	Correspondence		12 wks			29787
Apr 14	ReReg		12 wks			29789

BUSA 2005 **$395**
MANAGEMENT (T) **INTERNET DELIVERY $535**
REREG $55

(Internet Delivery: Text and shipping included. Textbook price subject to change)
This core management course reviews all management functions in depth. Planning, leading, organizing and controlling for performance will all be addressed. Through actual business scenarios, cases and exercises, participants learn to and apply the skills and knowledge in work situations. (4 credits)

Apr 7	Mon	1730-2100	13 wks	DTC	CRN	51266
Apr 9	Wed	1730-2100	13 wks	DTC		23448
Apr 10	Thr	1830-2130	15 wks	BBY		23449
May 3	Sat	0900-1700	6 wks	BBY		23451
May 6	Tue/Thr	1830-2200	6 wks	SRY		23452
May 6	Tue/Thr	1730-2100	6 wks	DTC		23453
Apr 14	Internet Delivery		13 wks			26294
Apr 14	ReReg		13 wks			27063

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

BUSA 2215 **INTERNET DELIVERY $397**
PERFORMANCE MANAGEMENT **REREG $55**

(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course examines the various methods used by organizations to accomplish the goal of high performance in contemporary organizations including: cultural change and development, aligning the system to the strategic goals, establishing direction through key result areas and related performance criteria. Students will develop a strategic "fit" between organizational goals and personal performance targets. (3 credits)

Apr 14	Internet Delivery	12 wks	CRN	50805
Apr 14	ReReg	12 wks		50806

BUSA 2685 **$325**
COMMUNICATION SKILLS
Employers are seeking personnel at all levels in the organization who have the demonstrated ability to communicate well and promote understanding and support in our working relationships. Provides a strong foundation of basic skills as well as developing more advanced skills for continued success. (3 credits)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	29793

BUSA 2705 **$325**
TEAMWORK SKILLS **INTERNET DELIVERY $428**

(Internet Delivery: Text and shipping included. Textbook price subject to change)
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. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	29873
Apr 26	Sat	0900-1700	5 wks	DTC		26476
Jun 16	Mon-Fri	0900-1700	1 wk	DTC		50987
Apr 14	Internet Delivery		12 wks			52109
Apr 14	ReReg		12 wks			50807

BUSA 2815 **$325**
RELATIONAL PRACTICE AND ORGANIZATIONAL CHANGE
This course is designed to facilitate application of the new theories of emotional intelligence and relational skills in the workplace. The organization of the future demands workers who are collaborative team players, able to give and receive, help and empower others and operate in a world of interdependence and constant connection. Skills developed in this course will enhance worker satisfaction and improve overall performance. (3 credits)

Jun 9	Mon-Fri	0900-1700	1 wk	DTC	CRN	29800

BUSA 2905 **$325**
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 contribute to the development of a specific body of knowledge for contemporary managers. (3 credits)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	26367

BUSA 3005 **$325**
STRATEGIC BUSINESS PLANNING
An exciting hands-on course which presents the methodology and information required to develop 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)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	23454

BUSA 3015 **$325**
NEGOTIATION SKILLS
Presents a conceptual framework and hands-on experience preparing and conducting negotiations. The major focus of the course will be on negotiation exercises designed to highlight a range of important issues about the negotiation process. (3 credits)

Apr 14	Mon	1730-2030	12 wks	DTC	CRN	28685

***Complete two leadership courses in 10 weeks!**
Join us on Saturdays this Spring

BUSA 3105 **$325**
LEADERSHIP 1
A dynamic course for new or aspiring supervisors. Students develop strong interpersonal skills and increase their awareness of the importance of "people skills" in today's organizations. Developing critical core skills for enhancing individual performance through group interactions, role playing, lectures and practice sessions are included. No prerequisites. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	25432
Apr 12	Sat	0900-1700	5 wks	DTC		26149

BUSA 3155 **$325**
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)

May 24	Sat	0900-1700	5 wks	DTC	CRN	27339

BUSA 3165 **$325**
LEADERSHIP 2000
Provides the skills required for organizations to foster a collaborative environment. Gives managers, supervisors, team leaders and individual contributors the skills they need to successfully interact with others and assist their organization in realizing their organizational goals while pursing continuous improvement and development. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	26152

BUSA 3300 **$325**
MEDIATION SKILLS
Taught by mediators in private practice the course provides a hands-on opportunity to develop, measure and test mediation skills in a number of trial runs. Students act as participants, observers and mediators learning effective communication within the mediation room and in collaboration with multiple parties and experts. (3 credits)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	27340

BUSA 3385 **$325**
MEDIATION SKILLS ROLE PLAY PRACTICUM
Provides a hands-on opportunity to act in a variety of workplace (role play) situations in the capacity of the mediator, party to a dispute and observer, providing effective and appropriate feedback. Instruction will be provided by mediators and lawyers and business professionals who act as mediators. Prerequisites: all other courses in ACM program.

Jun 16	Mon-Fri	0900-1700	1 wk	DTC	CRN	50954

BUSA 3445 **$325**
INTERNET BASICS
Introduces students to the technical challenges and concepts of the e-Business world. Topics include the history of the Internet as well as an examination of all its components and how it all works. Special attention given to e-mail, newsgroups, search engines and "netiquette." Additional emphasis is on Privacy Issues, Shopping Cart systems, XML, CGI, and Cookie integration. Students will learn the basics of HTML scripting and will complete the course by building a functional Web site.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	50962

BUSA 3455 **$325**
INTRODUCTION TO ELECTRONIC COMMERCE
INTERNET DELIVERY $455 REREG $55

(Internet Delivery: Text and shipping included. Textbook price subject to change)
Students will gain an understanding of the role e-Business plays in today's companies. This course is designed to provide an overview of all aspects of e-Business including: business-to-consumer and business-to-business commerce, privacy and security, intellectual property, public policy, mobile commerce, Internet marketing, planning and measuring for success. Prerequisite: BUSA 3445 or equivalent.

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	29259
Apr 14	Internet Delivery		12 wks			28618
Apr 14	ReReg		12 wks			29807

BUSA 3465 **$325**
ELECTRONIC COMMERCE SYSTEMS **REREG $55**
INTERNET DELIVERY $508

(Internet Delivery: Text and shipping included. Textbook price subject to change)
Examines the impact of new technologies on business organizations as they transition to e-Business. Provides an overview of technologies, issues and management considerations for planning, implementing and managing e-Business technologies in business. The dramatic impact of these changes will be presented in a computer lab using lectures, individual and team-based research projects. Prerequisite: BUSA 3455. (3 credits)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	26154
Apr 14	Internet Delivery		12 wks			28621
Apr 14	ReReg		12 wks			29809

BUSA 3475 **$325**
CASE STUDIES IN ELECTRONIC COMMERCE
INTERNET DELIVERY $455 REREG $55

(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course explores a broad range of examples of the successes and challenges in evolving business models in e-Business. Cases examine the challenges facing managers in planning, implementing and managing e-Business technology, projects and personnel in the new economy. Students will combine research and case studies in a computer lab in a team-based environment. Prerequisites: BUSA 3455 and BUSA 3465. (3 credits)

Apr 14	Internet Delivery	12 wks	CRN	28622
Apr 14	ReReg	12 wks		29810

BUSA 3495 **$325**
CUSTOMER RELATIONSHIP MANAGEMENT
INTERNET DELIVERY $455 REREG $55

(Internet Delivery: Text and shipping included. Textbook price subject to change)
One of the key success factors in on line Business Strategy is the identification, acquisition and ongoing management of customers of an e-Business organization. This course will present strategies for retention and development of a customer database, search engine placement and optimization, online advertising models, and global issues involved in conducting business on the Internet. A review of several new e-Marketing models will be supplemented with current cases which develop student skills in new business strategy and implementation. Prerequisites: BUSA 3455. (3 credits)

Apr 14	Internet Delivery	12 wks	CRN	51270
Apr 14	ReReg	12 wks		52098

BUSA 4800 **$455**
MANAGEMENT POLICY
Analysis of business strategy formulation to give the student practice experience and confidence in handling complex business situations. Comprehensive business cases are examined integrating management decision areas such as finance, control, personnel, production, marketing and general management. This course develops skills in effective verbal and written business analysis. Teamwork and organizational change are addressed as elements of strategy implementation. (4 credits).

May 12	Mon/Wed	1800-2100	7 wks	BBY	CRN	21419

ECON 1150 **$325**
ECONOMIC ISSUES **INTERNET DELIVERY $420**
REREG $55

Internet Delivery: Text and shipping included. Textbook price subject to change
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 economic growth is also covered. Familiarization with spreadsheets is strongly recommended for those intending to register in the Internet Delivery section. (3 credits)

Apr 8	Tue/Thr	1730-2030	6 wks	DTC	CRN	21201
Apr 9	Wed	1830-2130	12 wks	BBY		21199
Apr 9	Wed	1900-2200	12 wks	SRY		24857
Apr 14	Internet Delivery		12 wks			25985
Apr 14	ReReg		12 wks			29819

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ECON 2100 **$395**
MICROECONOMICS (T)
Focuses on fundamentals of markets, supply and demand, consumer and product behaviour, 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. No prerequisite. (3 credits)

Apr 29	Tue	1730-2030	15 wks	DTC	CRN	21203
Apr 30	Wed	1830-2130	15 wks	BBY		21204
May 1	Thr	1830-2130	15 wks	BBY		28880
Jul 1	Tue/Thr	0900-1200	8 wks	BBY		21209
Jul 2	Mon/Wed	0900-1200	8 wks	BBY		50978

ECON 2200 **$475**
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. No prerequisite. (4 credits)

Apr 23	Mon/Wed	1830-2200	8 wks	BBY	CRN	21212
Apr 29	Tue/Thr	1730-2130	8 wks	DTC		24861
May 26	Mon/Wed	1830-2200	8 wks	BBY		21214
Jul 2	Mon/Wed	0900-1230	8 wks	BBY		28212
Jul 3	Tue/Thr	1730-2130	8 wks	DTC		28211

HRMG 0315 **$293**
CAREER SEARCH WORKSHOP
This 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. Taught by a professional counsellor.

Apr 5	Sat	0900-1200	4 wks	BBY	CRN	21129
May 21	Wed	1730-2030	4 wks	DTC		23645

HRMG 3105 **$395**
HUMAN RESOURCE MANAGEMENT (T)
INTERNET DELIVERY $505 REREG $55
(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course develops an understanding of the significant 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. Prerequisite: ORGB 1105 or permission from the instructor. (4 credits)

Apr 29	Tue/Thr	1730-2030	8 wks	DTC	CRN	21139
May 3	Sat	0900-1700	6 wks	DTC		21143
Jun 3	Tue/Thr	0900-1200	8 wks	BBY		21141
Jul 3	Tue/Thr	1830-2130	8 wks	BBY		21138
Apr 14	Internet Delivery		13 wks			27458
Apr 14	ReReg		13 wks			29821

HRMG 3155 **$325**
ENHANCING PEOPLE SKILLS
Introduces students to the interpersonal skills, personal management skills and teamwork skills necessary for effective functioning in the work environment. Through a personal assessment using the Myers-Briggs Type Indicator, students gain an understanding of their personality type and how this affects their professional relationships. (3 credits)

Jun 16	Mon-Fri	0900-1700	1 wk	DTC	CRN	26156

HRMG 3170 **$325**
HUMAN RESOURCE DYNAMICS WORKSHOP
This course is designed for either existing or future HR practitioners. Student explore 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: HRMG3105, ORGB 1105. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	50956

HRMG 3205 **$325**
LABOUR RELATIONS 1 (T)
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 day-to-day contract administration. Related laws, typical contract clauses, grievance procedures, responsibilities of the shop steward and current developments. Prerequisite: ORGB 1105. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	21142
Jan 9	Mon-Fri	0900-1700	1 wk	DTC		21146

HRMG 3255 **$325**
LABOUR RELATIONS 2 (T)
A thorough explanation of collective administration, agreements, wage issues, economic supplements, arbitration, mediation, prepares students for collective bargaining techniques. Prerequisite: HRMG 3205. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	21150
Jun 16	Mon-Fri	0900-1700	1 wk	DTC		21151

HRMG 3305 **$325**
RECRUITMENT AND SELECTION
Designed for people in the fields of personnel, management, supervision or 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)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28713
Apr 28	Mon-Fri	0900-1700	1 wk	DTC		21157

HRMG 3505 **$325**
TRAINING TECHNIQUES
A first line management course for those responsible for personnel training, members of personnel departments contemplating a training program, or who are involved with on-the-job training. Develops a good grounding in current training methodology, techniques and aids. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	21159
Apr 28	Mon-Fri	0900-1700	1 wk	DTC		21160

HRMG 3705 **$325**
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)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	52426

HRMG 4405 **INTERNET DELIVERY $420**
SALARY ADMINISTRATION
(Internet Delivery: Text and shipping included. Textbook price subject to change)
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)

Apr 14	Internet delivery		12 wks	BBY	CRN	52100

HRMG 4605 **$325**
HUMAN RESOURCE PLANNING
INTERNET DELIVERY $400 REREG $55
(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course examines the critical role of human resource planning in creating effective organizations, how human resource planning supports the broader strategic planning process, and acquaints students with data collection and analysis techniques necessary for successful strategic human resource planning. Prerequisite: HRMG 3105. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	21163
Apr 14	Internet delivery		12 wks			28669
Apr 14	ReReg		12 wks			29823

ORGB 1105 **$395**
ORGANIZATIONAL BEHAVIOUR (T) **REREG $55**
CORRESPONDENCE & INTERNET DELIVERY $530
(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course presents the study of factors that either influence or are influenced by people at work. Focuses on macro factors such as organizational structure, technology and environment; group factors such as group dynamics, leadership, conflict, change and decision-making; and individual factors such as personality, attitudes, perception and motivation. No prerequisite. (4 credits)

Apr 22	Tue	1730-2030	15 wks	DTC	CRN	50957
Apr 22	Tue/Thr	1900-2200	8 wks	SRY		50961
Apr 23	Wed	1730-2030	15 wks	DTC		50958
Apr 23	Wed	1845-2145	15 wks	BBY		50977
Apr 24	Thr	1845-2145	15 wks	BBY		50959
Apr 26	Sat	0900-1700	7 wks	BBY		50960
Apr 26	Sat	0900-1700	7 wks	DTC		50975
Apr 14	Correspondence		13 wks			50819
Apr 14	Internet Delivery		13 wks			50820
Apr 14	ReReg		13 wks			50821

ORGB 2455 **$325**
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 multiple roles with different stakeholders; and the public speaking presence to gain attention and carry out the message with diverse groups. (3 credits)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	52425

ORGB 2505 **$325**
INTERPERSONAL SKILLS
Develops personal problem solving skills, with emphasis on role playing, 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. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	21173
Apr 8	Tue	1730-2030	12 wks	DTC		21175
Jun 2	Mon-Fri	0900-1700	1 wk	DTC		28716
Jul 7	Mon-Fri	0900-1700	1 wk	DTC		52424

ORGB 2605 **$325**
MANAGING ORGANIZATION CHANGE 1 **INTERNET DELIVERY $370** **REREG $55**
(Internet Delivery: Text and shipping included. Textbook price subject to change)
The introductory course develops a framework around understanding natural versus planned change, models for managing change, 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)

May 5	Mon-Fri	0900-1700	1 wk	DTC	CRN	50973
Apr 14	Internet Delivery		12 wks			29825
Apr 14	ReReg					50822

ORGB 2615 **INTERNET DELIVERY ONLY $370**
MANAGING CHANGE II **REREG $55**
(Internet Delivery: Text and shipping included. Textbook price subject to change)
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 or ways of visioning an organization and its need for change. This "tool kit" will be invaluable to understanding how organizations can cope with and manage change processes. Prerequisite: ORGB 2605. (3 credits)

Apr 14	Internet Delivery	12 wks	CRN	52101	
Apr 14	ReReg	12 wks		50823	

Degree Completion

Students enrolled in many of the Bachelor of Technology programs are required to enrol in the Advanced Management courses listed below. These courses are offered in a correspondence format and on the Internet. Enrolment is limited; register today.

BUSA 7250 **INTERNET & CORRESPONDENCE $425**
MANAGEMENT SKILLS AND APPLICATIONS
REREG $55
(Course Materials shipping included)
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, and the organizational culture and environment. It also teaches the skills of decision-making and the skills involved in planning, organizing, leading and controlling, including planning and facilitating change, teamwork, applying motivational techniques and effective communication. (3 credits)

Apr 14	Correspondence	13 wks	CRN	25223
	Internet Delivery	13 wks		28625
	ReReg – Corresp.	13 wks		25483
	ReReg – Internet	13 wks		27455

Advanced Studies in Business Degree Completion

604-451-6747

Provides BCIT Business diploma graduates with 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 Larry Jones, Program Head at 604-451-6747.

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, 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 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:

a. Academic performance in the student's BCIT diploma program
b. A 500-word statement indicating reasons for choosing the program
c. 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 2001 term depends upon space availability. The Open University requires at least six weeks to process applications.

3. Course Registration
Once your admission is confirmed, you can register for Advanced Studies in Business Degree Completion courses offered at the Burnaby campus. Check the current Part-time Studies flyer to determine which courses are available. Courses are normally offered each term.

The liberal arts requirements may be met by arts and sciences courses taken through the Open University (OU) 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 **$455**
STRATEGIC MANAGEMENT
This capstone integrative course presents a contemporary review of strategy focusing on management 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: ECON 5200, OPMT 5740, ORGB 5600, OPMT 5701, BUSA 5200, ECON 6500, and OPMT 5751. (4 credits)

May 1	Tue/Thr	1800-2100	7 wks	DTC	CRN	51702

ECON 6500 **$455**
MANAGERIAL ECONOMICS
Managerial Economics is the application of economic reasoning in a variety of business areas. Topics may include: the application of microeconomic theory to managerial issues, industrial organization, game theory and other material relevant to management decision making. (4 credits)

Apr 15	Tue/Thr	1800-2100	7 wks	DTC	CRN	50951

OPMT 5700 **$455**
PRECALCULUS FOR MANAGEMENT
Provides the mathematical knowledge required to move into other degree courses including ECON6500 and OPMT 5701. Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business. (3 credits)

Jul 15	Tue/Thr	1830-2130	7 wks	BBY	CRN	50935

Bachelor of Technology in Accounting

604-412-7486 Deacon_Devlin@bcit.ca

For more information on this degree program please see page 10 or look on the Web under programs.bcit.ca.

Financial Management

604-432-8609 Candace_Schaap@bcit.ca
604-412-7453 James_Hughes@bcit.ca

NEW Entry to First Year Financial Management Technology Level 2 – January 2004
Successful completion of the following courses, with required grades, will allow students to apply to enter the Financial Management Technology first year program at Level 2 in January.

Part-time Studies Course Requirements:

COMM 1103	Introduction to Business and Technical Communication
ECON 2100	Microeconomics
FMGT 1100	Accounting 1 (grade of 70% or better required)
MKTG 1102	Essentials of Marketing
ORGB 1105	Organizational Behaviour
OPMT 1110	Business Mathematics
OPMT 1600	Computer Applications 1

Standard BCIT entrance requirements of Math 11 with a mark of C+ or greater, and English 12 with a mark of C+ or greater, or equivalent BCIT English Language Proficiency. For details on BCIT English Language Proficiency equivalencies see http://notesmail.bcit.ca/apps/paweb.nsf

NOTE: some of these courses are available during June, July, and August 2002.

For further information, please contact Tim Edwards at 604-432-8898 or e-mail Tim_Edwards@bcit.ca.

Management Certificate in Accounting

1) Required courses

FMGT 1100	Accounting 1
FMGT 2100	Accounting 2
OPMT 1102	Basic Mathematics of Finance
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)

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 to the Program Advising Department 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
OPMT 1102	Basic Mathematics of Finance
OPMT 1197	Statistics for Business and Industry
FMGT 2820	Investment and Risk Management
FMGT 3110	Financial Accounting 1
FMGT 3510	Finance 1
FMGT 4110	Financial Accounting 2
FMGT 4510	Finance 2

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); or
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 to the Program Advising department with your proposed program for approval by the Financial Management Technology.

Distance Education Correspondence Courses

604-412-7417 Ruth_Mackay@bcit.ca

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

1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 36 week time limit.
3. You must have the prerequisites required.
4. Regular assignments are to be submitted for marking and will be returned to you with comments.
5. Examination dates are flexible.
6. Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
7. 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.
8. BCIT refund policy permits a refund less 15% for correspondence courses prior to mailing of course materials.

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

Financial Planning

604-432-8609 Candace_Schaap@bcit.ca
604-451-6753 Rick_McCallum@bcit.ca

Associate Certificate in Financial Planning
BCIT and the B.C. Chapter of the Canadian Association of Financial Planners have 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.

CFP Examination Preparation Session
In addition to a broad review of the topics identified in the Certified Financial Planner's curriculum, this workshop will address areas of the material less commonly encountered in day to day practice. The presentation format will be a combination of lecture and problem-solving. Registrants should be familiar with and bring a financial calculator to the class. If there are curriculum specific questions that you need answered, please e-mail details to Rick_McCallum@bcit.ca prior to the session, otherwise, please contact Candace Schaap at 604-432-8609.

FMGT 0810 **BCIT GRADUATES $325**
CFP EXAM PREPARATION SESSION
OTHER PARTICIPANTS $385

Apr 11 Fri/Sat	0900-1630	2 days	BBY	CRN	52563	grads
					52566	other
Apr 25 Fri/Sat	0900-1630	2 days	DTC	CRN	52568	grads
					52571	other

Part-time tip.
It's your responsiblity to ensure you have all prerequisites for each course in which you register.

Financial Management Part-time Studies

604-432-8609 Candace_Schaap@bcit.ca

FMGT 1100 **$325**
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. In accelerated courses students must be prepared to work a minimum of 15-20 hours per week in addition to class time.

Apr 5	Sat	0900-1200	12 wks	BBY	CRN	27511
Apr 7	Mon	1845-2145	12 wks	BBY		27510
Apr 8	Tue	1845-2145	12 wks	BBY		20404
Apr 8	Tue	1800-2100	12 wks	PMTC		51907
Apr 9	Wed	1900-2200	12 wks	SRY		27627
Apr 9	Wed	1730-2030	12 wks	DTC		20403
Apr 10	Thr	1845-2145	12 wks	BBY		29851
Apr 10	Thr	1730-2030	12 wks	DTC		20405
Apr 10	Thr/Mon	1845-2145	7 wks	BBY		20401
Apr 11	Fri	0900-1700	5 wks	DTC		20394
Apr 12	Sat	0900-1700	5 wks	BBY		28795
Jun 2	Mon-Thr	1300-1600	3 wks	BBY		20397
Jul 3	Thr/Mon	1845-2145	7 wks	BBY		20400
Jul 3	Thr/Mon	1845-2145	7 wks	BBY		52581
Jul 3	Thr/Mon	1845-2145	7 wks	BBY		52585
Correspondence		Tuition $325, $10 courier fee.				
Text fee $144 (subject to change)			36 wks		CRN	21034
Re-register $65 (one time only)			36-wk extension			21035

FMGT 1152 **$325**
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.

Apr 7	Mon	1730-2030	12 wks	DTC	CRN	20428
Apr 8	Tue	1845-2145	12 wks	BBY		27512
Apr 9	Wed	1900-2200	12 wks	SRY		25491
Apr 10	Thr	1845-2145	12 wks	BBY		20429
Apr 12	Sat	0900-1700	5 wks	BBY		20425
May 24	Sat	0900-1700	5 wks	BBY		25572
Jul 3	Mon/Thr	1845-2145	7 wks	BBY		52583

FMGT 1540 **$325**
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, credit department management.

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	52584

FMGT 1810 **$325**
PERSONAL FINANCIAL PLANNING 1
INTERNET DELIVERY $350
Introduces students 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.

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	26757
Apr 9	Wed	1845-2145	12 wks	BBY		25482
Apr 10	Thr	1845-2145	12 wks	BBY		20433
Jul 3	Mon/Thr	1845-2145	7 wks	BBY		52585

FMGT 2100 **$475**
ACCOUNTING 2
Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. In accelerated courses students must be prepared to work a minimum of 15-20 hours per week in addition to class time. Prerequisite: FMGT 1100.
(**Note:** Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70% in this course.)

Apr 5	Sat	1300-1700	13 wks	BBY	CRN	26162
Apr 8	Tue	1730-2130	13 wks	DTC		20407
Apr 8	Tue	1800-2200	13 wks	BBY		26161
Apr 9	Wed	1800-2200	13 wks	BBY		20409
Apr 10	Thr	1800-2200	13 wks	BBY		22636
Apr 10	Thr/Mon	1845-2145	10 wks	BBY		20412
Apr 12	Sat	0900-1300	13 wks	DTC		26163
May 17	Sat	0900-1700	7 wks	BBY		28796
Jun 2	Mon-Thr	0800-1200	4 wks	BBY		20410
Jun 2	Mon-Thr	0800-1200	4 wks	BBY		52591
Jul 3	Thr/Mon	1800-2230	7 wks	BBY		26160
Jul 3	Thr/Mon	1800-2230	7 wks	BBY		52586
Jul 3	Thr/Mon	1800-2230	7 wks	BBY		52588
Jul 3	Thr/Mon	1800-2230	7 wks	BBY		52589
Jul 3	Thr/Mon	1800-2230	7 wks	BBY		52590
Correspondence Tuition $475 and $10 courier fee.						
Text not included.			36 wks		CRN	21037
Re-register $65 (one time only)			36-wk extension			21038

FMGT 2710 **$340**
COMPUTERIZED ACCOUNTING
Teaches the Simply Accounting for Windows integrated package to students with an introductory financial accounting background. Students should have elementary PC skills.
Prerequisite: FMGT 1100

Apr 12	Sat	0900-1200	12 wks	BBY	CRN	29907
Apr 12	Sat	1300-1600	12 wks	BBY		51009
Jul 5	Sat	0900-1600	6 wks	BBY		52592

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FMGT 2820 **$325**
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. Students are expected to have a working knowledge of accounting.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	23045
Apr 10	Thr	1730-2030	12 wks	DTC		20439
Jul 17	Thr/Mon	1845-2145	7 wks	BBY		52593

FMGT 3110 **$340**
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 students for career advancement and advanced study in accounting. In accelerated courses students must be prepared to work a minimum of 15-20 hours per week in addition to class time. Prerequisite: FMGT 2100 or FMGT 2190. Registration will not be allowed after the first session.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20421
Apr 9	Wed	1730-2030	12 wks	DTC		20424
Apr 12	Sat	0900-1200	12 wks	BBY		26165

Correspondence Tuition $340, $10 courier fee.
Text/Study Guide $194 (subject to change) 36 wks CRN 21042
Re-register $65 (one time only) 36-wk extension 21043

FMGT 3210 **$340**
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. In accelerated courses students must be prepared to work a minimum of 15-20 hours per week in addition to class time. Prerequisite: FMGT 2100 or FMGT 2190.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20418
Apr 9	Wed	1730-2030	12 wks	DTC		20419
Apr 10	Thr	1845-2145	12 wks	BBY		20420
Jun 2	Mon-Thr	0900-1200	3 wks	BBY		52596
Jun 2	Mon-Thr	0900-1200	3 wks	BBY		52597

Correspondence Tuition $340, $10 courier fee.
Text/Study Guide package $129 (subject to change) 36 wks CRN 21039
Re-register $65 (one time only) 36-wk extension 21040

FMGT 3310 **$340**
AUDITING 1
Covers the meaning and purpose of the audit function and an introduction to techniques and procedures. Prerequisite: FMGT 2100 or 2190.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	28797
Apr 9	Wed	1845-2145	12 wks	BBY		29856

FMGT 3410 **$340**
TAXATION 1
Introduces individuals with little or no income tax knowledge to the basics of Canadian income tax. The course constitutes the first half of taxation with 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: FMGT 2100 or FMGT 2190.

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	29859
Apr 9	Wed	1845-2145	12 wks	BBY		29860

FMGT 3430 **$340**
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.

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	26167

FMGT 3510 **$340**
FINANCE 1
Covers control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 2100 or 2190.

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	21385
Apr 10	Thr	1845-2145	12 wks	BBY		22637

Correspondence Tuition $340, $10 courier fee.
Text fee $104 (subject to change) 36 wks CRN 21044
Re-register $65 (one time only) 36-wk extension 21045

FMGT 3720 **$350**
ADVANCED COMPUTER APPLICATIONS 1
A general module that introduces students to Great Plains Dynamics accounting software as used in a small to mid-range business. Prerequisite: FMGT 2100 or 2190 and FMGT 2710 or COMP 1255.

Apr 12	Sat	0900-1200	12 wks	BBY	CRN	52635
	Sat	1300-1600	12 wks	BBY		52636

FMGT 4110 **$495**
FINANCIAL ACCOUNTING 2
Helps students develop sufficient accounting knowledge for an intermediate-level financial accounting position and exemption (subject to achieving a prescribed mark) from the equivalent course offered by the professional accounting bodies. In accelerated courses students must be prepared to work a minimum of 15-20 hours per week in addition to class time. Prerequisite: FMGT 3110.

Apr 9	Wed	1800-2200	13 wks	BBY	CRN	23139
Apr 10	Thr/Mon	1845-2145	10 wks	BBY		21380

Correspondence Tuition $495 and $10 courier fee.
Text not included. 36 wks CRN 21048
Re-register $65 (one time only) 36-wk extension 21049

FMGT 4210 **$495**
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. In accelerated courses students must be prepared to work a minimum of 15-20 hours per week in addition to class time. Prerequisite: FMGT 3210.

Apr 10	Thr/Mon	1845-2145	10 wks	BBY	CRN	22639
Jun 23	Mon-Thr	0900-1300	4 wks	BBY		52598
Jun 23	Mon-Thr	0900-1300	4 wks	BBY		52599

Correspondence Tuition $495 and $10 courier fee.
Text not included. 36 wks CRN 21046
Re-register $65 (one time only) 36-wk extension 21047

FMGT 4310 **$495**
AUDITING 2
Teaches the student general auditing principles and specific audit procedures. Enables the student to critically assess accounting procedures. Prerequisite: FMGT 3310.

Apr 8	Tue	1730-2130	13 wks	DTC	CRN	28798

FMGT 4410 **$495**
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.

Apr 8	Tue	1800-2200	13 wks	BBY	CRN	29861
Apr 9	Wed	1730-2130	13 wks	DTC		29862
Apr 12	Sat	0900-1300	13 wks	BBY		29863

FMGT 4510 **$495**
FINANCE 2
Instructs students 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.

Apr 10	Thr/Mon	1845-2145	10 wks	BBY	CRN	21384
Jun 16	Mon/ Wed/Fri	0900-1200	7 wks	BBY		51869

Correspondence Tuition $495 and $10 courier fee.
Text not included. 36 wks CRN 21050
Re-register $65 (one time only) 36-wk extension 21052

FMGT 4710 **$515**
ADVANCED COMPUTER APPLICATIONS 2
Continues from FMGT 3720 emphasizing the solution of practical problems. Students are expected to develop a level of familiarity with software programs and applications for use in other course areas. Prerequisite: FMGT 3720

Jun 23	Mon-Thr	0900-1300	4 wks	BBY	CRN	52600
Jun 23	Mon-Thr	0900-1300	4 wks	BBY		52601

FMGT 4810 **$340**
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 3410 or FMGT 3420 or FMGT 3430, FMGT 2820, BLAW 3100 and ECON 1150.

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	24884
Apr 9	Wed	1845-2145	12 wks	BBY		20448

Marketing Management

604-432-8611 Vicki_Forbes@bcit.ca
604-432-8572 Randal_Singer@bcit.ca
604-451-7134 Wendy_Lee@bcit.ca (Internet courses only)

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.

NOTE: Effective January 2003, MKTG 2203 Marketing Communications Essentials replaces MKTG 2202 Introduction to Marketing Communications for Part-time Studies programs. Students who require MKTG 2202 to complete an Associate Certificate or Management Certificate may substitute MKTG 2203. Students who have successfully completed MKTG 2202 are not required to complete MKTG 2203.

Required
MKTG 1102 Essentials of Marketing
MKTG 1112 Professional Sales 1
MKTG 2203 Marketing Communications Essentials
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:
MKTG 1323 Effective Public Speaking
MKTG 1324 Small Business Development
MKTG 1342 Trade/Consumer Show Marketing
MKTG 1352 Electronic 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 database marketing. Listed below are the courses required to obtain your certificate.

NOTE: Effective January 2003, MKTG 2203 Marketing Communications Essentials replaces MKTG 2202 Introduction to Marketing Communications for Part-time Studies programs. Students who require MKTG 2202 to complete an Associate Certificate or Management Certificate may substitute MKTG 2203. Students who have successfully completed MKTG 2202 are not required to complete MKTG 2203.

Required
MKTG 1102 Essentials of Marketing
MKTG 1219 Professional Sales 1
MKTG 2203 Marketing Communications Essentials
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 Media Relations
MKTG 1112 Customer Relations
MKTG 1119 Sports Marketing
MKTG 1120 Special Event Planning
MKTG 1312 Writing Creative Copy
MKTG 1323 Effective Public Speaking
MKTG 1342 Trade/Consumer Show Marketing
MKTG 1352 Electronic Marketing
MKTG 3418 Advertising Design Production
MKTG 3421 Strategic Communications

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.

NOTE: Effective January 2003, MKTG 2203 Marketing Communications Essentials replaces MKTG 2202 Introduction to Marketing Communications for Part-time Studies programs. Students who require MKTG 2202 to complete an Associate Certificate or Management Certificate may substitute MKTG 2203. Students who have successfully completed MKTG 2202 are not required to complete MKTG 2203.

Required
MKTG 1102 Essentials of Marketing
MKTG 1219 Professional Sales 1
MKTG 1323 Effective Public Speaking
MKTG 1342 Trade/Consumer Show Marketing
MKTG 2203 Marketing Communications Essentials
MKTG 2220 Skills for Sales Management *
MKTG 2319 Professional Sales 2
MKTG 3332 Key Account Selling
MKTG 3342 Negotiating Skills

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 3 credit courses.

For students who do not wish or require a Management 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 MKTG courses in some of these programs – those courses are identified with an asterisk*).

Customer Relationship Marketing
Event Marketing
Marketing Communications
Fundraising
Entrepreneurship
Sales Skills
Public Relations
Tourism

NOTE: Effective January 2003, MKTG 2203 Marketing Communications Essentials replaces MKTG 2202 Introduction to Marketing Communications for Part-time Studies programs. Students who require MKTG 2202 to complete an Associate Certificate or Management Certificate may substitute MKTG 2203. Students who have successfully completed MKTG 2202 are not required to complete MKTG 2203.

Customer Relationship Marketing

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	Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1119	Sports Marketing *
MKTG 1120	Special Event Planning
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2203	Marketing Communications Essentials
TOUR 3320	Conventions/Meetings/Incentive Travel *

Marketing Communications

MKTG 1019	Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Planning *
MKTG 2203	Marketing Communications Essentials
MKTG 2317	Sales Promotion Techniques *
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

Public Relations

MKTG 1312	Writing Creative Copy
FUND 1215	Introduction to Fund Raising *
MKTG 1019	Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1323	Effective Public Speaking
MKTG 2203	Marketing Communications Essentials
MKTG 3321	Public Relations
MKTG 3421	Strategic Communications

Entrepreneurship

MKTG 1102	Essentials of Marketing
MKTG 1112	Customer Relations *
MKTG 1219	Professional Sales 1
MKTG 1324	Small Business Development
BUSA 2005	Management
BUSA 2205	Entrepreneurial Management
COMP 1200	MS Office Applications
FMGT 1152	Accounting for the Manager

Sales Skills **

MKTG 1102	Essentials of Marketing
MKTG 1218	Inside Sales
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing *
MKTG 2220	Skills for Sales Management
MKTG 2319	Professional Sales 2
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling

**CPSA – Professional Sales Certificate

Students who successfully complete the Associate Certificate in Sales Skills will automatically receive a certificate of accreditation from the Canadian Professional Sales Association. To use the designation CSP (Certified Sales Professional), students must write the CSP exams and have at least two years experience as a sales person. For more information on the CPSA, call 1-888-267-2772.

Marketing courses available this term:

MKTG 1019 **$325**
MEDIA RELATIONS
Covers the basic media process; developing media strategy; news room realities; packaging your message; the media as messenger, interview techniques and critiques; and crisis communications. The media are 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)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	27487
Jun 2	Mon-Fri	0900-1700	1 wk	BBY		27488

MKTG 1102 **$325**
ESSENTIALS OF MARKETING **INTERNET $545**
(Internet Delivery: Text and shipping included. Textbook price subject to change)
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)

Apr 7	Internet Delivery		12 wks		CRN	50107
Apr 8	Tue	1845-2145	12 wks	BBY		20345
Apr 8	Tue	1730-2030	12 wks	DTC		20358
Apr 9	Wed	1730-2030	12 wks	DTC		50942
Apr 10	Thr	1730-2030	12 wks	BBY		20360
Apr 10	Thr	1730-2030	12 wks	DTC		20359
Apr 26	Sat	0900-1600	6 wks	BBY		20362
Jun 2	Mon-Fri	0900-1700	1 wk	DTC		20363
Jun 9	Mon-Fri	0900-1700	1 wk	BBY		20355
Aug 11	Mon-Fri	0900-1700	1 wk	DTC		23048
Aug 11	Mon-Fri	0900-1700	1 wk	BBY		51853

MKTG 1112 **$325**
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. 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)

Apr 26	Sat	0900-1600	6 wks	DTC	CRN	20320
Jun 9	Mon-Fri	0900-1700	1 wk	BBY		25219

MKTG 1119 **$325**
SPORTS MARKETING
Examines the full breadth of sports marketing and sponsorship, its use in the marketing plans of corporations and its function inside amateur and professional sport. This project-based course will appeal to sports administrators and event organizers as well as promotion, community relations and marketing personnel who address sports marketing in their occupation. Prerequisite: MKTG 1102 or departmental permission. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28598

MKTG 1120 **$325**
SPECIAL EVENT PLANNING
Understand the principal components of planning and executing special events including but not limited to: determining goals, planning, budgeting, terminology and on-site management. Understand the opportunities that exist within the industry and be better equipped to compete for industry positions. Students will be asked to work in a group to prepare an event proposal – detailing the concepts covered in class.

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20322
Apr 9	Wed	1730-2030	12 wks	DTC		25220
Jun 2	Mon-Fri	0900-1700	1 wk	DTC		27312

MKTG 1219 **$325**
PROFESSIONAL SALES 1 INTERNET DELIVERY $540
(Internet Delivery: Text and shipping included. Textbook price subject to change)
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)

Apr 7	Internet Delivery		12 wks		CRN	50809
Apr 8	Tue	1845-2145	12 wks	BBY		22626
Apr 9	Wed	1730-2030	12 wks	DTC		20327
Apr 10	Thr	1845-2145	12 wks	BBY		20329
Jun 9	Mon-Fri	0900-1700	1 wk	DTC		20328
Aug 18	Mon-Fri	0900-1700	1 wk	BBY		23049

MKTG 1312 **$325**
WRITING CREATIVE COPY
Whether your field is advertising, marketing, PR, or corporate communications, the best writing is seductive, surprising, and speaks directly to your audience. In this hands-on course, 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)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	28601
Aug 11	Mon-Fri	0900-1700	1 wk	BBY		50943

MKTG 1323 **$325**
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)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	20336
Apr 12	Sat	0900-1700	5 wks	DTC		20335
Aug 11	Mon-Fri	0900-1700	1 wk	BBY		23050

MKTG 1324 **$325**
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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20337

MKTG 1342 **$325**
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 is a major project involving a strategic plan for a trade/consumer show. (3 credits)

May 5	Mon-Fri	0900-1700	1 wk	DTC	CRN	22851

MKTG 2203 **$325**
MARKETING COMMUNICATIONS ESSENTIALS
INTERNET DELIVERY $565
(Internet Delivery: Text and shipping included. Textbook price subject to change)
This course builds on essential marketing concepts by focusing on the promotional element of the marketing mix. It introduces marketing communications strategy, and examines effective use of advertising, public relations, direct marketing, sales promotion and the media. It also serves as a foundation for several more advanced marketing courses. Prerequisite: MKTG 1102. (3 credits)

Apr 7	Internet Delivery		12 wks		CRN	52106
Apr 7	Mon	1845-2145	12 wks	BBY		52367
Apr 8	Tue	1730-2030	12 wks	DTC		52364
Apr 9	Wed	1845-2145	12 wks	BBY		52365
Apr 10	Thr	1730-2030	12 wks	DTC		52368
Jul 7	Mon-Fri	0900-1700	1 wk	DTC		52363
Aug 11	Mon-Fri	0900-1700	1 wk	BBY		52366

MKTG 2205 **$325**
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 departmental permission. (3 credits)

Apr 7	Mon	1730-2030	12 wks	DTC	CRN	25932

MKTG 2215 **INTERNET DELIVERY ONLY**
ONLINE SALES AND MARKETING **$500**
(Internet Delivery: Text and shipping included. Textbook price subject to change)
Internet Marketing Specialist training provides new business skills. This practical course enables participants to find more customers and generate sales leads using the Internet. State-of-the-art information includes: developing an effective World Wide Web Marketing plan; research and monitoring of competitors; generating sales leads with minimal resources; effective follow-up and closing procedures to integrate on and off line sales; multimedia power tools and processes for competitive advantage. Basic computer skills required. HTML knowledge an asset but not essential. (3 credits)

Apr 7	Internet Delivery				CRN	50815

MKTG 2317 **$325**
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 2203 or permission from the department. (3 credits)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	26408

MKTG 2319 **$325**
PROFESSIONAL SALES 2
Covers the techniques and motivational skills of selling: sales interview process; buying motives; prospecting; approaches; selling more; closing; selling the idea and getting attention. 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)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	26419

MKTG 2323 **$325**
ADVANCED PUBLIC SPEAKING
Advanced development for the presenter who wishes to master higher-level public speaking skills, such as, controlling non-verbal signals, introducing and thanking speakers, using audio-visual tools and chairing meetings. Students will explore group and panel presentations, and speaking on camera. This course builds on basic public speaking abilities with a focus on skills for business professionals. Prerequisite: MKTG 1323 or departmental permission. (3 credits)

May 31	Sat	0900-1700	5 wks	DTC	CRN	52549

MKTG 2325 **$325**
MARKETING GLOBALLY
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.

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	50944

MKTG 2341 **$325**
INTRODUCTION TO MARKETING RESEARCH
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 or 2203 or departmental permission. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	23793

MKTG 2438 **$325**
DIRECT MARKETING DYNAMICS
Examines the concept of direct marketing, and studies the growing popularity of direct marketing as a promotional medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both the management and implementation of direct marketing projects. Prerequisite: MKTG 1102 or departmental permission. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28611

MKTG 3321 **$325**
PUBLIC RELATIONS **INTERNET DELIVERY $500**
(Internet Delivery: Text and shipping included. Textbook price subject to change)
Designed for those responsible for internal and external communication. 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 2203 or departmental permission. (3 credits)

Apr 7	Internet Delivery		12 wks		CRN	50817
Apr 7	Mon	1730-2030	12 wks	DTC		20331
Apr 10	Thr	1845-2145	12 wks	BBY		26420
May 26	Mon-Fri	0900-1700	1 wk	DTC		27315

MKTG 3322 **$325**
PROMOTIONAL STRATEGIES
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 or 2203 or departmental permission. (3 credits)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	27518
Aug 18	Mon-Fri	0900-1700	1 wk	BBY		52383

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MKTG 3342 **$325**
NEGOTIATING SKILLS
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)

Jun 2	Mon-Fri	0900-1700	1 wk	BBY	CRN	27519

MKTG 3406 **$325**
NEW PRODUCT/SERVICE DEVELOPMENT
Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	24872

MKTG 3418 **$420**
ADVERTISING DESIGN PRODUCTION
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). Limited enrolment. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	28019
Apr 12	Sat	0900-1200	12 wks	BBY		50945

MKTG 3421 **$325**
STRATEGIC CORPORATE COMMUNICATIONS
Examines how communicating a corporate strategy is critical to an organization's success at all levels. Covers the importance of communicating corporate and marketing strategies to employees, investors and other stakeholders. Explores how to set communication objectives that reflect the business plan, how to ensure that communications strategy reinforces business strategy, and how to evaluate the effectiveness of corporate communications. Prerequisite: MKTG 3321. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	27609

MKTG 4318 **$325**
MEDIA PLANNING
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.

Apr 7	Mon	1730-2030	12 wks	DTC	CRN	50946

MKTG 4501 **$325**
STRATEGIC MARKETING MANAGEMENT SIMULATION
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 or 2203 and MKTG 4340. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	28608

Associate Certificate in Fundraising

Fundraising is an essential skill in today's non-profit organization, whether one works as a volunteer, Board member, or staff. This new program, endorsed by AFP, 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.

Required Courses

FUND 1215	Introduction to Fundraising
FUND 2215	Marketing for Fundraising
FUND 2315	Campaign Planning & Operations
FUND 2316	Grant and Proposal Writing
FUND 3216	Management and Finance for Fundraising
FUND 3217	Planned Giving

Electives: Select two from the following:

COMP 1200	MS Office Applications
FMGT 1110	Accounting 1
FUND 4415	Fundraising Practicum
HRMG 3155	Enhancing People Skills
HRMG 3105	Human Resource Management
MKTG 1019	Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Planning
ORGB 1105	Organizational Behaviour

FUND 1215 **$330**
INTRODUCTION TO FUNDRAISING
INTERNET DELIVERY $555
(Internet Delivery: Text and shipping included. Textbook price subject to change)
Provides an overview of fundraising topics. The emphasis is on the grounding of fundraising in philanthropy, principles and strategic issues of fundraising in non-profit 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)

Apr 7	Internet Delivery		12 wks		CRN	50871
Apr 9	Wed	1730-2030	12 wks	DTC		51026

FUND 2215 **$330**
MARKETING FOR FUNDRAISING
Understanding marketing principles as the foundation for organizational relationships. Students build skills in constituency analysis and the use of demographics and market segmentation. Generational patterns in philanthropy are explored. The marketing/communications plan, writing and printing of publications, the role of the media, special constituency relations and the use of direct mail, telemarketing, and other broadly based techniques and technologies for reaching contributors are covered. Prerequisite: FUND 1215 or departmental permission. (3 credits)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	27317

FUND 3216 **$330**
MANAGEMENT & FINANCE FOR FUNDRAISING
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

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	50947

FUND 3217 **$205**
PLANNED GIVING
This course covers the most technically challenging area in professional fundraising Planned Giving. The focus is on charitable giving coordinated with overall financial and estate planning. It also covers the building of strong relationships with donors and often their financial advisors. Planning gifts are typically the largest gifts a charity receives. They can be outright donations – of cash stock or other assets – or deferred donations using vehicles such as life insurance, bequests, and/or trusts. Many planning gifts require tax planning to ensure that both the charity's and donor's wishes are met, while minimizing the after-tax cost to the donor. Prerequisite: FUND 1215. (1.5 credits)

Apr 28	Mon	1730-2030	6 wks	DTC	CRN	50948

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 2203	Marketing Communications Essentials
MKTG 4340	Marketing Planning Fundamentals
TOUR 1260	Foundations of Marketing
TOUR 2302	Packaged Travel and Tours
TOUR 2307	Resort/Hotel Marketing
TOUR 3320	Conventions and Trade Show Marketing

As well, choose four of the following:

MKTG 1120	Special Event Planning
MKTG 1324	Small Business Development
MKTG 1342	Trade/Consumer Show Marketing
MKTG 1352	Electronic Marketing
MKTG 3321	Public Relations
TOUR 1250	Retail Travel Sales and 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.

Associate Certificate in Tourism

TOUR 1250	Retail Travel Sales and Marketing
TOUR 1260	Foundations of Marketing
TOUR 2302	Packaged Travel and Tours
TOUR 2307	Resort/Hotel Marketing
TOUR 3320	Conventions and Trade Show Marketing
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Planning
MKTG 1219	Professional Sales 1

TOUR 1250 **$325**
RETAIL TRAVEL SALES AND MARKETING
Covers the basic skills, knowledge and effective habits required to become an entry-level retail leisure Travel Consultant. Topics will include Tour, Cruise, Rail, Hotel, Air, Sales, Marketing and travel industry terminology. Practical experience will be gained through individual and group research and booking assignments.

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	52548

TOUR 1260 **$365**
FOUNDATIONS OF TOURISM
Examines the evolution, function and direction of tourism. Topics will include historical influences, basic ingredients of community tourism, government, role and function, tourism industry conflicts and recreational influences, the psychology of travel and instructional influences, social costs of tourism, development, and development strategies.

Apr 9	Wed	1845-2145	14 wks	BBY	CRN	50949

TOUR 2302 **$325**
PACKAGED TRAVEL AND TOURS
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 (DMCs) is applied in the costing, documentation and reservation systems used by rims in this growth sector of tourism. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	50950

TOUR 2307 **$325**
RESORT/HOTEL MARKETING
Focuses on the application of marketing principles and strategies to the Accommodation sector of Tourism. Includes how a variety of resort/hotel marketing departments are organized, responsibilities assigned and functions established. The role of personal selling, sales reporting and monitoring techniques, as well as communication and media used to effectively reach specified target markets will also be examined. (3 credits)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	28588

Call Centre Agent Training Programs

604-622-7838 www.cce.bcit.ca

The Call Centre of Excellence Citation Program
A program developed to meet the specific skill requirements of the growing call centre industry in B.C. These skills, in addition to foundation skills in business, communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centres and careers in this expanding industry.

CLCR 1101 Call Centre Operations
CLCR 2205 Call Centre Communications and Customer Service
CLCR 2103 Call Centre Enhanced Sales and Service
CLCR 3000 Call Centre Preparing for Work

CLCR 1101 **$430**
CALL CENTRE OPERATIONS
Students gain a basic understanding of the call centre industry, the technologies used in call centres, performance measurements, team performance, and how they are applied to achieve significant improvements in customer service and business results. Skills for using these technologies are developed and practiced in a call centre training lab.

Prior to registration, the following requirements must be met and confirmed by the department – call 604-622-7838.

1) Introductory college-level courses in written and verbal communications, Microsoft Windows applications, Windows 95 or 98, and business.
2) Attendance at an information session.
3) A telephone interview.
4) A personal interview.
5) Satisfactory results in a core competency skill assessment for call centre agents. (3 credits)

Jun 2	Mon-Fri	0830-1630	1 wk	DTC	CRN	28584

CLCR 2103 **$430**
CALL CENTRE ENHANCED SALES AND SERVICE
By understanding the importance of the professional sales process, students develop the essential skills necessary for sales applications in inbound and outbound call centres. These skills include building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure. The program places special emphasis on business ethics and value for the customer. Skills are developed and practiced in a call centre training lab with examples that are typical of call centres in the financial, telecommunication, retail trade and tourism industries. Prerequisites: CLCR 1101 – Call Centre Operations, CLCR 2205 – Call Centre Communications and Customer Service. (3 credits)

Jun 16	Mon-Fri	0830-1630	1 wk	DTC	CRN	28585

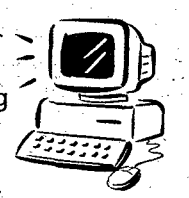
CLCR 2205 **$430**
CALL CENTRE COMMUNICATIONS AND CUSTOMER SERVICE
Develops the essential skills for serving customers through a call centre. These skills include eliciting customer needs, using problem-solving and creative techniques to find solutions, handling difficult customers, team work and achieving professional success and personal satisfaction from working in a call centre environment. Skills are developed and practiced in a call centre training lab with examples that are typical of call centres and help desks in the financial service, telecommunication, health care and transportation industries. Prerequisite: CLCR 1101 – Call Centre Operations. (3 credits)

Jun 9	Mon-Fri	0830-1630	1 wk	DTC	CRN	28586

CLCR 3000 **$315**
CALL CENTRE PREPARING FOR WORK
Provides the opportunity to prepare for work in the call centre industry and to gain job shadow experience. Job shadow work sites are provided by employers who have agreed to participate in the call centre program at BCIT. Successful completion of this course depends upon a formal performance assessment by the sponsoring employer. Prerequisites: CLCR 1101, CLCR 2205, CLCR 2103. (3 credits)

Jun 23	Mon-Fri	0830-1630	1 wk	DTC	CRN	28587

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. To encourage you to try it out for yourself, we are offering a $5 discount off any course you register for online. Visit **www.bcit.ca** for more information.



Training for Today's Call Centre Agents Workshop Series

604 622 7838 www.cce.bcit.ca

CLCR 1040 **$370**
CUSTOMER SERVICE SKILLS
A two-day course highlighting: how to elicit customer needs, using problem solving and creative thinking techniques to find solutions, and how to handle difficult customers. (1 credit)

Apr 8	Tue/Wed	0900-1600	2 days	DTC	CRN	27680

CLCR 1050 **$370**
PROFESSIONAL TELEPHONE SALES
A two-day course highlighting: how to handle objections; how to implement a proven and effective sales process; and up-selling and cross-selling techniques. (1 credit)

May 13	Tue/Wed	0900-1600	2 days	DTC	CRN	29997

CLCR 1060 **$230**
TEAM DYNAMICS AND STRESS MANAGEMENT
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; and creative stress management techniques. (0.5 credit)

Jun 17	Tue	0900-1600	1 day	DTC	CRN	29594

Management Training for Today's Call Centres

604-622-7838 www.cce.bcit.ca

CLCR 2001 **$490**
COACHING FOR IMPROVED PERFORMANCE
Coaching employees is an important component of modern management. You will examine the purpose and benefits of coaching in the call centre, and learn how to identify when and whom to coach, and to successfully coach employees at all developmental levels. (1 credit)

Jun 18	Wed/Thr	0900-1600	2 days	DTC	CRN	51804

CLCR 2003 **$250**
MOTIVATING YOUR CALL CENTRE AGENTS
Motivation programs are critical for a call centre. You will learn and practice effective motivational techniques for call centres. Evaluating motivational strategies will also be discussed. (0.5 credits)

Apr 30	Wed	0900-1600	1 day	DTC	CRN	50075

CLCR 2004 **$250**
UNDERSTANDING CALL CENTRE METRICS
To achieve organizational goals, front line managers require tools to understand and manage day-to-day call centre metrics: call centre operations and terminology; performance measurements are important to a centre; key performance measures and individual contribution to daily activities; and service-level objectives results which create benefits for customers and front-line staff. (0.5 credit)

May 27	Wed	0900-1600	1 day	DTC	CRN	52063

NEW **CLCR 2005** **$630**
ENHANCING LEADERSHIP EFFECTIVENESS
As a call centre manager, team leader, or supervisor you face numerous demands in the rapidly changing call centre environment. Enhancing Leadership Effectiveness focuses on helping you develop your own leadership style so you are better equipped to respond to changing environments, understand the needs of your team, and demonstrate a genuine valuing of individual differences.

May 1	Thr/Fri/ Tue	0900-1600	3 days	DTC	CRN	52004

CLCR 2006 **$250**
QUALITY CALL MONITORING
Call Centre supervisors are constantly monitoring employee performance. Learn how to acquire and analyse performance data through use of system-generated reports and side-by-side monitoring. You will also learn how to establish quality standards, implement and administer a quality evaluation system, and link the quality call-monitoring program with the coaching process. (0.5 credits)

Jun 12	Thr	0900-1600	1 day	DTC	CRN	52062

NEW **CLCR 2007** **$250**
MANAGING TEAM DYNAMICS
Call Centres are built on teams. Managing Team Dynamics focuses on building effective teams, managing and resolving conflicts between agents and supervisors, and developing problem-solving and decision-making methods and skills.

May 22	Thr	0900-1600	1 day	DTC	CRN	52005

NEW **CLCR 2008** **$250**
STRESS AND TIME MANAGEMENT FOR MANAGERS
Managing and supervising a call centre is demanding. In Stress and Time Management for Managers you will learn and practice strategies for preventing and reducing stress. You will also learn creative stress management tips and receive instruction on managing time effectively.

May 24	Thr	0900-1600	1 day	DTC	CRN	52006

CLCR 2009 **$780**
TRAINING TECHNIQUES FOR THE CALL CENTRE TRAINER
Instructing staff is part of a call centre manager's job. Learn how to develop lesson plans, deliver content, and apply instructional techniques to motivate employees. Develop coaching and monitoring training skills The focus is on call centre specific training skills, including using role-plays, recording and peer-to-peer feedback for performance improvement. (2 credits)

Jun 24	Tue-Fri	0900-1600	1 day	DTC	CRN	52061

DIGITAL ARTS PROGRAMS

Media Techniques for Business

604-453-4032 Karen_Harvey@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 required 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
FILM	1101	Film for Beginners
COMM	1103	Introduction to Business and 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:
For a list of other electives, visit the BCIT Web site: programs.bcit.ca

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	2203	Marketing Communications Essentials
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 electives equivalent to 18 credits. A list of electives can be found on the BCIT Web site at www.programs.bcit.ca.

MDIA 0199 **$170**
PHOTOGRAPHY ENTRY LEVEL
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 enrol in this exploratory course. Students need 35mm SLR with 50mm lens and must supply their own film. A tripod is recommended.

Apr 9	Wed	1900-2200	4 wks	BBY	CRN	20999

MDIA 1010 **$325**
PHOTOGRAPHY
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)

May 7	Wed	1900-2200	8 wks	BBY	CRN	21000

MDIA 1040 **$340**
GRAPHICS 1
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)

Apr 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	21001

MDIA 2040 **$340**
GRAPHICS 2
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)

May 26	Mon/Wed	1845-2145	6 wks	BBY	CRN	21004

MDIA 2060 **$295**
EFFECTIVE PRESENTATION TECHNIQUES
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)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	21005

MDIA 2095 **$500**
PORTFOLIO PRODUCTION
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 program. (3 credits)

Apr 12	Sat	0900-1200	12 wks	DTC	CRN	27562

MDIA 2160 **$245**
ADVANCED PHOTOGRAPHY 1
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)

Apr 10	Thr	1900-2200	6 wks	BBY	CRN	26467

Associate Certificate Desktop Publishing

The Desktop Publishing Associate Certificate program requires the completion of the following seven required courses, totalling 18 credits, and elective courses totalling 9 credits for a total of 27 credits.

Required courses:

MDIA	1025	Adobe Acrobat PC; or;
MDIA	1026	Adobe Acrobat Mac
MDIA	1040	Graphics 1
MDIA	1140	Colour Theory for Publishers
MDIA	1111	Scanning
MDIA	2000	Typography
MDIA	2087	Prepress
MDIA	2095	Portfolio Production

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 and 2)
MDIA 1150 and 2150 QuarkXPress (Levels 1 and 2)
MDIA 1049 and 2049 Adobe InDesign (Levels 1 and 2)

II. Choice of: (Levels 1 and 2 required)
MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
MDIA 1260 and 2261 Adobe Illustrator for the PC (Levels 1 and 2)

III. Choice of: (Levels 1 and 2 required)
MDIA 1170 and 2270 Adobe Photoshop for the PC (Levels 1 and 2)
MDIA 1180 and 2180 Adobe Photoshop for the Macintosh (Levels 1 and 2).

Desktop Publishing and Graphics for the Macintosh

604-453-4032 Karen_Harvey@bcit.ca

MDIA 1026 **$385**
ADOBE ACROBAT MAC
This course teaches students how to convert any document to PDF format, to bridge the gap between paper and digital workflows, convert small volumes of paper documents to searchable Adobe PDF files and to e-mail graphics files that were previously too large. (1.5 credits)

Apr 9	Wed	0900-1600	3 wks	DTC	CRN	52423

MDIA 1111 **$430**
DESKTOP SCANNING
Learn to use your desktop scanner. Work with a desktop scanner from your own computer terminals. Covers basic colour theory, refection/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)

Apr 13	Sun	0900-1600	3 wks	DTC	CRN	24947

MDIA 1049 **$385**
ADOBE INDESIGN – LEVEL 1
This sophisticated page layout delivers 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: InDesign toolbox, Master multiple pages, guides and grids, text placing and handling, integrating elements into your pages, etc. (1.5 credits)

Apr 8	Tue	1730-2030	6 wks	DTC	CRN	28831

MDIA 1140 **$490**
COLOUR AND THEORY FOR PUBLISHERS
Introduces the principles of colour. Explores the additive primaries and the subtractive primaries. 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)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	23567

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MDIA 1150 **$385**
QUARKXPRESS MAC 1
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)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	24940
Apr 12	Sat	1300-1600	6 wks	DTC		51275
Jul 3	Thr	1730-2030	6 wks	DTC		21301

MDIA 1160 **$430**
ADOBE ILLUSTRATOR MAC 1
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 perimitives 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)

Apr 11	Fri	1730-2030	6 wks	DTC	CRN	23577
Apr 12	Sat	0900-1200	6 wks	BBY		24941
Jul 2	Wed	1730-2030	6 wks	DTC		28826

MDIA 1180 **$430**
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)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	21025
May 25	Sun	0900-1600	3 wks	DTC		21026
May 2	Fri	0900-1600	3 wks	DTC		24942
Jul 8	Tue	1730-2030	6 wks	DTC		21303

MDIA 2000 **$490**
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 on quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	23578

MDIA 2087 **$490**
PREPRESS
Guides students through the many necessary steps for providing electronic files for output at a service bureau or commercial printer. QuarkXPress Collect for Output feature is covered, as well as Adobe InDesign Package and Preflight features. Fonts and colour separation issues like process and spot colours are explained as well as trapping decisions.

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	52428
Apr 10	Thr	0900-1600	6 wks	DTC		52429

MDIA 2150 **$385**
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)

May 19	Mon	1730-2030	6 wks	DTC	CRN	24944
May 24	Sat	1300-1600	6 wks	DTC		51189

MDIA 2180 **$430**
ADOBE PHOTOSHOP MAC 2
Manipulate scanned photolithographs, slides and original artwork. Learn how to look at colour models, adjust mid-tones, 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)

May 20	Tue	1845-2145	6 wks	BBY	CRN	21027
May 23	Fri	0900-1600	3 wks	DTC		51190

MDIA 2260 **$430**
ADOBE ILLUSTRATOR MAC 2
This course is a continuation of MDIA 1160. (1.5 credits)

May 3	Fri	1730-2030	6 wks	DTC	CRN	28837
May 24	Sat	0900-1200	6 wks	BBY		23584

Desktop Publishing and Graphics for the PC

604-453-4032 Karen_Harvey@bcit.ca

MDIA 1025 **$385**
ADOBE ACROBAT PC
This course teaches students how to convert any document to PDF format, to bridge the gap between paper and digital workflows, convert small volumes of paper documents to searchable Adobe PDF files and to e-mail graphics files that were previously too large. (1.5 credits)

Apr 10	Thr	0900-1600	3 wks	DTC	CRN	52422

MDIA 1050 **$385**
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)

Apr 8	Tue	1730-2030	6 wks	DTC	CRN	21009
Apr 12	Sat	0900-1200	6 wks	DTC		21010

MDIA 1170 **$430**
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)

Apr 10	Thr	1845-2145	6 wks	BBY	CRN	28834
Apr 12	Sat	1300-1600	6 wks	BBY		21030
May 28	Wed	0900-1600	3 wks	DTC		51204

MDIA 1260 **$430**
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)

Apr 25	Fri	0900-1600	3 wks	DTC	CRN	51205
Apr 13	Sun	0900-1200	6 wks	BBY		25164

MDIA 2050 **$385**
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)

May 20	Tue	1730-2030	6 wks	DTC	CRN	21019
May 24	Sat	0900-1200	6 wks	DTC		24943

MDIA 2261 **$430**
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)

May 16	Fri	0900-1600	3 wks	DTC	CRN	51208
May 25	Sun	0900-1200	6 wks	BBY		28839

MDIA 2270 **$430**
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)

May 22	Thr	1845-2145	6 wks	BBY	CRN	28838
May 24	Sat	1300-1600	6 wks	BBY		21903

Associate Certificate Web Technologies – Publishing on the Internet

604-453-4032 Karen_Harvey@bcit.ca

MDIA 1205	Weaving the Web: Publishing on the Internet 1;
or	
MDIA 1206	Weaving the Web: Publishing on the Internet 1 with Dreamweaver
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 1205 **INTERNET $556**
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 64 to 128 MB of RAM. Software required: Netscape Communicator. To browse the course outline, visit www.online.bcit.ca/de/Multimed.htm. (3 credits)

Apr 8	Tue	Internet	12 wks		CRN	26447

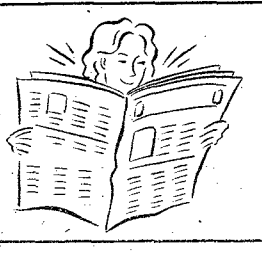
MDIA 1206 **INTERNET $556**
WEAVING THE WEB: PUBLISHING ON THE INTERNET WITH DREAMWEAVER (LEVEL 1)
A basic course in Web authoring offered entirely on the Internet. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 64 to 128 MB of RAM. Software required: Netscape Communicator; Dreamweaver 4 or Dreamweaver MX. To browse the course outline, visit www.online.bcit.ca/de/Multimed.htm. (3 credits)

Apr 8	Tue	Internet	12 wks		CRN	52470

MDIA 2205 **INTERNET $372**
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 www.online.bcit.ca/de/Multimed.htm. Prerequisite: MDIA 1205 or 1206, or demonstrated competence. (2 credits)

Apr 8	Tue	Internet	6 wks		CRN	27807
May 20	Tue	Internet	6 wks			52438

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



MDIA 3205 **INTERNET $372**
IMAGING TECHNOLOGIES FOR WEB
Topics include image file formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping, scalable Vector Graphics (SVG) and graphic layout. Visit www.online.bcit.ca/de/Multimed.htm to browse the course outline. Software required: a graphics application (such as Adobe ImageReady, Photoshop, or Macromedia Fireworks). Prerequisites: MDIA 1205 or 1206 and MDIA 2205 or demonstrated competence. (2 credits)

Apr 8	Tue	Internet	6 wks		CRN	52439
May 20	Tue	Internet	6 wks			27808

MDIA 3206 **INTERNET $372**
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 www.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 SoundForge, BAIS Peak, or similar. Assignments will not require the digitization of video. Prerequisites: MDIA 1205 or 1206, MDIA 2205 and MDIA 3205 or demonstrated competence. (2 credits)

May 20	Tue	Internet	6 wks		CRN	28828

MDIA 3207 **INTERNET $556**
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 Dynamic HTML (DHTM), and embedded fonts. Prerequisite: MDIA 1205 or 1206, MDIA 2205, or demonstrated competence. To browse the course outline, visit www.online.bcit.ca/de/Multimed.htm. (3 credits)

Apr 8	Tue	Internet	12 wks		CRN	28829

MDIA 3208 **INTERNET $556**
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 or 1206, MDIA 2205, or demonstrated competence. To browse the course outline, visit www.online.bcit.ca/de/Multimed.htm. (3 credits)

Apr 8	Tue	Internet	12 wks		CRN	28830

MDIA 4205 **INTERNET $556**
WEB SITE MANAGEMENT AND E-COMMERCE
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 or 1206, 2205, or demonstrated competence.

Apr 8	Tue	Internet	12 wks		CRN	29812

MDIA 4206 **INTERNET $556**
MAJOR PROJECT
This course is the culmination of the certificate program and will concentrate on the development of a comprehensive Web site for a real client. Other tasks will include designing and storyboarding the site, registering the site with search services and testing the site. The course may be taken concurrently with MDIA 4205. To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisites: MDIA 1205 or 1206, 2205, 3205, 3206, 3207 and 3208, or demonstrated competencies.

Apr 8	Tue	Internet	12 wks		CRN	29583

MDIA 4305 **INTERNET $556**
USING XML IN WEB PUBLISHING
This is an introduction to using XHTML (Extensible hypertext Markup Language) and XML (Extensible Markup Language) to enhance Web page design. Topics will include moving from HTML to XHTML, XML element structure, style sheets (including CSS and XSL), using javascript to display XML, using Scalable Vector Graphics (SVG) and an introduction to XML DOCTYPES and Schemas and their use. To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisites: MDIA 1205 or 1206, MDIA 2205, MDIA 3207 or permission of the instructor.

Apr 8	Tue	Internet	12 wks		CRN	51191

MDIA 4310 **INTERNET $556**
ADVANCED FLASH WEB DESIGN
This course will focus on Action Scripting techniques using Flash. By the end of this course, the student will be able to create more interesting and interactive Flash Web sites, integrate Flash elements seamlessly into HTML Web sites and create Flash games for use on the Web. To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisite: MDIA 1205 OR 1206, 2205, 3208 or permission of the instructor.

Apr 8	Tue	Internet	12 wks		CRN	51184

MDIA 4315 **$556**
USING ASP IN WEB PUBLISHING
This course will introduce you to the fundamentals of creating dynamic, interactive Web sites using Active Server Pages (ASP) technology and VBScript or JavaScript. You will be required to set up a server (PWS or IIS) on your own PC in order to test your code. To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisites: MDIA 1205, or 1206, 2205, 3207 or permission of the instructor.

Apr 8	Tue	Internet	12 wks	CRN	51192

MDIA 4320 **$556**
USING JAVA IN WEB PUBLISHING
Introduces the use of Java to enhance Web page design. The focus will be centered on building small Java applets and integrating them into an overall Web page design. The basic features of the process will be covered, including the Abstract Window Toolkit (AWT). To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisites: MDIA 1205 OR 1206, MDIA 2205 and MDIA 3207 or permission of the instructor.

Apr 8	Tue	Internet	12 wks	CRN	51186

MDIA 4325 **$556**
USING PHP IN WEB PUBLISHING
Introduces the fundamentals of creating dynamic, interactive Web pages using PHP technology. You will be required to set up a server (PWS or IIS, or Apache) on your own PC in order to test your code. To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisites: MDIA 1205 or 1206, MDIA 2205 and MDIA 3207 or permission of the instructor.

Apr 8	Tue	Internet	12 wks	CRN	52441

MDIA 4330 **$556**
WEB APPLICATION DEVELOPMENT USING COLDFUSION
Introduces the fundamentals of creating dynamic, interactive Web pages using Macromedia ColdFusion technology. Topics include an intro to ColdFusion, anatomy of a ColdFusion application, setting up a ColdFusion server, using databases, introduction to SQL, using forms, interacting with e-mail, client and session management and e-commerce applications. **Note:** You cannot set up a ColdFusion server on the Macintosh platform, but you will be able to test your scripts using the online server. To browse the course outline, link to URL: http://online.bcit.ca/de/Multimed.htm. Prerequisites: MDIA 1205 or 1206, MDIA 2205 and MDIA 3207 or permission of the instructor.

Apr 8	Tue	Internet	12 wks	CRN	52440

Multimedia

604-453-4032 Karen_Harvey@bcit.ca

MDIA 1008 **$510**
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)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	29996

MDIA 1208 **$510**
APPLE FINAL CUT PRO MAC 2
This course will continue to build on skills learned in MDIA 1008. Prerequisite: MDIA 1008 or permission of the instructor. (1.5 credits)

May 20	Tue	1845-2145	6 wks	BBY	CRN	29785

MDIA 1455 **$430**
DIRECTOR PC 1
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)

Apr 12	Sat	0900-1200	6 wks	BBY	CRN	29790

MDIA 1461 **$430**
MACROMEDIA DREAMWEAVER MX PC 1
Learn to build Web site with Dreamweaver MX. Use the tools to create an exciting site with tables, images, colours, layers, forms and other technologies. At the end of the course the student uploads the site on the net using the Dreamweaver MX FTP program. No previous experience required. Some computer knowledge recommended. (1.5 credits)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	29791
Apr 9	Wed	0900-1600	3 wks	DTC		51206

MDIA 1465 **$430**
MACROMEDIA FLASH MX PC 1
Flash MX is the leading tool for creating vector graphics and interactive multimedia. Concentration is on how to design and deliver cross-platform, low-bandwidth animations for Web or presentations. We explore drawing, animation and sound capabilities to build interactive content. It is a task-based course, with students learning by doing. (1.5 credits)

Apr 8	Tue	0900-1600	3 wks	DTC	CRN	29795
Apr 11	Fri	1845-2145	6 wks	BBY		29794

MDIA 1466 **$430**
MACROMEDIA FLASH MX MAC 1
Flash MX is the leading tool for creating vector graphics and interactive multimedia. Concentration is on how to design and deliver cross-platform, low-bandwidth animations for Web or presentations. We explore drawing, animation and sound capabilities to build interactive content. It is a task-based course, with students learning by doing. (1.5 credits)

Apr 8	Tue	1730-2030	6 wks	DTC	CRN	29796
Jul 7	Mon	1730-2030	6 wks	DTC		51199

MDIA 1470 **$430**
MACROMEDIA DREAMWEAVER MX 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.

Apr 28	Mon	0900-1600	3 wks	DTC	CRN	29797

MDIA 1910 **$430**
ADOBE GOLIVE MAC 1
This software offers the unique tools needed to ensure the success of creating interactive Web sites. GoLive is tightly integrated with Photoshop, Illustrator, InDesign and LiveMotion. The course covers: Inspector palette, layout and grids, point and shoot, size and optimize images, QuickTime Movies, Java applets, Smartlinks, and more. (1.5 credits)

Apr 11	Fri	1845-2145	6 wks	BBY	CRN	29798

MDIA 2010 **$430**
ADOBE 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 steaming media and site management issues. (1.5 credits)

May 30	Fri	1845-2145	6 wks	BBY	CRN	29799

MDIA 2189 **$495**
ADOBE AFTER EFFECTS
Provides a working knowledge of some of the software used for video production. Create portfolio quality QuickTime movies that can be integrated into multimedia projects digital nonlinear video editing and Adobe After Effects for composing, animation and effects. Topics include video production process, and compression for animation. (3 credits)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	27555

MDIA 2455 **$430**
DIRECTOR PC 2
Focuses mainly on Lingo programming, the core of Director. Reorganizing data through lists, reading and writing to the hard drive, accessing content on the Web, and more. 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)

May 24	Sat	0900-1200	6 wks	BBY	CRN	29801

MDIA 2461 **$430**
MACROMEDIA DREAMWEAVER MX PC 2
This Level 2 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)

Apr 30	Wed	0900-1600	3 wks	DTC	CRN	52430
May 20	Tue	1845-2145	6 wks	BBY		29802

MDIA 2465 **$430**
MACROMEDIA FLASH MX PC 2
Flash Level 2 builds on the skills learned in Level 1 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. Prerequisite: MDIA 1465. (1.5 credits)

Apr 29	Tue	0900-1600	3 wks	DTC	CRN	51198
May 26	Mon	1845-2145	6 wks	BBY		29804
May 30	Fri	1845-2145	6 wks	BBY		29803

MDIA 2470 **$430**
MACROMEDIA DREAMWEAVER MX MAC 2
This Level 2 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: Macromedia Dreamweaver MX Mac 1 or equivalent.

May 26	Mon	0900-1600	3 wks	DTC	CRN	29806

3D Animation

604-453-4032 Karen_Harvey@bcit.ca

MDIA 0000 **$2,500**
DISCOVERING DIGITAL ANIMATION
This program offers eight weeks of exploration, discovery and fun designed to set free your creative power. The program gives students an opportunity to understand animation principles of character development, movement, timing and much more, as well as the animation production process from idea and concept to output. Participants will work in a Macintosh G4 flat screen lab with Maya software and use light tables for traditional animation.

Jul 7	Mon-Fri	0900-1600	8 wks	BBY	CRN	51755

MDIA 2600 **$435**
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.

Apr 9	Wed	1845-2145	6 wks	BBY	CRN	24911

MDIA 2700 **$435**
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, dynamics, skeletons, inverse kinematics and particles. Prerequisite: MDIA 2600 or permission from the instructor. (1.5 credits)

May 21	Wed	1845-2145	6 wks	BBY	CRN	24913

Digital Arts – Summer Kids Camps

604-453-4032 Karen_Harvey@bcit.ca

MDIA 0005 **$400**
MULTICULTURAL COMIC STRIP
Designed for ages 10 to 12, students will bridge the gap between Eastern and Western cultures through the adaptation of cultural concepts in poetry and philosophy into a basic 2D comic strip. (Lunch not included.)

Jul 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	52544

MDIA 0006 **$400**
2D COLOURING BOOK
Designed for ages 10 to 12, students will create their own 2D Colouring Book using 2D animation and other drawing styles. Each student will create and produce a colouring book ready for publication. Students will each take a hard copy of their project home at the end of the week. (Lunch not included.)

Jul 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	52543

Medical Office Assistant

604-453-4032 Karen_Harvey@bcit.ca

OFFC 1001 **$315**
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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	26073

OFFC 1002 **$315**
ANATOMY AND TERMINOLOGY 2
This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	26074

OFFC 1003 **$370**
OFFICE PRACTICE
Introduces administration duties and professional conduct. Topics include appointment scheduling, pharmacology, etc. The second half introduces the basic features of management systems using Psregent's Smart Series billing software. Emphasizes computerized billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Prerequisite: working knowledge of Word for Windows and typing speed of 35 wpm. (3.5 credits)

Apr 9	Wed	1815-2145	12 wks	BBY	CRN	26076

OFFC 1020 **$345**
TRANSCRIPTION
Continuing from OFFC 1060, 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. Prerequisites: OFFC 1001, OFFC 1002, OFFC 1060 and typing speed of 40 wpm is recommended. (3 credits)

Apr 12	Sat	0900-1600	6 wks	BBY	CRN	51238
May 24	Sat	0900-1600	6 wks	BBY		22652

OFFC 1040 **$310**
CLINICAL PROCEDURES
Covers basic clinical procedures and tests commonly performed in medical office settings and relevant theory about procedures and tests to develop a competency in selected skills based on the guidelines approved by the MOA Association. Students will become familiar with common medical emergencies and will become certified in basic lifesaver CPR, renewable every three years. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	22656

OFFC 1060 **$195**
MEDICAL DOCUMENTATION
Production of medical documents with emphasis on letter formatting, speed and accuracy drills and timings. Included is an introduction to transcribing rules in preparation for medical transcription. Prerequisites: Working knowledge of Word for Windows and typing speed of 35 wpm. This is the prerequisite course for OFFC 1020. (1.5 credits)

Apr 9	Wed	1845-2145	6 wks	BBY	CRN	23574

OFFC 2000 **$295**
PRACTICUM
Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus one 60-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)

May 27	Tue	1845-2145	6 wks	BBY	CRN	22658

International Trade Training Program

604-412-7677 Judy_Rendek@bcit.ca
www.bcisit.bcit.ca

BCISIT British Columbia Institute for Studies in International Trade

FITTskills 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 FITTskills 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 FITTskills 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 0130 **$580**
LEGAL ASPECTS OF INTERNATIONAL TRADE
Issues surrounding such things as trade agreements and the enforcement of rules and regulations in areas such as technical standards, health and safety, and environmental protections can directly affect success in international trade. 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.

Apr 16	Mon/Wed	1730-2130	4 wks	HYDRO	CRN	28418
Apr 26	Sat	0900-1700				

FITT 0105 **$580**
INTERNATIONAL TRADE RESEARCH
Develop an in-depth understanding of target markets, including planning and developing the research process, evaluation opportunities, sources of information and applying the results. Participants will use these skills to research a product or service of their choice and develop their own research plan.

Apr 22	Tue/Thr	1730-2100	4 wks	DTC	CRN	28419
May 10	Sat	0900-1700				

FITT 0135 **$580**
INTERNATIONAL TRADE MANAGEMENT
Learn what today's most successful international corporations know about forging alliances, business planning, risk management, and using information technologies strategically. Covers how to operate an export office and manage human resources internationally. Learn how to manage international trade activities more effectively with an eye to competitive advantage.

May 26	Mon/Wed	1730-2100	4 wks	HYDRO	CRN	28421
Jun 14	Sat	0900-1700				

FITT 0110 **$580**
INTERNATIONAL TRADE FINANCE
Emphasizes the importance of international finance through a range of topics that can be adapted to actual business environments. Covers risk analysis, forms of financing, export costing, export credit insurance, cash flow planing, factoring, sources of trade finance and more.

May 27	Tue/Thr	1730-2100	4 wks	DTC	CRN	28420
Jun 7	Sat	0900-1700				
Apr 2	Wed	1730-2100	10 wks	DTC		52288

Operations Management

604-432-8611 Vicki_Forbes@bcit.ca
604-451-6743 Frank_Gruen@bcit.ca

APICS THE EDUCATIONAL SOCIETY FOR RESOURCE MANAGEMENT

The Educational Society for Resource Management is a not-for-profit international educational organization respected worldwide 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, in Vancouver and in Kelowna, with a combined membership of more than 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 visit 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 (PandIM) 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, an 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.

APIC 1171 **$430 (INCLUDES WORKBOOK)**
BASICS OF SUPPLY CHAIN MANAGEMENT
An introductory course for PandIM personnel which is a prerequisite to the other modules of the CPIM program. Key concepts in managing the complete flow of material in a supply chain are introduced. Fundamental relationships among the activities that occur in the supply chain of an organization from suppliers to customers are explained. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	25964

APIC 1172 **$430 (INCLUDES WORKBOOK)**
MASTER PLANNING OF RESOURCES
Students will 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. Prerequisite: APIC 1171. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	29755

APIC 1173 **$430 (INCLUDES WORKBOOK)**
DETAILED SCHEDULING AND PLANNING
Focuses on various techniques for material and capacity scheduling. The course includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. Another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments is also introduced. Prerequisite: APIC 1171. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	29756

APIC 1174 **$430 (INCLUDES WORKBOOK)**
EXECUTION AND CONTROL OF OPERATIONS
This course focuses on three main areas: prioritizing and sequencing work; executing work plans and implementing controls, reporting activity results; and evaluating and providing feedback on performance. The course also explains techniques for scheduling and controlling production and process operations. Prerequisite: APIC 1171. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	50896

APICS Workshops

All workshops will be held at the Burnaby BCIT campus, Building SE6 (IBM) To register please call Lynne Larsson at 604-412-7707. For more information, please refer to the Web site: www.bcitventure.com, click on Resources and Events, then Events. Group Discounts are available.

These workshops have been offered for the last fourteen years. Hundreds of satisfied participants have been able to implement cost-effective solutions to their operational problems. Manufacturers, distributors, retailers, as well as service organizations will benefit by enrolling to or more of their employees to enhance implementation efforts.

The workshop format is highly instructive, combining lectures, group discussions, case studies and "hands-on" activities. All workshop participants receive a workbook containing workshop proceedings, worksheets, and a bibliography of useful articles and books.

APIC 0080 **$225**
MICROSOFT PROJECT 2000
Through hands-on exercises in a computer lab, this workshop provides you with instruction on setting up and managing projects using Microsoft Project 2000. This course will apply the concepts and principles covered in the 2-day project management course to the use of a computer software program. Attendance at the 2-day course APIC 0176 or a similar project management course is mandatory.

Jun 27	Fri	0830-1600	1 day	BBY	CRN	50200

APIC 0170 **$445**
INVENTORY MANAGEMENT
The workshop focuses on the practical aspects of managing inventory. You'll gain new insight into managing the total supply chain. Topics include managing for results, financial impact of inventory, formal systems, inventory classification systems, when to order, how much to order, safety stock, aggregate planning, material requirements planning, and measuring inventory performance.

Jun 9	Mon/Tue	0830-1600	2 days	BBY	CRN	26423

APIC 0172 **$445**
MANUFACTURING PLANNING AND SCHEDULING
Manufacturing planning and scheduling is a very complex task. Management must ensure that it has all of the hundreds of parts needed for the product plus all the required labour skills, equipment and time available. Topics include production planning, forecasting production requirements, master scheduling, rough-cut-capacity, bills of material, the logic of MRP, lot sizing, MRP output, scheduling, data collection, and justification/implementation.

Jun 12	Thr/Fri	0830-1600	2 days	BBY	CRN	26424

APIC 0174 **$445**
HIGH PERFORMANCE MANUFACTURING
High Performance Manufacturing is a practical strategy for achieving significant improvements. If your concerns include high work in process, high overhead, long lead times, quality problems, production schedule difficulties, and poor equipment utilization, you must attend this workshop. Topics include elimination of waste, pull systems (Kanban), lead-time reduction, set-up reduction, housekeeping, work cells, supplier relations and performance measures.

Jun 16	Mon/Tue	0830-1600	2 days	BBY	CRN	26425

APIC 0175 **$445**
PROCESS MAPPING
This workshop provides essential tools and techniques to place your process on a path of constant improvement. You will map your present process and develop an action plan to close the gap to higher levels of performance. Maximum benefit is derived when participants are sent in teams of three or more so they can work on real problems in class, but anyone can learn from this workshop and apply it when they return to the workplace. This workshop is valuable for a wide variety of industries, including manufacturing, health-care, government, high-tech, service and nonprofit.

Jun 23	Mon/Tue	0830-1600	2 days	BBY	CRN	27525

APIC 0176 **$445**
PROJECT MANAGEMENT
The workshop covers a broad range of valuable topics, from project concept to completion, that are consistent with industry standard approaches such as the PMI's Project Management Body of Knowledge. Participation and empowerment, individual accountability, and bottom line project results are emphasized in the training. It is designed for new and experienced project leaders, team members and sponsors, and anyone who works on a project from start-to-finish.

Jun 25	Wed/Thr	0830-1600	2 days	BBY	CRN	27526

APIC 0177 **$225**
TEAMWORK
This workshop is designed to provide participants with the tools necessary to participate effectively in an empowered work environment. It covers several key ingredients for team success and gives insights, guidelines and practical examples to help teams get focused and productive. Topics include setting team goals, team ground rules, decision-making, team roles, running effective meetings, and beneficial team behaviours.

Jun 19	Thr	0830-1600	1 day	BBY	CRN	26426

APIC 0178 **$225**
CONTINUOUS IMPROVEMENT
This workshop covers the continuous improvement tools and techniques used by many of the world's top companies to achieve better performance. Participants will gain experience with the basic tools of continuous improvement by using them in a simulated problem situation. Topics include: a structured continuous improvement approach, creating effective problem statements, flow-charting, cause and effect analysis, Pareto analysis, check sheets, brainstorming, evaluating solution alternatives and action planning.

Jun 20	Fri	0830-1600	1 day	BBY	CRN	26433

APIC 0179 **$225**
5 S'S OF GOOD HOUSEKEEPING
Knowledge of 5S will help you create a workplace where performance standards are easy to see, less supervision is needed, job training time is reduced, and less time is wasted.

Jun 18	Wed	0830-1600	1 day	BBY	CRN	28987

Operations Management

604-432-8611 Vicki_Forbes@bcit.ca
604-451-6743 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 has been reviewed; an Associate Certificate has been proposed and is awaiting formal approval.

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 Improvement

Plus 2 electives that total at least 6 credits

OPMT 1142	Introduction to Quality Control Methods
OPMT 1175	Warehouse Management
OPMT 2206	Quality Assurance 2 Manufacturing
OPMT 2242	Intermediate Quality Control Methods
OPMT 3306	ISO 9000 Standards for Quality Systems
OPMT 2286	Planning and Scheduling with MS Project

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 has been reviewed; an Associate Certificate has been proposed and is awaiting formal approval.

Required courses

BUSA 1305	Supervisory Skills; or
BUSA 2005	Management
COMM 2203	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 Improvement

Plus 2 electives that total at least 6 credits

OPMT 1107	Quality Management for Service Industries
OPMT 1193	Facility Planning and Design
ORGB 2205	Organizational Behaviour 1
OPMT 3306	ISO 9000:2000 Standards for Quality Systems
OPMT 2286	Planning and Scheduling with MS Project

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 has been reviewed; an Associate Certificate has been proposed and is awaiting formal approval.

Required courses

BUSA 1305	Supervisory Skills
COMM 2203	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 Improvement
TDMT 1409	Introduction to Canada Customs Procedures and NAFTA

Plus one elective

OPMT 1117	Basic Quantitative Techniques in Administration
OPMT 1344	Total Quality Management (TQM)
APIC 1175	Strategic Management of Resources
FMGT 1152	Accounting for the Manager

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 in 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 has been reviewed; an Associate Certificate has been proposed and is awaiting formal approval.

Required courses

COMM 2203	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 9000:2000 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 12 credits

FMGT 1152	Accounting
OPMT 1102	Basic Mathematics of Finance
OPMT 1188	Management Information Systems
OPMT 1192	Inventory Planning and Control
OPMT 1197	Statistics for Business and Industry
OPMT 1198	Introduction to Operations Management

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 still under review and an Associate Certificate is being proposed.

Required courses

BLDT 2011	Construction Documents and Contracts
BUSA 1305	Supervisory Skills; or
BUSA 2005	Management
BUSA 3405	Problem Solving and Decision Making
COMM 2203	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 3135	Advanced Computer Integrated Facilities Management

Plus electives that total at least 12 credits

AICO 1000	Auto CAD 1 and
AICO 2000	Auto CAD 2
OPMT 1107	Quality Management for Service Industries
OPMT 1135	ArchiCAD 6.5 Level 1
OPMT 1193	Facility Planning and Design
OPMT 2125	Advanced Computer Aided Facility Management Using Archibus Software
OPMT 2286	Planning and Scheduling with MS Project
OPMT 2287	Project Cost Estimating
OPMT 2289	Project Management Using the Internet
OPMT 2651	Computer Applications 2 (Spreadsheets)

Courses Offered

OPMT 0199 **$435**
(PREPARATORY) 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.

Apr 8	Tue/Thr	1845-2145	8 wks	BBY	CRN	20465
Apr 12	Sat	0830-1300	11 wks	BBY		20466
Apr 28	Mon/Wed	1845-2145	8 wks	BBY		20467
Jul 3	Tue/Thr	1800-2100	8 wks	BBY		20463
Jul 21	Mon-Thr	1800-2100	4 wks	BBY		23052
Aug 5	Mon-Thr	0900-1600	2 wks	BBY		24079
Aug 11	Mon-Thr	0900-1600	2 wks	BBY		52469

OPMT 1102 **$325**
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 70% is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.) (3 credits)

Apr 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	20470
Apr 7	Mon/Wed	1730-2030	6 wks	DTC		20471

OPMT 1106 **$325**
QUALITY ASSURANCE 1 MANUFACTURING

Introduces QA for manufacturing industries. Overview of quality management topics includes establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; quality management standards; 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)

Apr 8	Tue/Thr	1845-2145	6 wks	BBY	CRN	22839

NEW

OPMT 1107 **$325**
QUALITY MANAGEMENT FOR SERVICE INDUSTRIES

Presents methods, techniques, programs and strategies to implement and maintain quality in the service sector. The students will learn to identify customer expectations and design unique characteristics for service delivery systems that achieve customer satisfaction and overall improvement of processes. Video presentations, case studies and mini-projects will help students develop solutions to service quality problems. Recommended for individuals who want to advance in their careers or are currently working in banking, health care services, the hospitality industry, public utilities, personal services, government, food services, retail trade, etc. No prerequisites. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	50050

OPMT 1110 **$435**
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 pre-programmed calculator and practical applications from the field of Financial Management. Prerequisite: Basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. (4 credits)

Jun 2	Mon/Wed	1800-2130	7 wks	BBY	CRN	50482
Jun 3	Tue/Thr	1800-2130	7 wks	BBY		21421

OPMT 1187 **$325**
PROJECT PLANNING AND SCHEDULING

Define a project; WBS, SOW, activity development; PERT and CPM network diagrams, the 3-time estimate method to assess risk and schedule a project; resource levelling, time cost trade-offs and estimating to cost a project; earned value, reporting and progress measurement during the project; project termination and the role of project personnel in a project. This course follows standard project management approach using the Project Management Body of Knowledge (PMBOK). (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	27530

OPMT 1191 **$325**
PURCHASING

This course is the key to Supply Chain Management. It covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy and ethics. Textbook pre-reading is recommended. (3 credits)

Jun 23	Mon-Fri	0830-1630	1 wk	BBY	CRN	20476

OPMT 1193 **$325**
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 and engineering design are reviewed. Topics covered include relationship programming, systematic layout planning, lean concepts, line balancing, workstation design, materials handling, building systems, WCB and Building Code requirements, and project management and budgeting. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52547

OPMT 1197 **$475**
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 pre-programmed statistical calculator. (Do not buy until first class meeting). Prerequisite: Basic algebra skills to at least the Grade 11 level. Others should consider OPMT 0199. (4.5 credits)

Apr 8	Tue/Thr	1845-2145	9 wks	BBY	CRN	20481
Jun 4	Mon/ Wed/Fri	0830-1230	5 wks	BBY		20479
Jun 4	Mon/ Wed/Sat (Sat - 0830-1230)	1800-2200	5 wks	BBY		20480

OPMT 1198 **$325**
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)

Apr 7	Mon/Thr	1845-2145	6 wks	BBY	CRN	20482

OPMT 1600 **$395**
COMPUTER APPLICATIONS 1 (USING OFFICE XP)

Get a step up on your basic computing skills exploring Office XP. This course begins the process of teaching the business students 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. Successful completion of this course would also meet the requirements for BUSA 1600. (3 credits)

Apr 7	Mon	1830-2130	12 wks	BBY	CRN	52381
Apr 10	Thr	1830-2130	12 wks	BBY		28745
Apr 26	Sat	0900-1700	6 wks	BBY		52382
Jul 16	Mon/Wed	1830-2130	6 wks	BBY		50918

OPMT 2197 **$325**
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% 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% or better in this course. (3 credits)

Apr 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	24065
Jun 10	Tue/Thr	1830-2130	6 wks	BBY		23635
Jul 8	Tue/Thr	1800-2100	6 wks	BBY		51948

OPMT 2275 **$325**
WAREHOUSE MANAGEMENT 2

Designed for students who have completed OPMT 1175. Upon successful completion, the student will have a sound understanding of Advanced Warehouse Management. Prerequisite: OPMT 1175. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	50919

OPMT 2651 **$395**
COMPUTER APPLICATIONS 2 (SPREADSHEETS USING OFFICE XP)

Begins with a brief review of introductory Windows and Excel concepts (using Office XP) 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: OPMT 1600 or BUSA 1600 or equivalent, or permission of the instructor. Successful completion of this course would meet the requirements for OPMT 2650 or BUSA 2650. (3 credits)

Apr 8	Tue	1830-2130	12 wks	BBY	CRN	52657
Apr 10	Thr	1845-2145	12 wks	BBY		52658
Aug 25	Mon-Fri	0830-1630	1 wk	BBY		52659

OPMT 2661 **$395**
COMPUTER APPLICATIONS 3 (DATABASES USING OFFICE XP)

This course builds on OPMT 2650, OPMT 2651 or BUSA 2650. Topics will include an introduction to database management and other software applications specific to the Business programs. Prerequisite: OPMT 1600 or BUSA 1600 or equivalent or permission of the instructor. Successful completion of this course would meet the requirements for OPMT 2660 or BUSA 2660. (3 credits)

Jul 3	Tue/Thr	1830-2130	6 wks	BBY	CRN	52660

OPMT 3306 **$325**
ISO 9000: 2000 QUALITY STANDARDS

Applies to the new ISO 9000-2000 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 relating to the standards; and steps required for implementation and registration to the ISO 9001 standard. This is a very timely course since all companies currently registered ISO 9001, 9002, 9003:1994 editions must upgrade by December 2003; after that date, the 1994 ISO 9000 family will not be supported by the registrars. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	52420

OPMT 3342 **$325**
DESIGN OF EXPERIMENTS FOR INDUSTRY

Covers basic concepts of statistical experimentation. One-factor experiments, analysis of variance, two-factor experiments, randomized blocks, Latin Square model, fixed and random models. Factorial experiments including confounding and multi-level factors. Intro to Taguchi methods and experimental parameter design. Designed to help candidates prepare for the CQE certification examination of the ASQ in this area. Prerequisite: OPMT 1197, 2242 or equivalent, or instructor permission. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	50931

OPMT 3345 **$325**
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 or instructor permission. (3 credits)

Apr 7	Mon/Wed	1845-2145	6 wks	BBY	CRN	50933

Operations Management Advanced Studies and Degree Completion

OPMT 5700 **$455**
PRECALCULUS FOR MANAGEMENT

Provides the mathematical knowledge required to move into the more advanced business math courses, especially Calculus for Management. Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications to economics and finance used. Prerequisite: Diploma of Technology in Business. (3 credits)

Jul 15	Tue/Thr	1830-2130	7 wks	BBY	CRN	50935

OPMT 7023 **$545**
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 signalling systems, vendor partnering and point-of-use storage. (3 credits)

Apr 10	Thr	1830-2215	12 wks	BBY	CRN	52546

Management Certificate in International Trade and Transportation

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 has been reviewed; an Associate Certificate has been proposed and is awaiting formal approval.

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 (CIFFA)
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 (CIFFA)
TDMT 4410	Logistics Management

Plus any of the following electives for a certificate total of 45 credit hours:

TDMT 0206	Freight Forwarding III (CIFFA)
TDMT 0207	Freight Forwarding IV (CIFFA)
FMGT 1152	Accounting for the Manager
BUSA 1305	Supervisory Skills; or
BUSA 2005	Management
OPMT 1188	Management Information Systems
OPMT 1191	Purchasing
OPMT 1198	Intro to Operations Management
OPMT 1175	Warehouse Management 1
MKTG 1102	Essentials of Marketing

Courses Offered

TDMT 2250 **$510**
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 $185 plus GST ($197.55) is included to cover the cost of the text materials and the CITT exam. (4 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	50936

TDMT 4410 **$475**
LOGISTICS MANAGEMENT

An overview of the total distribution concept. The course examines distribution facility location analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer services and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits. (4.5 credits)

Apr 14	Mon/Thr	1845-2145	9 wks	BBY	CRN	23773

International Freight Forwarding

604-432-8611 Vicki_Forbes@bcit.ca
604-451-6743 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 (CIFFA) 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. Joint certificates from BCIT/CIFFA in International Freight Forwarding are awarded upon the successful completion of the courses Freight Forwarding I and II, and Freight Forwarding III and IV.

Registration and Information: Call Craig McKay at Adanac International Forwarders Association Ltd. at 604-273-8611. The next classes begin in September 2003.

For further information, check: www.ciffa.com – click Education.

TDMT 1204 FREIGHT FORWARDING I

Introduces students to the fundamentals of international freight forwarding. Topics include: understanding exporting and importing, transport geography, terms of trade, land transportation, air freight and ocean freight.

TDMT 1205 FREIGHT FORWARDING II

Covers the topics: commercial documentation, transport insurance, international payments, export packaging and warehousing, land transportation – trans-border issues, costing and quoting, alternative methods, transportation law and legal liability. Prerequisite: TDMT 1204.

TDMT 0206 FREIGHT FORWARDING III

This course expands further on the multi-faceted aspects of international freight forwarding, and examines the intricacies of ships and the chartering thereof, the chartering of airplanes, project management, the importance and relevance of customs – process and compliance/transaction basics/complications and advanced issues, IT and e-Logistics. Prerequisite: TDMT 1205.

TDMT 0207 FREIGHT FORWARDING IV

This course introduces the student to the business processes involved in the effective and efficient flow of materials and information from source to consumption. It includes introductions to logistics and supply chain management, sales and marketing and transportation law. Prerequisite: TDMT 0206.

Exploring Self Employment - Free half-day workshop

Sonia Sacilotto 604-412-7651 Sonia_Sacilotto@bcit.ca

TCTR 0249 **FREE**

May 10	Sat	1300-1530	1 day	DTC	CRN	28219
Jun 14	Sat	1300-1530	1 day	DTC		28220
Aug 9	Sat	1300-1530	1 day	DTC		28407

Have you ever thought about starting your own business? Exploring Self Employment is designed to help prospective entrepreneurs understand what it really takes to go into business. During this free half day workshop you will explore how to generate business ideas, discover the elements of a business plan and discuss the programs BCIT offers to get you moving toward self employment. You will also find out about the opportunities and challenges of operating you own business and discuss the key characteristics of a successful entrepreneur. Discover whether self employment is an option you wish to pursue.

For more information visit our Web site at www.bcitventure.com. To register call 604-434-1610.

Venture Program

A full-time, three-month program to help you launch your business.

Sonia Sacilotto 604-412-7651 Sonia_Sacilotto@bcit.ca

VENT 1000 **$5,900**
Sep 8 DTC CRN 61468

Profit from a lifetime of learning by employing your hard-earned skills as an entrepreneur.

Since 1989 the BCIT Venture Program has offered 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 needed to start and operate a business, and gain valuable computer modeling skills for forecasting and planning purposes.

BCIT's Downtown campus gives participants easy access to the Vancouver business community. All instructors and coaches are entrepreneurs and help guide you through the planning process. Ultimately, you will leave the program with the ability to run your own business and the skills to make it a success!

Enrollment inquiries are welcome now, as spaces are limited. 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 further information and to register, visit our Web site at www.bcitventure.com

Anyone can start a business, but you have to learn how to make it work!

Starting Your Own Business

A part time 12-week program to teach you how to prepare a business plan.

Sonia Sacilotto 604-412-7651 Sonia_Sacilotto@bcit.ca

VENT 0100 **$500**

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	29634
Apr 5	Sat	0900-1200	12 wks	DTC		52047

Suitable for those who are interested in examining the possibility of setting 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.

For further information and to register, visit our Web site at www.bcitventure.com

Venture Development Centre Summer Workshops

All workshops will be held at the Burnaby BCIT campus, Building SE6. All registrations go through Lynne Larsson, tel. 604-412-7707 or fax 604-688-8437. For more information, please refer to the website: www.bcitventure.com, click on Resources and Events, then Events. Group discounts are available

TCTR 0070 **$445**
MANAGING PERFORMANCE
Performance Management is more than an annual performance appraisal. What you do the other 364 days of the year is what makes the difference. This workshop will focus on managing performance as an ongoing process. Learn the skills necessary to utilize all the talents of your most important asset – your employees. Key components of managing performance will be covered and there is time set aside to deal with specific questions and challenges participants bring to the workshop.

Jun 17	Tue/Wed	0830-1600	2 days	BBY	CRN	50872

TCTR 0050 **$445**
CREATING A CUSTOMER FOCUSED CULTURE
This workshop will be of interest to managers/supervisors of front line customer service departments as well as those whose staff serve either internal or external customers. Individuals in Human Resources who have responsibility for training and development and business owners who want to improve profitability through an effective customer-focused strategy will also find this workshop invaluable. Look at how to partner with your customer, and how to look at external and internal customers in new ways.

Jun 5	Thr/Fri	0830-1600	2 days	BBY	CRN	50203

TCTR 0080 **$445**
LEADERSHIP SKILLS FOR NEW SUPERVISORS/MANAGERS
In today's demanding work environment, new managers must try to avoid any pitfalls before they occur. This two-day workshop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors. The differences between leaders and managers, various styles of leadership, types of leaders, how leaders deal with change, overcoming inexperience, establishing your authority, behaviours and attitudes of trustworthy leaders, and more.

Jun 10	Tue/Wed	0830-1600	2 days	BBY	CRN	52399

TCTR 0065 **$445**
DEALING WITH CONFLICT MANAGEMENT
This workshop will explore what creates conflict, the advantages of dealing with conflict and the consequences of ignoring it. The purpose of the workshop is to raise awareness of the costs of conflict and to give some fundamental information on how to deal with it. The goal will be to present the principles of an effective collaborative conflict resolution model. You will evaluate the dollar cost of unresolved conflict and realize the value of conflict and how to see it as an opportunity.

Jun 12	Thr/Fri	0830-1600	2 days	BBY	CRN	50206

The Enterpriser – Venture Program Online Business Planner

Lynne Larsson 604-412-7707 Lynne_Larsson@bcit.ca

NEW **VENT 0200** **$500**
Cost includes six hours of online business plan counseling.

Flexible start date Online 12 wks CRN 50837

The Enterpriser Online Program puts the experience and knowledge of the BCIT Venture Development Centre online. Enterpriser is a 12 week online program designed for individuals who have a business idea or those who are simply curious about what it takes to launch a business. A unique feature of this program is that Venture Development Centre advisors will be available online to assist you with specific issues or difficulties that you may encounter. Throughout the program you will become skilled with the tools necessary to complete a comprehensive business plan and launch a new venture.

The program offers an interactive, module-based, learning environment covering the essential areas of business start-up. The self-paced modules cover the opportunity analysis, the anatomy of a business plan, as well as marketing, financing, taxation and getting through red tape. Helpful online templates are available in each module to be filled out and added to your online portfolio. Special online tools include a sample business plan, a start-up checklist, a discussion board, private email and links to strategic resources.

To register call 604-434-1610 and then contact Lynne Larsson 604-412-7707 for an access code.

For more detailed program information visit Web site at http://vdc-ent.bcitventure.com

Registration is ongoing and students have access for 12 weeks from the date of registration.

COMPUTING & INFORMATION TECHNOLOGIES

Computer Systems Technology

604-432-8465 cstpts@bcit.ca
www.computing.bcit.ca

Computer systems industry employers highly value BCIT credentials. We are proud of the almost 200 individual courses that we offer every term, most for credit and many applicable to Associate Certificate, Certificate, Diploma and Bachelor of Technology credential programs – all of which you can complete through Part-time Studies.

Most of our courses are 12 weeks in length but we also offer many six-week courses and some individual courses are as short as one day. We also offer some courses on weekends to provide additional flexibility. New courses are added and existing courses updated constantly in accordance with industry needs. In addition to our normal part-time courses, we offer a selection of full-time industry driven High-Tech Professional Programs (HTP) that run on weekdays from 0830 to 1630 from six months to a year. Our goal is to provide educational experiences to help you gain confidence and build competence in the exciting and rapidly changing world of computer technology. Please visit our Web site at www.computing.bcit.ca for complete course and program details.

Bachelor of Technology in Computer Systems

For more information on this degree program:
604-432-8644 http://cstbtech.bcit.ca

For more information on this degree program, please see page 10.

Computer Systems Technology Credential Programs
Students who have been, or are contemplating, taking individual courses are encouraged to enrol in a credential program. To do this, select a program of study, then complete and submit an Application for Program Approval form (available from the Registration & Information department) to Student Records. If your application requires any special considerations, a program advisor can help you design an approved program to meet your needs. See the Web site at www.bcit.ca/stuserv/advising or call 604-434-1610 to make an appointment. The completed application will be reviewed and a letter with your approved program of study will be sent to you. You will still need to register in each individual course even though you have been approved for an entire program. Be sure to register early to avoid disappointment, as some sections are full two months in advance. Please note that simply taking courses identified as part of a credential does not mean you will be awarded the credential; you must obtain formal program approval. You may apply to all of our programs at any time throughout the year.

Computer Systems Technology – Part-time Studies Laddered Credential Programs
BCIT offers part-time students the opportunity to complete a series of credential programs, ultimately leading to a Bachelor of Technology in Computer Systems. In these laddered credential programs, the first two associate certificates, Introductory Programming (IP) and Information Systems (CIS) may be taken simultaneously. These two credentials share the first three mandatory courses, COMP 1401, COMP 1450 and COMP 2615. These two credentials both could be completed in less than two years simply by taking one to two courses per term, including the summer sessions.

We recommend that you complete these two associate certificates before moving on the Certificate of Technology (COT) and then the Diploma, and finally, the Bachelor of Technology.

Associate Certificate in Introductory Programming (IP)
This program is the first step in the Computer Systems Technology Diploma. It teaches students how to plan and write structured code in a variety of popular programming languages. It is designed for those working in or seeking employment in the information systems industry. Those who earn this credential may find work as entry-level programmers. After the base of mandatory courses, you may choose your own electives and complete this program in less than two years. BCIT may modify this program in accordance with market trends in industry. Get a head start, take one course (COMP 1401) and prepare now for a software career.

Prerequisite: Associate Certificate in Office Computer Skills, or COMP 1002 and COMP 1200, or equivalent knowledge. Each course also has prerequisite knowledge detailed on the Web site at www.computing.bcit.ca.

Mandatory Courses		Credits
COMP 1401	Programming Concepts	3.0
COMP 1450	Introduction to Structured Programming	3.0
COMP 1510	Programming Methods	5.0
COMP 2615	Systems Analysis and Design 1	3.0
Electives		
COMP 1499	Visual Basic Level 1	3.0
COMP 2499	Visual Basic Level 2	3.0
COMP 3499	Visual Basic Level 3	3.0
COMP 2425	C Programming 1	3.0
COMP 3425	C Programming 2	3.0
COMP 4425	C Programming 3	3.0
COMP 3670	Understanding Objects	3.0
COMP 3475	C++ for C Programmers	3.0
COMP 4475	C++ Programming 2	3.0

Note: Students are advised not to take two different programming languages at the same time. Please complete Level 1 courses first, and then complete Level 2 before Level 3. You should complete COMP 1401 before starting COMP 1450. These two courses are now offered in an accelerated six-week format to allow completion of both courses in one term.

Associate Certificate in Introductory Computer Information Systems (ICIS)
This program is the second step towards the Computer Systems Technology Diploma and may be taken concurrently with the Introductory Programming program. Designed for those working in or seeking employment in the information system industry in systems analysis or as general business analysts, this program has options for a business focus and electives that include communication, higher mathematics or an accounting. Three of the mandatory courses are shared with Introductory Programming. Choose your own electives and complete this program in less than two years. BCIT may modify this program in accordance with market trends in industry.

Mandatory Courses		Credits
COMP 1401	Programming Concepts	3.0
COMP 1450	Introduction to Structured Programming	3.0
COMP 2615	Systems Analysis and Design 1	3.0
Electives		
COMP 1113	Applied Mathematics	4.0
COMP 1262	Microsoft Excel 2	1.5
COMP 1271	Microsoft Access 2	1.5
COMP 2120	Discrete Mathematics	5.5
COMP 3615	Systems Analysis and Design 2	3.0
FMGT 1100	Accounting 1	4.0
FMGT 2100	Accounting 2	5.5
COMM 1103	Intro to Business & Technical Communication	3.0
COMM 2215	Business Communication 2	5.5

Note: Students are advised to complete Level 1 courses first, and then complete Level 2 before Level 3. You must complete COMP 1401 before starting COMP 1450. These two courses are now offered in an accelerated six-week format to allow completion of both courses in one term.

Certificate of Technology (COT)
Students in this program learn higher-level programming, higher-level mathematics, systems architecture, business accounting and communication. The Certificate of Technology has been designed as the intermediate step toward the Computer Systems Technology Diploma. When combined with the two associate certificates, Introductory Programming and Introductory Computer Information Systems, the COT is comparable to completion of the first year of the Full-time CST Diploma program. A total of 75 credits must be completed in order to qualify for the COT and all of these courses must be completed successfully within a five-year period. BCIT curriculum may be modified in accordance with market trends in industry.

Prerequisite: Each course requires prerequisite knowledge. We recommend that you complete the Associate Certificates in Introductory Programming and Introductory Computer Information Systems prior to starting the COT.

Mandatory Courses		Credit
COMM 1103	Intro to Business and Technical Communication	3.0
COMM 2215	Business Communication 2	5.5
COMP 1113	Applied Mathematics	4.0
COMP 1457	Delphi Programming Language	3.0
COMP 1499	MS Visual Basic Level 1	3.0
COMP 1510	Programming Methods	5.0
COMP 2120	Discrete Mathematics	5.5
COMP 2425	C Programming Level 1	3.0
COMP 2615	Systems Analysis and Design 1	3.0
COMP 3425	C Programming Level 2	3.0
COMP 3615	Systems Analysis and Design 2	3.0
COMP 3670	Understanding Objects	3.0
MMSD 3610	Java Programming 1	3.0
FMGT 1100	Accounting 1	4.0
FMGT 2100	Accounting 2	5.5
Electives		
BLAW 3100*	Business Law	4.0
COMP 1030	Working with Linux – Basics	1.5
COMP 1032	Working with Linux – Intermediate	1.5
COMP 1262	MS Excel Level 2	1.5
COMP 1267	MS Word Level 2	1.5
COMP 1285	MS Project XP Complete	3.0
COMP 1271	MS Access Level 2	1.5
COMP 2499	MS Visual Basic Level 2	3.0
COMP 2711	Relational Databases Systems	6.5
COMP 2720	Computer Organization/Architecture	5.5
COMP 2820	Cold Fusion Web Application Development	3.0
COMP 3475	C++ for C Programmers	3.0
COMP 3480	C# for C++ or JAVA Programmers	3.0
COMP 3499	Visual Basic Level 3	3.0
COMP 3721	Introduction to Data Communications	4.0
COMP 3730	Operation Systems Concepts	3.5
COMP 4425	C Programming 3	3.0
COMP 4475	C++ Programming 2	3.0
COMP 4663	Introduction to MS SQL Server	3.0
COMP 4730	Topics in Operating Systems	3.5
ELEX 2865	Intro to PC Hardware	4.0
ORGB 2105	Organizational Behaviour*	4.0

* Available in classroom or via distance

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COMPUTING & INFORMATION TECHNOLOGIES

Computer Systems Technology Diploma
The Computer Systems Technology Diploma builds upon the skills and knowledge developed in the Certificate of Technology (COT).

The diploma will be granted upon completion of an approved program of study consisting of a minimum of 63 additional credits over and above the Certificate of Technology (COT). These 63 credits may not duplicate any courses credited to the Certificate of Technology (COT). The curriculum may be modified in accordance with market trends in industry.

Prerequisite: Each course also has prerequisite knowledge. Please complete the Associate Certificates in Introductory Programming and Introductory Computer Information Systems plus the Certificate of Technology prior to applying for the diploma program.

Mandatory Courses		Credit
BLAW 3100*	Business Law	4.0
COMP 2499	Visual Basic Level 2	3.0
COMP 2665	Local Area Network Theory	3.0
COMP 2711	Relational Database systems	6.5
COMP 3475	C++ for C Programmers	3.0
COMP 3665	Advanced Network Design	3.0
COMP 3721	Intro to Data Communication and Networking	4.0
COMP 3730	Operating System Concepts	3.5
COMP 3751	Calculus	3.5
COMP 4425	C Programming	3.0
COMP 4475	C++ Programming 2	3.0
COMP 4663	Introduction to MS SQL Server	3.0
COMP 4666	LAN Internetworking	3.0
COMP 4730	Topics in Operating Systems	3.5
COMP 4840	Client/Server Computing	3.0
ELEX 2865	Intro to PC Hardware	4.0
ORGB 2105	Organizational Behaviour	4.0
Electives		
COMP 1030	Working with Linux – Basics	1.5
COMP 1032	Working with Linux – Intermediate	1.5
COMP 1262	MS Excel Level 2	1.5
COMP 1285	MS Project XP Complete	3.0
COMP 1271	MS Access 2	1.5
COMP 1820	HTML and the World Wide Web	1.5
COMP 1831	FrontPage Web Site Creation	1.5
COMP 1832	Introduction to Web Hosting	1.5
COMP 2630	NOVELL Netware	3.0
COMP 3499	Visual Basic Level 3	3.0
COMP 3645	UNIX Workshop Level 1	3.0
COMP 3700	Network Server Administration	3.0
COMP 3705	Topics in Network Security	3.0
COMP 3711	Object Oriented Analysis and Design	4.0
MMSD 3620	JAVA Programming 2	3.0
MMSD 4610	JAVA Design Patterns	3.0
MMSD 4620	JAVA Database Connectivity	3.0

Stand Alone Credentials
Computer Systems Technology Part-time Studies at BCIT has a variety of stand-alone credentials. Each one of these Associate Certificates offers the latest technologies and gives you flexibility in scheduling.

Start by signing up for one course, pay as you go and continue at your own pace. You may complete these programs in as little as two years each. Some programming credentials share common courses and you may even be able to claim multiple credentials. Get recognized for your knowledge and abilities; earn an Associate Certificate from Computer Systems Technology.

Associate Certificate in Office Computer Skills
This program is designed for new and existing computer users wanting to obtain or upgrade application software-related skills. Our aim is to provide you with confidence in a variety of popular productivity tools. Learn to use a Microsoft Windows-based personal computer and the latest XP application software. Become proficient in day-to-day tasks, learn shortcuts and then become an expert in word processing, spreadsheets and databases. Choose an accounting elective and custom build your credential to suit your needs. Learn about application integration and using the Web for business. As an added benefit, students are prepared to write industry standard exams in many of these courses. You may even earn multiple vendor-based credentials if you desire. Our curriculum may be modified in accordance with market trends in the industry. Create your own schedule, choose your own electives and complete this credential in less than two years.

Mandatory courses		Credit
COMP 1002	MS Windows XP	3.0
COMP 1200	Microsoft Office Applications	3.0
COMP 1262	MS Excel Level 2	1.5
COMP 1267	MS Word Level 2	1.5
COMP 1270	MS Access Level 1	1.5
COMP 1281	MS PowerPoint Level 1	1.5
COMP 1831	MS FrontPage Web Site Creation	1.5
*COMP 1200 can be replaced with both:		
COMP 1261	MS Excel Level 1	1.5
and		
COMP 1266	MS Word Level 1	1.5
Electives (only 3 Accounting credits accepted)		
COMP 1250	Crystal Reports Level 1	1.5
COMP 1251	Crystal Reports Level 2	1.5
COMP 1255	Computerized Accounting	3.0
COMP 1245	ACCPAC General Ledger	1.5
COMP 1246	ACCPAC A/R and A/P	1.5
COMP 1271	MS Access Level 2	1.5
COMP 1282	MS PowerPoint Level 2	1.5
COMP 1285	MS Project XP Complete	3.0
COMP 1832	Introduction to Web Hosting	1.5

NEW **The Associate Certificates in e-Business have changed. The new programs are:**

- **Associate Certificate in Web Project Management**
- **Associate Certificate in Web Programming**

Web Technologies, e-Business and e-Commerce are all based on the Internet which is primarily a vehicle for the World Wide Web.

Doing business on the Web is more than just a technology change; it is a whole new way of doing business. Executives are looking to their IT organizations to implement the transition to a Web-based business model. This change in doing business will impact corporate success in the near future.

In attempt to capitalize on new technologies, and in order to discover new markets, growth had occurred in both the Internet and dot-com industries. E-Business and e-Commerce have constantly changed markets and technologies. This area is now becoming more stable and specific technologies are now seen as standard.

Changes:
In Computer Systems Technology, BCIT has revised its e-Business programs to more accurately reflect the learning outcomes. BCIT is offering a series of part-time courses, which focus on Web-based technologies. These courses lead to two Associate Certificates with Web-related titles. Students who are currently in progress and who have obtained an existing program approval do not need to re-apply. They should simply complete their programs with updated courses to receive either of the following credentials:

Associate Certificate in Web Project Management
(Formerly known as Associate Certificate in e-Business – Project Leaders and Business Analysts)

Associate Certificate in Web Programming
(Formerly known as Associate Certificate in e-Business – Internet Programmers)

Entrance Requirements

- English 12 (C+ or better average) or English language proficiency
- Post-secondary education in either a business or computing
- One year of business experience in IT projects – or two years experience with database, business and systems architecture
- Students who do not have this background and experience should consider completing the Associate Certificate in Introductory Computer Information Systems (ICIS) prior to starting this Associate Certificate.

The two Web-related associate certificates are similar in format to other existing Part-time Studies associate certificates; students will register into a series of identified courses; upon successful completion of these courses, they will apply for their BCIT credential.

These two Web-related associate certificates are aimed at two different audiences. The Associate Certificate in Web Project Management is targeted to project leaders and business analysts. This credential does not involve programming and is focused on planning and managing Web projects with a database focus. The Associate Certificate in Web Programming is designed for programmers who will write the code that drives the applications and systems. Both credentials consist of new and existing courses, which have been updated to current industry needs.

Associate Certificate in Web Project Management
This program is designed for information technology and business professionals who have some experience in the design and development of custom applications. Students graduating from this program will be ready to lead and implement e-Business projects using proven methodologies and tools. This program requires 30 credits made up of seven mandatory courses and one elective. The program course components include Project Management, Business Process Design, Site Map Planning, Relational Databases, User Interface Design, electives and a practicum.

Mandatory Courses		Credits
COMP 1040	Web Project Management	3.0
COMP 1041	Web Process Design	3.0
COMP 1042	Web Site Map Planning	3.0
COMP 1044	Web User Interface Design	3.0
COMP 2711	Relational Database Systems	6.5
COMP 2820	Cold Fusion Web Application Development	3.0
COMP 2900	Web Project Practicum	5.5
Electives (Choose one of the following)		
Not available until Fall 2003.		
COMP 2821	Web Services	3.0
COMP 2823	Enterprise Project Management	3.0

*This credential is pending approval.

Associate Certificate in Web Programming
This program has been designed for students interested in pursuing a dynamic career developing software for Web-based applications. You start by learning to write the structured code that drives the applications and systems. This program begins with introductory programming courses and moves on to advanced object-oriented languages. Students are then taught Web programming and scripting, XML and Cold Fusion for Web application development. This program requires 30 credits made up of nine mandatory courses and one elective. Prepare now for an exciting career by taking one or two courses per term and finish this program in two years.

Mandatory Courses		Credits
COMP 1401	Programming Concepts	3.0
COMP 1450	Introduction to Structured Programming	3.0
COMP 2425	C Programming Language 1	3.0
COMP 3425	C Programming Language 2	3.0
COMP 3670	Understanding Objects	3.0
COMP 3475	C++ for C Programmers	3.0
MMSD 3610	JAVA Programming 1	3.0
COMP 1070	Introduction to Web Programming/Scripting	3.0
COMP 2899	XML for Web Application Development	3.0
Electives (Choose one of the following)		
COMP 2820	Cold Fusion Web Application Development	3.0
COMP 2870	ASP.NET with C#	3.0

Prerequisites: Most COMP courses above the 1000 level have specific prerequisites. Students are required to have taken the specific prerequisite courses or have equivalent knowledge of that subject matter. Please understand that the programming courses in C, C++ and JAVA are very technical and are designed to teach code writing skills. Specific prerequisites apply to C, C++ and JAVA.

Students starting the C courses are expected to know how to write structured code and compile an executable; these skills would have been taught in COMP 1450, which is the prerequisite for C Programming. Those students starting C++ are expected to understand objects and how to write C code; these skills are presented in the C courses and in COMP 3670, Understanding Objects. These courses are both prerequisites for C++ Programming.

JAVA students are also expected to understand objects and how to write structured code in an advanced object oriented language such as C++.

Programming students may wish to complete the Associate Certificate in Introductory Programming prior to starting the Associate Certificate in Web programming. A number of shared credits may be applied to both credentials.

Want to become computer literate?

COMP 1002 Microsoft Windows XP

Become an experienced PC user by learning the latest version of Windows XP in just 12 weeks.

This comprehensive course will give you the fundamentals to advance your computer knowledge. Guided by an instructor, you will learn within a hands-on lab environment.

Start from the beginning and understand the important aspects of using a graphic user interface (GUI).

For more information please refer to the course description in the section.

Topics include:

- Intro to hardware and software
- Operating systems
- Graphic User Interface (GUI)
- Configure & customize Windows
- Networking
- Set up an Internet connection
- Set up a home network
- Protect your system
- Troubleshooting
- Multiple Users
- Security

This course also will compare Windows XP with previous versions of Windows and LINUX and MAC operating systems.

We have designed this course for a wide audience and to give the novice a new level of confidence. The advanced topics will also satisfy the experienced PC user, validate their experience and knowledge.

This is an intensive course and is a prerequisite for CST Part-time Studies.

Night and weekend sections are scheduled and filling up now. Seats are limited, sign up today.

Associate Certificate in JAVA Programming

This program is designed for experienced programmers seeking to upgrade their skills to include JAVA programming. A minimum of 21 credits, chosen from the Mandatory and Electives lists below, are required. The program consists of five mandatory courses and two elective courses. All of these courses must be completed within a five-year period. The curriculum may be modified in accordance with market trends in the industry.

Prerequisites: Each course also has prerequisite knowledge.

Special Note: You must be an experienced programmer who understands objects and who knows how to write code and compile software in an advanced Object Oriented Programming Language such as C or C++.

Mandatory Courses			Credits
MMSD	3610	JAVA Programming 1	3.0
MMSD	3620	JAVA Programming 2	3.0
MMSD	3630	Web Applications in JAVA	3.0
MMSD	4610	JAVA Design Patterns	3.0
MMSD	4670	JAVA & XML	3.0
MMSD	4690	JAVA Practicum	3.0
Electives			
MMSD	4612	JAVA J2EE Enterprise Solution Design Patterns	3.0
MMSD	4620	Database Connectivity for JAVA	3.0
MMSD	4630	JAVA Component Frameworks	3.0
MMSD	4640	JAVA Media Frameworks	3.0
MMSD	4650	Internetworking with JAVA	3.0
MMSD	4652	JAVA Server Pages	3.0
MMSD	4680	JAVA Security	3.0

*Changes to credential are pending upon approval.

Associate Certificate in LAN/WAN Administration

This program is designed for those working or seeking employment to specify, install, operate and administer PC-based Local Area and Wide Area Networks. Students are taught data communications, the TCP/IP model, network theory and advanced network design, before moving on to learn administration of multiple platforms. Students will be shown how to use network security tools to plan defences for security threats, intrusion and attacks. Tying the program together, students get hands-on experience Internetworking with current versions of Novell, Microsoft and Unix/Linux. You may register for one course at a time and complete this program by attending class one night per week. This comprehensive program consists of seven main component courses and it may be completed in less than two years part-time, with more than 250 contact hours. Any BCIT curriculum may be modified in accordance with market trends in the industry. Prepare now for a career as a network manager.

Prerequisite: Associate Certificate in Office Computer Skills, or equivalent knowledge. Specific prerequisite knowledge is also required for individual courses.

Mandatory Courses			Credits
COMP	2705	Telecommunication Concepts	3.0
COMP	2665	Local Area Network Theory	3.0

The following five courses must be completed within a two-year period.

COMP	2630	Novell Netware	3.0
COMP	3700	Network Server Administration	3.0
COMP	3705	Topics in Network Security	3.0
COMP	3665	Advanced Network Design	3.0
COMP	4666	LAN Internetworking	3.0

Associate Certificate in Computer Systems Foundations

This Associate Certificate is primarily for students who need a quick entry into the Bachelor of Technology program. It is designed for those wanting to obtain a comprehensive understanding of the computing technologies fundamental core areas including programming languages, systems development, computer architecture and operating systems, computer communication, and database. Students will be able to compete for entry level programming jobs upon completion of this program. These are intensive courses that are equivalent to taking four or more courses at one time. You are advised not to take any other courses at the same time as a Foundation course. Please note that you must already be a programmer and understand how to write structured code before starting COMP 2653.

Mandatory Courses			Credit
COMP	2653	Computer Systems Technology Foundations 1	12.0
COMP	3653	Computer Systems Technology Foundations 2	9.0
*COMP	3673	Computer Systems Technology Foundations 3	9.5
**COMP	3683	Computer Systems Technology Foundations 4	6.5

*New this term.
** Not offered until Fall 2003.
Note: Changes to credential are pending upon approval.

NEW **Associate Certificate in Database Administration**

This certificate is designed for people who are interested in learning database design and database administration. Understanding the systems development process; how entity relationship diagrams are created and then how to implement those designs into a physical database structure is critical to the success of database administrators (DBA). Once the database is created then the DBA must perform administrative tasks such as user management, index management, backup and recovery. DBAs are typically employed for large corporations or government agencies in a wide variety of industries and have varying degrees of responsibility.

Prerequisites: Each course also has prerequisite knowledge.

Special note: Students must understand data modeling and have a working knowledge of SQL before taking these new Oracle courses, or in other words have taken COMP 2711.

Mandatory Courses			Credit
COMP	1250	Crystal Reports	1.5
COMP	2615	System Analysis and Design 1	3.0
COMP	3615	System Analysis and Design 2	3.0
COMP	2711	Relational Database	6.5
COMP	4663	Introduction to MS SQL Server	3.0
COMP	4664	Oracle Database Architecture & Configuration	3.0
COMP	4665	Oracle Object Management & Networking	3.0
Electives (Choose one of the following)			
Not offered in this term.			
COMP	4669	Data Warehousing and Mining for SQL & Oracle	3.0
COMP	4670	Oracle Backup and Recovery	3.0

* This credential is pending approval.

Office Efficiency and Skills

604-432-8465 cstpts@bcit.ca
www.computing.bcit.ca

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 to option to write an exam for the additional fee. Please note, unless you have a good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses. Tuition for these courses does not include textbook fees. These texts are available at our Downtown campus bookstore for $17.95.

Note: Students wanting to register for these sections must have an understanding of how to use a PC and Windows and have some experience with the subject before attending theses courses.

COMP 0261 **$175**
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. (Non-credit)

Apr 9	Wed	0900-1700	1 wk	DTC	CRN	26000
Apr 23	Wed	0900-1700	1 wk	DTC		52333

COMP 0264 **$175**
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. (Non-credit)

May 14	Wed	0900-1700	1 wk	DTC	CRN	50058
May 28	Wed	0900-1700	1 wk	DTC		51242

COMP 0266 **$175**
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. (Non-credit)

Apr 17	Thr	0900-1700	1 wk	DTC	CRN	26007

COMP 0267 **$175**
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. (Non-credit)

May 1	Thr	0900-1700	1 wk	DTC	CRN	26440

COMP 0269 **$175**
EXCEL FOR WINDOWS LEVEL 3

Intensive one day seminar. Builds on skills learned in Excel Level 1 & 2. Discusses in greater detail more advanced topics including creating and customizing tool bars, using styles, pivot tables, scenarios, display options and Excel Web documents. Includes a review of advanced formulas, templates macros and consolidation techniques. Prerequisite: COMP 0264 or equivalent. (Non-credit)

Jun 11	Wed	0900-1700	1 wk	DTC	CRN	29887

COMP 0271 **$175**
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. (Non-credit)

Apr 8	Tue	0900-1700	1 wk	DTC	CRN	26014
Apr 22	Tue	0900-1700	1 wk	DTC		52332

COMP 0272 **$175**
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. (Non-credit)

May 13	Tue	0900-1700	1 wk	DTC	CRN	26017

COMP 0279 **$175**
ACCESS FOR WINDOWS LEVEL 3

Intensive one day seminar. Builds on skills learned in Access Level 1 & 2. Discusses advanced queries including parameter, action and crosstab queries, advanced form and report techniques. Includes the use of macros to automate tasks and the use of hyperlinks. Prerequisite: COMP 0272 or equivalent. (Non-credit)

Jun 10	Tue	0900-1700	1 wk	DTC	CRN	29886

COMP 0282 **$175**
POWERPOINT FOR WINDOWS LEVEL 1

Intensive one-day seminar. Introduces presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: Working knowledge of Windows. (Non-credit)

May 29	Thr	0900-1700	1 wk	DTC	CRN	26019

COMP 0283 **$175**
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. (Non-credit)

Jun 12	Thr	0900-1700	1 wk	DTC	CRN	26023

Do you want to become proficient in software applications?

COMP 1200 Microsoft Office Applications

In just 12 weeks, you could become proficient in a variety of popular software applications.

We have designed this course to give the novice a new level of confidence and to be productive with five different software applications.

Experienced users in MS Office 97/2000 will benefit by learning shortcuts and be more productive with Office XP.

The skills taught in this course cover most aspects of using computer applications in a business environment. Working in a hands-on lab setting with lectures, you will be shown how to use the following different applications:

- MS Word XP
- MS Excel XP
- MS Access XP
- MS PowerPoint XP
- MS Outlook XP

Our goal is to provide basic to intermediate skills in creating and working with documents, spreadsheets, presentations, and databases.

Upon successful completion of this course, students may challenge the first level of the MS Word and Excel MOS exams or move directly into Level 2 of those courses.

Please refer to the Microsoft Office Specialist Certification section in this flyer for more details and for more information on this course, refer to the course description.

The prerequisite for this course is COMP 1002 or equivalent knowledge.

Night and weekend sections are scheduled and filling up now. Seats are limited, sign up today.

Office Computer Applications

604-451-6866 cstpts@bcit.ca
www.computing.bcit.ca

NEW **COMP 1002** **$395**
MICROSOFT WINDOWS XP
Learn all about the latest version of the Windows (XP) operating system and how a computer works. Start from the beginning and understand the important aspects of using a graphic user interface (GUI). Topics include: introduction to hardware and software, operating systems, file management, hard disk management, troubleshooting, multi-users, networking and security. Learn how to configure and customize Windows XP, protect your system and learn the steps to set up a home network. Understand how to set up an Internet connection and firewalls. Understand the importance of using virus protection software. Compare Windows XP with previous versions of Windows and other operating systems, LINUX and MAC. This new 12 week comprehensive course replaces, COMP 0001, 1001, 1007, 1012 and 1022. This course or equivalent knowledge is a prerequisite for higher level COMP courses, including any of the MS Office applications. Prerequisite: None. (3 credits)

Apr 7	Mon	1800-2100	12 wks	DTC	CRN	52342
Apr 8	Tue	1845-2145	12 wks	BBY		52341
Apr 10	Thr	1845-2145	12 wks	BBY		52340
Apr 11	Fri	1830-2130	12 wks	DTC		52339
Apr 12	Sat	0900-1200	12 wks	BBY		52338
Apr 12	Sat	1300-1600	12 wks	BBY		52337
Apr 13	Sun	0900-1600	6 wks	DTC		52334

COMP 1200 **$495**
MICROSOFT OFFICE APPLICATIONS
Provides a comprehensive introduction to the suite of application programs in Microsoft Office 2002 (XP): MS Word, MS Excel, MS Access, and MS PowerPoint. By using a hands-on approach, combined with lectures, students learn fundamental principles by doing exercises that reinforce basic to intermediate skills. Students learn how to create and work with documents, spreadsheets, databases, presentations and e-mail. The goal is to be productive immediately. Upon completion, students will have the necessary skills to advance to MS Word Level 2 and MS Excel Level 2. (Office Version 2002) Prerequisite: COMP 1002 or equivalent Windows experience. (3 credits)

Apr 9	Wed	1800-2100	12 wks	DTC	CRN	29932
Apr 10	Thr	1845-2145	12 wks	BBY		29931
Apr 12	Sat	0900-1200	12 wks	BBY		52350

COMP 1245 **$375**
ACCPAC GENERAL LEDGER
Covers the general ledger system, including converting existing systems to ACCPAC, batch transaction and printing reports. Prerequisite: COMP 1002 and basic understanding of accounting principles. (1.5 credits)

Apr 7	Mon	1800-2100	6 wks	DTC	CRN	20281

COMP 1246 **$375**
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. (1.5 credits)

Jun 2	Mon	1800-2100	6 wks	DTC	CRN	20284

COMP 1250 **$375**
CRYSTAL REPORTS LEVEL 1
Introduces 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 1002 or equivalent. (1.5 credits)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	26338

COMP 1251 **$375**
CRYSTAL REPORTS LEVEL 2
Covers intermediate level functionality to create professional-looking reports using this popular report generator. 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 1002 and COMP 1250. (1.5 credits)

May 20	Tue	1845-2145	6 wks	BBY	CRN	29922

COMP 1255 **$375**
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 1002 and FMGT 1100. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	22764

COMP 1261 **$375**
MICROSOFT EXCEL LEVEL 1
Provides comprehensive coverage of Excel 2002 (XP), a spreadsheet program. Learn fundamental principles and practical skills required to produce professional looking worksheets and learn special techniques to increase efficiency. Core topics include: cell data basics, inserting, deleting, copying and moving cells, auto fill, autocorrect, find and replace, worksheet grouping, range names, formatting cells and worksheets, protection and saving templates. Page Setup and Printing, formulas and functions. (Version 2002) Prerequisite: COMP 1002 or equivalent. (1.5 credits)

Apr 9	Wed	1830-2130	6 wks	DTC	CRN	23534
Apr 10	Thr	1845-2145	6 wks	BBY		22708

COMP 1262 **$375**
MICROSOFT EXCEL LEVEL 2
Continues from level 1 and covers advanced topics in spreadsheet design using Excel 2002 (XP) Expert topics include: creating charts, importing and exporting data, using templates, linking worksheets and workbooks, workspaces, data consolidation, more on conditional formatting and range names. Learn how to audit worksheets, trace errors, and perform analytical activities such as pivot tables and data validation. Use forms, filters and outlines and be able to query information in your databases. Learn to increase worksheet efficiency by use of macros. (Version 2002) Prerequisite: COMP 1261 or equivalent. (1.5 credits)

May 21	Wed	1830-2130	6 wks	DTC	CRN	23535
May 22	Thr	1845-2145	6 wks	BBY		22709

COMP 1266 **$375**
MICROSOFT WORD LEVEL 1
Provides comprehensive coverage of Word 2002 (XP), a word processing program. Learn fundamental principles and practical skills required to produce professional looking documents. Covers core topics such as creating, editing and formatting documents, saving, printing and page options, headers and footers, inserting and customizing bulleted or numbered lists. General desktop publishing features such as creating columns, inserting images or drawing objects, applying borders and shading, creating diagrams or organizational will also be included in the creation of newsletters or promotional documents. (Version 2002) Prerequisite: COMP 1002 or equivalent. (1.5 credits)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	22710

COMP 1267 **$375**
MICROSOFT WORD LEVEL 2
Continues from level 1 and covers advanced topics in Word 2002 (XP). Expert topics include: creating templates, creating and editing macros, tables and mail merges, using outlines, creating a table of contents or index, working with styles, managing revisions and multiple versions, protecting documents, integrating and linking data from other Office applications. Creating cross references, hyperlinks and saving Word documents as a Web page will also be included. Learn to increase work processing efficiency by practicing general time-saving features. (Version 2002) Prerequisite: COMP 1266 or COMP 1268. (1.5 credits)

May 20	Tue	1845-2145	6 wks	BBY	CRN	29876

COMP 1270 **$375**
MICROSOFT ACCESS LEVEL 1
Provides an overview of Access 2002 (XP), a database program and its object-oriented approach to relational database management. Learn fundamental and principals to acquire practical skills to produce simple, efficient and functional databases. Core topics include: database design, creation of tables, queries, forms, reports and relationships. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. (Version 2002) Prerequisite: COMP 1002 or equivalent. (1.5 credits)

Apr 7	Mon	1800-2100	6 wks	DTC	CRN	23543
Apr 9	Wed	1845-2145	6 wks	BBY		22711

COMP 1271 **$375**
MICROSOFT ACCESS LEVEL 2
Continues from Level 1 and provides skills to use advanced features of the basic Access 2002 (XP) database objects. Expert topics include: normalization, look up lists, action queries, OLE technology, macros and switchboards, form and query creation. Includes use of OLE to add graphs and pictures from other applications. Learn how to increase efficiency and how to import and export from spreadsheets and other database application packages. (Version 2002) Prerequisite: COMP 1270. (1.5 credits)

May 21	Wed	1845-2145	6 wks	BBY	CRN	22712
Jun 2	Mon	1800-2100	6 wks	DTC		23544

COMP 1281 **$375**
MICROSOFT POWERPOINT LEVEL 1
Provides a comprehensive introduction to PowerPoint 2002 (XP), a presentation graphics program. Learn fundamental principles and practical skills required to produce professional looking presentations easily and quickly. Practice the use of innovative and easy to use tools. Covers core topics such as creating, editing, formatting and printing presentations. Learn the basic tools needed to produce on-screen presentation, Web presentation, and black/white/colour overheads, or slides. (Version 2002) Prerequisite: COMP 1002 or equivalent. (1.5 credits)

Apr 7	Mon	1845-2145	6 wks	BBY	CRN	22720

COMP 1282 **$375**
MICROSOFT POWERPOINT LEVEL 2
Continues from Level 1 and covers advanced topics in PowerPoint 2002 (XP) presentation design. Expert topics include: completing an on-screen presentation with clip art, tables, graphs, organization charts, action buttons and sound. Learn how to link to other applications such as MS Word and MS Excel, as well as linking to Web sites. Increase efficiency by practicing general time-saving features. Finalize the presentation by adding special effects such as slide transitions and custom animations. (Version 2002) Prerequisite: COMP 1281 or 1278 or equivalent. (1.5 credits)

Jun 2	Mon	1845-2145	6 wks	BBY	CRN	22721

COMP 1285 **$475**
MICROSOFT PROJECT XP COMPLETE
This is a Windows based project management scheduling application. In this hands-on, practical course, students build skills, develop plans and schedules over various phases of their projects. We provide an introduction to project management (PM) and common methodologies. Students will learn to track deliverables and access project information for making trade off decisions between cost, schedule and scope. This 12 week course follows standard project approaches using the Project Management Body of Knowledge (PMBOK) This course replaces COMP 1263 and COMP 1264. Prerequisite: COMP 1002 or equivalent. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	52351

Self-Guided Learning

604-451-6866 cstpts@bcit.ca
www.computing.bcit.ca

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 April 14, 2003 and courses must be completed by June 24, 2003.

COMP 1008 **$295**
INSIDE MS WINDOWS 1
Guided self-learning and pacing. Covers basic operations such as the Start Menu. Explains and uses the Task Bar, the Graphical User Interfaces (GUI), My Computer and Explorer. Covers topics on create, copy, move, rename and delete. Explores running multiple programs and customizing the Windows environment. Successful completion of the course provides the student with a feeling of confidence in the Windows environment. Prerequisite: Basic PC knowledge. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26229

COMP 1256 **$295**
MS ACCESS DEVELOPMENT ON THE WEB
Guided self-learning and pacing. Covers the principals of developing an interactive web-enabled database with Access 2002. Covers e-Commerce database and data drive Web sites. No prior HTML and programming skills are required. Prerequisites: COMP 1276 and 1277 or equivalent. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	50065

COMP 1257 **$295**
MS ACCESS DEVELOPMENT LEVEL 1 — PART 1
Guided self-learning and pacing. Covers the process of designing applications using MS Access 2002. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. Also covers advanced topics using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisite: COMP 1276 and COMP 1277 or equivalent. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	50067

COMP 1258 **$295**
MS EXCEL 1
Covers the same material as COMP 1261 but uses a guided self learning and pacing delivery format. Prerequisite: COMP 1008 or COMP 1002. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26230

COMP 1259 **$295**
MS EXCEL 2
Covers the same material as COMP 1262 but uses a guided self learning and pacing delivery format. Prerequisite: COMP 1258 or COMP 1261. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26231

COMP 1268 **$295**
MS WORD 1
Covers the same material as COMP 1266 but uses a guided self learning and pacing delivery format. Prerequisite: COMP 1008 or COMP 1002. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26233

COMP 1269 **$295**
MS WORD 2
Covers the same material as COMP 1267 but uses a guided self-learning and pacing delivery format. Prerequisite: COMP 1268 or COMP 1266. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26234

COMP 1276 **$295**
MS ACCESS 1
Covers the same material as COMP 1270 but uses a guided self learning and pacing delivery format. Prerequisite: COMP 1008 or COMP 1002. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26235

COMP 1277 **$295**
MS ACCESS 2
Covers the same material as COMP 1271 but uses a guided self learning and pacing delivery format. Prerequisite: COMP 1270 or COMP 1276. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	26236

COMP 1278 **$295**
MS POWERPOINT 1
Covers the same material as COMP 1281 but uses a guided self learning and pacing delivery format. Prerequisite: COMP 1008 or COMP 1002. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	50062

COMP 1279 **$295**
MS POWERPOINT 2
Covers the same material as COMP 1282 but uses a guided self-learning and pacing delivery format. Prerequisite: COMP 1281 or COMP 1278. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	29889

COMP 1280 **$295**
MS ACCESS DEVELOPMENT LEVEL 1 – PART 2
Guided self-learning and pacing. This course features extensive coverage of advanced topics, including complex reports and forms, charts, grouping records in a report, collections, data events, validating data, and subreports. Other topics include: Custom Menus and Toolbars, Automating Forms with VBA, Sub procedures and functions, scope, open reprot method, compiling code, variables, and modules. Prerequisites: COMP 1276 and COMP 1277 or COMP 1257 or equivalent. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	51216

COMP 1284 **$295**
MS PROJECT 2002
Guided self-learning and pacing. This course covers some of the most important topics of Project 2002, including planning a project, creating a project schedule, communicating project information, using critical path, assigning resources, and tracking project progress. Prerequisite: COMP 1008 or COMP 1002 or equivalent. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	51034

COMP 2058 **$295**
INSIDE MS WINDOWS 2
Guided self learning and pacing. Examines Advanced features of MS Windows and is useful to those who already know MS Windows. Covers searching for files by different criteria, Object Linking and Embedding, Printers and Fonts, Network neighborhood and Disk Maintenance. Prerequisite: COMP 1008 or COMP 1002 or equivalent. (1.5 credits)

Apr 8	Tue	0900-1200	12 wks	DTC	CRN	52355

Programming and Languages

604-412-7433 cstpts@bcit.ca
www.computing.bcit.ca

COMP 1401 **$395**
PROGRAMMING CONCEPTS
Learn the proper concepts and methods behind programming logic and structured design. This comprehensive course provides a first look at what happens in the programming cycle, before writing code in any specific language. Students are shown how to design structured programs using development tools such as hierarchy charts, flowcharts, layout forms, and programming constructs. Various problem analysis tools for developing algorithms, decision tables, Boolean operations, and truth tables are used in hands-on exercises. Topics also include: arrays, debugging, and binary data storage. This course is should be completed before taking any advanced systems or programming courses. Prerequisites: COMP 1002 and COMP 1200 or the ability to use a PC, plus word processing and spreadsheets applications. (3 credits)

Apr 7	Mon*		24 wks	COR CRN	52043
Apr 7	Mon**		13 wks	NET	52042
Apr 8	Tue/Thr	1845-2145	6 wks	BBY	52562
Apr 8	Tue	1845-2145	12 wks	BBY	20256
Apr 9	Wed	1845-2145	12 wks	BBY	20254
Apr 12	Sat	0900-1200	12 wks	BBY	24887
Jun 3	Tue/Thr	1800-2100	6 wks	BBY	20252

*This is a correspondance section.
**This is an online section.

COMP 1450 **$395**
INTRODUCTION TO STRUCTURED PROGRAMMING
This first language course is the foundation for all higher level programming courses at BCIT. It covers reading and writing complex, structured programs. The language of example is PASCAL, which was developed specifically as an education tool. Topics include: modularity, basic and complex data types, procedures and functions, control structures and data structures (arrays, records, lists and pointers) Compiler not provided. This is an intensive, high workload course, designed for students with a good understanding of programming principles covered in the prerequisite. Prerequisite: COMP 1401 or equivalent knowledge. (3 credits)

Apr 7	Mon*		13 wks	NET	CRN	52044
Apr 7	Mon	1845-2145	12 wks	BBY		20291
Apr 8	Tue	1845-2145	12 wks	BBY		20292
May 20	Tue/Thr	1845-2145	6 wks	BBY		52649
Jul 22	Tue/Thr	1845-2145	6 wks	BBY		51234

*This is an online section.

COMP 1510 **$595**
PROGRAMMING METHODS
Introduces modern principles of programming methodologies in writing programs that are readable, well structured, and easy to maintain. A prelude to all future Full-time systems and programming courses. Intended for students considering direct entry into either level 2 or 3 of the full-time program. Prerequisite: COMP 1450 or equivalent. (5 credits)

Apr 7	Mon/Fri	1830-2100	12 wks	BBY		51228

COMP 2425 **$395**
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 1450. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	20261
Apr 10	Thr	1800-2100	12 wks	DTC		20260
Jun 3	Tue/Thr	1800-2100	6 wks	BBY		20259

COMP 2870 **$595**
ASP.NET WITH C# (CEE SHARP)
Introduces the Microsoft .NET framework, the C# language, and ASP.NET. Topics covered include an introduction into basic C# syntax, VisualStudio.NET, state management, HTML server controls, Web controls, code-behind, data access with ADO.NET, loading and manipulating XML documents, Web Services, and security. Prerequisites: COMP 1070 plus COMP 2525 or COMP 3475 or MMSD 3610. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52379
Jul 9	Mon/Wed	1845-2145	6 wks			52375

COMP 3425 **$395**
C PROGRAMMING LANGUAGE 2
Continues the material covered in COMP 2425. Intended for programmers with a good working knowledge of C. Topics include data structures, advanced use of pointers, machine level operations, programming style, portability and efficiency. Special emphasis will be placed on the development and use of program libraries and software tools in the C environment. Prerequisite: COMP 2425. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	20311
Apr 10	Thr	1800-2100	12 wks	DTC		51227
Apr 11	Fri	1845-2145	12 wks	BBY		21515
Jul 16	Wed/Fri	1800-2100	6 wks	BBY		21516

COMP 3475 **$395**
C++ FOR C PROGRAMMERS
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. Prerequisite: COMP 3425 and 3670. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20310
Apr 9	Wed	1800-2100	12 wks	DTC		51292
Apr 10	Thr	1845-2145	12 wks	BBY		20309
Jul 8	Tue/Thr	1800-2100	6 wks	BBY		24895

COMP 3480 **$495**
C# FOR C++ OR JAVA PROGRAMMERS
This language is being promoted by Microsoft as the premier development language for their .NET framework. The language also simplifies the creation and use of COM+ objects – simplifying the task of creating components for Windows based applications. C# was designed to have a familiar syntax for C++ or Java programmers, this course takes advantage of this fact to concentrate on the .NET framework and the creation of usable graphical user interfaces. The course will also explore server-side C# programs which, through auto-generated XML, simplify the creation of Web-based applications. Prerequisite: COMP 3475. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52369
Apr 12	Sat	0900-1200	12 wks	BBY		52370

COMP 3670 **$395**
UNDERSTANDING OBJECTS
Focuses on understanding Object-Oriented concepts, and covers fundamentals such as Objects, Classes, Inheritance and Polymorphism without commitment to any particular development language or environment. Introduces the essentials of the Object Model and covers analysis of real world problems using object-oriented data models, behaviour models, and process models. Examples and class exercises are used throughout to reinforce concepts. No previous knowledge of object-oriented techniques is required. Prerequisite: COMP 2615 or equivalent. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	20319

COMP 4425 **$395**
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. (3 credits)

Apr 11	Fri	1845-2145	12 wks	BBY	CRN	20303

COMP 4473 **$395**
WINDOWS APPLICATION DEVELOPMENT WITH VISUAL C++
Concentrates on the use of the Microsoft Foundation Classes (MFC) to develop Windows applications. This course starts with a "from the ground up" approach to introducing the student to the basic building blocks required for creating a Windows application using Microsoft Visual C++ and MFC. Later the student is introduced to more advanced topics such as using the AppWizard and the Document/View Architecture. Topics covered include: Event Handlers; Device Context functions; Windows Controls, Menus, Toolbars and Dialogs; bitmap graphics; sending and posting messages; and Database Processing. No previous Windows application programming experience is required for this course, however you must be a proficient C++ programmer. Prerequisites: COMP 3475 or equivalent. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	52374

COMP 4475 **$395**
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. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	51052

Visual Programming Tools

604-412-7433 cstpts@bcit.ca
www.computing.bcit.ca

Before starting on the Windows Programming stream; you must have a good understanding of the programming concepts and methods presented in COMP 1401. It is expected that you take COMP 1401 before proceeding to COMP 1499, VB Level 1. You must understand and know how to program in Visual Basic before taking COMP 2499, VB Level 2. COMP 3499, VB Level 3 covers more advanced VB Programming.

COMP 1457 **$395**
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. Prerequisite: COMP 1401 and COMP 1450. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	27584

COMP 1499 **$395**
VISUAL BASIC LEVEL 1 (INTRODUCTORY PROGRAMMING)
Designed for students with no previous programming experience. Continues from COMP 1401. Covers the use of VB Integrated Development Environment to design VB screens and write functional VB code. Covers data types, variables and constants, arrays, programming structures, subs and functions, GUI design using VB intrinsic controls, implementing event procedures, tracing and debugging. Prerequisite: COMP 1002 or equivalent knowledge and COMP 1401. (3 credits)

Apr 7	Mon	1800-2100	12 wks	DTC	CRN	29916
Apr 11	Fri	1845-2145	12 wks	BBY		50341
Apr 12	Sat	0900-1200	12 wks	BBY		29895
Apr 12	Sat	1300-1600	12 wks	BBY		29897

COMP 2450 **$395**
APPLICATION DEVELOPMENT USING VISUAL BASIC
This course is designed to provide students with an introduction to the Visual Basic for Applications programming language (VBA). VBA allows you to customize applications such as MS Word, Excel, PowerPoint and Outlook, and is the programming environment for MS Access. This "customization" enables developers to tailor application to meet specific business needs, increase productivity, and reduce end-user training. Prerequisites: COMP 1200. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	52448

continued next page

Do you want to learn about Visual Basic .NET?

COMP 2500 Visual Basic .NET

NEW

Are you already an experienced VB version 6 programmer?
This new 'bridging' course may be for you.
Learn to be productive with VB.NET.
Students must already know how to program in Visual Basic to attend this course.
Topics include:
- Overview of the .NET Framework
- GUI design
- .NET syntax
- .NET error handling

Prerequisite: COMP 2499 Visual Basic Level 2 or equivalent knowledge
For more information please refer to the course description in the section.

Visit our Web site www.computing.bcit.ca

Night and weekend sections are scheduled and filling up now. Seats are limited, sign up today.

COMP 2499 **$395**
VISUAL BASIC LEVEL 2 (INTERMEDIATE PROGRAMMING)
Continues from COMP 1499. Covers creating applications using multiple forms, list controls, and object-oriented programming. Includes: collections, user-defined types, sequential file access, error handling, writing classes and property methods, creating objects and collections of objects, raising custom events, accessing MS Office applications through OLE automation, and an overview of VB.NET. Replaces COMP 2495. Prerequisite: COMP 1499. (3 credits)

Apr 11	Fri	1845-2145	12 wks	BBY	CRN	51039
Apr 12	Sat	0900-1200	12 wks	BBY		29896
Apr 12	Sat	1300-1600	12 wks	BBY		29898
Apr 12	Sat	0900-1200	12 wks	DTC		29918

COMP 2500 **$295**
VISUAL BASIC .NET FOR VB 6 PROGRAMMERS
Intended for experienced VB 6 programmers, this new "bridging" course provides an overview of the .NET Framework. Topics include: the Common Language Runtime, the Common Language Specification, and Microsoft's Intermediate Language. Using Visual Basic.NET, the course also covers: GUI design with the Label, CommandButton, ListBox, ComboBox, CheckBox, OptionButton controls; .NET syntax and data types, writing classes, creating objects, file I/O, and exception handling (.NET error handling). Upon completing this course, students will have an intermediate level of proficiency in Visual Basic.NET. Prerequisites: COMP 2499 or equivalent knowledge. (1.5 credits)

Apr 5	Sat	0900-1200	6 wks	BBY	CRN	52540
Apr 5	Sat	1300-1600	6 wks	BBY		52541
May 31	Sat	0900-1200	6 wks	BBY		52650
May 31	Sat	1300-1600	6 wks	BBY		52651
Jul 14	Mon/Wed	1800-2100	3 wks	BBY		52539
Jul 15	Tue/Thr	1800-2100	3 wks	BBY		52542

COMP 3499 **$395**
VISUAL BASIC LEVEL 3
Continues from COMP 2499: Students who understand how to program in VB version 6, will learn to develop software, using Microsoft common and advanced controls in the level 3 course. Topics include: using Object Oriented Programming techniques to develop, reference, and use ActiveX controls and ActiveX object libraries (DLL files) in a multi-project, n-tier client/server environment. Learning outcomes include; 1) Passing error messages up the call stack through multiple projects and modules, 2) Using dynamic SQL queries to mainipulate a database using MS ActiveX Data Objects (ADO), 3) Understanding and using basic Windows API functions. Replaces COMP 3495. Prerequisite: COMP 2499. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	51044

Database Programming

604-453-4059 cstpts@bcit.ca
www.computing.bcit.ca

COMP 1292 **$475**
ACCESS DEVELOPMENT LEVEL 1
Covers the process of designing applications using MS Access 2002. Explores the built-in data design features such as event properties, custom menus, macros and an introduction to VBA programming. Also covers advanced topics including using reports, subreports, subforms, tab control, list boxes, combo boxes and built-in functions. Prerequisite: COMP 1270 and COMP 1271 or equivalent. (3 credits)

Apr 11	Fri	1845-2145	12 wks	BBY	CRN	28727

COMP 2711 **$695**
RELATIONAL DATABASE SYSTEMS
Covers relational database technology, including basic concepts, relational algebra, enhanced entity-relationship data modeling, functional dependencies and normalization, design methodology, SQL query language (DDL and DML), views, security and transaction management. Students design and implement a database application using both a desktop and server RDBMS. Also covers current database trends including replication, object-relational DBMS, data warehousing and OLAP. This course replaces COMP 3710. Prerequisite: COMM 1103, COMP 2615 and COMP 3615. (6.5 credits)

Apr 7	Mon/Wed	1830-2145	12 wks	BBY	CRN	52291

COMP 4663 **$395**
INTRODUCTION TO MS SQL SERVER
Covers application development using MS SQL Server as the database engine. Topics include: Managing Databases, Transact-SQL, Using Indexes, Views, Programmability, Stored Procedures, and Triggers. Students will learn to set up and manage a SQL Server database. Prerequisites: COMP 2711 or equivalent experience. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	27587

NEW COMP 4664 **$395**
ORACLE DATABASE ARCHITECTURE AND CONFIGURATION
Designed to give students a foundation in Oracle database configuration. Learn the Oracle9i database architecture and how the database instance and file structures interact. Students will create a database and learn how to manage files associated with the database. Topics include: preparing the initialization file, querying the data dictionary, maintaining the control files and redo log files, creating and altering tablespaces and database segments. Students must understand data modeling and have a working knowledge of SQL before taking this course. Prerequisite: COMP 2711. (3 credits)

Apr 8	Tue/Thr	1800-2100	6 wks	DTC	CRN	52358

NEW **COMP 4665** **$395**
ORACLE DATABASE OBJECT MANAGEMENT AND NETWORKING
Follows on from COMP 4664, learn how to create and manage Oracle9i database objects including tables, indexes and users. Students will configure network parameters that allow database clients and tools to communicate with an Oracle database server. Topics include; user management, granting roles and privileges to database users, networking concepts, configuration parameters and some network troubleshooting. Students must understand data modeling and have a working knowledge of SQL before taking this course. Prerequisite: COMP 2711 and COMP 4664. (3 credits)

May 20	Tue/Thr	1800-2100	6 wks	DTC	CRN	52359

Systems Analysis and Design

604-451-6866 cstpts@bcit.ca
www.computing.bcit.ca

COMP 2615 **$395**
SYSTEMS ANALYSIS AND DESIGN 1
Covers the concepts, skills, methodologies, techniques and tools essential for systems analysts to develop information systems. Covers the first four steps of the software development life cycle (Project initiation and Selection, Project Planning, Analysis and Logical Design) using the waterfall methodology. The software development life cycle is completed in COMP 3615. Prerequisite: COMP 1401. (3 credits)

Apr 7	Mon*		12 wks	NET	CRN	52045
Apr 7	Mon	1845-2145	12 wks	BBY		20297
Apr 8	Tue/Thr	1845-2145	6 wks	BBY		51623
Apr 12	Sat	0900-1600	6 wks	BBY		52352
Jun 2	Mon/Wed	1845-2145	6 wks	BBY		52353

*This is an online section.

COMP 3615 **$395**
SYSTEMS ANALYSIS AND DESIGN 2
Continues from COMP 2615. Finishes stepping through the software development life cycle by completing Physical Design, Implementation and Maintenance. Introduces other development methodologies and techniques including Rapid Application Development, Object Oriented Analysis and Design and CASE tools. Prerequisite: COMP 2615. (3 credits)

May 20	Tue/Thr	1845-2145	6 wks	BBY	CRN	51713
Jun 7	Sat	0900-1600	6 wks	BBY		52354
Jun 9	Mon*		12 wks	NET		52046
Jul 14	Mon/Wed	1845-2145	6 wks	BBY		52356

*This is an online section.

COMP 3711 **$475**
OBJECT ORIENTED ANALYSIS AND DESIGN
This course introduces the students to the concepts of object oriented analysis and design. The Unified Modeling Language is taught to provide a notation for documenting the analysis and design process. The design process will be interactive and implementation will begin when sufficient design has been done to guide the implementation. The course also introduces the students to advanced software testing. A case tool is used to implement the advanced testing concepts. Prerequisites: COMP 2711 and COMP 2510. (4 credits)

Apr 9	Wed	1730-2130	12 wks	BBY	CRN	52357

Networks and Client Server

604-453-4059 cstpts@bcit.ca
www.computing.bcit.ca

COMP 2630 **$395**
NOVELL NETWARE
Provides a complete overview of the NetWare 5 operating system. Selection of equipment, Netware installation, and system administration responsibilities are discussed. Prerequisite: COMP 1002 and OPMT 1188. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	20299

COMP 2665 **$395**
LOCAL AREA NETWORK THEORY
Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. Also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1002 and 2705. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	20298

COMP 3665 **$395**
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 provided. Prerequisites: COMP 1002 and 2665. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	29883

COMP 3700 **$475**
NETWORK SERVER ADMINISTRATION
Introduces the deployment and administration of a Microsoft Windows Server, current environment. Covers basic Windows server architecture, hardware requirements, installation/ configuration of TCP/IP and related protocols, security issues, creating/maintaining user accounts and Windows server services available (i.e., NAT & Proxying, RAS, DNS, DHCP, VPN, IIS) Requires an understanding of LAN theory and current telecommunication standards. Prerequisite: COMP 2665 and COMP 2705. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	51048

COMP 3705 **$475**
TOPICS IN NETWORK SECURITY
Introduces the basics of network security and intrusion detection including port security and securing Internet services. Discusses network monitoring and security tools and TCP/IP network traffic analysis using packet sniffers and tcpdump. Also introduces intrusion detection, attacks and defenses. Prerequisite: COMP 2665, COMP 2705, COMP 3700. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	51050

COMP 4666 **$395**
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. Prerequisite: COMP 1002 or equivalent and COMP 2665 and 2630 or experience with Novell Netware. (3 credits)

Apr 10	Thr	1800-2100	12 wks	DTC	CRN	25093

COMP 4840 **$395**
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, JDK 2, JavaBeans and Java Networking Classes. Presents case studies of several companies migrating to three-tier client/server applications using CORBA and EJB. Prerequisite: COMP 3475, or COMP 3425 and COMP 3670. (3 credits)

Apr 11	Fri	1800-2100	12 wks	DTC	CRN	26332

A+ Hardware Technician

604-453-4059 cstpts@bcit.ca
www.computing.bcit.ca

COMP 1045 **936.20**
A+ CERTIFICATION PREPARATION
Preparation for the CompTIA: A+ Core Hardware and OS Technologies Certification exams (new exam requirements (2001) to become a 'Certified A+ Service Technician') Students can continue to the Network+ and iNET+, CompTIA exams. Covers hardware, Windows 9.x, Windows NT, and Windows 2K, printing, communications and networking. Prerequisite: None. Basic computer knowledge and DOS skills are recommended. (6 credits)

Apr 5	Sat & Thr/Fri	1000-1700 1800-2100	6 wks	DTC	CRN	28767
May-22	Thr/Fri & Sat	1800-2100 1000-1700	6 wks	DTC		28768

Note: This course runs two nights a week and all day Saturday in one session.

Internet/Web Technologies

cstpts@bcit.ca www.computing.bcit.ca

COMP 1040 **$595**
WEB AND IT 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. Project planning component uses MS Project and covers relevant planning skills including business process design, data and application design, quality assurance, testing and implementation. Prerequisite: COMP 1002 or equivalent. (3 credits)

Apr 7	Mon-Fri	0845-1700	1 wk	DTC	CRN	51012
Apr 8	Tue/Thr	1800-2100	6 wks	DTC		28763

COMP 1041 **$595**
WEB 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 for successful e-Business solutions. Covers concepts and tools used in the business process design in common e-Business applications. Participants explore the main business processes and design workflow programs using Visio. Prerequisite: COMP 1002 or equivalent. (3 credits)

May 20	Tue/Thr	1800-2100	6 wks	DTC		28763

COMP 1042 **$595**
SITE MAP PLANNING
Introduces the e-Business site map planning process including design of site architecture and a model of the navigational structure. Builds on the e-Business Process Design course. Incorporates re-designed business process into navigational structure. Reviews technical issues affecting the client PC, server and networks are reviewed and introduces web application development tools. Prerequisite: COMP 1002 or equivalent. (3 credits)

Apr 9	Wed & Sat	1800-2100 1300-1600	6 wks	DTC	CRN	51015

COMP 1044 **$595**
USER INTERFACE DESIGN FOR WEB APPLICATIONS
Focuses on the design principles and techniques for superior human interaction within a Web site. Participants will be able to describe what makes an effective and intuitive site, as well as create "browser-friendly" and efficient Web pages that maximize commerce within an e-business application. Prerequisite: COMP 1002 or equivalent and COMP 1042. (3 credits)

May 28	Wed & Sat	1800-2100 1300-1600	6 wks	DTC	CRN	51018
Jun 16	Mon-Fri	0845-1700	1 wk	DTC		52564

COMP 1070 **$475**
INTRODUCTION TO WEB PROGRAMMING/SCRIPTING
Introduces scripting languages for Internet programming, covering HTML, Server-Side Scripting (using PHP) and Client-Side Scripting (using JavaScript). Participants will integrate applications to presented Internet pages using scripts. Prerequisite: COMP 1401. (3 credits)

Apr 12	Sat	0900-1200	12 wks	BBY	CRN	51031

COMP 1820 **$375**
INTRODUCTION TO WEB DEVELOPMENT AND DESIGN
Introduces the fundamental principles and techniques for designing and developing effective Web sites. Topics include site planning and architecture; interface and interaction design; hand-coding pages with HTML; adding dynamic features with client-side scripting techniques; and, writing copy for the Web. Students will also be introducted to advanced markup techniques using DHTML and CSS, and learn to manage files and Web sites using FTP. This course is a lead-in to several focused CST courses in the Web Developer series. Prerequisites: COMP 1002 or equivalent knowledge, and Web user experience. (1.5 credits)

Apr 12	Sat	0900-1200	6 wks	BBY	CRN	23756

COMP 1831 **$375**
FRONTPAGE 2002 XP WEBSITE CREATION
Presents Web design using object-oriented authoring tool FrontPage 2002, including the use of built- in advanced features such as FrontPage 2002 extensions. Students create and upload a personal Web page to the Internet using HTML, DHTML, Java Script, tables, frames and cascading sheets in FrontPage 2000. Prerequisite: COMP 1002 or equivalent. (1.5 credits)

Apr 11	Fri	1800-2100	6 wks	DTC	CRN	29934

COMP 1832 **$375**
INTRODUCTION TO WEB-HOSTING
Continues from COMP 1831. Presents concepts of Web-hosting, using tools such as IIS 5.0 on Windows 2000. Covers domain name registration, FTP concepts, and loading and maintaining of a Web site. Introduces advanced web authoring tools that enhance Web sites. Key topics include Web server infrastructure, Internet security, Web databases, and Apache web server. Not an advanced technical course. Prerequisite: COMP 1831. (1.5 credits)

May 30	Fri	1800-2100	6 wks	DTC	CRN	29892

COMP 2820 **$495**
COLD FUSION WEB APPLICATION DEVELOPMENT
Intended for students interested in learning to build Web-based applications using Macromedia's powerful Cold Fusion sever side scripting language. Introduces CFML language, covers creating dynamic database driven applications and discusses some of the more useful features of the product. Prerequisite: COMP 1070. (3 credits)

Apr 12	Sat	0900-1200	12 wks	BBY	CRN	51042

COMP 2850 **$495**
ASP DRIVEN WEB SITES
This course discusses the main elements in creating and deploying a dynamic data driven Web site using Active Server pages (ASP) in conjuction with Microsoft Access or SQL Server. Topics of discussion include: Planning a data driven Web site, client-side and server-side scripting using VBScript, introduction to ASP (Active Server Pages), state maintenance/tracking users, introduciton to ADO (ActiveX Data Objects) and managing a database connection through ADO. Prerequisite: COMP 1070 or COMP 1499 or COMP 1292 Basic understanding of relational database concepts, Windows programming concepts, and HTML. (3 credits)

Apr 12	Sat	0900-1200	12 wks	BBY	CRN	52292

COMP 2899 **$495**
XML FOR WEB APPLICATION DEVELOPMENT
This course will introduce students to Extensible Markup Language (XML) and how to incorporate XML into Web-based applications. XML is a standard for structuring, storing and sending information on the Web. Topics include: XML, DTDs, Schemas, XML Parsing, XPATH, XSLT. Students will practice hands-on techniques to format and manipulate XML content. Other topics include an overview of other emerging XML based technologies and languages including Web services. Prerequisite: COMP 1070. (3 credits)

Apr 12	Sat	1300-1600	12 wks	BBY	CRN	51241

Computing Technologies

604-453-4059 cstpts@bcit.ca
www.computing.bcit.ca

COMP 1030 **$295**
WORKING WITH LINUX – BASICS
Provides a working knowledge of LINUX to persons who have a basic knowledge of personal computers and some command line (DOS) experience. Overviews and addresses installation and configuration of Red Hat LINUX. Uses LINUX command line utilities and the Shell. Understanding the file and directory system, managing files and directories. Covers the KDE or GNOME Desktop environments. Work with vi. Discusses basic LINUX topics for end users in a non-technical manner. Note: Software and manual to be purchased at the first session. Uses LINUX Red Hat. Prerequisites: COMP 1002 or equivalent. (1.5 credits)

Apr 8	Tue	1800-2100	6 wks	DTC	CRN	28761

COMP 1032 **$295**
WORKING WITH LINUX – INTERMEDIATE
Discusses advanced LINUX topics including custom installation, and TCP/IP network file sharing. Intended for more technical users, covers LINUX account management, system administration and security concepts. Note: Software (latest version of LINUX Red Hat) and manual to be purchased at the first session. Prerequisite: COMP 1030 or equivalent. (1.5 credits)

May 20	Tue	1800-2100	6 wks	DTC	CRN	28762

COMP 1113 **$465**
APPLIED MATHEMATICS
This course is coverage of 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 two parts: basic algebraic operations, functions, equations, logarithms, vectors and matrices; data representation and algebra. Prerequisite: CST entrance requirements (Math, English). (4 credits)

Apr 12	Sat	0900-1300	12 wks	BBY	CRN	52289

COMP 1601 **$395**
COMPUTERS IN BUSINESS
Familiarizes the student with current terminology and concepts used in the computer industry. This is intended for those with basic understanding of programming and computer systems who are not directly involved in data processing. Students learn to communicate effectively with data processing personnel and to recognize the potential use of computers in a business environment. Prerequisites: COMP 1002 or CGA Tutorial or equivalent. (3 credits)

Apr 7	Mon	1845-2145	12 wks	306	CRN	20219

COMP 2401 **$475**
DATA STRUCTURES AND ALGORITHMS
This course introduces the students to fundamental computer science data structures and algorithms. Students will learn basic and advanced abstract data types, searching and sorting algorithms, graph algorithms, and techniques for design and analysis of algorithms. A number of application areas will be used to highlight which data structures and algorithms are most suitable. Prerequisite: COMP 2525. (3 credits)

Apr 8	Tue	1830-2130	12 wks	BBY	CRN	51036

COMP 2705 **$395**
TELECOMMUNICATION CONCEPTS
Designed to assist in understanding the basic concepts and terminology related to data communications and TCP/IP and Internetworking, understanding protocol implementations using the TCP/IP model, understanding the applications of data communications systems and technology concepts, and identifying the hardware and software needed for data communications and networking. Prerequisite: Programming or systems design experience. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	29900

COMP 2720 **$595**
COMPUTER ORGANIZATION/ARCHITECTURE
This course is the fundamental topic for computer science students and for any future programmers. The course gives a good understanding of the computer hardware and how software is built on a specific hardware. The computer is regarded as a hierarchy of levels, each one performing some well-defined functions. From the device level (hardware) to the problem-oriented language level, each level is discussed and analysed in details. Prerequisite: COMP 1510 (or equivalent Programming Methods course) COMP 2510. (5.5 credits)

Apr 9	Wed/Fri	1845-2130	12 wks	BBY	CRN	51449

COMP 3645 **$395**
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. (3 credits)

Apr 12	Sat	0900-1200	12 wks	DTC	CRN	29890

COMP 3721 **$495**
INTRODUCTION TO DATA COMMUNICATION AND NETWORKING
Covers the basic concepts and terminology related to Data Communications, Networking and Network topologies. Discuss the principles of protocols at Physical, Data link, and Network layers, the characteristics of Transmission media, Digital Transmission and switching techniques, basic Error detection and correction, and flow control. Introductes routing and congestion control issues, Multiple Access protocols, LANs and WANs. Prerequisite: COMP 2720. (4 credits)

Apr 9	Wed	1830-2230	12 wks	BBY	CRN	51051

Multi-Media Software Development

604-412-7433 cstpts@bcit.ca
www.computing.bcit.ca

COMP 3670 **$395**
UNDERSTANDING OBJECTS
Focuses on understanding Object-Oriented concepts, and covers fundamentals such as Objects, Classes, Inheritance and Polymorphism without commitment to any particular development language or environment. Introduces the essentials of the Object Model and covers analysis of real world problems using object-oriented data models, behaviour models, and process models. Examples and class exercises are used throughout to reinforce concepts. No previous knowledge of object-oriented techniques is required. Prerequisite: COMP 2615 or equivalent. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	20319

MMSD 3610 **$430**
JAVA PROGRAMMING 1
Provides a thorough introduction to the Java programming language and to the Java distributed objects paradigm. Covers the Java language and environment, Objects in Java, creating user interfaces with basic Swing components, working with text, managing the collections framework, using Input/Output facilities with NIO features. Introduces Java network programming and basic OO application design. Prerequisites: COMP 3670 and any Object Oriented Programming course. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	51059
Apr 10	Thr	1845-2145	12 wks	BBY		51060
Apr 12	Sat	0900-1200	12 wks	DTC		25560
Apr 12	Sat	1300-1600	12 wks	DTC		28736

MMSD 3620 **$430**
JAVA PROGRAMMING 2
Continues from MMSD 3610. Addresses advanced Java Programming techniques for applications. Covers application GUI design through an in-depth examination of Swing API component models, JDBC, multithreading and thread synchronization, look and feel, drop and drag, and Java Media Framework. Advanced topics may include RMI, Servlets, JSP's, and JavaBeans. Prerequisite: COMP 3730 and MMSD 3610 or COMP 4409. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	26031
Apr 11	Fri	1845-2145	12 wks	BBY		25569
Apr 12	Sat	1300-1600	12 wks	DTC		29226

NEW **MMSD 3630** **$395**
WEB APPLICATIONS IN JAVA
Continues from MMSD 3620, students learn to design, code, build, and deploy Java Web Applications. Includes a study of Web Servers, Web Application directory structures, deployment of Web Applications to Web Servers, JSPs, Servlets, and HTTP. Topics include; the Servlet life cycle, Web containers, handling of client requests, use of session management techniques, JSP Java scripting elements, designing using JSPs with and without Servlets, and JSP custom tags. Integrating JSPs and Servlets into industrial strength Web Applications is also discussed. Prerequisites: MMSD 3620 or equivalent knowledge. (3 credits)

Apr 9	Wed	1800-2100	12 wks	DTC	CRN	52389

MMSD 4610 **$430**
JAVA DESIGN PATTERNS
Addresses the design and implementation of Java applications through use of UML, design patterns for Java, interactive design tools, and OO design techniques. Covers large scale application design through patterns, including J2EE design patterns. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	26032

NEW **MMSD 4612** **$395**
JAVA J2EE ENTERPRISE SOLUTION DESIGN PATTERNS
Addresses the design and implementation of J2EE enterprise solutions using design patterns and OO design. In this context, design patterns, enterprise solution frameworks and many specific design patterns are covered. Topics include good and bad J2EE enterprise solution design practices and refactoring, which corrects the bad practice. Prerequisites: MMSD 4610, MMSD 4630 (recommended) or permission of the instructor. (3 credits)

Apr 10	Thr	1800-2100	12 wks	DTC	CRN	52538

MMSD 4620 **$430**
JAVA DATABASE CONNECTIVITY
Address the dynamic delivery of database content using Java, conforming to the Java Enterprise API. Covers client/server application design, remote method invocation (RMI), and JDBC. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	51062

MMSD 4630 **$430**
JAVA COMPONENT FRAMEWORKS
Addresses the design, programming, deployment, and implementation of enterprise Java solutions using application servers, Web servers,and many more J2EE enterprise APIs and tools. Covers J2EE server side application frameworks, session beans, entity beans, message driven beans, and best practices. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Apr 11	Fri	1800-2100	12 wks	DTC	CRN	28785

MMSD 4650 **$430**
INTERNETWORKING WITH JAVA
Experienced JAVA programmers learn to address the design and implementation of server-side Java components. TCP sockets, servlets and Tomcat4 will be covered in depth. Topics include: an overview of UDP sockets, RMI and JavaServerPages. Prerequisite: MMSD 3620 or permission of instructor. (3 credits)

Apr 9	Wed	1800-2100	12 wks	DTC	CRN	51063

NEW **MMSD 4652** **$395**
JAVA SERVER PAGES
Addresses the use of Java Server Pages (JSPs), in conjunction with servlets, as a presentation tier technology for enterprise applications. Topics include JSP basics (scriptlets and directives), object frameworks for JSPs, custom tag libraries, and design patterns for web applications that include JSPs. Uses the Tomcat4 servlet/JSP engine. Prerequisite: MMSD 4650 or permission of the instructor. (3 credits)

Apr 8	Tue	1800-2100	12 wks		CRN	52384

MMSD 4670 **$395**
JAVA & XML
Builds on MMSD 3630 and provides Java developers with a practical understanding of Java Web Services. Students learn to design, code, build, and deploy Java applications using Java Web Services. Topics include: Web Services, SOAP, XML-RPC, Web Services Description Language (WSDL), Universal Description, Discover, and Integration (UDDI), JAX-RPS, JAXM, J2EE and Web Services, Web Service Interoperability and a Web Services case study. Partitioning and refactoring of existing Java applications into dynamically combined Java Web Services is also discussed. Prerequisites: MMSD 3620 or equivalent knowledge and permission of the instructor. (3 credits)

Apr 11	Fri	1800-2100	12 wks	DTC	CRN	51235

NEW **MMSD 4672** **$395**
JAVA WEB SERVICES
Builds on MMSD 3630 and provides Java developers with a practical understanding of Java Web Services. Students learn to design, code, build, and deploy Java applications using Java Web Services. Topics include: Web Services, SOAP, XML-RPC, Web Services Description Language (WSDL), Universal Description, Discover, and Integration (UDDI), JAX-RPS, JAXM, J2EE and Web Services, Web Service Interoperability and a Web Services case study. Partitioning and refactoring of existing Java applications into dynamically combined Java Web Services is also discussed. Prerequisites: MMSD 3620 or equivalent knowledge and permission of the instructor. (3 credits)

Apr 12	Sat	1300-1600	12 wks	BBY	CRN	52537

MMSD 4680 **$430**
JAVA SECURITY
Addresses the Java technologies suited to authenticating users and data, and for secure messaging between tiers in an enterprise application. Topics include security engines and security providers; keys, certificates and key management, message digests, encryption ciphers and digital signatures. Prerequisite: MMSD 4610 or permission of the instructor. (3 credits)

Apr 9	Wed	1800-2100	12 wks	DTC	CRN	52380

Dental Reception

604-432-8465 cstpts@bcit.ca
www.computing.bcit.ca

COMP 0285 **$395**
DENTAL OFFICE SYSTEM/WINDOWS
Provides 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. Eligible for continuing dental education credits as per the College of Dental Surgeons of B.C. May be taken simultaneously with COMP 0885. Prerequisite: Dental or Medical office experience or completion of a Dental Receptionist program or currently enrolled in COMP 0885. (Non-credit)

Apr 8	Tue	1830-2130	12 wks	DTC	CRN	23757

*May be taken simultaneously with COMP 0885 and COMP 0985

COMP 0885 **$595**
DENTAL RECEPTIONIST
Covers dental terminology, Insurance Company's protocol, scheduling/billing procedures, accounting/communications, telephone techniques and professional manner development. Includes a dental office practicum. A Statement of Completion is issued when this course and COMP 0285 are successfully completed. Eligible for continuing dental education credits as per the College of Dental Surgeons of B.C. Prerequisite: None. (Non-credit)

Apr 7	Mon/Thr	1830-2130	12 wks	DTC	CRN	24904

*May be taken simultaneously with COMP 0285 and COMP 0985

COMP 0985 **$295**
DENTAL BILLING/INSURANCE PROTOCOL
Offers dental personnel information on front desk billing procedures performed in a dental office. Covers dental office fee guides, insurance company's protocol, regulations, claim forms, pre-authorizations, insurance/patient payments, accounting/day/month end procedures. Eligible for continuing dental education credits as per the College of Dental surgeons of B.C. Prerequisite: Dental office experience or completion of a Dental Receptionist or Dental Assisting program or COMP 0885. (Non-credit)

May 21	Wed	1830-2130	6 wks	DTC	CRN	28760

*May be taken simultaneously with COMP 0285 and COMP 0885

Summer Camp 2003

604-432-8465 cstpts@bcit.ca
www.computing.bcit.ca

The following are five-day computer programs for students 10-15 years of age. Lunch, snacks and recreational activities are included. For more details please see our Web site at www.computing.bcit.ca.

COMP 0402 **$275**
WEB PAGE CREATION
Learn how to create and upload your own web page using a word processing program, HTML and Front Page. Add links and graphics to your pages and e-mail your friends to advertise your new home page. Ages 10-12. Prerequisite: None. (Non-credit)

Jul 7	Mon-Fri	0900-1600	1 wk	BBY	CRN	50582
Jul 14	Mon-Fri	0900-1600	1 wk	BBY		29195
Jul 21	Mon-Fri	0900-1600	1 wk	BBY		29194

COMP 0417 **$275**
GAMES PROGRAMMING 1 WITH JAVA
Jump into the world of computer programming using one of the newest and most exciting development tools. Ages 13-15. Prerequisite: None. (Non-credit)

Jul 7	Mon-Fri	0900-1600	1 wk	BBY	CRN	28005
Jul 14	Mon-Fri	0900-1600	1 wk	BBY		27083
Jul 21	Mon-Fri	0900-1600	1 wk	BBY		28291

COMP 0418 **$275**
GAMES PROGRAMMING 2 WITH JAVA
Builds on Games Programming with Java 1 and includes advanced elements of game design. Allows students to build more features into their video games, including user interaction and game AI (artificial intelligence). Ages 13-15. Prerequisite: COMP 0417 or equivalent knowledge. (Non-credit)

Jul 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	29196
Jul 21	Mon-Fri	0900-1600	1 wk	BBY		28004

COMP 0419 **$275**
JAVA PROGRAMMING LEVEL 1
Creating Java application and identifying an object oriented programming languages, creating sounds and graphics in Java. Ages 13-15. Prerequisite: None. (Non-credit)

Jul 7	Mon-Fri	0900-1600	1 wk	BBY	CRN	26599

COMP 0421 **$275**
JAVA PROGRAMMING LEVEL 2
Builds on Java Programming 1 to help students with Java experience build a graphics application and work with File I/O handling. Ages 13-15. Prerequisite: COMP 0419 or equivalent experience. (Non-credit)

Jul 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	51011

NEW **COMP 0440** **$275**
GAMES PROGRAMMING 1 WITH C#
Students will learn popular methods used in industry for 3D video game programming. Instruction, exercises, projects and assignments will give students an opportunity to work on several games within a virtual 3D environment. Students will create a 3D game of their own. Ages 13-15. Prerequisites: None. (Non-credit)

Jul 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	52360

NEW **COMP 0441** **$275**
GAMES PROGRAMMING 2 WITH C#
This course gives students given hands-on experience in creating their own games and animations. Exercises, assignments, and projects will teach basic programming structures and techniques used for video game development. Students will learn how to animate game objects, add multi-media to their projects, and make their games interactive. Ages 13-15. Prerequisite: COMP 0440. (Non-credit)

Jul 21	Mon-Fri	0900-1600	1 wk	BBY	CRN	52361

COMP 0495 **$275**
VISUAL BASIC PROGRAMMING
Learn how to design and build programs using Visual Basic. Find out what controls to use in different situations and how to incorporate them into your programs. During the course students will be developing several small programs that can be used at home. Ages 13-15. Prerequisite: None. (Non-credit)

Jul 14	Mon-Fri	0900-1600	1 wk	BBY	CRN	29197
Jul 21	Mon-Fri	0900-1600	1 wk	BBY		29198

High Tech Professional Programs

People. Technology. Opportunity.

Are you interested in working with like-minded people, learning the latest in technology trends, while setting yourself up for a new career opportunity?

Do you want the most relevant education – a well-rounded blend of business, interpersonal and technical training?

BCIT offers fast-track intensive education at the High-Tech Professional Programs (HTP) department in three distinct options: business, networking and programming. The programs range in length from 5 months to 12 months and are found in part-time and full-time formats at the BCIT Downtown campus.

Find out more about our programs...gain job-ready skills to start or advance your career.

Telephone: 604-412-7788
E-mail: info@htp.bcit.ca Web site: www.htp.bcit.ca

TECHNOLOGY INFRASTRUCTURE MANAGEMENT PROGRAM (TIM)
If you are a post-secondary graduate from any field of study, you may be interested in this full-time program that prepares individuals for a career in information technology, through an interactive learning environment with proposal development and technology implementation projects and a four-month industry work term.

The technology focus is network management, emphasizing project management, business effectiveness and security of the complete technology infrastructure. Designations such as A+, MCSE, CCNA and CNA are attainable at the end of the program.

Program format: 12 months, Mondays to Fridays, 0830-1630
Delivery location: BCIT Downtown campus (555 Seymour Street, Vancouver)
Next intake dates: May 5, 2003 - April 30, 2004 (Application Deadline: March 19, 2003)
Oct. 6, 2003 - Oct. 1, 2004 (Application Deadline: Aug. 20, 2003)

SOFTWARE SYSTEMS DEVELOPER PROGRAM (SSD)
If you're interested in an entry-level programming career in the high-tech computer industry, you can take this full-time program in software development, programming and systems analysis.

The focus is on enterprise software development such as ASP.NET, Visual Studio.NET, Java, J2EE, C++, C#, relational database development among other module topics.

Formal classroom instruction is complemented by two industry-supported projects.

Program format: 7½ months, Mondays to Fridays, 0830-1630
Delivery location: BCIT Downtown campus (555 Seymour Street, Vancouver)
Next intake dates: April 28, 2003 - Nov. 21, 2003 (Application Deadline: March 12, 2003)
Sept. 15, 2003 - Apr. 30, 2004 (Application Deadline: July 30, 2003)

TECHNOLOGY SUPPORT PROFESSIONAL PROGRAM (TSP)
This full-time program prepares you for an entry-level technical support position in the information technology industry. It is an ideal program if you do not have any previous education or background in computing or if you want to retrain or upgrade your present skills.

The program focuses on network design, administration and troubleshooting and combines technical and professional courses with hands-on learning. Designations such as the MCSA, MCSE and A+ are attainable. Formal classroom instruction is complemented by realistic business projects, two-month work term and two-month self study period.

Program format: 10 months, Mondays to Fridays, 0830-1600
Delivery location: BCIT Downtown campus (555 Seymour Street, Vancouver)
Next intake dates: May 19, 2003 - March 5, 2004 (Application Deadline: April 2, 2003)
Sept. 22, 2003 - July 9, 2004 (Application Deadline: Aug. 6, 2003

OFFICE ADMINISTRATOR WITH TECHNOLOGY PROGRAM (OAT)
The OAT program is designed to prepare learners for positions as highly skilled and knowledgeable office administrative assistants. It is ideal for individuals who do not have previous education or background in computing as well as those who need to retrain or upgrade their present computer skills. Our primary focus is helping you gain the skills required to administrate offices with today's sophisticated information technology.

There are two formats to the program: full-time and part-time. The full-time program combines three months of classroom instruction with a two-month work term and includes the MOS designation. The part-time program is spread over 11 months of classroom instruction and hands-on lab work and also includes the MOS designation.

Program format: Full-time – 5 months, Mondays to Fridays, 0830-1630
Part-time – 11 months, two evenings a week and some Saturdays
Delivery location: BCIT Downtown Campus (555 Seymour Street, Vancouver)
Next intake dates: Full-time - June 23, 2003 - Nov. 7, 2003 (Application Deadline: May 7, 2003)
Part-time - May 12, 2003 - May 7, 2004 (Application Deadline: April 9, 2003)

NETWORK SPECIALIST PROGRAM (NSP)
You can gain comprehensive networking expertise and industry certifications through this part-time program. Certifications include: A+ Hardware Technician, Microsoft Certified Systems Engineer (Windows 2000) and Cisco Certified Network Associated (CCNA). You will also study IT Security and Project Management.

Program format: 11 months, two evenings a week and some Saturdays
Delivery location: BCIT Downtown campus (555 Seymour Street, Vancouver)
Next intake dates: April 28, 2003 - March 17, 2004 (Application Deadline: March 26, 2003)
Oct. 20, 2003 - Sept. 24, 2004 (Application Deadline: Sept. 17, 2003)

Want industry certification?

MOS Microsoft Office Specialist Certification

XP
BCIT now uses MS Office 2002 or XP in all our labs. All course levels of instructor-led Word, Excel, Access, and PowerPoint in CST/PTS are taught with the latest versions.

Microsoft Office Certification
As a bonus, we are including topics covered in Microsoft Office Specialist Certification exams, where applicable.

This certification was formerly known as MOUS.

These exams are developed by Microsoft and validated by industry. They are separate from and in addition to the exams that you complete to receive BCIT credit for your course.

There is an additional cost to write these Microsoft exams, as this is separate from the BCIT credentialing process and is provided by a third party.

Microsoft core and expert exams
are developed and validated by industry experts and are available at Authorized Testing Centers worldwide.

You must pass one or more certification exams at different levels to earn the Microsoft Office Specialist Certification.

There are three levels of certification, Core, Expert, and Master. BCIT courses provide preparation for all three.

For more information please look at the Microsoft website or visit www.computing.bcit.ca

Construction

More Information
For more information about any of our Part-time Studies programs, information sessions, classroom locations, and anything else you need to know, visit our new Web page at: www.construction.bcit.ca

Scroll down the left navigation bar to the Part-time Studies link and click! There you will find links to all of our Part-time Studies credentials, marks, class schedules, registration, One-Card, names and phones numbers, and more.

After you have checked our Web pages, click on any of the pull-down menus at the top of the Web page to find even more information about BCIT and the programs and services that we offer.

Carpentry

604 432-8678 John_Eliasen@bcit.ca
604 432-8539 Dina_Patterson@bcit.ca

CARP 0100 **$575**
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

Apr 8 Tue/Thr 1830-2130 10 wks BBY CRN 20699

CARP 0111 **$575**
BLUEPRINT READING AND ESTIMATING
This course introduces students to reading, interpreting and estimating working drawings. The students will become familiar with blueprint reading, different types of bids material take-off and costing. Prerequisite: General construction background.

Apr 8 Tue/Thr 1830-2130 10 wks BBY CRN 51159

Drafting

604-453-4036 Donald_Yen@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

DRFT 0102 **$450**
DRAFTING 2
Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 1010.

Apr 7 Mon/Wed 1830-2130 7 wks BBY CRN 20820

DRFT 1010 **$480**
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)

Apr 7 Mon/Wed 1830-2130 7.5 wks BBY CRN 27569
Apr 8 Tue/Thr 1830-1830 7.5 wks BBY 27626

DRFT 1041 **$475**
BASIC DRAFTING FOR HYDRONIC TECHNICIANS
Provides instruction in the production and interpretation of orthographic and isometric drawings as they apply to the hydronic system, and flow diagrams and general assembly drawings. Formal drafting techniques including board skills will be covered. Related terms, symbols and call-out bubbles will be discussed. An introduction to AutoCAD will be included. (3 credits)

Apr 8 Tue/Thr 1800-2100 6 wks BBY CRN 50113

DRFT 1110 **$480**
CAD 1
Introduces the use of the computer as a tool in drafting using AutoCAD Version. 14. Includes the basic operations, commands, layout techniques and platting processes used in a drafting office. (3 credits)

Apr 8 Tue/Thr 1830-2130 7.5 wks BBY CRN 28471

Glazing

604 434-5734, local 5036 Stuart_Browning@bcit.ca
604 432-8539 Dina_Patterson@bcit.ca

GLAZ 0105 **$270**
BLUEPRINT READING FOR GLAZIERS
Will assist glaziers wishing to improve their understanding of blueprints as applied specifically to the glazing trade. Intensive use of architectural drawings and shop drawings will give individual glaziers more confidence and a more complete understanding of blueprint reading.

Apr 15 Tue/Thr 1800-2100 3 wks BBY CRN 28463

Painting and Decorating

604 434-5734, local 5036 Stuart_Browning@bcit.ca
604 432-8539 Dina_Patterson@bcit.ca

PDEC 0100 **$570**
PAINTING/DECORATING CQ 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.

Apr 15 Tue/Thr 1800-2100 10 wks BBY CRN 20713

PDEC 0150 **$485**
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.

Apr 26 Sat 0900-1500 10 wks BBY CRN 50444

Joinery

604-432-8989 Dave_Dunn@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

JOIN 0102 **$430**
BASIC CABINETMAKING
A basic cabinetmaking course covering how to use hand tools, power tools, routers and templates; layout; basic joints used in wood construction, construction methods, assembling with glue and preparations for finishing. Students will also work on a small project of their choice. CSA-approved steel-toed work boots are required.

Apr 26 Sat 0830-1515 5 wks BBY CRN 27447

JOIN 0217 **$755**
BIESSE XNC 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.

Jun 2 Mon-Fri 0730-1430 1 wk BBY CRN 50435

Sheet Metal

604-432-8242 Roger_Hagan@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

SMTL 0110 **$335**
THE CREATIVE SIDE OF METAL
This course is geared towards exploring the creative side of metal. Projects may include copper planters, brass spice racks, galvanized metal birdhouses, or bring in your own ideas for instructor approval. All materials are included. For more information call the Sheet Metal department at 604-432-8242.

Apr 12 Sat 0800-1500 4 wks BBY CRN 51160

SMTL 0130 **$445**
INTRODUCTION TO NUMERICAL CONTROLLED PRESS BRAKE
This course will provide students the necessary skills to safely operate the N.C. Press Brake. Topics covered will include safety procedures, press brake controls and their functions, programming and set-up and correct usage of measuring devices. Prerequisite: One year experience in the metal trades. Some familiarity with computers would be an asset.

May 10 Sat 0900-1600 5 wks BBY CRN 51164

Piping

604-432-8420 William_Evans@bcit.ca

PPGS 0120 **$762**
GAS FITTER 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.

Apr 7 Mon/Wed 1830-2130 14 wks BBY CRN 27451

PPGS 0121 **$520**
SERVICING GAS FORCED AIR FURNACES
Covers installation instructions, service information, sequence of operation, control drawings, testing, equipment, and trouble-shooting of gas fired forced air furnaces. Prerequisite: Must have current C, B or A Gas License.

Apr 7 Mon/Wed 1830-2130 6 wks BBY CRN 51100

PPGS 0125 **$370**
PLUMBING RESIDENTIAL
Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. Steel-toed safety boots are required.

May 3 Sat 830-1515 4 wks BBY CRN 51102

PPGS 1155 **$530**
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 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)

Apr 7 Mon/Wed 1830-2130 7 wks BBY CRN 51104

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 Bill Evans at 604-432-8420, William_Evans@bcit.ca or Paula Rossetti at 604-412-7564, or Paula_Rossetti@bcit.ca

Course			Credits
PPGS	1140	Hydronic System Design	3.0
DRFT	1041	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 department approval.

PPGS 1140 **$380**
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)

Apr 8 Tue/Thr 1830-2130 6 wks BBY CRN 51285

PPGS 1143 **$480**
INSTALLATION PRACTICES FOR HYDRONIC SYSTEMS
Provides a practical introduction to the installation of hydronic systems; including installation planning, mechanical room layout and installation of heat transfer units. Safe work practices will be applied to proper piping procedures and techniques. (3 credits)

Apr 7 Mon/Wed 1830-2130 6 wks BBY CRN 51281

DRFT 1041 **$475**
BASIC DRAFTING FOR HYDRONIC TECHNICIANS
Provides instruction in the production and interpretation of orthographic and isometric drawings as they apply to the hydronic system, and flow diagrams and general assembly drawings. Formal drafting techniques including board skills will be covered. Related terms, symbols and call-out bubbles will be discussed. An introduction to AutoCAD will be included. (3 credits)

Apr 8 Tue/Thr 1800-2100 6 wks BBY CRN 50113

Polyfusion

NEW 604-412-7564 Paula_Rossetti@bcit.ca

CIVL 0110 **$875**
POLYFUSION TRAINING WORKSHOP
Designed to be a more in-depth look at polyethylene pipe, the fusion process, testing procedures and practical experience producing butt fusion joints, data logging, qualifying of fusion joints and initiating a quality assurance program. A certificate will be issued upon successful completion.

Apr 8 Tue-Thr 0800-1630 3 days BBY CRN 52111

Distance Education Programs

For information on Gasfitter and Cross Connection courses available through distance education please see page 50.

Safety

604-412-7564 Paula_Rossetti@bcit.ca

CNST 0105 **$160**
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.

Apr 26 Sat 0800-1300 3 wks BBY CRN 25046

CNST 0121 **$80**
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.

May 24 Sat 0900-1500 1 day BBY CRN 28464

CNST 0125 **$80**
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.

May 10 Sat 0900-1500 1 day BBY CRN 28465

CNST 0126 **$100**
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.

May 24 Sat 0900-1630 1 day BBY CRN 28466

CNST 0127 **$230**
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.

May 24 Sat 0900-1530 3 wks BBY CRN 28469

CNST 1100 **$795**
CONSTRUCTION SAFETY COORDINATOR
Upon successful completion students will be eligible to apply for ASTT certification (Applied Science Technologists and Technicians). **Note:** This course included two field trips TBA. Prerequisite: 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)

Jun 9	Mon-Fri	0730-1615	2 wks	BBY	CRN	29937

WELD 0150 **$155**
CONSTRUCTION SAFETY TRAINING SYSTEM
A self-paced computer-based training which educates construction workers in potential hazards and general safety on a job site. Can be completed in approx four hours. Call 604-412-7564 to schedule training after registration. Successful completion will result in delivery of a photo ID certification card to the student.

Apr 1	Mon/Wed/ Fri	1030-1430	1 day	BBY	CRN	51073

Construction – Housing

604-453-4060 Wayne_Stevens@bcit.ca

CNST 0142 **$150**
RESIDENTIAL GUIDE TO EARTHQUAKE RESISTANCE
Delivered in cooperation with Canada Mortgage and Housing Corporation (CMHC). Topics include understanding earthquakes, how houses react to earthquakes, evaluating the house including the property, exterior, interior and contents, and how to upgrade for earthquake resistance. Course fees include copy of CMHC reference text along with a participant's workbook.

Jun 21	Sat	0900-1530	2 wks	BBY	CRN	52431

Building Envelope Solutions – Theory & Practice
This set of courses, sponsored and developed by the Canadian Home Builders Association of B.C., Canada Mortgage and Housing Corporation and the Homeowner Protection Office of B.C. is designed to provide participants with the:

- background building science that will allow them to understand how durable building envelopes are constructed,
- practical knowledge and skills to build durable wood-frame envelopes, and
- practical knowledge and skills to restore failed wood-frame building envelopes.

CNST 0130 **$103**
INTRODUCTION, BUILDING SCIENCE & SURVEY OF BUILDINGS IN LOWER MAINLAND
Provides an introduction to building science concepts that explain the movement of moisture into building envelopes, a description of conditions that cause wood rot, information on how moisture movement can be controlled and a review CMHC's study "Survey of Building Envelope Failures in the Coastal Climate of British Columbia."

Apr 26	Sat	0900-1530	1 day	BBY	CRN	51076

CNST 0131 **$103**
CONDENSATION CONTROL IN WALL ASSEMBLIES
Will provide participants with specific information on air and vapour barriers and their role in minimizing condensation. Course provides detailed information on how various wall penetrations can be constructed so as to eliminate condensation. Prerequisite: CNST 0130.

May 3	Sat	0900-1530	1 day	BBY	CRN	51081

CNST 0132 **$103**
RAIN PENETRATION CONTROL FOR WALLS & SHEATHINGS, MEMBRANES AND FLASHINGS
Topics include how walls are exposed to rainwater and how they can be constructed to eliminate potential problems. Information on the 4 Ds – deflection, drainage, drying and durability is provided with information on rain penetration control. Course includes information on types of wall sheathings, sheathing membranes, claddings, flashings and sealants. Prerequisite: CNST 0130.

May 10	Sat	0900-1530	1 day	BBY	CRN	51084

CNST 0133 **$103**
WINDOWS AND DOORS
Course will provide information on water leakage through and around window and doors, window standards, types of window assemblies, and the different types of window systems, including face sealed windows, concealed barrier windows and rain screen windows. Prerequisite: CNST 0130.

May 24	Sat	0900-1530	1 day	BBY	CRN	51087

CNST 0134 **$103**
ROOFS, DECKS, BALCONIES AND WALKWAYS
This course provides detailed information on the construction of roofs, decks, balconies and walkways. Prerequisite: CNST 0130.

May 31	Sat	0900-1530	1 day		CRN	51090

CNST 0135 **$103**
NEW CONSTRUCTION AND RESTORATION OF THE BUILDING ENVELOPE-ROLES, RESPONSIBILITIES AND QUALITY ASSURANCE
This unit provides participants with information on the role of the building envelope consultant, the role of the general contractor and quality assurance protocols for construction. Prerequisite: CNST 0130.

Jun 7	Sat	0900-1530	1 day	BBY	CRN	51094

CNST 0136 **$103**
REGULATORY REQUIREMENTS AND STANDARDS, COURSE REVIEW AND EXAMINATION
Provides participants with an overview of the provisions of the B.C. Building Code that relate to building envelope durability, a review of course materials covered in Units 1 – 6 and includes a final open-book examination. Prerequisite: CNST 0130, CNST 0131, CNST 0132, CNST 0133, CNST 0134, CNST 0135.

Jun 14	Sat	0900-1530	1 day	BBY	CRN	51097

CNST 0137 **$649**
BUILDING ENVELOPE SOLUTIONS
This course will combine CNST 0130 to CNST 0136, and will be delivered over five consecutive days, providing participants with the opportunity to complete all seven modules in a shorter time. Course will include an final open book examination.

Jun 2	Mon-Fri	0800-1700	1 wk	BBY	CRN	52432

Steel Fabrication

604-451-6833 Kevin_Neustaedter@bcit.ca

STEL 0110 **$315**
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.

Apr 12	Sat	0800-1300	6 wks	BBY	CRN	20785

STEL 0115 **$265**
BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS
Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication.

Apr 12	Sat	0800-1300	6 wks	BBY	CRN	20787

STEL 0180 **$755**
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. Steel-toed safety boots required.

Apr 12	Sat	0800-1300	6 wks	BBY	CRN	28028

Welding

604-456-8082 or 604-412-7564 Barry_Gildersleeve@bcit.ca

WELD 0102 **$435**
INTRODUCTION TO WELDING
Interested in welding? Hands-on introduction to the common welding processes used in industry. Course will include oxyacetylene, MIG, TIG and stick welding as well as appropriate safety procedures. CSA approved steel-toed boots and 100% cotton coveralls required.

Apr 5	Sat	830-1330	6 wks	BBY	CRN	52442

WELD 0103 **$410**
OXYACETYLENE/BRAZE/WELD/CUT
Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment.

May 31	Sat	0830-1430	5 wks	BBY	CRN	28451

WELD 0104 **$400**
SHIELDED METAL ARC BASIC (STICK)
For those that have previous knowledge of the process or none at all. The course will cover basic theory and safety and then be flexible to adjust to an individual's skill set. CSA approved leather steel-toed work boots and 100% cotton coveralls required.

May 31	Sat	0830-1430	5 wks	BBY	CRN	27476

WELD 0106 **$435**
GAS METAL ARC BASIC (MIG)
Industrial and home power sources will be used in this course. Set-up of equipment and correct selection of shielding gases included. CSA approved leather steel-toed boots and 100% cotton coveralls required.

May 31	Sat	0830-1430	5 wks	BBY	CRN	20791

WELD 0110 **$435**
GAS TUNGSTEN ARC BASIC (TIG)
Covers shielding gases, electrodes, equipment and practical applications, including. light gauge welding, repair, etc. Majority of the welding will be done on mild steel with limited use of stainless steel and aluminum included. CSA approved leather steel-toed boots and 100% cotton coveralls required.

May 31	Sat	0830-1430	5 wks	BBY	CRN	28452

WELD 0120 **$410**
WELDING FOR THE ARTISAN
Presents a general interest course for those interested in artwork, furniture building and minor repair jobs round the home and shop. Particularly designed for the home enthusiast or cottage industries person. CSA approved steel-toed boots and 100% cotton coveralls required.

May 31	Sat	0830-1430	5 wks	BBY	CRN	25100

Forest Resource Technician Program, Certificate of Technology

604 432-8506 Wayne_Horvath@bcit.ca
604 432-8539 Dina_Patterson@bcit.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 (C+ or better) or (PLAR) Prior Learning Assessment and Recognition and is a great starting point for persons interested in working in the field of forestry. Students may apply for individual course credit through Prior Learning Assessment and Recognition (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. Depending on individual skills, it may be possible to gain certification in: Chainsaw Falling & Bucking, Waste and Residue Surveys, Level 1 Log Scaling, Bear Aware/WHMIS, Survival First Aid with Transportation Endorsement, 4x4/ATV Safety and Use, Small boats operator, Fireline Certification as set out by the British Columbia Ministry of Forests, these are just to list a few. For further information visit the Forest Resource Technician Program Web site at www.renewres.bcit.ca

Renewable Resource Technology, Forestry And Fish, Wildlife & Recreation

604-456-8033 Peter_Barss@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

BCIT's Renewable Resources Technology offers a selection of Part-time Studies courses. We also provide a variety of industry training courses upon request in the areas of: Provincially Certified Fire Training, Brush Saw Safety, Chainsaw Safety and Use, ATV Safety and Use, Tree Pruning, Bear Awareness, Forest Measurements and Map & Compasses. There are limited seats so we recommend that you register early. Contact Dina Patterson at 604-432-8539, Dina_Patterson@bcit.ca to receive additional information or to register for the courses. Visit our Web site at www.renewres.bcit.ca for further information.

RENR 0530 **$210**
S-100 BASIC FIRE SUPPRESSION AND SAFETY CERTIFICATION
This course fulfills the requirements of the Forest Fire Prevention and Suppression Regulation and the Occupational Health and Safety Regulation for people working in a forest environment. The course includes instruction in wildland fire behaviour, fireline safety and fire control techniques and leads to eligibility for a wildland fireline certificate as an emergency fire fighter. Prerequisite: Applicants are responsible for own work boots and outdoor clothing.

Apr 19	Sat	0830-1630	2 wks	MRC	CRN	29748

RENR 0531 **$115**
S-100 BASIC FIRE SUPPRESSION AND SAFETY (RECURRENCY CERTIFICATION)
This course fulfills the requirements of the Forest Fire Prevention and Suppression Regulation and the Occupational Health and Safety Regulation for people working in a forest environment. The course includes instruction in wildland fire behaviour, fireline safety and fire control techniques and leads to eligibility for a wildland fireline certificate as an emergency fire fighter. Previous S-100 certification is required. Prerequisite: Participants are responsible for their own work boots and outdoor clothing to seasonal conditions. This class is for individuals who possess previously expired S-100 certification and need to be re-certified.

May 10	Sat	0830-1630	1 day	MRC	CRN	29833

RENR 1145 **$179**
CHAINSAW SAFETY AND USE
Basic training in the use and operation of power saws. Includes theory, safety and proper usage of chainsaws for simple functions in various work environments. Prerequisite: Student is responsible for own safety footwear. (0.5 credit)

May 10	Sat	0830-1630	1 day	BBY	CRN	29742

NEW **RENR 1144** **$295**
ATV RIDER COURSE
Provides theory and practical training in safe all-terrain vehicle operation for industrial and recreational users. Taught using the B.C. Safety Council industrial training program, and the Canadian Safety Council program, riders learn to safely operate, load, unload and transport ATVs. Successful participants will receive both BCSC and CSC certification. ATVs are provided for this course. Prerequisite: None. (0.5 credits)

Apr 12	Sat	0830-1630	1 day	BBY	CRN	52335
May 17	Sat	0830-1630	1 day	BBY		52336

RENR 1146 **$550**
FALLING AND BUCKING
WCB recommended training standard for falling and bucking procedures. The goal is to develop the knowledge, skills and attitude to operate chainsaws in a safe and productive manner in the work environment. (2 credits) Prerequisite: Survival First Aid recommended. Student is responsible for own footwear. All other equipment is supplied. (2 credits)

May 5	Mon-Fri	0830-1600	1 wk	BBY	CRN	29743

NEW **RENR 1147** **$115**
POWER BOAT OPERATORS CERTIFICATE
This course includes everything you need to obtain your Pleasure Craft Operator Card. This card is a requirement for all youth and adults operating a power boat under four meters (13 feet) in length. Included are instruction, the Red Cross On Board study manual and CD-ROM, equipment demonstrations and the Pleasure Boat Operators Examination. (0.5 credit)

Apr 9	Wed	1830-2200	2 days	BBY	CRN	52310
May 7	Wed	1830-2200	2 days	BBY		52311
May 24	Sat	0830-1600	1 day			52318
Jun 11	Wed	1830-2200	2 days			52323

RENR 1601 **$590**
INTRODUCTION TO LOG SCALING (COASTAL)
A 5-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. Prerequisite: caulk boots. For further course information contact Don Campbell at 604-432-8891 or Don_Campbell@bcit.ca or Dina Patterson at 604-432-8539. (2.5 credits)

May 5	Mon-Fri	0830-1630	1 wk	BBY	CRN	52324

RENR 2510 **$590**
LOG RESIDUE AND WASTE SURVEY CERTIFICATION
A course on B.C. coastal log waste and residue surveying. The course will be a combination of class and field studies and will prepare participants for provincial certification examinations. Actual certification will be dependent on individual skills and abilities. Prerequisite: Forestry Experience is required before you can register. Contact Wayne Horvath at 604-432-8506 for further information. To register contact Dina Patterson at 604-432-8539. (2 credits)

May 12	Mon-Fri	0830-1630	1 wk	MRC	CRN	23058

Note: Students must be approved to register.

Advanced Diploma in Renewable Resource Management

604-451-6911 Peter_Barss@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

The Renewable Resource Management Advanced Diploma Program (ADP) – Co-op Option combines management training with practical work experience. It is designed to develop teamwork-building, problem-solving, decision-making and interpersonal skills, to prepare graduates for roles as project supervisors, field leaders and information coordinators in the resource sector. The entrance requirement is a Technology diploma or a degree in a related field, English 12 or equivalent, good communication and technical problem-solving skills, a good disposition toward teamwork, and fundamental computer literacy. Qualified applicants with sufficient related work experience may apply to have the co-op work term credits granted through the Prior Learning Assessment and Recognition (PLAR) program. Contact the Renewable Resources Technology cooperative education office at 604-451-6911 or the Part-time Studies program assistant at 604-432-8539 for further information. You may choose to enrol in the full term of academic courses as a full-time student, or complete individual academic credits course-by-course for personal or career enhancement. For course availability, please see the Renewable Resources Technology section of this flyer or visit the program Web site at www.renewres.bcit.ca/rrm.htm

RENR 5011 **$290**
URBAN ENVIRONMENTAL PLANNING
Examines urban environmental planning issues in British Columbia, including air, land, water and habitat concerns. Focuses on tools available to local governments to address environmental planning, including Official Community Plans, zoning, environmental bylaws, growth management plans, watershed plans, streamside protection, stewardship initiatives, and site planning. Case studies are used to focus class discussions. Prerequisite: Contact Dina Patterson at 604-432-9539 for further course details. This course is part of the Renewable Resource Management Advanced Diploma Program. Interested individuals are encouraged to visit the program Web site at www.renewres.bcit.ca/rrm. (1 credit)

Apr 21	Mon/Tue	0830-1630	2 days	BBY	CRN	50692

RENR 5301 **$565**
MULTI-CULTURAL AND FIRST NATIONS AWARENESS
Provides intercultural training to achieving cross-cultural understanding in resource management. Part one includes cultural encounters, introduction to immigrant groups, South East Asian, South Asian, African and European peoples. Part two focuses on First Nations peoples, and will help participants build a broader understanding and appreciation of First Nations values and concerns. A Coast Salish lunch and field trip may be included. (2 credits)

Apr 8	Tue-Fri	0900-1630	1 wk	NVAN	CRN	50689

RENR 5780 **$290**
ENVIRONMENTAL ASSESSMENT
This course covers the basics of environmental assessment (EA) procedures, the stages, roles and responsibilities, types of projects requiring an EA, time limitations, the approval process and the role of other jurisdictions. Prerequisite: Contact Dina Patterson at 604-432-8539 for further course details. This course is part of the Renewable Resource Management Advanced Diploma Program. Interested individuals are encouraged to visit the program Web site at www.renewres.bcit.ca/rrm. (1 credit)

Apr 4	Thr/Fri	0830-1630	2 days	BBY	CRN	50688

RRET 3278 **$520**
COMPUTER APPLICATIONS IN FOREST ROAD DESIGN
This course focuses on key elements of forest road design including: route surveys, design parameters, horizontal and vertical alignment, earthwork volumes, mass haul diagram, construction survey and design presentation. Course provides participants with an opportunity to use RoadEng as a tool for completing a finished road design that meets industry standards. Prerequisites: Working knowledge of Windows and field experience in the layout and surveying of forest roads.

May 12	Mon-Thr	0830-1630	1 wk	BBY	CRN	29745

Urban and Community Forestry Program, Statement of Completion

604-456-8033 Peter_Barss@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

An increased demand for programs that tackle environmental issues in urban and rural settings is evident. The Urban and Community Forestry is filling an increasing need in the Lower Mainland for the management of urban plants and animals to meet community goals, such as education, habitat restoration, and user safety. This non-technical program will be of interest to community stewardship groups and volunteers, gardeners, environmental groups and interested private landowners. The objective of this program would be to provide both theory and "hands on" experience leading to a Statement of Completion in Urban and Community Forestry. Each half credit Urban and Community Forestry course is a total of eight (8) hours in length. The courses are scheduled on a Wednesday evening from 1830-2130 (3 hrs) and on a Saturday from 1000-1530 (5 hrs). Courses are open to anyone and in most cases can be taken in any sequence, as stand-alone courses, or as part of a program resulting in a Statement of Completion in Urban and Community Forestry. There are no prerequisites to start the program. The Statement of Completion is obtained when you have successfully completed 20 of the courses (this totals 10 credits or 160 hours of instructional time). Visit the Urban and Community Forestry Web site at www.renewres.bcit.ca/urban

RRUF 1101 **$105**
TREE IDENTIFICATION
This introductory course examines the coniferous and deciduous tree species native to the Lower Mainland of British Columbia. A field trip is planned for the Saturday. (0.5 credits)

May 7	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	29737

RRUF 1103 **$105**
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. (0.5 credits)

Apr 30	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	52325

RRUF 1104 **$105**
SOIL CONSERVATION
This course introduces issues surrounding the conservation of the soil resource in forests. These include soil erosion and compaction associated with trail construction and urbanization, soil pollution, and the effects of altered soil hydrology on the forest system. Strategies regarding the conservation of soil resource will be introduced. (0.5 credits)

Apr 16	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	28989

RRUF 1201 **$105**
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. (0.5 credits)

Apr 2	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	52326

RRUF 1202 **$105**
FOREST INSECTS AND DISEASE
Describes a selection of important insects and diseases likely to be encountered in an urban forest setting. Emphasis will be placed on basic biology of the organism including methods of spread, reasons for infection, potential for increase or spread, and role(s) of these organisms in forest ecosystems. An outdoor session will emphasize recognition of these organisms and the symptoms they produce. (0.5 credit)

May 21	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	29739

RRUF 1302 **$105**
URBAN WILDLIFE
Come and learn about the diversity of wildlife found in Lower Mainland urban environments. Identification of common wildlife species and discussions of management issues will be covered in the classroom and on the field trip to a local wildlife viewing area. For the field trip you will need: binoculars, lunch, rain gear, sturdy shoes. (0.5 credits)

Apr 23	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	52327

RRUF 1303 **$105**
STREAM RESTORATION
Many urban and rural streams have been lost or damaged, but many of these can be recovered. This course introduces methods to restore streams, improve the timing and quantity of water flow, decrease erosion, sedimentation and pollution and create stream and stream-side habitat. (0.5 credits)

May 28	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	52328

RRUF 1304 **$105**
FOREST RESTORATION
Introduces the planning and consultative process used to accurately assess an urban forest restoration problem, as well as the technical range of factors, which commonly determine an appropriate solution. These principles will be demonstrated in a field trip to a five-year old forest restoration project in the city. (0.5 credits)

Jun 11	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	52329

RRUF 1401 **$105**
RIGHT TREE/RIGHT PLACE
Trees provide many valuable functions in yards, streets, parks and within the forest, such as shade and wind protection. Trees can also introduce hazards, for example under power lines, or near foundations. Selecting the right type of tree for the right site to perform the functions you need is the focus of this course. (0.5 credits)

May 20	Tue/Thr	1800-2200	2 days	BBY	CRN	52330

RRUF 1502 **$105**
RECREATIONAL URBAN FORESTS
Parks can be for preservation, or for active use. Learn about the responsibilities of the district or municipal government related to these parks, and ways that communities can be involved in park management. Learn about the effects of human use on park resources, for example, soil compaction and vandalism, and about the roles of park security. (0.5 credits)

Apr 9	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	52331

RRUF 1505 **$105**
INTRODUCTION TO MAPS AND AERIAL PHOTOGRAPHS PART 1
Maps and aerial photos contain a wealth of information about our natural environment and are an important tool to find your way home at the end of a days hike. Learn how to view aerial photos in 3D, recognize features on maps and photos and how to navigate using maps and photos. (0.5 credits)

May 27	Tue/Thr	1800-2200	2 days	BBY	CRN	50802

RRUF 1506 **$105**
INTRODUCTION TO MAPS AND AERIAL PHOTOGRAPHS PART 2
Building on the topics in RRUF 1505. This course introduces the uses and features of aerial photos and map for navigating or orienteering in the woods. Use of contour maps and compasses will be introduced. An outdoor lesson is planned for the Saturday. Prerequisite: RRUF 1505 or approval of the instructor. Contact Dina Patterson at 604-432-8539 if further information is needed. (0.5 credit)

Jun 4	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	50803

RRUF 1507 **$105**
NAVIGATING THE OUTDOORS USING GPS
GPS units are increasingly popular for outdoor recreation as well as for surveys and inventory of trees, streams and more. This course will provide an overview of GPS, how to use it to navigate, and how to find locations on maps and in the outdoors. An outdoor lesson is planned for the Saturday. Prerequisite: Completion of RRUF 1505 and 1506 or approval of the instructor. Contact Dina Patterson at 604-432-8539 if further information is needed. (0.5 credit)

Jun 18	Wed Sat	1830-2130 1000-1530	2 days	BBY	CRN	50804

Civil and Structural Engineering Technology

604-451-6969 David_Wong@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

CIVL 0110 **$875**
POLYFUSION TRAINING WORKSHOP
Designed to be a more in-depth look at polyethylene pipe, the fusion process, testing procedures and practical experience producing butt fusion joints, data logging, qualifying of fusion joints and initiating a quality assurance program. A certificate will be issued upon successful completion.

Apr 8	Tue-Thr	0800-1630	1 wk	BBY	CRN	52111

CIVL 1580 **$385**
CONSTRUCTION MATERIALS TESTING FUNDAMENTALS
Familiarizes students with lab and testing procedures for testing construction materials. Prerequisite to CIVL 1590, 2224, 2582. (2.5 credits)

Apr 16	Wed	1845-2145	10 wks	BBY	CRN	20736

CIVL 1622 **$425**
HIGHWAY DESIGN 1
Introduces the basic elements of highway and street design based on topographic mapping and geometric design standards. Prerequisite: CIVL 2003. (3 credits)

Jul 22	Tue/Thr	1845-2145	5 wks	BBY	CRN	52295

CIVL 1720 **$385**
CIVIL PROJECT COST ESTIMATING
Covers construction cost estimating and site documentation in cost control for civil engineering projects pertaining to roadwork, water, sewer, and building construction. Topics include quantity takeoffs, productivity rates, labour and material costing, construction equipment and machinery, and project cost control. (2.5 credits)

Apr 7	Mon	1845-2045	8 wks	BBY	CRN	50886

CIVL 2002 **$680**
MECHANICS OF MATERIALS
Introduces the stress-strain relationships in three common construction materials (timber, steel and concrete), shear stresses in beams, deflection and rotation, restrained and continuous beams, eccentric loading and combined stresses. Mohr's circle analysis and column theory. Prerequisite: CIVL 1000. (4 credits)

Apr 8	Tue/Thr	1845-2145	10 wks	BBY	CRN	28522

CIVL 2003 **$485**
COMPUTER AIDED DESIGN 1
Using AutoCAD software, the student is introduced to drawing preparation and simple designs in civil engineering. (2.5 credits)

Jun 24	Tue/Thr	1845-2145	5 wks	BBY	CRN	50901

CIVL 2005 **$355**
CIVIL COMPUTER APPLICATIONS 1
Focuses on the personal computer as an analysis/design tool used to solve routine engineering problems. The course provides an introduction to the BASIC programming language. Emphasis is placed on computer-assisted solutions to practical civil and structural engineering problems. The course is delivered through lectures and hands-on computer lab sessions. Prerequisites: CIVL 1000 and MATH 1421. (2 credits)

Apr 5	Sat	0930-1230	10 wks	BBY	CRN	50894

CIVL 2006 **$355**
CIVIL COMPUTER APPLICATIONS 2
Introduces the use of spreadsheet software to solve routine engineering problems. Emphasis is placed on computer-assisted solutions to practical civil and structural engineering problems. The course is delivered through lectures and hands-on computer lab sessions. A spreadsheet project is a mandatory component of the course. Prerequisite: CIVL 1100. (2 credits)

Jun 28	Sat	0930-1230	5 wks	BBY	CRN	50898

CIVL 4100 **$575**
ELEMENTARY STRUCTURE DESIGN
Provides a general introduction to the design of statically determinate structures. Topics include limit states design philosophy, determination of dead load and live load effects according to national standards, design of simple tension and compression. Prerequisite: CIVL 2002. (3 credits)

Jun 23	Mon/Wed	1845-2145	5 wks	BBY	CRN	50905

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CIVL 4110 **$575**
WOOD DESIGN
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)

Jul 28	Mon/Wed	1845-2145	5 wks	BBY	CRN	50903

CIVL 4111 **$575**
STEEL DESIGN
Introduces the limit states design of statically determinate structures comprised of steel. 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)

Jul 29	Tue/Thr	1845-2145	5 wks	CRN	52298

Public Works Operations

604-451-6969 David_Wong@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

PUBW 1001 **$300**
INTRODUCTION TO PUBLIC WORKS OPERATIONS
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, watermains or roadworks training courses. (1 credit)

Apr 3	Thr	1830-2130	6 wks	BBY	CRN	28523

PUBW 1105 **$530**
WASTE WATER OPERATOR 1
Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages, and testing. 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 or PUBW 1002. (3 credits)

Apr 8	Tue	1830-2130	12 wks	BBY	CRN	50992

PUBW 1114 **$530**
WATER OPERATOR 1
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 Prerequisite or co-requisite: PUBW 1001 or PUBW 1002. (3 credits)

Apr 2	Wed	1830-2130	12 wks	BBY	CRN	50993

PUBW 2102 **$385**
STORM SEWERS 1
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)

Apr 3	Thr	1830-2130	10 wks	BBY	CRN	27236

PUBW 2105 **$530**
WASTE WATER OPERATOR 2
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)

Apr 7	Mon	1830-2130	12 wks	BBY	CRN	52308

PUBW 2114 **$530**
WATER OPERATOR 2
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) Prerequisite: PUBW 1113 or PUBW 1114. (3 credits)

Apr 24	Thr	1830-2130	12 wks	BBY	CRN	52309

PUBW 2207 **$575**
VALVE OPERATION AND MAINTENANCE
Topics include routine maintenance of pressure relief, altitude, surge and flow limiting valves, sizing and selection of valves and actuators as well as the operating principles of remote control valves. Prerequisite: PUBW 1114 or PUBW 1113. (3 credits)

Apr 16	Wed	1830-2130	12 wks	BBY	CRN	29836

Architectural and Building Engineering Technology

604-412-7477 Janet_Snell@bcit.ca
604-432-8586 Beverly_Mcquarrie@bcit.ca

Attendance at an Information Session is highly recommended. Next Session as below or visit www.bcit.ca/infosessions.

March 24, 2003
Building NE1, Room 317
1800 - 1915

Programs of Study
- 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

***Home Improvement Series

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 and 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
	Elective	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 and 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
Elective		3.0
Total Credits Required		**21.0**

Certificate in Architectural & Building Engineering Technology
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. Some 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.

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
COMM 1103	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:		
BLDC 3060	Building Envelope: Laboratory	3.0
BLDG 1008	Residential Landscape Design	1.5
*BLDG 1830	B.C. Building Code: Part 3 Introduction	3.0
*BLDG 1835	B.C. Building Code: Part 3 – Advanced	3.0
BLDG 1825	B.C. Building Code: Part 9 Multi Unit and Small Buildings	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

*new format

BLDC 1000 **$365**
ARCHITECTURAL GRAPHICS
Introduces Architectural Drafting. Covers basic architectural drafting techniques and skills. Drawing development with emphasis on line techniques, graphic symbols and industry standards. Graphical communication required for the preparation of development permit drawings for residential buildings. Covers techniques necessary for creating 3 dimensional drawing. (3 credits)

Apr 7	Mon	41845-2145	12 wks	BBY	CRN	52387

*no class on statutory holidays – alternate: Tue, Apr 27 & May 26

BLDC 1200 **$365**
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. Previous drafting experience or BLDC 1000 is recommended prior to taking this course. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52388

BLDC 1205 **$365**
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, and western wood frame detailing, and preparation of a partial set of working drawings for a single family residence. Prerequisite: BLDC 1200. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	29769

BLDC 1300 **$365**
ESTIMATING 1
Introduces the student to reading construction drawings and specifications and the measurement of construction work. Specific study of methods of measurement techniques applicable to sitework (excavation), concrete and masonry quantity takeoffs. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	50861

BLDC 1500 **$365**
B.C.BUILDING CODE: PART 9 (SFD)
Provides a working knowledge of Part 9 of the 1998 B.C. Building Code as it applies to single family dwellings. Gives students the basic skills required to check plans, inspect buildings and deal with questions relating to Part 9, at an elementary level. Covers acceptable materials, systems and methods used in housing construction. Students must bring B.C. Building Code to the first class. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28712
Apr 9	Wed	1845-2145	12 wks	BBY	CRN	52392

*Students who successfully pass this course are eligible to write the BOABC (Building Officials Association of BC) level 1 exam. Please contact BOABC at 604-720-9516 for further information)

BLDC 2005 **$365**
ARCHITECTURAL PLANNING 2
Introduces municipal policies and regulations, which govern property development. Emphasis is placed on zoning and parking by-laws and their impact on types of uses and building size. Presents the development permit application process. Prerequisite: BLDC 2000. (3 credits)

Apr 7	Mon	1845-2145	12 wks	BBY	CRN	28702

**No class on Statutory Holidays April 21 and May 19 alternate dates and times will be Wed April 16 and Wed May 14

BLDC 2050 **$365**
MATERIALS AND METHODS 2
Continues from BLDC 1050 acquainting students with the manufacturing process of various materials and emphasizing the methods in which they are implemented in a construction project. Div 7 to 16 of Masterformat. (3 credits)

Apr 10	Wed	1845-2145	12 wks	BBY	CRN	28703

BLDC 2400 **$545**
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 drafting skills and familiarity with Windows. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28704

BLDC 2405 **$545**
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. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28709

BLDC 3050 **$365**
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)

Apr 7	Mon/Wed	1845-2145	12 wks	BBY	CRN	28710

*No class on Statutory Holidays April 21 or May 19 make up classes will be Wed., April 23 and Wed., May 21

BLDG 0001 **$215**
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.)

Apr 24	Thr + 1	1845-2145	6 wks	BBY	CRN	26856
May 3	Sat+ 1	0930-1230	6 wks	BBY		50483

*no class on Sat. May 17.

BLDG 1008 **$210**
RESIDENTIAL LANDSCAPE DESIGN
Presents an overview of the design process for creating garden layouts and planting plans 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)

May 3	Sat	1330-1630	6 wks	BBY	CRN	29771

*no class on Sat. May 17.

BLDG 1825 **$365**
B.C. BUILDING CODE: MULTI UNIT AND SMALL BUILDINGS
Examines Part 9 of the 1998 B.C. Building Code as it applies to multi-unit residential 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 at an elementary level. Some duplication of material covered in BLDC 1500. Students must bring the B.C. Building Code to the first class. Prerequisite: Knowledge of building construction. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	29772

BLDG 1830 **$365**
B.C. BUILDING CODE: PART 3
Introduction to building code requirements related to Part 3 of the B.C. Building Code. Provides students with basic skills and a general working knowledge of the code to analyse Part 3 buildings relating to passive fire protection features. This course will be followed by BLDG 1835 B.C. Building Code: Part 3 Advanced. Students must bring B.C. Building Code to the first class. Prerequisite: Knowledge of building construction. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52396

BLDG 2860 **$405**
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)

Apr 8	Tue	1845-2145	6 wks	BBY	CRN	52397

BLDG 2865 **$405**
VECTORWORKS 2
Building on skills learned in BLDG 2860, participants will explore MiniCAD's 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)

May 20	Tue	1845-2145	6 wks	BBY	CRN	52398

BLDG 3840 **$545**
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 assemblies. Prerequisite: BLDC 1300 or construction estimating experience with departmental approval. Familiarity with Windows.

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	20939

Certified Property Inspection Courses
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 (CHI) Certification. Courses must be taken in order and a final grade of 70% 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
BLDC 1500	B.C. Building Code: Part 9 (SFD)
BLDG 2925	House Inspection 2
BLDG 2935	House Inspection 3: Report Writing
BLDG 2945	House Inspection 4: Field Inspection

BLDG 2915 **$545**
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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	20935

BLDG 2925 **$605**
HOUSE INSPECTION 2
Demonstrates how to analyse the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a field trip date and time to be announced in class. Prerequisite: BLDG 2915, BLDC 1500 and knowledge of components/systems in houses. (3 credits)

Apr 8/10	Tue/Thr	1845-2145	6 wks	BBY	CRN	26469

BLDG 2935 **$405**
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: English 12 or equivalent, *BLDG 2915* and *BLDG 2925*. (3 credits)

Apr 12	Sat	0930-1230	12 wks	BBY	CRN	27261

BLDG 2945 **$720**
HOUSE INSPECTION 4
Provides students with practical experience in conducting house inspections. Includes five field trips to donduct inspections, each followed by a classroom session to review inspections. Prerequisite: BLDG 2915, BLDC 1500, BLDG 2925, BLDG 2935 with a final grade of 70% in each course.

May 27	Tue/Thr	1845-2145	6 wks	BBY	CRN	26862

BLDG 3840 **$545**
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 assemblies. Prerequisite: BLDC 1300 or construction estimating experience with departmental approval. Familiarity with Windows.

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	20939

Home Improvement Series
The Home Improvement series of courses is aimed at homeowners, property managers, contractors and others interested in small-scale residential design and improvement. The courses require no prerequisites and may be taken in any order. These are short, introductory courses which are offered in this series on a non-credit basis.

- Build Your Own House
- Residential Landscape Design
- Blueprint Reading for Houses
- 3D Home Architect (Computer Aided Drafting)
- House Renovation

BLDG 0001 **$215**
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)

Apr 24	Thr + 1	1845-2145	6 wks	BBY	CRN	26856
May 3	Sat+ 1	0930-1230	6 wks	BBY		50483

BLDG 1008 **$210**
RESIDENTIAL LANDSCAPE DESIGN
Presents an overview of the design process for creating garden layouts and planting plans 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)

May 3	Sat	1330-1630	6 wks	BBY	CRN	29771

Construction Operations, Supervision and Site Management

- Statement of Completion in Construction Operations
- Associate Certificate in Construction Supervision
- Associate Certificate in Site Management

604-453-4009 Herb_Maretz@bcit.ca
604-432-8586 Beverly_Mcquarrie@bcit.ca

Attendance at an Information Session is required.
Wednesday March 26 2003
Building NE1, Room 317
1800 - 1915

(See schedule at Beginning of Section or visit www.bcit.ca/infosessions)

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.

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 department approval for direct entry. Registration in the 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**

BLDT 1021 **$200**
CONSTRUCTION DRAWINGS
Provides an introduction to the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essential for further studies in site processes, construction procedures and estimating. Prerequisite: Grade 10 English and Grade 10 Math, or pre-approved program. (1.5 credits)

Apr 28	Mon	1845-2145	6 wks	BBY	CRN	29763

*no class May 19 – Stat Holiday

BLDT 1031 **$365**
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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52401

BLDT 1051 **$365**
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)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	50862

BLDT 1061 **$365**
BASIC MANAGEMENT AND ETHICS
Introduces basic supervision and management skills. Topics include management responsibilities interpersonal and communication skills, leadership, teamwork, negotiation, and dispute resolution. Basic ethical rights and principles are examined, as well as various industry codes of ethics. Relevant case studies are reviewed as they relate to ethical issues in the workplace. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	29765

BLDT 2042 **$365**
BASIC CONSTRUCTION DESIGN PRINCIPLES 2
Continues from BLDT 2041. Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction, earthworks, formwork and concrete. Prerequisite: Successful completion of Construction Operations program or department approval and BLDT 2041. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN	28696

BLDT 2051 **$365**
CONSTRUCTION MATERIALS AND ASSEMBLIES
A conceptual introductory course which acquaints students with the materials and assemblies encountered in project work from Divisions 1-9 of the Masterformat. 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)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	50863

BLDT 2061 **$365**
COMPUTER APPLICATIONS IN CONSTRUCTION
Introduces computer applications of Microsoft Word, Excel, Project2000, and Windows, for file set up, retrieval and the use of the Internet as a resource. Includes preparation/use of tools for communication with: consultants, suppliers, subcontractors, and others in the industry. Demonstrates how to research information and how to stay current in technical areas, basic estimating, basic scheduling, progress claim preparation and techniques. Prerequisite: BLDT 2021. Successful completion of Construction Operations program or departmental approval, a background in a Windows and Excel environments. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	50864

BLDT 2071 **$200**
SAFETY LEGISLATION
Defines the contractor's and owner's role in construction as it pertains to site safety and accident prevention. Prerequisite: Successful completion of Construction Operations program or departmental approval. (1.5 credits)

Apr 7	Mon	1845-2145	6 wks	BBY	CRN	29767

*no class Mon April 21 or Mon May 19 – Statutory Holidays

BLDT 2081 **$200**
ENVIRONMENTAL LEGISLATION
Defines the contractor's and owner's role in construction as it pertains to site environment accountability. Prerequisite: Successful completion of Construction Operations program or departmental approval. (1.5 credits)

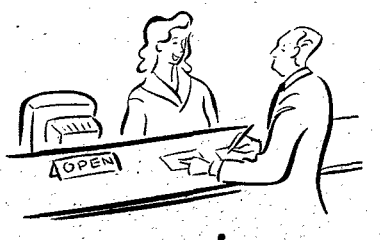
Jun 2	Mon	1845-2145	6 wks	BBY	CRN	29768

continued next page

Five ways to register

online
www.bcit.ca

by fax
Burnaby: 604-430-1331
Downtown: 604-687-2488



in person
(see page 3)

by phone
604-434-1610

by mail
(see page 3)

NEW **Associate Certificate in Site Management**
Site Management – Associate Certificate

The Site Management Associate Certificate program provides further study in business and construction related topics. The courses offer more specialized subject matter, and also provide an emphasis on management growth and skills. It has been developed to supplement graduates with a broader base of knowledge at their place of work. It is also intended to prepare students for further study in the construction field and the degree program.

Requirements			Credits
BLDC	3050	Building Envelope Performance	3.0
BLDC	1300	Estimating	3.0
BLDG	1830	B.C. Building Code Part 3 – Introduction	3.0
BLDG	1835	B.C. Building Code Part 3 – Advanced	3.0
BLDG	3840	Computer Construction Estimating	3.0
NEW		Scheduling and Document Control using Primavera	3.0
FMGT	1100	Accounting	4.0
MKTG	1102	Essentials of Marketing	3.0
Total Core Course Credits			25.0
Elective Courses (courses must comprise a minimum of an additional 6 credits)			
BUSA	1005	Introduction to Business	3.0
BUSA	1305	Supervisory Skills	3.0
BUSA	2905	Managing Conflict in the Workplace	3.0
MKTG	1324	Small Business Development	3.0
ORGB	2505	Interpersonal Skills	3.0
Elective Credits Required			6.0
Total Credits Required			31.0

Construction Management Academic Bridge Diploma Program (Part-time)

604-412-7469 Mary_Sadowski@bcit.ca

This program is intended to build upon previous credentials offered in the construction arena, with the objective of program participants being to be accepted into the Bachelor of Technology in Construction Management degree completion program.

In preparing individuals for the academic achievements expected of those in a degree program, more emphasis is placed on core academic topics balanced with upper-level diploma courses specific to the program. This balance also incorporates computer-based topics and independent directed studies (in the form of a project). This program will build upon your knowledge and skills in areas such as mathematics, physics, CAD drafting, and communications. It also introduces others topics such as quality management, information technology, human resource management, and management.

Entrance Requirements
High school graduation. English 12(C). Math 11(C).
Journeyperson status (Inter-provincial Red Seal certificate or Certificate of Qualification)
Statement of Completion in Construction Operations
Associate Certificate in Construction Supervision
Associate Certificate in Site Management

Program Content		Hours	Credits
MATH 0001	Technical Mathematics Introduction	90.0	0
MATH 1011	Technical Mathematics 1: Trigonometry	36.0	3.0
MATH 1012	Tech Math 2: Logarithms and Analytical Geometry	36.0	3.0
PHYS 1301	General Physics 1	84.0	6.0
DRFT 1110	CAD Drafting	45.0	3.0
HRMG 3105	Human Resource Management	45.0	4.0
BUSA 2005	Management	45.0	4.0
COMM 2202	Business & Technical Correspondence	36.0	3.0
COMM 2203	Business & Technical Reports	36.0	3.0
CMAB 4100	Quality Management in Construction	36.0	3.0
CMAB 4200	Information Technology	36.0	3.0
CMAB 4900	Project	48.0	4.0
Total Credits Required			39.0

Offerings of the courses listed for this program can be found via the course finder on the BCIT Web site at:
http://courses.bcit.ca/

Construction Management Academic Bridge (Part-time)

604-412-7470 Mary_Sadowski@bcit.ca

This program is intended to build upon previous credentials offered in the construction arena, with the objective of program participants being to be accepted into the Bachelor of Technology in Construction Management degree completion program.

In preparing individuals for the academic achievements expected of those in a degree program, more emphasis is placed on core academic topics balanced with upper-level diploma courses specific to the program. This balance also incorporates computer-based topics and independent directed studies (in the form of a project). This program will build upon your knowledge and skills in areas such as mathematics, physics, CAD drafting, and communications. It also introduces others topics such as quality management, information technology, human resource management, and management.

Entrance Requirements
High school graduation. English 12(C). Math 11(C).
Journeyperson status (Inter-provincial Red Seal certificate or Certificate of Qualification)
Statement of Completion in Construction Operations
Associate Certificate in Construction Supervision
Associate Certificate in Site Management

Program Content		Hours	Credits
MATH 0001	Technical Mathematics Introduction	90.0	0
MATH 1011	Technical Mathematics 1: Trigonometry	36.0	3.0
MATH 1012	Tech Math 2: Logarithms and Analytical Geometry	36.0	3.0
PHYS 1301	General Physics 1	84.0	6.0
DRFT 1110	CAD Drafting	45.0	3.0
HRMG 3105	Human Resource Management	45.0	4.0
BUSA 2005	Management	45.0	4.0
COMM 2202	Business & Technical Correspondence	36.0	3.0
COMM 2203	Business & Technical Reports	36.0	3.0
CMAB 4100	Quality Management in Construction	36.0	3.0
CMAB 4200	Information Technology	36.0	3.0
CMAB 4900	Project	48.0	4.0
Total Credits Required			39.0

CMAB 4100 **$305**
INTRODUCTION TO QUALITY MANAGEMENT IN CONSTRUCTION
Per ISO 9001-2000, participants will review Quality Management Systems, prepare a Quality Plan and a Work Method, and recognize the consequences of quality practices on construction projects. Examination of CSA A23.1 and .2-2000 standards will provide the basis for understanding quality control, inspection, and testing practices in concrete construction. (1 credit)

Apr 17	Thr	1830-2130	12 wks	BBY	CRN	51005

All other offerings of the courses listed for this program can be found via the course finder on the BCIT Web site at:
http://courses.bcit.ca/

Interior Design Programs

604-456-8150 intd@bcit.ca
604-456-8155 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 1
INTD 1010	History of Furniture
INTD 2020	Interior Design Drafting 2
INTD 3040	Space Planning 1
AICO 1160	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 2030	Business Practices for Interior Design
INTD 4000	Directed Studies Project

Any of the above courses may be done part-time or in a Fast Track schedule that allows completion in one year. The courses shown above are broken into four terms for the Fast Track schedule. Each four courses per term may be taken during the day or evening to fit your schedule.

Courses Offered this Term

INTD 0010 **$323**
FREEHAND DRAWING
Introduces student to drawing as a means of visual communication. The focus is on developing freehand drawing skills to assist student in design presentation drawing. INTD 0010 is a required course before taking INTD 3110. (Non-credit)

Apr 9	Wed	0900-1200	12 wks	BBY	CRN	50102
Jul 2	Mon/Wed	0900-1200	6 wks	BBY		50467

INTD 1000 **$323**
INTERIOR DESIGN BASIC
Introduces the field of interior design. Student will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program, and may be taken concurrently with INTD 1010, INTD 1020, INTD 2000 or INTD 3070. (3 credits)

Jul 21	Mon-Fri	0900-1700	1 wk	BBY	CRN	20962
Apr 7	Mon	1730-2030	12 wks	DTC		20963
Apr 7	Mon	1800-2100	12 wks	BBY		20964
Apr 12	Sat	0900-1200	12 wks	BBY		20965
Apr 9	Wed	1800-2100	12 wks	BBY		20967
Apr 9	Wed	0900-1600	6 wks	BBY		21296
May 20	Tue-Sat	0900-1700	1 wk	BBY		28813

INTD 1010 **$323**
HISTORY OF FURNITURE
Covers the history of furniture from ancient Egypt to the 20th century. May be taken concurrently with INTD 1000. (3 credits)

Apr 8	Tue	1800-2100	12 wks	BBY	CRN	20968
Apr 9	Wed	1800-2100	12 wks	BBY		20969
Apr 9	Wed	0900-1200	12 wks	BBY		27507
Apr 12	Sat	0900-1200	12 wks	BBY		52266

INTD 1020 **$713**
INTERIOR DESIGN DRAFTING 1
Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables student to present plans, elevations, and sections with correct architectural symbols in presentation. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000, INTD 1010, INTD 2000 or INTD 3070 only. (6 credits)

Apr 8	Tue/Thr	0900-1200	12 wks	BBY	CRN	26307
Apr 5	Sat	0900-1600	12 wks	BBY		52267
Apr 8	Tue/Thr	1800-2100	12 wks	BBY		52268

INTD 2000 **$347**
COLOUR AND LIGHTING
Provides student with colour theory and characteristics of lamps. INTD 2000 may be taken concurrently with INTD 1000, INTD 1010, INTD 1020 or INTD 3070. (3 credits)

Apr 7	Mon	1800-2100	12 wks	BBY	CRN	20970
Apr 8	Tue	1800-2100	12 wks	BBY		20971
May 28	Wed	0900-1600	6 wks	BBY		21297
Apr 8	Tues/Thr	0900-1200	6 wks	BBY		28903

INTD 2020 **$713**
INTERIOR DESIGN DRAFTING 2
Presents isometric views, shadow and light, construction and dimensioning. Focuses on the presentation of one and two point perspective. Prerequisite: 65% in INTD 1020. Student must bring transcript to first class. (6 credits)

Apr 5	Sat	0900-1600	12 wks	BBY	CRN	20972
Apr 9	Wed	0900-1600	12 wks	BBY		52269
Apr 7	Mon/Wed	1800-2100	12 wks	BBY		52270

INTD 2030 **$215**
BUSINESS PRACTICES FOR INTERIOR DESIGN
Presents information on basic business and marketing practices. Topics include portfolios, presentations, resumes, contracts and interviews relating to interior design. Prerequisite: INTD 1000. (1.5 credits)

Apr 7	Mon	1800-2100	6 wks	BBY	CRN	20980
Apr 9	Wed	0900-1200	6 wks	BBY		50054
July 2	Mon/Wed	0900-1200	3 wks	BBY		24095
July 3	Thr/Tue	0900-1200	3 wks	BBY		26082

INTD 3010 **$323**
GRAPHIC PRESENTATION
Teaches students to present design plans, elevations and perspectives graphically emphasizing the use of markers and coloured pencils. Prerequisite: INTD 2020. (3 credits)

Apr 10	Thr	1800-2100	12 wks	BBY	CRN	20973
Apr 10	Thr	0900-1200	12 wks	BBY		23121
Apr 8	Tue	0900-1200	12 wks	BBY		23579
July 3	Mon/Thr	0900-1200	6 wks	BBY		29443

INTD 3040 **$377**
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% in INTD 1020. (3 credits)

Apr 7	Mon	1800-2100	12 wks	BBY	CRN	24907
Apr 9	Wed	1800-2100	12 wks	BBY		24909
Apr 11	Fri	0900-1200	12 wks	BBY		27504
Apr 7	Mon	1800-2100	12 wks	BBY		50055

INTD 3050 **$323**
DETAIL/CONSTRUCTION MATERIALS
Acquaints student with the properties, characteristics and uses of materials used for interior construction and custom furnishing. Introduces the methods and techniques involved in the preparation of working drawings for interior construction and millwork. Prerequisite: INTD 2020. (3 credits)

Apr 11	Fri	0900-1200	12 wks	BBY	CRN	23588
Jul 3	Thr	0900-1200	6 wks	BBY		24617
	Thr	1300-1600				
Apr 10	Thr	1800-2100	12 wks	BBY		24908
Apr 7	Mon	1300-1600	12 wks	BBY		28804

INTD 3070 **$323**
MATERIALS 1
Covers interior finishing specifications and materials for floors, walls, ceilings, windows, and the characteristics of fabrics. Note: Student may not miss the first night of class. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000, INTD 1010, INTD 1020 or INTD 2000. (3 credits)

Apr 10	Thr	1800-2100	12 wks	BBY	CRN	20978
Apr 7	Mon	0900-1200	12 wks	BBY		27498

INTD 4000 **$260**
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% minimum. Before registering in the Senior Certificate program students must have 65% in INTD 4000. (1.5 credits)

May 22	Thr	1800-2100	6 wks	BBY	CRN	20979
Jul 22	Tue/Thr	0900-1200	4 wks	BBY		24093
Jul 22	Tue/Thr	1300-1600	4 wks	BBY		27126
May 20	Tue	1300-1600	6 wks	BBY		50056

INTD 4040 **$377**
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% in INTD 3040. (3 credits)

Apr 8	Tue	1800-2100	12 wks	BBY	CRN	20981
Apr 11	Fri	0900-1200	12 wks	BBY		25049
Jul 4	Mon	1300-1600	6 wks	BBY		27505
	Fri	0900-1200				
Apr 7	Mon	0900-1200	12 wks	BBY		28905

AICO 1160 **$545**
AUTOCAD 1 FOR INTERIOR DESIGN
Formerly AICO 1000 for Interior Design. Covers the tools and techniques for producing 2D CAD drawings. Topics include drawing, editing, view control, text, dimensioning, and drawing layout. Where applicable, assignments and exercises will be related to Interior Design. Prerequisites: INTD 1020 and familiarity with MS Windows. (3 credits)

Apr 7	Mon	0900-1600	6 wks	BBY	CRN	50840
Apr 8	Tue	0900-1200	12 wks	BBY		50841
Apr 8	Tue	1300-1600	12 wks	BBY		50842
Apr 9	Wed	1800-2100	12 wks	BBY		50843

INTD 4060 **$545**
AUTOCAD 2 FOR INTERIOR DESIGN
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. Prerequisites: 65% in AICO 1160 (formerly AICO 1000 for Interior Design) and 65% in INTD 2020. Student must bring transcripts to first class. (3 credits)

Apr 9	Wed	0900-1200	12 wks	BBY	CRN	28803
Apr 11	Fri	1300-1600	12 wks	BBY		23582
Apr 9	Wed	1300-1600	12 wks	BBY		23586
Jul 2	Wed	0900-1600	6 wks	BBY		27506
May 26	Mon	0900-1600	6 wks	BBY		28802

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	2080	Colour 2
INTD	3170	Millwork Drawings
INTD	2180	Design Theory
INTD	3110	Graphic Presentation 2*
INTD	3160	AutoCAD 3*
INTD	2010	Contemporary Furniture, Architecture and Design*
INTD	2070	Lighting 2
INTD	3120	Human and Environmental Factors
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	4260	AutoCAD 4
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 **$323**
CONTEMPORARY FURNITURE, ARCHITECTURE AND DESIGN
Student 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. Prerequisites: INTD 1000, INTD 1010. (3 credits)

Apr 10	Thr	1800-2100	12 wks	BBY	CRN	25141

INTD 2070 **$347**
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)

Apr 9	Wed	1800-2100	12 wks	BBY	CRN	51220

INTD 2101 **$265**
BARRIER-FREE DESIGN AND BUILDING CODE
Student will study residential and commercial barrier-free planning as it pertains to interior design. After successful completion of the course, student will have a basic understanding of how to use the National Building Code. Prerequisite: 65% in INTD 4000. (1.5 credits)

May 21	Wed	1300-1600	6 wks	BBY	CRN	25140

INTD 3110 **$323**
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: 65% in INTD 0010. (3 credits)

Apr 8	Tue	1800-2100	12 wks	BBY	CRN	27634

INTD 3120 **$323**
HUMAN/ENVIRONMENTAL FACTORS
Studies 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 built environment will be examined. Prerequisites: All Level 1 courses and INTD 2180. (3 credits)

Apr 8	Tue	1800-2100	12 wks	BBY	CRN	28801

INTD 3130 **$265**
VISUAL MERCHANDISING DISPLAY
Examines display areas and the elements used in arranging objects and artwork. Learn how to use colour, shape, scale, texture and finish to create vignettes. Prerequisites: INTD 1000, 1020, 2000. (1.5 credits)

Apr 9	Wed	1300-1600	6 wks	BBY	CRN	25142

INTD 3140 **$221**
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 is included in the course. Prerequisite: Completion of all courses in the first three terms of the Senior Certificate with a 75% average is required for work placement. (1.5 credits)

Jul 2	Wed	0900-1200	6 wks	BBY	CRN	26173

INTD 3150 **$323**
INTERIOR CONSTRUCTION AND RENOVATION
Wood-frame construction and other construction methods will be studied. A small residential project will incorporate building technologies and finishes pertaining to a renovation. Prerequisites: INTD 2180 and INTD 4140. (3 credits)

Apr 7	Mon	1300-1600	12 wks	BBY	CRN	26084

INTD 3160 **$545**
AUTOCAD 3 FOR INTERIOR DESIGN
Further advancement in AutoCAD training on current release for the PC. Upon completion, students will be able to do 3D projection and interior construction drawings. Prerequisite: 65% in INTD 4060. (3 credits)

Apr 10	Thr	1300-1600	12 wks	BBY	CRN	28799
Apr 10	Thr	1800-2100	12 wks	BBY		28800

INTD 3190 **$323**
DESIGN PROJECT
Working through one comprehensive project, students will learn how to take the basic design concept and develop it to completion. The project will encompass space planning, material and finish selection, full interior construction drawings, furniture selection, millwork details and a 3D model. Prerequisites: INTD 2070, 2080, 2180, 3110, 65% in 4140. (3 credits)

Apr 10	Thr	0900-1200	12 wks	BBY	CRN	26085

INTD 4100 **$323**
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)

Jul 1	Tue/Thr	1300-1600	6 wks	BBY	CRN	26172

INTD 4140 **$377**
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. (3 credits)

Apr 8	Tue	1800-2100	12 wks	BBY	CRN	27502

INTD 4170 **$265**
MATERIALS 2
Covers estimating the practical application of materials and commercial materials, standards and specifications. Prerequisite: INTD 3070. (1.5 credits)

Apr 8	Tue	0900-1200	6 wks	BBY	CRN	26171

INTD 4260 **$455**
AUTOCAD 4 FOR INTERIOR DESIGN
A further understanding of construction/working drawings, millwork detailing and scaling will be the main focus. Prerequisite: 65% in INTD 3160. (3 credits)

Apr 11	Fri	0900-1200	12 wks	BBY	CRN	51222

INTD 4400 **$265**
FURNITURE DESIGN
A continuation of millwork drawings and detailing. Prerequisite: 65% in INTD 3170. (1.5 credits)

Jul 7	Mon	0900-1200	6 wks	BBY	CRN	26175

INTD 4500 **$265**
DIRECTED STUDIES 2
Student is given an in-depth project to complete, using information and teachings covered in all the previous courses. Prerequisite: 65% in all Senior Certificate Level 2 courses. (1.5 credits)

Aug 12	Tues/Fri	0900-1200	3 wks	BBY	CRN	26174

Geomatics Engineering Technology

604-432-8627 David_Rutherford@bcit.ca
604-451-7001 Stephanie_Hristovsky@bcit.ca

NEW **SURV 0120** **$85**
THE NIGHT SKY – ASTRONOMY BASICS
Features of the night sky, major stars, constellations and galaxies. Classroom sessions in the BCIT planetarium and field trip to Cypress Bowl. Make and use a planisphere to locate stars. Celestial motion concepts, planet identification and star clusters will be shown and discussed. Hosted by one of Vancouver's best-known astronomers.

Apr 28	Mon/Wed	1845-2045	4 wks	BBY	CRN	52456

NEW **SURV 0129** **$185**
RECREATIONAL GPS
GPS treasure hunting – Geocaching, Degree Confluence Project, and Letterboxing. Covers recreational GPS, hardware interfacing, commercial and shareware mapping packages and their integration into your personal navigation tool set. Incorporating a personal GPS to your hiking, fishing, orienteering or urban exploring will add a new level of adventure and security.

Apr 26	Sat	0900-1200	4 wks	BBY	CRN	52453

SURV 1100 **$230**
SURVEY FUNDAMENTALS FOR INSPECTORS
Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Introduces terminology associated with leveling, leveling field procedures, note keeping and reductions. (1.5 credits)

Apr 8	Tue/ Sat	1845-2145 0900-1600	4 wks	BBY	CRN	21404

Note: SURV 1100 runs Tuesdays, April 8-29 and the last six hours of the class are held Saturday, May 3, 2003. The last class is a practical session in the use of basic surveying equipment.

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

SURV 1101 **$315**
SURVEY INSTRUMENT OPERATIONS: LEVELS
Principles of differential leveling using automatic levels through practical projects as sewer-line layout, grade and invert calculations, cut, fill and "as-built" surveys using bench mark and detail leveling procedures, industry booking formats and note reductions. Field-oriented to simulate actual engineering projects. Ideal for the municipal engineering and construction industry. (2.5 credits)

Apr 12	Sat	0900-1600	5 wks	BBY	CRN	27238

SURV 1104 **$320**
BASIC SURVEYING WITH TOTAL STATIONS
Basics of instrument setup, calibration and use of a variety of total stations including reflectorless technology. Angle and distance measurement procedures, elevation determinations, traversing and topographic/detail surveys, data collection and data processing on typical industry projects. Of interest to the municipal engineering and construction industry. (2.5 credits)

May 10	Sat	0900-1600	5 wks	BBY	CRN	23477

SURV 1117 **$510**
INTRODUCTION TO GPS DATA COLLECTION AND PROCESSING
Topics include: Basic GPS concepts. Field GPS modes and methods. Appropriate hardware, software, and methods for specific applications. Problems in GPS surveying. GPS mission planning. Hands-on code and carrier phase data collection and processing. Explanation of output files. Network adjustment and transformations. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	28488

NEW **SURV 1160** **$195**
POSITIONAL ASTRONOMY
Continuing education course for navigation and general interest. Covers fundamental concepts of positional astronomy, including coordinate and time systems. Enables students to perform computations and record field observations for the determination of azimuth, latitude and longitude using the field data collected. Familiarizes the student with the main constellations and stars. (1.5 credits)

Apr 22	Tue	1845-2145	6 wks	BBY	CRN	52451

SURV 2001 **$320**
LEICA GPS REAL TIME
Suited to the mapping industry, students will be able to explain the concepts and theory of GPS, interpret GPS specifications, describe GPS hardware, plan a GPS mapping project, compile and analyse GPS field data, perform a RealTime GPS survey, export a data file, using Leica equipment. (1 credit)

Jun 4	Wed-Thr	0830-1630	2 days	BBY	CRN	27551

NEW **SURV 2002** **$555**
REAL TIME GPS (TRIMBLE)
This Trimble Certified course is designed for those involved in the survey industry that are required to pickup and layout positions to centimetre accuracy. Topics include GPS fundamentals, hardware assembly and configuration, field procedures and data collection, data processing and editing. Hands-on field exercises use Trimble Navigation's 5700/5800 GPS total station and office data processing uses the most current version of Trimble Geomatics Office (TGO). Course includes a comprehensive manual. (1.5 credits)

Apr 15	Tue-Thr	0830-1630	3 days	BBY	CRN	51098

SURV 2003 **$575**
GLOBAL POSITIONING SYSTEM FUNDAMENTALS
Covers the fundamental concepts of the Global Positioning System hardware and software. Students will participate in hands on field surveys using Static, Rapid Static and Real Time Kinematic methods combined with mission data post processing and data analysis. This course is a prerequisite to SURV 2004, SURV 2005 and SURV 2006. (2 credits)

Apr 16	Wed	1845-2145	8 wks	BBY	CRN	51099

SURV 2009 **$300**
PRE ENTRY INTRODUCTION TO COGO AND CAD
Use of Rapid Transit to compute survey data and draft simple survey drawings: loading and saving drawings, Co-ordinate Geometry functions; drawing functions; editing functions. Prerequisite: Two years post secondary education in any of the following: geography, geology, math, physics or engineering. (3.5 credits)

Jul 7	Mon-Fri	0900-1600	2 wks	BBY	CRN	50497

SURV 2010 **$610**
PRE ENTRY FIELD SURVEYS
Upgrades students for direct entry into Term 3 for the Geomatics Diploma program. Topics include instrumentation, differential leveling, cut and fill, volumes, angle measurements, trigonometric leveling, traversing, data collection, layout, proficiency in using the HP48GX for calculation and data collection, downloading of data onto Rapid Transit software for survey drafting. Prerequisite: Two years post secondary education in any of the following: geography, geology, math, physics or engineering. (6 credits)

Jul 21	Mon-Fri	0900-1600	3 wks	BBY	CRN	29381

SURV 2011 **$610**
PRE ENTRY SURVEY COMPUTATIONS
Plane Trigonometry review, coordinate systems, angular misclosure, bearing reductions, traverse computation, Compass Rule adjustment, area calculation, inversing, horizontal and vertical curve data calculations, intersection and resection. Prerequisite: Two years post secondary education in any of the following: geography, geology, math, physics or engineering. (7 credits)

Aug 11	Mon-Fri	0900-1600	2 wks	BBY	CRN	29380

continued next page

NEW **SURV 5001** **$500**
EAGLE POINT FIELD SURVEY
Students will set Eagle Point operating units, plot scales, symbol library and field codes. The course will cover electronic data file import and editing, reductions settings, automatic line work. Also covered are traverse adjustments, manual note entry and node placement. A field lab will be part of the course. (1.5 credits)

Apr 28	Mon	1845-2145	6 wks	BBY	CRN	52450

SURV 5108 **$215**
FUNDAMENTALS OF SURVEYING
Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program. (1.5 credits)

Apr 12	Sat	0900-1200	6 wks	BBY	CRN	26351

SURV 5208 **$245**
FUNDAMENTALS OF GLOBAL POSITIONING SYSTEM
Introduces the fundamental concepts of Global Positioning System (GPS). Covers coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. (1.5 credits)

Jun 7	Sat	0900-1600	3 wks	BBY	CRN	26312

BCIT also offers a Bachelor of Technology in Geomatics. Please refer to page 14 for program details and course listings.

Industry Training

BCIT Geomatics Engineering Part-time Studies is available to consult with your company to develop specific courses to meet your needs in a variety of Geomatics and Land Information related topics. We also offer employee assessment in the Geomatics field. Contact Dave Rutherford, BCLS, CLS Part-time Studies Coordinator at 604-432-8627 or by e-mail David_Rutherford@bcit.ca. Visit our Part-time Studies Web page at www.bcit.ca.

Geomatics Direct Entry Program

For qualified candidates, the BCIT Geomatics Engineering department offers an opportunity for direct entry into the second year of a two year diploma program in Geomatics Engineering Technology. Qualified candidates may include those who have completed a Bachelor of Science or Diploma in Science from a recognized post secondary institution. Direct entry candidates can choose between either a field survey option or a digital mapping option.

Direct Entry courses include:

SURV	2009	Pre-Entry Introduction to COGO and CAD
SURV	2010	Pre-Entry Field Surveys
SURV	2011	Pre-Entry Survey Computations

For details on these options check the BCIT Geomatics Web site: www.geomatics.bcit.ca. For qualification details, contact Pui Lam in the Direct Entry and Re-admission Office at 604-432-8320.

Geographic Information Systems

604-451-7001 Stephanie_Hristovsky@bcit.ca

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through part-time studies or nine months of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline. BCIT also offers a Bachelor of Technology in Geomatics with a GIS option – see page 14 for details.

You do not have to become a GIS Advanced Diploma or degree student if you want to take a selection of our part-time GIS courses to help your career advancement. 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 online courses, any last minute part-time course offerings, day school equivalent course numbers for part-time courses, or to read more about the GIS program. You can access the GIS Home page from the BCIT Web site GIS program pages (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.

Courses Offered this Term

GIST 5001 **$300**
GIS PROGRAMMING 1
Prepares students for GIS programming for macros, utility programs, databases, data conversion, and application development. Students use Visual Basic .NET to develop structured and logical programs to manipulate GIS spatial and attribute data. Prerequisite: This course is for students with no programming experience, but students must be able to effectively manage files and directories under Windows. (1.5 credits)

Apr 9	Wed	1845-2145	6 wks	BBY	CRN	27229

GIST 5002 **$300**
GIS PROGRAMMING 2
Builds on the course content of GIST 5001 GIS Programming 1. The course covers such additional topics as arrays, file output and an introduction to computer graphics. As in GIST 5001, the examples will be based on GIS and related topics. Prerequisite: GIST 5001. (1.5 credits)

May 21	Wed	1845-2145	6 wks	BBY	CRN	27230

NEW **GIST 5003** **$500**
GIS PROGRAMMING 3
Builds on the course content of GIST 5002 GIS Programming 2. The course covers such additional topics as exception handling, binary files, object-oriented programming, and database programming. As in GIST 5002, the examples will be based on GIS and related topics. Prerequisite: GIST 5002. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	52437

NEW **GIST 5107** **$665**
AUTODESK MAP
Covers the basic technical skills required in spatial data collection and management within Autodesk Map. Topics include CAD issues, workflow, spatial data tools, GIS definitions, topology (spatial relationships), advanced queries, property alteration and spatial analysis. Prerequisite: AICO 1000. (3 credits)

Jun 2	Mon-Fri	0830-1630	1 wk	BBY	CRN	52434

GIST 5201 **$300**
ARCGIS 1: ARCVIEW
Introduces ArcView 8.1, the core component of the ArcGIS 8.1 software family. Students use the ArcMap, ArcCatalog and ArcToolbox applications to perform mapping, data management, geographic analysis and geoprocessing GIS tasks. (1.5 credits)

Apr 26	Sat	0830-1530	3 wks	BBY	CRN	51045
May 26	Mon-Tue	0830-1630	2.5 days	BBY		51046
	Wed	0830-1230				
Jun 2	Mon-Tue	0830-1630	2.5 days	BBY		51049
	Wed	0830-1230				

GIST 5211 **$300**
ARCGIS 2: DATA HANDLING
Builds on the course content of GIST 5201 ArcGIS 1: ArcView. Topics include data set creation, data editing, data analysis and map creation. Prerequisite: GIST 5201. (1.5 credits)

May 24	Sat	0830-1530	3 wks	BBY	CRN	51053
Jun 4	Wed	1330-1730	2.5 days	BBY		51054
	Thr-Fri	0830-1630				

GIST 6103 **$300**
GIS TECHNICAL ISSUES 1
Fundamental GIS algorithms and spatial information data structures are explored. Students will utilize Java programming skills in a software project environment to gain an understanding of the science that lies behind GIS computer applications. Topics covered include raster and vector file formats, data conversion and display. Prerequisite: GIST 7100 and GIST 5130 and GIST 6201(previously GIST 6128) and GIST 5002. (1.5 credits)

Apr 9	Wed	1845-2145	6 wks	BBY	CRN	51092

GIST 6104 **$300**
GIS TECHNICAL ISSUES 2
Continues from GIST 6103. Topics covered include view transformations and line clipping, feature generalization, polygon operations. Prerequisite: GIST 6103. (1.5 credits)

May 21	Wed	1845-2145	6 wks	BBY	CRN	52433

NEW **GIST 6203** **$500**
ARCGIS 5: ARCOBJECTS
Introduces the ArcObjects development environment using the Microsoft Component Object Model, VB and VBA. Topics include customizing tool bars, controls and map documents, ArcObjects classes, creating COM components. VBA applications will be created that manipulate the MxDocument Map, Feature and Graphic Layer and other objects. Prerequisites: GIST 6201 and GIST 7202. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52443

NEW **GIST 6205** **$300**
ARCGIS: SPATIAL ANALYST
Focuses on developing skills for creating GIS raster models for spatial analysis. Raster GIS modeling techniques are described and implemented using ArcGIS Spatial Analyst and Geostatistical Analyst extensions. Prerequisite GIST 6201 (previously GIST 6128). (1.5 credits)

Apr 10	Thr	1845-2145	6 wks	BBY	CRN	52458

Geomatics and GIS

Online courses may require software and textbook. For more information please contact Stephanie Hristovsky at 604-451-7001 or e-mail Stephanie_Hristovsky@bcit.ca.

GEOM 7105 **$555**
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 modeling. Prerequisite: AICO 1000 or SURV 4465 or departmental approval. (2 credits)

Apr 8	Tue	Online	12 wks		CRN	50858

NEW **GIST 5051** **$300**
GIS PROGRAMMING 1 (ONLINE)
Students use Visual Basic .NET to develop structured and logical programs to manipulate GIS spatial and attribute data. Prepares students for GIS programming for macros, utility programs, database, data conversion, and application development. Prerequisite: none (1.5 credits)

Apr 9	Wed	Online	6 wks		CRN	52436

NEW **GIST 5052** **$300**
GIS PROGRAMMING 2 (ONLINE)
Continues from GIST 5051 GIS Programming 1. Covers arrays, file input and output and an introduction to computer graphics. As in GIST 5051, the examples will be based on GIS and related topics. Prerequisite: GIST 5001 or GIST 5051 or equivalent. (1.5 credits)

May 21	Wed	Online	6 wks		CRN	52435

GIST 7079 **$400**
DESKTOP GEOGRAPHICS (GEOMEDIA)
Introduces desktop GIS technology currently used in industry. Lecture material examines GIS applications, data sources, software functionality. Labs provide a practical introduction to Geomedia, a commercial desktop GIS that has wide application in such areas as planning, resource management, and business. (1 credit)

Apr 9	Wed	Online	6 wks		CRN	50693

GIST 7150 **$500**
FUNDAMENTALS OF GIS
Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and terminologies associated with GIS, applications of GIS, data modeling, file and database systems, raster and vector data models, architecture of GIS software, data collection and input, data manipulation and analysis of general management issues, trends in GIS. (2 credits)

Apr 9	Wed	Online	12 wks		CRN	50695

GIST 7159 **$500**
MAPPING USING MICROSTATION
Using the Internet, a printed workbook, and Microstation software, this course introduces students to Microstation, a powerful CAD program used worldwide for mapping and GIS. Topics covered include design plane setup, element placement and symbology, text placement, precision input, and element manipulation. Examples are based on mapping and GIS. (2 credits)

Apr 9	Wed	Online	12 wks		CRN	29773

For further course information, please visit www.gis.bcit.ca, www.geogis.bcit.ca, or contact Stephanie_Hristovsky@bcit.ca, 604-451-7001.

GIS Distance Education Courses via the Internet

Online courses may require software and textbook.
For more information please contact Stephanie Hristovsky at 604-451-7001 or e-mail Stephanie_Hristovsky@bcit.ca.

NEW **GIST 5051** **$300**
GIS PROGRAMMING 1 (ONLINE)
Students use Visual Basic .NET to develop structured and logical programs to manipulate GIS spatial and attribute data. Prepares students for GIS programming for macros, utility programs, database, data conversion, and application development. Prerequisite: none. (1.5 credits)

Apr 9	Wed	Online	6 wks		CRN	52436

NEW **GIST 5052** **$300**
GIS PROGRAMMING 2 (ONLINE)
Continues from GIST 5051 GIS Programming 1. Covers arrays, file input and output and an introduction to computer graphics. As in GIST 5051, the examples will be based on GIS and related topics. Prerequisite: GIST5001 or GIST5051 or equivalent. (1.5 credits)

May 21	Wed	Online	6 wks		CRN	52435

GIST 7079 **$400**
DESKTOP GEOGRAPHICS (GEOMEDIA)
Introduces desktop GIS technology currently used in industry. Lecture material examines GIS applications, data sources, software functionality. Labs provide a practical introduction to Geomedia, a commercial desktop GIS that has wide application in such areas as planning, resource management, and business. (1 credit)

Apr 9	Wed	Online	6 wks		CRN	50693

GIST 7150 **$500**
FUNDAMENTALS OF GIS
Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and terminologies associated with GIS, applications of GIS, data modeling, file and database systems, raster and vector data models, architecture of GIS software, data collection and input, data manipulation and analysis of general management issues, trends in GIS. (2 credits)

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Apr 9	Wed	Online	12 wks		CRN	29773

Engineering Technology Distance Education

We offer many courses in distance education format. 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:

Denise Riedel: 604-451-6984
Toll-free: 1-800-663-3606
Shari Monsma: 604-432-8784
Fax: 604-436-6113 or
E-mail: Denise_Riedel@bcit.ca or Shari_Monsma@bcit.ca
Mail: Engineering Technology Distance Education (ETDE) Dept.
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2
Web site: www.etdisted.bcit.ca

Civil Technology – Transportation Systems (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.

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 available in the following program areas:

- Technical Communications
- Mathematics
- Graphical Communications
- Strength of Materials
- Hydrology/Hydraulics
- Aggregates
- Traffic Technology and Transportation Planning
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Estimating
- Contract Administration
- Engineering Economics
- Engineering Surveying
- Pavement Construction
- Highway Construction
- Pavement Design
- Highway Design
- Subdivision Planning/Design
- Geotechnical Design
- Bridge Inspection

Current course information is available on BCIT's Transportation Systems Web site at: www.etdisted.bcit.ca/tsyh

Forest Engineering Technology

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
- Culvert Maintenance
- Cost Estimating

Current course information is available on BCIT's Forest Engineering Web site at: www.etdisted.bcit.ca/forest

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. The program was developed in conjunction with the Ministry of Transportation, 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 land development and the 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 centres 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.etdisted.bcit.ca/approvals

Parks Management Safety and Security (PMSS)

The program offers students the opportunity for self-paced learning, leading to an Associate Certificate in Park Management, Safety and Security (25 credits). All courses are offered through distance education (correspondence) format.

These courses will be of interest to recreational operators and administrators who are responsible for the on-going management of park facilities and operations.

Current course information is available on BCIT's Parks Web site at: www.etdisted.bcit.ca/parks

Park Facility Maintenance Management and Inspection (FMMI)

BCIT, in conjunction with B.C. Parks, provides a series in Park Facilities Maintenance Management Inspection which lead to an Associate Certificate (25 credits). All courses are offered through distance education (correspondence) format.

These courses will be of interest to recreational operators and administrators who are responsible for the on-going maintenance management of park facilities. While the Maintenance Management course is based on the B.C. Parks Facility Inventory System, the principles and concepts are widely applicable to federal, regional, local and private sector recreational facility operations.

The program has a foundation course in Facility Maintenance Management (PRKS 3600) all of the subsequent inspection courses are independent of each other. They follow a consistent format which includes sections on Facility Components, Regulations and Standards, Construction, Safety, Failure Symptoms, Condition Rating and Inspection Reporting Forms.

Current course information is available on BCIT's Parks Web site at: www.etdisted.bcit.ca/parks

Building

TSDA 1810 $455 + CODE BOOK $125
1998 B.C. BUILDING CODE: HOUSING
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.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80%+) 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 $285 (NO TEXT)
HOUSE INSPECTIONS 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.

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 $315 + TEXT FEE
AUTOMATIC SPRINKLER DESIGN PART 1
MECH 4083 $315 + TEXT FEE
AUTOMATIC SPRINKLER DESIGN PART 2

Mathematics

MATH 0002 $440 (TEXT INCLUDED)
TECHNICAL MATH: INTRODUCTION
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, the classroom course MATH 0001 is suggested.) Prerequisite: Pass or better in Math 11 or approved equivalent.

		Cost
MATH 1041	Trigonometry	$210 (not including text)
MATH 1042	Logarithms	$225
MATH 1043	Analytic Geometry	$225
MATH 1491	Basic Technical Mathematics For Mechanical	$470
MATH 2041	Calculus Part 1	$315
MATH 2042	Calculus Part 2	$315
MATH 2043	Calculus Part 3	$315
MATH 2491	Calculus for Mechanical	$470
MATH 3490	Numerical Methods Mechanical	$470

Textbooks fees are included for the above courses unless stated differently.

Technology Management

For more information on the Bachelor of Technology in Technology Management consult the BCIT Web site at: www.tmgt.bcit.ca, or see page 16.

The following courses are currently available online:

TMGT 7102	Project Management/Resource Utilization
TMGT 7103	Research and Development Management
TMGT 7104	The Management of Technological Change
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 7122	Accounting for Technologists
TMGT 7123	Technology Information Systems
TMGT 7124	Technology and International Finance
TMGT 7131	Business Strategy and Structure
TMGT 7132	Managing Technology, Innovation and Entrepreneurship
TMGT 7133	Law, Society and the Environment
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
TMGT 7151	Implementation Issues in Telecommunications
TMGT 7152	Implementation Issues in Data Management
TMGT 7153	Tactical and Strategic Business Use of the Internet
TMGT 7154	Trends in New and Emerging Information Technologies
TMGT 7155	Information Technology Management Issues
TMGT 8102	Applied Research Methods
TMGT 8103	Technology Assessment

Note that most of these courses are available for online registration, with the exception of re-registration course reference numbers and courses which have prerequisites.

For registration details on any of the above online or distance education programs, write:

Engineering Distance Education Technology
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Denise Riedel: 604-451-6984
Toll-free: 1-800-663-3606

Shari Monsma: 604-432-8784
Fax: 604-436-6113

E-mail: Shari_Monsma@bcit.ca or Denise_Riedel@bcit.ca
Web site: www.etdisted.bcit.ca

CST/PTS Distance Education Section

604-451-6866 cstpts@bcit.ca

COMP 1401 $395
PROGRAMMING CONCEPTS
Learn the proper concepts and methods behind programming logic and structured design. This comprehensive course provides a first look at what happens in the programming cycle, before writing code in any specific language. Students are shown how to design structured programs using development tools such as hierarchy charts, flowcharts, layout forms, and programming constructs. Various problem analysis tools for developing algorithms, decision tables, Boolean operations, and truth tables are used in hands-on exercises. Topics also include: arrays, debugging, and binary data storage. This course should be completed before taking any advanced systems or programming courses. Prerequisites: COMP 1002 and COMP 1200 or the ability to use a PC, plus word processing and spreadsheets applications. (3 credits)

Apr 7	Mon	Online	13 wks	CRN	52042
Apr 7	Mon		24 wks DIS		52043

NEW **COMP 1450 $395**
INTRODUCTION TO STRUCTURED PROGRAMMING
This first language course is the foundation for all higher level programming courses at BCIT. It covers reading and writing complex,structured programs. The language of example is PASCAL, which was developed specifically as an education tool. Topics include: modularity, basic and complex data types, procedures and functions, control structures and data structures (arrays, records, lists and pointers) Compiler not provided. This is an intensive, high workload course, designed for students with a good understanding of programming principles covered in the prerequisite. Prerequisite: COMP 1401 or equivalent knowledge. (3 credits)

Apr 7	Mon	Online	13 wks	CRN	52044

NEW **COMP 2615 $395**
SYSTEMS ANALYSIS AND DESIGN 1
Covers the concepts, skills, methodologies, techniques and tools essential for systems analysts to develop information systems. Covers the first four steps of the software development life cycle (Project initiation and Selection, Project Planning, Analysis and Logical Design) using the waterfall methodology. The software development life cycle is completed in COMP 3615. Prerequisite: COMP 1401. (3 credits)

Apr 7	Mon	Online	12 wks	CRN	52045

NEW **COMP 3615 $395**
SYSTEMS ANALYSIS AND DESIGN 2
Continues from COMP 2615. Finishes stepping through the software development life cycle by completing Physical Design, Implementation and Maintenance. Introduces other development methodologies and techniques including Rapid Application Development, Object Oriented Analysis and Design and CASE tools. Prerequisite: COMP 2615. (3 credits)

Jun 9	Mon	Online	12 wks	CRN	52046

Power Engineering

604-432-8390 Barbara_Cowen@bcit.ca

Five complete programs (21 courses) are available specifically for those currently employed in industrial plants who 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 theoretical knowledge required for the Interprovincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone, e-mail, fax 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 B.C. 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 Boilers 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. It is recommended that Fourth Class students use an Internet-connected computer to complete online tests related to each unit of instruction. A reference library and instructional videotapes are available to supplement course materials. Study programs are available in Fifth Class (Boiler Endorsement), Fourth Class, Third Class, Second Class and First Class Power Engineering. Fifth Class (Refrigeration Endorsement) will be available in the near future. Contact the department at the above phone number for details and registration.

Geomatics and GIS

Courses via the Internet
Online courses may require software and textbook.
For more information please contact Stephanie Hristovsky at 604-451-7001 or e-mail Stephanie_Hristovsky@bcit.ca.

GEOM 7105 **$555**
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 modeling. Prerequisite: AICO 1000 or SURV 4465 or departmental approval. (2 credits)

Apr 8	Tue	Online	12 wks	CRN 50858

GIST 7079 **$400**
DESKTOP GEOGRAPHICS (GEOMEDIA)
Introduces desktop GIS technology currently used in industry. Lecture material examines GIS applications, data sources, software functionality. Labs provide a practical introduction to Geomedia, a commercial desktop GIS that has wide application in such areas as planning, resource management, and business. (1 credit)

Apr 9	Wed	Online	6 wks	CRN 50693

GIST 7150 **$500**
FUNDAMENTALS OF GIS
Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and terminologies associated with GIS, applications of GIS, data modeling, file and database systems, raster and vector data models, architecture of GIS software, data collection and input, data manipulation and analysis of general management issues, trends in GIS. (2 credits)

Apr 9	Wed	Online	12 wks	CRN 50695

Piping

604-432-8420 William_Evans@bcit.ca

Internet Delivery
PPGS 0305 **$365**
CROSS CONNECTION TESTER PROGRAM
This continuous entry online training program is designed to familiarize students with the CSA or PNWS-AWWA Cross Connection Control manual and develop mastery in both practical testing and troubleshooting backflow assemblies. Students will work with the BCIT Cross Connection CD-Rom interactive simulator based on the University of Southern California (USC) test procedures using 3-valve and 5-valve differential pressure gauges.

Apr 1	Internet Delivery	13 wks	CRN 29923
May 1	Internet Delivery	13 wks	29925
Jun 1	Internet Delivery	13 wks	29926
Jul 1	Internet Delivery	13 wks	29928
Aug 1	Internet Delivery	13 wks	29929

Gasfitter

Both the PPGS 0200 Gas Fitter A program and PPGS 0250 Domestic/Commercial Gas Fitter B program offer continous intake. For further information please contact the program assistant at 604-412-7564.

Construction Management (MSc)

Phil Cunnington, P.Eng. at 604-451-6871
Debby McDonald at 604-432-8556
Phil_Cunnington@bcit.ca Debby_Mcdonald@bcit.ca

If you already have a bachelor's degree and are managing construction projects, then upgrade your credential to an MSc in Construction Management. Created specifically for the construction sector, this internationally recognized program will be of particular interest to mid-career professionals. Offered in partnership with the University of Bath (UK), this program contains modules on Management in Construction, Economics in Construction, Construction Law, Managing Organizations, Pre-Contract Management and Corporate Strategic Planning, plus two elective modules. The very high quality learning materials in this program are offered in a paper-based, distance learning format that you can take with you wherever you travel, so that you can complete it while you continue working. Applications are accepted on a continuous-intake basis.

For more information, visit www.cmmasters.bcit.ca.

Health Sciences Guided Learning

For Health Sciences guided learning and distance education courses, please see the Health Sciences section on page 53.

Business – Distance Education

For course descriptions and details, please look for the in the Business section starting on page 17.

Management Degree
Call today for an information package:
Lower Mainland: 604-432-8658
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
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
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
Call Ruth MacKay at 604-412-7417
or e-mail Ruth_MacKay@bcit.ca
Web site: http://online.bcit.ca/de/Finance.htm

Multimedia
Call Karen Harvey at 604-451-4032
or e-mail Karen_Harvey@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
www.ee.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. For information on any CITX, TELC or TELX courses, please call 604-432-8637 or e-mail eeinfo@bcit.ca. For ELEX courses, please contact the Part-time Studies coordinator at 604-432-8785 or e-mail Andrew_Dunlop@bcit.ca

Electrical and Electronic I.T. Information session
Wednesday, Aug. 27, 2003 1830-2030,. SE2, Town Square A & B
Register via e-mail: eeinfo@bcit.ca or by calling 604-451-6735
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
TELX Courses-Technician
ELIS Industry Services

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.

Computer Systems Service Technician Program (CSST)

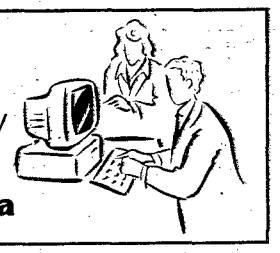
604-432-8637 eeinfo@bcit.ca

Due to high demand, BCIT is pleased to offer a Part-time Studies version of the highly popular Computer Systems Service Technician program (CSST). This flexible program will provide students with a foundation of core technical skills, and it is the first year of a two-year diploma program. Second year specialization options include Computer Network Professional Technician and Computer Internet Professional Technician. The Part-time Studies version of CSST allows networking professionals the ability to work full-time, while continuing their studies to provide greater career options.

Students can register via course-by-course registration through Part-time Studies, and it is recommended that they also apply for program approval. Program approval forms are available from Part-time Studies instructors or from student records. For further information about this program please visit our Web site at www.ee.bcit.ca. Other courses that are transferrable to the CSST program are:

CITX	1110	A+ Hardware Technician
CITX	1150	Structured Cabling for Computer Networks
CITX	1155	Server + COMP TIA
CITX	1160	Cisco CCNA Level 1
CITX	2060	Cisco CCNA Level 2
CITX	2061	Cisco CCNA Level 3
CITX	2062	Cisco CCNA Level 4
CSST	1170	Computer Electronics & Architecture
CSST	1175	Network Operating Systems 1
CSST	1180	Programming Logic
CSST	2105	C Programming
CSST	2150	Advanced Structured Cabling
CSST	2175	Network Operating Systems Level 2
CSST	3110	Internet Technology
CSST	3175	Network Operating Systems 3
CSST	4120	UNIX Fundamentals
CSST	4175	Network Operating Systems 4

Can't wait?
Your registration is confirmed immediately when you register online at **www.bcit.ca**



NEW ● **CSST 1175** **$775**
NETWORK OPERATING SYSTEMS 1 (T)
This course aims to provide a firm foundation in the principles and concepts of operating systems. It covers all major topics of operating systems, including memory management. I/O processing, concurrent processing, auxiliary storage management, and scheduling. The course describes what an operating system does, how it may do it, and why there are different approaches. This course also allows the students to explore how the operating system communicates with the hardware and software devices. (5 credits)

Apr 7	Mon/Wed	1830-2130	10 wks	BBY	CRN 52608

NEW ● **CSST 4120** **$775**
UNIX FUNDAMENTALS
This course teaches students how to use basic UNIX operating system commands. Students will learn fundamental command-line features of UNIX, including file system navigation, file and directory manipulation, file permissions, and the vi text editor. (5 credits)

Apr 8	Tue/Thr	1830-2130	10 wks	BBY	CRN 52603

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 2-year, Part-time Studies program is designed for students familiar with computer systems in the work environment. It is 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 core courses, then choose one of three 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
*CITX	1145	Net+ Technician can be substituted for CITX 1140 and CITX 1141

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

Novel 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

Unix/Linux Option
- CITX 2180 Unix/Linux Installation and Configuration
- CITX 2181 Unix/Linux System Administration
- CITX 2182 Unix/Linux Networking
- CITX 2183 Unix/Linux Security, Ethics and Privacy

Networking Essentials

604-432-8637 eeinfo@bcit.ca

NEW ● **CITX 0350** **$350**
UNDERSTANDING NETWORK SECURITY ISSUES
This one-day seminar will focus on IT Security issues and techniques to combat the ever-present threat of intrusion. Participants will gain an understanding of counter-measures that can be utilized to enable the most effective use of security tools. This seminar will introduce and define the essential business and technical components required in the design of a comprehensive information systems security strategy and will conclude with an interactive case study that demonstrates how any company can cost effectively deploy a modest security infrastructure program.

May 3	Sat	0900-1600	1 wk	BBY	CRN	52609

● **CITX 0210** **$400**
CABLETEST TECHNICIAN TRAINING
This course will familiarize students with LAN signaling protocols, data throughout rates, cabling system band with and industry related standards. Test equipment used will be the Fluke DSP-4000 cable analyzer. Prerequisite: Basic working knowledge of computer.

May 3	Sat	0900-1500	1 wk	BBY	CRN	52606

■ **CITX 1140** **$435**
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, and performance/system management issues. (3 credits)

Apr 7	Mon	1830-2200	11 wks	BBY	CRN	29305
Apr 8	Tue	1830-2130	12 wks	BBY		29336
Jul 7	Mon/Tue/ Wed/Thr/Fri	0830-1630	1 wk	BBY		51121

■ **CITX 1141** **$435**
LOCAL AREA NETWORK HANDS-ON LEVEL 2
Students will expand their knowledge of LANs by further examining wide area networking topologies and transmission methods and introduce the most popular network operating systems: Windows NT 2K, Novell Netware and UNIX. Addresses network security and how to troubleshoot and maintain networks. Network design, implementation, planning and management will also be discussed. Prerequisite: LAN 1. (3 credits)

Apr 9	Wed	1830-2130	12 wks	BBY	CRN	50011
Jul 14	Mon-Fri	0830-1630	1 wk	BBY		51129

■ **CITX 1150** **$435**
STRUCTURED CABLING FOR COMPUTER NETWORKS (T)
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 and fibre optic connectors. A hands-on approach is used to familiarize the student with both the products and the approved test equipment. (2 credits)

Apr 7	Mon	1830-2130	8 wks	BBY	CRN	51130
Apr 9	Wed	1830-2130	8 wks	BBY		50012

■ **CITX 1151** **$435**
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. Prerequisite: recommended LAN 1 & LAN 2 or Net+. (3 credits).

Apr 9	Wed	1830-2130	12 wks	BBY	CRN	51132
Apr 8	Tue	1830-2130	12 wks	BBY		50015

■ **CITX 1152** **$430**
ROUTER ESSENTIALS
This comprehensive course will provide students with the knowledge and skills needed to understand, configure and manage data network routers. The critical principles required to manage an efficient and stable network infrastructure will also be taught. Prerequisite: A comprehensive understanding of TCP/IP is required. (3 credits)

Apr 11	Fri	1830-2200	11 wks	BBY	CRN	50017
Apr 12	Sat	0900-1230	11 wks	BBY		50016
Jul 21	Mon-Fri	0830-1700	1 wk	BBY		52605

Network+ Technician

604-432-8637 eeinfo@bcit.ca

■ **CITX 1145** **$ 895**
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 networking examples, making it practical preparation. Prerequisite: A comprehensive understanding of the PC in a work environment. (6 credits)

Apr 12	Sat	0900-1600	12 wks	BBY	CRN	50030
Apr 7	Mon Wed	1830-2130 1830-2200	12 wks	BBY		50029

Server+ Technician

604-432-8637 eeinfo@bcit.ca

■ **CITX 1155** **$925**
SERVER+ COMP TIA (T)
This COMP T1A certification is designed for mid to upper level technicians who are responsible for the hardware functionality of microcomputers including installation, support and troubleshooting. The Server Hardware Specialist is expected to have an in-depth understanding of the planning, installation, configuration and maintenance of servers. This includes knowledge of server-level hardware implementations, data storage subsystems, data recovery and I/O subsystems. (6 credits)

Apr 12	Sat	0900-1600	12 wks	BBY	CRN	52611

Computer Hardware and Software

604-432-8637 eeinfo@bcit.ca

● **CITX 0120** **$590**
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.

Apr 7	Mon Wed	1830-2130 1830-2200	6 wks	BBY	CRN	28687

■ **ELEX 2125** **$695**
C PROGRAMMING (T)
Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries. (4.5 credits)

Jun 2	Mon/Tue/ Thr/Fri	0830-1230	4 wks	BBY	CRN	29394

■ **ELEX 2865** **$570**
INTRO TO COMPUTER HARDWARE (T)
Assembler and C programming are used for interfacing digitaland analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisite: COMP 2510, 2720. (4 credits)

Jun 2	Mon/ Wed/Fri	0830-1230	5 wks	BBY	CRN	21274

A+ Technician

604-432-8637 eeinfo@bcit.ca

■ **CITX 1110** **$1,095**
A+ TECHNICIAN (T)
A+ Certified Technicians possess the knowledge and skills essential for becoming successful computer service technicians. This industry-recognized certification covers the hardware and software technologies required in today's workplace. It also covers the material examined in the A+ certification exam from a theoretical as well as a hands-on perspective including operating systems and hardware. (6 credits)

Apr 12	Sat	0900-1600	12 wks	BBY	CRN	51683
Apr 8	Tue/Thr	1830-2130	12 wks	BBY		51684

Operating Systems

604-432-8637 eeinfo@bcit.ca

■ **CITX 2160** **$430**
MICROSOFT WINDOWS 2000 PROFESSIONAL
This hands-on course teaches the student all the critical skills necessary to support Windows 2000 Professional and manage your network more effectively. The student will be able to install, configure and implement Windows 2000 Professional as the mission critical operating system. (3 credits)

Apr 10	Thr	1830-2130	12 wks	BBY	CRN	50023

■ **CITX 2161** **$430**
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)

Apr 9	Wed	1730-2030	12 wks	DTC	CRN	50024

■ **CITX 2162** **$430**
MICROSOFT WINDOWS 2000 NETWORKING INFRASTRUCTURE
This course is designed for support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2000 Server family of products. (3 credits)

Apr 8	Tue	1730-2030	12 wks	DTC	CRN	51135

■ **CITX 2163** **$430**
MS WIN 2000 DIRECTORY SERVICES INFRASTRUCTURE
This course prepares you to plan, configure and administer the Active Directory infrastructure. Students will learn to configure DNS to manage name resolution, schema and replication. Students will also learn to use Active Directory to centrally manage users, groups, shared folders, network resources and to administer the user environment and software with group policy. Prerequisite: CITX 2161. (3 credits)

Apr 10	Thr	1730-2030	12 wks	DTC	CRN	51136

■ **CITX 2180** **$430**
UNIX/LINUX INSTALLATION AND CONFIGURATION
This course provides students with the essentials of the installation and configuration process using native Linux commands and facilities. Topics include Linux/Unix commands, hardware and architecture, devices, Linux file systems, boot initialization, run levels and the X Windows System: Students gain hands-on experience by installing and configuring Linux successfully on a PC. Prerequisite: Familiarity with computer systems in the work environment. (3 credits)

Apr 10	Thr	1830-2130	12 wks	BBY	CRN	51137

■ **CITX 2181** **$430**
UNIX/LINUX ADMINISTRATION
This course offers basic, hands-on administering a Linux system, and discusses basic system administration tasks related to Linux. Some topics covered include package management, kernel, text editing, processing, printing, shells, scripting, programming, managing users compiling and x window. Prerequisite: CITX 2180 or equivalent. (3 credits).

Apr 9	Wed	1830-2130	12 wks	BBY	CRN	51139

CITX 2182 **$430**
UNIX/LINUX NETWORKING
As the popularity of Unix/Linux Networking solutions continues to rise worldwide, network planners and developers need access to authoritative guidance on the implementation and maintenance of Unix/Linux networks. This course provides the hands-on information students need to get and keep Linux networks working at maximum efficiency. Prerequisites: Familiarity with computer systems in the work environment. (3 credits).

Apr 7	Mon	1830-2200	11 wks	BBY	CRN	51140

■ **CITX 2183** **$430**
UNIX/LINUX SECURITY, ETHICS & PRIVACY
This course provides students with proven techniques for protecting information stored in organizations' networks from intruders, while allowing authorized users access to the Internet and other outside resources. Prerequisite: Familiarity with computer systems in the work environment. (3 credits)

Apr 8	Tue	1830-2130	12 wks	BBY	CRN	52607

Cisco Systems Networking Academy

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** **$1,155**
CISCO NETWORKING – LEVEL 1 (T)
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. (6 credits)

Apr 8	Tue/Thr	1730-2030	12 wks	DTC	CRN	50018
Apr 7	Mon Wed	1830-2130 1830-2200	12 wks	BBY		50019

■ **CITX 2060** **$1,155**
CISCO NETWORKING – LEVEL 2 (T)
Topics include instruction in dynamic routing, routing and the network administrator's role and function, Ethernet, token ring, routing type encounters and TCP/IP addressing protocol. Covers Cisco ISO software commands, connection and connectionless network service, management of figuration files, ICMP, backup and upgrade of Cisco software image, RIP and IGRP routing. Prerequisite: Cisco Networking Level 1. (6 credits)

Apr 12	Sat	0900-1600	12 wks	BBY	CRN	50020
Apr 7	Mon Wed	1730-2030 1730-2100	12 wks	DTC		50021

continued next page

CITX 2061 **$1,155**
CISCO NETWORKING – LEVEL 3 (T)
Instruction extends the student's 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. (6 credits)

Apr 7	Mon Wed	1830-2130 1830-2200	12 wks	BBY	CRN	50022

CITX 2062 **$1,155**
CISCO NETWORKING – LEVEL 4 (T)
Introduces and extends the students' knowledge and practical experience with 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. (6 credits)

Apr 8	Tue/Thr	1830-2130	12 wks	BBY	CRN	52610

Cisco Systems Networking Academy

Cisco Certified Network Professional Associate (CCNP™)
604-432-8637 eeinfo@bcit.ca
The CCNP program is comprised of four advanced levels of Cisco certification where students will learn how to install, configure, and maintain large, multi-protocol networks. Participants will learn about complex network configurations and how to diagnose and troubleshoot network problems. Students who successfully complete the advanced curriculum are eligible to earn Cisco Certified Network Professional (CCNP™) certification. The expertise you develop when preparing for the CCNP (Cisco Certified Network Professional) certification will add to your skill set and help you expand your professional options.

A CCNP can do the following:
- Implement appropriate technologies to build a scalable routed network,
- Build campus networks using state-of-the-art routing and switching equipment,
- Improve traffic flow, reliability, redundancy and performance for LANs, routed and switched WANS, and remote access networks,
- Create and deploy a global Intranet, and
- Troubleshoot an environment that uses Cisco routers and switches for multiprotocol client hosts and services.

NEW **CITX 2066** **$2,200**
CISCO NETWORKING – LEVEL 8 (T)
Students are introduced to troubleshooting methodology and examine in detail the various protocols used to interconnect computers. Routing and switching processes in the Cisco product are examined. Troubleshooting IP, IPX, and Appletalk routing protocols provides students with insight into the multi-vendor network environment. WAN technology and VLAN technology troubleshooting completes the course.Hands-on includes many troubleshooting labs using Cisco 2600 routers and 2900 Catalyst switches. Prerequisite: Completion of Cisco Academy CCNP Levels 1, 2 and 3. (BCIT Cisco Level 5, 6, and 7). (6 credits)

Apr 8	Tue/Thr	1830-2130	12 wks	BBY	CRN	52612

Electrical and Electronics General

604-432-8637 eeinfo@bcit.ca

ELEX 1115 **$785**
DIGITAL TECHNIQUES 1
Describes fundamental theory of decimal and binary number systems, then examines binary (two states or levels) concept and then describes binary variables related to mechanical switches. Covers Digital logic circuits and their truth tables and how Boolean out put equations are generated. Various logic sources are defined and interfaced to combination logic circuits comprised of electronic logic gates. A TTL data book will be utilized to facilitate combinational logic circuit design. (4.5 credits)

Jun 2	Mon/Tue/ Thr/Fri	0900-1330	4 wks	BBY	CRN	52622

ELEX 2115 **$800**
DIGITAL TECHNIQUES 2
Builds ELEX 1115. Studies utilization of logic gates in larger combinatorial circuits, magnitude comparators: combinational arithmetic hardware: sequential logic devices (D, J-K, and T flip-flops); asynchronous and synchronous counters; count decoding and displays; shift registers; serial and parallel data manipulation circuits; gathering and interpretation of electrical specifications from data books (noise margins, propagation delay, and loading considerations); interfacing techniques to discrete devices; digital data multiplexing; and parallel bus structures. Prerequisites: ELEX 1105, ELEX 1115, COMM 1143, MATH 1431, ELEX 2120* (*recommended to be taken concurrently). (5.5 credits)

Jun 2	Mon-Fri	1030-1600	4 wks	BBY	CRN	50202

ELEX 2120 **$985**
ELECTRONIC CIRCUITS 1 (T)
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, ELEX 1105. (7 credits)

Jun 2	Mon/Tue/ Thr/Fri	0900-1600	4 wks	BBY	CRN	50004

Microprocessors

604-432-8637 eeinfo@bcit.ca

ELEX 3305 **$780**
MICROCONTROLLER SYSTEMS 1 (T)
Applies the knowledge in ELEX 1115/2115 to perform a detailed study of a micro controller system. Includes internal architecture, memory devices, machine/assembly/high level language programming of an operating system, software development tools, input and output ports. Prerequisite: ELEX 2115 or 2125, 3320 or 3515, or 3205 or equivalent. (7 credits)

Jun 2	Mon/Tue/ Thr/Fri	0900-1600	4 wks	BBY	CRN	28609

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 two courses: TELX 0175 and TELX 0176.

TELX 0175 **$680**
ELECTRONICS PASSIVE DEVICES
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.

Apr 8	Tue/Thr	1830-2130	10 wks	BBY	CRN	20920

Electrical Upgrading and Code

604-432-8637 eeinfo@bcit.ca
The following courses are designed for persons working in the electrical trade.

TELC 0105 **$760**
ELECTRICAL IP/TQ EXAM REFRESHER
Designed for electricians preparing to write the IP/TQ. Exam. Students must have electrical work experience before registering. Approval must be obtained from the ITAC's transition office in Metrotown (tel. 1-866-660-6011) before registering. Prerequisite: Knowledge of wiring methods and terminology. Textbook is the current edition of the Canadian Electrical Code Part I.

Apr 14	Mon/Wed	1830-2130	10 wks	BBY	CRN	20836

TELC 0107 **$495**
ELECTRICAL CODE
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. The course and instructor are recognized by the Electrical Safety Program.

Apr 7	Mon/Wed	1830-2100	10 wks	BBY	CRN	20834

TELC 0113 **$435**
ENTERTAINMENT INDUSTRY CODE (LE/FE)
Designed for 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.

Apr 26	Sat	0900-1500	5 wks	BBY	CRN	27579

TELC 0119 **$360**
MATH FOR ELECTRICIANS
This upgrading course is designed for Electrical Apprentice students requiring additional math study. This tutorial course will cover the math required in years one, two and three of the Electrical Apprenticeship program. Students will spend approximately 60 hours in class.

Apr 22	Tue/Thr	1830-2130	10 wks	BBY	CRN	50005

TELC 0144 **$435**
LOW ENERGY ELECTRICAL WORKER
Covers the basic electrical concepts required for the installation, alteration, repair or maintenance of Class 2 circuits limited to rated output of 100 VA, this includes installation of 120 volt feeds for class 2 power supplies, use of multimeters, as well as the pertinent electrical and building code requirements. Prerequisite: Experience with Class 2 circuits.

Apr 22	Tue/Thr	1830-2130	5 wks	BBY	CRN	52604

Building Automation Systems

604-432-8637 eeinfo@bcit.ca

TELC 0141 **$495**
SECUTIRY SYSTEMS
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.

May 6	Tue/Thr	1830-2130	7 wks	BBY	CRN	51155

Amp NetConnect Courses

AMP NETCONNECT

604-432-8637 eeinfo@bcit.ca

NEW **TELX 0240** **$700**
INSTALLING PREMISES CABLING SYSTEMS
This course includes an overview of premises cabling systems, an in-depth review of the ANSI/TIA/EIA and ISO/IEC industry standards, and a discussion and hands-on practicum on the rough-in, installation, management, and termination of shielded and unshielded twisted pair and optical fibre cabling systems. The course is about 85% hands-on and students will build a rack, install an outlet, and install, terminate and test a cabling link between the two.

Apr 15	Tue/Wed	0800-1700	1 wk	BBY	CRN	51145

NEW **TELX 0241** **$900**
CERTIFYING AND TROUGLESHOOTING PREMISES CABLING SYSTEMS
This comprehensive course features approximately 75% hands-on training with appropriate tools and test equipment. Each student will obtain the experience necessary to certify and document twisted pair and optical fibre cable plants based on established industry standards. The standards studied in the course include ANSI/TIA/EIA-568A, TSB-67, ANSI/EIA/TIA-526-14A and ANSI/TIA/EIA-526-7. Each student will also obtain experience troubleshooting common problems with installed LAN cable plants. An extensive documentation package is provided which includes course text and notes:

Apr 23	Wed/Thr	0800-1700	1 wk	BBY	CRN	51147

NEW **TELX 0242** **$900**
DESIGNING PREMISES CABLING SYSTEMS
This course, which is approximately 80% hands-on, prepares students to handle the many design criteria decisions associated with premises cabling systems. The student will progress through a step-by-step process from the initial design analysis through a final project. There is an emphasis on the design parameters and guidelines of the TIA/EIA/ISO standards. The student will design several different premises cabling systems based on actual projects including campus drawings, floorplan layouts, telecommunications closet and rack elevations.

Apr 28	Mon-Wed	0800-1700	1 wk	BBY	CRN	51148

Programmable Logic Controllers and Industrial Control

604-432-8637 eeinfo@bcit.ca

TELX 0186 **$645**
PROGRAMMABLE LOGIC CONTROLLERS 1
Covers the basic knowledge required to operate a programmable logic controller (PLC). Examines advantages of PLCs, 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 controls and windows. Experience can be obtained by taking TELC 0130.

Apr 22	Tue/Thr	1830-2130	6 wks	BBY	CRN	27574

Diploma Transfer Courses

604-432-8637 eeinfo@bcit.ca

ELEX 2125
C PROGRAMMING (T) (4.5 credits)

ELEX 2865
INTRO TO COMPUTER HARDWARE (T) (4.5 credits)

ELEX 1115
DIGITAL TECHNIQUES 1 (4.5 credits)

ELEX 2115
DIGITAL TECHNIQUES 2 (4.5 credits)

ELEX 2120
ELECTRONIC CIRCUITS 1 (T) (7 credits)

ELEX 3305
MICROCONTROLLER SYSTEMS 1 (T) (7 credits)

Industry Services

In addition to the Part-time courses offered in Electrical and Electronic Technology, we also offer a broad range of courses for industry though our Industry Services department. For more information on how we can help you achieve your training goals, please contact:

Sandy Shaw, Manager, Business Development
School of Electrical and Electronic Technology
604-432-8728 or e-mail Sandy_Shaw@bcit.ca

Bachelor of Technology in Electronics

604-456-8027 Bachelor of Technology_Electronics@bcit.ca
For more information on the Bachelor of Technology in Electronics, see page 11.

Part-time tip.
It's your responsiblity to ensure you have all prerequisites for each course in which you register.

School of Health Sciences

www.health.bcit.ca health@bcit.ca
604-451-7089 Toll-free: 1-800-663-6542

We provide access to lifelong learning through flexible course delivery formats including classroom, distance education/guided learning, online and clinicals. Take one course for personal or professional interest, or register in programs that provide a variety of credentials from certificate, diploma and advanced certificate, to bachelor and collaborative master degree levels.

For detailed course and program information, visit our Web site where you can download our Part-time Studies calendar, or contact the individuals identified in each of the programs below.

Refunds for the School of Health Sciences
Refund requests must be submitted to Part-time Registration, Burnaby campus, by the refund deadline date. Course refund deadlines vary, please check your refund deadline date when you register.

Distance Education	Tuition less 15% up to the last day in the month of term start up *
Online Courses	Tuition less 15% within two weeks of term start up*
Clinical Courses	Fees for Clinical courses are non-refundable

School of Health Sciences restricted refund: a refund will only be processed once materials have been returned unopened and in good condition.

Legend for learning formats

Online Classroom Clinical Guided/Distance Education

Bachelor of Technology

We offer the following degree programs by distance education: Bachelor of Technology in Management – Health Specialty, Bachelor of Technology in Technology Management – Health Option, Bachelor of Technology in Medical Imaging, and Bachelor of Technology in Specialty Nursing. See pages 15 and 16.

Basic Health Sciences

Continuing Education
604-432-8727 or 1-800-663-6542 ext 8727
Victoria_Banham@bcit.ca

BHSC 0100 **$325**
HUMAN BIOLOGY
Survey of general principles of human body structure and function. Based on B.C. secondary system's Biology 12 course. BCIT's Nursing, Electroneurophysiology, Medical Laboratory, Nuclear Medicine and Medical Radiography programs accept this course Biology 12 entrance requirement. Also useful as general overview of human structure and function. Carries no laboratory component. (Non-credit)
Apr 7 Mon 1845-2145 12 wks BBY CRN 29672

BHSC 1117 **$305 + S&H $10**
ANATOMY AND PHYSIOLOGY FOR CARDIOLOGY
Anatomy of the heart and its relation to thoracic structures. Structure of the heart muscle cell. Electrophysiological basis of the ECG. Mechanical events of the cycle related to electrical events and the pressure and volume changes in the heart chambers. Structure and function of the blood vessels. Challenge course available. Prerequisite: Biology 12 (C+ or better). (3 credits)
Apr 7 12 wks CRN 26574

BHSC 1146 **$305 + TEXT $116 + S&H $10**
HUMAN BEHAVIOUR
Topics of relevance to cardiology technologists, including 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, and culture. Challenge course available. (3 credits)
Apr 7 12 wks CRN 27618

BHSC 3302 **$505 + TEXT $65 + S&H $10**
CARDIAC PATHOPHYSIOLOGY
Cardiovascular disorders emphasizing the concept of disease as a disturbance of normal structure and function. Discussion of functional cardiac anatomy, followed by a detailed examination of cardiac pathologies commonly encountered by the cardiovascular technologist. Systemic diseases and malfunction of organ systems, which initiate or are a consequence of cardiac failure. Prerequisites: 60% in BHSC 1117. (5 credits)
Apr 7 12 wks CRN 22741

BHSC 7601 **$545 + TEXT $80 + S&H $10**
SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS
For all imaging technologists requiring knowledge of sectional anatomy of the abdomen and pelvis in all three fundamental body planes. Covers anatomic, functional and pathological relationship among the organs. (3 credits)
Apr 7 12 wks CRN 25954

BHSC 7602 **$545 + TEXT $80 + S&H $10**
SECTIONAL ANATOMY OF THE THORAX
For all imaging technologists requiring knowledge of sectional anatomy. Major anatomic features of the thorax emphasizing sectional appearance in all three fundamental body planes. Anatomic, functional and pathological relationships among organs of the chest. Challenge course available. (3 credits)
Apr 7 12 wks CRN 25956

BHSC 7603 **$545 + TEXT $80 + S&H $10**
SECTIONAL ANATOMY OF THE HEAD AND NECK
For all imaging technologists requiring knowledge of sectional anatomy of the head, neck and cervical spine of the adult. Major anatomic features in all three planes. Functional and pathologic relationships. Challenge course available. (3 credits)
Apr 7 12 wks CRN 27435

BHSC 7604 **$545 + TEXTS $54 + $37 + S&H $10**
SECTIONAL ANATOMY OF MUSCULOSKELETAL SYSTEM
For MR and CT technologists requiring knowledge of sectional anatomy of the musculoskeletal system. Prerequisite: Graduation from approved program in diagnostic medical radiography/ nuclear medicine therapy. (3 credits)
Apr 7 12 wks CRN 25958

Biomedical Engineering Technology

Continuing Education
604-451-7117 or 1-800-663-6542 ext 7117
Jennifer_Perry@bcit.ca
604-432-8994 or 1-800-663-6542 ext 8994
Anthony_Chan@bcit.ca
www.health.bcit.ca/biomed/

BMET 0905 **$613**
BIOMEDICAL IMAGE ACQUISITION AND PROCESSING,
General understanding of principles of image acquisition and processing: system architecture, image and data representations, basic image processing algorithms and technology related issues. Theory and hands-on experience using state-of-the-art image processing software and with applications in ultrasound, endoscopy, digital mammography, image cytometry, computer tomography, PACS and other biomedical imaging systems. (Non-credit)
Jun 9-10 0830-1630 2 days BBY CRN 29287

BMET 0908 **$763**
INTRODUCTION TO SERVICING MEDICAL RADIOGRAPHIC EQUIPMENT
For new radiology service professionals, biomedical engineers and technologists. Hands-on workshop to introduce principles and practice. Fundamental principles, building blocks and quality assurance of medical X-ray systems. Lectures reinforced with practical laboratory sessions in six functional x-ray rooms including a CR system. (Non-credit)
Jun 4-6 0830-1630 3 days BBY CRN 26827

BMET 1107 **$205 + S&H $10**
BASIC CARDIAC INSTRUMENTATION AND ELECTRICITY
Covers basic electricity principles, simple circuit analysis, electrical safety and biomedical instrumentation relating to Cardiology Technology practices. Prerequisite: Principles of Math 12, Physics 11 (C+ or better). (2 credits)
Apr 7 12 wks CRN 26492

NEW **BMET 7102** **$545**
MEDICAL DEVICE DEVELOPMENT AND STANDARDS **$842 NON-CANADIAN**
Medical device design and development, standards and regulations. Engineering design control issues, based on the FDA's Quality System Requirements (21CFR820.30). Overview of product lifecycle models and comparison of medical device regulations and standards applicable in Canada, US and Europe. Design control: project planning, hazard analysis, design input/output, verification/validation, and design reviews. Design documentation design transfer and post-design activities. Basic design control concepts applicable to system and hardware design that can form the basis for software design. (3 credits)
Apr 7 12 wks CRN 52655

Biotechnology

Continuing Education
604-432-8324 1-800-663-6542 ext 8324 Paul_Barran@bcit.ca
www.biotech.bcit.ca

BIOT 1010
INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY 1
Two-day workshop for non-scientific audiences. Comprehensive overview of biotechnology, its components and applications. Technologies that make up biotechnology and their application in science and industry. Genetic engineering, cell culture, fermentation, human health, forestry, agriculture and waste management. Offered in partnership with B.C.Biotechnology Alliance. To register or for information on the latest course schedule, contact BCBA at 604-669-9909 or www.biotech.bc.ca. (1 credit)

BIOT 2010
INTRODUCTION TO THE SCIENCE OF BIOTECHNOLOGY 2
3.5-day workshop providing detailed information on the basic biological principles underpinning biotechnology, and the component technologies. Case studies in gene therapy, genetic engineering of agricultural plants and cancer illustrate how biotechnology is being applied to specific problems. Laboratory component introduces basic techniques of biotechnology. Prerequisite: BIOT 1010 (formerly BIOT 1131) or equivalent. Offered in partnership with B.C.Biotechnology Alliance. To register or for information on the latest course schedule, contact BCBA at 604-669-9909 or www.biotech.bc.ca. (2.5 credits)

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

Cardiology Technology/ Cardiovascular Technology

Diploma/Post-diploma Diploma
Teana Wong, Program Assistant
604-451-7137 or 1-800-663-6542 ext 7137
Teana_Wong@bcit.ca
www.health.bcit.ca/cardiology/
www.health.bcit.ca/cardiovascular/

CARD 1101 **$405 + TEXT $57 + S&H $10**
INTRODUCTION TO CARDIOLOGY
Reviews the normal cardiac anatomy and physiology, then introduces the various non-invasive and invasive diagnostic studies currently performed. Exposes a variety of common abnormal cardiovascular conditions, syndromes and treatment strategies and presents implantable devices. Prerequisites: 60% in BHSC 1117, 60% in CARD 1103. (4 credits)
Apr 7 12 wks CRN 26494

CARD 1103 **$155+ TEXT + $100 + S&H $10**
MEDICAL TERMINOLOGY
Familiarizes 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 promotes a highly visual approach to demonstrating the terms. Also provides a built-in audio pronunciation guide. Challenge course available. (1.5 credits)
Apr 7 12 wks CRN 27369

CARD 1187 **$305 + TEXT $114 + S&H $10**
INTRODUCTION TO STATISTICS FOR HEALTH
Covers descriptive statistics, elementary probability and statistical estimation and hypothesis testing. These concepts will help the student to develop a working understanding of concepts and techniques in each of these topic areas. Prerequisites: Math 12 (C+ or better). (3 credits)
Apr 7 12 wks CRN 27373

CARD 1285 **$305 + S&H $10**
COMMUNICATION FOR ALLIED HEALTH PROFESSIONALS
Skills to efficiently and effectively perform the tasks of allied health professionals, who can spend a considerable part of their working day documenting patient care, writing letters and memos, preparing written information for clients, writing policies and procedures, completing reports and preparing oral presentations, and documenting research. Prerequisite: English 12 (C+ or better). (3 credits)
Apr 7 12 wks CRN 27378

CARD 2201 **$305 + TEXT $150 + S&H $10**
ECG INTERPRETATION
Exposes the nuances of 12-lead ECG interpretation. Examines all forms of arrhythmias, conduction blocks, infarction and pacemaker rhythms as they relate to the cardiology technologist's role. Challenge course available. Prerequisites: 60% in BHSC 1117, 60% in BMET 1107, 60% in CARD 1101. (3 credits)
Apr 7 12 wks CRN 27380

CARD 2202 **$305 + S&H $10**
CARDIOLOGY DIAGNOSTIC TESTING METHODOLOGY
Fundamentals of preparation and performance of non-invasive cardiology diagnostic testing. Includes practice and principles of basic skin preparation techniques for various studies, landmarking and electrode placement patterns, hook-up protocols, electrocardiographic data acquisition in 12-lead electrocardiography, exercise stress testing, ambulatory ECG and arrhythmia monitoring. Prerequisites: 60% in BMET 1107, 60% in CARD 1101, 60% in CARD 2201. (3 credits)
Apr 7 12 wks CRN 27384

CARD 3209 **$305 + TEXT $63 + S&H $10**
RADIATION PROTECTION FOR CARDIAC IMAGING
Fundamental principles and concepts: the biological effects of radiation, and general framework for radiation protection. Outlines factors affecting dose in Cardiac Imaging as well as radiation dose studies in Interventional Fluoroscopy. Concludes with the guidelines and recommendations for radiation protection of patients, personnel and members of the public. (3 credits)
Apr 7 12 wk CRN 50730

CARD 3330 **$505 + TEXT $94 + S&H $10**
ELECTROCARDIOGRAPHY AND PACEMAKERS
Electrocardiographic theory and principles: cellular mechanisms, conduction pathology, and the disease processes responsible for arrhythmias and cardiac muscle damage. Systematic approach to the types and severity of cardiac arrhythmias, symptoms, and treatment modalities. Also looks in-depth at pacemaker function, implant analysis and operation of recommended procedures. Prerequisites: 60% in BHSC 3302, 60% in CARD 2201. (5 credits)
Apr 7 12 wks CRN 22742

CARD 3360 **$305 + TEXT $96 + S&H $10**
CARDIAC PHARMACOLOGY,
Pharmacological agents utilized in the cardiac catheterization lab and coronary care units; drugs prescribed for cardiac patients. Use of cardiac agents in diagnostic and interventional cardiac catheterization procedures; drugs with respect to their cellular and physiological actions, prescribed usage, alternative nomenclature, dosages, adverse reactions, cautions and common routes of administration. Prerequisites: 60% in BHSC 3302. (3 credits)
Apr 7 12 wks CRN 23408

continued next page

CARD 4201 **$205 + S&H $10**
CONCEPTS IN AMBULATORY ECG
Concepts essential to the practising cardiology technologist. Covers ambulatory ECG topics including principles of operation of analyzers/recorders, indications/diary/findings, conduction disturbances, ischemia, drugs and miscellaneous, implantable devices, and reporting. Prerequisites: 60% in CARD 2202, 60% in CARD 3330, 60% in CARD 3360. (2 credits)

Apr 7 12 wks CRN 51125

CARD 4202 **$205 + TEXT $103 + S&H $10**
CONCEPTS IN EXERCISE TOLERANCE TESTING
Exercise testing and prescription topics including general principles, and importance of factors such as age, gender and environment; various diseases and health states; application to special cases such as rheumatoid arthritis, osteoporosis, spinal disorders and low back pain, diabetes, obesity, asthma, chronic obstructive respiratory disorders. Prerequisites: 60% in CARD 3330, 60% in CARD 3360, 60% in CARD 2202. (2 credits)

Apr 7 12 wks CRN 29668

CARD 4203 **$305 + TEXT $167 + S&H $10**
CONCEPTS IN PACEMAKERS
Includes indications, technology, electrophysiology, programmability, modes, hemodynamics, rate-modulated implantable cardioverter defibrillator and antitachycardia devices, implantation and patient follow-up. Prerequisites: 60% in CARD 3330, 60% in CARD 3360. (3 credits)

Apr 7 12 wks CRN 27396

CARD 4330 **$505 + TEXT $91 + S&H $10**
CARDIAC CATHETERIZATION: PRINCIPLES AND PRACTICE, GUIDED LEARNING,
Essentials necessary for a practising cardiovascular technologist: concepts of diagnostic and interventional procedures, with specific orientation to cardiac angiography, hemodynamics, calculations of cardiac indices, and general lab practices. Also presents aspects of congenital cardiac catheterization, electrophysiology studies, cardiac transplant and cardiac emergencies. Prerequisites: 60% in BHSC 3302, 60% in CARD 3330, 60% in CARD 3360. (5 credits)

Apr 7 12 wks CRN 23411

CARD 4360 **$205 + TEXT $102 + S&H $10**
INTERVENTIONAL CARDIAC CATHETERIZATION
Information essential to the practising cardiovascular technologist. Topics covered include coronary 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. Prerequisites: 60% in CARD 4330. (2 credits)

Apr 7 12 wks CRN 27398

Jennifer Perry, Program Assistant
604-451-7117 Jennifer_Perry@bcit.ca

BMET 1107 **$205 + S&H $10**
BASIC CARDIAC INSTRUMENTATION
See Biomedical Engineering

BHSC 1117 **$305 + S&H $10**
ANATOMY AND PHYSIOLOGY FOR CARDIOLOGY
See Basic Health Sciences

BHSC 1146 **$305 + TEXT $116 + S&H $10**
HUMAN BEHAVIOUR
See Basic Health Sciences

BHSC 3302 **$505 + TEXT $65 + S&H $10**
CARDIAC PATHOPHYSIOLOGY
See Basic Health Sciences

Clinical Research (CRP)

Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca
www.health.bcit.ca/CRP/

CRPT 5001 **$545 + TEXT $10 + S&H $10**
CLINICAL TRIALS BY DESIGN
Issues and policies behind the development of new medical products and procedures in Canada and the US. Issues that affect the clinical phase of development. Major regulatory requirements for drugs and devices, and hands-on experience to critically appraise clinical trials protocols for ethical and scientific relevance. (3 credits)

Apr 7 Mon 12 wks CRN 28917

CRPT 5006 **$545 + TEXTS $122 + $89 + S&H $10**
RECRUITING SUBJECTS AND SPONSORS FOR CLINICAL TRIALS
Basic marketing concepts to create a marketing strategy that sets a site apart from the competition. Strengths of promotional methods such as print, radio, and Web-based marketing. Creation of marketing plan to fit any budget, with the ability to efficiently locate the target audience, whether study subjects or industry sponsors. (3 credits)

Apr 7 Mon 12 wks CRN 29654

CRPT 5010 **$545 + S&H $10**
GUIDED PROJECT IN CLINICAL RESEARCH
For those who do not have access to a clinical or industry site and/or to an experienced preceptor. Prepares documentation and processes necessary to implement a clinical trial at a research site. Completed project must fulfill both the ICP GCP guidelines and the FDA regulations for clinical research conduct. Prerequisite: Successful completion of 21 credits from CR program map and program head approval. (3 credits)

Apr 7 Mon 12 wks CRN 50259

Fish Harvesting and Processing Technology

Continuing Education

Course information: 604-432-8948 1-800-663-6542 ext 8948
Denise_DeLeebeeck@bcit.ca

Registration: 604-432-8723 1-800-663-6542 ext 8723
Sharon_Cameron@bcit.ca

www.health.bcit.ca/fishtech

This program operates according to the current requirements of the fishing industry. We develop courses and workshops with the assistance of industry committees, and schedule them as needed. Contact Denise DeLeebeeck (as above) to be added to our mailing list for notification of upcoming courses. For a current training schedule visit www.health.bcit.ca/fishtech/training.shtm or contact Sharon Cameron (as above).

For specific training needs for your group or company, choose from our complete course list at www.health.bcit.ca/fishtech/training.shtm#CourseList

Recent workshop deliveries include:
- Introduction to HACCP (FISH 0122)
- Revised QMP Plan (FISH 0123)
- Checklists To Verify Your QMP Plan (FISH 0126)
- Chargehand (FISH 0151)
- New Product Business Development (FISH 0160)
- Quality and Safety of Tuna On-Board (FISH 0170)
- Canned Foods: Thermal Processing and Container Evaluation (FISH 1145)
- Retort Pouch Processing & Defect Identification (FISH 1147)
- Food Microbiological Control (FISH 1200)

CD-ROM Training Tutorials on Metal Can Defects $100 per CD or $250 for a set of 3

We offer the following CD-ROMs as part of the Fish Harvesting and Processing Technology program:
- Origins of Metal Can Manufacturing Defects
- Origins of Double Seam Defects
- Identification of Metal Can Defects

We have based these tutorials on material from CFIA manual, "Metal Can Defects – Identification and Classification" and validated them through a committee of B.C. salmon canners, a can manufacturer, CFIA and Health Canada. Take these tutorials if you are a canned food inspector in a processing plant, or work in a can screening warehouse, government or private testing laboratory, import facility, or can manufacturing plant.

To order CDs, contact Sharon Cameron at 604-432-8723, toll free 1-800-663-6542 ext 8723. For more information on content, design and computer system requirements, contact Denise DeLeebeeck at 604-432-8948, toll free 1-800-663-6542 ext 8948, fax 604-434-6986, or e-mail Denise_DeLeebeeck@bcit.ca.

Food Technology

Diploma

Course information: 604-432-8561 1-800-663-6542 ext 8561
Gary_Sandberg@bcit.ca

Registration: 604-432-8723 1-800-663-6542 ext 8723
Sharon_Cameron@bcit.ca

www.health.bcit.ca/foodtech/

FOOD 1021 **$275 + VIDEO $15 + S& H $10**
INTRODUCTION TO FOOD MICROBIOLOGY
Indispensable information for anyone in the food industry who handles or processes food. How micro-organisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems.

Apr 1 52 wks CRN 28532

FOOD 1022 **$440**
INTRODUCTION TO FOOD MICROBIOLOGY: LAB 1
Overview of lab techniques used to detect and enumerate important food-related micro-organisms. Basic microbiological safety procedures, aseptic techniques, sample collection techniques, and proper plating methods. You are expected to supply your own lab coat. Prerequisite: FOOD 1021. Minimum grade of 70% receives a statement of completion. (2.5 credits)

Apr 15 Tue/Thr 1830-2130 5 wks BBY CRN 29726

FOOD 1140 **$380**
PREREQUISITE PROGRAMS (GMPS) FOR HACCP
Sanitation principles and practices as they apply to food processing establishments. Basic microbiology, food spoilage and safety, hazard analysis and critical control point systems, personal hygiene, good manufacturing practices, cleaning and disinfecting agents, WHMIS, setting up a sanitation program, the Food Safety Enhancement Program, and much more. Prerequisite: must be employed or associated with the food processing industry (1.5 credits).

May 6 Tue/Wed/Thr 0830-1630 3 days BBY CRN 50844

FOOD 1163 **$390**
INTERNAL AUDITING OF HACCP SYSTEMS
To keep HACCP systems documented and operating correctly, internal auditing is a necessary function of plant managers, supervisors, HACCP coordinators and team members. Principles of HACCP and underlying prerequisite programs, and elements and activities of an internal audit. Checklist for an existing HACCP system. Successful completion receives statement of completion. Prerequisite: FOOD 1140 or FOOD 1160 or permission of instructor. (2 credits)

May 26 Mon-Wed 0830-1630 3 days BBY CRN 50835

FOOD 1301 **$100**
FOOD SAFETY FOR THE PLANT WORKER
Basic concepts of food safety concerns relating to the plant worker. Basic microbiology, food-borne illnesses, allergens, personal hygiene and handling, GMPs and HACCP. Successful participants receive statement of completion. (1 credit).

Apr 1 52 wks CRN 51838

FOOD 2023 **$210**
BEER TECHNOLOGY
For the novice brewmaster, an understanding of the technology involved in the production of quality beers. Excellent start for a career in brewing. Basic processes, beer cultures, fermentation problems, sanitation, beer variations (ales, lagers), finishing and packaging, aging and care of beer. Five classroom sessions and one field trip to a brewery (scheduled by the class). Success completion of workshop results in statement of completion. (1 credit)

Apr 16 Wed 1830-2130 5 wks BBY CRN 52647

FOOD 2024 **$210**
WINE TECHNOLOGY
For the novice, an understanding of the technology involved in the production of quality wines. Excellent start for career in winemaking. Basic processes, wine cultures, fermentation problems, sanitation, wine variations (sparkling/ciders/coolers/varietals), finishing and packaging, aging and care of wine. Five classroom sessions and one field trip to a winery (scheduled by the class). Success completion of workshop results in statement of completion. (1 credit)

Apr 7 Mon 1830-2130 5 weeks BBY CRN 51182

Food Safety

Associate Certificate

604-432-8561 1-800-663-6542 ext 8561
Gary_Sandberg@bcit.ca www.health.bcit.ca/foodtech/

Earn your Associate Certificate in Food Safety if you are:
- Employed in the food industry with no formal food science background and wish to upgrade your knowledge (e.g. production supervisors and plant managers, technicians, technical sales and marketing, dietitians and nutritionists, government and public health inspectors, food industry entrepreneurs, line personnel)
- A foreign-trained food technologist wishing to obtain Canadian certification
- An individual wishing to gain a better understanding of food safety issues in food processing.

We teach Associate Certificate program courses at a level that assumes you have completed English 12 (or equivalent). We may grant credit for equivalent courses taken outside of BCIT.

Mandatory Courses (14.5 credits)		Credits
COMM 1103	Introduction to Business and Technical Communication	3.0
FOOD 1021	Introduction to Food Microbiology	3.0
FOOD 1091	Introduction to Food Technology	2.5
or		
FNHE 200	Exploring Our Food (from B.C. Open Learning Agency)	
or		
FOOD 2010DE	Principles of Food Science (from U of Guelph Office of Open Learning)	
FOOD 1140	Prerequisite HACCP Programs	1.5
FOOD 1160	Food Safety: The HACCP System	1.5
FOOD 1163	Internal Auditing of HACCP Systems	2.0
FOOD 1301	Food Safety For the Plant Worker	1.0

Core Courses
(choose minimum 5 credits from the following list):

FISH 1141	Can Screening Line Theory and Operation	1.0
FISH 1143	Metal Can Defect ID & Classification	1.0
FISH 1145	Canned Foods: Thermal Processing and Container Evaluation	2.5
FISH 1200	Food Microbiological Control	1.5
FOOD 1022	Introduction to Food Microbiology Lab 1	2.5
FOOD 1023	Introduction to Food Microbiology Lab 2	2.5
FOOD 1150	Dairy Processing	2.0
FOOD 2150	Dairy Processing 1	2.5
FOOD 3150	Dairy Processing 2	2.5
FOOD 1701	Egg Pasteurization Principles	1.5
FOOD 1702	Egg Pasteurizer Operations 1	1.0
FOOD 1703	Egg Pasteurizer Operations 2	0.5
FOOD 1705	Principles of Food Spray-Drying	1.5
FOOD 1706	Spray-Drier Operations	0.5
FOOD 1707	Spray-Drier Operator	0.5

Electives
(choose maximum 5 credits from the following list):

COMM 2203	Business and Technical Reports	3.0
EENG 7720	Applied Microbiology	1.0
EENG 7721	Applied Toxicology	1.0
HRMG 2805	Occupational Health and Safety	3.0
OCHS 1262	Hazardous Materials Management	4.0
OPMT 1106	Quality Assurance 1 - Manufacturing	3.0
OPMT 1116	Vender Quality Management	3.0
OPMT 1142	Introduction to Quality Control Methods	3.0
OPMT 1144	Environmental Compliance and Management System Auditing	3.0

Other courses may be considered as electives if they meet the mandate of the certificate program.

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

Health Care Management (HCM)

Certificates Level 1 and 2

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca
www.health.bcit.ca/hcm

HMGT 4110 $305 + TEXT $102 + S&H $10
HEALTH CARE ORGANIZATIONAL BEHAVIOUR 1
Explains and predicts human behaviour in a health agency. Assists the manager in determining how that behaviour affects the performance of the organization. Emphasizes skills required to apply organizational behaviour concepts to real life situations. Case studies and assignments analyse management issues and problems, and formulate realistic plans of action. (3 credits)

Apr 7 12 wks CRN 20877

HMGT 4150 $545 + TEXT $85 + S&H $10
HUMAN RESOURCE MANAGEMENT
Examines staffing process, including job analysis and description, recruitment and selection, interviewing, training and performance appraisal, management, progressive discipline, and staff reorganization. (3 credits)

Apr 7 12 wks CRN 21334

HMGT 4210 $ 325 + S&H $10
ORGANIZATIONAL BEHAVIOUR 2
Continues from HMGT 4110. Prerequisite: HMGT 4110

Apr 11-13 and May 9-11 (2 weekends) DTC CRN 52081
Fri 1730-2030
Sat/Sun 0900-1700

HMGT 4280 $155 + S&H $10
HEALTH CARE SYSTEMS 2 (USES TEXTS FROM HMGT 4180)
Continues the examination of issues in the Canadian health care system. **Note:** HMGT 4180 + HMGT 4280 = HMGT 5180.

Apr 7 6 wks CRN 21323

HMGT 5120 $305 + TEXT $102 + S&H $10
HEALTH CARE PRINCIPLES OF MANAGEMENT
Discusses roles and functions of management. Provides the knowledge and skills required for planning, organization and control in health care agencies. Addresses such issues as organizational culture, multiculturalism, downsizing, total quality management and creativity. Uses the process of problem-solving throughout. (3 credits)

Apr 7 12 wks CRN 20879

HMGT 5160 $163 + S&H $10
HEALTH LABOUR RELATIONS 2
Covers grievance handling and the arbitration process. Prerequisite: HMGT 4160. (1.5 credits)

May 2-4 Fri 1730-2030 1 weekend DTC CRN 25076
Sat/Sun 0900-1700

HMGT 5180 $305 + TEXTS $107+ $54 + S&H $10
CANADIAN HEALTH SYSTEM
Examines the Canadian Health System at the federal, provincial, and municipal levels. Includes 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, health staffing issues, alternate forms of care and future trends. (3 credits)

Apr 7 12 wks CRN 24085

HMGT 5500 $545 + TEXT $94 + S&H $10
PROJECT MANAGEMENT IN HEALTH CARE
Introduction to project management for health care professionals. Skills and competencies of an effective project manager; stages of the generic project management process including staging, planning, implementation, close out and evaluation of projects. Includes readings and discussions for clinical research, health information, health care quality management and health technology professionals. Prerequisite: Diploma, degree or equivalent in the health care field, including, but not limited to nursing, laboratory technology, engineering and health care management. English language according to BCIT policy. (3 credits)

Apr 7 12 wks CRN 29647

HMGT 5640 $545 + S&H $10
B.C. HEALTH CARE FINANCIAL PLANNING AND MANAGEMENT
Covers financial accounting including the preparation and interpretation of financial statements; managerial accounting using information for decision-making and to improve efficiency and effectiveness of resource use; and financial management focusing on asset management, cash flow analysis, operating and capital budgets and financial feasibility studies. (3 credits)

Apr 7 12 ks CRN 29817

Health Care Quality Management

Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca
www.health.bcit.ca/hcqm/

HMGT 5700 $545 + READINGS $50 + S&H $10
TOTAL QUALITY MANAGEMENT AND CQI TOOLS
Theory and practice in quality improvement specifically in health services. Management tools and techniques, specialized skills and structured focus of continuously improving all processes. Developing competency using quality planning tools to make progress on the *potential* for improvement in key care and service processes. (3 credits)

Apr 7 12 wks CRN 50333

NEW

HMGT 5740 $545 + S&H $10
ACCOUNTABILITY MEASURES
Theory and practice in performance measurement specifically in health services. Accountability tools and techniques used in the Canadian health system to monitor and report on efforts to continuously improve the quality of health service delivered. Developing competency in performance measurement to show progress in evidence based management and improved outcomes. Prerequisites: 60% in HMGT 5700.

Apr 7 12 wks CRN 50760

HMGT 5760 $545 + READINGS $30 + S&H $10
INTEGRATING QUALITY, RISK & UTILIZATION MANAGEMENT
Theory and practice with specific application to health services. Nature of quality assessment, quality planning, risk and utilization management and how their application is essential for today's health organization. Quality management assessment, client satisfaction and provider competence, risk management tools, utilization management and tools and quality management monitoring and reporting. Prerequisite: HMGT 5700.

Apr 7 12 wks CRN 50761

Health Information Systems Technology (HIST)

Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca www.health.bcit.ca/HIST/

HINS 5100 $545 + TEXTS $131 + $77 + S&H $10
INTRODUCTION TO COMPUTERS AND TELECOMMUNICATIONS IN HEALTH
Technical considerations and applications of computers in health care. Value of high quality data in managing patients and institutions effectively. Information processing tools that support health care professionals in their practice and decision making. Computer-mediated communication, telecommunications, and emerging trends in health information systems. (3 credits)

Apr 7 12 wks CRN 29657

HINS 5205 $545 + TEXT $119 + S&H $10
INTRODUCTION TO HEALTH INFORMATICS
Introduces health care professionals to the knowledge and skills of information processing and information and communication technology necessary for their role as information technology users. Explores the knowledge and skill levels within three domains – methodology and technology for the processing of data, information and knowledge, and health system informatics. (3 credits)

Apr 7 12 wks CRN 29174

HINS 5400 $545 + TEXT $66 + S&H $10
TELEHEALTH CONCEPTS
Introduces the emerging field of telehealth. Summarizes the history of telehealth and a state-of-the-art review. Describes the components of telehealth systems as well as the benefits and barriers to telehealth systems. Includes a section on how to set up a telehealth system. Covers an introduction to telehealth evaluation and e-health. (3 credits)

Apr 7 12 wks CRN 29656

Health Technology Management (HTM)

Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca
www.health.bcit.ca/HTM/

HTMT 5500 $545 + TEXTS $25 + $12.50 + S&H $10
ORGANIZING TEAMS FOR INNOVATION AND ORGANIZATIONAL FLEXIBILITY
Examines the relationship between structure and function in health care organizations. Designed for today's rapidly changing health care environment, explores ways of applying decentralized multi-disciplinary teams, multi-functional managers, and technologically adept personnel to create organizational flexibility. Enables analysis of the organizational structure and policy in participant's health care organization. (3 credits)

Apr 7 12 wks CRN 29642

Medical Imaging Technology Degree

See Bachelor of Technology, page 15.

Post Diploma Certificates

604-432-8727, toll-free 1-800-663-6542 ext 8727,
Victoria_Banham@bcit.ca
www.health.bcit.ca

Magnetic Resonance Imaging

MIMG 7200 $545 + TEXT $114 + S&H $10
MAGNETIC RESONANCE IMAGING 1 PHYSICAL PRINCIPLES

Apr 7 12 wks CRN 25881
See Bachelor of Technology, Medical Imaging Technology

MIMG 7201 $545 + TEXT $51 + S&H $10
MAGNETIC RESONANCE IMAGING 2: IMAGE PRODUCTION & TISSUE CHARACTERIZATION

Apr 7 12 wks CRN 25883
See Bachelor of Technology, Medical Imaging Technology

MIMG 7202 $545 + TEXT $113 + S&H $10
MAGNETIC RESONANCE IMAGING 3: IMAGING TECHNIQUES Q.C. AND ARTIFACTS

Apr 7 12 wks CRN 25889
See Bachelor of Technology, Medical Imaging Technology

BHSC 7601 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS

Apr 7 12 wks CRN 25954
See Basic Health Sciences

BHSC 7602 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE THORAX

Apr 7 12 wks CRN 25956
See Basic Health Sciences

BHSC 7603 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE HEAD AND NECK

Apr 7 12 wks CRN 27435
See Basic Health Sciences

BHSC 7604 $545 + TEXTS $54 + $37 + S&H $10
SECTIONAL ANATOMY OF MUSCULOSKELETAL SYSTEM

Apr 7 12 wks CRN 25958
See Basic Health Sciences

Computed Tomography

MIMG 7300 $545 + TEXT $122 + S&H $10
COMPUTED TOMOGRAPHY 1: PHYSICS AND INSTRUMENTATION

Apr 7 12 wks CRN 25875
See Bachelor of Technology, Medical Imaging Technology

MIMG 7301 $545 + TEXT $74 + S&H $10
COMPUTED TOMOGRAPHY 2: CLINICAL APPLICATIONS

Apr 7 12 wks CRN 25896
See Bachelor of Technology, Medical Imaging Technology

BHSC 7601 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE ABDOMEN AND PELVIS

Apr 7 12 wks CRN 25954
See Basic Health Sciences

BHSC 7602 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE THORAX

Apr 7 12 wks CRN 25956
See Basic Health Sciences

BHSC 7603 $545 + TEXT $80 + S&H $10
SECTIONAL ANATOMY OF THE HEAD AND NECK

Apr 7 12 wks CRN 27435
See Basic Health Sciences

Breast Imaging

MIMG 7400 $545 + TEXTS $11 + $15 + S&H $10
BREAST IMAGING 1: PHYSICAL PRINCIPLES AND INSTRUMENTATION

Apr 7 12 wks CRN 27425
See Bachelor of Technology, Medical Imaging Technology

MIMG 7401 $405 + TEXT $85 + S&H $10
BREAST IMAGING 2: CLINICAL APPLICATIONS

Apr 7 12 wks CRN 27427
See Bachelor of Technology, Medical Imaging Technology

Nuclear Medicine Technology

Continuing Education

604-432-8727 or 1-800-663-6542 ext 8727
Victoria_Banham@bcit.ca www.health.bcit.ca/nucmed/

NMED 1117 $105 + TEXT $55 + S&H $10
BASIC VENIPUNCTURE FOR ALLIED HEALTH PROFESSIONS
For students of allied health training programs or practitioners who are not trained in venipuncture. Basic theory and procedure for blood collection or injection of a substance into the bloodstream. Laboratory component included. Cardiology students must take this course in the term prior to their Level 1 Clinical. (1 credit)
To be offered in ONLINE format for September 2003 term.

Apr 7 12 wks CRN 26224

NMED 5510 $405 + TEXT $10 + S&H $10
PET WITH DEDICATED AND DUAL HEAD COINCIDENCE CAMERAS
General principles of PET followed by a detailed description of PET physics and radionuclide production. PET camera design and performance for both dedicated and dual head coincidence systems. Quality control, image acquisition and reconstruction, image characteristics, quantitation and analysis. (4 credits)

Apr 7 12 wks CRN 27794

Nursing Specialties

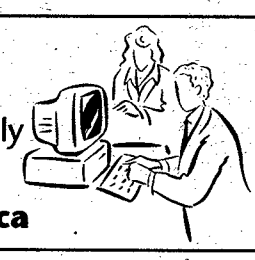
Advanced Specialty Certificate

604-451-7124 toll-free 1-800-663-6542 ext 7124
specnurs@bcit.ca www.health.bcit.ca/nurspec

We have designed these eight advanced specialty certificates to provide practising health care professionals with the advanced knowledge, skills and attitudes necessary for professional competence, advanced technical application, clinical or management roles, or for individual growth. If you are a nurse with a degree, the advanced specialty certificate provides you with the option of acquiring a nursing specialty credential.

If you are currently enrolled in, or have completed one of these advanced specialty certificate programs, you have the option of bridging into the Bachelor of Technology in Specialty Nursing program. See page 16.

Can't wait?
Your registration is confirmed immediately when you register online at **www.bcit.ca**



Occupational Health and Safety

Certificate and Continuing Education

604-432-8429 or 1-800-663-6542 ext 8429
Mary-Ann_Moysiuk@bcit.ca
www.health.bcit.ca/ochs/

Core Courses

OCHS 1000 **$205 + S&H $10**
OCCUPATIONAL HEALTH AND SAFETY FUNDAMENTALS
Overview of the field and how health and safety relates to an organization's overall management system. Leadership commitment, open communication, and legal accountability as core concepts forming the basis for effective safety programs. Variety of functions within the OH&S field and the required resources for the safety generalist. (2 credits)

Apr 7	12 wks	CRN 50736

NEW **OCHS 1100** **$305 + S&H $10**
B.C.OHS LEGISLATION
History of B.C. legislation and how it has evolved. Current legislative system, enforcement, and recent prosecution trends. B.C. Workers' Compensation Board structure, mandate, policies, and procedures. Applies key sections of the B.C. Workers Compensation Act and OH&S Regulation to the workplace. Requires access to a copy of the B.C. legislation. (3 credits)

Apr 7	12 wks	CRN 52071

OCHS 1462 **$305 + S&H $10**
FIRE PROTECTION 2
Includes fire detection systems, portable fire extinguishers automatic sprinkler systems, fire alarms, chemical and electrical hazards. Prerequisite: OCHS 1461. (3 credits)

Apr 7	12 wks	CRN 28559

OCHS 2100 **$325**
OHS LEGISLATION
Legislation relevant to the safety field. History of Canadian legal system introduces concepts of workers' *compensation, safety regulation, due diligence, consultation* and enforcement. Critically compares OH&S systems in Canada, US, and the world. Canadian legislation and other safety regulations. Requires access to your governing OH&S legislation. Prerequisite: OCHS 1000. (3 credits)

Apr 9	Wed	1845-2145	12 wks	BBY	CRN 52344

OCHS 2200 **$305+ TEXT $128 + S&H $10**
SAFETY PROGRAM DESIGN
How to coordinate, develop, implement, and maintain an OH&S program within an organization. How political, cultural, economic, and industry climates as well as corporate and personal values influence safety culture. Management commitment, employee involvement, communication, supervision, education and training, safety recognition, safety policy, and safety committees. Prerequisites: OCHS 1100 or OCHS 2100. (3 credits)

Apr 7	12 wks	CRN 52070

OCHS 2420 **$305 + TEXT $62 + S&H $10**
HAZARDOUS MATERIALS MANAGEMENT
Legislation regulating hazardous materials used, transferred, and stored in the workplace and the environment. Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) requirements. Lead abatement and asbestos management options in the workplace. Education and training requirements for hazardous materials. Prerequisite: OCHS 1100 or OCHS 2100 (or equivalent). (3 credits)

Apr 7	12 wks	CRN 52067

OCHS 2440 **$305 + TEXT $40 + VIDEO $25 + S&H $10**
EMERGENCY PREPAREDNESS AND RESPONSE
Reduction of the effects of disasters through established and proven workplace emergency plans, procedures, and training. Issues arising prior to, during, and immediately following an emergency, and long-range recovery challenges that follow. Development of an emergency response team and its implications. Overview of community and government disaster services. (3 credits)

Apr 7	12 wks	CRN 50752

OCHS 3372 **$305 + S&H $10**
WORKPLACE SAFETY
Review of safety issues and controls in a variety of workplaces. Overview of work processes included in the industry sector. Historical and current issues, and approaches to dealing with each of the major OH&S concerns. Workplaces such as forest products, construction, health care, manufacturing, public sector, and natural resources. Prerequisites: OCHS 1144 and OCHS 1161. (3 credits)

Apr 7	12 wks	CRN 28887

OCHS 3420 **$305 + TEXT $87 + S&H $10**
RISK MANAGEMENT
Five steps of risk management – identifying exposures to accidental loss, examining risk management strategies, selecting the best risk management technique, implementing the chosen technique, and monitoring the results. Purchasing insurance as one means of managing risk. Risk analysis, performance measurement, and cost-effective risk management solutions. Challenge course available. Prerequisites: Several 1000 and 2000 level courses (or equivalents). (3 credits)

Apr 7	12 wks	CRN 50742

OCHS 3520 **$405 + S&H $10**
ERGONOMICS
Human factors in the scientific study of people at work. Improving worker safety, health, efficiency, and comfort. Recent trends in ergonomics, including physical working environment, adaptation of tools and the workplace to the worker, equipment design, impacts on productivity, and importance of involving all people in ergonomics program efforts. Prerequisites: Several 1000 and 2000 level courses (or equivalents). (4 credits)

Apr 7	12 wks	CRN 52057

OCHS 3620 **$325 + TEXT $93.50**
DISABILITY CASE MANAGEMENT
Return to-work options and opportunities for injured workers. Integrated case management team concept and how to design it to ensure dignity and well-being. Injury management, rehabilitation and return to work, legislation policies and ethics, collective agreements, assessment and treatment, negotiation skills, case studies, development of practical injury management plan. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN 52343

OCHS 4320 **$405 + TEXT $193 + VIDEO $25+ S&H $10**
OCCUPATIONAL HYGIENE
Recognizing, identifying, monitoring, evaluating, and recommending control measures for common chemical and physical hazards in the workplace. Benefits of implementing an occupational hygiene program. Hygiene topics including permissible levels, exposure limits radiation, temperature and pressure extremes, asbestos contamination, and ventilation design. (4 credits)

Apr 7	12 wks	CRN 50747

OCHS 4340 **$495**
OCCUPATIONAL HYGIENE LAB
Hands-on training in the calibration and use of occupational hygiene equipment. Small classes ensure that all students can participate in practical exercises with the equipment. Hygiene monitoring conducted on BCIT campus in Burnaby. Pre-reading assignment required. Prerequisites: CHEM 1115 and PHYS 2288 or equivalent level college chemistry and physics courses. Prerequisite: OCHS 4320. (4 credits)

Aug 18-22	Mon-Fri	0830-1630	1 wk	BBY	CRN 51785

OCHS 4360 **$305 + TEXT $131 + S&H $10**
OCCUPATIONAL DISEASES
Overview of occupational diseases, their causes, prevalence, and prevention. How to set up and lead an OH program. Respiratory, skin, liver, and kidney disorders. Occupational diseases of the nervous and reproductive systems, and those related to biological and physical agent exposures. Module on occupational cancer. (3 credits)

Apr 7	12 wks	CRN 50744

OCHS 4420 **$305 + S&H $10**
FIRE SAFETY 1
Begins with the history of fire and how its use and misuse have influenced humanity over the centuries. Includes the chemistry of fire, fire hazards, fire causes, and fire statistics. Introduces applicable legislation and fire codes. Discusses fire prevention activities, occupancy requirements, and construction *considerations for fire safety.* Introduces the role of firefighters in life safety and prevention activities. (3 credits)

Apr 7	12 wks	CRN 52058

OCHS 4520 **$305 + TEXT $102 + S&H $10**
ENVIRONMENTAL STEWARDSHIP
Environmental law in Canada and current trends including air, water, and soil quality, municipal and hazardous waste management, and the environmental assessment process. Current environmental issues, with emphasis on Canadian industries. Roles and impact of the media, partisan, and the public. (3 credits)

Apr 7	12 wks	CRN 50749

Elective Courses

OCHS 1001 **$115**
OCCUPATIONAL SAFETY AND HEALTH COMMITTEE TRAINING
Interactive course. Overview of effective safety and health programs, B.C. WCB legislation, safety committee functions and responsibilities, workplace inspections and accident investigations. (0.5 credits)

Apr 8	Wed	0800-1630	1 day	BBY	CRN 27935
May 13	Wed	0800-1630	1 day	BBY	28562
Jun 3	Tue	0800-1630	1 day	BBY	28938

OCHS 1003 **$115**
HAZARD RECOGNITION AND CONTROL
Requirements for workplace inspections, identification, control and evaluation of hazards, and a segment on how to use the B.C. WCB Occupational Health and Safety Regulation. (0.5 credits)

Apr 15	Tue	0800-1630		BBY	CRN 27793

OCHS 1004 **$115**
PREVENTING VIOLENCE IN THE WORKPLACE
Explanations and application of the B.C. WCB regulations on workplace violence, violence risk assessment techniques, violence prevention strategies, and development of a workplace violence prevention program. Course available to industry clients on request. (0.5 credits)

Jun 24	Tue	0800-1630		CRN 28018

OCHS 1005 **$115**
SUPERVISOR SAFETY MANAGEMENT (0.5 CREDITS)
Specific OH&S requirements for B.C. supervisors including supervision of a safe work environment, safety inspections, accident investigations, and due diligence. Course available to industry clients on request.

May 6	Tue	0800-1630		CRN 28002

OCHS 1007 **$115**
INCIDENT INVESTIGATION AND SAFETY INSPECTION WORKSHOP
Adapted WorkSafe course includes a practical workshop for accident investigation and work site safety inspection training. Course available to industry clients on request. (0.5 credits) Scheduled on demand. Call 604-432-8429 or 1-800-663-6542 ext 8429.

OCHS 1410 **$183**
FIRE EXTINGUISHER SERVICE TECHNICIAN
For those who want to service fire extinguishers. Meets the requirements of the City of Vancouver bylaw requiring fire extinguisher technicians to be certified. After successfully completing the course, you can apply to ASTT to receive certification. (1.5 credits)

Jun 14	Sat/Sun	0830-1700	2 days	BBY	CRN 51225

OCHS 1500 **$1,100**
TDG EXPERT LEVEL
Instructor-level certificate and tools to develop and deliver in-house transportation of dangerous goods training program. Classifying, packaging, marking, labelling, and documenting dangerous goods. North American surface modes (road, rail, water), but primarily road transport. Reference throughout the course to the Canadian TDG Act and Regulations. (3 credits)

Jun 9	Mon-Fri	0800-1630	5 days	BBY	CRN 28109

Audiometric Technician Training

NEW **OCHS 0330**
INDUSTRIAL AUDIOMETRIC TECHNICIAN REFRESHER
Laboratory session providing theory and hands-on training to conduct hearing tests on noise-exposed workers in industry, counsel workers on results of hearing tests and advise on hearing protection, and administer hearing conservation programs in industry. Successful, qualified students eligible to be reauthorized by B.C.WCB as industrial audiometric technician. (Non-credit)

Burnaby						**$133**
Apr 23	Wed	0830-1630	1 day	BBY	CRN	52096
Campbell River						**$126**
Apr 25	Fri	0830-1630	1 day			52094
Prince George						**$126**
May 14	Wed	0830-1630	1 day			52093
Prince George						**$126**
May 15	Thr	0830-1630	1 day			52097
Burnaby						**$133**
Jun 18	Tue	0830-1630	1 day			52095

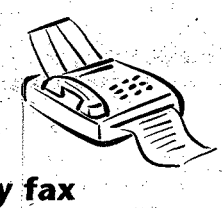
NEW **OCHS 3330** **$493**
INDUSTRIAL AUDIOMETRIC TECHNICIAN
Theory and hands-on training to conduct hearing tests on noise-exposed workers in industry, counsel workers on results of hearing tests, advise workers about hearing protection, administer hearing conservation programs in industry. Upon successful completion, qualified students are eligible to be authorized by B.C. WCB as industrial audiometric technician. (2.5 credits)

Apr 8	Tue-Fri	0830-1630	4 days	BBY	CRN	52066
May 6	Tue-Fri	0830-1630	4 days	BBY		52064
Jun 10	Tue-Fri	0830-1630	4 days	BBY		52065

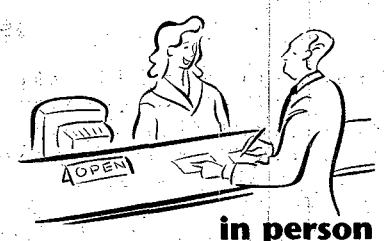
For more information on audiometric technician training courses scheduled in the near future please visit our Web site at www.health.bcit.ca/ochs/whatsnew.htm

Five ways to register

online
www.bcit.ca

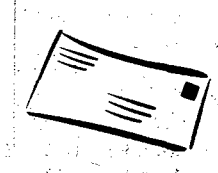


by fax
Burnaby: 604-430-1331
Downtown: 604-687-2488



in person
(see page 3)

by phone
604-434-1610



by mail
(see page 3)

MANUFACTURING & INDUSTRIAL MECHANICAL

Bachelor of Technology in Manufacturing

For more information on the degree, please see the Bachelor of Technology section on page 15.

Computer Aided Engineering

604-432-8828 Vivian Husbands cad@bcit.ca
604-432-8521 Bette Bayley www.cad.bcit.ca

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design 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 12 credits from the list of elective courses to achieve a total of 21 credits.

Program Requirements: Associate Certificate in Computer Aided Design

Core Courses (9 credits)		Credits
MECH 1000	Drafting Fundamentals	3.0
AICO 1000	AutoCAD 1	3.0
AICO 4090*	Practicum	3.0
AICO 4090*	to be performed upon completion of all other credits.	

Elective Courses		
AICO 2000	AutoCAD 2	3.0
AICO 2020	AutoCAD Customization	3.0
AICO 3001	AutoCAD 3D	3.0
AICO 3020	AutoCAD Programming	3.0
AICO 3045	Architectural Desktop	3.0
AICO 3050	CAD System Management	1.5
AICO 4021	Autodesk Viz	3.0
AICO 4041	Mechanical Desktop	3.0
AICO 4044	Autodesk Inventor	3.0
AICO 4048	Solidworks 1	3.0
AICO 4050	VBA Programming for AutoCAD	3.0
COMP 1007	Understanding Windows	1.5
Or		
COMP 1002	Microsoft Windows XP	3.0

For a more complete list of electives, please refer to the BCIT Web site.

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.

Please see our Web page: www.cad.bcit.ca

604-432-8828 Vivian Husbands
604-432-8521 Bette Bayley

All BCIT AICO part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, and have a working knowledge of Microsoft Windows. Computer Aided Design (CAD) courses also assume that students are familiar with technical drawings. Autodesk Inventor and SolidWorks courses assume knowledge of mechanical design.

Courses Offered this Term

AutoCAD and Related Courses

AICO 1000 **$545**
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. (3 credits)

Apr 5	Sat	0830-1630	5 wks	BBY	CRN	21230
Apr 7	Mon-Fri	0830-1630	1 wk	BBY		26080
Apr 7	Mon/Wed	1845-2200	6 wks	BBY		21243
Apr 8	Tue	1845-2145	12 wks	BBY		21225
Apr 25	Fri/ Sat-Sun	1730-2030 0900-1700	2 wks	DTC		21229
May 12	Mon-Fri	0830-1630	1 wk	BBY		21244
May 24	Sat	0830-1630	5 wks	BBY		21241
Jun 9	Mon-Fri	0830-1630	1 wk	BBY		21245
Jul 7	Mon-Fri	0900-1700	1 wk	DTC		21224

AICO 2000 **$545**
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. Prerequisite: AICO 1000. (3 credits)

Apr 5	Sat	0830-1630	5 wks	BBY	CRN	21249
Apr 9	Wed	1845-2145	12 wks	BBY		21246
Apr 28	Mon-Fri	0830-1630	1 wk	BBY		21255
May 21	Mon/Wed	1845-2200	6 wks	BBY		21252
May 23	Fri/ Sat-Sun	1730-2030 0900-1700	2 wks	DTC		21254
May 24	Sat	0830-1630	5 wks	BBY		21253
Jun 16	Mon-Fri	0830-1630	1 wk	BBY		21251
Jul 14	Mon-Fri	0900-1700	1 wk	DTC		25801

AICO 2020 **$545**
AUTOCAD CUSTOMIZATION
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. Prerequisite: AICO 2000. (3 credits)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	23464

AICO 3001 **$545**
AUTOCAD 3D
Introduces AutoCAD's 3D modeling and visualization capabilities. With AutoCAD, three dimensional wireframe, surface and solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 2000. (3 credits)

Apr 5	Sat	0830-1630	5 wks	BBY	CRN	26111
Apr 8	Tue/Thr	1845-2145	6 wks	BBY		26112
May 24	Sat	0830-1630	5 wks	BBY		26113
Jun 23	Mon-Fri	0830-1630	1 wk	BBY		26114
Jul 21	Mon-Fri	0900-1700	1 wk	DTC		28494

AICO 3020 **$545**
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)

Apr 8	Tue	1845-2145	12 wks	BBY	CRN	52390

AICO 4021 **$665**
AUTODESK VIZ
Introduces computer aided modeling and visualization techniques. Prepares students to generate photo realistic images for architectural and engineering applications. Topics include the user interface, modeling, materials editing, and AutoCAD linking. Hands-on practice and step-by-step procedures for creating and animating 3D scenes. Prerequisite: AICO 3001 or AICO 3045 or equivalent. (3 credits)

Apr 17	Thr	1845-2200	11 wks	BBY	CRN	50967

AICO 4044 **$665**
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. (3 credits)

Apr 8	Tue/Thr	1845-2145	6 wks	BBY	CRN	28501

AICO 4050 **$545**
VBA PROGRAMMING FOR AUTOCAD
This course is intended for the AutoCAD programmer who wants to program in Visual Basic for Applications (VBA).Topics include advanced dialog box controls, accessing non-graphical collections, accessing graphical objects, error control, working with blocks and attributes, interfacing with other applications, and relational database access. Prerequisite: AICO 3020. (3 credits)

Apr 10	Thr	1845-2145	12 wks	BBY	CRN	50968

Other Courses

AICO 4048 **$665**
SOLIDWORKS 1
Covers part modeling, detailing and assembly design. 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. (3 credits)

Apr 7	Mon	1830-2200	10 wks	BBY	CRN	29950
Apr 26	Sat	0830-1530	6 wks	BBY		50313

AICO 4148 **$665**
SOLIDWORKS 2
Topics include design tables, sheet metal features, component design for volume manufacturing, advanced lofts, sweeps and the use of surfaces in a solid modeling environment. Advanced assembly techniques, drawing tools such as alternate views and the use of templates for drawing creation are also covered. Prerequisite: AICO 4048. (3 credits)

Apr 9	Wed	1845-2200	11 wks	BBY	CRN	50969

Fluid Power

604-451-6868 Vivian Husbands mechtech@bcit.ca
604-432-8521 Bette Bayley

A selection of courses in fluid power (hydraulics and pneumatics) will be offered that help prepare for the certification exams offered by the Fluid Power Society. These courses will be of interest to people of all levels who deal with fluid power. The courses will be modular in nature and when combined can be used for transfer credit in trades and technology programs at BCIT. Completion of FPWR 1000 and FPWR 1050 is the equivalent of MECH 2350 Fluid Power 1.

NEW **FPWR 1000** **$305**
INDUSTRIAL HYDRAULICS
Introduces the principles of hydraulic control and power transmission. Hydraulic components, their schematic symbols, function and construction are examined and used in hands-on practical exercises. The course delivery combines practical exercises with discussions of typical industrial applications and lectures. Prerequisite: general technical knowledge and basic Physics. (2 credits)

Jun 3	Tue/Thr	1845-2145	4 wks	BBY	CRN	52556

NEW **FPWR 1050** **$305**
INDUSTRIAL PNEUMATICS
Introduces the concepts of control and transmission of power by means of pneumatics (compressed air). The course delivery combines hands-on practical exercises with discussions of typical industrial applications and lectures. Simple control circuits will be developed using ISO and JIC schematic symbols, and tested using up-to-date pneumatic equipment. Prerequisites: general technical knowledge and basic Physics. (2 credits)

Apr 8	Tue/Thr	1845-2145	4 wks	BBY	CRN	52557

Mechanical

604-451-6868 Vivian Husbands mechtech@bcit.ca
604-432-8521 Bette Bayley

MECH 1000 **$425**
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)

Apr 15	Tue/Thr	1845-2145	7 wks	BBY	CRN	52393

MECH 2241 **$525**
ENGINEERING MECHANICS 2
Introduces Dynamics – the study of bodies in motion. Covers kinematic and kinetic analysis. Topics include equations of motion, trajectories, Newton's laws of motion, inertia, work, energy, power, impulse and momentum. Prerequisite: MECH 1141. (5.5 credits)

Apr 14	Mon/Wed	1845-2145	10 wks	BBY	CRN	50937

Mechanical Systems

604-451-6868 Vivian Husbands mechtech@bcit.ca
604-432-8521 Bette Bayley

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

continued next page

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.

Courses Offered this Term

MSYS 1087 **$305**
DRAINAGE PLUMBING DESIGN

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 are reviewed. (2 credits)

Apr 9 Wed 1845-2145 8 wks BBY CRN 50939

MSYS 4079 **$425**
AIR HANDLING SYSTEMS

Design and size air distribution systems, air distribution requirements and air terminals selection. Use and selection of fans. 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. Prerequisite: MSYS 2079 and MSYS 3079 or departmental approval. (3.5 credits)

Apr 15 Tue/Thr 1845-2145 7 wks BBY CRN 29942

Associate Certificate in Fire Protection Inspection and Testing

604-451-6868 Vivian Husbands mechtech@bcit.ca
604-432-8521 Bette Bayley

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 the Applied Science Technologists and Technicians of B.C., (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 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

Elective Courses

COMM 1103	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. Please call Program Advising at 604-434-1610

Courses Offered this Term

MSYS 1075 **$245**
B.C. FIRE CODE

Emphasizes Parts 2, 6 and 7 of the B.C. Fire Code Regulation 1998. Provides an overall view of the fire safety requirements in and around buildings as well as 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)

Apr 10 Thr 1845-2145 6 wks BBY CRN 26181
Jun 9 Mon-Wed 0830-1530 3 days BBY 51138

MSYS 1077 **$365**
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 will require a digital multimeter. Details will be given during the first class. Prerequisite: TELC 1139 or general knowledge of basic electricity and basic electronics. (1.5 credits)

Apr 10 Thr 1845-2145 6 wks BBY CRN 26077
Jun 20 Fri-Sun 0830-1530 3 days BBY 50932

MSYS 2080 **$425**
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, yearly, and other tests required. Testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval. (3 credits)

Jun 23 Mon-Fri 0830-1630 1 wk BBY CRN 52587

MSYS 2084 **$425**
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 1139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)

Apr 8 Tue 1845-2145 12 wks BBY CRN 26075
Jun 2 Mon-Fri 0830-1630 1 wk BBY 28784

Mining

604-432-8323 Robert_Stevens@bcit.ca
604-451-6868 Vivian Husbands mechtech@bcit.ca
www.mining.bcit.ca

BCIT's Mining Program in partnership with the British Columbia and Yukon Chamber of Mines offer several courses in the area of mineral prospecting and exploration. The following two courses are being offered this spring. For more information please contact Robert Stevens, Mining Program Head at 604-432-8323 or e-mail Robert_Stevens@bcit.ca.

MINE 1002 **$140**
PLACER MINING SCHOOL

BCIT's Mining program, in partnership with British Columbia and Yukon Chamber of Mines, is continuing the tradition by offering the 27th annual Placer Mining School. Provides an introduction to placer mining through an overview of placer minerals, geology, deposit types, prospecting techniques, and operating methods. The types of equipment used in different placer mining operations and a review of placer tenure law and regulations in British Columbia will also be discussed. No previous experience in placer mining is required. Visit www.mining.bcit.ca/. (1.5 credits)

Apr 8 Tue/Thr/Sat (Apr 12) 1830-2030 0900-1300 3 wks BBY CRN 51262

Note; Course runs Tuesday and Thursday evenings for three weeks from 1830-2030 and includes a field trip on Saturday, April 12, 2003 from 0900-1300.

MINE 1005 **$750**
PROSPECTING AND EXPLORATION FIELD SCHOOL

An introduction to field techniques used in prospecting and exploring for mineral deposits (at a field site near Oliver, B.C.) focuses on field skills such as identification of rocks and minerals, orienteering, grid establishment, sampling techniques, geochemistry and geophysics. Students complete field exercises, interpret data, and prepare an exploration property report. Prerequisite: Basic course in prospecting, geology or exploration or previous field experience is preferred. (4.5 credits)

May 17-25 Sat-Sun 0800-1600 9 days Oliver CRN 51261

Note: Students will be sent a package of information and an equipment list prior to the start of the course. Students should expect to arrive at the Oliver camp during the afternoon of May 17 and depart after lunch on May 25, 2003.

Chemical Sciences Technology

604-451-6868 Vivian Husbands
mechtech@bcit.ca www.chemsci.bcit.ca

CHSC 7827 **$285**
THE LABORATORY QUALITY SYSTEM

Designed for analytical and environmental chemists, analysts, technicians, quality assurance staff, laboratory supervisors and managers. Provides a practical understanding of the Laboratory Quality System and the role it plays in improving data quality and increasing operational efficiency. Topics: quality system requirements for ISO 17025 registration and laboratory accreditation, quality policy and objectives, organizational responsibilities, the quality manual, lab quality control and quality audit. Prerequisite: CHSC 7826 and a basic knowledge of statistical quality control or department approval from Elaine Woo at 604-432-8393. (1 credit)

Apr 23 Wed 1830-2130 6 wks BBY CRN 51197

Assayer Certification Training

604-432-8393 Elaine_Woo@bcit.ca
www.assay.bcit.ca

Comprehensive assayer training is 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 practicum. Lab practicum 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, mineral identification and introduction to geology
- Classical wet assaying and qualitative analysis
- Acid rock drainage
- Selectivity and specificity of analytical procedures
- Analytical instrumentation – theory and practical
- Sampling theory and methods
- Statistical analysis
- Laboratory safety
- Laboratory quality assurance and quality control
- Reference standards
- Laboratory practicum

Nondestructive Testing

604-451-6868 Vivian Husbands
mechtech@bcit.ca www.mechanical.bcit.ca/pts/ndte.shtml

http://ndt.nrcan.gc.ca – Visit the CGSB Web site for information about government certification requirements.

The following courses meet the Recommended Training Course Guidelines of the Canadian Government Specifications Board.

NDTE 1169 **$975**
RADIOGRAPHY LEVEL 1

Covers the general principles of radiography; nature of penetrating radiation and its interaction with radiation and matter; radiation sources; detection and measurement of radiation; safety and darkroom procedures. Students learn the proper selection of a radiation source for a given application, film type, screens, etc. and should be able to perform radiographic examinations according to prescribed techniques. Visit Natural Resources Canada Web site – The Certifying Agency: http://ndt.nrcan.gc.ca/ (3 credits)

Apr 28 Mon-Fri 0800-1700 1 wk BBY CRN 52402

NDTE 1170 **$975**
ULTRASONICS LEVEL 1

Combines theory with practice, using a variety of ultrasonic testing equipment and test samples to cover generation of ultrasound. Instrumentation, frequency, velocity, wavelength, attenuation, calibration, reference standards, longitudinal, transverse and surface waves, reflection, Snell's Law, sensitivity and resolution. (3 credits)

Jun 9 Mon-Fri 0800-1700 1 wk BBY CRN 20451

NDTE 2177 **$975**
LIQUID PENETRANT INSPECTION LEVELS 1 AND 2

Provides detailed instruction in the theory and practice of liquid penetrant inspection including the capabilities and limitations. Practical lab work reinforces inspection techniques in accordance with codes and/or standards plus interpretation or indications. (3 credits)

May 26 Mon-Fri 0800-1700 1 wk BBY CRN 26352

NDTE 2178 **$975**
MAGNETIC PARTICLE INSPECTION LEVELS 1 AND 2

Provides detailed instruction in the theory and practice of magnetic particle inspection including the capabilities and limitations. Practical lab work reinforces inspection techniques in accordance with codes and/or standards plus interpretation or indications. (3 credits)

Jun 2 Mon-Fri 0800-1700 1 wk BBY CRN 26354

Plastics

604-451-6868 Vivian Husbands mechtech@bcit.ca
604-432-8521 Bette Bayley

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; and
- 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, and sales.

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 1031 **$185**
EXTRUSION: PIPE/PROFILE/CAST
Concentrates on the principles of pipe extrusion, the process, equipment and materials generally used. In addition, the principles of profile extrusion and cast/sheet extrusion will also be discussed along with typical materials used in the process. Prerequisite: PLAS 1030. (1 credit)

Apr 9	Wed	1845-2145	4 wks	BBY	CRN	52394

PLAS 1032 **$185**
EXTRUSION: BLOWN FILM PROCESS
Discusses the equipment required for the tubular blown film process. Polyethylene film properties and their relationship to bubble frost line height, blow-up ratio and draw down ratio. The effects of additives on polyethylene films are also included. Other topics include trouble shooting and determining the weights of bags and sheets. Prerequisite: PLAS 1030 or departmental approval. (1 credit)

May 7	Wed	1845-2145	4 wks	BBY	CRN	29902

PLAS 1033 **$245**
EXTRUSION LABORATORY
Includes hands-on experience with a pipe extrusion line, a tubular film extrusion line and a thermoplastic recycling system. Here is an opportunity to start-up an extrusion line and perform all the adjustments and troubleshooting to bring a product into specification. Prerequisites: PLAS 1030, PLAS 1031 and PLAS 1032. (1 credit)

Jun 4	Wed	1845-2145	4 wks	BBY	CRN	52395

PLAS 1071 **$185**
PLASTICS SPC 2
Continues from PLAS 1070. Covers frequency curves, numerical methods of describing data with required statistical calculations, measures of variability, and the development of control charts. Discussions are held on the detection of out-of-control data and the handling of such data. Prerequisite: PLAS 1070. (1 credit)

Apr 22	Tue	1845-2145	4 wks	BBY	CRN	24822

PLAS 1072 **$245**
PLASTICS SPC 3
Presents a hands-on course using a typical statistical process control software program in a computer laboratory setting. The student becomes familiar with a typical SPC software program while developing skills in handling variables data, charting variables data, creating histograms, charting cause and effect data, and charting Pareto data all on the computer. Prerequisite: PLAS 1071. (1 credit)

Jun 3	Tue	1845-2145	4 wks	BBY	CRN	29903

Petroleum

604-432-8308 Quon_Lee@bcit.ca
www.petrotech.bcit.ca

There are no part-time courses scheduled at this time. To put your name on our contact list, phone Vivian Husbands at 604-451-6868 or e-mail Vivian_Husbands@bcit.ca.

Wood Products Manufacturing

604-432-8885 Eric_Worthy@bcit.ca
604-451-6868 Vivian_Husbands@bcit.ca

WOOD 1001 **$1,210**
LUMBER DRY KILN OPERATION
Covers the fundamental knowledge required by all kiln personnel for successful wood drying to optimize drying time while minimizing degrade, regardless of the type of kiln or kiln controller. Some more advanced techniques will be covered. Information presented is applicable to interior and coastal variants. Prior experience not required. (3 credits)

Jun 9	Mon-Fri	0830-1700	1 wk	BBY	CRN	27620

WOOD 1020 **$390**
LUMBER FINISHING AND SAW TECHNOLOGY
Learn about the technology associated with finishing rough lumber and saw technology. Topics include kiln drying (8 hours), lumber surfacing (6 hours), machine stress rating (2 hours), secondary wood products (2 hours) and saw technology (6 hours). This is one of three courses in a series on the production of lumber. (2 credits)

Apr 16	Wed	1845-2145	8 wks	BBY	CRN	50161

Heating, Ventilation, Air Conditioning and Refrigeration

604-451-6868 Vivian_Husbands@bcit.ca
604-432-8521 Bette_Bayley@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 0102 **$470**
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, prior or during HVAC 0102. Steel-toed safety boots required.

Apr 14	Mon/Wed	1830-2130	8 wks	BBY	CRN	21093

HVAC 0104 **$470**
BASIC REFRIGERATION SYSTEMS 2
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. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Steel-toed safety boots required.

Apr 14	Mon/Wed	1830-2130	8 wks	BBY	CRN	21097

HVAC 0106 **$470**
BASIC REFRIGERATION SYSTEMS 3
This is the third in a five-part program covering heating, ventilation and air conditioning systems. This module covers: types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting, and tune-ups. Preventive maintenance is discussed and basic troubleshooting skills are performed on computer simulators/ window air conditioning units in shop. Prerequisite: HVAC 0104 and HVAC 0145 or equivalent. Steel-toed safety boots required.

Apr 15	Tue/Thr	1830-2130	8 wks	BBY	CRN	23438

HVAC 0110 **$220**
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. Prerequisite: Good working knowledge of the refrigeration trade and ability to read and interpret electrical diagrams or HVAC 0106 and HVAC 0145. Steel-toed safety boots required.

May 3	Sat	0830-1700	3 wks	BBY	CRN	23439

HVAC 0145 **$160**
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.

Apr 26	Sat	0830-1700	1 day	BBY	CRN	21098
May 24	Sat	0830-1700	1 day	BBY		21099
Jun 21	Sat	0830-1700	1 day	BBY		21100

Machinist

604-451-6868 Vivian_Husbands@bcit.ca
604-432-8521 Bette_Bayley@bcit.ca

MACH 0105 **$495**
LATHE OPERATOR
Provides a basic understanding and practical experience of engine lathe operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and footwear with steel toes required. Text: Trac Mach/Millwrighting Occ Line G (MN 0140).

Apr 22	Tue/Thr	1900-2200	6 wks	BBY	CRN	24924

MACH 0110 **$495**
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.

Jun 10	Tue/Thr	1900-2200	6 wks	BBY	CRN	26044

MACH 0116 **$285**
BLUEPRINT READING FOR MACHINISTS
Practical blueprint reading for the mechanical trades. Text-Interpreting Engineering Drawings by Jensen.

Apr 22	Tue/Thr	1900-2200	3 wks	BBY	CRN	52405

Upon successful completion of the following three courses, MACH 3100, MACH 3102 and MACH 3103, a Statement of Completion will be issued.

MACH 3100 **$720**
MASTERCAM FOR MACHINISTS 1
Focuses on the creation of 2D geometry for preparing of machining operations featured in Mastercam version 9.0. Explores the techniques and methods that can be used to design 2D drawing. Text: Mastercam Lathe and Mill Training Tutorials. (5 credits)

Apr 22	Mon-Thr	1800-2200	4 wks	BBY	CRN	28473

MACH 3102 **$720**
MASTERCAM FOR MACHINISTS 2
Focuses on the creation of 2D tool paths using Mastercam version 9.0. The 2D tool paths include drilling, contour, pocket, threading, etc. in milling and turning operations. The course explores the techniques and methods that can be used to generate NC program for 2D drawing. Also introduces post processor in Mastercam. Prerequisite: MACH 3100 – Text: Mastercam Lathe and Mill Training Tutorials. (5 credits)

May 26	Mon-Thr	1800-2200	4 wks	BBY	CRN	27481

MACH 3103 **$720**
MASTERCAM FOR MACHINISTS 3
Focuses on the creation of 3D surface and 3D tool paths using Mastercam version 9.0. Topics include: creation of complex geometry; surface and surface models. Prerequisite: MACH 3102. Text: Mastercam Lathe and Mill Training Tutorials. (5 credits)

Jun 30	Mon-Thr	1800-2200	4 wks	BBY	CRN	27484

Students who successfully completed MACH 3110 Gibbs 1 and MACH 3120 Gibbs 2 the previous term, will receive a Statement of Completion on successful completion of MACH 3130 Gibbs 3.

MACH 3130 **$720**
GIBBS 3
Focuses on 3D surface modeling, solid modeling and multi-surface machining using GibbsCam 2002 version 6.02. Topics include creation of solid and surface modeling, multi-surface machining and data exchange. Prerequisite: MACH 3120. Steel-toed boots and safety glasses required. Textbook: Gibbscam Training Tutorials (available from instructor). (5.5 credits)

May 10	Sat	0800-1430	11 wks	BBY	CRN	52408

Millwright

604-451-6868 Vivian_Husbands@bcit.ca
604-432-8521 Bette_Bayley@bcit.ca

MILL 0101 **$735**
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. Topics include: exam for general fitting practices; hydraulics; pneumatics and lubrication; material handling; machine components and machine installation. Prerequisite: Contact ITAC's transition office in Metrotown (tel 1-866-660-6011) for eligibility to write C of Q exam. Minimum six years experience in the trade. Text: "Millwright Manual of Instruction" and scientific calculator required for first session.

Apr 29	Tue/Thr	1830-2130	12 wks	BBY	CRN	27602

MILL 1506 **$495**
HYDRAULICS 2
This course follows MILL 1505 (formerly MILL 0105). Upon completion of both MILL 1505/1506 students will receive a Statement of Completion in Hydraulics. This theory/shop course covers a review of MILL 1505, contamination, graphic symbology, diagnostic instruments, circuit and control analysis, component functions and failures and systematic troubleshooting procedures. Prerequisite: MILL 1505. Steel-toed boots and safety glasses required. Text: Vickers Industrial Hydraulics manual required for first night of class. (3 credits)

Apr 23	Mon/Wed	1800-2100	7 wks	BBY	CRN	50838

Power Engineering

604-451-6868 Vivian_Husbands@bcit.ca
604-432-8521 Bette_Bayley@bcit.ca

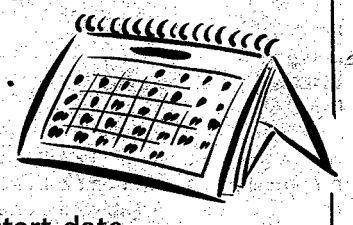
POWR 0107 **$135**
BOILER SAFETY AWARENESS
Raises safety awareness of individuals who are required to watch over boilers during times when operating personnel are not in attendance. This allows individuals to initiate safety shut- down procedures on the equipment named on the safety awareness certificate. This course prepares candidates to write the Boiler and Pressure Vessel Safety examination for certification.

May 27	Tue/Thr	1830-2130	1 wk	BBY	CRN	28476

POWR 0108 **$200**
REFRIGERATION SAFETY AWARENESS
Provincial regulations governing refrigeration plants and building air conditioning systems, not exceeding 1000kW name plate rating, require maintenance personnel, security staff and any other person overseeing the refrigeration plant or chiller to acquire a RSA certificate. This course prepares candidates to write the Boiler and Pressure Vessel Safety examination for certification.

Apr 15	Tue/Thr	1830-2130	3 wks	BBY	CRN	26151

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 two business days before the start date to allow transfer to available alternate courses.



Bachelor of Technology in Technology Management

604-432-8459 Robertta_Pajunen@bcit.ca

For more information on the degree, please see the Bachelor of Technology flyer section.

Aviation

604-419-3704 Laurie_Watkins@bcit.ca

The Aviation Division offers a variety of full-time, part-time, and customized training programs in the following:

- Air Regulation (CARs)
- Sheet Metal Intro and Advanced
- Helicopter Maintenance
- Jet Engines
- Experience the Thrill
- Fearless Flying, Fear No More

The following part-time courses are scheduled at BCIT's Aerospace and Technology Campus located at 5301 Airport Road South, Richmond, B.C. Fax: 604-278-5363.

AVIA 0122 **$390**
AIR REGULATIONS FOR MECHANICS
Provides an in-depth review of the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and air-worthiness of aircraft. Find out about the regulatory organization and how it affects you. Those studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, AMEs, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

May 31	Sat/Sun	0800-1500	2 wks	ATC	CRN	50081
Jul 19	Sat/Sun	0800-1500	2 wks	ATC		50082

AVIA 0168 **$390**
BASIC SHEET METAL FOR AIRCRAFT
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.

May 3	Sat/Sun	0800-1500	2 wks	ATC	CRN	50084
Jun 14	Sat/Sun	0800-1500	2 wks	ATC		50085

AVIA 0169 **$390**
ADVANCED SHEET METAL FOR AIRCRAFT
Continues from Basic Sheet Metal for Aircraft. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0168.

Jul 12	Sat/Sun	0800-1500	2 wks	ATC	CRN	50087

AVIA 0182 **$425**
PRACTICAL APPROACH TO HELICOPTER MAINTENANCE
Presents a theoretical and practical hands-on introduction to how the helicopter achieves lift, controls direction, and basic maintenance. Labs include general inspection techniques, gas turbine engine, transmission inspection, and rotor blade balancing in the hangar. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, support staff in the business of helicopters, or the pilot who wants a introduction to inspection, and basic shop practices.

Jun 7	Sat	0800-1500	4 wks	ATC	CRN	50088

AVIA 0241 **$390**
INTRODUCTION TO JET ENGINES
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.

Jun 7	Sat/Sun	0800-1500	2 wks	ATC	CRN	50071

AVIA 0277 **$496**
EXPERIENCE THE THRILL – AVIATION
Provides an opportunity to explore four areas of aviation through instructor-led classroom and workshop activities. Structures – metal layout, cutting bend allowance and fastening. Mechanics – basic maintenance requirements of fixed and rotary wing aircraft including propeller installation. Avionics – demonstration of ramp testing and bench operations. Receive 30 minute flying lesson, and you are the pilot!

Jul 19	Sat	0800-1500	4 wks	ATC	CRN	51253

AVIA 0278 **$390**
FEARLESS FLYING, FEAR NO MORE
What happens if the plane gets a flat tire? On a long flight, will I be breathing stale air? Could someone accidentally/intentionally open a door in mid-flight? What if my seat has a defective oxygen mask? Will the plane fall if there is engine failure? From taking off to landing, this course is will inform you on everything about a commercial plane ride, from what the ground crew is doing before the flight to why pilots sometimes choose to make a 'firm arrival' rather than a 'grease job' touchdown. If you have any questions or concerns about flying, this is the course for you.

Jul 19	Sat	0800-1500	4 wks	ATC	CRN	52349

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

Marine

604-453-4111

Marine training offers a variety of full-time, part-time, and customized programs in the following:

- Electronic Navigation
- Marine Engineering
- Maritime Logistics and Port Operations
- Nautical
- Safety and Seamanship

For information on customized courses, call the associate dean at 604-453-4122. The following part-time courses are scheduled at BCIT's Pacific Marine Training Campus, located at 265 West Esplanade, North Vancouver, B.C. Fax: 604-985-2862.

Nautical

604-453-4111

NAUT 0475 **$520**
MASTER LIMITED, 60 GRT, AREA 1
Prepares participants for Transport Canada examinations (040 and 061 oral exams) leading to the Master Limited certificate which qualifies 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.

May 6	Tue/Thr Sat	1800-2100 0900-1600	5 wks	PMT	CRN	29770

Motive Power

604-432-8205 Shirley_Butler@bcit.ca

The Motive Power Division offers a variety of full-time, part-time and customized training programs in the following trades:

- Auto Collision Repair
- Automotive Electronics
- Commercial Transport Mechanic
- Diesel Mechanic
- Marine Mechanic
- Motorcycle Mechanic
- Auto Refinishing
- Automotive Service Technician
- Diesel Electronics
- Heavy Duty Mechanic
- Mobile Equiment Operator
- Power Equipment Technician

The following part-time courses are scheduled at BCIT's Burnaby campus, located at 3700 Willingdon Avenue, Burnaby, B.C. Fax 604-439-0426.

Auto Collision Repair/ Auto Refinishing

604-432-8205 Shirley_Butler@bcit.ca

NEW **ABOD 1201** **$160**
RESPIRATOR FIT TESTING
Provides respirator fit testing to those who require respiratory protection in the workplace. Covers selection, facial fit, use, inspection, cleaning, storage, and maintenance of respirators. Also includes basic hazards identification. This course meets WCB guidelines and CSA standard CAN/CSA-Z94.4-02 requirements. Includes an approved 1/2 mask respirator including P100 Heppa. (0.5 credits)

Apr 15	Tue	1800-2200	1 day	BBY	CRN	52481
May 15	Thr	1800-2200	1 day	BBY		52482

Automotive Mechanic

604-432-8205 Shirley_Butler@bcit.ca

AUTO 0100 **$510**
AUTOMOTIVE MECHANICAL REPAIR REFRESHER
Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Prerequisite: Experience in the automotive trade.

Apr 7	Mon/Wed	1830-2130	10 wks	BBY	CRN	26043

AUTO 0105 **$460**
AUTOMOTIVE AIR CONDITIONING
Introduces the principles of air conditioning systems, including refrigerant theory, system construction and operation, inspection and service, refrigerant recovery, recycling, and charging. Shop exercises involve performance testing and inspections including refrigerant identification, over and undercharging effects, and leak detection. Prerequisite: AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

Apr 8	Tue/Thr	1830-2130	7 wks	BBY	CRN	26040

AUTO 0106 **$300**
AIR CONDITIONING 134A RETROFIT
Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from R12 to R134A. Introduces the principles of air conditioning systems including system construction, operation, inspection and service. Shop exercises provide an opportunity to perform air conditioning performance testing; refrigerant recovery, recycling and charging. 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.

Jun 3	Tue/Thr	1830-2130	3 wks	BBY	CRN	23618

AUTO 0107 **$112**
134A RETROFIT REGULATIONS
Upgrades 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. Training is recognized as an ICBC c.a.r. shop upgrading course and counts as four hours towards your accreditation status.

May 28	Wed	1800-2200	1 day	BBY	CRN	25540

AUTO 0110 **$350**
AUTOMOTIVE BRAKE SERVICING
Upgrades mechanics in brake servicing. Covers inspection and repair of disc/drum brake assemblies. Prerequisite: Mechanical experience. Safety glasses and steel-toed footwear required.

Apr 28	Mon/Wed	1830-2130	5 wks	BBY	CRN	52483

AUTO 0125 **$455**
AUTOMOTIVE AUTOMATIC TRANSMISSIONS
Introduces the operating principles of automotive automatic transmissions. Topics include drive train components, gearset descriptions, simple and compound planetary gearsets, torque convertors, 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.

Apr 7	Mon/Wed	1830-2130	7 wks	BBY	CRN	52485

AUTO 0128 **$140**
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 1978-1993 vehicles that use mechanical type fuel injection systems. Safety glasses and steel-toed footwear required.

May 12	Mon/Wed	1830-2130	2 wks	BBY	CRN	52487

AUTO 0131 **$365**
PROPANE FUEL SYSTEMS FOR VEHICLES
Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes 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.

Apr 7	Mon/Wed	1830-2130	4 wks	BBY	CRN	27638

AUTO 0134 **$365**
NATURAL GAS FUEL SYSTEMS FOR VEHICLES
Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes 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.

May 12	Mon/Wed	1830-2130	4 wks	BBY	CRN	27639

AUTO 0140 **$540**
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.

Apr 22	Tue/Thr	1830-2130	7 wks	BBY	CRN	20570

AUTO 0141 **$590**
AIRCARE PRACTICAL (RECERTIFICATION)
Updates certified technicians in the diagnosis and repair of emission control system failures. 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.

Apr 22	Tue/Thr	1830-2130	7 wks	BBY	CRN	21514

AUTO 0145 **$124**
CFC EMISSIONS IN AUTOMOTIVE
Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. Leads to 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. Required for technicians who service automotive air conditioning systems or perform 134A retrofits.

Apr 5	Sat	0900-1700	1 day	BBY	CRN	20573
May 31	Sat	0900-1700	1 day	BBY		28499

AUTO 2200 **$375**
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. (2 credits)

Apr 7	Mon/Wed	1830-2130	5 wks	BBY	CRN	50908

AUTO 2209 **$460**
AUTOMOTIVE TUNE-UP, DRIVEABILITY, AND EMISSION CONTROLS
Progresses from basic electrical/electronic test procedures to advanced diagnosis of batteries, conventional and permanent magnet starters and circuits, ignition systems from conventional to DIS, fuel delivery systems including feedback carburetors, emission controls, four gas analysis, an introduction to "on-board" computers and fuel injection. (4 credits)

Apr 8	Tue/Thr	1830-2130	7 wks	BBY	CRN	52493

AUTO 2211 **$255**
LAB SCOPE OPERATION AND DIAGNOSTICS
Provides basic lab scope skills necessary to test various electrical components and interpret signals generated. Covers various systems operation, signals to watch, and signal expectations. With practice and experimentation, students will be prepared to look for possible defects in many systems on today's vehicles. Prerequisite: Minimum Third Year Apprentice or TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. A basic understanding of engine management systems is recommended. Safety glasses and steel-toed footwear required. (1 credit)

Jun 9	Mon/Wed	1830-2130	3 wks	BBY	CRN	29853

CTMX 0110 **$255**
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. Covers up-to-date information on recent and upcoming changes to the inspection program. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Apr 22	Tue/Thr	1830-2130	3 wks	BBY	CRN	20580
May 13	Tue/Thr	1830-2130	3 wks	BBY		20585
Jun 9	Mon/Wed	1830-2130	3 wks	BBY		50887

Commercial Transport Mechanic

604-432-8205 Shirley_Butler@bcit.ca

CTMX 0100 **$510**
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 ITAC's transition office in Metrotown (tel. 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 14	Mon/Wed	1830-2130	10 wks	BBY	CRN	20577

CTMX 0102 **$435**
TRANSPORT REFRIGERATION INTERMEDIATE TROUBLESHOOTING
Builds on the basic concepts of reefer operation and troubleshooting techniques. This is the ideal course for individuals to increase their basic 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.

May 12	Mon/Wed	1830-2130	6 wks	BBY	CRN	50910

CTMX 0105 **$375**
AIR BRAKES FOR MECHANICS
Prepares mechanics, with limited experience, to service air brakes. Upon successful completion, students will receive pre-trip credit for 30 days toward the Motor Vehicle Air Endorsement examination. This endorsement is a requirement for Automotive Technician Commercial Vehicle Inspectors to inspect air brakes. Prerequisite: Basic mechanical knowledge and ability. Steel-toed footwear required.

Apr 8	Tue/Thr	1830-2130	6 wks	BBY	CRN	29849

CTMX 0110 **$255**
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. Covers up-to-date information on recent and upcoming changes to the inspection program. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Apr 22	Tue/Thr	1830-2130	3 wks	BBY	CRN	20580
May 13	Tue/Thr	1830-2130	3 wks	BBY		20585
Jun 9	Mon/Wed	1830-2130	3 wks	BBY		50887

CTMX 0111 **$65**
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. Prerequisite: Commercial Vehicle Inspector Certification.

Jun 4	Wed	1800-2200	1 day	BBY	CRN	27492

CTMX 0200 **$410**
COMMERCIAL TRANSPORT TRAILER MECHANIC CQ REFRESHER
Prepares participants for the Commercial Transport Trailer Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact ITAC's transition office in Metrotown (tel. 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of four-and-a-half years work experience in the trade.

Apr 29	Tue/Thr	1830-2130	7.5 wks	BBY	CRN	29850

Diesel Electronics

604-432-8205 Shirley_Butler@bcit.ca

Upon successful completion of the following five courses, a BCIT Associate Certificate 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 2104 **$435**
CUMMINS ELECTRONIC CONTROL
Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Cummins diesel engines. Upgrades students to repair, troubleshoot and diagnose electronic fuel systems for Cummins engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required. (6 credits)

May 13	Tue/Thr	1800-2100	6 wks	BBY	CRN	24922

Diesel Engine Mechanic

604-432-8205 Shirley_Butler@bcit.ca

NEW **DEMX 0102** **$420**
ELECTRONIC DIESEL ENGINE TUNE-UP
Upgrades participants to tune-up electronic diesel engines. Tune-ups will be performed on Cummins, Caterpillar, and Detroit Diesel engines. Includes both theory and hands-on training. Prerequisite: Basic knowledge of diesel engines. Safety glasses and steel-toed footwear required.

May 12	Mon/Wed	1830-2130	5 wks	BBY	CRN	52531

First Aid

604-432-8205 Shirley_Butler@bcit.ca

CTMX 1301 **$125**
OCCUPATIONAL FIRST AID – LEVEL 1
Covers basic first aid with rescuer CPR. Successful participants will receive WCB Occupational First Aid Level 1 certification. Personal identification must be presented to the instructor. (0.5 credits)

May 10	Sat	0800-1600	1 day	BBY	CRN	52495
Jun 21	Sat	0800-1600	1 day	BBY		52497

Heavy Duty Mechanic

604-432-8205 Shirley_Butler@bcit.ca

HDMX 0100 **$510**
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 ITAC's transition office in Metrotown (tel. 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 14	Mon/Wed	1830-2130	10 wks	BBY	CRN	20575

Mobile Equipment Operator

604-432-8205 Shirley_Butler@bcit.ca

MEOP 1001 **$330**
FORKLIFT OPERATOR 1 – INEXPERIENCED
Provides both theory and practical training to those with little or no experience operating 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. (1 credit)

Apr 1	Tue/Thr	1830-2130	3 wks	BBY	CRN	52499
Apr 15	Tue-Thr	0730-1430	3 days	BBY		52501
Apr 26	Sat	0830-1530	3 wks	BBY		52502
Apr 28	Mon/Wed	1830-2130	3 wks	BBY		52504
May 13	Tue-Thr	0730-1430	3 days	BBY		52506
May 27	Tue/Thr	1830-2130	3 wks	BBY		52508
Jun 17	Tue-Thr	0730-1430	3 days	BBY		52509

MEOP 1002 **$250**
FORKLIFT OPERATOR 1 – EXPERIENCED
Provides both theory and practical training to those with proven experience operating 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. (1 credit)

Apr 5	Sat	0830-1530	2 wks	BBY	CRN	52511
May 13	Tue/Thr	1830-2130	2 wks	BBY		52513

MEOP 1003 **$130**
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. (0.5 credits)

May 7	Wed	0730-1430	1 day	BBY	CRN	52514
Jun 14	Sat	0830-1530	1 day	BBY		52515

MEOP 1004 **$355**
ELECTRIC FORKLIFT OPERATOR 1 – INEXPERIENCED
Provides both theory and practical training to those with little or no experience operating electric forklifts. Successful participants will receive Mobile Equipment Operator Certification for walkys, end-riders, order pickers and reach trucks. Certification is valid for two years. This course meets current WCB guidelines and CSA Standards for electric lift truck operators. Workbooks included. Prerequisite: Driving experience. Steel-toed footwear required. (1 credit)

Apr 7	Mon/Wed	1830-2130	3 wks	BBY	CRN	52516

MEOP 1007 **$105**
FILLING FORKLIFT PROPANE CYLINDERS
Provides both theory and practical training in filling forklift propane cylinders by volume. Successful participants will receive Propane Training Institute issued certification valid for 36 months. Course materials and certification fee included. Steel-toed footwear required. (0.5 credits)

Jun 21	Sat	0830-1530	1 day	BBY	CRN	52517

MEOP 1010 **$240**
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. (0.5 credits)

May 10	Sat	0830-1530	1 day	BBY	CRN	52518

MEOP 1011 **$210**
SCISSOR LIFT OPERATOR
Provides both theory and practical training in the operation of scissor lifts. 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. (0.5 credits)

May 24	Sat	0830-1530	1 day	BBY	CRN	52519

Marine Mechanic

604-432-8205 Shirley_Butler@bcit.ca

IOMX 0103 **$365**
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. Provides the knowledge to troubleshoot, repair and tuneup an outboard motor. Focuses on fuel, electrical, ignition, lubrication, and cooling systems, troubleshooting, corrosion and galvanic protection. Steel-toed footwear required.

Apr 8	Tue/Thr	1830-2130	6 wks	BBY	CRN	50916

Motorcycle Mechanic

604-432-8205 Shirley_Butler@bcit.ca

MCMX 0115 **$255**
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.

Apr 28	Mon/Wed/Sat Mon/Wed (Apr 28, 30, May 5, 7): 1830-2130 Sat (May 10): 0830-1500		2 wks	BBY	CRN	25081

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; and Transportation.

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- Geomatics
- Management
- Management – Health Specialty
- Manufacturing
- Medical Imaging
- Nursing
- Specialty Nursing
- Technology Management

Other Degrees

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- Bachelor of Science in Biotechnology (with UBC)
- Master of Science in Construction Management (with University of Bath, UK)

Advanced Diploma

- Cardiovascular Technology
- Geographic Information Systems
- Master, Intermediate Trade (Marine)
- Renewable Resources Management (Co-op)
- Technology Management

Diploma

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- Civil and Structural Engineering Technology
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- Management Systems
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- Computed Tomography
- Forensic Science Technology
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- Broadcast & Media Communications (Radio, Television, Broadcast Journalism)
- Civil-Transportation Systems (Highways) Technology *(Certificate and Intermediate Certificate)*
- Civil and Structural Engineering Technology *(Certificate and Intermediate Certificate)*
- Computed Tomography
- Computer Systems
- Computer Systems Service Technician
- Digital Animation *(Management Certificate)*
- Electronic Commerce
- Electronic Engineering *(Certificate and Intermediate Certificate)*
- Electronics Technician Common Core *(Distance Education)*
- Financial Management (Professional Accounting, Finance)
- Forest Engineering Technology *(Certificate and Intermediate Certificate)*
- Forest Resource Technician
- Geomatics Technology *(Certificate and Intermediate Certificate)*
- Health Care Management
- Human Resource Management
- Interior Design (Management Certificate and Senior Certificate)
- Magnetic Resonance Imaging
- Management Systems
- Maritime Logistics and Port Operations
- Marketing Management (Marketing Management, Marketing Communications, Professional Sales, Tourism Marketing)
- Media Techniques and Marketing Communications
- Media Techniques for Business
- New Media Design CD-ROM and Web Development *(Senior Management Certificate)*
- Occupational Health and Safety
- Operations Management (Facilities Management, Industrial Engineering, International Trade and Transportation Logistics, Management Engineering, Materials Management, Quality Management)
- Power Engineering – General, Fourth, Third, Second and First Class (Certificates of Trades Training)
- Power Engineering – Technical (Certificate of Technical Studies)
- Software Systems Development
- Watchkeeping Mate, Restricted

Associate Certificate

- Bridge Watchman
- Building Construction Technology
- Building Design and Architectural CAD
- Civil-Transportation Systems (Highways) Technology
- Computer Aided Design (CAD Technology)
- Computer Systems Foundations
- Construction Supervision
- Customer Relationship Marketing
- Customer Service
- Desktop Publishing
- Developmental Approvals
- Diesel Engine Electronics *(Associate Certificate of Trades Training)*
- Electronic Commerce
- Entrepreneurship
- Event Marketing
- Financial Planning
- Fire Protection Inspection and Testing
- Food Safety
- Forest Engineering Technology
- Fundraising Management
- Hydronic Technician
- International Management
- Introductory Computer Information Systems
- Java Programming
- Introductory Programming
- LAN/WAN Administration
- Land Survey Administration
- Leadership
- Marketing Communications
- Mechanical Systems (Air Conditioning; Heating; Plumbing)
- Mediation
- Medical Office Assistant
- Network Administrator Technician
- Office Computer Skills
- Organizational Change
- Park Facility Maintenance Management and Inspection
- Park Management (Safety and Security)
- Plastics Engineering Technology
- Professional Video Editing
- Public Relations
- Sales Skills
- Site Management
- Tourism
- Transportation Systems (Construction Materials, Geotechnical, Highway Construction Administration, Highway Design, Subdivision Planning & Development, Surveying, Traffic and Transportation).
- Venture Program
- Web Programmers
- Web Project Management
- Web Technologies (Publishing on the Internet)
- Wood Products Manufacturing Technology (primary and secondary manufacturing)

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The following are not official BCIT credentials but are issued and recognized by industry. Training is completed through or at BCIT on a part-time basis, usually followed by an industry-issued examination.

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- Cross Connection Control Certification

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- Level 1 Building Inspector

Issued by Canadian Government Standards Board
- Non-destructive Testing

Issued by HRAI, Environment Canada, B.C. Environment
- Certificate in CFC/HCFC/HFC Controls

Issued by Ministry of Community, Aboriginal and Women's Services, (Certification, Licensing and Quality Management Branch)
- Power Engineers Fifth Class, Refrigeration Endorsement
- Refrigeration Safety Awareness Certification
- Power Engineers Fifth Class, Boiler Endorsement
- Boiler Safety Awareness Certificate
- Power Engineer, Fourth Class to First Class

(Gas Safety Branch)
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- CNG Licence
- LPG Licence

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- Air Conditioning Retrofit
- AirCare Certificate of Endorsement

Issued by B.C. Ministry of Energy and Mines
- Assayer Certification

Issued by B.C. Ministry of Forests
- Coastal Log Scaling
- Log Residue and Waste Survey Certification

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