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training
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PART-TIME STUDIES

**SPRING TERM
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**Abbotsford
Burnaby
Langley
Maple Ridge
North Vancouver
Richmond
Surrey
Vancouver**

SPRING/SUMMER 1997

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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Registration Information

CAMPUS LOCATIONS/ OFFICE HOURS

The Burnaby campus and Downtown campus offer year-round registration service for part-time courses. The Surrey, Maple Ridge and Sea Island locations have limited registration services.

1. BURNABY/BBY (604) 434-1610

(Registration)

Part-time course registration.

3700 Willingdon Avenue

Burnaby, B.C. V5G 3H2 Fax: (604) 430-1331

Student Services:

Program Information: (604) 434-3304

Registration: (604) 434-1610

To withdraw from a part-time course

prior to the refund deadline date.

Student Records: (604) 432-8498

After the refund deadline date.

Refunds: (604) 432-8212

Cheque inquiries only.

Payments: (604) 432-8732

OFFICE HOURS:

Registration/General Enquiries:

Hours (Subject to Change)

Monday to Thursday 0830 - 1900

Friday 0830 - 1630

Saturday 0830 - 1230

Closed on Holiday Weekends

2. DOWNTOWN CAMPUS/DTC

(604) 412-7777

Part-time technology courses only.

555 Seymour Street

Vancouver, B.C. V6B 3H6 Fax: (604) 687-2488

OFFICE HOURS

When classes are in session:

Monday to Thursday 0830 - 1800

Friday 0830 - 1630

Otherwise:

Monday to Thursday 0830 - 1730

3. SURREY/SRY, Registration & Information only (604) 594-2000

Part-time Business courses only.

Campus location:

Tamanawis Senior Secondary School

12600, 66th Avenue, Surrey, B.C. V3W 2A8

4. SEA ISLAND/SEA (604) 278-4831

Part-time Aviation and computer courses.

Vancouver International Airport

Unit 200 - 5301 Airport Road, South

Richmond, B.C. V7B 1B5

5. PACIFIC MARINE TRAINING CAMPUS/ PMT (604) 985-0622

265 West Esplanade

North Vancouver, B.C. V7M 1A5

Fax: (604) 985-2862

6. VANCOUVER/VCR/ANO*

Part-time Computer Systems courses only.

Ano Office Automation

380 West 2nd Avenue, Vancouver, B.C.

7. LANGLEY/LLY*

Electronic programs and courses only.

#97 - 21405 56th Avenue.

Langley, B.C. V3A 4R3

8. MAPLE RIDGE/MRC*

Maple Ridge Secondary School

21911C - 122nd Avenue, Maple Ridge, B.C.

9. MAPLE RIDGE/THC

(604) 463-8884

Thomas Haney Centre

23000 - 116th Avenue, Maple Ridge, B.C.

10. INFORMATION TECHNOLOGY CENTRE/ABB*

(604) 853-6230

2343 McCallum Rd.

Abbotsford, B.C. V2S 3N7

*Please contact Burnaby campus or Downtown campus to register for courses at these locations.

COURSE REGISTRATION: FOUR WAYS TO REGISTER

1. BY MAIL

Complete the registration form on page 3 and include your signature at the bottom. Clip the form out and mail it to:

Part-time Studies

BCIT Registration Department

3700 Willingdon Avenue

Burnaby, B.C.

V5G 3H2

OR

BCIT Downtown Campus

555 Seymour Street

Vancouver, B.C.

V6B 3H6

2. BY FAX

(604) 687-2488

(604) 430-1331

DOWNTOWN

BURNABY

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

3. IN PERSON

Note: The following hours of registration are subject to change.

BURNABY CAMPUS

3700 Willingdon Avenue

Monday to Thursday 0830-1900

Friday 0830-1630

Saturday 0830-1230

Closed Saturday on Holiday Weekends

DOWNTOWN CAMPUS

555 Seymour Street, Vancouver

Regular Office Hours:

Monday to Thursday 0830-1800

Friday 0830-1630

Saturday Closed

PRINCESS MARGARET SENIOR SECONDARY*

128 Street & 72nd Avenue, Surrey

Regular Office Hours:

Monday to Thursday 0900-2030

Friday 0900-1200

Saturday Closed

*Note: Registration and enquiries take place at Princess Margaret Senior Secondary, while classes are delivered at Tamanawis Senior Secondary.

4. BY PHONE

REGISTRATION BY PHONE FOR FIRST TIME REGISTRANTS IS NOW AVAILABLE!
If registering by phone, payment for the part-time course(s) must be made by Visa or MasterCard.

Note: During peak periods you may experience lengthy delays. You may want to try to register during non-peak hours at the Burnaby campus only from 1800 - 1900.

(604) 412-7777 **DOWNTOWN**

(604) 434-1610 **BURNABY**

CONFIRMATION OF REGISTRATION/PAYMENT

Your receipt will be mailed to you however, due to the volume your receipt may be delayed and therefore should not be considered as confirmation. You should confirm registration and refund deadlines before the start of classes. Please attend the first night of class unless otherwise notified.

COURSE AUDIT

A student may audit a course with permission from the instructor on the first night of class.

COURSE CANCELLATIONS

The Institute reserves the right to cancel courses if enrolments are insufficient. A full refund cheque of tuition will be mailed out.

COURSE IDENTIFICATION

The course identifier consists of a subject code, number and title. Please refer to the BCIT Part-time Studies Calendar for a complete explanation.



Application Form

FEES

Course Transfer/Change \$15 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 listed. This applies when you request to have your registration changed from one course to another and/or to change your time/date.

International students should refer to page 33 for information about Part-time Studies tuition fees.

Tuition does not include textbooks or material requirements except where indicated.

MISCELLANEOUS FEES

NSF/Returned Cheques	\$15
Duplicate T2202A	\$10
Transcript (plus \$1 each extra)	\$5

VISA & MASTERCARD DECLINES

Please note that upon notification from the bank that a Visa or MasterCard has been declined, the student will be immediately withdrawn from their class for non-payment of fees. Your receipt will be stamped with a notation advising you of the situation. It will be your responsibility to re-register and make full payment for that class - a new receipt will be issued.

REFUNDS

Course refund deadlines vary. Please check your course refund deadline when you register. Full refund, less 15 per cent, if within the following guidelines:

Course duration	*Deadline Dates
Over 4 weeks	the day of the 2nd class.
4 weeks or less	1 week prior to the class start date.
Distance Education	Before material has been sent.

*Refund requests must be submitted to Part-time Studies course registration by the refund deadline date. Special fees for some courses are non-refundable and different refund requirements and deadlines may apply.

HOW TO WITHDRAW FROM A COURSE

Students who wish to withdraw from a course after the refund deadline must do so officially, in writing to Student Records. Withdrawal will be allowed until two-thirds of the way through the course and will result in a "W" on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show "F" for the dropped course. Neglecting to withdraw officially will result in an "OF" on the transcript. The standard refund policy applies to all withdrawals.

FALL '97 PART-TIME STUDIES REGISTRATION

Registration for the fall term opens June 2, 1997. Although the course schedule will not have been printed at that time, you can call us to check on course offerings and to register. Draw date for early registration will be Aug. 8.

TAX RECEIPTS T2202A - 1997

An official tax receipt will be mailed by Financial Services on or before Feb. 28. To allow for normal mail delivery, students should wait until Mar. 15 before contacting Financial Services if a tuition fee tax receipt has not been received. A \$10 charge will be levied for duplicate receipts.

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

FEE STRUCTURE

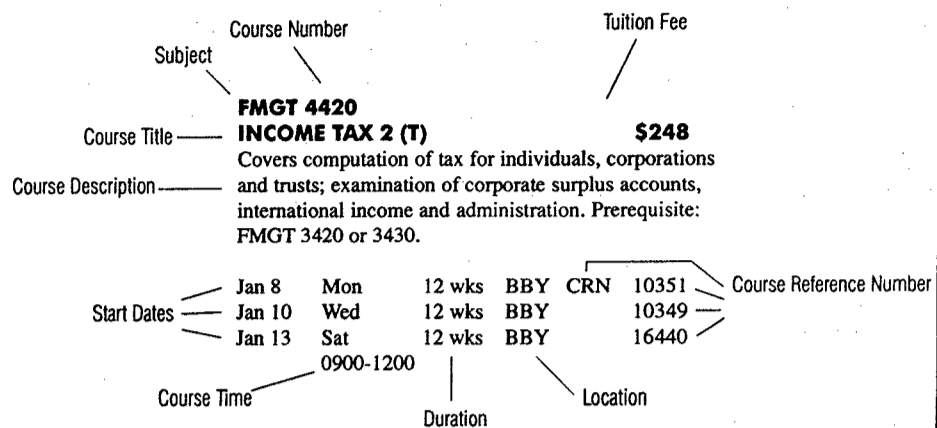
The cost of each course not only includes your BCIT fees, but the Student Association's student activity fee. These have been combined into one total fee, to simplify the payment process for students. For more information on the student activity fee and the services it funds, please contact the BCIT Student Association at (604) 432-8600.

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

Register Early and Win!
(604) 434-1610

Spring into action! Register for your BCIT course by Mar. 14 and you could win a free course! Eleven free courses will be given away. Register today!

HOW TO READ YOUR FLYER



Part-time Studies Registration Form

BCIT Registration 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 already have been issued to you. You would find this number at the bottom of any correspondence from Student Services or the Registrar's Office.

If known, please enter that number here

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

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

Birthdate: (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)

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

Street/Box No.

Town/City Province

Country Postal Code

Home Phone Work Phone

Employer name/address

Course #	CRN	Course Title	Course Fees	Material Fees (if applicable)	Start Date DD MM YY	Site

TOTAL FEES

You can pay by cash, cheque, money order, VISA or MasterCard. The debit card is now being accepted only at the Burnaby and Downtown campus. A service charge for any NSF or returned cheque will be assessed.

☐ Visa Card Number Expiry Date

☐ MasterCard Number Expiry Date

☐ full fees paid by you ☐ full fees paid by employer (approval attached) ☐ special arrangement (approval attached)

Your citizenship status is: ☐ Landed Immigrant/Permanent Resident ☐ Student Authorization

☐ Canadian Citizen ☐ Other (please specify) Country of Citizenship if not Canada:

I declare that the information on this application is correct and complete. I acknowledge BCIT's right to cancel this application if the information contained in it has been misrepresented.

If I am admitted to BCIT, I agree to abide by its policies and regulations. If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies.

Your signature goes here Dated



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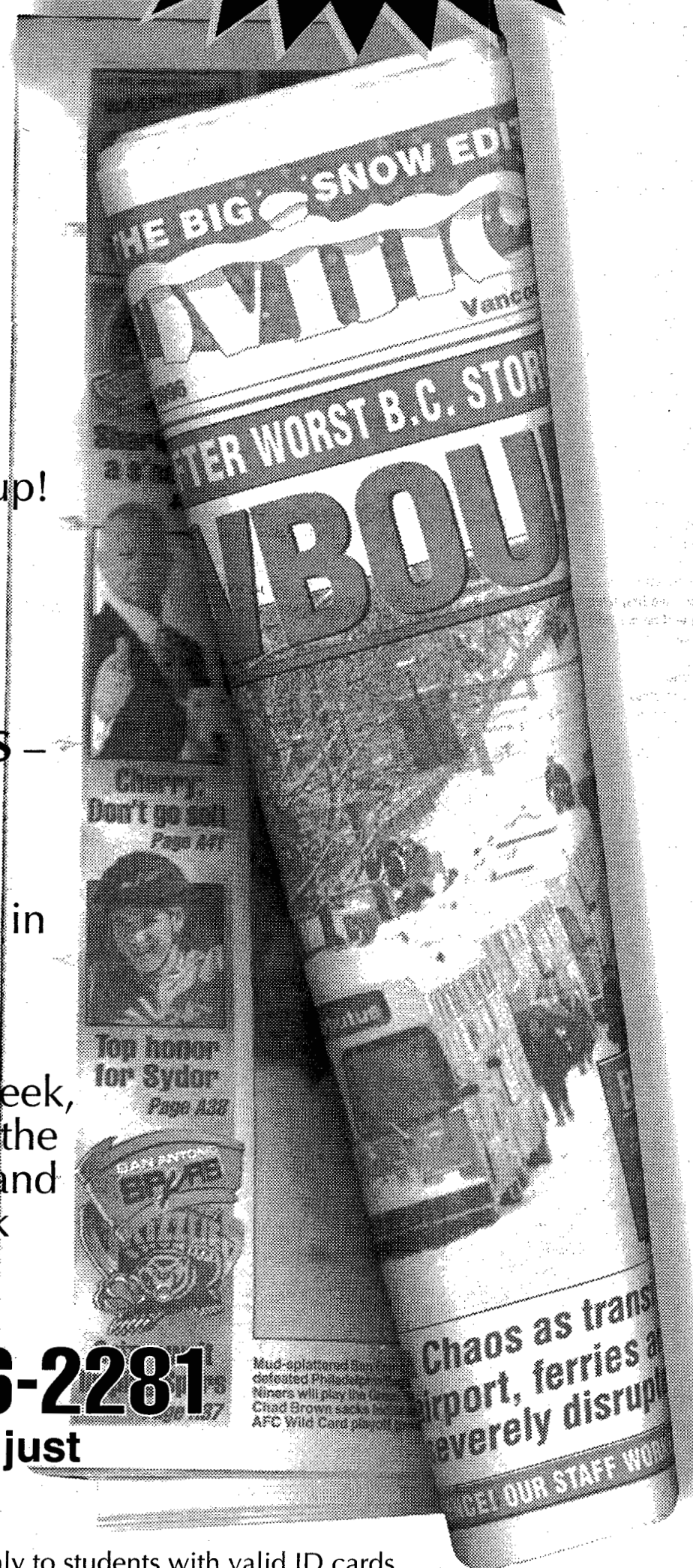
BCIT DEAL!

7 Months for \$79.45

or

4 Months for \$51.12

736-2281



Offer expires September 30, 1997. Offer BC97. Offer valid only to students with valid ID cards

Academic Studies

CHEMISTRY (604) 432-8551

CHEM 0001 PRE-ENTRY CHEMISTRY 1 \$468
Presents an upgrading course for those whose background in chemistry is weak or serves as a refresher course for those who have not studied chemistry for several years. Meets the Chemistry 11 entrance requirement for BCIT programs. This course is equivalent to CHEM 0010.

Apr 15 Tue/Thr 12 wks BBY CRN 20610

CHEM 3319 HIGH PERFORMANCE LIQUID CHROMATOGRAPHY \$297
Introduces the uses of high performance liquid chromatography in solving organic analysis problems relating to the chemical, food, clinical and environmental concerns. Each session consists of a one hour lecture and two hour laboratory. Class is limited to 12 students, so enrol now! Prerequisite: An introductory organic chemistry course.

May 06 Tue/Thr 4 wks BBY CRN 24847

COMMUNICATION

Limited financial assistance is available to financially needy part-time students registering in COMM 0003, COMM 0004, COMM 0005 and COMM 0008. The deadline for applications for financial aid is 21 days before classes start.

For more information on financial assistance for part-time students, phone (604) 432-8555 or go to Financial Aid reception in Student Services, Building SW1-2300. Office hours: 0830-1630, Monday to Friday.

PRE-ENTRY COURSES (604) 451-6896

COMM 0009 COMMUNICATION PLACEMENT \$524

Before you can be enrolled in a Pre-Entry Communication course (COMM 0003, 0004, 0005 or 0008), we first need to assess your English skills so you will be placed in the appropriate course for your level of English. ALL STUDENTS enrolled in COMM 0009 COMMUNICATION PLACEMENT must write a two-hour assessment the week before the start of class to determine eligibility for continuation in a Pre-Entry Communication course. The \$524 fee covers the cost of the COMM 0009 exam and a Pre-Entry Communication course.

Test Schedule:

Students wishing to enrol in a Monday/Wednesday evening course will write the assessment on Wednesday, April 9, 1997 from 1800 - 2200.

Students wishing to enrol in a Tuesday/Thursday evening course will write the assessment on Thursday, April 10, 1997 from 1800 - 2200.

Students wishing to enrol in a Tuesday/Thursday day-time course will write the assessment on Tuesday, May 6, 1997 at 1330-1630.

Students wishing to enrol in a Saturday day-time course will write the assessment on Saturday, April 12, 1997 at 0830-1230.

Students wishing to enrol in a Monday-Friday evening course will write the assessment on Thursday, July 10, 1997 at 1800-2200.

Students wishing to enrol in a Monday-Friday day-time course will write the assessment on Thursday, July 10, 1997 at 0830-1230.

Apr 09 Wed 1 wk BBY CRN 20638

Apr 10 Thr 1 wk BBY 20639

Apr 12 Sat 1 wk BBY 24829

May 06 Tue 1 wk DTC 22794

†Jul 10 Thr 1 wk BBY 20637

†Jul 10 Thr 1 wk BBY 20636

0830-1230

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COMM 0003 CAREER EXPLORATIONS IN TRADES AND TECHNOLOGY FOR STUDENTS OF ENGLISH AS AN ADDITIONAL LANGUAGE \$524

Gives students the speaking and listening skills needed to succeed in BCIT's other pre-entry courses. Learn the English language skills to participate in successful interviews with BCIT instructors in trades and technology. Learn how to present your career goals and interests clearly and concisely. You will prepare cards of introduction and resumes, practice filling out application forms, participate in practice interviews, and read about cultural differences.

Apr 14 Mon/Wed 11 wks BBY CRN 21372

1800-2200

Apr 15 Tue/Thr 11 wks BBY 24825

1800-2200

Apr 19 Sat 14 wks BBY 24826

0830-1630

May 08 Tue/Thr 14 wks DTC 22793

1330-1630

†Jul 14 Mon-Fri 5 wks BBY 22535

0830-1230

†Jul 14 Mon-Fri 5 wks BBY 24062

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COMM 0011 EFFECTIVE PRESENTATION SKILLS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE) \$165

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

Apr 14 Mon 8 wks DTC CRN 24830

1730-2030

COMM 0012 ENGLISH FOR PROFESSIONALS (FOR SPEAKERS OF ENGLISH AS AN ADDITIONAL LANGUAGE) \$165

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

Apr 15 Tue 8 wks DTC CRN 24831

1730-2030

CERTIFICATE AND DIPLOMA COMMUNICATION COURSES (604) 451-7153

COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL COMMUNICATION \$248

Teaches practical techniques for planning, organizing, selecting and presenting information in a business or industry environment. Routine memos, instructions, procedures, graphics, summaries and oral presentation are covered. Prerequisite: For credit status: English 12 or equivalent. Those without the prerequisite may audit the course (see Part-time Studies Calendar for audit status).

Apr 15 Tue 12 wks DTC CRN 20645

1730-2030

Apr 16 Wed 12 wks BBY 20643

Apr 17 Thr 12 wks BBY 22149

Jun 02 Mon 12 wks BBY 20641

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COMM 2205 WRITING MANUALS FOR THE COMPUTER INDUSTRY \$182

Teaches techniques for planning, researching, organizing, formatting and writing a manual. The course also covers testing and packaging the finished product, and translating technical material for the non-technical reader. Prerequisite: English 12 or equivalent.

Apr 15 Tue 6 wks BBY CRN 20678

BUSINESS AND INDUSTRY COURSES (604) 451-7153

COMM 0035 INTER-CULTURAL COMMUNICATION \$182

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. Enables you to develop the cultural awareness and sensitivity to the cross-cultural diversity you need to communicate more effectively in our increasingly diverse communities and workplaces. Learn the fundamentals of cross-cultural communication through brief lectures and readings. Experience pitfalls and rewards of cross-cultural communication and have a chance to practise new communication strategies through case studies, writing, videos, discussions and role plays. The cultures of the Pacific Rim, in particular, will be emphasized.

May 03 Sat 3 wks DTC CRN 20640

0900-1600

COMM 0037 SUCCESSFUL MEMOS AND LETTERS \$182

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 15 Tue 6 wks DTC CRN 20655

1730-2030

COMM 0038 PROPOSALS - SELLING IDEAS! \$182

Develops a strategic approach to writing proposals that sell! Discussion will cover the design phase strategies for selling ideas, the development phase strategies for drafting the document, and the finishing phase strategies for revision. You will also learn to develop professional graphics to enhance presentations. Participants are encouraged to write proposals based on their work.

Apr 16 Wed 6 wks DTC CRN 20656

1730-2030

COMM 0039 EXCITING PRESENTATIONS! \$182

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.

May 27 Tue 6 wks DTC CRN 20657

1730-2030

COMM 0040 MAKING MEETINGS WORK \$182

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 28 Wed 6 wks DTC CRN 20658

1730-2030

COMM 0041 TELEPHONE TECHNIQUES \$76

Teaches techniques for making positive first impressions with customers and for handling complaints and difficult calls. The course involves discussion, problem-solving, and role playing.

Apr 19 Sat 1 wk DTC CRN 20659

0900-1600

COMM 0042 WRITE TO SELL! BROCHURE DESIGN \$182

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

Apr 15 Tue 6 wks DTC CRN 23801

1730-2030

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.



Academic Studies

COMM 0043 COPYWRITING THE RIGHT COPY \$182

Everything you need to know about getting to your audience in ads, flyers, newsletters, broadcast media writing, graphics-ALL OF IT! Learn how to write prose like the pro's in a hands-on, how-to workshop that will show you how to sell your products, services or ideas anywhere!

May 27 Tue 6 wks DTC CRN 23802
1730-2030

GENERAL INTEREST COURSES (604) 451-7153

COMM 0020 INDEPENDENT LEARNING SKILLS \$221

Teaches 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 03 Thr 8 wks BBY CRN 20612

COMM 0021 EFFECTIVE WRITING \$221

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

†Jul 02 Wed 8 wks BBY CRN 20611

COMM 0022 ENGLISH FUNDAMENTALS \$248

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

Apr 15 Tue 12 wks BBY CRN 20686

COMM 0024 IMPROVE YOUR READING COMPREHENSION \$248

Begins the first part of a two-part reading course for adults who have completed Grade 8 or higher. Teaches or reviews word attack skills, dictionary usage, literal and inferential meaning, use of language and critical reading skills. The course is taught as individualized reading so students can work at their own level; however, it is not designed for those who have a learning disability or use English as a second language. The mark of pass/fail depends on your attendance and work accomplished.

Apr 16 Wed 12 wks BBY CRN 22641

ENGINEERING TECHNOLOGY ENTRY (ETE) PROGRAM

This full-time day school program provides academic upgrading to students wishing to enrol in engineering-based technology programs at BCIT.

The ETE program provides courses in chemistry, communication, mathematics and physics which meet technology program prerequisites in selected technology programs at BCIT. The program also includes an introductory course in computer applications and a general interest seminar course. Some technology programs offer opportunities for students to take an optional technology level credit course while enrolled in the ETE program.

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

Some technology programs have prerequisite requirements not offered by the ETE 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 ETE program are provisionally accepted into an engineering-based technology program in a subsequent term, subject to satisfactory completion of the ETE program with marks equivalent to technology prerequisites. Marks required vary with the technology program chosen. Provisional acceptance is based on marks obtained in ETE 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 ETE program and/or personal interviews may be required before provisional acceptance is offered. There are annual enrolment limits for programs which accept ETE students, which may affect acceptance into the ETE 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 and Principles of Mathematics or Applications of Mathematics 11 or the equivalents, with a C or better, completed within eight years of application date.

TECHNOLOGY ENTRY WITH ENGLISH LANGUAGE TRAINING PROGRAM (TEWELT)

This program runs concurrently with the ETE January intake. Computer literacy, math and physics lectures are common courses with ETE, but TEWELT has its own extended communication course, which focuses on skills needed for students who require English language training. It also features team teaching between communication and physics, related to lab write-ups to further strengthen communication skills. TEWELT has the same basic access availability to engineering related technology programs as the ETE program.

Both ETE and TEWELT are eligible for student assistance funding.

For additional information about the ETE and TEWELT programs, call BCIT Student Services at (604) 434-3304 or toll free at 1-800-667-0676, Monday to Friday, 1300-1600.

FORENSIC SCIENCE TECHNOLOGY PROGRAM (604) 451-7178

In co-operation with the Justice Institute of BC Police Academy.

FSCT 7104 COMPUTER APPLICATIONS IN POLICING \$250

This course will introduce the use of computers in policing. Material will be broken into four sections: computer crime, and some investigative techniques used by forensic investigators; use of computers to enhance community service; crime and the Internet; and social implications of information technology and computers. The course will provide an overview of these areas and provide enough information to allow investigators to make intelligent decisions when confronted with computer based crime, or to assist their agencies in working with the community. Prerequisite: Investigative experience as a police officer or forensic examiner. Knowledge of Canadian jurisprudence and the criminal justice system, rules of evidence.

May 09 Fri/Sat 4 wks BBY CRN 25094
0900-1200

FSCT 7203 FORENSIC BIOLOGY-DNA TYPING \$250

This course will provide participants with instruction in the identification of biological materials as well as historical and present-day techniques used in DNA typing. Population genetics will be discussed as will current and possible future DNA legislation. Instruction will include casework examples and the interpretation of results and laboratory reports. Prerequisite: Completion of post-secondary science or police science curriculum.

Apr 04 Fri/Sat 3 wks BBY CRN 25095
Fri 1830-2130
Sat 0900-1500

FSCT 7207 FORENSIC ANTHROPOLOGY/POLICE \$550

This five-day course takes a hands-on approach to the "scene investigation" aspect of Forensic Anthropology. As a member of a small "crime scene team," candidates will work intensively in the field on realistic mock-up scenarios. Each member will work on perimeter setups, photography, gridding, excavation, location of evidence, and recovery of remains. Collection of various entomological evidence from the scene and other means of determining elapsed time since death will be covered in detail. Aspects of scene management, including logistics, utilization and deployment of personnel, and health and safety, will also be explored. Prerequisite: Completion of post-secondary science or police science curriculum.

†Aug 18 Mon-Fri 1 wk BBY CRN 25137
0900-1600

MATHEMATICS (604) 451-6709

MATH 0001 TECHNICAL MATHEMATICS INTRODUCTION \$468

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

Apr 14 Mon/Wed 15 wks BBY CRN 20687

May 26 Mon-Fri 6 wks BBY 20688
0900-1200

Jun 23 Mon-Fri 6 wks BBY 20689
1300-1600

MATH 0004 REFRESHER MATHEMATICS \$148

Reviews the mathematical techniques essential for success with basic technical math and calculus courses in BCIT technology programs. Topics include common algebraic methods for solving equations, simplifying expressions, manipulating formulas, etc.; basic trigonometry; graphing properties of common geometric figures; techniques for solving problems. Develops 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 2 wks BBY CRN 25033
1300-1600

MATH 0011 TECHNICAL MATHEMATICS INTRODUCTION PART 1 \$234

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

Apr 14 Mon/Wed 8 wks BBY CRN 23769

MATH 0012 TECHNICAL MATHEMATICS INTRODUCTION PART 2 \$234

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

Jun 09 Mon/Wed 8 wks BBY CRN 23770

MATH 1011 TRIGONOMETRY \$248

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

Apr 15 Tue 12 wks BBY CRN 20690

MATH 1012 LOGARITHMS AND ANALYTIC GEOMETRY \$248

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

Apr 17 Thr 12 wks BBY CRN 20691

MATH 3431 TRANSFORM CALCULUS FOR ELECTRONICS \$248

First and second order differential equations. The Laplace transform as an integral function. Transform pairs for functions and operations, inverse transforms from tables, techniques of partial fraction expansion for inverse transformation. Poles, zeroes, s-plot, s-domain circuit diagram and applications. Transients in multimesh circuits, transfer functions and frequency response to sinusoidal inputs. Fourier series, trigonometric Fourier coefficients and frequency spectrum. Prerequisite: MATH 2431 or MATH 2434/2435.

Jun 02 Mon/Wed 6 wks BBY CRN 24844

PHYSICS (604) 434-5734 LOCAL 5504

PHYS 0304 REFRESHER PHYSICS \$148

Provides a review of the basic Physics 11 concepts which are important for success in most first-year physics courses required in BCIT technology programs. This course is not a substitute for PHYS 0309. Topics covered include vectors, kinematics, dynamics, equilibrium, circular motion, mechanical energy and power. There will be some lab exercises, and problem-solving skills will be emphasized. The course is recommended for those who took Physics 11 more than one year ago, who have not applied the concepts and need to review. Prerequisite: Physics 11 or equivalent.

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

PHYS 0309 PRE-ENTRY AND ETE PHYSICS \$524

Meets the Physics 11 entrance requirement for BCIT programs. A grade of 65 per cent or higher in this course meets the prerequisite for programs specifying a "C+" in Physics. Topics include kinematics, dynamics, equilibrium, energy, fluids, heat, electrostatics and direct current circuits. Prerequisite: You are advised to have completed any necessary mathematics upgrading courses before taking PHYS 0309.

†Jul 07 Mon-Fri 6 wks BBY CRN 24797
0900-1200

PHYS 1301 GENERAL PHYSICS 1 \$578

Covers translational and rotational motion, including statics, kinematics, force, torque, mechanical energy and power. Properties of matter, thermal energy and thermodynamics, simple harmonic motion including vibrations with particular reference to mechanical waves. This course is equivalent to PHYS 1143, Physics for Electronics Technology and other general level first term Physics courses at BCIT. Prerequisite: Physics 11 and MATH 0001 or equivalent.

May 26 Mon-Fri 6 wks BBY CRN 23753
0900-1200

PHYS 2301 GENERAL PHYSICS 2 \$578

Covers basic electrostatics and dynamics including electric charge, potential, field and energy. Magnetism, induced electromotive force, electromagnetic waves, physical and fibre optics. Topics in modern physics will include: atomic physics, basic semi-conductor theory, and nuclear phenomena. This course is equivalent to PHYS 2143, Physics for Electronics Technology and other second term Physics courses at BCIT. Prerequisite: PHYS 1301 or equivalent.

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

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.



NEW

BCIT PRESENTS EPIC® ISO 9000 WORKSHOPS

BCIT's School of Business is pleased to announce that it will offer the EPIC 9000 Training System (*Education Professionals in Consortium*) this spring. The EPIC system will certainly help your organization achieve registration in the ISO 9000 quality assurance standard. More importantly, it will provide the essential, practical insights that allow participants to build a quality assurance system that brings an organization long-term, bottom-line results. The EPIC program is offered in two formats: open enrolment for selected modules and on-site training with customized coaching services. Tuition discounts are offered to organizations who send more than one participant to the same workshop. The open enrolment modules scheduled for this term include:

OPMT 0004 UNDERSTANDING ISO 9001/2 \$262*

Provides an understanding of all 20 elements of ISO 9000 and the interrelationships of the various clauses. This is an essential course for all employees who will be involved in gap analysis, planning for implementation, quality system documentation, internal quality audits or training of the workforce

Apr 04	Fri	1 day	BBY CRN	24593
		0830-1700		
May 21	Wed	1 day	BBY	25180
		0830-1700		
Jul 11	Fri	1 day	BBY	25182
		0830-1700		

OPMT 0006 PLANNING FOR IMPLEMENTATION \$262*

Provides members of your implementation team with tools and techniques for developing a project framework for implementing your ISO 9000 quality system.

Apr 18	Fri	1 day	BBY CRN	24597
		0830-1700		

OPMT 0007 INTERNAL QUALITY AUDITS \$530*

Provides your internal audit team with the knowledge and skills necessary to successfully perform internal quality audits as required under ISO 9000. Your audit team may be comprised of members of your ISO 9000 implementation team, as well as selected individuals throughout your organization.

Apr 22	Tue/Wed	2 days	BBY CRN	24599
		0830-1700		
Jun 05	Thr/Fri	2 days	BBY	25184
		0830-1700		

OPMT 0008 QUALITY SYSTEM DOCUMENTATION \$530*

Focuses on requirements for documentation and skills needed to create and control documentation under ISO 9001/9002. The key to a successful ISO 9000 implementation is to involve those who actually do the work in preparing the procedures and work instructions. This workshop is designed to clarify and simplify that involvement.

May 08	Thr/Fri	2 days	BBY CRN	24603
		0830-1700		
Jun 19	Thr/Fri	2 days	BBY	25186
		0830-1700		

OPMT 0009 IDENTIFYING STATISTICAL TECHNIQUES \$262*

Addresses fundamentals necessary to identify the need for statistical techniques according to ISO 9000 quality system standards. This is not a statistics course — only an overview of the tools that should be considered so that this requirement of the standard is adequately met.

Jun 25	Wed	1 day	BBY CRN	24605
		0830-1700		

* Tuition includes GST.

For more information on EPIC® ISO 9000 workshops, customized on-site training and group rate discounts call Brenda Mason at (604) 451-7134.



BCIT PRESENTS XEROX QUALITY WORKSHOPS

BCIT and Xerox have entered into a partnership to deliver a selection of their most effective two-day courses in quality, teamwork, and continuous improvement.

These are high impact, intensive training programs that have been delivered to hundreds of thousands of people across all industry sectors with proven results. All programs are delivered by Xerox trained and certified facilitators.

The Xerox workshops are designed to equip people at all levels in your organization with the skills to participate fully in quality and continuous improvement initiatives in work group environments. They are being offered on a regular basis in a public format at BCIT. Tuition discounts are offered to organizations that send more than one participant to the same workshop. We can also tailor for delivery on-site for your organization. On-site coaching is available for your intact teams and work groups within your organization to reinforce the learning.

OPMT 0011 TEAM SKILLS WORKSHOP \$530*

Provides the essential team participation and team leadership skills to ensure high performance in a team setting. Hundreds of large and small organizations have adopted Xerox's framework for conducting effective team meetings as their corporate standard. This workshop has contributed more to improving organizational performance than any other course offered by Xerox.

May 08	Thr/Fri	2 days	BBY CRN	24609
		0830-1700		

OPMT 0012 BASIC QUALITY PROCESSES \$530*

Provides a proven model for team problem solving and specific skills for improving any process, with an emphasis on how to sustain continuous quality improvement. These are basic skills that managers, team leaders and key contributors should know if they are being asked to participate in any performance improvement effort.

Apr 10	Thr/Fri	2 days	BBY CRN	24611
		0830-1700		

OPMT 0014 PROCESS MAPPING \$530*

Provides a hands-on workshop for a process team to determine critical work processes, document them, streamline work flow and reduce cycle time. A process team is, ideally, a minimum of four people who bring to the workshop a real process to work on. The workshop format can accommodate up to five process teams at once, from different companies of different parts of the organization.

May 01	Thr	2 days	BBY CRN	25188
		0830-1700		

OPMT 0016 PROBLEM SOLVING PROCESS \$530*

Learning the six-step problem solving process enables participants to begin corrective actions sooner and to provide more sustainable results. Participants have an opportunity to practise using tools and actions that will strengthen the problem solving efforts they develop for their organization.

Apr 17	Thr/Fri	2 days	BBY CRN	25190
		0830-1630		

OPMT 0018 QUALITY IMPROVEMENT PROCESS \$530*

Provides an introduction to basic quality, continuous improvement, and work design concepts. Ideal for any employee of an organization implementing a total quality management strategy. Participants develop and practise using tools and actions that strengthen the business improvement activities within their organizations.

Apr 03	Thr/Fri	2 days	BBY CRN	25192
		0830-1630		

* Tuition includes GST.

BCIT contacts for further information:
Operations Management Department
Steve Dudra at (604) 451-6746,
Keith Hartley at (604) 451-6749
For registration and group rate
discount information Brenda Mason
(604) 451-7134.

THE SCHOOL OF BUSINESS SEMINARS AND WORKSHOPS

The Business Training Centre is pleased to present non-credit seminars and workshops that provide participants with management and leadership skills development training, in one-and two-day formats. All sessions focus on employee development. Employers are encouraged to sponsor their staff in attending workshops. Your company can be invoiced for fees simply by sending a letter on company letterhead along with your registration form, stating that the company is to be invoiced for the fees. All 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 New Downtown campus, 555 Seymour Street, Vancouver, unless otherwise noted.

Prices include GST. The refund deadline for all sessions is one week prior to course date. Refunds less 15 per cent of the course fee will be made for cancellations received at least one week prior to the seminar date. We regret we cannot give refunds after that date. For more information contact:

Student Services:	(604) 434-3304
Downtown campus:	(604) 412-7777
Chris Gadsby, CE Coordinator:	(604) 451-6784

BTCW 0101 MOTIVATING YOUR EMPLOYEES \$172

This one day workshop is designed for supervisors and managers responsible for effectively leading and influencing their staff towards the achievement of goals. Participants will progress from an understanding of how the motivation process works and what their motivators are, to applying the motivational principles learned in realistic work situations through the use of case studies. Participants are encouraged to bring for discussion any related problems and concerns.

Apr 30	Wed	1 day	DTC CRN	23688
		0830-1630		

BTCW 0102 LEADERSHIP SKILLS FOR NEW SUPERVISORS AND MANAGERS \$313

In today's demanding work environment, learning by trial and error is neither acceptable or affordable. New supervisors and 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, such as:

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

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

May 21	Wed/Thr		DTC CRN	23689
		0830-1630		

BTCW 0103 BUILDING A CUSTOMER- DRIVEN ORGANIZATION \$313

Teaches participants how to build a customer-driven organization by focusing on strategic and people management principles. Topics include the "moments of truth" in customer service; developing value-added customer relationships; the service cycle and what your customers value in each stage of the cycle; defining strategic direction and aligning for maximum buy-in; establishing service standards and measuring against these; strategic listening and proactive recovery; recruiting, training, motivating and leading for excellence in customer service.

May 27	Tue/Wed		DTC CRN	23690
		0830-1630		

BTCW 0106 TIME MANAGEMENT AND PRODUCTIVITY SKILLS \$313

Teaches the vital difference between being effective and being efficient, and the keys to achieving both.

Topics include why you do the things you do — human behavior, principles of "organization", goal-setting skills, time planning principles and practices, effectively managing multiple priorities, the keys to scheduling for balance and flexibility, avoiding "to do" list frustration, reducing interruptions, dealing effectively with time wasters, and meeting management skills.

May 06	Tue/Wed		DTC CRN	23687
		0830-1630		

BTCW 0117 TRAINING SKILLS FOR TRAINERS \$313

Covers all aspects of training, with an emphasis on facilitation skills. This course is designed for those who may have training responsibilities as part of their job.

Topics include learning to pinpoint training needs, principles of effective course design for effective skill transfer, importance of "learner motivation" and how to develop it, key principles of adult learning, presentation skills, and significance of group involvement.

Jun 10	Tue/Wed		DTC CRN	23686
		0830-1630		

ADVANCED STUDIES IN BUSINESS (604) 432-8921

This program will provide BCIT Business Diploma graduates with additional educational opportunities to meet the needs of B.C. business, government and industry: 1) for more highly trained management generalists, through a program leading to a Bachelor's degree in Business and 2) for more highly trained specialists, through a program leading to an Advanced Diploma in Business. There are two distinct interrelated parts to the Advanced Studies in Business program: the degree completion track (for the business generalist) and the advanced diploma track (for the management specialist).

DEGREE COMPLETION

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

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

BCIT ADMISSION AND REGISTRATION PROCEDURES FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE OFFERED IN COLLABORATION WITH THE OPEN UNIVERSITY

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

1. Apply to the Open University

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

2. Apply to BCIT

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

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

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

APPLICATIONS FOR PART-TIME ENROLMENT IN THE DEGREE COMPLETION PROGRAM FOR DIPLOMA GRADUATES MAY BE MADE AT ANY TIME, BUT ACCEPTANCE INTO THE JANUARY 1997 TERM DEPENDS UPON SPACE AVAILABILITY.

3. Course Registration

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

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

ADVANCED DIPLOMA

While the degree completion track is designed for the business generalist who wishes to obtain a Bachelor's degree in Administrative Studies, BCIT recognizes that many of its diploma graduates already have a degree or for other reasons wish to increase their knowledge in their specialized field. The Advanced Diploma in Business will consist of 12 advanced business courses, four generalist and eight specialist courses. For specific information please call Nels Stromgren, program head (604) 432-8921.

BUSA 4800 MANAGEMENT POLICY \$340

Analyses of business policy formulation to give the student practice, experience and confidence in handling complex business situations. Comprehensive business cases will be selected in fields such as finance, control, personnel, production, marketing and general management. Acquaints the student with the changing role of management, team decision making and effective verbal and written business analyses. Prerequisite: Permission from the program head. (4 credits)

Apr 14 Mon/Wed 7 wks BBY CRN 21419 1800-2100

Note: BUSA 4800 is not required for the OU BBA.

OPMT 5751 MATH MODELS FOR BUSINESS \$340

Presents a second course in the application of statistical methods to business problems. Provides detailed theoretical understanding and practical applications of two of the most commonly used techniques in mathematical modeling: linear regression and time series analysis. Learn how to view business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software will lead to theoretical solutions, which will be interpreted as a guide to practical management action. (3 credits)

Apr 15 Tue 7 wks BBY CRN 23751

BACHELOR OF TECHNOLOGY (604) 434-3304

DEGREE COMPLETION - BACHELOR OF TECHNOLOGY PROGRAMS

The BCIT Bachelor of Technology Degree features a unique stepping stone approach, varied curriculum, a flexible part-time schedule, industry validation and distance delivery.

Initial degree programs will offer a Bachelor of Technology in Environmental Engineering Technology and a Bachelor of Technology in Computer Systems. Other Bachelor of Technology degrees will commence in 1997. Additional information will be available in our fall flyer.

All students enrolled in any of the Bachelor of Technology programs are required to enrol in the Advanced Management course listed below. This course is now offered in a correspondence format.

BUSA 7250 MANAGEMENT SKILLS AND APPLICATIONS \$340

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)

April - up to three months to complete (two re-registrations allowed).

CORRESPONDENCE COURSE INFORMATION

1. You may start your course at times specified by the instructor.
2. You may proceed in the course at your own speed, within the three month 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 is in addition to the course fee and is to be selected by the student.
8. BCIT refund policy permits a refund less 15 per cent for correspondence courses prior to mailing of course materials.

ADMINISTRATIVE MANAGEMENT PART-TIME COURSES (604) 432-8860

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

For existing or potential managers at all levels, the program develops the critical skills that are a fundamental requirement for success in contemporary businesses of all sizes. They include problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, strategic planning and global competitive advantage development.

ATTENTION: EMPLOYERS

Administrative Management is pleased to offer various Part-time Studies courses during the day at our new Downtown campus. Courses can be taken over a period of five to eight weeks, or in a week long Monday - Friday format. Look for these courses in the Administrative Management section of the flyer.

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

Faculty and Staff

Chris Gadsby, Part-time Studies Coordinator
Tel. (604) 451-6784
Phillipa Dermott, Program Assistant
Tel. (604) 432-8860

Program Advisors

Chris Lloyd, Tel. (604) 432-8829
Sandra Zanatta, Tel. (604) 432-8455

CERTIFICATE IN MANAGEMENT SYSTEMS

A. Complete the following

- BLAW 3100 Business Law
- BUSA 1005 Introduction to Business
- BUSA 2005 Management
- FMGT 1152 Accounting for the Manager
- ORGB 2205 Organizational Behavior 1
- ORGB 3205 Organizational Behavior 2

B. Complete at least 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

- HRMG 3105 Human Resource Management
- HRMG 3205 Labor Relations 1
- HRMG 3255 Labor Relations 2
- MKTG 1102 Essentials of Marketing
- ORGB 2505 Interpersonal Skills
- BUSA 3005 Strategic Business Planning

D. Complete one of the following
Computer-related course or courses with a value of three credits.

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

Course selection should reflect the student's career objectives.
*Those considering CGA, CMA or other professional programs are referred to the Professional Agencies section of the Part-time Studies calendar. This is especially true for courses in Group A where we suggest both FMGT 1100 and 2100 be taken in lieu of FMGT 1152

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 2205 Organizational Behavior 1
- ORGB 3205 Organizational Behavior 2

B. Complete at least one of the following

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

C. Complete at least three of the following

- BUSA 3005 Strategic Business Planning
- HRMG 2805 Occupational Health and Safety
- HRMG 3205 Labor Relations 1
- HRMG 3255 Labor Relations 2
- HRMG 3305 Selection Interviewing
- HRMG 3315 Human Resource Measurement
- HRMG 3505 Training Techniques
- HRMG 4145 Human Resource Information Systems
- HRMG 4405 Salary Administration
- HRMG 4415 Strategic Performance Management
- HRMG 4605 Human Resource Planning
- ORGB 2505 Interpersonal Skills

See Professional Development Currency Series for additional HRMG course options.

D. Complete one of the following

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

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

Course selection should reflect the student's career objectives.

Suggested electives (for both Management Systems and Human Resource Management):

Electives should be chosen to complement career goals. The following electives are suggested as a guide for a standard path of studies. Variations must be approved by a program advisor or the Part-time Studies coordinator.

- BLAW 3005 Dispute Resolution in Business
- BLAW 3425 International Law
- BLAW 3555 Real Estate Law
- BLAW 3705 Small Business Law
- BUSA 1305 Supervisory Skills
- BUSA 1705 Managing Your Home Office
- BUSA 2205 Entrepreneurial Management
- BUSA 2705 Teamwork Skills
- BUSA 2805 Mentoring - Fostering Your Organization's Most Important Relationships

- BUSA 3005 Strategic Business Planning
- BUSA 3105 Front Line Leadership - Part I
- BUSA 3205 Business Ethics
- BUSA 3405 Problem Solving and Decision Making
- BUSA 4405 Advanced Problem Solving and Decision Making
- BUSA 6105 Business Applications of the Internet
- ECON 3305 International Economics
- HRMG 2805 Occupational Health and Safety
- HRMG 3100 Human Resource Management
- HRMG 3205 Labor Relations 1
- HRMG 3255 Labor Relations 2
- HRMG 3305 Selection Interviewing
- HRMG 3315 Human Resource Measurement
- HRMG 3505 Training Techniques
- HRMG 3705 Counseling 1
- HRMG 4145 Human Resource Information Systems
- HRMG 4415 Strategic Performance Management
- HRMG 4605 Human Resource Planning
- HRMG 4705 Counseling 2
- MKTG 1102 Essentials of Marketing
- MKTG 1323 Effective Public Speaking
- MKTG 1324 Small Business Development

- OCHS 1101 Accident Prevention 1: Job Safety Analysis
- OCHS 2201 Industrial Health & Safety 1: Legislation
- OPMT 1102 Basic Mathematics of Finance
- OPMT 1117 Basic Quantitative Techniques in Administration
- OPMT 1197 Statistics for Business and Industry
- ORGB 2205 Organizational Behavior 1
- ORGB 2305 Organizational Behavior 2
- ECON 3305 International Economics
- ORGB 2505 Interpersonal Skills

Note: See Advanced Studies section for additional electives.

See Professional Development/Currency Series for additional HRMG course options.

BLAW 3005 DISPUTE RESOLUTION IN BUSINESS \$311

An intensive hands-on course for those who have an interest in developing a practice in mediation whether in an in-house work environment or private practice. The course moves the student from basic theory to a variety of applications in industry, such as wrongful dismissal, sexual harassment, commercial tenancy disputes, shareholder disagreements, personal and workplace injury, and conflict arising in family-owned businesses including related estate and family law matters. No prerequisite. (3.5 credits)

Apr 23 Wed 15 wks DTC CRN 23460 1730-2030

BLAW 3100 BUSINESS LAW (T) \$373

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 21 Mon/Wed 8 wks BBY CRN 21177 1830-2200
- Apr 21 Mon/Wed 8 wks DTC 21178 1730-2100
- Apr 21 Mon/Wed 8 wks SRY 24855 1830-2200
- Apr 22 Tue/Thr 8 wks BBY 21179 1830-2200
- Apr 22 Tue/Thr 8 wks DTC 21180 1730-2100
- Jun 10 Tue/Thr 8 wks BBY 21182 0900-1230
- Apr 28 Mon-Fri 1 wk DTC 25204 0900-1700

BLAW 3425 INTERNATIONAL LAW (T) \$248

A dynamic new survey course for import-export traders, service contractors and business students, offering a wide range of subjects including Incoterms, quotas, customs duties, international sale of goods, negotiable instruments and letters of credit, cargo insurance, litigation and arbitration, performance guarantees and the roles of bankers, carriers, forwarders and customs brokers. Taught by lawyers, this course provides the broad practical understanding necessary for successful action in the exciting and rewarding world of international trade. No prerequisite. May be combined with BLAW 3100. (3 credits)

May 06 Tue 12 wks BBY CRN 23488 1830-2130

BLAW 3555 REAL ESTATE LAW (T) \$248

An applied and functional consideration into the legal environment of current real estate transactions in B.C., including legal aspects of condominiums, mortgages, land titles procedure, registration, tort liability, commercial and residential tenancies, and land-use planning. Opens opportunities in real estate sales, land development, government employment and personal transactions. No prerequisite. Equivalent to BLAW 3500 if combined with BLAW 3100. (3 credits)

May 06 Tue 12 wks DTC CRN 23491

BLAW 3705 SMALL BUSINESS LAW \$311

A hands-on, no nonsense course that teaches the essentials of starting up and running a small business in B.C., including methods to register a partnership and corporation, partnership and shareholder agreements, buying an ongoing business, rolling over assets, tax alternatives, insurance and tort liability, dealing with the bank, and employee relations. Taught by lawyers who deal with your actual problems. No prerequisite. (3.5 credits)

Apr 23 Wed 15 wks DTC CRN 23462

Business

BUSA 1005 INTRODUCTION TO BUSINESS (T) \$248

Introduces the external forces in the environment and the resulting implications for organizations. Examines the place of business in the Province of 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 14	Mon	12 wks	BBY CRN	23442
Apr 15	Tue	12 wks	DTC	23443
Apr 17	Thr	12 wks	SRY	23445
Jun 02	Mon-Fri	1 wk	DTC	23446
0900-1700				

BUSA 1305 SUPERVISORY SKILLS \$248

Designed for new supervisors or aspirants for leadership responsibilities. Students increase their confidence and abilities as leaders 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 15	Tue	12 wks	DTC CRN	21107
Apr 16	Wed	12 wks	SRY	21109
Apr 16	Wed	12 wks	BBY	21110
May 12	Mon-Fri	1 wk	DTC	21113
0900-1700				
†Jul 07	Mon-Fri	1 wk	DTC	21114
0900-1700				
Apr 21	Mon-Fri	1 wk	DTC	21112
0900-1700				
Jun 23	Mon-Fri	1 wk	DTC (P)	25216
0900-1700				

(P) Taught by a member of the Vancouver Police Dept.

BUSA 2005 MANAGEMENT (T) \$311

Investigates the primary functions of management and managerial roles in teams, projects, departments and the organization as a whole. Strategic planning, operational planning, leading, organizing and controlling for performance will be addressed. Through actual business scenarios, cases and exercises, participants will gain experience and be able to apply the skills and knowledge in work situations. (4 credits)

Apr 17	Thr	13 wks	SRY CRN	23447
1900-2230				
Apr 16	Wed	13 wks	DTC	23448
1730-2100				
Apr 17	Thr	13 wks	BBY	23449
1830-2200				
Apr 12	Sat	7 wks	BBY	23451
0900-1700				
Jun 16	Mon-Fri	1 wk	DTC	23452
0900-1700				
Jun 09	Mon-Fri	1 wk	BBY	23453
0900-1700				

BUSA 2605 DECISION SUPPORT 2 \$373

NEW Builds on the BUSA 1600 course by expanding on the managerial approach developed in that course. This course will concentrate on more complex spreadsheet management tasks using a popular spreadsheet package. Prerequisite: BUSA 1600.

Apr 14	Mon/Wed	10 wks	DTC CRN	25064
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BUSA 2705 TEAMWORK SKILLS \$248

NEW Provides an in-depth review of the teamwork process, development of a team charter, and team member role definition. Specific applications of team structures will include role playing, conflict resolution and real life application to a variety of organizations for performance improvement. (3 credits)

Apr 15	Tue	12 wks	BBY CRN	24862
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BUSA 2805 MENTORING - FOSTERING YOUR ORGANIZATION'S MOST IMPORTANT RELATIONSHIPS \$248

NEW Outlines the usefulness of mentoring in response to downsizing and reduced training budgets in organizations. Students will learn how to work with a mentee to discover and develop the mentee's latent abilities to reach the organization's goals.

Apr 16	Wed	12 wks	BBY CRN	25214
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BUSA 3005 STRATEGIC BUSINESS PLANNING \$248

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

Apr 16	Wed	12 wks	DTC CRN	23454
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BUSA 3405 PROBLEM SOLVING/ DECISION MAKING \$248

Covers how to apply various techniques to problem solving and decision making with emphasis on comprehensive analysis. Group interactions, demonstrations, lectures and practice sessions relating to real applications will be presented. Rational and creative problem solving methods will be taught. Students establish a high level of confidence in their ability to deal with problems effectively. Prerequisite: BUSA 1105 and 2005. (3 credits)

Apr 15	Tue	12 wks	BBY CRN	21125
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BUSA 6105 BUSINESS APPLICATIONS OF THE INTERNET \$298

A dynamic look at practical business applications of this rapidly expanding component of electronic commerce. Taught by computer experts with business experience and presented in an advanced computer lab, this course features real-world examples and individual projects. Prerequisite: Computer fluency. (3 credits)

Apr 15	Tue	12 wks	BBY CRN	23455
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ECON 1150 ECONOMIC ISSUES (T) \$248

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

May 07	Wed	12 wks	BBY CRN	21199
1830-2130				
Apr 15	Tue/Thr	6 wk	DTC	21201
1730-2030				
Apr 16	Wed	12 wks	SRY	24857

ECON 2100 MICROECONOMICS (T) \$311

Investigates economic analysis, focusing on fundamentals of markets, supply and demand, consumer and producer behavior, and monopoly and competition. Optional areas of business application may explore labor 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 15	Tue	15 wks	DTC CRN	21203
1730-2030				
Apr 16	Wed	15 wks	BBY	21204
1830-2130				
Apr 17	Thr	15 wks	BBY	21206
1830-2130				
Jun 03	Tue/Thr	8 wks	BBY	21208
0900-1200				
†Jul 01	Tue/Thr	8 wks	BBY	21209
0900-1200				
Apr 15	Tue	15 wks	SRY	24858

ECON 2200 MACROECONOMICS (T) \$373

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 14	Mon	15 wks	BBY CRN	21212
1830-2200				
†Jul 02	Mon/Wed	8 wks	BBY	21213
1830-2200				
Jun 02	Mon/Wed	8 wks	BBY	21214
1830-2200				
Apr 19	Sat	8 wks	BBY	24859
0900-1700				
Apr 15	Tue/Thr	8 wks	DTC	24861
1730-2130				

ECON 3305 INTERNATIONAL ECONOMICS \$311

Explores the exciting world of international trade and finance, including the balance of trade, exchange rate determination, balance of payments, international monetary and fiscal policy, tariff and trade policy, NAFTA and the FTA, and the integration of small business in this environment. This course will prepare students to deal more comfortably with the world of international transactions. No prerequisite (3.5 credits).

May 06	Tue	15 wks	BBY CRN	23458
1830-2130				

HRMG 0315 CAREER SEARCH WORKSHOP \$225

Helps students set goals and plan their career based on their own interests, values and abilities. This is a series of special workshops, led by professionally trained career counsellors.

Jun 19	Thr	4 wks	BBY CRN	23645
0900-1500				
May 06	Tue	4 wks	BBY	22843
1845-2145				

HRMG 3105 HUMAN RESOURCE MANAGEMENT (T) \$313

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 some emphasis on practical application of the techniques studied. This course is recommended for all persons interested in management and/or supervision. Prerequisite: ORGB 2205 or permission from the instructor. (4 credits)

†Jul 01	Tue/Thr	8 wks	BBY CRN	21138
1830-2200				
Apr 15	Tue/Thr	8 wks	DTC	21139
Apr 14	Mon/Thr	8 wks	DTC	21140
1730-2100				
Apr 18	Fri	6 wks	DTC	21143
0900-1700				

HRMG 3205 LABOR RELATIONS 1 \$248

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

Apr 15	Tue	12 wks	BBY CRN	21142
Apr 16	Wed	12 wks	SRY	25205
Jun 16	Mon-Fri	1 wk	DTC	21146
0900-1700				

HRMG 3255 LABOR RELATIONS 2 (T) \$248

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

Apr 16	Wed	12 wks	BBY CRN	21150
Jun 09	Mon-Fri	1 wk	DTC	21151

HRMG 3305 SELECTION INTERVIEWING \$248

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

Jun 02	Mon-Fri	1 wk	DTC CRN	21158
0900-1700				

HRMG 3505 TRAINING TECHNIQUES \$248

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

Apr 15	Tue	12 wks	BBY CRN	21159
May 05	Mon-Fri	1 wk	DTC (P)	21160
0900-1700				

(P) Taught by a member of the Vancouver Police Dept.

HRMG 4405 SALARY ADMINISTRATION \$248

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. (4 credits)

Apr 15	Tue	12 wks	BBY CRN	21162
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HRMG 4605 HUMAN RESOURCE PLANNING (T) \$248

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

Jun 09	Mon-Fri	1 wk	BBY CRN	21163
0900-1700				

ORGB 2205 ORGANIZATIONAL BEHAVIOR 1 (T) \$248

A practical and interactive course that develops skills to understand and participate in the dynamics and evolution of modern organizations. Topics include the determinants of individual behavior: perceptions, attitudes, learning, motivation, individual decision making and communication. Prerequisite: BUSA 1005 and 2105 or BUSA 1005 and 2005. (3 credits)

Apr 14	Mon/Thr	6 wks	SRY CRN	21164
Apr 15	Tue	12 wks	BBY	21166
Apr 16	Wed	12 wks	DTC	21167
Jun 09	Mon-Fri	1 wk	BBY	21169

ORGB 2305 ORGANIZATIONAL BEHAVIOR 2 (T) \$248

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

Apr 17	Thr	12 wks	BBY CRN	21131
Apr 16	Wed	12 wks	SRY	21132
May 20	Tue/Thr	6 wks	DTC	21135
Jun 16	Mon-Fri	1 wk	BBY	21171
0900-1700				

ORGB 2505 INTERPERSONAL SKILLS \$248

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

Apr 14	Mon	12 wks	BBY CRN	21173
Jun 16	Mon-Fri	1 wk	DTC	21175
0900-1700				
Apr 15	Tue	12 wks	DTC	21176

PROFESSIONAL MANAGEMENT SERIES

Join us this spring for an exciting series of contemporary Management and Human Resource Management Workshops and Performance Improvement Workshops.

This advanced series of workshops introduces state of the art management techniques guaranteed to improve your performance and the Businesses which you manage. Tools, techniques and measurement results will be discussed in a team environment with other professionals

For additional information, or to suggest additional topics and/or delivery methods contact Chris Gadsby, at (604) 451-6784.

ENROLMENT IS LIMITED! REGISTER TODAY!

BUSA 0101 HOW TO DEVELOP & SUSTAIN YOUR FIRM'S COMPETITIVE ADVANTAGE (INCL. LUNCH) \$195

This professional management workshop focuses on contemporary theories of competitive advantage development and specific organizational restructuring to sustain advantages and maximize employee performance. After a discussion of theory, the afternoon will be spent in work teams reviewing a variety of contemporary real world examples.

May 10	Sat	1 day	BBY CRN	23817
0900-1700				

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

BUSA 0100 VALUE CREATION - THE NEW WEALTH GENERATION/ DECISION MAKING TOOL FOR TODAY'S BUSINESS (INCL. LUNCH) \$195

A detailed review of current theories in this area will be followed by participative, team application to real organizations. Concepts of economic value added and shareholder value will be thoroughly explored by an industry professional, with significant improvement in decision making sophistication as a major learning outcome.

Jun 07 Sat 1 day BBY CRN 23779
0900-1700

HRMG 0100 TEAMWORK - THE NEW PERFORMANCE ENHANCER (INCL. LUNCH) \$195

An in-depth review of staged learning outcomes provides a basis for understanding the internal functions of teams and their role in decision making in modern organizations. The session will be characterized by immersion of all participants into empowered teams, with direct application and evaluation of results.

Jun 14 Sat 1 day BBY CRN 23780
0900-1700

HUMAN RESOURCE DYNAMICS WORKSHOPS

People management skills for the 21st century.

Join a group of professionals and discuss the new participative paradigm of modern management. A must for all contemporary managers.

HRMG 5125 HUMAN RESOURCE MANAGEMENT IN THE INTERNATIONAL ORGANIZATION \$348

An exploration of the critical issues associated with providing human resource management services to organizations with international operations, business units and/or strategic connections. Includes immigration laws and regulations, employee training and development needs related to working in different business customs and cultures, expatriate compensation, communications and related human resource management concerns.

Apr 23 Wed 6 wks DTC CRN 23825
1730-2030

HRMG 5155 HUMAN RESOURCES AND NEW TECHNOLOGY \$265

Helps students make sense of the technology revolution. Key topics include: the business mindset, data-information-knowledge, neutral tools-convergence of technology, intranet; opening the silo, the H.R. information and communications centre, project planning to implementation, technology and the learning organization, where do we go from here?

Apr 23 Wed 4 wks DTC CRN 25063
1730-2030

HRMG 5175 FACILITATOR'S WORKSHOP FOR HUMAN RESOURCE PROFESSIONALS \$348

Assists human resource professionals to develop personal skills at leading and helping others to lead strategic planning meetings, problem solving sessions and teamwork development programs. Focus is development of your personal skills as the coach and consultant in human resource management.

Apr 14 Mon 6 wks DTC CRN 23826
1730-2030

HRMG 5185 CONSULTING IN HUMAN RESOURCE MANAGEMENT \$348

Assists the human resource management professional to develop an independent consulting practice. Topics include business development strategies, ethical considerations in consulting and professional HR marketing and legal issues associated with independent consulting.

Apr 15 Tue 6 wks DTC CRN 23827
1730-2030

HRMG 5575 PROGRAM EVALUATION IN HUMAN RESOURCE MANAGEMENT \$265

Measures the value of human resource management programs to the organization and the participants. Techniques of program evaluation to help human resource professionals demonstrate the value of a variety of HRM programs are covered; eg. training and development, recruitment and selection.

Apr 18 Fri 4 wks DTC CRN 23824
1730-2030

BROADCAST COMMUNICATIONS (604) 432-8668

Broadcast Communications offers a wide variety of interesting, stimulating and challenging Part-time Studies courses in the fields of radio broadcasting, television and video production, film, and broadcast journalism.

Prospective applicants may wish to attend a counseling session prior to enrolling in Broadcast Communications part-time courses. These sessions are held at 1730 in Room SE10-161 (Television Studio One, just off the main lobby in Broadcast Centre), on the last Monday in August and the first Monday of every month thereafter through June. (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) 432-8663.

Most prospective applicants are advised to enrol in one of 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.

First Level Courses

BCST 1101	Technical Introduction
BCST 1104	Computer Basics for Broadcast
BCST 1130	Introduction to News Reporting
BCST 1140	Broadcast Industry Operations
BCST 1141	Broadcast Sales and Management
BCST 1143	The Music Business and the Broadcast Industry
BCST 1144	Writing for the Media
BCST 1145	Copywriting for Radio and TV
BCST 1146	Broadcast Advertising and Promotion
BCST 1148	Interviewing for Radio and TV
BCST 1149	Information Technology and Broadcasting
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1152	Radio Music and Programming
BCST 1153	Music Recording Techniques
BCST 1154	Introduction to Radio News
BCST 1160	TV and Video Introduction
BCST 1161	Film for Beginners
BCST 1162	Dramatic Writing for Film and TV
BCST 1163	Script Supervisor for Film
BCST 1164	The Heartbeat of Film Production
BCST 1165	Video Editing Workshop
BCST 1166	Visual Fundamentals
BCST 1167	Production Assistant for TV News
BCST 1168	The Writer/Producer/Director for TV
BCST 1169	TV Variety, Talk and Entertainment Production
BCST 1170	Broadcast Journalism Introduction
BCST 1171	Broadcast News Writing
BCST 1172	Investigative Reporting
BCST 1173	Sportscasting
BCST 1174	Video Journalism
BCST 1175	Talk Radio: The Producer's Toolbox
BCST 1176	Introduction to Media Relations
BCST 1178	Public Affairs Broadcasting
BCST 1180	Introduction to Non-Linear Video Editing
BCST 1181	Television and Video Post Production

Second Level Courses

(requiring one or more prerequisites)	
BCST 2222	Theory of Color Television Systems
BCST 2223	TV Production Planning
BCST 2245	Advanced Radio Copywriting
BCST 2250	Digital Audio Production
BCST 2252	Radio Commercial and Audio Production
BCST 2253	Radio Operations Lab
BCST 2254	Advanced Digital Recording Concepts

MANAGEMENT CERTIFICATE IN BROADCAST COMMUNICATIONS

Many Part-time Studies students seek a "credential" as part of their program of studies. The courses required to obtain a Certificate in Broadcast Communications are listed here. Students intending to pursue this certificate must choose a specific program (Radio, Television or Broadcast Journalism). Each program requires 15 specific courses.

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

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

Radio

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1143	The Music Business and the Broadcast Industry
BCST 1144	Writing for the Media
BCST 1145	Copywriting for Radio and TV
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST 2252	Radio Commercial and Audio Production
MDIA 1100	Introduction to Media Relations
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
BLAW 3100	Business Law
BCST 1104	Computer Basic for Broadcasting

Television

BCST 1101	Technical Introduction
BCST 1140	Broadcast Industry Operations
BCST 1145	Copywriting for Radio and TV
BCST 1160	Television and Video Production
BCST 1165	Video Editing Workshop
BCST 1166	Visual Fundamentals
BCST 1167	Production Assistant for TV News
BCST 2222	Theory of Color TV Systems
BCST 2223	Television Production Planning
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
ORGB 2505	Interpersonal Skills
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

Broadcast Journalism

BCST 1130	Introduction to News Reporting
BCST 1140	Broadcast Industry Operations
BCST 1144	Writing for the Media
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV and Video Introduction
BCST 1166	Visual Fundamentals
BCST 1170	Broadcast Journalism Introduction
MDIA 1100	Introduction to Media Techniques
COMM 1103	Introduction to Business Communications
COMM 2203	Business Reports
ECON 1150	Economic Issues
BLAW 3100	Business Law
BCST 1104	Computer Basics for Broadcasting

CHECK EVERY NEW FLYER FOR NEW COURSE OFFERINGS!!

BCST 1101 TECHNICAL INTRODUCTION \$248

Students learn the basics of electricity, magnetism, batteries, etc., and apply these principles to equipment found in the broadcast industry. Sound is traced through the entire processing and transmitting chain to its ultimate reception on the listener's receiver. A similar abbreviated explanation is provided for video (See BCST 2222 for full television theory). This is an elementary introduction to "how things work" technically in the broadcast industry. Creditable to day school Radio and Television programs.

Apr 16 Wed 12 wks BBY CRN 22835

BCST 1104 COMPUTER BASICS FOR BROADCAST \$260

Students learn computer terminology, hardware and software operations, the Disk Operating System (DOS), a word-processing package and spreadsheet package, and through lectures and practical exercises relate their applications to the broadcast world. 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.

May 10 Sat 5 wks BBY CRN 23811
0900-1600
May 11 Sun 5 wks BBY 24081
0900-1600
†Aug 11 Mon-Fri 1 wk BBY 24477
0900-1600

BCST 1140 BROADCAST INDUSTRY OPERATIONS \$267

Directed Study. Students learn about regulatory bodies, government agencies and acts, audience measurement services, societal issues, music licensing, radio and television regulations, unions, educational broadcasting, broadcast policies, etc. and how they affect the day-to-day operations of broadcast outlets. As a directed study course, the material directs students to sources of information on all topics. Class meets on the first night only — all other work is done at home. Creditable to day school Radio and Television and Broadcast Journalism programs.

Apr 15 Tue 12 wks BBY CRN 20373

BCST 1143 THE MUSIC BUSINESS AND THE BROADCAST INDUSTRY \$248

Students learn the roles, responsibilities and operations of talent agencies and music management companies, concert promotion and merchandising, song writing and publishing, copyright, record company operations and manufacturing, recording studios, contract administration, etc., and how to "get air-play" on radio stations.

Apr 14 Mon 12 wks BBY CRN 20375

BCST 1144 WRITING FOR THE MEDIA \$248

Students learn to write in broadcast-style with an emphasis on how to become freelance writers. You will learn the basics of how writing for radio and television differs from writing for print media. And you will discover how to develop and write freelance pieces while learning what sells and how to sell it. As well as learning standard journalistic style, there will also be an emphasis on developing your own personal broadcasting style.

Apr 17 Thr 12 wks BBY CRN 20376

BCST 1145 COPYWRITING FOR RADIO & TELEVISION \$300

Creative Madness!! Students learn professional techniques for writing commercials for radio and television. Tips, tricks and trade secrets for writing and producing commercials while maintaining your own sanity and sense of humour are combined with critiques of student-produced work. Weekly practical application with a career orientation!

Apr 16 Wed 12 wks BBY CRN 20377

BCST 1146 BROADCAST ADVERTISING AND PROMOTION \$248

Broadcasters must promote their own stations and their clients as part of their daily operations. Students gain techniques and strategies for successful promotion in the commercial and public broadcast fields, and for creating win-win opportunities for all parties. This course is creditable to the day school Radio program.

Apr 16 Wed 12 wks BBY CRN 25157

BCST 1148 INTERVIEWING FOR RADIO AND TELEVISION \$248

Students learn how to interview and how to be interviewed with confidence. Students enhance performance on video and audio tape while learning radio and television interviewing techniques. This course appeals to students and journalists who wish to bring a solid on-air presence to their work, and is suited to people of all professions who may be uncomfortable appearing on television or radio.

Apr 14 Mon 12 wks BBY CRN 21376

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

Business

BCST 1150 RADIO BROADCASTING INTRODUCTION \$275

Students learn about radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. They spend much time applying these elements in simulated on-air operations, acting in a variety of positions as part of the on-air team. This is a "hands-on", activity-oriented course designed for those interested in a career in radio or in finding out more about how radio works, while receiving a great deal of practical experience.

Apr 14 Mon 12 wks BBY CRN 20378
Apr 17 Thr 12 wks BBY 20379

BCST 1151 RADIO AND TV ANNOUNCING \$300

Students learn how effective verbal communication forms the cornerstone of most forms of electronic media, as well as being an essential ingredient in successful business communication and even self-esteem. This is a fun, fast-paced, action-oriented class where students learn all of the elements necessary to achieve strong vocal skills for radio and television announcing. Students learn about the respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. No prior knowledge is required but students should be willing to take risks and perform outside their normal comfort zones.

Apr 15 Tue 12 wks BBY CRN 20380

BCST 1152 MUSIC AND PROGRAMMING \$248

Students learn how radio programming is developed, how music formats are designed and maintained, what is the role of news and information in radio programming, how and why radio is regulated. This is a focused course designed to familiarize students with the primary programming elements needed for radio stations to attract audiences. This course is creditable to the day school program.

Apr 15 Tue 12 wks BBY CRN 20381

BCST 1153 MUSIC RECORDING TECHNIQUES \$300

Students learn studio and control room techniques for music recording, utilizing analog and digital multitrack technology, with much practical application through the recording of live music. Students receive hands-on experience with microphone techniques, analog tape recorders, digital tape and hard-disc recorders, audio consoles, signal processors, MIDI, etc.

Apr 17 Thr 12 wks BBY CRN 23807

BCST 1154 INTRODUCTION TO RADIO NEWS \$297

Students learn the basic fundamentals and principles of news broadcasting. This distance education course will instruct students in the gathering, handling and dissemination of news information and will make them more aware of the importance of information programming in the broadcast industry.

Apr 12 Mon 12 wks BBY CRN 24869

BCST 1160 TELEVISION AND VIDEO INTRODUCTION \$375

Students learn basic television and video equipment operation and production techniques and apply these through regular practical work in television studios and control rooms. The course is 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.

Apr 14 Mon 12 wks BBY CRN 20383
Apr 15 Tue 12 wks BBY 20382

BCST 1161 FILM FOR BEGINNERS \$350

Students learn basic cinematography through equipment operation, scripting, filming techniques and basic editing. The course provides an excellent foundation for people considering work in film production, and gives students a basic understanding of the expanding opportunities in the motion picture industry and the skills that will be required for success.

Apr 16 Wed 12 wks BBY CRN 20384

BCST 1164 HEARTBEAT OF FILM PRODUCTION \$248

Students learn about film production from the point where the pulse begins to beat! This course studies "how it all comes together" from start to finish in the production office. Students examine the vital role that the production office plays in creating feature films, TV movies and episodic television, from producers to writers to the camera department and editing. There is no prerequisite, but this is an excellent follow-up course to BCST 1161.

Apr 14 Mon 12 wks BBY CRN 24934

BCST 1165 VIDEO EDITING WORKSHOP (FORMERLY BCST 1102) \$350

Students participate in a four day, two weekend workshop covering the basics of editing theory and then advance to hands-on work in video editing equipment. Topics covered include the technical layout of editing machines, setup procedures, editing techniques, cutting to audio, standard editing rules and procedure sand troubleshooting. There is no prerequisite, but other broadcasting and/or cable experience is a definite asset.

Apr 05 Sat/Sun 2 wks BBY CRN 24867
0900-1600

Jun 07 Sat/Sun 2 wks BBY 25158
0900-1600

BCST 1170 BROADCAST JOURNALISM INTRODUCTION \$300

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

Apr 16 Wed 12 wks BBY CRN 20388

BCST 1174 VIDEO JOURNALISM \$350

Students investigate the cutting edge of the latest trend in broadcast journalism, using their own video cameras to learn to do it all: write, shoot and edit a television news story. The demand for video journalists who can work independently has increased in recent years. Video cameras will be provided, or students may bring their own for use during the course.

May 03 Sat/Sun 2 wks BBY CRN 25159
0900-1600

BCST 1180 INTRODUCTION TO NON-LINEAR VIDEO EDITING \$750

Students learn techniques and procedures for editing video productions on non-linear (computer) video editing systems. Similar systems are in use in television and video production operations around the world. This introduction provides a solid grounding in the management and operation of off-line and on-line non-linear editing platforms.

Apr 17 Thr 6 wks BBY CRN 25160
May 26 Mon-Thr 1 wk BBY 25161
1800-2230

BCST 2222 THEORY OF COLOR TELEVISION SYSTEMS \$248

Students learn about the psychophysics of human vision and how the eye perceives and adapts to color. This theory is then applied to the NTSC system, with an explanation and study of the color television signal path from the camera through production and measuring equipment to final display. Prerequisite: BCST 1101. Creditable to the day school Television program.

Apr 17 Thr 12 wks BBY CRN 25162

BCST 2223 TELEVISION PRODUCTION PLANNING \$267

Students learn 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. Creditable to the day school Television program.

Apr 17 Thr 12 wks BBY CRN 20374

**** Note:** This course is creditable to the day school TV Production program.

BCST 2250 DIGITAL AUDIO PRODUCTION \$195

This course is designed for practising broadcast industry audio professionals who wish to upgrade their current analog tape-based skills and move into the world of digital audio production. Students learn editing and production procedures on ORBAN DSE7000 editor and the PC-based SAW System, providing two different approaches to digital editing and production, typical of the many found in industry. Prerequisite: Professional audio Production training or experience.

May 03 Sat 2 wks BBY CRN 23809
0900-1600

BCST 2252 RADIO COMMERCIAL AND AUDIO PRODUCTION \$355

Students learn the very basics of audio tape editing, then gain knowledge and fundamental skills by progressing through analog multitrack tape recording and mixing to digital editing and production utilizing various examples of industry-standard analog and digital technology. Prerequisite: BCST 1150 or professional experience with broadcast equipment.

Apr 16 Wed 12 wks BBY CRN 23810

BCST 2254 ADVANCED DIGITAL RECORDING CONCEPTS \$248

Students examine the theories of audio digitization, along with the hardware and software used to convert audio information into numbers and back again. This is an advanced course designed for those currently working in the industry and seeking to upgrade their skills and theoretical understanding of the digital recording world. Prerequisite: BCST 1101 or equivalent industry training and experience.

Apr 17 Thr 12 wks BBY CRN 24871

FINANCIAL MANAGEMENT (604) 432-8609 (604) 451-6793

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

MANAGEMENT CERTIFICATE IN ACCOUNTING

1) Required courses

FMGT 1100 Accounting 1
FMGT 2100 Accounting 2
FMGT 3110 Financial Accounting 1
FMGT 3210 Cost & Managerial Accounting 1
FMGT 3420 Income Tax 1
FMGT 4110 Financial Accounting 2
FMGT 4210 Cost & Managerial Accounting 2
FMGT 4420 Income Tax 2
OPMT 1102 Basic Mathematics of Finance

2) Must complete

ECON 2200 Macroeconomics or
ORGB 2205 Organizational Behavior 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 School of Business, and should be submitted with your proposed program for approval by the Financial Management technology.

MANAGEMENT CERTIFICATE IN FINANCE

1) Required courses

FMGT 1100 Accounting 1
FMGT 2100 Accounting 2
FMGT 3110 Financial Accounting 1
FMGT 3510 Finance 1
FMGT 4110 Financial Accounting 2
FMGT 4510 Finance 2
OPMT 1102 Basic Mathematics of Finance
OPMT 1197 Statistics for Business and Industry

2) Must complete

FMGT 3210 Cost & Managerial Accounting 1 and
FMGT 4210 Cost & Managerial Accounting 2, or
FMGT 3420 Income Tax 1 and
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 School of Business, and should be submitted with your proposed program for approval by the Financial Management technology.

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

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

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

CREDIT COURSES TO PROFESSIONAL ACCOUNTING BODIES

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

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

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

4 Ways to Register

1. By mail

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, no postdated cheques.

2. By fax

Use the form located on page 3 and fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown campus). (available to all registrants)

3. In person

Register at the Burnaby, Downtown or Surrey campuses (see page 2). Pay by cash, cheque, debit or credit card. (available to all registrants)

Note: The debit card is now accepted at the Burnaby and Downtown campus.

4. By phone

Charge to your Visa or MasterCard. Burnaby campus (604) 434-1610. Downtown campus (604) 412-7777.

(available to all registrants)



FINANCIAL MANAGEMENT CORRESPONDENCE COURSES (604) 432-8609

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

CORRESPONDENCE COURSE INFORMATION

1. You may start your course at any time.
 2. You may proceed in the course at your own speed, within the nine month limit.
 3. Your 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 per cent for correspondence courses prior to mailing of course materials.
- For individual course descriptions, see listings in this section.

FMGT 1100 ACCOUNTING 1 (T) \$248
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.

Apr 14	Mon/Thr	6 wks	BBY	CRN	20401
Apr 15	Tue	12 wks	BBY		20404
Apr 16	Wed	12 wks	BBY		20402
	Wed	12 wks	DTC		20403
Apr 17	Thr	12 wks	DTC		20405
Apr 18	Fri	5 wks	DTC		20394
		0900-1700			
May 23	Fri	5 wks	DTC		20395
		0900-1700			
Jun 02	Mon-Thu	3 wks	BBY		20397
		1300-1600			
†Jul 03	Mon/Thr	6 wks	BBY		20400

For accelerated courses students must be prepared to work a minimum of 10-15 hours per week in addition to class time.

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$76 (subject to change).

36 wks CRN 21034
Re-registration (36-wk extension) \$50 21035

**FMGT 1152 ACCOUNTING FOR THE
MANAGER \$248**
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 15	Tue	12 wks	DTC	CRN	20428
Apr 16	Wed	12 wks	BBY		20429
Apr 18	Fri	5 wks	DTC		20425
		0830-1630			

**FMGT 1810 PERSONAL FINANCIAL
PLANNING 1 \$248**
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 15	Tue	12 wks	DTC	CRN	20432
Apr 17	Thr	12 wks	BBY		20433

† PLEASE NOTE: COURSES COMMENCING AFTER
JULY 1, 1997 WILL BE SUBJECT TO A \$10
BUILDING FEE ALONG WITH REGULAR TUITION.

FMGT 2100 ACCOUNTING 2 (T) \$373
Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100. (Note: Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70 per cent in this course.)

Apr 14	Mon/Thr	9 wks	BBY	CRN	25213
Apr 14	Mon/Thr	9 wks	BBY		20412
Apr 15	Tue	13 wks	DTC		20407
		1730-2130			
Apr 16	Wed	13 wks	BBY		20409
		1800-2200			
Apr 17	Thr	13 wks	BBY		22636
		1715-2115			
Jun 02	Mon-Thu	4 wks	BBY		20410
		0800-1200			
†Jul 03	Mon-Thu	6 wks	BBY		20411
		1800-2230			

*Note: For accelerated courses students must be prepared to work a minimum of 10 to 15 hours per week in addition to class time.

Correspondence
Tuition \$373 and \$4 Mailing Fee.
Text not included. 36 wks CRN 21037
Re-registration \$50 (36-wk extension) 21038

**FMGT 2820 INVESTMENT AND RISK
MANAGEMENT \$248**
Provides an overview of Canada's capital markets. Includes analysis of the business cycle, security price factors, marketable securities, portfolio strategies and performance measurement. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting.

Apr 15	Tue	12 wks	BBY	CRN	23045
Apr 17	Thr	12 wks	DTC		20439

**FMGT 3110 FINANCIAL
ACCOUNTING 1 (T) \$248**
Enables students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 4110 prepare them for career advancement and advanced study in accounting. Prerequisite: FMGT 2100 or 2190.

Apr 15	Tue	12 wks	BBY	CRN	20421
Apr 16	Wed	12 wks	DTC		20424
Apr 17	Thr	12 wks	BBY		23194
Jun 02	Mon-Fri	3 wks	BBY		21391
		0900-1200			

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$86 (subject to change).
36 wks CRN 21042
Re-registration \$50 (36-wk extension) 21043

**FMGT 3210 COST & MANAGERIAL
ACCOUNTING 1 (T) \$248**
Emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order costing, budgeting, responsibility accounting and standard costs. Prerequisite: FMGT 2100 or 2190.

Apr 15	Tue	12 wks	BBY	CRN	20418
Apr 16	Wed	12 wks	DTC		20419
Apr 17	Thr	12 wks	BBY		20420

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$112 (subject to change).
36 wks CRN 21039
Re-registration \$50 (36-wk extension) 21040

FMGT 3420 INCOME TAX 1 (T) \$248
Provides students with the basic rules and issues involved in the computation of income from employment, investments, business profits, capital gains and CCA. Prerequisite: FMGT 2100 or 2190.

Apr 15	Tue	12 wks	DTC	CRN	20436
Apr 17	Thr	12 wks	BBY		20437

**FMGT 3430 TAXATION AND FINANCIAL
PLANNING (T) \$248**
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.

Apr 15	Tue	12 wks	BBY	CRN	20438
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FMGT 3510 FINANCE 1 (T) \$248
Covers control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 2100 or 2190.

Apr 15	Tue	12 wks	BBY	CRN	22637
Apr 17	Thr	12 wks	BBY		21385

Correspondence
Tuition \$248, \$4 mailing fee.
Text fee \$79 (subject to change).
36 wks CRN 21044
Re-registration \$50 (36-wk extension) 21045

**FMGT 4110 FINANCIAL
ACCOUNTING 2 (T) \$373**
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. Prerequisite: FMGT 3110.

Apr 14	Mon/Thr	9 wks	BBY	CRN	21380
Apr 14	Mon/Thr	9 wks	DTC		21381
Apr 15	*Tue	15 wks	BBY		23139
Jun 23	Mon-Fri	4 wks	BBY		23167
		0900-1200			

*(plus 3 Saturday classes)

Correspondence
Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 21048
Re-registration \$50 (36-wk extension) 21049

**FMGT 4210 COST/MANAGERIAL
ACCOUNTING 2 (T) \$373**
Emphasizes direct costing, relevant costs, cost allocation, capital budgeting, inventory planning and valuation, joint and by-product costs, process costing, payroll, factory ledgers and decentralization and transfer pricing. Prerequisite: FMGT 3210.

Apr 14	Mon/Thr	9 wks	BBY	CRN	22639
Apr 14	Mon/Thr	9 wks	DTC		22640

Correspondence
Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 21046
Re-registration \$50 (36-wk extension) 21047

FMGT 4420 INCOME TAX 2 (T) \$248
Covers computation of tax for individuals, corporations and trusts; examination of corporate surplus accounts, international income and administration. Prerequisite: FMGT 3420 or 3430.

Apr 14	Mon	12 wks	BBY	CRN	20442
Apr 16	Wed	12 wks	DTC		20440
Apr 16	Wed	12 wks	BBY		20443
Apr 19	Sat	12 wks	BBY		24883
		0900-1200			

FMGT 4510 FINANCE 2 (T) \$373
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 14	Mon/Thr	9 wks	DTC	CRN	21379
Apr 14	Mon/Thr	9 wks	BBY		21384

Correspondence
Tuition \$373 and \$4 mailing fee.
Text not included. 36 wks CRN 21050
Re-registration \$50 (36-wk extension) 21052

**FMGT 4810 PERSONAL FINANCIAL
PLANNING 2 \$248**
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, 1810, 3420 or 3430, 2820, BLAW 3100 and ECON 1150.

Apr 15	Tue	12 wks	DTC	CRN	24884
Apr 17	Thr	12 wks	BBY		20448

**FMGT 7120 ACCOUNTING
ADVANCED \$373**
Reviews GAAP and objectives of financial reporting. Examines corporate combinations, including consolidations for wholly-owned subsidiaries, non-wholly-owned subsidiaries (both in the year of acquisition and subsequent years) and pooling of interest. Consolidations will be examined for up to two subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 4110 or 4190.

May 12	Mon/Thr	9 wks	BBY	CRN	22638
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1555 West 8th Avenue, Vancouver, British Columbia V6J 1T5
Visit our Website: <http://www.cga-bc.org>

INTERIOR DESIGN (604) 451-7032

INTD 1000 INTERIOR DESIGN BASIC \$248
Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Apr 14	Mon	12 wks	DTC	CRN	20963
Apr 14	Mon	12 wks	BBY		20964
Apr 15	Tue	12 wks	BBY		20967
Apr 16	Wed	6 wks	DTC		21296
			0900-1600		
Apr 19	Sat	12 wks	BBY		20965
			0900-1200		
May 12	Mon-Fri	1 wk	DTC		20966
			0900-1700		
†Jul 14	Mon-Fri	1 wks	DTC		20962
			0900-1700		

INTD 1010 HISTORY OF FURNITURE \$248
Covers the history of furniture from ancient Egypt to the present. Prerequisite: INTD 1000.

Apr 15	Tue	12 wks	BBY	CRN	20968
Apr 16	Wed	12 wks	DTC		20969

INTD 1020 INTERIOR DESIGN DRAFTING 1 \$577
Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables students to present plans, elevations, site and plot plans with correct architectural symbols in presentation. Prerequisite: INTD 1000.

Apr 14	Mon/Wed	12 wks	DTC	CRN	22816
Apr 19	Sat	12 wks	BBY		24905
			0900-1600		

INTD 2000 COLOR AND LIGHTING \$269
Provides students with the necessary knowledge of color and lighting to enable them to carry out the duties of an assistant in an interior design business. Prerequisite: INTD 1000.

Apr 15	Tue	12 wks	BBY	CRN	20971
Apr 16	Wed	12 wks	DTC		20970
May 28	Wed	6 wks	DTC		21297
			0900-1600		

INTD 2020 INTERIOR DESIGN DRAFTING 2 \$577
Presents isometric views, shadow and light. Provides training in the presentation of sections through walls, windows, doors and other architectural components. Focuses on the presentation of one- and two-point perspective. Prerequisite: INTD 1020.

Apr 16	Wed	12 wks	DTC	CRN	24084
			0900-1600		
Apr 15	Tue/Thr	12 wks	BBY		20972

INTD 2030 BUSINESS PRACTICES FOR INTERIOR DESIGN \$168
Presents information on basic business and marketing practices. Topics include portfolios, presentations and interviews relating to interior design. Prerequisite: INTD 1000.

Apr 15	Tue	6 wks	BBY	CRN	20980
†Jul 07	Mon/Wed	3 wks	DTC		24095
			0900-1200		

INTD 3010 GRAPHIC PRESENTATION \$248
Teaches students to present design plans, elevations and perspectives graphically. Prerequisite: INTD 2020.

Apr 15	Tue	12 wks	DTC	CRN	24906
Apr 17	Thr	12 wks	DTC		20973
Apr 17	Thr	12 wks	DTC		23579
			0900-1200		

INTD 3040 SPACE PLANNING 1 \$248
Introduces factors in residential space planning, including zoning and circulation considerations. Prerequisite: INTD 2020 or 3060.

Apr 14	Mon	12 wks	DTC	CRN	24907
Apr 16	Wed	12 wks	DTC		24909

INTD 3050 DETAILING/CONSTRUCTION MATERIALS \$248
Acquaints students with the properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces the methods and techniques involved in the preparation of working drawings for interior construction elements, building components, millwork, custom fruitier and built-in cabinets. Prerequisite: INTD 1020.

Apr 16	Wed	12 wks	DTC	CRN	23581
			0900-1200		
Apr 17	Thr	12 wks	DTC		24908

INTD 3060 AUTOCAD 1 FOR INTERIOR DESIGN \$435

Introduces the AutoCAD workstation using a Mac including basic 2D drawing creation, editing view manipulation, text and dimensioning. Prerequisite: INTD 1020 and 2020 and computer literacy recommended.

Apr 14	Mon	6 wks	BBY	CRN	22644
			0900-1600		
Apr 16	Wed	12 wks	BBY		22642

INTD 3070 MATERIALS 1 \$163

Covers interior finishing materials for floors, walls, ceilings and windows and the characteristics of fabrics. Prerequisite: INTD 1000.

Apr 17	Tue/Thr	12 wks	BBY	CRN	20978
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INTD 4000 DIRECTED STUDIES PROJECT \$248

Allows students to incorporate all material from previous courses in a major project. Prerequisite: All other courses in INTD with a 65 per cent minimum.

Apr 17	Thr	6 wks	DTC	CRN	20979
†Jul 29	Tue/Thr	3 wks	DTC		24093
			0900-1200		

INTD 4040 SPACE PLANNING 2 \$293

Introduces factors in commercial space planning and problem solving using recognized factors. Topics include offices, restaurants and retail stores. Prerequisite: INTD 3040.

Apr 14	Mon	12 wks	DTC	CRN	23571
			0900-1200		
Apr 15	Tue	12 wks	DTC		20981
Apr 18	Fri	12 wks	DTC		25049
			0900-1200		

INTD 4060 AUTOCAD 2 FOR INTERIOR DESIGN \$435

Use of AutoCAD on the Mac to produce 2D architectural drawings. Emphasis is on practising 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.

Apr 18	Fri	12 wks	BBY	CRN	23582
			0900-1200		
May 26	Mon	6 wks	BBY		23580
			0900-1600		

ONE-YEAR INTERIOR DESIGN FAST TRACK PROGRAM

The Fast Track program is designed for students attempting to complete the certificate program in one year. The second-term courses are as follows:

INTD 2030 BUSINESS PRACTICES INTERIOR DESIGN \$168

†Jul 07	Mon/Wed	3 wks	DTC	CRN	24095
			0900-1200		

INTD 3010 GRAPHIC PRESENTATION \$248

Apr 17	Thr	12 wks	DTC	CRN	23579
			0900-1200		

INTD 3050 DETAILING/CONSTRUCTION MATERIALS \$248

Apr 16	Wed	12 wks	DTC	CRN	23581
			0900-1200		

INTD 4000 DIRECTED STUDIES PROJECT \$248

†Jul 29	Tue/Thr	3 wks	DTC	CRN	24093
			0900-1200		

INTD 4040 SPACE PLANNING 2 \$293

Apr 14	Mon	12 wks	DTC	CRN	23571
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INTD 4060 AUTOCAD 2 \$435

Apr 18	Fri	12 wks	BBY	CRN	23582
			0900-1200		

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

INTERIOR DESIGN - SENIOR CERTIFICATE

THE FAST-TRACK SENIOR CERTIFICATE PROGRAM WILL BE OFFERED STARTING SEPTEMBER 1997 (604) 451-7032

INTD	2180	Design Theory
INTD	2070	Lighting II
INTD	3110	Graphic Presentation II
INTD	3160	AutoCAD III
INTD	4140	Space Planning III
INTD	2080	Color II
INTD	3170	Millwork Drawings
INTD	3120	Human and Environmental Factors
INTD	2010	Contemporary Furniture, Architecture & Design
INTD	4160	AutoCAD IV
INTD	2101	Barrier-free Design and Building Code
INTD	3150	Interior Construction & Renovation
INTD	3130	Visual Merchandising & Display
INTD	3190	Design Project
INTD	4400	Field Study
INTD	4100	Project Management
INTD	4170	Materials II
INTD	3140	Marketing and Work Week
INTD	4500	Directed Studies

INTD 2080 COLOR II \$190

Course of study will concentrate on color as it pertains to commercial spaces such as offices, restaurants, health-care facilities and schools. Prerequisites: INTD 1000, INTD 2000.

May 28	Wed	6 wks	DTC	CRN	25143
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INTD 2010 CONTEMPORARY FURNITURE ARCHITECTURE AND DESIGN \$248

Students will study the history of furniture architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects work will be covered as part of the course. Prerequisites: INTD 1000, INTD 1010.

Apr 17	Thr	12 wks	DTC	CRN	25141
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INTD 2101 BARRIER-FREE DESIGN & BUILDING CODES \$190

Students will study residential and commercial barrier free planning as it pertains to interior design. After successful completion of the course, students will have a basic understanding of how to use the National Building Code. Prerequisites: INTD 1000.

Apr 14	Mon	6 wks	DTC	CRN	25140
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INTD 3130 VISUAL MERCHANDISING & DISPLAY \$190

Students will examine the art of display, the elements used in arranging objects and artwork and learn how to use color, shape scale texture and finish to create vignettes. Prerequisites: INTD 1000, INTD 2000.

Apr 16	Wed	6 wks	DTC	CRN	25142
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OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

MARKETING MANAGEMENT (604) 432-8611

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, demand development, and sales. In this program, students who wish to specialize in Advanced Technology, Customer Service or International Marketing, can use the specialized courses in these areas for their choice of electives. The courses required to obtain your certificate are listed below.

Required

MKTG	1102	Essentials of Marketing
MKTG	1212	Principles of Customer Service
MKTG	1219	Professional Sales 1
MKTG	2202	Introduction to Marketing Communications
MKTG	2205	Marketing of Services
MKTG	2341	Introduction to Marketing Research
MKTG	3322	Promotional Strategies
MKTG	4340	Marketing Planning Fundamentals
MKTG	4501	Strategic Marketing Management Simulation

Complete four from the following: (or other Marketing courses not listed)

MKTG	1112	Customer Relations
MKTG	1323	Effective Public Speaking
MKTG	1324	Small Business Development
MKTG	1325	Importing
MKTG	1327	Exporting
MKTG	1342	Trade/Consumer Show Marketing Strategy
MKTG	3225	Consumer Behavior/Marketing Strategy
MKTG	3321	Public Relations
MKTG	3406	Product Development

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 & corporate communications, as well as the traditional advertising, sales promotion and data base marketing.

Listed below are the courses required to obtain your certificate. The balance of courses may be selected from the suggested electives.

Required

MKTG	1102	Essentials of Marketing
MKTG	1219	Professional Sales 1
MKTG	2202	Introduction to Marketing Communications
MKTG	2317	Sales Promotion Strategies
MKTG	2341	Introduction to Marketing Research
MKTG	2438	Direct Marketing Dynamics
MKTG	3218	Introduction to Media
MKTG	3321	Public Relations
MKTG	3322	Promotional Strategies

Complete the equivalent of four complete courses from the following:

MKTG	1018	Press/Media Relations
MKTG	1112	Customer Relations
MKTG	1119	Sports Marketing
MKTG	1120	Special Event Marketing
MKTG	1217	Effective Telemarketing Skills
MKTG	1323	Effective Public Speaking
MKTG	1342	Trade/Consumer Show Marketing Strategy
MKTG	2225	Consumer Behaviour/Marketing Strategy
MKTG	3337	Corporate Communications
MKTG	4318	Media Planning

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. Courses required to obtain your certificate are listed below.

Required

MKTG 1102	Essentials of Marketing
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2220	Managing the Sales Force
MKTG 2319	Professional Sales 2
MKTG 3307	Business Marketing
MKTG 3332	Key Account Selling

Complete the equivalent of four complete courses from the following:

MKTG 1112	Customer Relations
MKTG 1212	Principles of Customer Service
MKTG 1217	Effective Telemarketing Skills
MKTG 1325	Importing
MKTG 1327	Exporting
MKTG 2341	Introduction to Marketing Research
MKTG 2419	CPSA Sales Skills
MKTG 3406	Product Development
MKTG 4340	Marketing Planning Fundamentals

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 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.

Required

MKTG 1102	Essentials of Marketing
MKTG 1212	Principles of Customer Service
MKTG 1219	Professional Sales 1
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2202	Introduction to Marketing Communications
TOUR 1261	B.C. Tourism Issues
TOUR 1301	Group Travel & Tours
TOUR 2303	Conventions/Meetings/Incentive Travel
TOUR 2325	Tourism Product Development

Choose four of the following:

MKTG 1112	Customer Relations
MKTG 1120	Special Event Marketing
MKTG 1324	Small Business Development
MKTG 3321	Public Relations
TOUR 1250	Travel Agency Operations, Introduction to
TOUR 2307	Resort/Hotel Marketing
TOUR 2330	Community Tourism Development

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

For students who do not wish or require a complete certificate, or desire a fast track for developing specific skills, we offer eight course Associate Certificate packages in:

Customer Service
Marketing Communications
Sales Skills

Customer Service:

MKTG 1112	Customer Relations
MKTG 1212	Principles of Customer Service
MKTG 1217	Effective Telemarketing Skills
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 2205	Marketing of Services
MKTG 3225	Consumer Behavior/Marketing Strategy
MKTG 3321	Public Relations

Marketing Communications:

MKTG 1018	Press/Media Relations
MKTG 1102	Essentials of Marketing
MKTG 1120	Special Event Marketing
MKTG 2202	Introduction to Marketing Communications
MKTG 2317	Sales Promotion Strategies
MKTG 3218	Introduction to Media
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies

Sales Skills:

MKTG 1217	Effective Telemarketing Skills
MKTG 1219	Professional Sales 1
MKTG 1323	Effective Public Speaking
MKTG 1342	Trade/Consumer Show Marketing
MKTG 2220	Managing the Sales Force
MKTG 2319	Professional Sales 2
MKTG 2438	Direct Marketing Dynamics
MKTG 3332	Key Account Selling

MKTG 1003 MARKETING THROUGH THE INTERNET \$299

This course provides the skills necessary to harness the Internet as a tool for researching, prospecting and reaching target markets. The course will feature four hands-on sessions in BCIT's futuristic Advanced Management Technology Lab, where participants will have direct access to the Internet to practise and hone the skills developed in the lecture sessions. The course will cover the following topics: researching competitors, industries and markets, using e-mail as a prospecting and networking tool, developing and publicizing an effective World Wide Web site, and integrating the Internet into existing sales and marketing strategies. An ideal course for mid to senior executive levels and owner/managers of small businesses.

Apr 23 Wed 4 wks DTC CRN 25218

MKTG 1018 PRESS/MEDIA RELATIONS \$179

In today's communications environment, business is front page news. At any given moment, a company, large or small, can become the focus of intense media scrutiny. A good news story can add thousands of dollars to the bottom line — a bad one can cost a company millions. Without adequate training and experience, many corporate spokespeople panic when approached by a reporter, with potentially devastating results. The "media" is a business like any other. Its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. A definition of the media: basic media process; developing media strategy; news room realities; packaging your message; the media as messenger, interview techniques and critiques; and crisis communications.

Apr 14 Tue 8 wks BBY CRN 24868

MKTG 1102 ESSENTIALS OF MARKETING \$248

An introductory course 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.

Apr 16	Wed	12 wks	SRY	CRN	22834
Apr 14	Mon	12 wks	DTC		20358
Apr 15	Tue	12 wks	BBY		20345
Apr 17	Thr	12 wks	BBY		20360
Apr 17	Thr		DTC		20359
Apr 19	Sat	6 wks	BBY		20362

0900-1600
Jun 09 Mon-Fri 1 wk BBY 20363
0900-1700

†Jul 07 Mon-Fri 1 wks DTC 20355
0900-1700

†Aug 11 Mon-Fri 1 wk BBY 23048
0900-1700

MKTG 1112 CUSTOMER RELATIONS \$248

In today's service oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer relations is designed to have broad application for people at all levels in business and industry. Students involved with customers, both internally and externally will benefit from the strategies and practical "hands-on" approach of this course. Course will cover defining quality service; developing excellent customer relations skills; effective communication techniques; problem-solving; listening/questioning skills; developing "excellent" people skills.

Apr 19	Sat	6 wks	DTC	CRN	20320
Jun 09	Mon-Fri	1 wk	BBY		25219
					0900-1600

MKTG 1119 SPORTS MARKETING \$248

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 is a project based course that 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 department permission.

Apr 16 Wed 12 wks DTC CRN 23795

MKTG 1120 SPECIAL EVENT MARKETING \$248

Teaches students how to plan, market, sell, produce and manage any type of special event from company social functions to major conventions. This is a projects based course that will focus on the principle components of planning and executing special events.

Apr 15	Tue	12 wks	DTC	CRN	25220
Apr 16	Wed	12 wks	BBY		20322

MKTG 1212 PRINCIPLES OF CUSTOMER SERVICE \$248

An introductory course designed to provide an overview of what constitutes the area of customer service. Will cover such things as corporate image, personal presentations, customer interaction, customer definition, service definition and industry trends. The course will also focus on the importance of selecting, training, and empowering employees to work on behalf of the customer.

Apr 14	Mon	12 wks	BBY	CRN	20324
Apr 15	Tue	12 wks	SRY		25138
Jun 23	Mon-Fri	1 wk	DTC		23786
					0900-1700

MKTG 1219 PROFESSIONAL SALES 1 \$248

Provides basic training for the sales aspirant or person with no formal sales training. Students develop selling techniques through practical applications and role playing. This course is also ideal for people in sales who require or desire to "brush up" on their sales skills.

Apr 15	Tue	12 wks	BBY	CRN	22626
Apr 16	Wed	12 wks	DTC		20327
Apr 17	Thr	12 wks	BBY		20329
Jun 09	Mon-Fri	1 wk	BBY		20328
					0900-1700

†Aug 11 Mon-Fri 1 wk BBY 23049
0900-1700

MKTG 1323 EFFECTIVE PUBLIC SPEAKING \$248

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.

Apr 16	Wed	12 wks	SRY	CRN	22850
Apr 15	Tue	12 wks	BBY		20335
Apr 19	Sat	6 wks	DTC		20336

0900-1600
Jun 02 Mon-Fri 1 wk DTC 20333
0900-1700

†Aug 11 Mon-Fri 1 wk BBY 23050
0900-1700

MKTG 1324 SMALL BUSINESS DEVELOPMENT \$248

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.

Apr 16	Wed	12 wks	BBY	CRN	20337
Apr 17	Thr	12 wks	DTC		25217
Jun 09	Mon-Fri	1 wk	BBY		23788
					0900-1700

MKTG 1342 TRADE/CONSUMER SHOW MARKETING \$248

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show.

Apr 28 Mon-Fri 1 wk DTC CRN 22851
0900-1700

MKTG 2202 INTRODUCTION TO MARKETING COMMUNICATIONS \$248

Presents an overview of promotional strategies; advertising, sales promotion, direct marketing, event marketing, publicity, trade shows and public relations. It is intended for those students pursuing the concentrated marketing program. Examines those areas of promotion on the basis of where each fits in the promotional mix and when you should best use them. Prerequisite: MKTG 1102.

Apr 15	Tue	12 wks	DTC	CRN	20364
Apr 16	Wed	12 wks	BBY		20366
Apr 19	Sat	6 wks	BBY		20365
					0900-1600

†Aug 11 Mon-Fri 1 wk BBY 23051
0900-1700

MKTG 2341 INTRODUCTION TO MARKETING RESEARCH \$248

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.

Apr 17 Thr 12 wks BBY CRN 23793

MKTG 2419 CPSA SALES SKILLS \$289

This course is part of the Canadian Professional Sales Association (CPSA) Certification program. The course is required for those wishing to achieve CPSA sales certification. Students may take it without having the other credentials required for certification but receive no official certification until all elements of the program are completed. Material covered includes tactical sales skills, prospecting, time management, goal setting and developing presentations. For further information on the CPSA Certification program call (604) 432-5382 or (604) 432-8572.

Apr 14 Mon/Wed 7 wks DTC CRN 24874

MKTG 3225 CONSUMER BEHAVIOR/ MARKETING STRATEGY \$248

An introduction to the subject of consumers and why they buy. Examines segmentation, consumer needs, attitudes, learning, and lifestyle analysis. The focus will be on the application of consumer behavior concepts to marketing planning decisions. Prerequisite: MKTG 1102 or department permission.

Apr 15 Tue 12 wks DTC CRN 20343

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

Register Early and Win!
(604) 434-1610

Spring into action! Register for your BCIT course by Mar. 14 and you could win a free course! Eleven free courses will be given away. Register today!

MKTG 3307 BUSINESS MARKETING \$248

Deals with business markets focusing on how businesses market to each other. Coverage will include dealing with the business buying process, segmenting, markets and development strategies within the marketing framework. Emphasis is placed on decision making through case studies and projects. Prerequisite: MKTG 2202.

Apr 16 Wed 12 wks BBY CRN 24873

MKTG 3321 PUBLIC RELATIONS \$248

For anyone in business, government, associations and organizations, responsible for internal and external communication. Students learn to fulfil their information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques, principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications and meetings. Prerequisite: MKTG 2202 or department permission.

Apr 14 Mon 12 wks SRY CRN 23790
Apr 15 Tue 12 wks DTC 20331

MKTG 3322 PROMOTIONAL STRATEGIES \$248

A project based course that 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.

Apr 16 Wed 12 wks DTC CRN 20332

MKTG 3332 KEY ACCOUNT SELLING \$248

This course is designed for sales persons who will be working with long sales cycles in large organizations. We will look at managing the sales process and examine the possible influences within corporations and government departments. Topics covered include: account strategy planning, partnership selling, application selling and managing activities for major accounts versus general accounts. Prerequisite: Previous sales training.

Apr 14 Mon 12 wks BBY CRN 23796

MKTG 3337 CORPORATE COMMUNICATIONS \$248

A course designed to provide the student with a working knowledge of the corporate communications function within a business and its influence on corporate culture. Emphasis is on the consistency of image and professionalism throughout all activities. Topics include strategic corporate communications planning, managing your corporate image, issues and crisis communication management, utilizing employee communications and involvement to gain a competitive edge, persuasive techniques, media, investor, and community relations.

Apr 17 Thr 12 wks DTC CRN 20340

MKTG 3406 PRODUCT DEVELOPMENT \$248

Studies effective process for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102.

Apr 15 Tue 12 wks BBY CRN 24872

MKTG 4318 MEDIA PLANNING \$248

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. The main objective of this course is to provide marketable skills in media planning and buying, to qualify students for career entry consideration in advertising agencies.

Apr 14 Mon 12 wks DTC CRN 23797

MKTG 4340 MARKETING PLANNING FUNDAMENTALS \$248

A decision-making course. Students will be expected to apply the concepts of marketing and planning to real-world situations. Cover identifying markets, buying behavior, product planning, pricing, distribution and communication strategies. The focus will be on developing a marketing plan. Prerequisite: MKTG 2202, 2341.

Apr 17 Thr 12 wks BBY CRN 25221

TOURISM

TOUR 1250 TRAVEL AGENCY OPERATIONS \$248

A framework for students considering a career in travel retailing and operating fields. Topics include the travel counsellor's responsibilities, airlines and their far structures, rail transportation and car rental, travel industry automation, basic tour company operations, an introduction to the cruise market, hotel terminology and selection, creating an independent vacation itinerary, and selling and communication in the travel industry.

Apr 14 Mon 12 wks BBY CRN 25139

TOUR 1261 B.C. TOURISM ISSUES \$248

This course 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 15 Tue 12 wks BBY CRN 20370

TOUR 1301 GROUP TRAVEL & TOURS \$248

Covers the development, research and marketing of tour packages and charters. Practical exercises are given in tour planning, organizing, managing, guiding and marketing of tour/charter products. Terminology used by tour operators, wholesalers and destination management companies (D.M.C.'s) is applied in the costing, documentation and reservation systems used by firms in this growth sector of tourism.

Apr 16 Wed 12 wks BBY CRN 23791

TOUR 2325 TOURISM PRODUCT DEVELOPMENT \$248

Designed to familiarize the student with tourism product development. Examines general demand factors, travel motivations, market segmentation, travel advertising sales support, public relations, marketing risks and problems, statistical applications and analysis, tourism research, tour packaging and its various elements, and so on. Prerequisite: TOUR 1261 and MKTG 1102 or TOUR 1260

Apr 17 Thr 12 wks DTC CRN 24870

MEDIA TECHNIQUES FOR BUSINESS (604) 451-7032

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 nine basic courses, totaling 27 credits and a minimum of six elective courses totaling 18 credits from the offerings listed.

Required courses:

BCST	1160	Introduction to Television
BCST	1161	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
MDIA	2200	The Law and New Media

Two of the following:

MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1110	FreeHand Mac 1
MDIA	1120	FreeHand PC 1
MDIA	1150	Quark XPress Mac 1
MDIA	1160	Illustrator Mac 1
MDIA	1170	Photoshop PC 1
MDIA	1180	Photoshop Mac 1
MDIA	1188	Premier
MDIA	1260	Illustrator PC 1
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2

MDIA	2150	Quark XPress Mac 2
MDIA	2170	Photoshop PC 1
MDIA	2180	Photoshop Mac 2
MDIA	2260	Illustrator Mac 2

Elective courses:

BCST	1145	Copywriting for Radio and TV
BCST	1148	Writing for the Media
BCST	2252	Commercial Audio Production
BUSA	1305	Supervisory Skills
COMM	2202	Letters and Memos
COMM	2204	Technical Reports
COMP	1815	Introduction to Multimedia
FMGT	1152	Accounting for the Manager
MDIA	1020	Designing Business Forms
MDIA	1050	PageMaker PC 1
MDIA	1090	PageMaker Mac 1
MDIA	1130	CorelDraw 1
MDIA	1140	Color Theory for Publishers
MDIA	1150	Quark XPress Mac 1
MDIA	1180	Adobe Photoshop Mac 1
MDIA	1300	Multimedia Literacy
MDIA	2000	Typography
MDIA	2050	PageMaker PC 2
MDIA	2090	PageMaker Mac 2
MDIA	2110	FreeHand Mac 2
MDIA	2130	CorelDraw 2
MDIA	2150	Quark XPress Mac 2
MDIA	2160	Advanced Photography 1
MDIA	2170	Advanced Photography 2
MDIA	2300	Multimedia Authoring
MDIA	3010	Commercial Photography
MKTG	1102	Essentials of Marketing
MKTG	2202	Principles of Promotional Marketing

Other elective courses are being developed. Check future flyer for additional choices. Not all courses are offered every term. Check current flyers under Media Techniques for Business or other areas such as Broadcast Communications or Marketing for current offerings and specific course descriptions.

BUSINESS CERTIFICATE IN MEDIA TECHNIQUES & MARKETING COMMUNICATIONS

A hands-on program that is designed to combine the strategic approach of Marketing Communications with the techniques of multi-media technology. The program is skills based, focusing on specialized training in media techniques and the components of promotional marketing. This program is of value for anyone who wishes to pursue a career in the communications area of any business, from home-based business to major corporations.

Required basic courses:

MKTG	1102	Essentials of Marketing
MKTG	2202	Introduction to Marketing Communications
MKTG	3321	Public Relations
MKTG	3322	Promotional Strategies
MKTG	3337	Corporate Communications
MDIA	1100	Intro to Media Techniques for Business
MDIA	2060	Effective Presentation Techniques
MDIA	1040	Graphics 1
MDIA	2040	Graphics 2

In addition, select from the following list of electives for the equivalent of 18 credits:

MDIA	1050	PageMaker 1 for the PC
MDIA	2050	PageMaker 2 for the PC
MDIA	1090	PageMaker 1 for the MAC
MDIA	2090	PageMaker 2 for the MAC
MDIA	1150	Quark X Press for the MAC
MDIA	2150	Quark X Press for the MAC
MDIA	1170	Adobe Photoshop for the PC 1
MDIA	2270	Adobe Photoshop for the PC 2
MDIA	1180	Adobe Photoshop for The MAC 1
MDIA	2180	Adobe Photoshop for The MAC 2
MDIA	1160	Illustrator for the MAC 1
MDIA	2260	Illustrator for the MAC 2
MDIA	1120	Freehand for the MAC 1
MDIA	2120	Freehand for the MAC 2
MDIA	1110	Freehand for the PC 1
MDIA	2110	Freehand for the PC 2
MDIA	1130	CorelDraw 1
MDIA	2130	CorelDraw 2
MKTG	1018	Press/Media Relations
MKTG	2317	Sales Promotion Strategies
MKTG	1120	Special Event Marketing
MKTG	2438	Direct Marketing Dynamics
MKTG	3218	Introduction to Media (Advertising Media)

MDIA 1040 GRAPHICS 1 \$291

Introduces layout, design, illustration, printing methods, camera-ready artwork and typography. Those with an interest, but no previous experience in graphic art, are encouraged to enrol in this exploratory course to foster that interest and determine their career potential. Please note: This course is not computer based.

Apr 14 Mon/Wed 6 wks BBY CRN 21001

MDIA 1100 INTRODUCTION TO MEDIA TECHNIQUES FOR BUSINESS \$291

Presents a core course with a dual focus. The first part explores the fundamental issues faced by anyone trying to create and implement a variety of visual and audiovisual communication projects. During the second part, group activities and class visits to production facilities provide a practical perspective on pre-press production and printing, desktop publishing, commercial applications of photography and photographic imaging, audiovisual techniques, video production, interactive video, photo-CD technology applications and other communication tools used in corporate, industrial, educational and marketing communication today. Upon completion students will have a good grasp of needs assessment, target audience identification, the basic principles of production planning, the evolving technology and a better understanding of the exciting world of media integration.

Apr 14 Mon 12 wks BBY CRN 21002
1800-2100

MDIA 0199 PHOTOGRAPHY: ENTRY LEVEL \$210

Teaches how to handle a 35 mm Single Lens Reflex camera and accessories. Through lectures, videos, slides and a workshop, students learn basic photographic concepts including depth of field, aperture/shutter relation, exposure control, night photography and more. Students with an interest, but no previous experience in photography, are encouraged to enrol in this exploratory course to foster that interest and determine their potential. Students need a 35 mm SLR with 50 mm lens and have to supply their own film. A tripod is recommended.

Apr 16 Wed 4 wks BBY CRN 20999
1900-2200

MDIA 1010 PHOTOGRAPHY \$471

Improves student's knowledge of handling 35 mm equipment and accessories (including flash). Topics include composition, choosing the right film, getting the most out of available light and determining correct exposure for any light condition. Students learn to shoot outdoor portraits and carry out assignments with their own equipment. During two lab sessions students will get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. All darkroom material is included! Students need a 35 mm SLR camera with at least a 50 mm lens and a tripod and will have to supply their own film. Prerequisite: MDIA 0199 or permission from the instructor.

May 14 Wed 8 wks BBY CRN 21000
1900-2200

MDIA 2040 GRAPHICS 2 \$291

Continues from MDIA 1040. Students are instructed in the more detailed areas of graphics and print production. Topics include paper choice and selection, four color process printing and mechanical requirements, preparing an advertising campaign using various production and print media, special printing techniques, commercial photography, imposition, estimating time and costs to produce graphic material, also includes tour of a large printing plant. Prerequisite: MDIA 1040.

May 26 Mon/Wed 6 wks BBY CRN 21004

MDIA 2060 EFFECTIVE PRESENTATION TECHNIQUES \$248

Prepares students to effectively present material, both written and spoken. Teaches students 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. Essential for those who prepare and present written and spoken material in today's corporate world.

Apr 17 Thr 12 wks BBY CRN 21005

MDIA 2160 ADVANCED PHOTOGRAPHY 1 \$290

Combines classroom sessions and workshop in the studio (including a make-up demonstration) so that students can develop the basic skills to plan and carry out a variety of assignments in the areas of editorial and people photography. Students learn to recognize the potential of lighting in the studio and on location and how to work from a layout to meet a client's requirements as well as quality standards in the industry. Good technique and composition are stressed throughout the course. Students need a 35 mm SLR, with at least a standard lens, a flash and a tripod and will have to supply their own film. Prerequisite: MDIA 1010 or permission from the instructor.

Apr 17 Thr 6 wks BBY CRN 22829
1900-2200

MDIA 2070 BUSINESS VIDEO \$300

Teaches students to plan and organize a video production and to write a proposal, treatment, budget and script. Designed for those interested in using video to communicate with employees, customers, investors and other members of the public. Students will become acquainted with the technical resources (crew, equipment, etc.) necessary to mount a production.

Apr 15 Tue 12 wks BBY CRN 24916

MDIA 3010 COMMERCIAL PHOTOGRAPHY \$529

Introduces students to today's business practices and teaches them the basics of setting up and managing a commercial studio. Includes how to select and operate sophisticated medium and large format camera equipment and accessories; how to work with studio lighting equipment; how to prepare and estimate; and how to market services and create a relationship with clients and suppliers. Provides hands-on experience in carrying out a variety of assignments in areas such as still life, people, editorial and architecture. Learn to work from a layout to meet a client's requirements, quality standards in the industry, and the techniques to develop a powerful personal portfolio. All darkroom material and some film is included. Students will need a 35 mm SLR or medium format camera with at least a standard, a wide angle, a telephoto lens, a tripod and a flash. Students will have to supply some film. Prerequisite: MDIA 2160 or MDIA 2170 or permission from the instructor.

Apr 15 Tue 12 wks BBY CRN 21298
1900-2200

ASSOCIATE CERTIFICATE, DESKTOP PUBLISHING

The Desktop Publishing Associate Certificate program requires the completion of the following six basic courses, totaling 15 credits, and a minimum of three elective courses totaling nine credits for a total of 24, from the list below:

Required basic courses:

(*see attached for new course descriptions)

MDIA 1040 Graphics 1
MDIA 1140 Color Theory for Publishers*
MDIA 1111 Scanning*
MDIA 2000 Typography*
MDIA 1020 Designing Business Forms*
MDIA 2060 Effective Presentation Techniques

In addition, choice of:

- I. Choice of: (Levels 1 and 2 required)
 - MDIA 1050 and 2050 PageMaker for the PC (Levels 1 and 2)
 - MDIA 1090 and 2090 PageMaker for the Macintosh (Levels 1 and 2)
 - MDIA 1150 and 2150 Quark Xpress (Levels 1 and 2)
- II. Choice of: (Levels 1 and 2 required)
 - MDIA 1120 and 2120 Adobe Freehand for the PC (Levels 1 and 2)
 - MDIA 1110 and 2110 Adobe Freehand for the Macintosh (Levels 1 and 2)
 - MDIA 1130 and 2130 CorelDraw (Levels 1 and 2)
 - MDIA 1160 and 2160 Adobe Illustrator for the Macintosh (Levels 1 and 2)
- III. Choice of: (Levels 1 and 2 required)
 - MDIA 1170 and 2270 Adobe Photoshop for the PC
 - MDIA 1180 and 2180 Adobe Photoshop for the Macintosh

DESKTOP PUBLISHING AND GRAPHICS FOR MACINTOSH (604) 451-7032

MDIA 1020 DESIGNING BUSINESS FORMS \$250

Every business needs its own special look. This course will introduce the topic of designing business cards and letterhead. Students also learn how to design forms that make sense and are legible for internal and external use. Prerequisite: MDIA 1050/1090 or MDIA 1150.

Apr 19 Sat 6 wks BBY CRN 23560
0900-1200

MDIA 1090 PAGEMAKER MAC 1 \$339

Introduces and teaches design, layout and production of professional publications, using the Adobe PageMaker. Students will learn to create numerous publishing projects, including advertisements, brochures, bulletins, flyers and forms. Students will have their own workstation using a Mac Centris 650 for this hands-on course. Prerequisite: Good working knowledge of the computer.

Apr 14 Mon 6 wks BBY CRN 21011

MDIA 1111 DESKTOP SCANNING \$339

Teaches you how to make the most of your desktop scanner. Each student has access to a desktop scanner from their own computer terminal. The course begins by covering basic color theory. Different types of image capture devices are discussed including reflection or flatbed scanners, transmission such as slide scanners and digital cameras. Issues affecting the quality and accuracy of scanned images are discussed including scanner resolution, dynamic range and the removing of unwanted color casts. Adobe Photoshop is used extensively in this course. Prerequisite: Good working knowledge of the computer and MDIA 1180 or MDIA 1170.

Apr 18 Fri 6 wks DTC CRN 24948
Apr 25 Fri 3 wks DTC 24947
0900-1600

MDIA 1140 COLOR AND THEORY FOR PUBLISHERS \$425

Introduces the principles of color in relation to physics, physiology and communication. Explores the additive primaries red, green and blue (light) and the subtractive primaries cyan, magenta and yellow (pigment). Students will make a color wheel using components of the spectrum. Exercises will lead to an understanding of the terminology relating to light and pigment such as contrast, hue, saturation, value, tint and shade. The second portion studies various color models used in computer graphics programs, through hands-on use of Adobe Illustrator.

Apr 15 Tue 12 wks DTC CRN 23567

MDIA 1150 QUARK XPRESS MAC 1 \$339

Introduces the most powerful page layout program currently available. This course is designed to give a complete overview of the abilities of Quark XPress. Students will gain a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work at their own workstation, using a Macintosh. Prerequisite: A solid working knowledge of the computer.

Apr 14 Mon 6 wks DTC CRN 24940
Apr 17 Thr 6 wks BBY 21017
Jul 10 Thr 6 wks BBY 21301

MDIA 1160 ADOBE ILLUSTRATOR MAC 1 \$379

Adobe Illustrator is the leading illustration and page design program for the Macintosh. Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, select a segment, edit a segment, construct a drawing, use the rule guides, learn about layers, group and ungroup objects. Learn about painting objects, creating process colors, applying a custom color, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, convert points, use perimitives to create basic shapes. Learn how to add elements to template and add detail to an illustration. Learn how to work with type, change type attributes, add type to a path, import text and link up text blocks, wrap text around an object and more.

Apr 18 Fri 6 wks BBY CRN 23577
May 17 Sat 3 wks DTC 24941
0900-1600

MDIA 1180 ADOBE PHOTOSHOP FOR MAC 1 \$379

Teaches students how to create and produce color and black and white images right at their desktop, faster and easier than ever before. The course teaches how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and paint options, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstation.

Apr 14 M/T/W 1 wk DTC CRN 24942
0900-1600
Apr 15 Tue 6 wks BBY 21025
May 25 Sun 6 wks BBY 21026
1300-1600
Jul 01 Tue 6 wks BBY 21303

MDIA 1188 ADOBE PREMIERE \$379

Adobe Premier makes it easier to create high-quality digital movies and videotapes. Covers editing to make changes easily, learning the Premier graphical interface, trimming and playing back windows, motion control and recording to disk. Graphics and titles will be imported from Adobe Illustrator. Each student has their own workstation and user guide.

Apr 6 Sun/M/T 6 wks DTC CRN 25166
0900-1600
Apr 16 Wed 6 wks DTC 24951
May 3 Sun/M/T 6 wks DTC 25167
0900-1600
May 28 Wed 6 wks DTC 24952

MDIA 1450 MACROMEDIA DIRECTOR \$900

Apr 10 Thr/Fri/Sat 6 wks DTC CRN 25168
0900-1600
May 10 Sat/Sun/Mon 6 wks DTC 25169
0900-1600

MDIA 2000 TYPOGRAPHY \$425

This course is designed to give students a good understanding of typesetting rules and techniques. Three evenings will be spent discussing type history, development and usage. The following nine evenings will be spent at Macintosh workstations. Using Quark Xpress, students will complete a variety of projects using knowledge gained in the theory portion. The intent is to produce quality rather than quantity and to avoid the excesses so commonly perpetrated by desktop publishers. Prerequisites: PageMaker 1 and 2 or Quark Xpress 1 and 2.

Apr 17 Thr 12 wks DTC CRN 23578

MDIA 2090 PAGEMAKER MAC 2 \$339

Guides students through PageMaker advanced features. Teaches how to create documents in readiness for sending files to a service bureau, thus reducing pre-press costs. Students will also learn how to create color separation files and work with a desktop scanner. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1090 or permission from the instructor.

May 26 Mon 6 wks BBY CRN 21020

MDIA 2111 DESKTOP SCANNING II \$379

This advanced course covers many more technical features of using a desktop scanner. Topics covered include setting a dynamic tonal range for best results, correcting color casts, accurately calibrating a computer monitor, differences between 1 bit, 8 bit and 24 bit color, resolution, screens and output devices, PPI, DPI and LPI, what is meant by the term OPI, gamma adjustment, how to accurately read a histogram in Photoshop using the x and y coordinates, adjusting levels, and curves in Photoshop and the differences between the two, selective color correction, how to effectively use color range, dot gain and how to compensate for it on a press. Adobe Photoshop is used extensively during this course. Prerequisite: MDIA 1111.

May 30 Fri 6 wks DTC CRN 24950
Jun 06 Fri 3 wks DTC 24949
0900-1600

MDIA 2150 QUARK XPRESS MAC 2 \$339

Teaches advanced publishing techniques using Quark XPress including integration with word processing and graphics software and the use of spot and process colors. Students will have their own workstation using a Mac Centris 650. Prerequisite: MDIA 1150 or permission from the instructor.

May 26 Mon 6 wks DTC CRN 24944
May 29 Thr 6 wks BBY 21023

MDIA 2180 ADOBE PHOTOSHOP FOR MAC 2 \$379

Displays how Adobe Photoshop is an image-editing program that lets students create and produce high quality digital images, without the expense of high-end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights and perform precise color corrections, use the information palette as a densitometer and adjust the color balance of an image. Students learn about resolution, scanning basics, determining correct scan resolution, learning to close crop images to drop out backgrounds, creating releases around images with paths, saving selections as paths and more. Prerequisite: MDIA 1180.

Apr 28 M/T/W 1 wks DTC CRN 24945
0900-1600
May 27 Tue 6 wks BBY 21027

MDIA 2260 ADOBE ILLUSTRATOR MAC 2 \$379

Builds on skills developed in MDIA 1160.
May 30 Fri 6 wks BBY CRN 23584
Jun 14 Sat 3 wks DTC 24946
0900-1600

DESKTOP PUBLISHING AND GRAPHICS FOR PC (604) 451-7032

MDIA 1050 PAGEMAKER PC 1 \$339

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. Prerequisites: Good computer skills.

Apr 15 Tue 6 wks DTC CRN 21009
Apr 19 Sat 6 wks DTC 21010
0900-1200

MDIA 1130 CORELDRAW 1 \$379

Introduces students to CorelDraw. This course is designed for those with a fundamental operating knowledge of the Windows environment. Special attention will be paid to practical applications, with each class oriented toward the completion of a project. It is assumed that students will have a modicum of layout and design ability. Samples of student work will be produced in class for portfolio examples.

Apr 17 Thr 6 wks BBY CRN 21015
Apr 19 Sat 6 wks BBY 21016
0900-1200

MDIA 1170 ADOBE PHOTOSHOP FOR WINDOWS 1 \$379

Teaches students how to create and produce color and black and white images right at their desktop, faster and easier than ever before. Teaches students how to create and work on a canvas, make simple selections, show and hide palettes, use paste commands, restore parts of images, select areas of similar colors, create gradient blends, use foreground and background colors, use painting tools, change brush size and paint options, make custom brushes, understand image size and resolution, create type, ghost back type on an image and airbrushing. Students will have their own workstations.

Apr 19 Sat 6 wks BBY CRN 21030
1300-1600
Jul 03 Thr 6 wks BBY 21302

MDIA 1260 ILLUSTRATOR PC 1 \$379

Learn how to use Adobe Illustrator's tools by examining the toolbox, view your artwork in different modes, make selections, edit a segment, construct a drawing, learn about layers, group and ungroup objects. Learn about painting objects, creating process colors, applying a custom color, applying gradient fills and using the pen tool. Learn how to draw straight lines and curves, and use perimitives to create basic shapes. Learn how to work with type, change type attributes, import text, wrap text around an object and more.

Apr 14 Mon 6 wks BBY CRN 25164
May 26 Mon 6 wks BBY 25165

Business

MDIA 2050 PAGEMAKER PC 2 \$339

Guides students through PageMaker's advanced features. Students will 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 color separation files. Prerequisite: MDIA 1050 or permission from the instructor.

May 27	Tue	6 wks	DTC	CRN	21019
May 31	Sat	6 wks	DTC		24943
					0900-1200

MDIA 2130 CORELDRAW 2 \$379

Focuses on the inter-relationship between CorelDraw, CorelChart and PhotoPaint. A brief examination of each component will be conducted, with emphasis being placed on practical applications such as the creation of business graphics for slides and overheads and the editing of bitmaps for desktop publishing and presentation applications. Students will be expected to produce at least four complete pieces suitable for portfolio. Prerequisite: MDIA 1130 or permission from the instructor.

May 29	Thr	6 wks	BBY	CRN	21022
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MDIA 2270 ADOBE PHOTOSHOP WINDOWS 2 \$379

Teaches students how to create and produce high quality digital images, without the expense of high end workstations. As an electronic darkroom, Adobe Photoshop lets the user manipulate scanned photolithographs, slides and original artwork in a variety of ways. In this advanced course students learn how to look at color models, RGB, CMYK and measure RGB and CMYK color, adjust midtones, shadows and highlights and perform precise color corrections, use the information palette as a densitometer, adjust the color balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor.

May 31	Sat	6 wks	BBY	CRN	21903
					1300-1600

MULTIMEDIA FOR THE MAC AND PC (604) 451-7032

MDIA 1300 MULTIMEDIA LITERACY \$339

Introduces multimedia concepts. Students learn the components that make up multimedia hardware/software configurations. Students develop a sound foundation on how current technology can be used easily for learning and training purposes. Emphasis will be placed on computer literacy as it relates to CD-ROM and interactive multimedia.

Apr 15	Tue	6 wks	BBY	CRN	21028
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MDIA 2200 THE LAW & NEW MEDIA \$210

This course focuses on the legal and economic constraints associated with structuring a business in the field of media and/or the arts. Topics examined include: The most appropriate business entity given specific legal and tax considerations, improving negotiation skills, establishing a binding media/publishing contract protecting intellectual property, licensing and distributing your creative work and how to effectively deal with commerce in the age of the interstate. Moreover, this course will apply a "hands-on" approach to problem solving, negotiating, and the drafting of contracts with special emphasis on in-class participation.

Apr 16	Wed	10 wks	DTC	CRN	25163
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INTERNET

MDIA 0115 INTERNET IN A NIGHT \$104

Provides a comprehensive, "hands-on" overview of Internet evolution, terminology, access, e-mail, "netiquette," common problems and errors, hardware and software requirements and Internet Service Provider (ISP) selection.

Apr 14	Mon	1 wk	BBY	CRN	23562
May 05	Mon	1 wk	BBY		23563

MDIA 1195 INTRODUCING THE INTERNET \$325

This course will introduce Internet user skills in E-mail, Newsgroups, IRC (Webchat), FTP, TCP/IP, GOPHER, and WWW. Students develop a sound foundation on how current Internet techniques and technology can be used. Emphasis is placed on using Netscape Navigator with the World Wide Web. Students advance from "newbies" to "netvets" in a couple of weeks and experience the "Thrill of the Internet."

Apr 05	Sat	3 wks	BBY	CRN	24878
					0900-1600
Apr 14	Mon	6 wks	BBY		24938
Apr 26	Sat	3 wks	BBY		24939
					0900-1600

MDIA 1200 ADVANCED INTERNET \$375

Builds on the skills learned in MDIA 0200. Make Home Pages on the World Wide Web! The students learn how to use HTML in setting up home pages on the Internet. Various HTML Editors will be discussed and used. Good design and page layout techniques are implemented in making effective home pages. Prerequisite: MDIA 1195, or equivalent Internet experience.

May 17	Sat	3 wks	BBY	CRN	23640
					0900-1600
May 26	Mon	6 wks	BBY		23566

2D ANIMATION

MDIA 1950 INTRODUCTION TO DIGITAL INK & PAINT \$600

This is a hands-on introductory course to 2D cell animation using US Animation software. The focus of this foundation course will be concepts that include sheet, scanning, vectorization and introduction to paint using Silicon Graphics workstations.

Apr 19	Sat	6 wks	DTC	CRN	25171
					0900-1200

MDIA 1960 VS ANIMATION I \$600

This course builds upon the experience gained in MDIA 1950 as well as providing an introduction to compositing, camera, transfer and playback using Silicon Graphics workstations.

May 31	Sat	6 wks	DTC	CRN	25170
					0900-1200

3D ANIMATION

MDIA 2400 SOFTIMAGE BASIC \$2500

Supplies a solid overview of classic computer animation techniques including modeling, motion, property editing, and rendering. Inverse kinematics and motion capture in addition give students skills needed in today's competitive market.

Apr 21	Mon-Fri	1 wk	DTC	CRN	24070
					0900-1700
May 19	Mon-Fri	1 wk	DTC		24069
					0900-1700
†Jul 14	Mon-Fri	1 wk	DTC		24066
					0900-1700
†Aug 11	Mon-Fri	1 wk	DTC		24067
					0900-1700

MDIA 2600 INTRODUCTION TO 3D \$600

This is a hands-on introductory course to 3D computer graphics using Alias PowerAnimator software. The focus of this foundation course will be software concepts, modeling and rendering.

Apr 14	Mon	6 wks	DTC	CRN	24910
Apr 17	Thr	6 wks	DTC		24911

MDIA 2700 ALIAS 1 \$600

This course is hands-on and builds upon the modeling and rendering experience gained in MDIA 2600 as well as providing an introduction to animation techniques such as key framing, motion path, and motion dynamics. Prerequisite: MDIA 2600 or permission of instructor.

May 26	Mon	6 wks	DTC	CRN	24912
May 29	Thr	6 wks	DTC		24913

MDIA 3000 ALIAS INTERMEDIATE \$1000



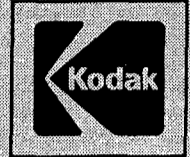
Alias Intermediate will focus on advanced modeling and rendering techniques as well as the practical application of animation. The lesson structure will be such that the student will be able to pursue personal projects. Prerequisite: MDIA 2700 or permission of instructor.

Apr 15	Tue	12 wks	DTC	CRN	24914
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MDIA 3500 ALIAS ADVANCED \$1200

By refining the 3D knowledge gained in the intermediate class, and introducing new concepts, this course will continue to expand the student's understanding and practical application of 3D computer graphics. Areas of refinement will include: character animation, particle and optical effects, and compositing. Some of the new concepts introduced in this advanced class will include: advanced surface construction, creating film quality effects and combining 3D graphics with live action. Prerequisite MDIA 3000 or permission from the instructor.

Apr 16	Wed	12 wks	DTC	CRN	24915
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(604) 451-7198

BCIT, in collaboration with KODAK CANADA, is very proud to offer a unique series of courses in digital imaging at BCIT's new downtown campus. They have been specifically designed by BCIT and KODAK for business people working at home or in the office, who are interested in learning how to effectively use digital imaging in business communications and decision-making.

IMAG 3600 IMAGING OVERVIEW \$900

In this hands-on course you will get an overview of the different tools and techniques used in digital imaging today. The course will cover the basics of different software packages enabling you to make your own decisions about what you should be using. You will work on both Macs and PCs and spend time learning about input and output technologies. Finally, participants will get demonstrations on multimedia and video as well as work with the newest in digital camera technology. This course will prepare you for all the courses in The Imaging Series and should give you the information necessary to make purchasing decisions etc. A good course for managers and sales people needing an overview of digital imaging and where it fits. Lunch is included. Prerequisite: Good basic computer knowledge.

Apr 2/3	Wed/Thr	1 wk	DTC	CRN	18869
					0900-1600
Apr 17/18	Thr/Fri	1 wk	DTC		25172
					0900-1600
May 10/11	Sat/Sun	1 wk	DTC		25173
					0900-1600

IMAG 3610 INTEGRATING IMAGING INTO YOUR DOCUMENTS \$1200

Creating documents with just plain text? Finding it difficult to grab the attention of your colleagues? During this three day workshop we will focus on the integration of images into your documents. We will take the image through the imaging chain which consists of Capture, Store, Manager, and Print. Using the latest technologies you will learn how to capture and digitize your images; crop and enhance them, and finally prepare them for inclusion into basic word files, internal/external e-mail, small publications, desktop presentations and your web site. You will learn how to optimally output them in color, black and white, overhead, up to and including the Internet. File formats, Photo CD, digital cameras, printing technologies, resolution and calibration issues will be covered. Excellent workshop for managers, home office, small business, real estate, etc. Lunch is included. Prerequisite: Good working knowledge of the computer.

Apr 21/22/23	M/T/W	1 wk	DTC	CRN	25174
					0900-1600
Jun 02-18	M/W	3 wk	DTC		25175
					1800-2100

IMAG 3620 DIGITAL PHOTOGRAPHY \$1200

With digital cameras, today's photographers are instantly acquiring images, then electronically transmitting, manipulating, and rapidly disseminating their work. The class takes photographs using digital cameras, learning in the

process how to capture images for the computers. Participants learn lighting, staging, and composition which takes into consideration the computer's ability to transform and composite images after creation.

The affordable new digital cameras are versatile and easy to use. With these handheld cameras you will capture 24 bit color images quickly and place them into your documents saving the time and expense of film processing and scanning.

At the end of this three day workshop you will be able to work with imaging tools and digital cameras in order to capture and work on images for commercial and personal use. This workshop is ideal for real estate agents, insurance agents, small office, photographers wanting an introduction to digital photography. Lunch is included.

May 25/26/27	Sun/M/T	1 wk	DTC	CRN	25176
					0900-1600

IMAG 3630 INTERACTIVE MULTIMEDIA PRESENTATIONS \$1200

Covers the role and implementation of computer multimedia in corporate communications. Participants learn techniques for building complete multimedia presentations, including developing a creative concept, scanning and manipulating images, creating original artwork, and incorporating sound, video, animation, and 3D images to create vibrant, highly effective presentations. The instructor shows a variety of professional work to demonstrate techniques and possibilities. Lunch is included.

May 28/29/30	W/R/F	1 wk	DTC	CRN	25177
					0900-1600

IMAG 3640 DIGITAL IMAGING AND THE WWW \$1200

This three day course will introduce you to the tools, techniques, and technology necessary to help you develop and implement your Internet strategy and web pages. Creating content for the WWW, good design principles, an understanding of interactivity, storyboarding and basic instruction on various servers and networks will all be taught during this intensive course. A section on image content and capture will also be included and will address specific issues such as color palettes, image file formats, image size reduction and copyright protection. This course is ideal for the person needing to design and manage a new web site (small business and corporations) and for any individual interested in taking full advantage of the new opportunities that the World Wide Web offers. Lunch is included. Prerequisites: Good understanding and solid working knowledge of various software packages.

Jun 09	M/T/W	1 wk	DTC	CRN	25226
					10,11

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.



SiliconGraphics Computer Systems

THE WEB WORKSHOP SERIES

MDIA 1210 WEB AUTHORIZING \$400
Introduces novice users to the creation of documents for publication on an Internet. Covers basic page manipulation including adding hyperlinks and manipulating multimedia elements. Students will have their own workstation using Silicon Graphics Indy computers.

Apr 14 Mon/Tue 1 wk DTC CRN 25050
0800-1500

MDIA 1220 COSMO 3D \$400
Moving from the flat page into the third dimension, this course offers web page designers with the knowledge base necessary to create compelling three dimensional web world. Following the Moving Worlds initiative students learn object creation, placement, texture mapping. Level of detail and hyperlink creation in 3D space. Students will have their own workstation using Silicon Graphics Indy computers. Prerequisite: MDIA 1210

Apr 16 Wed 4 wks DTC CRN 25052
0800-1100

May 03 Sat 1 wk DTC 25051
0800-1500

MDIA 1230 JAVA DEVELOPMENT \$400
This course will introduce the student to the Java (TM) programming language. You will learn how to rapidly create and debug web-based, interactive multimedia applications through hands-on experience with the Silicon Graphics visual tools. Prerequisite: MDIA 1210 and working knowledge of C programming or permission of instructor.

Apr 19 Sat 2 wks DTC CRN 25053
0800-1600

May 05 Mon 4 wks DTC 25054
1300-1600

May 10 Sat 2 wks DTC 25055
0800-1600

MDIA 1240 WEBSITE MANAGEMENT \$200
What good is a site that no one can access? This website management course provides web server administrators with topics that address page management, site sizing and back up restore strategies. Concepts such as pre-planning, data integrity and user management are also covered.

May 21 Wed 2 wks DTC CRN 25056
0800-1100

MDIA 1250 MEDIA SERVING \$400
Information is undergoing a transformation from text to images to full motion video. The Internet provides businesses the ability to serve this information in a cost effective manner. This course provides an insight into developing, managing and distributing content that is based upon the web server model. The student will learn and apply techniques that facilitate the creation of web based distance learning, interactive training and collaborative computing applications.

May 01 Thr 4 wks DTC CRN 25057
0800-1100

SILICON JUNCTION/INTRANET WORKSHOP SERIES

MDIA 1410 INTRANET \$200
Aimed at the executive. This course offers an introduction to the Intranet. Through the examination of an existing Intranet implementation by a fortune 500 company, the executive will learn how to plan and develop a model which can be applied to their organization.

Apr 15 Thr 6 wks DTC CRN 25058
0800-1100

MDIA 1420 SECURITY \$200
With more people using the Internet as a delivery mechanism for work related information, security on the net becomes an important part of any organization. This course provides a hands on exercise in designing and implementing security measures including firewalls.

May 16 Fri 2 wks DTC CRN 25059
0800-1100

MDIA 1430 COMMERCE \$300

Focuses on the issues that surround on-line transactions and the electronic exchange of sensitive information (such as credit card information). Topics include implementing server authentication and data encryption methods.

May 16 Fri 3 wks DTC CRN 25060
1300-1600

MDIA 1440 DATABASE CONNECTIVITY \$400

Organizations today use databases in every aspect of business. As companies start to make greater use of the World Wide Web the ability to connect existing data to the web becomes critical. This workshop examines both the creation of web sites built upon a database as well as integrating an existing database with an existing web site.

May 22 Thr 4 wks DTC CRN 25061
1300-1600

MDIA 1460 ENTERPRISE NETWORKING \$400

The network is the backbone of corporate communications. This course offers an introduction to various networking topologies. Subjects include Shared vs. Switched ethernet as well as an introduction to ATM.

Jun 13 Fri 4 wks DTC CRN 25062
0800-1100

MEDICAL OFFICE ASSISTANT (604) 451-7032

OFFC 1000 ANATOMY AND PHYSIOLOGY \$312

Covers human anatomy and physiology.

Apr 14 Mon 12 wks BBY CRN 22646
1815-2145

Apr 19 Sat 12 wks BBY 22647
0900-1215

OFFC 1010 TERMINOLOGY \$312

Enables students to use basic medical terms and know how to spell and pronounce them. Prerequisite: OFFC 1000.

Apr 15 Tue 12 wks BBY CRN 22650
1815-2145

OFFC 1020 TRANSCRIPTION \$293

Designed for persons who are employed as medical office assistants, or students taking the MOA program. Prerequisite: OFFC 1060 and keyboarding skills of 40 wpm.

Apr 16 Wed 12 wks BBY CRN 22652
Apr 19 Sat 6 wks BBY 22653
0900-1600

OFFC 1030 OFFICE PRACTICE \$267

Introduces MOA administrative duties and professional conduct. Topics include appointment scheduling, reception, charts, pharmacology and medical billing.

Apr 17 Thr 11 wks BBY CRN 22654

OFFC 1040 CLINICAL PROCEDURES \$262

Presents basic clinical procedures and tests commonly performed in a medical office setting. Students are taught relevant theory about procedures and tests and will develop a beginning competency in selected clinical skills. The clinical skills taught are based on the guidelines developed and approved by the Medical Office Assistants Association of B.C. The students will become familiar with common medical emergencies and will become certified in basic lifesaver CPR, renewable annually.

Apr 16 Wed 12 wks BBY CRN 22656

OFFC 1060 MEDICAL DOCUMENTATION \$165

Introduces the basic features of Word for Windows through the production of medical documents. Emphasis will be on letter format, speed and accuracy in preparation for medical transcription. Prerequisite: COMP 0001 or good working knowledge of the computer.

Apr 14 Mon 6 wks BBY CRN 23574

OFFC 1070 COMPUTERS IN HEALTH CARE \$165

Introduces the basic features of medical practice management systems using PSRENT's Stradivarius and SmartSeries Medical software. Emphasizes computerized medical billing, the daysheet record, patient registration, Teleplan, reporting and computerized lab results. An introduction to Windows will be included. Prerequisite: OFFC 1060, COMP 0001, or completion of a recognized word processing course and permission from the instructor.

May 26 Mon 6 wks BBY CRN 23575

OFFC 2000 PRACTICUM \$248

Provides work experience for students who have successfully completed all of the MOA courses. Includes classroom instruction on the first and last class, plus two 30-hour practicum placements in a physician's office, hospital department and/or related field. Prerequisites: OFFC 1000 (0136), OFFC 1005 (0134), OFFC 1010 (0137), OFFC 1020 (0135), OFFC 1030 (0138), OFFC 1040 (0139) or permission from the instructor.

May 29 Thr 6 wks BBY CRN 22658

CAPICS (604) 432-8611 (604) 432-8991

CAPICS (American Production and Inventory Control Society) is a professional group of men and women who practise the art and science of production and inventory management.

BCIT, in cooperation with CAPICS, offers a series of courses in the production and inventory management field. This practical "how to" program was developed specifically to serve both supervisory and non-supervisory P & IM practitioners as well as students preparing themselves for a career in the P & IM field. In keeping with the needs of the population it serves, this program teaches practical topics in-depth and includes case studies and exams which test integration of the concepts to real-life situations.

CAPICS, which is an international organization now known as the Education Society for Resource Management provides formal recognition by awarding a "Certified in Production and Inventory Management" (CPIM) designation for those practitioners who successfully pass any six exams of the seven modules offered by CAPICS.

The seven modules are:

- Basics of Supply Chain Management
- Inventory Management
- Master Planning
- Material/Capacity Requirements Planning
- Production Activity Control
- Just-in-Time Production (JIT)
- Systems & Technologies

Basics of Supply Chain Management is a new module added to the existing six CPIM modules. The CPIM candidate only needs to write six of the seven certification exams to receive their CPIM. This module is a recommended prerequisite for the other six modules.

Courses with "certification review" in their title are intended to assist students in their preparation for the APICS exams. Mandatory student guides are additional to course fee.

SUMMER SEMINAR SERIES

CPIC 0170 INVENTORY MANAGEMENT \$390

Does your company hold a large inventory investment with inventory controls that are weak, unreliable, and with little or no accountability? Management is seldom satisfied with how this major investment is managed. Potential savings can be significant if the right changes are implemented. This two day seminar will focus on the practical aspects of managing the resource. 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, storage systems, material requirements planning, and measuring performance.

Jun 09 Mon & Tue 2 days BBY CRN 21366
0830-1600

CPIC 0172 MANUFACTURING PLANNING/SCHEDULING \$390

MRP is one of the operating tools available to manufacturing management. It can contribute to lower inventories and operating costs and improved customer service. If your company is considering an MRP system, or is in the process of installing one, this seminar is a must for you. This two-day seminar will focus on the applications, operation and benefits of this type of computer-based system. Topics include production planning, forecasting production, master scheduling, rough cut capacity, bills of materials, logic of MRP, lot sizing, MRP output, scheduling, data collection and justification/implementation.

Jun 12 Thr & Fri 2 days BBY CRN 21368
0830-1600

CPIC 0174 MANUFACTURING EXCELLENCE (JIT) \$390

Companies that have successfully implemented manufacturing excellence philosophies and techniques have experienced some remarkable improvements: 80 per cent reduction in manufacturing lead times, 70 per cent reduction in WIP, 86 per cent reduction in setup times, 25 per cent reduction in the use of direct labor and 50 per cent reduction in space requirements. This two-day seminar will show you how to dramatically improve the performance of your company. Topics include pull systems, elimination of waste, lead time reduction, setup reduction, employee involvement, total quality control and continuous improvement.

Jun 16 Mon & Tue 2 days BBY CRN 21369
0830-1600

CPIC 0177 ENHANCING ORGANIZATIONAL PERFORMANCE THROUGH TEAMWORK \$195

This workshop is a must for teams who want be effective in an empowered work environment. It's also essential for "jump starting" troubled teams. Companies sending several team members to the workshop will benefit from the synergy developed amongst team members. Get your team up and running quickly. This workshop gives insights, guidelines and practical examples to help your team get focused and productive; focuses teams on essential goals; enables teams to set appropriate team rules; and makes team interaction productive through the development of communication guidelines. Delivers invaluable insights into how to run a team meeting and how to make decisions in a team environment. Topics include setting team goals, how to reach consensus, team roles, running effective meetings, team ground rules and beneficial team behaviors.

Jun 19 Thr 1 day BBY CRN 22841
0830-1600

Register Early and Win! (604) 434-1610

Spring into action!

Register for your BCIT course by Mar. 14 and you could win a free course!

Eleven free courses will be given away.

Register today!

CPIC 0178 CONTINUOUS IMPROVEMENT

\$195

This workshop has been designed to cover the entire process improvement approach: from problem definition through to the development of an action plan for implementation of the selected solution. Workshop materials mirror the process improvement methods used by many of the world's top companies to achieve better performance. HP, Kodak, Toyota and AT&T are all companies that have used this approach in their manufacturing plants and in their office procedures. Will help your teams to design and build quality processes, products and services. Covers a structured approach for performing continuous improvement activities. Enables participants to prioritize which problems/processes should be selected for investigation. Shows teams how to develop innovative solutions and how to choose the most effective solution. Participants will gain experience with the basic tools of process improvement by using them in a simulated problem situation. Topics include flow charting, cause effect analysis, Pareto analysis, check sheets, force field analysis, brainstorming, evaluating solution alternatives and action planning.

Jun 20 Fri 1 day BBY CRN 22842
0830-1600

CPIC 0171 BASICS OF SUPPLY CHAIN MANAGEMENT

\$235

Covers basic concepts in managing the complete flow of materials that represents a supply chain from suppliers to customers. The module begins by introducing basic business wide concepts, including an understanding of the various production environments. Demand management is covered, including a basic understanding of markets and customer expectations and a fundamental overview of demand forecasting. Demand management is an input into the area of design, management and control of the product transformation process. This includes the design of products, processes and the information systems used for planning. The final portion of the course is devoted to supply issues, covering concepts about inventory, purchasing and physical distribution.

Apr 16 Wed 9 wks BBY CRN 25195

OPERATIONS MANAGEMENT (604) 432-8611 (604) 432-8991

Operations Management puts you in the position to help business meet its productivity improvement goals while enhancing your quality of work life. Operations Management offers several options, each oriented to specific operating sectors, each 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.

Required courses

BUSA 1305 Supervisory Skills
COMM 2204 Technical Reports
FMGT 1152 Accounting for the Manager
OPMT 1102 Basic Mathematics of Finance
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1187 Project Planning and Scheduling
OPMT 1188 Management Information Systems
OPMT 1191 Purchasing
OPMT 1192 Inventory Planning and Control
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management
OPMT 2290 Performance Measurement
OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives

OPMT 1105 Engineering Economics
OPMT 1142 Introduction to Quality Control Methods
OPMT 1175 Warehouse Management
OPMT 2206 Quality Assurance 2 Manufacturing
OPMT 2242 Intermediate Quality Control Methods
OPMT 2287 Project Cost Estimating
OPMT 3306 ISO 9000 Standards for Quality Systems

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries - health care, education, justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable.

Required courses

BUSA 1305 Supervisory Skills; or
BUSA 2005 Management
COMM 2204 Technical Reports
FMGT 1152 Accounting for the Manager
HRMG 2805 Occupational Health and Safety
OPMT 1102 Basic Mathematics of Finance
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1187 Project Planning and Scheduling
OPMT 1188 Management Information Systems
OPMT 1191 Purchasing
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management
OPMT 2290 Performance Measurement
OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)

Plus two electives

COMP 1215 Lotus 1-2-3, level 1 and
COMP 1216 Lotus 1-2-3, level 2 and
COMP 1217 Lotus 1-2-3, level 3 or:
COMP 1261 Excel Level 1 and
COMP 1262 Excel Level 2
OPMT 1105 Engineering Economics
OPMT 1107 Quality Management for Service Industries
OPMT 1116 Vendor Quality Management
ORGB 2205 Organizational Behavior 1
OPMT 3306 ISO 9000 Standards for Quality Systems

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 courses.

Required courses

BUSA 1305 Supervisory Skills
COMM 2204 Technical Reports
CPIC 1105 Master Planning Certification Review (APICS)
CPIC 0171 Basics of Supply Chain Management
CPIC 1210 Inventory Management Certification Review (APICS)
CPIC 1350 Material/Capacity Requirements Planning (APICS)
CPIC 1510 Production Activity Control (APICS)
CPIC 1600 Just-In-Time Certification Review (APICS)
CPIC 1615 Systems and Technologies Certification Review (APICS)
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1175 Warehouse Management
OPMT 1191 Purchasing
OPMT 1192 Inventory Planning and Control
OPMT 1198 Introduction to Operations Management (formerly Productivity Engineering 1)
OPMT 2275 Warehouse Management 2
OPMT 2298 Business Process Re-engineering (formerly Productivity Engineering 2)
TDMT 1409 Introduction to Canada Customs Procedures and NAFTA

Plus one elective

OPMT 1105 Engineering Economics
OPMT 1117 Basic Quantitative Techniques in Administration
OPMT 1116 Vendor Quality Management
OPMT 1344 Total Quality Management (TQM)

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

This program is designed primarily for people working in the field of quality control or quality management in the manufacturing and service industries or government. It will be particularly helpful to those who already have the basic industrial and technological training for their work, but are new to facing quality-related responsibilities. Under the influence of global markets and international competition, the quality of products has acquired a totally new level of significance as a business strategy for survival. Graduates of this program will be well prepared to implement a cost-effective quality management system with its technical, legal and human aspects, in any organization. The quality-related courses in this program will also assist students intending to write the Certification Examinations of the American Society for Quality Control (ASQC).

Required courses

COMM 2204 Technical Reports
OPMT 1106 Quality Assurance 1 Manufacturing
OPMT 1107 Quality Management for Service Industries
OPMT 1142 Introduction to Quality Control Methods
OPMT 1344 Total Quality Management (TQM) in Manufacturing
OPMT 2206 Quality Assurance 2
OPMT 2242 Intermediate Quality Control Methods
OPMT 3306 ISO 9000 Standards for Quality Systems
OPMT 3342 Statistical Design of Experiments for Industry
OPMT 3345 Quality Auditing
OPMT 3346 Reliability Principles

Plus electives that total at least four units.

FMGT 1152 Accounting
OPMT 1102 Basic Mathematics of Finance
OPMT 1115 Software Quality Assurance
OPMT 1116 Vendor Quality Management
OPMT 1188 Management Information Systems
OPMT 1192 Inventory Planning & Control
OPMT 1197 Statistics for Business and Industry
OPMT 1198 Introduction to Operations Management
ORGB 2505 Interpersonal Skills

Note: OPMT 1197 (or equivalent) is a Prerequisite for OPMT 2242.

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work in the operation to achieve the objectives of the organization.

The certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of Facilities Management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) B.C. Chapter.

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.



Required courses

BLDG 3870 Project Management: Introduction to Building Development
BLDG 3875 Construction Law in Project Management
BUSA 1305 Supervisory Skills; OR
BUSA 2005 Management
BUSA 3405 Problem Solving and Decision Making
COMM 2203 Business Reports; OR
COMM 2204 Technical Reports
FMGT 1152 Accounting for the Manager
HRMG 2805 Occupational Health & 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 (formerly Productivity Engineering 1)
OPMT 2125 Advanced Computer Aided Facility Management (DOS); and/or
OPMT 3125 Advanced Computer Aided Facility Management (Windows)

Plus electives that total three units

AICO 1000 Auto CAD 1 and
AICO 2000 Auto CAD 2
BLDG 2830 Architectural CADD (AUTOARCH)
BUSA 2005 Management
COMP 1215 Lotus 1-2-3 level 1 and
COMP 1216 Lotus 1-2-3 level 2 or
COMP 1261 Excel Level 1 and
COMP 1262 Excel Level 2
COMP 1220 dBASE Level 1
MECH 7060 Graphic System Management
OPMT 1107 Quality Management for Service Industries
OPMT 2287 Project Cost Estimating
OPMT 3306 ISO 9000 Standards for Quality Systems

OPMT 0199 MATH FOR BUSINESS \$331

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 14	Mon/Wed	8 wks	BBY	CRN	20467
Apr 15	Tue/Thr	8 wks	BBY		20465
Apr 19	Sat	11 wks	BBY		20466
				0830-1300	
†Jul 01	Tue/Thr	8 wks	BBY		20463
				1800-2100	
†Jul 02	Wed/Mon	8 wks	BBY		20460
				1800-2100	
†Jul 28	Mon-Thu	4 wks	BBY		23052
				1800-2100	
†Aug 11	Mon-Thu	2 wks	BBY		24079
				0900-1600	
†Aug 18	Mon-Thu	2 wks	BBY		24080
				0900-1600	

OPMT 1102 BASIC MATH OF FINANCE

\$248

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 the Grade 11 level. Others should consider OPMT 0199. A minimum grade of 60 per cent is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.)

Apr 14	Mon/Wed	6 wks	BBY	CRN	20470
Apr 14	Mon/Wed	6 wks	DTC		20471
Apr 15	Tue/Thr	6 wks	BBY		20472

OPMT 1106 QUALITY ASSURANCE 1 MANUFACTURING

\$248

Introduces quality assurance for the manufacturing industries. The course presents a general overview of quality management topics: establishing the desired product quality and reliability and the conditions necessary to achieve them; quality planning; standards for quality management problems; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. No prerequisites.

Apr 14	Mon/Wed	6 wks	BBY	CRN	22839
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OPMT 1110 BUSINESS MATHEMATICS \$331

Reviews basic mathematics applicable to business and industry. Topics include consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Emphasis is on maximum use of preprogrammed calculator and practical applications from the field of Financial Management.

May 27 Tue/Thr 7 wks BBY CRN 21421
1800-2145

OPMT 1115 SOFTWARE QUALITY ASSURANCE \$248

Covers the application of Quality Assurance principles to the development of computer software. The course will appeal to those individuals who are involved in the growing software development industry and want to meet modern requirements for design, verification and re-usability of software products.

Apr 16 Wed 12 wks BBY CRN 23772

OPMT 1188 MANAGEMENT INFORMATION SYSTEMS \$248

Introduces business information systems for business operations, management decision-making and strategic advantage. Management information requirements will be discussed along with how an information system can fulfill these requirements at all levels of management. Through the discussion and demonstration for current trends, such as the use of groupware, the Internet and Business Process Re-engineering, the student will understand how the organization of the 90's can use information systems to gain strategic advantage in a global marketplace. The Systems Development Life Cycle will be used as a framework to propose the requirements to solve a management information systems problem.

Apr 16 Wed 12 wks BBY CRN 22838

OPMT 1191 PURCHASING \$248

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

Jun 23 Mon-Fri 1 wk BBY CRN 20476
0830-1630

OPMT 1197 STATISTICS FOR BUSINESS AND INDUSTRY \$373

Presents a comprehensive study of elementary statistical methods as applied to objective decision making in business and industry. Students will be required to purchase a textbook and a pre-programmed statistical calculator. (Do not buy until first class meeting.)

Apr 14 Mon/Wed 9 wks BBY CRN 20481
Jun 02 Mon/Wed 5 wks BBY 20480
1800-2200

Jun 02 M/W/F 5 wks BBY 20479
0830-1230

OPMT 1198 INTRODUCTION TO OPERATIONS MANAGEMENT \$248

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.

Apr 14 Mon 12 wks BBY CRN 20482

OPMT 2197 QUANTITATIVE METHODS FOR BUSINESS \$248

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. Prerequisite: OPMT 1197 with a minimum grade of 65 per cent or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. The CGA of B.C. allows exemption for Quantitative Methods 2 with a grade of 65 per cent or better in this course.

Apr 14 Mon/Wed 6 wks BBY CRN 24065
Apr 16 Wed 12 wks DTC 20484
Jun 17 Tue/Thr 6 wks BBY 23635

OPMT 2206 QUALITY ASSURANCE 2 (MANUFACTURING) \$248

Topics include quality assurance as it relates to marketing, engineering, purchasing and customer relations; QA support for marketing; the role of quality assurance during product development and design review; concepts of Taguchi methods; vendor quality assurance; rating systems and vendor certification; the relationship between Just-in-Time production and quality; quality auditing, legal aspects and product liability, human factors in quality control; and employee motivation and involvement.

Apr 15 Tue/Thr 6 wks BBY CRN 23636

OPMT 2287 PROJECT COST ESTIMATING \$248

Provides a basic course in the principles and methodology of cost estimating and the procedures for estimating project costs. The basic elements of estimates will be defined and sources of information identified. Students will develop their own model estimates progressively during the course. The uses, accuracy and methods of evaluating risk and uncertainty of estimates will be examined. Prerequisite: OPMT 1187 or equivalent.

Apr 15 Tue/Thr 6 wks BBY CRN 23774

OPMT 2290 PERFORMANCE MEASUREMENT \$248

Provides an introductory applications course to work measurement. Using the principles of work study, methods study, motion study and time analysis techniques, the student is well-equipped to solve work study problems. Time measurement techniques such as stop watch, M.T.M (Methods Time Measurement) and M.O.S.T. (Maynard Operating Sequence Technique) will be discussed. This course will not license students as work study practitioners but will give them a basic understanding of the principles of work study, work methods and work measurement techniques. Prerequisite: OPMT 1198.

Apr 16 Wed 12 wks BBY CRN 23637

OPMT 2298 BUSINESS PROCESS RE-ENGINEERING \$248

Examines why organizations should consider re-engineering initiatives, current practices and the challenges of re-engineering projects. Through lecture, discussion and case studies, students will develop an understanding of business redesign and the methods required to meet this challenge. The student will learn how to become an agent of change within the process of business renewal. Prerequisite: OPMT 1198 Introduction to Operations Management, or permission of the coordinator.

Apr 15 Tue 12 wks BBY CRN 20483

OPMT 3342 STATS DESIGN OF EXPERIMENTS \$248

Basic concepts of statistical experimentation. One-factor experiments, analysis of variance, two-factor experiments, randomized blocks, Latin square model, fix and random models. Factorial experiments including confounding and multi-level factors. Introduction Taguchi methods and experimental parameter design. This course is designed to help candidates prepare for the CQE certification examination of the ASQC in this area.

Apr 19 Sat 6 wks BBY CRN 23638
0900-1600

OPMT 5011 QUALITY ASSURANCE \$334

Provides the tools necessary to design and manage a quality program within a manufacturing environment. Topics include applying the principles of total quality management, classifying quality costs and their impact on business profits, applying teamwork skills to form teams to improve quality, and an overview of the ISO 9000 standards and registration process.

Apr 14 Mon 12 wks BBY CRN 25126

OPMT 6015 MANUFACTURING FACILITY LAYOUT/ANALYSIS \$334

Students will design and analyse low and high volume manufacturing facilities. Topics include factors affecting layout, product and process focus, line-balancing, and computerized layout packages such as ALDEP, PLANT, and CRAFT. Prerequisite: Enrolment in ADP-Mechanical Technology.

Apr 17 Thr 12 wks BBY CRN 25125

OPERATIONS MANAGEMENT TECHNOLOGY "FAST TRACK"

One Year Certificate Program featuring program flexibility and workplace-based learning. A new innovative program in which the student can continue working while acquiring the essential academic, personal management and team building skills required to secure, keep, or advance his or her management career. Prospective students are invited to join our Program Head to learn more about this exciting opportunity by attending one of our special orientation sessions.

TBA Tuesday
TBA Tuesday

Times: 1830-2000

Location: room SW1-1125 Burnaby Campus

To pre-register, please phone Student Services at (604) 434-3304. Learning Without Limits!

TRANSPORTATION LOGISTICS (604) 432-8611

MANAGEMENT CERTIFICATE IN TRANSPORTATION LOGISTICS

This program is designed for those engaged in both the buying and selling of transportation and distribution of goods.

Required courses

BUSA 1305 Supervisory Skills
OPMT 1102 Basic Mathematics of Finance
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 (formerly Productivity Engineering 1)

TDMT 1101 Geography of Trading 1
TDMT 1104 International Trade 1
TDMT 1150 Distribution 1 (C.I.T.T.)
TDMT 1409 Introduction to Canada Customs Procedures and NAFTA

TDMT 2203 Transportation Economics
TDMT 2204 International Trade 2
TDMT 2250 Distribution 2 (C.I.T.T.)
TDMT 4410 Logistics Management

Suggested electives may replace required courses with the approval of the program coordinator.

OPMT 1107 Quality Management for Service Industries
OPMT 1175 Warehouse Management 1
OPMT 2275 Advanced Warehouse Management
TDMT 3413 Traffic and Transportation Management

TDMT 1150 DISTRIBUTION 1 (CITT) \$248

Covers transportation regulations; Canadian transportation modes including water, rail air and pipeline; intermediate transportation agencies; domestic and international transportation rates, tolls and tariffs.

Apr 16 Wed 12 wks BBY CRN 24864

TDMT 1409 INTRODUCTION TO CANADA CUSTOMS AND NAFTA \$373

Introduces students to the harmonized system of exporting and importing and details many of the commonly encountered situations at Canada Customs. The USA, EEC and most OECD countries use the same documentation and valuation system for customs purposes. This course also familiarizes the students with basic NAFTA (North American Free Trade Agreement) details.

Apr 14 Mon/Wed 9 wks BBY CRN 22800

TDMT 2204 INTERNATIONAL TRADE 2 \$248

Focuses on the importance of the customer. As a continuation of International Trade 1 (TDMT 1104) the student will be exposed to the comprehensive planning necessary for international markets. Topics include ownership, marketing, transportation, technology transfer and intercompany linkage strategies. Prerequisite: TDMT 1104

Apr 14 Mon 12 wks BBY CRN 23776

TDMT 4410 LOGISTICS MANAGEMENT \$373

An overview of the total distribution concept. Examines distribution facility location analysis, information systems, control systems and analysis, control systems and distribution economics and profitability. With heavy emphasis on customer service and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits.

Apr 15 Tue/Thr 9 wks BBY CRN 23773

Kids Camp

BCIT offers a variety of
summer Kids Camps.
Call (604) 451-7198
for further information.

SMALL BUSINESS CENTRE (604) 412-7651

VENTURE PROGRAM TCTR 0100

Starting with a Promising Venture?
Want to improve your odds and reduce your risk?

BCIT's Venture Program will not teach you how to be an entrepreneur — but it will help you launch your business and win. Your three months with us will be spent developing the techniques which will greatly increase your likelihood of success — achieving maximum personal effectiveness. This includes improving your marketing focus, tightening your strategic plan, attracting appropriate financing, overcoming risk, building your resource base and developing key contacts. Ultimately you will leave with a full operational document — your business plan.

Enrolment enquiries are welcome now as places are limited.

— Fall '97 starts Monday, September 15, 1997
— Spring '98 starts Monday, March 2, 1998

Acceptance into the program is contingent on approval done through an interview process by the program advisor. For further information or for an appointment to visit the program, call or write to:

The Venture Program
BCIT 794-555 Seymour Street
Vancouver, B.C. V6B 3H6
Tel. (604) 412-7651

Computer Systems

BACHELOR OF TECHNOLOGY (604) 432-8459

Computer Systems Technology offers a Bachelor of Technology. The program is designed for

- graduates of two-year diploma programs in Computer Systems;
- computer professionals wishing to acquire advanced formal qualifications;
- degree holders in other disciplines engaging in a career change into the computer industry.

For registration, or for more information, please contact: Robertta Pajunen Tel. (604) 432-8459, Fax (604) 432-9572.

COMP 2653 COMP SYS TECH FOUNDATION 1 \$1200

This intensive course is intended for applicants to the Bachelor of Technology degree program in Computer Systems who need COMP 2425 (C Programming Language 1), COMP 2605 (Data Communications Concepts 1), COMP 2610 (Exploring Technical Aspects), and COMP 2620 (Computer Systems Development 1) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments are used to cover the material. Prerequisite: COMP 1410 and COMP 1450 or permission of program head or instructor.

Apr 14 Mon 12 wks BBY CRN 24894

COMP 3663 COMP SYS TECH FOUNDATION 3 \$1300

This intensive course is intended for applicants to the Bachelor of Technology degree program in Computer Systems who need COMP 3475 (C++ for Object-Oriented Programming), COMP 3620 (Computer Systems Development 2), COMP 3635 (CASE Technology), and COMP 3710 (Relational Database Systems) as foundation courses prior to entry into the program. A combination of lectures, assigned reading and lab assignments are used to cover the material. Prerequisite: COMP 3653 or permission of program head or instructor.

Apr 16 Wed 12 wks BBY CRN 24896

COMP 7081 TECHNICAL ISSUES IN SOFTWARE DEVELOPMENT \$370

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 B.Tech. Program or permission of instructor and program head.

Apr 14 Mon 12 wks BBY CRN 24897
1830-2200

COMP 8005 DATA COMMUNICATIONS APPLICATIONS \$370

Covers communication protocols, reference models and case studies of transmission protocols. Examines higher layers in the OSI reference model. Includes Internetworks: naming issues, multicast/broadcast in the internetwork; Local networks: multiple-access and ring architectures; Implementation aspects: modularity and efficiency in the implementation of protocols, case studies. Introduces client-server models. Prerequisite: COMP 7005, or permission of instructor and program head.

Apr 16 Fri 12 wks BBY CRN 24898
1830-2200

COMP 8071 ADVANCED DATABASE MODELLING \$370

Analyses the structural and integrity aspects of the relational model, the significance of views and their applicability to application-data independence, different strategies of handling missing information in database systems, and various data distribution strategies. Prerequisite: COMP 7071, or permission of instructor and program head.

Apr 15 Tue 12 wks BBY CRN 24899
1830-2200

COMP 8511 SELECTED TOPICS COMPUTER GRAPHICS \$370

Explains image processing (sizing, contrast stretching, filtering, transforming), then the use of JAVA in Computer Animation. Student projects include the topics Morphing, Computer Animation (with VERTIGO), Fractals, Stereograms, Particle Systems, Wavelets, Ray Tracing, Radiosity Models.

Apr 14 Mon 12 wks BBY CRN 24900
1730-2100

COMP 8557 SELECTED TOPICS IN APPLIED ARTIFICIAL INTELLIGENCE \$370

Emphasizes creating applications using techniques from COMP 8057. Varies in detailed contents and pacing of the course material from year to year, according to interests and needs of the students, and according to developments in the field. Prerequisite: COMP 8057 (or COMP 7495), or permission of instructor and program head.

Apr 17 Thr 12 wks BBY CRN 24901
1730-2100

COMPUTER SYSTEMS (604) 451-6978 (24HRS)

Note: Most courses require that texts or supplies be purchased during the first session of the course. Course fees do not normally include texts or supplies. Software purchase may be required in some courses.

It is the responsibility of the student to ensure that all prerequisites have been completed before registering for a course.

COMPUTER BASICS

COMP 0001 COMPUTING FOR THE TIMID \$109

Introduces the computer to those who have never used one and are afraid to. Prerequisite: None.

Apr 14 Mon 4 wks BBY CRN 20304
Apr 19 Sat 2 wks BBY 20306
0900-1600

Apr 20 Sun 2 wks DTC 20307
0900-1600

May 12 Mon 4 wks BBY 20305
Jun 16 Mon 4 wks BBY 20308

Correspondence:

Tuition \$109 (incl. texts) 18 wks CRN 22951

COMP 1001 UNDERSTANDING PC/MS DOS \$156

Provides an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know little about a PC. Prerequisite: COMP 0001 or equivalent.

Apr 14 Mon 6 wks BBY CRN 20221
Apr 15 Tue 6 wks BBY 20224

May 27 Tue 6 wks BBY 20225
Jun 02 Mon 6 wks BBY 20222

COMP 1006 UNDERSTANDING WINDOWS 1 \$254

Explores the Windows 3.1 desktop, disk management, control panel features and some bundled Windows applets. Topics include working with the mouse and keyboard shortcuts, navigating the desktop, using the File Manager to manage files, customizing the desktop and applets such as Cardfile, Calendar, Notepad and Write. DOS knowledge would be beneficial. Prerequisite: COMP 0001 or equivalent.

Apr 14 Mon 6 wks DTC CRN 23552
Apr 15 Tue 6 wks PMT 23654

Apr 17 Thr 6 wks BBY 23517
May 03 Sat 3 wks BBY 23516
0900-1600

May 04 Sun 3 wks DTC 23592
0900-1600

May 27 Tue 6 wks PMT 23653
May 29 Thr 6 wks BBY 23513

Jun 02 Mon 6 wks DTC 23553

COMP 1007 UNDERSTANDING WINDOWS 95 \$351

Introduces the new Windows 95 interface and covers basic and beyond basic tasks. Covers the Start menu, taskbar and explorer. Uses the Control Panel to change the Systems settings for the way Windows looks and works. Topics include organizing files and folders, and working within documents and printing from Windows. Prerequisite: None.

Apr 16 Wed 6 wks BBY CRN 23523
May 28 Wed 6 wks BBY 23522

COMP 1009 EXPLORING WINDOWS See Below

Provides understanding of the Windows environment and its relationship with DOS. Using self pacing, the student works through lessons on manipulating windows, using File Manager, creating Write documents, building batch files and macros, and using the Windows Terminal Accessory to connect to an Internet site and send electronic mail. Prerequisite: None. COMP 0001 recommended.

Correspondence: 18 wks CRN 23524
Tuition \$254; mailing fee \$4, text \$73 incl. GST
(subject to change).

COMP 1010 WORD PROCESSING CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of word processing using a microcomputer. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Apr 14 Mon 4 wks BBY CRN 20236
Apr 15 Tue 4 wks BBY 20237

May 24 Sat 2 wks BBY 20238
0900-1600

May 25 Sun 2 wks DTC 20239
0900-1600

COMP 1015 SPREADSHEET CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of spreadsheets by using a microcomputer. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

May 12 Mon 4 wks BBY CRN 20242
May 13 Tue 4 wks BBY 20241

Jun 07 Sat 2 wks BBY 20240
0900-1600

Jun 08 Sun 2 wks DTC 20243
0900-1600

COMP 1020 MICRO DATABASE CONCEPTS \$109

Introduces the beginner-level student to the basic concepts of microcomputer databases using a popular database package. Prerequisite: COMP 1001 or 1005 or 1006 or equivalent.

Jun 10 Tue 4 wks BBY CRN 20245
Jun 16 Mon 4 wks BBY 20244

Jun 21 Sat 2 wks BBY 20246
0900-1600

Jun 22 Sun 2 wks DTC 20247
0900-1600

COMP 1022 UNDERSTANDING WINDOWS NT WORKSTATION \$351

Reviews basic tasks that are common to both Windows 95 and Windows NT Workstation. Examines Windows NT Explorer, addresses disk management and works with Microsoft Plus! features. Explores NT Workstation file systems, Administrative Tools, additional Control Panel options and new accessories. Does not include Internet-related functions. Prerequisite: COMP 1007.

Apr 15 Tue 6 wks BBY CRN 24902

COMP 1023 WINDOWS NT WORK- STATION AND COMMUNICATION \$351

Explores using the Windows NT Workstation for Internet, Mail, Windows Messaging Client and the Peer Web Services facility. Investigates the User Manager while running Windows NT Workstation. Prerequisite: COMP 0401 and COMP 1022.

May 27 Tue 6 wks BBY CRN 24903

COMP 1104 INTRODUCTION TO COMPUTING \$390

Uses lectures and practical exercises to present topics on computer terminology, hardware, software, the Disk Operating System (DOS), a word processing package and a spreadsheet package. Prerequisite: none.

Apr 16 Wed 14 wks DTC CRN 22759
0900-1200

OFFICE APPLICATIONS

COMP 0250 QUICK TOUR OF MICROSOFT OFFICE FOR WINDOWS \$131

Introduces the three Microsoft Windows applications: Word 6.0 for Windows, Excel 5.0 for Windows, and Powerpoint 4.0 for Windows. Covers, by combining lecture and hands-on, the basics of creating, editing, enhancing and printing documents. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 16 Wed 2 wks VCR CRN 22700

COMP 0260 QUICK TOUR OF EXCEL 5.0 FOR WINDOWS \$65

Introduces the basic features of Excel 5.0 for Windows. Covers, by combining lectures and hands-on, the basic fundamental principles and practical skills required for producing sophisticated and professional-looking worksheets quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

May 07 Wed 1 night VCR CRN 22702

COMP 0265 QUICK TOUR OF WORD 6.0 FOR WINDOWS \$65

Introduces the basic features of this popular word processor. Covers, by combining lectures and hands-on, the basic tools needed to produce professional-looking documents quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 30 Wed 1 night VCR CRN 22704

COMP 0270 QUICK TOUR OF ACCESS 2.0 FOR WINDOWS \$65

Introduces the basic features of this popular database package. Combines lectures and hands-on to cover the basic tools needed to manage data, find specific information, sort data and create professionally-formatted reports quickly and easily. Prerequisite: COMP 1006 or 1212 or equivalent.

May 14 Wed 1 night VCR CRN 22706

COMP 0281 QUICK TOUR OF POWER- POINT 4.0 FOR WINDOWS \$65

Introduces the basic features of this presentation graphics software package and its innovative tools and easy approach for making professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

May 21 Wed 1 night VCR CRN 22713

COMP 1218 LOTUS 1-2-3 FOR WINDOWS LEVEL 1 \$351

Thoroughly examines the building blocks and basic concepts of the LOTUS Windows spreadsheet solution. Explores how to construct templates, build formulas and the basic built-in functions. Uses practical hands-on experience to cover turning numbers into pictures; create, save, edit and print spreadsheets. Prerequisite: COMP 1006.

Apr 16 Wed 6 wks BBY CRN 24885

COMP 1219 LOTUS 1-2-3 FOR WINDOWS LEVEL 2 \$351

Continues from COMP 1218. Uses hands-on to explore more advanced topics such as linking files and building three dimensional spreadsheets, macros, automating procedures, advanced functions and complex formulas. Prerequisite: COMP 1218.

May 28 Wed 6 wks BBY CRN 24886

COMP 1230 WORDPERFECT FOR WINDOWS \$312

Covers the basic level of this current word processing package and many of its special features. Prerequisite: COMP 1006 or 1212.

Apr 17 Thr 12 wks BBY CRN 20278

COMP 1245 ACCPAC GENERAL LEDGER \$351

Covers the general ledger system, including converting existing systems to Accpac, batch transaction, and printing reports. Prerequisite: COMP 1001 or 1005 and 1006 or 1212 and basic understanding of accounting principles.

Apr 14 Mon 6 wks VCR CRN 20281

COMP 1246 ACCPAC A/R AND A/P \$351

Covers the entire cycles of Accounts Receivable and Payable, including the interface to the Accpac General Ledger. Prerequisite: COMP 1245.

Jun 02 Mon 6 wks VCR CRN 20284

COMP 1255 COMPUTERIZED ACCOUNTING \$312

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. Prerequisite: COMP 1001 or 1006 or 1212 and FMGT 1100.

Apr 17 Thr 12 wks BBY CRN 22764

COMP 1261 EXCEL LEVEL 1 \$351

Provides comprehensive coverage of this state-of-the-art Windows spreadsheet program, including the fundamental principles and practical skills required to produce professional-looking worksheets. Includes workbook and worksheet basics, using formulae and built-in functions, editing and formatting, custom numeric and date formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 14 Mon 6 wks VCR CRN 21271
Apr 15 Tue 6 wks BBY 22708

Apr 17 Thr 6 wks PMT 23534

COMP 1262 EXCEL LEVEL 2 \$351

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 1261 or equivalent.

May 27 Tue 6 wks VCR CRN 21272
May 29 Thr 6 wks PMT 23535

Jun 02 Mon 6 wks BBY 22709



Computer Systems

COMP 1263 MS PROJECT/ WINDOWS 4.0 LEVEL 1 \$351

Reviews features, including the extensive on-line Help facility and Cue Cards of Microsoft Project, a powerful full-featured project management tool. Topics include: creating and organizing a schedule and task lists, assigning resources and costs, working with views, printing view and reports. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 15 Tue 6 wks BBY CRN 23537

COMP 1264 MS PROJECT/ WINDOWS 4.0 LEVEL 2 \$351

Continues from COMP 1263 Level 1. Covers working with multiple projects, automating work, customizing Project, and sharing information between applications. Prerequisite: COMP 1263.

May 27 Tue 6 wks BBY CRN 23538

COMP 1266 WORD FOR WINDOWS LEVEL 1 \$351

Includes word processing basics, formatting, styles, setting tabs and indents, multi-column documents, headers and footers, spelling checker, search and replace, and working with multiple documents. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 15 Tue 6 wks VCR CRN 21289

Apr 17 Thr 6 wks BBY 22710

COMP 1267 WORD FOR WINDOWS LEVEL 2 \$351

Covers advanced techniques including creating Templates, using Tables and Pictures, using Frames and Text Boxes, recording and running Macros, using Mail Merge, and customizing the Toolbar, Menus and keyboard. Prerequisite: COMP 1266.

May 27 Tue 6 wks VCR CRN 22718

May 29 Thr 6 wks BBY 22719

COMP 1270 MICROSOFT ACCESS 1 \$351

Begins with an overview of Access and its object-oriented approach to relational database management. Provides the experience and skills necessary to create a database with multiple tables, create forms, reports and queries. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 14 Mon 6 wks PMT CRN 23543

Apr 16 Wed 6 wks BBY 22711

COMP 1271 MICROSOFT ACCESS 2 \$351

Continues from COMP 1270 and provides the skills to use advanced features of form and query creation. Includes use of OLE to add graphs and pictures from other applications, and import and export from spreadsheets and other database application packages. Prerequisite: COMP 1270.

May 28 Wed 6 wks BBY CRN 22712

Jun 02 Mon 6 wks PMT 23544

COMP 1272 MS ACCESS 3 BUILD APPLICATIONS \$351

Teaches non-programmers how to develop a small application using MS Access macros. Covers the advanced features of uses of macros, macro actions, events triggering macros, menu builder, toolbar modification, and advanced report design. Prerequisite: COMP 1271.

Apr 19 Sat 6 wks BBY CRN 25092
0900-1200

COMP 1281 MICROSOFT POWERPOINT 1 \$351

Provides a comprehensive introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 14 Mon 6 wks BBY CRN 22720

COMP 1282 MICROSOFT POWERPOINT 2 \$351

Covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other products such as Microsoft Word and Microsoft Excel. Uses the Build feature to create topic effects, adding transitions for special effects, setting slide timings and creating a drill-down document. Prerequisite: COMP 1281.

Jun 02 Mon 6 wks BBY CRN 22721

For Desktop Publishing courses, please see section Business, Media Techniques for Business

PROGRAMMING LANGUAGES

COMP 1401 PROGRAMMING CONCEPTS/METHODS \$312

Covers the principles and concepts of computer programming for those intending to become involved in the computer industry. Prerequisite: (COMP 1001 or 1006) and 1010 and 1015 and 1020) or equivalent.

Apr 14 Mon 12 wks BBY CRN 20253

Apr 15 Tue 12 wks BBY 20256

Apr 16 Wed 12 wks BBY 20254

Apr 19 Sat 12 wks BBY 24887

0900-1200

†Jul 10 Tue/Thr 6 wks BBY 20252

1800-2100

COMP 1410 MICROCOMPUTER PC ASSEMBLER PROGRAMMING LANGUAGE 1 \$312

Presents a first-level course in programming using the Assembler Language on the IBM PC micro-computer. Prerequisite: COMP 1401.

Apr 15 Tue 12 wks BBY CRN 20262

COMP 1420 RPG PROGRAMMING LANGUAGE 1 \$312

Provides a working knowledge of RPG using the AS/400 that they can apply to the coding of a program of medium complexity. Prerequisite: COMP 1401.

Apr 15 Tue 12 wks BBY CRN 20258

COMP 1430 QUICK BASIC PROGRAMMING LANGUAGE 1 \$312

Provides an understanding of Quick BASIC programming language as used on an IBM-type PC, including basic applications, validating input data, files, string handling, subroutines and writing reports. Prerequisite: COMP 1401.

Apr 14 Mon 12 wks BBY CRN 21290

COMP 1435 DATABASE PROGRAMMING LANGUAGE 1 \$312

Covers the elementary programming features of dBASE, FOXPRO and CLIPPER (all versions), including development of a menu-driven system. Software not provided for take home. Prerequisite: COMP 1401.

Apr 17 Thr 12 wks BBY CRN 20277

COMP 1440 COBOL PROGRAMMING LANGUAGE 1 \$248

Introduces all language components required to write simple business report programs. Prerequisite: COMP 1401 or 1405 or 1510.

Apr 17 Thr 12 wks BBY CRN 20289

COMP 1450 PASCAL PROGRAMMING LANGUAGE \$312

Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in Pascal. Compiler not provided. Prerequisite: COMP 1401.

Apr 14 Mon 12 wks BBY CRN 20291

Apr 15 Tue 12 wks BBY 20292

†Jul 10 Tue/Thr 6 wks BBY 20290

1800-2100

COMP 2425 C PROGRAMMING LANGUAGE 1 \$312

Introduces Level 1 programming in C language including data types, control constructs and syntax. Also discusses the language's evolution into C++. Compiler not provided. Prerequisite: COMP 1405 or 1410 and 1450.

Apr 14 Mon 12 wks BBY CRN 20261

Apr 17 Thr 12 wks BBY 20260

†Jul 10 Tue/Thr 6 wks BBY 20259

1800-2100

COMP 2435 DATABASE PROGRAMMING LANGUAGE 2 \$312

Builds on the fundamentals learned in level 1 (COMP 1435) and introduces advanced xBase programming techniques including complex screen handling, multi-user programming and SQL. Prerequisite: COMP 1435 or a thorough knowledge of the FOXPRO 2.x or dBASE IV Command Language.

Apr 16 Wed 12 wks BBY CRN 22723

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

COMP 2440 COBOL PROGRAMMING LANGUAGE 2 \$248

Continues from COMP 1440. Includes tape and disk file organization, utility programs and libraries, and table look-ups. Prerequisite: COMP 1440 or previous programming experience in COBOL.

Apr 14 Mon 12 wks BBY CRN 20302

COMP 2455 SMALLTALK AND OOPS \$312

Explores the exciting and influential trend to OOPs with respect to programmer productivity, graphical interfaces and symbolic programming using Smalltalk, the quintessential OOP Language. Prerequisite: IBM micro experience and a Level 1 programming language and COMP 3670.

Apr 15 Tue 12 wks BBY CRN 23551

Apr 17 Thr 12 wks BBY 23550

COMP 3425 C PROGRAMMING LANGUAGE 2 \$312

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425.

Apr 16 Wed 12 wks BBY CRN 20311

Apr 18 Fri 12 wks BBY 21515

†Jul 10 Tue/Thr 6 wks BBY 21516

1800-2100

COMP 3475 C++ FOR OBJECT-ORIENTED PROGRAMMING \$312

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.

Apr 15 Tue 12 wks BBY CRN 20310

Apr 17 Thr 12 wks BBY 20309

†Jul 10 Tue/Thr 6 wks BBY 24895

1800-2100

COMP 4409 JAVA PROGRAMMING LANGUAGE LEVEL 1 \$312

Provides a thorough introduction to the Java programming language and the Java distributed objects paradigm. Includes the Java language environment, creating user interfaces, developing multi-threaded applications, handling multimedia of data types, and managing collections. Prerequisite: COMP 3670 and one Level 2 programming language.

Apr 14 Mon 12 wks BBY CRN 24891

COMP 4425 C PROGRAMMING LANGUAGE 3 \$312

Designed for programmers who want to learn more about advanced C programming techniques, and to write carefully constructed, readable programs and high-quality, error-free software. Prerequisite: COMP 3425.

Apr 18 Fri 12 wks BBY CRN 20303

WINDOWS PROGRAMMING

COMP 1275 ACCESS DEVELOPMENT \$421

Covers the process of designing applications using the Access Basic programming language. Explores the built-in application design features such as event properties, custom menus and toolbars, controlling program flow, Data Access Objects (DAO), Recordsets, error handling and an introduction to SQL. Discusses in-depth coverage of Events, Modules, Procedures and Structures. Note: Data Access Objects is a very important aspect to Access. Prerequisite: COMP 1272 and 1401 and 1403 or equivalent experience.

Apr 17 Thr 12 wks BBY CRN 23545

LATE-BREAKING COURSE INFORMATION

Because of rapidly changing technology, new courses may become available after the publication of this flyer. Call the Computer Systems Technology, Part-time Studies Information line (604) 451-6978 (24 hours a day) for the latest course additions. The Computer Systems Technology expects to have Guided Self Learning courses available at the Downtown campus in Windows, Microsoft Word, Excel, Access and Powerpoint. As soon as the courses are available, the information line will provide the courses numbers, times and other pertinent information.

COMP 1403 WINDOWS PROGRAMMING CONCEPTS \$312

Covers programming/design considerations common to Windows applications. Introduces Windows controls including dialog boxes, radio button, combo boxes, scroll bars. Uses Visual Basic as a tool to describe events, properties and basic control creations. Discusses the Software Development Life Cycle pertaining to Windows and common programming structures. Explores shortcut keys, window styles, menu creation, toolbars, OLE considerations, designing a help file, and the API. Prerequisite: COMP 1006 or 1212 or equivalent.

Apr 15 Tue 12 wks BBY CRN 22722

COMP 1452 X WINDOWS PROGRAMMING 1 \$312

Covers ways to combine the facilities provided by Xlib, Xt and Motif to form working applications for those who want to write applications using the X Window System. Includes configuration of X Resources, window manager interaction, programming with widgets, event and error handling in X Windows, colour, graphics context text, font and X primitives, interclient communication, clipboard and selection mechanism. Prerequisite: COMP 1403.

Apr 20 Sun 12 wks BBY CRN 23547

0900-1200

COMP 2473 DATABASE DEVELOPMENT WITH VISUAL BASIC 4 LEVEL 1 \$312

Introduces database development using Visual Basic. Includes Data Objects, Data Control, ODBC, DDE, OLE2, Client/Server issues and the Help compiler in this intensive database development course. Prerequisite: COMP 1401 and 1403 and 1430 and Systems Design and at least one PC programming language and Excel and Word basics.

Apr 18 Fri 12 wks BBY CRN 22827

AS/400 COMPUTER

COMP 1420 RPG PROGRAMMING LANGUAGE 1 \$312

See Programming Languages Section

COMP 1632 INTRODUCING THE IBM AS/400 \$312

Introduces the AS/400 concepts and architecture as it applies to practical business requirements. Some topics are Libraries and Objects, AS/400 Relational Database and Data Management, User Profiles and AS/400 Security. Prerequisite: COMP 0001 or equivalent.

Apr 17 Thr 12 wks BBY CRN 20276

SYSTEMS ANALYSIS/DESIGN

COMP 1615 COMPUTER SYSTEMS INTRODUCTION 1 \$248

Introduces the basic skills and techniques required for systems analysis and design. Prerequisite: COMP 1401.

May 24 Sat 6 wks BBY CRN 20275
0900-1600

COMP 2615 COMPUTER SYSTEMS INTRODUCTION 2 \$248

Continues from COMP 1615. Develops analytical skills and basic computer systems design techniques. Prerequisite: COMP 1615.

†Jul 05 Sat 6 wks BBY CRN 20297
0900-1600

COMP 3635 CASE TECHNOLOGY \$312

Examines how CASE Technology facilitates planning and design of systems using CASE tools as a design workbench. Prerequisite: Knowledge of structured techniques.

Apr 15 Tue 12 wks BBY CRN 21371

COMP 3710 RELATIONAL DATABASE SYSTEMS \$625

Covers relational database model, database design techniques, normalization, functional dependency, relational algebra, Entity-Relationship (ER) modeling, distributed database systems, database administration, implementation of relationship database using SQL. Prerequisite: COMP 2615 or 2710 or 3620.

Apr 14 Mon/Wed 12 wks BBY CRN 20217

Jun 03 Tue/Thr 12 wks BBY 22461

1400-1700

Computer Systems

COMP 4660 INTRODUCTION TO SQL \$160

Presents an in-depth introduction to this database tool. Includes Data Definition, Data Manipulation, and Data Control Languages, DB2 Catalog, Views, Synonyms and Aliases, Embedded SQL, Subqueries, Union, Grouping, Functions and Performance Considerations. Prerequisite: COMP 3710.

Apr 16 Wed 6 wks BBY CRN 24892

NETWORKS/CLIENT SERVER

COMP 2630 NOVELL NETWORK \$312

Provides a complete overview of the Netware 4 operating system. Selection of equipment, Network installation, and system administration responsibilities are discussed. Prerequisite: COMP 1001 and OPMT 1188.

Apr 16 Wed 12 wks BBY CRN 20299

COMP 2665 LOCAL AREA NETWORK THEORY \$312

Develops skills to design and implement networks. Examines details of Ethernet, Arcnet, and Token Ring. This theory course also looks at file server selections, cable and media installation, performance issues and managing problems. Prerequisite: COMP 1001 and 2605.

Apr 17 Thr 12 wks BBY CRN 20298

COMP 3665 ADVANCED NETWORK DESIGN \$312

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. Prerequisite: COMP 1001 or 1006 and 2665.

Apr 15 Tue 12 wks BBY CRN 23549

COMP 4666 LAN INTERNETWORKING \$312

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 95 operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisite: COMP 2630 or COMP 2665 or experience with Novell Netware, and COMP 1007 or equivalent.

Apr 14 Mon 12 wks BBY CRN 25093

DATA COMMUNICATION

COMP 2605 DATA COMMUNICATIONS CONCEPTS 1 \$248

Familiarizes students with data communication applications and related concepts. Prerequisite: Programming or systems design experience.

Apr 14 Mon 12 wks BBY CRN 20293

Apr 15 Tue 12 wks BBY 20294

COMP 3605 DATA COMMUNICATIONS CONCEPTS 2 \$248

Continues from COMP 2605. Covers protocols and data link controls, LAN's, and line facilities provided by common carriers. Prerequisite: COMP 2605.

Apr 16 Wed 12 wks BBY CRN 20312

UNIX

COMP 1626 INTRO TO SCO UNIX SYSTEM V \$500

Provides an insight to the SCO UNIX System V to system administrators who are new to the UNIX operating system, and to end users who work with SCO Unix Systems. Covers several computer basics in the UNIX environment. Prerequisite: COMP 1001 or equivalent.

Apr 16 Wed 8 wks VCR CRN 24888

COMP 2626 SCO UNIX SYSTEM V ADMINISTRATION AND SHELL PROGRAMMING \$1395

To provide technicians, engineers, system administrators and technical users who require a broad level of aptitude and understanding of SCO UNIX with the basic administrative tools and techniques. Examines the Bourne Shell and the uses of shell script. Prerequisite: COMP 1626.

Apr 15 Tue/Thr 9 wks VCR CRN 24890

COMP 4645 ADVANCED UNIX SYSTEMS PROGRAMMING \$420

Continues from COMP 3645. Covers continuation of technical details of Interprocess Communication (IPC) facilities and a comparative performance of the various facilities. Emphasizes implementation of client-server solutions using C, including connection-based servers and connectionless servers. Prerequisite: COMP 3645. Completion of an advanced C programming course is strongly recommended.

Apr 19 Sat 12 wks BBY CRN 22783
0900-1400

See also Engineering Technology, Computer Aided Design

INTERNET

COMP 0401 INTERNET, THE WHY AND THE HOW \$250

Seminar. Addresses the concepts of the Internet, and what is needed to apply these concepts as a user or a provider of Internet-based information. The client side includes hardware (modem, router or LAN-based), software (WWW browser, new, e-mail) and connection (Internet Service Provider). The server side includes hardware (host computer, router), software (content preparation, WWW server, news server, mail server), and connection (upstream ISP). Prerequisite: None.

Apr 19 Sat/Sun 1 wknd BBY CRN 23845
0900-1600

COMP 0403 WEB SITE IMPLEMENTATION/ADMIN \$250

Seminar. Targeted at individuals potentially responsible for the setup and maintenance of a Web site (webmasters). Setup addresses host equipment needs, Internet connection, server software configuration and security. Maintenance addresses host system monitoring and management. Web site issues include setting up and maintaining the Web site content and information structure, all of the appropriate hyperlinks and related serverside applications. Hands-on involves configuring a typical Web site, monitoring and reporting some of the performance statistics available. Prerequisite: None.

Apr 26 Sat/Sun 1 wknd BBY CRN 23846
0900-1600

COMP 0405 CREATE/PROGRAM WWW DATABASES \$250

Seminar. Addresses server scripts or applications needed to interface a conventional relational database to a WWW server so end-users can interact with the database using their WWW browser. Students will author an HTML document with database navigation and query, and implement a supporting script to interact on the server side with the relational database. Prerequisite: None.

May 03 Sat/Sun 1 wknd BBY CRN 23847
0900-1600

COMP 0407 HTML AUTHORING \$250

Seminar. Addresses the concepts underlying hypermedia content on the WWW, content design and preparation, and simple supporting scripts. Students will prepare a simple Web page using a text editor, embedding their own HTML tags; and then a more sophisticated frame-based page using Netscape Navigator Gold. Sample media content will be supplied. Prerequisite: None.

May 10 Sat/Sun 1 wknd BBY CRN 23848
0900-1600

COMP 0409 JAVA PRIMER \$250

Seminar. Introduces the Java paradigm, and then programming of Java applets and applications. Promotes an appreciation of where Java is appropriate to deploy in the organization by using examples and hands-on practice. Prerequisite: Object-Oriented Programming Concepts.

May 24 Sat/Sun 1 wknd BBY CRN 23849
0900-1600

COMP 0411 MULTIMEDIA ON THE INTERNET \$250

Seminar. Introduces effective multimedia content design, preparation and delivery over the Internet. Includes preparing images, audio and video data; for both immediate and delayed delivery using a suitable WWW browser. The course does not deal with original content creation, but rather the steps needed to make such content useful over the Internet. Prerequisite: None.

May 31 Sat/Sun 1 wknd BBY CRN 23850
0900-1600

COMP 1820 HTML AND THE WORLD-WIDE WEB \$254

Introduces HTML, the "Hyper-Text Markup Language" used on the WWW by creating HTML documents. General text editors and specialized HTML editors are used, and students may load their documents onto a live web server for viewing on the Internet. Includes coverage of UNIX basics required to upload completed HTML documents to the server. Prerequisite: COMP 1267 or equivalent, and WWW user experience.

Apr 19 Sat 6 wks BBY CRN 23756
0900-1200

COMP 4409 JAVA PROGRAMMING LANGUAGE LEVEL 1 \$312

See Programming Languages section

OTHER SPECIALTY

COMP 1601 COMPUTERS IN BUSINESS \$248

Familiarizes those who are not specializing in computers with terminology and concepts used in the computer industry. Prerequisite: COMP 1001 or 1006 and 1010 and 1015 and 1020 or CGA Tutorial or equivalent.

Apr 14 Mon 12 wks BBY CRN 20219
Jul 10 Tue/Thr 6 wks BBY 20218
1800-2100

COMP 2030 MICRO TROUBLESHOOTING \$312

Explains the microcomputer key files and hardware component relationships for inexperienced users. Hands-on not provided. Prerequisite: COMP 1001 or equivalent and working knowledge of MS Windows 3.0 or later and access to a microcomputer.

Apr 17 Thr 12 wks BBY CRN 24889

COMP 3640 OPERATING SYSTEMS CONCEPTS \$312

Introduces basic principles of operating systems design and implementation. Topics include memory management, processor scheduling, disk organization, and file systems. Prerequisite: COMP 1450 and 2610.

Apr 16 Wed 12 wks BBY CRN 20313

COMP 3670 UNDERSTANDING OBJECTS \$248

Covers Object-Oriented concepts, fundamentals, essentials of the Object Model, and real-world problems using object-oriented analysis. Prerequisite: COMP 2615 or 3620 or equivalent.

Apr 17 Thr 12 wks BBY CRN 20319

COMP 4965 COMPUTER ANIMATION FUNDAMENTALS \$625

Introduces digital animation. Topics include classic animation principles and practices, two and three dimensional animation techniques, and a look at the finer points of modeling, rendering and lighting. Prerequisite: COMP 3960 or permission of the instructor.

Apr 14 Mon/Wed 12 wks DTC CRN 24893
1730-2045

DENTAL RECEPTION

COMP 0285 DENTAL OFFICE SYSTEM/ WINDOWS \$275

Gives hands-on experience using the Exan/Mercedes Dental System for Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. Prerequisite: Dental or medical office experience or completion of a Dental Receptionist program.

Apr 15 Tue 10 wks DTC CRN 23757
1800-2100

COMP 0885 DENTAL RECEPTIONIST \$450

Presents the skills to become a dental receptionist. Includes communications, professional manner development, telephone techniques, scheduling and billing procedures, dental terminology, accounting, and insurance companies protocol. Upon successful completion, students may enhance their skills during a practicum in a dental office. Prerequisite: None.

Apr 14 Mon/Thr 10 wks DTC CRN 24904
1800-2100

For other computer courses, please see section: Business, Media Techniques for Business, Engineering Technology, Computer Aided Design.

For Computer Electronics courses, please see section Electrical and Electronic Technology.

MICROSOFT PRODUCTS

The Computer Systems Technology offers courses in Microsoft Applications, many of which are part of Microsoft Office. Please see the section Applications for more details about the following courses:

Quick Tours

COMP 0250 MS Office for Windows
COMP 0260 Excel 5.0 for Windows
COMP 0265 Word 6.0 for Windows
COMP 0270 Access 2.0 for Windows
COMP 0281 Powerpoint 4.0 for Windows

In-depth coverage

COMP 1006 Understanding Windows 1
COMP 1007 Understanding Windows 95
COMP 1009 Exploring Windows (correspondence)
COMP 1261 Excel 1
COMP 1262 Excel 2
COMP 1263 MS Project/Windows 4.0 Level 1
COMP 1264 MS Project/Windows 4.0 Level 2
COMP 1266 WORD for Windows 1
COMP 1267 WORD for Windows 2
COMP 1270 Microsoft Access 1
COMP 1271 Microsoft Access 2
COMP 1272 MS Access 3 Build Applications
COMP 1275 Access Development
COMP 1281 Microsoft Powerpoint 1
COMP 1282 Microsoft Powerpoint 2

Please refer to our Windows Programming section for more details about the following courses:

COMP 1403 Windows Concepts/Programming
COMP 2473 Database Development with Visual Basic
COMP 2495 Visual BASIC Programming Language 1
COMP 3495 Visual BASIC Programming Language 2

BCIT is a Microsoft Solution Provider.

PRIOR LEARNING

ASSESSMENT (PLA)

Students who successfully demonstrate that they already have the skills and knowledge taught in a variety of computer courses will be awarded appropriate academic credit. To determine whether the desired course are available through PLA, the fee for this service, or to apply for the assessment, contact the PLA co-ordinator, Wm. Howorth at (604) 451-7188.

SATISFACTION GUARANTEED

The Computer Systems Technology stands behind its Part-time Studies courses. If you are not satisfied with any CST (COMP) course in this flyer, send us a letter within three months of course completion (preferably on your company letterhead), and you can repeat any or all of this course without charge!

Conditions:

1. You must have passed the original course with at least 60 per cent.
2. May be subject to course and seat availability.
3. Quick Tour and seminar courses are not included.
4. Course will be repeated on an "Audit" basis only, the original mark will not be altered.

BCIT computer systems technology

Information systems

PROFESSIONAL

program

BCIT's Information Systems Professional Program puts powerful new technology and professional skills in your hands through courses with these compelling features:

- designed specifically to address requirements of today's working IS professional
- brief and intensive courses with small classes to maximize time-efficiency
- faculty are all working information systems professionals with exceptional expertise.

Courses will be offered during the months of March and April. Complete schedule with course details will be available early February.

FOR INFORMATION AND COURSE SCHEDULE

Call:
Lucille (604) 432-8465, or
Rick at (604) 432-8470.



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BCIT BACHELOR OF TECHNOLOGY

You don't have to quit your job to earn BCIT's Bachelor of Technology degree.

With our new degree programs you can study part-time on your schedule. That's flexibility.

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Employers told us what they want in a bachelor's degree. We've listened.

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A degree for the real world



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Engineering Technology

CLASS TIMES

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

BURNABY (BBY) 1845-2145
DOWNTOWN CAMPUS (DTC) 1730-2030
MAPLE RIDGE (MRC) See course descriptions
MAPLE RIDGE (THC) See course descriptions

ADVANCED DIPLOMA AND DEGREE PROGRAMS FAX: (604) 432-9572

Advanced Diploma and Degree Programs are designed for working professionals who wish to expand their skills and formalize what they have learned on the job. Candidates can focus on advancing skills in a technical specialty or in technology management.

Both types of programs provide working professionals with formal advanced level training in specialized technologies which meet the needs of specific industries. Some programs provide the opportunity to earn a degree offered by BCIT or in collaboration with the B.C. Open University.

Advanced Diploma Programs available in the School of Engineering Technology include:

- Geographic Information Systems
- Integrated Resource Management
- Mechanical Design and Manufacturing
- Technology Management

Degree Programs available in the School of Engineering Technology include:

- Environmental Engineering Technology
- Computer Systems
- Technology Management

Proposed Bachelor of Technology Degree Programs in the School of Engineering include:

- Construction Management
- Geomatics/Geographic Information Systems
- Mechanical Design and Manufacturing

Courses are delivered in flexible formats to meet the job needs and family commitments of adult learners. This format allows candidates to continue with their careers while participating in the program.

Entry into these Advanced Programs generally requires graduation from a BCIT two-year Technology Diploma Program, or equivalent, or a university degree with related work experience. Some programs may have additional prerequisites.

PROPOSED BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT (604) 451-6898 (604) 432-8586

The program will be designed for practising building technologists, professional engineers, architects and people with degrees in economics, math or science who wish to expand their skills or formalize what they have learned on the job. With a focus on advancing skills in a technical specialty related to building construction, courses will cover Project Management, Construction Finance and Law, Quality Assurance and Total Quality Management, Communication and Interpersonal Skills and Advanced Technical Writing. Registrants must have some construction background.

Register Early and Win!
(604) 434-1610

Spring into action! Register for your BCIT course by Mar. 14 and you could win a free course! Eleven free courses will be given away. Register today!

ADVANCED DIPLOMA IN GEOGRAPHIC INFORMATION SYSTEMS (604) 434-3304

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through Part-time Studies or one year of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline.

Please call Program Advising at (604) 434-3304 if you wish to be sent detailed program information.

ADVANCED STUDIES IN MECHANICAL TECHNOLOGY (604) 432-8330 (604) 432-8274

Plans are underway to replace the current Advanced Diploma Program in Mechanical Technology with a new Bachelor of Technology Degree in Manufacturing. We anticipate September 1997 as a starting date for this new program. The goal of the degree is to prepare students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time evening courses in the following areas:

Automation and Control
Introduction to Machine Vision
Applications in Machine Vision
Manufacturing Control Systems
Manufacturing Automation Systems

Manufacturing Processes
Advanced CAM Applications
Computer Aided Process Planning
Inspection Methods for Quality Control
Fixture and Tool Design
Plastics Processes and Materials
Manufacturing Processes for Wood Products

Product Design
Parametric Solid Modeling
Introduction to Finite Element Methods
Plastic Product Design
Industrial Design
Design for Manufacture and Assembly

Materials
Advanced Engineering Materials

As a finale to the program, each degree candidate must complete an industry-sponsored project in an area of interest.

Program Prerequisite
Minimum prerequisite for the program will be a Technology Diploma in an appropriate discipline (Manufacturing, Plastics or Robotics and Automation) plus two years of relevant work experience.

COURSES OFFERED IN SPRING 1997 TERM

AICO 1010 SMARTCAM \$435
(Foundation course for MECH 8012.) Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes.

Apr 14 Mon 12 wks BBY CRN 21258

MECH 7017 INSPECTION METHODS FOR QUALITY CONTROL \$435
Covers methods used to determine the quality of manufactured components. Topics include in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors, tolerance stackup and measurement costs will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: Diploma of Engineering Technology or equivalent.

Apr 16 Wed 12 wks BBY CRN 25150

MECH 7040 INTRODUCTION TO THE FINITE ELEMENT METHOD \$435
Introduces the finite element method (FEM) for linear static analysis of structures and machine components. Topics include the displacement method, matrix solution techniques, stress interpretation, modeling with 3D elements and automatic mesh generation. Prerequisite: Diploma of Engineering Technology or equivalent.

Apr 14 Mon 12 wks BBY CRN 21266

MECH 7045 INDUSTRIAL DESIGN PROCESS \$435
Provides detailed investigation of the engineering design process. Students will learn methods to establish design criteria, generate design alternatives, and evaluate the alternatives against the design criteria. Topics include creativity, brainstorming, divergent thinking and consideration of function, ergonomics, serviceability and aesthetics in a design.

Apr 14 Mon 12 wks BBY CRN 25151

MECH 7051 INTRODUCTION TO MACHINE VISION \$435
Introduces the use of Machine Vision systems using state-of-the-art techniques and equipment. Emphasis is on the use of hardware required for capturing, transmitting and storing images. The course also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and departmental approval.

Apr 17 Thr 12 wks BBY CRN 21268

MECH 8012 ADVANCED CAM APPLICATIONS \$435
Explores advanced computer-aided machining (CAM) techniques used to produce tool path for surfaces and for multitaxis machining. Topics include constructing and editing surfaces to define tool paths, generating tool paths for 5-axis positioning, and generating tool paths for rotary machining. Software applications such as APT and SmartCAM will be used to demonstrate techniques. Prerequisite: AICO 1010 or equivalent.

Apr 16 Wed 12 wks BBY CRN 23142

OPMT 5011 QUALITY ASSURANCE \$334
Provides the tools necessary to design and manage a quality program within a manufacturing environment. Topics include applying the principles of total quality management, classifying quality costs and their impact on business profits, applying teamwork skills to form teams to improve quality, and an overview of the ISO 9000 standards and registration process.

Apr 14 Mon 12 wks BBY CRN 25126

OPMT 6015 MANUFACTURING FACILITY LAYOUT/ANALYSIS \$334
Students will design and analyse low and high volume manufacturing facilities. Topics include factors affecting layout, product and process focus, line-balancing, and computerized layout packages such as ALDER, PLANT, and CRAFT. Prerequisite: Enrolment in ADP Mechanical Technology.

Apr 17 Thr 12 wks BBY CRN 25125

For more information on the Mechanical Advanced Diploma Program or Mechanical Degree, contact:

George Dramowicz, Advanced Studies and Bachelor Degree Program Coordinator, Tel. (604) 432-8330
Cindy Mirafab, Program Assistant, Tel. (604) 432-8274
Bette Bayley, Program Assistant, Tel. (604) 432-8521

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The School of Engineering Technology offers an Advanced Diploma Program in Technology Management. The ADP can lead to a Bachelor of Technology Degree in Technology Management, offered collaboratively with the Open Learning Agency of B.C.

The ADP Program is designed for:

- a) graduates of an Engineering Technology Diploma Program from BCIT or equivalent institution;
- b) those who hold degrees in related disciplines.

TMGT 7103 RESEARCH AND DEVELOPMENT MANAGEMENT \$167
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.

Apr 17 Thr 5 wks BBY CRN 24849
1830-2130

TMGT 7113 MARKETING PROGRAMS AND PLANS \$167
Identifies the key issues and important factors in selecting a strategy for high technology companies and how to do strategic analysis and planning. Completion of TMGT 7111 is recommended.

Apr 19 Sat 3 wks BBY CRN 24850
0830-1630

TMGT 7114 HIGH TECHNOLOGY SALES PLANNING \$167
This course deals with the tools and techniques required to make decisions around sales planning and management. It deals with such areas as the planning and designing of sales force strategy, understanding the sales cycle, personal selling skills, planning and designing distribution strategies, all within the context of high technology organizations. Completion of TMGT 7111 is recommended.

May 17 Sat 3 wks BBY CRN 21292
0830-1630

TMGT 7121 PRINCIPLES OF FINANCE \$167
Equips candidates with a detailed understanding of the role of finance in the operation of high technology businesses. Focus is placed on financial principles, how to finance businesses, the role of business plans, different types of financing, taxation issues and the responsibilities of directors, officers and managers. Prerequisite: TMGT 7122.

May 22 Thr 5 wks BBY CRN 23593
1830-2130

TMGT 7142 TECHNOLOGY MANAGEMENT COMMUNICATION \$167
Enhances personal communication skills in three specific areas: writing proposal/reports, delivering presentations with visual support, and dealing with the media effectively. This course examines the specific communication process necessary to convey messages effectively in both written and oral formats.

Apr 16 Wed 6 wks BBY CRN 23595
1830-2130

TMGT 7144 HUMAN RESOURCE PLANNING AND CONTROL \$167
Deals with human resource long-range planning including goals, staffing, job analysis and design, recruitment and job search, selection, orientation, career planning and development including dual career systems and plateauing, succession planning and performance evaluation.

May 26 Mon 5 wks BBY CRN 22757
1830-2130

TMGT 7154 EMERGING TECHNOLOGIES STRATEGY \$392
This course identifies emerging technologies and their possible application in addressing organizations' information needs. It provides a working knowledge of some of these technologies and outlines implementation strategies.

Apr 8 Tue 12 wks BBY CRN 24852
1830-2130

To register, or for information on eligibility, please contact: Robertta Pajunen, Tel. (604) 432-8459, Fax (604) 432-9572.

BOEING SUPPLIERS SPECIALIZED TRAINING COURSES

BCIT Industry Services, in conjunction with the Boeing Commercial Airplane Group (BCAG) Material Division, Quality Assurance, is offering a series of courses designed to address the issue of continuous quality improvement for BCAG suppliers. This hands-on program will introduce employees to Boeing's quality improvement methods and materials, enabling them to apply statistical process tools to the manufacturing processes in their companies.

If you or your company are interested in this type of training, please contact Don Mallory at (604) 451-6775, or Louis Routledge at (604) 451-6894 for information.



Engineering Technology

BUILDING (604) 432-8586

Early registration is advised for Building Technology courses. Space is limited.

BLDG 0001 BUILDING YOUR OWN HOUSE \$167

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 the various contracting alternatives and selection of trade contractors. This course will be of interest to property owners and first time house builders.

Apr 17 *Th/Fri 5 wks BBY CRN 23851

*Note: BLDG 0001 also includes a field trip, Saturday, May 10, 1997, Time: 1030-1300

BLDG 0002 INTRODUCTION TO HOUSE RENOVATIONS \$170

Designed to give the student a working knowledge of the legal requirements, building science, inspection procedures and construction methods used in residential renovations. By producing a partial set of evaluation documents for a typical renovation project, the student will develop an understanding of the opportunities and limitations in undertaking a house renovation. Prerequisite: Some familiarity of house construction.

Apr 15 Tue 8 wks BBY CRN 24836

BLDG 1725 RESIDENTIAL LANDSCAPE DESIGN \$170

Presents an overview of the landscape and construction process with an emphasis on student initiated projects. Of interest to home owners and gardeners who wish to expand their design fluency and to landscape professionals wishing to expand their range of services.

Apr 16 Wed 8 wks BBY CRN 25146

BLDG 1805 B.C. BUILDING CODE: SINGLE FAMILY DWELLINGS \$248

Gives students a working knowledge of Part 9 of the 1992 B.C. Building Code for single family dwellings and accessory buildings. Prepares students to check plans, inspect buildings and deal with questions relating to Part 9 of the B.C. Building Code. Covers acceptable materials, systems, and methods used in housing construction. Students must bring B.C. Building Code to the first class. Prerequisite: BLDG 1970 and 2970 or knowledge of building construction.

Apr 16 Wed 12 wks BBY CRN 20934

Note: Students who wish to write the B.O.A.B.C. Level 1 Certification exam should register for either BLDG 1805, listed above, or BLDG 1810, listed in the Engineering Technology Distance Education section of this flyer. Contact Ros Hobbs, (604) 270-9516 at B.O.A.B.C. to determine eligibility and to schedule an examination.

BLDG 1900 CONSTRUCTION INDUSTRY PROCEDURES \$248

Presents an overview of the established methods and procedures vital to the construction industry today. Topics include the basis of building development; bidding and contracting construction contracts, specifications and estimating

Apr 17 Th 12 wks BBY CRN 24835

BLDG 1910 ARCHITECTURAL ILLUSTRATIONS \$248

Helps students to think in 3-D and to create and embellish 3-D drawings for a variety of architectural projects. Topics include the basics of perspective, photo perspective, perspective by plan projection, creating realistic shadows and reflections, atmospheric perspective and the control of values and finished rendering in pencil and ink.

Apr 15 Tue 12 wks BBY CRN 25144

**DURING PEAK PERIODS
YOU MAY EXPERIENCE
LENGTHY DELAYS. TRY
REGISTERING DURING
NON-PEAK HOURS AT THE
BURNABY CAMPUS ONLY
FROM 1800 - 1900
(604) 434-1610.**

BLDG 1950 COMMUNICATION AND REPORT WRITING FOR HOUSE INSPECTION \$281

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.

Apr 15 Tue 12 wks BBY CRN 25145

BLDG 2835 COMPUTER APPLICATIONS IN BUILDING TECHNOLOGY 1 \$310

Introduces computer basics with a focus on the fundamentals of spreadsheet design and applications in construction estimating, cost control and accounting. Final project customized to the individual needs of the participant. Course especially useful to small contractors, estimators and individuals concerned with construction costs. Prerequisite: An understanding of building construction estimating and costing.

Apr 17 Th 12 wks BBY CRN 25147

BLDG 2915 HOUSE INSPECTION 1 \$448

Provides students with practical and theoretical information required to inspect existing houses for visible and hidden defects. It is the first of a series of courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent or better is required by ASTTBC and is also one of the prerequisites for BLDG 2925. Prerequisite: A thorough understanding and knowledge of house construction.

Apr 15 Tue 12 wks BBY CRN 20935

BLDG 2925 HOUSE INSPECTION 2 \$496

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 Sunday field trip. This is one of the courses proposed to meet the academic requirements of the Applied Science Technologists and Technicians of B.C. (ASTTBC) for Certified Property Inspector (CPI). A final grade of 70 per cent or better is required by ASTTBC. Prerequisite: BLDG 2915 with a final grade of 70 per cent or better; knowledge of components/systems in houses as well as knowledge of Part 9 of the B.C. Building Code.

Apr 17 *Th/Sun 12 wks BBY CRN 22781

Note: BLDG 2925 also includes a field trip, Sunday, June 22, 1997, Time: 1030-1430

BLDG 3760 PRICING AND BIDDING \$248

Continues from BLDG 2760. Measurement and unit pricing of specific construction details. Preparation of estimate summaries and bids or proposals to owners or clients. Construction cost accounting. Documentation used in estimating and cost accounting processes. Bid strategies, bid depositories, bid procedures in general. Preparation for CIQS exam 303. Prerequisite: BLDG 2760 or departmental approval.

Apr 17 Th 12 wks BBY CRN 23137

BLDG 3840 COMPUTER CONSTRUCTION ESTIMATING \$414

Covers measurement and pricing of construction work using Timberline Precision Estimating Software. This course will cover "take-off" procedures, building databases and designing simple work packages. Prerequisite: BLDG 1760 or construction estimating experience with departmental approval.

Apr 15 Tue 12 wks BBY CRN 20939

BLDG 3880 CONSTRUCTION MANAGEMENT \$248

Prepares students for the administrative and operations management demands of a construction company. Topics include forms of ownership, head office practices and contracts, cash flow, subtrade coordination, field supervision, cost control, equipment management, purchasing controls, warehousing and labor relations. Prerequisite: Some knowledge of building construction.

Apr 15 Tue 12 wks BBY CRN 25148

BLDG 3970 CONSTRUCTION MATERIALS AND METHODS 3 \$248

Continues from BLDG 2970. Covers the composition and uses of materials found in Masterformat sections 10, 11, 12, 13, 14, 15 and 16 with additional study of larger scale site and municipal servicing including water supplies and sewers.

Apr 16 Wed 12 wks BBY CRN 20352

BLDG 4730 BUILDING ENVELOPE PERFORMANCE \$268

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 vapor barriers for pressure equalized rainscreens and face-sealed systems. Prerequisite: Some knowledge of building construction.

Apr 15 Tue 12 wks BBY CRN 24840

BLDG 5765 CONSTRUCTION COST CONTROL \$334

Demonstrates the application of cost control concepts and procedures for controlling costs of construction projects. Covers project cost reporting, analysis, and the interaction between project schedule and project cash. Demonstrates the establishment of cost trends and projections. This course will be of interest to contractors, construction project managers, developers, QSSBC students preparing for Examination Subject 305 and anyone involved in maintaining financial control of construction projects. Prerequisite: A thorough knowledge of construction work measuring, pricing and bidding procedures and financial accounting.

Apr 16 Wed 12 wks BBY CRN 23830

Note: The Building Technology is developing a new program in Construction Operations. Please see the following:

CONSTRUCTION OPERATIONS (604) 432-8586 (604) 451-6898

BCIT and the Amalgamated Construction Association (ACA) 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 program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate both high school graduates and people with a trades background.

Program Requirements

BLDT 1010	Applied Construction Mathematics
BLDT 1020	Blueprint Reading
BLDT 1030	Site Processes in Construction
BLDT 1040	Basic Estimating with Computer Applications
BLDT 1050	Technical Writing and Communication Skills
BLDT 1060	Basic Management Skills
BLDT 1070	Construction Ethics and Site Safety
BLDT 1080	Basic Environmental Considerations

COURSES OFFERED IN SPRING 1997 TERM

BLDT 1040 BASIC ESTIMATING WITH COMPUTER APPLICATIONS \$145

Covers basic components and requirements for sound estimating procedure, emphasizing method and accuracy and using the spread sheet format to take off quantities and applying material and labor prices. Overview of various contracts as they pertain to lump sum and unit pricing. Prerequisite: English 10 and Math 10 or pre-approved program.

Apr 17 Th 7 wks BBY CRN 24842

BLDT 1080 BASIC ENVIRONMENTAL CONSIDERATIONS \$65

Upon completion of this course students will be able to identify the provincial and local government agencies having jurisdiction over site assessments; the process of standard practice in Phases I, II and III; develop an on-site method to control construction waste. Prerequisite: English 10 and Math 10 or pre-approved program.

Apr 15 Tue 3 wks BBY CRN 24834

PROPOSED BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT (604) 451-6898 (604) 432-8586

The program will be designed for practising building technologists, professional engineers, architects and people with degrees in economics, math or science who wish to expand their skills or formalize what they have learned on the job. With a focus on advancing skills in a technical specialty related to building construction, courses will cover Project Management, Construction Finance and Law, Quality Assurance and Total Quality Management, Communication and Interpersonal Skills and Advanced Technical Writing. Registrants must have some construction background.

CHEMICAL SCIENCES TECHNOLOGY (604) 432-8393

CHSC 7826 LABORATORY QUALITY ASSURANCE \$218

Covers basic theory and practice of quality assurance in the analytical lab. Topics: basic descriptive statistics (estimating mean and population dispersion from small data sets; treatment of outliers), control charts (their importance, preparation and use), practical applications of Shewhart and Cusum charts, quality control samples (types and usage), quality terminology, documentation, accreditation and registration for ISO 9002. Ideally suited to analytical and environmental chemists, analysts, technicians, lab supervisors, project managers and others responsible for submitting samples to analytical labs. Prerequisite: A recognized diploma of technology or degree (must be in an engineering or science discipline) or mature student with extensive and relevant work history.

Apr 17 Th 6 wks BBY CRN 23844
1830-2130

CHSC 7827 THE LABORATORY QUALITY SYSTEM \$218

Designed for analytical and environmental chemists, analysts, technicians, quality assurance staff, laboratory supervisors and managers. This course, given by an expert in the field, provides a practical understanding of the Laboratory Quality System and highlights the role of this system in improving data quality and increasing operational efficiency. Quality system requirements for ISO 9000 registration and laboratory accreditation are discussed. Topics: quality policy and objectives, organizational responsibilities, the quality manual, lab quality control and quality audit. Selected audit and quality control practices are covered in some detail. Emphasis is placed on avoiding common pitfalls and ensuring the quality control effort is focused. A basic knowledge of statistical quality control is assumed. Prerequisite: CHSC 7826 or departmental approval from Elaine Woo at (604) 432-8393.

Jun 05 Th 6 wks BBY CRN 24475
1830-2130

ARE YOU ABOUT TO COMPLETE A CERTIFICATE?

*To receive your certificate, you must
submit an application form upon
completion of your last course. Forms
are available at Student Services
Registration and Student Records,
Building SW1.*

Engineering Technology

CIVIL AND STRUCTURAL (604) 451-6969 (604) 432-8521

CIVL 1580 CONSTRUCTION MATERIALS TESTING FUNDAMENTALS \$230
Familiarizes students with lab and testing procedures for testing construction materials. Prerequisite: CIVL 1080, 2224, 2582.

Apr 16 Wed 10 wks BBY CRN 20736

CIVL 1622 HIGHWAY DESIGN 1 \$213
Introduces the basic elements of highway and street design based on topographic mapping and geometric design standards. Prerequisite: CIVL 2003.

Apr 15 Tue 10 wks BBY CRN 20743

CIVL 2224 ASPHALT TECHNOLOGY \$255
Teaches students how to select suitable materials for asphaltic concrete design using the Marshall method. Prerequisite: CIVL 1580 or departmental approval.

Apr 14 Mon 12 wks BBY CRN 25156

CIVL 2500 STRESS ANALYSIS 1 \$213
Examines simple stresses, stress/strain relationships and elasticity, material properties, temperature stress, Poisson's ratio, safety factors, compound bars and columns, simple bolted and welded connections and flexural stress. Prerequisite: CIVL 1000.

Apr 21 Mon/Thr 5 wks BBY CRN 25154

CIVL 3010 AUTOCAD CADD APPLICATIONS FOR CIVIL ENGINEERING \$414

Presents a computer-aided design course for practicing Civil technologists. Course is designed to show power of computer-aided design in Civil and Structural engineering. Sufficient CADD commands for Civil engineering drawings are explored and examined. Prerequisite: Civil engineering background, AICO 1000 or departmental approval.

Apr 17 Thr 12 wks BBY CRN 20926

CIVL 3120 SUBDIVISION PLANNING \$213

Provides students with the planning concepts and restraints for subdivision development using the Municipal Act and local bylaws. Subdivision procedures and rezoning application are also included. Prerequisite: CIVL 1001.

Apr 15 Tue 10 wks BBY CRN 20730

CIVL 3500 STRESS ANALYSIS 2 \$213
Includes shear stresses in beams, deflection and rotation, restrained and continuous beams, eccentric loading and combined stresses. Prerequisite: CIVL 2500.

May 26 Mon/Thr 5 wks BBY CRN 25155

CIVL 3522 CONSTRUCTION CONTRACT LAW \$153

Introduces students to the three major types of construction contracts and the contractual relationships of the parties involved. The overall intent is to enable you to become familiar with the documents and application of the more typical clauses that should provide enough knowledge to help with everyday items. Numerous case histories will be discussed to illustrate topics. Prerequisite: Good communication skills and knowledge of construction industry procedures (CIVL 1522 recommended).

Apr 16 Wed 10 wks BBY CRN 24818
1845-2045

CIVL 3541 HYDRAULICS 2 \$248

Continues and completes the topic of pipe flow introduced in CIVL 2541. Topics include simple networks, pump selection, flow measurement, application of Hardy Cross method and computer programs. Prerequisite: CIVL 2541.

Apr 16 Wed 12 wks BBY CRN 20748

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

CIVL 4170 STRUCTURES GENERAL \$413

Contains two areas of studies: Structural Analysis and Reinforced Concrete Design Analysis. Subjects covered: statical indeterminacy, moment distribution, computer solutions for indeterminate structures using P-Frame software. The reinforced concrete design part of the course will cover flexural and analysis of slabs, Tee-beams and rectangular beams, designing for shear, deflections, column analysis, walls and footing design. Prerequisite: CIVL 4160.

Apr 15 Tue/Thr 10 wks BBY CRN 23470

CIVL 4620 MUNICIPAL SERVICES 2 \$213

Illustrates the detail design procedures for both gravity sanitary sewers and pressurized water distribution systems. Detailed calculations, plan and profiles and computer simulation of a water distribution system are incorporated to show actual design procedures. Details of common materials and appurtenances are also discussed. Prerequisite: CIVL 2541, 3620.

Apr 17 Thr 10 wks BBY CRN 21410

Note: Public Works Operations. See section on Public Works Operations in this flyer for course details.

Note: Applied Environmental Engineering
Civil and Structural Technology has developed a Bachelor of Technology in Environmental Engineering. See section on advanced diplomas and degree programs in this flyer for further details.

COMPUTER AIDED ENGINEERING (604) 432-8521 (604) 432-8274

Please see the following in the Computer Aided Engineering section:

- Associate Certificate in Computer Aided Design Technology
- Associate Certificate in Computer Aided Manufacturing Technology
- Courses offered Spring 1997

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 is finding applications in other areas such as facilities management 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 11 credits from the list of elective courses to achieve a total of 21 credits.

Program requirements: Associate Certificate in Computer Aided Design

Core Courses (10.5 credits)	Credits
AICO 1000 AutoCAD 1	3.0
*AICO 4090 Practicum	3.0
*COMP 1001 Understanding PC/MS DOS	1.5
MECH 1000 Drafting Fundamentals	3.0

*AICO 4090 to be performed upon completion of all other credits.

*AICO 1070 Introduction to UNIX or COMP 1006 Understanding Windows 1 or COMP 1007 Understanding Windows 95 can be substituted for COMP 1001.

Elective Courses

AICO 2000 AutoCAD 2	3.0
*AICO 2010 AutoCAD for Windows	1.5
OR	
AICO 2020 AutoCAD Customization 1	3.0
AICO 3000 AutoCAD 3	1.5
AICO 3005 AutoCAD Customization 2	OR
*AICO 3075 CAD Customization Using AutoLISP	3.0
*AICO 4000 Solid Modeling	1.5
AICO 3040 Mechanical Desktop 1: Designer	1.5
AICO 4010 Engineering Presentation Graphics Using 3D Studio 1	1.5
AICO 4015 Engineering Presentation Graphics Using 3D Studio 2	1.5
AICO 4040 Mechanical Desktop 2: AutoSurf and Assembly Modeling	1.5
*BLDG 2830 Architectural CAD (ASG)	3.0
BLDG 2840 Architectural CAD 1	2.0
BLDG 2845 Architectural CAD 2	2.0

*Discontinued courses, but students who previously completed these courses may apply their credits towards the certificate.

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 of CAD.

NEW CERTIFICATE PROGRAM

ASSOCIATE CERTIFICATE IN COMPUTER AIDED MANUFACTURING

A selection of Part-time Studies courses will be offered that will lead to an Associate Certificate in Computer Aided Manufacturing Technology. Computer Aided Manufacturing (CAM) tools are being increasingly used in manufacturing fields.

The Associate Certificate program is intended for:

- machinists, technicians or individuals experienced in the operation of machine tools;
- individuals who are working in the manufacturing field who need to develop their CAM proficiency;
- individuals who require a formalization of their technical abilities in manufacturing.

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 three credits from the list of elective courses to achieve a total of 22 credits.

Program requirements: Associate Certificate in Computer Aided Manufacturing

Core Courses (19 credits)	Credits
AICO 1000 AutoCAD 1	3.0
AICO 1010 SmartCAM	3.0
MECH 1000 Drafting Fundamentals	3.0
MECH 1010 Manufacturing Processes 1	4.0
MECH 8012 Advanced CAM Applications	3.0
*MANU4090 Practicum	3.0

*MANU 4090 to be performed upon completion of all other credits.

Elective Courses

AICO 2000 AutoCAD 2	3.0
AICO 3000 AutoCAD 3	1.5
AICO 3040 Mechanical Desktop 1: Designer	1.5
*AICO 4000 Solid Modeling	1.5
COMP 1001 Understanding PC/MS DOS	1.5

*AICO 4000 Solid Modeling is no longer offered but students who previously completed this course may apply their credits towards the certificate.

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.

COURSES OFFERED IN SPRING 1997 TERM



Early registration is advised since space is limited in most courses.

Many of the courses require manuals and diskettes which can be purchased at the first session.

AICO 1000 AUTOCAD 1 \$435

Introduces the AutoCAD workstation including basic 2D drawing creation, editing, view manipulation, text, dimensioning, hatching and plotting. Prerequisite: Basic drafting knowledge and computer literacy recommended.

Apr 12 Sat	6 wks	DTC	CRN	21229
0900-1600				
Apr 12 Sat	6 wks	BBY		21230
0830-1530				
Apr 14 Mon-Fri	1 wk	BBY		21238
0830-1630				
Apr 14 Mon	12 wks	BBY		21232
Apr 14 Mon-Fri	2 wks	DTC		21231
0900-1235				
Apr 15 Tue	12 wks	DTC		21226
1730-2030				
Apr 15 Tue	12 wks	BBY		21225
Apr 16 Wed	12 wks	BBY		21227
Apr 17 Thr	12 wks	BBY		21228
Apr 21 Mon-Fri	1 wk	BBY		21233
0830-1630				
Apr 28 Mon-Fri	1 wk	DTC		21239
0900-1700				
May 05 Mon-Fri	2 wks	BBY		21242
0830-1205				
May 12 Mon-Fri	1 wk	DTC		21244
0900-1700				
May 24 Sat	6 wks	BBY		21241
0830-1530				
May 26 Mon-Fri	2 wks	DTC		21243
0900-1235				
Jun 02 Mon-Fri	1 wk	BBY		21237
0830-1630				
Jun 09 Mon-Fri	1 wk	BBY		21245
0830-1630				
†Jul 07 Mon-Fri	1 wk	DTC		21223
0900-1700				
†Jul 14 Mon-Fri	1 wk	DTC		21224
0900-1700				

AICO 1010 SMARTCAM \$435

Presents the use of SmartCAM software for automatic tool path generation from CAD models produced with AutoCAD software. Programs are proven on CNC milling machines and lathes.

Apr 14 Mon 12 wks BBY CRN 21258

AICO 2000 AUTOCAD 2 \$435

Continues from AICO 1000. Focuses on the use of AutoCAD's advanced construction and editing tools. Covers symbol libraries, external references, advanced dimensioning, file management, system variables, drawing layout tools, advanced plotting, and spline curves. Prerequisite: AICO 1000.

Apr 12 Sat	6 wks	BBY	CRN	21249
0830-1530				
Apr 16 Wed	12 wks	BBY		21246
Apr 17 Thr	12 wks	DTC		21248
1730-2030				
Apr 28 Mon-Fri	1 wk	BBY		21252
0830-1630				
May 05 Mon-Fri	1 wk	DTC		21255
0900-1700				
*May 20 Mon-Fri	2 wks	BBY		21256
0830-1230				
*No class Monday, May 19, 1997.				
May 24 Sat	6 wks	BBY		21253
0830-1530				
May 24 Sat	6 wks	DTC		21254
0900-1600				
Jun 09 Mon-Fri	2 wks	DTC		21257
0900-1235				
Jun 16 Mon-Fri	1 wk	BBY		21251
0830-1630				
†Jul 21 Mon-Fri	1 wk	DTC		21247
0900-1700				

Engineering Technology

AICO 2020 AUTOCAD CUSTOMIZATION 1

\$435

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, object linking and embedding, slide libraries, custom linetypes, dialog boxes, and basic DIESEL. Covers both DOS and Windows versions of AutoCAD. Prerequisite: AICO 2000.

Apr 16 Wed 12 wks BBY CRN 23464
Jun 23 Mon-Fri 1 wk BBY 23466
0830-1630

AICO 3000 AUTOCAD 3

\$290

Introduces the 3D capabilities of AutoCAD. Covers the fundamentals of 3D wireframe construction regions, surface generation and rendering. Prerequisite: AICO 2000.

Apr 12 Sat 3 wks BBY CRN 21259
0830-1530
Apr 15 Tue 6 wks BBY 21260
May 27 Tue 6 wks BBY 21261
Jun 07 Sat 3 wks BBY 21262
0830-1530
Jun 23 Mon-Wed 3 days DTC 25149
0900-1600

AICO 3005 AUTOCAD CUSTOMIZATION 2

\$435

Introduces the AutoLISP programming environment. Includes AutoLISP programming concepts, development of applications in parameterized drawings, user defined commands, and interfacing with the drawing file database. Prerequisite: AICO 2000 (AICO 2020 recommended).

Apr 17 Thr 12 wks BBY CRN 20955

AICO 3040 MECHANICAL DESKTOP 1: DESIGNER

\$290

Mechanical Desktop by AutoDesk integrates 3D part, assembly and surface modeling tools, and automatically generates 2D dimensioned drawings. The AutoCAD Designer component is a parametric, feature-based solid modeler that can be used to automate mechanical part design. Prerequisite: AICO 2000 or equivalent (AICO 3000 recommended).

Apr 17 Thr 6 wks BBY CRN 22889

AICO 3070 INTRODUCTION TO C PROGRAMMING

\$435

Introduces C programming with emphasis on algorithm development and structural programming techniques. Includes engineering applications and is a required prerequisite for AutoCAD users interested in the AutoCAD Development System (ADS).

Apr 15 Tue 12 wks BBY CRN 21215

AICO 4010 ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO 1

\$290

Instructs students in the production of quality computer graphics such as rendered images and graphic animations. Three dimensional models will be rendered and animated with AutoDesk's 3D Studio software. Applications using 3D rendering and animation include engineering and product design as well as architectural modeling. Prerequisite: AICO 3000.

Apr 12 Sat 6 wks BBY CRN 21265
0900-1200

AICO 4015 ENGINEERING PRESENTATION GRAPHICS USING 3D STUDIO 2

\$290

Continues from AICO 4010. The course examines advanced topics such as morphing, image processing and video post processing. Other presentation related topics include batch processing, scripted slide shows, video transfer and multimedia applications. Prerequisite: AICO 4010.

May 24 Sat 6 wks BBY CRN 23467
0900-1200

AICO 4040 MECHANICAL DESKTOP 2: AUTOSURF AND ASSEMBLY MODELING

\$290

Continues from AICO 3040. The AutoSurf component of Mechanical Desktop allows for the creation of 3D curves and complex surface models. When combined with Designer, parametric solid models with free-form surfaces can be created. With Designer's assembly modeling tools, assemblies can be created and documented complete with exploded views, balloons and bills of materials. Prerequisite: AICO 3040.

May 29 Thr 6 wks BBY CRN 24846

AICO 4070 DATA STRUCTURES IN C

\$435

Continues from AICO 3070, covering C software techniques with emphasis for CAD and GIS users. Examples and problems based on file translation, 2D and 3D graphics, windows and image processing using structured codes and libraries. Prerequisite: AICO 3070 or equivalent experience.

Apr 16 Wed 12 wks BBY CRN 21216

MECH 7017 INSPECTION METHODS FOR QUALITY CONTROL

\$435

Covers methods used to determine the quality of manufactured components. Topics include in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors, tolerance stackup and measurement costs will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: Diploma of Engineering Technology or equivalent.

Apr 16 Wed 12 wks BBY CRN 25150

MECH 7040 INTRODUCTION TO THE FINITE ELEMENT METHOD

\$435

Introduces the finite element method (FEM) for linear static analysis of structures and machine components. Topics include the displacement method, matrix solution techniques, stress interpretation, modeling with 3D elements and automatic mesh generation. Prerequisite: Diploma of Engineering Technology or equivalent.

Apr 14 Mon 12 wks BBY CRN 21266

MECH 7045 INDUSTRIAL DESIGN PROCESS

\$435

Provides detailed investigation of the engineering design process. Students will learn methods to establish design criteria, generate design alternatives, and evaluate the alternatives against the design criteria. Topics include creativity, brainstorming, divergent thinking and consideration of function, ergonomics, serviceability and aesthetics in a design.

Apr 14 Mon 12 wks BBY CRN 25151

MECH 7051 INTRODUCTION TO MACHINE VISION

\$435

Introduces the use of Machine Vision systems using state-of-the-art techniques and equipment. Emphasizes the use of the hardware required for capturing, transmitting and storing images. Also introduces image preprocessing and analysis using commercial software. Prerequisite: Diploma of Engineering Technology or equivalent and departmental approval.

Apr 17 Thr 12 wks BBY CRN 21268

MECH 8012 ADVANCED CAM APPLICATIONS

\$435

Explores advanced computer-aided machining (CAM) techniques used to produce tool path for surfaces and for multiaxis machining. Topics include constructing and editing surfaces to define tool paths, generating tool paths for 5-axis positioning, and generating tool paths for rotary machining. Software applications such as APT and SmartCAM will be used to demonstrate techniques. Prerequisite: AICO 1010 or equivalent.

Apr 16 Wed 12 wks BBY CRN 23142

UNIX

AICO 1070 INTRODUCTION TO UNIX

\$290
Includes elementary UNIX commands, files and directory structures, the VI editor, piping and shell script programming with Bourne or C shells. Taught on workstations using a hybrid system V/BSD UNIX. Prerequisite: Computer experience. Previous operating system a definite asset.

Apr 14 Mon 6 wks BBY CRN 20961
Apr 17 Thr 6 wks BBY 20956
Apr 21 Mon-Wed 2.5 days BBY 20959
Mon/Tue 0830-1630
Wed 0830-1200
May 12 Mon-Wed 2.5 days BBY 20958
Mon/Tue 0830-1630
Wed 0830-1200
May 29 Thr 6 wks BBY 20957
Jun 02 Mon-Wed 2.5 days BBY 20960
Mon/Tue 0830-1630
Wed 0830-1200

AICO 2070 INTRODUCTION TO UNIX SHELL SCRIPT PROGRAMMING

\$290

Covers basic shell script programming based on the Bourne and C shell. Includes control structures, shell variables and commands, as well as the user shell environment. The kernel and its relationship to the shell is introduced. Prerequisite: AICO 1070 or equivalent industry experience (minimum one year).

May 26 Mon 6 wks BBY CRN 21240
Jun 16 Mon-Wed 2.5 days BBY 21219
Mon/Tue 0830-1630
Wed 0830-1200

MICROSTATION

AICO 2009 MICROSTATION 2

\$435

Continues from AICO 1009. Covers advanced topics including reference files, cell library creation and use, multi-lines and patterning. Prerequisite: AICO 1009.

Apr 15 Tue 12 wks BBY CRN 23760

FISH HARVESTING AND PROCESSING

(604) 432-8948

(604) 432-8723

This program operates according to the current requirements of the fishing industry. Courses and workshops are developed with the assistance of industry committees and scheduled, as needed. Contact Sharon Cameron at (604) 432-8723 to be put on our mailing list for notification of this program's activities.

Previous offerings included:

- QMP Inspection Workshop (FISH 0120)
- Double Seam Workshop (FISH 0140)
- Canned Salmon: Screening Line Theory and Operation (FISH 0141)
- Fundamentals of Thermal Processing Science (FISH 0142)
- Seafood Processing and Quality (FISH 1900)

Contact the coordinator, Denise DeLeebeek at (604) 432-8948 for course information.

GEOGRAPHIC INFORMATION SYSTEMS

(604) 432-8521

All BCIT GIS part-time courses assume that students are familiar with the basic concepts, terminology and use of computer systems.

GIST 0228 PROGRAMMING WITH AVENUE

\$332

Introduces AVENUE, the object oriented programming language used to customize ArcView. In this course students learn about customizing the ArcView interface, AVENUE classes, objects and requests, and the programming features of AVENUE. Prerequisite: GIST 0128. Previous programming experience highly recommended.

Jun 04 Wed-Thr 2 days BBY CRN 23472
0830-1730

GIST 5027 MAPINFO 1

\$332

Introduces MAPINFO, a popular and user friendly desktop mapping product that runs within Microsoft Windows. Students learn how to query maps and databases to produce maps, charts and reports and perform simple data import and GIS analysis. Students should be familiar with Windows 3.1 before taking this course.

May 26 Mon-Tue 2 days BBY CRN 24819
0830-1730

GIST 5028 ARCVIEW 2 FOR WINDOWS

\$332

Presents a hands-on course that introduces ARCVIEW 2, a powerful desktop GIS software package. Teaches students how to use ARCVIEW 2 to perform spatial query and analysis, produce maps, charts and reports. Students should be familiar with Windows 3.1 before taking this course.

Jun 02 Mon-Tue 2 days BBY CRN 24820
0830-1730

GIST 5100 FUNDAMENTALS OF GEOGRAPHIC INFORMATION SYSTEMS

\$248

Presents an overview of GIS covering fundamental concepts and terminology, methods of data collection and input, data modeling and representation, concepts of database systems, manipulation and analysis features of GIS.

Apr 15 Tue 12 wks BBY CRN 20731

GIST 5128 ARC/INFO GIS 1

\$423

Presents a practical course using ARC/INFO GIS software in a UNIX workstation environment. Topics include database design, data entry and editing in ARCEDIT, data manipulation and analysis, and map design in ARCPLOT.

Apr 15 Tue 12 wks BBY CRN 25152
Apr 19 Sat 6 wks BBY 20733
0830-1530

*Note: No class held Sat., May 17, 1997.

Jun 09 Mon-Fri 1 wk BBY 23229
0830-1630

Jun 16 Mon-Fri 1 wk BBY 23763
0830-1630

GIST 6128 ARC/INFO GIS 2

\$473

Continues from GIST 5128, covering the use of ARC Macro language programming, database software, coordinate geometry, digital terrain modeling, analytical GIS functions, and import/export of data. Prerequisite: GIST 5128.

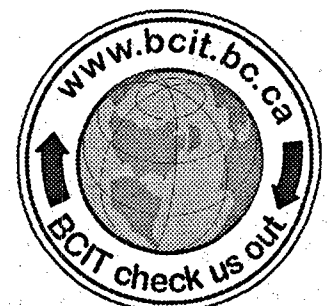
Apr 17 Thr 11 wks BBY CRN 20735
1830-2145



Register Early and Win! (604) 434-1610

Spring into action! Register for your BCIT course by Mar. 14 and you could win a free course!

Eleven free courses will be given away. Register today!



Engineering Technology

MECHANICAL/MECHANICAL SYSTEMS

(604) 432-8521
(604) 432-8274

ASSOCIATE CERTIFICATE PROGRAM IN MECHANICAL SYSTEMS

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs with options indicated in the course lists below.

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 fulfil credit requirements.

Courses are subject to change, reflecting the continuing development of the program.

Mandatory courses	Credits
AICO 1000 AutoCAD 1	3.0
COMP 1104 Introduction to Computing	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.

Option courses

Heating, Ventilating and air Conditioning Level 1

MSYS 1082 Heating and Ventilating 1: Residential	3.0
MSYS 1084 Heating and Ventilating 2: Commercial	3.0
MSYS 3082 Air Conditioning 1	3.0

Level 2	Credits
MSYS 2082 Heating and Ventilating 2	3.0
MSYS 4083 Air Conditioning 2	3.0

Plumbing

Level 1	Credits
MSYS 1086 Potable Water Plumbing Design	2.0

Level 2	Credits
MSYS 1087 Drainage Plumbing Design	2.0

Fire Protection

Level 1	Credits
MECH 4080 Automatic Sprinkler Systems Design 1	3.0

Level 2	Credits
MECH 4082 Automatic Sprinkler Systems Design 2	3.0
MSYS 2080 Automatic Sprinkler and Standpipe Systems Testing	3.0

Elective courses

Approved courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

COURSES OFFERED IN SPRING 1997 TERM

MECH 1000 DRAFTING FUNDAMENTALS \$305

Teaches techniques and develops skills in manually producing and reading basic drawings. Emphasis will be placed on orthographic projections and mechanical detail drawings. Recommended as a prerequisite to CAD graphics courses.

Apr 15 Tue/Thr 7 wks BBY CRN 20953

MSYS 1086 POTABLE WATER PLUMBING DESIGN \$153

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to potable water systems. Examples for sizing components and piping will be reviewed.

Apr 15 Tue 8 wks BBY CRN 22765

MSYS 1087 DRAINAGE PLUMBING DESIGN \$153

Encompasses a study of principles and practices of plumbing systems with a strong emphasis on achieving an acceptable level of proficiency in understanding components, materials and design layout as applied to drainage water systems. Examples for sizing components and piping will be reviewed.

Apr 17 Thr 8 wks BBY CRN 22766

MSYS 2080 AUTOMATIC SPRINKLER AND STANDPIPE TESTING \$331

Provides those who operate, test and maintain automatic sprinkler and standpipe fire protection systems with an understanding of system components and their operation; procedures for completing commissioning tests, weekly, monthly, annual and other tests required by legislation, international standards and good practice; testing of water supplies; interpreting test results, recommending changes for code compliance. Prerequisite: Industry experience or departmental approval.

Apr 16 Wed 12 wks BBY CRN 20954

MSYS 2084 FIRE ALARM SYSTEMS: INSPECTION AND TESTING \$331

Reviews the components, function 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. This course will include field trips. Prerequisite: General knowledge of fire alarm wiring, basic electricity and electronics and Interim Certification in Fire Alarms with ASTTBC.

Apr 14 Mon 12 wks BBY CRN 25153

MSYS 2086 SMOKE CONTROL AND HVAC SYSTEMS \$276

Provides those who inspect, test and maintain Smoke Control and HVAC Systems with an understanding of components and their function; Building Code requirements for Smoke Control Systems; procedures for completing commissioning tests; Testing and Inspection requirements of the Fire code. Prerequisite: Industry experience or departmental approval.

Apr 14 Mon 10 wks BBY CRN 23572

MINING

(604) 432-8323
(604) 432-8723

MINE 1210 MINE RESCUE \$450

Prepares candidates for B.C. Mine Rescue Certification exam given on last day of this course which covers both *open-pit* and *underground* options. This certification is also a partial requirement for B.C. Mining Shift Boss Certification. A separate exam fee will be levied by the ministry responsible for administering the exam. To decrease homework load and allow pre-reading, a manual and schedule will be mailed when full fees are paid. Instructors are Bill Shuttleworth and John Fairley. Please note: *facial hair must be kept trimmed during this course, to allow proper sealing with breathing apparatus.* Class size limited to 12 participants - register early by contacting Sharon Cameron at (604) 432-8723.

Mar 10 Mon-Fri 1 wk BBY CRN 17584
0830-1630

NON-DESTRUCTIVE TESTING (604) 432-8946

NDTE 1169 RADIOGRAPHY LEVEL 1 \$792

Jun 30 Mon-Sat 1 wk BBY CRN 20450
0800-1630

NDTE 1170 ULTRASONICS LEVEL 1 \$792

Jun 16 Mon-Fri 1 wk BBY CRN 20451
0800-1630

NDTE 1172 MAGNETIC PARTICLE/LIQUID PENETRANT \$792

Jun 23 Mon-Fri 1 wk BBY CRN 20453
0800-1630

PLASTICS

(604) 432-8971
(604) 432-8274
(604) 432-8350

PLASTICS ASSOCIATE CERTIFICATE PROGRAM

A selection of courses will be presented which can be completed through an evening study program and which will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites;
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry;
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering planning, purchasing, sales etc.

The Associate Certificate program courses are taught at a level that assumes students have completed secondary school math, science and english or equivalent.

The program consists of three sections mandatory courses, mandatory optional 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 optional 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 IN SPRING 1997 TERM

PLAS 1031 EXTRUSION: PIPE/PROFILE/CAST \$142

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.

Apr 28 *Mon 4 wks BBY CRN 24823
1900-2200

*Note: No class Monday, May 19, 1997.

PLAS 1071 PLASTICS SPC 2 \$142

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.

Apr 29 Tue 4 wks BBY CRN 24822
1900-2200

PLAS 1072 PLASTICS SPC 3 \$194

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.

May 27 Tue 4 wks BBY CRN 23468
1900-2200

PUBLIC WORKS OPERATIONS (604) 451-6803 (604) 432-8521

PUBW 1001 INTRODUCTION TO PUBLIC WORKS OPERATIONS \$203

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, water mains or roadworks training courses.

Apr 16 Wed 6 wks BBY CRN 20738
1830-2130

PUBW 1141 MUNICIPAL PLAN READING \$213

Introduces the student to interpretation of engineering drawings used in public works construction. This will involve correlation between construction layout, specifications and standard drawings.

Apr 16 Wed 10 wks BBY CRN 20737
1830-2130

PUBW 1143 CONSTRUCTION QUANTITIES 2 \$213

Builds on the knowledge gained in PUBW 1142 by examining the quantities involved in more complex exercises and activities. The speed and accuracy of the computations will increase and new material involving the application of basic trigonometry will be covered. The application of algebra to solve common problems will be enhanced. Emphasis will again be placed on relating the in-class examples to workplace applications in roadworks, sewer and watermain related activities. Prerequisite: PUBW 1142.

Apr 15 Tue 10 wks BBY CRN 22819
1830-2130

OH NO, YOU HAD TO CANCEL IT??

Sorry, but sometimes excellent courses with super instructors are cancelled if someone waits until the last minute to register. Our programmers make a decision approximately one week prior to a course start date to allow for proper preparation. Minimum class numbers must be registered at that time, so please register early to avoid disappointment for yourself, others and the instructor.

Engineering Technology

PUBW 2203 PUMPS: STORM \$393

The operation and maintenance of storm drainage pumping facilities requires a broad knowledge of mechanical, electrical and the instrumentation components of the facility. Demonstrates common types of pumps and typical maintenance procedures. Examples of mechanical components will be clearly demonstrated, including dismantling of pumps. Consideration will also be given to stilling wells, flood boxes, flap gates, ditches, canals and box culverts. Prerequisite: PUBW 1201.

Apr 16 Wed 12 wks BBY CRN 21406
1830-2130

PUBW 2205 PUMPS: ELECTRICAL AND CONTROLS 2 \$393

Continues from PUBW 1201. Begins by exploring application, operation and I/O interaction of PLC's. Topics include logic concepts, programming devices, implementing and programming a PLC system together with installation, start up and maintenance. The second half of the course will cover SCADA systems involving communication data, RTU's, alarm conditions and event messaging. Aspects of output displays, routine operations, keyboard operations and system constraints together with many other topics will conclude the course. Prerequisite: PUBW 1201.

Apr 17 Thr 12 wks BBY CRN 22846
1830-2130

Note: Revised courses for sewer and water operations. At the time of flyer publication, BCIT and BCWWA were negotiating an arrangement to jointly present revised courses for sewer and water operators that would lead to operator certification. Please call (604) 451-6803 for an information sheet.

RENEWABLE RESOURCES (604) 432-8804

REN2510 LOG RESIDUE AND WASTE SURVEY CERTIFICATION \$433

A five-day review (35 hrs) offered in conjunction with the ministry of forests. A background in cruising or scaling would be a definite asset. Suitable experience or a temporary Resident and Waste Certificate is a prerequisite to writing the examination for certification (given on the last day of the course). A separate exam fee will be levied by the ministry of forests prior to writing this exam.

May 05 Mon-Fri 1 wk BBY CRN 23058
0830-1630

ROBOTICS AND AUTOMATION (604) 432-8521 (604) 432-8274

ROBT 0010 INTRODUCTION TO INDUSTRIAL ROBOTICS \$260

Presents an introductory course investigating automation systems found in modern manufacturing facilities. Basic operations, programming and applications of robotic workcells will be analysed. Interfacing and programming of Programmable Logic Controllers (PLCs) will be studied. Hands-on instruction will be given on BCIT's robotics systems and PLCs.

Apr 19 Sat 5 wks BBY CRN 21264
0900-1300

Register Early and Win!
(604) 434-1610

Spring into action! Register for your BCIT course by Mar. 14 and you could win a free course! Eleven free courses will be given away. Register today!

GEOMATICS (SURVEYING AND MAPPING) (604) 432-8521 (604) 432-8992

SURV 1100 SURVEY FUNDAMENTALS FOR INSPECTORS \$184

Covers identification and significance of survey monuments; interpretation of legal and engineering plans; slope and horizontal distance measurements with determination of offsets. Terminology associated with leveling: elevation, cut, fill, invert, datum, benchmark etc. along with an introduction to leveling field procedures and notekeeping. The course runs Tuesdays until May 6, 1997 and the last six hours of the class are held Saturday, May 10, 1997. The last session is a practical session in the use of basic survey equipment.

Apr 15 *Tue/Sat 4 wks BBY CRN 21404
*Tue: Apr 15-May 6, '97 1845-2145
*Sat: May 10, '97 0900-1600

SURV 1103 SURVEY INSTRUMENT OPERATIONS: LEVELS \$150

Introduces leveling including the use of the hand level, automatic level and tilting level. Leveling procedures, notekeeping formats, note reduction and adjustments of level circuits are covered. Short field exercises.

Apr 19 Sat 3 wks BBY CRN 23476
0900-1600

SURV 1104 SURVEY INSTRUMENT OPERATIONS: TRANSIT AND EDM \$248

Introduces theodolites, low end total stations and steel tapes. Horizontal and vertical angular measurements with typical notekeeping formats and reductions. Field testing and checks on instrumental errors. Corrections for taped distances and electronically measured distances. Short field projects.

May 17 Sat 5 wks BBY CRN 23477
0900-1600

SURV 1116 GPS FOR NAVIGATION AND GIS \$204

Presents the fundamental concepts of GPS, currently available hardware and software, hands-on GPS field and processing procedures for C/A code receivers, interpretation of printouts, demonstration of real time positioning.

Apr 16 Wed 6 wks BBY CRN 23478

SURV 1118 PROGRAMMING THE HP48G(X): SURVEYING APPLICATIONS \$266

Includes models HP48G and HP48GX. Manual operations with emphasis on the use of mathematical functions for solving surveying problems. Development of programs for survey applications including input/output (I/O) capabilities for transferring data.

Apr 16 Wed 8 wks BBY CRN 25032

SURV 1190 SURVEY CAD: RAPID TRANSIT \$266

Presents custom survey application software for coordinate geometry and CAD plans. Survey routines include traversing, inverting, areas, intersections, transformations, curve calculation, contouring and volumes.

May 24 Sat 6 wks BBY CRN 20946
0900-1300

SURV 1200 SURVEYING WITH TOTAL STATIONS \$346

Covers all aspects of the total station in order to take advantage of its capabilities; operation of the instrument; field measurements; data acquisition with the data collector; data processing and use of computer software to produce final plans.

Apr 19 Sat 5 wks BBY CRN 21470
0900-1600

SURV 2105 CONSTRUCTION SURVEYING TECHNIQUES \$305

Teaches builders, carpenters, site survey technicians and construction crews how to use the level and transit to carry out site surveys, for example, in high-rise construction. Topics include establishing control points, grids, referencing, bench marks; setting out elevations and survey points by various methods; independent field checks and quality control. Prerequisite: SURV 1101, 1102 and 1108 or departmental approval.

Apr 19 Sat 6 wks BBY CRN 20944
0900-1600

SURV 2112 PLANE SURVEYING COMPUTATIONS 3 \$348

Includes the principles and calculation procedures for transition curves, partitioning of land with circular boundaries and the resection problem. The accuracy and reliability of laying-out procedures and techniques will be introduced. Further topics include the reduction of eccentric observations for distance and direction, Helmert's transformation, consistency checks and UTM computations. Prerequisite: SURV 1114 or SURV 1112.

Apr 15 Tue 12 wks BBY CRN 24843

WOOD PRODUCTS MANUFACTURING (604) 432-8885 (604) 432-8723

WOOD 1020 LUMBER FINISHING AND SAW TECHNOLOGY \$316

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.

* Note: Two parallel sessions are run so participants can choose the session most compatible with their current work schedule; however, shiftworkers should initially register in the day session.

Apr 09 Wed 8 wks BBY CRN 24068
1845-2145

Apr 09 Wed 8 wks BBY 24071
1130-1420

BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY (EET) (604) 451-6906 (604) 432-8344

EMAIL:

MMCCORMI@BCIT.BC.CA

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.

The 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 practising 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

ORIENTATION NIGHT - NO CHARGE

The Environmental Engineering department invites anyone interested in pursuing a Bachelor of Technology in Environmental Engineering to attend this orientation session. Program content and study modes will be discussed.

Date: Wednesday, May 14, 1997
Time: 18:30-20:30
Location: BCIT Burnaby campus,
Building SW1, Room 1205

If you wish to attend, please call Monica McCormick at (604) 451-6906.

EENG 7712 ORGANIC CHEMISTRY \$167

Introduces 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.

Apr 22 Tue 6 wks BBY CRN 24813
1830-2130

EENG 7717 HYDROLOGY FOR EET \$167

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.

Apr 22 Tue 6 wks BBY CRN 24812
1830-2130

EENG 7719 SURVEY TECHNIQUES FOR EET \$167

An introduction of fundamental concepts of surveying with applications for applied waste management. 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, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or departmental approval.

Apr 26 Sat 6 wks BBY CRN 24804
0900-1200

EENG 7720 APPLIED MICROBIOLOGY \$167

Microbiology is the study of microorganisms and their activities. This course will present the types and functions of microorganisms and provide examples as to where microbiology is used within the engineering field to reduce the environmental impacts of industrial processes and for the protection of human health. Covers basic characteristics of bacteria, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisite: EENG 7710, EENG 7711 and EENG 7712 or departmental approval.

Apr 23 Wed 6 wks BBY CRN 25037
1830-2130

EENG 7721 APPLIED TOXICOLOGY \$167

Provides an introduction to the principles of toxicology, as applied to environmental engineering. Topics include a review of biological, organic and inorganic substances and their properties and behavior 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 7720.

Jun 11 Wed 6 wks BBY CRN 25042
1830-2130

Engineering Technology

EENG 7741 CONTAMINANT HYDROGEOLOGY

\$334

This course is the second of a three-course series in the Groundwater technical studies. A continuation of EENG 7740, it examines the major sources of groundwater contaminants and their flow in groundwater, and presents the processes by which contaminants are transported through the subsurface as free-phase products or dissolved aqueous constituents. Topics include terminology, water quality, chemical constituents of groundwater, natural chemical evolution of groundwater, instrumentation, transport in fractures rock LNAPL's and DNAPL's and transport mechanisms, measurement of parameters, sources of contamination, and an introduction to solutions employing analytical and numerical methods. Prerequisite: EENG 7740.

Apr 17 Thr 12 wks BBY CRN 24815
1830-2130

EENG 7742 GROUNDWATER MODELING: NUMERICAL

\$334

This course is the third of a three-course series in the Groundwater technical studies. It introduces students to the basics of two major modelling tools used in industry: finite difference and finite element. Explores mathematical basis of the two methods and allows students to experiment with simple models of each type, using computers. Prerequisite: EENG 7741 (may be taken concurrently).

Jun 09 Mon/Wed 6 wks BBY CRN 25039
1830-2130

EENG 8754 INDUSTRIAL WASTEWATER TREATMENT 3

\$167

This course is a continuation of EENG 8753 and covers additional treatment methods for industrial liquid wastes. The unit processes discussed are primarily physical-chemical processes including chemical coagulation and precipitation, adsorption, ion exchange, membrane separation, chemical oxidation and gas transfer. Concludes with a discussion on residual management. Prerequisite: EENG 8753.

Apr 25 Fri 6 wks BBY CRN 24805
1830-2130

EENG 8762 LANDFILL DESIGN AND OPERATION

\$167

This is the third course of the four-course technical series on the subject of solid waste. Examines landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisite: EENG 8761 and EENG 7741.

Apr 22 Tue 6 wks BBY CRN 24810
1830-2130

EENG 8763 ENVIRONMENTAL CONTROLS FOR LANDFILLS

\$167

This is the last course of the four-course technical series on the subject of solid waste. Examines state-of-the-art environmental control systems that are being used in BC and in the USA to meet new government regulations. The course will include 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.

Apr 24 Thr 6 wks BBY CRN 24807
1400-1700

Jun 11 Wed 6 wks BBY 25043
1830-2130

EENG 8768 ADVANCED RESIDUALS MANAGEMENT

\$334

Hazardous material and waste management is a subject that touches all lives. Every day we encounter hazardous material or hazardous waste in our homes, schools and place of work. How one manages those encounters is the topic of this course, designed to help students learn on all 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. Other topics such as pollution prevention and waste minimization will be covered.

This course is designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8760.

Apr 24 Thr 12 wks BBY CRN 24806
1830-2130

EENG 8769 ADVANCED RESIDUALS TREATMENT

\$334

Designed to provide students with the fundamentals of hazardous material and waste in relation to chemistry and chemical processes. Describes major treatment technologies and methods traditionally applied to hazardous material and waste. There will be a particular emphasis on incineration, solidification and utilization of hazardous waste as an alternative fuel in combustion processes.

This course is designed at a level to be useful to a broad spectrum of professionals involved with various aspects of hazardous materials and wastes, including regulation, treatment, remediation, transport, waste minimization and research. Prerequisite: EENG 8760.

Apr 22 Tue 12 wks BBY CRN 25035
1830-2130

EENG 8770 ENVIRONMENTAL SITE ASSESSMENT

\$167

This course is the first of a five-course series in the contaminated sites technical studies. It has two primary purposes. First, it summarizes the five main processes in the management of contaminated sites: site audit, site investigation, risk assessment, sampling, and treatment and monitoring. Second, it gives students the necessary knowledge and skills to perform a site audit. It focuses on the BC regulatory context with particular emphasis on "due diligence" requirements and on current practices in environmental site assessments (ESAs) and environmental audits (EAs). Case histories will be used as examples to demonstrate the principles of ESAs and EAs. Prerequisite: EENG 7700 or departmental approval.

Apr 21 Mon 6 wks BBY CRN 24833
1830-2130

EENG 8772 SITE REMEDIATION & RISK ASSESSMENT PROCESS

\$167

This course is the third of a five-course series in the contaminated sites technical studies. It introduces students to the third major process in contaminated site management: site remediation and risk assessment. Focusing on the role of the site investigator, it promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. Building on the site investigation data from EENG 8771 - Contaminated Site Investigation Process, this course focuses specifically on toxicological principles of risk assessment, and on the evaluation and design processes for site remediation. It also lays the foundation for the application of these processes in EENG 8774. Prerequisite: EENG 8771.

Apr 22 Tue 6 wks BBY CRN 24832
1830-2130

EENG 8774 SITE REMEDIATION TECHNOLOGIES

\$167

This course is the last of a five-course series in the contaminated sites technical studies. It focuses specifically on the range of remedial technologies that are available and provides students with the skills to apply appropriate technologies in given situations. Discussion on the techniques to monitor and evaluate performance of the selected remedial options is also included. Since this is the final course in the series, it also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773.

Apr 21 Mon 6 wks BBY CRN 24814
1830-2130

Apr 23 Wed 6 wks BBY 24811
1400-1700

Jun 10 Tue 6 wks BBY 25041
1830-2130

EENG 8780 ENVIRONMENTAL LAW 1

\$167

There is a wide array of environmental laws that govern modern activities. This course provides an overview of the Canadian legal system and sources of environmental law. It addresses federal, provincial and local government powers to regulate the environment, as well as British Columbia and federal environmental laws governing water, air, transportation of dangerous goods, contaminated land, and waste and hazardous substance management. Sources of liability for individuals, directors and officers, companies and environmental professionals and the basic elements of due diligence are also covered. Finally, it examines pollution prevention planning, the ISO 14000 model of Environment Management System and other future trends in environmental law. (Please note: Environmental impact assessment and laws governing the management of natural resources are covered in Environmental Law 2.) Prerequisite: EENG 7700 or departmental approval.

Jun 09 Mon 6 wks BBY CRN 25040
1830-2130

EENG 8781 RISK ASSESSMENT

\$167

Examines 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. Study EPA risk assessment procedures and their application and limitations. Prerequisite: EENG 8780.

Apr 24 Thr 6 wks BBY CRN 25038
1830-2130

EENG 8782 VALUE ANALYSIS AND ENVIRONMENTAL MANAGEMENT

\$167

Provides an overview of the context, process, framework, methods and case studies for valuing and managing environmental aspects of projects on a global, regional and local scale. The course will provide the student with the knowledge and tools needed to apply cost benefit analysis method for appraisal of environmental projects including putting value on environmental effects. The student will also learn to apply the guiding principles of sustainability; and consider the laws, policies and regulations related to environmental management. Other topics include Environmental Management Systems (EMS), life-cycle analysis; environmental risks and liabilities. Prerequisite: EENG 8781.

Jun 12 Thr 6 wks BBY CRN 25044
1830-2130

EENG 8783 RISK MANAGEMENT

\$167

Covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media, and financial limitations. The importance of risk communication, including communication factors influencing successful and unsuccessful projects will be assessed. Other risk management options including prevention planning, emergency response, containment, on-site treatment, off-site treatment, landfill and other storage means will be examined from the above perspectives. Prerequisite: EENG 8781.

Apr 22 Tue 6 wks BBY CRN 25036
1830-2130

EENG 8901 PROJECT PROPOSAL

\$167

After selecting the research project topic, this course will help the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. The proposal is to be submitted to the department for approval before the student proceeds with the project. By this time the student will have selected an industry sponsor who will help clarify the nature of the applied project. The sponsor will provide occasional guidance and support relating to the analysis/research portion of the project. This course consists of two formal presentations integrated with independent study and tutorial sessions. Prerequisite: EENG 8900.

Apr 26 Sat 2 wks BBY CRN 24809
0900-1200

EENG 8902 TECHNICAL PRESENTATIONS

\$334

The ability to make an effective presentation is now more essential than ever for individuals wanting to advance their careers. This course will allow participants to analyse the needs of their audience and then integrate their objective to the content and audience. Video feedback will be used extensively to provide immediate and practical comments as they develop comfort and confidence in business presentations. Prerequisite: EENG 8901.

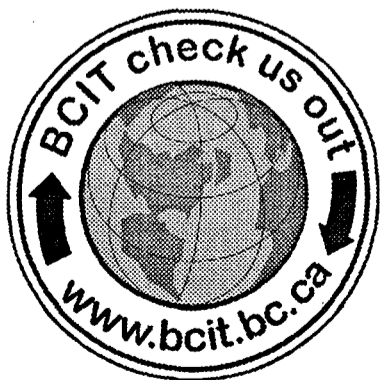
Apr 21 Mon 12 wks BBY CRN 25034
1830-2130

EENG 8903 APPLIED RESEARCH PROJECT

\$500

This course is designed for the student, in conjunction with an industry sponsor, to apply his/her specialty knowledge in solving a technical problem relating to the environment. The research project will contain some elements which are deemed to be innovative, experimental, or exploratory in nature. The Department will form a committee to approve and evaluate the project. The committee will consist of three members: a technical advisor, who is an expert in the research area, a staff member, and a member representing the industry sponsor. The committee will supervise the progress of the project, provide guidance, direct the research, and evaluate the final report. Prerequisite: Completion of major elective studies or departmental approval.

Please contact Monica McCormick
(604) 451-6906 for registration information.



4 Ways to Register

1. By mail

Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

Sorry, no postdated cheques.

2. By fax

Use the form located on page 3 and fax to
(604) 430-1331 (Burnaby campus) or
(604) 687-2488 (Downtown campus).
(available to all registrants)

3. In person

Register at the Burnaby, Downtown or Surrey campuses (see page 2). Pay by cash, cheque, debit or credit card.
(available to all registrants)

Note: The debit card is now accepted at the Burnaby and Downtown campus.

4. By phone

Charge to your Visa or MasterCard.
Burnaby campus (604) 434-1610
Downtown campus (604) 412-7777.
(available to all registrants)

Engineering Technology

DISTANCE EDUCATION

Many courses are offered as correspondence (distance education) courses. These serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly scheduled course. Distance Education courses can be started any time throughout the year and completed from any location off-campus. All course fees include text unless otherwise indicated. The student generally has up to one year to complete any course.

For registration information on any of the correspondence courses detailed below, please contact:
Shari Monsma: (604) 432-8784
Dina Patterson: (604) 451-6984
Toll-free: 1-800-663-3606
Fax: (604) 436-6113 or
E-mail: smonsma3268@bcit.bc.ca
Engineering Technology Distance Education Dept.
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

CIVIL TECHNOLOGY- TRANSPORTATION SYSTEMS (HIGHWAYS) TECHNOLOGY

The Engineering Technology Distance Education Dept. provides flexible home-study credit courses in Civil Technology for:

- those who wish to obtain a BCIT Certificate or Diploma of Technology 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 75 credits; and the Diploma of Technology upon completion of 150 credits. The Transportation Systems Certificate of Technology is accredited by the Canadian Technology Accreditation Board (CTAB) of the Canadian Council of Technicians and Technologists (CCTT).

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are now available in:

Technical Communications
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
Wastewater Management

FOREST ENGINEERING TECHNOLOGY PROGRAM

BCIT's Forest Engineering Certificate program provides flexible, self-paced training for individuals to upgrade their current technical skills and knowledge while working in B.C.'s diverse and challenging forest industry. All courses are offered in distance education (correspondence) format. There are two levels of certification:

Associate Certificate of Forest Engineering
Technology Program (25 credits)
Certificate of Forest Engineering Technology
Program (75 credits)

DISTANCE EDUCATION

Courses in the program generally have values of two to three 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:
Communications
Surveys/Design
Construction/Maintenance/Inspection
Contracts/Administration/Economics
Timber Harvesting

DEVELOPMENT APPROVALS

The Development Approvals program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. Such positions are typically found within the Ministry of Transportation and Highways, Municipalities, Regional Districts, and other regulatory agencies affected by land development referrals, as well as utilities, consulting firms and private developers. The program was developed in conjunction with the Ministry of Transportation and Highways, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in the development approvals process.

Courses in the Development Approvals program are offered in either correspondence or seminar formats, or both. 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 two levels of certification, either Associate or Intermediate Certificate of Technology for students who successfully complete a program of studies and attain the required credit levels.

PUBLIC SAFETY AND PARK SECURITY

The British Columbia Institute of Technology, in conjunction with BC Parks, announces a series of Distance Education courses in Public Safety and Park Security.

PRKS 3110 Law and Its Administration I
\$147 + \$45 Text (Criminal Code)
PRKS 3120 Law and Its Administration II
\$147 (no text)

PARK FACILITY MAINTENANCE MANAGEMENT AND INSPECTION

This program is currently under development in cooperation with BC Parks and will consist of 11 courses. At present three courses are available.

PRKS 3600 Introduction to Maintenance
Management
PRKS 3613 Furniture Maintenance Inspection
PRKS 3617 Trails Maintenance Inspection

The intent of the courses will be to give practical guidance in the inspection, reporting and planning of maintenance for parks' facilities.

DISTANCE EDUCATION

BUILDING

BLDG 1810 1992 B.C. BUILDING CODE: HOUSING \$335 + TEXT \$64

Gives students a working knowledge of the 1992 Building Code for housing. It will be of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful.

The course relates specifically to Part 9 of the B.C. Building Code which applies to housing of the following types: buildings which contain one dwelling only (houses); and buildings which contain two or more side-by-side dwelling units whose total area does not exceed 600 square metres.

This course is offered in conjunction with the Building Officials' Association of B.C. Successful completion of the final exam (80 per cent+) meets the academic requirements for Level 1 Building Inspector certification. Please note you must also have two years suitable practical experience before certification. (Suitability of practical experience is at the discretion of the BOABC.)

BLDG 1951 REPORT WRITING FOR HOUSE INSPECTORS \$223 (NO TEXT)

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures and house inspection reports.

SPRINKLER DESIGN

Two distance education courses covering the basics of Automatic Sprinkler Design have been developed. They are equivalent to night school courses MECH 4080 and MECH 4082.

MECH 4081 Automatic Sprinkler Design Part 1
\$248 + Text Fee
MECH 4083 Automatic Sprinkler Design Part 2
\$248 + Text Fee

FOOD TECHNOLOGY

FOOD 1021 INTRODUCTION TO FOOD MICROBIOLOGY \$223 + VIDEO \$15

Contains indispensable information for anyone in the food industry who handles or processes food. Tiny living organisms such as bacteria, mold and yeast can be used to preserve food by fermentation, but can also cause food safety concerns. This introductory distance education course will assist you in understanding how microorganisms can spoil food and cause food borne disease. Techniques for measurement and control of bacteria, and food safety problems relating to foods such as meat, milk and vegetables will be presented. Principles relating to microbial growth and control will help you understand how to control food borne microorganisms.

MATHEMATICS

MATH 0002 TECHNICAL MATH: INTRODUCTION \$346

Equivalent to MATH 0001. Meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, take the classroom course MATH 0001.) Prerequisite: Pass or better in Math 11 or approved equivalent.

MATH 1041 TRIGONOMETRY \$171

Equivalent to MATH 1011. Textbook not included. This course can be taken using a number of texts. Please phone for further information. Topics include theory and application of trigonometric functions, right angle trigonometry, vectors, trigonometric graphs, identities and equations, compound and double angle formulae and inverse functions. ASTT accredited. Prerequisite: C+ or better in Math 12; or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1042 LOGARITHMS \$196

Equivalent to "logarithms" portion of MATH 1012. Covers theory and applications of common and natural logarithms, including plotting of logarithmic and semi-logarithmic graphs and their interpretation. ASTT accredited if taken with MATH 1043. Prerequisite: MATH 0001 or approved equivalent.

DISTANCE EDUCATION

MATH 1043 ANALYTIC GEOMETRY \$196

Equivalent to "analytic geometry" portion of MATH 1012. Geometric and practical properties of conic sections, including polar coordinates and transformations. ASTT accredited if taken with MATH 1042. Prerequisite: C+ or better in Math 12, or 65 per cent or higher in MATH 0001 or approved equivalent.

MATH 1491 BASIC TECHNICAL MATHEMATICS FOR MECHANICAL \$396

Introduces differential and integral calculus of polynomial functions including appropriate support topics from algebra, analytical geometry, plane geometry, solid geometry, trigonometry and the theory of logarithms and exponential functions. There will be strong emphasis on illustrating the mathematics with applications from technology, engineering and the physical sciences. Prerequisite: Recent Math 12 or equivalent, with a "C+" or better or 65 per cent or higher in MATH 0001.

MATH 2041 CALCULUS: 1A \$234

Equivalent to first part of MATH 2011. Covers differential calculus with instantaneous rates of change, Delta-process, the derivative, implicit differentiation, curve sketching, differentiation rules for algebraic functions and applied maxima/minima. ASTT accredited if taken with MATH 2042. Prerequisite: MATH 1042, 1041 and 1043 or approved equivalent.

MATH 2042 CALCULUS: 1B \$234

Equivalent to second part of MATH 2011. Covers integral calculus including the indefinite and definite (with application to areas, volumes and centroids), trapezoidal rule and anti-differentiation. ASTT accredited if taken with MATH 2041. Prerequisite: MATH 2041 or approved equivalent. Same text as MATH 2041.

MATH 2043 CALCULUS: 1C \$234

Covers differentiation and integration of trigonometric, logarithmic and exponential functions. Same text as MATH 2041 and 2042. Prerequisite: MATH 2042 or approved equivalent.

MATH 2491 CALCULUS FOR MECHANICAL \$396

Continues from the differential and integral calculus that was presented in MATH 1491. Topics include calculus of the transcendental functions; curve sketching; maxima and minima; areas and volumes; centroids and moments of inertia; calculation of work and force due to fluid pressure; functions of several variables and partial derivatives; elementary first order differential equations. Illustrating the mathematics with applications from technology, engineering and the physical sciences will be emphasized. Prerequisite: MATH 1491 or equivalent.

MATH 3491 NUMERICAL METHODS MECHANICAL \$396

Introduces the application of numerical methods to engineering problems. Topics include numerical integration, solution of non-linear equations, linear programming, numerical differentiation, solution of systems of linear equations and differential equations. Prerequisite: MATH 2491 or equivalent.

ADVANCED DIPLOMA IN TECHNOLOGY MANAGEMENT

The following courses are currently available in Distance Education format:

TMGT 7101 Engineering Technology and
Management
TMGT 7102 Project Management
TMGT 7141 Managing in a Technical
Environment
TMGT 7143 Problem Solving and Decision
Making
TMGT 7144 Human Resource Planning

For an information package, course outlines, fee and registration details on any of the above correspondence programs, write to:

Engineering Distance Education Technology
BCIT, 3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2
or phone:
Shari Monsma: Tel. (604) 432-8784 or
Dina Patterson: Tel. (604) 451-6984 or
Toll-free: 1-800-663-3606 or
Fax: (604) 436-6113
E-mail: smonsma3268@bcit.bc.ca

DISTANCE EDUCATION

DISTANCE EDUCATION

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DISTANCE EDUCATION

BCIT INTERNATIONAL (604) 432-8816

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

The philosophy of BCIT International is to:

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

BCIT's international students come from many different cultural backgrounds and from virtually every point on the globe. International students make up less than 3 per cent of BCIT's student population.

SPECIAL PROGRAMS

INTERIOR DESIGN PROGRAM (IDP)

This 12-month, four-term 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.

BUSINESS MANAGEMENT STUDIES (BMS)

This program offers second-language students an opportunity to develop their English language skills to BCIT's standard while also earning credit in business courses. The length of the program is dependent on the student entry term and English improvement. Subjects include Management, Marketing, Accounting, Economics and Organizational Behavior. Successful students will be in an excellent position to transfer credits toward BCIT business diploma programs and/or to other Canadian or US institutions. Prerequisite: High school graduation and a TOEFL score of 513 or equivalent.

ACADEMIC BUSINESS PROGRAM (ABP)

An eight-month, two-term intensive program perfect for students who wish to develop English language skills while also earning internationally recognized credits in Business. ABP is a cooperative training program with Vancouver Maple Leaf Language College. Prerequisite: High school graduation and a TOEFL score of 450. Direct entry to term 2, TOEFL 513 or equivalent.

ENGLISH PLUS AIRCRAFT MAINTENANCE

BCIT offers career training in aircraft maintenance at our Aviation Aerospace Training Centre at our Sea Island campus.

ENGLISH PLUS ENGINEERING

This program offers students the opportunity to upgrade their English language skills and academic courses prior to enrolling in an Engineering-related Technology program at BCIT.

SPECIAL SERVICES FOR INTERNATIONAL STUDENTS

- Accommodation/Homestay*
 - Airport Reception*
 - Orientation
 - Registration
 - Academic Advising
 - Social & Cultural activities
 - Airport Departures*
- * A fee will be charged for these services.

INFORMATION

Applications for these Special Programs are processed through BCIT International. Special Program start dates

- Jan 13, 1997
- May 12, 1997
- Sept 8, 1997

For further information on our Special Programs, please contact:

Tel. (604) 432-8816 Fax (604) 430-9042
e-mail: infobcit@bcit.bc.ca

Students who do not hold Canadian Citizenship or Permanent Residence status must pay 2.2 times the published Part-time Studies fee.

COURSE INFORMATION AND ASSISTANCE

TOLL FREE

1-800-663-6542

(IN CANADA & THE US)

Call to request our complete Course Offerings Booklet.

Health Protection and Diagnostic Technologies:

- Medical Laboratory, Medical Radiography, Nuclear Medicine, Cytogenetics (604) 432-8727
- Environmental Health, Occupational Health & Safety, Environmental Management of Real Estate Assets (604) 432-8429
- Health Care Management, Biomedical Engineering, Prosthetics & Orthotics, Basic Health Sciences Advanced Level Courses (604) 451-7117
- Diagnostic Medical Sonography, Electroneurophysiology, Cardiology/ Cardiovascular Technology, Cardiac Pathophysiology (604) 451-7137

Specialty Nursing Programs:

- Critical Care Nursing (604) 451-7103
- Emergency Nursing, Nephrology Nursing (604) 451-7094
- Perinatal Nursing (Obstetrics), Neonatal/ Pediatrics, Pediatric Critical Care (604) 432-8982
- Perioperative Nursing (Operating Room), Neuroscience Nursing, Occupational Health Nursing (604) 451-7102
- Full-time Nursing Program, Part-time Nursing Courses (604) 432-8884
- Bachelor of Technology in Specialty Nursing (604) 451-7101

COURSE OFFERING FORMATS

Guided Learning

Guided Learning courses are in distance education format; self-directed study supported by telephone tutoring. To ensure delivery of course materials, registration is required by December 1, 1996.

All course materials are mailed. In-person pick-up is not possible at this time.

Registrations are not accepted after March 31, 1997.

Challenge

Students with experiential learning who wish to register in a challenge section of a guided learning course may register at any time but must write the final course examination within the term in which they are registered. Textbooks are available from BCIT for some Challenge Courses.

Classroom

Register at least one week, but preferably three weeks before classes commence. BCIT reserves the right to cancel courses due to insufficient registration.

Weekend

For those weekend courses where prereading is required, registration is required six weeks prior to the start date to ensure timely delivery of materials. Fees are non-refundable after course materials have been sent.

Clinical

Registration into clinical courses requires submission of a registration package and course fee by:

July 15	for Fall terms
November 15	for Winter terms
February 15	for Spring terms

Note: Fees are non-refundable.

Advanced Placement in Nursing Clinical Courses

Experienced nurses wishing to request credit for experiential learning toward clinical courses must contact the program head prior to registration.

cerebral cortex strained by
the educational vortex?

Toss it in ... THE BLENDER!!!!

anti-office hours
monday to friday
6:30 pm to midnight
with Jeff O'Neil
on



Electrical and Electronic Technology

ELECTRONIC ENGINEERING TECHNOLOGY

(604) 432-8253/
(604) 432-8637

Note: (T) indicates courses are directly transferable to diploma program credits.

ELEX 0221 PROCESS MEASUREMENT AND CONTROL 2 \$395

Discusses various types of flow and temperature measurement equipment. Calibrate and evaluate typical industrial transmitters. PI, PD, and PID control systems are tuned by the student. Prerequisite: ELEX 0215 or ELEX 0216.

Apr 04 Fri/Sat 2 wks BBY CRN 24816
0830-1630

ELEX 0226 PROCESS MEASUREMENT AND CONTROL 3 \$395

Analytical measurements such as humidity, pH, conductivity, gas analysis, etc. are reviewed. Control topics including cascade, feedforward and adaptive control are discussed. Prerequisite: ELEX 0220 or ELEX 0221.

May 09 Fri/Sat 2 wks BBY CRN 24817
0830-1630

ELEX 2125 C PROGRAMMING (T) \$514

Introduces DOS, and the "C" programming language. Programming assignments are based on engineering applications. Students will document and debug software using available software libraries.

Jun 02 Mon/Tue/ 4 wks BBY CRN 22670
Wed/Th/Fri 0830-1230

ELEX 2865 INTRO TO COMPUTER HARDWARE (T) \$433

Assembler and C programming for interfacing digital and analogue I/O. Explores ports, buffers, latches, decoding, memory, 8254 timer chip, 8259 programmable interrupt controller, 8250 UART. Prerequisite: COMP 2510, 2720.

Jun 02 M/W/Fri 5 wks BBY CRN 21274
0830-1230

ELECTRICAL TRADES UPGRADING

(604) 432-8637/
(604) 432-8728

The following courses are designed for persons working in the Electrical Trade.

TELX 0105 ELECTRICAL TRADE QUALIFICATION REFRESHER \$567

Designed for electricians preparing to write the Electrical Trade Qualification Exam. Tradespersons must have approved electrical work experience. Approval from the Ministry of Education Skills and Training is recommended prior to registering. Prerequisite: Knowledge of wiring methods and terminology.

Apr 14 Mon/Wed 10 wks BBY CRN 20837
Apr 14 Mon/Wed 10 wks LLY 22667
Apr 15 Tue/Thr 10 wks BBY 20836
1830-2130

TELX 0107 ELECTRICAL CODE \$477

Covers all sections of the Canadian Electrical Code including the latest bulletins, amendments and regulations. Ideal for contractors (all Classes) or electricians required to update their code knowledge, specializing in commercial, industrial and high voltage installations to write contractor exams. Includes code requirements for Electrician's Trade Certificate. Instructors are certified. Prerequisite: Three-phase experience recommended.

Apr 14 Mon/Wed 10 wks BBY CRN 20834
1800-2100
Apr 15 Tue/Thr 10 wks BBY 24848
1900-2200

TELX 0121 MATH FOR ELECTRICIANS 1 \$472

Provides a mathematics upgrade course to strengthen student's understanding of basic electrical concepts: fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Apr 14 Mon/Wed 10 wks BBY CRN 20839
1830-2130

TELX 0122 MATH FOR ELECTRICIANS 2 \$472

Provides the mathematical background to understand alternating current AC electricity.

Apr 14 Mon/Wed 10 wks BBY CRN 20860
Apr 14 Mon/Wed 10 wks LLY 22668
1830-2130

TELX 0123 MATH FOR ELECTRICIANS 3 \$472

For those about to enter the third-year apprenticeship program in electrical trade, and for others interested in understanding three-phase circuits and equipment.

Apr 14 Mon/Wed 10 wks BBY CRN 20870
1830-2130

TELX 0125 DC MOTORS \$131

Covers DC motor operation and construction, and operating characteristics of different types of DC motors.

Apr 28 Mon/Wed 2 wks BBY CRN 20869
1900-2200

TELX 0126 AC MOTORS \$131

Covers AC motor operation, construction, and operating characteristics of different types of single- and three-phase motors.

May 20 Tue/Thr 2 wks BBY CRN 20871
1900-2200

TELX 0135 HEATING, VENTILATING, AIR CONDITIONING SYSTEMS \$131

Includes terminology, regulations for use, different types of systems for various occupancies, and associated air-handling units and control units.

May 24 Sat 2 wks BBY CRN 20873
0900-1500

TELX 0140 FIRE ALARM SYSTEMS \$131

Gives students an overview of the codes and regulations that govern fire alarm systems. Covers A & B class, supervised and unsupervised, single-stage and two-stage systems.

May 03 Sat 2 wks BBY CRN 20838
0900-1500

TELX 0141 SECURITY SYSTEMS \$391

Covers rules and regulations including mandatory Trade 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 staff and administrators working with security alarm systems.

May 06 Tue/Thr 7 wks BBY CRN 20910
1900-2200

ELECTRONICS TRADES

(604) 432-8637/
(604) 432-8223

TELX 0130 TELECOM DATA & VOICE CABLING \$561

Provides a hands-on installation and testing of data and voice circuits using unshielded twisted pair cable (U.T.P.), RJ-11, RJ-12, and RJ-45 connection as well as BIX and 66 type terminal blocks. Level three, four and five data circuits will also be installed. Extensive testing using state-of-the-art, FLUKE and WAVETEK equipment.

May 06 Tue/Thr 5 wks BBY CRN 21420
1830-2130

TELX 0134 T1 FUNDAMENTALS \$520

Offers a detailed look at the North American digital hierarchy. Covers DS-0 level through DS-3 level, including T1 framing formats (super frame, E.S.F.), line coding and signaling methods.

May 06 Tue/Thr 3 wks BBY CRN 23610
1830-2130

TELX 0145 UNDERSTANDING THE RS232 \$154

Introduces the various RS232 circuits, their functions and applications. Covers status and control signals in detail. Explains the DTE and DCE interface types, and how to use a break out box. Labs include fabricating a null modem cable, setting up and using a serial printer on a PC, and serial file transfers between PCs.

Apr 21 Mon/Wed 2 wks BBY CRN 23613
1830-2130

INTRODUCTION TO ELECTRONICS

This program consists of four courses designed for those with little or no previous knowledge of electronics. It 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 Attendance in Electronics (Basics) is issued to students who successfully complete TELX 0175, 0176, 0177 and 0178.

TELX 0175 ELECTRONICS: PASSIVE DEVICES \$549

Designed for those with little or no understanding of electronics. 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 make electrical measurements using Multimeters and Oscilloscopes. Prerequisite: Grade 10 Math.

Apr 15 Tue/Thr 10 wks BBY CRN 20920
1830-2130

TELX 0176 ELECTRONICS: SOLID-STATE DEVICES \$592

Continues on from TELX 0175, focusing on semiconductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LEDs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: Completion of TELX 0175.

Apr 15 Tue/Thr 10 wks BBY CRN 20931
1830-2130

TELX 0177 ELECTRONICS: DIGITAL DEVICES \$592

Examines basic digital concepts. Topics include binary, B.C.D. number systems and codes, Boolean algebra, logic gates, truth tables, integrated circuits, flip-flops, counters, shift registers, multiplexers, memory, times and logic families. Covers use of logic probes and oscilloscope techniques to troubleshoot digital circuits. Students construct and test basic digital circuits. Prerequisite: TELX 0176.

Apr 14 Mon/Wed 10 wks BBY CRN 20933
1830-2130

TELX 0179 MICROCOMPUTER SYSTEMS MAINTENANCE \$604

Covers preventive and remedial maintenance, upgrade installation, troubleshooting tune-up procedures and repairs using common tools and test equipment (meters and scopes). In-depth theory of all major components and their operation; processors, co-processors, bus structures and functions (ISA, VL, PCI), memories I/O and control cards video subsystems (including AVI and MPEG players), floppy disks, hard disks, CD-ROM, and subassemblies of PC systems. Prerequisite: PC experience, familiarity with DOS/WINDOWS and electronics training would be an asset.

Apr 15 Tue/Thr 10 wks BBY CRN 20826
1830-2130

TELX 2211 PRINCIPLES OF TELEPHONY (T) \$278

Provides basic understanding of the overall telephone system. Familiarizes students with industry terms and technology. Will enable you to visualize the operation of the telephone system.

May 05 Mon/Wed 5 wks BBY CRN 25101
1830-2130

TELX 3311 FIBER OPTICS \$1085

Offers the theory of fibre optics with a practical hands-on approach. Covers fiber transmission systems versus copper transmission systems, light, detectors, connectors, cables, splices, couplers, power budgets and test equipment. Hands-on experience: connectors (ST, SMA, SC, FC, D4, FDDI); splicing (fusion and mechanical); installation (terminating fiber cable); and testing using an OTDR and light source power meter. Students with a 70 per cent grade or better will receive a Statement of Completion in Fiber Optics.

Apr 14 Mon/Wed 10 wks BBY CRN 22669
1830-2130

TELX 4417 DIGITAL NETWORKS (T) \$278

Explores the evolving digital telecommunications network, with an overview of the total system. Familiarizes students with industry terms and technology to enable them to visualize the operation of this complex business. Topics include digital switching and routing, data networks including ISDN (Integrated Services Digital Networks), pulse code modulation, and digital radio. Some familiarity with electronics is an asset.

May 06 Tue/Thr 5 wks BBY CRN 22769
1830-2130

INDUSTRIAL COMPUTING AND CONTROL

(604) 432-8637/
(604) 432-8728

TCMP 0101 INTRODUCTION TO COMPUTERS FOR ELECTRICIANS \$254

Introduces the personal microcomputer. Become familiar with the use of the microcomputer (IBM and compatible) and its MS-DOS operating system, including computer terminology, hardware, directories and the basic DOS commands to manage disks and files.

Apr 19 Sat 4 wks BBY CRN 20824
0900-1500

TELX 0130 MOTOR CONTROL \$258

A practical, hands-on course covering the basic principles of conventional motor control for those working in an industrial setting. Prerequisite: Familiarity with wiring methods and terminology.

Apr 28 Mon/Wed 5 wks BBY 20872
1900-2200

TELX 0160 BASIC PROGRAMMABLE LOGIC CONTROLLERS FOR MECHANICAL TRADES \$167

Designed for mechanical tradespersons involved with complex electromechanical systems controlled by Programmable Logic Controllers (PLCs). Emphasis is on determining whether system failures are due to electrical or mechanical fault.

Jun 07 Sat 2 wks BBY CRN 20938
0900-1500

TELX 0181 PROGRAMMABLE CONTROLLERS 1 \$434

Covers the basic knowledge required to operate a programmable logic controller (PLC). Overview and advantages of PLC's, installation, hardware requirements, peripheral devices, system operation and hands-on programming to relay replacement level using industry accepted software. Prerequisite: Industrial wiring experience and familiarity with motor control schematics.

Apr 15 Tue/Thr 5 wks BBY CRN 20940
May 27 Tue/Thr 5 wks BBY 21293
1830-2130

TELX 0182 PROGRAMMABLE CONTROLLERS 2 \$434

Provides hands-on training in the use of dedicated programming software. Explores the power of the PLC, data manipulation, math routines and data comparison instructions. Prerequisite: TELX 0181 and a good working knowledge of DOS.

May 20 Tue/Thr 5 wks BBY CRN 20823
1830-2130

Trades Training

INSTRUMENTATION (604) 432-8637/ (604) 432-8728

TELX 0122 INTRO TO COMPUTERIZED PROCESS CONTROL \$457

Designed for industrial tradespersons, power engineers/process control operators who would like to learn the fundamentals of distributed control. Hands-on experience will be provided using the Fisher Provox DCS systems.

Apr 21 Mon 10 wks BBY CRN 20918
1900-2200

TELX 0123 COMPUTERIZED INDUSTRIAL BOILER CONTROL \$457

Introduces boiler level and combustion control systems including oxygen trim control using a Bailey Net90 distributed control computer system. A basic understanding of boilers and industrial computer control is recommended.

Apr 23 Wed 10 wks BBY CRN 20919
1900-2200

PAPERLESS OFFICE AUTOMATION TECHNOLOGY (604) 432-8769/ (604) 432-8637

TCMP 0110 INTRO TO L.A.N. SYSTEMS \$427

Introduces network modeling and standardization, protocols and architecture, communication concepts, network topologies, hardware components, cabling, internetworking devices, software components and network printer sharing. This is a lecture course with lab demo. Experience in DOS and PC-based applications is an asset.

Apr 14 Mon 12 wks BBY CRN 20895
1830-2130

TCMP 0120 INTRO TO NOVELL NETWORK V3.1X \$427

Designed to familiarize the network installer and general user with Novell Network V3.1X. Includes system login, Network menu systems (syscon, filer, pconsole), backup and restore procedures, network printing, network security, running applications and some basic system administration. A hands-on, practical course; space is limited.

Apr 16 Wed 12 wks BBY CRN 20897
1830-2130

TCMP 0130 PC SYSTEMS & INTERCONNECTIONS \$427

Familiarizes the student with the internal hardware construction of a PC and various components that make up a multimedia PC platform. Discusses concepts on building a platform and resolutions to any conflicts in both internal and external hardware. Includes: processors, BUS structures, floppy and hard drives, tape drives, CD ROM drives, scanners, sound cards, modems, printers, and PCMCIA devices. DOS is an asset; no prerequisites.

Apr 14 Mon 12 wks BBY CRN 22666
1830-2130

TCMP 0135 VISUAL BASIC 3.X \$427

Introduces Visual Basic 3.0. Covers the importance of form/screen and application design in an interactive environment, and basics of this object-oriented and GUI programming. Includes VB controls that cover building applications, event driven programming, displaying and printing information and data, creating pop menus and dialogs, modules, subroutines and functions.

Apr 15 Tue 12 wks BBY CRN 23768
1830-2130

AUTO COLLISION REPAIR/ REFINISHING (604) 432-8205

ABOD 0100 AUTO COLLISION REPAIR CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Auto Collision Repair Technician (Motor Vehicle Body Repairer) Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 15 Tue/Thr 10 wks BBY CRN 23625
1830-2130

ABOD 0110 AUTO COLLISION REFINISHING CERTIFICATE OF QUALIFICATION REFRESHER \$225

Prepares tradespersons for the Automotive Painting and Refinishing Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of three years experience in the trade.

Apr 15 Tue/Thr 5 wks BBY CRN 23626
1830-2130

AUTOMOTIVE MECHANIC (604) 432-8205

AUTO 0100 AUTOMOTIVE MECHANICAL REPAIR CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Automotive Service Technician Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 14 Mon/Wed 10 wks BBY CRN 20560
1900-2200

Apr 15 Tue/Thr 10 wks BBY 23435
1830-2130

AUTO 0106 AIR CONDITIONING 134A RETROFIT \$350

Upgrades technicians in the conversion of motor vehicle air conditioning systems from ozone depleting R12 refrigerants to non-CFC 134A refrigerants. Also covers issues of R12 disposal and R12 equipment discontinuation and return. Prerequisite: Automotive air conditioning experience and AUTO 0145 or equivalent. Safety glasses and footwear with steel toes required.

Apr 07 Mon/Wed 4 wks BBY CRN 25079
1830-2130

Apr 08 Tue/Thr 4 wks BBY 23618
1900-2200

May 05 Mon/Wed 4 wks BBY 25080
1830-2130

May 06 Tue/Thr 4 wks BBY 24917
1900-2200

AUTO 0115 AUTOMOTIVE FRONT-END ALIGNMENT \$441

Upgrades automotive mechanics in suspension and alignment work. The course takes you through basic angles, to the latest front wheel and 4 x 4 alignment techniques. Students will learn to diagnose/service suspension and steering systems, as well as perform front- and rear-wheel alignments. Safety glasses and footwear with steel toes required.

Apr 14 Mon/Wed 7 wks BBY CRN 24918
1830-2130

AUTO 0130 LPG FUEL SYSTEMS FOR VEHICLES \$409

Prepares mechanics, with a minimum of third-year apprentice level, to install and service LPG conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required, and recommended before you enrol. Safety glasses and footwear with steel toes required.

Apr 15 Tue/Thr 5 wks BBY CRN 20569
1830-2130

AUTO 0135 NGV FUEL SYSTEMS FOR VEHICLES \$267

Prepares mechanics, with a minimum of third-year apprentice level, to install and service NGV conversions. Provides the necessary theoretical instruction to write the Provincial Gas Safety Branch Licensing Examination. To become eligible to write the exam, approval from the Gas Safety Branch of the Ministry of Municipal Affairs is required and recommended before you enrol. Prerequisite: AUTO 0130 or equivalent. Safety glasses and footwear with steel toes required.

Mar 11 Tue/Thr 3 wks BBY CRN 10139
1830-2130

May 27 Tue/Thr 3 wks BBY 20571
1830-2130

AUTO 0140 AIRCARE THEORY AND OPERATIONS \$524

Prepares certified technicians to write the AirCare Repair Service Technician Examination. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate.

Apr 15 Tue/Thr 7 wks BBY CRN 20570
1830-2130

AUTO 0141 AIRCARE PRACTICAL \$575

Provides certified technicians with first-hand experience in diagnosing and repairing emission control system failures. Emphasizes interpretation of emissions readings as a basis for diagnosis and repairs to vehicles failing the AirCare inspections. This course is mandatory for AirCare technicians who are unsuccessful with the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: B.C. TQ in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years automotive experience, or Automotive Electric and Tune-up Apprenticeship Certificate. Safety glasses and footwear with steel toes required.

Apr 15 Tue/Thr 7 wks BBY CRN 21514
1830-2130

AUTO 0145 CFC EMISSIONS IN AUTOMOTIVE \$114

Teaches environmental awareness on ozone depleting substances. Deals with environmentally correct equipment design and proper handling of ozone depleting substances. On 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.

Mar 08 Sat 1 day BBY CRN 15246
0900-1700

Apr 05 Sat 1 day BBY 20572
0900-1700

May 03 Sat 1 day BBY 20573
0900-1700

AUTO 2200 INTRODUCTION TO ELECTRICAL TESTING \$360

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosing, testing and maintenance. Safety glasses and footwear with steel toes required.

Apr 14 Mon/Wed 5 wks BBY CRN 20493
1830-2130

AUTO 2214 ELECTRONIC ENGINE CONTROL/FUEL INJECTION \$446

Provides specialized instruction in diagnosing and servicing PCM controlled engine, emission and fuel injection systems. Topics include: domestic TBI and EFI, Bosch "K", "L" and "LH", data stream interpretation, scan tool and lab scope use, OBDII, and the new Ford EECV.

Apr 15 Tue/Thr 5 wks BBY CRN 20545
1900-2200

AUTO 2215 OBDII FOR GENERAL MOTORS FUEL INJECTED VEHICLES \$409

Updates the experienced tune-up/driveability technician to handle OBDII diagnostics on General Motors (GM) cars and light duty trucks. Theory information will be supported by practical work using the new style GM service manuals, electronic service information, and GM factory tools and procedures. Safety glasses and footwear with steel toes required.

May 13 Tue/Thr 4 wks BBY CRN 25085
1830-2130

AUTO 2232 AUTOMOTIVE ANTI-LOCK BRAKES \$417

Upgrades the professional technician who has limited experience in electrical and electronic testing and wants to repair electronic anti-lock brake systems. Safety glasses and footwear with steel toes required.

Apr 14 Mon/Wed 5 wks BBY CRN 23619
1830-2130

AVIATION (604) 278-4538 OR (604) 278-4831

AVIA 0120 AIR REGULATIONS \$248

Reviews the Canadian Aviation Regulations (CARs) that apply to the maintenance of aeronautical products and Airworthiness of aircraft. Teaches responsibilities of aviation technicians, aircraft owners and operators of private or commercial aircraft as well as the regulatory organization and how it affects you. Students will become familiar with airworthiness standards, ministerial orders, operating rules and indictable offenses. Persons studying for the Transport Canada examinations relating to aircraft maintenance, apprentices, aircraft owners, A.M.E.'s, aircraft maintenance managers, technicians, pilots, and anyone exposed to aviation maintenance will benefit from this course.

Apr 15 Tue/Thr 5 wks SEA CRN 21081
1900-2200

AVIA 0165 AIRCRAFT SHEET METAL INTRODUCTION \$248

Combines theoretical and practical components to teach the fundamentals of aircraft sheet metal repair. 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.

Apr 14 Mon/Wed 5 wks SEA CRN 21082
1900-2200

AVIA 0166 AIRCRAFT SHEET METAL ADVANCED \$248

Continues from AVIA 0165. Emphasizes increased shop time and more complex practical tasks. Prerequisite: AVIA 0165 or equivalent.

May 20 Tue/Thr 5 wks SEA CRN 21083
1900-2200

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Trades Training

AVIA 0180 HELICOPTER MAINTENANCE INTRODUCTION \$248

Presents a theoretical introduction to how the helicopter flies (achieves lift), how to steer (control direction), and basic maintenance. Practical work includes instruction in inspection techniques and practices by performing daily inspections as prescribed by a helicopter manufacturer. This course is designed to suit a novice interested in helicopters, a person on the full-time program waiting list, or the pilot who wants a mechanical introduction.

Apr 14 Mon/Wed 5 wks SEA CRN 21084 1900-2200

AVIA 0181 HELICOPTER MAINTENANCE ADVANCED \$248

Focuses on hands-on practical training for advanced helicopter maintenance. Labs include general inspection techniques, gas turbine engine and transmission inspection, and rotor blade balancing. Prerequisite: AVIA 0180 or equivalent.

May 17 Sat 5 wks SEA CRN 21085 0900-1600

AVIA 0195 AVIONICS \$248

Introduces the field of Aircraft Electronics-Avionics. Intended for persons evaluating Avionics as a trade, pilots wishing to better understand operation and use of avionics equipment in general, A.M.E.'s without "E" endorsement who want a basic understanding of Avionics, and anyone involved in aviation with a general interest.

Apr 14 Mon/Wed 5 wks SEA CRN 21086 1900-2200

AVIA 0240 INTRODUCTION TO GAS TURBINE ENGINES \$248

Presents a theoretical understanding of the gas turbine engine in technical language understood by all students. In-depth knowledge of engine development, operating principles, classification and terminology is gained through this course. Any individual who wishes to know how a gas turbine engine works will find this course rewarding. A field trip is incorporated in the curriculum.

Apr 21 Mon/Wed 5 wks SEA CRN 21089 1900-2200

AVIA 0295 PRIVATE PILOT GROUND SCHOOL \$412

Prepares students to write the Ministry of Transportation Private Pilot Examination. Focuses on ground school training requirements in aviation theory, aerodynamics, aircraft engines and airframes, air regulations and air traffic control, navigation and flight planning, meteorology, radio systems, communications and pertinent medical factors. Textbooks and materials are to be purchased by the first or second class.

May 06 Tue/Thr 6 wks SEA CRN 22724 1900-2200

AVIA 0301 BASIC AIRCRAFT ENGINES FOR PILOTS \$248

Provides pilots with a better understanding of both piston and gas turbine engines used in modern airplanes and helicopters. Propellers and propeller control systems are also discussed. Practical daily inspection techniques are demonstrated and emphasized. Pilot certification or previous pilot training not required.

Apr 08 Tue/Thr 5 wks SEA CRN 23583 1900-2200

AVIA 0302 AIRCRAFT RADIAL ENGINES INTRODUCTION \$248

Introduces the radial engine and explains terminology, reciprocating engines, radial engines and how they work. The components of the radial engine are explained: nose section, power section, blower section, and accessories.

Apr 14 Mon/Wed 5 wks SEA CRN 23646 1900-2200

AVIA 0303 AIRCRAFT RADIAL ENGINES ADVANCED \$248

Refreshes second year apprentice A.M.E.s, A.M.E.s, and/or licenced pilots. Covers the overhaul of radial engine: disassembly, cleaning, inspection, rework, sub-assembly, final assembly and test. Familiarization and troubleshooting will be stressed in this course.

Apr 15 Tue/Thr 5 wks SEA CRN 23648 1900-2200

CARPENTRY (604) 432-8556

CARP 0100 CARPENTRY CERTIFICATE OF QUALIFICATION REFRESHER \$465

Prepares tradespersons for the Carpenter Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 08 Tue/Thr 10 wks BBY CRN 20699 1830-2130

CARP 0110 BLUEPRINT READING FOR CONSTRUCTION \$378

Teaches those working in the construction trades to read blueprints. Students should have related building trade experience, although it is not mandatory.

Apr 07 Mon/Wed 6 wks BBY CRN 20695 1830-2130

CARP 0115 CONSTRUCTION SUPERVISION AND PROJECT MANAGEMENT \$525

Introduces supervisory skills to those with competent trade skills in the construction industry. Includes scheduling, cost control and administration.

Apr 07 Mon/Wed 8 wks BBY CRN 20702 1830-2130

CARP 0120 CONSTRUCTION ESTIMATING BASIC \$378

Prepares tradespersons to cost estimate and bid on residential and renovation construction projects.

Apr 08 Tue/Thr 6 wks BBY CRN 20703 1830-2130

CARP 0130 PLATFORM, FRAMING AND LAYOUT \$465

Covers the basics of residential wood-frame construction methods utilizing typical wood-frame techniques. Includes floors, walls and trusses. CSA-approved work boots with steel toes required.

Apr 05 Sat 8 wks BBY CRN 20706 0830-1430

CARP 0145 RESIDENTIAL BUILDING PROCEDURES \$399

Focuses on planning, estimating and construction of new single or multi-residential units.

Apr 07 Mon/Wed 6 wks BBY CRN 20708 1830-2130

CARP 0150 BUILDERS LEVEL \$198

Covers site procedures for excavation, formwork, pipe grades and design elevation. For general construction carpenters and contractors. CSA-approved work boots with steel toes required.

Apr 05 Sat 4 wks BBY CRN 20709 0830-1230

CARP 0151 TRANSIT CONSTRUCTION LAYOUT \$259

Reviews hands-on training for transit use, chaining, note keeping and related procedures. Reviews basic trigonometry for transit layout. CSA-approved work boots with steel toes required.

May 12 Mon/Wed 4 wks BBY CRN 20710 1830-2130

CARP 0160 CUSTOM CABINET CONSTRUCTION AND INSTALLATION \$432

Prepares carpenters to build on site and install to specifications. Prerequisite: Experience in carpentry hand and power tools and framing methods. CSA-approved work boots with steel toes required.

Apr 05 Sat 7 wks BBY CRN 20697 0830-1430

COMMERCIAL TRANSPORT MECHANIC (604) 432-8205

CTMX 0100 COMMERCIAL TRANSPORT MECHANIC CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 14 Mon/Thr 10 wks BBY CRN 20577 1830-2130

CTMX 0105 AIR BRAKES FOR MECHANICS \$360

Prepares mechanics with limited experience to service air brakes. Upon successful completion, students will receive credit for the pre-trip for 30 days toward the Motor Vehicle Air Endorsement examination. Safety footwear with steel toes required.

Apr 19 Sat 6 wks BBY CRN 25048 0830-1430

CTMX 0110 COMMERCIAL VEHICLE INSPECTOR \$226

Prepares students for the Commercial Vehicle Inspectors' Licence examination. Prerequisite: B.C. TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Safety footwear with steel toes required.

Apr 05 Sat 3 wks BBY CRN 20585 0830-1430

Apr 07 Mon/Thr 2.5 wks MRC 24919 1830-2130

Apr 28 Mon/Thr 2.5 wks BBY 20580 1830-2130

May 24 Sat 3 wks BBY 24542 0830-1430

May 31 Sat 3 wks MRC 24920 0830-1430

Jun 09 Mon/Thr 2.5 wks BBY 20583 1830-2130

(last session 1800-2200)

CTMX 0115 FORKLIFT OPERATOR CERTIFICATION \$198

Provides training to those with proven experience in the operation of forklifts. Includes six hours of theory and six hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Forklift operation experience. Safety footwear with steel toes required.

Mar 15 Sat 2 wks BBY CRN 17163 0830-1430

Apr 14 Mon/Thr 2 wks BBY 25084 1830-2130

May 12 Mon/Thr 2 wks BBY 23620 1830-2130

Jun 16 Mon/Thr 2 wks BBY 23621 1830-2130

CTMX 0116 FORKLIFT OPERATOR TRAINING/CERTIFICATION \$290

Provides forklift training to those with no experience in the operation of forklifts. Includes six hours of theory and 12 hours of practical training. Upon successful completion, participants will receive Lift-truck Operation Certification. Prerequisite: Driving experience. Safety footwear with steel toes required.

Mar 24 Mon/Thr 3 wks BBY CRN 17169 1830-2130

Apr 28 Mon/Thr 2 wks BBY 23622 Sat

Mon/Thr (Apr 28, May 1, 5, 8): 1830-2130 Sat (May 10): 0830-1430

May 26 Mon/Thr 3 wks BBY 23623 1830-2130

CTMX 0200 COMMERCIAL TRANSPORT TRAILER MECHANIC CERTIFICATE OF QUALIFICATION REFRESHER \$335

Prepares tradespersons for the Commercial Transport Trailer Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of four and a half years work experience in the trade.

Apr 14 Mon/Thr 7.5 wks BBY CRN 25047 1830-2130

COMPUTER TRAINING (604) 278-4538 OR (604) 278-4831

Most computer courses listed require texts or supplies that should be purchased before the first session of the course.

ACMP 0001 PANIC TO POWER \$110

Introduces personal computers. Designed for newcomers to the computing world and those who have rarely used a computer before.

Apr 14 Mon 4 wks SEA CRN 23681 1900-2200

ACMP 0002 INTRODUCTION TO MS DOS \$156

Gives a hands-on, thorough knowledge of DOS (Disk Operating System) and is designed for those with little computer knowledge. Covers terminology, hardware and the most common DOS commands. Prerequisite: ACMP 0001 or equivalent.

May 12 Mon 6 wks SEA CRN 23655 1900-2200

ACMP 0007 WORD FOR WINDOWS 6.0 INTRODUCTION \$351

Teaches how to use the Word for Windows word processing program. Includes word processing basics where you'll learn to create, edit, save, format, manage your files, apply tabs and indents, use styles, create multi-column documents, insert headers and footers, spell-check, use search and replace, and work with multiple documents. Prerequisite: ACMP 0001 or equivalent.

Apr 22 Tue 6 wks SEA CRN 23658 1900-2200

ACMP 0008 WORD FOR WINDOWS 6.0 ADVANCED \$351

Covers creating and using tables and pictures in documents; recording and running macros; creating and using templates; using frames and text boxes; using mail merge to print form letters, mailing labels and envelopes; customizing toolbars; and techniques to simplify tasks. Prerequisite: ACMP 0007.

May 28 Wed 6 wks SEA CRN 23660 1900-2200

ACMP 0011 EXCEL INTRODUCTION \$351

Teaches spreadsheet fundamental principles and practical skills required to produce professional-looking worksheets. Covers opening, closing and saving worksheets, creating worksheets, manipulating worksheet data, using multiple worksheets and printing worksheets, using formulae, built in functions, editing, styles and formatting techniques, date formatting, password protection and using Help. Prerequisite: ACMP 0001 or equivalent.

Apr 12 Sat 3 wks SEA CRN 23666 0900-1600

ACMP 0012 EXCEL ADVANCED \$351

Covers advanced topics in spreadsheet design. Covers creating and using templates, charts, database functions, outlines, macros, object linking and embedding multiple worksheets and worksheets, and techniques to simplify tasks. Prerequisite: ACMP 0011 or equivalent.

May 03 Sat 3 wks SEA CRN 23668 0900-1600

DURING PEAK PERIODS YOU MAY EXPERIENCE LENGTHY DELAYS. TRY REGISTERING DURING NON-PEAK HOURS AT THE BURNABY CAMPUS ONLY FROM 1800 - 1900 (604) 434-1610.



Trades Training

ACMP 0017 MICROSOFT ACCESS INTRODUCTION \$351

Teaches how to design, build and maintain a database and its related tables. Other activities include sorting data and using indices, creating and maintaining a library of outline queries, designing, changing and printing reports and graphs. Look for Level 2 and 3 in the near future. Prerequisite: ACMP 0001/0002 or equivalent.

Apr 14 Mon 6 wks SEA CRN 23676
1900-2200

CONSTRUCTION (604) 432-8556

CNST 0105 INDUSTRIAL RIGGING: BASIC \$180

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. CSA-approved work boots with steel toes required.

Apr 21 Mon/Wed 3 wks BBY CRN 25046
1800-2030

DIESEL ENGINE ELECTRONICS (604) 432-8205

Upon successful completion of the following courses, a BCIT Certificate of Trades Training in Diesel Engine Electronics will be issued.

DELX 2100 Electrical Advanced 1
DELX 2101 Electrical Advanced 2
DELX 2102 Detroit Diesel Electronic Control
DELX 2103 Caterpillar Electronic Control
DELX 2104 Cummins Electronic Control

DELX 2102 DETROIT DIESEL ELECTRONIC CONTROL \$400

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Detroit Diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.

May 26 Mon/Thr 5 wks BBY CRN 24921
1830-2130

DELX 2104 CUMMINS ELECTRONIC CONTROL \$400

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Cummins diesel engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Safety footwear with steel toes required.

Apr 07 Mon/Thr 5 wks BBY CRN 24922
1830-2130

DRAFTING (604) 432-8556

DRFT 0101 DRAFTING 1 \$366

Provides a foundation in basic drafting. Includes equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, and sections.

Apr 14 Mon/Wed 7 wks BBY CRN 20792
1830-2130

Apr 14 Mon/Wed 7 wks THC 25083
1830-2130

Apr 15 Tue/Thr 7 wks BBY 20793
1830-2130

Jun 04 Mon/Wed 7 wks BBY 20817
1830-2130

Jun 05 Tue/Thr 7 wks BBY 24031
1830-2130

DRFT 0102 DRAFTING 2 \$366

Expands on the basic drafting course and allows students to progress into their drafting specialty. Prerequisite: DRFT 0101.

Apr 14 Mon/Wed 7 wks BBY CRN 20820
1830-2130

Jun 04 Mon/Wed 7 wks BBY 23483
1830-2130

DRFT 0106 COMPUTER ASSISTED DRAFTING 1 \$366

Introduces the use of computers as a tool in drafting. Includes the basic operations, commands, layout techniques and plotting processes used in a drafting office. Prerequisite: DRFT 0101 or instructor evaluation.

Apr 15 Tue/Thr 7 wks BBY CRN 20821
1830-2130

DRYWALL (604) 432-8556

DRYW 0110 RENOVATIONS: METAL STUD, DRYWALL \$465

Gives tradespersons and/or handypersons/homeowners a good basic understanding of how to frame with metal studs, install drywall and corner beads, and drywall taping and finishing.

Apr 19 Sat 5 wks BBY CRN 24798
0830-1430

EXPLORATION (604) 432-8233

TEXP 0115 TRADES EXPLORATION PROGRAM FOR MEN AND WOMEN \$190

Helps make an informed choice about entering a skilled trade as a career. Explores trades from the following areas: aviation, metal, mechanical and construction. There will be opportunity for hands-on experience in at least one trade from each area as well as information about other trades in these sectors. Information covered includes working conditions, labor market information, expected wages and training requirements. CSA-approved safety boots (steel toes, puncture proof and ankle support) and safety glasses required.

Apr 17 Thr 12 wks BBY CRN 22762
1830-2130

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (604) 432-8205

Upon successful completion of the following five courses, participant receives a BCIT Certificate of Completion in HVAC Systems:

HVAC 0102 Basic HVAC Systems 1
HVAC 0104 Basic HVAC Systems 2
HVAC 0106 Basic HVAC Systems 3
HVAC 0110 Advanced HVAC Systems 1
HVAC 0112 Advanced HVAC Systems 2

HVAC 0102 BASIC HVAC SYSTEMS 1 \$412

Topics include: fundamentals of the refrigeration cycle and identification; operation and function of basic system components; use and application of refrigerant types; proper use of refrigerant recovery/recycling equipment; and proper charging and system evacuation to meet industry requirements and existing provincial regulations. Prerequisite: HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 14 Mon/Wed 8 wks BBY CRN 21093
1900-2200

HVAC 0104 BASIC HVAC SYSTEMS 2 \$412

Continues from HVAC 0102. Topics include: basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 14 Mon/Wed 8 wks BBY CRN 21097
1900-2200

HVAC 0106 BASIC HVAC SYSTEMS 3 \$412

Continues from HVAC 0104. Topics include: types of systems, the psychometric chart for studying air properties, proper HVAC installation procedures, troubleshooting and tune-ups. Preventive maintenance will be discussed and basic troubleshooting skills will be performed on computer simulators/window air conditioning units in shop. Prerequisite: HVAC 0104 and HVAC 0145 or equivalent. Safety footwear with steel toes required.

Apr 14 Mon/Wed 8 wks BBY CRN 23438
1900-2200

HVAC 0110 ADVANCED HVAC SYSTEMS 1 \$191

Covers 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 or equivalent. Safety footwear with steel toes required.

Apr 15 Tue/Thr 4 wks BBY CRN 23439
1900-2200

HVAC 0112 ADVANCED HVAC SYSTEMS 2 \$191

Covers troubleshooting techniques on air conditioning systems and commercial refrigeration equipment. Designed and based upon the use of computer simulations to accomplish a vast array of equipment malfunctions commonly found in operational equipment today. Prerequisite: Four years work experience in the refrigeration trade or HVAC 0106.

May 20 Tue/Thr 4 wks BBY CRN 22630
1900-2200

HVAC 0145 CFC EMISSIONS IN REFRIGERATION \$114

Teaches environmental awareness on ozone depleting substances. Deals with 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.

Mar 15 Sat 1 day BBY CRN 17920
0830-1630

Apr 12 Sat 1 day BBY 21098
0830-1630

May 10 Sat 1 day BBY 21099
0830-1630

Jun 14 Sat 1 day BBY 21100
0830-1630

†Jul 19 Sat 1 day BBY 23440
0830-1630

HVAC 0146 RESIDENTIAL LOAD CALCULATIONS \$325

Shows how to properly calculate residential heat losses and heat gains, both manually and computer based. Course based on the CSA Standard F-280 "Determining the Required Capacity of Residential Space Heating and Cooling Appliances". Upon successful completion, a nationally recognized Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) certificate is provided.

Apr 15 Tue/Thr 5 wks BBY CRN 24929
1900-2200

HVAC 0147 RESIDENTIAL AIR SYSTEM DESIGN \$325

Shows how to properly design residential air distribution systems in the following topic areas: layout and design of duct systems; sizing of supply and return air ducts, including proper selection of supply and return registers and grilles; CFM calculations; external static pressure and sheet metal fittings. Upon successful completion, a nationally recognized Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) certificate is provided.

May 20 Tue/Thr 5 wks BBY CRN 24930
1900-2200

HEAVY DUTY MECHANIC (604) 432-8205

HDMX 0100 HEAVY DUTY MECHANIC CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 14 Mon/Thr 10 wks BBY CRN 20575
1830-2130

IRONWORKING (604) 432-8556

IWKR 0110 IRONWORKER ARC WELDING BASIC (CWB) \$432

Reviews basic arc welding safety and oxyfuel application. Includes an introduction to CWB procedure code W59 and W47.1. Practical covers all four test positions 1-4GF. Prerequisite: Working knowledge of ironworker trade. CSA-approved work boots with steel toes and 100 per cent cotton coveralls required.

Apr 19 Sat 6 wks BBY CRN 23510
0800-1300

IWKR 0115 PRACTICAL REBAR PLACING \$345

Introduces re-bar placing wall structures, columns and beams, concrete clearance and ties. Experience in construction is helpful but not mandatory. CSA-approved work boots with steel toes required.

Apr 19 Sat 6 wks BBY CRN 23607
0800-1300

JOINERY (604) 451-7168

JOIN 0200 INTRODUCTION TO COMPUTING FOR WOOD PROCESSING \$266

N E W Explains basic computer terminology and skills required to function in CNC and CAD/CAM environments. Designed as a basic course for those with little or no computer experience.

Apr 01 Tue/Thr 3 wks BBY CRN 24953
1830-2130

Apr 14 Mon-Wed 1 wk BBY 24954
0730-1330

JOIN 0201 INTRODUCTION TO CNC/CAD/CAM FOR WOOD PROCESSING \$190

N E W Provides an overview of the application of CNC/CAD/CAM to wood processing. Designed as a primer for those considering a move into automated wood processing or seeking to expand their knowledge in this area. Focuses on understanding terminology, equipment and software options and the costs and benefits associated with this technology.

Apr 21 Mon-Wed 1 wk BBY CRN 24955
0730-1330

Apr 21 Mon/Wed 3 wks BBY 24956
1830-2130

Trades Training

JOIN 0202 CAD 2D FOR WOOD PROCESSING \$365

NEW Uses AutoCAD to train in two dimensional CAD concepts relating to wood processing. Basic CAD training is an advantage for efficient operation of CNC equipment. Prerequisite: JOIN 0200 or prior computer experience and basic drafting knowledge.

May 13 Tue/Thr 5 wks BBY CRN 24957
1830-2130
May 26 Mon-Fri 1 wk BBY 24958
0730-1330

JOIN 0211 MORBIDELLI MACHINE OPERATOR LEVEL 1 \$485

NEW Prepares new operators to use a Morbidelli machining centre. Explains safe setup and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Morbidelli model 504. Prerequisite: JOIN 0200 or prior computer experience.

May 26 Mon/Wed 5 wks BBY CRN 24959
1830-2130
Jun 23 Mon-Fri 1 wk BBY 24960
0730-1330

JOIN 0213 BIESSE MACHINE OPERATOR LEVEL 1 \$485

Prepares new operators to use a Biesse machining centre. Explains safe setup and operation of the machine and basic maintenance and troubleshooting. Machine used during the course is a Biesse model 346. Prerequisites: JOIN 0200 or prior computer experience.

Apr 14 Mon/Wed 5 wks BBY CRN 24961
1830-2130
May 12 Mon-Fri 1 wk BBY 24962
0730-1330

MACHINIST (604) 432-8205

MACH 0100 MACHINIST CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Machinist Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 12 Sat 10 wks BBY CRN 24923
0830-1430

MACH 0105 LATHE OPERATOR \$401

Provides a basic understanding and practical experience of engine lathe operations. Safety glasses and footwear with steel toes required.

Apr 14 Mon/Wed 6 wks BBY CRN 24924
1900-2200

MACH 0115 LATHE AND MILLING OPERATIONS \$401

Continues from MACH 0105 and MACH 0110. Designed to allow the student to gain more experience on machine tools. Prerequisite: MACH 0105 or MACH 0110 Milling Machine Operator. Safety glasses and footwear with steel toes required.

Apr 15 Tue/Thr 6 wks BBY CRN 23441
1900-2200

MACH 0120 INTRODUCTION TO COMPUTERS FOR MACHINISTS \$266

Introduces machinists to the use of computers. Designed for students wishing to continue on to the computer numerical control (CNC) courses.

Apr 07 Mon/Wed 3 wks BBY CRN 22631
1900-2200

MACH 0125 INTRODUCTION TO CNC \$441

Introduces the concepts of computer numerical control (CNC) to those with little or no CNC experience. Prerequisite: MACH 0120 or equivalent.

Apr 28 Mon/Wed 8 wks BBY CRN 20597
1900-2200

MATHEMATICS FOR TRADES (604) 432-8205

TMAT 0120 INDUSTRIAL MATHEMATICS \$300

NEW Upgrades trades people with math skills. Topics include: general math, algebra, geometry, trigonometry and scientific calculator operations. Each student will receive assignments based on their own trade area.

Apr 15 Tue/Thr 8 wks BBY CRN 25078
1900-2200

MILLWRIGHT (604) 432-8205

MILL 0100 MILLWRIGHT CERTIFICATE OF QUALIFICATION REFRESHER \$446

Prepares tradespersons for the Millwright Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 14 Mon/Wed 10 wks BBY CRN 20600
1900-2200

MILL 0105 INDUSTRIAL HYDRAULICS STATIONARY \$357

Assists maintenance personnel at industrial sites in the testing, repairing, examining and troubleshooting of basic fluid power circuits and component parts. Safety footwear with steel toes required.

Apr 15 Tue/Thr 7 wks BBY CRN 25082
1900-2200

MILL 0106 USING HYDRAULICS \$441

Assists maintenance personnel in designing, troubleshooting, and repairing hydraulic systems in industry. Reviews basic hydraulics with practical applications. Hydraulic circuits are designed and demonstrated on computer, then produced and tested. Practical troubleshooting techniques are explained and demonstrated. Both theoretical and hands-on training will be applied. Safety glasses and footwear with steel toes required. Prerequisite: MILL 0105 or instructor approval.

Apr 17 Thr/Sat 10 wks BBY CRN 23627
Every 2nd Thr starting Apr 17: 1900-2200
Every 2nd Sat starting Apr 26: 0830-1430

MILL 0115 INTRODUCTION TO VIBRATION ANALYSIS AND BALANCING \$441

Assists maintenance personnel in measurement, collection and analysis of machine vibration and machine balancing. Methods of data acquisition are presented and explained. Interpretation of many types of vibration spectra are demonstrated and explained including unbalance, misalignment, eccentricity, bearing failures, looseness, power drive and electrical faults, aerodynamic and hydraulic faults among others. Fifteen hours of shop and hands-on activity are included in this course. Prerequisite: Industrial maintenance experience. Safety footwear with steel toes required.

Apr 15 Tue/Thr 7 wks BBY CRN 24928
1900-2200

MOTORCYCLE MECHANIC (604) 432-8205

MCMX 0115 MOTORCYCLE MAINTENANCE \$209

NEW Covers all aspects of general maintenance of the modern motorcycle. A combination of lectures, demonstrations and hands-on practical training will be used to present material. Safety footwear with steel toes required.

Jun 10 Tue/Thr/Sat 3 wks BBY CRN 25081
Tue/Thr (Jun 10, 12, 17 & 19): 1900-2200
Sat (Jun 28): 0830-1430

PACIFIC MARINE TRAINING (604) 985-0622

MSSM 0492 PRACTICAL USE OF RADAR \$266

Enables the student to assume duties of radar operator on a small vessel, navigate a vessel, and take collision avoidance action. Lectures and demonstrations are enhanced with exercises performed on a radar simulator.

Apr 07 Mon/Wed 3 wks PMT CRN 25120
1800-2100

NAUT 0471 CAPTAIN SMALL CRAFT LEVEL 1 \$330

Prepares participants for Transport Canada examinations leading to the Master of a Small Craft (MSC) certificate (CSC1), which will qualify the holder to operate a small passenger vessel in restricted waters.

Apr 08 Tue/Thr/Sat 3 wks PMT CRN 25124
Tue/Thr: 1800-2100
Sat: 0900-1600

SAMO 2042 CARGO PLANNING \$225

Provides technical training involving planning of marine cargoes on terminals and aboard vessels. Students will acquire knowledge of pre-voyage planning, cargo planning, ship's stability, shear forces and bending movements.

Apr 16 Wed 14 wks PMT CRN 25121
1800-2100

SAMO 3021 PORT ADMINISTRATION AND MANAGEMENT \$225

Emphasizes the role of the seaport operations of international trade. Includes the various elements which constitute a port, the process of port operations and management, and Industrial Relations as they pertain to port operations. Studies will focus around the Canadian port system, with comparisons to international ports.

Apr 15 Tue 14 wks PMT CRN 25122
1800-2100

SAMO 3053 MARITIME LAW AND INSURANCE \$225

Introduces the legal aspects of the shipping industry, including ship registration, maritime liens, collision and pollution liabilities, contract of carriage, law of towage, law of salvage, and marine arbitration. Introduction to the principles of marine insurance contract will include: utmost good faith, insurable interest, indemnity, marine insurance policies, and the B.C. Insurance Act (Marine).

Apr 17 Thr 14 wks PMT CRN 25123
1800-2100

Pacific Marine Training campus also offers courses in the following subject areas:

Marine Engineering
Nautical
Safety and Seamanship

For further information on courses offered, contact BCIT's Pacific Marine Training campus:
265 West Esplanade
North Vancouver, B.C. V7M 1A5
Phone: (604) 985-0622 Fax: (604) 985-2862

PAINTING AND DECORATING (604) 432-8556

PDEC 0100 PAINTING/DECORATING CERTIFICATE OF QUALIFICATION REFRESHER \$465

Prepares tradespersons 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 to determine eligibility and to schedule an examination. Prerequisite: Minimum of four and a half years experience in the trade.

Apr 15 Tue/Thr 10 wks BBY CRN 20713
1800-2100

PIPING (604) 432-8556

Most piping courses require textbooks available for an additional cost at the BCIT Bookstore.

PPGS 0116 GAS FITTER ELECTRICAL ENDORSEMENT \$120

Provides those working in the gas industry with a review of sections 0, 2, 4, 8, 10, 12, 14, 16, 26, and 28 of the Canadian Electrical Code to prepare them to write a Provincial "Electrical Endorsement" (EE) exam to meet the requirements of the Electrical and Gas Safety Branch. Prerequisite: Must have a current Class A or B Gas Fitter Licence.

Apr 08 Tue/Thr 2 wks BBY CRN 24077
1830-2130

PPGS 0121 SERVICING GAS FORCED AIR FURNACES \$350

NEW Covers installation instructions, service information, sequence of operation, control drawings, testing, equipment, and troubleshooting of gas fired forced air furnaces. Prerequisite: Must have current C, B, or A Gas Licence.

Apr 07 Mon/Wed 5 wks BBY CRN 24937
1830-2130

PPGS 0125 PLUMBING: RESIDENTIAL \$300

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. CSA-approved work boots with steel toes are required.

Apr 12 Sat 4 wks BBY CRN 20718
0830-1430

PPGS 0136 MEDICAL GAS PIPING SYSTEMS \$450

NEW Reviews the CSA Z305.9-92 code for nonflammable medical gas piping systems and demonstrates proper installation procedures with practical training in brazing and purging techniques. Designed for Plumbers and Pipefitters working on medical gas piping systems. CSA-approved steel toed work boots are required.

Apr 08 Tue/Thr 7 wks BBY CRN 25127
1800-2100

CLASS TIMES/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.

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
DOWNTOWN CAMPUS (DTC)	1730-2030
LANGLEY (LLY)	1900-2200
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
ABBOTSFORD (ABB)	See course descriptions
MAPLE RIDGE (MRC)	See course descriptions
MAPLE RIDGE (THC)	See course descriptions
PACIFIC MARINE TRAINING CAMPUS (PMT)	See course descriptions

Trades Training

PPGS 0200 GAS FITTER A LICENCE - DISTANCE EDUCATION \$810

Includes both directed home study and instructor supervised practical training. Participants develop their own at-home schedule for the theory portion, while the second two-week practical portion is scheduled and completed at BCIT's Burnaby campus. Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Prerequisite: Must be a Class "B" ticket holder for two years. Call (604) 432-8556 for registration details.

POWER ENGINEERING (604) 432-8390

POWR 0107 BOILER SAFETY AWARENESS \$100

NEW Raises safety awareness and operating efficiency of individuals who operate small hot water and steam boilers which are not covered under the Boiler and Pressure Vessel Safety Branch Act and Regulations (i.e. dry cleaners, small food processors, apartment building managers, etc.).

Apr 07	Mon/Wed	1 wk	BBY	CRN	25108
					1800-2130
Apr 08	Tue/Thr	1 wk	BBY		21509
					1800-2130

DISTANCE EDUCATION PROGRAMS

These programs provide those currently employed in industrial plants with the knowledge to take the Interprovincial Power Engineering Certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone or drop-in help from experienced instructors.

In order to write the interprovincial examinations, candidates must have specified, practical and qualifying experience as outlined in the 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 Boiler Branch. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. A reference library and instructional videotapes are available to supplement course materials.

Registration in fourth, third, second and first class programs is usually done in groups of two courses. One year from date of registration is allowed to complete a group.

POWR 1210 Boiler Operator					
Tutorial		CRN	24971		
Correspondence			24970		
POWR 1213 Fourth Class Part A					
Tutorial		CRN	24966		
Correspondence			24965		
POWR 1214 Fourth Class Part B					
Tutorial		CRN	24975		
Correspondence			24974		
POWR 1215 Third Class Part A Paper 1					
Tutorial		CRN	24981		
Correspondence			24980		
POWR 1216 Third Class Part A Paper 2					
Tutorial		CRN	24983		
Correspondence			24982		
POWR 1217 Third Class Part B Paper 1					
Tutorial		CRN	24987		
Correspondence			24986		
POWR 1218 Third Class Part B Paper 2					
Tutorial		CRN	24989		
Correspondence			24988		
POWR 1219 Second Class Part A Paper 1					
Tutorial		CRN	24993		
Correspondence			24992		
POWR 1220 Second Class Part A Paper 2					
Tutorial		CRN	24995		
Correspondence			24994		
POWR 1221 Second Class Part A Paper 3					
Tutorial		CRN	24997		
Correspondence			24996		

POWR 1222 Second Class Part B Paper 1

Tutorial	CRN	25001
Correspondence		25000

POWR 1223 Second Class Part B Paper 2

Tutorial	CRN	25003
Correspondence		25002

POWR 1224 Second Class Part B Paper 3

Tutorial	CRN	25005
Correspondence		25004

POWR 1225 First Class Part A Paper 1

Tutorial	CRN	25009
Correspondence		25008

POWR 1226 First Class Part A Paper 2

Tutorial	CRN	25011
Correspondence		25010

POWR 1227 First Class Part A Paper 3

Tutorial	CRN	25015
Correspondence		25014

POWR 1228 First Class Part A Paper 4

Tutorial	CRN	25017
Correspondence		25016

POWR 1229 First Class Part B Paper 1

Tutorial	CRN	25021
Correspondence		25020

POWR 1230 First Class Part B Paper 2

Tutorial	CRN	25023
Correspondence		25022

POWR 1231 First Class Part B Paper 3

Tutorial	CRN	25027
Correspondence		25026

POWR 1232 First Class Part B Paper 4

Tutorial	CRN	25029
Correspondence		25028

POWER EQUIPMENT MECHANIC (604) 432-8205

PEMX 0105 SMALL ENGINE POWERED EQUIPMENT MAINTENANCE \$347

Covers maintenance and general repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by air-cooled two- and four-stroke engines. Safety footwear with steel toes required.

Apr 15	Tue/Thr	8 wks	BBY	CRN	23437
					1900-2200

REFRIGERATION OPERATOR (604) 432-8205

POWR 0108 REFRIGERATION PLANT SAFETY \$125

Provides rink attendants, employed by recreational facilities, with essential knowledge of safety concerns in a refrigeration plant. Upon completion of this course, students will have the skills to safely evacuate and protect life and property in the event of an emergency in a refrigeration plant.

Apr 19	Sat	2 wks	BBY	CRN	24925
					0830-1630
May 31	Sat	2 wks	BBY		24927
					0830-1630

POWR 0109 REFRIGERATION OPERATOR \$1200

Supplements one's practical qualifying experience as described in the British Columbia Power Engineers and Boiler and Pressure Vessel Safety Act. Provides the theoretical training required to prepare graduates to challenge the BC Ministry of Municipal Affairs examinations for Refrigeration Operator's certification. Textbooks included; examination fee additional.

Apr 07	Mon/Wed	20 wks	BBY	CRN	24926
					1900-2200

SHEET METAL (604) 432-8556

SMTL 0100 SHEET METAL CERTIFICATE OF QUALIFICATION REFRESHER \$305

Prepares tradespersons for the Sheet Metal Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour to determine eligibility and to schedule an examination. Prerequisite: Minimum of six years experience in the trade.

Apr 08	Tue/Thr	6 wks	BBY	CRN	23608
					1900-2200

SMTL 0111 LAYOUT AND FABRICATION \$234

Teaches how to lay out and fabricate various ventilation fittings used in the sheet metal industry. Prerequisite: Sheet Metal Journeyperson or Apprentice.

Apr 08	Tue/Thr	4 wks	BBY	CRN	23609
					1900-2200

SMTL 0121 STAINLESS STEEL FABRICATING AND FINISHING BASIC \$310

Introduces fabricating and finishing stainless projects. Basic hands-on course will follow a shop project from start to finish. Prerequisite: Sheet Metal Journeyperson or Apprentice.

Apr 12	Sat	4 wks	BBY	CRN	24933
					0830-1430

SMTL 0125 QUALITY FIRST \$160

Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances, and duct sizing for residential heating. Prerequisite: Sheet Metal Journeyperson or Apprentice.

Apr 15	Tue/Thr	3 wks	BBY	CRN	24935
					1900-2200
May 27	Tue/Thr	3 wks	BBY		24936
					1900-2200

STEEL FABRICATION (604) 432-8556

STEL 0110 STEEL FABRICATION (BASIC) \$366

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. CSA-approved work boots with steel toes required.

Apr 15	Tue/Thr	5 wks	BBY	CRN	20785
					1900-2200

STEL 0115 BLUEPRINT READING FOR WELDERS AND STEEL FABRICATORS \$331

Covers all aspects of blueprint reading for welding. Prerequisite: Some knowledge of steel fabrication. CSA-approved work boots with steel toes required.

Apr 15	Tue/Thr	5 wks	BBY	CRN	20787
					1900-2200

WELDING (604) 432-8556

WELD 0103 OXYACETYLENE/BRAZE WELDING \$366

Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. Students must supply their own 100 per cent cotton coveralls and CSA-approved steel-toed work boots.

Apr 12	Sat	6 wks	BBY	CRN	20788
					0830-1330

WELD 0104 SHIELDED METAL ARC WELDING BASIC \$399

Introduces basic arc welding to individuals who wish to learn S.M.A.W. to trade standards. Students must supply their own 100 per cent cotton coveralls and CSA-approved steel-toed work boots.

Apr 08	Tue/Thr	5 wks	BBY	CRN	23479
					1900-2200

Apr 12	Sat	6 wks	BBY		20789
					0830-1330

WELD 0106 GAS METAL ARC WELDING BASIC \$432

Covers basic weld joints in the flat, horizontal and vertical positions. Process is used by most metal fabricators in the province. Students will be introduced to the G.M.A.W. Section of P6 Module, Level C. Students must supply their own 100 per cent cotton coveralls and CSA-approved steel-toed work boots.

Apr 07	Mon/Wed	5 wks	BBY	CRN	23480
					1900-2200

Apr 12	Sat	6 wks	BBY		20791
					0830-1330

4 Ways to Register

1. By mail
Fill in the registration form on page 3 and send it with your cheque or credit card information to:

BCIT Part-time Studies Registration
3700 Willingdon Avenue
Burnaby, B.C. V5G 3H2

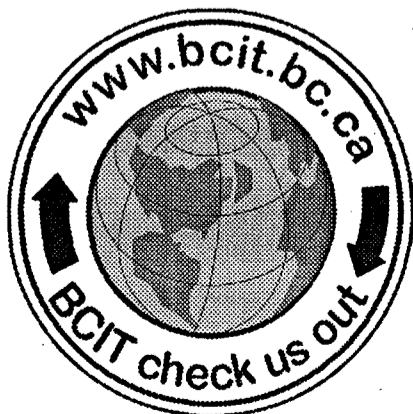
Sorry, no postdated cheques.

2. By fax
Use the form located on page 3 and fax to (604) 430-1331 (Burnaby campus) or (604) 687-2488 (Downtown campus).
(available to all registrants)

3. In person
Register at the Burnaby, Downtown or Surrey campuses (see page 2). Pay by cash, cheque, debit or credit card.
(available to all registrants)

Note: The debit card is now accepted at the Burnaby and Downtown campus.

4. By phone
Charge to your Visa or MasterCard.
Burnaby campus (604) 434-1610
Downtown campus (604) 412-7777.
(available to all registrants)



Trades Training

WELD 0110 GAS TUNGSTEN ARC WELDING BASIC \$432

Covers shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W. on mild steel, stainless steel and aluminium. Students must supply their own 100 per cent cotton coveralls and CSA-approved steel-toed work boots.

Apr 08 Tue/Thr 5 wks BBY CRN 24932
1900-2200
Apr 12 Sat 6 wks BBY CRN 20790
0830-1330

WELD 0115 ALUMINUM WELDING (G.M.A.W.) \$432

Covers all position plate welding. Upon successful completion, the student may reach the competency level of the CWB47.2 code requirements. Students must supply their own 100 per cent cotton coveralls and CSA-approved steel-toed work boots.

Apr 12 Sat 6 wks BBY CRN 24078
0830-1330

WELD 0120 WELDING FOR THE ARTISAN \$395

Teaches artwork, furniture building, and minor repairs as a general interest course designed for the hobby enthusiast or cottage industries person. Focuses on using the new generation home welding (GMAW) readily available at most hardware outlets. Course includes two days on oxyacetylene related processes. CSA-approved work boots with steel toes and 100 per cent cotton coveralls are required.

Apr 12 Sat 6 wks BBY CRN 25100
0830-1330

WELD 0121 WELDING INSPECTION LEVEL 1 PART 1 \$386

Covers modules on welding health and safety, basic joints, blueprint reading, preparation for welding, symbols for welding, process and equipment, electrodes and consumables, and weld faults and causes.

Apr 12 Sat 6 wks BBY CRN 23481
0830-1330

WELD 0122 WELDING INSPECTION LEVEL 1 PART 2 \$386

Covers modules on basic inspection technology, mechanical testing of welds, basic concepts of quality functions of the inspector techniques of visual inspection and surface inspection.

Jun 07 Sat 6 wks BBY CRN 23482
0830-1330

LEVEL C WELDING: PART-TIME

Introduces the Level C program to the part-time student. Student may enter the full-time program at a P-3 level after completing the following Level C Welding part-time courses: WELD 1001 P-1 Introduction and Safety, and WELD 1002 P-2 Oxyfuel Gas Cutting. It takes approximately five months to complete the full-time course.

WELD 1001 P-1 INTRODUCTION AND SAFETY \$300

Covers safe work practices. Coveralls and CSA-approved work boots with steel toes are required. Prerequisite: Completion of Grade 10 recommended but an appropriate combination of work experience and education will be considered.

Apr 12 Sat 6 wks BBY CRN 23629
0830-1330 and 23628

WELD 1002 P-2 OXYFUEL GAS CUTTING \$300

Continues from WELD 1001. P-2 covers Oxyfuel Gas Cutting. Coveralls and CSA-approved work boots with steel toes are required. Prerequisite: WELD 1001.

Jun 07 Sat 6 wks BBY CRN 23631
0830-1330 and 23630

WOMEN IN TRADES (604) 432-8233

TEXP 0110 TRADES EXPLORATORY PROGRAM FOR WOMEN \$190

Helps women make an informed choice about entering a skilled trade as a career. Explores trades from the: aviation, metal, mechanical and construction areas. Opportunity for hands-on experience in at least one trade from each area and information about other trades in these sectors. Information will include working conditions, labor market information, expected wages and training requirements. CSA-approved safety boots (steel toes, puncture proof and ankle support) and safety glasses are required.

Apr 15 Tue 12 wks BBY CRN 20728
1830-2130

FULL-TIME TRADES PROGRAMS INFORMATION SESSIONS (604) 434-3304

Consists of an overview of Trades Training programs followed by a tour of selected BCIT Trades Training programs. Sessions are free. Call (604) 434-3304 to register.

Apr 25 Fri 1 day BBY
0900-1200
May 30 Fri 1 day BBY
0900-1200
Jun 27 Fri 1 day BBY
0900-1200

"Get With The Program And Get Certified"

Did you know that BCIT offers more than 30 certificate programs? That translates to more than 30 opportunities for training and professional growth available through convenient BCIT Part-time Studies.

You may be closer to a certificate than you think with the courses you've already taken so "Get with the Program and Get Certified."

If you're not quite sure how to put your program together, let us work out a certificate program that works for you. You can speak to a program advisor by calling (604) 434-3304 or come out to our certificate and Part-time Studies services information sessions.

There's no better way to further your career — or change careers.



Student Services

CLASS TIMES/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.

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
DOWNTOWN CAMPUS (DTC)	1730-2030
LANGLEY (LLY)	1900-2200
SEA ISLAND (SEA)	1900-2200
SURREY (SRY)	1900-2200
VANCOUVER (VCR)	1845-2145
ABBOTSFORD (ABB)	See course descriptions
MAPLE RIDGE (MRC)	See course descriptions
MAPLE RIDGE (THC)	See course descriptions
PACIFIC MARINE TRAINING CAMPUS (PMT)	See course descriptions

CLASSROOMS

Classroom locations are not available until 1600 on the night your course begins. Classroom locations will be posted within this specified time frame at the following Burnaby campus locations.

NE1, J.W. Inglis Building, 2nd floor, South Entrance.
SW1 Building, 1st floor, Registration Office.
SE2, Bookstore.
SE16, SAC (Student Activity Centre).
SE12, Breezeway outside Campus Cafe.
SW1, TNT Store foyer.

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

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

CORRESPONDENCE/GUIDED LEARNING

If you can't get to any of our classroom sites... BCIT offers career-oriented 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	(604) 432-8609
Engineering Technology	(604) 432-8784
Health Sciences	(604) 451-7089
Industry Services	(604) 432-8234
Power Engineering	(604) 432-8390
Transportation Systems	(604) 432-8784

Note: Students registering in correspondence/guided learning courses with out of country addresses will be charged double the assessed course fee.

EMPLOYMENT SERVICES (604) 432-8666 FAX (604) 435-3122

Location: SW1 Room 1100
Office Hours: 0830-1600 Monday to Friday
Closed 1300-1400 daily
Employment Services puts employers in touch with BCIT students and alumni.

As a part-time studies student you are eligible to use the BCIT WORKS! Voicelink Jobsline, a 24 hour job information telephone service. There is a \$20 fee for one year of access to the Jobsline for part-time students and alumni. Drop by, call or e-mail us at bciteps@bcit.bc.ca for more information. Visit our website at www.bcit.bc.ca/~stuserv/EPS/eps_home.htm for more information on our services, job search tips and the courses offered.

BCIT 0160 SURFING FOR WORK \$295

Learn to use the Internet as part of your work search. This course is for those who have some familiarity with computers and are interested in learning how they can use the Internet to enhance their employment search. Teaches basic Internet skills, how to use the Internet to research companies, access on-line job postings, and apply for positions over the Net.

May 24 Sat 2 wks BBY CRN 25104
0830-1630

BCIT 0161 INTERVIEWING FOR SUCCESS \$195

Learn all you need to know to be successful in interviews. This workshop covers all aspects of the interview process from preparation to follow-up. You will be coached through videotaped practice interviews and will be given guidance and pointers from an employment professional. You will leave the course with the skills you need to successfully navigate all types of job interviews including behavioral, situational and panel interviews.

May 15 Thr 4 wks BBY CRN 25105
1815-2145

BCIT 0162 THE SEARCH FOR WORK \$225

This course will give you the tools you need to search for work effectively in the new economy whether you're just starting out, changing jobs, or multitracking. You will use proven techniques to plan for success, research your way into opportunities, prepare a targeted application package, get interviews, and stay motivated.

Apr 03 Thr 6 wks BBY CRN 25107

EDUCATIONAL RESOURCE CENTRE FOR STUDENTS WITH DISABILITIES VOICE (604) 451-6963 TTY (604) 432-8954

We offer a range of support services for students with disabilities. For more information contact the Educational Resource Centre at (604) 451-6963, Building SW1, Room 2300. In addition, the Educational Resource Centre offers two courses to help you be more successful and make career decisions.

BCIT 0130 LEARNING FOR SUCCESS: STRATEGIES FOR STUDENTS WITH LEARNING DISABILITIES/DIFFICULTIES \$395

Provides instruction in cognitive strategies to enhance reading, writing, and math ability, along with skills such as concentration, listening, critical thinking, memory, note taking, exam writing and social interaction. Features formal class instruction and access to the Learning Centre for individual assistance. Please call (604) 451-6963 for information. *ABESAP funding may be available.

Continuous Intake CRN 16887

† PLEASE NOTE: COURSES COMMENCING AFTER JULY 1, 1997 WILL BE SUBJECT TO A \$10 BUILDING FEE ALONG WITH REGULAR TUITION.

FINANCIAL AID FOR PART-TIME STUDENTS (604) 432-8555

Financial Aid and Awards Reception, SW1 Building, Room 2300. Office Hours: 0830-1630, Monday to Friday.

Limited financial assistance is available to eligible students registering for part-time programs or programs of short duration, based on financial need. Applicants submitting a completed "BCIT Part-time Assistance Application" form will be considered for all part-time assistance programs, and will be notified in writing.

BCIT Part-time Assistance Application forms and information on financial assistance may be obtained from Financial Aid and Awards Reception.

The Financial Aid & Awards department offers a workshop that provides comprehensive information on all types of student assistance:

BCIT 0140 FINDING STUDENT AID DOLLARS \$25

Short of funds for school this fall or planning for next year? Find out about government assistance and other types of aid for both full-time and part-time students at universities, colleges and institutes. Includes tips on completing applications for loans, grants, bursaries and scholarships.

May 24 Sat BBY CRN 25115
0900-1300

THE NOW PROJECT (604) 451-6983 E-MAIL NOWPROJE@BCIT.BC.CA

The NOW Project coordinates BCIT's services and programs for Youth Works and Welfare to Work program participants and others receiving income assistance. Services available to prospective and registered students include:

- information on welfare changes related to training
- assessments for upgrading or tutoring
- assistance in "navigating" your way through the system
- student support groups
- use of computing facilities and resource centre
- one-on-one support
- tutoring and workshops
- referrals and assistance to access BCIT and community services

Drop in hours for registration are 1230 to 1630, Monday to Friday, in Building SW1, Room 2105. Please call for your initial appointment or for more information, (604) 451-6983.

PROGRAM ADVISING/ PART-TIME STUDIES (604) 434-3304

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

If you are beginning your studies in Engineering Technology you should confer with a Part-time Studies program advisor before you begin. We recommend that proposed programs be submitted to a program advisor for approval.

If you are beginning your studies in the Business Technology, you may register for your first courses without program approval.

At the Burnaby campus, program advisors are available by appointment, with evening appointments available during fall and winter terms. For more information, or to make an appointment, please call us at (604) 434-3304.

COUNSELING SERVICES (604) 434-3304 WEB SITE WWW.BCIT.BC.CA/ SERVICES_HOME.HTM

CAREER, EDUCATIONAL AND PERSONAL DEVELOPMENT COURSES.

CEPD courses are taught by professionally trained counsellors. For more information call BCIT Counseling Services at (604) 434-3304.

CEPD 0100 INTRODUCTION TO CAREER PLANNING \$30

Provides undecided persons interested in attending BCIT programs and courses with information about the career planning process, and an opportunity to do some introductory career planning activities.

Apr 04	1000-1200	BBY CRN	24758
May 02	1000-1200	BBY	24759
May 23	1000-1200	BBY	24760
June 27	1000-1200	BBY	25116
†Aug 08	1000-1200	BBY	25117

CEPD 0101 CAREER TESTING \$175

Write a selection of standardized tests to determine your interests, aptitudes, and values followed by a group test interpretation and discussion of implications for your career decisions.

Apr 05 and 12	BBY CRN	24854
0900 - 1300		
Jun 06 and 13	BBY	25118
0900-1300		
†Aug 16 and 23	DTC	25119
0900-1300		

HRMG 0315 CAREER SEARCH WORKSHOP \$225

Helps you to set goals and plan your career based on your interests, values and abilities and to access current career and educational information.

May 06, 13, 20 and 27	BBY CRN	22843
Tue		
1845 - 2145		
Jun 19, 26, †Jul 03, 10	BBY	23645
Thr		
1845 - 2145		

CEPD 0103 CAREER TRANSITIONS

A program that can be designed for groups of workers or companies experiencing restructuring or downsizing. For more information call Counseling Services at (604) 434-3304.

A TASTY REWARD FOR DOING YOUR BEST.

Redeemable for a regular order of our world-famous french fries.



Coupon expires: June 30, 1997

Limit of one regular order of french fries per customer. Coupon valid at any participating McDonald's Restaurants in Canada.

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Register Early and Win! (604) 434-1610

Spring into action!

Register for your BCIT course by Mar. 14 and you could win a free course! Eleven free courses will be given away. Register today!

BCIT

Campus Services

ALUMNI ASSOCIATION (604) 432-8847

The BCIT Alumni Association provides a vital communication link between graduates and the Institute. Graduates receive the Ambassador newsletter, published twice a year.

All BCIT, PVI and PMTC graduates who have completed programs of at least six months duration are members of the Alumni Association.

Priorities for the Alumni Association include the Alumni Fundraising Campaign; the presentation of Entrance Awards to first-year, full-time students; and promoting professional recognition for BCIT graduates.

The Alumni Office is located in the Student Association Campus Centre (SE2). E-mail: alumni@bcit.bc.ca.

BOOKSTORE (604) 432-8379 FAX: (604) 432-7923 E-MAIL: BKST0001@BCIT.BC.CA CAMPUS CENTRE/SE2

BURNABY HOURS — Apr. 1997

Mar. 30	(Easter Sunday) Closed
Mar. 31	(Easter Monday) Closed
Apr. 1	0800 — 1600
2	0900 — 1600
3	0800 — 1600
4	0800 — 1600
5	0800 — 1100
6	0800 — 1600
7	0800 — 1600
8	0800 — 1600
9	0900 — 1600
10	0800 — 1600
11	0800 — 1600
12	0800 — 1200
13	0800 — 2000
14	0800 — 2000
15	0900 — 2000
16	0800 — 2000
17	0800 — 1600
18	0800 — 1200
19	0800 — 2000
20	0800 — 2000
21	0900 — 2000
22	0800 — 2000
23	0800 — 2000
24	0800 — 2000
25	0800 — 1600
26	0800 — 1100
27	0800 — 1900
28	0800 — 1900
29	0900 — 1900
30	0800 — 1900
May 1	0800 — 1600
May 2	0800 — 1600
May 3	0800 — 1100

BURNABY HOURS

- Burnaby April hours are listed above. Please call Bookstore Information Line at (604) 432-8379 /option # 1, for late-breaking *ad hoc* hours for May, June, July and August. Downtown BookRoom hours are handled by the Downtown Campus staff.
- BCIT Bookstore accepts Visa, MasterCard, American Express and InterAc Direct. (Credit cards with the magnetic stripe must be presented - account numbers alone will not be accepted.)
- Student accounts can be set up by companies or government agencies if billing/invoicing details are faxed to: (604) 432-7923 prior to first class. Please allow a suitable time for processing.

SATELLITE LOCATIONS

- In co-operation with several BCIT partners, texts designated *essential* to course use will be sold at most satellite locations, for your convenience, during the first class. Complete duplication of services is not feasible or realistic — used texts, special values, and software are available only at the main store in Burnaby.

BOOK RETURNS

- Books in a technical school can be expensive...mistakes can cost you money. It is recommended that you go to class for direction before purchasing texts to verify if your particular instructor will be emphasising the use of a text book.
- The bottom line is that if a class is cancelled or you withdraw, you may return the *required* text for a refund - but there are definite time restrictions - this is not open-ended.

The 3 R's of returns:

- Receipt** - Original book sales receipt; 30 calendar days maximum.
 - Registration** - drop slip indicating withdrawal or cancellation or note from instructor *plus*
 - Resale** - Book must be in new, *resaleable*, fresh, no marks, condition.
- No returns on opened software.

USED BOOKS

- Limited quantities of used books are available at term start-up. Personal shopping only. Used book buybacks are usually of five days duration, in January, May, and September. Please call for exact dates and times.
- There is no guarantee that a book will have a used book buyback value: new editions and course text changes determine the value.
- The buyback is conducted by a used book wholesaler with access to a database of more than 60,000 titles - the bookstore staff do not have the answers about used book value.

FOOD (604) 432-8642

There are many food outlets on the Burnaby campus for you to choose from. Hours of operation and locations are as follows. Please note that opening hours may vary at different times of the year.

Town Square Cafe (SE2)

Monday to Thursday	0630 - 2100
Friday	0630 - 1500
Saturday	Closed

Campus Cafe (SE12)

Monday to Thursday	0700 - 2100
Friday	0700 - 1530
Saturday	0800 - 1400

JW Inglis (NE1)

Monday to Thursday	0600 - 2100
Friday	0600 - 1500
Saturday	0800 - 1400

Electrical Training Centre (SE1)

Monday to Friday	0700 - 1430
Saturday	Closed

Roadrunner (SW1, Room 2322)

Monday to Thursday	0730 - 2100
Friday	0730 - 1430

Elephant on Campus

Monday to Thursday	1100-Midnight
Friday	1100-0100
Saturday	1200-1800
Sunday	Closed

HOURS OF OPERATION MAY BE SUBJECT TO CHANGE AND ARE POSTED IN EACH CAFETERIA.

LIBRARY (604) 432-8370

The BCIT libraries include the main library at Burnaby campus and specialized branch libraries at Pacific Marine Training campus and Sea Island campus.

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

The main library has a wide variety of books, periodicals, technical reports, videos, maps, etc. There are specialized collections of legal materials, standards, Statistics Canada publications and much more.

Downtown Electronic Resource Centre will mainly provide the full text of articles from electronic databases. These databases will be available to students using the centre.

PMTC's library collection specializes in nautical, marine engineering, marine emergency, radar simulator, and ship operations materials.

The Sea Island library collection specializes in aircraft maintenance and repair, and avionics materials. The libraries have the latest in computerized information including Internet and in-house CD-ROM access. The ground floor microcomputer centre of the main library is for student use in preparing reports, spreadsheets, etc. The libraries are also wheelchair accessible and have special needs facilities such as a print-to-voice machine for the visually challenged. These are your libraries, use them for your information needs.

LIBRARY HOURS

September to May (subject to change)

Main Library

Monday to Thursday	0730-2230
Friday	0730-1700
Saturday and Sunday	0900-1700
For June, July and August hours, please call (604) 432-8557.	

PMTC

Library hours (604) 985-0622 ext. 343.

Sea Island

Monday to Friday	0800-1600
Closed	1230-1300

TELEPHONE NUMBERS

Main Library

Loans, overdue and hold information	(604) 432-8370
Library hours	(604) 432-8557
Reference service	(604) 432-8371

Downtown Electronic Resource Centre

Circulation	(604) 412-7622 or (604) 602-7634 loc. 7621
Fax	(604) 687-2488

Sea Island

Inquiries	(604) 278-3519
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INTERNET ACCESS

The Library's homepage is available at <http://www.lib.bcit.bc.ca>. Please visit us at this site and look at some of the resources and links that we have to offer.

PARKING (604) 432-8719

All vehicles parking on the Burnaby campus, day or night, must display a valid institute parking permit or a ticket from a dispenser at a rate of \$1.50 for the evening.

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 enquiries, i.e. tickets, tows, etc., to Impark (604) 681-7311.

Visitor parking, 0600 - 1630, has a one-hour maximum limit.

Vehicles not displaying a valid parking permit are subject to impoundment. Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus. For general inquiries, please call (604) 432-8719.

Fees are subject to change:

Night school: term	\$ 16.00
Students:	
Daily rate: Ticket Dispenser	\$ 1.50
Monthly	\$ 15.00
Jan-May term	\$ 75.00
Sep-Dec term	\$ 60.00
Students with disabilities: Monthly	\$ 7.50
Motorcycles: Month	\$ 7.00

Parking rates at the Downtown campus are \$1.75 per hour, \$6 per day, and \$2.50 per evening and as a plus for students evening parking rates begin at 1700 hours.

CASHIERS' HOURS

August 15 - April 30

Monday to Thursday	0830-1900
Friday	0830-1630
Saturday	0830-1230
Closed Saturday on Holiday Weekends	

ARE YOU ABOUT TO COMPLETE A CERTIFICATE?

To receive your certificate, you must submit an application form upon completion of your last course. Forms are available at Student Services Registration and Student Records, Building SW1.

RECREATION SAC BUILDING (SE16) (604) 432-8612

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

Hours of operation

September-May:

Monday-Thursday	0700-2300
Friday	0700-2100
Saturday	0900-1700
Sunday	0900-1700
June-August	To be announced

Facility hours are subject to change. Check the weekly schedule posted outside the Recreation and Athletic Equipment office.

All students, staff and alumni are encouraged to use the recreation facilities. Lockers, towels and laundry services are available to rent. Most equipment is provided on loan; current BCIT identification is mandatory. There is a nominal rental fee for balls, birds and racquets. There are many structured programs to participate in as well as plenty of recreation time when the gym is available for your own activity. Check the facility schedule for open and programmed times.

SECURITY

STUDENT CAMPUS PATROL

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

The office is open 24 hours a day.

LOST AND FOUND

Lost and found operates from the Safety and Security office in SW1-1001, next to the This & That Store.

Should you or your department locate a lost item, please take it to BCIT's Lost and Found immediately so that when the claimant arrives to inquire of the lost item, we can readily assist this person.

BCIT Part-time Studies Spring/Summer Flyer February 24, 1997

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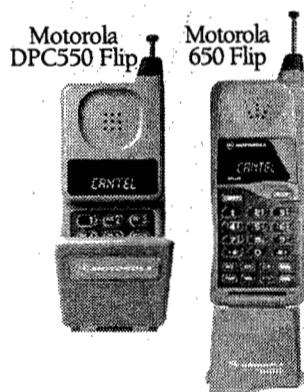
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