



PART-TIME STUDIES

WINTER 1989

20

BUSINESS  
ENGINEERING  
TECHNOLOGY  
HEALTH SCIENCES  
TRADES TRAINING

REGISTER NOW

434-1610

Use your MasterCard or Visa

CLASSES START

JANUARY 9

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

**School of Business**

Administrative Management .....	3, 4
Broadcast Communications .....	4, 5
Business Communications/Media Techniques Certificate Program .....	4, 5
Canadian Institute Travel Counsellors .....	5
Building Maintenance .....	5
Financial Management .....	5, 6
Associate Certificate Financial Planning .....	6
Credit Courses to Professional Accounting Bodies .....	6
Hospitality Administration .....	6
Tourism .....	7
Provincial Certificate in Tourism/Tourist Facilities Management .....	7
Pacific Rim Institute of Tourism and American Hotel & Motel Association .....	8, 9
Non Credit Food Courses .....	9
Marketing Management .....	9, 10
Operations Management .....	10
Transportation and Distribution .....	10
Canadian Association for Production and Inventory Control .....	10
Specialized Business Service .....	11
Direct Employment Training .....	11

**School of Engineering Technology**

Applied Industrial Computing/Computer Aided Engineering .....	11
Biological Sciences .....	11
Building Technology .....	11, 12
Chemical Sciences .....	12
Civil Technology .....	12
Computer Systems .....	12, 13
Electronics Technology .....	13
Gardening/Horticulture .....	13
Landscape Technology .....	13
Mechanical Technology .....	14
Mining Technology .....	14
Renewable Resources .....	14
Robotics .....	14
Survey and Mapping .....	14

**Academic Support**

Chemistry .....	14
Communication .....	14
Technical .....	14
Mathematics .....	15
Physics .....	15
Distance Education .....	15

**School of Health Sciences**

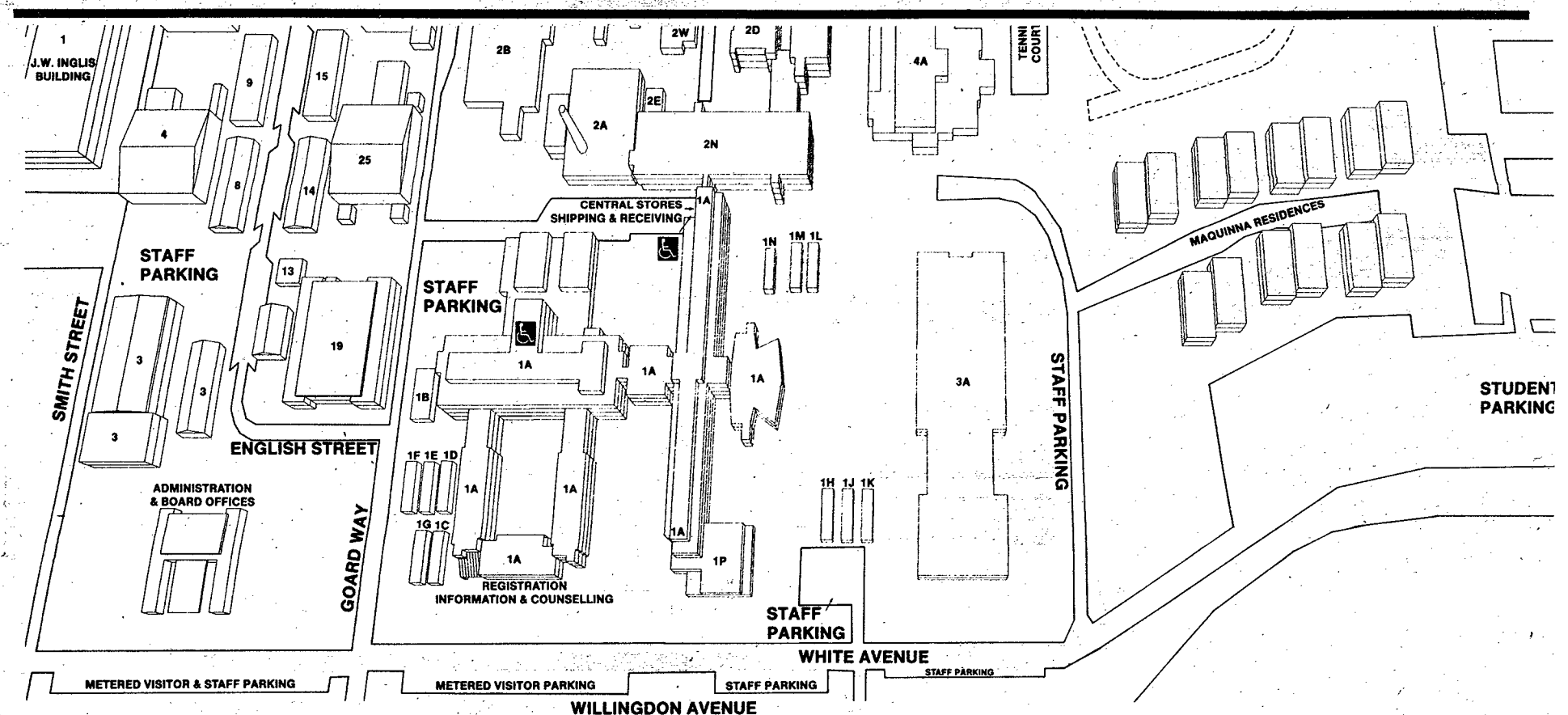
Occupational Health and Safety Certificate Program .....	15
--	----

**School of Trades Training**

Automotive Mechanic .....	16
Aviation .....	16
Appliance Repair .....	16
Carpentry .....	16, 17
Computers for Trades .....	17
Construction .....	17
Drafting .....	17
Electrical Trade .....	17
Electronics Guided Learning .....	17, 18
Electronics Trade .....	18
Glazing .....	18
Heavy Duty Mechanic .....	18
Joinery .....	18
Machinist .....	18
Mathematics for Mechanical Trades .....	19
Millwright .....	19
Painting/Decorating .....	19
Piping/Plumbing/Gas .....	19
Small Engine Mechanic .....	19
Steel Trade .....	19
Refrigeration .....	19
Upholstery .....	19
Welding .....	20

**How to Register**

Campus Locations .....	20
Office Hours .....	20
Phone Registration .....	20
Course Cancellation .....	20
Course Transfer/Change .....	20
Refunds .....	20
Parking .....	20
Class Times .....	20
Registration Form .....	20

**Campus Map**



**B**CIT's School of Business Part-time Studies serves two distinct markets. The market for night school credit courses, where individuals can earn a certificate in a BCIT business program or credit for some other purpose; and the contract, or focused training market. In the contract market we develop training programs to fill a particular need in the community or industry.

In contract training, we have a great deal to offer and have been doing so with great success for the past few years. Many of our contract programs have been funded by the Canadian Jobs Strategy program and this area of activity is growing. We have also developed a reputation with the native community that is second to none. We are in the business of making people work-ready and of transferring technology to industry through programs developed for a particular need expressed by industry.

In Business part-time studies (the night school component) we process between 15,000 and 18,000 course registrations annually. This probably represents about 3,000 to 5,000 actual clients per year. 95% to 98% of these people are looking for career upgrading or new careers. In contract training, we are currently serving around 500 clients per year.

## ADMINISTRATIVE MANAGEMENT

### ADMN 100

#### Microeconomics

\$151

Provides a basic understanding of microeconomic concepts. Deals with the functioning of the marketplace and behavior in different competitive environments.

Jan 09	Mon	12 wks	BBY	CRN 70754
			DEC	70763
Jan 10	Tues	12 wks	BBY	79129
Jan 11	Wed	12 wks	BBY	70772
			DEC	70789
Jan 12	Thurs	12 wks	BBY	92857
Jan 17	Tues	12 wks	SRY	41031

### ADMN 110 Management 1

\$151

A practical and theoretical introduction to the principal functions of modern management.

Jan 09	Mon	12 wks	BBY	CRN 70681
			BBY	50309
			DEC	70694
Jan 10	Tues	12 wks	BBY	70705
			BBY	79130
			DEC	50291
Jan 11	Wed	12 wks	BBY	50289
			BBY	70718
			DEC	70720
Jan 12	Thurs	12 wks	BBY	70736
			DEC	50272
Jan 14	Sat	12 wks	BBY	70747
Jan 16	Mon	12 wks	SRY	50263
Jan 17	Tues	12 wks	SRY	44671
Mar 13	Mon-Fri	1 wk	BBY	44660

### ADMN 124

#### Supervisory Skills

\$151

Will increase your confidence and leadership abilities and establish a foundation for further training in supervision and management.

Jan 09	Mon	12 wks	BBY	CRN 79148
Jan 10	Tues	12 wks	BBY	71166
			DEC	71179
Jan 11	Wed	12 wks	BBY	71182
Jan 12	Thurs	12 wks	BBY	71198
			DEC	71205
Jan 14	Sat	12 wks	BBY	71218
Jan 16	Mon	12 wks	SRY	92879
Jan 17	Tues	12 wks	SRY	44151
Mar 13	Mon-Fri	1 wk	DEC	71220

### ADMN 127

#### Training Techniques

\$151

Helpful to people with responsibility for training personnel in business, industry, government and other institutions.

Jan 09	Mon	12 wks	DEC	CRN 71323
--------	-----	--------	-----	-----------

### ADMN 132

#### \*Intro to Telecommunications

\$135

Explains fundamental principles of data, voice and image communications for non-technical people. Basic concepts are presented. Students gain an understanding of telecommunications fundamentals, hardware, software and networks, which will make them more employable in the contemporary automated office.

Jan 12	Thurs	8 wks	DEC	CRN 77008
--------	-------	-------	-----	-----------

### ADMN 133

#### Integrated Software ENABLE

\$246

How to use microcomputers in business. ENABLE is designed for beginning personal computer users, but is also sophisticated and powerful enough to appeal to advanced students. ENABLE integrated software combines word processing, spreadsheet, database, graphics, and telecommunications applications in one easy-to-use package. The data communications component provides an overview of how to attach a personal computer through a phone line to other computers.

Jan 09	Mon/Wed	6 wks	DEC	CRN 90760
--------	---------	-------	-----	-----------

### ADMN 135

#### Automated Office Systems Management

\$151

Studies key elements of integration, analysis and management of the changing office environment; microcomputer and software packages that enable PC's to accomplish varied office tasks. Local area networks and telecommunication devices are discussed for integrating office systems. Students understand technology concepts and terminology upon completion of the course, and will be more effective in dealing with vendors and suppliers of automated equipment and services.

Jan 12	Thurs	12 wks	DEC	CRN 76994
--------	-------	--------	-----	-----------

### ADMN 195

#### WORDPERFECT Word Processing

\$246

This self-paced course covers all levels of word processing as well as special features such as thesaurus, spell check, special application of menu. Students should have some keyboarding skills to receive the maximum benefit from this course.

Jan 10	Tues/Thurs	8 wks	DEC	CRN 90785
Jan 14	Sat	8 wks	DEC	90792

### ADMN 196

#### WANG Word Processing

\$326

This hands-on course is for those students who wish to learn all aspects of WANG word processing. It starts with basic word processing and continues to complex editing, sorting, setting up and using glossaries, batch work, math pack and financial reports. A minimum typing speed of 45 wpm is recommended.

Jan 09	Mon/Wed	8 wks	DEC	CRN 90805
Jan 10	Tues/Thurs	8 wks	DEC	90818
Jan 14	Sat	8 wks	DEC	90820

### ADMN 200

#### Macroeconomics

\$226

Gives students a good understanding of how and why the economy works as it does.

Jan 09	Mon	18 wks	BBY	CRN 79610
			DEC	70885
Jan 10	Tues	18 wks	BBY	70892
			DEC	55731
Jan 11	Wed	18 wks	BBY	42203
			BBY	70907
Jan 12	Thurs	18 wks	BBY	70915
Jan 14	Sat	18 wks	BBY	70921
Jan 18	Wed	18 wks	SRY	41013

### ADMN 201

#### Counselling 1

\$151

Demonstrates that communication skills can be learned and that through training, everyone can learn to become an effective communicator.

Jan 10	Tues	12 wks	DEC	CRN 71314
--------	------	--------	-----	-----------

Our night school customers are people who are usually working, between the ages of 25 to 35 and most often looking to improve their job skills. Our contract training clients either lack the basic skills to enter the workplace or need to improve their skills. For instance, we are developing a contract proposal for one company which, because it wants to expand its market to international trade, needs its employees to be trained in tariff procedures, international law, etc. Another area we are involved in is helping people to improve their computer fluency.

We have recently introduced two new programs which meet the needs of companies and individuals. The new Provincial Certificate in Tourism and Tourist Facilities Management is offered in a flextime format, which enables students to choose their own study times. This is an invaluable aid to busy employees. The Business Communications/Media Techniques program is our response to the growing need for companies to understand and use sophisticated high tech communication devices.

BCIT's mandate emphasizes technology transfer and in the School of Business, this means very flexible approaches to the upgrading and retraining of the business community in modern business technology.

### ADMN 204

#### Personnel Management

\$151

For those wishing to enter the personnel field, and those who are new to industrial relations. Students should have completed ADMN 110 and ADMN 211 before enrolling in this course.

Jan 09	Mon	12 wks	BBY	CRN 71254
			DEC	71263
Jan 10	Tues	12 wks	BBY	71272
Jan 11	Wed	12 wks	DEC	79156
Jan 12	Thurs	12 wks	BBY	79292
Mar 13	Mon-Fri	1 wk	BBY	44143

### ADMN 205

#### \*Selection Interviewing

\$151

For people who are called upon to interview applicants for employment. Students should have completed ADMN 204 Personnel Management.

Jan 09	Mon	12 wks	BBY	CRN 71289
Jan 10	Tues	12 wks	DEC	71201
Mar 13	Mon-Fri	1 wk	DEC	71309

### ADMN 208

#### Municipal Law

\$151

In addition to an overview of the B.C. Municipal Act and other provincial statutes governing local government activities, this course covers areas of administrative law, constitutional law and contract law which have an impact upon municipal administrative practice.

Jan 11	Wed	12 wks	BBY	CRN 92886
--------	-----	--------	-----	-----------

### ADMN 211

#### Management 2

\$151

A continuation of the study of management functions begun in Part 1.

Jan 09	Mon	12 wks	BBY	CRN 41494
			DEC	50254
Jan 10	Tues	12 wks	BBY	41475
			DEC	49164
Jan 11	Wed	12 wks	BBY	41456
			DEC	41467
Jan 12	Thurs	12 wks	BBY	41448
			DEC	50247
Jan 14	Sat	12 wks	BBY	41430
Jan 16	Mon	12 wks	SRY	41481
	Mon/Wed	6 wks	SRY	41244
Jan 18	Wed	12 wks	SRY	55819
Mar 27	Mon-Fri	1 wk	BBY	41429

### ADMN 222

#### Organizational Behavior 1

\$151

Basic behavioral theories for those with no formal background in organizational behavior. Students should have completed ADMN 110 and ADMN 211.

Jan 09	Mon	12 wks	BBY	CRN 70809
Jan 10	Tues	12 wks	BBY	70814
			DEC	70823
Jan 11	Wed	12 wks	BBY	70837
			DEC	70846
Jan 12	Thurs	12 wks	BBY	70858
			DEC	70860
Jan 14	Sat	12 wks	BBY	70871
Jan 16	Mon	12 wks	SRY	44658
Mar 06	Mon-Fri	1 wk	DEC	79598
Mar 13	Mon-Fri	1 wk	BBY	44646

### ADMN 245

#### Designing/Integrated Office

\$151

Develops a solid understanding of contemporary state-of-the-art office automation technology. This course examines management concerns and decisions related to the person/machine interface. Explains an information processing system and its parts: input, processing, replication and distribution.

Jan 12	Thurs	12 wks	DEC	CRN 76967
--------	-------	--------	-----	-----------

### ADMN 302

#### \*Problem Solving/Decision Making

\$151

Participants learn to apply various techniques to problem solving and decision making; emphasis is on problem analysis.

Jan 09	Mon	12 wks	BBY	CRN 82210
--------	-----	--------	-----	-----------

### ADMN 304

#### Human Resource

\$151

Focuses on strategic planning forecasting, performance appraisals and career counselling. Prerequisite: ADMN 204.

Jan 11	Wed	12 wks	BBY	CRN 94570
--------	-----	--------	-----	-----------

### ADMN 305

#### Salary Administration

\$151

Covers the "hows" and "whys" of salary administration.

Jan 11	Wed	12 wks	BBY	CRN 92948
--------	-----	--------	-----	-----------

### ADMN 306

#### Economic Issues

\$151

This is a general economics course. It discusses such topics as: "Are the world banks going to collapse?" "Is Canada for sale?" "What does free trade mean for Canada?" A technical issues course for the noneconomist. Topics will depend upon the interest of the students. Students in the Administrative Management Systems Certificate Program may wish to substitute the course for Micro or Macroeconomics.

Jan 10	Tues	12 wks	BBY	CRN 80780
--------	------	--------	-----	-----------

### ADMN 307

#### \*Counselling 2

\$193

This 2nd phase of interpersonal communications skill development offers the opportunity to practice communication skills in supervised training sessions. Focuses on the application, integration and refinement of the core dimensions, empathy, respect, genuineness, concreteness, self-disclosure and confrontation. Uses dyads and double dyads comprised of counsellor, client and peer-group observers combined with audio and video tapes, as ongoing feedback.

Jan 12	Thurs	12 wks	DEC	CRN 94494
--------	-------	--------	-----	-----------

### ADMN 322

#### Organizational Behavior 2

\$151

Motivational theory and its application for those who have completed ADMN 222.

Jan 09	Mon	12 wks	BBY	CRN 70973
			DEC	53992
Jan 10	Tues	12 wks	BBY	70984
			DEC	70996
Jan 11	Wed	12 wks	BBY	71001
Jan 12	Thurs	12 wks	BBY	79604
Jan 18	Wed	12 wks	SRY	44637

Program Advisors will assist you with program planning and course selection. Please call for an appointment, (604) 434-3304.

# Business Part-time Courses and Programs

## ADMINISTRATIVE MANAGEMENT, Contd.

### ADMN 324

#### Interpersonal Skills

**\$151**

Helps the practitioner develop interpersonal skills through hands-on role playing and learning exercises.

Jan 09 Mon 12 wks BBY CRN 92930  
Feb 27 Mon-Fri 1 wk DEC 80833

### ADMN 332

#### Labor Relations 1

**\$151**

Designed for people who will benefit from knowledge of the collective bargaining process and contract administration.

Jan 09 Mon 12 wks DEC CRN 70939  
Jan 10 Tues 12 wks BBY 70942  
Jan 11 Wed 12 wks DEC 70950  
Jan 14 Sat 12 wks BBY 70968  
Mar 06 Mon-Fri 1 wk DEC 44178  
Mar 13 Mon-Fri 1 wk DEC 44165

### ADMN 380

#### Business Law 1

**\$151**

A familiarization course which covers commercial law, contract law and organization of courts.

Jan 09 Mon 12 wks DEC CRN 71052  
Jan 11 Wed 12 wks BBY 71069  
DEC 71074  
Jan 12 Thurs 12 wks BBY 71083  
Jan 18 Wed 12 wks SRY 58102

### ADMN 406

#### Economic Issues: Financial Planning

**\$151**

Similar to ADMN 300, designed for financial planners. Topics include free trade, marketing boards, inflation, and government's role in economy. Students enrolled in the Administrative Management Systems Certificate Program may wish to substitute the course for Micro or Macroeconomics.

Jan 11 Wed 12 wks DEC CRN 80799

### ADMN 432

#### \*Labor Relations 2

**\$151**

A thorough explanation of collective administra-

tion, agreements, wage issues, economic supplements, arbitration, mediation, preparation for collective bargaining and bargaining techniques.

Jan 09 Mon 12 wks BBY CRN 71016  
Jan 11 Wed 12 wks BBY 71027  
DEC 71038  
Jan 12 Thurs 12 wks BBY 71040  
Mar 13 Mon-Fri 1 wk BBY 82600

### ADMN 442

#### \*Training and Development

**\$151**

Focuses on the development of training programs and curricula for the human resource professional. Prerequisite: ADMN 127.

Jan 10 Tues 12 wks BBY CRN 92882

### ADMN 444

#### \*Personnel Management Systems

**\$151**

Develops competence in key personnel areas: job evaluation, salary administration, performance appraisals. Prerequisite: ADMN 204.

Jan 11 Wed 12 wks DEC CRN 94467

### ADMN 480

#### \*Business Law 2

**\$151**

Assignments, lectures and case studies cover Canadian law.

Jan 09 Mon 12 wks DEC CRN 71095  
Jan 10 Tues 12 wks BBY 50236  
Jan 11 Wed 12 wks BBY 71100  
Jan 12 Thurs 12 wks BBY 71111  
Jan 14 Sat 12 wks BBY 71125  
Jan 17 Tues 12 wks SRY 79582

### ADMN 916

#### Career Search Workshop

**\$136**

These four-session workshops are designed for adults who wish to examine their career paths.

Jan 17 Tues 4 wks BBY CRN 74918  
Feb 01 Wed 4 wks DEC 94481  
Feb 21 Tues 4 wks BBY 45043  
Mar 22 Wed 4 wks BBY 45034

\*indicates prerequisite

## BROADCAST COMMUNICATIONS TECHNOLOGY

### BCST 101

#### Technical Introduction

**\$151**

Begins with a basic introduction to the principles of electricity, magnetism, light and sound, and moves into the technical operation of equipment used in the broadcast industry. Provides a sound understanding of the technical side of broadcasting.

Jan 11 Wed 12 wks BBY CRN 45421

### BCST 140

#### Broadcast Industry Organization

**\$151**

**\*\*Directed Study\*\*** Discusses regulatory bodies, associations, government agencies, audience measurement services, societal issues, music licensing, regulations, etc., which affect the day-to-day operations of broadcasting outlets. As a directed study course, the materials direct students to sources of information on all topics. No classes are held.

Jan 09 Mon 12 wks BBY CRN 92975

### BCST 143

#### Music Business

**\$151**

The roles, responsibilities and operation of talent agencies and management; concert promotion and merchandising, song writing and publishing, copyright; record companies and manufacturing, recording studios, getting air-play on radio stations, contracts, etc.

Jan 09 Mon 12 wks BBY CRN 70517

### BCST 144

#### Writing for the Media

**\$151**

A practical guide to freelance writing for radio and TV: focus and format, presentation, style, markets and methods, equip those interested in entering the freelance market with the necessary tools.

Jan 12 Thurs 12 wks BBY CRN 70526

### BCST 145

#### Copywriting for Radio and Television

**\$206**

Private broadcasting is funded through the sale of commercials. This course introduces creative and professional techniques for effective writing for radio and television commercials. It includes practical experience writing "spots" which are evaluated and critiqued with a view to constant improvement.

Jan 11 Wed 12 wks BBY CRN 70534

### BCST 148

#### Interviewing for Radio and Television

**\$151**

Students analyze various styles and techniques and learn how to develop their own interviewing abilities. Interviewing assignments will be critiqued and evaluated in the class. The course concludes with each student presenting a produced interview of broadcast quality to the class.

Jan 09 Mon 12 wks BBY CRN 51780

### BCST 150

#### Radio Broadcasting Introduction

**\$176**

The Radio industry presents many exciting and challenging career opportunities. This course is for those interested in a Radio career or in finding out more about "how Radio works". Students are introduced to industry and station operations, equipment and procedures, and spend a great deal of time in simulated on-air operations, acting in a variety of positions as part of the on-air team.

Jan 09 Mon 12 wks BBY CRN 70551  
Jan 12 Thurs 12 wks BBY 70565

### BCST 151

#### Radio and Television Announcing

**\$151**

The announcer — disc jockey, newscaster, commercial voice, is a basic component of communication in today's world. This course introduces the basic skills required for effective "one-on-one" broadcast communication including breathing, voice control, interpretation, projection, emphasis and other essentials. A voice audition may be required.

Jan 11 Wed 12 wks BBY CRN 70578

### BCST 160

#### Television Broadcasting Intro

**\$276**

Television and video production provide attractive and diverse career opportunities. This introductory course is designed for those seeking a career in TV broadcasting and video production, for those employed in non-production areas who wish to gain more understanding of video production, and for those seeking more information about "how Television works". Basic equipment operation and production procedures provide a foundation for practical work in the studio.

Jan 09 Mon 12 wks BBY CRN 70580  
Jan 10 Tues 12 wks BBY 70599  
Jan 11 Wed 12 wks BBY 45415

## CERTIFICATE PROGRAM IN

## BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES

This new program is designed for people with an interest in sales, marketing, training, public relations, motivation, fund raising and internal corporate communications. Students will learn and develop the current skills and techniques used in corporate, industrial, educational and marketing communication. Basic courses provide a pragmatic grounding; the skills will be applicable immediately.

The complete Certificate Program integrates BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES courses with those from other disciplines. Students have a wide range of electives from which to choose, so they can develop a program that meets their specific needs and goals.

The BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES Certificate Program requires the completion of the following 9 basic and 6 elective courses chosen from the offerings listed below.

### REQUIRED BASIC COURSES

MDIA 110 Intro to Business Communications/Media Techniques

MDIA 101 Professional Photography

MDIA 103 Multi-image Techniques Level 1

MDIA 104 Graphics Level 1

MDIA 206 Effective Presentation Techniques

MDIA 207 Preparing the Corporate Video

BCST 160 Intro to Television

BCST 161 Film for Beginners

COMM160 Intro to Business and Technical Communication

### ELECTIVE COURSES

BCST 252 Commercial Audio Production

MDIA 203 Multi-image Techniques Level 2

MDIA 204 Graphics Level 2

MDIA 304 Generated Graphics

MDIA 201 Advanced Photography

MDIA 301 Commercial Photography

MDIA 202 Advanced Darkroom Techniques

FMGT 109 Accounting for the Manager

ADMN 124 Supervisory Skills

MKTG 101 Marketing 1

MKTG 201 Marketing 2

MKTG 218 Introduction to Media

MKTG 219 Professional Sales and Marketing

MKTG 321 Public Relations

MKTG 322 Advertising 1

MKTG 324 Small Business Development

MKTG 348 Media Planning and Buying

MKTG 423 Public Speaking

MKTG 427 Creative Advertising Design

BCST 145 Copywriting for Radio and TV

BCST 148 Writing for the Media

COMM171 Business Reports

COMM175 Letters and Memos

COMM183 Technical Reports

TCMP 976 Desktop Publishing

Other elective courses are being developed. Check future flyers for additional choices. Not all courses are offered every term. Check current flyers under BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES or other areas such as BROADCAST COMMUNICATIONS for MARKETING for current offerings and specific course descriptions.

FOR FURTHER INFORMATION, CALL: 432-8809, 432-8748 or 432-8863  
TO REGISTER IN A COURSE, CALL: 434-1610. ENROL NOW

### BCST 161

#### Film for Beginners

**\$246**

An introduction to cinematography which discusses equipment operation, scripting, filming techniques and basic editing. An excellent foundation for those considering work in film production.

Jan 10 Tues 12 wks BBY CRN 76882  
Jan 11 Wed 12 wks BBY 70603

### BCST 162

#### Dramatic Writing for Film and Television

**\$151**

Provides a solid base for people interested in opportunities in the expanding areas of film and TV dramatic script writing. Addresses a variety of topics and skills including format, style, script development, timing, etc.

Jan 09 Mon 12 wks BBY CRN 70612

### BCST 165

#### Film and Tape Techniques and Procedures

**\$246**

Will broaden the scope of application and professionalism for those pursuing a career in the film industry: procedures, methods, concepts and opportunities in this expanding field.

Jan 12 Thurs 12 wks BBY CRN 54599  
Jan 14 Sat 12 wks BBY 76903

### BCST 167

#### Production Assistant for Television News

**\$151**

Provides students with the skills, procedures and techniques used in TV news production, from the viewpoint of the Production Assistant.

Jan 10 Tues 12 wks BBY CRN 50220

### BCST 168

#### The Role of Line Producer

**\$151**

Provides the student with the basic skills and knowledge required to operate as an assistant producer or as an independent producer setting up a small production company.

Jan 10 Tues 12 wks BBY CRN 54580

### BCST 170

#### Broadcast Journalism Intro

**\$206**

Introduces all aspects of news operations in the broadcast industry including basic reporting, writing and presentation of radio and TV news, newsroom operations, methods and practices, editing, line-up and content of news stories.

Jan 10 Tues 12 wks BBY CRN 70630  
Jan 11 Wed 12 wks BBY 77191

### BCST 172

#### Investigative Reporting

**\$151**

Goes beyond basic broadcast journalism training into the world of investigative journalism, studying research methods, story development, interviewing, reporting techniques, etc.

Jan 11 Wed 12 wks BBY CRN 70648

### BCST 223

#### \*Television Production Planning

**\$176**

Outlines the techniques and methods for managing and organizing the details of pre-production, production and post-production activities in a studio location or video production, including budgeting, scheduling, modelling, crewing, etc. Prerequisite: BCST 160.

Jan 12 Thurs 12 wks BBY CRN 90836



## BROADCAST COMMUNICATIONS, Contd.

**BCST 260**  
**\*Television Production Techniques \$276**  
 A practical course designed for students who have completed BCST 160, to apply operational, production and planning techniques in a series of focused video productions of various types. Prerequisite: BCST 160 and BCST 223.  
 Jan 10 Tues 12 wks BBY CRN 41597

**BCST 263**  
**\*Television Technical Production \$151**  
 The technical production of TV programs for remotes, studio and electronic field productions. Students will examine the planning necessary to technically produce these highly specialized programs and visit remote broadcast locations. Students will gain skills and knowledge of equipment terminology, techniques and crew positions used in the industry.  
 Jan 12 Thurs 12 wks BBY CRN 92994

## BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES

**MDIA 099**  
**Photography — Entry Level \$101**  
 Through classroom lectures, demonstrations and practical assignments, students will learn to select and handle a 35 mm single lens reflex camera and accessories, and understand basic photographic concepts. Persons with an interest and little or no previous experience in photography are encouraged to enroll in this exploratory course to foster that interest and determine their potential. All students must bring a 35 mm SLR camera with 50 mm lens.  
 Jan 11 Wed 4 wks BBY CRN 73583

**MDIA 101**  
**\*Photography \$276**  
 Through classroom lectures, demonstrations, practical assignments and projects, students will be able to select and handle a wide variety of 35 mm equipment, how to select the correct film type and exposure for maximum results. During practical darkroom sessions, students will learn to process and print black and white film, and set up a darkroom. A studio session will give the students the opportunity to handle lighting equipment and take a portrait.  
 Jan 11 Wed 12 wks BBY CRN 90988

**MDIA 103**  
**Multi-image Techniques Level 1 \$250**  
 Designed for beginners with an interest in producing slide/tape multi-image shows. Students will receive hands-on training in the theory and elements required for multi-image shows.  
 Jan 09 Mon 12 wks BBY CRN 94154

**MDIA 104**  
**Graphics Level 1 \$151**  
 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 enroll in this exploratory course to foster that interest and determine their career potential.  
 Jan 10 Tues/Thurs 6 wks BBY CRN 90997

**MDIA 110**  
**Intro to Business Communication/Media Techniques \$176**  
 As the core of the BUSINESS COMMUNICATIONS/MEDIA TECHNIQUES Program, MDIA 110 introduces students to communication tools and audio visual techniques. Students will become familiar with audiovisual production, speaker support, multi-image and video presentations, and will understand the steps necessary to complete these projects.  
 Jan 09 Mon 12 wks BBY CRN 92981

**MDIA 201**  
**\*Advanced Photography \$306**  
 Classroom lectures, evaluations, demonstrations, practical assignments and projects enable students to develop the skills needed to meet client's requirements, working from a layout/concept. During 2 darkroom sessions students will develop their mastery of black and white processing and printing. Two studio sessions introduce students to make-up techniques for fashion portraiture, selecting and handling medium format camera equipment and accessories, set up and organization of a small studio. Assignments enable students to build portfolios for presentation to prospective clients.  
 Jan 10 Tues 12 wks BBY CRN 91002

Program Advisors will assist you with program planning and course selection. Please call for an appointment, (604) 434-3304.

**MDIA 202**  
**\*Advanced Darkroom Techniques \$431**  
 Students develop the basic skills required to make high quality enlargements in black and white and color from negatives as well as transparencies, using sophisticated darkroom equipment and techniques. Gives the commercial photographer and the serious amateur the knowledge and experience to set up their own darkroom and deal with photographic labs at a professional level. All darkroom materials and chemicals are included. Students must have a 35 mm camera with lens.  
 Jan 09 Mon 12 wks BBY CRN 91017

**MDIA 204**  
**\*Graphics Level 2 \$151**  
 A continuation of MDIA 104. Students develop their graphic art skills in layout, design and mechanical artwork for 4 color printing; paper selection, print production, commercial photography, costing and estimating. Includes a tour of a large printing plant.  
 Feb 21 Tues/Thurs 6 wks BBY CRN 91026

**MDIA 206**  
**Effective Presentation Techniques \$151**  
 Consists of two sections designed to prepare students to present material effectively. The 1st section concentrates on effective spoken techniques, including breathing, emphasis, phrasing, etc. The 2nd section deals with effective and proper use of grammar. The course is ideal for those who prepare and present written and spoken material in today's corporate world.  
 Jan 12 Thurs 12 wks BBY CRN 92956

**MDIA 207**  
**Preparing the Corporate Video \$151**  
 Covers the methods and techniques used to plan, organize, write and execute a video production that will have a positive effect, whether the desired result is an improved profit picture or effective presentation of a message.  
 Jan 11 Wed 12 wks BBY CRN 91043

**MDIA 301**  
**\*Commercial Photography \$306**  
 Enables students to set up and manage a commercial studio; select and handle large format cameras and accessories and studio lighting equipment; understand how to market services to prospects and create a working relationship with clients; do a variety of assignments and work from layouts. Students will learn the professional techniques for developing a powerful personal portfolio.  
 Jan 12 Thurs 12 wks BBY CRN 91051

**MDIA 304**  
**\*Computer Generated Graphics \$350**  
 The use of computers has altered the way business communicators develop print and slide graphics. This course gives students a hands-on opportunity to learn the theory and development of computer generated graphics, and their applications in audiovisual presentations.  
 Jan 09 Mon 12 wks BBY CRN 94163

## CANADIAN INSTITUTE OF TRAVEL COUNSELLORS

**CITC 200**  
**Canadian Institute of Travel Counsellors Phase 2 \$151**  
 All students must be employed full-time as travel agents at the time of taking this course.  
 Jan 10 Tues 12 wks DEC CRN 41541

## BUILDING MAINTENANCE

**BSMT 910**  
**Building Service Worker Level 1 \$151**  
 Persons interested in seeking employment as building service workers or needing to understand the complexities of industrial cleaning will find this course useful.  
 Jan 14 Sat 5 wks BBY CRN 53896  
 Feb 25 Sat 5 wks BBY 53914

## FINANCIAL MANAGEMENT TECHNOLOGY

**FMGT 101**  
**Accounting 1 \$151**  
 For individuals with little or no accounting background. Covers the full accounting cycle. (See FMGT 115 prior to registration in this course.)  
 Jan 12 Thurs 12 wks BBY CRN 46970  
 DEC 54277  
 Jan 18 Wed 12 wks SRY 54262

**FMGT 104**  
**Accounting Essentials for your Small Business \$151**  
 Covers the minimum that the proprietor of a business should know. Topics include record-keeping, budgeting and cash flow, financial statements, funding mechanisms and legal requirements.  
 Jan 12 Thurs 12 wks BBY CRN 76912

**FMGT 106**  
**Credit and Collections \$151**  
 For persons with little or no experience of the field who contemplate employment in credit and collection.  
 Jan 12 Thurs 12 wks BBY CRN 71631  
 DEC 71645

**FMGT 109**  
**Accounting for the Manager \$151**  
 The accounting function and the services it provides the manager. How to interpret statements, reports, budgets, etc., in managerial decision making.  
 Jan 09 Mon 12 wks DEC CRN 71677  
 Mon 12 wks DEC 94475  
 0900-1200  
 Jan 10 Tues 12 wks BBY 71659  
 Jan 11 Wed 12 wks DEC 92903  
 Jan 12 Thurs 12 wks BBY 71662  
 Jan 18 Wed 12 wks SRY 43903

**FMGT 112**  
**Managerial Finance \$151**  
 Students develop a working understanding of business finance, cash flow management and financial planning for large and small businesses.  
 Jan 09 Mon 12 wks BBY CRN 71686

**FMGT 115**  
**Accounting 1L \$226**  
 Enables students to begin the basic course in accounting in January and complete the next course prior to summer by registering in FMGT 215. It is the equivalent of FMGT 101 and the first 6 weeks of FMGT 201 for a total of 18 weeks of the 30 week presentation.  
 Jan 09 Mon 18 wks BBY CRN 44180  
 DEC 93580  
 Jan 10 Tues 18 wks BBY 43981  
 DEC 43929  
 DEC 43930  
 Jan 11 Wed 18 wks BBY 43948  
 BBY 43975  
 Jan 12 Thurs 18 wks BBY 43967  
 DEC 43912  
 Jan 14 Sat 18 wks BBY 43956  
 DEC 93599  
 Jan 18 Wed 18 wks SRY 54000

**FMGT 116**  
**Intro to Financial Accounting \$376**  
 For students who wish to complete Accounting 1 and Accounting 2 in a single term. For course content, refer to FMGT 101 and FMGT 201. Students must have an accounting background and be prepared to work between 10 and 15 hours per week in addition to class time.  
 Jan 09 Mon/Wed 15 wks BBY CRN 78036  
 DEC 78018  
 Jan 10 Tues/Thurs 15 wks BBY 77960  
 DEC 78020

**FMGT 117**  
**Intro to Financial Accounting \$376**  
 For students who wish to complete Accounting 1 and Accounting 2 in a single term. For course content, refer to FMGT 101 and FMGT 201. Students must have an accounting background and be prepared to work between 10 and 15 hours per week in addition to class time.  
 Jan 09 Mon/Wed 15 wks BBY CRN 78036  
 DEC 78018  
 Jan 10 Tues/Thurs 15 wks BBY 77960  
 DEC 78020

**BSMT 911**  
**Building Service Worker Level 2 \$151**  
 Designed for maintenance managers, maintenance crew supervisors, executive housekeepers in hospitals and institutions, hotels, cleaning contractors, and other managerial positions in the building service worker industry.  
 Jan 10 Tues/Thurs 4 wks BBY CRN 53884  
 Feb 11 Sat 4 wks BBY 53909

**FMGT 119**  
**Personal Financial Planning 1 \$151**  
 Introduces a variety of savings and investment aspects to build a sound program to achieve long term financial goals. Lectures and discussions provide an interesting course for individuals of all ages. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management, tax planning.  
 Jan 09 Mon 12 wks DEC CRN 76948

**FMGT 201**  
**\*Accounting 2 \$226**  
 Examines a number of financial and management accounting techniques, detailed financial statements and management reports, and the requirements of professional accountants.  
 Jan 09 Mon 18 wks BBY CRN 43734  
 DEC 43800  
 Jan 10 Tues 18 wks BBY 43882  
 1715-2015  
 BBY 43857  
 DEC 43811  
 Jan 11 Wed 18 wks BBY 44007  
 DEC 43844  
 Jan 12 Thurs 18 wks BBY 43879  
 DEC 43833  
 Jan 14 Sat 18 wks BBY 43866  
 DEC 43825  
 Jan 16 Mon 18 wks SRY 47707

**FMGT 215**  
**\*Accounting 2S \$151**  
 Follow-up course to FMGT 115, enabling students to complete the last 12 weeks of the basic accounting course.  
 Jan 11 Wed 12 wks BBY CRN 55853

**FMGT 308**  
**Security Analysis 1 \$151**  
 Techniques and principles of security analysis; evaluation of securities; analysis of risks inherent in all types of security investments. Emphasizes the investment setting, the securities market, financial statement analysis, investment timing and portfolio analysis of both individual and institutional investors.  
 Jan 11 Wed 12 wks BBY CRN 54286

**FMGT 314**  
**\*Financial Accounting 1 & 2 \$375**  
 Equivalent to FMGT 302 and FMGT 402, this course offers both financial accounting courses in 15 weeks. Prerequisite: FMGT 201 or FMGT 215 or FMGT 116.  
 Jan 09 Mon/Wed 15 wks BBY CRN 43751  
 Jan 10 Tues/Thurs 15 wks DEC 43743

**FMGT 315**  
**Security Analysis \$151**  
 Provides the student with an understanding of the function and operation of the stock market.  
 Jan 11 Wed 12 wks DEC CRN 71721

**FMGT 316**  
**\*Taxation 1 \$151**  
 Upon completion, students should have a good understanding of the rules covering the computation of income from 4 possible sources: employment, investment, business profits and capital gains.  
 Jan 09 Mon 12 wks BBY CRN 43799  
 Jan 10 Tues 12 wks BBY 43780  
 DEC 92898  
 Jan 11 Wed 12 wks BBY 43778  
 DEC 43765

**FMGT 317**  
**\*Taxation and Financial Planning \$151**  
 See FMGT 316. Prerequisite: FMGT 101 or FMGT 109.  
 Jan 11 Wed 12 wks DEC CRN 92912

\*indicates prerequisite

continued on the next page

## FINANCIAL MANAGEMENT, Contd.

## FMGT 319

**\*Cost and Managerial Accounting 1L \$226**  
Permits students to begin Cost Accounting in January. This course is equivalent to FMGT 301 and the first 6 weeks of FMGT 401 for a total of 18 weeks of the 30 week presentation.

Jan 09 Mon 18 wks BBY CRN 71690

## FMGT 320

**\*Financial Accounting 1L \$226**  
Permits students to start financial Accounting in January. It covers the equivalent of FMGT 302 and the first 6 weeks of FMGT 402 for a total of 18 weeks of the 30 week presentation.

Jan 09 Mon/Wed 9 wks BBY CRN 78424

Jan 11 Wed 18 wks DEC 71715

Jan 12 Thurs 12 wks BBY 71707

## FMGT 322

**\*Micro Based Accounting \$226**  
Enables individuals with an introductory financial accounting background to utilize this knowledge in a computerized setting. Students progress through 2 microcomputerized accounting packages that provide the flexibility to adapt to many accounting packages currently available. Upgrades the ability to handle modern accounting software packages on the microcomputer.

Jan 12 Thurs 12 wks BBY CRN 76930

## FMGT 325

**\*Investment and Risk Management \$151**  
An overview of Canada's capital markets including a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Prerequisite: FMGT 119.

Jan 12 Thurs 12 wks DEC CRN 92929

## FMGT 339

**\*Finance 1L \$226**  
Topics include control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control.

Jan 12 Thurs 18 wks BBY CRN 93603

## FMGT 401

**\*Cost and Managerial Accounting 2 \$226**  
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.

Jan 09 Mon 18 wks BBY CRN 71739

Jan 11 Wed 18 wks BBY 71742

## FMGT 402

**\*Financial Accounting 2 \$226**  
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 certain professional accounting bodies, if continued studies are intended for professional designation.

Jan 09 Mon 18 wks BBY CRN 71768

Jan 10 Tues 18 wks DEC 71784

Jan 11 Wed 18 wks BBY 71773

Jan 12 Thurs 18 wks DEC 47422

## FMGT 404

**\*Finance 2 \$226**  
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.

Jan 10 Tues 18 wks BBY CRN 71796

Jan 11 Wed 18 wks DEC 71810

Jan 12 Thurs 18 wks BBY 71804

## FMGT 406

**\*Auditing 2 \$226**  
Students study general auditing principles and specific audit procedures and learn to critically assess accounting procedures.

Jan 12 Thurs 18 wks BBY CRN 71828

## FMGT 408

**\*Taxation 2 \$151**  
Expands the study of Canadian Income Tax begun in FMGT 316 and the complexities and problem areas involved in tax planning.

Jan 09 Mon 12 wks BBY CRN 44609

Jan 10 Tues 12 wks BBY 44593

Jan 11 Wed 12 wks DEC 44614

## FMGT 410

**\*Security Analysis 2 \$151**  
Techniques and principles of security analysis; valuation of securities; analysis of risks inherent in all types of fixed income investments. Emphasizes the investment setting, the securities market, investment timing and portfolio analysis of both individual and institutional investors.

Jan 09 Mon 12 wks BBY CRN 91511

## FMGT 415

**\*Advanced Accounting \$226**  
For those students who have taken at least one semester of intermediate accounting. Reviews GAAP and objectives of financial reporting as related to the main objectives of the course. 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 interests. Consolidations will be examined for up to 2 subsidiaries. Accounting for foreign currency transactions, fund accounting and branch operations. Prerequisite: FMGT 302.

Jan 12 Thurs 12 wks BBY CRN 91722

## FMGT 431

**\*Money and Banking 2 \$151**  
A continuation of FMGT 331.

Jan 09 Mon 12 wks BBY CRN 79043

## FMGT 435

**\*Cost and Managerial Accounting 1 & 2 \$375**  
Combination of FMGT 301/401.

Jan 10 Tues/Thurs 15 wks BBY CRN 79969

Program Advisors will assist you with program planning and course selection. Please call for an appointment, (604) 434-3304.

## FMGT 441

**\*Financing International Trade \$151**  
Covers various financing methods in import/export situations; documentation requirements; the operation of foreign exchange markets; methods of financing foreign investment. Prerequisite: FMGT 101 or FMGT 109.

Jan 12 Thurs 12 wks BBY CRN 76929

## FMGT 444

**Personal Financial Planning \$151**  
An in depth look at the topics commenced in FMGT 119. Prerequisite: FMGT 119, FMGT 109, FMGT 316 or 317, FMGT 325, ADMN 380 or 385 and ADMN 406.

Jan 12 Thurs 12 wks DEC CRN 93231

ASSOCIATE CERTIFICATE  
FINANCIAL PLANNING

BCIT and the Pacific Chapter of the Canadian Association of Financial Planners are pleased to announce these courses leading to a BCIT Associate Certificate in Financial Planning. Each of the courses is offered at our downtown campus at 549 Howe Street, Vancouver. Classroom times are 1700-2030.

FMGT 119	Personal Financial Planning 1
FMGT 317	Taxation and Financial Planning
FMGT 325	Investment and Risk Management
FMGT 444	Personal Financial Planning 2
ADMN 406	Economic Issues in Financial Planning
FMGT 116	Accounting for the Manager (or FMGT 101)
ADMN 380	Commercial Law (or ADMN 385)

FOR INDIVIDUAL COURSE DESCRIPTIONS, SEE THE LISTINGS UNDER FINANCIAL MANAGEMENT AND ADMINISTRATIVE MANAGEMENT

Program Information: Contact Gordon Farrell, Associate Dean  
Financial Management Technology  
Telephone (604) 432-8898

## HOSPITALITY ADMINISTRATION TECHNOLOGY

## HOSP 112

**Customer Relations/Communication Skills \$151**  
For travel clerks, ticket agents, restaurant staff, desk clerks and others serving, or anticipating serving, the travelling public.

Jan 10 Tues 12 wks DEC CRN 71849

Jan 12 Thurs 12 wks BBY 71832

## HOSP 132

**Career Exploration for the Hospitality Industry \$76**  
Discusses career opportunities in hotels, motels, food service operations, resorts and related industries.

Jan 11 Wed 6 wks BBY CRN 41024

Feb 22 Wed 6 wks DEC 71855

## HOSP 203

**Intro to Food and Beverage Management \$151**  
This course is directed to the student training for management and the individual entering the food and beverage field for the first time.

Jan 09 Mon 12 wks DEC CRN 71861

## HOSP 205

**Front Office Procedures \$151**  
Provides theoretical and simulated practical training in the main aspects of the job of front office personnel. Includes information on reservation systems, guest services, front desk, PBX department and hotel security.

Jan 10 Tues 12 wks BBY CRN 71876

## HOSP 207

**\*Front Office Equipment Practicum \$116**  
Enables students to operate a variety of machines and systems used in hotels, to develop guest accounts and balance nightly audits. Computer applications are an integral part of this course.

Jan 13 Fri 2 wknds BBY CRN 43726

1900-2200; Sat/Sun 0900-1400

Feb 10 Fri 2 wknds BBY 50218

1900-2200; Sat/Sun 0900-1400

## HOSP 210

**Bartending Practices \$226**  
A competency-based practicum for home entertaining or for entry level employment in lounges, pubs and restaurant bars.

Jan 09 Mon/Wed 6 wks BBY CRN 73600

Jan 14 Sat/Sun 3 wks BBY 73569

0900-1530

## HOSP 211

**Orientation and Techniques for the Executive Housekeeper \$151**  
An introduction to the growing field of executive housekeeping. Housekeeping, personnel, systems, costing and controls are covered in this comprehensive course.

Jan 12 Thurs 12 wks DEC CRN 50198

## HOSP 306

**Bar Management: Lounges and Pubs \$151**  
Familiarizes students with the day-to-day operations of a bar manager. For bar managers, owners or bartenders wishing to develop their management skills.

Jan 11 Wed 12 wks BBY CRN 71893

## HOSP 307

**Understanding Wines 1 \$151**  
The major aspects of wine growing, manufacture, marketing, storing, serving, for persons employed in the restaurant industry; also of interest to the general public.

Jan 14 Sat 9 wks DEC CRN 71902

1000-1400

Jan 11 Wed 12 wks DEC 93565

## HOSP 313

**Labor, Food and Beverage Cost Control \$151**  
Explores the many areas of control systems demanded by the hospitality industry today: personnel, purchasing, inventory control, labor and cost controls.

Jan 10 Tues 12 wks BBY CRN 79112

## HOSP 357

**Marketing and Sales: Accommodation and Food Service \$151**  
An introduction to techniques and principles of basic marketing and sales, emphasizing the hospitality industry.

Jan 11 Wed 12 wks BBY CRN 71917

## HOSP 409

**How to Start a Restaurant \$151**  
Topics covered include site selection, construction and lease considerations, marketing, financial plans and franchising.

Jan 10 Tues 12 wks BBY CRN 58151

## HOSP 412

**\*Hospitality Management Accounting \$151**  
Students study hotel and restaurant departmental income statements and balance sheets, enabling them to interpret and analyze the results.

Jan 12 Thurs 12 wks DEC CRN 71926

CREDIT COURSES  
TO  
PROFESSIONAL ACCOUNTING BODIES

The following courses are usually transferable for credit to the Institute of Chartered Accountants of B.C., The Certified General Accountants Association of B.C. and The Society of Management Accountants of B.C. The individual requirements of these groups are your responsibility. Please contact them directly or BCIT, Gordon Farrell, Associate Dean, Financial Management, School of Business, (604) 432-8898.

## BCIT Courses Eligible for Credit

FMGT 101/201	OPMT 132	FMGT 319/419	OPMT 186/188
FMGT 115/215	OPMT 197	FMGT 307/404	OPMT 296
FMGT 116	FMGT 302/402	COMP 104	OPMT 315
ADMN 100/200	FMGT 314	COMP 120	ADMN 222/332
ADMN 385	FMGT 320/420	BCOM 104/204	FMGT 316/408
ADMN 380/480	FMGT 301/401	COMP 160/260	

FOR DETAILED INFORMATION ON THESE COURSES, SEE THE APPROPRIATE SECTION OF THIS FLYER.

\*indicates prerequisite



## TOURISM

**TOUR 212**  
**Basic Communication in Japanese** \$151  
 For management and front-line employees in the tourism industry. How to communicate in basic Japanese with the average Japanese tourist.  
 Jan 11 Wed 12 wks DEC CRN 77189

**TOUR 214**  
**Basic Communication in Spanish** \$151  
 For management and front-line employees in the tourism industry. How to communicate in basic Spanish with the average Spanish tourist.  
 Jan 10 Tues 12 wks DEC CRN 77090

**TOUR 230**  
**Travel and Tourism Intro** \$151  
 For persons who are newly involved in or anticipate employment in this field.  
 Jan 10 Tues 12 wks BBY CRN 77045  
 Jan 11 Wed 12 wks DEC 77172

**TOUR 241**  
**Tourism: Europe** \$76  
 Discusses historical and practical tourist related aspects of Continental Europe and Great Britain including practical hints for the travel counsellor and traveller, and tourism conditions.  
 Jan 12 Thurs 6 wks BBY CRN 77154

**TOUR 250**  
**Travel Agency and Tour Operations Intro** \$226  
 Provides a framework for students considering situations in the travel counselling and tour arranging fields.  
 Jan 10 Tues/Thurs 9 wks DEC CRN 77086

**TOUR 350**  
**Domestic Air** \$211  
 Familiarizes students with the terminology and fundamentals of itinerary planning, domestic fare construction and tariff applications. \$60 rental fee for Air Tariff Books will be charged when registering. \$30 will be refunded upon return of books.  
 Jan 09 Mon 12 wks BBY CRN 77062  
 Jan 10 Tues 12 wks DEC 77077

**TOUR 351**  
**\*International Air 1** \$151  
 Familiarizes students with the terminology and fundamentals of transatlantic and transpacific fare construction. \$60 rental fee for Air Tariff Books will be charged when registering. \$30 will be refunded upon return of books.  
 Jan 12 Thurs 12 wks DEC CRN 77211

**TOUR 353**  
**\*Automated Reservations** \$358  
 Students learn how to activate a reservations computer terminal and perform all functions relative to booking airline reservations, tours, hotels, and car rentals.  
 Feb 06 Mon/Wed 5 wks \*\* CRN 77105-1800-2100

**TOUR 355**  
**\*Automated Ticketing** \$162  
 Students learn how to activate a ticket printer linked to a reservations computer terminal and to perform all functions needed to produce a computer generated ticket.  
 Jan 14 Sat/Sun 1 wk \*\* CRN 77200 0900-1700

\*\*AIR CANADA BUILDING  
 1177 W. Hastings St., Vancouver NO REFUND

\*indicates prerequisite

Location	Mon	Tues	Wed	Thurs	Fri	Sat
D.E.C. Morning Classes 9 am-12 noon	HTFX 104 HOSP 344 FMTT 109	HTFX 101 HTFX 446	HTFX 103 HTFX 382 FMGT 109	HTFX 102 HTFX 104 HOSP 325	HTFX 425 HTFX 488	HOSP 307 FMGT 115
D.E.C. Afternoon Classes 1-4 pm	HTFX 105 HOSP 293	HTFX 106 HTFX 429	HTFX 107 HTFX 386 HOSP 345	HOSP 109 HOSP 330		
D.E.C. Evening 6-9 pm				HTFX 101 HTFX 105		
D.E.C. ALL DAY 9 am-4 pm	HTFX 102	HTFX 390	HTFX 250 HTFX 251			HTFX 101 HTFX 104
BBY Evening 6:45-9:45 pm	HTFX 101		HTFX 103 *HTFX 345 *6-9:45 pm	HTFX 102		
BBY Morning 9 am-12 noon						ADMN 332 ADMN 211 ADMN 200 ADMN 110 ADMN 124 OPMT 102

HTFX 353\* Automated Ticketing and Reservations Air Canada Reservac. T.B.A.  
 HTFX 450\* Industry practicum placement with individual starting dates. (Open Enrolment)

## THE BCIT CERTIFICATE IN TOURIST FACILITIES MANAGEMENT

### A Flextime Program Leading to Professional Certification

#### Program Objective

The certificate in Tourism program is offered by the BCIT School of Business. Courses in this program will enhance the professionalism of the Tourism and Hospitality Trade through training for job entry and supervisory level personnel. This is a credit program for people working toward BCIT certification. Successful completion of the 7 core courses together with appropriate specialty training and experience leads to supervisory certification by the Pacific Rim Institute of Tourism. Further details on certification, now being developed, are available from the Pacific Rim Institute of Tourism: 682-8000.

At BCIT the program is offered in *Flextime* which offers a variety of formats and schedules specifically designed for people currently working in the industry. You will need to refer to the Planner or call the School of Business to establish the best class schedule to meet your particular needs. Some courses are available through Distance Education.

In this program special attention is given to work experience credits, transferability of other learning and course challenge. Some courses can be taken at other locations within the province.

Credits earned in this program are applied simultaneously to a standard BCIT Business Certificate and, where approved, to recognition by the Pacific Rim Institute of Tourism and also to the American Hotel & Motel Association Certificate.

The Pacific Rim Institute of Tourism is pleased to be a partner with BCIT in tourism education, and currently recognizes the core courses listed below.

#### Core Tourism Courses: Tourism Supervisory Development Program

HTFX 101	Tourism: an Industry Perspective	2.5 Credits
HTFX 102	Human Relations in Tourism	2.5 Credits
HTFX 103	Human Resource Development in Tourism	2.5 Credits
HTFX 104	Basic Computer Applications in Tourism	2.5 Credits
HTFX 105	Tourism Marketing for Supervisors	2.5 Credits
HTFX 106	Supervisory Leadership in Tourism	2.5 Credits
HTFX 107	Financial Controls in Tourism	2.5 Credits

Courses taught in partnership with the American Hotel & Motel Association are in the HTFX 300 and HTFX 400 series.

The American Hotel & Motel Association Educational Institute draws upon the knowledge and experience of top industry leaders and hospitality academicians to develop the best educational and training materials available on lodging and food service industry topics. All Institute courses, programs and texts are designed to improve skills, knowledge, and attitudes, preparing individuals for management positions. Course materials developed by the Institute are currently used by more than 750 universities, colleges and vocational schools in the United States and abroad, and in hundreds of hotels, motels, and restaurants throughout the world.

#### A Sample of Applied Specialty Course Groupings

This phase of the Certificate program allows students to select optional courses that meet their career goals. Because of the diverse nature of the Tourism/Hospitality Industry, students may select from a wide variety of courses at BCIT or from new *Flextime* courses; in addition, courses from other institutions may be approved for transfer credit. Students should seek advice on completing their Career and Program Plan (CPP) prior to enrolling in non-BCIT courses.

#### Certification

Successful completion of the 7 core courses together with appropriate specialty training and experience leads to supervisory certification by the Pacific Rim Institute of Tourism. Further details on certification, now being developed, are available from the Pacific Rim Institute of Tourism: 682-8000.

For BCIT certification, students are required to complete 540 hours of core and applied specialty courses.

American Hotel & Motel Certificate requirements are available on request from BCIT or directly from the American Hotel & Motel Association, Lansing, Michigan.

#### Funding Support

Under the Canadian Jobs Strategy Program, employers may be eligible for financial assistance in releasing employees for one or more days per week, in order that they may learn new skills or upgrade their existing skills. Assistance in accessing your CJS eligibility is available through BCIT, or your local Canada Employment Centre.

Courses commence January 9, 1989.

For further details, call BCIT Business Part-time Studies Flextime Program (604) 432-8646.

There are a variety of courses available in a correspondence format. For further details please call (604) 432-8646.

# ENROL NOW!

## CLASSES START WEEK OF JANUARY 9

## PHONE 434-1610



## PACIFIC RIM INSTITUTE OF TOURISM AND AMERICAN HOTEL & MOTEL ASSOCIATION

**HTFX 101****Tourism: an Industry Perspective****\$126**

Covers the knowledge needed to understand the tourism industry from *tourist to tourism*. Tourist needs; local, Provincial, National and International corporate structures; communication mechanisms, accommodation, transportation, attractions and activities, and career opportunities.

Jan 09	Mon		10 wks	BBY	CRN 94211
Jan 10	Tues	0900-1200	10 wks	DEC	94225
Jan 12	Thurs	1800-2100	10 wks	DEC	94200
Jan 14	Sat	0900-1600	5 wks	DEC	94233

**HTFX 102****Human Relations in Tourism****\$126**

Examines interpersonal relationships, strong listening skills and public speaking. How to handle the difficult employee and the frustrated guest. Develops the skills of priority setting, time management, and written communication. How supervisors cope with stress and retain a "Hospitality Attitude".

Jan 09	Mon	0900-1600	5 wks	DEC	CRN 94266
Jan 12	Thurs	1845-2145	10 wks	BBY	94257
		0900-1200		DEC	94244

**HTFX 103****Human Resource Development in Tourism****\$126**

Personnel administration for tourism/hospitality. Job descriptions and performance standards; staff recruitment and training; assessment, guidance and termination. Collective agreements, the employment standards act and the human rights code are all covered.

Jan 11	Wed	1845-2145	10 wks	BBY	CRN 94282
		0900-1200		DEC	94279

**HTFX 104****Basic Computer Applications in Tourism****\$126**

Provides word processing fundamentals, data base and spreadsheet applications for tourism and hospitality.

Jan 09	Mon	0900-1200	10 wks	DEC	CRN 94317
Jan 12	Thurs	0900-1200	10 wks	DEC	94298
Jan 14	Sat	0900-1600	5 wks	tba	94302

**HTFX 105****Tourism Marketing for Supervisors****\$126**

Introduces basic marketing concepts as applied to the management of tourist facilities: marketing mix, market research, product analysis, customer profile and needs, price development and promotional media.

Jan 09	Mon	1300-1600	10 wks	DEC	CRN 94326
Jan 12	Thurs	1800-2100	10 wks	DEC	94334

**HTFX 106****Supervisory Leadership in Tourism****\$126**

Enables supervisors to understand how and why people behave as they do in organizations. Provides a working knowledge of employment legislation; how to delegate, run effective meetings, resolve conflicts, make decisions and build a team.

Jan 10	Tues	1300-1600	10 wks	DEC	CRN 94343
--------	------	-----------	--------	-----	-----------

**HTFX 107****Financial Controls in Tourism****\$126**

Provides basics of financial recording, reporting and control; how financial information is used to make business and operating decisions; employee scheduling, payroll procedures; loss prevention; cash, credit and inventory control.

Jan 11	Wed	1300-1600	10 wks	DEC	CRN 94351
--------	-----	-----------	--------	-----	-----------

**HTFX 250****Travel Agency and Tour Operations Intro****\$208**

Provides a framework for students considering employment in the travel, consulting and tour arranging fields.

Jan 11	Wed	0900-1600	9 wks	DEC	CRN 94365
--------	-----	-----------	-------	-----	-----------

**HTFX 251****Tour Managing, Escorting and Guiding****\$76**

Students will be aware of and conversant with the role, duties and responsibilities of a tour manager/escort and/or local guide (flextime).

Jan 11	Wed	0900-1600	3 wks	DEC	CRN 94378
--------	-----	-----------	-------	-----	-----------

**HTFX 294****WORDPERFECT for Hospitality/Tourism****\$179**

This state-of-the-art word processing package works well in tourism and hospitality business settings. Self-paced learning with special applications, thesaurus, spellcheck, etc. Also open to non tourism students.

Jan 10	Tues	1300-1600	10 wks	DEC	CRN 94399
--------	------	-----------	--------	-----	-----------

**HTFX 295****Desktop Publishing Hospitality/Tourism****\$375**

The power and application of Ventura put to use in the hospitality/tourism industry designing brochures, newsletters, menus and guest information. An introduction to computers is recommended prior to taking this course.

Jan 10	Tues	0900-1200	10 wks	DEC	CRN 94412
--------	------	-----------	--------	-----	-----------

**HTFX 345****Food Production Theory and Demonstration****\$235**

Explains the techniques and procedures for quality and quantity food production; the selection, composition, and preparation of major food products. Includes recipes for practice, lab demonstrations and product testing.

Jan 11	Wed	1800-2145	14 wks	BBY	CRN 94429
--------	-----	-----------	--------	-----	-----------

**HTFX 346****Audiovisual Production Skills for Sales and Training Tourism/Hospitality****\$175**

Introduces the theory and procedures of audiovisual communication: scripting, filming, lighting, sound and sound dubbing, editing and titling; the use and application of electronic media for in-house training material and sales presentations. Computer-aided slide production and graphics.

Jan 11	Wed	1300-1600	12 wks	DEC	CRN 94958
--------	-----	-----------	--------	-----	-----------

**HTFX 382****Energy Systems Management****\$151**

Explains why an energy problem exists and its impact on hospitality operations, and provides a practical approach to the development and implementation of an energy management program.

Jan 11	Wed	0900-1200	12 wks	DEC	CRN 94456
--------	-----	-----------	--------	-----	-----------

**HTFX 386****Tourism/Hospitality Security Management****\$151**

Explains the issues surrounding the need for individualized security programs. Examines a wide variety of security and safety equipment and procedures. Discusses guest protection. Internal security for asset protection, and outlines the regulations that apply to lodging properties. **Offered in conjunction with Pan Pacific Hotels.**

Jan 11	Wed	1300-1600	12 wks	DEC	CRN 94506
--------	-----	-----------	--------	-----	-----------

**HTFX 390****Hospitality/Tourism Law****\$226**

Examines the rights and responsibilities that the law grants or imposes upon a hotelkeeper, and illustrates the consequences of failure to satisfy legal obligations. Contract law, corporate law, liability of carriers and limitation clauses applicable to tourism operations, events, attractions, etc. **Offered in conjunction with the B.C. and Yukon Hotel Association.**

Jan 10	Tues	0900-1600	9 wks	DEC	CRN 94519
--------	------	-----------	-------	-----	-----------

**HTFX 425****Resort Development and Community Planning****\$151**

Offers a complete approach to resort operation, planning development, investment management, and marketing for the resort business. Condominiums, time sharing, technological change, increased energy and transportation costs, ski resorts, fishing lodges and vacation clubs. **Offered in conjunction with Laventhol & Horwath, Management Consultants.**

Jan 13	Fri	0900-1200	12 wks	DEC	CRN 94522
--------	-----	-----------	--------	-----	-----------

**HTFX 429****Convention Management and Sales****\$151**

Defines the scope and segments of the convention market, explains what is required to meet individual needs, and explores methods and techniques that lead to better service. Looks at the marketing and sales of convention facilities. **Offered in conjunction with CP Hotels.**

Jan 10	Tues	1300-1600	12 wks	DEC	CRN 94535
--------	------	-----------	--------	-----	-----------

**HTFX 446****Purchasing for Hospitality/Tourism Managers****\$126**

How to develop and implement an effective purchasing program: supplier relations and selection, negotiation and evaluation, major purchase categories, contract bids, product specifications, capital and lease.

Jan 10	Tues	0900-1200	10 wks	DEC	CRN 94541
--------	------	-----------	--------	-----	-----------

**HTFX 450****Practicum Placement****\$151**

Places the student in a work setting with an industry mentor. Students will fulfill a personal learning contract and produce a written report. Some theory is required prior to entering a placement contract.

\*Open practicum placement which will finish 120 hours from registration date.

*Feb 02	Mon			DEC	CRN 94601
---------	-----	--	--	-----	-----------

**HTFX 462****Managerial Accounting for Tourism/Hospitality Industry****\$179**

Managerial accounting concepts and how they apply to specific hospitality/tourism industry operations. A basic knowledge of accounting principles is recommended prior to enrolment.

Jan 12	Thurs	1300-1600	14 wks	DEC	CRN 94597
--------	-------	-----------	--------	-----	-----------

**HTFX 488****Engineering and Maintenance****\$151**

The managerial and technical functions of the engineering/maintenance department, stressing the knowledge needed by managers at all levels to make appropriate cost-effective decisions. **Offered in conjunction with Westin Hotels.**

Jan 13	Fri	0900-1200	12 wks	DEC	CRN 94553
--------	-----	-----------	--------	-----	-----------



## PACIFIC RIM INST. OF TOURISM, Contd.

### HOSP 109

#### How to Start a Restaurant

\$151

The essentials of becoming a food service entrepreneur. Topics include site selection, construction and lease considerations, marketing and financial plans, franchising, employee selection, training and evaluation techniques. Offered in conjunction with Laventhol & Horwath, Management Consultants.

Jan 12 Thurs 1300-1600 12 wks DEC CRN 94403

### HOSP 293

#### Hospitality Applications Lotus 1,2,3

\$179

Provides students with a working knowledge and fluency with Lotus 1,2,3. Upon completion, the student should be able to master program functions and develop applications for specific use in a hospitality setting.

Jan 09 Mon 1300-1600 12 wks DEC CRN 94430

### HOSP 329

#### Small Business Preparation/Business Plan

\$151

Allows students to structure their own business plans to the launch stage. A student should be seriously contemplating opening a business or be prepared to go through the required

## NON CREDIT FOOD COURSES

### COOK 901

#### Fancy Sandwiches

\$96

All variations of sandwiches; open-faced, finger, pin wheel, rolled, sandwich fillings, garnishes. Presentation, individual and for parties.

Jan 12 Thurs 4 wks BBY CRN 90847

### COOK 902

#### Hors d'Oeuvres and Canapés

\$96

A complete unit of practical instruction on how to prepare hot and cold hors d'oeuvres. Color combination, eye appeal, garnish, glazing. Presentation.

Jan 12 Thurs 4 wks BBY CRN 90854

### COOK 903

#### Cooking TQ Refresher

\$131

An in-depth theory course for people who are serious about writing the Trades Qualification Examination for becoming a professional cook. All areas of the profession are taught in theory only including food costing and kitchen management.

Jan 10 Tues 10 wks BBY CRN 90863

### COOK 904

#### Ice Carving

\$125

Design and preparation of templates, tools and their uses; simple ice carving techniques in preparation of basic ice carving; baskets, swans, chess pieces, eagles, cornucopias. Handling and presentation techniques. Participants require warm waterproof clothing, gloves, rubber boots or equivalent.

Jan 14 Sat 6 wks BBY CRN 93161  
0900-1300

### COOK 907

#### Principles of Charcuterie (Patés, Terrines and Galantines)

\$96

The selection of meats for farces (paté fillings), paté design, preparation, garnish selection, paté spice, forcemeat preparation, filling paté, baking, filling with aspic, terrines and galantine garnishing and presentation.

Jan 09 Mon 4 wks BBY CRN 90906  
1800-2200

### COOK 916

#### Meat Cutting: Freezer Meat and Game Cutting

\$125

Students will be given "hands-on" opportunity to cut beef, veal, pork and lamb. All cuts of meat will be related to game cutting. Safety, knife handling, knife sharpening, as well as freezer meat wrapping, will also be taught in this class. *Students must have their own knives.*

Jan 09 Mon 6 wks BBY CRN 93213  
1900-2200

### COOK 970

#### Food Safe Program Level 1

\$35

Microbiology, foodborne illness, personal hygiene and health, serving and dispensing; food protection and preparation; receiving and storing food safely; washing methods.

Jan 09 Mon 3 wks BBY CRN 93187

### COOK 975

#### Kitchen Management

\$120

Menu planning, analysis of different menu styles, yield testing — what the actual cost of food is to

serve after cooking; purchasing + specification and related food knowledge; receiving and storing + proper procedures for distribution; sanitation + procedures for a food operation; inventory control + techniques of food cost percentage; food service + kitchen and service area layout to maximize staff efficiency and customer comfort; cost controls + daily charts, percentages, food and labor costing, menu pricing.

Jan 09 Mon/Wed 6 wks BBY CRN 93176

### COOK 980

#### Cuisines of the World

\$125

An assortment of international dishes will be demonstrated to give students an in-depth look at recipes from around the world. Features Italian, German, Indonesian and Japanese dishes.

Jan 14 Sat 4 wks BBY CRN 93208  
0900-1200

### COOK 981

#### French Cuisine on a Budget

\$151

Offers solutions to the "time" dilemma working people encounter if they want to enjoy "French Cuisine" dinners in the privacy of their own homes and within their budgets.

Jan 14 Sat 6 wks BBY CRN 93193  
0900-1200

### BAKE 909

#### Chocolate and Marzipan Art Work

\$196

Chocolate from the cocoa bean to finished product. Handling cocoa butter, chocolate variations and compounds. The effect of heat on chocolate. Temporary techniques. Chocolate castings, chocolate plastic and its many uses. Chocolate carving — introduction to tools. Chocolate lace work (piped and cut outs). Cocoa painting. Preserving chocolate show pieces.

Jan 09 Mon 8 wks BBY CRN 90922

### BAKE 912

#### French Pastries and Petits Fours

\$201

Demonstrations by instructor and practice by students in how to prepare pastry bases, making puff pastry, choux paste, working with fondants and petits fours. The course covers the preparation and presentation of French pastries and petits fours.

Jan 10 Tues 8 wks BBY CRN 90935

### BAKE 914

#### Cake Decorating

\$126

Decor icings and buttercreams, icing round and slab cakes, decor designs, decor techniques, border techniques, writing, flowers, specialty occasion decor. Introduction to wedding cake decor and icings, borders, flowers, etc.

Jan 12 Thurs 6 wks BBY CRN 90941

### BAKE 918

#### Sugar Casting

\$76

Introduction to sugars (refining) and characteristics; sugar boiling, caramel stages, caramel for casting, clear caramel molding, pulled sugar, blown sugar. Techniques for warming and free-hand molding. Assembling caramel pieces. Introduction to flowers — roses, tulips, stylized flowers. Blowing sugars freehand and into prepared molds. Preserving caramel show pieces.

Jan 09 Mon/Tues 2 wks BBY CRN 90919

\*indicates prerequisite

steps to bring the business into operation. Offered in conjunction with Laventhol & Horwath, Management Consultants.

Jan 12 Thurs 0900-1200 12 wks DEC CRN 94588

### HOSP 330

#### Facilities Design and Property Management

\$151

A study of the building and construction trades related to the hospitality, tourism, food services industry. How to read and interpret blueprints, building codes, renovation cost estimates, zoning and city bylaws. Building fundamentals, maintenance, room design, planning, space requirements and esthetics of light, sound, themes and atmospheres; basic drafting techniques.

Jan 12 Thurs 1300-1600 12 wks DEC CRN 94448

### HOSP 344

#### How to Start Your Own Service Business, Attraction or Event

\$151

Develops the ability to start a restaurant, motel, resort, tour company, etc. How to enter the entertainment attraction industry and establish a seasonal/special event. Includes site selection, marketing, real estate and leases; franchises, small business planning, city regulations, menu planning; product positioning, utilization and planning. How to purchase equipment, control systems for a small business, public and community relations, and crowd control. Students will develop a workable plan for a specific site.

Jan 09 Mon 0900-1200 12 wks DEC CRN 94564

### BAKE 960

#### Individual Desserts for Hotels and Restaurants

\$126

How to prepare and present individual desserts, mousses and fruit sauces with appropriate garnishings and maximum eye appeal.

Jan 14 Sat 6 wks BBY CRN 93155  
0900-1200

## MARKETING MANAGEMENT TECHNOLOGY

### MKTG 101

#### Marketing 1

\$151

The first of a 2-part, in-depth look at the field of marketing. Provides an introduction to the marketing environment and includes a detailed study of basic marketing functions, target marketing, marketing research, segmentation, industrial and service marketing. Covers marketing of consumer goods with reference to industrial goods.

Jan 09 Mon 12 wks BBY CRN 45271

BBY 70353

DEC 45258

Jan 10 Tues 12 wks BBY 46964

BBY 70364

DEC 45831

Jan 11 Wed 12 wks BBY 45260

DEC 45246

Jan 12 Thurs 12 wks BBY 70370

DEC 54319

Jan 14 Sat 12 wks BBY 77807

Jan 17 Tues 12 wks SRY 40993

### MKTG 107

#### Marketing Strategies for the Fashion Industry

\$115

Investigates, develops and implements specific marketing strategies for the fashion industry. A practical look at the world of fashion.

Jan 18 Wed 9 wks DEC CRN 58165

### MKTG 111

#### Retail Fashion Buying

\$115

Students develop a practical and comprehensive knowledge of the merchandise buying function for fashions.

Jan 16 Mon 9 wks DEC CRN 93846

### MKTG 118

#### Intro to Sales Promotion

\$151

Provides an overview of sales promotion techniques for marketing and advertising campaigns. Students develop realistic sales promotion campaigns through major project applications.

Jan 10 Tues 12 wks DEC CRN 77776

### MKTG 201

#### \*Marketing 2

\$151

A continuation of MKTG 101, this course examines the marketing of consumer and industrial goods. Product planning, advertising, wholesaling, distribution and pricing are covered.

Jan 09 Mon 12 wks BBY CRN 70388

BBY 70397

DEC 45223

Jan 10 Tues 12 wks BBY 70401

BBY 92097

Jan 11 Wed 12 wks DEC 54322

### MKTG 201

#### \*Marketing 2, Contd.

Jan 12 Thurs 12 wks BBY 70416

DEC 45214

Jan 18 Wed 12 wks SRY 40976

### MKTG 203

#### \*Sales Management

\$151

Examines the general principles of sales management. Emphasizes the selection, assimilation, training and supervision of sales staff, sales research, planning, organization and analysis, and computer applications in sales management.

Jan 09 Mon 12 wks BBY CRN 45209

Jan 11 Wed 12 wks DEC 53873

### MKTG 205

#### \*Marketing Services

\$151

Examines the development of a marketing mix for companies in service industries. The course focuses on the difference between developing strategies for services rather than products.

Jan 09 Mon 12 wks DEC CRN 92064

### MKTG 218

#### \*Introduction to Media

\$151

For advertising agency and media sales personnel, and individuals considering career entry in the advertising industry.

Jan 09 Mon 12 wks DEC CRN 77793

### MKTG 219

#### Professional Sales 1

\$151

Students develop selling techniques through practical role playing and video tape recording for critique and analysis.

Jan 09 Mon 12 wks BBY CRN 48364

DEC 43393

Jan 10 Tues 12 wks BBY 43387

Jan 11 Wed 12 wks BBY 43376

DEC 56913

Jan 12 Thurs 12 wks BBY 43361

DEC 94380

### MKTG 309

#### \*Marketing Research 1

\$151

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.

Jan 10 Tues 12 wks DEC CRN 43717

### MKTG 318

#### \*Media Planning

\$151

Development and execution of a media plan. Close contact is maintained with agency media buyers and others to ensure a practical direction to the course. Quantitative media planning techniques are evaluated in light of 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.

Jan 11 - Wed 12 wks DEC CRN 45439

continued on the next page

## MARKETING, Contd.

## MKTG 319

## \*Professional Sales 2 \$151

Lectures, films and class discussion are used to cover the techniques and motivational skills of selling. Sales interview process, buying motives, product knowledge, prospecting, approaches, selling more, closing, selling the idea, getting attention, organization, goals, arousing interest, talking, benefits, desire, no is not the end, power phrases are included. The key element of the course is the development of individual sales presentations by students, focusing on personal presentation skills.

Jan 09 Mon 12 wks DEC CRN 70427  
Jan 10 Tues 12 wks BBY 92088

## MKTG 321

## Public Relations \$151

The planning and execution of a public relations program. This includes communication techniques, principles of news writing and preparation of news photographs, press and community relations, external and internal communications and meetings.

Jan 09 Mon 12 wks DEC CRN 54397  
Jan 10 Tues 12 wks BBY 45194  
Jan 11 Wed 12 wks DEC 54364

## MKTG 322

## \*Advertising 1 \$151

Principles to consider when using and developing advertising: advertising philosophy, planning and creation; media buying, planning, production, controls and evaluation.

Jan 10 Tues 12 wks BBY CRN 70438  
DEC 45181  
Jan 12 Thurs 12 wks BBY 70440

## MKTG 323

## Public Speaking and Oral Communication 1 \$151

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.

Jan 09 Mon 12 wks BBY CRN 54290  
DEC 45175  
Jan 10 Tues 12 wks BBY 50166  
Jan 11 Wed 12 wks BBY 70452  
Jan 12 Thurs 12 wks DEC 45167  
Jan 19 Thurs 12 wks SRY 50157

## MKTG 324

## Small Business Development \$151

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements.

Jan 10 Tues 12 wks BBY CRN 70474  
Jan 11 Wed 12 wks DEC 45156

## MKTG 325

## Importing \$151

Provides the student with complete knowledge of importing business basics. Discussion covers methods of sourcing overseas suppliers, assessing market potential, payment mechanisms and foreign exchange. Students will learn how to set up their own import businesses.

Jan 12 Thurs 12 wks BBY CRN 54335

## MKTG 327

## Exporting \$151

Provides students with complete knowledge of export business basics. Discusses opportunities, research, planning distribution, promotion and customs practices. Students will learn how to set up their own export businesses.

Jan 09 Mon 12 wks BBY CRN 54341

## MKTG 401

## \*Marketing Planning \$151

Using mostly the case study method, this course examines how to develop formal marketing plans. Situation analysis, markets, competitive conditions, research, objective setting and action scheduling are covered.

Jan 09 Mon 12 wks BBY CRN 57670  
Jan 11 Wed 12 wks DEC 54416

## MKTG 409

## \*Marketing Research 2 \$151

A continuation of MKTG 309.

Jan 10 Tues 12 wks BBY CRN 54401

## MKTG 422

## \*Advertising 2 \$151

Presents aspects of measuring advertising effectiveness; differences between advertising and sales promotion; media planning and budgets; the make-up of advertising campaigns; how an advertising agency operates; implementing marketing plans and coordination, controls and measurement.

Jan 09 Mon 12 wks DEC CRN 70495  
Jan 12 Thurs 12 wks BBY 54353

## MKTG 427

## Creative Advertising Design \$151

Explains the development of the creative strategy through the concept stage to the details of creative execution. Print and broadcast advertising techniques will be explored with the guidance of professionals who are currently working in creative advertising. The primary objective of the course is for each student to produce high quality creative projects to enhance their portfolios.

Jan 12 Thurs 12 wks BBY CRN 77839

## MKTG 433

## \*Advanced Public Relations \$151

Emphasizes the behavioral science foundation of public relations, and looks in depth at program planning and budget development; issues identification, analysis and management; crisis management; dealing with specialized public and managing public relations.

Jan 11 Wed 12 wks DEC CRN 94191

## MKTG 501

## \*Strategic Marketing Management \$151

Simulation  
Focuses around the computer simulation game "Compete". Students working in teams will utilize the skills gained from previous marketing, financial, and planning courses, to develop overall marketing strategies built around the marketing mix.

Jan 12 Thurs 12 wks BBY CRN 77787

## OPERATIONS MANAGEMENT

## OPMT 099

## Math for Business \$201

Offers the basic arithmetic and algebraic skills necessary to commence studies in the School of Business at BCIT. NON CREDIT.

Jan 10 Tues 16 wks BBY CRN 53958  
Jan 12 Thurs 16 wks BBY 44096

## OPMT 102

## Basic Math of Finance \$151

How to perform common financial analysis and calculations.

Jan 09 Mon 12 wks BBY CRN 47069  
Jan 11 Wed 12 wks BBY 46988  
DEC 45129  
Jan 14 Sat 12 wks BBY 45130  
55870

## OPMT 151

## Choosing and Using Microcomputers in Manufacturing \$151

Introduces manufacturers to the uses of microcomputers. Topics include spreadsheets, database, micro MRP packages, CAD on microcomputers and cost estimating packages.

Jan 12 Thurs 12 wks BBY CRN 79544

## OPMT 175

## Warehouse Management \$151

Receiving, stock location planning, order picking, shipping, time/space management, data processing and loss control. Provides a basic understanding of warehouse management.

Jan 10 Tues 12 wks BBY CRN 57688

## OPMT 187

## Project Planning and Scheduling \$151

Introduces the fundamentals of the Critical Path Technique to planning, scheduling, resource allocation and project management.

Jan 10 Tues 12 wks BBY CRN 45112

## OPMT 188

## Management Information Systems \$151

Offers an overall managerial systems approach to the management information area.

Jan 12 Thurs 12 wks BBY CRN 45103

## OPMT 189

## Operations Management \$226

The nature, purpose and processes associated with operations management; the relevance of systems design, resource allocation, operations planning and control to the individual firm. How to identify and solve operational problems using quantitative methods.

Jan 09 Mon 18 wks BBY CRN 44084

## OPMT 191

## Purchasing \$151

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

Jan 11 Wed 12 wks DEC CRN 45080  
Jan 12 Thurs 12 wks BBY 45099  
Jan 16 Mon 12 wks SRY 40961

## OPMT 192

## Inventory Planning and Control \$151

Objectives, records, forecasting, order point systems, MRP make/buy analysis, departmental organization.

Jan 09 Mon 12 wks BBY CRN 45078  
Jan 18 Wed 12 wks SRY 44073

## OPMT 197

## Statistics for Business and Industry \$226

Enables the student to apply statistical methods to solving problems in business and industry.

Jan 09 Mon 18 wks BBY CRN 41553  
Mon/Wed 9 wks DEC 44050  
Jan 10 Tues 18 wks BBY 41588  
BBY 44102  
Jan 12 Thurs 18 wks BBY 44068  
Jan 18 Wed 18 wks SRY 40955

## OPMT 198

## Productivity Engineering 1 \$151

A fundamental course 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.

Jan 11 Wed 12 wks BBY CRN 49188

## OPMT 203

## Quality Control Methods 2 \$151

Provides students with the opportunity to learn and apply the principles of Acceptance Sampling.

Jan 09 Mon 12 wks BBY CRN 79579

## OPMT 206

## Quality Assurance 2 (Manufacturing) \$151

Continues from OPMT 106. The course examines basic principles of modern quality assurance which students can relate to situations encountered in their own work, and apply techniques for resolving quality problems.

Jan 10 Tues 12 wks BBY CRN 79566

## OPMT 275

## \*Advanced Warehouse Management \$151

Students who have completed OPMT 175 will benefit from this course. Provides a sound understanding of Advanced Warehouse Management.

Jan 12 Thurs 12 wks BBY CRN 93578

## OPMT 298

## \*Productivity Engineering 2 \$151

For students with the basics of OPMT 198. Allows the student to complete a more detailed, complex study to final report and presentation in the areas of manufacturing, warehousing and storage. Expands upon productivity improvement through systematic, scientific problem solving.

Jan 11 Wed 12 wks BBY CRN 56366

## TRANSPORTATION AND DISTRIBUTION

## TDMT 101

## Geography of Trading 1 \$151

Studies in detail the role of transportation, major trading routes and ports, and other factors in the development of resources for the world and Canada. Emphasizes Canada as a major resource producer, particularly in the Pacific Rim.

Jan 09 Mon 12 wks BBY CRN 79557

## TDMT 409

## \*Exporting and Importing \$226

Presents the complexities of international trade and the concepts of exporting/importing in the Canadian environment, for people in industry.

Jan 11 Wed 18 wks BBY CRN 44015

## TDMT 413

## \*Traffic and Transportation Management \$226

Details the complexities of the industrial traffic and operation departments of a transportation company.

Jan 12 Thurs 18 wks BBY CRN 43702

## TDMT 900

## Distribution 1 \$220

Transportation regulations; Canadian transportation modes — water, rail, air and pipeline; intermediate transportation agencies; domestic/international transportation rates, tolls and tariffs.

tba tba 12 wks BBY

## TDMT 901

## Distribution 2 \$220

Contracts and bill of lading; marine cargo insurance; warehousing; Canadian Customs; dangerous goods transportation; damage prevention and claims; materials handling; unitization devices; physical distribution; computer applications to transportation.

tba tba 12 wks BBY

## CANADIAN ASSOCIATION FOR PRODUCTION AND INVENTORY CONTROL

## CPIC 110

## Principles of Inventory Control \$210

Basic practice in inventory planning applicable to a wide range of industries. Provides an overview of the material covered by CPIC 100 through CPIC 600.

Jan 11 Wed 12 wks BBY CRN 93224

## CPIC 300

## Material Requirements Planning \$210

How to develop and use a bill of material, obtain and interpret MRP inputs, develop a material requirement planning system and execute a material requirements plan.

Jan 10 Tues 10 wks BBY CRN 78184  
+ 1 Sat

## CPIC 400

## Capacity Management \$120

How to calculate capacity, obtain and interpret inputs for capacity requirement planning, compute the capacity requirements planning (CRP) process, analyze results, resolve problems and monitor capacity.

Jan 09 Mon 5 wks BBY CRN 78196  
1 Sat 0900-1200

## CPIC 500

## Production Activity Control \$120

How to control production in both push and pull production environments, focusing on production activity control in job shop, repetitive and process manufacturing environments.

Feb 13 Mon 5 wks BBY CRN 78216  
+ 1 Sat

## SPECIALIZED BUSINESS SERVICE

## INTD 100

## Interior Design Basic \$151

Introduces the field of Interior Design. Students will gain a good understanding of the interior design art form.

Jan 09 Mon 12 wks BBY CRN 71934  
DEC 71951

Jan 12 Thurs 12 wks DEC 50179  
Jan 14 Sat 12 wks BBY 71943  
0900-1200

## INTD 101

## \*History of Furniture \$151

The history of furniture from ancient Egypt to the present.

Jan 10 Tues 12 wks BBY CRN 45845  
Jan 11 Wed 12 wks BBY 55822

continued on the next page

\*indicates prerequisite



**INTD 200**  
**\*Color** \$151  
 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.  
 Jan 10 Tues 12 wks DEC CRN 56046  
 Jan 11 Wed 12 wks BBY 71965

**INTD 202**  
**\*Interior Design Drafting 2** \$326  
 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.  
 Jan 10 Tues/Thurs 12 wks BBY CRN 71978

**INTD 301**  
**\*Graphic Presentation** \$151  
 Students will be able to graphically present design plans, elevations and perspectives.  
 Jan 11 Wed 12 wks DEC CRN 82611

**INTD 305**  
**\*Detailing and Materials** \$151  
 The properties, characteristics and uses of materials used for interior construction, custom furnishing and decor. Introduces methods and techniques for the preparation of working drawings for interior construction elements, building components, millwork, custom furniture and built-in cabinets.  
 Jan 12 Thurs 12 wks DEC CRN 71980

**INTD 404**  
**\*Space Planning 2** \$151  
 Introduces factors in commercial space planning, and problem solving using recognized factors. Topics include offices, restaurants and retail stores.  
 Jan 11 Wed 12 wks DEC CRN 71999

## DIRECT EMPLOYMENT TRAINING

**CORT 932**  
**Legal Steno/Typist Part 1** \$151  
 For those seeking advancement into a clerical specialty. Part 1 is an orientation which will enable students to decide if they wish to pursue this career.  
 Jan 11 Wed 10 wks BBY CRN 54259

**CORT 933**  
**Legal Steno/Typist Part 2** \$206  
 Includes theoretical and practical legal paperwork, documentation, correspondence for law in civil and criminal litigation, divorce, labor law, wills and estates, corporate and conveyancing.  
 Jan 09 Mon 16 wks BBY CRN 54245

**OFFC 919**  
**Security Officer Training** \$151  
 For persons 19 years of age or older seeking employment as security officers.  
 Jan 10 Tues/Thurs 6 wks BBY CRN 54132  
 Feb 28 Tues/Thurs 6 wks BBY 54149

**OFFC 925**  
**Cashier Training** \$151  
 Provides practical training in the operation of various types of electronic cash registers.  
 Jan 10 Tues/Thurs 3 wks BBY CRN 54104  
 Feb 07 Tues/Thurs 3 wks BBY 54110  
 Mar 07 Tues/Thurs 3 wks BBY 54128

**OFFC 935**  
**\*Medical Office Assistant: Medical Transcription** \$151  
 Designed for persons who are employed as medical office assistants, or students taking the Medical Office Assistant Program.  
 Jan 14 Sat 6 wks BBY CRN 74920

**OFFC 936**  
**Medical Office Assistant: Anatomy and Physiology** \$166  
 Human anatomy and physiology. Part of a 5 course certificate program.  
 Jan 10 Tues 14 wks BBY CRN 54057

Program Advisors will assist you with program planning and course selection. Please call for an appointment, (604) 434-3304.

**OFFC 937**  
**Medical Office Assistant: Terminology** \$166  
 Enables students to use basic medical terms and to spell and pronounce them. Part of a 5 course certificate program.  
 Jan 12 Thurs 15 wks BBY CRN 54082

**OFFC 938**  
**Medical Office Assistant: Office Practice** \$126  
 Clerical duties associated with a medical office's medical forms, private and insurance billing, etc. Part of a 5 course program.  
 Jan 10 Tues 10 wks BBY CRN 76844

**OFFC 939**  
**Medical Office Assistant: Clinical Procedures** \$166  
 How to use medical equipment, how to perform laboratory tests and assist physicians with specific examinations. Part of a 5 course certificate program.  
 Jan 12 Thurs 12 wks BBY CRN 50978

# School of Engineering Technology

Over the past five years the market for BCIT's part-time engineering technology courses has fluctuated depending on the economic climate. Currently, the most popular part-time courses are currently those in engineering computer applications, and new software and hardware applications.

The School of Engineering Technology believes that the future lies in delivering engineering courses that have specific applications in industry. BCIT's Electronics Department has responded by offering a single chip microcomputer course for industry which has been very successful. Civil Technology and Building Technology are offering courses in response to similar needs by industry, and our instructors have been teaching courses on location to municipal engineering staff. The Pulp and Paper industry is asking for more in-house courses, as a result we have instructors travelling to Cranbrook, Prince George, etc.

Course schedules have been adjusted to accommodate flexible and innovative delivery; more courses are available in the early evening, weekends and week long.

BCIT is an authorized AutoCAD Training Center for beginning, advanced and specialized intensive training using the latest release of AutoCAD software on IBM AT's.

Academic Support courses, offered in conjunction with Engineering, Business and Health Programs, as prerequisites, and as stand alone courses, have been developed to meet industry needs in communication, interpersonal skills and writing manuals, proposals and corporate publications.

2,500 students registered in September this year. With January and Spring intake, the average annual enrolment is about 7,000. Annual enrolment for Academic Support courses is 1,500.

These are people who wish to upgrade, retrain and keep up-to-date with technological change. The concept of "Life Long Learning" has removed previous perceptions that age or gender are a barrier to continuing one's education or career in the Engineering Technologies.

In answer to public demand we are delivering current courses in B.C. Building Code, Dairy Plant Inspection, Analytic Organic Chemistry, Precious Metal Analysis, Microcomputer Applications, Computer Software and Programming Applications.

## APPLIED INDUSTRIAL COMPUTING/COMPUTER AIDED ENGINEERING

The Applied Industrial Computing department is an Authorized Autodesk Training Centre. Only those AutoCAD courses starting with the AICO prefix are recognized as part of the ATC.

**AICO 213**  
**\*AutoCAD 1** \$250  
 Microcomputer based CADD using the latest update of AutoCAD software on IBM ATs.  
 Jan 09 Mon-Fri 1 wk BBY CRN 57121  
 Jan 16 Mon-Fri 1 wk BBY 57139  
 Feb 06 Mon-Fri 1 wk BBY 57142  
 Feb 13 Mon-Fri 1 wk BBY 57150  
 Mar 06 Mon-Fri 1 wk BBY 57168  
 Jan 09 Mon 12 wks BBY 57173  
 Jan 11 Wed 12 wks BBY 57184  
 Jan 07 Sat 6 wks BBY 77570  
 Feb 18 Sat 6 wks BBY 77588

**AICO 214**  
**\*AutoCAD 2** \$250  
 A continuation of AICO 213. Class assignments may be tailored to discipline areas depending on student background.  
 Jan 23 Mon-Fri 1 wk BBY CRN 57196  
 Feb 20 Mon-Fri 1 wk BBY 57201  
 Mar 20 Mon-Fri 1 wk BBY 57216  
 Jan 10 Tues 12 wks BBY 57227  
 Jan 07 Sat 6 wks BBY 91391  
 Feb 18 Sat 6 wks BBY 91407

**AICO 218**  
**\*AutoCAD A.E.C. Architectural** \$250  
 Emphasizes the production of 2D/3D production drawings for the architectural environment. Using AutoCAD AEC software, the student will progress from basic drawings to the generation of more advanced projects using customized AEC templates. Prerequisite: AICO 213.  
 Jan 09 Mon 12 wks BBY CRN 91415  
 Mar 13 Mon-Fri 1 wk BBY 94031

**AICO 220**  
**CNC-SmartCAM** \$250  
 Automatic tool path takeoff from a CAD model. Exposure to production model CNC milling machines and lathes. Software tools will be SmartCAM and may also include AutoCAD and Computervision in the production of the CAD model.  
 Jan 10 Tues 12 wks BBY CRN 91421

**AICO 313**  
**\*AutoLISP Programming** \$250  
 An introductory course to programming in AutoLISP.  
 Jan 11 Wed 12 wks BBY CRN 93245  
 Mar 13 Mon-Fri 1 wk BBY 94024

**AICO 501**  
**\*Graphics Programming in FORTRAN 77** \$350  
 Introduction to FORTRAN programming. Emphasis will be on the solution of engineering and graphics problems using structured programming techniques. Prerequisite: CDCM 101 or equivalent.  
 Jan 10 Tues 24 wks BBY CRN 77522

**AICO 504**  
**\*Data Structures in "C"** \$350  
 Introduction to microcomputer use. Higher level programming languages (C or PASCAL) in a microcomputer environment. Introduction to data structures. Microcomputer peripherals.  
 Feb 12 Thurs 24 wks BBY CRN 77535

**AICO 976**  
**Desktop Publishing** \$400  
 A practical hands-on course teaching design, layout, and production of professional, high-impact publications, using the Aldus Pagemaker Version 3.0 Desktop publishing software. Students have their own workstations using an IBM AT or compatible computer.  
 The Applied Industrial Computing department is an Authorized Aldus Training Centre.  
 Jan 07 Sat 5 wks BBY CRN 91439  
 Jan 10 Tues 10 wks BBY 91442  
 Feb 18 Sat 5 wks BBY 91450

**CDCM 214**  
**\*Intergraph 2** \$250  
 A continuation of Intergraph 1. Customizing a CAD system using cell libraries and tablet menus. Prerequisite: CDCM 213.  
 Jan 09 Mon 12 wks BBY CRN 77553  
 Jan 11 Wed 12 wks 92967

**CDCM 215**  
**Micro-Station Intergraph 1** \$250  
 Designed for the user of Intergraph's micro-computer based micro station software.  
 Jan 09 Mon 12 wks BBY CRN 77553  
 Jan 11 Wed 12 wks BBY 92967

## BIOLOGICAL SCIENCES

**BISC 904**  
**Sanitation for Food Plants** \$175  
 Topics include microorganisms, insects and rodent pests of concern in the food processing plant; waste determination and treatment methods; sanitizing and cleaning agents; chemical safety; general cleanup; government inspection.  
 Jan 17 Tues-Thurs 1 wk BBY CRN tba

## BUILDING TECHNOLOGY

**BLDG 154**  
**Construction Industry Procedures** \$151  
 The basics of building development; bidding and contracting, construction contracts, specifications and estimating.  
 Jan 10 Tues 12 wks BBY CRN 93526

**BLDG 155**  
**Construction Contracts 1** \$151  
 Fundamentals of contracts. Parties to construction contracts. Basic types of construction contracts. Relationship between information and risk. Standard forms of construction contracts used in Canada and elsewhere. Appropriate documentation and related issues.  
 Jan 10 Tues 12 wks BBY CRN 73451

**BLDG 159**  
**Architectural Illustration** \$151  
 Introduces illustration, elements of rendering form and space, entourage techniques, perspective and photographic techniques.  
 Jan 10 Tues 12 wks BBY CRN 86340

**BLDG 210**  
**\*Building Materials and Methods 2** \$151  
 Use of high-tech materials (polymers and epoxies) used in concrete, wood and roofing. Compatibility of these materials, application techniques and methods of incorporating and specifying the design of new and old buildings.  
 Jan 09 Mon 12 wks BBY CRN 93502

**BLDG 249**  
**\*Building Computer Drawing: Management and Productivity** \$250  
 Emphasizes the productive management techniques and skills required to produce cost effective CADD drawings. Topics include the basic use of AutoCAD, customization and data base handling.  
 Jan 09 Mon 12 wks BBY CRN 93483

**BLDG 251**  
**\*Drafting and Design 2: Architectural Presentation** \$300  
 A continuation of BLDG 151. Includes descriptive geometry and its use in design presentation, description of building elements through isometric and axonometric projection, one and two point perspectives; application of regulations and other restrictions in design drafting and presentation; design and drafting services, drawing applications.  
 Jan 10 Tues/Thurs 12 wks BBY CRN 44812

**BLDG 252**  
**\*Construction 2** \$446  
 A continuation of BLDG 152. Includes western frame and modified post and beam construction; details for fireplaces, stairs, doors and windows; further development of working drawings to include these elements.  
 Jan 09 Mon/Wed 18 wks BBY CRN 44925

**BLDG 253**  
**B.C. Building Code: Housing** \$151  
 Gives students a working knowledge of Part 9 of the 1985 Building Code for housing. Gives a basic understanding of plan checking, building inspection and acceptable materials; systems and methods used in housing construction.  
 Jan 11 Wed 12 wks BBY CRN 74212

**BLDG 352**  
**\*Construction 3** \$151  
 A continuation of BLDG 252. Principles of fire-resistant construction. Fundamentals of building science relative to weathering, deterioration and heat transfer.  
 Jan 09 Mon 12 wks BBY CRN 93543

**BLDG 353**  
**B.C. Building Code: Use and Occupancy** \$151  
 Examines the purpose, scope and contents of the B.C. Building Code, Parts 1 to 8, with specific study of Part 3: Use and Occupancy. Based on the changes effective July 1, 1987, this course will be of special interest to persons in design, drafting, construction, inspection and financing of buildings.  
 Jan 11 Wed 12 wks BBY CRN 74229

**BLDG 355**  
**\*Construction Specifications** \$225  
 Language as a means of communication; style in specifications. Organization and presentation of information in construction contract documentation. Filing and retrieval of information using masterformat. Preparation and reproduction procedures for production of project manuals.  
 Jan 10 Tues 18 wks BBY CRN 54823

**BLDG 356**  
**\*Construction Estimating 2** \$151  
 A continuation of BLDG 256. Detailed study and application of measurement and pricing of work for specific trades, with emphasis on wood framing, concrete work and masonry construction. Detailed examination of CIQS methods for measurement of construction work. Tendering procedures and budget estimating. Preparation for CIQS EXAM 203.  
 Jan 12 Thurs 12 wks BBY CRN 44803

**BLDG 454**  
**\*Project Management: Construction** \$151  
 Operation of a construction company's main office. Topics include cost control of construction operations, communication and coordination of site work, project completion procedures and controls.  
 Jan 11 Wed 12 wks BBY CRN 93495

**BLDG 459**  
**Architectural Acoustics** \$151  
 Theory and principles of sound including properties, propagation, sources and measurement techniques. Selection of materials with appropriate acoustical and aesthetic qualities for buildings. Calculations encountered in acoustical considerations.  
 Jan 12 Thurs 12 wks BBY CRN 73465

## CHEMICAL SCIENCES TECHNOLOGY

**CHSC 164**  
**\*Paint Technology: Latex Paints** \$77  
 Latex paints including aspects of polymer emulsion manufacture and the formulation and manufacture of latex paints.  
 Mar 22 Wed 6 wks BBY CRN 86352

**CHSC 165**  
**\*Paint Technology: Modern Coating Resins** \$77  
 Complements CHSC 163 Paint Technology. Examines the production and use of contemporary surface coating resins.  
 Feb 09 Thurs 6 wks BBY CRN 44774

**CHSC 169**  
**NDT Radiography Level 1** \$480  
 Meets the requirements for classroom training as stipulated in CGSB Standard 48-GP-4M, condition (b).  
 Jan 16 Mon-Fri 1 wk BBY CRN 77597

**CHSC 170**  
**NDT Ultrasonics Level 1** \$480  
 Meets the requirements of CGSB Standard 48-GP-7M, condition (b) for classroom training. (Maximum capacity 10.)  
 Jan 11 Wed 13 wks BBY CRN 44783

**CHSC 268**  
**Water Pollution: Chemistry and Sampling Techniques** \$225  
 Discusses the processes that take place in water systems when pollutants are present, and the techniques for detection and control of these pollutants.  
 Jan 10 Tues 18 wks BBY CRN 56357

**CHSC 269**  
**\*NDT Radiography Level 2** \$480  
 Meets the requirements of CGSB Standard 48-GP-4M, condition (b) for classroom training.  
 Jan 23 Mon-Fri 1 wk BBY CRN 52439

**CHSC 270**  
**\*NDT Ultrasonics Level 2** \$480  
 Meets the requirements of CGSB Standard 48-GP-7M, condition (b) for classroom training. (Maximum capacity 10.)  
 Jan 10 Tues 13 wks BBY CRN 72982

**CHSC 306**  
**Precious Metal Analysis** \$310  
 Topics include the structure of the industry, characteristics of laboratory sampling and sample preparation procedures, and analytical methods of precious metal analysis.  
 Feb 01 Wed 15 wks BBY CRN 86369

## CIVIL TECHNOLOGY

**CIVL 100**  
**Intro to Lotus 123 Engineering Application** \$100  
 Hands-on engineering application using LOTUS 123 software.  
 Jan 14 Sat 2 wks BBY CRN 47027

**CIVL 102**  
**Public Works Inspection** \$278  
 Presents the fundamentals of public works inspection.  
 Jan 11 Wed 15 wks BBY CRN 74936

**CIVL 104**  
**\*Construction Materials Testing** \$140  
 A laboratory oriented course to familiarize students with lab and testing procedures for testing construction materials.  
 Jan 09 Mon 10 wks BBY CRN 93973

**CIVL 108**  
**Graphical Communication 1** \$130  
 Through freehand sketching, the student is introduced to civil engineering drawings and details and architectural drawings.  
 Jan 12 Thurs 10 wks BBY CRN 93984

**CIVL 110**  
**Asphalt Technology** \$155  
 How to select suitable materials for asphaltic concrete design using the Marshall method.  
 Jan 10 Tues 12 wks BBY CRN 41086

**CIVL 201**  
**Construction Documents and Cost Control** \$130  
 An introduction to construction contract documents and cost control on the jobsite for those involved in building and heavy construction.  
 Jan 09 Mon 10 wks BBY CRN 86256

**CIVL 250**  
**\*Stress Analysis 1** \$130  
 An introduction to the stress-strain relationships in timber, steel and concrete construction materials.  
 Jan 10 Tues 10 wks BBY CRN 86327

**CIVL 270**  
**\*Soil Mechanics 2** \$151  
 Basics of permeability, flow nets, retaining wall and foundation design.  
 Jan 09 Mon 12 wks BBY CRN 44740

**CIVL 274**  
**\*Estimates and Contracts for Heavy Construction 2** \$151  
 Offers further experience in the preparation of estimates, and problems which arise in the administration of contracts for heavy construction jobs.  
 Jan 09 Mon 12 wks BBY CRN 44769

**CIVL 314**  
**\*Urban Street Design** \$151  
 Using the R.T.A.C. classification system as a guide, students design a major road and intersection. Vertical and horizontal alignment, drainage and design control techniques are emphasized.  
 Jan 11 Wed 12 wks BBY CRN 86294

**CIVL 315**  
**\*Subdivision Planning** \$151  
 Provides students with the planning concepts and restraints for subdivision development using the Municipal Act and local bylaws. Includes subdivision procedures and rezoning applications.  
 Jan 10 Tues 12 wks BBY CRN 86281

**CIVL 373**  
**\*Hydraulics 2** \$151  
 Completes the topic of pipe flow introduced in CIVL 273. Includes simple networks, pump selection, flow measurement, application of Hardy Cross method and computer programs.  
 Jan 10 Tues 12 wks BBY CRN 86301

**CIVL 383**  
**AutoCAD 1 for Civil Engineering** \$225  
 Basics of AutoCAD: structural layout, municipal layout, civil drawing principles.  
 Jan 11 Wed 12 wks BBY CRN 76800

**CIVL 384**  
**Civil Engineering Computer Applications** \$200  
 An introduction to Computer Applications in Civil Technology using PC's and software to solve engineering problems.  
 Jan 12 Thurs 12 wks BBY CRN 76799

**CIVL 386**  
**\*Computer Highway Design** \$200  
 Hands-on use of PCAT type computers in a project framework designing a highway from Contours to Bill of Quantities. Design is to preliminary stage. RTAC standards are employed.  
 Jan 28 Sat 6 wks BBY CRN 86267

**CIVL 450**  
**\*Structural Design 2** \$235  
 Building on the material covered in CIVL 400, students are introduced to basic principles of reinforced concrete design, and analysis of statically indeterminate structural systems.  
 Jan 09 Mon/Thurs 10 wks BBY CRN 86316

**CIVL 502**  
**\*Advanced Concrete Technology** \$155  
 Advanced theory of changes in materials and design in the rapidly changing field of concrete.  
 Jan 11 Wed 12 wks BBY CRN 86338

**CIVL 509**  
**\*Geotechnical Design: Rock Stability** \$140  
 Introduces the basic mechanics of rock slope failures and principles needed to analyze planar failures, methods of rock slope stabilization, rockfall protection and detection, calculation and design application.  
 Jan 09 Mon 10 wks BBY CRN 94062

**CIVL 510**  
**\*Transportation Network Planning Principles** \$130  
 Examines the relationship between land use development and urban transportation networks, including capacities and operating characteristics of transportation modes, principles of network planning and preparation of municipal and neighbourhood road plans.  
 Jan 19 Thurs 8 wks BBY CRN 94077

## COMPUTER SYSTEMS TECHNOLOGY

**COMP 901**  
**Computing for the Timid** \$65  
 A 4 week course for those who have never used a computer and are afraid to.  
 Jan 09 Mon 4 wks BBY CRN 73417  
 Feb 06 Mon 4 wks BBY 73426  
 Mar 06 Mon 4 wks BBY 73434

**COMP 701**  
**Understanding PC/MS DOS** \$95  
 Gives an in-depth knowledge of the PC/MS Disk Operating System (DOS) to those who feel they know nothing about PC's.  
 Jan 09 Mon 6 wks BBY CRN 55626  
 Jan 10 Tues 6 wks COQ 55617  
 Feb 20 Mon 6 wks BBY 55643  
 Feb 21 Tues 6 wks COQ 55634

**COMP 101**  
**\*Data Processing Intro** \$182  
 Uses the HP 3000 and IBM PC to introduce the principles and concepts of business data processing to people with little computer experience.  
 Jan 09 Mon 12 wks BBY CRN 71358  
 Jan 10 Tues 12 wks BBY 73321  
 Jan 11 Wed 12 wks BBY 73339  
 Jan 12 Thurs 12 wks BBY 73342  
 Jan 13 Fri 12 wks BBY 73350  
 Jan 14 Sat 12 wks BBY 73368  
 Jan 15 Sun 12 wks BBY 71360  
 Jan 16 Mon 12 wks BBY 71371  
 Jan 17 Tues 12 wks BBY 46625  
 Jan 18 Wed 12 wks BBY 46633  
 Jan 19 Thurs 12 wks BBY 71385

**COMP 102**  
**\*Data Processing Intro** \$182  
 A one-week intensive course using the H.P. 3000 and IBM PC to introduce the principles and concepts of business data processing to people with little computer experience.  
 Mar 13 Mon-Fri 1 wk BBY CRN 44134



## COMPUTER SYSTEMS, Contd.

## COMP 103

**Data Processing Intro: Micro APPLE \$182**  
Uses the APPLE II to introduce the principles and concepts of business data processing to people with little computer experience.

Jan 10 Tues 12 wks DEC CRN 71392

## COMP 104

**\*Computers in Business \$151**  
Enables those not specializing in computers to become familiar with terminology and concepts used in the computer industry.

Jan 09 Mon 12 wks BBY CRN 71406

Jan 10 Tues 12 wks BBY 71419

## COMP 105

**\*Data Processing Intro: Micro IBM PC \$182**

Uses the IBM PC to introduce the principles and concepts of business data processing to people with little or no computer experience.

Jan 09 Mon 12 wks COQ CRN 47951

Jan 11 Wed 12 wks COQ 47943

Jan 14 Sat 6 wks BBY 46048

COQ 92811

Feb 25 Sat 6 wks BBY 71422

COQ 92825

## COMP 130

**\*Assembler Programming Language Level 1 \$182**

The 1st level course of programming in Assembler on the IBM Mainframe computer.

Jan 10 Tues 12 wks BBY CRN 71435

Jan 12 Thurs 12 wks BBY 71441

## COMP 131

**\*BASIC Interactive Programming Level 1 \$151**

A 1st level course of programming in BASIC which will enable students to write simple business programs on our interactive computer system.

Jan 09 Mon 12 wks BBY CRN 71453

## COMP 132

**\*FORTRAN IV Programming Language Level 1 \$151**

A 1st level course of programming in FORTRAN IV which will enable students design, flowchart, write, test and debug simple computer programs.

Jan 12 Thurs 12 wks BBY CRN 71464

## COMP 135

**\*RPG II Programming Language Level 1 \$151**

Presents RPG II programming concepts and techniques as applied in business batch processing. Students learn to write programs of medium complexity.

Jan 10 Tues 12 wks BBY CRN 71470

## COMP 137

**\*C Programming Language Level 1 \$182**  
A 1st level course of programming in C language including data types, control constructs and syntax.

Jan 09 Mon 12 wks BBY CRN 93534

Jan 12 Thurs 12 wks BBY 54388

## COMP 145

**\*BASIC Microcomputer Programming Language: IBM PC \$182**

Provides an understanding of MS BASIC and some PC/MS DOS as used on the IBM PC microcomputer.

Jan 09 Mon 12 wks BBY CRN 71488

## COMP 160

**\*Computer Systems Intro Level 1 \$151**  
Introduces the basic skills and techniques required for systems analysis and design.

Jan 10 Tues 12 wks BBY CRN 71497

Jan 11 Wed 12 wks DEC 71503

## COMP 164

**Microsoft WORD \$95**  
A 6 week course using IBM PC's covering the basics of this word processing package which can be used on the IBM PC and the Apple Macintosh.

Jan 10 Tues 6 wks BBY CRN 82373

Feb 21 Tues 6 wks BBY 82384

## COMP 168

**FRAMEWORK II Level 1 \$185**  
Menu selections are explained and practiced.

Jan 10 Tues 12 wks BBY CRN 73373

## COMP 169

**LOTUS 123 Level 1 \$185**  
Basic principles are explained and practiced.

Jan 12 Thurs 12 wks BBY CRN 73384

## COMP 187

**\*Computerized Accounting \$185**  
Teaches the "Bedford Integrated Accounting" package to those with some knowledge of computing and accounting.

Jan 10 Tues 12 wks BBY CRN 57653

## COMP 230

**\*Assembler Programming Language Level 2 \$182**

The 2nd level programming course in Assembler on the IBM Mainframe computer; a continuation of COMP 130.

Jan 12 Thurs 12 wks BBY CRN 71512

## COMP 233

**\*COBOL Programming Language Level 1 \$151**

A 1st level course, which includes all language components required to write simple business report programs.

Jan 10 Tues 12 wks BBY CRN 71529

Jan 12 Thurs 12 wks BBY 71530

## COMP 234

**\*PL/I Programming Language Level 1 \$151**

A 1st level course for students who have some programming background — covers record and stream I/O, structures, arrays, and functions.

Jan 11 Wed 12 wks BBY CRN 73396

## COMP 236

**\*PASCAL Programming Language \$182**  
Covers the language's entire repertoire of instructions, enabling students to read and write structured programs in PASCAL.

Jan 09 Mon 12 wks BBY CRN 71548

## COMP 241

**\*Data Communications Concepts Level 1 \$151**

A 1st level course in which students become conversant with data communication applications and related concepts.

Jan 09 Mon 12 wks BBY CRN 43689

Jan 10 Tues 12 wks BBY 54837

## COMP 242

**\*Microcomputers: Exploring Technical Aspects \$182**

Covers the theory of microcomputer hardware standards, operating systems, semiconductor technology, peripheral devices.

Jan 10 Tues 12 wks BBY CRN 71556

## COMP 244

**\*Assembler Microcomputer Programming Language: IBM PC Level 2 \$185**

Programming in the Assembler Language on the IBM PC.

Jan 11 Wed 12 wks BBY CRN 73402

## COMP 248

**\*PROLOG Programming Language \$182**

All aspects of the language are covered. Shows how to build in PROLOG applications which are impossible or impractical in other languages.

Jan 10 Tues 12 wks BBY CRN 44126

## COMP 249

**\*POWERHOUSE Programming Language Level 1 \$182**

Provides a solid base in programming with this 4th generation language.

Jan 10 Tues 12 wks BBY CRN 54306

## COMP 260

**\*Computer Systems Intro Level 2 \$151**

Continuation of COMP 160. Develops analytical skills and basic computer systems design techniques.

Jan 09 Mon 12 wks BBY CRN 71567

Jan 10 Tues 12 wks BBY 71581

Jan 11 Wed 12 wks BBY 71575

## COMP 262

**\*Data Base Concepts Level 1 \$151**  
Introduces the principles involved in the evaluation, selection and implementation of data base management systems.

Jan 11 Wed 12 wks BBY CRN 71594

## COMP 263

**\*Microcomputers Using dBASE Level 2 \$182**

Builds on and continues from COMP 162 Level 1.

Jan 12 Thurs 12 wks BBY CRN 87362

## COMP 267

**\*Microcomputers: Package Implementation \$182**

Using lectures, hands-on experience and data, students will be guided through all phases of the installation of a comprehensive business package.

Jan 11 Wed 12 wks BBY CRN 44117

## COMP 284

**\*Decision Support Systems: Forecasting and Simulation \$182**

Students specialize in quantitative approaches to managerial decision making. Topics covered are computer simulation, linear/dynamic programming and decision support systems.

Jan 12 Thurs 12 wks BBY CRN 92022

## COMP 333

**\*COBOL Programming Language Level 2 \$151**

Continuation of COMP 233. Includes tape and disk file organization, utility programs and libraries, and table look-ups.

Jan 09 Mon 12 wks BBY CRN 71608

Jan 11 Wed 12 wks BBY 71613

## COMP 346

**\*FOCUS \$182**  
How to create, update, and report from FOCUS data bases using FOCUS commands, TABLETALK and FILETALK.

Jan 12 Thurs 12 wks BBY CRN 40486

## COMP 360

**\*Computer Systems Testing \$185**

Introduces students to the discipline of software testing. Discusses various levels of testing and focuses on the testing effort within the framework of the life cycle of a development project.

Jan 09 Mon 12 wks BBY CRN 87377

## COMP 361

**\*Computer Systems Development Level 2 \$182**

Expands on material covered in COMP 261. Provides a working knowledge of systems analysis.

Jan 09 Mon 12 wks BBY CRN 71624

## COMP 440

**\*CICS \$182**  
How to design and code on-line programs including screen mapping, on the IBM Mainframe.

Jan 09 Mon 12 wks BBY CRN 40020

## COMP 440

**\*CICS \$182**  
How to design and code on-line programs including screen mapping, on the IBM Mainframe.

Jan 09 Mon 12 wks BBY CRN 40020

## ELECTRONICS TECHNOLOGY

## ELEX 112

**\*Digital Techniques 1 Upgrade \$150**

Provides an upgrade from the old ELEC 202 which was 3.0 credits to the new ELEX 102 which contains more material and is now 6.0 credits.

Jan 12 Thurs 14 wks BBY CRN 91628

## ELEX 163

**Printed Circuit Board Design \$175**

The design and manufacture of single and double-sided printed circuit boards for the electronic hobbyist. For those students seeking credit for Electronic Manufacturing Processes (Shop Practice), but without PC board training, this course will complete credit requirement.

Jan 12 Thurs 10 wks BBY CRN 91610

## ELEX 512

**\*Intro to Single Chip Micros \$198**

Using the Motorola 68HC11 single chip micro-computer, students learn the application of data acquisition and communication. IBM type MS-DOS based computers are used for machine language program development and a 68HC11 emulator board for interfacing and programming.

Jan 09 Thurs 10 wks BBY CRN 82342

## ELEX 538

**\*Intro to RF Circuit Design \$375**

For engineers and technologists. The course combines theory and lab practice of HF and VHF circuit design.

Jan 24 Tues/Thurs 8 wks BBY CRN 92019

GARDENING/  
HORTICULTURE

## HRTC 900

**Professional Floristry Design \$465**

A comprehensive course for those interested in the florist industry. Focuses on design theory, color principles, arrangements, plant care and business operations. Field trips to growers, wholesalers and professional designers are included.

Jan 17 Tues/Thurs 10 wks BBY CRN 91877

## HRTC 912

**Plant Propagation \$135**

Learn how to grow plants, and use a wide variety of methods for starting new plants.

Jan 30 Mon/Wed 3 wks BBY CRN 58420

## HRTC 915

**Lawn Maintenance for the Homeowner \$160**

For individuals interested in developing a career in professional lawn maintenance.

Mar 13 Mon/Wed 4 wks BBY CRN 58491

## HRTC 918

**Practical Gardening for the Homeowner \$163**

A general interest course for home gardening enthusiasts.

Mar 15 Wed/Sat 5 wks BBY CRN 93612

## HRTC 920

**Indoor Plant Maintenance \$163**

Prepares individuals for a career in indoor plant maintenance.

Jan 21 Sat 6 wks BBY CRN 93629

## HRTC 921

**Design for the Town Garden \$139**

Learn how to design and maintain your yard and garden successfully. Increases job skills of persons focusing on horticulture as a career.

Jan 17 Tues/Thurs 4 wks BBY CRN 93648

## HRTC 931

**Plant Identification 1 \$139**

The basics of plant classification and nomenclature using a wide range of plant materials.

Feb 16 Thurs/Sat 4 wks BBY CRN 93630

## LANDSCAPE TECHNOLOGY

## LAND 104

**\*Basic Horticulture \$225**

This introductory course in horticulture and plant protection for landscape use provides the novice with a working knowledge of plants and their value in landscape development.

Jan 10 Tues 18 wks BBY CRN 44848

## LAND 106

**Pesticides for Retailers and Landscape Applicators \$85**

For persons engaged in retailing, commercial landscape maintenance or nursery crop production.

Jan 09 Mon 6 wks BBY CRN 93517

## LAND 203

**\*Planting Plan \$225**

Topics include: climate, soil tolerances, how to produce detailed planting plans for a land development master plan in B.C.

Jan 11 Wed 18 wks BBY CRN 79034

## LAND 207

**\*Landscape Irrigation \$151**

Provides technical information and training in basic hydraulic theory, system design and construction; scientific and practical aspects of water application; installation, operating and maintenance procedures for major irrigation systems.

Jan 10 Tues 12 wks BBY CRN 41105

## LAND 208

**Sports Turfgrass Management \$151**

An introductory course in turfgrass management for maintenance of golf courses, municipal parks and outdoor recreational facilities.

Jan 09 Mon 12 wks BBY CRN 40928

**MECHANICAL TECHNOLOGY**

**MECH 100**  
**Mechanical Drafting 1** \$195  
Techniques of producing and reading mechanical drawings using standard format and the development of basic skills in applying these techniques.  
Jan 10 Tues 14 wks BBY CRN 91336

**MECH 106**  
**Manufacturing Processes 1** \$230  
A basic orientation course which provides practice in metal removal and a study of related theory.  
Jan 09 Mon 15 wks BBY CRN 93110

**MECH 107**  
**Intro to Thermal Processes** \$151  
(Formerly first half of MECH 221.) Heat and fluid processes. Liquids, gases and mixtures. First law of thermodynamics, basic steam and refrigeration cycles. Perfect gas laws.  
Jan 10 Tues 10 wks BBY CRN 93128

**MECH 140**  
**Drafting Fundamentals** \$170  
An introductory course for persons with little or no experience in graphics who want to produce and read drawings.  
Jan 10 Tues 12 wks BBY CRN 43898

**MECH 200**  
**\*Mechanical Drafting 2** \$251  
Advanced techniques including limits and fits, isometric and orthographic single line piping diagrams, descriptive geometry, intersections, development gears, threads and fasteners, weld symbols, working drawings and projects.  
Jan 11 Wed 20 wks BBY CRN 91347

**MECH 208**  
**\*Dynamics** \$251  
Kinematics: basic equation of motion, motion diagrams, trajectories. Kinetics: Newton's Laws, inertia, rectilinear and rotational kinetics, systems of bodies.  
Feb 14 Tues 20 wks BBY CRN 91354

**MECH 420**  
**\*Fluid Power 2** \$230  
Provides an understanding of hydraulic control systems and an introduction to fluidic control systems and control logic.  
Jan 10 Tues 18 wks BBY CRN 41077

**MECH 433**  
**\*Auto Sprinkler System Design 2** \$230  
For persons involved in engineering design, supervision or inspection of commercial and industrial automatic sprinkler systems, to gain an understanding of pipe schedule systems and water supply system analysis.  
Jan 12 Thurs 18 wks BBY CRN 91500

**MECH 466**  
**\*Fluid Systems** \$151  
Dimensionless parameters. Pump and piping characteristics, operation and maintenance. Cavitation. Air movement and supply, fan performance and characteristics, duct sizing and networks.  
Feb 01 Wed 10 wks BBY CRN 91363

**MINING TECHNOLOGY**

**MINE 101**  
**Geology** \$151  
Definition, basic concepts, earth's crust, geologic time, atomic structure of minerals, crystal forms and symmetry systems.  
Jan 10 Tues 12 wks BBY CRN 93720

**MINE 154**  
**The Mining Industry** \$151  
Provides a background for those unfamiliar with the mining industry.  
Jan 09 Mon 12 wks BBY CRN 93736

**RENEWABLE RESOURCES TECHNOLOGY**

**FSTR 155**  
**Wildland Recreation** \$151  
Examines the importance of the recreation and wildland recreation manager to the planning and administration of Canada's wildlands.  
Jan 10 Tues 12 wks BBY CRN 44830

**FSTR 157**  
**Log Scaling** \$675  
Prepares candidates for the B.C. Forest Service Licensed Scalers examination (Coastal). Students learn the skills involved in accurate measurement, volume estimation and grading of coastal logs.  
Feb 04 Sat/Sun 14 wks BBY CRN 41257

**FSTR 202**  
**Introduction to Soils** \$225  
Soil formation, soil as foundation and as a medium for plant growth. Covers the properties of soil structure and organic matter content; water retention.  
Jan 12 Thurs 18 wks BBY CRN 44829

**FSTR 250**  
**Ecology** \$225  
Introduces students to the basic concepts and terminology of ecology.  
Jan 09 Mon 18 wks BBY CRN 44701

**FSTR 426**  
**Forest Administration** \$151  
Designed for people interested in beginning a career in service contracting to the natural resource industry.  
Jan 09 Mon 12 wks BBY CRN 57697

**ROBOTICS TECHNOLOGY**

**ROBT 303**  
**\*Microprocessors and Interfacing** \$375  
Microprocessor architecture, assembly language programming, input/output operations, interrupt handling and peripheral chips.  
Jan 09 Mon/Wed 15 wks BBY CRN 93132

**ROBT 900**  
**Intro to Industrial Robotics** \$160  
Investigates various types of industrial robots and the coordinate systems in which they operate. Hands-on instruction will be given on BCIT's robotic systems.  
Jan 07 Sat 5 wks BBY CRN 93149

**SURVEY AND MAPPING TECHNOLOGY**

**PHOT 102**  
**Photo Interpretation** \$225  
Engineers, planners, foresters, geographers, hydrologists, geologists and agriculturists, learn the application and interpretation of aerial photographs and other remote sensor acquired data, as applied to their respective fields.  
Jan 10 Tues 18 wks BBY CRN 54789

**SURV 118**  
**Programmable Calculators (H.P.'s)** \$151  
Two aspects of the programmable calculator: manual use and programming.  
Jan 12 Thurs 12 wks BBY CRN 44692

**SURV 311**  
**\*Survey Computations 2** \$151  
Deals with curves in engineering surveying.  
Jan 10 Tues 12 wks BBY CRN 94086

**SURV 358**  
**Intro to Hydrographic Surveying** \$151  
The general principles and requirements of hydrography; obtaining, positioning and reducing soundings; tides and water levels; electromagnetic wave propagation; classification, calibration and accuracy lobes of electromagnetic positioning systems; propagation of sound in water; acoustic positioning; echo sounders and side scan sonar; nautical charts, their types and uses.  
Jan 11 Wed 12 wks BBY CRN 94090

**SURV 365**  
**\*Drafting and Survey CAD** \$225  
Topics include sequential files, string manipulation, microcomputer graphics, role of CAD in surveying.  
Jan 09 Mon 12 wks BBY CRN 58068

**SURV 410**  
**\*Survey Computations 3** \$151  
Vertical and transition curves in engineering surveying and computations for local control surveys.  
Jan 10 Tues 12 wks BBY CRN 40910

**SURV 463**  
**\*Mathematical Cartography** \$250  
Theory of map projections and distortions, classification of projections, conic cylindrical and azimuthal systems. Universal Transverse Mercator projection and computations. Stereographic projection for the maritime provinces. Polyconic projection of British Columbia.  
Jan 12 Thurs 20 wks BBY CRN 54772

**SURV 465**  
**\*Survey CAD 2** \$375  
Continuation of SURV 365.  
Jan 09 Mon 18 wks BBY CRN 41059

**Academic Support Part-time Courses****CHEMISTRY**

**CHEM 001**  
**Pre-entry Chemistry 1** \$212  
For students who need a refresher course, or do not have the necessary Chemistry 11 entrance requirement for BCIT programs.  
Jan 09 Mon/Wed 12 wks BBY CRN 45026

**CHEM 317**  
**Gas and Liquid Chromatography** \$250  
Learn to solve organic analysis problems with gas and high performance liquid chromatography (used in energy, chemical, food and forest industries; environmental and clinical lab work). Limited to 10 students.  
Jan 09 Mon 12 wks BBY CRN 84263

**COMMUNICATION**

**COMM 002**  
**Independent Learning Skills** \$83  
Learn how to read efficiently, cope with assignments, use computer-managed learning packages, study independently and manage your time.  
Feb 28 Tues/Thurs 4 wks BBY CRN 41120

**COMM 003**  
**Comprehensive Reading, Writing and Learning Skills** \$212  
Get a head start on coping with BCIT workloads by improving your reading speed and comprehension, library research skills and short report writing.  
Jan 10 Tues 20 wks BBY CRN 41118

**COMM 004**  
**Technical English as a Second Language** \$212  
For students whose 1st language is not English, who need practice in applying their language skills to technical studies; or to upgrade their English to meet BCIT's English language requirement.  
Jan 10 Tues 20 wks BBY CRN 74731

**COMM 160**  
**Intro to Business and Technical Communication** \$151  
Practical techniques for planning, organizing, selecting and presenting information for a business or industry environment — routine memos, instructions, procedures, summaries and oral presentations.  
Jan 09 Mon 12 wks BBY CRN 41154

**COMM 171**  
**Business Reports** \$151  
Emphasizes the persuasive skills needed to sell ideas, methods and products — comparison and recommendation reports, proposals, feasibility studies, executive summaries, formal report format, presentations, use of graphics.  
Jan 11 Wed 12 wks BBY CRN 41147

**COMM 175**  
**Letters and Memos** \$151  
Requests, replies, sales and collection letters, routine memos, resumes and job applications.  
Jan 09 Mon 12 wks BBY CRN 72102

**COMM 183**  
**Technical Reports** \$151  
Emphasizes written skills needed when solving engineering problems — comparison and feasibility reports, technical proposals, journal reviews, executive summaries, graphics, formal report format.  
Jan 12 Thurs 12 wks BBY CRN 41136

**COMM 189**  
**Writing Effective Letters** \$77  
Principles of letter style and organization applied to sales, collection, inquiries, claim, adjustment and application letters.  
Mar 03 Fri 3 wks DEC CRN 72117

**COMM 190**  
**Writing for Results** \$77  
Overview of techniques used to make writing clearer, better organized and more effective in getting the job done.  
Feb 03 Fri 3 wks DEC CRN 45002

**COMM 196**  
**Writing Manuals for the Computer Industry** \$110  
Planning, researching, organizing, formatting and writing a manual; testing and packaging the finished product; translating technical material for the non-technical reader.  
Feb 03 Fri 3 wks DEC CRN 44998

**COMM 900**  
**English Fundamentals** \$151  
Sentence structure, word choice, common grammatical problems, techniques for listing, paragraph structure and simple presentation strategies are covered in this refresher course, for students whose first language is English.  
Jan 25 Wed 12 wks BBY CRN 45017

**COMM 902**  
**Teamwork in the Office** \$53  
Strategies for promoting cooperative, productive team relationships in a corporate setting.  
Feb 24 Fri 1 wk DEC CRN 47556

**COMM 903**  
**Proposals: Writing, Selling and Following Through** \$77  
Techniques for writing effective sales and technical proposals.  
Feb 24 Fri 3 wks DEC CRN 47567

**COMM 911**  
**Managing Team Writing** \$77  
For managers who supervise and edit other people's writing. Reviews the meeting and interpersonal skills needed to manage a project.  
Feb 17 Fri 3 wks DEC CRN 57700

**COMM 913**  
**Publicity for your Organization** \$77  
Learn how to formulate and carry out a plan to attract media attention and get free publicity for your organization.  
Jan 11 Wed 6 wks BBY CRN 72126

**TECHNICAL COMMUNICATION**

**TCOM 114**  
**\*Technical Writing for Electronics** \$214  
Emphasizes clear, correct and concise technical writing in the electronics field.  
Jan 09 Mon 17 wks BBY CRN 81536

**TCOM 214**  
**\*Technical Writing for Electronics** \$214  
A continuation of TCOM 114.  
Jan 09 Mon 17 wks BBY CRN 81547



## MATHEMATICS

<b>MATH 001</b> *Technical Math: Intro Meets the Algebra 12 entrance requirement for BCIT Engineering and Health Technologies. Jan 09 Mon/Wed 15 wks BBY CRN 44982 47435	<b>\$212</b>
<b>MATH 101</b> *Technical Math 1: Trigonometry Application and theory of trigonometric functions. Jan 09 Mon 12 wks BBY CRN 44979	<b>\$151</b>
<b>MATH 102</b> *Technical Math 2: Logarithms and Analytic Geometry Theory and application of logarithms and an introduction to analytic geometry. Jan 10 Tues 12 wks BBY CRN 44966	<b>\$151</b>
<b>MATH 114</b> *Math for Electronics: Part A The first half of MATH 143. The second half will be offered in September, 1989. Jan 09 Mon 23 wks BBY CRN 94136	<b>\$265</b>
<b>MATH 116</b> *Calculus for Electronics: Part A The first half of MATH 243. The second half will be offered in September, 1989. Jan 09 Mon 19 wks BBY CRN 94147	<b>\$225</b>
<b>MATH 125</b> BASIC 1: Intro to Micros IBM PC's Become familiar with computer terminology and write BASIC programs. Jan 11 Wed 12 wks BBY CRN 41045	<b>\$190</b>

<b>MATH 126</b> *BASIC 2: Intro to Micros IBM PC's A continuation of MATH 125. Jan 10 Tues 12 wks BBY CRN 41163	<b>\$190</b>
<b>MATH 204</b> *Technical Math 4: Calculus Introductory course in calculus and its technical applications. Jan 09 Mon/Wed 12 wks BBY CRN 93025	<b>\$301</b>
<b>MATH 943</b> MATH 143 Extension An extension of MATH 143 and a requirement for entering MATH 243. Offered free of charge for this term only. Jan 09 Mon 6 wks BBY CRN 84289	<b>\$0</b>

## PHYSICS

<b>PHYS 009</b> Pre-entry Physics An introduction to basic principles and common applications of physics. Meets Physics 11 entrance requirement for BCIT programs. Completion of Algebra 12 is desirable. Jan 10 Tues/Thurs 16 wks BBY CRN 44957	<b>\$212</b>
<b>PHYS 131</b> Physics 1 Part 1 Kinematics, statics, linear and rotational dynamics, and problem-solving as related to various technological applications. Jan 11 Wed 12 wks BBY CRN 93033	<b>\$151</b>

<b>PHYS 133</b> *Physics 2 Part 1 Sound, light and optics, basic electricity and magnetism, basic semi-conductor theory, atomic and nuclear phenomena. Jan 12 Thurs 12 wks BBY CRN 93011	<b>\$151</b>
<b>PHYS 465</b> *Electro-Optics Radiometry, geometrical and physical optics, solid state properties of matter, sources, lasers, detectors, solar cells, modulators and fiber optics. Jan 10 Tues 14 wks BBY CRN 46941	<b>\$177</b>

## DISTANCE EDUCATION

<b>MATH 002</b> *Technical Math Intro Meets the Algebra 12 entrance requirement for BCIT Engineering and Health technologies.	<b>\$206</b>
<b>MATH 122</b> *Logarithms Theory and applications of common and natural logarithms including plotting of logarithmic and semi-logarithmic graphs and their interpretation.	<b>\$116</b>
<b>MATH 123</b> *Trigonometry Theory and application of trigonometric functions of any angle, vectors and solution of triangles, graphs, identities, compound and double angle formulas, equations and inverse functions.	<b>\$177</b>
<b>MATH 124</b> *Analytic Geometry Geometrical and practical properties of conic sections, and the use of polar coordinates and transformations.	<b>\$121</b>

<b>MATH 221</b> *Calculus Module 1 Differential calculus including delta-process, the derivative, implicit differentiation, curve sketching, applied maxima/minima and the differential.	<b>\$153</b>
<b>MATH 222</b> *Calculus Module 2 Integral calculus including the indefinite and definite integral, trapezoidal rule and anti-differentiation.	<b>\$153</b>
<b>MATH 227</b> *Calculus Module 3 Differentiation and integration of trigonometric, logarithmic and exponential functions.	<b>\$153</b>
<b>MATH 228</b> *Calculus Module 4 Expansion of functions (Maclaurin, Taylor and Fourier), solution of differential equations, separation of variables.	<b>\$153</b>
<b>PHYS 136</b> *Physics 1 Relationships between technology and physics, applications and the scientific approach to problem-solving.	<b>\$275</b>
<b>PHYS 236</b> *Physics 2 Wave motion, sound and light sources, propagation and reflection of light, refraction and dispersion, interface and diffraction, illumination and color, electro-statics, direct current, magnetism, alternating current, atomic and nuclear physics.	<b>\$275</b>

\*indicates prerequisite

# School of Health Sciences

## PART-TIME OCCUPATIONAL HEALTH AND SAFETY CERTIFICATE PROGRAM

This 45 credit program is designed for people employed in, or interested in, safety in the workplace. To be eligible for the certificate, 30 credits must be taken from the list of mandatory courses and 15 credits from elective courses. Individual courses may be taken without enrolling in the complete certificate program.

### MANDATORY COURSES

<b>OHCE 101</b> Accident Prevention 1: Job Safety Analysis Reviews the history of the safety movement, accident investigation, job safety analysis, inspections and observations. To be offered September, 1989.	<b>\$151</b> 3 credits
<b>OHCE 102</b> Accident Prevention 2: Employee Motivation Deals with how to maintain interest in safety, safety talks, how to deal with problem employees, on-the-job safety, incident recall techniques, and job pride developments. To be offered April, 1989.	<b>\$151</b> 3 credits
<b>OHCE 103</b> Accident Prevention 3: Safety Design and Equipment Examines accident prevention for industrial operations, the engineering and technology involved in the various operations and safety standards for buildings, equipment and operations. Not offered this term.	<b>\$151</b> 3 credits
<b>OHCE 104</b> Accident Prevention 4: Industrial Applications Includes accident prevention for industrial operations — the engineering and technology involved in the various operations, safety standards for buildings, equipment and operations, personal protective equipment and machine guarding.	<b>\$151</b> 3 credits

<b>OHCE 201</b> Industrial Health and Safety 1: Legislation Examines legislation relevant to safety and the agencies enforcing this legislation. Not offered this term.	<b>\$151</b> 3 credits
<b>OHCE 202</b> Industrial Health and Safety 2: Policy Application Examines various types of safety programs, risk management, emergency planning, transportation and storage of hazardous materials. Not offered this term.	<b>\$151</b> 3 credits
<b>OHCE 203</b> Industrial Health and Safety 3: Loss Control and Auditing Deals with the total loss control concept. Covers audits and measurement of safety performance. Also looks at office safety in B.C. industries such as the forest industry, transportation, food processing and general manufacturing. Prerequisites: OHCE 101, 102, 103, 104, 201 and 202.	<b>\$151</b> 3 credits
<b>OHCE 301</b> Fire Protection 1: Fire Prevention Examines heating hazards, electrical hazards, chemistry of fire, flammable liquids, fire detection, portable fire extinguishers and sprinkler systems. To be offered September, 1989.	<b>\$151</b> 3 credits
<b>OHCE 302</b> Fire Protection 2: Gases and Flammable Materials Includes fire causes and statistics, flammable gases, storage, combustible gases, chemical hazards, fumigants, plastics, fire alarms. Prerequisite: OHCE 301.	<b>\$151</b> 3 credits
<b>OHCE 401</b> Industrial Hygiene 1: Toxicology Examines health concerns related to use of chemicals in the workplace. Permissible levels of toxicity and hazard assessment reviewed. Prerequisite: Math 12, Chemistry 11 or permission of the instructor.	<b>\$151</b> 3 credits

<b>OHCE 402</b> Industrial Hygiene 2: Noise Includes acoustics and noise control, use of sound level meters and noise dosimeters. Prerequisite: Math 12, Physics 11 or permission of the instructor. Not offered this term.	<b>\$151</b> 3 credits
<b>OHCE 403</b> Industrial Hygiene 2: Radiation Protection Examines radiation and includes detection, evaluation and control of radiation, and extremes of temperature and pressure. Prerequisite: Math 12, Physics 11, Chemistry 11 or permission of the instructor. Not offered this term.	<b>\$151</b> 3 credits

### ELECTIVE COURSES

<b>ADMN 124</b> Supervisory Skills	
<b>ADMN 128</b> Occupational Safety and Health (BCSC)	
<b>ADMN 222</b> Organizational Behavior 1	

<b>ADMN 332</b> Labor Relations 1	
<b>BSMT 140</b> Safety and Sanitation	
<b>COMM150</b> Business and Technical Communication	
<b>COMM183</b> Technical Reports	
<b>MECH 140</b> Drafting Fundamentals	
<b>MECH 432</b> Automatic Sprinkler Systems Design 1	
<b>MECH 436</b> Automatic Sprinkler Systems Design 2	
<b>MKTG 323</b> Public Speaking and Oral Communication 1	
<b>OPMT 294</b> Physical Material Handling: Control and Use of Pesticides	

For further information, see BCIT Part-time Studies Calendar or call Health Part-time Studies, 432-8376.

Also offered through Health Part-time Studies are: Health Care Management Certificate Programs Medical-Surgical Supply Consultant Certificate Program Courses for the General Nursing Program Advanced Nursing Specialty Certificate Programs Advanced Diploma courses for Technologists

Due to the demands of technological change and the need for credit recognition of the ongoing training that Health Professionals must undertake, BCIT has developed many new courses and programs.

An increasing number of Health Professionals take BCIT part-time courses each year — in 1988/89 we served 3,000 part-time students via Distance Education (with telephone tutoring); short, intensive, full-time clinical courses; and in classrooms at BCIT and throughout the Province.

The School of Health Sciences continues to develop credit courses within the framework of an Advanced Diploma of Health Sciences, in response to a province-wide survey of health professionals' needs. BCIT is also the Provincial training centre for Advanced Nursing Specialties for practicing R.N.'s. Health Part-time Studies offers Health Care Management Certificate courses for career advancement.

Health Part-time Studies offers 19 programs for a total of 131 courses, primarily for people working in the Health Care industry. Occupational Health and Safety Certificate courses may be taken by anyone wishing to become a safety officer in the workplace.

## AUTOMOTIVE MECHANIC TRADE

### AUTO 900

**Automotive Mechanical Repair TQ Refresher \$250**  
For tradespersons preparing for the Provincial Automotive Mechanical Repair Trade Qualification Examination.\*\*

Jan 16 Mon/Wed 10 wks BBY CRN 73108

### AUTO 907

**\*Automotive Tune-up and Electrical \$224**  
This highly-developed auto tune-up training course will allow novices or do-it-yourselfers to perform automotive tune-ups and electrical testing.

Jan 16 Mon/Wed 7 wks BBY CRN 86954

### AUTO 908

**\*Automotive Electrical/Electronics \$217**  
An advanced course for experienced automotive mechanics specializing in carburetion and advanced tune-up techniques, and supervisors of auto mechanics.

Jan 17 Tues/Thurs 7 wks BBY CRN 73159

### AUTO 909

**\*Electronic Engine Controls and Fuel Injection \$163**  
An advanced course for experienced automotive mechanics specializing in servicing late model, microprocessor-controlled engine and fuel injection systems.

Mar 14 Tues/Thurs 4 wks BBY CRN 76825

### AUTO 910

**\*Auto Information Processing \$110**  
Familiarizes students with the new generation of service manuals and information sources, information compilation, access and processing.

Mar 14 Tues/Thurs 2 wks BBY CRN 93763

### AUTO 918

**\*Import Computer Control Systems \$168**  
Covers all facets of the major Japanese and European computerized systems needed to perform advanced diagnosis and repairs of imported vehicles.

Mar 14 Tues/Thurs 4 wks BBY CRN 93754

### AUTO 920

**\*Automotive Air Conditioning \$250**  
For mechanics who wish to increase their job opportunities by adding specialized knowledge about automotive air conditioning systems to their skills.

Jan 16 Mon/Wed 8 wks BBY CRN 73162

### AUTO 921

**\*Air Conditioning/Electronic Controls \$110**  
An advanced course for professional technicians. Deals with overview of basic A/C controls leading into various electronic climate control systems. Emphasis on diagnosing computer controlled features.

Mar 20 Mon/Wed 1 wk BBY CRN 93772

### AUTO 922

**\*Automotive Brake Servicing \$181**  
For mechanics who require upgrading in brake servicing.

Jan 16 Mon/Wed 5 wks BBY CRN 73124

### AUTO 924

**Automotive Front End Alignment \$260**  
Takes you through basic angles to the latest front wheel and 4x4 alignment techniques. Other topics include power steering boxes, electronic rack and pinion, and four wheel steering.

Jan 17 Tues/Thurs 8 wks BBY CRN 73177

### AUTO 927

**\*Electronic Suspension Controls and Steering \$110**  
For professional technicians who want to be qualified to diagnose and repair computerized active suspension and electronic steering systems.

Mar 21 Tues/Thurs 2 wks BBY CRN 93809

### AUTO 928

**Automotive Automatic Transmissions \$250**  
An ideal refresher for automotive mechanics who require upgrading in automatic transmissions.

Jan 17 Tues/Thurs 8 wks BBY CRN 73131

### AUTO 929

**\*Automotive Automatic Transmission Computer Controls \$110**  
An advanced course for students who wish to qualify to diagnose and repair automatic transmission electronic systems in domestic and imported cars.

Mar 21 Tues/Thurs 2 wks BBY CRN 93789

### AUTO 946

**\*Automotive A.B.S. Anti-lock Brakes \$110**  
For professional technicians who want to be qualified to diagnose and repair brake-related electronic systems such as Bosch, Teves and Girling.

Feb 28 Mon/Wed 2 wks BBY CRN 93791

### AUTO 951

**\*Alternate Fuel Systems for Vehicles (LPG and NGV) \$480**  
Installing and servicing LPG and NGV conversions. Prepares students to write the Provincial Gas Safety Branch Licensing Exam.

Jan 21 Sat 10 wks BBY CRN 77302

## AVIATION TRADE

### NEW PROGRAM: Aircraft Structures

We are currently developing a 2-year part-time program to duplicate the 8 month full-time Aircraft Structures Program presently running at Sea Island Campus. Both programs will result in a basic knowledge of aircraft structures and an Aircraft Structures Certificate.

For more information on this new program format and career opportunity, call Sea Island Campus at 278-4831.

### AVIA 901

**Troubleshooting Electrical Snags \$151**  
Learn to develop a logical and systematic approach to troubleshooting snags in aircraft electrical systems.

Jan 16 Mon/Wed 5 wks SEA CRN 93837

### AVIA 903

**Aircraft Instruments \$151**  
Instrument elements and mechanisms, atmospheric properties, pilot-static systems, gyroscopic and remote sensing instruments. Suitable for aircraft maintenance engineers, pilots and novices.

Jan 16 Mon/Wed 5 wks SEA CRN 86864

### AVIA 905

**Air Regulations \$151**  
An in-depth study of Air Regulations, Navigation Orders and the Engineering and Inspection Manual.

Jan 16 Mon/Wed 5 wks SEA CRN 93656

### AVIA 907

**Private Pilot License Ground School \$168**  
Ground school training requirements in aviation theory for those planning to write the Ministry of Transport Private Pilot Exam.

Jan 16 Mon/Wed 7 wks SEA CRN 57356

### AVIA 910

**Private Pilot Advanced Ground School \$151**  
Recommended to those who require a primer for an examination, or private pilots. Emphasizes practical tips for ground preparation and trip planning.

Jan 17 Tues/Thurs 5 wks SEA CRN 57348

### AVIA 915

**Aircraft Maintenance Engineer's "B" License Upgrading \$151**  
Prepares qualified aircraft maintenance engineers ('A' or 'R') for the Ministry of Transport Category 'B' Endorsement Exam.

Jan 16 Mon/Wed 5 wks SEA CRN 57330

### AVIA 920

**\*Aircraft Sheet Metal Advanced \$151**  
Emphasizes complex sheet metal techniques and applications through intensive hands-on training.

Jan 17 Tues/Thurs 5 wks SEA CRN 86897

**\*\*To become eligible to write the Provincial exam, approval from the Ministry of Advanced Education and Job Training Area Office nearest your residence is required and recommended before you enrol.**

In British Columbia, the need for basic training, both for those seeking entry into the job market and for those with jobs needing upgrading, continues to be strong. Advanced, specialized training is now demanded by prospective students and their employers. The demand for on-site training is also growing rapidly.

The School of Trades Training continues to offer basic training, and is expanding advanced training and on-site programs. Advanced training requires expensive hardware which we borrow from industry if BCIT does not have its own.

We serve 4,500 to 5,000 students a year through part-time studies.

Approximately 88% are occupational upgrade students; 12% are involved in customized initial entry training programs. Most of the aviation students are already working in industry or are aircraft owners and pilots.

Some of the newer courses BCIT has brought on in recent years in response to industry demands are Fiber Optics, Process Control Fundamentals for Electricians, Computer Assisted Industrial Maintenance, New Management Technology, Service Station Attendant, Automotive Electronics/Computer Controls, CNC, Computer Alignment, Residential Building Procedures, Recreation Vehicle Propane Appliance Installation and Service, Cabinet Construction/Installation for Carpenters. In Aviation, Aircraft Sheet Metal, Composite Repair, Upgrading to "B" License.

BCIT offers approximately 380 Trades Training courses and programs.

Technology transfer is an important part of BCIT's mandate. Two of our newest ventures are: an agreement with General Motors of Canada to provide dealer technician upgrading for General Motors dealers throughout B.C., and the training we deliver for Canadian Transportation Institute clients such as Midas Canada, Canadian Tire and United Auto Parts.

### AVIA 923

**Helicopter Maintenance \$151**  
Focuses on associated systems found in helicopters, with hands-on training performed through daily inspections, as prescribed by helicopter manufacturers.

Jan 16 Mon/Wed 5 wks SEA CRN 57303

### AVIA 927

**Aircraft Composite Repair \$225**  
An introduction to bonded structures. Emphasizes precision proportioning of resins and hardeners, and hands-on experience in repairing and fabricating with composite material.

Jan 21 Sat 7 wks SEA CRN 93681

### AVIA 930

**Aircraft Drafting and Blueprints \$149**  
Aircraft drafting and blueprint reading through practical assignments.

Jan 21 Sat 7 wks SEA CRN 93694

### AVIA 933

**Aviation Trade Mathematics \$151**  
Allows individuals to upgrade math skills; especially for BCIT Aircraft Structures Program students.

Jan 17 Tues/Thurs 5 wks SEA CRN 93823

### AVIA 936

**Aircraft Maintenance Management Intro \$225**

The 1st of 2 courses on developing managerial, organizational and communication skills for the effective management of the maintenance functions in an aircraft company.

Jan 16 Mon/Wed 5 wks SEA CRN 93667

### AVIA 938

**\*Aircraft Maintenance Advanced \$151**  
Flight control, hydraulics, landing gear, wheels and brakes, and other associated aircraft systems are discussed.

Jan 17 Tues/Thurs 5 wks SEA CRN 57269

### AVIA 940

**Gas Turbine Engines \$151**  
In-depth knowledge of engine development, operating principles, classification and terminology. A field trip to the Canadian Airlines International engine overhaul facility is included.

Jan 16 Mon/Wed 5 wks SEA CRN 72998

### AVIA 950

**Intro to Aviation \$60**  
Introduction to career opportunities found in the Aviation Industry.

Jan 24 Tues/Th/Sat 1 wk SEA CRN 93675

### AVIA 965

**\*Aircraft Manufacturing and Production Processes \$151**  
Introduces production and manufacturing processes involved in aircraft production and assembly.

Jan 17 Tues/Thurs 5 wks SEA CRN 86870

### AVIA 970

**Aircraft Maintenance for the Pilot/Owner \$75**  
Uses maintenance guidelines set by the Ministry of Transport to provide hands-on training for the pilot/owner.

Jan 24 Tues/Thurs 2 wks SEA CRN 86888

## APPLIANCE REPAIR

### TAPR 901

**Appliance Repair 1 \$163**  
Fundamentals of electricity as applied to household appliances. Includes electrical safety, resistance, voltage, current, inductance, capacitance, magnetism and electrical laws.

Jan 09 Mon/Wed 5 wks BBY CRN 94189

### TAPR 903

**\*Appliance Repair 2 \$163**  
Focuses on the construction and function of electronic circuits in household appliances. Includes building voltage regulators and sufficient lab work to give a working knowledge of diodes, zeners, transistors, LED's and regulators.

Jan 10 Tues/Thurs 5 wks BBY CRN 94172

## CARPENTRY TRADE

### CARP 902

**Electric Blasting \$89**  
This 1-day course covers electric blasting; proper use of electric caps, design of blasting circuits, fault finding, blasting machines.

Jan 28 Sat 1 wk BBY CRN 86185

### CARP 903

**Blasting \$169**  
This specialized training will enable anyone who carries out commercial or private blasting operations to perform them safely and efficiently.

Feb 06 Mon-Fri 1 wk BBY CRN 86192

### CARP 904

**Explosive Actuated Tools \$92**  
Examines major explosive actuated tools.

Feb 14 Tues/Thurs 3 wks BBY CRN 86203



**CARP 905**  
**Blueprint Reading for Construction** \$179  
Designed for persons working in the construction trades. Students should have related building trade experience although it is not mandatory.  
Jan 21 Sat 10 wks BBY CRN 86212

**CARP 906**  
**Custom Cabinet Construction and Installation** \$228  
Designed for carpenters and kitchen cabinet installers who must build on site and install to specifications. Students must have experience in the use of carpentry hand and power tools, and a working knowledge of framing methods.  
Feb 04 Sat 6 wks BBY CRN 86229

**CARP 909**  
**Carpentry TQ Refresher** \$244  
Provides students with the necessary instruction to enable them to write the Provincial Carpentry Trade Qualification Examination.\*\*  
Jan 21 Sat 14 wks BBY CRN 86230

**CARP 911**  
**Stair Construction** \$116  
Designed for journeymen carpenters or those with a minimum of 2 years related trade experience. The course will review mathematics, design, construction and related building codes.  
Mar 11 Sat 5 wks BBY CRN 86539

**CARP 913**  
**Concrete Formwork Design** \$158  
For carpenters, contractors, those who work with concrete sales delivery, form rentals, re-bar installation and construction laborers.  
Feb 07 Tues/Thurs 4 wks BBY CRN 86542

**CARP 915**  
**Construction Supervision and Project Management** \$212  
For persons with competent trade skills in the construction industry who wish to acquire management skills.  
Jan 30 Mon/Wed 8 wks BBY CRN 86550

**CARP 917**  
**Construction Estimating Basic** \$179  
This course is for anyone who provides construction quotations.  
Feb 07 Tues/Thurs 6 wks BBY CRN 86568

**CARP 921**  
**Framing, Roofing and Layout** \$228  
West Coast framing and layout for students with little or no practical carpentry experience.  
Jan 28 Sat 6 wks BBY CRN 86573

**CARP 927**  
**Interior Finishing Carpentry** \$191  
Enables carpenters to complete interior residential finishing to professional standards. Recommended for students who are carpenters or for those who have worked in the trade for more than three years.  
Jan 28 Sat 8 wks BBY CRN 86584

**CARP 935**  
**Residential Building Procedures** \$185  
Focuses on the planning, estimating and construction of new single or multi-residential units.  
Feb 07 Tues/Thurs 5 wks BBY CRN 86596

**CARP 937**  
**\*Transit and Level Basic** \$158  
Offers introductory instruction in the operation of level and transit as applied to construction layout, pipe layout and note keeping.  
Feb 04 Sat 6 wks BBY CRN 86602

**CARP 939**  
**\*Transit and Level Upgrade** \$158  
Transit and level students will find advancement possible from the knowledge and practice gained in this course.  
Feb 04 Sat 6 wks BBY CRN 86617

**CARP 941**  
**Industrial Rigging and Safety** \$112  
Designed for participants with limited or no rigging and signalling experience.  
Feb 11 Sat 6 wks BBY CRN 86626

**CARP 947**  
**Steel Stud Construction** \$137  
Steel stud construction techniques, layout and assembly to building code. For persons with a minimum of 2 years experience in building construction.  
Mar 25 Sat 4 wks BBY CRN 86634

**CARP 949**  
**Residential Roofing Application** \$179  
This short course covers roofing applications for asphalt shingles, cedar shake and fabricated aluminum.  
Feb 11 Sat 4 wks BBY CRN 86643

**CARP 950**  
**Applied Construction Mathematics for Carpenters** \$119  
A refresher for carpenters, estimators, site supervisors or anyone having to make mathematical calculations for construction purposes.  
Feb 06 Mon/Wed 3 wks BBY CRN 86651

**CARP 954**  
**Vinyl Siding Application** \$201  
Designed for manually skilled individuals. How to apply siding for the purpose of increasing carpentry skills or earning a supplementary income; also for homeowners and do-it-yourselfers.  
Feb 04 Sat 4 wks BBY CRN 86665

## COMPUTERS FOR TRADES

**TCMP 911**  
**\*Micro Systems Maintenance 1** \$180  
Reviews analog/digital electronics, basic micro-computer architecture, troubleshooting methodology for sophisticated systems. Gives hands-on training in advanced uses of test instruments.  
Jan 17 Tues/Thurs 5 wks BBY CRN 54921

**TCMP 912**  
**\*Intro to Electronics for Micros** \$325  
For those with little or no background in electronics. DC/AC resistive circuit analysis; capacitor action in DC circuits; fundamentals of AC; test equipment; diode action in DC circuits; rectifiers and power supplies; basic transistors and applications; logic circuit interface; logic function implementation.  
Jan 23 Mon-Fri 3 wks BBY CRN 80174

**TCMP 913**  
**\*Micro Systems Maintenance 2** \$190  
Teaches maintenance skills with hands-on instruction in the repair of keyboards, disk drives, controllers and monitors of Apple II computer system series.  
Feb 21 Tues/Thurs 5 wks BBY CRN 54915

**TCMP 915**  
**\*Micro Systems Operations and Applications 1** \$430  
Combinational and sequential circuit analysis, design, implementation and troubleshooting.  
Feb 13 Mon-Fri 4 wks BBY CRN 54907

**TCMP 917**  
**\*Micro Systems Operations and Applications 2** \$430  
Arithmetic circuits, microcomputer memory device types and specifications, memory address decoding, memory subsystem organization, serial data transmission, digital system design.  
Mar 13 Mon-Fri 4 wks BBY CRN 54892

**TCMP 935**  
**\*Microcomputer Interfacing** \$250  
Designed for anyone with a background in digital electronics and BASIC language programming. How to use an IBM standard microcomputer to respond to and control external equipment such as sensors and power control devices, using the serial and parallel ports.  
Jan 16 Mon-Fri 1 wk BBY CRN 86466

## CONSTRUCTION TRADE

**CNST 934**  
**Drywall Installation and Finishing** \$244  
Covers basic drywalling skills required by the construction industry.  
Feb 04 Sat 8 wks BBY CRN 46552

**CNST 953**  
**Fiberglass Fabrication and Repair** \$158  
Persons involved with the fabricating of fiberglass for marine repair, product manufacture or related applications.  
Feb 07 Tues/Thurs 4 wks BBY CRN 54469

**CNST 955**  
**Traffic Control Training** \$51  
A short, comprehensive course covering all the skills necessary to meet minimum provincial standards, for persons seeking employment as flagging personnel at highway construction projects.  
Feb 18 Sat 1 wk BBY CRN 86678  
Mar 18 Sat 1 wk BBY 86680

## DRAFTING TRADE

**DRFT 901**  
**Drafting Basic** \$201  
Provides a foundation in basic drafting including equipment and tools, line work, lettering, applied mathematics, plane geometry, dimensioning, sections, charts and graphs.  
Feb 06 Mon/Wed 7 wks BBY CRN 55433

**DRFT 903**  
**\*Drafting Advanced** \$201  
Expands on the basic drafting course and allows students to progress into their drafting specialty.  
Feb 06 Mon/Wed 7 wks BBY CRN 55425

**DRFT 905**  
**Industrial Rendering and Drawing** \$128  
Provides an opportunity for practising interior designers, drafters and those in related fields, to study interior design from a graphic viewpoint.  
Feb 14 Tues/Thurs 4 wks BBY CRN 55411

## ELECTRICAL TRADE

**TELC 905**  
**\*Electrical Code 1** \$290  
Prepares students to write either the Class C or Class B Certificate Exam by giving a good working knowledge of the Canadian Electrical Code (except for high voltage).  
Jan 17 Tues/Thurs 10 wks BBY CRN 46836

**TELC 907**  
**\*Electrical Code 2** \$290  
Training covers all sections of the current electrical code, with particular emphasis on high voltage requirements, to prepare students for writing the Class A Certificate Exam.  
Jan 17 Tues/Thurs 10 wks BBY CRN 46820

**TELC 909**  
**\*Electrical Estimating 1** \$75  
Ideal for electricians who want to learn how to estimate electrical work including labor and material costs, pricing and quotations.  
Jan 21 Sat 3 wks BBY CRN 46818

**TELC 911**  
**\*Electrical Estimating 2** \$116  
Fundamentals of commercial and industrial estimating including the analysis of request for quotation and bid documents, materials take-off from prints and schematics, labor costing and preparation of bid documents.  
Feb 11 Sat 5 wks BBY CRN 46805

**TELC 913**  
**Electrical TQ Part 1** \$188  
The 1st of a 2-part program for tradespersons preparing for the Electrical Trade Qualification Exam, and those wanting a current review.\*\*  
Jan 17 Tues/Thurs 6 wks BBY CRN 46792

**TELC 915**  
**Electrical TQ Part 2** \$188  
A continuation of TELC 913; this course completes the refresher program for the electrical trade.\*\*  
Feb 28 Tues/Thurs 6 wks BBY CRN 46785

**TELC 921**  
**\*Math for Electricians 1** \$312  
A mathematics upgrade course to strengthen students' understanding of basic electrical concepts: fundamental electrical laws and mathematical expression, algebra refresher, DC electricity and resistive circuit analysis.  
Jan 16 Mon/Wed 10 wks BBY CRN 46771

**TELC 923**  
**\*Math for Electricians 2** \$312  
Provides students with the mathematical background they need to understand AC electricity.  
Jan 16 Mon/Wed 10 wks BBY CRN 46760

**TELC 925**  
**\*Math for Electricians 3** \$312  
For those about to enter 3rd year apprenticeship program in electrical trade, and for others interested in understanding 3-phase circuits and equipment.  
Jan 16 Mon/Wed 10 wks BBY CRN 46758

**TELC 927**  
**\*Motor Control 1** \$157  
A practical, hands-on course covering the basic principles of conventional motor control for those working in industrial settings.  
Jan 16 Mon/Wed 5 wks BBY CRN 46746

**TELC 928**  
**\*Motor Control 2** \$169  
A continuation of TELC 927 where 3-phase, multi-speed controllers, synchronous motor controls, DC controllers, motor drives and programmable controllers are introduced.  
Feb 20 Mon/Wed 6 wks BBY CRN 46737

**TELC 929**  
**\*Residential Wiring 1** \$188  
Anyone interested in installing residential wiring or altering existing electrical wiring will find this course extremely helpful. Includes safe wiring practices, simple circuit design, device installation and the electrical code.  
Jan 16 Mon/Wed 6 wks BBY CRN 46723

**TELC 930**  
**\*Residential Wiring 2** \$188  
A continuation of TELC 929 which gives students more lab practice and the opportunity to work on complex electrical circuits. Includes service grounding, hot tubs, water hazards, code and safety requirements, sizing of service conductors and voltage drops.  
Feb 27 Mon/Wed 6 wks BBY CRN 46714

## ELECTRONICS GUIDED LEARNING

A series of 10 practical courses on electronic circuitry and its function in current industrial equipment. Designed for anyone who services electronic equipment, or requires a practical course in electronics and microprocessor troubleshooting.

Each course is 7 weeks long, 1 night a week. All you need to join the 1st course is an interest in electronics and some knowledge of basic arithmetic.

**MTCE 901**  
**Electronics 1** \$158  
For those with little or no experience with solid state components. The 1st lab will show you how to use test equipment and build and test analog circuits.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 86411  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 86433

**MTCE 902**  
**\*Electronics 2** \$158  
An introduction to integrated circuits, Boolean algebra, number systems and conversion codes.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40904  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 86457

**MTCE 903**  
**\*Electronics 3** \$158  
A continuation of MTCE 902. Logic circuit applications and additional specialized chips.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40744  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40880

\*\*To become eligible to write the Provincial exam, approval from the Ministry of Advanced Education and Job Training Area Office nearest your residence is required and recommended before you enrol.

**MTCE 904**

**\*Electronics 4 \$212.**  
Microprocessor programming. Experiments will allow you to practice machine language programming and debugging.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40725  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40865

**MTCE 905**

**\*Electronics 5 \$158**  
Continuation of MTCE 904. This course covers the fundamentals of interfacing. You will wire and troubleshoot additional logic circuits to work in conjunction with the MPU.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40700  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40843

**MTCE 906**

**\*Electronics 6 \$212**  
Interfacing is a major part of all microprocessor applications. This course covers several interfacing situations.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40688  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40826

**MTCE 907**

**\*Electronics 7 \$158**  
A look at the whole 6800 family of processors.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40664  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40802

**MTCE 913**

**Programmable Controllers \$158**  
Introduces the use of programmable logic controllers in industrial control systems. Emphasis is on programming basic control circuit problems.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40635  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40782

**MTCE 928**

**\*Operational Amplifiers \$158**  
Introduces the use of operational amplifiers in industrial control. Covers signal conditioning and wave generation functions.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 40619  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 40766

**MTCE 936**

**\*Build, Test and Run your Own Computer \$158**

Teaches the basics of a personal computer by assembling a PC and running programs. Become familiar with the operating system and some utility programs. A complete run through the hardware covers keyboard and five internal PC board waveforms and functions.

Orientation: January 4  
Jan 10 Tues 7 wks BBY CRN 46922  
Orientation: March 1  
Mar 07 Tues 7 wks BBY 47040

**ELECTRONICS TRADE****TELX 950**

**\*Intro to Electronics \$188**  
For those with little or no understanding of electric terms and conventions including resistance, capacitance, inductance, Ohm's Law, Kirchhoff's Laws and other subjects basic to electronics.

Jan 16 Mon/Wed 6 wks BBY CRN 73012

**TELX 951**

**\*Electronics 1: Solid State Devices \$200**  
Diodes, semi-conductor theory, zeners, LED's, transistors, mosfets, SCR's, triacs, diacs, UJT's and programmable UJT's.

Jan 16 Mon/Wed 6 wks BBY CRN 73029

**TELX 952**

**\*Electronics 2: Digital Techniques 1 \$200**  
Introduction to binary and BCD number systems and codes, logic gates, truth tables, Boolean algebra, flip-flops, counters, shift registers, IC timers and troubleshooting techniques.

Jan 16 Mon/Wed 6 wks BBY CRN 73030

**TELX 953**

**\*Electronics 3: Digital Techniques 2 \$200**  
Logic parameters (speed, current drive capabilities, etc.), comparison of types of TTL logic (74S, 74LS, 74ALS, etc.), CMOS, tri-state logic, binary and BCD arithmetic, memory chips and circuits.

Jan 17 Tues/Thurs 6 wks BBY CRN 73048

**TELX 954**

**\*Electronics 4: Microprocessors 1 \$242**  
Based on the 6800 microprocessor, the course covers microcomputer basics, architecture, addressing modes, branching, computer arithmetic and simple programming in machine language.

Jan 16 Mon/Wed 6 wks BBY CRN 73056

**TELX 955**

**\*Electronics 5: Microprocessors 2 \$188**  
A continuation of TELX 954, focused on stack operations, subroutines, input/output operations, interrupts and interfacing simple circuits.

Feb 27 Mon/Wed 6 wks BBY CRN 74203

**TELX 970**

**\*Operational Amplifiers \$200**  
Basic linear amplifier and non-linear signal processing circuits, differentiators and integrators, voltage and current circuits, Norton op-amps and instrumentation amps.

Feb 28 Tues/Thurs 6 wks BBY CRN 75767

**TELX 981**

**\*Programmable Controllers 1 \$227**  
Provides the fundamental knowledge needed to operate a programmable controller and an overview of the device in industry today.

Jan 16 Mon/Wed 6 wks BBY CRN 73067

**TELX 982**

**\*Programmable Controllers 2 \$227**  
A continuation of TELX 981, this course explores industrial applications and provides hands-on training in programming and systems operation.

Jan 17 Tues/Thurs 6 wks BBY CRN 73075  
Feb 27 Mon/Wed 6 wks BBY 80169

**TELX 983**

**\*Programmable Controllers 3 \$227**  
Learn to make effective use of programmable controllers and develop the ability to write efficient programs for important industrial applications.

Jan 07 Sat 6 wks BBY CRN 73081  
Feb 25 Sat 6 wks BBY 91886

**TELX 989**

**\*Programmable Controllers 2S \$515**  
A continuation of TELX 988. Topics include ladder diagram language programming, timers and counters, function block language programming.

Feb 20 Mon-Fri 1 wk BBY CRN 77412

**TELX 990**

**\*Programmable Controllers 3S \$515**  
A continuation of TELX 988. Topics include documenting the system, installation, start-up and maintenance.

Feb 27 Mon-Fri 1 wk BBY CRN 77403

Please Note:

Gardening/Horticulture is located on page 13.

**GLAZING TRADE****GLAZ 901**

**Blueprint Reading for Glaziers \$121**  
Will improve glaziers' understanding of blueprints specific to the glazing trade. Includes intensive use of architectural and shop drawings. Will give individual glaziers more confidence and a more complete understanding of blueprint reading.

Jan 30 Mon/Wed 3 wks BBY CRN 86699

**GLAZ 902**

**Storefront Fabrication and Installation \$179**

For glaziers who wish to improve their storefront fabrication and installation. Various commercial storefront materials will be discussed. Students will fabricate and install a storefront. Classes take place in a fully equipped glazing shop. Power tools will be provided. Students will supply their own basic hand tools.

Jan 21 Sat 6 wks BBY CRN 86708

**\*\*To become eligible to write the Provincial exam, approval from the Ministry of Advanced Education and Job Training Area Office nearest your residence is required and recommended before you enrol.**

**GLAZ 903**

**Glass and Mirror Fabrication and Assembly \$179**

For glaziers and others who wish to learn basic edging and drilling glass and mirror skills. Various types of glass and mirrors will be discussed. Students will practice their cutting skills in a fully equipped glazing shop. Advanced students will be able to fabricate and install a mirror wall. All tools will be provided.

Mar 04 Sat 6 wks BBY CRN 86713

**GLAZ 904**

**Glazing Pre-employment \$687**

Introduces the basics of glazing to individuals entering industrial glazing. Basic tool use, safety, blueprint reading, cutting and installation of glass products are taught. Classes take place in a fully equipped shop.

Mar 13 Mon-Fri 8 wks BBY CRN 86819

**HEAVY DUTY MECHANIC TRADE****HDMX 901**

**Heavy Equipment Preventive Maintenance for Owner/Operators \$185**

Familiarizes heavy equipment owner/operators with preventive maintenance and the service and repair techniques used to achieve this.

Jan 16 Mon/Wed 6 wks BBY CRN 73232

**HDMX 902**

**Mobile Hydraulics \$228**

For heavy equipment mechanics/operators who wish to upgrade their knowledge of hydraulics for forklifts, front-end loaders and stationary equipment.

Jan 17 Tues/Thurs 8 wks BBY CRN 73249

**HDMX 905**

**Heavy Duty Mechanic TQ Refresher \$250**

For tradespersons preparing for the Provincial Heavy Duty Mechanic Trade Qualification Examination, and those wanting a current review.\*\*

Jan 16 Mon/Thurs 10 wks BBY CRN 73255

**HDMX 906**

**Heavy Duty Diesel Engines \$228**

Operation, construction and design of diesel engines and their fuel systems, service and maintenance techniques, tune-up procedures and troubleshooting techniques.

Jan 17 Tues/Thurs 8 wks BBY CRN 73261

**HDMX 910**

**Heavy Duty Electrical Troubleshooting \$228**

For heavy duty truck and equipment owner/operators. Of interest to those experienced with hydraulic equipment.

Jan 16 Mon/Wed 8 wks BBY CRN 73276  
Jan 21 Sat 8 wks BBY 76780

**HDMX 915**

**\*Heavy Duty Transmissions and Differentials \$228**

For experienced heavy duty mechanics who require upgrading, and apprentices who want information on clutches, torque converters, transmissions and differentials.

Jan 17 Tues/Thurs 8 wks BBY CRN 73287

**HDMX 920**

**Air Brakes for Drivers \$82**

For drivers planning to write the Provincial Air Brake Endorsement Exam for driving air brake equipped vehicles. Theory only.

Jan 16 Mon/Wed 3 wks BBY CRN 86905

**HDMX 925**

**Air Brakes for Mechanics \$163**

For mechanics with limited experience servicing air brakes, and for owner/operators of trucks/fleets.

Jan 21 Sat 6 wks BBY CRN 73315

**HDMX 930**

**Commercial Transport Mechanic TQ Refresher \$250**

For tradespeople preparing for the Provincial Commercial Transport Mechanic Trade Qualification Examination, and those wanting a current review.\*\*

Jan 16 Mon/Thurs 10 wks BBY CRN 73293

**HDMX 950**

**\*Commercial Vehicle Inspector \$165**

Prepares students to write the Provincial Commercial Vehicle Inspector Exam. B.C. Ministry of Transportation and Highways curriculum is used.

Jan 09 Mon-Fri 1 wk BBY CRN 94118  
Jan 16 Mon/Wed 5 wks BBY 86936  
Jan 17 Tues/Thurs 5 wks BBY 86947  
Feb 20 Mon/Wed 5 wks BBY 86920  
Feb 21 Tues/Thurs 5 wks BBY 86918  
Mar 28 Tues/Thurs 5 wks BBY 94120

**JOINERY TRADE****JOIN 901**

**Woodwork Basic \$209**

For those who wish to increase their job opportunities by learning new skills. Will appeal to hobbyists familiar with hand and power tools.

Jan 17 Tues/Thurs 7 wks BBY CRN 86731

**JOIN 902**

**\*Benchwork Upgrade \$275**

Accomplished cabinet builders and benchwork students will benefit greatly from this class. Reviews advanced woodworking skills according to the average level of class competence.

Mar 07 Tues/Thurs 8 wks BBY CRN 86745

**JOIN 923**

**Furniture Finishing and Refinishing \$158**

For students with little or no experience of furniture finishing.

Jan 28 Sat 6 wks BBY CRN 86759

**MACHINIST TRADE****MACH 900**

**Machinist TQ Refresher \$250**

For tradespersons preparing for the Provincial Machinist Trade Qualification Exam, and those wanting a current review.\*\*

Jan 21 Sat 12 wks BBY CRN 87102

**MACH 905**

**Machine Shop Operator 1 \$185**

Provides a general understanding and practical experience in machine shop operation and the safe operation of drills, saws and lathes.

Jan 16 Mon/Wed 6 wks BBY CRN 87117

**MACH 906**

**\*Machine Shop Operator 2 \$185**

Provides practical experience in general machine shop operation and advanced instruction in the safe operation of milling machines, cylindrical and surface grinders.

Feb 27 Mon/Wed 6 wks BBY CRN 87126

**MACH 910**

**Principles of Numerical Control for**

**Machine Shop 1 \$270**

Allows machinists to keep current by learning on state-of-the-art computerized equipment. Includes examining the operation of a CNC lathe with reference to machining centres.

Jan 17 Tues/Thurs 8 wks BBY CRN 87134

**MACH 911**

**\*Principles of Numerical Control for**

**Machine Shop 2 \$217**

Emphasizes advanced CNC machine shop operations with student computer boards and CNC training equipment.

Jan 21 Sat 7 wks BBY CRN 87143

**MACH 912**

**\*Principles of Numerical Control for**

**Machine Shop 3 \$484**

Set, run, program, edit and debug the following: OKK MCV-410 vertical CNC machining centre, Mori Seiki SL3 CNC lathe, Cadillac CNC milling machines. The controllers used are meld as M2, FANUC GT and FANUC 5M.

Mar 18 Sat 7 wks BBY CRN 93814

**MACH 923**

**\*Tool and Die Making \$250**

An exploratory introduction to the theory and skills of tool and die making using current production methods.

Jan 21 Sat 8 wks BBY CRN 93747

*\*indicates prerequisite*



## MATHEMATICS FOR MECHANICAL TRADES

- TMAT 935**  
\*Industrial Mathematics 1 \$160  
Arithmetic operations, fractions, decimals, metric systems, ratio and proportion, percentages, area and volume.  
Jan 17 Tues/Thurs 6 wks BBY CRN 73204
- TMAT 936**  
\*Industrial Mathematics 2 \$160  
Algebra operations, equations and formulas, exponents and logarithms, graphs, trigonometry and trade applications.  
Mar 07 Tues/Thurs 6 wks BBY CRN 73210

## MILLWRIGHT TRADE

- MILL 900**  
Millwright TQ Refresher \$250  
For tradespersons preparing for the Provincial Millwright Trade Qualification Exam, and for those wanting a current review.\*\*  
Jan 16 Mon/Wed 10 wks BBY CRN 87178
- MILL 902**  
\*Industrial Hydraulics Stationary \$217  
Assists maintenance personnel at industrial sites in the testing, repair, examination and troubleshooting of basic fluid power circuits and component parts.  
Jan 17 Tues/Thurs 7 wks BBY CRN 87180
- MILL 904**  
\*Industrial Hydraulics Advanced \$163  
Troubleshooting duties; skills and aids in developing good work habits; problem-solving using senses; the systematic approach; mathematical formula/calculations.  
Mar 07 Tues/Thurs 5 wks BBY CRN 87199
- MILL 910**  
\*Machine and Coupling Alignment \$200  
Theory and practice of coupling alignment using state-of-the-art devices, including laser optical devices.  
Jan 16 Mon/Wed 7 wks BBY CRN 87206

## PAINTING/DECORATING TRADE

- PDEC 929**  
Painting and Decorating Basic \$212  
Persons with little or no practical experience will learn the fundamental skills applicable to residential painting. Students cover theory, safety, and practical skills development. Students will complete practical projects, under supervision.  
Jan 14 Sat 8 wks BBY CRN 86507
- PDEC 930**  
Painting and Decorating: Initial Entry \$687  
Provides basic training for painters entering the field. A person who successfully completes this course will have enough basic skills to enter the workforce as a painting apprentice or to work in retail marketing of paints, related materials and equipment.  
Mar 06 Mon-Fri 8 wks BBY CRN 86822
- PDEC 933**  
Painting and Decorating TQ Refresher \$319  
Provides experienced students with the theoretical instruction to enable them to write the provincial painting exam. Students should have a working knowledge of painting skills.\*\*  
Jan 16 Mon/Wed 10 wks BBY CRN 86515
- PDEC 943**  
\*Complete Auto Spray Painting \$319  
For students who have some practical experience in spray painting and a general understanding of painting theory. Includes surface preparation, priming, top coating with acrylic enamels for auto spray painting. Practical training permits students to work on individual projects in an industrial shop using professional spray booth and modern painting equipment.  
Jan 14 Sat 10 wks BBY CRN 86762

\*indicates prerequisite

- PDEC 945**  
Wall Covering Application \$227  
Introduces experienced painters to professional wall covering techniques and procedures.  
Mar 25 Sat 6 wks BBY CRN 86521

- PDEC 952**  
Professional Sign Painting \$687  
This full-time, 2-month, intensive course is designed for students wishing to learn sign painting to professional standards.  
Jan 30 Mon-Fri 8 wks BBY CRN 86835

- PDEC 957**  
Sign Painting Basic \$254  
Ideal for painting and decorating apprentices and pre-apprentices who wish to brush up on the various aspects of sign painting.  
Jan 28 Sat 12 wks BBY CRN 86777

- PDEC 959**  
\*Sign Painting Upgrade \$194  
Persons employed in the sign painting industry for at least a year or recent students completing Sign Painting Basic should enrol in this course.  
Jan 28 Sat 9 wks BBY CRN 86786

## PIPING/PLUMBING/GAS TRADES

- PPGS 905**  
\*Cross Connection Control \$137  
For those who install and maintain backflow prevention devices in domestic, commercial, industrial and public service water supply systems.  
Jan 23 Mon/Wed 5 wks BBY CRN 86841

- PPGS 907**  
\*Domestic Gas Appliance Service \$179  
For persons involved with the installation or maintenance of domestic appliances. Topics include atmospheric gas burners, orifice sizing, ranges, dryers, refrigerators, and the regulations governing these appliances.  
Jan 31 Tues/Thurs 5 wks BBY CRN 86853

- PPGS 909**  
\*Gas Fitter B License \$317  
This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify as Gas Fitter B License. Students must have 4 years experience as a pipefitter, gas fitter, plumber or allied trade. (May be in the form of TQ or letter from employers.)  
Jan 23 Mon/Wed 14 wks BBY CRN 55383  
77380  
Feb 14 Tues/Thurs 16 wks BBY 55374

- PPGS 910**  
\*Gas Fitter A License \$394  
This course is a requirement of the Ministry of Labour Gas and Safety Branch for students wishing to write the examination to qualify for Gas Fitter A License. Students must have class B for 2 years or more.  
Jan 10 Tues/Thurs 22 wks BBY CRN 86790

- PPGS 917**  
Plumbing: Residential \$104  
This general interest course will appeal to homeowners with do-it-yourself aptitude and will provide sufficient skills for students to feel confident about the quality of their workmanship.  
Jan 28 Sat 3 wks BBY CRN 55369

- PPGS 919**  
Plumbing TQ Refresher \$233  
Provides students with the instruction necessary to write the Provincial Plumbing examination.\*\*  
Jan 24 Tues/Thurs 10 wks BBY CRN 55352  
86806

- PPGS 920**  
1985 B.C. Plumbing Code Upgrading \$104  
Designed for apprentices, journeymen, estimators and those working in the trade. Focus is on the identification and understanding of major changes introduced in the 1985 B.C. Plumbing Code.  
Jan 17 Tues/Thurs 4 wks BBY CRN 77343

\*\*To become eligible to write the Provincial exam; approval from the Ministry of Advanced Education and Job Training Area Office nearest your residence is required and recommended before you enrol.

## SMALL ENGINE MECHANIC

- SENG 900**  
Small Engine Powered Equipment Maintenance \$228  
Maintenance and repair of engines and allied equipment on lawn mowers, chain saws, generator units and other utilities powered by air-cooled 2-and 4-stroke engines.  
Jan 17 Tues/Thurs 8 wks BBY CRN 87219

- SENG 910**  
\*Owner/Operator Motorcycle Maintenance \$228  
Provides motorcycle owners and enthusiasts with basic tune-up and preventive maintenance techniques. Theory includes basic engine operation and design, ignition and carburetion systems.  
Jan 16 Mon/Wed 8 wks BBY CRN 87222

- SENG 920**  
\*Outboard Motor Maintenance \$228  
Provides tune-up and preventive maintenance skills. Includes basic 2-cycle engine operation, ignition, carburetion and gearcase systems.  
Jan 17 Tues/Thurs 8 wks BBY CRN 87235

- SENG 921**  
\*Marine Stern Drive Maintenance \$228  
Provides stern drive owners with basic tune-up and preventive maintenance skills. Includes basic 4-cycle engine operation, ignition, carburetion and outdrive systems.  
Jan 16 Mon/Wed 8 wks BBY CRN 87241

## STEEL TRADE

- STEL 900**  
Steel Fabrication TQ Refresher \$250  
For tradespersons preparing for the Provincial Steel Fabrication Trade Qualification Exam, and those wanting a current review.\*\*  
Jan 16 Mon/Wed 10 wks BBY CRN 87253

- STEL 909**  
Steel Fabrication \$250  
Mathematics, pattern development, blueprint reading, welding and the proper use of industrial machines. Students follow a typical steel fabrication project from initial design to shop production.  
Jan 16 Mon/Wed 10 wks BBY CRN 87264

- STEL 911**  
\*Steel Fabrication Estimating \$170  
Offers those with a practical background in steel fabrication a basic understanding of steel fabrication estimating. Course covers all phases, from material take-off to the erection of a project.  
Jan 17 Tues/Thurs 6 wks BBY CRN 87270

- STEL 913**  
\*Steel Fabrication: Plate and Pipe Development \$170  
Methods of plate and pipe development for steel fabrication; fabricating and using templates to shear, burn, form and tack plates together (to make an elbow and a square to round).  
Jan 17 Tues/Thurs 5 wks BBY CRN 87288

- STEL 920**  
Sheet Metal \$200  
For those currently working in sheet metal shops, or interested in working in this field. Includes basic blueprint reading, simple layout, shop calculations, soldering and brazing.  
Jan 16 Mon/Wed 6 wks BBY CRN 87297

- STWD 901**  
\*Blueprint Reading for Welding and Steel Fabrication Basic \$163  
Training covers all aspects of blueprint reading as applied to fabrication. How to read structural drawings to selecting layout techniques for structural materials used.  
Jan 17 Tues/Thurs 5 wks BBY CRN 87331

- STWD 902**  
\*Blueprint Reading for Welding and Steel Fabrication Advanced \$152  
Will improve tradespersons' skills and employability by dealing with more complicated aspects of layout.  
Feb 20 Tues/Thurs 4 wks BBY CRN 87345

- STWD 923**  
General Rigging for Trades \$107  
For individuals with limited rigging and signaling experience.  
Jan 21 Sat 6 wks BBY CRN 55230

## REFRIGERATION TRADE

- TREF 905**  
\*Domestic Refrigeration Basic \$250  
Elementary refrigeration theory and basic electricity as applied to refrigeration service; magnetism, resistive circuits, inductance, capacitance, split phase inductance motors, temperature measuring scales, pressure and gas laws.  
Mar 13 Mon/Wed 8 wks BBY CRN 46682

- TREF 907**  
\*Domestic Refrigeration Intermediate \$250  
By building a working refrigerator, students learn how to use refrigeration tools: compound gauges and vacuum pumps. Topics include tubing connections, fluidic circuits, refrigeration electrical circuits, defrost systems, deep freezes and ice-makers, temperature controls and principles of silver soldering.  
Jan 16 Mon/Wed 8 wks BBY CRN 56977

- TREF 908**  
\*Domestic Refrigeration Advanced \$250  
A hands-on course in the repair and custom installation of room air conditioning units: fundamental air conditioning principles, absolute versus relative humidity, physical units of heat, laws governing air flow patterns.  
Jan 17 Tues/Thurs 8 wks BBY CRN 78431

- TREF 915**  
\*Commercial Air Conditioning 2 \$250  
Enables students to identify the components of a domestic gas furnace and its functions, symbols of a basic electrical wiring diagram and the function of the circuit components.  
Jan 16 Mon/Wed 8 wks BBY CRN 57664

- TREF 916**  
\*Commercial Air Conditioning 3 \$250  
Students will be able to: troubleshoot electrical control systems; install and adjust thermostats, remove, replace and start up compressors, and clean systems.  
Mar 13 Mon/Wed 8 wks BBY CRN 56023

- TREF 917**  
Refrigeration TQ Refresher \$250  
For tradespeople preparing for the Provincial Refrigeration Trade Qualification Exam, and for those wanting a current review.  
Jan 16 Mon/Wed 10 wks BBY CRN 79533

- TREF 921**  
\*Commercial Air Conditioning: Shop \$325  
Students troubleshoot A/C systems for malfunctions and carry out preventive maintenance.  
Jan 21 Sat 6 wks BBY CRN 55786

## UPHOLSTERY TRADE

- UPHL 961**  
Furniture Upholstery Basic \$201  
Practical, hands-on instruction on how to recover upholstered furniture which enables the student to cut, sew and apply fabric on their own projects.  
Jan 28 Sat 6 wks BBY CRN 93098

- UPHL 962**  
Auto Upholstery Basic \$212  
Practical hands-on instruction on how to re-cover automotive interiors. This course will enable students to cut, sew and apply fabric on their own projects.  
Mar 18 Sat 6 wks BBY CRN 93104

Program Advisors will assist you with program planning and course selection. Please call for an appointment, (604) 434-3304.

## WELDING TRADE

## WELD 900

## \*Welder Inter-provincial Red Seal

## Refresher \$182

A theory course designed to prepare welders for the Inter-provincial Red Seal Exam, or for the Level C, Level B and Level A exams of the Welder Registration Program.

Feb 04 Sat 6 wks BBY CRN 86991  
Feb 07 Tues/Thurs 5 wks BBY 87007

## WELD 903

## Oxyacetylene Welding: Braze Welding

\$255

A basic fuel gas welding course for beginners. Includes safety, shop practice, procedures and operation of related equipment.

Jan 28 Sat 7 wks BBY CRN 87015

## WELD 915

Shielded Metal Arc Welding Basic \$322  
A basic arc welding course for the individual who wishes to learn S.M.A.W. to trade standards.

Jan 21 Sat 8 wks BBY CRN 87021  
Jan 23 Mon/Wed 7 wks BBY 87039  
Jan 31 Tues/Thurs 7 wks BBY 87042

## WELD 941

## Gas Tungsten Arc Welding Basic \$255

Shielding gases, electrodes, equipment, procedures and practical applications (in the flat, horizontal and vertical positions) of G.T.A.W.

Jan 21 Sat 6 wks BBY CRN 87050

\*indicates prerequisite

## WELD 942

\*Gas Tungsten Arc Welding Intermediate \$255  
Welding aluminum and stainless steel in flat, horizontal and vertical positions; the use of flux and inert gas for back purging.

Jan 21 Sat 6 wks BBY CRN 87068

## WELD 950

## Plasma Arc Cutting \$125

An introduction to thermal cutting used in industry.

Jan 28 Sat 3 wks BBY CRN 87073

## WELD 953

Submerged Arc Welding \$125  
Shop-related welding using the Submerged Arc Welding process.

Jan 16 Mon/Wed 3 wks BBY CRN 87084

## WELD 956

## Automated Welding Systems \$168

Automatic/semi-automatic Flux Cored Arc Welding and Gas Tungsten Arc Welding, including theory and demonstrations.

Jan 16 Mon/Wed 4 wks BBY CRN 87096

Program Advisors will assist you with program planning and course selection. Please call for an appointment, (604) 434-3304.

\*\*To become eligible to write the Provincial exam, approval from the Ministry of Advanced Education and Job Training Area Office nearest your residence is required and recommended before you enrol.

## How to Register

## REGISTER IN PERSON

At the Burnaby Campus,  
3700 Willingdon Avenue.

Effective December 3, 1988 to January 3, 1989.  
0830 to 1730 Monday to Thursday  
0830 to 1630 Friday  
CLOSED Saturday.

NOTE: We will be closed December 26, 27, 28; January 2 & 3.

Effective January 4, 1989 extended hours at the Burnaby Campus are:  
0830 to 2030 Monday to Thursday  
0830 to 1630 Friday  
0830 to 1230 Saturday

At the Downtown Education Centre,  
549 Howe Street, Vancouver.

0830 to 1830 Monday to Thursday  
0830 to 1630 Friday

At the Surrey site, Princess Margaret School,  
128 Street & 72 Avenue, Surrey.

0830 to 1500 Monday to Friday.

Hours of registration are subject to change in February.

## REGISTER BY PHONE

For students who have enrolled in courses since July 1984, you can register by phone using MasterCard or Visa.

Phone the Burnaby Campus at: 434-1610.

Phone the Downtown Campus at: 687-4666.

## COURSE CANCELLATIONS

A full refund of tuition fees or a letter of credit will be issued for courses cancelled by the Institute. The Institute reserves the right to cancel courses if enrolments are insufficient.

We truly regret any inconvenience this may cause.

## COURSE TRANSFER/CHANGE — \$15 FEE

Please note that a \$15 fee is now charged when you request a course transfer/ change. This applies when you request to have your registration changed from one course to another and/or to change your time/date. Please ensure that you are registered in the correct course at the time of registration.

\*Course transfer/change must be made by the refund deadline dates listed below.

## REFUNDS

Full refund, less \$25, if within the following guidelines:

Course Duration	*Deadline Dates
Over 4 weeks	1 day prior to the 2nd night of class.
4 weeks and under	1 week prior to the class start date.
Distance Education	Before material has been sent.

Refund requests must be in writing to the Institute by the refund deadline date. Fees for some special courses are non-refundable and others have different refund requirements and deadlines. Please check refund requirements and deadline dates at the time of registration.

Please note that there will be a charge of \$25 per course deducted for refund processing when you withdraw from a course. A

Letter of Credit may be issued after the deadline, based on medical reasons only.

## PARKING

The parking fee for the Winter term, 1989 is \$10. All vehicles parking on the Burnaby campus, day or night, must display a valid Institute parking permit. Paid parking is in effect 24 hours a day, year round. Part-time students may purchase parking permits on the first night of classes from the Cashier area or the Registration desk in building 1A, from 1630 to 2030, Monday to Thursday, or Saturday mornings from 0830 to 1230. Permits may also be obtained from building 2T from 0700 to 1600, Monday to Friday. 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 from or damage to, vehicles parked on campus.

## CLASS TIMES

Classes at all sites run for 3 hours per night, 1 or 2 nights a week, Monday through Thursday, UNLESS OTHERWISE NOTED IN COURSE DESCRIPTION OR AT REGISTRATION.

BURNABY (BBY) TRADES	1900-2200
BURNABY (BBY) TECHNOLOGY	1845-2145
COQUITLAM (COQ)	1845-2145
DOWNTOWN EDUCATION CENTRE (DEC)	1730-2030
SURREY (SRY)	1900-2200
SEA ISLAND (SEA)	1900-2200

## PART-TIME STUDIES REGISTRATION

## PERSONAL DATA

Social Insurance Number				Student Name (Last Name, First Name)			
Month	Day	Year	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Country of Citizenship <input type="checkbox"/> Canada <input type="checkbox"/> Other:	Status (If Not Canadian) <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Student Authorization	
Mailing Address (Number and Street)							
City/Town				Prov.	Country	Postal Code	
Home Phone Number		Company Name			Company Phone Number		

## EDUCATIONAL RECORD

	NAME AND LOCATION	YEARS COMPLETED	PROGRAM/DEGREE	CUMULATIVE CREDITS/GPA	PERIOD OF ATTENDANCE	FULL-TIME/PART-TIME
LAST HIGH SCHOOL						
COLLEGES AND/OR INSTITUTES						
UNIVERSITIES						

## PROVINCIAL EXAM NUMBER:

## COURSE REGISTRATION

Course Number	Course Ref. Number (CRN)	Course Title	Course Cost(s)		Start Date			Site
			Fee	Special Fee	Month	Day	Year	
TOTAL FEES			+	=				
Payment of Fees: <input type="checkbox"/> Full Fees Paid by You <input type="checkbox"/> Full Fees Paid by Employer (Approval Attached) <input type="checkbox"/> Special Arrangement (Approval Attached)								
FOR "MAIL IN" APPLICATIONS								
Paid By: <input type="checkbox"/> Cheque/Money Order (Enclosed)								
<input type="checkbox"/> Visa Card No.: _____								
<input type="checkbox"/> MasterCard								
Signature: _____		Issue Date: _____		Expiry Date: _____		TOTAL AMOUNT PAID \$ _____		

## CONSENT AND ACKNOWLEDGEMENT

I hereby consent to be bound by and observe all applicable rules, regulations, policies and procedures of BCIT and any amendments made thereto from time to time. I am aware that a copy of all such rules, regulations and procedures is available for review at the office of the Registrar for BCIT and I acknowledge that it is my responsibility to review the same.

Applicant Signature

Date

Please complete and return to BCIT Registration, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

ENROL NOW!

CLASSES START WEEK OF JANUARY 9

PHONE 434-1610