

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY



A POLYTECHNIC INSTITUTION

Part-time

Your guide to part-time programs | SPRING 2005



The path you choose can make all the difference.

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www.bcit.ca

604-434-1610

Some programs may have availability in select courses.



Retail Marketing Management

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In partnership with Metropolis at Metrotown and Retail BC, BCIT now offers a new, industry-relevant Retail Marketing Management program. BCIT is known for its unique blend of academic learning and applied skills. A different path of learning. The path you choose can make all the difference.

Our new associate certificate program is ideal for those who want to start a career in retail or develop an existing retail job into a more senior position.

The part-time associate certificate program is your first step. A management certificate, diploma and degree are proposed for the future.

Register now for April.

For more information:
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e-mail Vicki_Forbes@bcit.ca
or call 604-432-8611.



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Welcome to BCIT—Canada's premier polytechnic institution.

As an institute dedicated to helping people navigate through their lifelong learning, BCIT has a longstanding reputation as a provider of relevant, job-ready skills. We're also known for our teaching excellence, industry-partnered training and flexible delivery formats.

We offer a wide variety of part-time programs that lead to our respected certificate, diploma and degree credentials.

Whether you want to keep up with the rapid changes in the workplace, enhance your knowledge and abilities in your present field, advance in your career or find a completely new one, BCIT has plenty of learning options to suit your needs. We look forward to helping you on the path you choose.

Dr. Tony Knowles
President
British Columbia Institute of Technology



BCIT Part-time Spring 2005

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How to use this guide



Flexible delivery formats



Internet



Distance

Watch for these icons throughout this guide. They mean that at least one offering of that particular course is available through alternate delivery formats, either over the Internet with its virtual classrooms and discussions, or through distance education, which includes traditional self-paced correspondence courses as well as guided learning, in which you follow a set schedule with support from the program while working from your own location.

For more information

If you require more detailed information on any Part-time Studies course or program, visit www.bcit.ca or contact the program areas listed in each section of this guide.

Please note: courses whose numbers begin with zero are non-credit courses (for example, CEPD 0200). They do not have credits applicable to a BCIT credential, but are offered to help students attain prerequisites, or for general knowledge, industry upgrading or credential re-qualification.

BCIT Part-time information is current at the time of publishing. BCIT reserves the right to update course information without notice. The most current course information is available on our website at www.bcit.ca/study/courses/.

How to register

All the details of how to register are listed on page 105.

Services at BCIT

For full details of the various educational support services available at BCIT, as well as our recreational services, see the section beginning on page 102.

How to read BCIT Part-time

Course Identification

The Course Identifier consists of a subject code, number and title. **Please note:** "Mon/Thr" means the course runs on Mondays and Thursdays. "Mon-Thr" indicates that the course runs from Monday to Thursday (i.e. Monday, Tuesday, Wednesday and Thursday).

COURSE TITLE	SUBJECT COURSE #	COURSE DESCRIPTION	TUITION FEE
↓	↓	↓	↓
MAKING MEETINGS WORK	COMM 0040	Teaches what to do before, during, and after a meeting. Learn how to plan the meeting, control discussion, motivate meeting members, resolve conflict, and unite the group.	\$250
↑	↑	↑	↑
Apr 10	Wed	1845-2145	6 wks
START DATE	COURSE TIME ON 24-HOUR CLOCK	DURATION	LOCATION
			BBY
			CRN 32999
			COURSE REFERENCE

Location Codes

ATC	Aerospace Technology Campus, Richmond
BBY	Burnaby Campus
BMC	BCIT Marine Campus, North Vancouver
DTC	Downtown Campus, Vancouver
GNW	Great Northern Way Campus, Vancouver
SRY	Surrey Campus

For complete addresses, see page 105.

SAVE \$20 IF YOU REGISTER ONLINE EARLY*

Look for courses with an asterisk following the price.

Microsoft Windows Server 2003

COMP 3700



By registering online four weeks before the course starts, you will save \$20 in tuition. This discount is on a per course basis, for courses marked with an asterisk following the price. Registering online for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted and can not be read by a third party over the Internet. And, just for registering online, you'll be entered to win one of five Palm Pilots. Visit www.bcit.ca for more information.

*To qualify for the discount, web registration must take place 28 days prior to the course start date (e.g. if the course begins April 11, 2005, deadline for registration is March 4, 2005).

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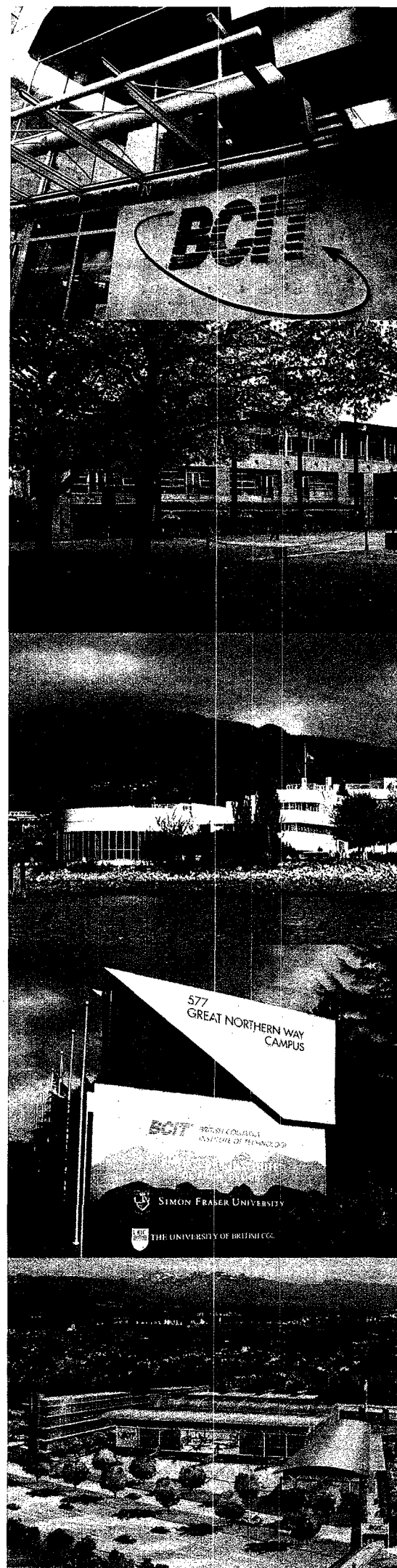
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Academic Studies/Upgrading Courses

Career, Educational and Personal Development Courses

Academic Writing

ENGL 1177 \$495

This course introduces the principles of university-level writing and critical reading, focusing on the study and application of university-level discourse: exposition, persuasion and so on. Students will read and analyse essays, write their own compositions and learn fundamental strategies for developing an effective prose style. Prerequisite: C+ in Grade 12 English. (3 credits)

April 19 Tue/Thr 1830-2130 8 wks BBY CRN 55190

Introduction to Career Planning

CEPD 0100 \$57

Considering BCIT? Undecided about your career choice? Learn more about the steps in the career planning process, exploring interests and researching career/educational options.

May 13 Fri 1000-1200 1 day BBY CRN 25116

Aug 12 Fri 1000-1200 1 day BBY 25117

Career Testing

CEPD 0101 \$280

Explore your career options by writing a series of standardized tests. This course helps you to access information to identify your interests, aptitudes, values and personal style, and to develop a summary profile for career and lifestyle planning. Group test interpretations are provided.

Apr 5 Tue 1800-2200 2 wks BBY CRN 25118

June 7 Tue 1800-2200 2 wks DTC 55194

Career Transitions

CEPD 0103

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

BCIT Preparation: Early Orientation

CEPD 0200 \$57

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

Aug 19 Fri 1000-1200 1 day BBY CRN 26257

Career Search Workshop

HRMG 0315 \$355

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

Apr 26 Tue 1800-2100 4 wks DTC CRN 23645

May 21 Sat 900-1200 4wks BBY 21129

Chemistry

604-432-8292

Dianne_Dinnes@bcit.ca

604-412-7487

Jimmy_Lowe@bcit.ca

Bioanalytical Chemistry (LC/MS)

CHEM 6100 \$560

This course provides students a practical basis for the application of bioanalytical principles in the pharmaceutical industry. This is attained through a well-balanced combination of the practice and theory of modern liquid chromatography coupled with mass spectrometry. Prerequisites: post-secondary level organic chemistry and instrumental analysis courses. (2 credits)

Apr 19 Tue 1830-2130 10 wks BBY CRN 52417

English Assessment

604-451-6882

Dennis_Johnston@bcit.ca

604-456-8089

Christine_Voong@bcit.ca

www.bcit.ca/admission/upgrading/english

English Competency Assessment

COMM 0025 \$90

The English Competency Assessment provides BCIT Technology programs with information about an individual's skill in using the English language. Assessments are based on the student's understanding of grammar, reading comprehension, and clarity and structure in written composition. COMM 0025 is the prerequisite for COMM 0045, COMM 1103, COMM 1106, COMM 2202 and COMM 2203. **Note:** please bring photo ID (myBCIT Card, BC driver's license, or passport), receipt, pen, pencil and eraser to the test. The COMM 0025 assessment fee is non-refundable.

Apr 6 Wed 1800-2100 1 day BBY CRN 51854

May 12 Thr 1800-2100 1 day BBY 51857

May 19 Thr 1800-2100 1 day BBY 51858

Jun 2 Thr 1800-2100 1 day BBY 51859

Jun 16 Thr 1800-2100 1 day BBY 51955

Aug 4 Thr 1800-2100 1 day BBY 53530

Aug 25 Thr 1800-2100 1 day BBY 53727

Spoken English Assessment

COMM 0033 \$95

The Spoken English Assessment provides BCIT Technology programs with information about an individual's skill in using the spoken English language. Assessments are based on the student's ability to speak competently and fluently. **Note:** the COMM 0033 assessment fee is non-refundable.

Apr 11 Mon 1830-1930 1 day BBY CRN 54226

May 30 Mon 1830-1930 1 day BBY 54605

Jul 6 Wed 1830-1930 1 day BBY 54606

Aug 10 Wed 1830-1930 1 day BBY 54607

Pre-entry Communication

604-451-6893

Nargis_Abraham@bcit.ca

604-456-8089

Christine_Voong@bcit.ca

www.communication.bcit.ca/pre-entry

Pre-entry Communication courses, offered through the Academic Studies division, are individual day or night courses available for students who lack the necessary English prerequisites to apply for their chosen technology program, or for those who wish to prepare for a full-time workload by reviewing their academic prerequisites. Each course consists of 84 hours in the classroom.

Pre-entry Communication Placement Test

COMM 0009 \$45

Determines students' eligibility for registration in the appropriate level of a Pre-entry Communication course (COMM 0071, COMM 0003, COMM 0004, or COMM 0005/COMM 0008). Placement results are valid for registration into a Pre-entry Communication course for one year from the test date. Please bring photo ID (myBCIT Card, BC driver's license, or passport), receipt, pen, pencil and eraser to the test. **Note:** the COMM 0009 fee is non-refundable.

Apr 12 Tue 1800-2030 1 day BBY CRN 26741

Jun 7 Tue 1800-2030 1 day BBY 50409

Aug 9 Tue 1800-2030 1 day BBY 53573

Foundations of Technical and Business English for ESL Speakers (Level 1)

COMM 0071 \$650

This introductory course is for students who intend to study technology and trades at the college level. It provides students with a foundation in English language skills, including reading, writing, speaking and listening. This course will emphasize developing accurate writing, in particular, applying grammar rules and appropriate phrasing. Prerequisite: COMM 0009 (placement at the 0071 level) within the last 12 months.

Apr 11 Mon-Thr 0830-1230 5 wks DTC CRN 29975

+Fri May 6

May 28 Sat/Sun 0830-1630 6 wks BBY 29977

Jul 11 Mon-Thr 0830-1230 5 wks DTC 29978

+Fri Aug 5

+Fri Aug 12

Note: classes starting Apr 11 and Jul 11 run Monday, Tuesday, Wednesday and Thursday, plus one or two Fridays.

Writing, Speaking, Listening, and Reading Skills for Technical Communication for Second Language Students (Level 2)

COMM 0003 \$660

This course provides students with the writing, speaking, listening, and reading skills required to succeed in BCIT's other pre-entry courses. Students practise grammar skills and language structures useful for technical communication. Prerequisite: a grade of 50% or higher in COMM 0071 within the last 12 months or COMM 0009 (placement at the 0003 level) within the last 12 months.

Apr 9 Sat/Sun 0830-1630 6 wks DTC CRN 21372

Apr 11 Mon-Thr 1300-1700 5 wks BBY 24825

+Fri May 6

Apr 11 Mon/Wed 1800-2200 11 wks BBY 25307

May 28 Sat/Sun 0830-1630 6 wks DTC 25412

May 28 Sat/Sun 0830-1630 6 wks BBY 25418

May 30 Mon-Thr 1300-1700 5 wks BBY 27284

+Fri Jun 24

Jul 9 Sat/Sun 0830-1630 6 wks DTC 27303

Jul 9 Sat/Sun 0830-1630 6 wks BBY 29941

Jul 11 Mon-Thr 1300-1700 5 wks BBY 29943

+Fri Aug 5

+Fri Aug 12

Note: classes starting Apr 11, May 30 and Jul 11 run Monday, Tuesday, Wednesday and Thursday, plus one or two Fridays.

Technical Communication Skills for Second Language Students (Level 3)

COMM 0004 \$660

This course prepares students whose language skills need upgrading to enrol in COMM 0005. COMM 0004 focuses on paragraph writing for technical communication. Students also prepare graphics and make oral presentations. Prerequisite: a grade of 50% or higher in COMM 0003 within the last 12 months or COMM 0009 (placement at the 0004 level) within the last 12 months.

Apr 9 Sat/Sun 0830-1630 6 wks DTC CRN 20629

Apr 11 Mon-Thr 1300-1700 5 wks BBY 20632

+Fri May 6

Apr 11 Mon/Wed 1800-2200 11 wks BBY 20635

May 28 Sat/Sun 0830-1630 6 wks DTC 24827

May 28 Sat/Sun 0830-1630 6 wks BBY 25413

May 30 Mon-Thr 1300-1700 5 wks BBY 25419

+Fri Jun 24

Jul 9 Sat/Sun 0830-1630 6 wks DTC 27280

Jul 9 Sat/Sun 0830-1630 6 wks BBY 27285

Jul 11 Mon-Thr 1300-1700 5 wks BBY 27308

+Fri Aug 5

+Fri Aug 12

Note: classes starting Apr 11, May 30 and Jul 11 run Monday, Tuesday, Wednesday and Thursday, plus one or two Fridays.



Technical English and Learning Skills for Second Language Students (Level 4)

COMM 0005 \$650

This course prepares students whose first language is not English but who have good writing and speaking skills. Students learn the writing, reading, speaking, listening and study skills needed for BCIT full-time programs. A grade of 50% in this course equals a "P" in English 12. Prerequisite: a grade of 50% or higher in COMM 0004 within the last 12 months or COMM 0009 (placement at the 0005 level) within the last 12 months.

Apr 9	Sat/Sun	0830-1630	6 wks	DTC	CRN 20617
Apr 11	Mon-Thr	0830-1230	5 wks	BBY	20623
				+Fri May 6	
Apr 11	Mon/Wed	1800-2200	11 wks	BBY	20624
May 28	Sat/Sun	0830-1630	6 wks	DTC	25309
May 28	Sat/Sun	0830-1630	6 wks	BBY	25414
May 30	Mon-Thr	0830-1230	5 wks	BBY	25420
				+Fri Jun 24	
Jul 9	Sat/Sun	0830-1630	6 wks	DTC	27287
Jul 9	Sat/Sun	0830-1630	6 wks	BBY	27288
Jul 11	Mon-Thr	0830-1230	5 wks	BBY	27309
				+Fri Aug 5	
				+Fri Aug 12	

Note: classes starting Apr 11, May 30 and Jul 11 run Monday, Tuesday, Wednesday and Thursday, plus one or two Fridays.

Technical English and Learning Skills

COMM 0008 \$650

This course prepares students whose first language is English for entry into BCIT full-time programs. Students learn the reading, writing, speaking and study skills needed for BCIT full-time programs. A grade of 50% in this course equals a "P" in English 12. Prerequisite: COMM 0009 (placement at the 0008 level) within the last 12 months. Note: if we do not have the minimum number of students required to run this course, students may attend COMM 0005 (same course level), with the final transcript reading "COMM 0008."

Apr 9	Sat/Sun	0830-1630	6 wks	DTC	CRN 20615
Apr 11	Mon/Wed	1800-2200	11 wks	BBY	29959
May 28	Sat/Sun	0830-1630	6 wks	DTC	29960
May 28	Sat/Sun	0830-1630	6 wks	BBY	29961
Jul 9	Sat/Sun	0830-1630	6 wks	DTC	29963
Jul 9	Sat/Sun	0830-1630	6 wks	BBY	29966

Communication

604-451-7065 Thorsten_Ewald@bcit.ca
604-412-7506 Jackie_Saponaro@bcit.ca

Oral Fluency for Business and Technical Communication

COMM 0030 \$485

This course provides students with opportunities to improve listening and speaking communication skills for entry into BCIT. It helps develop skills for group discussions, meetings, and interviewing, as well as provides students with appropriate language choices for business and science/technology environments. Also emphasizes pronunciation and note-taking skills.

May 2 Mon/Wed 1830-2100 11 wks BBY CRN 52545

Oral Fluency for Health Sciences

COMM 0031 \$580

This course provides students with opportunities to improve listening and speaking communication skills for entry into BCIT. Emphasis is on the language choices for the health science technology and environment, as well as for conversational situations. Improving pronunciation, both in the classroom and in the audio laboratory, and note-taking from lectures will also be emphasized.

May 2 Mon/Wed 1830-2100 13 wks BBY CRN 54245

Advanced Oral Communication Techniques

COMM 0032 \$395

In this broadly-based, interactive course students develop their dynamic-speaking and analytic-listening capabilities to a professional level for discussions, meetings, and interviews. Students also will improve their critical thinking and argumentation abilities. The computerized audio laboratory is used extensively to assist students in developing advanced speaking and listening skills.

Apr 16 Sat 0900-1200 12 wks BBY CRN 54424

English Language Training Support Course

COMM 0045 \$295

This course provides students with guided opportunities to practise and improve writing, reading, speaking, and listening skills needed for success in COMM courses and the workplace. Students will study key language points needed to produce standard, idiomatic English sentences and paragraphs, and will practise vocabulary commonly used in business and industry. Prerequisite: a grade of 40-44% in COMM 0025, or a grade of 50% or higher in COMM 0005 (within the last 12 months), or current registration in a BCIT full-time program.

Apr 13	Mon/Wed	1430-1730	7 wks	BBY	CRN 50883
Apr 13	Mon/Wed	1815-2115	7 wks	BBY	50884
Jul 11	Mon/Wed	1300-1700	7 wks	BBY	51452
Jul 11	Mon/Wed	1800-2100	7 wks	BBY	51453

Note: The COMM 0025 test will be administered as the final exam. Students who achieve a grade of 45-49% will be eligible to register into COMM 1106. Students who achieve a grade of 50% or higher on the COMM 0025 test will be eligible to register into COMM 1103.

Writing with Style and Grace

COMM 0050 \$395

Do you already write competently but wish you wrote with power and flair? Then this course is for you. By focusing on clarity, coherence, concision, and elegance, COMM 0050 will help you discover your own voice as a writer and develop a confident, clear, fluid, and winning prose style.

Apr 13 Wed 1845-2145 12 wks BBY CRN 55062

Technical Writing Style

COMM 1007 \$280

Familiarizes students with the principles of clear, concise writing for specific discourse communities in a technical environment. Students write and edit extensively in this course and are given extensive feedback on their style and tone. Prerequisites: students should have a good grasp on English grammar and usage. (1.5 credits)

Apr 11 Mon 1845-2145 6 wks BBY CRN 55063

Technical Editing and Grammar

COMM 1008 \$280

Familiarizes students with the principles and symbols of editing and fine tunes their understanding of grammar and mechanics. Prepares students to produce documents to style guides for specific discourse communities in team-writing environments. Prerequisites: students should have a good grasp on English grammar and usage. (1.5 credits)

May 30 Mon 1845-2145 6 wks BBY CRN 55064

Technical Writing: Definitions, Instructions and Process Descriptions

COMM 1009 \$450

Introduces students to three types of technical writing found singly or in combination in most, if not all, technical documentation: definitions, instructions and process descriptions. Prerequisites: students should have a good grasp on English grammar and usage. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 55065

Documentation Project Planning and Management

COMM 1012 \$280

Introduces students to engineering and production cycles and how the documentation process relates to them. Teaches the skills needed to complete complex projects on time and on budget, from planning, interviewing and assigning work tasks to documentation metrics, budgeting and risk assessments. Includes discussion of translation and localization requirements. Prerequisites: students should have a good grasp on English grammar and usage. (1.5 credits)

May 25 Wed 1845-2145 6 wks BBY CRN 55066

Technical Documentation Graphics

COMM 1040 \$499

Introduces students to the principles of visual design that make documents attractive, navigable and effective; teaches tips and tricks for producing the kinds of vector- and pixel-based graphics most commonly used in technical documentation and how to present them to greatest effect. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 55067



Introduction to Business and Technical Communication

COMM 1103 \$395

Teaches practical techniques for planning, organizing, selecting, and presenting information in business or industry. It covers routine memos, letters, request and reply letters, and oral presentations. It is equivalent to most first-level Communication courses at BCIT. Students who register for the online section must have access to a video camera. Prerequisite: COMM 0025 (50% or higher) or COMM 0045 (50% or higher). (3 credits)

Apr 12	12 wks	Internet	CRN 29032
Apr 11	Mon/Wed	1845-2145 6 wks	BBY 26251
Apr 12	Tue/Thr	1845-2145 6 wks	BBY 26775
Jun 20	Mon/Wed	1845-2145 6 wks	BBY 20643
Jun 21	Tue/Thr	1845-2145 6 wks	BBY 29382

Introduction to Business and Technical Communication (With Language Development Component)

COMM 1106 \$525

This course is the equivalent of COMM 1103 and covers the same content as COMM 1103, but adds one hour/week of English language development skills. Designed for students needing additional assistance in meeting the language standards in a credits-level introductory Communication course. Prerequisite: COMM 0025 (45% or higher) or COMM 0045 (45% or higher). (3 credits)

Apr 12	Tue	1800-2200	12 wks	BBY	CRN 29845
Apr 14	Thr	1800-2200	12 wks	BBY	52418
Jun 7	Tue	1800-2200	12 wks	BBY	29846

Writing for the Web

COMM 1110 \$280

Information is not read the same way online as in print. This course teaches students how to express ideas on the web, how to anticipate the needs of the reader and how to organize and structure information so that it is scannable and navigable and entices readers to stay. (1.5 credits)

Apr 12	Tue	1845-2145	6 wks	BBY	CRN 55069
Apr 16	Sat	0900-1600	3 wks	BBY	55068



Business and Technical Correspondence

COMM 2202 \$395

Teaches skills needed to write all types of business correspondence. Covers claim, bad-news and sales letters, as well as job applications, the use of graphics and the writing of procedures and instructions. Students in a BCIT diploma program must complete COMM 1103



Academic Studies/Upgrading Courses

before taking this course. Prerequisites: COMM 0025 (50% or higher) or COMM 0045 (50% or higher), COMM 1103 (may be waived on direct entry to second year of a BCIT technology program). Permission of program head is needed to take COMM 1103 concurrently with COMM 2203. (3 credits)

Apr 12	Tues		12 wks	Internet	CRN	29697
Apr 11	Mon/Wed	1845-2145	6 wks	BBY		50310
Apr 11	Mon/Wed	1845-2145	6 wks	BBY		29171
Apr 11	Mon/Wed	1845-2145	6 wks	BBY		26256
Jun 20	Mon/Wed	1845-2145	6 wks	BBY		27060
Jun 20	Mon/Wed	1845-2145	6 wks	BBY		28054



Business and Technical Reports COMM 2203 \$395

Teaches skills needed to write effective business and technical reports: inspection, trip, incident, and progress reports, proposals, feasibility studies, formal reports, oral reports, summaries and graphics. BCIT diploma program students must complete COMM 1103 before taking this course. Prerequisite: COMM 0025 (50% or higher) or COMM 0045 (50% or higher). (3 credits)

Apr 12	Tue		12 wks	Internet	CRN	29698
Apr 12	Tue/Thr	1845-2145	6 wks	BBY		26255
Apr 12	Tue/Thr	1845-2145	6 wks	BBY		29172
Jun 21	Tue/Thr	1845-2145	6 wks	BBY		25496
Jun 21	Tue/Thr	1845-2145	6 wks	BBY		28055
Jun 21	Tue/Thr	1845-2145	6 wks	BBY		28235

Writing Manuals for the Computer Industry COMM 2205 \$280

Teaches techniques for planning, researching, organizing, formatting, and writing a manual. Covers testing and packaging the finished product, and translating technical material for the non-technical reader. BCIT diploma program students must complete COMM 1103 before taking this course. (1.5 credits)

Jun 11	Sat	0900-1600	4 wks	BBY	CRN	54677
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Writing and Testing Software Manuals COMM 2206 \$450

Clear, well-structured, reader-focused manuals make software, or any other product, comprehensible and usable. They enhance sales and reduce expensive calls to support lines, thereby increasing customer satisfaction and profitability. This course introduces students to the creation of manuals from purpose and audience analysis to usability testing and final edit. Prerequisites: students should have a good grasp on English grammar and usage. (3 credits)

Apr 14	Thr	1845-2145	12 wks	BBY	CRN	55070
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Single-Sourcing for Technical Writers COMM 2207 \$280

Single-sourcing is sweeping technical writing and is something which every aspiring technical writer needs to understand. Yet single-sourcing is generally misunderstood. This course explains single-sourcing and structured writing, its advantages and demands. The course walks students through the process of creating a structured document from planning to completion. Prerequisites: students should have a good grasp on English grammar and usage. (1.5 credits)

May 26	Thr	1845-2145	6 wks	BBY	CRN	55071
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Document Control COMM 2208 \$280

Keeping track of documentation in multiple versions and drafts in a hectic writing environment in which documents are frequently updated or customized for different clients, is a complex but vital task. This course teaches organization-wide document management practices that streamline the documentation process and save time, money and embarrassment. Prerequisites: students should have a good grasp on English grammar and usage. (1.5 credits)

Apr 14	Thr	1845-2145	6 wks	BBY	CRN	55072
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Industry Project for Technical Writers COMM 2210 \$280

This course partners students with industry-sponsored projects, under teacher supervision, to provide students with a portfolio piece, real-world experience, and industry contacts and references. Prerequisites: COMM 1007, COMM 1008, COMM 1009, COMM 1012, COMM 1040, COMM 2204, COMM 2206 (can/should be taken concurrently), and COMP 1267 or COMP 1269 or COMP 1884.

By appointment with supervisor

Communication 2 for Computer Systems COMM 2215 \$735

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

Apr 16	Sat	0900-1600	12 wks	BBY	CRN	29236
May 30	Mon/Wed	1800-2100	12 wks	BBY		29237
Jun 7	Tue/Thr	1300-1600	12 wks	BBY		53721
Jun 7	Tue/Thr	0900-1200	12 wks	BBY		54729

ASSOCIATE CERTIFICATE IN TECHNICAL WRITING

The BCIT Associate Certificate in Technical Writing is an excellent launch pad into an exciting career. If you enjoy writing, have a logical mind, like to tease order out of complex situations and have a knack for problem solving and putting yourself in the readers' shoes, technical writing may be for you.

To ensure that the courses you take will be applied towards a credential, please apply for program approval. Program approval forms are available at Registration and Information or at Student Records or can be downloaded from the program website at www.bcit.ca/study/programs/6425acert.

The following are the courses required to obtain your certificate.

Required Courses:	Credits
COMM 1007 Technical Writing Style	1.5
COMM 1008 Technical Editing and Grammar	1.5
COMM 1009 Technical Writing: Definitions, Instructions and Process Descriptions	3.0
COMM 1012 Documentation Project Planning and Management	1.5
COMM 1040 Technical Documentation Graphics	3.0
COMP 1884 RoboHelp	1.5
COMM 1110 Writing for the Web	1.5
COMM 2206 Writing and Testing Software Manuals	3.0
COMM 2207 Single-sourcing for Technical Writers	1.5
COMM 2208 Document Control	1.5
COMM 2210 Industry Project	1.5

Students must also take one of the following three courses:

COMP 1267 Microsoft Word Level 2	1.5
COMP 1169 Microsoft Word Complete	3.0
COMP 1287 Adobe FrameMaker	3.0
Total Credits Required	22.5

Mathematics

604-451-6709
604-412-7506

Colin_Lawrence@bcit.ca
Jackie_Saponaro@bcit.ca

Technical Mathematics Introduction MATH 0001 \$585

Upgrading for students who did not complete high school Math 12, or who completed it more than three years ago. This course meets Math 12 entrance requirement for BCIT Engineering Technology, Health Science and Computer Systems Technology programs. This course is equivalent to the TE day school MATH 0005. Prerequisite: C or better in Math 11, or equivalent.

Apr 4	Mon/Wed	1815-2145	14 wks	BBY	CRN	20687
May 30	Mon-Fri	0900-1200	6 wks	BBY		20688
Jun 20	Mon-Fri	1300-1600	6 wks	BBY		20689

Refresher Mathematics MATH 0004 \$200

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

Aug 22	Mon-Fri	1300-1600	2 wks	BBY	CRN	25033
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The following Math courses are offered through distance education.

604-454-2237 schan@bcit.ca

The following courses are 17 weeks long;
May 2 – August 26

Logarithms		
MATH 1042 \$195		CRN 21061
Analytic Geometry		
MATH 1043 \$195		CRN 21065
Calculus 3 C and S		
MATH 2044 \$155		CRN 55299

The following courses are 33 weeks long;
May 2 – Dec 16

Technical Math: Introduction		
MATH 0002 \$575 (text included)		CRN 21058
Equivalent to MATH 0001 and meets Math 12 entrance requirement for BCIT. (For students who have difficulty with math or who have been away from school for more than three years, the classroom course MATH 0001 is suggested.) Prerequisite: pass or better in Math 11 or approved equivalent.		
Trigonometry		
MATH 1041 \$285 (plus text)		CRN 21063
Calculus for Mechanical Part 1		
MATH 1490 \$430 (plus text)		CRN 55198
Calculus Part 1		
MATH 2041 \$290 (plus text)		CRN 21067
Calculus Part 2		
MATH 2042 \$290 (plus text)		CRN 21069
Calculus Part 3		
MATH 2043 \$290 (plus text)		CRN 21071
Calculus for Mechanical Part 2		
MATH 2490 \$525 (plus text)		CRN 54761
Numerical Methods Mechanical		
MATH 3490 \$525 (plus text)		CRN 52278



Learning for Success

604-432-8247

Kathy_Musial@bcit.ca

Learning for Success

BCIT 0130

\$200

Study solutions for BCIT students committed to improving the way they learn. Analyse your current approaches to studying. Learn and apply strategies for enhancing memory, reading, concentration, note taking, time management, exam preparation, and exam writing. Focus on solving your study problems. Build the skills you need to succeed at BCIT.

Jun 6 Mon/Thr 0900-1500 3 wks BBY CRN 52578

Student Success Survive/Thrive

NTRY 0303

\$200

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

Aug 29 Mon-Fri 0900-1600 1 wk BBY CRN 25717

Physics

604-432-8292

Dianne_Dinnes@bcit.ca

Donna_Foster@bcit.ca

Refresher Physics

PHYS 0304

\$210*

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

Aug 15 Mon-Fri 0900-1200 2 wks BBY CRN 23055

Pre-entry and TE Physics

PHYS 0309

\$660*

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

Jul 4 Mon-Fri 0900-1200 7 wks BBY CRN 24797

General Physics 1

PHYS 1301

\$730*

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

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

General Physics 2

PHYS 2301

\$730*

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

Jul 18 Mon-Fri 0900-1200 6 wks BBY CRN 23754

Technology Entry (TE) Upgrading Program

604-432-8247

Kathy_Musial@bcit.ca

604-454-2237

Sue_Yee_Chan@bcit.ca

The Technology Entry (TE) program is for individuals who want solid academic preparation before entering a BCIT Technology program. It is appropriate for individuals who need to improve their skills in core areas such as communication, mathematics, chemistry and physics in order to meet program prerequisites. It is also suitable for those who need BC educational equivalents to supplement credentials earned in other school systems.

The TE program is a 15-week, full-time day-school program that offers a broad introduction to post-secondary education in a focused but welcoming atmosphere. An introductory course in computer applications, a learning skills seminar and an overview of technology options and related careers round out the traditional academic subjects.

Technology Entry is a great opportunity for students to strengthen their skills and explore BCIT program options at the same time.

Provisional Acceptance

Students enrolled into Technology Entry may be provisionally accepted into the following BCIT programs*: Biomedical Engineering Technology, Architectural and Building Engineering Technology, Chemical Sciences Technology, Civil Engineering Technology, Electrical and Computer Engineering Technology, Food Technology, Geomatics Technology, Mechanical Engineering Technology, Mining, Occupational Health and Safety, Petroleum and Natural Gas, Plastics Technology, Renewable Resources (Forestry, Fish and Wildlife), Robotics and Automation, Computer Systems Technology

and Wood Products Manufacturing. Applicants should indicate their choice of follow-up program when applying for the TE program.

*This list is subject to change; please check with the BCIT Admissions office about the availability of provisional acceptance into a specific program when you register for TE.

Provisional acceptance is based on marks obtained in TE and these marks take precedence over previous course marks where applicable. Some programs have prerequisite requirements not offered by the TE program, such as biology courses. Please check the BCIT website for individual program prerequisites and entrance requirements.

Students may also enrol in TE to meet the entrance requirements for Electronics Technician - Common Core, Electricity and Industrial Electronics, or Security Alarm Installer but will have to submit a separate application form for admission into these programs.

Entrance Requirements

- English 11 (P) or English-language proficiency; preference will be given to applicants with English 11 (C)
- Principles of Math 11 (C) or Academic Math 11 (C) or Applications of Math 11 (B)

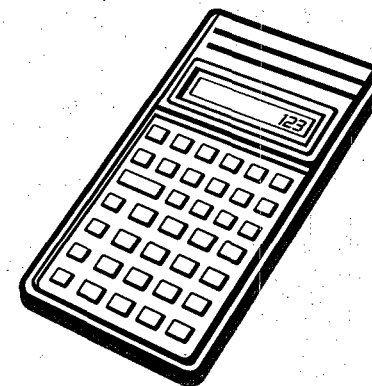
All entrance requirements for this program must have been completed within eight years of the application date.

There are enrolment limits for programs that accept TE students, which may affect acceptance into the TE program. Applicants may be asked to make a second program choice if there are no more seats available in the first program choice.

TE is eligible for assistance funding.

Can't wait?

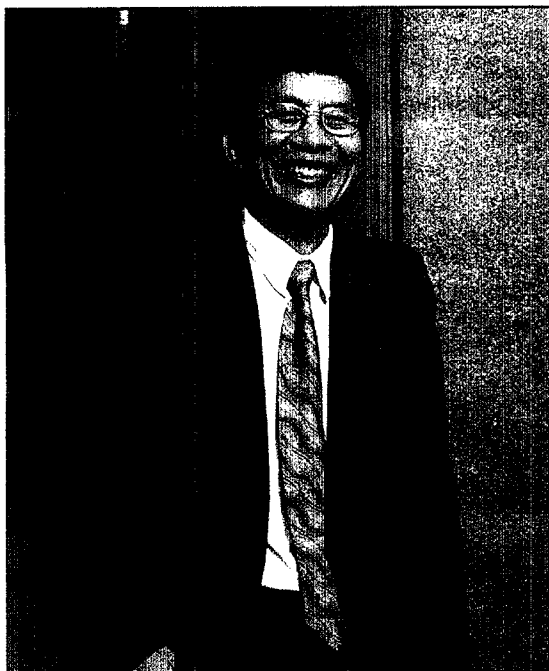
Your registration is confirmed immediately when you register online at www.bcit.ca. See page 105.



Need to brush up on math?

- › Strong math skills are critical for a wide range of technology programs at BCIT.
- › Build a solid foundation for your technology future.
- › Thousands of students have benefited from the courses.

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



"BCIT has provided me with both information technology and forensic investigation training, which has undoubtedly enhanced my career as an Information Security professional. BCIT instructors are professionals and knowledgeable in their fields. They can relate their practical experience in their teaching, which makes classes really interesting."

*Jacob Hung,
BCIT Forensic Science Technology Program graduate
Sr. Security Consultant*

Assayer Certification Training

604-432-8393

Elaine_Woo@bcit.ca

www.assay.bcit.ca

Comprehensive assayer training is available through Chemical Sciences Technology in a directed studies format (using Internet, fax, phone, CD, mail and labs). It can be taken by anyone, no matter where they may live or work. The training was developed to meet the mining industry's growing demands for skilled and competent assayers in BC, and with this advanced training in applied analytical chemistry, it prepares successful students to become eligible to write the exam for provincial certification given by the BC Ministry of Energy and Mines.

The complete training involves approximately two years of "tutored" correspondence courses and lab practicum. Lab practicum are considered an essential component of this training in order to gain maximum benefit from the courses, and to help develop speed and accuracy in analytical work. Enrolment in each course is limited to 12 students. **Note:** You can opt to take only part of the training program, for the purpose of job upgrading, information or as a refresher.

Assayer Certification Training covers:

- introduction to assaying
- fire assaying, mineral identification and introduction to geology
- classical wet assaying and qualitative analysis
- acid rock drainage
- selectivity and specificity of analytical procedures
- analytical instrumentation – theory and practical
- sampling theory and methods
- statistical analysis
- laboratory safety
- laboratory quality assurance and quality control
- reference standards
- laboratory practicum.

Chemical Sciences Technology

604-432-8521

[Bette Bayley](mailto:Bette_Bayley@mechtech.bcit.ca)

mechtech@bcit.ca

www.chemsci.bcit.ca

Analytical Plasma Spectrochemistry (ICP-OES/ICP-MS)

CHSC 7831

\$695

An introduction to plasma spectrochemical techniques for chemical analysis; principally inductively coupled plasma optical emission spectrometry (ICP-OES) and

inductively coupled plasma mass spectrometry (ICP-S). Applications to environmental, pharmaceutical, nutraceutical, biochemical, agricultural, geological and industrial materials are discussed. Prerequisite: graduation from university or institute of technology in a science program or by special permission based on consideration of work experience and post-secondary education. If special permission required, contact Elaine Woo at 604-432-8393 or Elaine_Woo@bcit.ca. (3 credits)

Apr 14 Thr 1830-2130 12 wks BBY CRN 55170

Fish Harvesting and Processing Technology

604-432-8948

1-800-663-6542 ext 8948

Denise_DeLeebeeck@bcit.ca

Registration: 604-432-8723 1-800-663-6542 ext 8723

Sharon_Cameron@bcit.ca www.bcit.ca/health/fish

These courses operate according to the current requirements of the fishing industry. We develop courses and workshops with the assistance of industry committees, and schedule them as needed. Contact Denise DeLeebeeck (as above) to be added to our mailing list for notification of upcoming courses.

For a current training schedule visit www.bcit.ca/health/fish/training or contact Sharon_Cameron@bcit.ca.

For specific training needs for your group or company, choose from our complete course list at www.bcit.ca/health/fish/training.shtml#list.

Workshop deliveries include:

- FOOD 0158 Chargehand
- FOOD 0168 Taking Your New Product to Market
- FOOD 1028 Food Microbiological Control
- FOOD 1418 Metal Can Defect Identification and Classification
- FOOD 1428 Canned Foods: Thermal Processing and Container Evaluation
- FOOD 1438 Retort Pouch Processing and Defect Identification

CD-ROM Training on Metal Can Defects

\$100 per CD or \$250 for a set of 3 (FOOD 0180)

FOOD 0180 Set of 3 CDs (one of each below)

FOOD 0181 Origins of Metal Can

Manufacturing Defects

FOOD 0182 Origins of Double Seam Defects

FOOD 0183 Identification of Metal Can Defects

We have based these self-paced tutorials on material from CFIA's manual, "Metal Can Defects – Identification

and Classification," and validated them through a committee of BC salmon canners, a can manufacturer, CFIA and Health Canada. Take these tutorials if you are a canned food inspector in a processing plant, or work in a can screening warehouse, government or private testing laboratory, import facility or can manufacturing plant.

To order CDs, register online at

www.bcit.ca/admissionsregister using the course number(s) above. For more information on content, design, etc., refer to www.bcit.ca/health/fish/tutorials/.

Food Technology

604-432-856

1-800-663-6542 ext 8561

Gary_Sandberg@bcit.ca

Registration: 604-432-8723 1-800-663-6542 ext 8723

Sharon_Cameron@bcit.ca

www.bcit.ca/health/food

We offer industry courses based on food product safety and quality (see list below). They are available in a variety of part-time formats: weekends, workshops, night school, online, and distance education (correspondence). If you require specialized training to meet your company's needs, we can customize courses for delivery on or off campus. For more complete details, go to our website www.bcit.ca/health/food/industry.

- FOOD 0180 Origin and Identification of Metal Can Defects – self-paced tutorial
- FOOD 1021 Introduction to Food Microbiology – correspondence
- FOOD 1022 Introduction to Food Microbiology: Lab 1 – night school
- FOOD 1140 Prerequisite HACCP Programs (GMPs) – workshop
- FOOD 1150 Dairy Processing – correspondence
- FOOD 1160 Food Safety: The HACCP System – workshop
- FOOD 1163 Internal Auditing of HACCP Systems – workshop
- FOOD 1190 Herbal Product Quality – weekends
- FOOD 1301 Food Safety for the Plant Worker – online
- FOOD 1418 Metal Can Defect Identification and Classification - workshop
- FOOD 1428 Canned Foods: Thermal Processing and Container Evaluation – workshop
- FOOD 2150 Dairy Processing 1 – workshop
- FOOD 2023 Beer Technology – night school
- FOOD 2024 Wine Technology – night school

Food Safety Associate Certificate

The Associate Certificate in Food Safety is intended for:

- employees in the food industry with no formal food science background who wish to upgrade their knowledge (e.g. production supervisors and plant managers, technicians, technical sales and marketing, dieticians and nutritionists, government and public health inspectors, food industry entrepreneurs, line personnel)
- foreign-trained food technologists who wish to obtain Canadian certification
- individuals who wish to gain a better understanding of food safety issues in food processing.

Please go to our website for a complete list of courses, outlines, prerequisites and other program details at www.bcit.ca/health/food/industry.

Forensic Science Technology

604-412-7539

forensic@bcit.ca

www.bcitforensics.ca

The overall aim of the Forensic Science Technology program is to provide structured, applied technological advanced training in forensic science and criminal investigation in British Columbia. The program is designed for maximum flexibility to meet career path and personal needs. Qualified candidates may, with



departmental approval, take individual courses for professional development, obtain an Advanced Specialty Certificate in Forensic Studies, or a Bachelor of Technology in Forensic Investigation only if all the admission requirements are met.

ADVANCED SPECIALTY CERTIFICATE IN FORENSIC SCIENCE TECHNOLOGY

The Advanced Specialty Certificate in Forensic Science Technology has five options of specialization:

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

BACHELOR OF TECHNOLOGY IN FORENSIC INVESTIGATION

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

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

Many of the courses offered are requirements for both the Advanced Specialty Certificate and the Bachelor of Technology Degree. See the following list of courses offered this term.

Biology 1 for Forensic Science Technology

FSCT 5102 \$575
This course is an introduction to biological principles and a survey of topics of particular relevance to forensic science. Topics include: the cell, macromolecular structure and function, biochemistry and inheritance. FSCT 5102 (or equivalent) is a prerequisite for entry into the Bachelor of Technology Program. Prerequisite: departmental approval. (3 credits)

Apr 26 Tue 1800-2100 15 wks BBY CRN 52550

IT Concepts for Forensic 1

FSCT 5103 \$575
Introduces the student to the various aspects of information technology used in today's businesses with a focus on potential security threats. It will include a review of business processes and the relevance of it in business operation, computer systems hardware and architecture, operating systems and systems analysis, design and development. Prerequisite: departmental approval. (3 credits)

May 16 Mon 1800-2130 13 wks DTC CRN 54545

IT Concepts for Forensic 2

FSCT 5104 \$575
This course is the second phase of the information technology concepts for forensics investigation course and covers concepts of data communications and database management systems and programming and their applications to computer forensics techniques. (3 credits)

Jun 9 Thr 1800-2130 13 wks DTC CRN 54544

Science, Technology and the Law

FSCT 7003 \$470
This course deals with issues related to forensic evidence, its admissibility, and the importance that the scientific analysis be effectively communicated to the trier of fact. Students role play by developing, examining or cross-examining Crown or defense expert witnesses during the trial of an accused charged with First Degree Murder. Prerequisite: FSCT 7001, FSCT 7002 and departmental approval. (2 credits)

May 7 Sat 0900-1200 10 wks DTC CRN 54304

Business Law for Commercial Crime Investigation

FSCT 7004 \$470
Introduces the investigator to the legal underpinnings of business transactions. The civil law of contracts, sales of goods, secured transactions and business organizations will be explored, along with the legal context within which ordinary commerce occurs and which determines the existence of a possibly criminal commercial transaction. Prerequisite: FSCT 7002 and departmental approval. (2 credits)

Apr 14 Thr 1800-2100 10 wks DTC CRN 54305

Case Management for Major Crime Investigation

FSCT 7110 \$575
The course is designed to provide the forensic investigator with the concepts of case management and the application of case management methods in organizing investigative teams, planning investigative actions and analyzing evidence and intelligence. Prerequisite: departmental approval. (3 credits)

Apr 22 Fri 1800-2200 10 wks DTC CRN 54300
Sat/Sun 0800-1700

Business Continuity Planning Management for IT

FSCT 7130 \$600
This course is divided into five parts: (1) concepts and processes of business continuity planning; (2) risk assessment; (3) business impact analysis; (4) developing recovery scenarios and plans; (5) maintaining and testing plans. Students will be provided with an understanding of business continuity planning, concepts, and application in today's organizations. Prerequisites: admission to program (Computer Crime Studies option) and departmental approval. (3 credits)

Apr 12 Tue 1800-2130 13 wks DTC CRN 52579

Forensic Interviewing 1

FSCT 7230 \$575
The outcome of most investigations usually depends on information supplied by victims, witnesses and suspects to an investigator. Experienced investigators learn methods and techniques available for interviewing victims, witnesses and suspects to obtain proper, informative and legal statements that will aid in the investigation and be acceptable to the court. Prerequisite: FSCT 7002 or equivalent, and departmental approval. (2 credits)

Jul 16 Sat/Sun 0830-1630 2 wks BBY CRN 52553

Forensic Behavioral Science

FSCT 8010 \$575
Introduces criminal profiling by examining methods applied to specific categories of offences, theories of crime, offender and victim behaviour and motives, crime scene analysis and patterns of selected offences. Mixes academic research and theory with expert field knowledge. Emphasis on understanding inductive and deductive methods and their strengths and weaknesses. Prerequisite: admission to the program. (3 credits)

Apr 21 Thr 1900-2200 15 wks BBY CRN 55266

Forensic Anthropology 2: Urban Crime Scene

FSCT 8101 \$725
Fulfills the needs of crime scene examiners working in primarily urban settings. Covers a variety of scenes encountered by urban investigators and includes a considerable emphasis on hands-on examination of a variety of fire scenes for physical evidence. Most class time spent in the field. Prerequisite: FSCT 8110 or equivalent, and departmental approval. (3 credits)

Jun 20 Mon-Fri 0800-1700 1 wk Maple Ridge CRN 52559

Forensic Nursing 1

FSCT 8103 \$575
Involves the application of clinical and scientific knowledge to questions of law for civil and criminal investigation of survivors of traumatic injury and patient treatment involving court-related issues. Students develop indepth knowledge of the role of sexual assault nurse examiners, death investigators, forensic psychiatric nurses, and legal nurse consultants. Prerequisite: departmental approval. (3 credits)

Jul 11 Mon-Fri 0800-1700 1 wk BBY CRN 52595

Forensic Anthropology 1: Rural Crime Scene

FSCT 8110 \$725
Lecture, lab and field work to demonstrate the principles of forensic anthropology in positive identification of human beings. Examine human skeletal remains to determine identifying traits and work in groups to process a crime scene from start to finish. Prerequisite: departmental approval. (3 credits)

Jun 13 Mon-Fri 0800-1700 1 wk BBY CRN 52558

Forensic Entomology

FSCT 8140 \$600
Study insects associated with a human corpse (for example, a homicide victim) to determine elapsed time since death. This course provides an overview of entomology and its applications to criminal investigations. Learn how to collect insect evidence at crime scenes in a manner defensible in court. Prerequisite: FSCT 7001, FSCT 7002 or equivalent post-secondary biological science courses or relevant work experience and departmental approval. (3 credits)

Jun 6 Mon-Fri 0800-1700 1 wk BBY CRN 52565

Human Osteology

FSCT 8170 \$575
A condensed but comprehensive investigation of human skeletal anatomy. Emphasis is placed upon the practical identification of skeletal elements. Student participation in laboratory sessions is expected. Prerequisite: post-secondary level biology course and department approval. (3 credits)

Apr 18 Mon-Fri 0800-1700 1 wk DTC CRN 52561

Environmental Forensic Investigation

FSCT 8201 \$495
This course is designed to examine the legal process to present environmental prosecutions, gathering of evidence, investigation and the court challenge associated with environmental crimes. Prerequisite: departmental approval. (2 credits)

Jul 22 Fri-Sun 0800-1700 1 wk DTC CRN 54296

Principles and Methods

In Questioned Document Examination

FSCT 8310 \$600
Details the requirements needed to perform a handwriting/hand printing examination and to assist investigators with the collection of handwriting evidence. Prerequisite: departmental approval. (3 credits)

May 16 Mon-Fri 0800-1700 1 wk BBY CRN 52569

CCTV and Forensic Examination

FSCT 8351 \$1,025
Provides a thorough understanding of CCTV security technology for both analog and digital applications. Using Avid Xpress DV, students will be able to explore the differences between common CCTV equipment and process the resulting video to clarify the information for investigative purposes. Prerequisite: departmental approval. (3 credits)

Apr 11 Mon-Fri 0800-1700 1 wk DTC CRN 55267



Forensic Video Examinations

FSCT 8352 \$1,025

Provides the students with understanding of the problems faced by law enforcement professionals with video evidence and addresses how Avid Xpress DV can address these problems. From the receipt of the evidence to the results of the examination, students will gain hands-on experience as a forensic video examiner. Prerequisite: FSCT 8351 and departmental approval. (3 credits)

Jun 6 Mon-Fri 0800-1700 1 wk DTC CRN 54295



Forensic Accounting 2

FSCT 8460 \$665

Building on Forensic Accounting 1, discusses commercial fraud and abuse, including asset misappropriation, falsified statements, corruption, and conflict of interest. Specialized topics such as anti-competitive offences, risks involved in foreign operations, due diligence requirements, and anti-money laundering and anti-terrorism legislation are also canvassed. Prerequisites: FSCT 8440 or equivalent; relevant work experience and departmental approval. (3 credits)

Apr 13 Wed 13 wks Internet CRN 54120

Investigation of Insurance Fraud 2

FSCT 8470 \$565

Continuation of FSCT 8450. In-depth study of fraud investigations in the insurance industry. Topics include insurance policy, first and third party investigations, fire investigations, selection and the use of experts, review of the charters of rights and litigation case studies. Prerequisite: FSCT 8450 or equivalent and departmental approval. (2 credits)

Apr 12 Tue 1800-2100 10 wks DTC CRN 52576



Asset Recovery

FSCT 8495 \$665

Topics include criminal prosecution, insurance recovery, civil litigation, identifying the range of professional expertise required to effect asset recovery in local, national and transnational fact situations. Prerequisite: FSCT 8460, or equivalent and departmental approval. (3 credits)

Apr 11 Mon 12 wks Internet CRN 53930

Computer Crime Investigative Techniques 2

FSCT 8511 \$600

Continuation of FSCT 8510. Examines in-depth concepts in computer evidence collection and preservation, and applications of contemporary commercial forensic investigative software (EnCase, I-Look, Smart, ASR-Forensic Tool Kit). Prerequisites: departmental approval. (3 credits)

Jul 25 Mon-Fri 0800-1700 1 wk DTC CRN 52573

Network Exploits and Vulnerabilities

FSCT 8590 \$675

Covers topics from common vulnerabilities and tools used to exploit, to incident response and handling. Addresses theoretical and practical issues in malicious programs and scripts, steganography, worms and different types of network exploits and attacks. Prerequisite: FSCT 8510, FSCT 8520 and departmental approval. (3 credits)

Jul 11 Mon-Fri 0800-1700 1 wk BBY CRN 54294

Graduation Project/Internship 1

FSCT 8610 \$395

The student will conduct a literature review, choose, prepare and present a proposal for an industry-related project. A detailed project proposal will be prepared. Students are encouraged to complete this in a workplace setting. Prerequisite: completion of framework courses. Corequisite: enrolment in specialized courses that will bring the total of such courses to a minimum of 19 credits in specified areas. (2 credits)

Apr 19 Tue 10 wks BBY CRN 52633

Graduation Project/Internship 2

FSCT 8620 \$650

The student will carry out the work specified in the project proposal, reporting progress to the faculty mentor. The student is encouraged to complete this in a workplace setting. Under supervision of the advisory team, the student will further develop, conduct and complete project/internship as proposed in FSCT 8610. Prerequisites: completion of all framework and specialized courses and FSCT 8610. (5 credits)

Apr 19 Tue 15 wks BBY CRN 54302

Graduation Project/Internship 3

FSCT 8630 \$395

The student will conclude the project/internship proposed and conducted in FSCT 8610 and FSCT 8620. A written final report will be submitted and presented orally to the advisory team. Prerequisite: completion of all framework and specialized courses and FSCT 8610 and FSCT 8620. (2 credits)

Apr 19 Tue 10 wks BBY CRN 54301

Geographic Information Systems

604-451-7001 Maryann_Newmeyer@bcit.ca
www.gis.bcit.ca

BCIT offers an Advanced Diploma program (ADP) in Geographic Information Systems. The program can be completed through Part-time Studies or nine months of full-time study. The entrance requirement is a degree or diploma of technology in a related discipline. You do not have to become a GIS ADP student if you want to take a selection of our part-time GIS courses to help your career advancement.

If you are a GIS business owner or government agency, your employees may take courses tailored to your business needs at our campuses or at the workplace.

For more information on our program including the full-time equivalent course numbers for part-time courses, please check: www.gis.bcit.ca



GIS Programming 1

GIST 5010 \$595

Prepares students for GIS programming for macros, utility programs, databases, data conversion, and application development. Students use the latest version of Visual Basic to develop structured and logical programs to manipulate GIS spatial and attribute data. Prerequisite: This course is for students with no programming experience, but students must be able to effectively manage files and directories under MS Windows. This course covers such additional topics as arrays, file output and an introduction to computer graphics. This course replaces GIST 5001 and 5002 combined. (3 credits)

Apr 13 12 wks Internet CRN 55226

Apr 13 Wed 1845-2145 12 wks BBY 55224

Note: For online section, students must contact Maryann_Newmeyer@bcit.ca for course material information and registration approval.



Mapping Using Microstation

GIST 5109 \$595

A hands-on course introducing students to Microstation PC, a powerful and popular software for digital mapping. Topics include Microstation basics, 2D element constructions and manipulations, data entry, data editing, and data integrity. (3 credits)

Apr 11 12 wks Internet CRN 55231

Note: Students must contact Maryann_Newmeyer@bcit.ca for course material information and registration approval. This section is continual entry. Students can register at anytime throughout the term.

ArcGIS: Introduction

GIST 5128 \$595

Introduces the ArcGIS 9 software family, including an overview of ArcView desktop (GIST 5028). Covers ArcEditor and ArcInfo functionality and ArcGIS data models. Students use the ArcMap, ArcCatalog and ArcToolbox applications to create and edit data, and perform mapping, data management, and geographic analysis. (3 credits)

May 30 Mon-Fri 0830-1630 1 wk BBY CRN 54404



GIS Programming 2

GIST 6010 \$595

Builds on the course content of GIST 5010 GIS Programming 1. The course covers such additional topics as exception handling, binary files, object-oriented programming, and database programming. As in GIST 5010, the examples will be based on GIS and related topics. Prerequisite: GIST 5002 or GIST 5010. (3 credits)

Apr 14 12 wks Internet CRN 55229

Apr 14 Thr 1845-2145 12 wks BBY 55228

Note: Students must contact Maryann_Newmeyer@bcit.ca for course material information and registration approval.



Technical Issues GIS

GIST 6100 \$595

Fundamental GIS algorithms and spatial information data structures are explored. Students will utilize Java programming to gain an understanding of the science that lies behind GIS computer applications. Topics covered include raster and vector file formats, data conversion and display, view transformations, line clipping, feature generalization, and polygon operations. Prerequisite: GIST 5100, GIST5130, and GIST 6010 (or GIST 5003 or GIST 5053). May be taken concurrently. (3 credits)

Apr 13 12 wks Internet CRN 54405

Note: Students must contact Maryann_Newmeyer@bcit.ca for course material information and registration approval.

Spatial Analysis

GIST 6105 \$325

Introduces students to vector and raster modelling using ARC Info GIS (Network and GRID). Problems drawn from business, geographic and natural resource applications. Prerequisite: GIST 5010 (or GIST 5002 or 5052) and GIST 6128. (1.5 credits)

Apr 11 Mon 1845-2145 6 wks BBY CRN 54406

ArcGIS 3: Customizing with ArcObjects

GIST 6138 \$595

Focuses on interface design, creation and development of GIS applications using ArcObjects, VBA and VB. Applications will be both additions to existing software and stand-alone. Prerequisite: GIST 6128, GIST5202, GIST 6010 (or GIST 5003 or 5053). May be taken concurrently. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 54407



Fundamentals of GIS

GIST 7100 \$425

Provides an overview of Geographic Information Systems technology, covering fundamental concepts, terminology, and technologies associated with GIS, applications of GIS, data modelling, file and database systems, raster and vector data models, architecture of GIS software, data collection and input, data manipulation and analysis of general management issues, trends in GIS. (2 credits)

Apr 12 12 wks Internet CRN 55230

Note: Students must contact Maryann_Newmeyer@bcit.ca for course material information and registration approval.



Geomatics Engineering Technology

604-432-8627
604-451-7001

David_Rutherford@bcit.ca
Maryann_Newmeyer@bcit.ca

These Part-time Studies courses generally run in the evenings, Saturdays or as week-long seminars. They are intended for students that need to upgrade their knowledge or require job-related academic qualifications but are not working towards a diploma or degree in geomatics. These courses provide students who require further credits to obtain certification as Applied Science Technicians with ASTTBC. The geomatics department also offers seminars on select topics.

The Night Sky – Astronomy Basics

SURV 0120 \$195

Features of the night sky, major stars, constellations and galaxies. Classroom sessions are held in the BCIT planetarium and field trip to Cypress Bowl. Make and use a planisphere to locate stars. Celestial motion concepts, planet identification and star clusters will be shown and discussed. Hosted by one of Vancouver's best-known astronomers. (Non-credit)

May 10 Tue 1845-2045 8 wks BBY CRN 52456

Note: Students must contact Maryann Newmeyer at 604-471-7001 before registration to confirm course dates.

Celestial Navigation

SURV 0122 \$325

Taught under the artificial sky of the BCIT Planetarium, students will focus on needs of the small boater, small aircraft pilot, or anyone interested in history techniques for navigation and learning the stars. Topics include: early navigators and explorers; Mercator maps, celestial sphere, and ecliptic path; early theories of the universe; motions of stars, planets, Sun and Moon; using sextants and planispheres; errors and refining data taken at sea; the seasonal stars and constellations; finding latitude and longitude, or direction, without sophisticated aids.

May 6 Fri 1845-2115 8 wks BBY CRN 55301

Note: Students must contact Maryann Newmeyer at 604-451-7001 for information on registration.

Telescope Making

SURV 0125 \$225

For those who ever wanted to view the skies through a powerful telescope. This course will show you how to build and use an 8 inch (20 cm) Newtonian Reflector. The job is easy sailing in this all-wood construction. Materials to build the telescope are not included.

May 26 Thr 1845-2045 6 wks BBY CRN 54401

Note: Students must contact Maryann Newmeyer at 604-471-7001 before registration to confirm course dates.

Survey Instrument Operations: Levels

SURV 1101 \$725

Equivalent to day-school SURV 1130. Prerequisite to SURV 3495 and SURV 4495. Principles of differential leveling using automatic levels through practical projects. Benchmark and detail leveling procedures, industry booking formats and note reductions. Ideal for the municipal engineering and construction industry. (2.5 credits)

Apr 16 Sat 0900-1600 5 wks BBY CRN 55233

Note: Students must contact Maryann Newmeyer at 604-471-7001 before registration to confirm course dates.

Basic Surveying with Total Stations

SURV 1104 \$725

Equivalent to day-school SURV 2230. Prerequisite to SURV 3495 and SURV 4495. Basics of instrument setup, calibration and use of a variety of total stations including reflector less technology. Angle and distance measurement procedures, elevation determinations, traversing and topographic/detail surveys, data collection and data processing on typical industry projects. (2.5 credits)

May 28 Sat 0900-1600 5 wks BBY CRN 55232

Note: Students must contact Maryann Newmeyer at 604-471-7001 before registration to confirm course dates.

Real Time GPS (Leica)

SURV 2001 \$355

Suited to the mapping industry, students will be able to explain the concepts and theory of GPS, interpret GPS specifications, describe GPS hardware, plan a GPS mapping project, compile and analyse GPS field data, perform a RealTime GPS survey, export a data file using Leica equipment. (1 credit)

Jun 13 Mon-Tue 0830-1630 1 wk BBY CRN 27551

Note: Students must contact Maryann Newmeyer at 604-471-7001 before registration to confirm course dates.

Real Time GPS (Trimble)

SURV 2002 \$655

GPS fundamentals, hardware configuration, data collection using Trimble Navigation's 5700/5800 GPS TotalStation and data processing/editing using Trimble Geomatics Office (TGO). Three hands-on field exercises and Trimble Certification. Includes comprehensive manual covering both theory and practice. Equipment, material and instructor supplied by Cansel Survey Equipment. (1.5 credits)

Jun 15 Wed/Thr/Fri 0830-1630 1 wk BBY CRN 51098

Note: Students must contact Maryann Newmeyer at 604-471-7001 before registration to confirm course dates.

Fundamentals of Surveying

SURV 5108 \$245

Introduces fundamental concepts of surveying and will demonstrate various surveying procedures. Topics include an introduction to the survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations. This course is a requirement for students of the GIS Advanced Diploma program. This course combined with SURV 5208 is equivalent to GIST 5108 for GIS Advanced Diploma program. (1.5 credits)

Apr 16 Sat 0900-1200 6 wks BBY CRN 26351

Fundamentals of GPS

SURV 5208 \$275

Introduces the fundamental concepts of Global Positioning System (GPS). Covers coordinate systems, datums, map projections, and accuracy and reliability of spatial data. Explores GPS resources available on the Internet. This course will be of interest to all outdoor enthusiasts who use GPS for navigation. Prerequisite: SURV 5108. This course combined with SURV 5108 is equivalent to GIST 5108 for GIS Advanced Diploma program. (1.5 credits)

Jun 11 Sat 0900-1600 3 wks BBY CRN 26312

Geomatics Direct Entry Program

For qualified candidates, the BCIT Geomatics Engineering department offers an opportunity for direct entry into the second year of a two-year diploma program in Geomatics Engineering Technology. Qualified candidates may include those who have completed a Bachelor of Science or Diploma in Science from a recognized post-secondary institution.

Direct entry candidates can choose between either a field survey option or a digital mapping option. For details on these options check the BCIT Geomatics website at www.geomatics.bcit.ca.

For qualification details, contact Pui Lam in the Direct Entry and Re-admission Office at 604-432-8320.

Pre-entry Introduction to COGO and CAD

SURV 2009 \$395

Use of Rapid Transit to compute survey data and draft simple survey drawings: loading and saving drawings, Coordinate Geometry functions; drawing functions; editing functions. Prerequisite: two years post-secondary education in any of the following: geography, geology, math, physics or engineering. (5 credits)

Jul 4 Mon-Fri 0900-1600 2 wks BBY CRN 50497

Pre-entry Field Surveys

SURV 2010 \$475

Upgrades students for direct entry into term three for the geomatics diploma program. Topics include instrumentation, differential leveling, cut and fill, volumes, angle measurements, trigonometric leveling, traversing, data collection, layout, proficiency in using the HP48GX for calculation and data collection, downloading of data onto Rapid Transit software for survey drafting. Prerequisite: two years post secondary education in any of the following: geography, geology, math, physics or engineering. (6 credits)

Jul 4 Mon-Fri 0900-1600 3 wks BBY CRN 29381

Pre-entry Surveying Computations

SURV 2011 \$435

Plane Trigonometry review, coordinate systems, angular misclosure, bearing reductions, traverse computation, Compass Rule adjustment, area calculation, inverting, horizontal and vertical curve data calculations, intersection and resection. Prerequisite: two years post secondary education in any of the following: geography, geology, math, physics or engineering. (5.5 credits)

Jul 4 Mon-Fri 0900-1600 2 wks BBY CRN 29380

Industry Training

BCIT Geomatics Engineering Part-time Studies is available to consult with your company to develop specific courses to meet your needs in a variety of Geomatics and Land Information related topics. We also offer employee assessment in the Geomatics field. Contact Dave Rutherford, BCLS, CLS – Part-time Studies Coordinator at 604-432-8627 or by e-mail at David_Rutherford@bcit.ca. Visit our Part-time Studies web page at www.geomatics.bcit.ca.



BACHELOR OF TECHNOLOGY IN GEOMATICS

604-451-7001

Maryann_Newmeyer@bcit.ca

www.geogis.bcit.ca

Advances in the capture, management and use of spatial data are continually affecting the geomatics industry, which requires individuals who are trained in current technologies. BCIT's Bachelor of Technology in Geomatics/GIS degree provides excellent opportunities for career enhancement and professional growth. There are two program options to choose from: Surveying/Mapping and GIS. The first will appeal to graduate surveying and mapping technologists who wish to pursue professional accreditation as a BC Land Surveyor. The second option will appeal to graduates from many areas (for example Surveying and Mapping, Forestry, Civil, Environmental, and Mining) who wish to learn how to integrate GIS technology in their profession.

The program comprises five components: A minimum of 27 technical credits, 9 credits of management courses, 12 credits of liberal education and an industry project worth 12 credits.

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

Entrance Requirements

The minimum entrance requirement is:

- a recognized diploma of technology, degree or equivalent in a related engineering or science discipline or related field
- six months of relevant work experience
- English 12 or equivalent.

Students whose native language is not English and who have completed their degree/diploma at a post-secondary institution where English was not the language of instruction are required to satisfactorily complete a BCIT Communications Department English Language Competency Test (COMM 0014).

Subject to approval by the program head, individuals may register in some courses while completing the balance of the required work experience. All participants will be required to meet with the program head to review the initial application for acceptance. Supplemental courses may be required in order to fulfill the educational background required for practice in the Geomatics and GIS industry.

For detailed information on the entire program, including descriptions of all courses being offered and the application process, please e-mail Maryann_Newmeyer@bcit.ca or phone 604-451-7001.



Introduction to Auto CAD Land Desktop

GEOM 7105

\$595

Provides an introduction to the creation and management of projects and associated drawings using Land Desktop software. Topics include point object basics, labeling, description keys, point groups, horizontal alignment, parcel definition and terrain modelling. Prerequisite: AICO 1000 or department approval. (2 credits)

Apr 13

15 wks Internet CRN 54588

Note: Students must contact Maryann_Newmeyer@bcit.ca for course material information and registration approval. This section is continual entry. Students can register at anytime throughout the term.

Autodesk Civil Design 1

GEOM 7125

\$395

Candidates will design horizontal and vertical roadway alignments, use templates to create finished grade surfaces from roadway alignments, use grading tools to calculate, cut and fill material volumes and assemble the roadway and site design information to create a complete drawing of the development site. Prerequisite: GEOM 7105. (1 credit)

Apr 13 Wed 1845-2145 6 wks BBY CRN 29433

Note: Students must contact Maryann_Newmeyer@bcit.ca for approval of registration.

Autodesk Civil Design 2

GEOM 7135

\$395

An introduction to database systems used in the Geomatics Industry. Topics include hierarchical, network and relation data models, database normalization, data security and integrity. SQL will be covered in terms of the DDL, DML and DCL command sets. Database applications will be constructed using VB. (1 credit)

May 25 Wed 1845-2145 6 wks BBY CRN 50239

Note: Students must contact Maryann_Newmeyer@bcit.ca for approval of registration.



Geomatics Project

GEOM 8230

\$300

Equips candidates with advanced skills to proficiently use AutoDesk Civil Design software to design engineering services for a land development site. Candidates will learn applicable procedures for site grading with 3D polylines, points, contours, day-lighting and the grading object. Site analysis, volume calculations and construction grading reports are also discussed. Prerequisite: GEOM 7125. (10 credits)

Apr 15

20 wks Guided CRN 54590

Note: Students must contact Maryann_Newmeyer@bcit.ca for approval of registration.

Mining Technology

Robert_Stevens@bcit.ca Maryann_Newmeyer@bcit.ca

Placer Mining School

MINE 1002

\$165

BCIT's Mining Program, in partnership with British Columbia and Yukon Chamber of Mines, is offering the 29th annual Placer Mining School. Provides an introduction to placer mining through an overview of placer minerals, geology, deposit types, prospecting techniques, and operating methods. The types of equipment used in different placer mining operations and a review of placer tenure law and regulations in British Columbia will also be discussed. No previous experience in placer mining is required. Visit www.mining.bcit.ca. (1.5 credits)

Apr 5 Tues/Thr/Sat 1830-2030 3 wks BBY CRN 51262

Note: Course runs Tuesday and Thursday April 5-21, 2005 from 1830-2030, with a field trip on Saturday April 16, 2005 from 0900-1300.

Prospecting and Exploration Field School

MINE 1005

\$810

Designed for prospectors, explorationists, students, field assistants, contractors and hobbyists as an introduction to field techniques used in prospecting and exploring for mineral deposits (at a field school near Oliver in south-central BC). We focus on field-related skills such as identification of rocks and minerals, basic orienteering, claim staking, grid establishment, sampling techniques (rock, soil, silt), geochemistry and geophysics. Students complete daily field exercises, interpret the results of exploration data, and prepare an industry-standard exploration property report on the work completed. Visit www.mining.bcit.ca or www.chamberofmines.bc.ca/educ/educationoverview.htm Prerequisite: basic course in prospecting, geology or exploration or previous field experience is preferred. (4.5 credits)

May 14 0800-1600 2 wks Oliver CRN 51261

Note: A field-based course held near Oliver, BC. Students will spend most of the day out in the field regardless of weather conditions. Bring warm clothes, good rain gear and sturdy boots. All food, accommodations and transportation are provided. Students must find their own way to Oliver and provide their own bedding (e.g. sleeping bag) and field gear (rock hammer,

compass, hand lens, field notebooks, field vests, etc.). Students should plan to arrive at the field camp by late afternoon on Saturday May 14, 2005 and can expect to depart midday on Sunday May 22, 2005. This course is offered in partnership with the BC and Yukon Chamber of Mines, and sponsored in part by the Department of Earth and Ocean Sciences at UBC. Students should download the course information and equipment list from www.mining.bcit.ca. If more information is required, please contact Robert Stevens at 604-432-8323.

Parks

Jim_Rudolph@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

www.construction.bcit.ca/distance/park



ASSOCIATE CERTIFICATE IN PARKS FACILITY MAINTENANCE MANAGEMENT AND INSPECTION

This program provides professional development training for those individuals who are responsible for the ongoing maintenance of park operations. All courses are offered through print-based distance education in which practical, field-based assignments integrate theory with current industry practices. There is no requirement to come to a BCIT campus.

Mandatory Courses (23 credits)

PRKS 3600	Park Maintenance Management	3.0
PRKS 3610	Park Sewer and Sanitary System Inspection	2.0
PRKS 3611	Park Building Inspection	2.0
PRKS 3612	Park Electrical Systems Inspection	2.0
PRKS 3613	Park Furniture Inspection	2.0
PRKS 3614	Park Grounds Inspection	2.0
PRKS 3615	Park Roadway Inspection	2.0
PRKS 3616	Park Structures Inspection	2.0
PRKS 3617	Park Trails and Path Inspection	2.0
PRKS 3618	Park Water Systems Inspection	2.0
PRKS 3619	Park Signs and Markings Inspection	2.0

Electives (2 credits from the following)

PRKS 3622	Landscape Maintenance	2.0
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or an approved elective

Total Credits Required 25.0



ASSOCIATE CERTIFICATE IN PARK MANAGEMENT, SAFETY AND SECURITY

This program provides professional development training for those individuals who are responsible for park safety and security. All courses are offered through print-based distance education in which practical, field-based assignments integrate theory with current industry practices. There are no requirements to come to a BCIT campus.

Mandatory Courses (13 credits)

PRKS 3110	Law and Its Administration – Part 1	2.0
PRKS 3120	Law and Its Administration – Part 2	2.0
PRKS 3130	Crime Prevention through Environmental Design	2.0
PRKS 3304	Managing Safety Compliance	2.0
PRKS 3312	Campground Operations	3.0
PRKS 3302	Safety Program Compliance	2.0

Elective Courses (12 credits from the following)

PRKS 3306	Parks Safety Program Implementation	2.0
PRKS 3307	WHMIS	2.0
PRKS 3308	Transportation of Dangerous Goods	2.0
PRKS 3140	Effective Evidence Reporting	2.0
PRKS 3314	Park Risk Management	2.0
PRKS 3316	Small Office Management	2.0
PRKS 3600	Park Maintenance Management	3.0

Total Credits Required 25.0



PARK ECOLOGICAL INTEGRITY



NEW! Managing for Ecological Integrity in BC's Parks and Protected Areas

PRKS 3410 \$405*

Do you work for a park agency (municipal, regional, provincial or national) or have an interest in how BC parks are managed? The newly-revised National Parks Act formally states that maintaining ecological integrity is first priority in the management of national parks. On a provincial level, BC Parks is committed to working toward ecological integrity as a system-wide goal for BC's provincial parks. If you work in or around parks and protected areas or have an interest in the future of our protected areas, you need to know what ecological integrity means and how park agencies are hoping to achieve their management goals. This course provides an introduction to the concepts, definitions, principles, and practices of managing for ecological integrity in BC's parks and protected areas. (3 credits)

Apr 11

12 wks Internet CRN 54724

Petroleum

Quon_Lee@bcit.ca

www.petrotech.bcit.ca

There are no part-time courses scheduled at this time. To put your name on our contact list, phone Bette Bayley at 604-432-8521.

Renewable Resource Technology, Forest Ecosystems and Fish, Wildlife and Recreation

604-456-8033

Peter_Barss@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

www.forestry.bcit.ca

BCIT's Renewable Resources Technology offers a selection of Part-time Studies courses for personal and career enhancement, and worker safety. There are limited seats so we recommend that you register early. Contact Dina Patterson at 604-432-8539 or Dina_Patterson@bcit.ca to receive additional information or to register. Visit our website at www.forestry.bcit.ca for further information.

Find the course(s) that are right for you or your employees and register today. We offer many courses on demand for a variety of industry and government clients upon request. Training is available in the areas listed below:

- Fire Training (Provincially Certified)*
- ATV Safety and Use (Canadian Certified)*
- Power Boat Operators (Canadian Coast Guard Certificate)*
- Chainsaw Safety and Use (one-day)*
- Chainsaw Operating Skills (two-day)*
- Bear Awareness*
- Forest Measurements
- Small Power Equipment Operator
- Tree Pruning
- Maps and Compasses
- Forestry Education for Secondary Schools

*Certification courses

NEW! S-100 Basic Fire Suppression and Safety Certification

RENR 1530

\$440*

This course fulfills the requirements of the Forest Fire Prevention and Suppression Regulations and the Occupational Health and Safety Regulations for people working in a forest environment. The course includes instruction in wildland fire behaviour, fireline safety and fire control techniques and leads to eligibility for a Wildland Fireline Certificate as an emergency firefighter.

Renewable Resources Technology – Mini-Technology Summer Camps

604-432-8750

Tom_Saare@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

www.minicamp.bcit.ca

Join us for a week at one of our Mini-technology Summer Camps where you can do real experiments in real labs! We do fun stuff like making ice cream (chocolate-bubble gum), slurpies and French fries in a food manufacturing lab. We sample for fish in BCIT's creek, find out how to look for gold, silver and other metals in the ground, and make paper and plastic. You'll see, hear and feel how your everyday world relates to science, engineering and technology, in interesting, easy-to-understand ways that make sense. We'll have you do safe, hands-on experiments – all under the supervision of BCIT instructors and qualified volunteers at our Burnaby campus. Seats are very limited, so please register early (we always run out of spaces).

MINI-TECHNOLOGY SUMMER CAMP: BOYS AND GIRLS

Young Engineering Scientists

CAMP 0001

\$200

A fun-filled week of exploration, hands-on activities and fascinating learning for boys and girls, aged 10–14 (grades 6, 7, 8 or 9). Students explore the wonderful world of science and engineering by doing experiments in the areas of chemical science, fish, wildlife and recreation, material science, geomatics/survey, forensics, mining, pulp and paper, environmental health and food technology. Visit our website at www.minicamp.bcit.ca.

July 4 Mon-Fri 0830-1530 1 wk BBY CRN 54707

MINI-TECHNOLOGY SUMMER CAMP: GIRLS ONLY

Girls in Sciences, Engineering and Technology

CAMP 0002

\$200

A fun-filled week of exploration, hand-on activities and fascinating learning for girls only, aged 10–14 (grades 6, 7, 8, or 9). Students explore the wonderful world of science and engineering by doing experiments in the areas of mining, fish, wildlife and recreation, pulp and paper, chemistry, food technology, environmental health, medical laboratory, forensics, and chemical science technology. Visit our website at www.minicamp.bcit.ca.

July 11 Mon-Fri 0830-1530 1 wk BBY CRN 54708

Prerequisite: part of the class is held at BCIT Woodlot, 28101 Dewdney Trunk Road, Maple Ridge. Applicants are responsible for their own work boots and outdoor clothing. (1 credit)

Apr 7 Thr/Fri/Sat 0830-1630 3 days BBY CRN 55080

S-100 Basic Fire Suppression and Safety (Recertification)

RENR 0531

\$320*

This course fulfills the requirements of the Forest Fire Prevention and Suppression Regulations and the Occupational Health and Safety Regulations for people working in a forest environment. The course includes instruction in wildland fire behaviour, fireline safety and fire control techniques and leads to eligibility for a Wildland Fireline Certificate as an emergency fire fighter. Prerequisite: S-100 Certification. Participants are responsible for their own work boots and outdoor clothing. This class is for individuals who possess expired S-100 certification and need to be re-certified.

Apr 16 Sat 0830-1630 2 days BBY CRN 29833

Small Power Equipment Operator

RENR 1141

\$165*

This hands-on course introduces learners to the safe operation and maintenance of small power equipment used for tree, shrub and lawn maintenance. (0.5 credit)

Apr 23 Sat 0830-1630 1 day BBY CRN 54494

ATV Rider Course

RENR 1144

\$343*

Provides theory and practical training in safe all-terrain vehicle operation for industrial and recreational users. Taught using the Canadian Safety Council program, riders learn to safely operate, load, unload and transport ATV's. Successful participants will receive CSC certification. ATVs are provided for this course. (0.5 credit)

Apr 16 Sat 0830-1630 1 day BBY CRN 52335

May 21 Sat 0830-1630 1 day BBY 52336

Chainsaw Safety and Use

RENR 1145

\$208*

This course introduces learners to the safe use of power saws. Topics include theory, safety and proper maintenance of chainsaws for simple functions in various work environments. Students are responsible for own safety boots. (0.5 credit)

Apr 2 Sat 0830-1630 1 day BBY CRN 55079

May 7 Sat 0830-1630 1 day BBY 29742

Power Boat Operators Certificate

RENR 1147

\$125*

This course includes everything you need to obtain your Pleasure Craft Operator Card, which is a requirement for anyone operating a power boat under four metres (13 feet) in length. Included are instruction, the Red Cross On Board study manual and CD ROM, equipment demonstrations and the Pleasure Boat Operators Examination. (0.5 credit)

Apr 13 Wed 1800-2200 2 wks BBY CRN 52310

May 14 Sat 0830-1630 1 day BBY 52318

Chainsaw Operating Skills

RENR 1148

\$396*

Basic training in the operation of power saws. Includes theory, safety and proper usage of chainsaws for limbing, falling and bucking. Successful participants will have developed the knowledge, skills and attitude to operate chainsaws in a safe manner in the work environment. Prerequisite: Survival First Aid recommended. Student is responsible for their own safety footwear. All other equipment is supplied. (1 credit)

Apr 8 Sat/Sun 0830-1630 2 days BBY CRN 53568

Introduction to Log Scaling (Coastal)

RENR 1601

\$605*

A five-day theory and field-based overview of coastal grading rules and log species identification. Designed as an introduction to log scaling for those taking the



first step to acquiring their provincial license and for individuals requiring a general understanding of log scaling. Prerequisite: caulk boots. (2.5 credits)

May 9 Mon-Fri 0830-1630 1 wk BBY CRN 52324

Log Residue and Waste Survey Certification RENr 2510 \$605*

A course on BC coastal log waste and residue surveying. The course will be a combination of class and field studies and will prepare participants for provincial certification examinations. Actual certification will be dependent on individual skills and abilities. Prerequisite: forestry experience is required before you can register. Contact Wayne Horvath @ 604-432-8506 for further information. To register contact Dina Patterson at 604-432-8539. (2 credits)

May 16 Mon-Fri 0830-1630 1 wk BBY CRN 23058

NEW! Computer Applications in Forest Road Design

RENr 3278 \$538*

This course focuses on key elements of forest road design including: route surveys, design parameters, horizontal and vertical alignment, earthwork volumes, mass haul diagram, construction survey and design presentation. Course provides participants with an opportunity to use RoadEng as a tool for completing a finished road design that meets industry standards. (2 credits)

May 16 Mon-Thr 0830-1630 1 wk BBY CRN 55081

ADVANCED DIPLOMA IN RENEWABLE RESOURCE MANAGEMENT

604-451-6911 Peter_Barss@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca
www.forestry.bcit.ca

The Renewable Resource Management Advanced Diploma Program (ADP) – Co-op Option combines management training with practical work experience. It is designed to develop teamwork-building, problem-solving, decision-making and interpersonal skills, to prepare graduates for roles as project supervisors, field leaders and information coordinators in the resource sector. The entrance requirement is a technology diploma or degree in a related field, English 12 or equivalent, good communication and technical problem-solving skills, a good disposition toward teamwork, and fundamental computer literacy. Qualified applicants with sufficient related work experience may apply to have the co-op work term credits granted through the Prior Learning Assessment and Recognition (PLAR) program. Contact the Renewable Resources Technology cooperative education office at 604-451-6911 or the Part-time Studies program assistant at 604-432-8539 for further information. You may choose to enrol in the full term of academic courses as a full time student, or complete individual academic credits course-by-course for personal or career enhancement. For course availability, please see the Renewable Resources Technology section of this publication or visit www.forestry.bcit.ca.

Urban Environmental Planning

RENr 5011 \$334*

Examines urban environmental planning issues in British Columbia, including air, land, water and habitat concerns. Focuses on tools available to local governments to address environmental planning, including Official Community Plans, zoning, environmental bylaws, growth management plans, watershed plans, streamside protection, stewardship initiatives, and site planning. (1 credit)

Apr 14 Thr/Fri 0830-1630 1 wk BBY CRN 50692

Multi-Cultural and First Nations Awareness

RENr 5301 \$580*

Provides intercultural training to achieve cross-cultural understanding in resource management. Part one includes cultural encounters, introduction to immigrant groups, including Southeast Asian, South Asian, African and European peoples. Part two focuses on First Nations peoples, and will help participants build a broader understanding and appreciation of First Nations values and concerns. (2 credits)

Apr 4 Mon-Fri 0900-1500 1 wk BBY CRN 50689

Urban and Community Forestry Program

604-456-8033 Peter_Barss@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca
www.forestry.bcit.ca

Tree Identification

RRUF 1101 \$135*

This introductory course examines the coniferous and deciduous tree species native to the Lower Mainland of British Columbia. During classroom and outdoor lessons we will give an overview of tree biology and taxonomy, tree identification characteristics and interesting facts about the cultural, wildlife and conservation values of selected tree species. (0.5 credits)

May 11 Wed 1830-2130 2 days BBY CRN 29737
+Sat 1000-1530

Pruning Woody Plants

RRUF 1201 \$135*

Introduction to pruning methods for woody plants with attention to appropriate tools and timing. Includes a field component to observe past pruning practices and hands-on use of selected tools. (0.5 credits)

Apr 27 Wed 1830-2130 2 days BBY CRN 52326
+Sat 1000-1530

Urban Wildlife

RRUF 1302 \$135*

Learn about the diversity of wildlife found in Lower Mainland urban environments. Identification of common wildlife species and discussions of management issues will be covered in the classroom and on a field trip to a local wildlife viewing area. For the field trip you will need: binoculars, lunch, rain gear, sturdy shoes. (0.5 credits)

Apr 27 Wed 1830-2130 2 days BBY CRN 52327
+Sat 1000-1530



ASSOCIATE CERTIFICATE IN FOREST ENGINEERING TECHNOLOGY

604-432-8539 Jim_Rudolph@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca
www.construction.bcit.ca/distance/forest

This program provides individuals with professional development training in many areas of the forest industry. All courses are offered through print-based distance education in which practical, field-based assignments integrate theory with current industry practices. There are no requirements to come to a BCIT campus.

Mandatory Courses (8 credits)

RRET 1105	Maps and Topographic Drawings	2.0
RRET 1160	Business and Technical Communications	3.0
RRET 1301	Fundamentals of Forest Surveying	3.0

Elective Courses (17 credits from the following)

MATH 1043	Analytic Geometry	1.5
PRKS 3302	Safety Program Compliance	2.0
PRKS 3304	Managing Safety Compliance	2.0
PRKS 3306	Parks Safety Program Implementation	2.0
PRKS 3307	WHMIS	2.0
PRKS 3308	Transportation of Dangerous Goods	2.0
RRET 1121	Trigonometry	2.0
RRET 1132	Forest Hydrology	3.0
RRET 1134	Engineering Hydrology	3.0
RRET 2175	Technical Report Writing	3.0
RRET 2183	Analytical Report Writing	3.0
RRET 2271	Soil Mechanics	3.0
RRET 2272	Landslide-Prone Terrain Management	3.0
RRET 2273	Terrain Classification and Mapping	3.0
RRET 2274	Forest Soils	3.0
RRET 2442	Introduction to Harvest Methods	3.0
RRET 3140	Introduction to Aerial Photography	2.0
RRET 3275	Road Construction Techniques in Unstable Terrain	3.0
RRET 3310	Road Construction Practice and Procedures – Part 1	3.0
RRET 3311	Road Construction Practice and Procedures – Part 2	3.0
RRET 3320	Bridge Fundamentals	3.0
RRET 3322	Culvert Maintenance	1.0
RRET 3324	Bridge Maintenance	1.0
RRET 3326	Earth and Rock Structure Maintenance	1.0
RRET 3328	Surface Maintenance	1.0
RRET 4410	Forest Road Deactivation	3.0
RRET 4461	Contract Law and Documents	2.0
TSYH 1120	Technical Math – Part 1	3.0

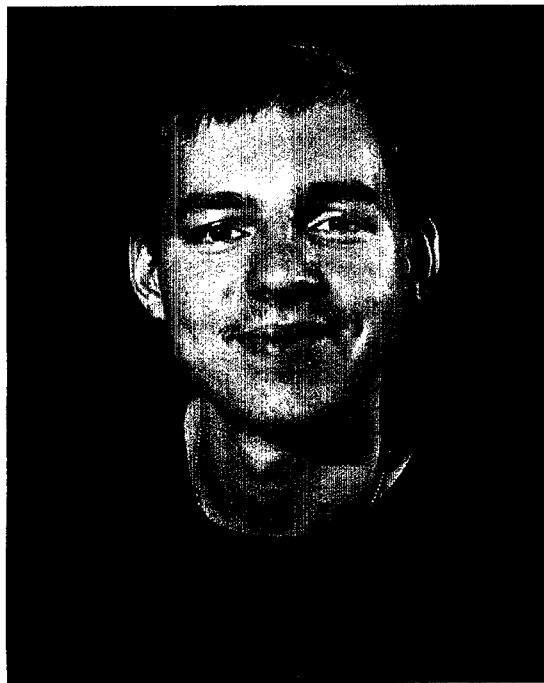
Total Credits Required 25.0

FOREST RESOURCE TECHNICIAN PROGRAM CERTIFICATE OF TECHNOLOGY

604-432-8506 Wayne_Horvath@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca
www.forestry.bcit.ca

This one-year forestry certificate program is offered full time (September–May) at our Burnaby campus, with field labs conducted in various locations throughout North Vancouver and Maple Ridge. This program is designed to provide students with the field skills necessary to work in the forest industry. The program requires a minimum of Grade 10 Math and English (C+ or better) or (PLAR) Prior Learning Assessment and Recognition and is a great starting point for persons interested in working in the field of forestry. Students may apply for individual course credit through Prior Learning Assessment and Recognition (PLAR). For information on the PLAR definition and process visit www.bcit.ca/~plar/default.htm.

Upon completion of the program, the student will be awarded a Certificate of Technology in Forest Resource Technician and may be granted partial credit toward the two-year Forest Ecosystems diploma program at BCIT if desired. Depending on individual skills, it may be possible to gain certification in Chainsaw Falling and Bucking, Waste and Residue Surveys, Level 1 Log Scaling, Bear Aware/WHMIS, Survival First Aid with Transportation Endorsement, 4x4/ATV Safety and Use, Small Boats Operator, Fireline Certification as set out by the British Columbia Ministry of Forests. For further information visit the Forest Resource Technician Program website at www.forestry.bcit.ca.



"My BCIT experience gave me only positive emotions. BCIT provides excellent education and practical knowledge, along with special facilities and a lot of care for its international students."

*Denis Yurin,
Academic Business Program, Russia*

International Programs

604-432-8816 *infoBCIT@bcit.ca*
Ask an Advisor at www.bcit.ca/askanadvisor

The philosophy of BCIT International is to:

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

ACADEMIC BUSINESS PROGRAM (ABP)

ABP is a cooperative training program with term one held at Eurocentres Vancouver and term two held at BCIT.

Regular Program

An eight-month, two-term intensive program. Prerequisite: high school graduation and TOEFL score of 450 or equivalent.

Starts May 16, 2005

Accelerated Program

A six-month, two-term intensive program, designed for those who will study for less than six months and therefore do not need a study permit. Prerequisite: high school graduation and TOEFL score of 480 or equivalent.

Starts June 20, 2005

BUSINESS MANAGEMENT STUDIES – ASSOCIATE CERTIFICATE (BMS)

An eight-month, two-term program. Students who complete BMS and meet necessary language requirements may apply for advanced placement into level two or three of a BCIT full-time business diploma program. Prerequisite: high school graduation and TOEFL score of 513 or equivalent.

Starts May 9, 2005

ENGLISH FOR POLYTECHNIC PREPARATION (EPP)

Taught exclusively by Kester Grant College at International House in Vancouver, EPP prepares students for success in education and careers by developing their study, research, report-writing, presentation, critical thinking, employability and English-language skills. Intensive 30 hours per week. On completion, students may bridge to degree, diploma or certificate programs at BCIT. International House is located at 200-1215 W. Broadway in Vancouver.

Starts every four weeks: May 19, June 16, July 14, August 11.

TECHNICAL COMMUNICATIONS PLUS PROGRAMS

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

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

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

PART-TIME STUDIES COURSES

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

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

INTERNATIONAL STUDENT TUITION FEES

EPP – Application Fee \$250, tuition \$4,400 per term (16 weeks) plus building, student activity and myBCIT ID fees.

Technical Communications Plus Programs – Fees are dependent on course registration.

ABP – Application Fee \$550, Regular Program fee \$10,920 plus building, student activity, registration and myBCIT ID fees. Accelerated Program fee \$9,215 plus building, student activity, registration and myBCIT ID fees.

BMS – Application Fee \$250, tuition \$5,460 per term plus building, student activity, registration and myBCIT ID fees.

Part-time Studies Courses and Distance Education Courses – 2.2 times the published fee plus building, student activity, registration and myBCIT ID fees.

High-Tech Professional Programs – 1.25 times the published fee plus building, student activity, registration and myBCIT ID fees.

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

International Programs Refund Policy

Candidates may obtain a refund of prepaid tuition fees and other charges if they comply with the following conditions: (please refer to the BCIT International application form)

(a) 100% refund – if the Applicant provides BCIT, as soon as possible but no later than the refund deadline for the program, with (i) official documentation from the Canadian immigration authorities indicating its denial* of the Candidate's application for a Study Permit or other applicable approval, and (ii) a letter requesting withdrawal from the program and a refund of any prepaid tuition fees and other charges (less the nonrefundable administration fee), supported by the original letter of acceptance issued by BCIT. *please see item (d)

(b) 85% refund – if the applicant provides BCIT with a letter, at least 31 days prior to the start date of the program, requesting withdrawal from such program and a refund of any prepaid tuition fees and other charges (less the non-refundable administration fee), supported by the original letter of acceptance issued by BCIT.

(c) 50% refund – if the applicant/student provides BCIT with a letter, within 30 days prior to the start date of the program and up to the refund deadline, requesting withdrawal from such program and a refund of any prepaid tuition fees and other charges (less the non-refundable administration fee, supported by the original letter of acceptance issued by BCIT.

(d) No refund

- if applicant withdraws his/her application for a Study Permit from the Canadian Embassy.
- if applicant/student withdraws after the refund deadline date.
- if applicant is denied a Study Permit by the Canadian authorities due to submission of fraudulent documents. This is considered a serious offence.

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. To encourage you to try it out for yourself, we'll enter you in a draw to win one of five Palm Pilots when you register online. Visit www.bcit.ca for more information.



Industry Services

BROADCAST AND MEDIA COMMUNICATIONS

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

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

BUSINESS ADMINISTRATION

Custom workshops are designed to meet specific organizational needs, or standard credit courses can be delivered at an employer's training facility or at a BCIT campus. We train corporate management and staff. Call Chris Gadsby at 604-451-6784 for custom training information. Individual workshops for industry training include:

- Time Management and Productivity Skills
- Training Skills for Trainers
- Motivating Your Staff – A Challenge for Leaders
- Leadership Skills for New Supervisors/Managers
- Getting the Most Out of Interviewing
- Managing Conflict in the Workplace
- Creating a Customer-focused Culture
- Coaching Skills
- Performance Management
- Managing in a Unionized Environment
- Managing Stress in Times of Change
- Dynamic Supervision
- The Role of an Organizational Ombudsperson.

FINANCIAL MANAGEMENT

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

MARKETING MANAGEMENT

Specialized industry training workshops are available and can be specifically designed to meet the needs of your organization. Call 604-432-8572 for details about these workshops:

- Negotiating Skills
- Selling Skills
- Media Relations
- Sales Management
- Public Speaking
- Database Marketing
- Customer Service
- Internet Marketing.

OPERATIONS MANAGEMENT

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

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

Contact Mike Hodges at 604-451-6779 for further information and details.



"BCIT's Part-time Broadcast Journalism Program has opened doors for me that would not have been easy to open without the help of this program. BCIT provides the tools you need to succeed in the industry and gives you the edge and confidence to push ahead and become a successful journalist in a very competitive field. I would highly recommend this program to anyone looking at a career in Broadcast Journalism."

Anu Dawit-Kanna, BCIT Broadcast Journalism part-time student

Academic Business Program (ABP)

See *International*

Broadcast and Media Communications

604-456-8058 *Trudy_Handel@bcit.ca*
604-456-8148 *Dawn_Swift@bcit.ca*

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

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

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

Certificate Programs: Broadcast and Media Communications offers a number of Certificate, Associate Certificate and Industry Partnership Certificate programs. (www.bcit.ca/study)

MANAGEMENT CERTIFICATES: RADIO, TELEVISION, BROADCAST JOURNALISM

The courses required to obtain a Management Certificate in Broadcast and Media Communications are listed here. Students intending to pursue a certificate must choose a specific program (Radio, Television, or Broadcast Journalism). Each program requires 16 or more specific courses. Program and course selection should be done only with the guidance and advice of a program advisor. Each applicant's education plan must be reviewed and approved by the broadcast and media communications associate dean and Part-time Studies coordinator.

Students who have completed a Management Certificate in Broadcast and Media Communications may apply for advanced placement into the second-year day-school courses of their specific program, space permitting. Applicants must successfully complete a four-week day-school practicum from late April through late May prior to entering the second year of their program. All usual application and selection procedures and prerequisites for day school apply. Any students considering advanced placement should consult with the individual day school program head to determine suitability.

Radio Management Certificate

BCST 1033	Preparing for your Business Career
BCST 1101*	Technical Introduction
BCST 1104	Computer Basics for Broadcasting
BCST 1140*	Broadcast Industry Operations
BCST 1143*	The Music Business and the Broadcast Industry
BCST 1144	Writing for the Media
BCST 1145*	Copywriting for Radio
BCST 1147	Broadcast Writing
BCST 1148	Interviewing for Radio/TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151**	Radio and TV Announcing
BCST 1170	Broadcast Journalism Introduction
BCST 2247	Broadcast Writing Advanced
BCST 2251**	Advanced Vocal Development
BLAW 3100	Business Law
MDIA 1100	Introduction to Media Techniques for Business

*Creditable to Radio day-school program

**Creditable to Radio day-school program if both courses taken



Television Management Certificate

BCST 1033	Preparing for your Business Career
BCST 1101*	Technical Introduction
BCST 1104	Computer Basics for Broadcasting
BCST 1133*	Copywriting for TV
BCST 1140*	Broadcast Industry Operations
BCST 1147	Broadcast Writing
BCST 1160	Television Broadcasting and Video Introduction
BCST 1162	Basics of Single Camera Shooting
BCST 1165	Video Editing Workshop
BCST 1180	Introduction to Non-linear Video Editing
BCST 2222*	Theory of Colour TV Systems
BCST 2223*	Television Production Planning
BCST 2247	Broadcast Writing Advanced
BCST 2262	Advanced Single Video Camera Shooting Techniques
BLAW 3100	Business Law
ECON 1150	Economic Issues
MDIA 1100	Introduction to Media Techniques for Business

*Creditable to Television day-school program

Broadcast Journalism Management Certificate

BCST 1033	Preparing for your Business Career
BCST 1104	Computer Basics for Broadcasting
BCST 1140*	Broadcast Industry Operations
BCST 1144	Writing for the Media
BCST 1147	Broadcast Writing
BCST 1148	Interviewing for Radio and TV
BCST 1150	Radio Broadcasting Introduction
BCST 1151	Radio and TV Announcing
BCST 1160	TV Broadcasting and Video Introduction
BCST 1165	Video Editing Workshop
BCST 1170	Broadcast Journalism Introduction
BCST 1172	Investigative Reporting
BCST 2247	Broadcast Writing Advanced
BLAW 3100	Business Law
ECON 1150	Economic Issues
MDIA 1100	Introduction to Media Techniques for Business

*Creditable to Broadcast Journalism day-school program

PROFESSIONAL EDITING ASSOCIATE CERTIFICATE

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

BCST 1033	Preparing for your Business Career
BCST 1101*	Technical Introduction
BCST 1162	Basics of Single Camera Shooting
BCST 1165	Video Editing Workshop
BCST 1180	Introduction to AVID Non-linear Video Editing
BCST 2222**	Theory of Colour Television Systems
BCST 2262	Advanced Single Video Camera Shooting Techniques
BCST 2265	Advanced Editing/Production
BCST 2280	AVID Non-linear Level 2
MDIA 1260	Illustrator PC 1
or	
MDIA 1160	Adobe Illustrator Mac 1
MDIA 1170	Adobe Photoshop PC 1
or	
MDIA 1180	Adobe Photoshop Mac 1
BCST 3000	Practicum – Professional Editing Associate Certificate

*Creditable to Radio and Television day-school programs

**Creditable to Television day-school program

NEW! FilmFLEX

www.filmflex.ca

Second intake for 2005 starts May 15, 2005

If you have a vision but don't know how to "reelize" it, BCIT's new FilmFLEX program could be for you. Do you have an idea for a film or television program you want to produce? Or, do you want to learn more about contemporary production processes? Our FilmFLEX program will teach you the basics of production and post-production using the latest in digital technology, and is ideally suited to those individuals interested in documentary production. You'll also learn about all the business aspects of the film industry – once you have your program completed, this will help you market your vision. Our program is 27 hours per week, 12 months in length. Each student purchases an equipment package, which is theirs to keep as part of their total tuition. Total cost of the program including tuition and equipment package is \$27,500. Applicants should contact Trudy Handel, FilmFLEX coordinator, 604-456-8058, Trudy_Handel@bcit.ca to arrange for an interview. Programs begin May and November 2005.

SEMINARS FOR BROADCAST PROFESSIONALS

EP Scheduling

FILM 1002 \$505
The strip board is how scripts are converted to their elements so they may be scheduled. We will begin with the manual strip board and then jump to computers to the newest scheduling software for the film industry, EP Scheduling. With breakdowns, element identification, stripboards, schedules and reports, and extensive hands-on use, demos, and lectures, you will gain skills transferable to any script. (3 credits)

Apr 16 Sat/Sun 1000-1700 3 wks BBY CRN 55182

EP Budgeting

FILM 1003 \$505
Learn about the latest software for film production. EP Budgeting contains Globals, Fringes, Library, Sets, Location and Multi-currency, and is forward and backward compatible with Movie Magic Budgeting. This course is designed to give you a solid foundation with the various aspects of the software with hands on experience, demos, and lectures so you can budget your film. (3 credits)

May 7 Sat/Sun 1000-1700 3 wks BBY CRN 55183

Production Management

FILM 1004 \$505
The production manager coordinates, facilitates, and supervises the pre-production period, production period and wrap of any film unit both on set and off set. Topics include logistics, children, animals, supervision, ethical behaviour, safety, budget control and supervision. This course is designed to give you knowledge that will transfer to any film. (3 credits)

Jun 4 Sat/Sun 1000-1700 3 wks BBY CRN 55184

Internet Delivery

Call 604-451-6733 to register for Internet courses.
The registration deadline for the April term is Friday, April 8, 2005.
604-456-8148 www.bcit.ca/distance

Internet Course Information

Electronic courses allow you to complete all your course activities online. These can include assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Some courses require in-class or proctored final exams. Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses.

You do not need to have any special computer skills or experience; beginners have been quite successful. Hardware/software: web-enabled computer with a Java-enabled browser, preferably Netscape 4.0 or better. A Windows 95 Pentium with a minimum 28.8 K modem is recommended.

Broadcast and Media Communications

Internet Courses this term:

BCST 2247 Broadcast Writing Advanced
(see course listing for details)

To ensure course materials are received prior to term start, please register at least two weeks prior to the course start date. In order to receive your course materials you must contact the BCIT Bookstore. Course manuals, materials and textbooks are not included in tuition.

For information about Broadcast and Media Communications Internet and correspondence course refunds, please see Regulations and Registration.

Course materials are to be returned to the BCIT Bookstore. Contact the bookstore first to see if you are eligible for a refund. Review the returns policy at www.bcit.ca/bookstore/returns, or contact the bookstore for information.

Internet Access

For all School of Business Internet courses, access is available on the course start date. (Please note: Access will be granted sometime throughout the first day of the course). At time of registration, e-mail address must be supplied by student.

Internet/Correspondence

Re-registration section is reserved only for students who require an extension to complete the course. Re-registration must be in the term immediately following original registration. Note: Re-registration is by the approval of the department and/or the instructor). Contact Dawn Swift, program assistant at 604-456-8148.

For more information on Distance Education and Internet courses, please visit our website at www.bcit.ca/distance, e-mail Dawn_Swift@bcit.ca or phone 604-456-8148.

Broadcast/Film Part-time Studies courses available this term:

Preparing for your Business Career \$505

BCST 1033
Explore employment options in business and develop a skill set to prepare for success in your career. Students will focus on that all-important first impression, presentation, self marketing skills and team building. Traditional, contract, and freelance work/self-employment will be discussed. Industry guest lecturers share their experience. (3 credits)

Apr 18 Mon 1845-2145 12 wks BBY CRN 55180

Radio Promotions

BCST 1050 \$525
Think radio promotions are just movie premieres and bumper stickers? Think it's impossible to get your foot in the door? Welcome to the world of radio promotions from the inside – departmental responsibilities, types of radio promotions, relationship building, event planning, and designing promotions for target listener groups. Students will work on a promotional campaign from proposal to wrap-report. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 54418

Introduction to Digital Audio

BCST 1052 \$455
Gain insight in the exciting world of digital audio. In this practical course students work in studios on a mixing console and PC. Learn voice recording, sound editing and effects and mixing on diverse software packages including Adobe Audition and Pro Tools.



For more information contact the instructor at Erik_Ubels@bcit.ca. (1.5 credits)

Apr 17 Sun 1200-1630 4 wks BBY CRN 55174

Advanced Copywriting for Radio and Agencies

BCST 1053 \$505

Go beyond the basics of ad writing. From concept development, script writing and editing, art direction and nuances of sound, students will gain a practical understanding of the creative side of the ad business and learn to write unique and compelling ads. The class will create ads and explore opportunities within the advertising industry. Prerequisite: BCST 1145. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 55175

Documentary Making for Radio

BCST 1057 \$170

Teaches the fundamentals of radio documentary making. Topics include documentary styles, elements of a documentary, topic selection, markets and equipment. Students will also learn how pitch and sell their ideas. The instructor, Karen Tankard, is an award-winning radio documentary maker in Vancouver. (0.5 credits)

Jun 4 Sat 0900-1700 1 wk DTC CRN 54420

Entertainment Reporting

BCST 1058 \$170

Learn how entertainment reporters do their jobs, from story selection to developing story ideas to story presentation to preparing for celebrity interviews. CBC's Karen Tankard will pass on tips for people wishing to work in one of the most sought-after jobs in broadcasting. Class guests bring years of experience interviewing actors, authors and celebrities. (0.5 credits)

May 21 Sat 0900-1700 1 wk DTC CRN 54421

Ad Writing for Radio and TV

BCST 1059 \$270

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

Jun 14 Tue-Thr 1330-1730 1 wk BBY CRN 54422

Sports Media Relations

BCST 1070 \$525

An inside look at the world of professional sports from a media relations perspective. From writing press releases to holding major press conferences, and everything you need to know if a career in media relations interests



you. Learn important skills including crisis management, relationship building, career networking, event planning and sports publications. (3 credits)

Apr 13 Wed 1800-2100 12 wks DTC CRN 55176

Ethics in Journalism

BCST 1071 \$505

This course will deal with challenging ethical situations which broadcast journalists face every day on the job. Through the use of clips pulled from actual newscasts, group discussion, and role playing, students will gain confidence in knowing what to do when faced with difficult choices. (3 credits)

Apr 12 Tue 1730-2030 12 wks DTC CRN 55177

Technical Introduction

BCST 1101* \$405

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

Apr 13 Wed 1845-2145 12 wks BBY CRN 22835

Computer Basics for Broadcasting

BCST 1104 \$325

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

May 7 Sat 0900-1600 5 wks BBY CRN 23811

Aug 8 Mon-Fri 0900-1600 1 wk BBY 24477

Aug 15 Mon-Fri 0900-1600 1 wk BBY 28325

Business of Broadcast

BCST 1106 \$505

For broadcast freelancers and entrepreneurs, the course is designed to develop and implement a solid business plan, the foundation for every successful business. Areas covered include: business research to find your niche, developing the financial plan, how to run your business, reaching your client and completing the sale. (3 credits)

Apr 12 Tue 1845-2145 12 BBY CRN 54317

Contemporary Issues I

BCST 1112* \$465

Ever wonder why newscasts present certain stories from a particular viewpoint while omitting others? This course will examine the relationship between media and society, trends that are influencing the media and the

Business and Media

role it plays in shaping public opinion. This course will appeal to broadcasters and discerning media watchers. A critical view of the media's presentation of issues is encouraged. This class will rely on passionate discussion, debate and group participation. Creditable to the day-school radio program. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 52639

Copywriting for Television

BCST 1133* \$430

Learn the fundamentals of advertising copywriting for television. Conceptualize and write commercials that will reach your audience, using the television medium effectively. Covers professional techniques for writing television commercials. Study tips, tricks and trade secrets, combined with critiques of student-produced work. Creditable to day-school television program. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 54318

Scriptwriting for Children's and Youth TV

BCST 1136 \$505

Canada is renowned for excellence in children's and youth television. Under the direction of an industry veteran, students will work in teams to develop a children's or youth series from concept to script. The object is for each student to complete a half-hour script. (3 credits)

Apr 13 Wed 1845-2145 12 wks DTC CRN 54320

Broadcast Industry Operations

BCST 1140* \$455

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

Apr 12 Tue 1845-2145 12 wks BBY CRN 20373

Introduction to Broadcast and Media

BCST 1142 \$505

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

Apr 14 Thr 1845-2145 12 wks BBY CRN 29185

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The Music Business and the Broadcast Industry

BCST 1143* \$430

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

Apr 12 Tue 1845-2145 12 wks BBY CRN 20375

Writing for the Media

BCST 1144 \$430

Presents a practical guide to freelance writing of various genres for radio and television, style, market opportunities and methods. This course equips students with the tools they need to enter a newsroom, current affairs unit, or make pitches as a freelancer. (3 credits)

Apr 14 Thr 1830-2130 12 wks DTC CRN 20376

Copywriting for Radio

BCST 1145* \$430

Here's your chance to build radio commercials! Course includes an overview of the history of advertising as well as tips, tricks, and trade illustrations for writing and producing commercials. Because of the hands-on nature of this course, basic word-processing/Internet computer skills are required. Creditable to day-school radio program. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 52619

Art of Promotions and Publicity

BCST 1146 \$455

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

June 6 Mon-Fri 0900-1715 1 wk BBY CRN 52623

Apr 18 Mon 1730-2030 12 wks DTC 25157

Broadcast Writing

BCST 1147 \$455

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

Apr 12 Tue 1830-2130 12 wks BBY CRN 52624

Interviewing for Radio and Television

BCST 1148 \$430

Learn how to interview with confidence. CBC's Karen Tankard helps students enhance on-air performance while learning radio and television interviewing techniques. This course appeals to students and journalists who wish to bring a solid on-air presence to their work. (3 credits)

Apr 18 Mon 1815-2115 12 wks DTC CRN 21376

Radio Broadcasting Introduction

BCST 1150 \$465

Learn radio station and broadcast industry operations, equipment, procedures, on-air operations, commercial production, and other basic elements of radio station life. Students simulate on-air operations, acting in

a variety of positions as part of the on-air team. This is a hands-on course designed for those interested in a career in radio or in finding out more about how radio works. Recommended introductory course. (3 credits)

Apr 18 Mon 1845-2145 12 wks BBY CRN 20378

Apr 14 Thr 1845-2145 12 wks BBY 20379

Radio and TV Announcing

BCST 1151* \$505

This is a fun, fast-paced class where students learn strong vocal and performance skills for radio and television announcing. Teaches students effective verbal communication; essential for successful business communication and self-confidence. Students explore respiratory and vocal anatomy, articulation and vocal exercises and corrective speech therapies. Much practical work is involved. Students should be willing to take risks and perform outside their comfort zones. Creditable to radio day-school program if BCST 2251 is taken as well. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 20380

Apr 12 Tue 1845-2145 12 wks BBY 52625

Music Recording Techniques

BCST 1153 \$615

A "getting started" approach to music recording that looks at sound theory, microphones (design, selection and placement), digital recording systems, recording console, signal processors (equalizers, limiters and compressors), the multi-track recording process and procedures. Lecture and practical demo/hands-on experience most nights of the 12-week course (the exception being a facility tour night). (3 credits)

Apr 14 Thu 1845-2145 12 wks BBY CRN 51265

Radio/TV Announcing Workshop

BCST 1156 \$270

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

May 28 Sat/Sun 0900-1700 1 wk BBY CRN 27515

Digital Audio Workshop

BCST 1159 \$730

This intense workshop exposes students to the world of Pro-Tools digital audio production. Gain hands-on skills in a professional studio, exploring digital editing and mixing techniques through in-class projects.

Marty Taylor brings 17 years of experience as a sound mixer/designer to share his knowledge of the expanding opportunities for high-end digital audio production for radio, TV, the recording industry, Internet, film/video, games, etc. Class meets at Sound Kitchen, #100 - 1682 W. 7th Avenue, Vancouver. (1.5 credits)

Jun 12 Sun 0900-1900 2 wks Off-site CRN 54327

TV Broadcasting and Video Introduction

BCST 1160 \$625

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

Apr 11 Mon 1845-2145 12 wks BBY CRN 20383

Apr 12 Tue 1845-2145 12 wks BBY 20382

Basics of Single Camera Shooting

BCST 1162 \$730

This course will offer the basic knowledge of the professional video camera, lens, shooting, recording,

sound, lighting, video editing and the preliminary fundamentals of ENG/EFP camerawork in news and location production. There will be a hands-on portion to this course. (1.5 credits)

Apr 17 Sun 1200-1630 4 wks BBY CRN 54364

Video Editing Workshop

BCST 1165 \$580

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

Apr 16 Sat/Sun 0900-1700 2 wks BBY CRN 24867

Broadcast Journalism Introduction

BCST 1170 \$505

Working journalists cover all aspects of news operations in the broadcast industry, including basic reporting techniques, writing and presentation of radio and television news, newsroom operations, methods and practices, editing, line-up and content of news stories. Much radio and television news practical work is involved. Spoken and written English requirement. Recommended introductory course. (3 credits)

Apr 13 Wed 1845-2145 12 wks DTC CRN 20388

Apr 14 Thr 1845-2145 12 wks BBY 52626

Sports Broadcasting

BCST 1173 \$525

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

Apr 12 Tue 1910-2210 12 wks DTC CRN 52627

Intro to AVID Non-linear Video Editing

BCST 1180 \$655

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

Apr 30 Sat/Sun 0900-1700 2 wks BBY CRN 25160

Introduction to TV Producing

BCST 1182 \$525

Are you intrigued by the world of television news broadcasting? Your instructor, City TV Producer, Danielle Suter, will explain the inside workings of a newsroom and introduce you to guest lecturers Squire Barnes (Global) and Mark Miller (Discovery Channel). The class will tour the newsroom of City TV. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 54332

Reporting Live for Radio and TV

BCST 1183 \$300

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

applications and to any job in live radio or television.
(1.5 credits)

Apr 16 Sat/Sun 0900-1700 2 days BBY CRN 54333

Effective Media Relations

BCST 1189 \$325

A two-day workshop that introduces the principles of maintaining a sustainable, positive relationship with the media. Each student will create a public relations event, write an effective media release about the event, and then promote the event through role-playing in front of a real TV camera. Highly interactive and fun, the workshop concludes with a Mini Academy Awards for the best TV interview. (1 credit)

May 14 Sat/Sun 0900-1600 1 wk BBY CRN 52628

Jun 4 Sat/Sun 0900-1600 1 wk BBY 52629

Radio Sound Design Level 1

BCST 1256* \$505

If voicing commercials, directing talent, pushing buttons, and putting it all together to make the magic in a radio production recording studio is what you're after, then it starts here. This course takes you through each step of basic sound design in digital commercial production. Through hands-on professional instruction, you'll gain the fundamental knowledge and confidence to produce in professional commercial sound design. Transferable to radio day-school program. (3 credits)

Apr 15 Fri 1845-2145 12 wks BBY CRN 55272

Measuring Media Relations

BCST 1801 \$495

Students learn advanced media relations' skills including the effective use of communications research methods: focus groups, surveys, and in-depth interviews. How to construct key questions and answers critical for developing media research campaigns and analyzing media effects. This course also includes case studies, media research simulations, and a guest lecturer, encouraging critical thinking habits. Students will practice mass communications research methods to identify their crucial role in conceptualizing, coordinating, and evaluating communications. (3 credits)

Apr 12 Tue 1845-2145 12 wks DTC CRN 55271

Effective Crisis Communications for Media Relations

BCST 1802 \$495

A crisis can be a fire, harassment, or even a minor safety incident at the office. An inefficient crisis communications plan can mean the demise of an organization. Students learn beyond the core communications guidelines and tactics, analyzing local and international crisis case studies including their communications plans and messages. Students also identify and discuss effective proactive/reactive communications strategies to predict, prevent, or minimize potential crisis damages. On-camera interview is part of the crisis training. (3 credits)

Apr 14 Thr 1845-2145 12 wks DTC CRN 55270

Theory of Colour TV Systems

BCST 2222* \$450

Introduces the relationship between the human eye, the physics of light, the psychology of the brain and invention of the colour television system. Study the colour television signal path from cameras and lens, through recording formats and methods, measuring and testing equipment, production equipment, through to final display. Acquire a firm understanding of how a television signal is created, saved, manipulated; as well as distribution limitations of the system and latest developments. Prerequisite: BCST 1101. Creditable to television day-school program. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 52630



Business and Media

Television Production Planning

BCST 2223* \$465

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

Apr 14 Thr 1845-2145 12 wks BBY CRN 20374



Broadcast Writing Advanced

BCST 2247 \$455

Advanced training in writing for the broadcast industry. Sharpen your skills in effective news and information writing through practice and feedback. Work with a variety of complex information sources to produce clear, concise and thorough stories. Fluency in written English is essential. Prerequisite: BCST 1147. (3 credits)

Apr 11 Mon 12 wks Internet CRN 54343

Advanced Vocal Development

BCST 2251* \$430

What makes some voices so captivating? Learn to make the most of your presentation and expression. This hands-on vocal and movement course gives you a much better understanding of your voice and its potential through personal exploration and discovery exercises. Actors, media performers, and anyone committed to improving their presentation impact should notice a dramatic improvement in their skills. To learn more about the instructor or the Kirsten Linklater text, call

Kevin Ribble at 604-432-8707. Creditable to the day-school radio program if BCST 1151 is taken as well. (3 credits)

Apr 16 Sat 0930-1230 12 wks BBY CRN 27520

Commercial and Animation Voiceover

BCST 2255 \$375

Discover the commercial and animation voiceover industry and where you fit in. During this intense yet fun course, you will explore all aspects of voiceover work in studio. Learn how to prepare for a demo, where to find opportunities, and how to market yourself in the expanding fields of voicing for Internet, new media, commercial, animation and more traditional projects. Students are required to speak with the instructor prior to registration. Please call Dennis O'Neill at 604-432-8414. (1.5 credits)

Apr 23 Sat 1200-1600 4 wks BBY CRN 28778

Radio Sound Design Level II

BCST 2256* \$505

Take your knowledge and skills to the next level, working on professional radio sound design. This course will show you how to produce specialized audio projects for radio and commercial recording situations. You'll also find out where to apply your skills – freelancing and marketing yourself with professional demos. With many hours in-studio, you will have proficient knowledge of working in radio production, and within the world of sound design. Prerequisite: BCST 1256. Transferable to radio day-school program. (3 credits)

Jul 11 Mon-Fri 0900-1715 1 wk BBY CRN 55273

BC Instructor Diploma Program



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This program is for experienced professionals, trades people and specialists who are looking for the skills needed to instruct in education, industry and the community.

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www.instructordiploma.com
or contact Provincial Instructor Diploma Program
604.871.7510

VCC's School of Instructor Education offers these courses in your area in cooperation with BCIT





Advanced Single Video Camera Shooting Techniques

BCST 2262 \$370
Introduces the advanced principles and operation of the video camera lens, camera controls, shooting, recording sounds, lighting, composition and sequencing. Students build on skills learned in the basic course, BCST 1162, to capture professional images and sound. Advanced lighting techniques are explored in a team-oriented atmosphere where creativity is fostered. There is considerable hands-on experience working with cameras. Prerequisite: BCST 1162. (1.5 credits)
May 15 Sun 1200-1630 4 wks BBY CRN 52632

Advanced Editing/Production

BCST 2265 \$345
Deals with the structure and composition of edited video segments for television, professional or personal use. Focuses on the assimilation of videotaped material, interview sound bites, background music, and written narration. Prerequisite: BCST 1165 or intermediate editing skills. The ability to work with a partner or in a group is mandatory. (1.5 credits)
May 7 Sat/Sun 0900-1700 1 wk BBY CRN 27521

AVID Non-linear Level 2

BCST 2280 \$760
Teaches importing and exporting graphics, advanced effects, layering techniques and online and audio post preparation. Hands-on AVID time is maximized for additional practice of editing techniques, and includes class review and critiques of cuts. Prerequisite: BCST 1180. (3 credits)
May 28 Sat/Sun 0900-1700 2 wks BBY CRN 51028

Practicum Professional Editing Associate Certificate

BCST 3000 \$430
Through cooperation with the Vancouver production community, students benefit from experiential paths which enable them to sample parts of production planning, execution and post production. (3 credits)
Apr 18 Mon 12 wks Off-site CRN 53510

Film Industry Orientation

FILM 1001 \$245
This industry-sponsored course offers a basic understanding of work in BC's film industry. Learn the crafts and trades involved for on-set production of television series, movies of the week and feature films. Covers the film production process, union and guild jurisdictions, the nature of the workplace, expectations of workers, set etiquette, basic equipment, terminology, safety and WHMIS certification. (1 credit)
Apr 23 Sat/Sun 0900-1700 2 days BBY CRN 28739

Film for Beginners

FILM 1101 \$610
Covers basic cinematography through equipment operation, scripting, filming techniques and basic editing. Provides an excellent foundation for people considering work in film production, and gives students an understanding of the expanding opportunities in the motion picture industry and the skills required for success. (3 credits)
Apr 13 Wed 1845-2145 12 wks BBY CRN 28743
*Creditable to specific day school programs. See course descriptions for details.

Business Administration

PROFESSIONAL MANAGEMENT SERIES SEMINARS AND WORKSHOPS

These non-credit seminars and workshops provide participants with management and leadership skills training in one- and two-day formats. All sessions focus on employee development. These workshops are presented by professionals in the respective fields and provide a high quality learning experience.

All seminars and workshops will be held at BCIT's Downtown Campus at 555 Seymour Street in Vancouver, unless otherwise noted. Workshops can be customized and delivered on site if desired. Prices include GST. For more information, contact:
Registration/Information: 604-434-1610
Part-time Studies and Industry Training
604-451-6784 Chris_Gadsby@bcit.ca
Jean Covell, program assistant, Part-time Studies
604-432-8860 Jean_Covell@bcit.ca

Leadership Skills for New Supervisors/Managers

BTCW 0102 \$395
In today's demanding work environment, learning by trial and error is neither acceptable nor affordable. New managers must try to avoid any pitfalls before they occur. This two-day workshop focuses on handling the situations and problems that are unique and/or crucial to the early success of managers and supervisors.
May 11 Wed/Thu 0830-1630 2 days DTC CRN 23689

Time Management and Productivity Skills

BTCW 0106 \$395
Teaches the vital difference between being effective and being efficient, and the keys to achieving both. Topics include principles of organization, goal-setting skills, managing multiple priorities, the keys to scheduling for balance and flexibility.
May 24 Tue/Wed 0830-1630 2 days DTC CRN 23687
Jul 18 Mon/Tue 0830-1630 2 days DTC 29865

Training Skills for Trainers

BTCW 0117 \$395
Covers all aspects of training, with an emphasis on facilitation skills. Topics include learning to pinpoint training needs, principles of effective course design for effective skill transfer, importance of learner motivation and how to develop it, key principles of adult learning, presentation skills, and significance of group involvement.
May 31 Tue/Wed 0830-1630 2 days DTC CRN 23686

Managing Conflict in the Workplace

BTCW 0137 \$395
No longer can organizations afford the cost of ignoring conflict in the workplace. They must recognize the profitability of an effectively functioning environment. Explore what creates conflict, the advantages of dealing with conflict and the consequences of ignoring it. Understand the costs of conflict and the fundamentals of dealing with conflict. Learn the principles of an effective collaborative conflict resolution model.
May 4 Wed/Thu 0830-1630 2 days DTC CRN 50994

Creating a Customer Focused Culture

BTCW 0138 \$250
Improve profitability through an effective customer-focused strategy. Topics include understanding customer trends, surveying customers, dealing with internal customers, ideal customer relationships, communication skills, customer-focused vs. customer service and more.
May 3 Tue 0830-1630 1 day DTC CRN 51003

The Role of an Organizational Ombudsman

BTCW 0141 \$395
This workshop will teach the role of an organizational ombudsman, the types of issues handled, the skills you require to function in this role, how the ombudsman interfaces with human resources and the benefits of having an ombudsman in your organization. This workshop is suitable for human resources practitioners and managers who wish to become aware of this mechanism and assess whether it can be of benefit to the organization.
Jul 7 Thu/Fri 0830-1630 2 days DTC CRN 55159

Dynamic Supervision

BTCW 0145 \$395
This two-day workshop integrates skill development in planning, operations, customer service, personnel management and training with soft-skill training involving time management, problem solving, communications, change, conflict resolution and motivation. Designed for any manager or would-be manager who wishes to upgrade skills in this area.
Apr 20 Wed/Thu 0830-1630 2 days DTC CRN 55160

Motivating Your Staff

BUSA 0102 \$250
Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos and case studies, participants will: review different forms of employee involvement that inspire employee motivation; understand how to empower and involve employees to improve organizational decision making; learn a model to identify optimal levels of employee involvement; learn strategies to overcome potential problems with group decision-making; understand the role of leader and of manager in an organization; and determine what changes are required in their management approach to increase employee motivation and commitment.
May 10 Tue 0830-1630 1 day DTC CRN 26295

Business Administration

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

This set of management courses prepares students to deal with hands-on decisions in today's rapidly changing business and public sector organizations. The associate certificate and certificate programs are aimed at both existing and potential managers wishing to develop critical skills fundamental for success in contemporary organizations, including problem solving, teamwork, analytical thinking, conflict resolution, applied law and economics, and electronic commerce. Part-time Studies courses are offered at our Downtown, Burnaby, Surrey and BCIT Marine Campus locations in a variety of formats. Look for them in the course descriptions that follow. All instructors are experienced professionals and experts in their fields.

BCIT's cancellation policy will provide two business days' notice of a course being cancelled. Please register early to try to avoid cancellation of courses.

ASSOCIATE CERTIFICATE PROGRAMS

Important note: Some associate certificate programs feature classroom core courses in specific terms (F= fall term, W= winter term, S=spring term). Please plan your program accordingly.

E-BUSINESS (A.C.E.B.) Now industry-approved!

This associate certificate program examines the impact of e-business technologies on business. Students will examine this rapidly expanding and changing area by studying the global impact of technology and business applications. The eight courses provide students with the knowledge, context and analytical insights that prepare them for planning, implementing and managing business using information technology and the Internet. This program is designed to benefit managers and business generalists who endeavour to enhance their knowledge of Internet and e-business issues and technologies to better prepare for managing in the digital economy.

Students should have experience with web browsers, word processors, presentation software and spreadsheets. The BCIT Associate Certificate in E-business (ACEB) is now recognized by the International Internet Marketing Association (IIMA). Graduates of the program may



now gain a recognized accreditation from the IIMA — Certified Internet Marketing and Business Strategist (CIMBS). CIMBS is the professional designation accredited to qualified Internet marketers and business strategists. For more information, visit www.iimaonline.org/cimbs.html.

This program can now be completed online.

Individuals who wish to develop the technical skills that will allow them to lead the development of web-enabled business projects should refer to Computing and Information Technology.

Required courses	Credits
BLAW 3205 Internet Law	3.0
BUSA 1005 Introduction to Business	3.0
BUSA 3455 Introduction to E-business	3.0
BUSA 3465 E-business Systems	3.0
BUSA 3475 Case Studies in E-business	3.0
BUSA 3485 Online Business Management	3.0
BUSA 3495 Customer Relationship Management	3.0
BUSA 3695 Knowledge Management	3.0
Total credits	24.0

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

This associate certificate program provides students with the skills necessary to function successfully as managers in the dramatically changing global economy. Course areas include International Law, Economics, and Intercultural Management.

1. Required courses	Credits
BLAW 3425 International Law (F) (S)	3.0
BUSA 3455 Introduction to E-business (F) (W)	3.0
HRMG 3765 Intercultural Management 1(F)	3.0
HRMG 3775 Intercultural Management 2	3.0
MKTG 2325 Marketing Globally	3.0
TDMT 1104 International Trade 1	3.0
and	
ECON 1150 Economic Issues	3.0
or	
ECON 2200 Macroeconomics	4.0
2. 3.0 credits from these electives:	Credits
BLAW 3205 Internet Law	3.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 3005 Strategic Business Planning	3.0
TDMT 2204 International Trade 2	3.0
Total credits	24.0

LEADERSHIP (A.C.L.)

In today's business environment, success is dependent on leadership skills at all levels in the organization. Today's leaders must be able to bring people together to accomplish the extraordinary. They are not necessarily found in the formal structure of an organization, but may emerge from anywhere within the organization. Excellent leaders foster high performance in their staff teams with the intent of realizing mutual goals while pursuing continuous improvement and development.

1. Required courses (20.0 credits)	Credits
BUSA 3105 Leadership 1	3.0
BUSA 3155 Leadership 2	3.0
BUSA 3165 Leadership 2000	3.0
HRMG 3105 Introduction to Human Resource Management	4.0
ORGB 1105 Organizational Behaviour	4.0
ORGB 2605 Managing Organizational Change 1	3.0
2. 6.0 credits from these electives:	Credits
BUSA 1305 Supervisory Skills	3.0
BUSA 2005 Management	4.0
BUSA 2205 Entrepreneurial Management	3.0
BUSA 2705 Teamwork Skills	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3405 Problem Solving/Decision Making	3.0

HRMG 3155 Enhancing People Skills	3.0
HRMG 3205 Labour Relations 1	3.0
Total credits	26.0

MEDIATION (A.C.M.)

Three courses are now approved by the Justice Institute; see credit transferability section on page 22.

The Associate Certificate in Mediation emphasizes alternate dispute resolution. Develop key skills required to manage various types of disputes in the business workplace.

1. Required courses	Credits
BLAW 3100 Business Law	4.0
BLAW 3805 Human Rights and the Law	3.0
BUSA 1005 Introduction to Business	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3300 Mediation Skills	3.0
BUSA 3355 Arbitration Skills	3.0
BUSA 3385 Mediation Skills Role Play Practicum (S)	3.0
HRMG 3105 Intro to Human Resource Management	4.0
Total credits	26.0

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

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

1. Required courses	Credits
BUSA 2815 Relational Skills for High Performance	3.0
BUSA 2905 Managing Conflict in the Workplace	3.0
BUSA 3165 Leadership 2000	3.0
ORGB 2455 Selling Organizational Change	3.0
ORGB 2605 Managing Organizational Change 1	3.0
ORGB 2615 Managing Organizational Change 2	3.0
2. Two of the following:	Credits
BUSA 2685 Communication Skills for Individuals and Groups	3.0
BUSA 2705 Teamwork Skills	3.0
HRMG 3315 Human Resource Measurement	3.0
HRMG 4145 Human Resource Management Systems	3.0
HRMG 4605 Human Resource Planning	3.0
Total credits	24.0

MANAGEMENT CERTIFICATE IN E-BUSINESS (C.E.B)

We have expanded our new Associate Certificate in E-business to a full management certificate which offers expanded skill development in website design, applied Internet technology and business strategy. Designed for business generalists who wish to develop a working knowledge of e-business, this exciting state-of-the-art program is taught by professionals and prepares graduates for the dynamic world of electronic business.

1. Required courses	Credits
BLAW 3100 Business Law	4.0
BLAW 3205 Internet Law	3.0
BUSA 1005 Introduction to Business	3.0
BUSA 2005 Management	4.0
BUSA 3455 Introduction to E-business	3.0
BUSA 3475 Case Studies in E-business	3.0
BUSA 3485 Online Business Management	3.0
BUSA 3495 Customer Relationship Management	3.0
BUSA 3695 Knowledge Management	3.0
2. Minimum of 3.0 credits from these electives:	Credits
BUSA 3465 E-business Systems	3.0
ECON 1150 Economic Issues	3.0

ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0

3. 9.0 credits from these electives: Credits

MKTG 1102 Essentials of Marketing	3.0
MKTG 3421 Strategic Corporate Communications	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 3125 Facility Management Using the Internet	3.0
ORGB 2605 Managing Organizational Change 1	3.0
BUSA 3005 Strategic Business Planning	3.0

4. 6.0 credits from these electives: Credits

FMGT 2710 Computerized Accounting	2.0
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 2661 Computer Applications 3 (Databases)	3.0
Total credits	47.0

MANAGEMENT CERTIFICATE IN MANAGEMENT SYSTEMS (C.M.S.)

This credential offers an integrated overview of the key skills for management success in the workplace. Students who complete any of our associate certificates can use their credits towards this management certificate. Core requirements are enhanced by a broad range of contemporary courses.

Well respected by industry, graduates of this program occupy positions of varying responsibility in their organizations.

Now this certificate can be completed online.

1. Required Courses: Credits

BLAW 3100 Business Law	4.0
BUSA 1005 Introduction to Business	3.0
BUSA 2005 Management	4.0
FMGT 1152 Accounting for the Manager	3.0
ORGB 1105 Organizational Behaviour	4.0

2. Complete a minimum of 3.0 credits from the following list of electives: Credits

ECON 1150 Economic Issues	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0

3. Complete 12.0 credits from the following list of electives: Credits

BLAW 3205 Internet Law	3.0
BUSA 2705 Teamwork Skills	3.0
BUSA 3005 Strategic Business Planning	3.0
BUSA 3405 Problem Solving/Decision Making	3.0
BUSA 3455 Introduction to E-business	3.0
HRMG 3105 Introduction To Human Resource Management	4.0
HRMG 3205 Labour Relations 1	3.0
HRMG 3255 Labour Relations 2	3.0
MKTG 1102 Essentials of Marketing	3.0
ORGB 2505 Interpersonal Skills	3.0

4. Complete 3.0 credits from the following list of electives: Credits

FMGT 2710 Computerized Accounting	2.0
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 2661 Computer Applications 3 (Databases)	3.0

continued next page



5. Complete 9.0 credits from the following list of electives:		Credits
BLAW 3205	Internet Law	3.0
BLAW 3425	International Law	3.0
BLAW 3805	Human Rights and the Law	3.0
BUSA 1305	Supervisory Skills	3.0
BUSA 2205	Entrepreneurial Management	3.0
BUSA 2685	Communication Skills for Individuals and Groups	3.0
BUSA 2705	Teamwork Skills	3.0
BUSA 2815	Relational Skills for High Performance	3.0
BUSA 2905	Managing Conflict in the Workplace	3.0
BUSA 3005	Strategic Business Planning	3.0
BUSA 3015	Negotiation Skills	3.0
BUSA 3105	Leadership 1	3.0
BUSA 3155	Leadership 2	3.0
BUSA 3165	Leadership 2000	3.0
BUSA 3205	Business Ethics for the Global Manager	3.0
BUSA 3300	Mediation Skills	3.0
BUSA 3355	Arbitration Skills	3.0
BUSA 3405	Problem Solving/Decision Making	3.0
BUSA 3445	Internet Basics	3.0
BUSA 3455	Introduction to E-business	3.0
BUSA 3465	E-business Systems	3.0
BUSA 3485	Online Business Management	3.0
BUSA 3695	Knowledge Management	3.0
ECON 3305	International Economics	3.5
HRMG 2215	Managing your Career	3.0
HRMG 2805	Occupational Health and Safety	3.0
HRMG 3105	Introduction To Human Resource Management	4.0
HRMG 3155	Enhancing People Skills	3.0
HRMG 3170	Human Resource Dynamics Workshop	3.0
HRMG 3205	Labour Relations 1	3.0
HRMG 3255	Labour Relations 2	3.0
HRMG 3305	Recruitment and Selection	4.0
HRMG 3315	Human Resource Measurement	3.0
HRMG 3505	Training Techniques	3.0
HRMG 3705	Counselling Skills	3.0
HRMG 3765	Intercultural Management I	3.0
HRMG 3775	Intercultural Management II	3.0
HRMG 4145	Human Resource Management Systems	3.0
HRMG 4415	Strategic Performance Management	3.0
HRMG 4605	Human Resource Planning	3.0
MKTG 1324	Small Business Development	3.0
OPMT 1117	Basic Quantitative Techniques in Administration	3.0
OPMT 1197	Statistics for Business and Industry	4.5
ORGB 1105	Organizational Behaviour	4.0
ORGB 2455	Selling Organizational Change	3.0
ORGB 2505	Interpersonal Skills	3.0
ORGB 2605	Managing Organizational Change 1	3.0
Total Credits:		45.0

MANAGEMENT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

The Human Resource programs at BCIT are highly regarded by industry. This management certificate offers contemporary courses covering a number of specific areas of study to provide an introduction to this expanding field. Students who hold any one of our associate certificates may use those credits towards this credential. For many students, this credential may satisfy their career requirements. If, however, students wish to advance to more senior levels in HR, they should consider the senior certificate which prepares students for the CHRP exam. (See following.)

1. Required courses	Credits	
BLAW 3100	Business Law	4.0
BUSA 1005	Introduction to Business	3.0
BUSA 2005	Management	4.0
FMGT 1152	Accounting for the Manager	3.0

HRMG 3105	Introduction to Human Resource Management	4.0
ORGB 1105	Organizational Behaviour	4.0
2. Minimum of 3.0 credits from these:	Credits	
ECON 1150	Economic Issues	3.0
ECON 2100	Microeconomics	3.0
ECON 2200	Macroeconomics	4.0
3. 12.0 credits from these electives:	Credits	
BLAW 3805	Human Rights and the Law	3.0
BUSA 2705	Teamwork Skills	3.0
BUSA 3005	Strategic Business Planning	3.0
BUSA 3455	Introduction to E-business	3.0
BUSA 6800	Strategic Management	4.0
HRMG 2805	Occupational Health and Safety	3.0
HRMG 3205	Labour Relations 1	3.0
HRMG 3255	Labour Relations 2	3.0
HRMG 3305	Recruitment and Selection	4.0
HRMG 3315	Human Resource Measurement	3.0
HRMG 3505	Training Techniques	3.0
HRMG 4145	Human Resource Management Systems	3.0
HRMG 4405	Salary Administration	3.0
HRMG 4605	Human Resource Planning	3.0
ORGB 2505	Interpersonal Skills	3.0
4. 3.0 credits from these electives:	Credits	
FMGT 2710	Computerized Accounting	2.0
OPMT 1600	Computer Applications 1	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
OPMT 2661	Computer Applications 3 (Databases)	3.0
5. 6.0 credits from these electives:	Credits	
BLAW 3205	Internet Law	3.0
BUSA 1305	Supervisory Skills	3.0
BUSA 2205	Entrepreneurial Management	3.0
BUSA 2605	Decision Support	5.5
BUSA 2685	Communication Skills for Individuals and Groups	3.0
BUSA 2705	Teamwork Skills	3.0
BUSA 2905	Managing Conflict in the Workplace	3.0
BUSA 2815	Relational Practice	3.0
BUSA 3015	Negotiation Skills	3.0
BUSA 3105	Leadership 1	3.0
BUSA 3155	Leadership 2	3.0
BUSA 3165	Leadership 2000	3.0
BUSA 3205	Business Ethics for the Global Manager	3.0
BUSA 3300	Mediation Skills	3.0
BUSA 3355	Arbitrating Skills	3.0
HRMG 3155	Enhancing People Skills	3.0
HRMG 3505	Training Techniques	3.0
HRMG 3170	Human Resource Dynamics Workshop	3.0
HRMG 3705	Counselling Skills	3.0
HRMG 3765	Intercultural Management	3.0
MKTG 1102	Essentials of Marketing	3.0
OPMT 1117	Basic Quantitative Techniques in Administration	3.0
OPMT 1197	Statistics for Business and Industry	4.5
ORGB 2605	Managing Organizational Change 1	3.0
Total credits		46.0

Electives should be chosen to complement career goals.

For information on all associate certificates, certificates or a Diploma in Management Systems, contact Jean Covell at 604-432-8860 or Jean_Covell@bcit.ca or Chris Gadsby at 604-451-6784 or Chris_Gadsby@bcit.ca. Students considering a Senior Certificate in Human Resource Management must consult with the day-school program head, Eileen Stewart, at 604-432-8492 or Eileen_Stewart@bcit.ca.

Important note: Associate certificates are available in E-commerce, International Management, Leadership, Mediation and Organizational Change.

Management Certificates are available in Management Systems, Human Resource Management and E-commerce.

A Diploma in Management Systems requires the program head's advance approval.

For diploma information, please contact Chris Gadsby, program head, at 604-451-6784 or e-mail Chris_Gadsby@bcit.ca.

You can find more information about occupational health and safety courses at www.bcit.ca/health/ochs or www.bcit.ca/study/programs/6850cert.

Prepare for the CHRP designation

– enrol in the Senior Certificate in HR today

People who have career goals which include the CHRP (Certified Human Resources Professional) designation need to be aware that changes to the granting of the designation occurred in 2003. Since March 2003, the designation must be earned through a national examination-based process. Individuals with a Diploma of Technology (full-time program) will be well-equipped to successfully complete the knowledge portion of the exam. Individuals who are studying on a part-time basis would require (as a minimum) the course work contained in the senior certificate program to help prepare them for the knowledge portion of the exam.

Disclaimer: Neither of these programs guarantees that students will successfully pass the national exam.

A Senior Management Certificate in Human Resources requires the completion of the following courses after you have completed the Management Certificate in Human Resources:

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

Total credits **46.5**

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

Credit Transferability

Graduates of the Management Skills for Supervisors, Leadership, or Business Leadership and Management programs at Vancouver Community College may apply for advance credit towards a certificate, diploma or degree track program at BCIT.

Students who complete the Associate Certificate in Mediation will receive credit for three courses toward the Certificate in Conflict Resolution at the Justice Institute.

Justice Institute graduates of the Foundations of Effective Management program will receive 10 course credits at BCIT.

For details, please contact Program Advising at 604-434-1610.



Business Administration and Human Resources Post-diploma Programs

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

POST-DIPLOMA IN BUSINESS ADMINISTRATION

Bill Hooker, program head Bill_Hooker@bcit.ca

Program length: One academic year with degree or diploma.

POST-DIPLOMA IN HUMAN RESOURCE MANAGEMENT

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

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

Direct Entry to Second Year

Direct entry to second year is open, on a limited basis, to those having completed the equivalent of the first year of the diploma program at BCIT or elsewhere. Program requirements vary depending upon student background. For more information please contact the department administrative assistant at 604-451-7019 or e-mail Liz_Moran@bcit.ca.

Part-time Studies Distance Education

604-451-7134 Wendy_Lee@bcit.ca
604-451-6733 to register www.bcit.ca/distance

To ensure course materials are received prior to term start, please register at least two weeks prior to start. Course and tutor information will be sent to you by email before your course start date. **Please note:** Bookstore now has Distance Education materials for sale.

Online Course Refunds – See Regulations and Registration.

Course materials are to be returned to the BCIT Bookstore. Contact the bookstore first to see if you are eligible for a refund. Review the returns policy at www.bcit.ca/bookstore/returns, or contact the bookstore for information.

Internet Access

For all Business Administration Internet courses, access is available on the course start date. **(Please note:** Access will be granted sometime during the first day of the course.) At time of registration, e-mail address must be supplied by student.

Internet

Distance Education course materials are no longer available automatically ordered when you register for your distance education course. Course manual, materials and textbooks are no longer included in your tuition. In order to receive your course materials you must contact the BCIT Bookstore at:

Phone: 604-432-8379 or toll-free at 1-877-333-8379
Shop online at: www.BCITbookstore.ca
In-person: Burnaby Campus, Building SE2-111

For more information on Distance Education, please visit our website at www.bcit.ca/distance, e-mail Wendy_Lee@bcit.ca or phone 604-451-7134.

Internet courses available this term:

BLAW 3100	Business Law
BLAW 3425	International Law
BUSA 1005	Introduction to Business
BUSA 1305	Supervisory Skills
BUSA 2005	Management
BUSA 2215	Performance Management
BUSA 3455	Introduction to E-business
BUSA 3465	E-business Systems
BUSA 3485	Online Business Management
BUSA 3495	Customer Relationship Management
BUSA 7250	Management Skills and Applications
ECON 1150	Economic Issues
HRMG 3105	Human Resource Management
HRMG 3315	HR Measurement
ORGB 1105	Organizational Behaviour
ORGB 2455	Selling Organizational Change
ORGB 2615	Managing Change 2

Watch for the computer icon in the course listings for this term's online offerings.

Internet Course Information

Please note: Distance Education courses are not "work at your own pace." Please contact your instructor during the first week of classes. Electronic courses allow you to complete most of your course activities online* (*some exceptions), including assignments, quizzes, exams, cases, team discussions and projects, class discussions and presentations. Help is provided to learn how to complete these activities. You need to be able to connect to the Internet to take these courses. If you are able to create/save MS Word documents and know how to e-mail, with attachments, you will not need to have any other special computer skills (unless specified by a prerequisite or notation in course description); beginners have been quite successful. Hardware/ Software: web-enabled computer with a Java-enabled browser; for the current version of WebCT the support browsers are: Netscape 4.76, 4.77, 6.2.1, 6.2.2, and 6.2.3 (PC and Mac), Internet Explorer 5.0 to 6.0, except 5.5 Service Pack 1 (PC), Internet Explorer 5.0 and 5.1 (Mac OS 9.x), Internet Explorer 5.1 (Mac OS 10.1), Internet Explorer 6.0, Internet Explorer 6.0 Service Pack 1, AOL 7.0 (PC and Mac).

Do not use: Internet Explorer Version 5.5 Service Pack 1.

The minimum system requirements for using WebCT as a student are the following:

PC

- Processor: Pentium 75
- Modem: 56 K
- Memory: 32 MB
- Hard Drive: at least 50 MB of free space*

or

Mac

- Platform: OS 8.6 or higher
- CPU: Power PC
- Memory: 32 MB of RAM
- Modem: 56 Kb.

Some courses require in-class or proctored final exams.

Note: Some courses are only offered in specific terms. Please check the course schedule.

(T) = transferable to day-school diploma program.



Business Law (T)

BLAW 3100 \$575

A practical study of Canadian business law, including the legal and administrative systems, torts, contracts, sale of goods and consumer protection, secured transactions, employment, agency and business organizations. Participation in this course, taught by lawyers, prepares you to recognize and feel comfortable with legal aspects of doing business. (4 credits)

Apr 25	Mon/Wed	1830-2200	8 wks	BBY	CRN	21177
Apr 27	Mon/Wed	1730-2100	8 wks	DTC		21178
Apr 26	Tue/Thr	1830-2200	8 wks	BBY		21179
Apr 26	Tue/Thr	1730-2100	8 wks	DTC		21180
May 31	Tue/Thr	0900-1230	8 wks	BBY		21182
May 30	Mon/Wed	1330-1700	8 wks	BBY		21183
Apr 30	Sat	0900-1700	8 wks	DTC		25944
Jun 3	Fri	0900-1700	8 wks	BBY		25945
Apr 18			13 wks	Internet		27456
Apr 18			13 wks	Internet		54914
Apr 18			13 wks	Internet		54915



International Law

BLAW 3425 \$395

Explores the law and practice surrounding the international trade in goods and technology transfer and looks at international organizations and agreements such as WTO, GATT and NAFTA. Students will develop real knowledge on how to do business in the modern international economy from a Canadian perspective. (3 credits)

Apr 18			12 wks	Internet	CRN	28616
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Human Rights and the Law

BLAW 3805 \$395

Designed to provide an in-depth study and analysis of the BC Human Rights Code and Regulations. Covers the different aspects of our provincial human rights legislation in a practical and policy-oriented manner. Taught by lawyers, this course offers students the opportunity to explore real-life human rights issues. (3 credits)

Apr 12	Tue	1845-2145	12 wks	BBY	CRN	25951
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Introduction to Business (T)

BUSA 1005 \$395

Introduces the external forces in the business environment and the resulting implications for organizations. Examines the place of business in BC and Canada. Focus is on the issues arising from government policies, economics, ethics, social environment, forms of businesses and the basic components of business operations. (3 credits)

Apr 11	Mon	1845-2145	12 wks	BBY	CRN	23442
Apr 12	Tue	1730-2030	12 wks	DTC		23443
May 30	Mon-Fri	0900-1700	1 wk	DTC		23446
Apr 13	Wed	1900-2200	12 wks	SRY		50988
May 7	Sat	0900-1700	5 wks	DTC		29786
Apr 18			12 wks	Internet		25983



Supervisory Skills

BUSA 1305 \$395

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

Apr 13	Wed	1900-2200	12 wks	SRY	CRN	21109
Apr 12	Tue	1845-2145	12 wks	BBY		21107
Apr 25	Mon-Fri	0900-1700	1 wk	DTC		26366
Apr 18			12 wks	Internet		54917
Apr 18			12 wks	Internet		29788



Management (T)

BUSA 2005

\$495

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

Apr 11	Mon	1730-2100	13 wks	DTC	CRN 51266
Apr 13	Wed	1730-2100	13 wks	DTC	23448
Apr 14	Thr	1830-2130	15 wks	BBY	23449
Apr 30	Sat	0900-1700	7 wks	BBY	23451
May 3	Tue/Thr	1830-2200	7 wks	SRY	23452
Apr 18			13 wks	Internet	54918
Apr 18			13 wks	Internet	26294



Performance Management

BUSA 2215

\$395

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

Apr 18			12 wks	Internet	CRN 50805
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Communication Skills

BUSA 2685

\$395

Employers are seeking personnel at all levels in the organization who have the demonstrated ability to communicate well, promoting understanding and support in our working relationships. Provides a strong foundation for the required basic skills and promotes the development of more advanced skills for continued success. (3 credits)

Apr 13	Wed	1730-2030	12 wks	DTC	CRN 29793
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Teamwork Skills

BUSA 2705

\$395

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

Apr 14	Thr	1845-2145	12 wks	BBY	CRN 29873
Apr 23	Sat	0900-1700	5 wks	DTC	26476
Jun 13	Mon-Fri	0900-1700	1 wk	DTC	50987

Strategic Business Planning

BUSA 3005

\$395

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

Apr 12	Tue	1730-2030	12 wks	DTC	CRN 23454
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Negotiation Skills

BUSA 3015

\$395

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

Apr 11	Mon	1730-2030	12 wks	DTC	CRN 28685
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Complete two leadership courses in 10 weeks!
Join us on Saturdays this Spring:

Leadership 1

BUSA 3105

\$395

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

Apr 11	Mon	1845-2145	12 wks	BBY	CRN 25432
Apr 16	Sat	0900-1700	5 wks	DTC	26149

Leadership 2

BUSA 3155

\$395

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

May 28	Sat	0900-1700	5 wks	DTC	CRN 27339
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Leadership 2000

BUSA 3165

\$395

Provides the skills required in organizations that are fostering a collaborative environment. Gives managers, supervisors, team leaders and individual contributors the skills they need to successfully interact with others and assist their organization in realizing their organizational goals while pursuing continuous improvement and development. (3 credits)

Apr 13	Wed	1845-2145	12 wks	BBY	CRN 26152
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Mediation Skills

BUSA 3300

\$395

Provides a hands-on opportunity to develop, measure and test mediation skills in a number of trial runs. Taught by mediators in private practice, provides the student with the knowledge of mediation as it applies in an organizational setting. Learn all aspects of mediation practice, including effective communication within the mediation room and in collaboration and with other experts. (3 credits)

Apr 13	Wed	1730-2030	12 wks	DTC	CRN 27340
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Mediation Skills Role Play Practicum

BUSA 3385

\$395

Provides a hands-on opportunity to act in a variety of workplace (role play) situations in the capacity of the mediator, party to a dispute and observer, providing effective and appropriate feedback. Instruction will be provided by mediators and business professionals who act as mediators. Prerequisites: all other courses in A.C.M. program.

May 9	Mon-Fri	0900-1700	1 wk	DTC	CRN 50954
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Introduction to E-business

BUSA 3455

\$395

Understand the role e-business plays in today's companies. Gain an overview of all aspects of e-business including business-to-consumer and business-to-business commerce, privacy and security, intellectual property, public policy, mobile commerce, Internet marketing, planning and measuring for success.

Note: same text is used for BUSA 3455, BUSA 3465, BUSA 3475, BUSA 3485 and BUSA 3495.

Apr 18			12 wks	Internet	CRN 28618
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E-business Systems

BUSA 3465

\$395

This course examines the impact of new technologies on business organizations as they transition to e-business. The dramatic impact of these changes will be presented in a computer lab using lectures, individual and team-based research projects. Prerequisite: BUSA 3455. (3 credits)

Apr 18			12 wks	Internet	CRN 28621
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Customer Relationship Management

BUSA 3495

\$395

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

Apr 18			12 wks	Internet	CRN 51270
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Economic Issues

ECON 1150

\$395

A professional economist will help you discover laws of supply and demand, consumer decision making, producer profit maximization, competition and monopoly regulation in microeconomics. Use of fiscal, monetary and exchange rate policy to influence economic growth is also covered. Prerequisite: familiarization with spreadsheets is strongly recommended for those intending to register in the Internet offering. (3 credits)

Apr 12	Tue/Thr	1730-2030	6 wks	DTC	CRN 21201
Apr 13	Wed	1830-2130	12 wks	BBY	21199
Apr 13	Wed	1900-2200	12 wks	SRY	24857
May 24	Tue/Thr	1730-2030	6 wks	DTC	55157
Apr 18			12 wks	Internet	25985

Microeconomics (T)

ECON 2100

\$495

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

Apr 25	Mon/Wed	1730-2030	8 wks	DTC	CRN 21203
Apr 26	Tue/Thr	1730-2130	8 wks	DTC	55156
Apr 27	Wed	1830-2130	15 wks	BBY	21204
Apr 28	Thr	1830-2130	15 wks	BBY	28880
Jun 29	Mon/Wed	0900-1200	8 wks	BBY	50978
Jul 5	Tue/Thr	0900-1200	8 wks	BBY	21209

Macroeconomics (T)

ECON 2200

\$575

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

Apr 25	Mon/Wed	1830-2200	8 wks	BBY	CRN 21212
Apr 26	Tue/Thr	1730-2130	8 wks	DTC	24861
May 25	Mon/Wed	1830-2200	8 wks	BBY	21214
Jun 27	Mon/Wed	0900-1230	8 wks	BBY	28212
Jul 5	Tue/Thr	1730-2130	8 wks	DTC	28211

Career Search Workshop

HRMG 0315

\$355

Students explore and research career options by writing tests, accessing current information and resources and learning how to specify goals to make a career change. Covers interest, aptitude and values clarification and testing, career and educational opportunities, decision making, and goal setting. Taught by a professional counsellor.

Apr 26	Tue	1800-2100	4 wks	DTC	CRN 23645
May 21	Sat	0900-1200	4 wks	BBY	21129



Human Resource Management (T) HRMG 3105 \$495

This course develops an understanding of the significant human resource management programs and systems utilized in today's business and government organizations. Covers the major human resource management functions with emphasis on practical application of the techniques studied. Prerequisite: ORGB 1105 or permission from the instructor. (4 credits)

Apr 26	Tue/Thr	1730-2030	8 wks	DTC	CRN 21139
Apr 30	Sat	0900-1700	8 wks	DTC	21143
Jun 21	Tue/Thr	0900-1230	7 wks	BBY	21141
Jul 5	Tue/Thr	1730-2030	8 wks	DTC	21138
Apr 18			13 wks	Internet	27458

Enhancing People Skills HRMG 3155 \$395

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

Jun 13	Mon-Fri	0900-1700	1 wk	DTC	CRN 26156
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Coaching to Excellence HRMG 3165 \$395

Achieve better results; learn how to develop and enable people to deliver the results you need. This program introduces you to the principles and methods of effective coaching. Using "real life problem" situations, you will have the opportunity to "role-play" with others and build your competence as a coach.

Apr 13	Wed	1730-2030	12 wks	DTC	CRN 54217
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Complete two Labour Relations courses in 10 weeks this spring:

Labour Relations 1 HRMG 3205 \$395

A necessary skill set in today's world. Designed for those involved in, or associated with, labour relations as management or union. Covers the collective bargaining process, day-to-day contract administration, related laws, typical contract clauses, grievance procedures, responsibilities of the shop steward and current developments. Prerequisite: ORGB 1105. (3 credits)

Apr 12	Tue	1845-2145	12 wks	BBY	CRN 21142
Jun 13	Mon-Fri	0900-1700	1 wk	DTC	21146

Labour Relations 2 HRMG 3255 \$395

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

Jun 20	Mon-Fri	0900-1700	1 wk	DTC	CRN 21151
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Recruitment and Selection HRMG 3305 \$395

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

Apr 13	Wed	1845-2145	12 wks	BBY	CRN 28713
Apr 25	Mon-Fri	0900-1700	1 wk	DTC	21157



Human Resource Measurement HRMG 3315 \$395

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

Apr 18			12 wks	Internet	CRN 28862
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Training Techniques HRMG 3505 \$395

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

Apr 12	Tue	1845-2145	12 wks	BBY	CRN 21159
Apr 25	Mon-Fri	0900-1700	1 wk	DTC	21160

NEW! Intercultural Management 1 HRMG 3765 \$395

This course focuses on culture as the central construct of diversity and provides theoretical perspectives for working and managing cross-culturally. It examines theories of intercultural communication and management, the effects of culture on teams and organizational behaviour, and ways of building on the strength of team members and creating culturally synergistic approaches to team work.

Apr 18	Mon-Fri	0900-1700	1 wk	DTC	CRN 55158
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NEW! Intercultural Management 2 HRMG 3775 \$395

This course will present a strategic approach to theoretical and practical aspects and issues of culture and multinational management in the global workplace. Through case studies, the focus will be on international human resources management – how the complexities of culture affect recruitment, selection, training and development, performance appraisal, compensation, and labour relations. Can multinational managers be successful embracing other traditions, national cultures and social institutions?

May 28	Sat	0900-1700	5 wks	DTC	CRN 55322
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Human Resource Planning HRMG 4605 \$395

This course examines the critical role of human resource planning in creating effective organizations, how human resource planning supports the broader strategic planning process, and acquaints students with data collection and analysis techniques necessary for successful strategic human resource planning.

Apr 14	Thr	1730-2030	12 wks	DTC	CRN 21163
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Organizational Behaviour (T) ORGB 1105 \$495

The study of factors that either influence or are influenced by people at work. Focuses on macro factors such as organizational structure, technology and environment; group factors such as group dynamics, leadership, conflict, change and decision making; and individual factors such as personality, attitudes, perception and motivation. (4 credits)

Apr 12	Tue	1730-2030	15 wks	DTC	CRN 50957
Apr 12	Tue/Thr	1900-2200	8 wks	SRY	50961
Apr 13	Wed	1730-2030	15 wks	DTC	50958
Apr 13	Wed	1845-2145	15 wks	BBY	50977
Apr 14	Thr	1845-2145	15 wks	BBY	50959
Apr 16	Sat	0900-1700	7 wks	BBY	50960
Apr 16	Sat	0900-1700	7 wks	DTC	50975
Apr 18			13 wks	Internet	54922
Apr 18			13 wks	Internet	50820



Selling Organizational Change ORGB 2455 \$395

Organizational change often requires the adoption of new ideas and solutions to solve what may be chronic problems. The skills presented in this course include: the development of modelling behaviour, gaining acceptance and buy-in; recognition of individual needs and subordinating these to the accomplishment of purpose; the development of skills, awareness and tolerance to play multiple roles with different stakeholders; and the public speaking presence to gain attention and carry out the message with diverse groups. (3 credits)

Apr 18			12 wks	Internet	CRN 54923
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Interpersonal Skills ORGB 2505 \$395

Course is about people skills, known as interpersonal skills or human relation skills, to enable participants to enhance their effectiveness working with people while gaining personal leadership skills. Taught through introspection and by exploring various philosophies and theories on the subject. Relevant for managers, supervisors and independent contributors in organizations. (3 credits)

Apr 11	Mon	1845-2145	12 wks	BBY	CRN 21173
May 30	Mon-Fri	0900-1700	1 wk	DTC	28716
Jul 4	Mon-Fri	0900-1700	1 wk	DTC	52424
Jul 11	Mon-Fri	0900-1700	1 wk	DTC	54467

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Managing Change 2 ORGB 2615

\$395

This second-level course offers participants an important opportunity to understand and develop their own skills as change consultants. This course revolves around the concept of using six different lenses or ways of visioning an organization and its need for change. This "tool kit" will be invaluable to understanding how organizations can cope with and manage change processes. Prerequisite: ORGB 2605. (3 credits)

Apr 18

12 wks Internet CRN 52101

DEGREE COMPLETION

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



Management Skills and Application BUSA 7250

\$550

Applies basic management skills through projects and case studies. Examines the evolution of management, and the organizational culture and environment. Teaches the skills of decision making, planning, organizing, leading and controlling, facilitating change, teamwork, applying motivational techniques and effective communication. (3 credits)

Apr 11 Mon 1730-2030 15 wks DTC CRN 54218

Apr 18 13 wks Internet 54921

Apr 18 13 wks Internet 54920

Apr 18 13 wks Internet 54919

Apr 18 13 wks Internet 28625

Apr 18 13 wks Internet 53948

Bachelor of Business Administration

604-412-7409

Ike_Hall@bcit.ca

604-412-7486

Deacon_Devlin@bcit.ca

Provides BCIT business diploma graduates (with the exception of Broadcast Communications) with additional educational opportunities to meet the needs of BC business, government and industry. BBA courses are taken as part of a Bachelor of Business Administration (BBA) degree. For specific information, please refer to the BBA web page at www.bcit.ca or call Ike Hall, program head, at 604-412-7409.

BBA DEGREE COMPLETION

Entrance Requirements

Successful candidates must have graduated from BCIT with a diploma from one of the following departments in the School of Business:

- Financial Management
- Human Resources Management
- Information Technology Management
- Integrated Management Studies
- International Trade and Transportation
- Marketing Management
- Operations Management

The selection process is competitive, with the following three factors taken into equal consideration:

- Minimum two-year School of Business grade point average of 72%
- Minimum average of 72% in Business Communications 2, Macroeconomics, Business Law, and Statistics
- Letter of Application. This should be approximately 300 words in length and include a summary of work experience and reasons you want to pursue the BBA. The letter of application is in lieu of an interview and should be viewed as such.

Apply to the BBA Program

Prospective students should submit an application form (indicating which option they would like to pursue: full-time or part-time) directly to the BCIT Admissions department accompanied by the written statement. Application forms can be downloaded from the BCIT website, obtained through the mail by calling 604-434-1610, or in person at either the Burnaby or Downtown campus. Applications to the full-time program (starting in September) will be reviewed after Jan. 1 of each year, and applications to the part-time program will be reviewed on a continuous basis. Once students are accepted into the program, a BCIT BBA program plan will be issued identifying the courses required for degree completion.

All applications to the full-time option must be received by the 31st of May in order to be considered for the September start date of classes.

Students who are accepted into the full-time option will automatically be registered into the required Business courses. Full-time students considering registering for part-time courses to fulfill the General Education component are advised that these courses operate on a first-come, first-served basis and capacity is limited. Please refer to the BCIT BBA program plan issued to ensure that all General Education credits are completed.

Students who have applied to the part-time option and are accepted will then be eligible to register for degree-level courses. Please refer to the BCIT BBA program plan issued to ensure that all Business and General Education credits are completed.

BBA courses being offered this term:

Managerial Economics

ECON 6500

\$550

Provides students with analytical techniques to solve business problems. Uses case studies to understand these techniques, their implementation in business, and the use of software packages in the MS-DOS and Macintosh environments for analysis. Students will understand the economic problems of managing a firm and the techniques for solutions. Prerequisites: ECON 2100, ECON 2200, OPMT 5700, OPMT 5701. (4 credits)

Apr 19 Tue/Thr 1830-2200 7 wks BBY CRN 50951

Precalculus for Management

OPMT 5700

\$550

Provides the mathematical knowledge required to move into the more advanced business math courses, specifically Calculus for Management (OPMT 5701). Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications in economics and finance. Prerequisite: Diploma of Technology in Business. (3 credits)

Jul 11 Mon/Thr 1830-2130 7 wks BBY CRN 50935

Integrated MIS

OPMT 5740

\$550

Discusses functional databases, how data is synthesized into management information and integrated into the strategic decision-making process. Covers current business practice for strategic information technologies, micro-computing, digital communication, image-processing, relational-database, artificial-intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. Preparation and delivery of effective oral and written presentations to management. (3 credits)

Apr 12 Tue 1730-2030 14 wks DTC CRN 55196

Math Models for Business

OPMT 5751

\$550

Second course in the application of statistical methods to business problems. Detailed theoretical understanding and practical applications of linear

regression and time series analysis. Views business situations as mathematical models and formulates the equations required for the model solution. Extensive lab work using computer software; use and evaluate current software. (3 credits)

Apr 20 Wed 1830-2130 14 wks BBY CRN 54312

Advanced Studies in Business (ASTB) – Available only in Part-time Studies

604-412-7409

Ike_Hall@bcit.ca

604-412-7486

Deacon_Devlin@bcit.ca

The Advanced Studies in Business (ASTB) program is a collaboration between BCIT and BC Open University (BCOU) towards the BCOU Bachelor of Business Administration (BBA) program. This arrangement enables BCIT Business diploma graduates (with the exception of Broadcast Communications) with additional educational opportunities to meet the needs of BC business, government, and industry for more highly trained management generalists. For specific information, please refer to the BCOU web page at www.bcou.ca or contact Ike Hall, program head, at Ike_Hall@bcit.ca.

ASTB (BCIT)

– BBA DEGREE COMPLETION AT BCOU

Entrance Requirements

Successful candidates must apply to, and be accepted to, the BCOU BBA program. Students must also have graduated from BCIT with a diploma from one of the following departments in the School of Business:

- Financial Management
- Human Resources Management
- Information Technology Management
- Integrated Management Studies
- International Trade and Transportation
- Marketing Management
- Operations Management

Required Courses

Students completing the Advanced Studies in Business specialty certificate must complete the following:

BUSA 5200 Business, Government and Society
 BUSA 6800 Strategic Management
 ECON 5200 Intermediate Macroeconomic Analysis
 ECON 6500 Managerial Economics
 ORGB 5600 Managing Change
 OPMT 5701 Calculus for Management
 OPMT 5740 Integrated MIS
 OPMT 5751 Math Models for Business

Apply to the ASTB Program

Prospective students should first apply to the BC Open University as BCOU is responsible for reviewing the student's academic record to determine program eligibility and outlining courses required to earn the BCOU BBA. Next students should apply to BCIT by completing a Part-time Studies Application for Program Approval form available from Student Information and Enrolment Services or online at www.bcit.ca/admission/downloads.shtml. Once this form is completed please include a copy of the BCOU program plan and submit this package to Student Information and Enrolment Services as applications are reviewed on a continuous basis. Once accepted into the ASTB program students can register for the ASTB courses outlined in their program plan.

Bachelor of Technology in Management and Bachelor of Technology in Management – Health Specialty

BCIT is proud to offer Canada's first competency-based undergraduate management degree. The Bachelor of Technology in Management degree is:

Competency-based

- Competency-based means gaining knowledge and skills and applying them in the workplace.
- Deep learning requires not just to see that an action is effective but to know why it is effective and to know what other action would be more effective in different circumstances.

Workplace-oriented

- Degree level skills and knowledge are demonstrated in the workplace.
- Two-part proof of competency is required: workplace verification and a reflective report.
- Students identify a workplace advisor to provide support and, if needed, to make learning opportunities available.

Learner-focused

- Student needs are met in a variety of ways, including flexible scheduling, one-on-one coaching, and competency-based curriculum.

Self-paced and Self-directed

- Within the institution's and the program's guidelines, learners move at their own pace. Learners work with their degree coach to create their own degree completion schedule.

Program Delivery

- Online delivery, distance education format. No scheduled classes, no classroom-based activities.
- Many resources are available through the program's website.
- E-mail, telephone, and online chats are used.

Applicants to Degree Program

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

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

Entrance Requirements

The entrance requirements for the Bachelor of Technology in Management are listed below. Please submit the entire package of information with the application fee to the Registrar's office:

- BCIT diploma or two-year diploma from other recognized post-secondary institute (official transcript)
- resume, which indicates current employment in a management or supervisory position with at least two years of full-time experience in that position
- English 12 or equivalent
- computer literacy: working knowledge of MS Word, MS Excel, e-mail and Internet
- diploma level accounting course: FMGT1100 or FMGT1152 or equivalent is required prior to taking MGMT 8420
- strong communication skills: assessed through written letters and interview
- a letter written by the applicant explaining the relationship between the degree program and the applicant's personal goals

- one letter of support from the applicant's employer which identifies a workplace advisor for the applicant
- two letters of support from colleagues, clients or customers commenting on the applicant's ability to complete the degree
- an interview with the program head. The interview will not be granted until all other entrance requirements have been met.

Note: please download the application for admission from this link: www.bcit.ca/download/forms

Alternate Entry Model

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

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

For more information contact:

Starr Allaby, program head
Phone: 604-412-7511
E-mail: Starr_Allaby@bcit.ca

Program Length

The Bachelor of Technology in Management or Management – Health Specialty must be completed within seven years from acceptance into the program. The student plans the completion time with the degree coach. Some graduates have completed this program in two to three years. Many students complete this program within three to four years. **Note:** Student needs to be employed while completing the program.

Grading

A BCIT degree coach (a faculty member) is assigned to each degree student. An area expert (an academic specialist in the competency area) evaluates all final assessments to ensure they meet the academic standard. Upon completion of each module, students are assigned a grade of 80%.

Program Content

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

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

All students begin by taking: MGMT 8010 Self-awareness and Self-management (3 credits).

Students must complete all of the following 45 credits. The order in which courses undertaken will be determined by students and their assigned degree coach:

Management and Management – Health Specialty Course Outlines:

Students who complete the Health Care Management Level I and Health Care Management Level II will qualify to receive credits towards Bachelor of Technology in Management Health Specialty.

www.bcit.ca/study/programs/8700btech
www.bcit.ca/study/programs/8750btech

Demonstrate Self-Awareness

MGMT 8010 **\$550**

The learner demonstrates self-awareness and self-management skills. Development as a manager requires identifying strengths, weaknesses and preferred styles. Self-aware managers distinguish between situations where their style is effective and those situations where it must be modified. (3 credits)

Communicate Effectively

MGMT 8110 **\$550**

The learner demonstrates communication skills, such as speaking effectively, listening actively, writing clearly, and conducting meetings. (3 credits)

Building Effective Working Relationships

MGMT 8125 **\$550**

The learner demonstrates effective relationships skills, such as treating people with respect, displaying a personable and professional style of interacting, and managing conflict in the workplace. (3 credits)

Develop Leadership Roles

MGMT 8215 **\$550**

The learner demonstrates leadership roles, such as understanding leadership and management functions by identifying the characteristics of successful leaders and managers, understanding followers and followership, and examining the impact of leadership ethics and values. (3 credits)

Foster Teamwork

MGMT 8220 **\$370**

The learner demonstrates teamwork skills, such as creating a team environment by analysing key elements of a team environment, managing conflicts and building team leadership and followership in a team environment. (3 credits)

Lead Effectively

MGMT 8230 **\$370**

The learner demonstrates leadership skills, such building shared vision, leading persuasively, and focusing on outcomes and performance. (2 credits)

Prepare for Change

MGMT 8315 **\$370**

The learner demonstrates prepare-for-change skills, such as determining personal readiness for change and determining organizational/environmental readiness for change. (2 credits)

Plan Quality Change

MGMT 8320 **\$370**

The learner demonstrates plan-quality-change skills, such as creating a vision and developing a change plan with improvement objectives and measurable outcomes. (2 credits)

Manage Change

MGMT 8330 **\$370**

The learner demonstrates manage-change skills, such as implementing the change initiative by involving people, monitoring and reviewing implementation and celebrating milestones and successes. (2 credits)

Manage Work Units Human Resources

MGMT 8410 **\$730**

The learner demonstrates human resource skills, such as planning, acquiring and managing the performance of human resources. (4 credits)

Manage Financial Resources

MGMT 8420 **\$1090**

The learner demonstrates financial management skills, such as formulating financial analysis, making financial decisions by understanding financial models, managing costs and financial operations. Prerequisites: FMGT 1100 or FMGT 1152. (6 credits)



Manage Operational Performance

MGMT 8435 \$730
The learner demonstrates operational performance skills, such as managing the activities of an operating unit to achieve desired results, managing projects successfully, applying the principles of Total Quality Management, and analysing processes and design improvements which are cost/benefit justified. (4 credits)

Know the Global Issues Affecting your Industry

MGMT 8510 \$190
The learner demonstrates skills in understanding the complex environment and its significance for the organization. (1 credit)

Determine Implications of Law and Organizational Regulations

MGMT 8520 \$550
The learner demonstrates skills in interpreting laws, regulations, and rules of the external and internal environment. (3 credits)

Organizational and Personal Ethics

MGMT 8530 \$370
The learner demonstrates skills in understanding social responsibility and managerial ethics. (2 credits)

Think Strategically

MGMT 8615 \$370
The learner demonstrates skills in developing a strategic perspective and understanding strategic models. (2 credits)

Formulate Strategies

MGMT 8620 \$370
The learner demonstrates skills in evaluating organization's strategic mission, vision, and objectives. (2 credits)

Implement Strategies

MGMT 8630 \$370
The learner demonstrates skills in defining strategic goals, demonstrating goals and then summarizing improvements or changes to resources (human, plant, technology, and equipment) in order to meet goals. (2 credits)

Liberal Education Component (12 credits).

For details, please see page 69.

Mandatory courses

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

Elective courses

All students will be required to achieve these credits in accordance with the BCIT policy on Liberal Education course requirements. Information regarding topic areas and/or eligibility for transfer credits may be obtained from the Registrar's office and from this website: www.bcit.ca/AdmissionsRegistration/general/btech.shtml

For further information please contact:

Program Administrator
Management Degree, Business Programs,
British Columbia Institute of Technology
SE42 Room 100E, 3700 Willingdon Avenue,
Burnaby, BC V5G 3H2

604-456-8070, Fax: 604-432-7813,
E-mail: mgmtdegr@bcit.ca
Toll Free: 1-877-428-8181

Business Management Studies (BMS)

See International

Call Centre Agent Training

604-662-7838

Jean Mitchell

www.cce.bcit.ca

THE CALL CENTRE OF EXCELLENCE AGENT TRAINING SERIES

A series of four courses developed to meet the specific skill requirements of the growing call centre industry in BC. These skills, in addition to foundation skills in business, communication and computers and a strong aptitude for customer service, are the essential qualifiers for employment in call centres. Successful completion of all four courses will earn you a Statement of Completion.

Prior to registration, the following requirements must be met and confirmed by the department (604-622-7838):

- 1) introductory college-level courses in written and verbal communications
- 2) current Microsoft Windows applications and computer keyboarding skills
- 3) attendance at an information session
- 4) a telephone interview
- 5) a personal interview
- 6) satisfactory results in a core competency skills assessment for call centre agents.

Call Centre Operations

CLCR 1101 \$465

Students gain a basic understanding of the call centre industry and technologies, performance measurements, team performance, and how they are applied to achieve significant improvements in customer service and business results. Skills are developed and practised in a call centre training lab. Prerequisites: Call Centre registration requirements noted above. (3 credits)

May 30 Mon-Fri 0830-1630 1 wk DTC CRN 28584

Call Centre Enhanced Sales and Service

CLCR 2103 \$465

Essential skills for sales applications in inbound and outbound call centres: pre-call planning, building rapport, identifying needs and buying signals, up-selling and cross-selling techniques, overcoming objections and achieving closure, business ethics and value for the customer. Practise skills in a training lab with typical call centre examples from various industries. Prerequisites: CLCR 1101, CLCR 2205. (3 credits)

Jun 13 Mon-Fri 0830-1630 1 wk DTC CRN 28585

Call Centre Communications and Customer Service

CLCR 2205 \$465

Eliciting customer needs, problem-solving and creative techniques, handling difficult customers, teamwork, and achieving professional success and personal satisfaction in a call centre environment. Develop and practise skills in a training lab with typical call centre and help desk examples in the financial service, telecommunication, health-care and transportation industries. Prerequisite: CLCR 1101. (3 credits)

Jun 6 Mon-Fri 0830-1630 1 wk DTC CRN 28586

Call Centre Preparing for Work

CLCR 3000 \$325

Provides the opportunity to prepare for work in the call centre industry and to gain job shadow experience with an employer who has agreed to participate in the call centre program at BCIT. Successful completion depends upon a formal performance assessment by the sponsoring employer. Prerequisites: CLCR 1101, CLCR 2205, CLCR 2103. (3 credits)

Jun 20 Mon-Fri 0830-1630 1 wk DTC CRN 28587

Careers with A Future!

With our fast-paced environment at SUPERPAGES™, we are pro-actively working towards creating a large pool of qualified candidates. We welcome your application to have on file should a position(s) become vacant in the following areas:

- Inside (Telephone) Sales Representatives
- Outside Sales Representatives
- Call Centre Agents (Bilingual in French an asset)
- Web Designers (Bilingual in French an asset)
- Graphic Designers (Bilingual in French an asset)
- Data Entry/Clerical Positions

You are a self-motivated, energetic, positive professional with a sound work ethic. In addition, you are hardworking, punctual, a team player and are computer literate. You are looking for an exciting and challenging career with a company that encourages and provides opportunities for career development as we continue our national expansion.

We are SUPERPAGES™, second largest publisher of print and online directories covering British Columbia, Alberta, and Eastern Quebec. With the introduction of SuperPages.ca, we continue our track record of market leadership across Canada. As industry leaders in compensation, we offer a vast array of exceptional compensation and benefits, professional development and training opportunities, all in a fun and dynamic work environment. We are an equal opportunity employer committed to diversity in the workplace as well as promoting work and wellness initiatives.

If you are ready to join a winning team, please send your cover letter and résumé to:

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Burnaby, BC V5C 6C6 or
Fax: 604-268-4698 Attention: Human Resources or
E-mail: bc.careers@SuperPages.ca (Please include the Position Title in the subject line)

While we thank all applicants, only those short-listed for an interview will be contacted.

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TRAINING FOR TODAY'S CALL CENTRE AGENTS WORKSHOP SERIES

604-662-7838 *Jean Mitchell*
www.cce.bcit.ca

Customer Service Skills

CLCR 1040 \$385

A two-day course highlighting how to elicit customer needs; using problem-solving and creative-thinking techniques to find solutions; how to handle difficult customers; and how to evaluate your own customer service strengths to find solutions. (1 credit)

Apr 5 Tue/Wed 0900-1600 2 days DTC CRN 27680

Professional Telephone Sales

CLCR 1050 \$385

A two-day course highlighting how to handle objections; how to implement a proven and effective sales process; up-selling and cross-selling techniques; and how to evaluate your own telephone selling strengths and areas for improvement. (1 credit)

Apr 19 Tue/Wed 0900-1600 2 days DTC CRN 29997

Team Dynamics and Stress Management

CLCR 1060 \$245

A one-day course highlighting how to build an effective team; how to manage and resolve team conflict; problem-solving and decision-making methods; strategies to prevent and reduce stress in a call centre environment; and creative stress management techniques. (0.5 credit)

May 18 Wed 0900-1600 1 day DTC CRN 29594

Communicating through Conflict

CLCR 1070 \$245

A one-day course that raises your awareness of phrases, body language and approaches that can escalate conflict; reflecting on your communication style; the impact your style has on communication in conflict; and learning a seven-step process to resolve conflict through communication. (0.5 credit)

May 3 Tue 0900-1600 1 day DTC CRN 54496

MANAGEMENT TRAINING FOR TODAY'S CALL CENTRES

604-622-7838 *Jean Mitchell*
www.cce.bcit.ca

A Statement of Completion will be granted upon completion of all nine courses offered in the Management Training Series.

Coaching for Improved Performance

CLCR 2001 \$500

Coaching employees is an important component of modern management. Course examines the purpose and benefits of coaching in the call centre. Learn how to identify when and whom to coach and how to successfully coach employees at all developmental levels. (1 credit)

Jun 20 Mon/Tue 0900-1600 2 days DTC CRN 51804

Motivating Your Call Centre Agents

CLCR 2003 \$265

Motivation programs are critical for call centres. Learn and practice effective motivational techniques. Evaluating motivational strategies will also be discussed. (0.5 credit)

May 10 Tue 0900-1600 1 day DTC CRN 50075

Understanding Call Centre Metrics

CLCR 2004 \$265

Frontline managers require the tools to understand and manage day-to-day call centre metrics: understanding call centre operations and terminology; identifying important performance measurements; interpreting key performance measures and individual contribution to daily activities; illustrating how service-level objectives



Business and Media

results create a win-win scenario for both the customer and frontline staff. (0.5 credit)

Apr 26 Tue 0900-1600 1 day DTC CRN 52063

Enhancing Leadership Effectiveness

CLCR 2005 \$645

Call centre managers, team leaders, or supervisors face numerous demands. Develop your own leadership style so you are better equipped to respond to changing environments, understand the needs of your team, and demonstrate a genuine valuing of individual differences. (1.5 credits)

May 26 Thr/Fri/Tue 0900-1600 3 days DTC CRN 52004

Quality Call Monitoring

CLCR 2006 \$265

Call centre supervisors are constantly looking to improve employee performance. Learn how to acquire and analyse performance using standardized measurements and side-by-side monitoring, how to establish quality standards, implement and administer a quality evaluation system, and link the quality call-monitoring program with the coaching process. (0.5 credit)

May 17 Tue 0900-1600 1 day DTC CRN 52062

Managing Team Dynamics

CLCR 2007 \$265

Call centres are built on teams. Course focuses on building effective teams, managing and resolving conflicts between agents and supervisors, and developing problem-solving and decision-making methods and skills. (0.5 credit)

Jun 14 Tue 0900-1600 1 day DTC CRN 52005

Stress and Time Management for Managers

CLCR 2008 \$265

Managing and supervising a call centre is demanding. Learn practical strategies for preventing and reducing stress. You will also learn creative stress management tips and how to manage time effectively. (0.5 credit)

Jun 23 Thr 0900-1600 1 day DTC CRN 52006

Training Techniques for the Call Centre Trainer

CLCR 2009 \$795

Instructing staff is an important part of a call centre manager's job. Learn how to develop lesson plans, deliver content, and apply instructional techniques to motivate your employees. Develop call centre-specific training skills relating to coaching and monitoring skills, including using role-plays, recording and peer-to-peer feedback for performance improvement. (2 credits)

May 9 Mon-Thr 0900-1600 4 days DTC CRN 52061

Effective Business Writing

CLCR 2010 \$265

It is critical that supervisors and managers be able to communicate their thoughts clearly and concisely when writing to colleagues and customers. Learn to analyse your audience and write a document that reflects its needs; apply the most effective writing approach for that document's purpose; write effective e-mails and letters; edit a document for clarity and conciseness using principles of plain and inclusive language; and identify and correct common grammar, spelling, and punctuation errors. (0.5 credit)

Apr 8 Fri 0900-1600 1 day DTC CRN 54498

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English For Polytechnic Preparation (EPP)

See International

Financial Management

CMA Exam Preparation

FMGT 5230

\$895

40-hour course on case-writing skills needed to succeed on the Day Two case study of the CMA National Entrance Exam. Strategic thinking, analysis, integration, judgement and written communication will be emphasized through case simulations and mock examinations. One session is devoted to a Day One exam simulation. The class will take place on Monday or Thursday evenings as well as on some weekends.

Apr 25	Mon	1800-2200	7 wks	BBY	CRN 53840
Apr 28	Thr	1800-2200	7 wks	BBY	54386
Aug 22	Mon	1800-2200	7 wks	BBY	55268
Aug 25	Thr	1800-2200	7 wks	BBY	55263

CERTIFIED MANAGEMENT ACCOUNTANT – FASTTRACK

FMGT 5220

Want more from your career? Become a Certified Management Accountant and manage people, change, growth and strategy as a strategic financial management professional.

Take the CMA *FastTrack* program from BCIT at its Burnaby campus in August 2005 (or January 2006). The accelerated 10-month program – designed to enable you to continue to work full-time – will allow you to qualify to challenge the CMA National Entrance Exam in less than a year. So in as little as three years, you can earn your CMA designation and be well on your way towards more opportunity, challenges, diversity, and rewards.

CMA *FastTrack* is accredited by the Certified Management Accountants. Topics include financial accounting, management accounting, operations management, strategic management, human resource management, corporate finance, international business, marketing, taxation, and internal control and audit. To register, you must first have your transcripts assessed by CMA Canada – British Columbia. (See following Entry Requirements.) Upon CMA transcript approval, please contact the program assistant at 604-412-7486 for registration.

For further information, please contact Rick McCallum at 604-456-8171 or Rick_McCallum@bcit.ca.

Application Requirements

Print and complete the Transcript Review Request form from www.cmabc.com and fax it to Admissions at 1-800-663-8715. Then mail all official transcripts to Admissions at CMA Canada – British Columbia at Suite 1055 – 555 Burrard Street, Two Bentall Centre, Box 269, Vancouver, BC, V7X 1M8.

Applicants who have taken coursework outside of Canada will need to have their transcripts evaluated by the International Credential Evaluation Service (ICES) before contacting CMA Canada – British Columbia. Visit www.bcit.ca/ices or call 604-432-8800 or toll-free 1-866-434-9197 for more information.

A CMA Day 2 Examination preparation course will be offered beginning in April 2005 (and August 2005) and is included in the fees for the *FastTrack* course. After August 2005 the Day 2 Preparation course will no longer be included within the *FastTrack* course. Please contact Rick_McCallum@bcit.ca for further information.

Entry Requirements

For admission into the program, you need to have successfully completed these courses:

FMGT 2100 Introductory Financial Accounting
 FMGT 4110 Intermediate Financial Accounting
 FMGT 3210 Introductory Management Accounting
 FMGT 4210 Intermediate Management Accounting
 FMGT 3510 and FMGT 4510 Corporate Finance

Many of these courses are available in accelerated formats. Transfer credits from other post-secondary institutions may be considered as equivalent courses.

You will also need to become a CMA student member of CMA Canada – British Columbia by paying the applicable membership fees.

Application and Program Fees

Transcript review	Free
Textbooks (optional)	\$400 (estimated)*
CMA <i>FastTrack</i> program fee	\$3,495
Annual CMA Student membership	\$448.33*

*Includes GST

Program fee includes the Day 2 National Entrance Exam Preparation course for the September 2004 and January 2005 intakes of *FastTrack* but not fees for the CMA National Entrance Exam. All fees are established every June and are subject to change without notice.

Program fees are payable to BCIT upon acceptance by CMA Canada – British Columbia. All other fees payable to CMA Canada – British Columbia.

Looking for More?

Contacts at CMA Canada – British Columbia
 Ted Wong at 604-484-7068 or 1-800-663-9646 extension 7068
 E-mail ted@cmabc.com

Contact at BCIT
 Rick McCallum at 604-456-8171
 Rick_McCallum@bcit.ca

Upon receipt of a letter of eligibility from CMA Canada – British Columbia, call 604-412-7486 to register.

MANAGEMENT CERTIFICATE IN FINANCIAL MANAGEMENT PROFESSIONAL ACCOUNTING OPTION

1) Required courses

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

2) Must complete:

ECON 2200 Macroeconomics, or
 ORGB 1105 Organizational Behaviour, or
 OPMT 1197 Statistics for Business and Industry

3) Must complete:

A computer-related course or courses with a combined value of at least 3 credits.

4) Electives

Complete a minimum of 7.5 credits. Courses may be selected from Financial Management or other technologies in the BCIT Business programs, and should be submitted to the Program Advising department with your proposed program for approval by Financial Management. For more specific course listings, please see www.bcit.ca/study/programs/585fmcert.

MANAGEMENT CERTIFICATE IN FINANCIAL MANAGEMENT – FINANCE OPTION.

1) Required courses

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

2) Must complete:

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

3) Must complete:

A computer-related course or courses with a combined value of at least 3 credits.

4) Electives

Complete a minimum of 7.5 credits. The courses may be selected from Financial Management or other technologies in the BCIT Business programs, and should be submitted to the Program Advising department with your proposed program for approval by Financial Management. For more specific course listing, please see www.bcit.ca/study/programs/585cmcert.

Credit Courses to Professional Accounting Bodies

The majority of Financial Management courses, and several courses offered by Administrative Management, Operations Management and Computer Systems technologies, are transferable to the following educational programs:

- Chartered Accountants
- Certified General Accountants
- Certified Management Accountants

Credit Courses to Other Professional Bodies

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

You should contact the professional association for specific course credit confirmation.

DISTANCE EDUCATION CORRESPONDENCE COURSES

www.bcit.ca/distance
 604-412-7417

Ruth_Mackay@bcit.ca

FMGT 1100 Accounting 1
 FMGT 1152 Accounting for the Manager
 FMGT 2100 Accounting 2
 FMGT 3110 Financial Accounting 1
 FMGT 3210 Cost and Managerial Accounting 1
 FMGT 3510 Finance 1
 FMGT 4110 Financial Accounting 2
 FMGT 4210 Cost and Managerial Accounting 2
 FMGT 4510 Finance 2



1. You may start your course at any time.
2. You may proceed in the course at your own speed, within the 36-week time limit.
3. You must have the prerequisites required.
4. Regular assignments are to be submitted for marking and will be returned to you with comments.
5. Examination dates are flexible.
6. Courses completed by correspondence are transferable for course credit to full-time and part-time programs.
7. To ensure course materials are received prior to term start, please register at least two weeks prior to the course start date. In order to receive your course materials you must contact the BCIT Bookstore. Course manuals, materials and textbooks are not included in tuition.

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

Financial Planning

604-432-8609 Candace_Schaap@bcit.ca
604-451-6937 Larry_Stubbs@bcit.ca

ASSOCIATE CERTIFICATE IN FINANCIAL PLANNING

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

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

Graduates of this associate certificate program have achieved the educational prerequisites necessary to pursue the professional financial planning designation CFP (Certified Financial Planner), awarded by the Financial Planners Standards Council of Canada. To obtain further information about becoming a CFP, graduates should contact the FPSC directly. For a more specific course listing, please see the BCIT website at www.bcit.ca/study/programs/5851acert.

CFP Exam Preparation Session

FMGT 0810	BCIT Graduates \$395
	Other Participants \$470
Apr 16 Sat/Sun 0900-1630 2 day BBY	grads 52563 other 52566
Apr 30 Sat/Sun 0900-1630 2 day BBY	grads 52568 other 52571



Accounting 1

FMGT 1100 \$395, Re-reg \$75

The full accounting cycle for individuals with little or no accounting background. Includes accounting as information system; introduction to accounting theory; income measurement; traditional record-keeping procedures; accounting cycle; special journals; cash; investments and receivables. (Note: Access to the Internet is required to fulfill course work. Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70%.)

Apr 7 Thr/Mon 1845-2145 7 wks BBY	CRN 20401
Apr 9 Sat 0900-1700 5 wks DTC	20394
Apr 9 Sat 0900-1700 5 wks BBY	28795
Apr 9 Sat 0900-1200 12 wks BBY	27511
Apr 12 Tue 1845-2145 12 wks BBY	20404
Apr 13 Wed 1730-2030 12 wks DTC	20403
Apr 13 Wed 1845-2145 12 wks BBY	27510
Apr 13 Wed 1900-2200 12 wks SRY	27627
Apr 14 Thr 1730-2030 12 wks DTC	20405
May 30 Mon-Thr 1300-1600 3 wks BBY	20397
May 30 Mon-Thr 1300-1600 3 wks BBY	52582
Jul 4 Mon/Thr 1845-2145 7 wks BBY	20400
Jul 4 Mon/Thr 1845-2145 7 wks BBY	52581
Continuous Intake 36 wks Correspondence	21034
Continuous Intake 36 wks Re-reg	
	(one time only) 21035



Accounting for the Manager

FMGT 1152 \$445, Re-reg \$75

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

Apr 9 Sat 0900-1630 6 wks BBY	20425
Apr 12 Tue 1845-2145 13 wks BBY	27512
Apr 13 Wed 1730-2030 13 wks DTC	20428
Apr 13 Wed 1900-2200 13 wks SRY	25491
Apr 14 Thr 1845-2145 13 wks BBY	20429
May 28 Sat 0900-1630 6 wks BBY	25572
Jul 4 Mon/Thr 1845-2145 7 wks BBY	52583
Continuous Intake 36 wks Correspondence	55137
Continuous Intake 36 wks Re-reg	
	(one time only) 55248

Credit and Collections

FMGT 1540 \$445

Introduces credit and collections to persons who contemplate employment in credit and collections or need to understand the credit function. Topics include determining credit risk; credit instruments and collateral security; types of consumer credit and credit cards, sources of consumer credit information; collections, credit department management.

Apr 13 Wed 1845-2145 13 wks BBY	CRN 52584
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Personal Financial Planning 1

FMGT 1810 \$395

Introduces students to the field of personal financial planning. Covers the issues to be considered in building a sound program to achieve long-term financial goals. Topics include money management, insurance, investments and portfolio distribution, wills, estates, pension management and tax planning.

Apr 12 Tue 1730-2030 12 wks DTC	CRN 26757
Apr 13 Wed 1845-2145 12 wks BBY	25482
Apr 14 Thr 1845-2145 12 wks BBY	20433
Jun 13 Mon-Fri 0900-1600 1wk BBY	55269
Jul 4 Mon/Thr 1845-2145 6 wks BBY	52585
Apr 4 12 wks Internet	53078



Accounting 2

MGT 2100 \$575, Re-reg \$75

Examines financial and management accounting techniques, detailed financial statements, management reports and the requirements of professional accountants. Prerequisite: FMGT 1100. (Note: Access to the Internet is required to fulfill course work. Students intending to proceed into Financial Management's full-time day program must achieve a mark of at least 70% in this course.)

Apr 5 Tue 1800-2200 13 wks SRY	CRN 55251
Apr 7 Thr/Mon 1845-2145 10 wks BBY	20412
Apr 9 Sat 1300-1700 13 wks BBY	26162
Apr 9 Sat 0900-1300 13 wks DTC	26163
Apr 12 Tue 1730-2130 13 wks DTC	20407
Apr 12 Tue 1800-2200 13 wks BBY	26161
Apr 13 Wed 1800-2200 13 wks BBY	20409
Apr 14 Thr 1800-2200 13 wks BBY	22636
May 21 Sat 0900-1700 7 wks BBY	28796
May 30 Mon-Thr 0800-1200 4 wks BBY	20410
May 30 Mon-Thr 0800-1200 4 wks BBY	52591
Jul 4 Mon/Thr 1800-2200 7 wks BBY	26160
Jul 4 Mon/Thr 1800-2200 7 wks BBY	52586
Jul 4 Mon/Thr 1800-2200 7 wks BBY	52588
Jul 4 Mon/Thr 1800-2200 7 wks BBY	52589
Jul 4 Mon/Thr 1800-2200 7 wks BBY	52590
Continuous Intake 36 wks Correspondence	21037
Continuous Intake 36 wks Re-reg	
	(one time only) 21038

Introduction to Business

FMGT 2130 \$395

This course provides CST students with practical, hands-on exposure to the business environment, to the principles of business ownership and to the critical factors underlying the creation and management of successful operating and financial systems. Prerequisite: FMGT 1100 or FMGT 1121.

Jul 5 Tue/Thr 0900-1200 5 wks BBY	CRN 54366
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AMANDEEP BAJWA, Dipl.T. (CGA student)
Accounting Associate I
Galloway Botteselle & Company

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Certified General Accountants
Association of British Columbia

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Working Capital Management

FMGT 2540 \$375

Enables students to understand the relationships between current assets and current liabilities in different types of organizations, to appreciate the trade-offs inherent in a firm's working capital policy, and to carry out a basic analysis of a firm's working capital management in comparison to others. Prerequisite: FMGT 1100 or 1105.

Jun 6 Mon/Wed 1845-2145 6 wks BBY CRN 54354

Computerized Accounting

FMGT 2710 \$485

Teaches the Simply Accounting for MS Windows integrated package to students with an introductory financial accounting background. Students should have elementary PC skills. Prerequisite: FMGT 1100, FMGT 1105 or FMGT 1152.

Apr 16 Sat 0900-1200 12 wks BBY CRN 29907

Apr 16 Sat 1300-1600 12 wks BBY 51009

Apr 20 Wed 1845-2145 12 wks BBY 55252

Jul 2 Sat 0900-1600 6 wks BBY 52592

Investment and Risk Management

FMGT 2820 \$445

Provides an overview of Canada's capital markets. Includes a review of securities, international funds, insurance aspects and other financial institutions. Emphasizes portfolio input from a financial planning perspective. Students are expected to have a working knowledge of accounting.

Apr 12 Tue 1845-2145 13 wks BBY CRN 23045

Apr 14 Thr 1730-2030 13 wks DTC 20439

Jul 11 Mon/Thr 1845-2145 7 wks BBY 52593

Apr 4 13 wks Internet 54321

Financial Accounting 1

FMGT 3110 \$445

Correspondence \$425, Re-reg \$75

Enables students with basic accounting knowledge to broaden their understanding of the theory and process of accounting. This course and FMGT 4110 prepare students for career advancement and advanced study in accounting. Students should have a financial calculator and are expected to be conversant with it in applying present value concepts. Prerequisite: FMGT 2100. Registration will NOT be allowed after the first session.

Apr 19 Tue 1845-2145 13 wks BBY CRN 20421

Apr 20 Wed 1730-2030 13 wks DTC 20424

May 2 Sat 0900-1200 13 wks BBY 26165

Apr 16 Thr/Mon 1830-2130 7 wks BBY 53641

Continuous Intake 36 wks Correspondence 21042

Continuous Intake 36 wks Re-reg (one time only) 21043

Cost and Managerial Accounting 1

FMGT 3210 \$395, Re-reg \$75

Emphasizes the role of the management accountant, cost terms and purposes, cost-volume-profit relationships, job order costing, activity-based costing, budgeting, responsibility accounting, standard costs and direct costing. Prerequisite: FMGT 2100.

Apr 19 Tue 1845-2145 12 wks BBY CRN 20418

Apr 20 Wed 1730-2030 12 wks DTC 20419

Apr 28 Thr/Mon 1845-2145 7 wks BBY 20420

Continuous Intake 36 wks Correspondence 21039

Continuous Intake 36 wks Re-reg 21040

(one time only)

Cost Accounting for OPMT

FMGT 3224 \$445

Concentrates specifically on cost accounting for operations management. Topics include basic cost concepts, systems of cost accumulation, accounting for manufacturing overhead with emphasis on activity-based accounting, standard cost systems and the analysis of cost variances. Variable costing is also dealt with. Cash and capital budgeting are discussed in detail.

May 30 Mon/Thr 1800-2200 5 wks BBY CRN 24480

Auditing 1

FMGT 3310 \$395

Covers the meaning and purpose of the audit function and introduces techniques and procedures. Prerequisite: FMGT 2100.

Apr 19 Tue 1845-2145 12 wks BBY CRN 28797

Apr 20 Wed 1845-2145 12 wks BBY 29856

Taxation 1

FMGT 3410 \$395

Introduction to the basics of Canadian income tax. The course constitutes the first half of taxation, with FMGT 4410 completing it. Includes tax information sources, residency, classes of taxpayers, employment income, business income, property income and capital cost allowance rules. Capital gains rules will be introduced if time permits. Prerequisite: FMGT 2100.

Apr 19 Tue 1730-2030 12 wks DTC CRN 29859

Apr 20 Wed 1845-2145 12 wks BBY 29860

Taxation and Financial Planning

FMGT 3430 \$575

Provides the financial planner with a good understanding of the general rules of taxation. Topics include determination of residency, income, application of CCA and the taxation of capital gains. Prerequisite: FMGT 1152 or FMGT 2100.

Apr 19 Tue 1730-2130 13 wks DTC 26167

Finance 1

FMGT 3510 \$395, Re-reg \$75

Covers control and financial management of the business firm, profit planning, cash and capital budgeting and inventory control. Prerequisite: FMGT 2100.

Apr 19 Tue 1730-2030 12 wks DTC CRN 21385

Apr 28 Thr/Mon 1830-2130 7 wks BBY 22637

Continuous Intake 36 wks Correspondence 21044

Continuous Intake 36 wks Re-reg (one time only) 21045

Advanced Computer Applications

FMGT 3720 \$485

A general module that introduces students to Great Plains Dynamics accounting software as used in a small to mid-range business. Prerequisites: FMGT 2100 and FMGT 2710 or COMP 1255.

Apr 23 Sat 0900-1200 12 wks BBY CRN 52635

Sat 1300-1600 12 wks BBY 52636

May 30 Mon-Thu 0900-1200 3 wks BBY 54448

Financial Accounting 2

FMGT 4110 \$575, Re-reg \$75

Helps students develop sufficient accounting knowledge for an intermediate-level financial accounting position and exemption (subject to achieving a prescribed mark) from the equivalent course offered by the professional accounting bodies. Students should have a financial calculator and are expected to be conversant with it in applying present value concepts. Prerequisite: FMGT 3110.

Apr 19 Tue 1800-2200 13 wks DTC CRN 54355

Apr 20 Wed 1800-2200 13 wks BBY 23139

Apr 21 Thr/Mon 1830-2130 10 wks BBY 53640

Jun 16 Mon/Thr 1845-2145 10 wks BBY 21380

Continuous Intake 36 wks Correspondence 21048

Continuous Intake 36 wks Re-reg (one time only) 21049

Cost and Managerial Accounting 2



FMGT 4210 \$575, Re-reg \$75

Emphasizes relevant costs, balanced scorecard reporting, cost allocation, inventory planning and valuation, joint and byproduct costing, process costing, JIT, decentralization and transfer pricing. Prerequisite: FMGT 3210.

Apr 19 Tue 1800-2200 13 wks BBY CRN 22639

Jun 9 Mon/Thr 1830-2145 9 wks BBY 52598

Continuous Intake 36 wks Correspondence 21046

Continuous Intake 36 wks Re-reg (one time only) 21047

Auditing 2

FMGT 4310 \$575

Teaches the student general auditing principles and specific audit procedures. Enables the student to critically assess accounting procedures. Prerequisite: FMGT 3310.

Apr 19 Tue 1730-2130 13 wks DTC CRN 28798

Taxation 2

FMGT 4410 \$575

Expands study begun in FMGT 3410, including the complexities and problem areas involved in tax planning. Topics include capital gains rules and tax computations for individuals (including proprietors and partners), corporations and trusts. Corporate surplus distributions, international income, assessment (including returns, appeals, reassessment and payment) and GST are also introduced. Prerequisite: FMGT 3410 or FMGT 3420 or FMGT 3430.

Apr 16 Sat 0900-1300 13 wks BBY CRN 29863

Apr 19 Tue 1800-2200 13 wks BBY 29861

Apr 20 Wed 1730-2130 13 wks DTC 29862

Finance 2

FMGT 4510 \$575, Re-reg \$75

Instructs students on how to raise capital to finance a firm. Topics include the cost of capital, short-, medium- and long-term financing, leasing, refinancing, security analysis, the Canadian capital and money markets and pension portfolios as they affect business decisions of the Canadian firm. Prerequisite: FMGT 3510.

Apr 16 Sat 0900-1300 13 wks BBY CRN 51869

Jun 9 Mon/Thr 1830-2130 10 wks BBY 21384

Continuous Intake 36 wks Correspondence 21050

Continuous Intake 36 wks Re-reg (one time only) 21052

Advanced Computer Applications 2

FMGT 4710 \$655

Continues from FMGT 3720 emphasizing the solution of practical problems. Students are expected to develop a level of familiarity with software programs and applications for use in other course areas. Prerequisite: FMGT 3720.

Apr 19 Tue 1800-2200 13 wks BBY CRN 52600

May 30 Mon-Thu 1300-1600 3 wks BBY 55250

Personal Financial Planning 2

FMGT 4810 \$445

This is the concluding course for the Associate Certificate in Personal Financial Planning. It covers advanced topics and also draws on subjects learned in the six prerequisite courses. Prerequisites: FMGT 1152, FMGT 1810, FMGT 3410 or FMGT 3430, FMGT 2820, BLAW 3100 and ECON 1150.

Apr 20 Wed 1845-2145 13 wks BBY CRN 20448



Bachelor of Technology in Accounting

Deacon_Devlin@bcit.ca 604-412-7486

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

Entrance Requirements:

- Financial Management diploma or equivalent with an average of at least 70 %.
- English 12 or equivalent.
- An interview with the Program Head – call 604-432-8786.

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

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

Advanced Management Accounting

FMGT 7210 \$575

This course will examine in-depth, topical areas from the discipline of management accounting with reference to and synthesis of applicable case material. Topical areas include constraints, budgets, cost-benefit analysis, goal congruence, management control systems, transfer pricing, performance measurement, total quality management, linear programming, regression analysis and ethical decision-making. Prerequisite: FMGT 4210 or FMGT 4290.

Apr 26 Tue 1800-2115 14 wks BBY CRN 28816

The Business Environment

FMGT 7910 \$575

Students will acquire an overview of the Canadian business environment, along with the analytical skills required to assess challenges and opportunities presented by environmental factors. The political, legal and trading environments in which firms operate will be examined. An environmental assessment report for a major corporation will be prepared by students. Classes WILL be held on May 21 and July 2, 2005 (Victoria Day and Canada Day Weekend).

Apr 30 Sat 0900-1230 13 wks BBY CRN 54384

Accounting Theory

FMGT 8120 \$575

Reviews the history of accounting and the theories underlying current accounting practice. Alternative theories and methods are critically assessed and possible future directions evaluated. Prerequisite: FMGT 4110 or FMGT 4190.

May 3 Tue 1800-2130 13 wks BBY CRN 28817

May 5 Thr 1800-2130 13 wks BBY 29080

Interior Design Programs

604-456-8150 Sarbjit_Loodu@bcit.ca
604-456-8147 Tiia_Manson@bcit.ca
604-456-8155 Dixie_Hudson@bcit.ca

INTERIOR DESIGN MANAGEMENT CERTIFICATE

This program is designed for those seeking employment in the retail interior design field. The courses required to obtain the Management Certificate in Interior Design are:

INTD 1000	Interior Design Basic
INTD 1020	Interior Design Drafting 1
INTD 2000	Colour and Lighting
INTD 3070	Materials 1
INTD 1010	History of Furniture
INTD 2020	Interior Design Drafting 2
INTD 3040	Space Planning 1
AICO 1160	AutoCAD 1 for Interior Design
INTD 3010	Graphic Presentation
INTD 3050	Detailing and Construction Materials
INTD 4040	Space Planning 2
INTD 4060	AutoCAD 2 for Interior Design
INTD 2030	Business Practices for Interior Design
INTD 4000	Directed Studies Project

Any of the above courses may be done part-time or on a FastTrack schedule which allows completion in one year. They are shown above broken into four terms for the FastTrack schedule. Each four courses per term may be taken during the day or evening to fit your schedule.

Freehand Drawing

INTD 0010 \$417

Introduces student to drawing as a means of visual communication. The focus is on developing freehand drawing skills to assist student in design presentation drawing. This course is the prerequisite for INTD 3110. (0 credits)

Apr 13 Wed 0900-1200 12 wks BBY CRN 50102
Jul 4 Mon/Wed 0900-1200 6 wks BBY 50467

Interior Design Basic

INTD 1000 \$416

Introduces the field of interior design. Student will gain a good understanding of the interior design art form. This is the prerequisite for all other courses in the certificate program and may be taken concurrently with INTD 1010, INTD 1020, INTD 2000 or INTD 3070 only. (3 credits)

Apr 11 Mon 1800-2100 12 wks BBY CRN 20964
Apr 11 Mon 1730-2030 12 wks DTC 20963
Apr 13 Wed 0900-1600 6 wks BBY 21296
Apr 13 Wed 1800-2100 12 wks BBY 20967
Apr 16 Sat 0900-1200 12 wks BBY 20965
Jul 18 Mon-Fri 0900-1700 1 wk BBY 20962
May 24 Tue-Sat 0900-1700 1 wk BBY 28813

History of Furniture

INTD 1010 \$416

Covers the history of furniture from ancient Egypt to the 20th century. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000, 1020, 2000 or 3070. (3 credits)

Apr 11 Mon 0900-1200 12 wks BBY CRN 27507
Apr 12 Tue 1800-2100 12 wks BBY 20968
Apr 13 Wed 1800-2100 12 wks BBY 20969
Apr 16 Sat 0900-1200 12 wks BBY 52266

Interior Design Drafting 1

INTD 1020 \$917

Presents aspects of architectural drafting beginning with lettering, equipment awareness and technical vocabulary. Enables student to present plans, elevations,

and sections with correct architectural symbols in presentation. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000. (6 credits)

Apr 11 Mon/Wed 1800-2100 12 wks BBY CRN 22816
Apr 12 Tue/Thr 0900-1200 12 wks BBY 26307
Apr 16 Sat 0900-1600 12 wks BBY 52267

Colour and Lighting

INTD 2000 \$445

Provides student with colour theory and characteristics of lamps. Prerequisite: INTD 1000. May be taken concurrently with INTD 1000. (3 credits)

Apr 11 Mon 1800-2100 12 wks BBY CRN 20970
Apr 12 Tue 1800-2100 12 wks BBY 20971
May 25 Wed 0900-1600 6 wks BBY 21297
Apr 12 Tue/Thr 0900-1200 6 wks BBY 28903

Interior Design Drafting 2

INTD 2020 \$917

Presents isometric views, shadow and light, construction dimensioning. Focuses on the presentation of one and two point perspective. Prerequisite: 65% in INTD 1020. (6 credits)

Apr 12 Tue/Thr 1800-2100 12 wks BBY 28783
Apr 16 Sat 0900-1600 12 wks BBY 209724
Apr 12 Tue/Thr 0900-1200 12 wks BBY 54326

Business Practices for Interior Design

INTD 2030 \$282

Presents information on basic business and marketing practices. Topics include portfolios, presentations, resumes, contracts and interviews relating to interior design. Students may not miss the first day of class. Prerequisite: INTD 1000. (1.5 credits)

Apr 11 Mon 1800-2100 6 wks BBY CRN 20980
Apr 13 Wed 0900-1200 6 wks BBY 50054
Jul 4 Mon/Wed 0900-1200 3 wks BBY 24095
Jul 5 Tue/Thr 0900-1200 3 wks BBY 26082

Graphic Presentation

INTD 3010 \$417

Teaches students to present design plans, elevations and perspectives graphically emphasizing use of markers and coloured pencils. Prerequisite: INTD 2020. (3 credits)

Apr 12 Tue 0900-1200 12 wks BBY CRN 23579
Apr 14 Thr 0900-1200 12 wks BBY 23121
Apr 14 Thr 1800-2100 12 wks BBY 20973
Jul 4 Mon 0900-1200 6 wks BBY 29443
+Thr 1300-1600

Space Planning 1

INTD 3040 \$485

Introduces student to the factors and methodology used by interior designers to plan residential space. Student will analyse existing plans, learn furniture placement, plan a kitchen layout, and develop an apartment and house plan. Prerequisites: INTD 1000 and 65% in INTD 1020. (3 credits)

Apr 11 Mon 1800-2100 12 wks BBY CRN 24907
Apr 11 Mon 1800-2100 12 wks BBY 50055
Apr 13 Wed 1800-2100 12 wks BBY 24909
Apr 15 Fri 0900-1200 12 wks BBY 27504

Detailing/Construction Materials

INTD 3050 \$416

Acquaints student with the properties, characteristics and uses of materials used for interior construction, custom furnishings. Introduces the methods and techniques involved in the preparation of working drawings for interior construction and millwork. Prerequisite: INTD 2020. (3 credits)

Apr 11 Mon 1300-1600 12 wks BBY CRN 28804
Apr 14 Thr 1800-2100 12 wks BBY 24908
Apr 15 Fri 0900-1200 12 wks BBY 23588
Jul 5 Tue/Thr 0900-1200 6 wks BBY 24617



Materials 1

INTD 3070 \$416

Covers interior finishing specifications and materials for floors, walls, ceilings and windows and characteristics of fabrics. Student may not miss the first class.

Prerequisite: INTD 1000. May be taken concurrently with INTD 1000. (3 credits)

Apr 11 Mon 0900-1200 12 wks BBY CRN 27498
Apr 14 Thr 1800-2100 12 wks BBY 20978

Directed Studies Project

INTD 4000 \$337

Allows student to incorporate all material from previous courses into a major project. Prerequisite: All other courses in the interior design certificate program with 65% minimum. 65% must be obtained in INTD 4000 prior to registering in the Senior Certificate program. (1.5 credits)

May 24 Tue 1300-1600 6 wks BBY CRN 50056
May 26 Thr 1800-2100 6 wks BBY 20979
Jul 26 Tue/Thr 0900-1200 3 wks BBY 24093
Jul 26 Tue/Thr 1300-1600 3 wks BBY 27126

Space Planning 2

INTD 4040 \$485

Using the skills acquired in Space Planning 1, students will research and develop layouts and concepts for three types of commercial applications – retail, hospitality and corporate. Prerequisite: 65% in INTD 3040, should have completed or enrolled in INTD 2020. (3 credits).

Apr 11 Mon 0900-1200 12 wks BBY CRN 28905
Apr 12 Tue 1800-2100 12 wks BBY 20981
Apr 15 Fri 0900-1200 12 wks BBY 25049
Jul 4 Mon 1300-1600 6 wks BBY 27505
+Fri 0900-1200

AutoCAD 1 for Interior Design

AICO 1160 \$705

Introduces the AutoCAD workstation on the PC including basic 2D drawing creation, editing, view manipulation, text, dimensioning, introduction to blocks, hatching and plotting. Prerequisites: INTD 1020, and familiarity with current release of Windows or Office. (3 credits)

Apr 11 Mon 0900-1600 6 wks BBY CRN 50840
Apr 12 Tue 0900-1200 12 wks BBY 50841
Apr 12 Tue 1300-1600 12 wks BBY 50842
Apr 13 Wed 1800-2100 12 wks BBY 50843

Autocad 2 for Interior Design

INTD 4060 \$704

Use of AutoCAD to produce 2D architectural drawings using the current release for the PC. Emphasis is on practicing the commands learned in AutoCAD 1 and applying them to a set of architectural drawings. Introduction of external references, paper space/model space, and attributes. Prerequisites: INTD 2020 and 65% in AICO 1160. (3 credits)

Apr 13 Wed 1300-1600 12 wks BBY CRN 23586
Apr 13 Wed 0900-1200 12 wks BBY 28803
Apr 15 Fri 0900-1200 12 wks BBY 23582
May 30 Mon 0900-1600 6 wks BBY 28802
Jul 6 Wed 0900-1600 6 wks BBY 27506

INTERIOR DESIGN

SENIOR MANAGEMENT CERTIFICATE

This program is designed for students who have completed the Interior Design Management Certificate program and wish to obtain the necessary credits in interior design education required to write the NCIDQ. Certain courses have been selected to complement the certificate program and may not require completion of INTD 4000 Directed Studies. Students are advised to ensure prerequisites have been met prior to registration. Students who do not meet the prerequisite requirements will not be permitted to continue in the course. Required courses in the Senior Management

Certificate program are:

INTD 2080 Colour 2
INTD 3170 Millwork Drawings
INTD 2180 Design Theory
INTD 3110 Graphic Presentation 2*
INTD 3160 AutoCAD 3 for Interior Design
INTD 2010 Contemporary Furniture, Architecture and Design*

INTD 2070 Lighting 2
INTD 3120 Human and Environmental Factors
INTD 4140 Space Planning 3
INTD 2101 Barrier-free Design and Building Code
INTD 3130 Visual Merchandising and Display*
INTD 3150 Interior Construction and Renovation
INTD 3190 Design Project
INTD 4260 AutoCAD 4 for Interior Design
INTD 4170 Materials 2
INTD 3140 Marketing and Work Week
INTD 4100 Project Management
INTD 4400 Furniture Design
INTD 4500 Directed Studies 2

*These courses may be taken prior to completion of the certificate program, but may have prerequisites.

Contemporary Furniture, Architecture and Design

INTD 2010 \$416

Student will study the history of furniture, architecture and design from the industrial revolution to present day. Examples of 20th century designers and architects' work will be covered. Prerequisites: INTD 1000 and INTD 1010, INTD 1020, INTD 2020 and INTD 3010. (3 credits)

Apr 14 Thr 1800-2100 12 wks BBY CRN 25141

Lighting 2

INTD 2070 \$451

Teaches creative, detailed solutions for residential and commercial spaces. Emphasis will be on lighting specifications, practical application and manipulating space with light. Prerequisites: INTD 1000, INTD 1020, INTD 2000 and INTD 2020. (3 credits)

Apr 13 Wed 1800-2100 12 wks BBY CRN 51220

Barrier-Free Design and Building Code

INTD 2101 \$308

Students will study residential and commercial barrier-free planning as it pertains to interior design. After successful completion of course, students will have a basic understanding of how to use the National Building Code. Students must bring INTD 4000 transcript to first class. Prerequisites: INTD 2180. (1.5 credits)

May 25 Wed 1300-1600 12 wks BBY CRN 25140

Graphic Presentation 2

INTD 3110 \$416

Explores freehand sketching with an emphasis on 3D creative visualization to develop the student's ability to use perspective sketching as a communication medium in design. The course includes quick sketches and study assignments in monochromatic rendering techniques. Prerequisite: 65% in INTD 0010. (3 credits)

Apr 12 Tue 1800-2100 12 wks BBY CRN 27634

Human/Environmental Factors

INTD 3120 \$416

Future trends and issues, anthropometrics, and technology as it applies to the built environment will be examined. Prerequisites: all Level 1 courses and INTD 2180. (3 credits)

Apr 12 Tue 1800-2100 12 wks BBY CRN 28801

Visual Merchandising Display

INTD 3130 \$308

Examines display areas and the elements used in arranging artwork. Learn how to use colour, shape,

scale, texture and finish to create vignettes.

Prerequisites: INTD 100, INTD 1020, INTD 2000 and INTD 3040. (1.5 credits)

Apr 13 Wed 1300-1600 6 wks BBY CRN 25142

Marketing and Workweek

INTD 3140 \$291

Student researches the current job market and focuses on an area of interest. Different types of marketing strategies, such as using the Internet and networking will be discussed. Placement in a design firm or related work experience is included in the course. Prerequisites: Completion of all courses in the first three terms of the Senior Certificate (a 75% in all courses for work placement.) (1.5 credits)

Jul 6 Wed 0900-1200 6 wks BBY CRN 26173

Interior Construction and Renovation

INTD 3150 \$416

Wood-frame construction and other construction methods will be studied. A small residential project will incorporate building technologies and finishes pertaining to a renovation. Prerequisites: INTD 2180 and INTD 4140. (3 credits)

Apr 11 Mon 1300-1600 12 wks BBY CRN 26084

Autocad 3 for Interior Design

INTD 3160 \$704

Further advancement in AutoCAD training on current release for the PC. Upon completion, students will be able to do 3D projection and interior construction drawings. Prerequisite: 65% in INTD 4060. (3 credits)

Apr 14 Thr 1300-1600 12 wks BBY CRN 28799
Apr 14 Thr 1800-2100 12 wks BBY 28800

Design Project

INTD 3190 \$416

Working through one comprehensive project, students will learn how to take the basic design concept and develop it to completion. The project will encompass space planning, material and finish selection, full interior construction drawings, furniture selection, millwork details and a 3D model. Prerequisites: INTD 207, INTD 2080, INTD 2180, INTD 3110, INTD 3160, INTD 3170, INTD 4000, INTD 4140 and INTD 3150. (3 credits)

Apr 14 Thr 0900-1200 12 wks BBY CRN 26085

Project Management

INTD 4100 \$416

Follows through timeline of the job criteria which includes keeping track of all areas of scheduling, bids, etc. Prerequisite: INTD 4140. 65% in INTD 4000. (3 credits)

Jul 5 Tue/Thr 1300-1600 6 wks BBY CRN 26172

Space Planning 3

INTD 4140 \$485

The emphasis of the course will be on creating distinct design concepts. Detailed space planning projects will be explored such as offices and retail spaces. Systems furniture will be implemented. Prerequisites: All Level 1 courses and INTD 2180. (3 credits)

Apr 12 Tue 1800-2100 12 wks BBY CRN 27502

AutoCAD 4 for Interior Design

INTD 4260 \$715

A further understanding of construction – working drawings, millwork detailing and scaling will be the main focus. Prerequisites: 65% in INTD 3160. (3 credits)

Apr 15 Fri 1300-1600 12 wks BBY CRN 51222

Furniture Design

INTD 4400 \$348

A continuation of millwork drawings and detailing. Prerequisite: 65% in INTD 3170. (1.5 credits)

Jul 4 Mon 1300-1600 6 wks BBY CRN 26175

Directed Studies 2

INTD 4500 \$345

Students are given an in-depth project to complete, using information and teachings covered in all the previous courses. Prerequisite: 65% in all Senior Certificate Level 2 courses is mandatory. (1.5 credits)

Aug 16 Tue/Thr 0900-1200 3 wks BBY CRN 26174

Marketing Management

604-432-8611 Vicki_Forbes@bcit.ca
604-432-8572 Randal_Singer@bcit.ca
604-451-7134 Wendy_Lee@bcit.ca
(Internet courses only)

Please visit www.bcit.ca to view the up-to-date official version of Marketing Management program and course offerings, including course descriptions, class times and locations.

MANAGEMENT CERTIFICATE – MARKETING MANAGEMENT

For those who work in the retail, wholesale, manufacturing and service industries, this program offers an assortment of courses designed to provide you with an understanding of all the elements of Marketing Management. Studies will include marketing planning, promotion, research, customer service and sales. Elective choices enable you to focus on areas that are relevant to your work or personal interest. Listed below are the courses required to obtain your certificate.

1. Required courses (27.0 credits)	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1112 Customer Relations	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 2205 Marketing of Services	3.0
MKTG 2341 Introduction to Marketing Research	3.0
MKTG 3322 Promotional Strategies	3.0
MKTG 4340 Marketing Planning Fundamentals	3.0
MKTG 4501 Strategic Marketing Management Simulation	3.0

2. 12.0 credits from these electives:	Credits
MKTG 1323 Effective Public Speaking	3.0
MKTG 1324 Small Business Development	3.0
MKTG 1342 Trade/Consumer Show Marketing	3.0
MKTG 1352 Electronic Marketing	3.0
MKTG 2212 Strategies in Customer Service	3.0
MKTG 2325 Marketing Globally	3.0
MKTG 2438 Direct Marketing Dynamics	3.0
MKTG 3321 Public Relations	3.0
MKTG 3406 New Product/Service Development	3.0

3. Minimum of 6.0 credits from these electives:	Credits
BLAW 3100 Business Law	4.0
BUSA 2005 Management	4.0
COMM 1103 Introduction to Business and Technical Communication	3.0
COMM 2202 Business and Technical Correspondence	3.0
COMM 2203 Business and Technical Reports	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
FMGT 1100 Accounting 1	4.0
FMGT 2100 Accounting 2	5.5
FMGT 3510 Finance 1	4.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1110 Business Mathematics	4.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105 Organizational Behaviour	4.0
Total credits	45.0

MANAGEMENT CERTIFICATE – MARKETING COMMUNICATIONS OPTION

This program is designed to give you specialized training in the components of promotional strategy. The curriculum equips you to be functional in developing promotional strategies and campaigns, incorporating specific tactics such as event marketing, trade shows and corporate communications, as well as the traditional advertising, sales promotion and database marketing. Listed below are the courses required to obtain your certificate.

1. Required courses (27.0 credits)	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 2317 Sales Promotion Techniques	3.0
MKTG 2341 Introduction to Marketing Research	3.0
MKTG 2438 Direct Marketing Dynamics	3.0
MKTG 3218 Introduction to Media	3.0
MKTG 3321 Public Relations	3.0
MKTG 3322 Promotional Strategies	3.0

2. Minimum of 12.0 credits from these electives:	Credits
MKTG 1019 Media Relations	3.0
MKTG 1112 Customer Relations	3.0
MKTG 1119 Sports Marketing	3.0
MKTG 1120 Event Planning	3.0
MKTG 1312 Writing Creative Copy	3.0
MKTG 1323 Effective Public Speaking	3.0
MKTG 1342 Trade/Consumer Show Marketing	3.0
MKTG 1352 Electronic Marketing	3.0
MKTG 3418 Advertising Design Production	3.0
MKTG 3421 Strategic Corporate Communications	3.0

3. Minimum of 6.0 credits from these electives:	Credits
BLAW 3100 Business Law	4.0
BUSA 2005 Management	4.0
COMM 1103 Introduction to Business and Technical Communication	3.0
COMM 2202 Business and Technical Correspondence	3.0
COMM 2203 Business and Technical Reports	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
FMGT 1100 Accounting 1	4.0
FMGT 2100 Accounting 2	5.5
FMGT 3510 Finance 1	4.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1110 Business Mathematics	4.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105 Organizational Behaviour	4.0
Total credits	45.0

MANAGEMENT CERTIFICATE – PROFESSIONAL SALES OPTION

Enhance your ability to sell products or services to consumers, the commercial market and professional buyers. Analyse buyer needs, plan detailed and effective presentations, and utilize professional oral and written skills. The program also covers other relevant information such as managing the sales force, utilizing other methods of sales such as trade shows, and segmenting business markets. Listed below are the courses required to obtain your certificate.

1. Required courses (27.0 credits)	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 1323 Effective Public Speaking	3.0
MKTG 1342 Trade/Consumer Show Marketing	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 2220 Managing the Sales Force	3.0
MKTG 2319 Professional Sales 2	3.0
MKTG 3332 Key Account Selling	3.0
MKTG 3342 Negotiating Skills	3.0

2. 12.0 credits from these electives:	Credits
MKTG 1112 Customer Relations	3.0
MKTG 1218 Inside Sales	3.0
MKTG 1352 Electronic Marketing	3.0
MKTG 2212 Strategies in Customer Service	3.0
MKTG 2215 Online Sales and Marketing	3.0
MKTG 2317 Sales Promotion Techniques	3.0
MKTG 2323 Advanced Public Speaking	3.0
MKTG 2325 Marketing Globally	3.0
MKTG 2341 Introduction to Marketing Research	3.0
MKTG 2438 Direct Marketing Dynamics	3.0
MKTG 3406 New Product/Service Development	3.0
MKTG 4340 Marketing Planning Fundamentals	3.0

3. 6.0 credits from these electives:	Credits
BLAW 3100 Business Law	4.0
BUSA 2005 Management	4.0
COMM 1103 Introduction to Business and Technical Communication	3.0
COMM 2202 Business and Technical Correspondence	3.0
COMM 2203 Business and Technical Reports	3.0
ECON 2100 Microeconomics	3.0
ECON 2200 Macroeconomics	4.0
FMGT 1100 Accounting 1	4.0
FMGT 2100 Accounting 2	5.5
FMGT 3510 Finance 1	4.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1110 Business Mathematics	4.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1600 Computer Applications 1	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105 Organizational Behaviour	4.0
Total credits	45.0

ASSOCIATE CERTIFICATES IN MARKETING MANAGEMENT

For students who do not wish or require a management certificate, or desire a fast track for developing specific skills, we offer several eight-course associate certificate packages.

ASSOCIATE CERTIFICATE – CUSTOMER RELATIONSHIP MARKETING

1. Required courses (18.0 credits)	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1112 Customer Relations	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 1323 Effective Public Speaking	3.0
MKTG 2205 Marketing of Services	3.0
MKTG 2212 Strategies in Customer Service	3.0

2. 6.0 credits from these electives:	Credits
MKTG 1218 Inside Sales	3.0
MKTG 1352 Electronic Marketing	3.0
MKTG 2215 Online Sales and Marketing	3.0
MKTG 2438 Direct Marketing Dynamics	3.0
MKTG 3321 Public Relations	3.0
Total credits	24.0



ASSOCIATE CERTIFICATE – EVENT MARKETING

Required courses (18.0 credits)	Credits
MKTG 1019 Media Relations	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 1120 Event Planning	3.0
MKTG 1121 Off-premise Catering Planning	3.0
MKTG 1342 Trade/Consumer Show Marketing	3.0
MKTG 2203 Marketing Communications Essentials	3.0
2. 6.0 credits from these electives:	Credits
FUND 1215 Essentials of Fundraising	3.0
MKTG 1119 Sports Marketing	3.0
MKTG 1122 Wedding Planning	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 2205 Marketing of Services	3.0
MKTG 3321 Public Relations	3.0
MKTG 3342 Negotiating Skills	3.0
Total credits	24.0

ASSOCIATE CERTIFICATE – MARKETING COMMUNICATIONS

1. Required courses (18.0 credits)	Credits
MKTG 1019 Media Relations	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 3218 Introduction to Media	3.0
MKTG 3321 Public Relations	3.0
MKTG 3322 Promotional Strategies	3.0
2. 6.0 credits from these electives:	Credits
MKTG 1120 Event Planning	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 2317 Sales Promotion Techniques	3.0
MKTG 2438 Direct Marketing Dynamics	3.0
MKTG 3421 Strategic Corporate Communications	3.0
Total credits	24.0

ASSOCIATE CERTIFICATE – PUBLIC RELATIONS

1. Required courses (21.0 credits)	Credits
MKTG 1019 Media Relations	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 1312 Writing Creative Copy	3.0
MKTG 1323 Effective Public Speaking	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 3321 Public Relations	3.0
MKTG 3421 Strategic Corporate Communications	3.0
2. 3.0 credits from these electives:	Credits
FUND 1215 Essentials of Fundraising	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 3322 Promotional Strategies	3.0
Total credits	24.0

ASSOCIATE CERTIFICATE – ENTREPRENEURSHIP

1. Required courses (22.0 credits)	Credits
BUSA 2005 Management	4.0
BUSA 2205 Entrepreneurial Management	3.0
FMGT 1152 Accounting for the Manager	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 1324 Small Business Development	3.0
OPMT 1600 Computer Applications 1	3.0
2. 3.0 credits from these electives:	Credits
MKTG 1112 Customer Relations	3.0
MKTG 2203 Marketing Communications Essentials	3.0
MKTG 2341 Introduction to Marketing Research	3.0
MKTG 3406 New Product/Service Development	3.0
Total credits	25.0

ASSOCIATE CERTIFICATE – RETAIL MARKETING MANAGEMENT

1. Required courses (21.0 credits)	Credits
BUSA 1305 Supervisory Skills	3.0
FMGT 1152 Accounting for the Manager	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 1112 Customer Relations	3.0
MKTG 1140 Essentials of Retailing	3.0
MKTG 2420 Merchandising and Display Strategies	3.0
OPMT 1192 Inventory Planning and Control	3.0
2. 3.0 credits from these electives:	Credits
MKTG 1221 Professional Retail Sales	3.0
MKTG 2212 Strategies in Customer Service	3.0
ORGB 1105 Organizational Behaviour	3.0
Total credits	24.0

ASSOCIATE CERTIFICATE – SALES SKILLS*

1. Required courses (21.0 credits)	Credits
MKTG 1102 Essentials of Marketing	3.0
MKTG 1218 Inside Sales	3.0
MKTG 1219 Professional Sales 1	3.0
MKTG 2220 Managing the Sales Force	3.0
MKTG 2319 Professional Sales 2	3.0
MKTG 2438 Direct Marketing Dynamics	3.0
MKTG 3332 Key Account Selling	3.0
2. 3.0 credits from these electives:	Credits
MKTG 1323 Effective Public Speaking	3.0
MKTG 1342 Trade/Consumer Show Marketing	3.0
MKTG 2317 Sales Promotion Techniques	3.0
MKTG 3342 Negotiating Skills	3.0
Total credits	24.0

*CPSA – PROFESSIONAL SALES CERTIFICATE

Students who successfully complete the Associate Certificate in Sales Skills are eligible to receive a certificate of accreditation from the Canadian Professional Sales Association. To use the designation CSP (Certified Sales Professional), students must write the CSP exams and have at least two years experience as a salesperson. For more information on the CPSA, call 1-888-267-2772.

Marketing courses available this term:

Media Relations

MKTG 1019	\$395
Covers the basic media process; developing media strategy; newsroom realities; packaging your message; the media as messenger, interview techniques and critiques; and crisis communications. The media is a business like any other; its product is controversy. By knowing the rules of the game, astute managers can make the media work for them. (3 credits)	
Apr 12 Tue	1730-2030 12 wks DTC CRN 27487
May 30 Mon-Fri	0900-1715 1 wk BBY 27488



Essentials of Marketing

MKTG 1102	\$395
Designed to provide the student with an overview of the marketing concept and how it can be applied to any type of organization or service. Includes the controllable and uncontrollable elements of marketing, strategic planning, market characteristics, marketing research techniques, market segmentation and target market selection. (3 credits)	

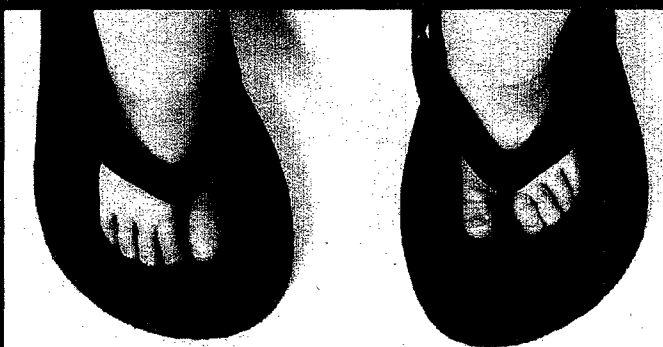
Apr 18	12 wks Internet	CRN 50107
Apr 12 Tue	1845-2145 12 wks BBY	20345
Apr 12 Tue	1730-2030 12 wks DTC	20358
Apr 13 Wed	1730-2030 12 wks DTC	50942
Apr 14 Thr	1845-2145 12 wks BBY	20360
Apr 23 Sat	0900-1600 6 wks BBY	20362
May 30 Mon-Fri	0900-1715 1 wk DTC	20363
Jun 6 Mon-Fri	0900-1715 1 wk BBY	20355
Aug 15 Mon-Fri	0900-1715 1 wk DTC	23048

Customer Relations

MKTG 1112	\$395
In today's service-oriented economy, excellent service is more than a competitive edge, it is a survival skill. Customer Relations is designed to have a broad application for people at all levels in business and industry who will deal directly with customers, both internal and external. Students benefit from strategies and practical hands-on approach. Covers defining quality service, developing excellent customer relations skills, effective communication techniques, problem solving, listening/questioning skills, and developing excellent people skills. (3 credits)	

Apr 23 Sat	0900-1600 6 wks DTC	CRN 20320
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Event Planning

MKTG 1120 \$395

This projects-based course focuses on the event industry, and fundamental components of planning and executing special events. Students explore the planning, marketing, selling, producing and management of any type of event from company social functions to major conventions. To be successful in this course, students must be able to communicate well in writing, in English. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 20322
Apr 13 Wed 1730-2030 12 wks DTC 25220
Apr 25 Mon-Fri 0900-1715 1 wk DTC 27312

Off-Premise Catering Planning

MKTG 1121 \$410

Examines all aspects of planning off-premise catering events from assessing a venue to costing the labour and equipment charges and determining appropriate food service for the venue and budget. Those venturing into the off-premise catering field or who have responsibility for planning catering events will benefit from this course. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 54347

Wedding Planning

MKTG 1122 \$410

Dream weddings require careful planning. This course examines wedding planning from inception to execution, including managing the procedures and challenges faced from the initial meeting with the couple, to selecting purveyors, contract reviewing, themes and décor. The role and career of a professional wedding planner are also explored. (3 credits)

Apr 18 Mon 1730-2030 DTC CRN 55346
May 28 Sat 0900-1715 6 wks BBY 55162

Essentials of Retailing

MKTG 1140 \$395

An overview of the retail environment, starting with global trends and narrowing the focus to North American issues and ultimately examining the most important issues facing the British Columbia and Vancouver retail sectors. Topics include: retail operations, logistics, buying, merchandising, human resources, customer relations and marketing. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 54348



Professional Sales 1

MKTG 1219 \$395

Provides basic training for the sales aspirant or person with no formal sales training. Develop selling techniques through practical applications and role playing. Ideal for people in sales who require or desire to brush up on their sales skills. To be successful in this course, students must be able to communicate well in English. (3 credits)

Apr 18 12 wks Internet CRN 50809
Apr 12 Tue 1845-2145 12 wks BBY 22626
Apr 13 Wed 1730-2030 12 wks DTC 20327
Jun 6 Mon-Fri 0900-1715 1 wk DTC 20328
Aug 8 Mon-Fri 0900-1715 1 wk BBY 23049

Professional Retail Sales

MKTG 1221 \$395

Explore the role of a Sales Associate in a retail organization, and the important differences when interacting with consumers rather than business buyers. Develop key interpersonal skills, and build confidence using the sales process in a retail environment. To be successful in this course, students must be able to communicate well in English. (3 credits)

Jun 7 Tue/Wed 0900-1715 3 wks BBY CRN 54350

Writing Creative Copy

MKTG 1312 \$395

Whether your field is advertising, marketing, PR, or corporate communications, the best writing is seductive,

surprising, and speaks directly to your audience. In this hands-on course, you will practice the craft of writing creatively under pressure, learn the tricks of client management, and hone your application of brand identity, concepts and "big ideas." Each term, our work and focus reflects identified student needs and goals. (3 credits)

Apr 13 Wed 1730-2030 12 wks DTC CRN 28601

Effective Public Speaking

MKTG 1323 \$425

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. Students must be able to communicate well in English. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 20336
Apr 16 Sat 0900-1600 6 wks DTC 20335
Aug 15 Mon-Fri 0900-1715 1 wk BBY 23050

Small Business Development

MKTG 1324 \$395

Examines the planning stages involved in starting a new business including market, financial and legal responsibility requirements. Major emphasis is on the preparation of a business plan. This course will be helpful for anyone wishing to start their own business. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 20337

Trade/Consumer Show Marketing

MKTG 1342 \$395

Examines how a trade/consumer show is an effective marketing opportunity for businesses of all sizes. Focuses on the application of marketing principles through the medium of trade or consumer shows. Also covers how to position a trade or consumer show as an active marketing tool within a business overall marketing strategy. A key component of this course will be the development of a major project involving a strategic plan for a trade/consumer show. (3 credits)

May 9 Mon-Fri 0900-1715 1 wk DTC CRN 22851



Marketing Communications Essentials

MKTG 2203 \$395

This course builds on essential marketing concepts by focusing on the promotional element of the marketing mix. It introduces marketing communications strategy; examines effective use of advertising, public relations, direct marketing, sales promotion and the media. It also serves as a foundation for several more advanced marketing courses. Prerequisite: MKTG 1102. (3 credits)

Apr 18 12 wks Internet CRN 52106
Apr 12 Tue 1730-2030 12 wks DTC 52364
Apr 13 Wed 1845-2145 12 wks BBY 52365
Jul 4 Mon-Fri 0900-1715 1 wk DTC 52363
Aug 8 Mon-Fri 0900-1715 1 wk BBY 52366

Marketing of Services

MKTG 2205 \$395

Focuses on the differences between developing strategies for services rather than products. Covers the complete marketing management process from setting objectives, developing a plan of action, to reviewing the effectiveness of the marketing plan. Prerequisite: MKTG 1102 or department permission. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 25932

Sales Promotion Techniques

MKTG 2317 \$395

Focuses on the practical application of sales promotions techniques, both trade and consumer. Covers couponing, contests, sweepstakes, bonus packs, premiums, package promotions and price-offs. A major objective of the course is for the student to be able

to develop a basic sales promotion plan. Prerequisite: MKTG 2202 or MKTG 2203. (3 credits)

Apr 14 Thr 1730-2030 12 wks DTC CRN 26408

Professional Sales 2

MKTG 2319 \$395

Uses lectures, films and class discussion to cover the techniques and motivational skills of selling: sales interview process; buying motives; product knowledge, prospecting; approaches; selling more; closing; selling the idea; getting attention, organization; goals; arousing interest; talking benefits; desire; no is not the end; power phrases. The key element of this course will be the development of individual sales presentations by students, focusing on personal presentation skills. Prerequisite: MKTG 1219 or previous sales experience. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 26419
Aug 15 Mon-Fri 0900-1715 1 wk BBY 54357

Advanced Public Speaking

MKTG 2323 \$395

Advanced development for the presenter who wishes to master high-level public speaking skills, such as controlling non-verbal signals, introducing and thanking speakers, using audio-visual tools and chairing meetings. Students will explore group and panel presentations, and speaking on camera. This course builds on basic public speaking abilities with focus on skills for business professionals. Prerequisite: MKTG 1323. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 52549

Marketing Globally

MKTG 2325 \$395

Importing and exporting. Designed to equip business people and the individual with the right skills to successfully participate in this highly lucrative business. The student will be presented with the complexities, advantages, and disadvantages of international trade. Practical strategies are very prominent in this course. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 50944

Introduction to Marketing Research

MKTG 2341 \$395

Examines the basic approaches to market research. Discusses research techniques and tools and relates these tools to the decision-making process. Special applications of marketing research to simulated real-life situations are examined. Prerequisite: MKTG 2202 or MKTG 2203 or department permission. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 23793

Merchandising and Display Strategies

MKTG 2420 \$395

This course will review the key principles of merchandising and display across a spectrum of retail environments. Emphasis will be placed on the evolution of merchandising and display theory and tactics, with a comprehensive review of contemporary strategies. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 54360

Direct Marketing Dynamics

MKTG 2438 \$395

Examines the concept of direct marketing, and studies the growing popularity of direct marketing as an advertising medium. As a growing function in organizations that is often not well understood or well managed, this course will look at both management and implementation of direct marketing. Direct marketing will be studied through lectures, videos, case studies, workshops, guest lecturers, group discussions, and industry-related projects. Prerequisite: MKTG 1102 or department permission. (3 credits)

Apr 13 Wed 1730-2030 12 wks DTC CRN 28611



Introduction to Media

MKTG 3218 \$425

Designed for advertising agency and media sales personnel and individuals considering career entry in the advertising industry. Covers media/industry terminology, strength and limitations of media vehicles. Industry-related research and the roles of those involved in planning, buying and selling media time and space. Prerequisite: MKTG 2203. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 54363



Public Relations

MKTG 3321 \$395

Designed for anyone in business, government, associations and organizations, responsible for internal and external communication. Learn to fulfill your information and communication assignments with increased confidence and competence. Topics include planning and executing a public relations program; communication techniques; principles of news writing and preparation of news photographs; utilizing the media; press and community relations; external/internal communications; and meetings. Prerequisite: MKTG 2202 or MKTG 2203. (3 credits)

Apr 18 12 wks Internet CRN 50817

Apr 12 Tue 1730-2030 12 wks DTC 20331

Apr 13 Wed 1845-2145 12 wks BBY 26420

Promotional Strategies

MKTG 3322 \$395

Provides the opportunity to develop a complete communications plan from the situation analysis to creative solutions. Reviews the role of strategic planning as it applies to media, creative, sales promotion and research. Prerequisite: MKTG 2202 or MKTG 2203. (3 credits)

Apr 13 Wed 1730-2030 12 wks DTC CRN 27518

Aug 15 Mon-Fri 0900-1715 1 wk BBY 52383

Negotiating Skills

MKTG 3342 \$395

Designed to cover the key elements that take place within the marketing or sales negotiation context. Students will explore negotiating styles, strategies and tactics. You will also prepare for, conduct, then evaluate an actual negotiating situation. The impact of ethics, power and culture are also examined through case studies, role play simulations, lectures and discussions. (3 credits)

Apr 16 Sat 0900-1600 6 wks BBY CRN 27519

New Product/Service Development

MKTG 3406 \$395

Studies effective processes for generating product ideas, design planning, performance evaluation and market testing. Commercialization of highly innovative products is emphasized. Prerequisite: MKTG 1102. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 24872

Advertising Design Production

MKTG 3418 \$495

A practical "how-to" course that starts with design principles and finishes with inside marketing techniques for print, broadcast and Internet advertising. Examines typography, colour, layout, artwork, copywriting and production for newspaper, magazine, broadcast, Internet and POP advertising. Develop your own marketing materials with QuarkXPress software (the industry standard). For those in marketing, advertising, media and graphic/printing sales as well as graphic designers. Limited enrolment. (3 credits)

Apr 14 Thr 1730-2030 12 wks DTC CRN 28019

Strategic Corporate Communications

MKTG 3421 \$395

Examines how communicating a corporate strategy is critical to an organization's success at all levels. Importance of communicating corporate and marketing

strategies to employees, investors and other stakeholders. How to set communication objectives that reflect the business plan, ensure that communications strategy reinforces business strategy, and evaluate corporate communications effectiveness. Prerequisite: MKTG 3321. (3 credits)

Apr 25 Mon-Fri 0900-1715 1 wk DTC 27609

Strategic Marketing Management Simulation

MKTG 4501 \$455

Provides students with a multi-dimensional learning environment through lectures, reading, discussions and simulation exercises. The role and importance of planning and information for marketing decision-making is the underlying precept. Simulations are intended for application of knowledge and practical experience. This course demands that students draw heavily from marketing expertise gained in previous courses. Prerequisites: MKTG 2202 or MKTG 2203 and MKTG 4340. (3 credits)

Apr 14 Thr 1730-2030 12 wks DTC CRN 28608

Fundraising

604-432-8611

Vicki_Forbes@bcit.ca

604-432-8572

Randal_Singer@bcit.ca

604-451-7134

Wendy_Lee@bcit.ca

(Internet courses only)

Please visit www.bcit.ca to view the up-to-date official version of fundraising program offerings, including course descriptions, class times and locations.

ASSOCIATE CERTIFICATE – FUNDRAISING MANAGEMENT

Fundraising is an essential skill in today's non-profit organization, whether one works as a volunteer, board member, or staff. This program, endorsed by AFP, teaches the necessary skills to succeed in fundraising in an increasingly competitive environment. It is a growing field with many opportunities for careers, and fascinating learning opportunities for the volunteer. This is one of the few post-secondary certificate programs available in Canada. The Fundraising Management Associate Certificate program requires completion of a minimum of 21 credits.

1. Required courses (15.0 credits)	Credits
FUND 1215 Essentials of Fundraising	3.0
FUND 2215 Fundraising Marketing	3.0
FUND 2315 Campaign Planning and Operations	3.0
FUND 2316 Grant and Proposal Writing	1.5
FUND 3216 Management and Finance for Fundraising	3.0
FUND 3217 Planned Giving	1.5

2. Minimum of 3 credits from these electives:	Credits
MKTG 1019 Media Relations	3.0
MKTG 1102 Essentials of Marketing	3.0
MKTG 1120 Event Planning	3.0
MKTG 1312 Writing Creative Copy	3.0
MKTG 1323 Effective Public Speaking	3.0
MKTG 2341 Introduction to Marketing Research	3.0
MKTG 3321 Public Relations	3.0
MKTG 3342 Negotiating Skills	3.0

3. Minimum of 3 credits from these electives:	Credits
OPMT 1600 Computer Applications 1	3.0
FMGT 1100 Accounting 1	4.0
FMGT 1152 Accounting for the Manager	3.0
FUND 4415 Fundraising Practicum	3.0
HRMG 3105 Human Resource Management	4.0
MDIA 1050 PageMaker PC 1	1.5
MDIA 2050 PageMaker PC 2	1.5
ORGB 1105 Organizational Behaviour	4.0
Total credits	21.0

Fundraising courses available this term:

Essentials of Fundraising

FUND 1215 \$395

A course designed to provide an overview of fundraising topics. The emphasis is on the grounding of fundraising in philanthropy; principles and strategic issues of fundraising in non-profit organizations; role of the development officer and fundraising. Students develop an understanding of annual fund and capital campaign methodologies, working with volunteer boards, and developing career planning strategies. (3 credits)

Apr 12 Tue 1730-2030 12 wks DTC CRN 51026

Fundraising Marketing

FUND 2215 \$395

This course focuses on applying marketing principles to fundraising relationships. Students build skills in target market analysis and the use of demographics. Planning is emphasized, with both a communications plan and a marketing plan as major assignments. Media relations, use of publications, web-based marketing, sponsorships, the role of advertising, and donor relations are covered. Prerequisite: FUND 1215. (3 credits)

Apr 12 Tue 1730-2030 12 wks DTC CRN 27317



Grant and Proposal Writing

FUND 2316 \$250

A practical introduction to the elements of proposal and grant writing: the purpose and responsibility, research, mechanics of preparation, outline of a formal proposal/grant, presentation, follow-up, accepting the answer graciously and post-grant reporting. Gain skills in hands-on practice developing the case statement and grant writing. Prerequisite: FUND 1215. (3 credits)

Apr 18 Mon 6 wks Internet CRN 52104

Management and Finance for Fundraising

FUND 3216 \$395

Provides students with a background for practical management skills and an understanding of organizational and fundraising budgets. The focus is on developing leadership, board and staff roles in finance and management, ethics, strategic and operational planning, budget development, how to evaluate software and information systems, organizational structure, human resources and accountability. Prerequisite: FUND 1215.

Apr 14 Thr 1730-2030 12 wks DTC CRN 50947

Planned Giving

FUND 3217 \$250

This course covers the most technically challenging area in professional fundraising. The focus is on charitable giving coordinated with overall financial and estate planning. It also covers building of strong relationships with donors and often their financial advisors. Planning gifts are typically the largest gifts a charity receives. They can be outright donations – cash stock or other assets – or deferred donations using vehicles such as life insurance, bequests, and/or trusts. Many planned gifts require tax planning to ensure that both the charity's and donor's wishes are met, while minimizing the after-tax cost to the donor. Prerequisite: FUND 1215. (1.5 credits)

Apr 11 Mon 1730-2030 6 wks DTC 50948

Fundraising Practicum

FUND 4415 \$490

The student will spend 36 hours of practical experience in a non-profit fundraising office. The student will have the opportunity to practice and experience their fundraising learning. This will include job shadowing and hands-on work. Sponsoring pre-approved organizations will be identified for the student. This practicum will be contracted by both the student and the organization. Prerequisite: completion of all FUND courses. (3 credits)

Apr 11 Mon 1730-2030 12 wks DTC CRN 53638



Non-profit Management

604-432-8572
604-451-7134

Randal_Singer@bcit.ca
Wendy_Lee@bcit.ca

Please visit www.bcit.ca to view the up-to-date official version of Non-profit Management course descriptions, class times and locations.



Non-profit Leadership 1

NPMA 1510

\$295

This is the first of two courses focusing on effective leadership of small, medium and large organizations in the voluntary sector. In this course, you will examine the role of leadership, and essential leadership and management skills that can be applied immediately in a non-profit organization. It establishes a foundation for advanced skills explored in Non-profit Leadership 2. (1.5 credits)

Apr 18

8 wks Internet CRN 54569



Non-profit Leadership 2

NPMA 1520

\$265

In this course, you focus on the relationship skills necessary to implement the strategic leadership principles explored in Non-profit Leadership 1. You explore personal leadership styles, best practices for leading organizational change, and methods to inspire and engage various stakeholders, including Board members, staff, volunteers, sponsors, partners and others.

Jun 13

8 wks Internet CRN 54924

Internet Delivery – Marketing, Fundraising and Non-profit Management Courses

604-451-7134
604-451-6733

www.bcit.ca/distance
to register



Registration Deadline for Marketing Internet Courses

The course registration deadline for April term courses is seven calendar days prior to the course start date. To ensure that you receive login instructions and other course information prior to term start, please register no later than the registration deadline. **Note:** please contact the BCIT bookstore, Burnaby campus, to order your textbooks.

For the refund policy for marketing, fundraising and non-profit Internet courses, please see Regulations and Registration.

Please contact the BCIT Bookstore, Burnaby Campus, to pick up or arrange delivery of your textbooks.

Course Access

Students will be able to access marketing, fundraising and non-profit Internet courses no later than the end of the first day of the course. At time of registration, e-mail address must be supplied by student.

Tourism

604-432-8611
604-432-8572

Vicki_Forbes@bcit.ca
Randal_Singer@bcit.ca

Please visit www.bcit.ca to view the up-to-date official version of Tourism program offerings, including course descriptions, class times and locations.

MANAGEMENT CERTIFICATE – TOURISM MANAGEMENT OPTION

A program for those working in the field of tourism who are seeking formal, recognized qualifications to support their work experience. This combination should help if you wish to improve your present position or wish to seek new tourism employment opportunities. This program will also appeal to those wishing to enter the field of tourism who have no previous experience and require some credibility. Employers who are looking for

courses to upgrade employees' marketing skills will also find value in this program. Listed below are the courses required to obtain your certificate.

1. Required courses		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1112	Customer Relations	3.0
MKTG 1219	Professional Sales 1	3.0
MKTG 2203	Marketing Communications Essentials	3.0
MKTG 4340	Marketing Planning Fundamentals	3.0
TOUR 1260	Foundations of Tourism	4.0
TOUR 2302	Tour and Travel Management	2.0
TOUR 2307	Resort and Hotel Marketing	3.0
TOUR 3320	Meetings, Conventions and Incentive Travel	3.0

2. Minimum of 12.0 credits from these electives:		Credits
MKTG 1120	Event Planning	3.0
MKTG 1324	Small Business Development	3.0
MKTG 1352	Electronic Marketing	3.0
MKTG 2205	Marketing of Services	3.0
MKTG 3321	Public Relations	3.0
TOUR 1250	Retail Travel Sales and Marketing	3.0
TOUR 2330	Community Tourism Development	4.0

3. Minimum of 6.0 credits from these electives:		Credits
BLAW 3100	Business Law	4.0
BUSA 2005	Management	4.0
COMM 1103	Introduction to Business and Technical Communication	3.0
COMM 2202	Business and Technical Correspondence	3.0
COMM 2203	Business and Technical Reports	3.0
ECON 2100	Microeconomics	3.0
ECON 2200	Macroeconomics	4.0
FMGT 1100	Accounting 1	4.0
FMGT 2100	Accounting 2	5.5
FMGT 3510	Finance 1	4.0
OPMT 1102	Basic Mathematics of Finance	3.0
OPMT 1110	Business Mathematics	4.0
OPMT 1197	Statistics for Business and Industry	4.5
OPMT 1600	Computer Applications 1	3.0
OPMT 2651	Computer Applications 2 (Spreadsheets)	3.0
ORGB 1105	Organizational Behaviour	4.0
Total credits		45.0

ASSOCIATE CERTIFICATE – TOURISM MANAGEMENT

Required courses		Credits
MKTG 1102	Essentials of Marketing	3.0
MKTG 1120	Event Planning	3.0
MKTG 1219	Professional Sales 1	3.0
TOUR 1250	Retail Travel Sales and Marketing	3.0
TOUR 1260	Foundations of Tourism	4.0
TOUR 2302	Tour and Travel Management	2.0
TOUR 2307	Resort and Hotel Marketing	3.0
TOUR 3320	Meetings, Conventions and Incentive Travel	3.0
Total credits		24.0

No TOUR courses are available this term.

Medical Office Assistant

See Health Sciences or contact

604-453-4032

Karen_Harvey@bcit.ca

Digital Arts Flex Programs

604-453-4032

Karen_Harvey@bcit.ca

Are you interested in a career in the arts? The Digital Arts department offers three FLEX programs:

SENIOR MANAGEMENT CERTIFICATE IN NEW MEDIA DESIGN CD-ROM AND WEB DEVELOPMENT

\$10,000 – Fall intake

\$13,000 – Spring intake, includes laptop

The CD-ROM and Web Development program puts powerful creative software tools at your fingertips to produce visually rich content to multiple media sources. Subjects within the program include: Adobe Photoshop, Illustrator, Premiere, After Effects, Macromedia Flash MX, Dreamweaver MX, Director, Steinberg Nuendo, graphics, colour, streaming media and law. Students will complete at least three websites and two interactive projects.

Program format: 52 weeks

Delivery location:

Fall Intake:

BCE New Media Centre of Excellence (Burnaby)

April Intake: Wireless lab Burnaby Campus

Next intake: April 2005

MANAGEMENT CERTIFICATE IN DIGITAL ANIMATION

\$12,000

This hands-on program offers the basics of computer animation. Students start by learning traditional 2D animation and then move on to high-end 3D software applications. Students are also taught special effects and texture mapping techniques. Students will produce a demo tape with sound for portfolio use.

Program format: 52 weeks

Delivery location:

BCE New Media Centre of Excellence (Burnaby)

Next intake: April 2005

MANAGEMENT CERTIFICATE IN DESIGN ESSENTIALS

In partnership with The Emily Carr Institute of Art and Design

\$8,500

A technically rich foundation in graphic design, providing instruction in the key elements of creative thinking along with a solid foundation in practical design skills. Beneficial to budding designers, design department managers, graphic artists, art students, media companies, commercial printers, web developers and executives who currently buy graphic design services.

Program format: 52 weeks

Delivery location:

BCE New Media Centre of Excellence (Burnaby)

Emily Carr Institute of Art and Design (Vancouver)

Next intake: April 2005

All students interested in participating in these programs must attend an information session.

To register for an information session, please visit www.bcit.ca/infosessions.



MANAGEMENT CERTIFICATE IN MEDIA TECHNIQUES FOR BUSINESS

604-453-4032 Karen_Harvey@bcit.ca

The complete certificate program integrates Media Techniques for Business courses with those from other disciplines. Students have a wide range of electives to choose from and can therefore develop a program to meet their specific needs and goals. The certificate program requires the completion of 12 basic courses totaling 27 credits and elective courses totaling a minimum of 22 credits from the offerings listed.

Required courses:

COMM 1103	Introduction to Business and Technical Communication
MDIA 1008	Apple Final Cut Pro Mac 1
MDIA 1010	Photography
MDIA 1040	Graphics 1
MDIA 1140	Colour Theory
MDIA 1360	Video Techniques
MDIA 2082	Project Management for New Media
MDIA 2087	Prepress
MDIA 2060	Effective Presentation Techniques
MDIA 2200	The Law and New Media

Possible Electives:

MDIA 1049	Adobe InDesign 1
MDIA 1050	PageMaker PC 1
MDIA 1090	PageMaker Mac 1
MDIA 1150	QuarkXPress Mac 1
MDIA 1160	Illustrator Mac 1
MDIA 1260	Illustrator PC 1
MDIA 1170	Photoshop PC 1
MDIA 1180	Photoshop Mac 1
MDIA 2049	Adobe InDesign 2
MDIA 2050	PageMaker PC 2
MDIA 2090	PageMaker Mac 2
MDIA 2150	QuarkXPress Mac 2
MDIA 2260	Illustrator Mac 2
MDIA 2261	Illustrator PC 2
MDIA 2170	Photoshop PC 2
MDIA 2180	Photoshop Mac 2

Elective courses:

For a list of other electives, visit the BCIT website at www.bcit.ca/study/programs.

MANAGEMENT CERTIFICATE IN MEDIA TECHNIQUES AND MARKETING COMMUNICATION

604-453-4032 Karen_Harvey@bcit.ca

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

Required basic courses:

MKTG 1102	Essentials of Marketing
MKTG 2203	Marketing Communication Essentials
MKTG 3321	Public Relations
MKTG 3322	Promotional Strategies
MKTG 3421	Strategic Communications
MDIA 1100	Introduction to Media Techniques for Business
MDIA 2060	Effective Presentation Techniques
MDIA 1040	Graphics 1
MDIA 2040	Graphics 2

In addition, select electives equivalent to 18 credits. A list of electives can be found on the BCIT website at www.bcit.ca/study/programs.

Photography Entry Level

MDIA 1099 \$175

Learn to handle a 35 mm single lens reflex camera and accessories. Through lectures, videos, slides and a workshop you will learn, and understand, basic photographic concepts, such as: depth of field, aperture/shutter relation, exposure control, night photography and more. For those students who have an interest, but little or no previous experience in photography, this course will help to foster that interest and determine your potential. (1 credit)

Apr 13 Wed 1900-2200 4 wks BBY CRN 54316

Photography

MDIA 1010 \$330

Improves knowledge of handling 35 mm equipment/accessories. Topics include composition, selecting film and lighting. Students carry out assignments using their own equipment, get hands-on experience in processing and printing black and white film and learn to set up their own darkroom. Prerequisite: MDIA 1099 or permission from the instructor. (3 credits)

May 11 Wed 1900-2200 8 wks BBY CRN 21000

Digital Photography Basics

MDIA 1310 \$299

Introduction to digital photography for those with little or no experience. Basic digital camera functions and terminology, differences between film and digital capture and basics of photography composition with the digital workflow in mind. Taught through demonstrations and weekly assignments. Students are required to bring their own digital cameras. (1.5 credits)

Jul 7 Thu 1730-2030 6 wks DTC CRN 55215

Making Photographs

MDIA 1312 \$299

What makes a photograph a great picture? Whatever your end use, this course will help you make the most of every photo opportunity. Using basic aesthetic principles, you will examine the elements of design; composition, perspective, line, colour, shape, texture and light. Through the critical examination of your own photos, those of other students and masters of the photographic art, you will learn how these principles can be applied to make your photographs excellent and creatively communicate your ideas. (1.5 credits)

May 1 Sun 0900-1200 6 wks DTC CRN 55216

Producing Photographs

MDIA 1314 \$299

Taking the photo is only half the job, now you need to process it for final presentation. Whether you choose print or web, you'll need to edit, format, and process your image to prepare it for the output device. Use your camera to capture your image to look its best on paper or on a screen. Learn to effectively scan, manipulate, correct, transmit and archive your images to produce the best possible results. (1.5 credits)

June 19 Sun 0900-1200 6 wks DTC CRN 55217

Graphics 1

MDIA 1040 \$345

Introduces the many facets of graphics. Topics include: lettering/typography, layout/design, drawing/illustration techniques, logo design, colour process, producing artwork using traditional and digital methods. No previous experience in graphic art is required to attend this exploratory course. **Note:** This course is not computer-based. (3 credits)

Apr 11 Mon/Wed 1845-2145 6 wks BBY CRN 21001

Introduction to Media Techniques for Business

MDIA 1100 \$345

Explore fundamental issues in creating and implementing a variety of visual/audiovisual communication projects. Study a practical perspective on prepress production/printing, desktop publishing, commercial applications of photography and photographic imaging, video production, and communication tools used today. Includes needs assessment, target audience identification and understanding of media integration. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 54349

Graphics 2

MDIA 2040 \$345

Covers detailed areas of graphics and print production. Include paper choice/selection, four colour process printing and mechanical requirements, imposition, commercial photography, special printing techniques, stitching/binding, magazine production, designing advertisements, preparing an advertising campaign using various production and print media. Preparing a portfolio, future education and employment opportunities are discussed. Prerequisite: MDIA 1040. (3 credits)

May 25 Mon/Wed 1845-2145 6 wks BBY CRN 21004

Effective Presentation Techniques

MDIA 2060 \$300

Prepares students to effectively present material, both written and spoken. Covers what to say and how to say it, using the right words and proper grammar. Builds skills that allow students to write confidently and make certain they are understood. Teaches speaking skills using proper pronunciation, phrasing and emphasis. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 21005

Portfolio Production

MDIA 2095 \$505

Participants consolidate their experience, learning, and talent by compiling a portfolio that focuses on individual interest and strength, and showcases their work. Prepare an effective medium to assist in furthering your career, identify professional development needs, and set future goals. Recommended last course in certificate. (3 credits)

Apr 16 Sat 1300-1600 12 wks DTC CRN 27562

Advanced Photography 1

MDIA 2160 \$250

Combines classroom sessions and workshops in the studio (including a makeup demonstration) so students can develop skills to plan and carry out assignments in editorial and people photography. Learn to recognize the potential of lighting, and how to work from a layout to meet a client's requirements. Prerequisite: MDIA 1010 or permission from the instructor. (1.5 credits)

Apr 14 Thr 1900-2200 6 wks BBY CRN 26467

ASSOCIATE CERTIFICATE IN DESKTOP PUBLISHING

The Desktop Publishing Associate Certificate program requires the completion of the following seven courses, totaling 18 credits, and a minimum of three elective courses totaling 9 credits for a total of 27.

Required courses:

MDIA 1025	Adobe Acrobat PC
or	
MDIA 1026	Adobe Acrobat Mac
MDIA 1040	Graphics 1
MDIA 1140	Colour Theory
MDIA 1111	Scanning and Colour Correction
MDIA 2000	Typography
MDIA 2087	Prepress
MDIA 2095	Portfolio Production

**In addition:****1. Choice of: (Levels 1 and 2 required)**

MDIA 1050 and
MDIA 2050 PageMaker PC (Levels 1 and 2)
MDIA 1090 and
MDIA 2090 PageMaker MAC (Levels 1 and 2)
MDIA 1150 and
MDIA 2150 QuarkXPress MAC (Levels 1 and 2)
MDIA 1049 and
MDIA 2049 Adobe InDesign (Levels 1 and 2)

2. Choice of: (Levels 1 and 2 required)

MDIA 1160 and
MDIA 2260 Adobe Illustrator MAC (Levels 1 and 2)
MDIA 1260 and
MDIA 2261 Adobe Illustrator PC (Levels 1 and 2)

3. Choice of: (Levels 1 and 2 required)

MDIA 1170 and
MDIA 2270 Adobe Photoshop PC (Levels 1 and 2)
MDIA 1180 and
MDIA 2180 Adobe Photoshop MAC (Levels 1 and 2)

DESKTOP PUBLISHING AND GRAPHICS FOR THE MACINTOSH

604-453-4032 Karen_Harvey@bcit.ca

Adobe Acrobat Mac

MDIA 1026 \$390

This course teaches students how to convert any document to PDF format, bridge the gap between paper and digital workflow, convert small volumes of paper documents to searchable Adobe PDF files and e-mail graphics files that were previously too large. (1.5 credits)

Apr 17 Sun 0900-1600 3 wks DTC CRN 52423

Adobe InDesign – Level 1

MDIA 1049 \$390

Page layout course covering InDesign toolbox and dialogue boxes in detail. InDesign sets new standards for professional design. It integrates fully with Photoshop, Illustrator, GoLive and Acrobat. InDesign makes it easy to move beyond print with support for publishing pages anywhere, to PDF, as e-books and on the web. (1.5 credits)

Apr 15 Fri 1730-2030 6 wks DTC CRN 28831

Jul 15 Fri 1730-2030 6 wks DTC 55213

Scanning and Colour Correction

MDIA 1111 \$435

Work with a desktop scanner from your own computer terminals. Covers basic colour theory, reflection/flatbed scanners, and transmission such as slide scanners and digital cameras. Issues affecting quality/accuracy of scanned images are discussed: resolution, dynamic range and removing unwanted colourcasts. Photoshop is used extensively in this course. (1.5 credits)

Apr 13 Wed 0900-1600 3 wks DTC CRN 24947

Colour Theory

MDIA 1140 \$495

Principles of colour in relation to physics, physiology and communication. Explores additive primaries red, green and blue (light) and subtractive primaries cyan, magenta and yellow (pigment). Contrast, hue, saturation, value, tint and shade. Covers colour models used in computer graphics programs, through hands-on use of Adobe Illustrator on the Macintosh. (3 credits)

Apr 14 Thu 1845-2145 12 wks BBY CRN 23567

QuarkXPress Mac 1

MDIA 1150 \$390

Introduces the most powerful page layout program currently available. Gives a complete overview of the abilities of QuarkXPress, providing a solid understanding of text importing, formatting and manipulation, graphics integration and pagination. Students work

at their own workstation. Prerequisite: a solid working knowledge of the Macintosh. (1.5 credits)

Apr 11 Mon 1730-2030 6 wks DTC CRN 21301

Adobe Illustrator Mac 1

MDIA 1160 \$435

Examine the toolbox, view artwork in different modes, edit, use rule guides, learn about layers, painting objects, applying custom colour and gradient fills and using the pen tool. Draw straight lines and curves, convert points, use primitives to create basic shapes, and work with type. (1.5 credits)

Apr 12 Tue 1730-2030 6 wks DTC CRN 24941

Jul 6 Wed 1730-2030 6 wks DTC 28826

Adobe Photoshop for Mac 1

MDIA 1180 \$435

Produce colour and black and white images right at the desktop. Work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and options, understand image size and resolution, create type, ghost back type on image, airbrush. Individual workstations. (1.5 credits)

Apr 15 Fri 0900-1600 3 wks DTC CRN 24942

Apr 17 Sun 1300-1600 6 wks DTC 21026

Jul 5 Tue 1730-2030 6 wks DTC 21303

Typography

MDIA 2000 \$495

Gives students an understanding of typesetting rules and techniques. Covers type history, development and usage. The last nine evenings will be spent using QuarkXPress to complete a variety of projects. Emphasis will be on quality rather than quantity. Prerequisites: MDIA 1150 and MDIA 2150 or MDIA 1090 and MDIA 2090 or MDIA 1049 and MDIA 2049. (3 credits)

Apr 14 Thu 1730-2030 12 wks DTC CRN 23578

Adobe InDesign 2

MDIA 2049 \$390

Automatic layout adjustment, precision control techniques, pen tool paths, layer modes, scissor tools, rotation from transform palette, tracking and kerning techniques, Bezier paths, making special gradients, step and repeat options, nested text and graphic frames, colour separations, RGB, CMYK and lab mode colours, trapping issues, full Adobe Acrobat PDF support. Prerequisite: MDIA 1040 Level 1 or permission from instructor. (1.5 credits)

May 27 Fri 1730-2030 6 wks DTC CRN 53625

Prepress

MDIA 2087 \$495

The many necessary steps for providing electronic files for output at a service bureau or commercial printer. Covers QuarkXPress Collect for Output features as well as Adobe InDesign Package and Preflight features. Fonts and colour separation issues like process and spot colours are explained as well as trapping decisions. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 52428

Apr 14 Thu 0900-1600 6 wks DTC 52429

QuarkXPress Mac 2

MDIA 2150 \$390

Teaches advanced publishing techniques using QuarkXPress including integration with word processing and graphics software and the use of spot and process colours. Students will have their own workstation. Prerequisite: MDIA 1150 or permission from the instructor. (1.5 credits)

May 30 Mon 1730-2030 6 wks DTC CRN 51189

Adobe Photoshop Mac 2

MDIA 2180 \$435

Manipulate scanned photolithographs, slides and original artwork. Learn how to look at colour models,

adjust midtones, shadows and highlights, use the information palette as a densitometer and adjust the colour balance of an image. Teaches resolution, determining correct scan resolution, creating releases around images with paths and more. Prerequisite: MDIA 1180. (1.5 credits)

May 6 Fri 0900-1600 3 wks DTC CRN 51190

June 5 Sun 1300-1600 6 wks DTC 55218

Adobe Illustrator Mac 2

MDIA 2260 \$435

This course is a continuation of MDIA 1160. (1.5 credits)

May 24 Tue 1730-2030 6 wks DTC CRN 23584

DESKTOP PUBLISHING AND GRAPHICS FOR THE PC

604-453-4032

Karen_Harvey@bcit.ca

Adobe Acrobat PC

MDIA 1025 \$390

This course teaches students how to convert any document to PDF format, to bridge the gap between paper and digital workflows, convert small volumes of paper documents to searchable Adobe PDF files and to e-mail graphics files and to e-mail graphics files that were previously too large. (1.5 credits)

Apr 16 Sat 0900-1600 3 wks DTC CRN 52422

Apr 16 Sat 0900-1200 6 wks BBY 55212

Adobe Photoshop PC 1

MDIA 1170 \$435

Create and produce colour and black and white images right at the desktop. Create and work on a canvas, restore parts of images, create gradient blends, use foreground and background colours, use painting tools, change brush size and paint options, understand image size and resolution, ghost back type. Individual workstations. (1.5 credits)

Apr 14 Thu 1845-2145 6 wks BBY CRN 28834

Apr 16 Sat 1300-1600 6 wks BBY 21030

May 28 Sat 0900-1200 6 wks BBY 55214

Jun 11 Sat 0900-1600 3 wks DTC 51204

Adobe Illustrator PC 1

MDIA 1260 \$435

View artwork in different modes, edit a segment, construct a drawing. Learn about layers, group/ungroup objects, painting objects, creating process colours, applying gradient fills and using the pen tool, how to draw straight lines and curves, and use primitives to create basic shapes. Work with type, change attributes, import text. (1.5 credits)

Apr 15 Fri 0900-1600 3 wks DTC CRN 51205

Apr 17 Sun 0900-1200 6 wks BBY 25164

Illustrator PC 2

MDIA 2261 \$435

Builds on skills learned in MDIA 1260. This course enables you to work with advanced techniques such as multiple masks, airbrush effects, multiple layers and paths, custom views and special type effects. (1.5 credits)

May 6 Fri 0900-1600 3 wks DTC CRN 51208

May 29 Sun 0900-1200 6 wks BBY 28839

Adobe Photoshop PC 2

MDIA 2270 \$435

Create and produce digital images. Manipulate scanned photolithographs, slides and original artwork in a variety of ways. Learn colour models and perform precise colour corrections, use the information palette as a densitometer, adjust the colour balance of an image and more. Prerequisite: MDIA 1170 or permission from the instructor. (1.5 credits)

May 26 Thu 1845-2145 6 wks BBY CRN 28838

May 28 Sat 1300-1600 6 wks BBY 21903

Jul 9 Sat 0900-1600 3 wks DTC 55219



ASSOCIATE CERTIFICATE WEB TECHNOLOGIES

604-453-4032

Karen_Harvey@bcit.ca

- MDIA 1205 Weaving the Web: Publishing on the Internet 1
- or
- MDIA 1206 Weaving the Web: with Dreamweaver
- MDIA 2205 Weaving the Web: Publishing on the Internet 2
- MDIA 3205 Imaging Technologies for Web Publishing
- MDIA 3206 Audio and Video Technologies for Web Publishing
- MDIA 3207 Using Scripting Language on the Web
- MDIA 3208 Using New Media on the Web
- MDIA 4205 The Business of Web Design
- MDIA 4206 Major Project

Total Credits: 21.0

CERTIFICATE IN WEB TECHNOLOGIES

Karen_Harvey@bcit.ca

- MDIA 1205 Weaving the Web: Publishing on the Internet 1
- or
- MDIA 1206 Weaving the Web: with Dreamweaver
- MDIA 2205 Weaving the Web: Publishing on the Internet 2
- MDIA 3205 Imaging Technologies for Web Publishing
- MDIA 3206 Audio and Video Technologies for Web Publishing
- MDIA 3207 Using Scripting Language on the Web
- MDIA 3208 Using New Media on the Web
- MDIA 4205 The Business of Web Design
- MDIA 4206 Major Project
- MDIA 4303 Advanced Design
- MDIA 4305 Using XHTML and XML in Web Publishing
- MDIA 4310 Advanced Flash Web Design
- MDIA 4315 Using ASP in Web Publishing
- MDIA 4320 Using Java in Web Publishing
- MDIA 4325 Using PHP in Web Publishing
- MDIA 4330 Web Application Development using ColdFusion
- MDIA 4345 Final Project (Portfolio)

Total Credits: 45.0



Weaving the Web: Publishing on the Internet (Level 1)

MDIA 1205

\$561

This course will introduce students to the creation of web pages using the Hypertext Markup Language (HTML). Students will learn to code web pages both manually and with the assistance of the HTML editor Netscape Composer (available free from <http://channels.netscape.com/ns/browsers/download.jsp>). Students will learn to analyze commercial websites in order to gain insight into the design and storyboarding of their own pages. The course will also deal with publishing, marketing and maintaining an Internet or intranet site. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 64 or 128MB of RAM. Software required: Netscape Communicator or Internet Explorer. (3 credits)

Continuous Intake 12 wks Internet CRN 26447



Weaving the Web: Publishing on the Internet with Dreamweaver

MDIA 1206

\$561

This course will introduce students to the creation of web pages using the Hypertext Markup Language (HTML). Students will learn to code web pages both manually and with the assistance of the HTML editor Macromedia Dreamweaver (available at academic prices at the BCIT bookstore www.bookstore.bcit.ca). Students will learn to analyze commercial websites in order to gain insight into the design and storyboarding of their own pages. The course will also deal with publishing,

marketing and maintaining an Internet or intranet site. Students must have access to the Internet, a personal e-mail account, and a PC Pentium or Macintosh PPC with 64 or 128MB of RAM. Software required: Macromedia Dreamweaver MX or MX 2004. (3 credits)

Continuous Intake 12 wks Internet CRN 52470



Publishing on the Internet (Level 2)

MDIA 2205

\$377

This course is an extension of MDIA 1205 and/or MDIA 1206 and covers the more advanced HTML functions involved in creating interactive forms, frame-based websites, and Cascading Style Sheets (CSS). See MDIA 1205 or MDIA 1206 for technical requirements. (2 credits)

Apr 12 Tue 6 wks Internet CRN 27807

May 24 Tue 6 wks Internet 52438

Jul 12 Tue 6 wks Internet 54730



Imaging Technologies for Web

MDIA 3205

\$377

This course covers all aspects of preparing images for publication on the Internet, including image files formats, browser-safe colours, transparency, tiling, typography, scanning, animations, image mapping and graphical layout. (2 credits)

Apr 12 Tue 6 wks Internet CRN 52439

May 24 Tue 6 wks Internet 27808

Jul 12 Tue 6 wks Internet 54731



Audio and Video Technologies for Web Publishing

MDIA 3206

\$377

This course deals with the procedures and processes involved in publishing audio and video material on the Internet, including audio file formats, audio sample rates, audio resolution, audio compression, video file formats and video compression. Students must have access to hardware capable of digitizing sound as well as an audio digitizing software package such as SoundForge (for the PC) or BAI5 Peak (for the Macintosh) and QuickTime Pro and Real Producer (free). Assignments will not require the digitization of video. (2 credits)

May 24 Tue 6 wks Internet CRN 28828

Jul 12 Tue 6 wks Internet 54732



Using Scripting Language on the Web

MDIA 3207

\$561

This course concentrates on using and modifying commercial and/or freeware JavaScript routines to enhance the content of web pages. To fully understand how JavaScript scripts work and how they may be modified, students will be asked to create short JavaScript routines using manual coding. Other topics will include Java Applets (no coding required), dynamic HTML (DHTML) and embedded fonts. (3 credits)

Apr 12 Tue 12 wks Internet CRN 28829



Using New Media on the Web

MDIA 3208

\$561

This course concentrates on using new media such as Flash to enhance web pages. While utilizing shockwave/Flash as the basis of this course, students will be encouraged to employ other new media as it becomes available. (3 credits)

Apr 12 Tue 12 wks Internet CRN 28830



The Business of Web Design

MDIA 4205

\$561

This course deals with the business of web design and e-commerce, including locating clients, consultation, market research, advertising considerations, using print media, search service submissions, banner advertising/banner exchanges, trade links, Internet malls and cross-linking, targeting your populations, maintaining sites, services and fees, online shopping, enhancing your business with the Internet and the virtual storefront. The content of this

course will articulate closely with MDIA 4206 and the two may be taken concurrently. (3 credits)

Apr 12 Tue

12 wks Internet CRN 29812



Major Project

MDIA 4206

\$561

This course is the culmination of the Associate Certificate program and will concentrate on the development of a comprehensive website for a real client. Students will be encouraged to locate a volunteer organization desiring a website or use some organization or business with which they are closely associated. In addition to locating the client, other tasks will include designing and storyboarding the site in consultation with the client, articulating the content of the site as dictated by the client, creating a domain name, mounting the site using a commercial ISP, registering the site with search services, cross linking the site with other similar organizations and maintaining and testing the site for a period of six weeks. The tutor will be constantly available for consultation during this process. The course may be taken concurrently with MDIA 4205. (3 credits)

Apr 12 Tue

12 wks Internet CRN 29583



Advanced Design

MDIA 4303

\$561

This course will deal with three broad design areas: website usability, website accessibility (for those with physical disabilities), and collaborative web design. The course will also cover the theories behind design, navigation, layout, and the effective use of colour. The assignments will be specifically designed to simulate situations learners will encounter in the working world, both in a designer/client relationship and working collaboratively as part of a design team. By the end of the course, learners will have the tools to turn sites into functional works of art that also meet all of the current design guidelines for usability and accessibility. (3 credits)

Apr 12 Tue

12 wks Internet CRN 55284



Using XHTML and XML in Web Publishing

MDIA 4305

\$561

This is an introduction to using XHTML (Extensible HyperText Markup Language) and XML (Extensible Markup Language) to enhance web page design and for e-commerce applications. Topics will include moving from HTML to XHTML, XHTML element structure, style sheets (including CSS and XSL), using JavaScripts to display XML, using Scalable Vector Graphics (SVG) and an introduction to XML DOCTYPEs and Schemas and their use. The course will include an introduction to using XML in a web publishing environment. (3 credits)

Apr 12 Tue

12 wks Internet CRN 51191



Advanced Flash Design

MDIA 4310

\$561

This course is designed to build on the skills learned in the introductory Flash course to help students make their Flash animations more interesting and interactive. Topics for this course include: controlling multiple timelines, changing movie clip properties, variables, conditional statements, preloaders, draggable objects, controlling the mouse, and Flash in HTML. By the end of the course students will be able to make fully interactive Flash movies and incorporate them into their HTML to bring their sites to the next level. (3 credits)

Apr 12 Tue

12 wks Internet CRN 51184



Using ASP in Web Publishing

MDIA 4315

\$561

This course will introduce you to the fundamentals of creating dynamic, interactive web pages using Active Server Pages (ASP) technology. Topics include: an introduction to ASP, ASP syntax, and introduction to VBScript, the request, response, server,



application and session objects, working with components and connecting databases to ASP pages. Projects for the course include creating an interactive guest book, a virtual radio station, a chat room, a classified ads database and a restaurant menu database. As part of the requirements you will set up a Personal Web Server (PWS) or Internet Information Server (IIS) on your own PC in order to test your code. (3 credits)
 Apr 12 Tue 12 wks Internet CRN 51192



Using Java in Web Publishing

MDIA 4320 \$561

This course will concentrate on preparing java applets using one of Java's GUI frameworks, as well as the basic graphics features provided by the Java language. The students will be asked to prepare small applets with the help of the examples and the resource list in the course notes or from those found through other sources, such as textbooks, tutorials and on the web. (3 credits)

Apr 12 Tue 12 wks Internet CRN 51186



Using PHP in Web Publishing

MDIA 4325 \$561

This course will introduce you to the fundamentals of creating dynamic, interactive web pages using PHP (Hypertext Pre-Processor) technology. Topics will include: an introduction to PHP, using variables, HTML forms and PHP, doing math in PHP, using strings, basic control structures, using arrays, employing regular expressions, creating functions, working with files and directories, using databases in PHP, employing cookies, creating web applications and debugging PHP scripts. As part of the requirements you will set up a PHP server (the software is free) on your own PC in order to test your code. The Panther version of OS X includes both PHP and MySQL software which is required for this course (3 credits)

Apr 12 Tue 12 wks Internet CRN 52441



Web Application Development Using ColdFusion

MDIA 4330 \$561

This course will introduce you to the fundamentals of creating dynamic, interactive web pages and e-commerce applications using Macromedia ColdFusion technology. Topics will include: an introduction to ColdFusion, anatomy of a ColdFusion application, setting up a ColdFusion server, using databases, introduction to SQL, using forms, client and session management, and e-commerce applications. (3 credits)

Apr 12 Tue 12 wks Internet CRN 52440



Final Project – Portfolio

MDIA 4345 \$561

This course is the culmination of the Certificate in Web Technologies. The main goal of this course is to draw together all of the knowledge and skills that you have acquired in the Associate Certificate and Certificate programs and present them in terms of a personal online portfolio. You should consider this course in the same class as a visual artist's design portfolio. There will be 10 assignments (portfolio pages) and each assignment should focus on a specific skill or technique, although you will also want to include other design elements to create a well-balanced page. You should approach this course in terms of creating a marketing tool you can use demonstrate your background and skill set to prospective clients. There will be no notes for this course but you may feel free to draw upon the expertise of our entire team of instructors for assistance. Assignments for this course will be assessed by a minimum of three instructors from the Web Technologies program. The instructors chosen to do the assessment will be selected based upon the special skills/techniques selected for each assignment submission.

Apr 12 Tue 12 wks Internet CRN 55285

Multimedia

604-453-4032

Karen_Harvey@bcit.ca

Apple Final Cut Pro Mac 1

MDIA 1008 \$515

This digital video creation course focuses on how to create videos with fast, interactive editing tools with direct proxy-free compositing views along with special effects techniques. Covers real-time DV editing, effects, and compositing solutions in order to create high-impact materials such as video brochures, instructional guides and presentations. (1.5 credits)

Apr 12 Tue 1845-2145 6 wks BBY CRN 29996

Apple Final Cut Pro Mac 2

MDIA 1208 \$515

This course will continue to build on skills learned in MDIA 1008. Prerequisite: MDIA 1008 or permission of the instructor. (1.5 credits)

May 24 Tue 1845-2145 6 wks BBY CRN 29785

Macromedia Dreamweaver MX PC 1

MDIA 1461 \$435

Dreamweaver is a roundtrip WYSIWYG HTML editor. Dreamweaver allows you to design your web page visually while keeping the source code available to be tweaked manually. The course introduces the basics of web page design focusing on site design and content management. You will create simple web pages containing text and graphics. Prerequisite: a basic understanding of HTML would be helpful but not necessary. (1.5 credits)

Apr 12 Tue 1845-2145 6 wks BBY CRN 29791

Macromedia Flash MX PC 1

MDIA 1465 \$435

Flash MX is the leading tool for creating vector graphics and interactive multimedia. Concentrates on how to design and deliver cross-platform, low-bandwidth animations for web or presentations. We explore drawing, animation and sound capabilities to build interactive content. Task-based course in which students learn by doing. (1.5 credits)

Apr 15 Fri 1845-2145 6 wks BBY CRN 29794

Macromedia Flash MX Mac 1

MDIA 1466 \$435

Flash MX is the leading tool for creating vector graphics and interactive multimedia. Concentrates on how to design and deliver cross-platform, low-bandwidth animations for web or presentations. We explore drawing, animation and sound capabilities to build interactive content. Task-based course in which students learn by doing. (1.5 credits)

Jul 4 Mon 1730-2030 6 wks DTC CRN 51199

Macromedia Dreamweaver MX Mac 1

MDIA 1470 \$435

Dreamweaver is a roundtrip WYSIWYG HTML editor. Dreamweaver allows you to design your web page visually while keeping the source code available to be tweaked manually. The course introduces the basics of web page design focusing on site design and content management. You will create simple web pages containing text and graphics. Prerequisite: a basic understanding of HTML would be helpful but not necessary.

Apr 11 Mon 0900-1600 3 wks DTC CRN 29797

After Effects

MDIA 2189 \$500

Provides a working knowledge of some of the software used for video production. Create portfolio quality QuickTime movies that can be integrated into multimedia projects, digital nonlinear video editing and Adobe After Effects for compositing, animation and effects. Topics include video production process, and compression for animation. (3 credits)

Apr 13 Wed 1730-2030 12 wks DTC CRN 27555

After Effects 2

MDIA 3089 \$500

This course teaches students some of the advanced visual effects techniques using tools within Adobe After Effects. The course is structured in the form of tutorials that explore different tools in After Effects. The techniques covered are: Rotoscoping (animated masks) for objects and live characters, animating text and title sequences, Advanced Animation by controlling animation curves, 3D compositions, lights and cameras in After Effects, using expressions, layer track matte, and new effects. Students will build different projects and finish the rendered final movies. Students will create a final project that will help solidify their knowledge of the program and demonstrate their abilities in the visual effects field. Prior knowledge of After Effects (level 1 concepts like: animation techniques, masking, importing footage and rendering to a QuickTime) is required.

Apr 15 Fri 1730-2030 12 wks BBY CRN 55337

Macromedia Dreamweaver MX PC 2

MDIA 2461 \$435

This Level 2 course builds upon the skills learned in Level 1. Learn more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: Dreamweaver Level 1 or equivalent. (1.5 credits)

May 24 Tue 1845-2145 6 wks BBY CRN 29802

Macromedia Flash MX PC 2

MDIA 2465 \$435

Builds on the skills learned in Level 1 with focus on developing a larger project in Flash. Take advantage of Flash's symbols. Introduction to action scripts, which allow developers to create sophisticated interactive projects. Also examines how to create content for Flash Generator. Prerequisite: MDIA 1465. (1.5 credits)

May 27 Fri 1845-2145 6 wks BBY CRN 29803

Macromedia Dreamweaver MX Mac 2

MDIA 2470 \$435

This Level 2 course builds upon the skills learned in Level 1. Learn more advanced features of Dreamweaver including working with templates and libraries, cascading style sheets, dynamic HTML and JavaScript. The course will also cover working with forms and plug-ins. Prerequisite: Dreamweaver Level 1 or equivalent. (1.5 credits)

May 2 Mon 0900-1600 3 wks DTC CRN 29806

3D Animation

604-453-4032

Karen_Harvey@bcit.ca

Maya 1

MDIA 2600 \$440

This is a hands-on introductory course in 3D computer graphics using Maya software. The focus of this foundation course will be software concepts, modelling and rendering. (1.5 credits)

Apr 13 Wed 1845-2145 6 wks BBY CRN 24911

3D S Max

MDIA 2650 \$440

3D S Max is a professional 3D solution offering the 3D tools required for creating eye-catching visual effects, cutting-edge games and distinct design visualizations. This course teaches the fundamentals of 3D using 3D S Max, including modelling, animation, materials, advanced lighting and rendering tools. 3D S Max is commonly used in games, film, design visualization and special effects. (1.5 credits)

Apr 12 Tue 1845-2145 6 wks BBY CRN 55220



Maya 2

MDIA 2700

\$440

This hands-on course builds upon the modelling and rendering experience gained in MDIA 2600 and provides an introduction to animation techniques such as key framing, motion paths, skeletons, and inverse kinematics. Prerequisite: MDIA 2600 or permission from the instructor. (1.5 credits)

May 25 Wed 1845-2145 6 wks BBY CRN 24913

International Trade Training Program

604-412-7677

Judy_Rendek@bcit.ca

www.bcsit.bcit.ca

In foreign markets there is no room for error. You need to hit the ground running. That's why the Forum for International Trade Training (FITT) developed the FITTskills program with the assistance of the federal government. The program is delivered across Canada with certification offered by FITT.

Take the entire program, or take one or more of the modules to suit your needs.

British Columbia Institute for Studies in International Trade (BCISIT)

FITTskills is a hands-on, comprehensive, eight-course training program focusing on the practical aspects of international business. The program includes logistics, trade finance, marketing, legal issues, market-entry strategies and sound international management techniques. Graduates of this diploma program meet the educational requirements to become a Certified International Trade Professional (C.I.T.P.), the only professional designation in Canada for international trade practitioners. The 26-country International Association of Trade Organization (IATTO) recognizes the FITTskills diploma.

Courses in the program include:

FITT 0100	Global Entrepreneurship
FITT 0105	International Trade Research
FITT 0110	International Trade Finance
FITT 0115	International Trade Logistics
FITT 0120	International Market Entry and Distribution
FITT 0125	International Marketing
FITT 0130	Legal Aspects of International Trade
FITT 0135	International Trade Management

Each course module is 35 classroom hours over four weeks. Classes are held two evenings per week plus one Saturday. Courses may be taken in any order; however, it is recommended that students have completed at least five other courses in the program before enrolling in the International Trade Management module (FITT 0135).

Courses offered this term:

Note: Course fees include all course materials.

Global Entrepreneurship

FITT 0100

\$610

Participants will be introduced to a wide variety of international business topics from the ground up. Topics covered in this module will help to adapt and transform your marketing strategies into opportunities. The course covers an introduction of the skills and knowledge needed to compete as a global entrepreneur.

Apr 6 Wed 1730-2100 10 wks DTC CRN 55136

Legal Aspects of International Trade

FITT 0130

\$610

Trade agreements and the enforcement of rules and regulations in areas such as technical standards, health and safety and environment protection can directly affect success in international trade. This course focuses on management perspectives of these and other vital issues, and awareness of the international legal implications for expansion into the global marketplace.

May 2 Mon/Wed 1730-2100 4 wks DTC CRN 28418
+May 14 Sat 0900-1700

International Trade Management

FITT 0135

\$610

Students will learn what today's most successful international corporations know about forging alliances, business planning, risk management and using information technologies strategically. Covers how to operate an export office and manage human resources internationally. Learn how to manage international trade activities more effectively with an eye to competitive advantage.

Jun 6 Mon/Wed 1730-2100 4 wks DTC CRN 28421
+Jun 25 Sat 0900-1700

International Trade Research

FITT 0105

\$610

Develop an in-depth understanding of target markets, including planning and developing the research process, evaluation opportunities, sources of information and applying the results. Participants will use these skills to research a product or service of their choice and develop their own research plan.

Apr 26 Tue/Thu 1730-2100 4 wks DTC CRN 28419
+May 14 Sat 0900-1700

International Trade Finance

FITT 0110

\$610

Emphasizes the importance of international finance through a range of topics that can be adapted to actual business environments. The module will cover risk analysis, forms of financing, export costing, export credit insurance, cash flow planning, factoring, sources of trade finance and more.

May 31 Tue/Thu 1730-2100 4 wks DTC CRN 28420
+Jun 11 Sat 0900-1700

Operations Management APICS

604-432-8611

Vicki_Forbes@bcit.ca

604-451-6779

Michael_Hodges@bcit.ca



The Educational Society for Resource Management is a not-for-profit international educational organization respected throughout the world for its education and professional certification programs. With more than 70,000 individual and corporate members in 20,000 companies worldwide, APICS is dedicated to using education to improve the business bottom line. APICS is recognized globally as the source of knowledge and expertise for manufacturing and service industries across the entire supply chain in such areas as materials management, information services, purchasing and quality. In BC there are three APICS Chapters, in Vancouver, the Fraser Valley and Kelowna, with a combined active membership of more than 350 people.

BCIT, in cooperation with APICS, offers a series of courses that assist individuals in becoming certified in two internationally recognized certification programs: Certified in Production and Inventory Management (CPIM), and Certified in Integrated Resource Management (CIRM). See following for details. For specific information on becoming a member of APICS, please contact the local APICS office at 604-435-9530 or visit www.apics8.org.

About CPIM

The Certified in Production and Inventory Management (CPIM) program was introduced in 1973 by APICS. APICS designed the CPIM program in response to the increasing complexities and technological advances that mandate a continual increase in the skills and knowledge of workers in the manufacturing and service sectors. CPIM offers the manufacturing professional in-depth knowledge within specialized functional areas in the production and inventory management (P and IM) environment. Increased technical knowledge and expertise gained from the course of study enhances the ability of the CPIM professional to predict outcomes accurately and apply actions that achieve results.

Benefits of CPIM Certification

CPIM Certification enables you to gain the technical and functional know-how, plus the confidence, to enhance your job performance and your strategic advantage. Join the more than 66,000 professionals who have earned the prestigious CPIM designation, and enjoy benefits including increased technical and functional knowledge, widespread recognition of professional competence, enhanced credibility with both employers and customers, demonstrated levels of professional expertise and skill, and evident commitment to professional growth and development. New skills and abilities that you acquire during the certification process will improve your on-the-job-performance. You will be able to understand how to increase profitability by optimizing your inventory investment, satisfy your customers by delivering products and services Just-in-Time, streamline operations by accurately forecasting to meet your master plan, increase productivity by using material requirements planning and capacity planning to consistently meet your long-, medium-, and short-range goals, improve customer service by understanding and managing all aspects of the supply chain, and gain a competitive advantage by maximizing your systems and technologies.

Reconfiguration Information Outline

- Basics of Supply Chain Management
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

In order to achieve CPIM status, an individual must successfully pass all five of the above courses. This is accomplished through Computer Based Testing (CBT). Testing will transition from the previous seven modules to the reconfigured CPIM material. However, all exams taken from the previous program will continue to count towards certification. The cost of the CBT is separate from the courses; there is a test site located in Vancouver. For further information on CBT including cost, registration, and location, please visit www.apics.org and click on the icon for Certification. This website is updated frequently and individuals are encouraged to visit it often.

Note: Due to unexpected changes after time of print, there may be some changes to course schedules. Please visit www.bcit.ca to view the up-to-date official version of Operations Management program and course offerings, including course descriptions, class times and locations.

Basics of Supply Chain Management

APIC 1171

\$495 (includes workbook)

An introductory course for P and IM personnel, a prerequisite to the other modules of the CPIM program. Key concepts in managing the complete flow of material in a supply chain are introduced. Fundamental relationships among the activities that occur in the supply chain of an organization from suppliers to customers are explained. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 25964

Master Planning of Resources

APIC 1172 \$495 (includes workbook)

Explore processes to develop sales and operations plans, identify and assess internal and external demand and forecasting requirements and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. Develop and validate a plan of supply, relating management of demand to environment, developing and validating the master schedule. Prerequisite: APIC 1171. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 29755

Detailed Scheduling and Planning

APIC 1173 \$495 (includes workbook)

Focuses on various techniques for material and capacity scheduling. The course includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. Introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments.

Prerequisite: APIC 1171. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 29756

Execution and Control of Operations

APIC 1174 \$495 (includes workbook)

This course focuses on three main areas: prioritizing and sequencing work; executing work plans and implementing controls, reporting activity results; and evaluating and providing feedback on performance. The course also explains techniques for scheduling and controlling production and process operations.

Prerequisite: APIC 1171. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 50896

Operations Management

604-432-8611

Vicki_Forbes@bcit.ca

604-451-6779

Michael_Hodges@bcit.ca

Operations Management puts you in the position to help businesses meet productivity improvement goals while enhancing the quality of your work life. Operations Management offers several options, each oriented to specific operating sectors; each offers distinct rewards and advancements. The programs assist entrepreneurs, divisional managers, line supervisors and first-level employees attain both personal and corporate goals. These programs are very result-oriented; course content can be immediately applied for productivity improvement at the student's place of employment.

MANAGEMENT CERTIFICATE IN INDUSTRIAL ENGINEERING

This program is designed for people who work, or wish to work, in the manufacturing/warehousing functions of an organization. It is suited to those who are or will be production forepersons, analysts or supervisors in inventory control, product cost estimating, standard setting, production planning and control, project administration and technical sales. Please check our website for details.

1. Required courses	Credits
BUSA 1305 Supervisory Skills	3.0
COMM 2203 Business and Technical Reports	3.0
FMGT 1152 Accounting for the Manager	3.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1106 Quality Assurance 1 – Manufacturing	3.0
OPMT 1187 Project Planning and Scheduling	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 1191 Purchasing	3.0
OPMT 1192 Inventory Planning and Control	3.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1198 Introduction to Operations Management	3.0
OPMT 2298 Business Process Improvement	3.0
OPMT 4699 Enterprise Systems and Performance Management	3.0

2. 6.0 credits from these electives:	Credits
OPMT 1105 Engineering Economics	3.0
OPMT 1142 Introduction to Quality Control Methods	3.0
OPMT 1175 Warehouse Management 1	3.0
OPMT 1193 Facility Planning and Design	3.0
OPMT 2206 Quality Assurance 2	3.0
OPMT 2242 Intermediate Quality Control Methods	3.0
OPMT 2287 Project Cost Estimating	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 3306 ISO 9000: 2000 Quality Standard	3.0
Total credits	46.5

MANAGEMENT CERTIFICATE IN MANAGEMENT ENGINEERING

This program is designed for people who work in the private and public sectors of service industries: health care, education, and justice services. Special attention is paid to ways in which management engineering tools may be applied to organizations whose results are not quantifiable. This program has recently been revised. Please check our website for details.

1. Required courses	Credits
COMM 2203 Business and Technical Reports	3.0
FMGT 1152 Accounting for the Manager	3.0
HRMG 2805 Occupational Health and Safety	3.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1106 Quality Assurance 1 – Manufacturing	3.0
OPMT 1187 Project Planning and Scheduling	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 1191 Purchasing	3.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1198 Introduction to Operations Management	3.0
OPMT 4699 Enterprise Systems and Performance Management	3.0
OPMT 2298 Business Process Improvement	3.0

2. Minimum of 3.0 credits from the following:	Credits
BUSA 1305 Supervisory Skills	3.0
BUSA 2005 Management	4.0

3. Complete 6.0 credits from these electives:	Credits
OPMT 1105 Engineering Economics	3.0
OPMT 1107 Quality Management for Service Industries	3.0
OPMT 1116 Vendor Quality Management	3.0
OPMT 1193 Facility Planning and Design	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 3306 ISO 9000: 2000 Quality Standard	3.0
ORGB 1105 Organizational Behaviour	4.0
Total credits	46.5

You can find more information about Occupational Health and Safety courses at www.bcit.ca/health/ochs and at www.bcit.ca/study/programs/6850cert.

MANAGEMENT CERTIFICATE IN MATERIALS MANAGEMENT

This program provides working adults with the training and education necessary to pursue a career in materials management. The program is of interest to anyone involved in materials management, buying, or related professions. Others benefiting from this program include: production and inventory control professionals who want to increase their knowledge of the field; newcomers to the profession who want to acquire a solid foundation on which to build a career; and those choosing careers in purchasing, accounting, production supervision, traffic or warehousing. This certificate includes some of the APICS Production and Inventory Control certificate courses. Please check our website for details.

1. Required courses	Credits
APIC 1172 Master Planning of Resources	3.0
APIC 1173 Detailed Scheduling and Planning	3.0
APIC 1174 Execution and Control of Operations	3.0
COMM 2203 Business and Technical Reports	3.0
OPMT 1175 Warehouse Management 1	3.0
OPMT 1191 Purchasing	3.0
OPMT 1193 Facility Planning and Design	3.0
OPMT 1198 Introduction to Operations Management	3.0
OPMT 2275 Warehouse Management 2	3.0
OPMT 2298 Business Process Improvement	3.0
TDMT 1409 Canada Customs and NAFTA	4.0

2. Minimum of 3.0 credits from the following:	Credits
BUSA 1305 Supervisory Skills	3.0
BUSA 2005 Management	4.0

3. 3.0 credits from the following:	Credits
APIC 1171 Basics of Supply Chain Management	3.0
OPMT 1192 Inventory Planning and Control	3.0

4. 3.0 credits from the following:	Credits
OPMT 1106 Quality Assurance 1 Manufacturing	3.0
OPMT 1107 Quality Management for Service Industries	3.0

5. 3.0 credits from these electives:	Credits
APIC 1175 Strategic Management of Resources	3.0
FMGT 1152 Accounting for the Manager	3.0
HRMG 2805 Occupational Health and Safety	3.0
OPMT 1105 Engineering Economics	3.0
OPMT 1116 Vendor Quality Management	3.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0
OPMT 1344 Total Quality Management (TQM) in Manufacturing	3.0

Total credits 46.0

MANAGEMENT CERTIFICATE IN QUALITY MANAGEMENT

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

1. Required courses	Credits
COMM 2203 Business and Technical Reports	3.0
OPMT 1106 Quality Assurance 1 Manufacturing	3.0
OPMT 1107 Quality Management for Service Industries	3.0
OPMT 1142 Introduction to Quality Control Methods	3.0
OPMT 1344 Total Quality Management (TQM) in Manufacturing	3.0
OPMT 2206 Quality Assurance 2 (Manufacturing)	3.0
OPMT 2242 Intermediate Quality Control Methods	3.0
OPMT 3306 ISO 9000: 2000 Quality Standard	3.0
OPMT 3342 Statistical Design of Experiments for Industry	3.0
OPMT 3345 Quality Auditing	3.0
OPMT 3346 Reliability Principles	3.0

continued next page



2. Complete 12.0 credits from these electives:

	Credits
FMGT 1152 Accounting for the Manager	3.0
OPMT 1102 Basic Mathematics of Finance	3.0
OPMT 1115 Software Quality Assurance	3.0
OPMT 1116 Vendor Quality Management	3.0
OPMT 1188 Management Information Systems	3.0
OPMT 1192 Inventory Planning and Control	3.0
OPMT 1197 Statistics for Business and Industry	4.5
OPMT 1198 Introduction to Operations Management	3.0
OPMT 4306 Using ISO 9000 for Continuous Improvement	3.0
ORGB 2505 Interpersonal Skills	3.0
Total credits	45.0

MANAGEMENT CERTIFICATE IN FACILITIES MANAGEMENT

Facilities Management involves the management and development of the workplace to integrate people and their work to achieve the organization's objectives. The Certificate in Facilities Management represents a collection of course offerings from Business, Engineering and Health Sciences specifically developed to appeal to those wishing to enter the field of facilities management or those currently in the field who want to upgrade or formalize their knowledge. This program has been developed in conjunction with the International Facilities Management Association (IFMA) BC Chapter. Please check our website for details.

1. Required courses

	Credits
BLDT 2011 Construction Documents and Contracts	3.0
BUSA 3405 Problem Solving/Decision Making	3.0
COMM 2203 Business and Technical Reports	3.0
FMGT 1152 Accounting for the Manager	3.0
HRMG 2805 Occupational Health and Safety	3.0
OPMT 1117 Basic Quantitative Techniques in Administration	3.0
OPMT 1187 Project Planning and Scheduling	3.0
OPMT 1193 Facility Planning and Design	3.0
OPMT 1198 Introduction to Operations Management	3.0
OPMT 3135 Advanced Computer Integrated Facilities Management	3.0

2. Minimum of 3.0 credits from the following:

	Credits
BUSA 1305 Supervisory Skills	3.0
BUSA 2005 Management	4.0

3. 12.0 credits from these electives:

	Credits
AICO 1000 AutoCAD 1	3.0
AICO 2000 AutoCAD 2	3.0
OPMT 1107 Quality Management for Service Industries	3.0
OPMT 1135 ArchiCAD 6.5 Level 1	3.0
OPMT 2125 Introduction to Computer Integrated Facility Management	3.0
OPMT 2135 ArchiCAD 7.0 Level 2	3.0
OPMT 2286 Planning and Scheduling with MS Project	1.5
OPMT 2287 Project Cost Estimating	3.0
OPMT 2651 Computer Applications 2 (Spreadsheets)	3.0
OPMT 3125 Facility Management Using the Internet	3.0
Total credits	45.0

Courses offered this term:

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(Preparatory) Math for Business

Course	Prerequisites	Credits	Fee
OPMT 0199		3.0	\$525
Upgrades and refreshes mathematical skills of students who intend to enter the BCIT School of Business. Suitable prerequisite for the mathematics courses as it meets the Math 11 entrance requirement. Includes arithmetic, elementary algebra, graphical techniques, ratios, percentages and the elementary business applications of these concepts.			
Apr 12 Tue/Thr	1845-2145	8 wks	BBY CRN 20465
Apr 16 Sat	0830-1230	12 wks	BBY 20466
Apr 25 Mon/Wed	1845-2145	8 wks	BBY 20467
Jul 5 Tue/Thr	1830-2130	8 wks	BBY 20463
Jul 18 Mon-Thu	1800-2100	4 wks	BBY 23052
Aug 15 Mon-Thu	0900-1600	2 wks	BBY 52469

Basic Math of Finance

Course	Prerequisites	Credits	Fee
OPMT 1102		3.0	\$395
Discusses interest and its effects upon business and industry. Students learn to discriminate between common situations, apply necessary analysis and perform appropriate calculations. Topics include simple and compound interest, present values and discounts, annuities, evaluation methods and basic replacement analysis. Prerequisite: basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. A minimum grade of 70% is required for course credit in OPMT 1110. (Do not buy a calculator until first class meeting.) (3 credits)			
Apr 11 Mon/Wed	1845-2145	6 wks	BBY CRN 20470
Apr 11 Mon/Wed	1730-2030	6 wks	DTC 20471

Quality Assurance 1 Manufacturing

Course	Prerequisites	Credits	Fee
OPMT 1106		3.0	\$395
Introduces QA for manufacturing industries. Overview includes establishing desired product quality and reliability and conditions necessary to achieve them; quality planning; quality management standards; economic factors; quality assurance and production; inspection and test operations; total quality control concepts. Class activities include films, video, group discussions and in-class group exercises. (3 credits)			
Apr 11 Mon/Wed	1845-2145	6 wks	BBY CRN 22839

Business Mathematics

Course	Prerequisites	Credits	Fee
OPMT 1110		3.0	\$530
Reviews basic mathematics applicable to business and industry. Consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, leases, depreciation methods, capitalized costs, cash flow analysis, NPV and IRR. Maximum use of pre-programmed calculator and practical applications from the field of financial management. Prerequisite: basic algebraic skills to at least Grade 11 level. Others should consider OPMT 0199. (4 credits)			
Jun 6 Mon/Wed	1800-2130	7 wks	BBY CRN 50482
Jun 7 Tue/Thr	0900-1230	7 wks	BBY 21421

Project Planning and Scheduling

Course	Prerequisites	Credits	Fee
OPMT 1187		3.0	\$395
Define a project; WBS, SOW, activity development; PERT and CPM network diagrams, three-time estimate method to assess risk and schedule a project; resource leveling, time cost trade-offs and estimating; earned value, reporting and progress measurement during project; project termination; role of project personnel. Uses Project Management Body of Knowledge (PMBOK). (3 credits)			
Apr 13 Wed	1845-2145	12 wks	BBY CRN 27530

Purchasing

Course	Prerequisites	Credits	Fee
OPMT 1191		3.0	\$395
This course is the key to supply chain management. It covers purchasing functions, objectives, relationships, organization, policies, procurement procedures, inventory control, sourcing, supplier evaluation, price, negotiation, make or buy, and ethics. Textbook pre-reading is recommended. (3 credits)			
Jun 20 Mon-Fri	0830-1630	1 wk	BBY CRN 20476

Facility Planning and Design

Course	Prerequisites	Credits	Fee
OPMT 1193		3.0	\$395
Introduces students to the basic principles and techniques for planning and design of manufacturing, processing and distribution facilities. Key aspects of the planning and design process from functional concept to architectural and engineering design are reviewed. Topics covered include relationship programming, systematic layout planning, lean concepts, line balancing, workstation design, materials handling, building systems, WCB and Building Code requirements, and project management and budgeting. (3 credits)			
Apr 12 Tue	1845-2145	12 wks	BBY CRN 52547

Statistics for Business and Industry

Course	Prerequisites	Credits	Fee
OPMT 1197		3.0	\$575
Presents a comprehensive study of elementary statistical methods as applied to objective decision making in business and industry. You will be required to purchase a textbook and a pre-programmed statistical calculator. (Do not buy calculator until first class meeting.) Prerequisite: basic algebra skills to at least the Grade 11 level. Others should consider OPMT 0199. (4.5 credits)			
Apr 12 Tue/Thr	1845-2145	9 wks	BBY CRN 20481
Jun 8 Wed/Fri/Mon	0830-1230	5 wks	BBY 20479
Jun 8 Wed/Sat/Mon	1800-2200	5 wks	BBY 20480

Introduction to Operations Management

Course	Prerequisites	Credits	Fee
OPMT 1198		3.0	\$395
Presents fundamentals in productivity improvement based on a systematic, scientific approach to problem-solving methods/improvements. Includes economic feasibility, recording techniques, assembly and analysis of data, critical examination, the development and selection of alternative solutions. Case materials explore applications to manufacturing, warehouse, office, materials management and general management engineering. (3 credits)			
Apr 11 Mon/Thu	1845-2145	6 wks	BBY CRN 20482

Computer Applications 1 (Using Office 2003)

Course	Prerequisites	Credits	Fee
OPMT 1600		3.0	\$475
Explore Office 2003. Appreciate the microcomputer as an aid to management. Introduction to basic business software which includes the following: MS Windows, MS Word, MS Excel, the Internet and the World Wide Web. Computer/Internet access outside class is recommended. Successful completion of this course would also meet the requirements for BUSA 1600. (3 credits)			
Apr 11 Mon	0830-1130	12 wks	DTC CRN 55186
Apr 11 Mon	1830-2130	12 wks	BBY 52381
Apr 14 Thu	1845-2145	12 wks	BBY 28745
Apr 16 Sat	0900-1600	6 wks	BBY 52382
Apr 19 Tue	0900-1600	6 wks	DTC 54447
Jul 11 Mon/Wed	1830-2130	6 wks	BBY 50918
Aug 15 Mon-Fri	0830-1630	1 wk	DTC 55189



Quantitative Methods for Business

OPMT 2197 \$475

Continues from OPMT 1197 by introducing computer software to perform basic descriptive statistics, inferential statistics and includes additional quantitative models such as decision-trees, multiple regression and the fundamentals of linear programming. The CGA of BC allows exemption for Quantitative Methods 2 with a grade of 65% or better in this course. Prerequisites: OPMT 1197 with a minimum grade of 65% or an equivalent college-level business statistics course (with minimum B- grade), accessibility to and basic knowledge of personal computer. (3 credits)

Apr 11 Mon/Wed 1845-2145 6 wks BBY CRN 24065
Jun 14 Tue/Thr 1830-2130 6 wks BBY 23635
Jul 12 Tue/Thr 1800-2100 6 wks BBY 51948

Computer Applications 2 (Spreadsheets Using Office 2003)

OPMT 2651 \$475

Brief review of introductory MS Windows and MS Excel concepts (using Office 2003) covered in introductory computer application courses. More advanced MS Excel commands and applications (larger and more professional worksheets). Topics include if-then modelling, built-in functions, charting transferring data to and across applications and/or macros. Prerequisite: OPMT 1600 or BUSA 1600 or equivalent or permission of the instructor. Successful completion of this course meets the requirements for OPMT 2650 or BUSA 2650. (3 credits)

Apr 12 Tue 1830-2130 12 wks BBY CRN 52657
Apr 14 Thr 1830-2130 12 wks BBY 52658
Apr 15 Fri 0830-1130 12 wks DTC 55193
Aug 22 Mon-Fri 0830-1630 1 wk BBY 52659

Computer Applications 3 (Databases Using Office 2003)

OPMT 2661 \$475

This course builds on OPMT 2650, OPMT 2651 or BUSA 2650. Topics include an introduction to database management and other software applications specific to the business programs. Prerequisite: OPMT 1600 or BUSA 1600 or equivalent or permission of the instructor. Successful completion of this course meets the requirements for OPMT 2660 or BUSA 2660. (3 credits)

Apr 12 Tue/Thr 1830-2130 6 wks BBY CRN 55234
Jul 5 Tue/Thr 1830-2130 6 wks BBY 52660

Design of Experiments for Industry

OPMT 3342 \$395

Basic concepts of statistical experimentation. One-factor experiments, analysis of variance, two-factor experiments, randomized blocks, Latin Square model, fixed and random models. Factorial experiments including confounding and multi-level factors. Intro to Taguchi methods and experimental parameter design. Helps candidates prepare for the CQE certification examination of the ASQ in this area. Prerequisite: OPMT 1197, OPMT 2242 or equivalent, or instructor permission. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 50931

Enterprise Systems and Performance Management

OPMT 4699 \$395

Regardless of each person's specialization, increasing competition and the constant demand for improvement forces employees to understand department interrelationship and the implication of converging operations. This course ties the outcomes from the program together and explores the definition and application of business management systems. Topics include: strategic planning and performance metrics,

resource management, process management and delivery systems, measurement and improvement systems and project and change management. (This course replaces OPMT 2290 – Performance Measurement.) Prerequisite: OPMT 1198 or OPMT 1106. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 55339

Precalculus for Management

OPMT 5700 \$550

Provides the mathematical knowledge required to move into the more advanced business math courses, specifically Calculus for Management (OPMT 5701). Topics include linear and quadratic equations and inequalities, polynomials, rational functions, exponential and logarithmic functions, sequences and series. Applications in economics and finance. Prerequisite: Diploma of Technology in Business. (3 credits)

Jul 11 Mon/Thr 1830-2130 7 wks BBY CRN 50935

Integrated MIS

OPMT 5740 \$550

Discusses functional databases, how data is synthesized into management information and integrated into the strategic decision-making process. Covers current business practice for strategic information technologies, micro-computing, digital communication, image-processing, relational-database, artificial-intelligence, graphics, voice process, CASE, CAD/CAM, open systems, EDI. Preparation and delivery of effective oral and written presentations to management. (3 credits)

Apr 12 Tue 1730-2030 14 wks DTC CRN 55196

Math Models for Business

OPMT 5751 \$550

Second course in the application of statistical methods to business problems. Detailed theoretical understanding and practical applications of linear regression and time series analysis. Views business situations as mathematical models and formulate the equations required for the model solution. Extensive lab work using computer software; use and evaluate current software. (3 credits)

Apr 20 Wed 1830-2130 14 wks BBY CRN 54312

MANAGEMENT CERTIFICATE IN INTERNATIONAL TRADE AND TRANSPORTATION LOGISTICS

International business depends on successful market analysis and effective entry strategies, knowledge of transportation alternatives and sound logistics planning. This program is designed for those engaged in the buying, selling and transportation of goods. With the increased dependency on global trade, the demand for international trade and transportation services has increased dramatically. The International Trade and Transportation Certificate program provides graduates with the technical skills and flexibility to participate in the global marketplace. The technical skills gained from the program allow graduates to progress to additional industry certifications. Please check our website for details.

1. Required courses Credits

OPMT 1102 Basic Mathematics of Finance 3.0
OPMT 1197 Statistics for Business and Industry 4.5
TDMT 1104 International Trade 1 3.0
TDMT 1409 Canada Customs and NAFTA 4.0
TDMT 2203 Transportation Economics 4.0
TDMT 2204 International Trade 2 3.0
TDMT 4410 Logistics Management 4.5

2. 3.0 credits from the following: Credits

TDMT 1150 Distribution 1 (CITT) 3.0
TDMT 1204 Freight Forwarding 1 3.0

3. 3.0 credits from the following: Credits

TDMT 1205 Freight Forwarding 2 3.0
TDMT 2251 Distribution 2 (CITT) 3.0

4. 9.0 credits from these electives: Credits

COMM 2203 Business and Technical Reports 3.0
ECON 1150 Economic Issues 3.0
FMGT 1152 Accounting for the Manager 3.0
OPMT 2651 Computer Applications 2 (Spreadsheets) 3.0
OPMT 1175 Warehouse Management 1 3.0
OPMT 1188 Management Information Systems 3.0
OPMT 1191 Purchasing 3.0
OPMT 1198 Introduction to Operations Management 3.0

5. 3.0 credits from the following: Credits

MKTG 1102 Essentials of Marketing 3.0
MKTG 1112 Customer Relations 3.0
MKTG 2325 Marketing Globally 3.0

6. Minimum of 3.0 credits from these electives: Credits

BLAW 3425 International Law 3.0
BUSA 1305 Supervisory Skills 3.0
BUSA 2005 Management 4.0
ORGB 1105 Organizational Behaviour 4.0

Total credits 47.0

Courses offered this term:

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Transportation Economics

TDMT 2203 \$395

Covers a variety of transportation services and their cost factors including carrying capacity, load factors, fuel cost, etc., concluding with profit-oriented rate making. Costing methods relating to various modes of transportation are discussed considering distance, flow of goods and backhaul. (4 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 55161

Distribution 2 (CITT)

TDMT 2251 \$575

Contracts and bill of lading; marine cargo insurance; warehousing; Canadian Customs; dangerous goods transportation; damage prevention and claims; materials handling; utilization devices; physical distribution; and computer applications to transportation. A CITT fee of \$210 plus GST (\$224.70) is included to cover the cost of the text materials and the CITT exam. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 53582

Logistics Management

TDMT 4410 \$575

An overview of the total distribution concept. The course examines distribution facility location analysis, information systems, control systems and distribution economics and profitability. With heavy emphasis on customer services and profitability, the course prepares the student to conduct transportation, customer service and complete distribution audits. (4.5 credits)

Apr 11 Mon/Thr 1845-2145 9 wks BBY CRN 23773



International Freight Forwarding

604-432-8611
604-451-6779

Vicki_Forbes@bcit.ca
Michael_Hodges@bcit.ca

CERTIFICATE IN INTERNATIONAL FREIGHT FORWARDING

The BCIT/Canadian International Freight Forwarding Association (Ciffa) professional training program is for staff members of international freight forwarders who wish to acquire a general knowledge of the theory and mechanics of handling international freight movement. Joint certificates from BCIT/Ciffa in International Freight Forwarding are awarded upon the successful completion of the courses Freight Forwarding I and II, and Freight Forwarding III and IV.

For registration and information, call Craig McKay at Adanac International Forwarders Association Ltd. at 604-273-8611 or e-mail cmckay@wlrbc.com. For further information, check: www.ciffa.com and click on Education.

Freight Forwarding I

TDMT 1204

Introduces students to the fundamentals of international freight forwarding. Topics include: understanding exporting and importing, transport geography, terms of trade, land transportation, air freight and ocean freight.

Freight Forwarding II

TDMT 1205

Covers commercial documentation, transport insurance, international payments, export packaging and warehousing, land transportation/trans-border issues, costing and quoting, alternative methods, transportation law and legal liability. Prerequisite: TDMT 1204.

Freight Forwarding III

TDMT 0206

Expands on the multi-faceted aspects of international freight forwarding, and examines the intricacies of chartering ships, chartering airplanes, project management, the importance and relevance of customs – process and compliance/transaction basics/ complications and advanced issues, IT and e-logistics. Prerequisite: TDMT 1205.

Freight Forwarding IV

TDMT 0207

Introduces the student to the business processes involved in the effective and efficient flow of materials and information from source to consumption. It includes introductions to logistics and supply chain management, sales and marketing and transportation law. Prerequisite: TDMT 0206.

Technical Communications Plus Programs

See International

Technology Management

604-432-8459
Toll Free 1-866-768-7070

laurie_mcgee@bcit.ca
www.tmgt.bcit.ca

BACHELOR OF TECHNOLOGY IN TECHNOLOGY MANAGEMENT

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

The Bachelor of Technology Program is designed for:

- graduates of an Engineering Technology Diploma Program from BCIT or an equivalent institution
- those who hold degrees in related disciplines
- applicants approved through the Alternate Entry Model.

Alternate Entry Model

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

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

For more information contact:

Jim Hendry, Program Head
Phone 604-432-8942
E-mail: jim_hendry@bcit.ca

Engineering, Technology and Management

TMGT 7101

\$242

Provides candidates with a perspective on the experience needed to assume a role in management in a technology-based organization. Focus is on those individuals who possess a formal technical education and are contemplating moving into management, or those who are already working in management positions. The course will examine how technologists and engineers can make successfully move from a technical specialist role to manager. (1 credit)

Apr 16 Sat 1000-1300 5 wks BBY CRN 52285

Research and Development Management

TMGT 7103

\$242

Provides candidates with the skills necessary to successfully manage a small corporate research and development department. Emphasis is on identifying the unique characteristics of an R&D department in terms of its funding, its personnel, and mandate to be creative and productive. (1 credit)

Apr 14 Thr 1830-2130 5 wks BBY CRN 24849

Principles of Finance

TMGT 7121

\$242

Equips candidates with an in-depth understanding of financing business undertakings, exploring sources of money, the role of business plans, equity capital, the role of debt financing, taxation issues, and cash investments.

Apr 12 Tue 1830-2130 5 wks BBY CRN 23593

Technology and International Trade and Competition

TMGT 7134

\$242

Learn how a technology firm may consider different options in marketing its technology internationally. In a highly competitive environment, a clear understanding of the competitive forces and cultural dynamics at work in the global marketplace is critical to anyone seeking export markets. (1 credit)

May 19 Thr 1830-2130 5 wks BBY CRN 52286

Technology Management Communication

TMGT 7142

\$242

Convey messages effectively in both written and oral formats. Designed to give candidates hands-on practice and feedback using the specialized techniques in the communication process. (1 credit)

May 11 Wed 1830-2130 5 wks BBY CRN 23595

Information Technology Management Issues

TMGT 7155

\$495

Examine management issues in areas such as the evaluation, acquisition and development of systems, systems integrity and ethics, and the alignment of Information Technology with business goals. Candidates gain the knowledge necessary to understand how an Information Technology infrastructure is developed and how it can be used to manage information and technology throughout the organization. Prerequisites: enrolment in the Technology Management Bachelor of Technology program and TMGT 7123. (3 credits)

Apr 11 Mon 1830-2215 12 wks BBY CRN 52287

Technology Assessment

TMGT 8103

\$495

Learn how to develop Technology Assessment processes specific to a graduation project but that can also be applied to your organization. Students learn how to increase the probability that a selected technology will provide tangible benefits in addressing specific organizational issues and take social and environmental concerns into account. (3 credits)

Apr 13 Wed 1830-2215 12 wks BBY CRN 55262

Classroom courses in Technology Management are also offered in the Kelowna area. For information on these e-mail Laurie.Mcgee@bcit.ca or phone 604-432-8459 or toll-free 1-866-768-7070.

Part-time Studies Grants

Will you be studying at BCIT part-time? Do you need assistance funding your studies?

If you are planning to be a part-time student at BCIT there may be options available for removing financial roadblocks. Whether you are a current or prospective BCIT student taking eligible part-time studies courses, explore your funding options for credit or non-credit courses. See www.bcit.ca/finaid/parttime for details.

TECHNOLOGY MANAGEMENT DISTANCE EDUCATION

For information relating to the administration of online or correspondence courses, contact the Technology Management Department at tmgtde@bcit.ca or 604-432-8459 or toll free 1-866-768-7070. For more information on the Bachelor of Technology in Technology Management consult the website at www.tmgt.bcit.ca.

The following courses are currently available:

- TMGT 7102 Project Management/Resource Utilization
- TMGT 7103 Research and Development Management
- TMGT 7104 The Management of Technological Change
- TMGT 7111 High Tech Marketing Strategies
- TMGT 7112 Market Research
- TMGT 7113 Marketing Programs and Plans
- TMGT 7114 Product Planning and Marketing Implementation
- TMGT 7121 Principles of Finance
- TMGT 7122 Accounting for Technologists
- TMGT 7123 Technology Information Systems
- TMGT 7124 Technology and International Finance
- TMGT 7131 Business Strategy and Structure
- TMGT 7132 Managing Technology, Innovation and Entrepreneurship
- TMGT 7133 Law, Society and the Environment
- TMGT 7134 Technology and International Trade and Competition
- TMGT 7141 Managing in a Technical Environment
- TMGT 7142 Technology Management Communication
- TMGT 7143 Problem Solving and Decision Making
- TMGT 7144 Human Resource Planning
- TMGT 7151 Implementation Issues in Telecommunications
- TMGT 7152 Implementation Issues in Data Management
- TMGT 7153 Tactical and Strategic Business Use of the Internet
- TMGT 7154 Trends in New and Emerging Information Technologies
- TMGT 7155 Information Technology Management Issues
- TMGT 8102 Applied Research Methods
- TMGT 8103 Technology Assessment

Course fees are not listed. Search www.bcit.ca using the course finder option and the course number and this will advise you of the delivery method for the course. Course registration is available online at www.bcit.ca or by telephone through the Registration Specialists at 604-451-6733 or demsweb@bcit.ca. Courses which have prerequisites or are re-registration applications will be processed by the Technology Management department.

If you register for the online version you will not receive any printed course materials. Note also that these courses are not WebCT-based and therefore your password for access to the materials will be forwarded to you via e-mail from the Technology Management department at tmgtde@bcit.ca.

Venture Development Centre Programs

604-412-7651

sonia_sacilotto@bcit.ca

Exploring Self-Employment – Free half-day workshop

VENT 0075

Free

Have you ever thought about starting your own business? Exploring Self Employment is designed to help prospective entrepreneurs understand what it really takes to go into business. During this free half day workshop you will explore how to generate business ideas, discover the elements of a business plan and discuss the programs BCIT offers to get you moving toward self employment. You will also find out about the opportunities and challenges of operating your own business and discuss the key characteristics of a successful entrepreneur. Discover whether self employment is an option you wish to pursue.

For more information visit our website www.bcitventure.com. To register call 604-434-1610.

Jun 11 Sat 1300-1530 1/2 day DTC CRN 53882
Aug 13 Sat 1300-1530 1/2 day DTC 53883

Starting Your Own Business

VENT 0100

\$520*

A part-time 12-week program to teach you how to prepare a business plan. Suitable for those who are interested in the possibility of setting up their own business, or for those who have already started but want to learn how to prepare a business plan. Covers entrepreneurial characteristics, developing a marketing strategy, conducting market research, operating your business, financial projections, risk reduction, business plan development and much more. Based on the successful Venture and BEST programs, which have been developed over the last ten years, this condensed version will concentrate on need-to-know, street-level information. By the end of the program, participants will have created a plan for their business, which will be reviewed by members of the Venture Development Centre at BCIT. For further information and to register, visit www.bcitventure.com.

Apr 6 Wed 1730-2030 12 wks DTC CRN 29634
Apr 9 Sat 0900-1200 12 wks DTC 52047



NEW! The Enterpriser – Venture Program Online Business Planner

VENT 0200

\$500

Cost includes six hours of online business plan counselling. The Enterpriser puts the experience and knowledge of the BCIT Venture Development Centre online. Designed for individuals who have a business idea or those who are simply curious about what it takes to launch a business. A unique feature of this program is that Venture Development Centre advisors will be available online to assist you with specific issues or difficulties that you may encounter. Throughout the program you will become skilled with the tools necessary to complete a comprehensive business plan and launch a new venture. To register call 604-434-1610 and then contact Sonia Sacilotto at 604-412-7651 for an access code. For more detailed program information visit <http://vdc.bcitventure.com>. Registration is on-going and students have access for 12 weeks from the date of registration.

Flexible start date 12 wks Online CRN 50837



VENTURE DEVELOPMENT CENTRE/ APICS SUMMER WORKSHOPS

604-412-7651

sonia_sacilotto@bcit.ca

All workshops will be held at the Burnaby BCIT campus Building SE6 (IBM Building). To register please call 604-412-7651. For more information, please visit www.bcitventure.com, click on Resources and Events, then Events. Group discounts are available. These workshops have been offered for the last 15 years. Hundreds of satisfied participants have been able to implement solutions to their human resource and operational problems. Manufacturers, distributors, retailers, as well as service organizations will benefit by enrolling two or more of their employees to enhance implementation efforts. The workshop format is highly instructive, combining lectures, group discussions, case studies and hands-on activities. All workshop participants receive a workbook.

Microsoft Project

APIC 0080

\$255/\$225

Through hands-on exercises in a computer lab, this workshop provides you with instruction on setting up and managing projects with Microsoft Project. This course will apply the concepts and principles covered in the two-day project management workshop to the use of a computer software program. Attendance at the two-day workshop APIC 0176 or a similar project management course is mandatory.

Jun 10 Fri 0830-1600 1 day BBY CRN 50200
50874

Introduction to Six Sigma

APIC 0160

\$255/\$225

This workshop provides an introduction to the Six Sigma methodology. All organizations can measure and improve their performance by identifying and eliminating defects in their processes. Topics include the cost of quality, Six Sigma process metrics, DMAIC and techniques designed to improve business performance. Project examples will be presented.

Jun 13 Mon 0830-1600 1 day BBY CRN 54199
54200



Inventory Management

APIC 0170 \$495/\$445
 Focuses on the practical aspects of managing inventory. You will gain new insight into managing the total supply chain. Topics include managing for results, the financial impact of inventory, inventory classification systems, when to order, how much to order, safety stock, aggregate planning, materials requirements planning, and measuring inventory performance.
 Jun 13/14 Mon/Tue 0830-1600 2 days BBY CRN 26423 50875

Manufacturing Planning and Scheduling

APIC 0172 \$495/\$445
 Manufacturing planning and scheduling is a very complex task. Management must ensure that it has all of the hundreds of parts needed for the product plus the required labour skills, equipment and time available. Topics include manufacturing resources planning, materials requirements planning (MRP), bills of materials, MRP inputs and outputs, capacity planning, shop floor control and computer system justification/implementation.
 Jun 16/17 Thr/Fri 0830-1600 2 days BBY CRN 26424 50876

High Performance Manufacturing

APIC 0174 \$495/\$445
 High performance manufacturing is a practical strategy for achieving significant improvements in bottom line results. If your concerns include high work in process inventory, high overhead, long lead times, quality problems, production schedule difficulties, or poor equipment utilization, you will benefit from attending this workshop. Topics include; elimination of waste, pull systems (Kanban), lead-time reduction, set-up

reduction, housekeeping, work cells, supplier relations and performance measures.

Jun 6/7 Mon/Tue 0830-1600 2 days BBY CRN 26425 50877

Process Mapping

APIC 0175 \$495/\$445
 This workshop provides essential tools and techniques that will enable you to place your business processes on a path of constant improvement. You will be able to map your present process and develop an action plan to close the gap to higher levels of performance. Maximum benefit is derived when participants are sent in teams of three or more so they can work on real problems in class, but anyone can learn from this workshop and apply it when they return to the workplace. This workshop is valuable for a wide variety of industries, including manufacturing, health-care, government, high-tech, service and non-profit.
 Jun 23/24 Thr/Fri 0830-1600 2 days BBY CRN 27525 50878

Project Management

APIC 0176 \$495/\$445
 Covers a broad range of topics from project concept to completion that are consistent with industry standard approaches such as PMI's Project Management Body of Knowledge. Participation and empowerment, individual accountability, and bottom line project results are emphasized in the training. Designed for new and experienced project leaders, team members and sponsors, and anyone who works on a project from start-to-finish.
 Jun 6/7 Mon/Tue 0830-1600 2 days BBY CRN 27526 50879

Teamwork

APIC 0177 \$255/\$225
 Designed to provide participants with the tools necessary to participate effectively in an empowered work environment. Covers several key ingredients for team success and gives insights, guidelines and practical examples to help teams get focused and productive. Topics include setting team goals, team ground rules, decision-making, team roles, running effective meetings, and beneficial team behaviours.
 Jun 10 Fri 0830-1600 1 day BBY CRN 26426 50880

Continuous Improvement

APIC 0178 \$255/\$225
 Covers the continuous improvement tools and techniques used by many of the world's top companies to achieve better performance. Participants will gain experience with the basic tools of continuous improvement by using them in a simulated problem situation. Topics include structured continuous improvement approach, creating effective problem statements, flow-charting, cause and effect analysis, Pareto analysis, check sheets, brainstorming, evaluating solution alternatives and action planning.
 Jun 9 Thr 0830-1600 1 day BBY CRN 26433 50881

5 S's of Workplace Organization

APIC 0179 \$495/\$445
 The application of 5S Workplace Organization will help eliminate waste through improved organization. Improve quality, on-time delivery, machine up-time, safety, inventory levels and employee motivation. Topics include: introduction to 5S, benefits of 5S, developing implementation plans, removal of unneeded items, visual



Venture Program

Starting your own business?

BCIT's Venture Development Centre's programs help entrepreneurs to successfully develop and launch their own businesses through intensive, practical programs. BCIT can help you, too.

Go to www.bcit.ca/venture or call 604-412-7651.

Exploring Self-Employment - VENT 0075

If you're undecided about starting your own business, you can sign up for a free workshop.

Saturday, June 11, or August 13
 BCIT Downtown Campus
 555 Seymour Street, Vancouver

To register for this workshop, call 604-434-1610.



The path you choose can make all the difference.



A POLYTECHNIC INSTITUTION

control systems, maintaining optimal operating conditions, maintaining improvements and creating conditions that will move SS throughout the organization.
 Jun 20/21 Mon/Tue 0830-1600 2 days BBY CRN 28987 50882

Introduction to Experimental Design

APIC 0181 \$495/\$445
 Introduces the methodology of addressing business problems through experimentation. While all experiments are designed, many are not formally designed or even thought out very well and often lead to a waste of resources. The material in this workshop provides the student with the skills to design and analyse a factorial design. Topics include ANOVA, factorial design, fractional factorials, randomized complete block designs and design project management.

Jun 20/21 Mon/Tue 0830-1600 2 days BBY CRN 55138 55139

Industrial Problem Solving

APIC 0182 \$255/\$225
 To solve chronic business problems, we need to reduce variation. Learn how to address your variation problems with the science behind Industrial Problem Solving. Topics include variation reduction strategies, multi vari analysis, families of variation, comparison testing, component swapping and variables search. This workshop will change the way you approach problem solving.

Jun 23 Thr 0830-1600 1 day BBY CRN 55140 55141

Insights for Personal Effectiveness

VENT 0021 \$435/\$390
 Insights® Into Personal Effectiveness is an introduction to the Insights System and the Insights Discovery® Personal Profile. This experience is fun, interactive and leaves participants with a language and framework for understanding themselves and others which they can put into practice immediately. This program explores a simple model: understand self, understand others, learn how to adapt to others and connect more effectively for improved relationships and results. **Note:** special course materials are included in the tuition price. Registration deadline for this course is June 1, 2005.

Jun 22 Wed 0830-1600 1 day BBY CRN 55154 55155

Managing People is Like Herding Cats

VENT 0012 \$495/\$445
 What is the relationship between managing and leading? The answer to this question has never been more important than during these challenging times. True leadership is an art, not a science, and is something that can be learned. We will be exploring the foundational aspects of this art to gain an understanding of how it moulds who we are.

Jun 15/16 Wed/Thr 0830-1600 2 days BBY CRN 53941 53942

The Effectiveness of Dealing with Conflict

VENT 0014 \$495/\$445
 Do you have any understanding the actual cost to your organization due to unresolved conflict and anger in your workplace? Many people are uncomfortable facing the fact that there is conflict in the workplace and in their lives. This workshop will explore the realities of conflict – both positive and negative. You will learn techniques that you can put to work immediately to make your life and workplace more harmonious. You will also discover how you react to conflict and how to manage your emotions when faced with a conflict.

Jun 20/21 Mon/Tue 0830-1600 2 days BBY CRN 53939 53940



The Art of Getting Things Done

VENT 0016 \$495/\$445
 Managing performance is not a one-day a year task, it is an ongoing process of continuous communication. Within every organization there is a wealth of talent and experience that goes untapped. This workshop is designed to give you some concepts and tools to tap into the resources of your employees. Many organizations are constantly looking "out there" for help. In this workshop you will discover the jewels within and ways to get things done effectively, efficiently and with less effort.

Jun 13/14 Mon/Tue 0830-1600 2 days BBY CRN 53945 53946

Maximizing our Human Resources

VENT 0018 \$495/\$445
 Leaders and managers are looking for new ways to produce improved results with fewer resources. It can't be done alone or in isolation; it requires a commitment from all people in the organization. This two-day workshop will explore ways to cultivate initiative with staff and to utilize the talents that reside in all organizations to succeed. People need to feel that they are a part of the solution and that their knowledge is not only valued, but also integral to the success of the organization. Learn how to change the ways in which staff respond to the challenges facing all organizations today.

Jun 1/2 Wed/Thr 0830-1600 2 days BBY CRN 54220 54221

Encouraging Employees to Strive for Excellence

VENT 0020 \$495/\$445
 With workplaces being more sophisticated and employees more knowledgeable and educated, new skills are required to get the performance both the organization and the employee want. For years successful teams have discovered the value of coaching for maximum performance and now these concepts are proving successful in motivating, guiding and encouraging employees to reach their peak potential. This innovative workshop will give you the tools to turn problem employees into productive winners and encourage your productive employees to achieve bigger goals.

Jun 8/9 Wed/Thr 0830-1600 2 days BBY CRN 54222 54223

Business and Media

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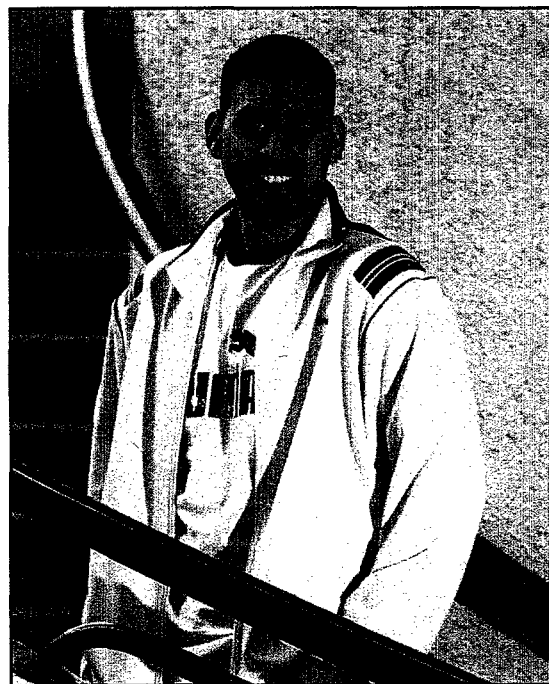
BCIT Part-time Studies students are looking to advance or change their career — a captive audience open to recruitment.

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For information please contact:

Sandra Jette,
 BCIT Marketing and Communications
 604-469-6049
 Sandra_jette@bcit.ca

Registering for BCIT Part-time Studies is a fully secured process. Your credit card number is encrypted in the process and cannot be read by a third party over the Internet. To encourage you to try it out for yourself, we'll enter you in a draw to win one of five Palm Pilots when you register online. Visit www.bcit.ca for more information.



"The knowledge I gained from BCIT's Computer and Information Technology part-time courses helped me launch my own business a year ago. Thanks to the training I received at BCIT my business is growing faster than I hoped possible. Hands on experience coupled with the theory portions of the class helped me gain real life experience and have prepared me for actual scenarios that I face on a daily basis with clients."

Kyle Sarwal, BCIT Computing and Information Technology (Network Administration) Part-time Studies student

Computer Information Systems Technician

604-432-8237
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eeinfo@bcit.ca

Yvonne_Alspaugh@bcit.ca
Nancy_Naylor@bcit.ca

COMPUTER SYSTEMS AND NETWORK FUNDAMENTALS (CSNF)

604-432-8237
604-456-8027
eeinfo@bcit.ca

Yvonne_Alspaugh@bcit.ca
Nancy_Naylor@bcit.ca

Due to high demand, BCIT is pleased to offer a Part-time Studies version of the highly popular Computer Systems and Network Fundamentals (CSNF) program. This flexible program will provide students with a foundation of core technical skills, and is the first year of a two-year diploma program. Second-year specialization options include Networking Systems Technician and Internet Systems Technician. The Part-time Studies version of CSNF allows students the ability to work full-time while continuing their studies to provide greater career options.

Students can register via course-by-course registration through Part-time Studies; it is recommended that they also apply for program approval. Program approval forms are available from Part-time Studies instructors or from Student Information and Enrolment Services.

CITX 1110	A+ Hardware Technician
CITX 1150	Structured Cabling for Computer Networks
CITX 1155	Server + CompTIA
CITX 1160	Cisco CCNA Level 1
CITX 2060	Cisco CCNA Level 2
CITX 2061	Cisco CCNA Level 3
CITX 2062	Cisco CCNA Level 4
CSST 1175	Network Operating Systems 1
CSST 1180	Introduction to Programming Concepts
CSST 2105	C Programming
CSST 2150	Advanced Structured Cabling
CSST 2175	Network Operating Systems 2
CSST 3106	Computer Electronics and Architecture
CSST 3110	Internet Technology
CSST 3175	Network Operating Systems 3
CSST 4120	Unix Fundamentals
CSST 4175	Network Operating Systems 4

Advanced Structured Cabling

CSST 2150 \$465*
Exposes students to a wide variety of network cabling topics, including structured premises cabling systems, industry standards, media characteristics, connectors, transmission, electrical concepts, safety, pulling, terminating and testing cable installations. Also provides students with the necessary hands-on skills to troubleshoot network wiring and cabling utilizing industry standard Fluke test equipment. Prerequisite: CITX 1150. (3 credits)

May 14 Sat 0900-1600 6 wks BBY CRN 55202

C PROGRAMMING

Introduction to Programming Concepts
CSST 1180 \$795*
Introduces object-oriented programming concepts and teaches fundamentals of programming language syntax. Prepares students to begin development of device drivers and network applications, provides basic knowledge of objects and provides hands-on experience. Learn key terms in an object-oriented environment and examine examples of objects, and their associated properties. Course intended for Technicians. (5 credits)

Apr 12 Tue/Fri 1830-2130 10 wks BBY CRN 55200

Register now to avoid disappointment.

Register early to confirm the date and time that suits your schedule. BCIT's new policy is to cancel part-time studies courses two business days before the start date to allow transfer to available alternate courses.

NETWORK ADMINISTRATOR TECHNICIAN ASSOCIATE CERTIFICATE

604-432-8237
604-456-8027
eeinfo@bcit.ca

Yvonne_Alspaugh@bcit.ca
Nancy_Naylor@bcit.ca

The Network Administrator Technician Associate Certificate of Technical Studies has been developed to meet the growing demand within industry for individuals with comprehensive networking expertise.

This Part-time Studies program is designed for students familiar with computer systems in the work environment. It is intended to provide the fundamental knowledge needed to design, configure and implement local and wide area networks.

This program will provide hands-on knowledge of major network operating systems, the underlying communication protocols and the supporting network hardware. Students are required to take all core courses, then choose one of two operating systems to successfully complete the program.

Required core courses:

CITX 1140 Local Area Network Hands-on Level 1
CITX 1141 Local Area Network Hands-on Level 2
or
CITX 1145 Network+ Technician
and
CITX 1150 Structured Cabling for Computer Networks
CITX 1151 Understanding TCP/IP
CITX 1152 Router Essentials
CITX 2164 Security+ Technician CompTIA

Choose one of the following options:

Microsoft Option

CITX 2165 Implementing Windows XP Professional
CITX 2166 Microsoft Windows 2003 Server
CITX 2162 Microsoft Windows 2003 Network Infrastructure
CITX 2163 Microsoft Windows 2003 Directory Services

Unix/Linux Option

CITX 2180 Unix/Linux Installation and Configuration
or
CITX 1170 Fundamentals of Solaris Systems Administration
and
CITX 2181 Unix/Linux Administration
CITX 2182 Unix/Linux Networking
CITX 2183 Unix/Linux Security, Ethics and Privacy



Networking Essentials for Technicians

604-432-8237
604-456-8027
eeinfo@bcit.ca

Yvonne_Alspaugh@bcit.ca
Nancy_Naylor@bcit.ca

Local Area Network Hands-on Level 1

CITX 1140 \$465*
Learn to set-up and configure computer networks. This hands-on, entry-level course introduces the fundamental network concepts required to set-up and configure a network. Training covers both peer-to-peer and client server applications, as well as network operating systems. Includes server selection, cable and media installation, and performance/system management issues. Course intended for technicians. (3 credits)

Apr 11 Mon 1830-2130 12 wks BBY CRN 29305
Apr 13 Wed 1830-2130 12 wks BBY 29336
Jul 4 Mon-Fri 0830-1630 1 wk BBY 51121



Local Area Network Hands-on Level 2

CITX 1141 **\$465***

Expand your knowledge of LANs by further examining wide area networking topologies and transmission methods. Explore the most popular network operating systems: MS Windows NT 2K, Novell Netware and Unix. Addresses network security and how to troubleshoot and maintain networks. Discusses network design, implementation, planning and management. Course intended for Technicians. Prerequisite: CITX 1140. (3 credits)

Apr 14 Thr 1830-2130 12 wks BBY CRN 50011
Jul 11 Mon-Fri 0830-1630 1 wk BBY 51129

Structured Cabling for Computer Networks

CITX 1150 **\$440***

Covers proper installation and testing procedures used for components of a structured cabling connectivity solution. A thorough explanation of the installation procedures for modular outlets, patch panels and fibre optic connectors. Hands-on approach familiarizes students with both the products and the approved test equipment. (2 credits)

Apr 16 Sat 0900-1600 4 wks BBY CRN 50012
May 2 Mon 1830-2130 8 wks BBY 51130

Understanding TCP/IP

CITX 1151 **\$470***

Provides students with a thorough understanding of the TCP/IP protocol suite. Key topics include Internetworking, Internet protocol, sub-networking the Internet layer, routing protocols, TCP and UDP, and application layer protocols. Prerequisite: CITX 1140 and CITX 1141 or CITX 1145. (3 credits)

Apr 12 Tue 1830-2130 12 wks BBY CRN 50015

Router Essentials

CITX 1152 **\$595***

This comprehensive course provides students with knowledge and skills needed to understand, configure and manage data network routers. The critical principles required to manage an efficient and stable network infrastructure will also be taught. Prerequisite: a comprehensive understanding of TCP/IP is required. (3 credits)

Apr 15 Fri 1830-2200 11 wks BBY CRN 50016
Jul 18 Mon-Fri 0830-1630 1 wk BBY 52605

Network+ Technician

604-432-8237 Yvonne_Alsbaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Network+ Technician

CITX 1145 **\$940***

Provides a comprehensive overview of networking technologies and prepares students to write CompTIA's Network+ certification exam. Covers LAN, WAN, protocols, topologies, transmission media, security and TCP/IP. In addition to explaining concepts, the course uses a multitude of real-world networking, making it practical preparation for technicians. Prerequisite: a comprehensive understanding of the PC in a work environment. (6 credits)

Apr 13 Mon/Wed 1830-2130 12 wks BBY CRN 50029

Server+ Technician

604-432-8237 Yvonne_Alsbaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Security+ Technician CompTIA

CITX 2164 **\$930***

Provides a comprehensive overview of network security to prepare students to write CompTIA's Security+ Certification Exam. Covers general security concepts, authentication methods and common network attacks, communication and infrastructure security, network devices, and the proper use of perimeter topologies to establish network security. Prerequisite: CITX 1110 or CITX 1145 or possess equivalent knowledge. (6 credits)

Apr 13 Mon/Wed 1730-2030 12 wks DTC CRN 54339

Computer Hardware and Software for Technicians

604-432-8237 Yvonne_Alsbaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Computer Hardware Set-up Configuration and Maintenance

CITX 0120 **\$640***

This hands-on course will familiarize the student with the internal hardware construction of a PC. The course covers the various components that make up a multimedia PC platform, troubleshooting and the resolution of configuration issues.

Apr 13 Mon/Wed 1830-2130 6 wks BBY CRN 28687

A+ Technician

604-432-8237 Yvonne_Alsbaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

A+ Hardware Technician

CITX 1110 **\$1,095***

A+ certified technicians possess knowledge and skills essential for becoming successful computer service technicians. This industry-recognized certification covers hardware and software technologies required in today's workplace. Also covers material examined in the A+ certification exam from a theoretical as well as a hands-on perspective including operating systems and hardware. (6 credits)

Apr 12 Tue/Thr 1830-2130 12 wks BBY CRN 51684
Apr 16 Sat 0900-1600 12 wks BBY 51683

Operating Systems for Technicians

604-432-8237 Yvonne_Alsbaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Implementing Windows XP Professional

CITX 2165 **\$465***

Provides an understanding of how to install and configure Windows XP Pro. The basics of MS Windows XP will be reviewed before moving onto advanced topics including troubleshooting, backing up files, optimizing disks, and evaluating systems and performance. Course intended for technicians. Students should be proficient with computers and operating systems. (3 credits)

Apr 15 Fri 1830-2200 11 wks BBY CRN 54340

Microsoft Windows 2003 Directory Services Infrastructure

CITX 2163 **\$465***

Plan, configure and administer the Active Directory infrastructure. Students learn to configure DNS to manage name resolution, schema and replication, and to use Active Directory to centrally manage users, groups, shared folders, network resources and to administer the user environment and software with group policy. Course intended for technicians. Prerequisite: CITX 2161 or CITX 2166 or CITX 2162. (3 credits)

Apr 14 Thr 1730-2030 12 wks DTC CRN 54338

Microsoft Windows 2003 Network Infrastructure

CITX 2162 **\$465***

Designed for support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft Windows 2003 Server family of products. Course is intended for technicians. Prerequisite: CITX 2161 or CITX 2166 or CITX 2163. **Note:** Familiarity with computer systems in the work environment is required. (3 credits)

Apr 12 Tue 1730-2030 12 wks DTC CRN 51135

Microsoft Windows 2003 Server

CITX 2166 **\$465***

This hands-on course covers all the critical skills necessary to install, configure and implement MS Windows 2003 Server and help manage your network more effectively. Students will learn to configure remote access services, troubleshoot and tune MS Windows 2003 for optimal efficiency. Students will be exposed to some of the security features of MS Windows 2003. Course is intended for technicians. Prerequisite: CITX 2160 or CITX 2165. (3 credits)

Apr 12 Tue 1830-2130 12 wks BBY CRN 55203

NEW! Microsoft Windows 2003 Server Upgrade

CITX 2167 **\$465***

This course provides students with the new skills required to plan, install, manage and maintain a MS Windows 2003 network environment. Course is for students with networking experience in MS Windows 2000 or NT 4.0 server platforms and is designed to introduce the new features and configurations of MS Windows 2003 Enterprise environment. Prerequisite: CITX 2161 or CITX 2162 or CITX 2163 or equivalent knowledge. (3 credits)

Apr 16 Sat 0900-1600 6 wks DTC CRN 55204

Microsoft Windows Exchange Server

CITX 2168 **\$465***

This course prepares students to implement and administer messaging and collaborative infrastructure solutions. Students will learn about installing, mapping and troubleshooting Microsoft Exchange 2003 Server. Prerequisite: CITX 2166 or CITX 2162 or CITX 2163 or equivalent knowledge. (3 credits)

Apr 16 Sat 0900-1600 6 wks DTC CRN 55205

Unix/Linux Installation and Configuration

CITX 2180 **\$465***

Essentials of the installation and configuration process using native Linux commands and facilities. Topics include Linux/Unix commands, hardware and architecture, devices, Linux file systems, boot initialization, run levels and the X MS Windows System. Gain hands-on experience by installing and configuring Linux successfully on a PC. Course intended for technicians. Prerequisite: familiarity with computer systems in the work environment. Recommended that students have access to Unix/Linux on home PC. (3 credits)

Apr 11 Mon 1830-2130 12 wks BBY CRN 51137



Unix/Linux Administration

CITX 2181 \$465*

Basic, hands-on administering of a Linux system, and basic system administration tasks related to Linux. Some topics covered include package management, kernel, text editing, processing, printing, shells, scripting, programming, managing users, compiling and x window. Course intended for technicians. Prerequisite: CITX 2180. (3 credits).

Apr 13 Wed 1830-2130 12 wks BBY CRN 51139

Unix/Linux Networking

CITX 2182 \$465*

As the popularity of Unix/Linux networking solutions continues to rise worldwide; network planners and developers need access to authoritative guidance on the implementation and maintenance of Unix/Linux networks. This course provides the hands-on information students need to get and keep Linux networks working at maximum efficiency. Course intended for technicians. Prerequisite: CITX 2181. (3 credits)

Apr 16 Sat 0900-1600 6 wks BBY CRN 51140

Unix/Linux Security, Ethics, and Privacy

CITX 2183 \$465*

This course provides students with proven techniques for protecting information stored in organizations' networks from intruders, while allowing authorized users access to the Internet and other outside resources. Course intended for technicians. Prerequisite: CITX 2182. (3 credits)

Apr 14 Thr 1830-2130 12 wks BBY CRN 52607

CISCO SYSTEMS NETWORKING ACADEMY

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA™)
604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

Get connected by learning networking skills that enable communications around the world!

The Cisco Certified Networking Academy program is a complete, four-semester program providing instruction that will enable you to design, build and maintain small to medium-sized networks in regional, national and global organizations.

The program features hands-on, project-driven training that covers a broad range of topics from basic networking skills such as pulling cable, to more complex concepts such as applying advanced troubleshooting tools.

Upon successful completion of Levels 1-4 of the program, you are eligible to earn Cisco Certified Network Associate (CCNA™) certification. Once you have earned it, you will be ready for a career in current and emerging technologies where there is a high-demand for qualified applicants.

Cisco CCNA Level 1

CITX 1160 \$1,160*

Designed to provide students with experience in current and emerging networking technology. Students will learn invaluable network problem solving techniques and concepts. Instruction will cover LANs, WANs, routers, router programming, networking, network standards, network terminology and protocols, the OSI model, cabling, cabling tools, star topology and IP addressing. Prerequisite: strong interest and aptitude for computer applications and networks. Must have access to a multimedia capable PC. (6 credits)

Apr 12 Tue/Thr 1830-2130 12 wks BBY CRN 50018
Apr 13 Mon/Wed 1730-2030 12 wks DTC 50019

Cisco CCNA Level 2

CITX 2060 \$1,160*

Topics include instruction in dynamic routing, routing and the network administrator's role and function, Ethernet, token ring, routing type encounters and TCP/IP addressing protocol. Covers Cisco ISO software commands, connection and connectionless network service, management of configuration files, ICMP, backup and upgrade of Cisco software image, RIP and IGRP routing. Prerequisite: CITX 1160. (6 credits)

Apr 12 Tue/Thr 1730-2030 12 wks DTC CRN 50020
Apr 13 Mon/Wed 1830-2130 12 wks BBY 50021

Cisco CCNA Level 3

CITX 2061 \$1,160*

Extend your knowledge and practical experience with switches, LANs, WANs and Virtual Local Area Networks (VLANs) design, configuration and maintenance. Develop practical experience in skills related to Internet work Packet Exchange (IPX) routing and Interior Gateway Routing Protocol (IGRP) protocols, configuring LANs, WANs, and Novell networks and network troubleshooting. Prerequisite: CITX 2060. (6 credits)

Apr 12 Tue/Thr 1830-2130 12 wks BBY CRN 50022

Cisco CCNA Level 4

CITX 2062 \$1160*

Introduces and extends the students' knowledge and practical experience with Wide Area Networks (WANs), LAPB, Integrated Services Data Networks (ISDN) protocols, reference points and channels, Point-to-Point Protocol (PPP) operations, Frame Relay design and configuration and network Troubleshooting. Upon completion, student is prepared for Certified Cisco Network Associate (CCNA) designation. Prerequisite: CITX 2061.

Apr 12 Tue/Thr 1830-2130 12 wks BBY CRN 52610

CISCO SYSTEMS NETWORKING ACADEMY

CISCO CERTIFIED NETWORK PROFESSIONAL ASSOCIATE (CCNP™)
604-432-8237 Yvonne_Alspaugh@bcit.ca
604-456-8027 Nancy_Naylor@bcit.ca
eeinfo@bcit.ca

The Cisco Certified Network Professional (CCNP™) program is comprised of four advanced levels of Cisco certification in which students learn how to install, configure, and maintain large, multi-protocol networks. Participants will learn about complex network configurations and how to diagnose and troubleshoot network problems. Students who successfully complete the advanced curriculum are eligible to earn Cisco Certified Network Professional (CCNP™) certification. The expertise you develop when preparing for the CCNP™ certification will add to your skill set and help you expand your professional options.

A CCNP™ can do the following:

- implement appropriate technologies to build a scalable routed networked WANs, and remote access networks
- build campus networks using state-of-the-art routing and switching equipment
- improve traffic flow, reliability, redundancy and performance for LANs, routed and switched WANs, and remote access networks
- create and deploy a global Intranet
- troubleshoot an environment that uses Cisco routers and switches for multiprotocol client hosts and services.

Cisco CCNP Level 6

CITX 2064 \$1,950*

Typical enterprise networks have many branch office or SOHO sites that require connectivity into the enterprise LAN. This course develops the student's ability to

implement and evaluate the many methods used to remotely access a network. Hands-on exercises include extensive router programming and the use of PRI, BRI, Frame Relay, X25, and analog modems. Other topics include queuing methods, NAT, and security using TACACS+ server. Prerequisite: Valid CCNA™ certification or graduation from Cisco Academy program. (6 credits)

Apr 13 Mon/Wed 1830-2130 12 wks BBY CRN 55201

Computer Aided Engineering

See Engineering Technologies

Computer Crime

- Forensic Investigation

See Applied and Natural Sciences.

Technical Communications Plus Computing

See International

DO YOU WANT TO BECOME COMPUTER LITERATE?

COMP 1002 Microsoft Windows XP

Become an experienced PC user by learning the latest version of Windows XP in just 12 weeks.

This comprehensive course will give you the fundamentals to advance your computer knowledge. Guided by an instructor, you will learn within a hands-on lab environment.

Start from the beginning and understand the important aspects of using a graphic user interface (GUI).

For more information please refer to the course description above.

Topics include:

- Intro to hardware and software
- Operating systems
- Graphic user interface (GUI)
- Configure and customize Windows
- Networking
- Set up an Internet connection
- Set up a home network
- Protect your system
- Troubleshooting
- Multiple users
- Security.

This course also will compare Windows XP with previous versions of Windows and Linux and Mac operating systems.

We have designed this course for a wide audience and to give the novice a new level of confidence. The advanced topics will also satisfy experienced PC users, and validate their experience and knowledge.

This is an intensive course and is a prerequisite for CST Part-time Studies.

Night and weekend sessions are scheduled and filling up now.

Seats are limited; sign up today!

See more on page 57.



"After high-school graduation, I enrolled in BCIT's Computer Systems Technology program. This program gave me the necessary background in software development and a head-start in the industry. Now I am pursuing my Bachelor of Technology in Computer Systems Technology, which is providing me with practical and career-oriented skills."

*Yana Brovina,
BCIT Computer Systems Technology graduate,
Bachelor of Technology
in Computer Systems student*

Computer Systems Technology – School of Computing and Academic Studies

cstpts@bcit.ca

www.bcit.ca/computing/pts

Where do you want to be in five years? Have you considered a promising future in Computing and Information Technologies?

Computer Systems Technology, Part-time Studies (CST/PTS) offers hundreds of individual courses every term. There are several program areas with options and they all start with just one part-time course. The majority of these courses can be completed in six or 12 weeks and others are as short as one day. Flexible scheduling offers some courses during the day while most CST/PTS courses take place evenings and weekends at our Burnaby and Downtown locations. Computer Systems Technology, CST/PTS courses begin with the COMP prefix.

Our part-time credit courses may lead to associate certificates. These credentials build on each other and ladder towards our CST Diploma and Bachelor of Technology degree in Computer Systems Technology. CST/PTS students also have the option to transfer from part-time to full-time programs.

We use the latest and most popular software versions with state-of-the-art hardware. CST/PTS courses are taught by industry experts and provide an applied education. Start with just one course or earn several credentials or industry certifications and explore your career options in computing.

- Become an expert in the latest application software.
- Learn to design and manage large scale databases.
- Develop and manage websites for commercial applications.
- Design and administer computer networks, with multiple operating systems.
- Understand systems analysis and design, software development and systems integration.

Computer Systems Technology Part-time Studies Laddered Credential Programs

BCIT offers part-time students the opportunity to complete a series of credential programs, ultimately leading to a Bachelor's Degree in Computer Systems. These laddered credential programs begin with the associate certificates of Introductory Programming (IP) and Introductory Computer Information Systems (ICIS).

These first two credentials may be taken simultaneously. The next steps are the Certificate of Technology (COT), then the CST Diploma and finally the bachelor's degree in Computer Systems Technology.

We also offer a variety of stand-alone credentials: Office Computer Applications, Database Administration, Web Development, Java Programming and Network Administration and Design.

Our associate certificates offer option paths with electives, and flexibility in scheduling. Please check our website for more details: www.bcit.ca/computing/pts.

INTRODUCTORY PROGRAMMING (IP) ASSOCIATE CERTIFICATE

If you already know how to use a personal computer, you may have the mindset to become a computer programmer and build software applications. At the end of this program you will have learned to write code and will have experience with several programming languages. Choose your path from a variety of electives in different programming languages and tools.

This credential is designed for those working in information systems or those seeking employment as entry-level programmers. The mandatory courses are available online or in the classroom. Upon successful completion of this program, you will have acquired skills to move onto higher level programming languages. This program is the first step towards the Computer Systems Technology diploma (CST). Please check our website for more details: www.bcit.ca/computing/pts.

INTRODUCTORY COMPUTER INFORMATION SYSTEMS (ICIS) ASSOCIATE CERTIFICATE

If you already know how to use a personal computer, you may have the ability to use tools to analyse problems, and identify and explain solutions in terms of costs, benefits and risks. At the beginning, there is a focus on systems analysis and design which helps in your understanding of the industry. Choose your path from a variety of elective course options in communications, technologies and problem-solving tools.

This credential is designed for those working in information systems or those seeking employment as entry-level systems analysts or general business analysts. This program is also available online depending on the electives you choose. Upon successful completion of this program, you will have acquired skills to move onto higher level courses or specializations.

This program is the second step in the Computer Systems Technology diploma and may be taken concurrently with the Associate Certificate in Introductory Programming (IP); both may be completed in only two years part time. Please check our website for a complete list of prerequisites, required courses and electives: www.bcit.ca/computing/pts.

CERTIFICATE OF TECHNOLOGY (COT)

Students in this program learn higher-level programming, higher-level mathematics, systems architecture, business accounting and communication. The Certificate of Technology has been designed as the intermediate step toward the Computer Systems Technology diploma. When combined with the first two associate certificates, IP and ICIS, the COT is comparable to completion of the first year of the full-time CST diploma program. All of these courses must be completed successfully within a five-year period. BCIT curriculum may be modified in accordance with market trends in industry. Please check our website for a complete list of prerequisites, required courses and electives: www.bcit.ca/computing/pts.

DIPLOMA IN COMPUTER SYSTEMS TECHNOLOGY

The Computer Systems Technology diploma in Part-time Studies builds upon the skills and knowledge developed in the Certificate of Technology (COT). It prepares students for careers as software developers, programmers and systems analysts, network managers and database administrators. Others may choose entrepreneurial roles as independent business owners, consultants and suppliers of systems. Students who finish the CST diploma acquire practical skills that are sought after in the information technology industry. Please check our website for a complete list of prerequisites, required courses and electives: www.bcit.ca/computing/pts.

BACHELOR OF TECHNOLOGY, PART-TIME STUDIES

A degree in Computer Systems Technology is available part-time as well as full-time. It follows on from the diploma or from available alternative entry options. There are also a series of foundation courses in PTS for students without a traditional programming background and who do not have a diploma. Please attend an information session and visit <http://cstbtech.bcit.ca> for details.

**WOULD YOU LIKE TO WORK IN I.T.
AND MAKE A DIFFERENCE IN
COMMUNITIES WORLDWIDE?**



If so, launch your career with the

active NETWORK

To find out more about
Active Community Solutions
and available positions,
please visit

www.activecommunities.com

or email your resume to
careers@active.com



Office Efficiency and Skills

cstpts@bcit.ca

www.bcit.ca/computing/pts

The following workshops are tailored for those who would like to increase their efficiency in their day-to-day tasks. Participants will gain a working knowledge of applications in a short period of time. These workshops are non-credit; those wishing to obtain BCIT credit for these courses have the option to write an exam for an additional fee.

Please note: Unless you have good prior knowledge of the material covered, we recommend that you leave some time between the two levels of courses. Tuition for these courses does not include textbook costs. The textbook for most of these courses is available at our Downtown Campus bookstore for approximately \$24. Students wishing to register for these sessions must have an understanding of PCs, MS Windows file management and have some experience with the subject before attending these fast-paced courses (MS Office Version 2003).

NEW! Desktop Publishing with Word

COMP 0121

\$95*

From simple to elaborate, this half-day seminar will teach students how to produce professional-looking documents. Using MS Word's many built-in graphical features, students will learn how to design business-quality materials and enhance ordinary documents. Topics include: creating newsletters and business cards; inserting photos; using backgrounds, borders and watermarks; animating text; and using graphics with text. In only half a day, learn how powerful MS Word really is. Prerequisite: working knowledge of MS Word.

Apr 14 Thr 0830-1200 1/2 day DTC CRN 55082

May 12 Thr 0830-1200 1/2 day DTC 55083

Jul 12 Tue 0830-1200 1/2 day DTC 55084

NEW! Mail Merge Made Easy with Word

COMP 0122

\$95*

If you haven't used mail merge lately, this half-day seminar may be for you. Mail merge is not only easier, but now it can be used to automate mass mailings through e-mail by using Outlook's contact list. This course will also cover foolproof ways of working with databases; creating form letters, envelopes and labels; and troubleshooting common mail merge mistakes. In only half a day you can learn what office automation really means. Prerequisite: working knowledge of Microsoft Word.

Apr 11 Mon 0830-1200 1/2 day DTC CRN 55085

May 9 Mon 0830-1200 1/2 day DTC 55086

Jul 12 Tue 1300-1630 1/2 day DTC 55087

NEW! Professional Word Tips and Tricks

COMP 0123

\$95*

This half-day seminar will cover 10 of the features that professionals use to work faster, better and smarter in MS Word. Topics include: speed up typing with AutoCorrect and AutoText; control styles and formatting with Task Pane; program shortcut keys; and customize toolbars and menus. In only half a day, students will learn the secrets (but none of the frustration) of working more efficiently with MS Word. Prerequisite: working knowledge of Microsoft Word.

Apr 11 Mon 1300-1630 1/2 day DTC CRN 55088

May 9 Mon 1300-1630 1/2 day DTC 55089

Jul 13 Wed 0830-1200 1/2 day DTC 55090

NEW! Animating PowerPoint Presentations

COMP 0131

\$95*

If you already know how to use the basic functions of MS PowerPoint, this half-day seminar will show you how to captivate your audiences with business-quality presentations. Starting with basic effects, the course will then guide students through the more advanced techniques. Topics include: using animation effects;

custom animation; entrance and exit effects; creating and editing motion paths; and creating time delays. In only half a day, learn how powerful MS PowerPoint really is. Prerequisite: working knowledge of MS PowerPoint.

Apr 14 Thr 1300-1630 1/2 day DTC CRN 55091

May 12 Thr 1300-1630 1/2 day DTC 55092

Visio Workshop – Level 1

COMP 0160

\$189*

This intensive one-day seminar covers drawing techniques used to create professional business diagrams using Visio 2003. Students will learn how to: create diagrams using stencils, shapes, text, styles and connectors; edit and format shapes; generate a chart from imported data; and enhance your diagrams with backgrounds, borders and colour schemes. Combination of hands-on and lecture format. Prerequisite: COMP 1002 or equivalent working knowledge of a Windows PC, plus file and hard drive management.

Jun 16 Thr 0900-1700 1 day DTC CRN 54488

Jul 28 Thr 0900-1700 1 day DTC 55093

Excel Workshop Level 1

COMP 0261

\$189*

Intensive one-day seminar covers fundamental principles required to produce worksheets and workbooks. Includes using formulae and built-in functions, editing and formatting, custom numeric and data formatting, printing, password protection, and special techniques to increase efficiency. Prerequisite: working knowledge of Windows.

Apr 14 Thr 0900-1700 1 day DTC CRN 26000

Apr 28 Thr 0900-1700 1 day DTC 52333

Jul 7 Thr 0900-1700 1 day DTC 55094

Excel Workshop Level 2

COMP 0264

\$189*

Intensive one-day seminar covers advanced topics in spreadsheet design. Includes creating and using templates, charts, database lists and filters, subtotals, outlines, macros, 3D formulae, and linking and consolidating multiple workbooks and worksheets. Prerequisite: COMP 0261 or equivalent experience.

May 12 Thr 0900-1700 1 day DTC CRN 50058

Jul 14 Thr 0900-1700 1 day DTC 51242

Excel Workshop Level 3

COMP 0269

\$189*

Intensive one-day seminar builds on skills learned in Excel Level 1 and 2. Discusses in greater detail more advanced topics such as creating and customizing toolbars, using styles, pivot tables, scenarios, display options and Excel web documents. A review of advanced formulas, templates, macros and consolidation techniques will also be included. Prerequisite: COMP 0264 or equivalent.

Jun 16 Thr 0900-1700 1 day DTC CRN 29887

Jul 28 Thr 0900-1700 1 day DTC 55095

Access Workshop Level 1

COMP 0271

\$189*

Intensive one-day seminar covers skills required to create a simple database with multiple tables, create forms, reports and queries. Prerequisite: working knowledge of Windows.

Apr 12 Tue 0900-1700 1 day DTC CRN 26014

Apr 26 Tue 0900-1700 1 day DTC 52332

Jul 5 Tue 0900-1700 1 day DTC 55096

Access Workshop Level 2

COMP 0272

\$189*

Intensive one-day seminar covers advanced topics in database design such as advanced form and query creation, use of OLE to add graphics and pictures, import and export from spreadsheet and other database applications. Prerequisite: COMP 0271 or equivalent experience.

May 10 Tue 0900-1700 1 day DTC CRN 26017

Jul 12 Tue 0900-1700 1 day DTC 55097

Access Workshop Level 3

COMP 0279

\$189*

Intensive one-day seminar builds on what you have learned in Access Level 1 and 2. Discusses advanced queries including parameter, action and crosstab queries, advanced form and report techniques. Includes use of macros to automate tasks and the use of hyperlinks. Prerequisite: COMP 0272 or equivalent experience.

Jun 14 Tue 0900-1700 1 day DTC CRN 29886

Jul 26 Tue 0900-1700 1 day DTC 55098

PowerPoint Workshop Level 1

COMP 0282

\$189*

Intensive one-day seminar provides an introduction to presentation graphics and covers basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: working knowledge of MS Windows.

Apr 28 Thr 0900-1700 1 day DTC CRN 26019

Jul 7 Thr 0900-1700 1 day DTC 55099

PowerPoint Workshop Level 2

COMP 0283

\$189*

Intensive one-day seminar covers advanced topics in presentation design. Includes creating and adding graphs, clip art, tables and organization charts, linking information from other programs and using built-in features to create topic effects, adding transitions, setting slide timings and creating a drill-down document. Prerequisite: COMP 0282 or equivalent experience.

May 11 Wed 0900-1700 1 day DTC CRN 26023

Jul 14 Thr 0900-1700 1 day DTC 55100

MS Project Workshop Level 1

COMP 0383

\$189*

Intensive one-day seminar. Microsoft Project is a Windows-based project management scheduling application. Covers fundamental principles required to produce real-life projects. Includes introduction to project management theories, determining project scope, costing, prioritizing tasks and scheduling. Prerequisite: working knowledge of Windows.

May 15 Sun 0900-1700 1 day DTC CRN 54427

Jul 13 Wed 0900-1700 1 day DTC 55101

MS Project Workshop Level 2

COMP 0384

\$189*

Intensive one-day seminar covers advanced topics in a project management scheduling application. Includes splitting tasks, using the organizer, sharing resources, multiple projects, macros, and custom templates. Prerequisite: COMP 0383 or equivalent experience.

Jun 12 Sun 0900-1700 1 day DTC CRN 54428

Jul 27 Wed 0900-1700 1 day DTC 55102

Office Computer Applications

cstpts@bcit.ca

www.bcit.ca/computing/pts

OFFICE COMPUTER APPLICATIONS ASSOCIATE CERTIFICATE

The Office Computer Applications Associate Certificate is for new and existing computer users who want to obtain or upgrade application software skills and learn how to properly manage files. Students will become well-versed in the use of the latest version of the Microsoft Windows XP Operating System and Microsoft Office 2003 Applications (Word, Excel, PowerPoint and Access). Students will also learn how to design, develop and manage effective websites using HTML and scripting. This program will prepare students for the Microsoft Office Specialist (MOS) XP exam, industry-based certification. For further information about this program, please visit our website at www.bcit.ca/computing/pts.



Computing and Information Technology

1. Required Courses: (15.0 credits)	Credits
COMP 1002 Microsoft Windows XP	3.0
COMP 1164 Microsoft Excel Complete	3.0
COMP 1169 Microsoft Word Complete	3.0
COMP 1281 Microsoft PowerPoint Level 1	1.5
COMP 1850 Intro to Web Development and Design	3.0

and

COMP 1270 Microsoft Access Level 1*	1.5
or	
COMP 1174 Microsoft Access Complete*	3.0

2. Complete a minimum of 6.0 credits of electives from a. only or a combination of a. and b.:

a. Complete 3.0 – 6.0 credits from the following:

COMP 1250 Crystal Reports Level 1	1.5
COMP 1251 Crystal Reports Level 2	1.5
COMP 1282 Microsoft PowerPoint Level 2	1.5
COMP 1285 Microsoft Project XP Complete	3.0
COMP 1271 Microsoft Access Level 2*	1.5
COMP 1174 Microsoft Access Complete*	3.0

b. Complete 0.0 – 3.0 credits from the following:**

COMP 1255 Simply Accounting	3.0
or	
COMP 1245 ACCPAC General Ledger	1.5
and	
COMP 1246 ACCPAC A/R and A/P	1.5

Total Credits: 21.0

* 1.5 credits of Access courses are required for this credential. Successful completion of COMP 1174 is equivalent to COMP 1270 and COMP 1271 together and will be accepted as 1.5 of the required credits and 1.5 of the elective credits.

** A maximum of 3.0 credits of accounting courses will be accepted.

COMPLETE COURSES IN MS OFFICE

Students interested in comprehensive 12-week Microsoft Office application courses can register in MS Excel Complete (COMP 1164), MS Access Complete (COMP 1174), MS Word Complete (COMP 1169) and MS PowerPoint Complete (COMP 1184). We also offer the MS Office application courses in six-week formats. Level 1 courses cover introductory topics. Level 2 courses cover intermediate and advanced topics. (MS Office Version 2003)

Using PCs at Home

COMP 0002 \$99*

Beginners who have never used a personal computer before will learn to configure and use an MS Windows PC, to identify the system components (hardware) and use the operating system (software). Students will learn how to start-up an MS Windows PC, log on, use a mouse, identify MS Windows system components, locate drive spaces, configure a desktop, load software applications, create shortcuts, launch an application, find and save files, close an application and shut down the system.

May 28 Sat	0900-1600 1 day	DTC	CRN 54205
Jun 18 Sat	0900-1600 1 day	BBY	54211

Microsoft Windows XP

COMP 1002 \$399

Learn all about MS Windows XP, operating systems and how a computer works. Topics include: using a graphic user interface (GUI), introduction to hardware and software, operating systems, file management, hard disk management, troubleshooting, multi-users, networking and security. Find out how to configure and customize MS Windows XP and protect your system. Gain a hands-on understanding of how to set up Internet accounts, virus protection and firewalls. Prerequisite: basic knowledge of a PC is recommended. (3 credits)

Apr 11 Mon	1800-2100 12 wks	DTC	CRN 52342
Apr 12 Tue	1845-2145 12 wks	BBY	52341
Apr 14 Thr	1845-2145 12 wks	BBY	52340
Apr 16 Sat	0900-1200 12 wks	BBY	52338
Apr 17 Sun	0900-1600 6 wks	DTC	52334
Jun 05 Sun	0900-1600 6 wks	DTC	52337
Jul 24 Sun	0900-1600 6 wks	DTC	54129

Microsoft Excel Complete

COMP 1164 \$499*

Combines two shorter courses, MS Excel Level 1 and 2. Core topics include: worksheet basics, autocorrect, page setup and printing, formulas and functions. Expert topics include: creating charts, importing and exporting data, trace errors, macros, pivot tables and data validation. Helps to prepare students to challenge the MS Excel Expert Microsoft exam. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Apr 13 Wed	1830-2130 12 wks	DTC	CRN 54133
Apr 14 Thr	1845-2145 12 wks	BBY	54134
Jul 23 Sat	0900-1600 6 wks	BBY	54136

MS Word Complete

COMP 1169 \$499*

Combination of MS Word Level 1 and 2. Progress from a beginner to expert in only 12 weeks with a combination of lectures, labs and projects. Learn the practical skills needed to create and manage all types of documents. Prepares you to challenge the MS Word Expert Microsoft exam. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Apr 13 Wed	1845-2145 12 wks	BBY	CRN 54137
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MS Access Complete

COMP 1174 \$499*

Combines two shorter courses, MS Access Level 1 and 2. Progress from beginner to expert in only 12 weeks, learning practical skills needed to design, create and manage databases. Topics include database design, creating reports and queries, macros and switchboards and import/export from spreadsheets. Prepares you to challenge the MS Access Core and Expert Microsoft exams. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Apr 11 Mon	1730-2030 12 wks	DTC	CRN 54138
Apr 13 Wed	1845-2145 12 wks	BBY	54139
Jul 13 Mon/Wed	1845-2145 6 wks	BBY	54141

NEW! Database Development with Access

COMP 1175 \$499*

Designed for advanced end-users of MS Access wanting to learn the fundamentals of VBA programming within Access and application design through the use of macros. Topics include event properties, custom menus, toolbars and how to build an effective database management

system. Hands-on exercises show how to create functions, sub procedures, modules and error handling procedures. Students get an introduction to SQL, ADO objects and methods and learn to manipulate data using recordsets. Prerequisite: COMP 1174 or 1271 or equivalent knowledge. (3 credits)

Apr 11 Mon	1845-2145 12 wks	BBY	CRN 55103
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MS PowerPoint Complete

COMP 1184 \$499*

This combination of MS PowerPoint Level 1 and 2 teaches practical skills needed to design, create and manage presentations: creating an onscreen presentation with clip art, graphs, action buttons and sound, adding links to websites, and incorporating special effects such as slide transitions and custom animations. Prepares you to challenge the MS PowerPoint Core and Expert Microsoft exams. Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Apr 12 Tue	1830-2130 12 wks	DTC	CRN 54143
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Microsoft Office Applications

COMP 1200 \$479*

Become proficient with MS Office 2003 and learn how to use Word, Excel, Access, PowerPoint and Outlook. This hands-on lab course is combined with lectures and provides intermediate application skills. Students learn to be productive immediately in office computer applications. Exercises and assignments are designed to create and work with documents, spreadsheets, presentations, relational databases and e-mail. Learn how to master time-saving tips, learn techniques and shortcuts for daily use in these basic business software applications. Prerequisite: COMP 1002 or equivalent knowledge of MS Windows. (3 credits)

Apr 12 Tue/Thr	1845-2145 6 wks	BBY	CRN 55104
Apr 16 Sat	1000-1700 6 wks	BBY	54144
May 24 Tue/Thr	1845-2145 6 wks	BBY	55105
Jun 4 Sat	1000-1700 6 wks	BBY	54145

NEW! Office Computer Applications 1

COMP 1600 \$479*

Become proficient in Microsoft Windows XP and MS Office 2003. Learn to use MS Word, Excel and PowerPoint as well as the Internet and e-mail all in one course. Starting with the basics of Windows and file management, students learn how to produce documents, spreadsheets and presentations. Learn MS Office features that allow you to become immediately productive. Use the Internet as a resource for Microsoft products and obtain a permanent BCIT e-mail address via the myBCIT web portal. (3 credits)

Apr 12 Tue	1800-2100 12 wks	DTC	CRN 55321
Jul 11 Mon-Fri	0930-1300 2 wks	DTC	55320

Do you want to become proficient in software applications?

COMP 1200 Microsoft Office Applications

In 12 weeks or less, you could become proficient in a variety of popular software applications.

We have designed this course to give the novice a new level of confidence; be productive with five different software applications. Experienced users in MS Office 97/2000 XP will benefit by learning shortcuts and be more productive with Office 2003.

The skills taught in this course cover most aspects of using computer applications in a business environment. Working in a hands-on lab setting with lectures, you will learn how to use the following different applications:

- MS Word • MS PowerPoint • MS Excel • MS Outlook • MS Access

Our goal is to provide basic to intermediate skills in creating and working with documents, spreadsheets, presentations and databases.

Upon successful completion of this course, students may move on to the intermediate modules of MS Word and MS Excel.

Night and weekend sessions are scheduled and filling up now. **Seats are limited; sign up today!**



ACCPAC General Ledger

COMP 1245 \$399*

Convert an existing manual system to ACCPAC version 5.0 and implement a General Ledger (G/L) system. Topics include defining a chart of accounts, entering opening balances, adding and editing journal entries in batches, posting batches to the ledger, printing various financial reports and creating a new fiscal year. The financial statement report writer is also explored. Prerequisite: COMP 1002 and basic understanding of accounting principles. (1.5 credits)

Apr 13 Wed 1800-2100 6 wks DTC CRN 20281

ACCPAC A/R and A/P

COMP 1246 \$399*

Monitor the accounts receivable and payable functions of a business. A/R topics include adding customers, posting invoices, collecting cash receipts and generating interest charges. A/P topics include setting up vendors, cheque preparation and reconciliation, and printing reports. Learn the transaction flow between A/R and A/P to the ACCPAC version 5.0 General Ledger, Bank and Tax modules. Prerequisite: COMP 1245. (1.5 credits)

May 25 Wed 1800-2100 6 wks DTC CRN 20284

Crystal Reports Level 1

COMP 1250 \$399*

Introduces report generator included with Visual Basic. Extracting focused sets of data from database and spreadsheet sources to produce reports, report design,

organization and formatting, grouping, selecting and sorting records, creating formulas, producing cross-tab reports, pictures, graphs and logos, working with databases, and exporting reports to MS Excel, MS Word, e-mail and the web. Prerequisite: COMP 1002. (1.5 credits)

Apr 14 Thr 1845-2145 6 wks BBY 54146

Crystal Reports Level 2

COMP 1251 \$399*

Create professional-looking reports using this popular report generator. Topics include: exporting reports to MS Excel, MS Word, e-mail, and the web, conditional formatting, sub-reports, advanced formulas (shared variables, ranges, group and record selection formulas), document import tool, SQL designer tool, Crystal Dictionaries and MetaCube Reports. Prerequisites: COMP 1002 and COMP 1250. (1.5 credits)

May 24 Tue 1845-2145 6 wks BBY CRN 29922

Crystal Reports Level 3

COMP 1252 \$399*

Explore the advanced features of Version 9. Improve your reporting capabilities by designing a business intelligence strategy and reporting standards that make use of repository items and custom functions. Write SQL expressions that talk directly to your database. Gain insights into Crystal Enterprise and report distribution using the Report Application Server (RAS) included

with Version 9. Prerequisites: COMP 1250 and COMP 1251. (1.5 credits)

May 26 Thr 1845-2145 6 wks BBY CRN 54395

Simply Accounting

COMP 1255 \$499*

Teaches the Simply Accounting for MS Windows integrated package to those with some knowledge of computing and accounting. Covers setting up a complete set of books including G/L, accounts receivable, accounts payable, inventory and payroll. Prerequisites: COMP 1002 and FMGT 1100. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 22764

Microsoft Excel Level 1

COMP 1261 \$299

Fundamental principles and practical skills required to produce professional-looking spreadsheets and special techniques that increase efficiency. Worksheet basics, inserting, deleting, copying and moving cells, auto fill, autocorrect, find and replace, worksheet grouping, range names, formatting cells and worksheets, protection, saving templates, page setup, printing, formulas and functions. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Apr 13 Wed 1830-2130 6 wks DTC CRN 23534

Apr 14 Thr 1845-2145 6 wks BBY 22708

Microsoft Excel Level 2

COMP 1262 \$299

Advanced topics in spreadsheet design using MS Excel. Creating charts, importing and exporting data, using templates, linking worksheets and workbooks, workspaces, data consolidation, more on conditional formatting and range names; audit worksheets, trace errors, and perform analytical activities such as pivot tables and data validation; use forms, filters and outlines; be able to query information in your databases. Prerequisite: COMP 1261 or equivalent knowledge. (1.5 credits)

May 25 Wed 1830-2130 6 wks DTC CRN 23535

May 26 Thr 1845-2145 6 wks BBY 22709

Microsoft Word Level 1

COMP 1266 \$299

Fundamental principles and practical skills required to produce professional-looking MS Word documents. Creating, editing and formatting documents, saving, printing and page options, headers and footers, inserting images and general desktop publishing. Hyperlinks and basic Internet-related topics will also be included. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Apr 13 Wed 1845-2145 6 wks BBY CRN 22710

Take Your IT Career to the Next Level

Whether you're launching a new career in IT or taking your current career in a new direction, BCIT offers a variety of career-changing and career-augmenting programs to develop and enhance your skills in office applications, networking and programming.

Full-time Programs

Office Administrator with Technology (OAT)

Program focus: Microsoft Office and Project, database technologies, desktop publishing, web development and maintenance, finance, accounting and business communication. MOS designation is attainable at the end of the program. Five months – includes a two-month industry work term.

Technology Infrastructure Management (TIM)

Program focus: Network implementation and management, project management, business effectiveness and security of technology infrastructure. A+, MCSA, MCSE, CCNA and CNA designations are attainable at the end of the program. 12 months – includes a four-month industry work term.

Technology Support Professional (TSP)

Program focus: Help desk/call centre support, network administration and troubleshooting. A+, MCSA and MCSE designations are attainable at the end of the program. 10 months – includes a two-month industry work term.

Software Systems Developer (SSD)

Program focus: Enterprise software development with ASP.NET, Visual Studio.NET, Java, J2EE, MS Windows API, C++, C# and relational databases. Seven months – includes a one-month industry project.

Part-time Programs

Network Enterprise Specialist (NES)

Program focus: Augmenting current IT knowledge base for career advancement and upgrading skills in network administration and management, proving technical proficiency to prospective and current employers. Network+, MCSA, MCSE and CCNA designations are attainable at the end of the program. 12 months.

.NET (MCAD)

Program focus: Creating, testing, deploying and maintaining applications, components and web services built on the Microsoft.NET framework. Able to challenge the three exams required for the MCAD certification at the end of the program. Seven months – includes an applied industry project.

Visit www.htp.bcit.ca or call 604-412-7788 for more program details and start dates.

Your future is computing

Now is the time to start learning new skills and new technologies so that you will be prepared for the future. Start with as little as one course part time and explore your options.

- Increase your skills and proficiency with computers.
- Find out if you have the mindset to become a programmer or systems analyst.

We are continually adding new courses and programs to offer more options for our students. Please check the CST department website at www.bcit.ca/computing/pts for the latest information.

Take the first step; register for a course today. Your future is in computing.



Microsoft Word Level 2

COMP 1267 \$299

Advanced topics in MS Word include creating templates, tables and mail merges, using outlines and a table of contents, working with styles, creating macros, using sections. Learn to increase work processing efficiency by practicing general time-saving features. Prerequisite: COMP 1266 or equivalent knowledge. (1.5 credits)

May 25 Wed 1845-2145 6 wks BBY CRN 29876

Microsoft Access Level 1

COMP 1270 \$299

Overview of MS Access, a database program and its object-oriented approach to relational database management. Acquire practical skills to produce simple, efficient and functional databases. Database design, creation of tables, queries, forms, reports and relationships. Gain experience and skills necessary to create a database with multiple tables; create forms, reports and queries. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Apr 11 Mon 1730-2030 6 wks DTC CRN 23543

Apr 13 Wed 1845-2145 6 wks BBY 22711

Microsoft Access Level 2

COMP 1271 \$299

Use advanced features of MS Access database objects. Expert topics include: normalization, look up lists, action queries, OLE technology, macros and switchboards, form and query creation. Includes use of OLE to add graphs and pictures from other applications. Increase efficiency, import and export from spreadsheets and other database application packages. Prerequisite: COMP 1270. (1.5 credits)

May 25 Wed 1845-2145 6 wks BBY CRN 22712

May 30 Mon 1730-2030 6 wks DTC 23544

Microsoft PowerPoint Level 1

COMP 1281 \$299

Provides an introduction to this presentation graphics software package, which has innovative tools and an easy approach to help make professional-looking presentations quickly and easily. Covers the basic tools needed to produce slides, overheads and on-screen presentations. Prerequisite: COMP 1002 or equivalent knowledge. (1.5 credits)

Apr 12 Tue 1830-2130 6 wks DTC CRN 22720

Microsoft PowerPoint Level 2

COMP 1282 \$299

Advanced topics include: completing an on-screen presentation with clip art, tables, graphs, organization charts, action buttons and sound. Link to other applications such as MS Word and MS Excel, as well as linking to websites. Increase efficiency by practicing general time-saving features. Add special effects such as slide transitions and custom animations. Prerequisite: COMP 1281. (1.5 credits)

May 24 Tue 1830-2130 6 wks DTC CRN 22721

Microsoft Project Complete

COMP 1285 \$499*

Build skills, develop plans and schedules over various phases of your projects. Introduction to project management (PM) and common methodologies. Learn to track deliverables and access project information for making trade off decisions between cost, schedule and scope. This 12-week course follows standard project approaches using the Project Management Body of Knowledge (PMBOK). Prerequisite: COMP 1002 or equivalent knowledge. (3 credits)

Apr 11 Mon 1800-2100 12 wks DTC CRN 52351

Database Administration and Design

604-451-6866
www.bcit.ca/computing/pts

cstpts@bcit.ca

DATABASE ADMINISTRATION ASSOCIATE CERTIFICATE

The Database Administration Associate Certificate is for people interested in designing, operating and administering PC-based relational database systems. Key competencies covered include system analysis and design, relational database theory and hands-on technology. Upon completion of the certificate, you will be able to develop information systems for business operations and effectively communicate technical information to business people. For further information about this program, please visit our website at www.bcit.ca/computing/pts.

Relational Database 1

COMP 2712 \$399*

RDBMS, Relational Database Management Systems technology, focuses on the design methodology of databases that include views, security and transaction management. Topics include: enhanced entity-relationship data modelling, functional dependencies and normalization. Design and implement a database application using various tools on a server RDBMS. Prerequisites: COMP 1711 or COMP 2615 and COMP 3615. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 54166

Apr 16 Sat 0900-1200 12 wks BBY CRN 55059

Relational Database 2

COMP 2713 \$399*

Covers SQL (Structured Query Language) with a focus on Data Manipulation Language (DML) which includes select, insert, update, delete statements plus joins, sub queries and views. Discusses the Data Definition Language (DDL) portion of SQL that includes creating tables, indexes and constraints. Some relational algebra, an introduction to SQL programming, working with stored procedures, triggers and transaction management. With COMP 2712, replaces COMP 2711 in Part-time Studies. Prerequisites: COMP 1711 or COMP 3615 and COMP 2712. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 54167

Apr 16 Sat 0900-1200 12 wks BBY CRN 55060

MS SQL Server Design and Implementation

COMP 4663 \$439*

Relational database students receive an in-depth and practical understanding of designing, implementing and fine-tuning Microsoft SQL Server databases. Topics include: architecture overview, advanced queries and views, MS SQL Server utilities, Transact-SQL programming (cursors, stored procedures, and triggers), transactions, optimization and monitoring performance. Upon successful completion, students will be prepared to challenge the Microsoft Certified Database Administrator (MCDBA) Core Exam 70-229, Designing and Implementing Databases in SQL Server 2000, which is also an elective in the MCSE program. Prerequisites: COMP 2711 or COMP 2712 and COMP 2713.

Apr 12 Tue 1845-2145 12 wks BBY CRN 27587

Oracle 9i Database Administration Fundamentals 1

COMP 4664 \$699*

Fulfills the instructor-lead training requirement for Oracle 9i certification. Designed for students who understand relational databases, data modelling and have a working knowledge of SQL. Provides a foundation of the Oracle9i database architecture and how the Oracle database instance and file structures interact. Students create a database and learn how to manage associated files. Topics include: preparing

the initialization file, querying the data dictionary, maintaining the control files and redo log files, creating and altering tablespaces and database segments, creating and managing Oracle9i database objects including tables, indexes and users. BCIT is a member of the Oracle Workforce Development Program and uses Oracle University course materials (a \$300 value) included with tuition. Please enrol early; course materials take 7-10 days to arrive. Prerequisite: COMP 2711 or (COMP 2712 and COMP 2713). (4 credits)

Apr 12 Tue 1800-2215 13 wks BBY CRN 52358

Oracle 9i Database Administration Fundamentals 2

COMP 4667 \$699*

Fulfills the instructor-lead training requirement for Oracle 9i certification. Continues on from COMP 4664. Gives students a foundation in Oracle networking, backup and recovery. Configure network parameters that allow database clients and tools to communicate with an Oracle database server, backup and recover an Oracle database, in a fast and efficient manner. Includes networking concepts, configuration parameters and network troubleshooting, instance and media recovery structures, configuring the database archiving mode, RMAN overview and configuration, user-managed backup and recovery, RMAN backup, recovery, maintenance, importing and exporting and SQL loader. BCIT is a member of the Oracle Workforce Development Program and Oracle University course materials (a \$300 value) are included with tuition. Please enrol early; course materials take 7-10 days to arrive. Prerequisite: COMP 4664. (4 credits)

Apr 14 Thr 1800-2215 13 wks BBY CRN 54171

NEW! Oracle 10g Administration Workshop

COMP 4670 \$699*

Fulfills the instructor-lead training requirement for the Oracle 10g certification. Designed for students who understand relational databases, data modelling and have a working knowledge of SQL. Students use Oracle Enterprise Edition database software to create and administer a new database and configure the database to support an application. Topics include creating users, defining storage structures and setting up security. Learn how to protect databases by designing a backup and recovery strategy, and monitor the database. BCIT is a member of the Oracle Workforce Development Program and Oracle University course materials (a \$300 value) are included with tuition. Please enrol early; course materials take 7-10 days to arrive. Prerequisites: COMP 2711 or (COMP 2712 plus COMP 2713). (4 credits)

Apr 13 Wed 1800-2215 13 wks BBY CRN 55312

Electronics

See Engineering Technologies

Check BCIT *Part-time* each term
(fall, winter, spring) for new
course offerings.



Games Programming

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

Games Programming 1 – Beginner

COMP 1441 \$399*

Get hands-on experience building your own interactive 3D games, graphics, animations, worlds, and sound using C++, OpenGL, and OpenAL. Create, load and control animated models. Learn essential game algorithms and 3D graphic techniques used by PC game developers. Each student will create their own 3D game as part of this course. The computer you use must have an accelerated graphics port video card that supports current versions of OpenGL. Details regarding suitable video cards and their installation will be discussed in the first class. (3 credits)

Apr 16 Sat 0900-1200 12 wks BBY CRN 54147
 Jul 11 Mon/Thr 845-2145 6 wks BBY 54432

NEW! Games Programming 2

COMP 2442 \$399*

Get hands-on experience programming 3D PC games using DirectX and C++. Apply DirectX, mathematics, graphics and audio. Examine and implement common animation techniques. Create animated models and control them. Learn essential game and graphics algorithms. Suitable for experienced programming students who know C-style syntax. To complete assignments at home, students must have access to a computer running MS Windows 2000 or later with an accelerated graphics port video card that supports recent versions of DirectX. Details regarding suitable video cards will be discussed in class. Prerequisite: COMP 1441 or COMP 2441. (3 credits)

Apr 16 Sat 1300-1600 12 wks BBY CRN 55113
 Jul 12 Tue/Fri 1845-2145 6 wks BBY 55114

Internet/Web Technologies

604-453-4059 cstpts@bcit.ca
www.bcit.ca/computing/pts

ASSOCIATE CERTIFICATE WEB TECHNOLOGIES

See Business and Media

WEB DEVELOPMENT ASSOCIATE CERTIFICATE

This program is designed for web developers and web project team leads who want to plan and build websites based on client needs. Web developers are not necessarily web programmers; however they do use tools and technologies or supervise others that build web projects. This program gives students the knowledge to use software tools to reengineer business processes for the web. Focus is on analysis and design, planning and integrating databases to an online project using proven methodologies and current technologies. Students are required to complete a practicum during which they build a complete website. For further information, please visit www.bcit.ca/computing/pts.

1. Required Courses: (15.0 credits) Credits

COMP 1850	Introduction to Web Development and Design	3.0
COMP 1950	Intermediate Web Development and Design	3.0
COMP 2615	System Analysis and Design 1	3.0
COMP 2712	Relational Database 1	3.0
COMP 2900	Web Practicum	3.0

2. Complete 9.0 credits from the following:

COMM 1110	Writing for the Web	1.5
COMP 1901	Flash MX 2004 Professional for PC Level 1	1.0
COMP 1902	Flash MX 2004 Professional for PC Level 2	1.0
COMP 1903	Flash MX 2004 Professional for PC Level 3	1.0

COMP 1920	Server-side Web Scripting with PHP Level 1	3.0
COMP 1921	Client-side Web Scripting with JavaScript	3.0
COMP 2899	XML for Web Application Development Level 1	3.0
COMP 2920	Server-side Web Scripting with PHP Level 2	3.0
COMP 3899	XML for Web Application Development Level 2	3.0
Total Credits		24.0

WEB PROGRAMMING ASSOCIATE CERTIFICATE

This program is under revision and is being redeveloped with a focus on OO programming languages as well as scripting tools and web technologies. Students currently taking this program are advised to contact the department at 604-432-8465.

NEW! Adobe FrameMaker

COMP 1287 \$499*

Adobe FrameMaker for the PC is an authoring and publishing solution that combines the simplicity of word processing with the power of XML. Using WYSIWYG, students learn how to take advantage of long-document support that includes book management features, sophisticated templates and rich formatting options. Basic formatting, document production, advanced functions and shortcuts, high-quality printing and exporting to Adobe Portable Document Format (PDF). Prerequisites: COMP 1002 and word processing experience or equivalent knowledge. (3 credits)

Apr 16 Sat 0900-1200 12 wks BBY CRN 55120

Introduction to Web Development and Design

COMP 1850 \$399

Fundamental principles and techniques for designing and developing effective websites. Topics include: hand-coding pages with HTML; styling text and content with CSS; adding dynamic features with client-side scripting techniques; managing files and websites using FTP software; information architecture and interface design; advanced markup techniques using DHTML. This is the foundation for more advanced web development courses, continuing with COMP 1950. Prerequisites: COMP 1002 or equivalent knowledge, and web user experience. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 55110

Apr 15 Fri 1845-2145 12 wks BBY 54149

Apr 16 Sat 0900-1200 12 wks BBY 54150

Jul 12 Tue/Thu 1845-2145 6 wks BBY 55111

If you are interested in the future of web applications and design, you should consider Macromedia Flash. This technology reaches more than 97% of Internet-enabled desktops worldwide and is used by over a million web professionals around the world. CST is pleased to offer this series of hands-on workshops taught by industry practitioners. Join us on Sundays and find out how to use this exciting technology.

NEW! Flash MX 2004 Professional for PC Level 1

COMP 1901 \$249*

Learn to unlock the power of Macromedia's new Flash MX 2004 Professional on the PC platform. Learn how to utilize common toolbar tools, create and position graphics, movie clips and buttons, create key frames, add simple sounds/text and import resources. Learn to construct a simple animation, create and use layers and publish a movie destined for the web. A number of invaluable online resources will also be discussed. Prerequisite: COMP 1850 or equivalent HTML experience. (1 credit)

Apr 17 Sun 1000-1700 2 wks DTC CRN 55121

NEW! Flash MX 2004 Professional for PC Level 2

COMP 1902 \$249*

Learn to utilize motion guides and masking, add and control movie clips, add and manipulate sound, and utilize Flash MX 2004's newly revised v2 components. Animate movie clips with ActionScript 2.0, construct a basic preloader and acquire number of tips and tricks for reducing file sizes and optimizing projects. Prerequisite: COMP 1901 or equivalent experience. (1 credit)

May 1 Sun 1000-1700 2 wks DTC CRN 55122

NEW! Flash MX 2004 Professional for PC Level 3

COMP 1903 \$249*

Concentrates on Flash MX 2004's powerful new ActionScript 2.0 scripting language. Learn to recognize and implement code comments, variables, conditional logic, forms, functions, looping, load external movies, create dynamic content, work with arrays, and create classes. Students will also learn more about manipulating and binding data to Flash UI components and how to integrate Flash with web services and XML. Prerequisite: COMP 1902 or equivalent experience. (1 credit)

May 15 Sun 1000-1700 2 wks DTC CRN 55123

NEW! Flash MX 2004 Professional for PC Complete

COMP 1904 \$649*

This course is a combination of three shorter Flash MX 2004 Professional courses: Level 1, Level 2 and Level 3, listed previously. Prerequisite: COMP 1850 or equivalent HTML experience. (3 credits)

Apr 17 Sun 1000-1700 6 wks DTC CRN 55124

Server-side Web Scripting with PHP Level 1

COMP 1920 \$499*

Introduces server-side scripting using PHP (Hypertext Preprocessor) an open-source, platform-independent, scripting language. Learn the basic PHP theory and syntax. Text file manipulation, cookies, regular expressions, sessions, graphics and database interactions. By the end of this course, students have learned the major functions of PHP server-side scripting and how to freely obtain a wide variety of open-source software tools and code libraries. Prerequisite: COMP 1850 or equivalent HTML experience. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 54151

NEW! Intermediate Web Development and Design

COMP 1950 \$399*

Builds on concepts introduced in COMP 1850 and introduces additional principles and techniques for developing effective websites. Topics include: information architecture, usability and user experience design, advanced cascading style sheets (CSS), agile site design with Server Side Includes (SSI) and reusable code. Web standards; usable design concepts and considerations for technical production; industry-standard web development methodology. Prerequisite: COMP 1850 or equivalent knowledge and web user experience. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 55125

Apr 16 Sat 1300-1600 12 wks BBY 55126

NEW! Introduction to Web Interface Design

COMP 1955 \$299*

Follows on from COMP 1850. Introduces students to practical methods for creating graphics and user interfaces for websites. Learn how to plan and design screen layouts, with a focus on user-centred design. Topics include: site prototyping, navigation, designing screen widgets, typography, interaction design, graphic production and optimization techniques and usability issues. Students will use industry standard tools to plan,



design and implement a website interface. The class is designed for individuals with some web authoring or basic HTML experience who wish to add polished, functional elements to their web projects. Prerequisite: COMP 1850 or equivalent HTML experience. (1.5 credits)
 May 25 Wed 1845-2145 6 wks BBY CRN 55314

NEW! ASP.NET for ASP Web Developers
COMP 2810 \$499*

This hands-on upgrade course is designed for students who already have ASP knowledge. Gain skills that are needed to successfully upgrade existing Active Server Pages (ASP) and web applications to Microsoft ASP.NET. Focus on the new features of ASP.NET and how to improve existing ASP web applications. Prerequisites: ASP and web development experience. (3 credits)
 Apr 11 Mon 1845-2145 12 wks BBY CRN 55129

XML for Web Application Development
Level 1

COMP 2899 \$499
 Introduces eXtensible Markup Language (XML) and how to incorporate XML into web-based applications. XML is a standard for structuring, storing and sending information on the web. Topics include: XML, DTDs, schemas, XML parsing, XPATH, XSLT, XHTML and SVG. Students will format and manipulate XML content using a variety of programming languages. Includes an overview of other emerging XML-based technologies and languages including web services. This course replaces MMSD 3640 in the Associate Certificate in Java Programming. Prerequisite: COMP 1850 or equivalent HTML experience. (3 credits)

Apr 15 Fri 1800-2100 12 wks DTC CRN 54154
 Jul 13 Mon/Wed 1800-2100 12 wks DTC 55130

IT Professional Skills

604-412-7695 dwilliams@htp.bcit.ca
 www.bcit.ca/computing/pts

Applied Mathematics
COMP 1113 \$499*

Basic mathematics concepts required for CST students. Designed to give students a good base for future technical and programming courses. This course is divided into two parts: basic algebraic operations, functions, equations, logarithms, vectors and matrices; and data representation and algebra. (4 credits)

Apr 16 Sat 0900-1300 12 wks BBY CRN 52289

Computers in Business
COMP 1601 \$399*

Current terminology and concepts used in the computer industry. Intended for those with basic understanding of programming and computer systems who are not directly involved in data processing. Learn to communicate effectively with data processing personnel and to recognize the potential use of computers in a business environment. Prerequisite: COMP 1002 or CGA Tutorial or equivalent. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 20219
 Jul 12 Tue/Thr 1845-2145 6 wks BBY 52971

NEW! Practical Software Testing
COMP 3616 \$299

Software testing is often an afterthought, and test resources are frequently insufficient or not used effectively. This course looks at testing as an integral aspect of the software development process. Learn to identify and use tools for planning and executing effective testing processes. Provides a blend of theory and practical applications, with a strong focus on group discussion and case studies. Prerequisite: COMP 3615.

Apr 13 Wed 1845-2145 6 wks BBY CRN 55107

System Analysis and Design

604-432-8775 cstpts@bcit.ca
 www.bcit.ca/computing/pts



System Analysis and Design 1
COMP 2615 \$399

Covers concepts, skills, methodologies, techniques and tools essential for systems analysts to develop information systems. The waterfall methodology is used stepping through the software development life cycle. Covers the first four steps of the software development life cycle: project initiation and selection, project planning, analysis and logical design. The software development lifecycle is completed in COMP 3615. Prerequisite: COMP 1401. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 20297
 Apr 12 12 wks Internet 52045
 Apr 15 Fri 1800-2100 12 wks DTC 54618



System Analysis and Design 2
COMP 3615 \$399*

Continues from COMP 2615. Finish stepping through the software development life cycle by completing physical design, implementation and maintenance. Introduces other development methodologies and techniques, including rapid application development, object-oriented analysis and design and CASE tools. Prerequisite: COMP 2615. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 52354
 Apr 12 12 wks Internet 52046

IT Security

604-453-4059 cstpts@bcit.ca
 www.bcit.ca/computing/pts

Rodney Denno is an industry practitioner, executive and speaker with more than 20 years of experience. He is the president of the Vancouver chapter of the Information Systems Security Association (ISSA) and a Certified Information Systems Security Professional (CISSP). A published author on information risk management, security and privacy topics, he has spoken at CIPS and the WestCoast Security Forum and served on many international standard bodies for IT security. Rodney will be the instructor for the following courses: COMP 4676, COMP 4841 and COMP 4842.

NEW! MS Windows 2000 Security Administration

COMP 1051 \$999*

Learn how to analyse current security issues, manage security updates and communication channels and implement a public key infrastructure (PKI). Teaches applied skills and the knowledge needed to administer a secure Microsoft infrastructure and helps prepare students for the MCSE 2000 Security certification. Work with MS Windows 2000 advanced security features. This course tracks to MCSE 2000 Security Certification (exam 70-214). Prerequisite: COMP 3700 or MS Windows 200X MCSE or experience with MS Windows 200X domain environment. (3.5 credits)

Apr 17 Sun 1300-1630 12 wks DTC CRN 55116

NEW! Security+ Certification Preparation

COMP 1067 \$599*

The demand for skilled security professionals is growing significantly; many corporations recommend or require CompTIA Security+ for their IT employees. Learn to understand network security standards and prepare to challenge the CompTIA Security+ certification (exam SY0-101). Includes communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Learn about security concepts, complete a project using Symantec Security products. CompTIA Security+ exam costs are not included in the tuition. Prerequisites: COMP 1002, COMP 2658 and COMP 2665 or two years minimum computing and networking experience. (4 credits)

May 4 Wed 1800-2200 12 wks DTC CRN 55119

Topics in Network Security

COMP 3705 \$499*

Basics of network security. Covers security-related issues in areas such as network protocols and services, network hardware and architecture, types of attacks, authentication, encryption, e-commerce issues, viruses, intrusion detection, firewalls, address translation, Unix and MS Windows issues, risk analysis and policy development. Prerequisites: COMP 2665 and COMP 3700. (3 credits)

Apr 12 Tue 1800-2100 12 wks DTC CRN 51050

NEW! Writing Secure Code

COMP 4476 \$499*

Best practices in applying security principles throughout the software development process. Focus on common security threats such as buffer overruns, illegal access, network attacks, and denial of service. Students gain experience using effective strategies to defend against those threats. Topics include: goals and process, threat modelling, access control list, encryption and using secure RPC and DCOM. Successful participants will be prepared to write firewall-friendly applications. Prerequisite: COMP 2510 or COMP 3425 or equivalent experience with procedural C programming. (3 credits)

Apr 14 Thr 1800-2100 12 wks DTC CRN 55132

NEW! Database Security

COMP 4676 \$499*

How to effectively secure online and corporate databases using defense-in-depth techniques. Focuses on how to assess the relevant threats and develop an effective database security strategy. Students gain experience employing database security techniques that can be used across multiple platforms. Prerequisite: COMP 2711 or COMP 2713 or two years industry experience managing databases. (3 credits)

Apr 15 Fri 1800-2100 12 wks DTC CRN 55206

NEW! Firewall Design and Implementation

COMP 4706 \$249*

One of the first steps toward securing a network connected to the Internet is building a properly designed firewall. In just three days, students learn how to identify, design and deploy host- and network-based firewalls. Hands-on lab work builds on theory and group work that includes implementing an actual firewall to mitigate online risks and protect network resources, in both Linux and Windows environments. Prerequisite: COMP 3705. (1 credit)

Apr 17 Sun 0900-1330 3 wks DTC CRN 55207



NEW! Intrusion Detection Systems

COMP 4707 \$249*

Intrusion Detection Systems (IDS) detect the attacks that get past your firewall. In just three days, students learn to configure and install an IDS, set up e-mail alerts and design useful policies to deal with false-positives and ongoing maintenance. Examine various intrusions and discuss how to analyse logs for patterns. Includes heuristic, anomaly, signature and misuse detection systems and how to choose the best solutions. Prerequisite: COMP 3705. (1 credit)

May 15 Sun 0900-1330 3 wks DTC CRN 55208

NEW! Virtual Private Network (VPN) Design

COMP 4708 \$249*

Virtual Private Networks (VPN) are another step toward providing network security. In just three days, students learn to design, implement and maintain a VPN. Discussions include common VPN technologies used, such as L2TP, PPTP and IPSec. Hands-on group exercises examine a variety of tunneling protocols and authentication and encryption mechanisms. A group project gives students experience setting up a site-to-site as well as a remote access VPN. Prerequisite: COMP 3705. (1 credit)

Jun 19 Sun 0900-1330 3 wks DTC CRN 55209

NEW! Advanced Network Security

COMP 4709 \$599*

Following on from COMP 3705, this course is a combination of three shorter advanced security courses on Firewalls (COMP 4706), Intrusion Detection Systems (COMP 4707) and Virtual Private Networks (COMP 4708). Students cover all of the advanced network security material presented in each of those three courses. Prerequisite: COMP 3705. (3 credits)

Apr 17* Sun 0900-1330 12 wks DTC CRN 55210

*There will be no class on May 8, May 22, June 12 or July 3.

NEW! Enterprise Risk Management

COMP 4841 \$699*

Develop risk-management frameworks to enable organizations to effectively assess relevant threats, current and ongoing vulnerability profiles; and plan for and take appropriate action to manage the overall risk. Corporate networks today face increased threats and regulatory requirements regarding the security, privacy, integrity and availability of information under their control. There are also connectivity requirements ranging from employee telecommuting to WiFi hot spots. Work with risk management frameworks in a group project and in-class group activities. Prerequisite: two years IT management or network administration/security industry experience recommended. (3 credits)

Apr 12 Tue 1800-2100 12 wks DTC CRN 55133

NEW! Information Privacy – Technology and Business Practice

COMP 4842 \$699*

Explore privacy enhancing technology (PET) and learn how to develop privacy enhancing business practices. Translate privacy legislation into policy, procedure and technology requirements. Organizations must change the way they handle personal and strategic information and take responsibility for the privacy of personal information in their possession. Learn how to determine and modify business processes by participating in a group project and group activities designed to give practical experience with privacy enhancing technology, legislation and regulations. Prerequisite: two years IT management or network administration/security industry experience recommended. (3 credits)

Apr 13 Wed 1800-2100 12 wks DTC CRN 55134

Operating Systems

cstpts@bcit.ca www.bcit.ca/computing/pts

Operating Systems Concepts

COMP 3730 \$499*

This course presents introductory operating systems concepts, starting with operating systems services and how these services are used and implemented. Topics include processor management, processes and threads, microkernel architecture, interprocess communication, synchronization and mutual exclusion, deadlock and starvation, basic memory management. Prerequisites: COMP 2510 and COMP 2720. (3.5 credits)

Jun 13 Mon/Wed 1845-2215 6 wks BBY CRN 50384

Topics in Operating Systems

COMP 4730 \$499*

This course is a continuation of COMP 3730. Virtual memory, processor scheduling, input/output management, disk scheduling, file management, distributed systems and computer security are covered. Each topic will conclude with a presentation regarding the implementation of the concepts in modern operating systems (UNIX, Linux, Windows NT, and Windows 2000). Prerequisite: COMP 3730. (3.5 credits)

Jul 19 Tue/Thr 1845-2215 6 wks BBY CRN 29936

A+ Hardware Technician

604-412-7433 cstpts@bcit.ca

www.bcit.ca/computing/pts

A+ Certification Preparation

COMP 1045 \$995*

Prepares students to pass the CompTIA A+ Core Hardware and OS Technologies Certification exams. Master the technical knowledge necessary to become an A+ Certified Technician and gather the skills necessary to function as a PC support or help desk technician. An in-depth examination of today's hardware and operating systems. Prerequisites: basic computer knowledge and DOS skills are recommended. (6 credits)

Apr 16 Sat 1000-1700 12 wks DTC CRN 28767

Linux/Unix

604-453-4059 cstpts@bcit.ca

www.bcit.ca/computing/pts

Linux/Unix is a powerful and reliable multi-user computer operating system that has been around for 35 years. It is the most common operating system for servers on the Internet, as it has TCP/IP built in. If you are in business, and take computing seriously, you should know something about Linux/Unix. Are you looking for low-cost alternative operating systems that are a secure and stable bet for a business server? Linux is an open source operating system derived from Unix and there are many different versions or distributions available freely over the Internet. For further information about Linux/Unix administration courses and the new proposed associate certificate under development, please visit www.bcit.ca/computing/pts.

Linux/Unix Operating System Fundamentals

COMP 2765 \$399*

First level in a series of core Linux/Unix courses, designed to cover basic Linux/Unix concepts using the GNU/Linux operating system on the Intel platform. Topics include login procedures, the Linux/Unix shell, file and directory management, text editing, printing, e-mail, pipes, and process control. Provides a solid foundation in a Linux/Unix environment. Prerequisite: COMP 1002 or COMP 1030 or COMP 1031. (3 credits)

Apr 16 Sat 1300-1600 12 wks DTC CRN 54175

Introduction to Linux/Unix System Administration

COMP 2770 \$399*

This course is the second level in a series of core Linux/Unix courses, and introduces system administration using the GNU/Linux operating system. Topics include custom installation, file system, software, service, and local account management under Linux/Unix. Fundamental system administration principles and basic security concepts are also covered. Prerequisite: COMP 2765. (3 credits)

Apr 12 Tue 1800-2100 12 wks DTC CRN 54176

Linux/Unix Scripts and Shell Programming

COMP 2771 \$399*

This course is the third level in a series of core Linux/Unix courses, which builds on the fundamentals covered in the prerequisite courses to automate tasks and develop administrative tools using shell scripts. Shells covered include Bourne, Korn, and C shells, with emphasis on the Bourne shell. Topics include structured shell scripts, and an overview of sed, awk, and Perl. Prerequisite: COMP 2770. (3 credits)

Apr 16 Sat 0900-1200 12 wks DTC CRN 54177

Introduction to Linux/Unix Network Administration

COMP 3772 \$399*

This course is the fourth level in a series of core Linux/Unix courses, and is designed to cover basic Linux/Unix network administration concepts using the GNU/Linux operating system on the Intel platform. Topics include static and dynamic IP configuration, basic diagnostic tools, TELNET, FTP, Network File System (NFS), and network security concepts. Prerequisite: COMP 2770. (3 credits)

Jul 12 Tue/Thr 1800-2100 6 wks DTC CRN 54178

NEW! Linux/Unix System Programming

COMP 4640 \$399*

Introduces Linux/Unix system programming to students who understand C programming and Linux/Unix. Focus on writing programs that use different inter-process communication mechanisms available in Linux/Unix. Learn to implement daemon processes and basic client/server applications using multiple processes and/or threads. Topics include: System V IPC and different types of sockets. Prerequisites: COMP 2425 or COMP 2510 and COMP 2765 or an equivalent understanding of C programming and Linux/Unix. (3 credits)

Apr 16 Sat 0900-1200 12 wks DTC CRN 55297

Network Administration and Design

604-453-4059 cstpts@bcit.ca

www.bcit.ca/computing/pts

NETWORK ADMINISTRATION AND DESIGN ASSOCIATE CERTIFICATE

Are you seeking employment as a Network Administrator and Designer, beyond the technician level? This program covers the design, installation and administration of multi-platform networks and may take less than two years to complete. A series of higher-level elective courses are offered based on specific areas of interest. These include one or more electives in Microsoft Server, Linux/Unix, Security and Wireless Networking. Several of these courses prepare students to challenge some current industry credential exams, including Network +, Certified Wireless Network Administrator and parts of the MCSE. Employment opportunities for graduates exist in all sectors, as most organizations utilize some types of networked personal computer system connected to the Internet. For further information, please visit our website at www.bcit.ca/computing/pts.



1. Required Courses:	28 Cred.
COMP 2658 Networking Level 1 – Data Communications	1.5
COMP 2664 Networking Level 2 – TCP/IP Concepts	1.5
COMP 2665 Networking Level 3 – LAN Theory and Design	3.0
COMP 2765 Linux/Unix Operating Systems Fundamentals	3.0
COMP 3665 Networking Level 4 – Advanced Planning and Design	3.0
COMP 3700 Microsoft Windows Server 2003	3.0
COMP 3705 Topics in Network Security	3.0
COMP 4666 Networking Level 5 – Internetworking Design and Implementation	3.0

2. Complete 7.0 credits from this list of electives:	Credits
COMP 2630 Novell Netware	3.0
COMP 2660 Wireless Networking Concepts	1.5
COMP 2661 Advanced Wireless Networking	1.5
COMP 2770 Introduction to Linux/Unix System Administration	3.0
COMP 3701 MS Windows 2003 Active Directory Infrastructure	3.0
COMP 4706 Firewall Design and Implementation	1.0
COMP 4707 Intrusion and Detection Systems (IDS)	1.0
COMP 4708 Virtual Private Network (VPN) Design	1.0
Total Credits	28.0

Understanding Networking

COMP 0103 \$49

Do you have the aptitude to design or manage a PC-based computer network? This workshop will help you discover if networking is for you by providing an overview of networking concepts. Gain hands-on computer lab experience with the planning, set-up and configuration of a PC-based network before deciding your next steps. BCIT offers a wide variety of networking courses in all major operating systems – Microsoft Server 2003, Novell 6 and Linux/Unix.

Aug 29 Mon/Thu 1845-2145 1 wk BBY CRN 54530

NEW! CompTIA Network+ Certification Preparation

COMP 1048 \$499*
CompTIA Network+ is recognized as the world standard for network professionals. CompTIA designed this certification for those with at least nine months experience in network support or network administration who want to prepare to challenge the CompTIA Network+ certification (exam N10-002). Main topics: media/topologies, protocols/standards, network implementation and network support. CompTIA Network+ exam costs are not included in the tuition. Prerequisite: COMP 1045 or COMP 2665 or equivalent work experience in networking. (3 credits)

Apr 14 Thr 1800-2100 12 wks DTC CRN 55115

NEW! MS Windows ISA Server 2000 Administration

COMP 1052 \$899*
Fortify your MCSE or strengthen your MS Windows Security knowledge with Internet and Security Acceleration Server 2000. Learn applied skills and knowledge needed to administer an ISA server and prepare for the MCSE 200X Security certification. Learn how to use ISA as a cache server; a firewall; a VPN; and as an accelerator to internal and external services. This course tracks to MCSE 200X Security Certification (exam 70-227). Prerequisite: COMP 3700 or MS Windows 200X MCSE or equivalent experience with Windows 200X domain environment. (3 credits)

Apr 17 Sun 0900-1200 12 wks DTC CRN 55117

NEW! MS Exchange Administration 2003 (MCSE)

COMP 1055 \$1,299*
Fortify your MCSE or strengthen your messaging system knowledge by learning to implement, manage, secure, monitor and troubleshoot a MS Exchange 2003 organization. Gain applied skills and knowledge needed to administer an Exchange 2003 environment. This course tracks to MCSE Messaging 200X Certification (exam 70-284). Prerequisite: COMP 3700 or MS Windows 200X MCSE or equivalent experience. (4 credits)

Apr 15 Fri 1800-2200 12 wks DTC CRN 55118

Novell Netware

COMP 2630 \$399*
Introduces the Local Area Network environment using Novell's NetWare 5 Operating System. Design and implementation of a LAN, including appropriate hardware and topology selection; efficient design of login scripts, creation and administration of users on the network; use of the essential NetWare menu and command-line programs; and proper system backups. Familiarity with hardware is an asset. Prerequisite: COMP 1002 or equivalent knowledge and programming or systems design experience. (3 credits)

Apr 11 Mon 1800-2100 12 wks DTC CRN 20299

Networking Level 1 – Data Communications

COMP 2658 \$299*
Learn all about network data communication systems and terminology. Understand the technology and concepts for business networking requirements based on the Internet and related communication systems. Identify hardware and software needed for network data communications. Includes basic data communication concepts, terminology, and protocol implementations. This course replaces COMP 2705 and is the first step in understanding how to manage computer networks; it leads to COMP 2664 and COMP 2665. Prerequisite: COMP 1002. (1.5 credits)

Apr 11 Mon 1845-2145 6 wks BBY CRN 54452

Wireless Networking Concepts

COMP 2660 \$299*
Learn all about wireless communications systems terminology. Understand the technology and concepts common to all wireless communications networks. Identify the hardware and software components of current and planned wireless systems. Students will be able to describe modulation access schemes, bandwidth, spectrum, propagation, and antennas. Topics include: 802.11, 802.15, 802.16, and 3G mobile. This course is a foundation course for higher-level wireless classes including COMP 2661. Prerequisite: COMP 2705 or COMP 2658. (1.5 credits)

Apr 14 Thr 1800-2100 6 wks DTC CRN 54191

NEW! Advanced Wireless Networking Concepts

COMP 2661 \$299*
Continues from COMP 2660 and covers additional wireless LAN topics. Discussions include antennas, RF hardware components, PoE devices, RF troubleshooting, RF range and WEP. Covers attacks on wireless LANs and site survey fundamentals. Students are prepared to write the Certified Wireless Network Administrator (CWNA) exam, which covers a broad range of wireless LAN topics focused on 802.11 wireless technology rather than products of specific vendors. Prerequisite: COMP 2660. (1.5 credits)

May 26 Thr 1800-2100 6 wks DTC CRN 55127

NEW! Networking Level 2 – TCP/IP Concepts

COMP 2664 \$299*
With focus on the TCP/IP protocol, learn how computers exchange data over the Internet and how network communication relates to network configuration and administration. Topics include seven layers of the Network Model, Internet Protocol (IP), TCP/IP and TCP/UDP and how applications make use of TCP/IP. Participants will gain an in-depth knowledge of how TCP/IP works, the difference between TCP/IP and TCP/UDP, the understanding of network masking and the concepts of a network application. Prerequisite: COMP 2658. (1.5 credits)

May 30 Mon 1800-2100 6 wks DTC CRN 55128

Networking Level 3 – LAN Theory and Design

COMP 2665 \$399*
Basics behind designing, supporting and managing computer networks. Study current methods of interconnecting computers and networks. Topics will include LAN switching and virtual LANs, various network protocols, wireless networking, monitoring and troubleshooting techniques, LAN cabling, addressing and connectivity options. This course follows COMP 2658 and COMP 2664 and continues into COMP 3665. Prerequisites: COMP 2705, or COMP 2658 and COMP 2664. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 20298

Networking Level 4 – Advanced Planning and Design

COMP 3665 \$399*
Theory of current Ethernet technology, as it relates to large, enterprise-size networks. Functions and limitations of this high-speed data link protocol as well as the functioning and design issues of the TCP/IP network layer protocol. Selection criteria required to create, expand or improve a network will be presented and evaluated. High-speed switching and VLAN technologies will be studied, along with its integrations with routing of the TCP/IP protocol suite. This is a pure theory and design course, with no hands-on labs. Prerequisite: COMP 2665. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 29883

Microsoft Windows Server 2003

COMP 3700 \$499*
Students install MS Windows Server 2003 and gain an understanding of skills needed to manage this environment. Topics include creating and maintaining users and groups, roaming profiles, DHCP, DNS, Virtual Private Network (VPN), Terminal Services, disk management, backups, Active Directory, print server management, group and security policies. Students will gain an understanding of performance monitoring, fine tuning, disaster recovery and troubleshooting a Microsoft Windows server and will be on track to challenge the MCSE exam 70-290. Prerequisite: COMP 2665. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 51048

Jul 13 Mon/Wed 1845-2145 6 wks 54229

NEW! MS Windows 2003 Active Directory Infrastructure

COMP 3701 \$499*
Plan, implement and troubleshoot a Microsoft Windows 2003 Active Directory Infrastructure, focusing on the directory service environment. Topics include forest, tree, domain and organization unit structure, Domain Name System (DNS), site topology and replication, domain administration and delegation, Group Policy Object development and implementation. Learn how to deploy a secure Active Directory environment that increases efficiency and minimizes administrative load, and get on track to challenge the MCSE exam 70-294. Prerequisite: COMP 3700. (3 credits)

Apr 18 Mon 1845-2145 12 wks BBY CRN 55131



Introduction to Data Communications

COMP 3721 \$499*

Covers basic concepts and terminology related to data communications, networking and network topologies. Discusses the principles of protocols at physical, data link, and network layers, the characteristics of transmission media, digital transmission and switching techniques, basic error detection and correction, and flow control. Introduces routing and congestion control issues, multiple access protocols, LANs and WANs. Prerequisite: COMP 2720. (4 credits)

Apr 13 Wed 1830-2230 12 wks BBY CRN 51051

Networking Level 5 – Internetworking Design and Implementation

COMP 4666 \$499*

Explores issues and software related to the internetworking of Novell Netware 4.1, MS Windows NT 4.0 Server, NT 4.0 Workstation, Linux/Unix and MS Windows operating system platforms. Provides hands-on experience interconnecting these platforms with TCP/IP and IPX protocols. Prerequisites: COMP 2665 and COMP 2630 or experience with Novell NetWare. (3 credits)

Apr 14 Thr 1800-2100 12 wks DTC CRN 25093

Client-Server Computing

COMP 4840 \$399*

Covers client/server computing technologies based on Internet and Java networking. Provides hands-on experience in building client/server applications using RMI, JDK1.1, Java Sockets, Java's net classes and URL-related classes. Presents case studies of several companies migrating to three-tier client/server applications. Prerequisite: COMP 3475 or COMP 3425 and COMP 3670.

Apr 12 Tue 1845-2145 12 wks BBY CRN 26332

Do you want to learn how to program?

Do you have the mindset to learn how to write code and be a programmer?

We have taken some of our most popular programming language courses and redesigned them for easier access. Get a jump start and learn the basics.

- COMP 1401 Programming Concepts teaches you the logic you need to know to plan your programs.
- COMP 1450 Introduction to Structured Programming teaches you how to write code and compile a program.

These two courses provide the foundation for all other advanced programming languages, and both are available online.

In less than six months you could be ready to learn advanced programming in oriented programming languages like C++, C# and Java. Check the CST department website for the latest information.

www.bcit.ca/computing/pts

Programming Languages and Object Oriented Programming

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

Understanding Programming Workshop

COMP 0101 \$49*

Are you personal-computer literate? Do you understand how to use applications? Discover if you have the mindset to write software programs. This exploration workshop explains programming concepts and gives students hands-on lab experience with typical programming tasks. Learn what it is to understand problems through analysis and communication prior to designing a software solution. Take a short programming aptitude test to find out if you have the ability or interest to move on and learn specific programming languages. Prerequisite: Working knowledge of personal computers and software applications.

Aug 29 Mon/Thr 1845-2145 1 wk BBY CRN 54493

Programming Concepts

COMP 1401 \$399*

Concepts and methods behind programming logic and structured design. Learn what happens in the programming cycle before writing code in any specific language. Design structured programs using development tools such as hierarchy charts, flowcharts, layout forms, and programming constructs. Various problem analysis tools. This is the last term that COMP 1401 will run. It is being replaced by COMP 1409. Prerequisites: COMP 1002 and COMP 1200 or the ability to use a PC, plus word processing and spreadsheets applications. (3 credits)

Apr 14 Thr 1800-2100 12 wks DTC CRN 54183

NEW! Introduction to OO Programming Concepts with Java

COMP 1409 \$399*

This hands-on course is designed for students with no previous programming experience. Using Java in an objects first approach, introduces object-oriented programming concepts. Topics include classes and objects and their relationships, constructors, repetition and selection, primitive data types, arrays, method invocation, information hiding, abstract classes, interfaces, and polymorphism. By the end of this course, students will be prepared to move on to higher-level Java and OO programming language courses. Prerequisite: COMP 1002 or equivalent experience. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 55053
 Jul 5 Tue/Thr 1845-2145 6 wks BBY 55054

Understanding Programming

COMP 1450 \$399*

Continues from COMP 1409. Designed for students with some programming experience. The language of example is Java, which is used to provide a solid foundation in current programming concepts and methodologies, with a focus on problem solving. Topics include algorithms, data structures, data abstraction, modularity, structured and object-oriented programming concepts, testing and debugging. Students will be prepared to understand more advanced courses in either procedural or object-oriented programming. Prerequisite: COMP 1409. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 20291

C Programming Language 1

COMP 2425 \$439*

This second-level course introduces students who already understand programming concepts to the C language, the principal foundation of modern computer software. Higher-level object-oriented programming languages such as C++, C# and Java are all based on the C syntax. Learning to write and read C code makes it

easier to learn other languages. Topics include basic C language programming elements and the use of pointers. This course prepares students to move on to C level 2. Prerequisite: COMP 1450. (3 credits)

Apr 14 Thr 1800-2100 12 wks DTC CRN 20260
 Apr 15 Fri 1845-2145 12 BBY 20261
 May 31 Tue/Thr 1845-2145 6 wks BBY 20259

C Programming Language 2

COMP 3425 \$439*

Continues from COMP 2425. Covers development and use of program libraries and software tools in the C environment. Compiler not provided. Prerequisite: COMP 2425. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 20311
 Jul 20 Wed/Fri 1845-2145 6 wks BBY 21516

C++ for C Programmers

COMP 3475 \$439*

Emphasizes the Object-Oriented (OO) features of C++, abstract data types, and C++ use in implementing OO designs. OO technology has emerged as a leading trend in software development, and C++ (the successor to C) as the dominant language for its realization.

Prerequisites: COMP 3425 and 3670. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 20310
 Jul 12 Tue/Thr 1845-2145 6 wks BBY 24895

MFC Programming with Visual C++

COMP 4473 \$439*

Concentrates on the use of the Microsoft Foundation Classes (MFC) to develop MS Windows applications. Introduces basic building blocks required for creating a MS Windows application using Microsoft Visual C++ and MFC, followed by more advanced topics such as using the AppWizard and the Document/View Architecture. No previous MS Windows application programming experience is required for this course; however, you must be a proficient C++ programmer. Prerequisite: COMP 3475. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 52374

C++ Programming Language 2

COMP 4475 \$439*

Covers elements and collaborations of classes, inheritance, class re-use, collection classes, class libraries, error handling, memory management design patterns, and use of iostream library. Prerequisite: COMP 3475. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 51052

Java Programming

604-432-8775 cstpts@bcit.ca
www.bcit.ca/computing/pts

JAVA PROGRAMMING ASSOCIATE CERTIFICATE

Sun Java technology is a portfolio of products, based on the power of networks, with the idea that the same software should run on many different kinds of systems and devices. BCIT has one of the most comprehensive series of integrated Java courses available in BC. This associate certificate is for experienced programmers who want to expand their knowledge and skills. Upon completion of this certificate, you will be able to build and deploy Java web-based and large scale applications. To view the latest program matrix and obtain further information, please visit www.bcit.ca/computing/pts.

Intermediate Java Programming

COMP 2611 \$439*

This course assumes a prior understanding of programming and replaces COMP 3611 as the starting point for all higher level Java courses. Starting with the Java language features introduced in Java Release 5 such as generics and enumerated types, the course moves through core language features. Topics include; packages, exceptions, interfaces and nested classes.

An introduction to threads, event handling and Swing topics provide an understanding of how to build graphical user interfaces. Additional topics include: collections, file I/O and utility classes. Upon successful completion students are prepared to challenge the Sun Certified Java Programmer exam. Prerequisites: COMP 1409 plus COMP 1450 or equivalent Java programming experience. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 55327
 Apr 14 Thr 1845-2145 12 wks BBY 55329
 Apr 15 Fri 1800-2100 12 wks DTC 55330
 Jul 12 Tue/Thr 1845-2145 6 wks BBY 55328

Java Programming 2

COMP 3621 \$439*

Continues from COMP 2611 and addresses advanced Java programming techniques for applications. Covers application GUI design through an examination of selected and advanced Swing API component models. Learn to write programs incorporating JDBC, RMI, multithreading and thread synchronization. Other topics include internationalization and printing. Servlets and JavaBeans are also introduced. Prerequisite: COMP 3611 or COMP 2611. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 54160
 Apr 14 Thr 1845-2145 12 wks BBY 54161

Web Applications in Java

MMSD 3630 \$439*

Continues from COMP 3621. Learn to design, code, build, and deploy Java web applications. Includes a study of web servers, web application directory structures, deployment of web applications to web servers, JSPs, servlets, and HTTP. Topics include the servlet lifecycle, web containers, handling of client requests, use of session management techniques, JSP Java scripting elements, designing using JSPs with and without servlets, and JSP custom tags. Integrating JSPs and servlets into industrial strength web applications is also discussed. Prerequisite: COMP 3621 or MMSD 3620. (3 credits)

Apr 13 Wed 1800-2100 12 wks DTC CRN 52389
 Apr 12 Tue 1845-2145 12 wks BBY 54162

Java Design Patterns

MMSD 4610 \$439*

Addresses the design and implementation of Java applications through use of UML, design patterns for Java, interactive design tools, and OO design techniques. Covers large scale application design through patterns, including J2EE design patterns. Prerequisite: MMSD 3620 or COMP 3621. (3 credits)

Apr 11 Mon 1800-2100 12 wks DTC CRN 26032

Introduction to J2EE

MMSD 4630 \$439*

Addresses the design and implementation of Java components. Topics include JavaBeans for a stand-alone environment, Enterprise Java Beans (EJB) for a distributed environment, and application builder (IDE) integration. Prerequisite: MMSD 3620 or COMP 3621. (3 credits)

Apr 12 Tue 1800-2100 12 wks DTC CRN 28785

Java Practicum

MMSD 4690 \$499

Under the supervision of a suitable faculty member, and with the assistance of lab helpers, students implement a substantial Java program. This program should relate to the student's employment and be a practical application of material from one of the other MMSD 46xx courses. Prerequisites: MMSD 3620 or COMP 3621 and any MMSD 46xx course. (3 credits)

Apr 11 12 wks DTC CRN 50429

Object-oriented Analysis and Design

COMP 3711 \$499*

Introduces the concepts of object-oriented analysis and design. The Unified Modelling Language is taught to provide a notation of documenting the analysis and design process. Implementation will begin when sufficient design has been done to guide the implementation. Also introduces advanced software testing. A case tool is used to implement the advanced testing concepts. Prerequisites: COMP 2711, or COMP 2712 and COMP 2713, and COMP 3611 or COMP 2611. (4 credits)

Apr 13 Wed 1830-2230 12 wks BBY CRN 52357

Visual Programming Tools and .Net Programming

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

NEW! Introduction to Programming Using C# – Level 1

COMP 1411 \$399*

Hands-on course designed for students with no previous programming experience. Using a task-driven approach, introduces object-oriented programming using C#.

Topics include an overview of the .NET framework, OO programming fundamentals, C# and Visual Studio.NET. Learn how to apply good coding style and structure to build simple C# applications. (3 credits)

Apr 14 Thr 1800-2100 12 wks DTC CRN 55055

NEW! Intro to .NET Programming Using C# – Level 2

COMP 1412 \$399*

This hands-on course is a continuation of C# – Level 1, COMP 1411. Building on those skills, students will use object-oriented programming concepts and components of the .NET Framework to build C# applications consisting of multiple, interacting classes. Participants will gain an understanding of OO design and will be able to use C# to create practical object-oriented programs. Prepares students to move on to higher levels of C#, C++ and other .NET environment courses. Prerequisite: COMP 1411. (3 credits)

Apr 12 Tue 1800-2100 12 wks DTC CRN 55057

Visual Basic

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

Students contemplating Visual Basic should understand that the differences between VB Version 6 and Visual Basic.NET are great enough that each product requires its own set of courses. VB 6 is still widely used in industry. COMP 2500 is a bridging course which teaches VB.NET constructs to experienced VB 6 programmers. This path from VB 6 to VB.NET allows you to learn both technologies.

Visual Basic Level 1 (Introductory Programming)

COMP 1499 \$439*

For students with no previous programming experience; builds on COMP 1401. Learn how to use the VB 6 Integrated Development Environment in order to design VB 6 screens and write functional VB 6 code. Topics include: data types, variables and constants, programming structures, subs and functions, GUI design, using VB 6 intrinsic controls, implementing event procedures, tracing and debugging. Prerequisites: COMP 1002 or equivalent knowledge and COMP 1401. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 29916

Application Development Using Visual Basic

COMP 2450 \$439*

Introduces the Visual Basic for Applications (VBA) programming language. VBA allows you to customize, automate and integrate office applications such as MS Word, Excel, Access, PowerPoint and Outlook. Many non-Microsoft office applications such as Visio, AutoCAD, M.Y.O.B. and others also support VBA. Customize and integrate applications to increase productivity and reduce end-user training. Prerequisite: COMP 1200 or equivalent knowledge of MS Word, Excel and Access. (3 credits)

Apr 12 Tue 1730-2030 12 wks DTC CRN 52448

Visual Basic Level 2 (Intermediate Programming)

COMP 2499 \$439*

Next level of Visual Basic (VB) 6 programming using multi-form applications, list controls, collection objects, user-defined types, file access and error handling. Object-oriented programming concepts introduced include how to write class files with properties, methods and custom events; how to create objects and collections of objects. Write object-oriented MS Windows applications using VB 6. Prerequisite: COMP 1499. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 51039

Visual Basic Level 3 (Advanced Programming)

COMP 3499 \$439*

Develop software using Microsoft Common and Advanced Controls. Develop, reference, and use ActiveX controls and ActiveX object libraries (DLL files) in a multi-project n-tier client/server environment using object-oriented programming techniques. Pass error messages up the call stack through multiple projects and modules. Use dynamic SQL queries to manipulate a database using Microsoft ActiveX Data Objects (ADO). Prerequisite: COMP 2499. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 51044

.NET Programming

604-451-6866 cstpts@bcit.ca
www.bcit.ca/computing/pts

The Microsoft .NET framework is a web services strategy to connect information, systems and devices through software. Microsoft.NET technology provides the ability to build and use solutions that enable rapid systems integration with a web service-connected IT architecture. Upgrade your skills to include .NET as well as traditional programming strategies and learn to build solutions which will operate across programming languages and platforms.

NEW! Learn to Program with VB.NET

COMP 1492 \$499*

Begin by creating simple programs; move on to Graphical User Interface design using Visual Basic.NET. Learn core programming constructs such as variables, constants, sequence, selection and looping. Emphasizes using events and programmer-defined procedures to create applications that are both structured and modular. Build user-friendly MS Windows programs using a variety of GUI-based tools. (This course is a combination of COMP 1488 and COMP 1489). Prerequisite: COMP 1401. (3 credits)

Apr 15 Fri 1845-2145 12 wks BBY CRN 55058



VB.NET Intermediate Programming

COMP 2489 \$499*

Builds on skills taught in COMP 1492 while introducing the object-oriented programming paradigm. Become familiar with key OO programming techniques such as encapsulation and abstraction; understand the difference between classes and objects and create objects using class files that you have developed from written design specifications. Gain a solid foundation in OO programming techniques. Prerequisite: COMP 1492. (3 credits)

Apr 15 Fri 1845-2145 12 wks BBY CRN 54219

Visual Basic.NET for VB 6 Programmers

COMP 2500 \$299*

An overview of the .NET Framework for experienced VB 6 programmers. Common language runtime, the common language specification, and Microsoft's intermediate language. Using Visual Basic.NET, the course also covers GUI design with the label, commandbutton, listbox, combobox, checkbox, optionbutton controls; .NET syntax and data types, writing classes, creating objects, file I/O, and exception handling (.NET error handling). Prerequisite: COMP 2499 or equivalent knowledge. (1.5 credits)

Apr 16 Sat 0900-1200 6 wks BBY CRN 52541

Jun 4 Sat 0900-1200 6 wks BBY CRN 52651

ASP.NET with C#

COMP 2870 \$599*

Introduces the Microsoft .NET framework, the C# language, and ASP.NET. Topics covered include an introduction to basic C# syntax, VisualStudio.NET, state management, HTML server controls, web controls, code-behind, data access with ADO.NET, loading and manipulating XML documents, web services and security. Prerequisite: object-oriented programming experience, C++ or Java, etc. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 52379

Jun 27 Mon/Wed 1845-2145 6 wks BBY 52375

C# for C++ or Java Programmers

COMP 3480 \$439*

Microsoft's premier development language for the .NET framework simplifies the creation and use of COM+ objects, simplifying the task of creating components for MS Windows-based applications. Concentrates on the .NET framework and the creation of usable graphical user interfaces, and explores server-side C# programs which simplify the creation of web-based applications. Prerequisite: COMP 3475. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 52369

NEW! Advanced ASP.NET

COMP 3870 \$ 599*

This course follows COMP 2870. Students learn more advanced ASP.NET concepts in order to develop and maintain scalable ASP.NET applications. Topics covered include smart clients, programming mobile devices, using unmanaged code, interoperability with COM, deployment, testing, monitoring, database transaction processing, and globalization. Students gain a deeper understanding of the datagrid control. Successful completion provides preparation for MS Web Applications exam #70-305 and #70-315. Prerequisite: COMP 2870. (3 credits)

Apr 14 Thu 1845-2145 12 wks BBY CRN 55311

Bachelor of Technology in Computer Systems

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

cstbtech@bcit.ca

The Bachelor of Technology in Computer Systems is a career-enhancement degree designed to increase the breadth and depth of knowledge and practical skills of computer professionals, assisting them in widening their job opportunities or advancing them along their career paths. The degree is offered in both full-time and part-time flexible delivery formats. Full-time candidates follow a planned program of study that includes all of the courses required to complete the degree. Part-time candidates can take course loads ranging from a minimum of three courses per year to an equivalent of a full-time program of studies. Most part-time courses are offered in the evening or on weekends. Some are offered online through web-based courses or during the day (depending on demand). Applicants can apply to the program at any time through the year.

The program is designed for:

- graduates of two-year diploma programs in Computer Systems (CST) or equivalent
- computer professionals wishing to acquire advanced formal qualifications
- degree holders in other disciplines, making a career change into the computer industry.

There are two components to the degree program. The first is a technical component, comprised of 48 credits of coursework in the computer systems and management areas and practicum projects. The second component is comprised of 12 credits of liberal studies. Please check our website for details, entry requirements, application procedures and information sessions: <http://cstbtech.bcit.ca>.

COMPUTER SYSTEMS FOUNDATIONS ASSOCIATE CERTIFICATE

This credential is primarily for students who want quick entry into the Computer Systems Technology (CST) Bachelor of Technology degree program. These intensive courses provide a comprehensive understanding of computing technologies for students who have not completed the CST diploma. **Please note:** Additional courses may be required to be accepted into the Bachelor Degree in Computer Systems. Students are required to have a basic understanding of programming before starting this program (COMP 1450). You are also advised not to take any other courses at the same time as a foundation course. The workload in each of these courses is equivalent to taking on four or more separate courses at the same time. Upon successful completion of this program, students will have comprehensive understanding of the fundamental core areas in computer systems. Subjects include programming languages, systems development, computer architecture and operating systems, computer communication and database.

Required Courses:	Credits
COMP 2653 Computer Systems Technology Foundations 1	12.0
COMP 3653 Computer Systems Technology Foundations 2	9.0
COMP 3673 Computer Systems Technology Foundations 3	9.5
COMP 3683 Computer Systems Technology Foundations 4	10.0
Total Credits:	40.5

Data Structures and Algorithms

COMP 2401 \$490

This course introduces fundamental computer science data structures and algorithms. Students will learn basic and advanced abstract data types, searching and sorting algorithms, graph algorithms, and techniques for design and analysis of algorithms. A number of application areas will be used to highlight what different data structures and algorithms are most suited for. Presentation of algorithms will be made using pseudo code, but students should have at least the equivalency of a first programming language course at BCIT in order to complete the assignments. Prerequisite: COMP 2525. (3 credits)

Apr 12 Tue 1830-2130 12 wks BBY CRN 51036

Computer Systems Technology Foundations 1

COMP 2653 \$1,235

This intensive course covers, in one term, Programming in Visual Basic, Computer Organization/Architecture and Systems Analysis and Design. We strongly recommend that students registering for a foundation course do not take any other courses in the same term. Prerequisite: COMP 1450 or COMP 1457 or permission of program head or instructor. (12 credits)

Apr 11 Mon 1845-2230 12 wks BBY CRN 24894

Computer Systems Technology Foundations 2

COMP 3653 \$925

This intensive course covers, in one term, the same material as the second part of COMP 2510 (Procedural Programming in C), COMP 3720 (Introduction to Data Communications), and COMP 3730 (Operating Systems Concepts). We strongly recommend that students registering for a foundation course do not take any other courses in the same term. Prerequisite: COMP 2653 or permission of program head or instructor. (9 credits)

Apr 13 Wed 1845-2230 12 wks BBY CRN 54194

Computer Systems Technology Foundations 3

COMP 3673 \$985

This intensive course focuses on systems analysis, design and implementation in a relational database environment. Introduces concepts and techniques used in project development lifecycles, including gathering user requirements, ascertaining feasibility and practicality of projects, planning, managing and monitoring projects. Topics to be covered will include Basic Relational Database concepts, Relational database design concepts including, Structured Query Language, and Database Maintenance. Prerequisite: COMP 2653 or COMP 3653. (9.5 credits)

Apr 14 Thr 1845-2230 12 wks BBY CRN 55061

Network Administration 1

COMP 7006 \$595

Introduction to networking and cross-platform file sharing using Win32 and Linux tools. Students will learn the basics of NFS, SAMBA, Apache, NIS and DHCP. In-depth coverage of TCP/IP and real-world network traffic analysis using tools such as packet sniffers and tcpdump. Introduction to intrusion detection, attacks and defenses. (3 credits)

Apr 11 Mon 1730-2115 12 wks BBY CRN 52376

Introduction to Computer Graphics

COMP 7011 \$595

Theory and practice of computer graphics. Emphasis on understanding the principles underlying interactive computer graphics, as well as gaining hands-on experience in programming with OpenGL. Core topics include an introduction to CG, CG hardware, introduction to OpenGL, 2D algorithms, scan conversion, filling, clipping, anti-aliasing, 3D representations, transformations, 2D and 3D spines, hidden surface/hidden line removal, shading models, ray tracing, colour, and scene-graph languages. Prerequisite: COMP 3475. (3 credits)

Apr 13 Wed 1830-2215 12 wks BBY CRN 54196



Applied Research Methods in Software Development

COMP 7036

\$595

Introduces principles and procedures of standard research methodologies in the context of software development. Includes relationships between software development and fields such as MIS, systems analysis and design, data processing, knowledge engineering, and decision theory and other applied research methods topics. (3 credits)

Apr 11* Mon 1830-2030 12 wks Internet CRN 29912
*Web-based course. First class only is on campus.

Distributed Systems Principles

COMP 7061

\$595

Focuses on distributed object-oriented systems. Evaluates existing industry standards such as OMG'S CORBA and Microsoft's COM/DCOM and OLE. Distributed and multithreaded object manager/servers on the WWW and Internet are developed using (1) Java, Visibroker. This is an advanced course; basic understanding of computer networks, TCP/IP, database systems and client/server-based systems knowledge is assumed. Prerequisite: COMP 4409 or COMP 3611. (3 credits)

Apr 11 Mon 1830-2215 12 wks BBY CRN 55073

Database Design

COMP 7071

\$595

Offers an in-depth study of the relational model and database system architectures including parallel and distributed databases. Design of storage and file structures including different indexing and hashing organizations are also discussed. Prerequisite: COMP 2712 and COMP 2713. (3 credits)

Apr 12 Tue 1830-2215 12 wks BBY CRN 26035

Technical Issues in Software Development

COMP 7081

\$595

Presents an overview of technical issues in software development. Addresses major activities and techniques in developing software and the resulting documentation and outputs produced. Presents only selected approaches with emphasis on overall understanding of software development and uses a case study. (3 credits)

Apr 11 Mon 1830-2215 12 wks BBY CRN 24897

Selected Topics in Computer Systems

COMP 7615

\$595

Focuses on selected topics in developing computer systems. Emphasis is on the development of practical application of computer systems. Specific topics vary from term to term. Some of the topics to be introduced through this course include: multimedia, artificial intelligence, small systems (mobile, PDA, game systems), visual tools for numerical analysis, etc. Please e-mail the program assistant for the Bachelor of Technology program in Computer Systems at cstbtech@bcit.ca for the latest topic(s). (3 credits)

Apr 16 Sat 1000-1345 12 wks BBY CRN 27592

Advanced Topics in Software Engineering

COMP 7881

\$595

Focuses on software process, standards and tools to help improve the way your software company develops software. Topics include project management, process improvement, SEI CMM, ISO 9000, software configuration management, software testing, and software quality assurance. This course is of particular interest to software engineers, project managers and those involved with software quality assurance. Topics change from term to term. Please e-mail the program assistant for the Bachelor of Technology in Computer Systems at cstbtech@bcit.ca for the latest topic. Prerequisite: COMP 7081. (3 credits)

Apr 12 Tue 1830-2215 12 wks BBY CRN 54230



Comparative Studies in GUI Principles

COMP 8021

\$595

Develop analytic skills for GUI design and UI evaluation. Lectures and illustrated presentations of GUI trends and criterion set the premise for research and debate. Assignment/project will emulate the real-world practice to improve or remedy an analysed problem in existing software. Task flow charts, low-fidelity prototyping, action analysis, walkthroughs and user testing in an applied mode will increase awareness of GUI issues. Students design GUI components and resolve potential spacing and alignment conflicts in a Windows environment. Focus on the semiotics of interactive graphical interface and the applications of object oriented programming in GUI design. This is a Directed Studies course. Non-classroom format. Please call 604-432-8644 for details. Prerequisite: COMP 7021. (3 credits)

Apr 12 12 wks Guided CRN 52377

NEW! Wireless Mobile Applications Development II

COMP 8031

\$595

Develop applications utilizing advanced wireless services such as Multi-Media Messaging and location services; and advanced features of cell phones such as Bluetooth cards, infrared ports, high-resolution displays, game-consoles, GPS (Global Positioning System) and still picture cameras. Develop applications with ambient intelligence using advanced APIs such as MMAPi (Multi-Media API), BTAPI (Bluetooth API), IR (Infrared Communication), TAPI (Telephony API), cryptography, security and compression related packages. Divided into three modules: Series 60 and Symbian platform and focus on wireless applications development on this platform using Nokia phones; Windows CE-based Smart-phone devices; smart applications using advanced features of handheld devices, custom APIs, enterprise servers and advanced wireless services. Please call 604-432-8644 for day and time offered and registration details. **Note:** This course forms part of a new Bachelor of Technology specialty area. Prerequisite: COMP 7031. (3 credits)

Apr 11 Mon 1830-2215 12 wks DTC CRN 55074



Major Project 1

COMP 8045

\$1,425

Practical application of computing knowledge and skills preferably in a workplace setting and with projects that involve applied research or technology transfer. Should produce a product that is innovative, experimental or exploratory in nature. Ranges from directed study projects to the preparation of proposal or project plan and includes the development of formal deliverables, including a final report. Prerequisites: completion of all 7000 and 8000 level Bachelor of Technology courses, with the exception of the last 8000-level specialization course, which can be taken concurrently, and permission of program head. (9 credits)

Apr 01 52 wks Guided CRN 24880



Major Project 2

COMP 8046

\$1,425

Practical application of computing knowledge and skills preferably in a workplace setting and with projects that involve applied research or technology transfer. Should produce a product that is innovative, experimental or exploratory in nature. Ranges from directed study projects to the preparation of proposal or project plan and includes the development of formal deliverables, including a final report. Prerequisites: COMP 8045 and permission of program head. (9 credits)

Apr 01 52 wks Guided CRN 24881

Distributed Systems Applications

COMP 8061

\$595

Focuses on client-server based and distributed systems that include database servers. Students develop in-depth knowledge of principles, architectures, issues and future directions. Various paradigms that include JDBC, EJB and application servers will be analysed and evaluated. Emphasizes hands on experience through lab exercises and using servers such as MySQL, Oracle and application servers. Prerequisite: COMP 7061 (3 credits)

Apr 13 Wed 1830-2215 12 wks BBY CRN 27604

Management Issues in Software Engineering

COMP 8081

\$595

Topics important to managing software development projects. Understanding and applying state-of-the-art management techniques to improve software productivity. Project leadership, communication, critical thinking and problem-solving skills. Prerequisite: COMP 7081. (3 credits)

Apr 12 Tue 1830-2215 12 wks BBY CRN 25996

Selected Topics in Data Communications

COMP 8505

\$595

Conducts an in-depth study of specific and highly specialized areas in Data Communications. Develops a substantial project in the selected area, and produces an application or project report or both upon completion. Prerequisite: COMP 8005. (3 credits)

Apr 12 Tue 1800-2145 12 wks BBY CRN 25997

Special Topics in Network Design and Implementation

COMP 8506

\$595

Students will apply the skill sets acquired in the previous level 1 and 2 courses in the design and performance analysis of networks. Detailed and complete LAN designs will be discussed and analysed. Focus will be on performance and security issues. Students will learn to identify vulnerabilities in LAN designs and understand how these holes can be exploited and how to protect networks against attacks. Prerequisite: COMP 8006 (3 credits).

Apr 14 Thr 1800-2145 12 wks BBY CRN 29891



Selected Topics in Computer Graphics

COMP 8511

\$595

This course provides an opportunity for additional study in one or more specialized areas such as advanced rendering techniques, ray tracing and radiosity, optimization techniques for real-time systems, optimization techniques for off-line rendering, non photo-realistic rendering. Prerequisite: COMP 8011.

Apr 11 12 wks Guided CRN 55075



NEW! Selected Topics in Advanced Interface Design.

COMP 8521

\$595

Develop prototype interface designs for reduced versions of different applications, for example, an e-mail program, browser, museum kiosk display, cell phone/PDA wireless device, DVD, or video game. Assignments focus on creating an effective and intuitive user interface with coherent navigational logic. Advanced issues and alternative approaches in human-computer interaction. Simulated assignment/product development cycles will facilitate keener awareness of real-world time pressures. Some prefabricated elements may be used to expedite construction, integration and testing of beta interface prototypes. Participants will develop their visual and other non-textual multisensory communication, innovation and problem solving skills. Final project offers students a powerful opportunity to integrate newly-acquired knowledge and skills in a supportive, flexible environment. Prerequisite: COMP 8021.

Apr 13 12 wks Guided CRN 55076



NEW! Special Topics in Wireless Mobile Applications II

COMP 8531 \$595

Covers a broad selection of topics in mobile computing architectures and protocols. Learn the principles of mobile computing and its enabling technologies. Solutions and paradigm shifts address the issue of limited bandwidth and unreliability of wireless medium while taking advantage of mobility. Examine strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency and security in wireless mobile applications. Project component involves develop multimedia applications involving real-time communications as well as data storage for WLAN (Wireless Local Area Networks), WPAN (Wireless Personal Area Networks) or MANET (Mobile Ad-hoc Networks) platforms. Sensor networks and their integration to the communication infrastructure will be explored. (3 credits)

Apr 15 Fri 1830-2215 12 wks BBY CRN 55077

Advanced Topics in Distributed Systems

COMP 8561 \$595

Advanced topics in client/server systems, distributed systems, and network computing. Examine strategies and algorithms to achieve design goals such as performance, reliability, scalability, consistency, and security in a distributed system. Topics include parallel processing and scheduling; performance modelling; concurrency control, recovery in multi-user and distributed data servers; security and fault tolerance; embedded and real time distributed systems; multimedia storage and transmission. Prerequisite: COMP 8061. (3 credits)

Apr 13 Wed 1830-2215 12 wks BBY CRN 28748

Selected Topics in Database

COMP 8571 \$595

Focuses on emerging object-oriented database technology. Discusses object-oriented design and development with specific emphasis on database systems. Includes topics on data administration, data dictionary systems, and data access standards for client/server and distributed database systems. Prerequisite: COMP 7071. (3 credits)

Apr 15 Fri 1730-2115 12 wks BBY CRN 25998

Summer Computer Camps

summercamp@bcit.ca www.computing.bcit.ca/kamp

The following are five-day computer programs for students 10-15 years of age. Lunch, snacks and recreational activities are included.

Web page Creation

COMP 0402 \$295

Learn how to create and upload your own web pages using a word processing program, HTML and Front Page. Add links and graphics to your pages and e-mail your friends to advertise your new homepage. Ages 10-13.

Jul 4 Mon-Fri 0900-1600 1 wk BBY CRN 50582

Jul 11 Mon-Fri 0900-1600 1 wk BBY 29195

Jul 18 Mon-Fri 0900-1600 1 wk BBY 29194

Games Programming 1 with Java

COMP 0417 \$295

Introduces secrets of computer games. Topics include elements of game design, creating images, sound and Java code. Build a video game you can play from a web page. Ages 13-15.

Jul 4 Mon-Fri 0900-1600 1 wk BBY CRN 28005

Jul 11 Mon-Fri 0900-1600 1 wk BBY 27083

Games Programming 2 with Java

COMP 0418 \$295

Builds upon COMP 0417. Topics include advanced elements of game design, allowing the students to add more features to their video games. Topics include collision detection, user interaction and game AI (artificial intelligence). Ages 13-15. Prerequisite: COMP 0417 or equivalent knowledge.

Jul 18 Mon-Fri 0900-1600 1 wk BBY CRN 28004

Java Programming Level 1

COMP 0419 \$295

Introduces Java programming and creating a Java application with a graphical user interface (GUI). Topics include using a Java compiler, identity and object-oriented programming language, and creating sounds and graphics in Java. Ages 13-15.

Jul 4 Mon-Fri 0900-1600 1 wk BBY CRN 26599

Java Programming Level 2

COMP 0421 \$295

Builds upon COMP 0419. Helps students with Java programming experience build a graphics application as well as work with file I/O (input/output) handling. Ages 13-15.

Jul 11 Mon-Fri 0900-1600 1 wk BBY CRN 51011

Java Driven Robots

COMP 0423 \$295

Students who have completed Java Programming 2 will learn how to design and build actual mechanical robots. This hands-on course has students working in small groups assembling robots and later competing in teams with robot games. Students will use the Lego Mindstorms Robotics hardware and install a Java virtual machine in the robotics system. A Java tutorial is included along with artificial intelligence topics. Students learn to control the robots using Java program that they have written. Prerequisite: COMP 0419 or COMP 0417. Ages 13-15.

Jul 18 Mon-Fri 0900-1600 1 wk BBY CRN 53571

Games Programming 1 with C# (Sharp)

COMP 0440 \$295

This hands-on course shows students how to program video games and create their own animations. Exercises and projects teach basic programming structures and techniques used for video game development. Students learn how to animate game objects, add multimedia and make games interactive. Suited for young people who are new to computer programming or who may have some programming knowledge but want to know how to make games. Excellent for anyone who likes working with computers or enjoys playing video games. Ages 13-15.

Jul 4 Mon-Fri 0900-1600 1 wk BBY CRN 54127

Jul 11 Mon-Fri 0900-1600 1 wk BBY CRN 52360

Games Programming Level 2

COMP 0441 \$295

A follow up to COMP 0440, this hands-on course shows students how to program 3D video games in C and C++ using the OpenGL code library. Exercises and projects cover games within a virtual 3D environment. Students learn to create their own 3D game that includes multimedia and logic for moving drawings, images and animations in 3D space. This material is designed to be fun and to provide insight on how industry games are created. This course is recommended for aspiring game developers and computer programmers. Ages 13-15.

Jul 18 Mon-Fri 0900-1600 1 wk BBY CRN 52361

NEW! 3D Games Programming with C# and DirectX

COMP 0445 \$295

This advanced course in 3D games programming follows on from any prior Summer Camp Java, C#, or OpenGL games programming course. Learn the next generation of games programming languages using C# with DirectX. This hands-on course shows students how to create interactive 3D worlds with graphics and sound, complete with 3D models. Students learn to create their own 3D game that includes multimedia and logic for moving drawings, images and animations in 3D space. If you have already taken a games programming course, this is the next step. Ages 13-15.

Jul 18 Mon-Fri 0900-1600 1 wk BBY CRN 55300

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Degree Studies

Degrees at BCIT build on your earlier training and work experience to help you achieve a practical career credential. Most require you to have spent time working in your field before you are eligible for the program. Through flexible scheduling, Internet and distance education, most of them can be achieved through Part-time Studies while you continue to work full time.

BCIT offers the following degree programs:

- Bachelor of Business Administration
- Bachelor of Science in Biotechnology (Hons, Co-op) (full-time program only) – joint program with the University of British Columbia

Bachelor of Technology degrees:

- Accounting
- Architectural Science (full-time program only)
- Computer Systems
- Construction Management
- Electronics
- Environmental Engineering Technology
- Environmental Health (full-time program only)
- Forensic Investigation
- Geomatics
- Management
- Management – Health Specialty
- Manufacturing
- Medical Imaging
- Nursing (full-time program only)
- Radiation Therapy (full-time program only)
- Specialty Nursing
- Technology Management
- Technology Management – Health option

Degrees achievable through Part-time Studies are described in more detail, including prerequisites and program outline, in the relevant sections referenced above. For more information on these or any of the full-time degree programs, visit the BCIT website at www.bcit.ca, call the number or write to the e-mail address given in the program descriptions, or call Student Information and Enrolment Services at 604-434-1610.

Other Bachelor of Technology degrees currently under development include Civil Engineering, Mechanical Engineering, Medical Laboratory Sciences, Medical Radiography, Nuclear Medicine, and Prosthetics and Orthotics. BCIT has also been approved to develop applied master's degrees; watch our website at www.bcit.ca for updates.

Degree programs have requirements for Liberal Studies and Management courses. These common courses are listed below. Look on the pages indicated in the listing above for descriptions and availability of courses specific to each degree program.

Liberal Studies

604-412-7506

Jackie_Saponaro@bcit.ca

The BCIT Bachelor of Technology program requires a minimum of 12 credits (usually four courses) of Liberal Studies.

MANDATORY AND ELECTIVE LIBERAL STUDIES COURSES

Two BCIT courses are mandatory and are available in both online and campus versions: LIBS 7001 Critical Reading and Writing, and LIBS 7002 Applied Ethics. The remaining six credits of Liberal Studies (usually two courses) are electives based on the student's personal interest. At least three LIBS electives are offered at BCIT each term. If electives are to be taken at another post-secondary institution, it's advisable to obtain pre-approval, as some courses may be ineligible for specific Bachelor of Technology programs. **Note:** All classes are based on a 45-hour syllabus. PSYC 1101 and PSYC 1102 are no longer accepted as Liberal Studies electives.

Online Liberal Studies Courses

Students taking online courses must have Internet access, an e-mail address and access to a computer that can download basic documents. These courses require electronic submission of assignments to the course site and involve online chat and conference activities with other students in the course. Final exams in all online Liberal Studies courses are held at the BCIT campus. Students living outside a 100 km radius from BCIT must make arrangements with the Liberal Studies Program Head to write an exam at an approved location.

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



Critical Reading and Writing

LIBS 7001

\$600

Develops skills in critical analysis, close reading and composition through lectures, discussion, and group activities in which students analyse materials from various disciplines. Readings might come from professional journals, reports, newspapers, magazines, and literature. Multimedia such as video, music and the Internet may also be included. Prerequisite: equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

April 19	15 wks	Internet	CRN 29695
April 19	15 wks	Internet	50866
April 19	15 wks	Internet	51736
April 19 Tue	1830-2130	15 wks	BBY 28529
April 20 Wed	1830-2130	15 wks	BBY 50826



Applied Ethics

LIBS 7002

\$600

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

April 19	15 wks	Internet	CRN 29696
April 19	15 wks	Internet	50867
April 20 Wed	1830-2130	15 wks	BBY 28680
April 21 Thr	1830-2130	15 wks	BBY 28681

The Media: News Makers and Culture Shapers

LIBS 7003

\$600

Begins with the notion that what we read, watch and hear in the media plays an important role in how we construct meaning. Discuss several media issues and actively read, listen and view the news media in order to discuss ongoing issues. Prerequisite: equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

April 25 Mon	1830-2130	15 wks	BBY CRN 54576
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Philosophy of Science: Understanding Scientific Reasoning

LIBS 7006

\$600

Develop simple, yet powerful methods for understanding and evaluating both scientific and pseudo-scientific material. Introduces some of the great thinkers and theories of the past. Reflect on what makes scientific reasoning so effective, and evaluate some contemporary criticisms of the place of science in society. Prerequisite: equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

July 7 Thu	1300-1645	12 wks	BBY CRN 54324
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Technology Across Cultures

LIBS 7007

\$600

Examine how culture, political economy, sociology and history influence technology in business, health care, and engineering. Examine ways in which technologies function across the world, critique the appropriateness of technology in various regions, and research a specific technological application in a field and region of your choice. Prerequisite: equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

April 19 Tue	1830-2130	7.5 wks	BBY CRN 54325
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NEW! The Literature of Leadership: Reading Leadership Texts, Paradigms and Strategies

LIBS 7010

\$600

Explore the theme of leadership (military, political, artistic, social, business) in different genres, cultures and historical periods. Analyze how classic and contemporary texts and other media represent leadership. Develop skills to interrogate the values and views of leaders, past and present. Prerequisite: equivalent of 3 credits of university/college composition or 6 credits BCIT Communication. (3 credits)

April 20 Wed	1830-2130	15 wks	BBY CRN 55187
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Register online four weeks before your class starts and save \$20 on participating courses!

- Before you start, have these things ready: your BCIT ID, if you've been a BCIT student before, a valid credit card, and your Social Insurance Number (so you can get a tax credit form for your tuition).
- Go to www.bcit.ca/study/.
- Select the **course option** in perform a keyword search, enter your keywords, and click **Find it** (or do an advanced search at www.bcit.ca/study/courses/).
- Once you get your results, click on **course titles** for more details and to add the course to your shopping cart
- Once you've clicked on **Add to Cart** for one course, you can choose continue browsing or proceed to registration.
- Once you click on **Proceed to Registration**, you'll move on to BCIT Secure Information System. If this is your first time registering for a course at BCIT, you have to click on **Create a BCIT ID**. Just follow the prompts and provide all required information.
- Follow the steps on the screen to complete the registration.



"At BCIT you receive a practical education from the very beginning that prepares you to successfully function in the work environment. It has been a great investment."

*Matthew Piry, Project Manager,
Omicron Architecture Engineering
Construction Ltd.,
Bachelor of Technology in
Construction Management*

Architectural and Building Engineering Technology

604-412-7477 janet_snell@bcit.ca
beverly_mcquarrie@bcit.ca

Attendance at an Information Session is highly recommended. Visit www.bcit.ca/infosessions for details on the next session:

Tuesday, March 29
Building NE 1 Room 226
6:00 – 7:15 p.m.

Programs of Study

- Associate Certificate in Building Design and Architectural CAD
- Associate Certificate in Building Construction Technology
- Certificate in Architectural and Building Engineering Technology
- Certified Property Inspection courses – ASTTBC certification
- Courses for professional development
- Home Improvement Series (Non credit – interest courses)

ASSOCIATE CERTIFICATE IN BUILDING DESIGN AND ARCHITECTURAL CAD

This associate certificate program is designed to provide students with a competency skill level for working in the field of housing design and presentation graphics. Recommended for individuals who want to advance in their careers or are currently working in home design offices, material suppliers, retail, and real estate marketing and municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

Requirements	Credits
BLDC 1000 Architectural Graphics	3.0
BLDC 1200 Construction 1A	3.0
BLDC 2000 Architectural Planning 1	3.0
BLDC 2005 Architectural Planning 2	3.0
BLDC 2400 Architectural CAD 1	3.0
BLDC 2405 Architectural CAD 2	3.0
Elective	3.0
Total Credits Required	21.0

ASSOCIATE CERTIFICATE IN BUILDING CONSTRUCTION TECHNOLOGY

This associate certificate program is designed to provide students with a competency skill level for working in the field of housing and small building design and construction. Recommended for individuals who want to advance in their careers or are currently working in design/build offices; working with material suppliers and installers, construction documents, estimators or municipal offices. All credits earned may be applied to the Certificate in Architectural and Building Engineering Technology.

Requirements	Credits
BLDC 1050 Material and Methods 1	3.0
BLDC 1200 Construction 1A	3.0
BLDC 1205 Construction 1B	3.0
BLDC 1300 Estimating 1	3.0
BLDC 1500 Building Code Part 9 (SFD)	3.0
BLDC 2050 Material and Methods 2	3.0
Elective	3.0
Total Credits Required	21.0

CERTIFICATE IN ARCHITECTURAL AND BUILDING ENGINEERING TECHNOLOGY

Recommended for individuals who want to advance in their careers or are currently working in design/build offices for homes and small commercial projects, material suppliers and installers, estimating, and real estate marketing, property management and municipal offices. Some Part-time Studies courses listed as BLDC have been developed to align content with first-year courses in the daytime Diploma in Architectural and Building Engineering Technology program. Course credits may now be granted to students on an individual basis transferring to the two-year full-time diploma program.

Requirements	Credits
BLDC 1000 Architectural Graphics	3.0
BLDC 2000 Architectural Planning 1	3.0
BLDC 2005 Architectural Planning 2	3.0
BLDC 1500 Building Code Part 9 (SFD)	3.0
BLDC 1200 Construction 1A	3.0
BLDC 1205 Construction 1B	3.0
BLDC 2200 Construction 2A	4.5
BLDC 2205 Construction 2B	4.5
BLDC 2400 Architectural CAD 1	3.0
BLDC 2405 Architectural CAD 2	3.0
BLDC 1300 Estimating 1	3.0
BLDC 2300 Estimating 2	3.0
BLDC 1050 Materials and Methods 1	3.0
BLDC 2050 Materials and Methods 2	3.0
BLDC 3050 Building Envelope Performance	3.0
BLDT 2011 Construction Documents and Contracts	3.0
COMM 1103 Intro to Business and Technical Communications	3.0

MATH 1011 Technical Mathematics 1 Trigonometry	3.0
MATH 1012 Tech Math 2 Logarithms and Analytical Geometry	3.0
CIVL 1000 Statics	6.0
Electives	9.0
Total Credits Required	75.0

Recommended Electives

BLDG 3400 Architectural CAD 3 (3D)	1.5
BLDG 3405* Architectural CAD Rendering	1.5
BLDC 3060 Building Envelope Laboratory	3.0
BLDG 1008 Residential Landscape Design	1.5
BLDG 1825 BC Building Code Part 9 Multi-unit and Small Buildings	3.0
BLDG 1830 BC Building Code Part 3 Introduction	3.0
BLDG 1835 BC Building Code Part 3 Advanced	1.5
BLDG 2870 VectorWorks	3.0
BLDG 3840 Computer Construction Estimating	3.0
OPMT 1135 ArchiCAD 6.5 Level 1	3.0

*new course

Architectural Graphics

BLDC 1000 **\$450**
Introduces architectural drafting. Covers basic architectural drafting techniques and skills. Drawing development with emphasis on line techniques, graphic symbols and industry standards. Graphical communication required for the preparation of development permit drawings for residential buildings. Covers techniques necessary for creating 3D drawing. (3 credits)

Apr 13 Wed	1845-2145	12 wks	BBY	CRN 52387
Apr 13 Wed	1430-1730	12 wks	BBY	55256

Construction 1A

BLDC 1200 **\$450**
Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include western platform wood frame construction, floor framing and roof framing for a single family residence. Previous drafting experience or BLDC 1000 is recommended prior to taking this course. (3 credits)

Apr 12 Tue	1845-2145	12 wks	BBY	CRN 52388
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Construction 1B

BLDC 1205 **\$450**
Introduces basic principles of building construction. Develops skills to produce a basic set of construction working drawings. Topics include site layout and services, foundation details, western wood frame detailing, and preparation of a site plan for single family residence. Prerequisite: Previous drafting experience or BLDC 1000 is recommended prior to taking this course. May be taken simultaneously with BLDC 1200. (3 credits)

Apr 14 Thr	1845-2145	12 wks	BBY	CRN 29769
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Estimating 1

BLDC 1300 **\$450**
Introduction to measurement of construction work, with a brief review of reading construction drawings and specifications. Specific study of methods of measurement techniques applicable to site work (excavation), concrete and masonry quantity take-offs. (3 credits)

Apr 11 Mon	1845-2145	12 wks	BBY	CRN 50861
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BC Building Code: Part 9 (SFD)

BLDC 1500 **\$450**
Provides a working knowledge of Part 9 of the 1998 B.C. Building Code as it applies to single family dwellings. Gives students the basic skills required to check plans, inspect buildings and deal with questions relating to Part 9 at an elementary level. Covers acceptable materials, systems and methods used in housing construction. Students must bring BC Building Code to the first class. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 52392
 Apr 13 Wed 1845-2145 12 wks BBY 28712

*Students who successfully pass this course are eligible to write the BOABC (Building Officials Association of BC) level 1 exam. Please contact BOABC at 604 270-9516 for further information.



1998 BC Building Code: Housing Part 9

TSDA 1810 \$505

Students gain a working knowledge of the 1998 Building Code for housing, relating specifically to Part 9 of the BC Building Code. Of interest to building officials or those who are contemplating entering the field. Persons engaged in the housing construction business and those working with inspectors and plan checkers will find the course useful. Equivalent to BLDC 1500. (3 credits)

Continuous Intake Guided CRN 27707

Note: This course is offered in conjunction with the Building Officials' Association of BC. Successful completion of the final exam (80%+) meets the academic requirements for Level 1 Building Inspector Certification. Please note you must also have two years suitable practical experience before certification. Suitability of practical experience is at the discretion of the BOABC.

BC Building Code: Multi Unit and Small Buildings

BLDG 1825 \$450*

Examines Part 9 of the 1998 BC Building Code as it applies to multi-unit residential and small commercial and industrial buildings. Covers plan checking and inspection techniques. Prepares students to deal with issues relating to Part 9 of the BC Building Code. Some duplication of material covered in BLDC 1500. Students must bring the BC Building Code to the first class. Prerequisite:

knowledge of building construction. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 29772

Architectural Planning 1

BLDC 2000 \$450

Introduces basic planning issues encountered in building and site design with emphasis on residential projects. Covers the influences of site conditions on building orientation, interior layout, and exterior form. Focus is on planning strategies for achieving good spatial and functional relationships in a dwelling. Prerequisite: BLDC 1000. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 55259

Architectural Planning 2

BLDC 2005 \$450

Introduces municipal policies and regulations, which govern property development. Emphasis is placed on zoning and parking by-laws and their impact on types of uses and building size. Presents the development permit application process. Prerequisite: BLDC 2000. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 28702

Materials and Methods 2

BLDC 2050 \$450

Continues from BLDC 1050, acquainting students with the manufacturing process of various materials and emphasizing the methods in which they are implemented in a construction project. Div 6 to 14 of Masterformat. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 28703

Architectural CAD 1

BLDC 2400 \$615

Introduces CAD for architects, building designers and builders. Designed to familiarize the student with the operation of AutoCAD in the architectural environment

utilizing the most recent release of the software.

Prerequisite: BLDC 1000 or drafting skills and familiarity with Windows. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 28704

Architectural CAD 2

BLDC 2405 \$615

Continues from BLDC 2400, utilizing the most recent release of the software. Emphasis is on application of software in production of drawings for presentation, development and building permits, and working drawings. Prerequisite: BLDC 2400. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 28709

Building Envelope Performance

BLDC 3050 \$450

Overview of design and construction considerations for a durable building enclosure. Covers evaluation of assemblies, cladding and windows for thermal, moisture and wind resistance; correct application of air, moisture and vapour barriers for pressure equalized rainscreens and face-sealed systems. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 55336

Vectorworks

BLDG 2870 \$615*

This course will cover fundamentals of Architectural drawing in VectorWorks. Topics include: 2D and 3D object creation and editing; snap constraints; dimensioning; file organization classes, layers, and sheets; 2D and 3D walls, windows, doors and roofs. 3D modelling and rendering. Course materials are provided. (3 credits)

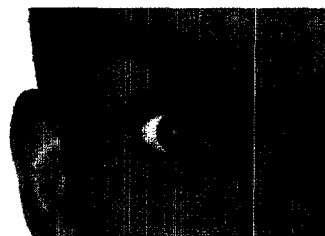
Apr 12 Tue 1845-2145 12 wks BBY CRN 54371

Everything

I look for



in a career.



In 2005, the City of Surrey was selected as one of the Top 100 places to work in Canada. The opportunities for learning, growing, and making a difference in the community are endless.

At the City of Surrey, one of our greatest strengths is our multicultural workforce. We know that diverse ethnic backgrounds and unique perspectives are crucial to providing outstanding public service to a community rich in cultural diversity.

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www.surreycareers.ca





Certified Property Inspection Courses



BCIT, in cooperation with the Applied Science Technologists and Technicians of BC (ASTTBC), offers a series of courses in the inspection field. BCIT offers the following courses that meet the academic requirements of ASTTBC for (CHI) Certification. A final grade of 70% in each course is required by ASTTBC. For specific information on requirements for certification, please contact ASTTBC, Tel: 604-585-2788, or e-mail techinfo@asttbc.org.

For information on BCIT courses, contact Dennis Yablonski at 604-451-6928

Prerequisites will be checked as noted. All exemptions must receive prior written approval from ASTTBC prior to registration.

- BLDG 2915 House Inspection 1 (may be taken concurrently with BLDC 1500)
- BLDC 1500 BC Building Code: Part 9 (SFD) (may be taken concurrently with BLDG 2915)
- BLDG 2925 House Inspection 2 (may be taken concurrently with BLDG 2935)
- BLDG 2935 House Inspection 3: Report Writing (may be taken concurrently with BLDG 2925)
- BLDG 2945 House Inspection 4: Field Inspection

House Inspection 1

BLDG 2915 \$615

Provides practical and theoretical information required to inspect existing houses for visible defects. It is the first of a series of courses that meet the academic requirements of the Applied Science Technologists and Technicians of BC (ASTTBC) for their certification. Prerequisite: understanding and general knowledge of house construction. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 20935

House Inspection 2

BLDG 2925 \$670

Demonstrates how to analyse the major components/systems in built houses, with special emphasis on identification of problems inherent in these systems. The course includes a field trip date and time to be announced in class. Prerequisite: BLDG 2915, BLDC 1500 and knowledge of components/systems in houses. (3 credits)

Apr 11 Mon/Wed 1745-2045 6 wks BBY CRN 26469

House Inspection 3: Report Writing

BLDG 2935 \$420

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures, and house inspection reports. Prerequisite: English 12 or equivalent, BLDG 2915 and BLDG 2925. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 27261

House Inspection 4: Field Inspection

BLDG 2945 \$775

Provides students with practical experience in conducting house inspections. Includes five field trips to conduct inspections, each followed by a classroom session to review inspections. Prerequisite: BLDG 2915, BLDC 1500, BLDG 2925 and BLDG 2935 with a final grade of 70% in each course. (3 credits)

Apr 14 Thr/Sun 1745-2045 5 wks BBY CRN 54533



House Inspection 3: Report Writing

BLDG 2936 \$365

Presents communication skills for experienced house inspectors or for persons considering the house inspection field. Teaches practical techniques for planning, selecting and presenting information effectively and professionally. Includes correct format for memos, letters, instructions, procedures and house inspection reports. Equivalent to BLDG 2935. (3 credits)

Continuous Intake Guided CRN 28152

Architectural CAD 3D

BLDG 3400 \$325*

Examines techniques for 3D CAD visualization using the latest release of Autocad. Course covers different basic 3D CAD techniques (wire frame, surface, solid models). This course will be followed by a 6 week 3D rendering course. Prerequisite: departmental approval. Contact 604-412-7477 or Janet_Snell@bcit.ca. (1.5 credits)

Apr 11 Mon 1845-2145 6 wks BBY CRN 54246

NEW Architectural CAD Rendering

BLDG 3405 \$325*

Covers basic concepts involved in architectural rendering and animating 3D CAD models. Uses advanced 3D rendering software (Autodesk VIZ or VIZ Render) to explore issues of materials, lighting and form, and how they are combined to create high quality presentation media. Prerequisite BLDG 3400.

May 30 Mon 1845-2145 6wks BBY CRN 55353

Computer Construction Estimating

BLDG 3840 \$615*

Covers measurement and pricing of construction work using TIMBERLINE Precision Estimating Software. This course will cover take-off procedures, building databases and designing simple assemblies. Prerequisite: BLDC 1300 or construction estimating experience with departmental approval. Familiarity with MS Windows. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 20939

Home Improvement Series

The Home Improvement series of courses is aimed at homeowners, property managers, contractors and others interested in small-scale residential design and improvement. The courses require no prerequisites and may be taken in any order. These are short, introductory courses which are offered in this series on a non-credit basis.

Building Your Own House	BLDG 0001
Residential Blueprint Reading	BLDG 0004
Residential Landscape Design	BLDG 1008

Building Your Own House

BLDG 0001 \$235

Demonstrates how to build a functional home within a budget. Guides participants through the permit and construction process, budget, various contracting alternatives and the selection of trade contractors. Also focuses on recognizing and ensuring practical design. Of interest to property owners and first time house builders. Course includes a field trip - date and time TBA.

Apr 14 Thr 1845-2145 6 wks BBY CRN 26856
May 26 Thr 1845-2145 6 wks BBY 50483

Residential Blueprint Reading

BLDG 0004 \$250

Covers the basic knowledge required to read residential blueprints. Emphasis on wood frame construction of single family houses. Introduces survey and building lots, framing materials, plumbing, heating and electrical. This course will be of interest to home owners, contractors and individuals involved with selection and sales of building materials.

Apr 13 Wed 1845-2145 6 wks BBY CRN 54242
Apr 16 Sat 1300-1600 6 wks BBY 55260

Residential Landscape Design

BLDG 1008 \$240*

Presents an overview of the design process for creating garden layouts and planting plans with an emphasis on student initiated projects. Of interest to homeowners and gardeners who wish to expand their design fluency and to landscape contractors wishing to expand their range of services. (1.5 credits)

Apr 16 Sat 0930-1230 6 wks BBY CRN 29771

Contact Theresa Udevi at 604-412-7411 or by e-mail at Theresa_Udevi@bcit.ca for further information.

Building Envelope Solutions

BLDG 0137 \$640*

Sponsored and developed by the Canadian Home Builders Association of BC, Canada Mortgage and Housing Corporation and the Homeowner Protection Office of BC, this course provides knowledge of the background building science that allows durable building envelopes to be constructed or restored. Includes final open book examination.

May 02 Mon-Fri 0800-1700 1 wk BBY CRN 55261

Construction Operations, Supervision

604-451-6978

Dan_Sundvick@bcit.ca

Beverly_Mcquarrie@bcit.ca

Attendance at an information session is highly recommended. Visit www.bcit.ca/infosessions for more information.

Wed March 23
Building NE 1 Room 226
6:00 - 7:15 p.m.

CONSTRUCTION OPERATIONS

- STATEMENT OF COMPLETION

BCIT and the Vancouver Regional Construction Association (VRCA) have teamed up to offer a multi-level, Part-time Studies training program for people who wish to enter the construction industry and for people already in the industry who wish to enhance their career potential. The construction operations program is open to anyone, subject to minimum entrance requirements (Grade 10) and is specifically designed to accommodate individuals with a trade background.

Requirements	Credits
BLDT 1011 Applied Construction Mathematics	3.0
BLDT 1021 Construction Drawings	3.0
BLDT 1031 Site Processes in Construction	3.0
BLDT 1041 Basic Estimating with Computer Applications	3.0
BLDT 1051 Technical Writing and Communication	3.0
BLDT 1061 Basic Management and Ethics	3.0
BLDT 1071 Introduction to Computers in Construction	1.5

Total Credits Required 19.5



CONSTRUCTION SUPERVISION – ASSOCIATE CERTIFICATE

The Construction Supervision Program is open to individuals who have completed the Construction Operations program and to individuals who receive department approval for direct entry. Registration in the program requires an interview and departmental approval.

Requirements	Credits
BLDT 2011 Construction Documents and Contracts	3.0
BLDT 2021 Basic Project Management Skills	3.0
BLDT 2031 Technical Writing/Interpersonal Skills	3.0
BLDT 2041 Basic Construction Design Principles 1	3.0
BLDT 2042 Basic Construction Design Principles 2	3.0
BLDT 2051 Construction Materials and Assemblies	3.0
BLDT 2061 Computer Applications in Construction	3.0
BLDT 2071 Safety Legislation	1.5
BLDT 2081 Environmental Legislation	1.5

Total Credits Required 24.0

Note: accelerated delivery mode offered.

Applied Construction Mathematics

BLDT 1011 \$445*

Application of basic mathematics, algebra, geometry and trigonometry to the construction and building industry. Prerequisite: grade 10 English and math or departmental approval. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 29762

Construction Drawings

BLDT 1021 \$445*

Provides an introduction to the relationships between drawings and building construction. Emphasis is on practical application of learned skills in a lab environment. These skills are essential for further studies in site processes, construction procedures and estimating. Prerequisite: grade 10 English and grade 10 math, or pre-approved program. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 29763

Apr 16 Sat 0900-1600 6 wks BBY 55246

Site Processes in Construction

BLDT 1031 \$445*

Enables students who successfully complete this course to identify and layout the site general requirements, understand the basic contractual and organizational arrangements of a typical construction project; undertake in the planning for the efficient management of a construction site in the areas of material procurement, equipment selection, layout and scheduling. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 52401

Apr 15 Fri 0900-1600 6 wks BBY 55247

Basic Estimating with Computer Applications

BLDT 1041 \$445*

Covers basic components and requirements for sound estimating procedure, emphasizing method and accuracy and applying material and labour prices. Prerequisite: BLDT 1071. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 29764

Technical Writing and Communications

BLDT 1051 \$445*

Familiarizes the technical writer with some basic formats and conventions of documents used in the construction industry. Topics include memos, short letters, facsimiles, agendas and minutes or notes of job-site and office meetings. (3 credits)

Apr 12 Thr 1845-2145 12 wks BBY CRN 50862

Basic Management and Ethics

BLDT 1061 \$445*

Introduces basic supervision and management skills. Topics include management responsibilities, interpersonal and communication skills, leadership,

teamwork, negotiation and dispute resolution. Basic ethical rights and principles are examined, as well as various industry codes of ethics. Relevant case studies are reviewed as they relate to ethical issues in the workplace. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 29765

Introduction to Computers in Construction

BLDT 1071 \$260*

Introduces basic understanding and use of computers. Students will learn to use Windows XP operating system for: file management and storage, hard drive management, Internet searching and e-mail utilization. Students will also be introduced to computer spread sheets through Microsoft Excel. Prerequisites: grade 10 math and English or departmental approval. (1.5 credits)

Apr 19 Tue 1845-2145 6 wks BBY CRN 54249

Jun 4 Sat 0900-1600 3 wks BBY 55254

Construction Documents and Contracts

BLDT 2011 \$445*

Provides students with a basic understanding of construction contract documents and an understanding of the principles of a contract relationship. Utilizing CCDC II as a practical in-class study guide. Prerequisite: BLDT 1031 and successful completion of Construction Operations program or departmental approval. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 55255

Technical Writing and Interpersonal Skills

BLDT 2031 \$445*

Continues from BLDT 1051. Further development of writing skills required in the construction industry as well as basic instruction in interpersonal skills and human relations. Prerequisite: BLDT 1051. Successful completion of Construction Operations program or departmental approval. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 29766

Basic Construction Design Principles 2

BLDT 2042 \$445*

Continues from BLDT 2041. Instructs students in basic design principles of statics. These principles will then be applied to different modes of construction, earthworks, formwork and concrete. Prerequisite: successful completion of Construction Operations program or department approval and BLDT 2041. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 28696

Computer Applications in Construction

BLDT 2061 \$445*

Introduces computer applications of MS Word, Excel, Project2000 and Windows, for file setup, retrieval and use of the Internet as a resource. Includes preparation/use of tools for communication with consultants, suppliers, subcontractors and others in the industry. Demonstrates how to research information and how to stay current in technical areas, basic estimating, basic scheduling, progress claim preparation and techniques. Prerequisite: BLDT 2021. Successful completion of Construction Operations program or departmental approval, a background in MS Windows and Excel. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 50864

Civil Engineering Technology

604-432-8279

Mike_Boyle@bcit.ca

604-431-4969

Pam_Dade@bcit.ca

Concrete Technology

CIVL 1590 \$495*

Introduces elementary theory and practice in the design, manufacture and quality control of concrete. Students will participate in laboratory work. Prerequisite: CIVL 1580. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 54210

Highway Design 1

CIVL 1622 \$445*

Introduces the fundamentals of highway design and highway engineering, includes some geometric design theory. Topics include road classification, cross-section elements, horizontal and vertical alignment, capacity, level of service and the effect of vertical grades on traffic. This course leads to further studies in either highways or urban street design. Prerequisite: CIVL 2003. (3 credits)

Apr 12 Tue 1845-2145 10 wks BBY CRN 52295

Civil Project Cost Estimating

CIVL 1720 \$400*

Covers construction cost estimating and site documentation in cost control for civil engineering projects pertaining to roadwork, water, sewer, and building construction. Topics include quantity takeoffs, productivity rates, labour and material costing, construction equipment and machinery, and project cost control. (2.5 credits)

Apr 4 Mon 1845-2045 8 wks BBY CRN 50886

Hydrostatics and Pipe Flow

CIVL 2545 \$550*

Covers hydrostatics, including forces on plane and curved surfaces, and buoyancy. Introduces pipe flow and covers Bernoulli's equation and pipe friction. Also includes pump selection, flow measurement and network analysis. Prerequisite: CIVL 1000. (4 credits)

Apr 13 Wed 1845-2145 18 wks BBY CRN 50885

Soil Mechanics 2

CIVL 3582 \$500*

Covers basics of permeability, flow nets, retaining wall and foundation design. Prerequisite: CIVL 2582. (3 credits)

Apr 20 Wed 1845-2145 12 wks BBY CRN 50902

Elementary Structure Design

CIVL 4100 \$590*

Provides a general introduction to the design of statically determinate structures. Topics include limit states design philosophy, determination of dead load and live load effects according to national standards, design of simple tension and compression. Prerequisite: CIVL 2002. (3 credits)

Jun 20 Mon/Wed 1845-2145 5 wks BBY CRN 50905

Wood Design

CIVL 4110 \$590*

Introduces the limit states design of statically determinate structures comprised of wood. Topics include determination of design load and design of beams, columns, and members in tension in accordance with Canadian design codes. Prerequisite: CIVL 3500. (3 credits)

Jul 25 Mon/Wed 1845-2145 5 wks BBY CRN 50903

PUBLIC WORKS OPERATIONS

Introduction to Public Works Operations

PUBW 1001 \$353*

Identifies and explains many of the activities related to the construction, operation and maintenance of municipal roads and utilities. On completion, students will be eligible to continue with a more in depth program in sewers, water mains or road works training courses. (1 credit)

Apr 7 Thr 1830-2130 6 wks BBY CRN 28523



Waste Water Operator 1

PUBW 1105

\$561*

Provides general knowledge of repair, maintenance and construction of sanitary sewer systems including tools, records, materials, blockages, and testing. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite or co-requisite: PUBW 1001 or PUBW 1002. (3 credits)

Apr 5 Tue 1830-2130 12 wks BBY CRN 50992

Water Operator 1

PUBW 1114

\$561*

Introduces the student to both the technical and practical aspects of the construction, operation and maintenance of a municipal water distribution system. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 1 exam. EOCP Prerequisite or co-requisite: PUBW 1001 or PUBW 1002. (3 credits)

Apr 7 Thr 1830-2130 12 wks BBY CRN 50993

Storm Sewers 1

PUBW 2102

\$450*

Covers the detailed operation and maintenance of all storm drainage aspects, including inlet/outlet structures, detention facilities, catch basins and culverts. Emphasis is placed on safety, record keeping, responding to public complaints and public relations. Prerequisite or co-requisite: PUBW 1001. (2.5 credits)

Apr 7 Thr 1830-2130 10 wks BBY CRN 27236

Waste Water Operator 2

PUBW 2105

\$561*

Covers a combination of design theory and practical application of waste water collection systems. System maintenance and safety aspects are included. Prepares students for the Environmental Operator's Certification Program (EOCP) Level 2 exam. EOCP examination time and fee information will be made available to all qualified students. Prerequisite: PUBW 2103 or PUBW 1105. (3 credits)

Apr 4 Mon 1830-2130 12 wks BBY CRN 52308

Water Operator 2

PUBW 2114

\$561*

Provides an advanced knowledge of water distribution practices and focuses on the practical aspects of construction, operation, and maintenance of water distribution systems. Prepares students for the Environmental Operator's Certification Program (EOCP). Prerequisite: PUBW 1113 or PUBW 1114. (3 credits)

Apr 21 Thr 1830-2130 12 wks BBY CRN 52309

Pump Operation and Maintenance

PUBW 2206

\$606*

Introduces the operational requirement and the types of pumps used in water, wastewater, and drainage systems. Maintenance of seals, packing, impellers, bearing and shaft alignment as well as operation of suction and discharge lines, reservoirs, pump stat. Prerequisite: any one of the following: PUBW 1113, 1114, 2103, 2104 or 1201. (3 credits)

Apr 5 Tue 1830-2130 12 wks BBY CRN 29971

Valve Operation and Maintenance

PUBW 2207

\$590*

Topics include routine maintenance of pressure relief, altitude, surge and flow limiting valves, sizing and selection of valves and actuators as well as the operating principles of remote control valves. Prerequisite: PUBW 1114 or PUBW 1113. (3 credits)

Apr 13 Wed 1830-2130 12 wks BBY CRN 29836



Civil Engineering Technology Distance Education

We offer many courses in distance education format. They serve students who may need a course for upgrading, general information or as an equivalency, and who find it inconvenient or impossible to take a regularly-scheduled course. Distance education courses can be started any time throughout the year and completed from locations off-campus. For course fees, search www.bcit.ca using the course finder option and the course number. Students have up to one year from the registration date to complete any course offered through the civil engineering technology distance education department. Registration is available online at www.bcit.ca or by telephone at 604 451-6733. Only re-registration applications will be processed by the department.

For information on any of the courses detailed below, please contact:

Pam Dade: 604-431-4969

Toll-free: 1-800-663-3606

Fax: 604- 436-6113

E-mail: etde@bcit.ca

Mail:

Civil Engineering Technology Distance Education Dept.
3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

Web: www.construction.bcit.ca/distance/transportation

The civil engineering technology distance education department provides flexible, self-paced credit courses in civil technology for:

- those who wish to obtain a BCIT credential but cannot commit to night school or a full-time program.
- those who need to gain or refresh knowledge/expertise in a specific area and need only related courses.
- ASTTBC members working toward reclassification.

Three program levels are offered; course selection for each program must be approved in advance.

The Associate Certificate is awarded upon completion of 25 credits in a specific subject area; the Intermediate Certificate of Technology upon completion of 35 credits and the Certificate of Technology upon completion of 77 credits.

Students are not required to be registered in a program to take advantage of the courses offered, but it is advisable to complete similar subject area courses in sequence. Registration in individual courses is based on a student's self-assessed capability, need and prerequisite knowledge.

Courses are available in the following program areas:

- Technical Communications
- Mathematics
- Graphical Communications
- Strength of Materials
- Hydrology
- Aggregates
- Traffic Technology and Transportation Planning
- Concrete Technology
- Asphalt Technology
- Soils Technology
- Estimating
- Contract Administration
- Engineering Economics
- Engineering Surveying
- Highway Construction
- Highway Design
- Subdivision Planning/Design
- Bridge Inspection

Current course information is available at

www.construction.bcit.ca/distance/transportation.



DEVELOPMENT APPROVALS

604-432-8279

Mike_Boyle@bcit.ca

www.construction.bcit.ca/distance/development

The Development Approvals Program provides training for individuals or organizations involved in creating or evaluating proposals and applications for land subdivision, zoning alterations, servicing and utilities, access to public roads, and other issues related to the development and improvement of land. The program was developed in conjunction with the Ministry of Transportation, and will be of interest to employees of the Ministry, other agencies at various levels of government and those in business and industry who are involved or interested in land development and the approvals process.

Courses in the Development Approvals program are offered by distance education, on an open registration self-paced format.

The program leads to an Associate Certificate for students who successfully complete a program of studies and attain the required credit level.

Computer Aided Engineering

604-432-8521

[Bette Bayley](mailto:Bette_Bayley@bcit.ca)

604-432-8828

cad@bcit.ca

www.cad.bcit.ca

ASSOCIATE CERTIFICATE IN COMPUTER AIDED DESIGN TECHNOLOGY

A selection of Part-time Studies courses will be offered, leading to an Associate Certificate in Computer Aided Design Technology. Computer Aided Design (CAD) tools are being used increasingly in engineering and architectural fields. As well, CAD has relevant applications in other areas such as facilities management, geomatics and interior design.

The Associate Certificate program is intended for:

- draftspersons, technicians or individuals who are skilled in a technical field who need to develop their CAD proficiency
- individuals who require a formalization of their technical abilities in CAD.

The Associate Certificate program courses are taught at a level that assumes students have completed senior secondary school math, science and English or equivalent.

To be awarded an associate certificate, the student must complete the required courses and obtain a minimum of 12 credits from the list of elective courses to achieve a total of 21 credits.

Program Requirements: Associate Certificate in Computer Aided Design Technology

Required Courses (9 credits):	Credits
MECH 1000 Drafting Fundamentals for Mechanical	3.0
AICO 1000 AutoCAD 1	3.0
AICO 4090* CAD Practicum	3.0

*to be performed upon completion of all other credits.

Elective Courses (12 credits)

AICO 2000 AutoCAD 2	3.0
AICO 2020 AutoCAD Customization	3.0
AICO 3001 AutoCAD 3D	3.0
AICO 3020 AutoCAD Programming	3.0
AICO 3045 Architectural Desktop	3.0
AICO 3050 CAD System Management	1.5
AICO 4021 Autodesk Viz	3.0
AICO 4041 Mechanical Desktop	3.0
AICO 4044 Autodesk Inventor	3.0
AICO 4048 SolidWorks 1	3.0
AICO 4148 SolidWorks 2	3.0
AICO 4050 VBA Programming for AutoCAD	3.0
COMP 1002 Microsoft Windows XP	3.0
GIST 5107 Autodesk Map	3.0



For a more complete list of electives, please refer to the BCIT website.

All courses are subject to change. Additions and deletions to the listed courses reflect the continuing developments in computer aided engineering.

Please see our web page at www.cad.bcit.ca

604-432-8521

Bette Bayley

604-432-8828

cad@bcit.ca

All BCIT AICO part-time courses assume that students are familiar with the basic concepts and terminology of computer systems, and have a working knowledge of Microsoft Windows. Computer Aided Design (CAD) courses also assume that students are familiar with technical drawings. Autodesk Inventor and SolidWorks courses assume knowledge of mechanical design.

Courses offered this term:

AUTOCAD AND RELATED COURSES

AutoCAD 1

AICO 1000

\$595*

The first step in CAD training requires a thorough knowledge of commands and features of the CAD software. This intensive, hands-on course prepares the student with the knowledge and skills necessary for creating a basic 2D drawing. Other areas of study include editing, view manipulation, text, dimensioning, hatching and plotting techniques. (3 credits)

Apr 11	Mon-Fri	0830-1630	1 wk	BBY	CRN 26080
Apr 11	Mon/Wed	1845-2145	6 wks	BBY	21243
Apr 12	Tue	1845-2145	12 wks	BBY	21225
Apr 15	Fri/	1730-2030	2 wkds	DTC	21229
	+Sat-Sun	0900-1700			
Apr 16	Sat	0830-1630	5 wks	BBY	21230
May 2	Mon-Fri	0830-1630	1 wk	BBY	21244
May 28	Sat	0830-1630	5 wks	BBY	21241
Jun 6	Mon-Fri	0830-1630	1 wk	BBY	21245
Jul 4	Mon-Fri	0900-1700	1 wk	DTC	21224

AutoCAD 2

AICO 2000

\$595*

To develop the required skills for preparation of working drawings, this advanced level course is required. It introduces the most efficient commands for various tasks to enhance CAD productivity. The course continues with advanced techniques for drawing, editing, annotating, external references, symbol libraries, working with attributes and plotting. Prerequisite: AICO 1000. (3 credits)

Apr 13	Wed	1845-2145	12 wks	BBY	CRN 21246
Apr 16	Sat	0830-1630	5 wks	BBY	21249
May 6	Fri/	1730-2030	2 wkds	DTC	21254
	+Sat-Sun	0900-1700			
May 9	Mon-Fri	0830-1630	1 wk	BBY	21255
May 25	Mon/Wed	1845-2200	6 wks	BBY	21252
May 28	Sat	0830-1630	5 wks	BBY	21253
Jun 13	Mon-Fri	0830-1630	1 wk	BBY	21251
Jul 11	Mon-Fri	0900-1700	1 wk	DTC	25801

AutoCAD Customization

AICO 2020

\$595*

Designed for experienced AutoCAD users who would like to take advantage of AutoCAD's customization features to increase productivity and ease of use. Topics include configuration, modifying the ACAD.PGP file, accelerator keys, menu customization, command macros, sources of AutoCAD utilities, script files, slide libraries, custom linetypes and basic DIESEL. Prerequisite: AICO 2000. (3 credits)

Apr 12	Tue	1845-2145	12 wks	BBY	CRN 23464
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AutoCAD 3D

AICO 3007

\$595*

Introduces AutoCAD's 3D modelling and visualization capabilities. With AutoCAD, three-dimensional wireframe, surface and solid models can be created and viewed. The rendering of 3D surface and solid models is an effective way to visualize and communicate designs. Prerequisite: AICO 2000. (3 credits)

Apr 12	Tue/Thr	1845-2145	6 wks	BBY	CRN 26112
Apr 16	Sat	0830-1630	5 wks	BBY	26111
May 16	Mon-Fri	0830-1630	1 wk	BBY	26114
Jul 18	Mon-Fri	0900-1700	1 wk	DTC	28494

AutoCAD Programming

AICO 3020

\$595*

Introduces the AutoLISP, Visual LISP, and Visual Basic for Applications (VBA) programming interfaces that can be used to customize AutoCAD. Includes programming concepts, user-defined commands, and drawing automation. Prerequisite: AICO 2000 (AICO 2020 recommended). (3 credits)

Apr 13	Wed	1845-2145	12 wks	BBY	CRN 55185
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Autodesk Inventor

AICO 4044

\$695*

Covers sketching, part modelling, assemblies and design documentation. Autodesk Inventor uses adaptive technology to speed and simplify the mechanical design process. As a dedicated 3D mechanical computer aided design package it is ideally suited for conceptual design. Prerequisite: MCAD experience. (3 credits)

Apr 14	Thr	1845-2145	12 wks	BBY	CRN 28501
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Other courses:

SolidWorks 1

AICO 4048

\$695*

Covers part modelling, detailing and assembly design. SolidWorks is a feature-based parametric solid modeller used for mechanical design and manufacturing. This course covers the basic functions needed to use SolidWorks to create parts, assemblies and production drawings. Prerequisite: MCAD experience. (3 credits)

Apr 11	Mon	1845-2200	11 wks	BBY	CRN 29950
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Apr 16	Sat	0830-1530	6 wks	BBY	50313
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Jun 20	Mon-Fri	0830-1630	1wk	BBY	55258
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SolidWorks 2

AICO 4148

\$695*

Topics include design tables, sheet metal features, component design for volume manufacturing, advanced lofts, sweeps and the use of surfaces in a solid modelling environment. Advanced assembly techniques, drawing tools such as alternate views and the use of templates for drawing creation are also covered. Prerequisite: AICO 4048. (3 credits)

Apr 12	Tue	1845-2145	12 wks	BBY	CRN 50969
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CAD Practicum

AICO 4090

\$375

To demonstrate their efficiency with CAD, students produce industry-standard CAD drawings to the specifications of the industry sponsor. They also produce a report documenting the project. Students who have met the prerequisite should contact the BCIT CAD Training Centre to request a practicum information package for this self-directed course. Prerequisite: completion of all other credits required for the Associate Certificate program in Computer Aided Design Technology (3 credits)

Note: Departmental approval needed prior to registration in AICO 4090. Please contact the CAD Training Centre at 604-432-8828.

Computer Systems and Network Fundamentals

See *Computing and Information Technology*

Construction Management

604-412-7469

Vivian_Husbands@bcit.ca

604-432-8351

Beth_Currie@bcit.ca

Program Information Sessions

Check out the most current dates on our website at: www.bcit.ca/infosessions.

BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT

The Program

Developed with the guidance of senior industry representatives, the curriculum has been divided into the following sections: Construction Controls and Techniques, Construction Management, Stakeholder Management, an industry-based project and liberal education courses. Presented by industry-based practitioners, the topics will be both challenging and practical. Graduates of the program will be able to methodically and rationally select or develop suitable construction procedures; schedule, manage, utilize human resources and equipment within the complex environment of labour relations and business decision making.

The program is offered through Part-time Studies, which is presented in a flexible format of short modular courses. The evening format allows you to continue your studies while maintaining your employment. The new planned program delivery allows for completion in approximately two years. These courses may also be of interest to current professionals who may wish to participate on a professional development basis.

Entrance Requirements

To be formally accepted into the program, you must have:

- a recognized diploma or equivalent
- work experience, subject to departmental approval
- English 12 or equivalent.

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

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

Construction Project Controls 3

CMGT 7120

\$245

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

Apr 14	Thr	1830-2130	6 wks	BBY	CRN 27466
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Quality Auditing in Construction

CMGT 7255

\$348

Provides a deeper understanding of quality systems and plans, and enables participants to become an internal auditor within an organization and better prepare for an external audit. Those who obtain a minimum of 70% will be issued with a Certificate of Successful Completion, recognized by the International Register of Certificated Auditors as a critical step in becoming an IRCA-registered internal auditor.

Apr 29	Fri	0830-1830	2 wks	BBY	CRN 52406
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Construction Finance 3

CMGT 7320 \$245

Engineering economics incorporates value engineering and understanding the dollar value of various alternatives and is critical for decision-making on specific projects. Understanding and interpreting financial statements is critical for understanding the overall corporate decision-making process. Unless you can use these important principles you will not be able to participate in making key decisions. Prerequisite: CMGT 7310.

Apr 12 Tue 1830-2130 6 wks BBY CRN 27470

Environmental Issues in Construction 1

CMGT 7640 \$245

Contaminated sites-issues impact on both the contractor and the owner. Common surface and sub-surface contaminants and their migration patterns will be reviewed with current legislation. Issues relating to liability, risk, hazards and toxicity will be discussed. A section on the historical use of sites will conclude the course. Prerequisite: CMGT 7610. (1 credit)

Apr 14 Thr 1830-2130 6 wks BBY CRN 54392

Environmental Issues in Construction 2

CMGT 7650 \$245

This course will enable participants to manage construction-related environmental aspects with due regard to pollution prevention and long-term environmental protection. Topics will include legislation, sensitive areas (watercourses), construction and demolition waste, building materials, noise management and fuel handling. Prerequisite: CMGT 7640. (1 credit)

May 26 Thr 1830-2130 6 wks BBY CRN 54393

Project Reports

CMGT 7800 \$520

Primarily intended for the preparation of the final report for the industry-sponsored project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed at an early stage in the program. Prerequisite: CMGT 7100. (1 credit)

Apr 12 Tue 1830-2130 12 wks BBY CRN 28514

Project Proposals

CMGT 7820 \$245

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

Apr 16 Sat 0900-1200 6 wks BBY CRN 54387

Project Delivery Methods

CMGT 8020 \$250

Designed for managers, developers and building owners, this course will contrast stipulated sum, construction management, and design-build methods for the construction of new projects. Presentations will also outline the funding and design decisions for viable projects. Participants should have at least two years of related building project experience. Prerequisite: related diploma of technology (or degree) plus two years.

Apr 13 Wed 1830-2130 6 wks BBY CRN 52412

Initiating and Defining Projects

CMGT 8030 \$250

Covers the process from the initial decision to evaluate an identified need or opportunity, through project planning and evaluation, to the decision either to proceed or to defer the project. Includes business/funding decisions,

leading and organizing the development team and establishing the objective and obligations for the long term. Risk strategies for safe, functional, aesthetic, durable and financially viable buildings will also be discussed. Prerequisite: CMGT 8020. (1 credit)

Jun 1 Wed 1830-2130 6 wks BBY CRN 29841

Special Techniques for Large Construction Projects 2

CMGT 8210 \$245

This series of courses will develop the technical skills required to select and manage construction techniques common on large projects. Initial topics in this course will include case studies on the management of large projects as well as various design-build options. Emphasis will be placed on developing written communication skills. Prerequisite: CMGT 8200. (1 credit)

Apr 19 Tue 1830-2130 6 wks BBY CRN 52413

Special Techniques for Large Construction Projects 3

CMGT 8220 \$245

This series of courses will develop the technical skills required to select and manage construction techniques common on large projects. Initial topics in this course will include case studies on the management of large projects as well as various design-build options. Emphasis will be placed on developing written communication skills. Prerequisite: CMGT 8210. (1 credit)

May 31 Tue 1830-2130 6 wks BBY CRN 52414

Management of Construction Enterprise 2

CMGT 8440 \$245

The management of corporate operations requires that the management team effectively manage cash flow and risk. As part of their responsibilities, construction managers should be able to effectively relate with internal and external stakeholders. This course will address these issues as well as the effective and efficient allocation of resources and management of site and office operations with respect to legal requirements. Prerequisite: CMGT 8430. (1 credit)

Apr 11 Mon 1830-2130 6 wks BBY CRN 27474

International Construction Management

CMGT 8450 \$245

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

Apr 12 Tue 1830-2130 6 wks BBY CRN 28516

Industry-based Project

CMGT 8800 \$845

In conjunction with an industry sponsor, the student solves a management or technical problem relating to construction. This applied project must contain some elements that are innovative, experimental, or exploratory in nature. A faculty advisor will provide guidance and direction where appropriate. A department committee will evaluate the final report and its presentation. Prerequisite: completion of technical coursework. You must contact the department to enrol.

Apr 13 52 wks CRN 51080



CONSTRUCTION MANAGEMENT (MSc)

604-432-8556 roseline_baik@bcit.ca
604-453-4016 arezou_pouria@bcit.ca

If you already have a bachelor's degree and have managed construction projects, upgrade your credential to an MSc in Construction Management. Created specifically for the construction sector, this internationally-recognized program will be of particular interest to mid-

career professionals. Offered in partnership with the University of Bath (UK), this program contains modules on management in construction, economics in construction, construction law, managing organizations, pre-contract management and corporate strategic planning, plus two elective modules. The high-quality learning materials in this program are offered in a paper-based, distance learning format that you can take with you wherever you travel, so you can complete it while you continue working. Applications are accepted on a continuous-intake basis.

For more information, visit www.cmmasters.bcit.ca

Electronics

BACHELOR OF TECHNOLOGY IN ELECTRONICS

604-432-8660

The Bachelor of Technology in Electronics is approved at the baccalaureate level by the BC Provincial Ministry of Advanced Education and is designed for electronics technologists (or equivalent) who wish to pursue a degree while working. The program provides graduates with the knowledge and skills to work with and design electrical, computer, automation and communication systems. It develops strong mathematics, physics and analytical foundations and broadens this skill set by including business management and liberal studies elements. With a focus toward an engineering-level role in either the automation or telecommunication-related fields, you will develop a thorough understanding of topics which include wired and wireless communications systems, feedback-control systems, computer networking, signal processing, modelling, and electromagnetism. This degree enhances career advancement opportunities for graduates, while supplying the high-technology sector with highly-educated technology professionals who have strong practical skills.

As a Part-time Studies program it is scheduled to serve the needs of working professionals, with classes held in the evenings, weekends, in week-long formats, or in intensive six- to eight-week sessions.

Upon graduation, students who intend to pursue Professional Engineer recognition will need to apply to the applicable provincial engineering association for acceptance in the Engineer-in-Training (EIT) program. As our Bachelor of Technology program is new and not nationally accredited, such applications may entail supplemental studies before acceptance.

Please refer to BCIT's web page on the Bachelor of Technology in Electronics. Visit www.bcit.ca and click on part-time programs.

Entrance Requirements

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

Application Procedure

The applicant may request a phone interview with the program head prior to sending in the application. Contact 604-451-6892 for more information.



Candidates may select and register for courses after reviewing each term's course offerings in BCIT *Part-times* or on the web at www.bcit.ca.

Program Length

A period of three to five years may be required to complete this Part-time Studies program.

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

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

Program Structure

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

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

1. Degree Core

(32 credits/all courses must be completed)

ELEX 7010	Engineering Statistics	3.0
ELEX 7020	Multivariable Calculus and Dynamic Systems	3.0
ELEX 7021	Scientific Computing 1	1.0
ELEX 7030	Thermodynamics	3.0
ELEX 7040	Engineering Materials	3.0
ELEX 7110	Linear Physical Systems	3.0
ELEX 7120	Linear Algebra and Vector Calculus	3.0
ELEX 7121	Scientific Computing 2	1.0
ELEX 7210	Signal Theory and Processing	3.0
ELEX 7220	Feedback Control	3.0
ELEX 7230	Electromagnetism	3.0
COMP 7081	Technical Issues in Software Development	3.0

2. Specialization Electives (12 credits required)

ELEX 8010	Data Communications	3.0
ELEX 8030	Real-time Embedded Systems	3.0
ELEX 8110	Telecommunications System Design	3.0
ELEX 8130	Computer Networks	3.0
ELEX 8140	Mobile Communications	3.0
ELEX 8160	Electric Machines	3.0
ELEX 8180	Discrete-time Control Systems	3.0
ELEX 8270	Power System Analysis	3.0
ELEX 8275	RF Design Engineering	3.0
ELEX 8020	Computer Architecture	3.0
ELEX 8120	Digital Signal Processing and Applications	3.0
ELEX8150	Microwave and Fibre Optic Engineering	3.0
ELEX 8170	Industrial System Electrical Design	3.0
ELEX 8190	Fluid Power Control	3.0
ELEX 8210	Motion Control Systems	3.0
ELEX 8220	Industrial Processes	3.0
ELEX 8260	Advanced Electric Machines	3.0

3. Management Component (9 credits required)

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

4. Liberal Studies Component(12 credits)

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

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

5. Industry Project (5 credits)

Each degree program student, after completing the prescribed course work, will have to complete an industry-sponsored project in their selected area.

ELEX 8300	Industry Project (required)	5.0
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Degree Courses Offered This Term*

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

*See the relevant pages of BCIT *Part-time* to confirm course offerings and for the course descriptions and information.

Note: The following course offerings are dependent on sufficient enrolment.

The time and days for classes may change from those given below; contact Student Information and Enrolment Services for the latest information.

Electromagnetism

ELEX 7230 \$540

Covers the theory of electromagnetism, including field concepts, Maxwell's equations free space and guided wave propagation, transmission lines and radiation from simple structures. Application examples in high-speed circuit board design, ionosphere modeling, and antenna theory are included. Computer simulations help students visualize concepts presented in the course. Prerequisites: ELEX 7020, ELEX 7120. (3 credits)

Apr 23 Sat 0900-1500 8 wks BBY CRN 51609
*Wed 1830-2030

*First Wednesday class will be held on May 4. There will be lab sessions scheduled during the term.

Economics for Engineers

ELEX 8290 \$540

Students gain a good understanding of the Canadian economy. Develop modern theories of the determination of income, employment and prices with attention to their application to the Canadian experience. Emphasis on the application of theory to understanding the workings of macroeconomics policy. Students should be familiar with and be able to determine the implications and economic impact of changes in the major aggregate economics variables and institutes. (3 credits)

May 10 Tue/Thr 1830-2130 8 wks DTC CRN 54279

Industry Project

ELEX 8300 \$775

Complete an industry project involving applied research or technology transfer, in a workplace setting, that is innovative, experimental, or exploratory in nature. Activities can range from directed study projects to the preparation of a proposal, project plan and the development of formal deliverables, including a final report demonstrating the practical application of knowledge and skills in the local high-technology economic sector. Prerequisites: department approval. (5 credits)

Apr 1

CRN 51109

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY PART-TIME STUDIES COURSES

604-432-8785

Andrew_Dunlop@bcit.ca

The following courses may carry credit to the full-time Electrical and Computer Engineering Technology diploma program.

ELEX 1105	Circuit Analysis 1
ELEX 1115	Digital Techniques 1
ELEX 2105	Circuit Analysis 2
ELEX 2115	Digital Techniques 2
ELEX 2125	C Programming for Electronics
ELEX 2865	Programming Computer Hardware and Peripherals
ELEX 3305	Microcontroller Systems 1
ELEX 3318	PC Architecture using C Programming

Circuit Analysis 1

ELEX 1105 \$895*

Covers the principles of DC resistive circuits. Introductory topics are charge, current, voltage, resistance, energy and power. Series, parallel and series-parallel circuits are analyzed using Ohm's law, power law and Kirchoff's laws, voltage and current laws. Advanced methods of analysis include mesh (loop) nodal, superposition, Thevenin and Norton. A variety of circuits are built to confirm the theory through application and simulation. (5.5 credits)

Jun 2 Mon/Tue/Thr/Fri 0900-1500 4 wks BBY CRN 55199

Digital Techniques 1

ELEX 1115 \$895*

Begins with the fundamental theory of the decimal and binary number systems and the binary (two states or levels) concept. Digital logic circuits using switches/contacts and electronic gates are discussed and their truth tables and Boolean output equations are developed. Logic sources are defined and interfaced to combinational logic circuits. Simulation software will be used to investigate logic circuits. DC design characteristics of digital IC's will be reviewed. Boolean identities and Karnaugh mapping will be used to minimize algebraic expressions. Combinational digital logic circuits will be designed and constructed implementing NAND and NOR gates using their proper DeMorgan's equivalent logic symbols. (4.5 credits)

Jun 2 Mon/Tue/Thr/Fri 0800-1230 4 wks BBY CRN 52622

Circuit Analysis 2

ELEX 2105 \$995*

Introduces the behaviour of electrical circuits and networks driven by single and multiple alternating current (AC) sources. Prepares students for courses in electronic and power systems. Includes the sine wave (average and effective values); power and power factor; resistance, capacitance and inductance as elements in AC circuits; phasor diagrams; analysis of AC circuits with complex algebra; resonance and resonant circuits; high pass and low pass filters; the application of circuit laws and theorems to AC circuits; and coupled circuits. The circuit theory is verified using equipment such as multimeters, sine wave generators and dual trace oscilloscopes. Prerequisites: ELEX 1105 and MATH 1431. (5.5 credits)

Jun 2 Mon/Tue/Thr/Fri 0900-1500 4 wks BBY CRN 55197



Digital Techniques 2

ELEX 2115

\$805*

Builds on ELEX 1115. Studies the utilization of logic gates in larger combinatorial circuits; magnitude comparators; combinational arithmetic hardware; sequential logic devices (D, J-K, and T flip-flops); asynchronous and synchronous counters; count decoding and displays; shift registers; serial and parallel data manipulation circuits; gathering and interpretation of electrical specifications from data books (noise margins, propagation delay, and loading considerations); interfacing techniques to discrete devices; digital data multiplexing; and parallel bus structures. Prerequisites: ELEX 1105, ELEX 1115, COMM 1143, MATH 1431, ELEX 2120* (*recommended to be taken concurrently). (5.5 credits)

Jun 2 Mon/Tue/Thr/Fri 0900-1500 4 wks BBY CRN 50202

C Programming for Electronics

ELEX 2125

\$795*

An introduction to C programming and software development. The Intel-based personal computer is used throughout this course for interactive learning. The course covers C program development as well as some assembly language programming on a computer simulator. Students will also learn to document and debug software and to utilize software libraries. Lab time will be devoted to demonstrations, lab exercises, and the solution of selected end-of-chapter problems in the course text. (4.5 credits)

Jun 2 Mon/Tue/Thr/Fri 0800-1200 4 wks BBY CRN 54342

Programming Computer Hardware and Peripherals

ELEX 2865

\$795*

Introduces students to Assembly Language programming on the IBM PC and uses Assembly Language and C Language programming to control computer hardware and input/output devices. The student will use these languages to control the hardware devices, for bit manipulation, and calling BIOS and DOS functions. Prerequisites: COMP 2510 and COMP 2720 (may be taken concurrently). (4 credits)

Jun 2 Mon/Tue/Thr/Fri 0800-1200 4 wks BBY CRN 21274

Microcontroller Systems 1

ELEX 3305

\$895

Using the Motorola M68HC12 MCU as a vehicle, ELEX 3305 introduces the single-chip microcontroller as a fundamental component of modern control and data acquisition systems. Course topics include: memory devices and addressing; CPU architecture; low-level programming and instruction execution; parallel (digital) input and output; interrupts; analog to digital converters; and timer sub-system components. A PC-based Integrated Development Environment and a single board microcontroller system are used, and strong emphasis is placed on software design and debugging methods. Prerequisites: ELEX 2115 and ELEX 2125. (7 credits)

Jun 2 Mon/Tue/Thr/Fri 0900-1600 4 wks BBY CRN 28609

PC Architecture Using C Programming

ELEX 3318

\$895*

This PC-based hardware/software course consists of programming in the C language into a ready-made interface to activate both digital and analog I/O. Includes bit manipulation techniques, operation of external I/O interfaces, the structure of the personal computer, interfacing device to the PC buses, programmable devices used in the PC (PIO, PIC, PIT) pointers and file operations. Stresses how C code is used to read/write to hardware at an IC level. Prerequisites: ELEX 1110, ELEX 2115 and ELEX 2125. (5 credits)

Jun 2 Mon/Tue/Thr/Fri 1200-1600 4 wks BBY CRN 54381

INTRODUCTION TO ELECTRONICS

This short-term program is intended for those who require a basic working knowledge of electronics for their jobs, or those who want to learn more about electronics. A Statement of Completion in Electronics (Basics) will be issued to students who successfully complete the following two courses: TELX 0175 and TELX 0176.

Electronics: Passive Devices

TELX 0175

\$720*

Focuses on the basic elements of electronics, covering DC and AC circuits, concepts of voltage, current, resistance, series and parallel circuits, Ohm's Law, power, frequency, resonance, impedance and phase shift. Applies theory to construct circuits and proves the theory by making electrical measurements using standard test equipment.

Apr 19 Tue/Thr 1830-2130 10 wks BBY CRN 20920

Electronics: Solid-State Devices

TELX 0176

\$720*

Continues from TELX 0175, focusing on semi-conductor theory. Topics include P-N junctions, diodes, bi-polar transistors, FETS, zeners, LEDs, rectification, amplification, oscillators and power supplies. Students will prove the theory by constructing and testing basic solid-state circuits. Prerequisite: TELX 0175 or instructor approval.

Apr 19 Tue/Thr 1830-2130 10 wks BBY CRN 51150

Environmental Engineering Technology

604-451-6906

Palvinder_Moses@bcit.ca

604-432-8344

Lorne_Sampson@bcit.ca

BACHELOR OF TECHNOLOGY IN ENVIRONMENTAL ENGINEERING TECHNOLOGY

www.eng.bcit.ca/enviro

Program Objective

The program objective is to prepare the graduate to function as part of an engineering team working on:

- the investigation and cleanup of existing environmental problems
- the planning, design and construction of new projects in order to minimize environmental damage.

This program is intended to provide the additional skills and knowledge that Engineering Technology and Science graduates require to successfully work on environmental problems faced by the engineering and construction industries. It should also serve the professional development needs of practicing technologists and engineers working in the environmental areas. The program is structured to accommodate the requirements of applicants from a wide range of science or engineering backgrounds.

Entry Requirements:

- a recognized Diploma of Technology in an engineering or science discipline or a degree in engineering or science discipline
- two years work experience, subject to departmental approval
- English 12 or equivalent
- interview with the program head.

A. Common Core

(All courses required, exceptions based on eligible transfer credits)

EENG 7700 Environmental Case Studies
 EENG 7710 Chemistry 1 for EET
 EENG 7711 Chemistry 2 for EET
 EENG 7712 Organic Chemistry for EET
 EENG 7713 Environmental Analytical Chemistry
 EENG 7714 Methods of Wastewater Analysis
 EENG 7715 Hydraulics 1 for EET
 EENG 7716 Soil Mechanics and Groundwater for EET
 EENG 7717 Hydrology for EET
 EENG 7718 Hydraulics 2 for EET
 EENG 7719 Survey Techniques for EET
 EENG 7720 Applied Microbiology
 EENG 7721 Applied Toxicology

B. Management

Required:

EENG 8780 Environmental Law 1
 EENG 8781 Risk Assessment
 EENG 8782 Environmental Management
 EENG 8783 Risk Management
 BUSA 7250 Management Skills and Applications

Electives (2 credits required):

EENG 8760 Solid Waste Management
 EENG 8761 Recycling and Reduction Techniques
 EENG 8768 Advanced Residuals Management
 EENG 8784 Environmental Law 2
 EENG 8785 Decision-making in Environmental Management

TMGT 7103, 7111, 7112, 7121-24, 7131, 7134

C. Major Elective Studies

(19 credits from 4 topic areas)

EENG 7740-7742 Groundwater (5 credits)
 EENG 8750-8755 Water Treatment (6 credits)
 EENG 8760-8763 Solid Waste (4 credits)
 EENG 8768-8769 Residuals Management (4 credits)
 EENG 8770-8774 Contaminated Sites (5 credits)
 EENG 8790-8792 Air Quality Management (6 credits)
 EENG 8801-8805 Integrated Resource Management (5 credits)
 EENG 8810-8812 Advanced Process Technologies (6 credits)
 EENG 8820-8824 Advanced Chemical Analysis (6 credits)

D. Graduating Project

EENG 8900 Project Reports
 EENG 8901 Project Proposal
 EENG 8902 Technical Presentations
 EENG 8903 Applied Research Project

E. Liberal Education (12 credits required)

Check room locations and schedule updates on the web at: <http://courses.bcit.ca/rooms.php3/>

Organic Chemistry for EET

EENG 7712

\$245

Introduces organic chemistry. The nomenclature, physical properties, and reactivities of the more common classes of organic compounds are discussed with special attention given to industrial chemicals and organics that are environmental hazards. Prerequisite: EENG 7711. (1 credit)

Apr 12 Tue 1830-2130 6 wks BBY CRN 52372



Environmental Analytical Chemistry

EENG 7713 \$245

Interpretation of results obtained from analytical laboratories is an integral part of waste management or environmental assessment. This course is intended to provide an overview of the environmental laboratory discipline. Topics will include test parameter selection and sample collection concerns, analysis procedures, quality assurance, and data management. Prerequisite: EENG 7712. (1 credit)

Apr 13 Wed 1830-2130 6 wks BBY CRN 51185

Hydrology for EET

EENG 7717 \$245

An introduction to hydrology, including precipitation, drainage basins, rational formula, SCS method, frequency analysis of extreme flows, regional analysis, low flow analysis and measurement of hydrologic parameters. Prerequisite: EENG 7716. (1 credit)

Apr 11 Mon 1830-2130 6 wks BBY CRN 24812

Survey Techniques for EET

EENG 7719 \$245

Fundamental concepts of surveying with applications for applied waste management. Topics include survey methodology, survey instrumentation, a description of the theory associated with survey computations, methods for determining horizontal positions and elevations, including position determination using GPS satellite technology. Prerequisite: EENG 7700 or departmental approval. (1 credit)

Apr 16 Sat 0900-1200 6 wks BBY CRN 24804

Applied Microbiology

EENG 7720 \$245

Types and functions of microorganisms as applicable to the engineering field. Topics include bacteria, fungi, nutrient cycles, oxidation and reduction, waste treatment, pollution and bioremediation. Case studies of applied microbiological projects will be reviewed including: constructed wetlands, drinking-water distribution systems and pollution monitoring. Prerequisite: EENG 7710, EENG 7711 and EENG 7712 or departmental approval. (1 credit)

Apr 11 Mon 1830-2130 6 wks BBY CRN 29855

Applied Toxicology

EENG 7721 \$245

This course provides an introduction to the principles of toxicology, as applied to environmental engineering. Course topics include a review of biological, organic and inorganic substances and their properties and behaviour in the environment; the biological responses of cells and animals to toxic substances; and the application of toxicology to risk assessment and the development of water-quality guidelines. Prerequisite: EENG 7710 and 7711. (1 credit)

Apr 14 Thr 1830-2130 6 wks BBY CRN 25042

Groundwater Modelling: Numerical Methods

EENG 7742 \$470

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

Apr 13 Wed 1430-1730 12 wks BBY CRN 25975

Apr 15 Fri 1430-1730 12 wks BBY 25039

Industrial Wastewater Treatment 1

EENG 8753 \$245

This course is the first of a two-course series on industrial wastewater treatment. Course topics include characteristics of industrial wastewater, industrial wastewater survey, waste minimization, quality

equalization, neutralization and oil-water separation. Practical and operational aspects would be emphasized. Prerequisite: EENG 7714, 7721 and 8750. (1 credit)

Apr 13 Wed 1830-2130 6 wks BBY CRN 25971

Industrial Wastewater Treatment 2

EENG 8754 \$245

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

Jun 1 Wed 1830-2130 6 wks BBY CRN 25980

Drinking Water Treatment

EENG 8755 \$245

Covers drinking water quality and associated public health concerns. Particular emphasis on the multiple-barrier concept for the inactivation of Giardia and Cryptosporidium, as well as the control of disinfection by-products. A substantial portion of the course will deal with practical design of commonly used treatment processes for the production of potable water. Prerequisite: EENG 7712. (1 credit)

May 31 Tue 1830-2130 6 wks BBY CRN 51991

Landfill Design and Operation

EENG 8762 \$245

This course will examine landfill site selection, landfill capacity analysis, landfill construction and operations, environment systems overview of leachate generation and landfill gas. Prerequisite: EENG 8761 and 7741. (1 credit)

Apr 12 Tue 1830-2130 6 wks BBY CRN 24810

Environmental Controls for Landfills

EENG 8763 \$245

This course examines state-of-the-art environmental control systems that are being used in BC and in the USA to meet new government regulations. Includes environmental issues, leachate composition, predicting leachate qualities within the EPA HELP model, landfill closure, leachate containment, leachate treatment, landfill gas collection and environmental monitoring. Prerequisite: EENG 8762. (1 credit)

May 30 Mon 1830-2130 6 wks BBY CRN 25043

Advanced Residuals Management

EENG 8768 \$470

This course is designed to help students learn about the various aspects of hazardous material and waste management. Major emphasis will be on acts and regulations governing hazardous material and waste as well as determination, classification, handling and storage of hazardous waste. Additional topics include pollution prevention and waste minimization. Prerequisites: EENG 8760 and EENG 7721. (2 credits)

Apr 11 Mon 1830-2130 12 wks BBY CRN 52371

Environmental Site Assessment

EENG 8770 \$245

Summarizes the five main processes in the management of contaminated sites: site audit, site investigation, risk assessment, sampling, and treatment and monitoring. Learn the necessary knowledge and skills to perform a site audit. Case histories will be used as examples to demonstrate the principles of environmental site assessments (ESAs) and environmental audits (EAs). Prerequisite: EENG 7700 or departmental approval. (1 credit)

Apr 12 Tue 1830-2130 6 wks BBY CRN 54241

Contaminated Site Investigation Process

EENG 8771 \$245

This course highlights the importance of site characterization in terms of soil, water and sediment, as an essential and integral part of the overall management of contaminated sites. It focuses on the role of the site investigator, and on a phased planning approach to obtaining proper data to characterize site contamination, evaluate remedial alternatives and assess risks. Prerequisite: EENG 7741 and 8770. (1 credit)

Apr 14 Thr 1830-2130 6 wks BBY CRN 54239

Site Remediation and Risk Assessment Process

EENG 8772 \$245

Introduces site remediation and risk assessment. Focusing on the role of the site investigator, the course promotes a scientific approach for evaluating and selecting options to manage site contamination including treatment, removal or containment. Covers toxicological principles of risk assessment, and evaluation and design processes for site remediation. Prerequisite: EENG 8771. (1 credit)

Apr 12 Tue 1430-1730 6 wks BBY CRN 24832

Site Remediation Technologies

EENG 8774 \$245

Focuses on the range of remedial technologies that are available and provides students with the skills to apply appropriate technologies in given situations. Techniques to monitor and evaluate performance of the selected remedial options will be discussed. Since this is the final course in the series, this course also focuses on integrating the material from the first four courses. Prerequisite: EENG 8773. (1 credit)

Apr 13 Wed 1830-2130 6 wks BBY CRN 55223

May 31 Tue 1430-1730 6 wks BBY 24811

Risk Assessment

EENG 8781 \$245

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

Apr 14 Thr 1830-2130 6 wks BBY CRN 29735

Risk Management

EENG 8783 \$245

Covers factors affecting management decisions: regulatory requirements, corporate standards, employee politics, public and media, financial limitations and risk communication. Other risk management options, including prevention planning, emergency response, containment, onsite treatment, off-site treatment, landfill and other storage means will be examined. Prerequisite: EENG 8781. (1 credit)

Jun 2 Thr 1830-2130 6 wks BBY CRN 25036

Decision Making in Environmental Management

EENG 8785 \$470

Examines decision making and planning models as they relate to environmental management. Topics include the historical roots of environmental management; rational decision-making processes; the institutional structure and methods of decision making in environmental management; and the relationship between current decision making models and sustainable development. Prerequisite: a working knowledge of environmental legislation and management practices are recommended. (2 credits)

Apr 14 Thr 1430-1730 12 wks BBY CRN 28446



Terrain Mapping and Erosion Processes

EENG 8801 \$245

Covers terrain and interpretive maps with emphasis on utilization. Topics include delineation of polygons (air photo interpretation and ground truthing), mapping conventions and development of polygon labels (ELUC, 1988, 1997), determination of mass wasting, erosion and sediment delivery hazards. Surface erosion and sedimentation processes will also be covered. A field trip is arranged when and if suitable sites are available. (1 credit)

Apr 16 Sat 0830-1730 2 wks BBY CRN 26443

Forest Road Design and Construction

EENG 8802 \$245

This course covers applicable sections of the Forest Practices Code Act, Forest Road Regulations and Engineering Guidelines. Includes preliminary road location surveys and terrain stability assessments with emphasis on minimization of environmental risks. Various construction techniques are presented along with the basic elements of drainage design. A field trip is arranged when and if suitable sites are available. (1 credit)

May 7 Sat 0830-1730 2 wks BBY CRN 26444

Forest Road Rehabilitation

EENG 8803 \$245

Covers the applicable sections of the Forest Practices Code Act, Forest Road Regulation. Road maintenance and upgrade during harvesting operations will be discussed, as well as deactivation after harvesting operations and silvicultural commitments have expired. Field assessment procedures, mapping and the development of appropriate prescriptions are covered. A field trip is arranged when and if suitable sites are available. (1 credit)

May 28 Sat 0830-1730 2 wks BBY CRN 26445

Hydrological Mapping and Hydrometrics

EENG 8804 \$245

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

Jun 18 Sat 0830-1730 2 wks BBY CRN 26446

Stream Channel Assessment

EENG 8805 \$245

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

Jul 8 Fri/Sat 0830-1730 1 wk BBY CRN 27037

Project Reports

EENG 8900 \$470

Primarily intended for preparation of the final report for the industry-sponsored project, this course will provide the basis and format for all technical reports required in the program. Emphasis will be placed on the overall structure, organization of information and the logical progression of concepts. This course should be completed during the common core portion of the program. Prerequisite: EENG 7700 or departmental approval. (1 credit)

Apr 12 Tue 1830-2130 12 wks BBY CRN 27239

Project Proposal

EENG 8901 \$245

After selecting the research project topic, this course helps the student conduct a literature review to clearly define the problem and to prepare an effective proposal for the project. If by this time the student has selected an industry sponsor the proposal can be submitted to the department for approval. Prerequisite: EENG 8900. (1 credit)

Apr 16 Sat 0900-1200 6 wks BBY CRN 54236

Apr 23 Sat 0900-1200 6 wks BBY 24809

Applied Research Project

EENG 8903 \$845

In conjunction with an industry sponsor, the student solves a technical problem relating to the environment. The research project must contain elements that are innovative, experimental, or exploratory in nature. A department committee will supervise the progress of the project, provide guidance and direction where appropriate, and evaluate the final report and its presentation. Prerequisite: completion of major elective studies, EENG 8901 and departmental approval. (8 credits)

Interior Design

See Business and Media

Fluid Power

604-432-8521

604-451-6868

Bette Bayley

mechtech@bcit.ca

A selection of courses in fluid power (hydraulics and pneumatics) will be offered that help prepare for the certification exams offered by the Fluid Power Society. These courses will be of interest to people of all levels who deal with fluid power. The courses are modular in nature and when combined can be used for transfer credit in trades and technology programs at BCIT.

Industrial Hydraulics

FPWR 1000 \$340

Introduces the principles of hydraulic control and power transmission. Hydraulic components, their schematic symbols, function and construction are examined and used in hands-on practical exercises. The course combines practical exercises with discussions of typical industrial applications and lectures. Prerequisite: general technical knowledge and basic physics. (2 credits)

May 28 Sat 0830-1530 4 wks BBY CRN 52556

Industrial Pneumatics

FPWR 1050 \$340

Introduces the concepts of control and transmission of power by means of pneumatics (compressed air). The course combines hands-on practical exercises with discussions of typical industrial applications and lectures. Simple control circuits will be developed using ISO and JIC schematic symbols, and tested using up-to-date pneumatic equipment. Prerequisite: general technical knowledge and basic physics. (2 credits)

Apr 23 Sat 0830-1530 4 wks BBY CRN 52557

Maintenance Management

604-432-8521

604-451-6868

Bette Bayley

mechtech@bcit.ca

The Maintenance Management Professional (MMP) certification program is a series of modules developed by the Plant Engineering and Maintenance Association of Canada (PEMAC). The program is designed for individuals aspiring to management positions as well as those currently in maintenance management seeking formal training. Upon successful completion of all eight courses, an application can be made to PEMAC for use of the MMP designation (Maintenance Management Professional).

The courses are intended for those who are maintenance practitioners, have maintenance responsibilities or have either a maintenance or engineering background.

The program consists of the following courses:

		Credits
PEMA 1000	Maintenance Management: Introduction	1.0
PEMA 2000	Production and Operations Management for the Maintenance Manager	2.5
PEMA 2010	Human Resources Management for the Maintenance Manager	2.5
PEMA 2020	Accounting and Finance for the Maintenance Manager	2.5
PEMA 3000	Planned Maintenance Management	2.5
PEMA 3010	Predictive Maintenance Technologies	2.5
PEMA 3020	Computerized Maintenance Management	2.5
PEMA 4000	Capstone Course	2.5

Maintenance Management: Introduction

PEMA 1000 \$210*

Introduces the latest concepts and methodology in cost-effective maintenance and physical asset management, moving from the traditional maintenance paradigms to the new technologies required to obtain world-class practices and be able to compete in the global marketplace. Topics include: preventive maintenance, predictive and proactive maintenance and RCM - Reliability Centred Maintenance. (1 credit)

Apr 12 Tue 1845-2145 5 wks BBY CRN 55172

Production and Operations Management for the Maintenance Manager

PEMA 2000 \$350*

Provides an overview of operations and production management to enable the maintenance manager to communicate more effectively with production managers. Topics include time management methods, production management, quality control, inventory control management, and the application to a maintenance environment including total productive maintenance (TPM). Prerequisite: PEMA 1000. (2.5 credits)

May 17 Tue/Thr 1845-2145 5 wks BBY CRN 55173

Manufacturing

604-451-6868

604-432-8330

mechtech@bcit.ca

Mick Andic

BACHELOR OF TECHNOLOGY IN MANUFACTURING

The Bachelor of Technology in Manufacturing degree program is accepting applications. The degree prepares students to assume a lead role in a manufacturing environment. The program will provide an avenue for graduate technologists and engineers to enhance their technical and management skills through part-time, evening courses in the following areas:

Automation and Control

- Introduction to Machine Vision
- Applications in Machine Vision
- Manufacturing Control Systems
- Manufacturing Automation Systems

Manufacturing Processes

- Advanced CAM Applications
- Computer Aided Process Planning
- Inspection Methods for Quality Control
- Fixture and Tool Design
- Plastics Processes and Materials
- Manufacturing Processes for Wood Products



Product Design

- Parametric Solid Modelling
- Introduction to Finite Element Methods
- Plastic Product Design
- Industrial Design
- Design for Manufacture and Assembly

Materials

- Advanced Engineering Materials

As a finale to the program, each degree candidate must complete an industry-sponsored project in an area of interest.

Entrance Requirements

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

Courses offered this term:

Note: All MTEC courses include a combined session on Saturday, June 4, 2005. Time: 0900-1500.

Parametric Modelling

MTEC 7000 \$595
Explores the use of parametrics and solid modelling in the design and production phase of manufacturing. Topics include advantages/disadvantages of solid modelling and parametrics, dimensional and positional constraints, model construction, extracting working drawings, exchanging data with other applications, and determining mass properties. Prerequisite: MTEC 7045 and AICO 2000 or equivalent. (3 credits) **Note:** departmental approval required. Contact Mick Andic, Program Head at 604-432-8330.

Apr 14 Thr 1830-2145 12 wks BBY CRN 27539

Inspection Methods for Quality Control

MTEC 7017 \$595
Covers methods used to determine the quality of manufactured components. Topics include quality concepts, in-process gauging, non-destructive testing and coordinate measuring machines. Considerations such as measurement errors and inspection cost will be addressed. Students will design inspection plans for a variety of parts. Prerequisite: MANU 3410. (3 credits)

Apr 12 Tue 1830-2145 12 wks BBY CRN 55188

Introduction to Finite Element Method

MTEC 7040 \$595
Students will learn the tools necessary to analyse machine components and structures using finite element analysis (FEA). Students will analyse simple mechanical objects under static loading using both manual methods and commercial FEA software. Emphasis will be placed on modelling techniques and interpreting and verifying results. Prerequisite: MTEC 7045, MATH 2491 or MATH 2342. (3 credits)

Apr 13 Wed 1830-2145 12 wks BBY CRN 55192

Advanced CAM Applications

MTEC 8012 \$595
Further the student's knowledge of Computer Numerical Control (CNC) using CAM software for programming parts required in machining in three dimensions. Topics include defining alternate coordinate systems to assist in complex geometry creation, surface modelling and machining, fourth axis contouring and fourth and fifth axis positioning. Some of the programs may be proved on BCIT's CNC machine tools. Prerequisite: AICO 1010. (3 credits)

Apr 12 Tue 1830-2145 12 wks BBY CRN 55191

Manufacturing Degree Project

MTEC 8090 \$795

The student will complete the industry project in a workplace setting and choose a project that involves applied research or technology transfer. The project will be innovative, experimental or exploratory in nature. Activities can range from directed study projects to the preparation of a proposal, project plan and the development of formal deliverables – including a final report demonstrating the practical application of knowledge and skills in the manufacturing sector. Prerequisite: MTEC 7092. (9 credits)

Note: Departmental approval needed prior to registration in MTEC 8090. Please contact Mick Andic, program head, at 604-432-8330.

Please see other sections of the flyer for Operations Management, Financial Management, Business Administration and Technology Management listings of other courses in this program.

The course schedule and/or course offerings may vary from the above.

Mechanical

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

Drafting Fundamentals for Mechanical

MECH 1000 \$470

Covers techniques required to communicate technical information in a graphic form. Includes sketching, orthographics, pictorials, sections, mechanical connections, auxiliary drawings and developments to provide the basics for developing CAD working drawings. Emphasis will be placed on understanding rather than draftsmanship. Example drawings will be analysed. Recommended as a prerequisite to CAD graphics courses. (3 credits)

Apr 26 Tue/Thr 1845-2145 7 wks BBY CRN 52393

Strength of Materials

MECH 2240 \$580

Covers stress, strain and deflection. Examines tension, compression, shear, torsion, deflection and buckling of material under load; beams, columns, shafts, thin and thick-walled cylinders, riveted and welded joints. Prerequisite: MECH 1141. (5.5 credits)

Apr 19 Tue/Thr 1845-2145 10 wks BBY CRN 54801

Engineering Mechanics 2

MECH 2241 \$580

Introduces dynamics - the study of bodies in motion. Covers kinematic and kinetic analysis. Topics include equations of motion, trajectories, Newton's laws of motion, inertia, work, energy, power, impulse and momentum. Prerequisite: MECH 1141. (5.5 credits)

Apr 18 Mon/Wed 1845-2145 10 wks BBY CRN 50937

Mechanical

– Distance Education

604-432-8237 Yvonne Alspaugh
604-456-8027 Nancy Naylor
eeinfo@bcit.ca

SPRINKLER DESIGN

These two distance education courses, covering the basics of Automatic Sprinkler Design, are equivalent to night school courses MECH 4080 and MECH 4082.

Automatic Sprinkler Design Part 1

MECH 4081 \$410

Automatic Sprinkler Design Part 2

MECH 4083 \$410

Mechanical Systems

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

Please see the following in the Mechanical Systems section:

- Associate Certificate in Mechanical Systems
- Associate Certificate in Fire Protection Inspection and Testing
- Schedule of courses offered this term

ASSOCIATE CERTIFICATE IN MECHANICAL SYSTEMS

Mechanical Design and Manufacturing Technologies offers Mechanical Systems Associate Certificate programs in the options of: Heating Systems, Plumbing Systems and Air Conditioning Systems.

The associate certificate program courses are taught at a level that assumes students have completed senior secondary math, science and English or equivalent.

To qualify for an associate certificate the student must complete a minimum of 21 credits as follows:

- all mandatory courses
- a minimum of a first level and a second level course in a given option
- approved elective courses to fulfill credit requirements.

Courses are subject to change, reflecting the continuing development of the program.

Mandatory courses	Credits
AICO 1000 AutoCAD 1	3.0
MECH 1000 Drafting Fundamentals for Mechanical	3.0
MSYS 1070 Building Construction for Mechanical	4.0
MSYS 4090* Practicum	3.0

*to be performed upon completion of all other credits

Options

Heating Systems – Level 1

MSYS 2079 HVAC Load Analysis	3.5
MSYS 3079 Air Heating Systems	3.5

Heating Systems – Level 2

MSYS 3179 Hydronic Heating Systems	3.5
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Plumbing Systems – Level 1

MSYS 1086 Potable Water Plumbing Design	2.0
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Plumbing Systems – Level 2

MSYS 1087 Drainage Plumbing Design	2.0
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Air Conditioning Systems – Level 1

MSYS 2079 HVAC Load Analysis	3.5
MSYS 3050 HVAC Control Systems	2.5
MSYS 3079 Air Heating Systems	3.5
MSYS 4079 Air Handling Systems	3.5

Air Conditioning Systems – Level 2

MSYS 4179 Computer Aided HVAC Design	1.5
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Elective courses

MSYS 4470 Project Management and MSYS 4486 Energy Management may be used as electives for all options.

Other approved elective courses may be chosen from a variety of programs including Business Administration, Marketing, Operations Management or Engineering.

Note: Mechanical Systems courses which apply to the Associate Certificate in Mechanical Systems program will resume in September 2005.



ASSOCIATE CERTIFICATE IN FIRE PROTECTION INSPECTION AND TESTING

604-432-8521
604-451-6868

Bette Bayley
mechtech@bcit.ca

Mechanical Design and Manufacturing Technologies offers an Associate Certificate in Fire Protection Inspection and Testing. A selection of courses will be presented which can be completed through an evening Part-time Studies Program. Many of the courses meet part of the basic academic competencies required for certification by the Applied Science Technologists and Technicians of BC (ASTTBC) as a Fire Protection Technician in appropriate disciplines.

The associate certificate program courses are taught at a level that assumes students have completed senior secondary school English, math, science or equivalent.

To qualify for an associate certificate the student must complete a minimum of 23 credits including all mandatory courses, a minimum of 10 credits from option courses and any approved option or elective courses to attain additional credits.

All courses are subject to change. Additions and deletions to the listed courses reflect continuing developments. Students must have two years of relevant industry experience to be awarded the associate certificate.

Mandatory Courses	Credits
OCHS 4420 Fire Safety 1	3.0
MSYS 1070 Building Construction for Mechanical	4.0
MSYS 1075 BC Fire Code	1.5

Option Courses

BLDG 1830 BC Building Code: Part 3 Introduction	3.0
MSYS 1077 Emergency Lighting Systems	1.5
MSYS 2080 Automatic Sprinkler and Standpipe Testing	3.0
MSYS 2084 Fire Alarm Systems Inspection and Testing	3.0
MSYS 2088 Special Fire Suppression Systems	3.0
MSYS 2086 Smoke Control and HVAC Systems	2.5
MSYS 2072 Commercial Kitchen Exhaust Cleaning	1.0
MSYS 2074 Commercial Kitchen Exhaust Inspection	1.0
OCHS 1410 Fire Extinguisher Service Technician	1.5

Elective Courses

COMM 1103 Introduction to Business and Technical Communication	3.0
MECH 4080 Automatic Sprinkler Systems Design 1	3.0
MECH 4082 Automatic Sprinkler Systems Design 2	3.0
OCHS 4440 Fire Safety 2	3.0

BC Fire Code

MSYS 1075 \$275*
Emphasizes Parts 2, 6 and 7 of the BC Fire Code Regulation 1998. Provides an overall view of the fire safety requirements in and around buildings as well as the inspection, testing and maintenance requirements for fire protection systems in buildings. Students must bring the BC Fire Code to the first class. (1.5 credits)

Apr 14 Thr 1845-2145 6 wks BBY CRN 26181
Jun 6 Mon-Wed 0830-1530 3 days BBY 51138

Emergency Lighting Systems

MSYS 1077 \$415*
Provides an overview of the inspection and testing requirements for unit equipment for emergency lighting systems. Students will work with various types of batteries, chargers and testers, and perform applicable electronic calculations. Students will require a digital multimeter. Details will be given during the first class. Prerequisite: TELC 1139 or general knowledge of basic electricity and basic electronics. (1.5 credits)

Apr 14 Thr 1845-2145 6 wks BBY CRN 26077
Jun 23 Thr-Sat 0830-1530 3 days BBY 50932

Fire Alarm Systems: Inspection and Testing

MSYS 2084 \$470*
Reviews the components, functions and operational principles of fire alarm systems. Covers the requirements for the inspection and testing of fire alarm systems in accordance with applicable codes, standards and regulations. Completion of inspection and test reports will be covered. This course will include field trips. Prerequisite: TELC 1139 or general knowledge of fire alarm wiring, basic electricity and basic electronics. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 26075
May 30 Mon-Fri 0830-1630 1 wk BBY 28784

Automatic Sprinkler Systems Design 1

MECH 4080 \$395*
Enables 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. Prerequisite: MECH 3325 or departmental approval. (3 credits)

Apr 13 Wed 1845-2145 12 wks BBY CRN 55171

Network Administrator Technician

See *Computing and Information Technology*

Nondestructive Testing

604-456-8027 Nancy Naylor
Nancy_Naylor@bcit.ca
www.mechanical.bcit.ca/pts/ndte.shtml

Visit the CGSB website at ndt.nrcan.gc.ca for information about government certification requirements.

The following courses meet the recommended training course guidelines of the Canadian Government Specifications Board.

Radiography Level 1

NDTE 1169 \$1,075
Covers the general principles of radiography; nature of penetrating radiation and its interaction with radiation and matter; radiation sources; detection and measurement of radiation; safety and darkroom procedures. Students learn the proper selection of a radiation source for a given application, film type, screens, etc. and should be able to perform radiographic examinations according to prescribed techniques. (3 credits)

May 16 Mon-Fri 0800-1700 1 wk BBY CRN 52402

Ultrasonics Level 1

NDTE 1170 \$1,075
Combines theory with practice, using a variety of ultrasonic testing equipment and test samples to cover generation of ultrasound. Instrumentation, frequency, velocity, wavelength, attenuation, calibration, reference standards, longitudinal, transverse and surface waves, reflection, Snell's Law, sensitivity and resolution. (3 credits)

Jun 6 Mon-Fri 0800-1700 1 wk BBY CRN 55343

Liquid Penetrant Inspection Levels 1 and 2

NDTE 2177 \$1,075
Provides detailed instruction in the theory and practice of liquid penetrant inspection including the capabilities and limitations. Practical lab work reinforces inspection techniques in accordance with codes and/or standards plus interpretation or indications. (3 credits)

Jun 20 Mon-Fri 0800-1700 1 wk BBY CRN 26352

Magnetic Particle Inspection Levels 1 and 2

NDTE 2178 \$1,075
Provides detailed instruction in the theory and practice of magnetic particle inspection including the capabilities and limitations. Practical lab work reinforces inspection techniques in accordance with codes and/or standards plus interpretation or indications. (3 credits)

Jul 4 Mon-Fri 0800-1700 1 wk BBY CRN 26354

Plastics

604-432-8521 Bette Bayley
604-451-6868 mechtech@bcit.ca

PLASTICS TECHNOLOGY ASSOCIATE CERTIFICATE

A selection of courses will be presented which can be completed through an evening study program and will lead to an Associate Certificate in Plastics Technology.

The courses are aimed at:

- upgrading existing plastics processing machine operators who have the general prerequisites
- people with no previous plastics experience but who are interested in obtaining employment in the plastics industry
- existing plastics industry employees who are not production operators but wish to improve their knowledge. These employees may be involved in quality assurance, scheduling, engineering, planning, purchasing, and sales.

The associate certificate program courses are taught at a level that assumes students have completed secondary school math, science and English or equivalent.

The program consists of three sections: mandatory courses, mandatory option courses and elective courses as outlined below. To be presented with an associate certificate, the student must complete all the mandatory courses, a minimum of one group of mandatory option courses and such elective courses to achieve a total of 20 credits.

Mandatory courses:	Credits
PLAS 1001 Introduction: Plastics Industry	1.0
PLAS 1002 Properties of Materials	1.0
PLAS 1003 Polymer Rheology	1.0
PLAS 1004 Materials Laboratory	1.0
PLAS 1011 Health/Safety/Environmental	1.0
PLAS 1016 Overview of Plastics Processes	1.0
PLAS 1070 Plastics SPC 1	1.0
PLAS 1071 Plastics SPC 2	1.0
PLAS 1072 Plastics SPC 3	1.0
PLAS 1091 Industry Practicum	3.0

(PLAS 1091 to be performed after completion of all other credits required for the associate certificate)

Mandatory Options:

At least one group of the following must be taken. More than one group can be taken to complete the certificate requirements or other courses from an elective group can be used if approved by the Plastics Technology department.

Group	Courses	Credits
Group 1	Injection Molding (4 courses)	4.0
Group 2	Extrusion Process (4 courses)	4.0
Group 3	Composites (3 courses)	3.0

Elective Courses:

Approved courses may be chosen from a variety of programs including: Business Administration, Marketing, Operations Management or Engineering.

Courses offered this term:

Extrusion Process

PLAS 1030 \$210

Begins a four-course series on extrusion, including fundamentals of the extrusion process, the main components of an extruder, types and function of various extruder screws, and an introduction to variable speed drives, gear reducers and thrust bearings. Prerequisite: PLAS 1001 or permission of instructor for those students with sufficient previous experience. (1 credit)

Apr 19 Tue 1845-2145 4 wks BBY CRN 54228

Extrusion: Pipe/Profile/Cast

PLAS 1031 \$210

Concentrates on the principles of pipe extrusion, the process, equipment and materials generally used. In addition, the principles of profile extrusion and cast/sheet extrusion will also be discussed, along with typical materials used in the process. Prerequisite: PLAS 1030. (1 credit)

May 17 Tue 1845-2145 4 wks BBY CRN 52394

Plastics SPC 2

PLAS 1071 \$210

Continues from PLAS 1070. Covers frequency curves, numerical methods of describing data with required statistical calculations, measures of variability, and the development of control charts. Discussions are held on the detection of out-of-control data and the handling of such data. Prerequisite: PLAS 1070. (1 credit)

Apr 20 Wed 1845-2145 4 wks BBY CRN 24822

Plastics SPC 3

PLAS 1072 \$275

Presents a hands-on course using a typical statistical process control software program in a computer laboratory setting. The student becomes familiar with a typical SPC software program while developing skills in handling variables data, charting variables data, creating histograms, charting cause and effect data, and charting Pareto data all on the computer. Prerequisite: PLAS1071. (1 credit)

Jun 1 Wed 1845-2145 4 wks BBY CRN 29903

Power Engineering

604-432-8521

Bette_Bayley@bcit.ca

Boiler Safety Awareness

POWR 0107 \$195*

Raises safety awareness of individuals who are required to watch over boilers during times when operating personnel are not in attendance. This allows individuals to initiate safety shut down procedures on the equipment named on the safety awareness certificate. This course prepares candidates to write the BC Safety Authority examination for certification for Boiler Safety Awareness.

May 25 Wed/Thr 1830-2130 1 wk BBY CRN 28476

Refrigeration Safety Awareness

POWR 0108 \$250*

Provincial regulations governing refrigeration plants and building air conditioning systems, not exceeding 1000kW name plate rating, require maintenance personnel, security staff and any other person overseeing the refrigeration plant or chiller to acquire a RSA certificate. This course prepares candidates to write the BC Safety Authority examination for certification for Refrigeration Safety Awareness.

Apr 5 Tue/Thr 1830-2130 3 wks BBY CRN 26151

Power Engineering – Distance Education

604-432-8390

Barbara_Cowen@bcit.ca

Move your power engineering career forward by upgrading to a higher level of certification. Five complete programs (21 courses) are available specifically for those currently employed in industrial plants. Programs provide the knowledge to sit for the Power Engineering Certification Examinations in British Columbia and other provinces. Registration is continuous so that you may start your studies whenever you are ready. Program and course details may be found on the Power Engineering homepage – go to www.bcit.ca, click the "search" button and type in the words "power engineering." Click "search."

Provides those currently employed in industrial plants with the theoretical knowledge required for the BC and inter-provincial power engineering certification examinations. Study can be done at home (correspondence) or in class (tutorial) using telephone, e-mail, fax or drop-in help from experienced instructors. Recent parking improvements make access to the Burnaby campus easier.

In order to write the inter-provincial examinations, candidates must have specified practical and qualifying experience as outlined in the BC Power Engineer's Boiler, Pressure Vessel and Refrigeration Safety Regulation.

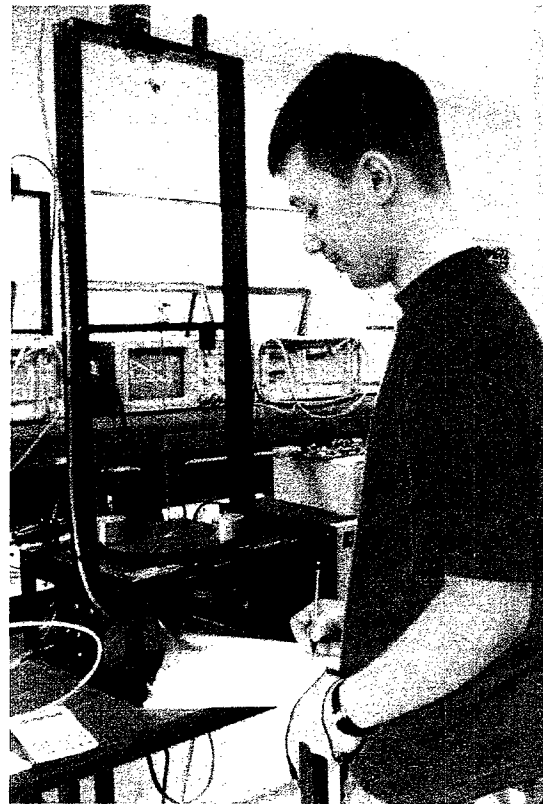
Applicants must have good writing skills. First, Second and Third class applicants must possess the next lower certificate, unless exempted by the BC Safety Authority. Classroom attendance is flexible to accommodate shift schedules. Classroom hours are from 0800 to 1500 Monday to Friday. From mid-October to mid-May, evening instruction is available Tuesday through Thursday until 1930.

Participants use self-study learning materials to complete written assignments. Direct instructor assistance is provided when necessary. Fourth Class students have an option to use traditional paper-based assignments or alternately, to use an Internet-connected computer to complete online tests related to each unit of instruction. A reference library and instructional videotapes are available to supplement course materials. Study programs

are available in Fifth Class (Boiler Endorsement), Fourth Class, Third Class, Second Class and First Class Power Engineering. Contact the department at the above phone number for details and registration.

Technical Communications plus Architectural and Building Engineering

See International



Register online four weeks before your class starts and save \$20 on participating courses!

- Before you start, have these things ready: your BCIT ID, if you've been a BCIT student before, a valid credit card, and your Social Insurance Number (so you can get a tax credit form for your tuition).
- Go to www.bcit.ca/study/.
- Select the **course option** in perform a keyword search, enter your keywords, and click **Find it** (or do an advanced search www.bcit.ca/study/courses/).
- Once you get your results, click on **course titles** for more details and to add the course to your shopping cart
- Once you've clicked on **Add to Cart** for one course, you can choose continue browsing or proceed to registration.
- Once you click on **Proceed to Registration**, you'll move on to BCIT Secure Information System. If this is your first time registering for a course at BCIT, you have to click on **Create a BCIT ID**. Just follow the prompts and provide all required information.
- Follow the steps on the screen to complete the registration.



"I wanted to become a nurse, so I researched all the nursing programs and spoke to current nurses. I chose BCIT because of its reputation for preparing job-ready graduates. The facilities and resources available at BCIT prepare nursing students for the numerous practical hours and valuable hands-on experience in the clinical setting."

*Susan Sandberg, BCIT Nursing student
Bachelor of Technology in Nursing*

Bachelor of Technology in Technology Management – Health Option

This degree option provides technologists and others with the knowledge, skills and attitudes for their roles as supervisors and managers in technologically intensive health organizations. Courses in the degree program are either in print-based or online distance education formats. View program requirements and course descriptions at www.bcit.ca/study/programs/8350btech.

Bachelor of Technology in Medical Imaging

1-800-663-6542 ext 8727 Victoria_Banham@bcit.ca
www.bcit.ca/study/programs/8300btech

BCIT offers Canada's first bachelor degree completion program specifically in Medical Imaging through distance education and the Internet to registered technologists across Canada and around the world.



Understanding Research in Health Sciences MIMG 7006

\$680

Nature of scientific research through steps in the research process: research terminology, methodologies for quantitative and qualitative research, research problems/questions/hypotheses, literature review, research designs, and ethical considerations. Data collection techniques and analysis, communicating and reporting research results. (3 credits)

Apr 11

12 wks Distance CRN 25871



Image Quality in Diagnostic Radiology MIMG 7007

\$680

Deals with three major components of image quality: contrast, spatial resolution and noise. Includes physics and technology of film-screen and digital imaging systems, and physical characteristics of contrast, spatial resolution, and noise in diagnostic radiology. Discusses measurement of image quality, and perception of visual information. Includes research studies on image quality. (3 credits)

Apr 11

12 wks Distance CRN 25898



Research Project MIMG 7008

\$680

Choose a research topic, review the literature, refine the research question, design a survey instrument, administer the survey, analyse the collected data and report your findings. Guidance in alternative research methods. Course modules sequential so that research project evolves in a logical fashion. (3 credits)

Apr 11

12 wks Distance CRN 2960



Radiation Risks and Protection MIMG 7009

\$680

Philosophy of radiation protection through recommendations of ICRP 60. Practical radiation protection training. For those needing to design and perform QA programs, answers questions such as "How do I apply 'the justification of a practice' principle in my department?" and many more. Introduction to non-ionizing radiation. (3 credits)

Apr 11

12 wks Distance CRN 29293



Quality Assurance in Diagnostic Radiology MIMG 7010

\$680

Continuous quality improvements in diagnostic radiology. Quality management concepts and procedures, quality control testing for radiology and fluoroscopy systems, including digital radiography and fluoroscopy systems. QC testing for film processing, conventional tomography and mammography systems. Repeat film analysis and radiation protection as a significant part of a radiology CQI program. (3 credits)

Apr 11

12 wks Distance CRN 50845



Quality Assurance Project MIMG 7011

\$680

QA and QC related to the development of a comprehensive QA/QC manual for Diagnostic Radiology. Detailed survey of the status of your department's QA program as basis for development of a QA/QC manual, with format and content listing items considered essential by the Radiation Protection Bureau – Health Canada. (3 credits)

Apr 11

12 wks Distance CRN 50852



Digital Image Acquisition Technologies for PACS MIMG 7012

\$680

Through readings and exploration of selected Internet resources, addresses the concepts, physical principles and technology components of digital image acquisition technologies for Picture Archiving and Communication Systems (PACS). Reviews fundamentals of film-based imaging; describes the rudimentary concepts of the digital image and image quality parameters for digital detectors. (3 credits)

Apr 11

12 wks Distance CRN 52560



Magnetic Resonance Imaging 1: Physical Principles and Instrumentation

MIMG 7200

\$680

Physical principles of MRI including basic physics of NMR and equipment needed to produce magnetic resonance images, digital imaging related to MRI, bioeffects and hazards of magnetic fields, radio frequency radiation, and guidelines for safe use of MRI. (3 credits)

Apr 11

12 wks Distance CRN 25881



Magnetic Resonance Imaging 2: MR Procedures and Clinical Applications

MIMG 7201

\$680

MR imaging techniques and approaches that can be used for MR scanning of patients. Operator-controlled parameters, image optimization and how changes in the parameters affect image quality, positioning techniques contrast usage, and equipment for any anatomic and pathologic region of interest. Indications, pathologies, possible protocol sequences and imaging planes will be covered for the head, soft tissue neck, spine, chest, abdomen, pelvis, upper and lower extremities, and pediatric imaging. Prerequisite: MIMG 7200. (3 credits)

Apr 11

12 wks Distance CRN 25883

School of Health Sciences

604-451-7089 or 1-800-663-6542 health@bcit.ca
www.bcit.ca/health

We provide access to lifelong learning through flexible course delivery formats including classroom, distance education/guided learning, online and clinical. Take one course for personal or professional interest, or register in programs that provide a variety of credentials from certificates and diplomas to advanced certificates and bachelor degrees.

Industry Training

BCIT Health Sciences Part-time Studies is available to consult with your company to develop specific courses to meet your needs in a variety of disciplines. Contact Kim_Taylor@bcit.ca for further information.

INTERNET AND DISTANCE EDUCATION COURSE MATERIALS

Distance Education course materials are no longer automatically ordered when you register for your distance education course. In order to receive your course materials you must contact the BCIT Bookstore at www.bcitbookstore.ca or 604-432-8379. Course manuals, materials and textbooks are not included in tuition. To ensure course materials are received prior to term start, please register at least two weeks prior to the course start date.

Course Cancellations

Courses may not be offered if there is insufficient enrolment.

Refunds

See Regulations and Registration, page 104.

The Path to a Degree

Bachelor of Technology programs are typically offered on a part-time basis through distance education. We have designed our bachelor's degree to fit your world.

Bachelor of Technology in Management – Health Specialty

This is a competency-based, workplace-oriented, learner-focused program. Classroom courses are an option but not a requirement in this self-paced, self-directed program. See Business and Media or contact the program administrator at 604-456-8070 or mgmtdegr@bcit.ca for program details.



Magnetic Resonance Imaging 3: Imaging Techniques QC and Artifacts MIMG 7202 \$680

Concepts and clarification of fine points of k-space. Controlled parameters and how change affects image quality. MRI artifacts in respect to patient and technology. Mechanisms to minimize or eliminate recognized artifacts. Quality assurance phantoms and tests used to evaluate image characteristics for an effective QC program. Prerequisites: MIMG 7200 and MIMG 7201. (3 credits)

Apr 11 12 wks Distance CRN 25889



Computed Tomography 1: Physics and Instrumentation MIMG 7300 \$680

Physics and technologic aspects of conventional and spiral/helical CT: digital image processing, radiation attenuation, data acquisition, and image reconstruction. Components of CT scanner and factors affecting image quality and radiation dose. Multi-slice CT technology and its application such as CT fluoroscopy, three-dimensional CT, CT angiography and virtual reality imaging. (3 credits)

Apr 11 12 wks Distance CRN 25875



Computed Tomography 2: Clinical Applications MIMG 7301 \$680

Practical aspects of CT scanning: patient positioning, care and handling, and scanning protocols for the head, neck, chest, abdomen, pelvis and extremities. Equipment and clinical applications of CT. Prerequisite: MIMG 7300. (3 credits)

Apr 11 12 wks Distance CRN 25896



Bone Densitometry MIMG 7500 \$680

Osteoporosis and its impact on society; review of relevant anatomy and physiology. Various bone densitometry techniques. DEXA, and other methods for axial and peripheral measurements. QC issues and statistical interpretation of results relevant to DEXA. Current treatments and clinical applications encountered in clinical setting. (3 credits)

Apr 11 12 wks Distance CRN 50857

Bachelor of Technology in Specialty Nursing

1-800-663-6542 ext 7100 specnurs@bcit.ca

BCIT offers Specialty Nursing programs leading to Advanced Specialty Certificates and Bachelor of Technology degrees, including: Critical Care, Emergency, High Acuity, Neonatal, Nephrology, Occupational Health, Pediatric, Perinatal, and Perioperative.

The only degree program in British Columbia that prepares registered nurses for employment in nursing specialty practice. The focus of the program is to integrate theoretical constructs and processes, such as professionalism, communication, collaboration, growth, reflective critical thinking and systematic enquiry into specialty nursing practice.

SPECIALTY NURSING PROGRAMS CORE COURSES

The degree program provides 60 credits of course work: 48 specialty and core nursing credits and 12 credits of liberal studies. You have seven years to complete the degree.

BUSA 7250	Management Skills and Applications
NSSC 8000	Systematic Inquiry
NSSC 8300	Creative Leadership
NSSC 8500	Professional Growth
NSSC 8600	Communities, Health and Partnership
NSSC 8800	Community Health: Partnerships in Action

SPECIALTY NURSING – CRITICAL CARE

604-451-7103 or 1-800-663-6542 ext 7103
Joan_Nielsen@bcit.ca www.bcit.ca/health/criticalcare

Critical care nurses provide care for patients and families who are experiencing actual or potential life-threatening illness. This nursing specialty program prepares registered nurses to begin practise in the following community and tertiary critical care areas: cardiac care, intensive care, and neurological and cardiac surgical intensive care. Nurses may also choose program streams that focus their clinical practice in post-anesthetic units or in a combination of critical care and emergency settings.

NSSC 7100	Introduction to Critical Care Nursing
NSSC 7150	Dysrhythmia Interpretation and Management
NSSC 7200	Critical Care Nursing Theory 1
NSSC 7300	Critical Care Nursing Clinical 1
NSSC 7400	Critical Care Nursing Theory 2
NSSC 7500	Critical Care Nursing Clinical 2
NSSC 7600	Nursing the Complex Critically Ill Patient or
NSSC 7625	Post-anesthetic Nursing
NSSC 7115	Teaching and Learning in Specialty Nursing

SPECIALTY NURSING – EMERGENCY

604-451-7094 or 1-800-663-6542 ext 7094
Maya_Heskia@bcit.ca www.bcit.ca/health/emergency

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

NSER 7100	Emergency Nursing Theory 1
NSER 7200	Emergency Nursing Theory 2
NSER 7300	Emergency Nursing Clinical 1
NSER 7400	Emergency Nursing Theory 3
NSER 7500	Emergency Nursing Clinical 2
NSER 7700	Critically Ill Clients in Emergency Settings
NSER 7800	Emergency Nursing and Mental Health



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We invite you to visit our Career Opportunities website at www.fraserhealth.ca where you will find a detailed listing of all of our opportunities available. You can also create and apply directly for a diversity of positions.

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- REGISTERED NURSE
 - ICU/Critical Care
 - Emergency
 - CCU
 - Operating Room
- ULTRASOUND SONOGRAPHER
- LABORATORY TECHNOLOGIST
- NUCLEAR MEDICINE TECHNOLOGIST
- MEDICAL RADIATION TECHNOLOGIST
- INFORMATION SYSTEMS
- ENVIRONMENTAL HEALTH



www.fraserhealth.ca



SPECIALTY NURSING – HIGH ACUITY

604-453-7131 or 1-800-663-6542 ext 7131
 Venice_Fru@bcit.ca
www.bcit.ca/study/programs/680wascert

The High Acuity program has been designed for practicing RNs who are ready to expand their practice to care for patients in high acuity units. High acuity nursing involves caring for acutely ill adults who require hospitalization for complex and invasive medical and/or surgical treatment regimes. Many patients face the additional challenge of multiple and complex health disorders. In order to adequately care for these patients, nurses need extensive nursing knowledge and skills. The High Acuity Specialty Nursing courses provide nurses with evidence-based knowledge to utilize in practice to expertly recognize, intervene, and manage acute changes in the complex conditions of the patients they care for. Currently, the High Acuity Specialty Nursing program is offered as a full-time program.

- NSHA 7100 High Acuity Theory 1
- NSSC 7150 Dysrhythmia Interpretation and Management
- NSHA 7200 High Acuity Theory 2
- NSHA 7300 High Acuity Clinical 1
- NSHA 7400 High Acuity Independent Study

Elective

- NSSC 7115 Teaching and Learning in Specialty Nursing

SPECIALTY NURSING – NEONATAL

604-432-8982 or 1-800-663-6542 ext 8982
 Sheila_Torgerson@bcit.ca www.bcit.ca/health/neonatal

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

- NSNE 7100 Neonatal Theory 1
- NSNE 7200 Neonatal Theory 2
- NSNE 7300 Neonatal Clinical 1
- NSNE 7400 Neonatal Theory 3
- NSNE 7500 Neonatal Clinical 2

SPECIALTY NURSING – NEPHROLOGY

604-451-7094 or 1-800-663-6542 ext 7094
 Maya_Heskia@bcit.ca www.bcit.ca/health/nephrology

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

- NSNN 7200 Nephrology Nursing Theory 1: Introduction
- NSNN 7300 Nephrology Nursing Clinical 1: Chronic Renal Insufficiency Nursing
- NSNN 7400 Nephrology Nursing Theory 2: Introduction to Dialysis Nursing
- NSNN 7500 Nephrology Nursing Clinical 2: Nursing Care of the Person on Dialysis
- NSNN 7600 Nephrology Nursing Theory 3: Living with Renal Disease and Complex Health Challenges
- NSNN 7700 Nephrology Nursing Clinical 3: Nursing the Person with Complex Renal Health Challenges

SPECIALTY NURSING – OCCUPATIONAL HEALTH

604-451-7102 or 1-800-663-6542 ext 7102
 Donna_Mitchell@bcit.ca www.bcit.ca/health/oh

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

- NSOH 7100 Introduction to Occupational Health Nursing
- NSOH 7200 Work and Work Environments 1
- NSOH 7250 Work and Work Environments 2
- NSOH 7301 Occupational Health Nursing: Practice Experience 1
- NSOH 7350 Occupational Health Nursing: Practice Consolidation
- NSOH 7400 Disability Case Management
- NSOH 7450 Occupational Health Surveillance
- NSOH 7500 Occupational Health Nursing: Practice Experience 2
- NSOH 7600 Occupational Health Program Planning
- NSSC 7115 Teaching and Learning in Specialty Nursing
- BUSA 7250 Management Skills and Applications

SPECIALTY NURSING – PEDIATRIC

604-432-8982 or 1-800-663-6542 ext 8982
 Sheila_Torgerson@bcit.ca www.bcit.ca/health/pediatric

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

- NSPE 7100 Pediatric Theory 1
- NSPE 7200 Pediatric Theory 2
- NSPE 7400 Pediatric Theory 3
- NSPE 7210 Pediatric Critical Care Theory 2
- NSPE 7230 Pediatric Neuroscience Nursing Theory 2
- NSPE 7240 Pediatric Surgical Nursing
- NSPE 7300 Pediatric Clinical 1
- NSPE 7310 Pediatric Critical Care Clinical 1
- NSPE 7330 Pediatric Neuroscience Clinical 1
- NSPE 7340 Pediatric Surgical Nursing Clinical 1
- NSPE 7500 Pediatric Clinical 2
- NSPE 7510 Pediatric Critical Care Clinical 2
- NSPE 7900 Pediatric Preceptorship
- NSPE 7910 Pediatric Nursing in the Home
- NSPE 7920 Pediatric Arrest Management
- NSPE 7940 Advanced Concepts in Pediatric Critical Care

SPECIALTY NURSING – PERINATAL

604-432-8982 or 1-800-663-6542 ext 8982
 Sheila_Torgerson@bcit.ca www.bcit.ca/health/perinatal

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

- NSPN 7100 Perinatal Theory 1: Healthy Childbearing Experiences
- NSPN 7200 Perinatal Theory 2: Childbearing Women
- NSPN 7250 Fetal Health Surveillance
- NSPN 7300 Perinatal Clinical 1
- NSPN 7400 Perinatal Theory 3: Childbearing Families
- NSPN 7450 Neonatal Resuscitation
- NSPN 7500 Perinatal Clinical 2

SPECIALTY NURSING – PERIOPERATIVE

604-451-7102 or 1-800-663-6542 ext 7102
 Donna_Mitchell@bcit.ca
www.bcit.ca/health/perioperative

This advanced certificate program is available to Registered Nurses who are interested in perioperative nursing practice. Perioperative nurses collaboratively manage and coordinate all phases of individuals' perioperative experiences, advocating for their rights and needs and providing the human touch in a predominantly technical environment. Perioperative nurses work in community, rural and tertiary care operating rooms, daycare surgery units and specialized clinics, and occasionally in PACUs. Enrol on a course-by-course basis and take up to six years to complete this program, which also forms the basis for a Bachelor of Technology in Specialty Nursing.

- NSPO 7100 Perioperative Theory 1: Developing Perioperative Partnerships
- NSPO 7200 Perioperative Theory 2: The Nurse in the Circulating Role
- NSPO 7300 Perioperative Clinical 1: Implementing the Circulating Nurse Role
- NSPO 7400 Perioperative Theory 3: The Nurse in the Scrub Role
- NSPO 7500 Perioperative Clinical 2: Implementing the Scrub Nurse Role
- NSPO 7600 Perioperative Theory 4: Integration of the Perioperative Nursing Roles
- NSPO 7700 Perioperative Clinical 3: Integrated Perioperative Nursing Practice

Basic Health Sciences Continuing Education

604-432-8727 or 1-800-663-6542 ext 8727
 Victoria_Banham@bcit.ca
 (for BHSC 0100, BHSC 1023, BHSC 7601, BHSC 7602, BHSC 7603, BHSC 7604, PYSC 1101, PYSC 1102)
 604-451-7117 or 1-800-663-6542 ext 7117
 Jennifer_Perry@bcit.ca
 (for BHSC 1119, BHSC 1146, BHSC 2219, BHSC 3302)

Human Biology

BHSC 0100 **\$335**
 Based on the BC secondary system's Biology 12 course. Additional content deals with the basics of skeletal and muscular systems. Provides a more medical focus than Biology 12 and a general overview of body structure and function. BCIT Nursing and most other health programs accept this course as a Biology 12 requirement. Carries no laboratory component.

Apr 18 Mon 1845-2145 12 wks BBY CRN 29672

Part-time tip

It's your responsibility to ensure you have all prerequisites for each course in which you register.



Essentials of Anatomy and Physiology BHSC 1119 \$460

Provides a general survey of basic human structure and function. Serves as an overview if you need fundamental insights into anatomy and physiology. Initially establishes the basics of cells and tissues and goes on to survey the body's major organ systems. Required for BCIT's Cardiology programs. Challenge course available. **Note:** this course was previously numbered BHSC 2217. Prerequisite: Biology 12, C+ or better. (3 credits)

Apr 11 12 wks Distance CRN 53897



Human Behaviour BHSC 1146 \$460

Uses a psychological perspective to explore topics of relevance to cardiology technologists. Includes an overview of psychology and psychological methods, health-care trends, working with others, development over the lifespan, health and well-being, experience of illness, critical illness and death, interpersonal skills, culture, and professional implications for practice. Challenge course available. (3 credits)

Apr 11 12 wks Distance CRN 27618



Anatomy and Physiology for Cardiology BHSC 2219 \$460

Anatomy of the heart and its relation to thoracic structures. Relation of structure of heart muscle cell or myocyte to its electrical and mechanical properties. Electrical events of cardiac cycle as the electrophysiological basis of the ECG. Mechanical events of the cycle related to electrical events and the pressure and volume changes in the heart chambers. Prerequisite: 60% in BHSC 1119. Challenge course available. (3 credits)

Apr 11 12 wks Distance CRN 53900



Cardiac Pathophysiology BHSC 3302 \$760

Cardiovascular disorders emphasizing the concept of disease as a disturbance of normal structure and function. Discussion of functional cardiac anatomy, followed by a detailed examination of cardiac pathologies commonly encountered by the cardiovascular technologist. Also discusses systemic diseases and malfunction of organ systems, which initiate or are a consequence of cardiac failure. Prerequisite: 60% in BHSC 2219. (5 credits)

Apr 11 12 wks Distance CRN 22741



Sectional Anatomy of the Abdomen and Pelvis BHSC 7601 \$680

For all imaging technologists requiring knowledge of sectional anatomy of the abdomen and pelvis in all three fundamental body planes. Anatomic, functional and pathological relationship among the organs. (3 credits)

Apr 11 12 wks Distance CRN 25954



Sectional Anatomy of the Neck and Thorax BHSC 7602 \$680

For all imaging technologists requiring knowledge of sectional anatomy. Major anatomic features of the neck and thorax emphasizing sectional appearance in all three fundamental body planes. Anatomic, functional and pathological relationships among organs of the chest. Challenge course available. (3 credits)

Apr 11 12 wks Distance CRN 25956



Sectional Anatomy of the Head BHSC 7603 \$680

For all imaging technologists requiring knowledge of sectional anatomy of the head of the adult. Major anatomic features in all three planes. Functional and pathologic relationships. Challenge course available. (3 credits)

Apr 11 12 wks Distance CRN 27435



Sectional Anatomy of the Musculoskeletal System BHSC 7604 \$680

For MR and CT technologists requiring knowledge of sectional anatomy of the musculoskeletal system. Prerequisite: graduation from approved program in diagnostic medical radiography/nuclear medicine therapy. (3 credits)

Apr 11 12 wks Distance CRN 25958

Introductory Psychology 1 PSYC 1101 \$610

This university-transferable course is the first of two introductory psychology courses focusing on the psychologist's approach to theories, problems and issues in contemporary psychology. This survey course introduces the student to areas of psychology: perspectives in psychology and current research findings on biological aspects, sensory processes, perception, consciousness, learning and memory. **Note:** This course is no longer accepted for Liberal Studies credit for Bachelor of Technology programs at BCIT. (3 credits) The course will not be offered if there is insufficient enrolment.

Apr 12 Tue 1800-2100 15 wks BBY CRN 50865

Introductory Psychology 2

PSYC 1102 \$610

This university-transferable course is the second of two introductory psychology courses focusing on the psychologist's approach to theories, problems and issues in contemporary psychology. Introduces the student to theories of personality, psychological disorder and its treatment, health psychology, emotion and motivation, social psychology and cultural influences, developmental changes over the life span, thought and intelligence. **Note:** This course is no longer accepted for Liberal Studies credit for the Bachelor of Technology programs at BCIT. (3 credits)

Apr 14 Thr 1800-2100 15 wks BBY CRN 52108

Biomedical Engineering Technology

604-451-7117 or 1-800-663-6542 ext 7117

Jennifer_Perry@bcit.ca www.bcit.ca/health/biomed

Biomedical Image Acquisition and Processing BMET 0905 \$618

Digital imaging systems have become an important multidisciplinary field with a wide range of applications. Using pictorial presentations, elementary mathematical formulation and an imaging laboratory, this two-day intensive workshop provides a general understanding of the principles involved in the acquisition and processing of two-dimensional digital images. Reinforces theory throughout the workshop with hands-on medical applications.

June 6 Mon/Tue 0800-1800 2 days BBY CRN 29287

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Vancouver, BC V6Z 1Y6
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Introduction to Servicing Medical Radiographic Equipment

BMET 0908 \$818

A three-day hands-on workshop introducing the principles and practice of servicing medical radiographic equipment and systems. Emphasizes practical laboratory sessions to teach basic operation, quality and assurance and preventive maintenance of the x-ray system.

June 13 Mon-Wed 0830-1630 3 days BBY CRN 26827

Introduction to Biomedical Computer Networks

BMET 0911 \$878

Introduces participants to principles of data communications and network fundamentals with applications in biology and medicine. The Open System Interconnect (OSI) model is used to discuss network architectures, protocols, hardware and software. Layers one, two and three together with the Ethernet network standard (IEEE802.3) and the Transmission Control Protocol/Internet Protocol (TCP/IP) will be emphasized. During the laboratory sessions networks will be designed, built and managed. Prerequisite: graduated from a Biomedical Engineering Technology program or with equivalent combination of education and working experience.

Jun 08 Wed-Fri 0830-1730 3 days BBY CRN 54523

Basic Cardiac Instrumentation

BMET 1107 \$460

Covers basic electricity principles, simple circuit analysis, electrical safety and biomedical instrumentation relating to cardiology technology practices. Challenge course is available. Prerequisites: principles of Math 12, Physics 11 (C+ or better). (3 credits)

Apr 11 12 wks Distance CRN 26492

Cardiology and Cardiovascular Technologies

604-451-7137 or 1-800-663-6542 ext 7137

Teana_Wong@bcit.ca

For complete program information on the Cardiology and Cardiovascular Programs, please visit the following websites:

CARDIOLOGY CERTIFICATE

www.bcit.ca/study/programs/530adiplt

CARDIOLOGY DIPLOMA

www.bcit.ca/study/programs/530bdiplt

Course materials must be ordered or purchased separately from the BCIT Bookstore.

Essentials of Anatomy and Physiology

BHSC 1119 See *Basic Health Sciences* for course details.

Human Behaviour

BHSC 1146 See *Basic Health Sciences* for course details.

Anatomy and Physiology for Cardiology

BHSC 2219 See *Basic Health Sciences* for course details.

Cardiac Pathophysiology

BHSC 3302 See *Basic Health Sciences* for course details.

Basic Cardiac Instrumentation and Electricity

BMET 1107 See *Biomedical Engineering* for course details.

Introduction to Cardiology

CARD 1101 \$760

Reviews the normal cardiac anatomy and physiology, then introduces the various non-invasive and invasive diagnostic studies currently performed. Exposes a variety of common abnormal cardiovascular conditions, syndromes and treatment strategies and presents implantable devices. Prerequisites: 60% in BHSC 2219 and 60% in CARD 1103. (5 credits)

Apr 11 12 wks Distance CRN 26494



Medical Terminology

CARD 1103 \$235

Greek and Latin roots, prefixes and suffixes commonly used in the discipline. Course guide, printed manual and CD-ROM courseware promote highly visual approach to the terms. Built-in audio pronunciation guide. Challenge course available. (1.5 credits)

Apr 11 12 wks Distance CRN 27369



Introduction to Statistics for Health

CARD 1187 \$460

Covers descriptive statistics, elementary probability and statistical estimation and hypothesis testing. These concepts will help the student to develop a working understanding of concepts and techniques in each of these topic areas. Prerequisite: Math 12 (C+ or better). (3 credits)

Apr 11 12 wks Distance CRN 27373



Communication for Allied Health Professionals

CARD 1285 \$460

Skills to perform the tasks of allied health professionals. Documenting patient care, writing letters and memos, preparing written information for clients, writing policies and procedures, completing reports and preparing oral presentations. Research and writing on topics related to your field, for possible publication or delivery at conferences. Prerequisite: English 12 (B or better). (3 credits)

Apr 11 12 wks Distance CRN 27378



ECG Interpretation

CARD 2201 \$460

Nuances of 12-lead ECG interpretation. All forms of arrhythmias, conduction blocks, infarction and pacemaker rhythms as they relate to the cardiology technologist's role. Challenge course available. Prerequisites: 60% in BHSC 1117, 60% in BMET 1107 and 60% in CARD 1101. (3 credits)

Apr 11 12 wks Distance CRN 27380



Cardiology Diagnostic Testing Methodology

CARD 2202 \$460

Fundamentals in preparation and performance of non-invasive cardiology diagnostic testing. Practice and principles of basic skin preparation techniques for various studies, landmarking and electrode placement patterns, hook-up protocols, electrocardiographic data acquisition in 12-lead electrocardiography, exercise stress testing, ambulatory ECG and arrhythmia monitoring. Prerequisites: 60% in BMET 1107, 60% in CARD 1101 and 60% in CARD 2201. (3 credits)

Apr 11 12 wks Distance CRN 27384



Introduction to Health Informatics

CARD 3205 \$460

Health informatics is a relatively modern discipline emerging from the increasing complexity and constraints in the health-care system. Practising health-care professionals, whether at the bedside, in support functions, business, or regulatory roles, must be able to demonstrate a competency in the critical use of health information technology. (3 credits)

Apr 11 12 wks Distance CRN 27388



Radiation Protection for Cardiac Imaging

CARD 3209 \$460

Through readings, assignments and telephone tutoring, deals with fundamental principles of radiation protection for cardiac imaging. Deals with biological effects of radiation, and general framework for radiation protection. Outlines factors affecting dose in cardiac

imaging, and radiation dose studies in interventional fluoroscopy. Covers guidelines for radiation protection of patients, personnel and the public. (3 credits)

Apr 11 12 wks Distance CRN 50730



Introduction to Cardiac Rehabilitation

CARD 3280 \$460

Provides an overview of cardiac rehabilitation and emphasizes the concept of risk reduction. Discusses epidemiology, preventative practices and pathophysiology of coronary artery disease. Describes inpatient, outpatient, and home cardiac rehabilitation programs. Presents cardiac rehabilitation standards and case studies. Prerequisite: Cardiology Certificate (Level 1) or tutor approval. (3 credits)

Apr 11 12 wks Distance CRN 27390



Electrocardiography and Pacemakers

CARD 3330 \$760

Theory and principles. Cellular mechanisms, conduction pathology, and disease processes responsible for arrhythmias and cardiac muscle damage. Systematic approach to types and severity of cardiac arrhythmias, symptoms, and treatment modalities. Pacemaker function, implant analysis and operation of recommended procedures. Prerequisites: 60% in BHSC 3302, 60% in CARD 2201. (5 credits)

Apr 11 12 wks Distance CRN 22742



Cardiac Pharmacology

CARD 3360 \$460

Types of pharmacological agents in the cardiac catheterization lab and coronary care units, and drugs prescribed for cardiac patients. Cardiac agents in diagnostic and interventional cardiac catheterization procedures. Drugs with respect to their cellular and physiological actions, prescribed usage, alternative nomenclature, dosages, adverse reactions, cautions and common routes of administration. Prerequisite: 60% in BHSC 3302. (3 credits)

Apr 11 12 wks Distance CRN 23408



Concepts in Ambulatory ECG

CARD 4201 \$310

Concepts essential to the practising cardiology technologist. Principles of operation of analysers/recorders, indications/diary/findings, conduction disturbances, ischemia, drugs and miscellaneous, implantable devices, and reporting. Prerequisites: 60% in CARD 2202, 60% in CARD 3330, 60% in CARD 3360. (2 credits)

Apr 11 12 wks Distance CRN 51125



Concepts in Exercise - Tolerance Testing

CARD 4202 \$310

Concepts including general principles; importance of age, gender and environment; and various diseases and health states. Theoretical basis and clinical application to rheumatoid arthritis, osteoporosis, spinal disorders and low back pain, diabetes, obesity, asthma, chronic obstructive respiratory disorders, cystic fibrosis, coronary artery disease, hypertension, children with heart disease, and more. Prerequisites: 60% in CARD 3330, 60% in CARD 3360, 60% in CARD 2202. (2 credits)

Apr 11 12 wks Distance CRN 29668



Concepts in Pacemakers

CARD 4203 \$460

Currently being revised. Includes indications, technology, electrophysiology, programmability, modes, hemodynamics, rate-modulated implantable cardioverter defibrillator and antitachycardia devices, implantation and patient followup. Prerequisites: 60% in CARD 3330, CARD 3360. (3 credits)

Apr 11 12 wks Distance CRN 27396



Cardiac Catheterization: Principles and Practice

CARD 4330

\$760

Diagnostic and interventional procedures, with specific orientation to cardiac angiography, hemodynamics, calculations of cardiac indices, and general lab practices. Congenital cardiac catheterization, electrophysiology studies, cardiac transplant and cardiac emergencies. Prerequisites: 60% in BHSC 3302, 60% in CARD 3330, 60% in CARD 3360. (5 credits)

Apr 11

12 wks Distance CRN 23411



Interventional Cardiac Catheterization

CARD 4360

\$310

Coronary angioplasty, complications and antithrombotic therapy, stents, coronary atherectomy, restenosis, difficult angioplasty situations, high-risk angioplasty, nonangiographic coronary lesion assessment, peripheral and cerebral vascular catheterization and angioplasty techniques, valvuloplasty, pericardiocentesis and special techniques, and laser coronary angioplasty. Prerequisite: 60% in CARD 4330. (2 credits)

Apr 11

12 wks Distance CRN 27398

Clinical Research (CRP) Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087

Diane_Pollock@bcit.ca www.bcit.ca/health/crp



Foundations of Clinical Research

CRPT 5001

\$670

This course is your opportunity to gain an understanding of a clinical research professional's (CRP) responsibilities while acquiring a solid knowledge base of ICH and FDA regulations. Complete practical assignments as you explore issues and policies behind the development of new medical products and procedures in Canada, the EU, and the USA. You will be applying good clinical practice (GCP) guidelines as you develop a systematic approach for reviewing the scientific and ethical integrity of clinical research protocols. (3 credits)

Apr 11

12 wks Internet CRN 28917



Ethical and Legal Principles for Clinical Research Professionals

CRPT 5002

\$670

CRP's make decisions on a daily basis that affect the rights and dignities of human research subjects. Gain confidence in your decisions by understanding the ethical principles that are the foundation of clinical research. Apply these principles as you prepare an ethics application and consent form to meet FDA, Health Canada, and ICH GCP guidelines. During the

second half of this course you will have the chance to understand your personal liability as a CRP while you review a clinical trials agreement, write an employment contract, and describe conflict of interest situations. (3 credits)

Apr 11

12 wks Internet CRN 29650



Marketing Essentials for Clinical Research Professionals

CRPT 5006

\$670

In this unique course you will work with a marketing expert to learn how to create a promotional recruitment campaign designed to recruit study subjects or new industry sponsors. Explore promotional methods including advertising (print and broadcast), public relations, direct marketing (direct mail and telemarketing), and Internet marketing. Understand the importance of clearly defining your target market so that you can successfully recruit study subjects on time and on budget. Learn how to set your site apart from the competition in order to attract new sponsors. (3 credits)

Apr 11

12 wks Internet CRN 29654



Basic Pharmacology for Clinical Research Professionals

CRPT 5008

\$670

This course will help you to understand the basics of drug actions and their relationship to human physiology. The assignments combine aspects of study design with drug actions. The learning modules include case studies incorporating practical, patient-oriented examples in the context of a clinical research setting. You will learn to develop monitoring plans and define specific clinical outcomes with the use of drugs in seven different disease states. (3 credits)

Apr 11

12 wks Internet CRN 28920



Internship Project for Clinical Research Professionals

CRPT 5009

\$250

Gain practical experience and apply the skills from previous courses in a clinical research setting. You will select, initiate, plan and implement a project while working closely with an experienced preceptor. The completed project must comply with the Health Canada regulations, meet the ICH GCP guidelines, fulfill the FDA regulations for clinical research conduct and contribute positively to the research site. Prerequisites: successful completion of 21 credits in Clinical Research program. (3 credits)

Apr 11

12 wks Internet CRN 54125



Guided Project for Clinical Research Professionals

CRPT 5010

\$670

Similar to CRPT 5009 but designed for those without access to a research centre or to an experienced preceptor. Complete a virtual study start up using a study protocol you provide or one included with the course. Demonstrate your skills as a CRP by preparing the documentation and processes necessary to complete the start up phase of a clinical trial with minimal input from BCIT faculty. Apply skills from prior courses to write a POS, obtain ethics approval, prepare the marketing strategy for subject recruitment, and define the criteria of a qualified CRP. The completed project must meet all GCP criteria including Health Canada regulations, ICH guidelines, and the FDA regulations for clinical research conduct. Prerequisites: successful completion of 21 credits in Clinical Research program. Program head approval. (3 credits)

Apr 11

12 wks Internet CRN 50259



Directed Studies for Clinical Research Professionals I

CRPT5011

\$250

Acquire academic credit and expand upon the skills and knowledge acquired from a prior learning environment (PLE). Write an academic paper on one of the PLE topics that sparks your interest. Workshops, CRPBC meetings, and seminars specific to clinical research as well as SoCRA's CCRP examination are examples of PLEs. Criteria: the material covered in the PLE must include both ICH and FDA regulations and must be a minimum of one day with at least six contact hours. Academic papers must include original work, a literature review, discussion, and bibliography. BCIT faculty approval of the PLE is required. Prerequisite: CRPT 5001. (1.5 credits) This course is offered on a continual intake basis.

Apr 1

23 wks Internet CRN 55257

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Electroneurophysiology Continuing Education

604-432-8664 or 1-800-663-6542 ext 8664
Ronald_Gordon@bcit.ca



Introduction to Electroneurophysiology 1

ENPY 1150 \$500

Introduces basic concepts and principles related to the electronics and recording of cerebral electrical activity (EEG). Topics covered include: basic elements of electricity, differential amplifiers, filters, characteristics of brain waves, electrical safety, digitization, waveform recognition and localization of cerebral activity using standard EEG techniques and procedures. Prerequisites: high school graduation, Math 12 (C+), Physics (C+), Biology 12 (C-). (3 credits)

Apr 11 15 wks Distance CRN 54212



Introduction to Clinical Electroneurophysiology

ENPY 2252 \$500

Reviews normal and variant EEG waveforms commonly found in adult populations. Introduces abnormal EEG waveforms and the relationships of these patterns to clinical conditions. Emphasis is on understanding and recognizing characteristic EEG patterns of clinical disorders associated with brain pathology. Prerequisite: permission of the department. (3 credits)

Apr 11 15 wks Distance CRN 54213

Health-care Management (HCM) Certificates Levels 1 and 2

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca www.bcit.ca/health/hcm



Health Care Organizational Behaviour

HMG 4110 \$490

Approach to explaining and predicting human behaviour in a health agency, and how that behaviour affects the performance of the organization. Skills required to apply organizational behaviour concepts to real-life situations. Case studies and assignments analyse management issues and problems and formulate realistic plans of action to resolve them. (3 credits)

Apr 11 12 wks Distance CRN 20877



Human Resource Management

HMG 4150 \$670

Staffing process, job analysis and description, recruitment and selection, interviewing, training and performance appraisal, management, progressive discipline, and staff reorganization. (3 credits)

Apr 11 12 wks Internet CRN 21334

Leadership Skills for Health Care Managers

HMG 4510 \$505

Provides new view of leadership as a function requiring different skills and values from those of management. Helps to understand, assess and develop leadership skills and values. Includes leadership aspects such as personal leadership development, organizational, political, and leadership of small groups. (3 credits)

Apr 8 Fri 1730-2030 2 wks DTC CRN 54892

+Sat/Sun 0900-1700

May 6 Fri 1730-2030

+Sat/Sun 0900-1700



Health-care Principles of Management

HMG 5120 \$490

Roles and functions of management. Planning, organization and control in health-care agencies. Organizational culture, multiculturalism, downsizing, total quality management and creativity. Problem-solving throughout. (3 credits)

Apr 11 12 wks Distance CRN 20879

Health Labour Relations 2

HMG 5160 \$263

Covers grievance handling and the arbitration process. (1.5 credits)

May 13 Fri 1730-2030
+Sat/Sun 0900-1700 1 wk DTC CRN 25076



Canadian Health System

HMG 5180 \$490

Federal, provincial, and municipal levels. Systems theory and its use in understanding the health system, acute and long-term care, institutional elements, community, environmental and occupational health, health promotion and disease prevention, health staffing issues, alternate forms of care and future trends. (3 credits)

Apr 11 12 wks Distance CRN 24085



Project Management in Health Care

HMG 5500 \$670

Build on your health care experience with this introduction to project management concepts and terminology. Examine the competencies of an effective project manager and discuss the importance of project management in health care. Gain an understanding of the stages of project management from staging, planning, and implementation, close out, to final project evaluation. Write a project overview statement and complete a project management plan for a health care project that you can adapt to your learning objectives. English language according to BCIT policy. (3 credits)

Apr 11 12 wks Internet CRN 29647

Health-care Quality Management (HCQM)

Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca www.bcit.ca/health/hcqm



Total Quality Management and CQI Tools

HMG 5700 \$670

Presents the key theory and current practice in quality improvement specifically in health services. Concentrates on the fundamental management tools and techniques, specialized skills and the structured focus of continuously improving all processes. Focuses on developing competency in using the quality planning tools to make progress on the potential for improvement in key care and service processes. The quality planning tools are applicable to all health care settings. (3 credits)

Apr 11 12 wks Internet CRN 50333



Integrative Project in Health Care

HMG 5800 \$670

You must be currently working in an area directly related to the academic program to consider this option for your final course. Complete your certificate by identifying and analyzing a practical problem or opportunity at your workplace. By conducting a systematic review of the major issues and best practices, you will be able to develop appropriate alternatives and present a fully justified recommendation for solving the problem or advancing the opportunity.

To prepare for this course, consult with your employer and your program head to identify a project plan that meets the learning objectives. (3 credits)

Apr 11 12 wks Internet CRN 52362



Integrating Quality, Risk and Utilization Management

HMG 5760 \$670

Presents the key theory and current practice of quality, risk and utilization management with specific application to health services. Focuses on demonstrating the integrated nature of quality assessment, quality planning, risk and utilization management and how the application of these quality systems and tools are essential for today's health organization. Covers quality management assessment, client satisfaction and provider competence, risk management tools, utilization management (accessibility, effectiveness, efficiency and appropriateness) and tools and quality management monitoring and reporting. (3 credits)

Apr 11 12 wks Internet CRN 50761

Health Informatics Technology Management (HITM)

Advanced Specialty Certificate

604-456-8087 or 1-800-663-6542 ext 8087
Diane_Pollock@bcit.ca www.bcit.ca/health/hitm



Information Systems in Health Care

HINS 5200 \$670

Introduces health information systems and provides the health care professional with fundamental knowledge of how the delivery of patient care be improved through the appropriate application of health management information systems. Discusses how to apply skills and knowledge to assist in the development and implementation of health information management systems in their organization. (3 credits)

Apr 11 12 wks Internet CRN 28926



Implementing Clinical Information Systems

HINS 5700 \$670

Develop the knowledge and skills that will translate into safe and effective clinical practice in accordance with available standards and regulations. Examine the delivery of patient care using methods such as telephone computer, Internet/e-mail, interactive video, wireless handheld devices, electronic patient records, and remote monitoring devices. Consider the role of the clinician within the emerging field of e-health and telehealth applications. Also addresses the use of information systems and decision support software to minimize the risks related to clinical practice. (3 credits)

Apr 11 12 wks Internet CRN 55109



Leading Technological Change

HTMT 5300 \$670

Leading Technological Change and the Learning Culture provides a strategic and operational view of leading technological change. Course includes a leadership competency self-assessment. (3 credits)

Apr 11 12 wks Internet CRN 29640

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- St. Mary's Hospital (Sechelt)
- Powell River General Hospital
- Pemberton Health Centre.

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"an outstanding commitment to education and training"

Keeping our staff's skills up to date is good for them, good for our patients and clients, and good for the organization. To develop each individual as a learner and to build a learning organization are key priorities for VCH.

"live where you want to live"

Could anyone else offer more diverse and stunningly beautiful locations to work and live? Big city, small town, suburban and rural are all possibilities. Employees can move within the organization as opportunities arise.

"friendships and workplace family"

Our employees make it very clear that one of the things they value most is the people they work with and the friendships they share. After all, a life rich with warmth, caring and laughter is fundamental to good health.

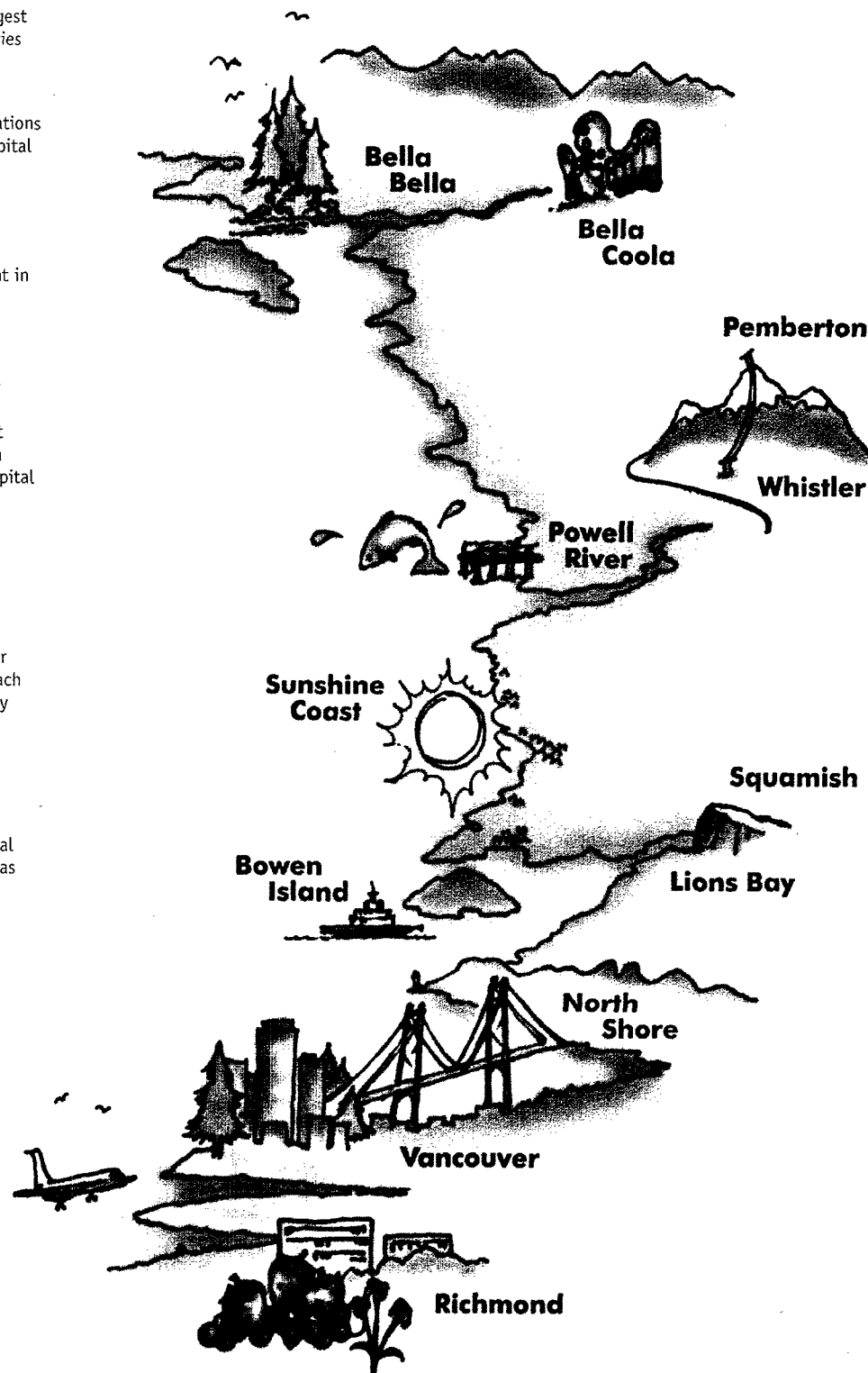
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Nuclear Medicine Technology Continuing Education

604-432-8727 or 1-800-663-6542 ext 8727
Victoria_Banham@bcit.ca
www.bcit.ca/health/nuclearmed



Basic Venipuncture for Allied Health Professionals NMED 1117

\$230

Course is designed for students of allied health training programs or allied health practitioners for the purpose of either blood collection or injection of a substance into the bloodstream. For students living in or near Greater Vancouver, one-day laboratory workshop component held in Burnaby follows successful completion of the online course. Students at a distance, register for the online course only and gain venipuncture skills in your clinical practicum, which you arrange at a local site. (1 credit)

Apr 11 8 wks Internet CRN 26224
Apr 11 8 wks Internet 54003
+June 4 Sat 0900-1400 1 day BBY

Occupational Health and Safety Certificate

604-432-8429 or 1-800-663-6542 ext 8429
Mary-Ann_Moysiuk@bcit.ca

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www.bcit.ca/health/ochs

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Core courses:



OHS Fundamentals OCHS 1000

\$310

Provides an overview of the OH&S field and discusses how health and safety relate to an organization's overall management system. Introduces leadership commitment, open communication, and legal accountability as core concepts that form the basis for effective safety programs. Also explores the wide variety of functions within the field and the required resources for the safety generalist. (2 credits)

Apr 11 12 wks Distance CRN 50736



Accident Causation and Analysis OCHS 1200

\$460

Introduces concepts of how accidents/incidents are caused and provides evidence to support analysis and investigation of these causes. Analyses variety of sources, from historical perspectives to current behavioural theories, for application to today's workplaces. Discusses accident investigation techniques and their legal implications. Students conduct a real or mock accident investigation as part of their course requirements. Prerequisite: OCHS 1000. (3 credits)

Apr 11 12 wks Distance CRN 52069



Safety Program Design OCHS 2200

\$460

Coordinate, develop, implement, and maintain an OH&S program. How political, cultural, economic, and industry climates, and corporate and personal values influence safety culture. Management commitment, employee involvement, communication, supervision, education and training, safety recognition, safety policy, and safety committees. Legal, moral, and economic reasons for implementing a safety program. Prerequisites: OCHS 1000 and OCHS 1100 or OCHS 2100. (3 credits)

Apr 11 12 wks Distance CRN 52070



Hazardous Materials Management OCHS 2420

\$460

Introduces legislation regulating hazardous materials used and transferred in the workplace and the environment. Fully explores Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) requirements. Investigates lead abatement and asbestos management and control options for their workplace application. Discusses the education and training requirements for hazardous materials. (3 credits)

Apr 11 12 wks Distance CRN 52067



Emergency Preparedness and Response OCHS 2440

\$470

Distance \$460

Focuses on reduction of the effects of disasters through established and proven workplace emergency plans, procedures, and training. Evaluates issues that arise prior to, during, and immediately following an emergency. Discusses the development of an emergency response team and its implications. Includes an overview of community and government disaster services. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 54931
Apr 11 12 wks Distance 50752



Disability Case Management OCHS 3620

\$460

Focuses on return-to-work options and opportunities for workers who have suffered injuries. Module topics: overview of injury management, rehabilitation and return to work, legislation policies and ethics, collective agreement considerations, basics of assessment and treatment, negotiation skills, case studies, and development of a practical injury management plan for the workplace. (3 credits)

Apr 11 12 wks Distance CRN 50754



Occupational Hygiene OCHS 4320

\$610

Introduces concepts of recognizing, identifying, monitoring, evaluating, and recommending control measures for common chemical and physical hazards in the workplace. Discusses benefits of implementing an occupational hygiene program. Explores wide range of hygiene topics including permissible levels, exposure limits, radiation, temperature and pressure extremes, asbestos contamination, and ventilation design. Prerequisites: OCHS 1000 and OCHS 2200, or OCHS 1144 and OCHS 1161. (4 credits)

Apr 11 12 wks Distance CRN 50747

Occupational Hygiene Lab OCHS 4340

\$610

This one-week laboratory session provides hands-on training in the calibration and use of occupational hygiene equipment. The small class size ensures that all students can participate in practical exercises with the equipment. Conducts hygiene monitoring on the BCIT campus in Burnaby, BC. Prerequisite: OCHS 4320. (4 credits)

Aug 22 Mon-Fri 0830-1630 5 days BBY CRN 51785



Occupational Diseases OCHS 4360

\$460

Provides an overview of occupational diseases and their causes, prevalence, and prevention. Discusses respiratory, skin, liver, and kidney disorders. Explores occupational diseases of the nervous system and reproductive system, as well as those related to biological and physical agent exposures. A module on occupational cancer addresses this timely and controversial workplace concern. Prerequisite: OCHS 4320. (3 credits)

Apr 11 12 wks Distance CRN 50744



Fire Safety 1 OCHS 4420

\$460

Begins with history of fire and how its use and misuse have influenced humanity. Includes chemistry of fire, fire hazards, fire causes, and fire statistics. Introduces applicable legislation and fire codes. Discusses fire prevention activities, occupancy requirements, and construction considerations for fire safety. Introduces the role of firefighters in life safety and prevention activities. (3 credits)

Apr 11 12 wks Distance CRN 52058



Fire Safety 2 OCHS 4440

\$460

Explores fire detection and suppression. Includes fire detection systems, portable fire extinguishers, automatic sprinkler systems, fire, smoke, and heat alarms, and fire annunciation panels. Discusses the specific detection and suppression issues of chemical, heating, and electrical hazards. Describes the firefighter's role in prevention and suppression. (3 credits)

Apr 11 12 wks Distance CRN 53961

Elective courses:

Occupational Health and Safety Committee Training

OCHS 1001 \$120

Includes overview of effective safety and health programs, the BC WCB legislation, safety committee functions and responsibilities, workplace inspections and accident investigation. (0.5 credit)

Apr 28 Thr 0800-1630 1 day BBY CRN 27935
Jun 02 Thr 0800-1630 1 day BBY 28938

Hazard Recognition and Control

OCHS 1003 \$120

Includes requirements for workplace inspections, identification, control and evaluation of hazards, and segment on how to use the BC WCB Occupational Health and Safety Regulation. (0.5 credit)

May 12 Thr 0800-1630 1 day BBY CRN 27793

Supervisor Safety Management

OCHS 1005 \$120

Includes specific Occupational Health and Safety requirements for BC supervisors including supervision of a safe work environment, safety inspections, accident investigations, and due diligence. (0.5 credit)

May 19 Thr 0800-1630 1 day BBY CRN 28002



OHS Committee Training OCHS 1010

\$160

Interactive online course covers OHS committee functions and requirements for several industries in BC and Alberta. You choose a jurisdiction and industry to customize your course. Includes legislation, inspections, accident investigations, reporting, OHS programs and how these topics relate to OHS committees. (0.5 credit)

Apr 11 12 wks Internet CRN 52048

Fire Extinguisher Service Technician

OCHS 1410 \$225

For those who want to service fire extinguishers. Meets City of Vancouver bylaw requirements for fire extinguisher technicians to be certified. After successfully completing the course, you can apply to ASTT to receive certification. (1.5 credits)

May 28 Sat/Sun 0800-1630 2 days BBY CRN 51225

AUDIOMETRIC TECHNICIAN TRAINING
Industrial Audiometric Technician Refresher
OCHS 0330 **\$300**

Refresher theory and hands-on training required to conduct hearing tests on noise-exposed workers in industry, counsel workers on results of their hearing tests, and administer hearing conservation programs in industry. Successful, qualified students are eligible to be re-authorized by the BC WCB as industrial audiometric technicians in BC.

Apr 25	Mon	0800-1630	1 day	Nanaimo	CRN	53949
May 10	Tue	0800-1630	1 day	BBY		52096
Jun 14	Tue	0800-1630	1 day	BBY		52095
Aug 23	Tue	0800-1630	1 day	BBY		53951

Industrial Audiometric Technician
OCHS 3330 **\$900**

Provides both theory and hands-on training required to conduct hearing tests on noise-exposed workers in industry, advise workers about hearing protection and administer hearing conservation programs in industry. After successful completion, qualified students are eligible to be authorized by the BC WCB as industrial audiometric technicians in BC. (2.5 credits)

May 03	Tue-Fri	0800-1630	4 days	BBY	CRN	52064
Jun 7	Tue-Fri	0800-1630	4 days	BBY		52065
Aug 29	Mon-Thr	0800-1630	4 days	BBY		53465

Office Assistant Programs
DENTAL RECEPTION

604-412-7433 cstpst@bcit.ca

Dental Office System/Windows
COMP 0285 **\$399**

Provides hands-on experience using the Exan/Mercedes Dental System for MS Windows to cover front desk procedures in a dental office. Upon successful completion, any other dental computer system can be used. Eligible for continuing dental education credits as per the College of Dental Surgeons of BC. May be taken simultaneously with COMP 0885. Prerequisite: dental or medical office experience, or completion of a dental receptionist program or currently enrolled in COMP 0885.

Apr 12	Tue	1830-2130	12 wks	DTC	CRN	23757
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Dental Receptionist
COMP 0885 **\$599**

Covers dental terminology, insurance company protocol, scheduling/billing procedures, accounting/communications, telephone techniques and professional manner development. Includes a dental office practicum. A Statement of Completion is issued when this course and COMP 0285 are successfully completed. Eligible for continuing dental education credits as per the College of Dental Surgeons of BC. May be taken simultaneously with COMP 0285 and COMP 0985.

Apr 11	Mon/Thr	1830-2130	12 wks	DTC	CRN	24904
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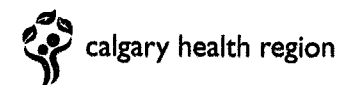
Dental Billing Insurance Protocol
COMP 0985 **\$299**

Designed for dental personnel who wish to be informed on the most current front desk billing procedures performed in a dental office. Includes dental fee guides, insurance company's rules and regulations, working with dual insurance, claim forms and pre-authorizations, troubleshooting insurance payments and information about dental computer systems. Eligible for continuing dental education credits as per the College of Dental Surgeons of BC. Prerequisite: dental office experience or completion of a dental receptionist program or currently enrolled in or have completed COMP 0885.

May 18	Wed	1830-2130	6 wks	DTC	CRN	28760
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ASSOCIATE CERTIFICATE, MEDICAL OFFICE ASSISTANT

604-453-4032 Karen_Harvey@bcit.ca

The Medical Office Assistant Associate Certificate program requires the completion of the following seven basic courses, totaling 23.5 credits.

Required courses:

OFFC 1001 Anatomy and Terminology 1
 OFFC 1002 Anatomy and Terminology 2
 OFFC 1003 Office Practice
 OFFC 1020 Transcription
 OFFC 1040 Clinical Procedures
 OFFC 1060 Medical Documentation
 OFFC 2000 Practicum

Anatomy and Terminology 1

OFFC 1001 \$320

Combines medical terminology and basic human anatomy and physiology. Explores medical systems of the body using format of anatomical and physiological terminology, combining forms, pathological terminology, laboratory tests and abbreviations. Explores disease processes as related to each body system. Emphasis on correct spelling, pronunciation and meaning of the language of medicine. (3 credits)

Apr 12 Tue 1845-2145 12 wks BBY CRN 26073

Anatomy and Terminology 2

OFFC 1002 \$320

This course is a continuation of Anatomy and Terminology 1. Prerequisite: OFFC 1001. (3 credits)

Apr 11 Mon 1845-2145 12 wks BBY CRN 26074

Office Practice

OFFC 1003 \$375

Introduces administration duties and professional conduct. Topics include appointment scheduling, pharmacology, etc. Introduces the basic features of management systems using Psregent's Smart Series billing software. Emphasizes computerized billing, the day sheet record, patient registration, Teleplan, reporting and computerized lab results. Prerequisites: working knowledge of MS Word and typing speed of 35 wpm. (3.5 credits)

Apr 13 Wed 1815-2145 12 wks BBY CRN 26076

Transcription

OFFC 1020 \$350

Continues from OFFC 1060. Introduces the sounds and words of medical practice through a dictate/transcribe machine. Medical words previously studied will synchronize with those being heard on tape. This course is also appropriate for medical office personnel who want to upgrade their transcription skills. Prerequisites: OFFC 1001, OFFC 1002, OFFC 1060 and typing speed of 40 wpm is recommended. (3 credits)

Apr 16 Sat 0900-1600 6 wks BBY CRN 51238

May 28 Sat 0900-1600 6 wks BBY 22652

Clinical Procedures

OFFC 1040 \$315

Basic clinical procedures and tests commonly performed in medical office settings, relevant theory about procedures and tests to develop a competency in selected skills based on MOA Association-approved guidelines. Students become familiar with common medical emergencies and become certified in basic lifesaver CPR, renewable every three years. (3 credits)

Apr 14 Thr 1845-2145 12 wks BBY CRN 22656

Medical Documentation

OFFC 1060 \$200

Production of medical documents with emphasis on letter formatting, speed and accuracy drills and timings. Includes an introduction to transcribing rules in preparation for medical transcription. Prerequisite: working knowledge of MS Word and typing speed of 35 wpm. Prerequisite for OFFC 1020. (1.5 credits)

Apr 13 Wed 1845-2145 6 wks BBY CRN 23574

Practicum

OFFC 2000 \$300

Provides work experience for students who have successfully completed all MOA courses. Includes classroom instruction on the first and last class, plus one 60-hour practicum placement in a physician's office, hospital department and/or related field.

Prerequisites: completion of all OFFC courses as listed above. (6.5 credits)

May 24 Tue 1845-2145 6 wks BBY CRN 22658

Pacemaker Technology

604-451-7117 or 1-800-663-6542 ext 7117

Jennifer_Perry@bcit.ca

www.bcit.ca/study/programs/530adiplt



Concepts in Electrophysiology

CARD 5301 \$460

Concepts used in diagnosis and management of patients with arrhythmias, including: cardiac conduction system, mechanisms of conduction abnormalities, basic electrophysiology of anti-arrhythmic medications, principles of electrophysiological testing, clinical indications for electrophysiological studies, and interpretation of intracardiac and surface electrocardiograms. (3 credits)

Apr 11 12 wks Distance CRN 53903



Pacemaker/ICD Follow-up

CARD 5303 \$460

This course provides the student with the knowledge and understanding of pacemaker/ICD follow-up. Some of the topics covered include: cardiac pharmacology, patient assessment, device assessment, device programming, patient monitoring, patient education, and database management. Prerequisites: CARD 4203 and CARD 5301 plus special permission of the program head. (3 credits)

Apr 11 12 wks Distance CRN 54912



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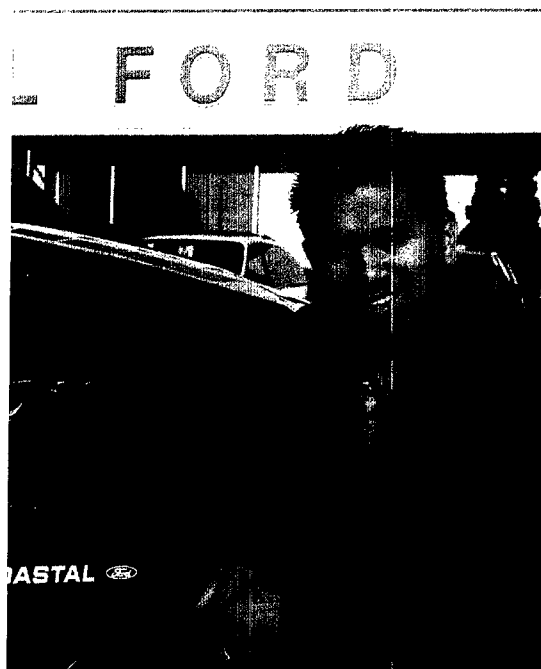
For information please contact:

Sandra Jette,
 BCIT Marketing and Communications
 604-469-6049
 Sandra_Jette@bcit.ca

Part-time Studies Grants

Will you be studying at BCIT part-time? Do you need assistance funding your studies?

If you are planning to be a part-time student at BCIT there may be options available for removing financial roadblocks. Whether you are a current or prospective BCIT student taking eligible part-time studies courses, explore your funding options for credit or non-credit courses. See www.bcit.ca/finaid/parttime for details.



"BCIT's automotive courses taught me to establish my priorities and helped me double my productivity without increasing the stress. BCIT was the only place that prepared me to face the work environment with confidence and the knowledge I needed to be the best I can. The faculty helped me find a career that is challenging and that will lead me closer to my dreams. Thank you BCIT."

Tarun Roy, Sales Consultant, Coastal Ford Ltd. (Burnaby), BCIT Automotive, Shop Administration

date of registration to complete course. Prerequisite: ACES 0011, ACES 0012 or equivalent skills.

Continuous entry 12 wks Internet CRN 53873
Continuous entry 12 wks Correspondence 53874

Aerospace

604-419-3777 Lorraine_Fentie@bcit.ca
Fax: 604-278-5363

BCIT Aerospace offers a variety of full-time, part-time, and customized training programs, specializing in Transport Canada-approved Type maintenance training courses. Part-time courses are scheduled at BCIT Aerospace Technology Campus, 5301 Airport Road South, Richmond, BC. Please call 604-419-3777 for further information.

Apprenticeship Programs

BCIT offers apprenticeship training in more than 20 trades. For information on becoming an apprentice, contact BCIT Apprentice Services at 604-456-8100, toll free 1-800-667-0676 or e-mail apprentice@bcit.ca.

Auto Collision Repair

604-432-8205 Shirley_Butler@bcit.ca

Auto Collision Repair Refresher

ABOD 0100 \$525*

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification examination. Contact the Industry Training Centre (604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: experience in the automotive collision trade.

Apr 12 Tue/Thr 1830-2130 10 wks BBY CRN 55145

NEW! Automotive Collision Estimator 1

ABOD 0101 \$750*

Prepares students with proven mechanical aptitude, customer service and communication skills to enter the field of automotive collision estimating. Covers autobody methodology, insurance regulations, and estimating techniques. This is the first of a two-part program leading to a BCIT Statement of Completion in Automotive Collision Estimating. Steel-toed footwear required.

Apr 12 Tue/Thr 1830-2130 10 wks BBY CRN 55146

Automotive Mechanic

604-432-8205 Shirley_Butler@bcit.ca

Automotive Mechanical Repair Refresher

AUTO 0100 \$525*

Refreshes theoretical knowledge of the trade in preparation for the Certificate of Qualification

examination. Contact the Industry Training Centre (604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: experience in the automotive trade.

Apr 11 Mon/Wed 1830-2130 10 wks BBY CRN 26043

Automotive Air Conditioning

AUTO 0105 \$475*

Introduces the principles of air conditioning systems, including refrigerant theory, system construction and operation, inspection and service, refrigerant recovery, recycling, and charging. Shop exercises involve performance testing and inspections including refrigerant identification, over and undercharging effects, and leak detection. Prerequisite: AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

Apr 19 Tue/Thr 1830-2130 7 wks BBY CRN 26040

Air Conditioning 134a Retrofit

AUTO 0106 \$315*

Upgrades automotive technicians in the conversion of motor vehicle air conditioning systems from R12 to R134a. Introduces the principles of air conditioning systems including system construction, operation, inspection and service. Shop exercises provide an opportunity to perform air conditioning performance testing; refrigerant recovery, recycling and charging. Successful participants will receive Air Conditioning Retrofit certification. Training is recognized as an ICBC c.a.r. shop upgrading course and counts as 16 hours towards your accreditation status. Prerequisite: automotive air conditioning experience, and AUTO 0145 or equivalent. Safety glasses and steel-toed footwear required.

Jun 7 Tue/Thr 1830-2130 3 wks BBY CRN 23618

134A Retrofit Regulations

AUTO 0107 \$127*

Upgrades technicians, service advisors and shop administrators in the procedures and regulations of air conditioning 134A retrofit. This theory awareness course provides current information on the impact of the Ozone Depleting Substances and Other Halocarbons Regulation on customer vehicles. Successful participants will receive Air Conditioning Retrofit certification. Training is recognized as an ICBC c.a.r. shop upgrading course and counts as four hours towards your accreditation status.

Jun 1 Wed 1800-2200 1 day BBY CRN 25540

Automotive Alignment

AUTO 0116 \$335*

Upgrades automotive technicians in suspension and alignment. Progresses from basic angles to the latest front- and rear-wheel alignment techniques. Students will learn to diagnose/service suspension and steering related issues, as well as perform four-wheel alignments. Safety glasses and steel-toed footwear required.

Apr 12 Tue/Thr 1830-2130 4 wks BBY CRN 55147

Propane Fuel Systems for Vehicles

AUTO 0131 \$380*

Provides the theoretical instruction required to write the Provincial Gas Safety Branch Licensing Examination. Practical training includes identification and inspection of converted vehicles in order to perform motor vehicle inspections and installation certification. Prerequisite: minimum third-year apprentice or BC TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. Safety glasses and steel-toed footwear required.

Apr 16 Sat 0800-1500 4 wks BBY CRN 27638

Access Programs

604-451-7159 Tom_Mills@bcit.ca

The Trades Learning Centre offers a variety of options to prepare you for mathematics encountered in the pre-test, trades training, and apprenticeship programs offered at BCIT and elsewhere. Instructors' notes are available, by Internet or correspondence. Courses are designed to be completed in 12 weeks or less from the date of registration. A personal tutor will be assigned and free assistance is available at BCIT Burnaby campus.



Basic Trades Math

ACES 0011 \$113

Covers whole numbers, fractions, decimal fractions, measurement, and related trades problems. Students have 12 weeks from date of registration to complete course.

Continuous entry 12 wks Internet CRN 53867
Continuous entry 12 wks Correspondence 53868



Intermediate Trades Math

ACES 0012 \$113

Covers per cent, ratio/proportion, precision measurement, roots and powers, signed numbers, order of operations, and related trades problems. Students have 12 weeks from date of registration to complete course. Prerequisite: ACES 0011 or equivalent skills.

Continuous entry 12 wks Internet CRN 53869
Continuous entry 12 wks Correspondence 53870



Craft Trades Math

ACES 0013 \$113

Covers algebra, formulas, 2D (plane), and 3D (solid) geometry and related trades problems. Ideal for the metal, wood, and mechanical trades learner. Students have 12 weeks from date of registration to complete course. Prerequisite: ACES 0011, ACES 0012 or equivalent skills.

Continuous entry 12 wks Internet CRN 53871
Continuous entry 12 wks Correspondence 53872



Technical Trades Math

ACES 0014 \$113

Covers scientific and engineering notation, precision measurement; angles, triangles, and trigonometry; systems of equations, and related trades problems. Ideal for the electrical, electronics, power engineering, and plumbing/piping, millwright, and machinist trades learner. Students have 12 weeks from



AirCare Theory and Operations

AUTO 0140 \$555*

Prepares certified technicians, who have not previously been AirCare certified, to write the AirCare Repair Service Technician Examination. AirCare certification examination is administered on the last night. Prerequisite: BC TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience.

Apr 12 Tue/Thr 1830-2130 7 wks BBY CRN 55148

AirCare Practical (Recertification)

AUTO 0141 \$605*

Updates certified technicians in the diagnosis and repair of emission control system failures. Mandatory for AirCare technicians who have failed the AirCare recertification exam. AirCare administered recertification examination is given. Prerequisite: BC TQ in Automotive, Commercial Transport or Heavy Duty Mechanic with three years automotive experience. Safety glasses and steel-toed footwear required.

Apr 12 Tue/Thr 1830-2130 7 wks BBY CRN 21514

CFC Emissions in Automotive

AUTO 0145 \$150*

Teaches environmental awareness of ozone-depleting substances. Deals with environmentally correct equipment design and proper handling of ozone-depleting substances. Leads to an HRAI/Environment Canada/BC Environment Certificate in CFC/HCFC/HFC Controls and a certificate number for refrigerant handling as required under current BC regulations. Required for technicians who service automotive air conditioning systems or perform 134A retrofits.

Apr 16 Sat 0800-1600 1 day BBY CRN 20573

Jun 4 Sat 0800-1600 1 day BBY 28499

Introduction to Electrical Testing

AUTO 2200 \$390*

Introduces electrical testing to professional technicians with limited experience in electrical and electronic testing. Topics include electrical theory, circuits, diagnosis, testing and maintenance. Safety glasses and steel-toed footwear required.

Apr 16 Sat 0800-1500 5 wks BBY CRN 55150

Lab Scope Operation and Diagnostics

AUTO 2211 \$270*

Provides basic lab scope skills necessary to test various electrical components and interpret signals generated. Covers various systems operation, signals to watch, and signal expectations. With practice and experimentation, students will be prepared to look for possible defects in many systems on today's vehicles. Prerequisite: Minimum 3rd Year Apprentice or TQ in Automotive, Commercial Transport, or Heavy Duty Mechanic. A basic understanding of engine management systems is recommended. Safety glasses and steel-toed footwear required.

Apr 11 Mon 1830-2130 6 wks BBY CRN 29853

Commercial Vehicle Inspector

CTMX 0110 \$270*

See Commercial Transport Mechanic.

Automotive Machine Shop

CTMX 0130 \$335*

See Commercial Transport Mechanic.

Automotive Service Operations

604-432-8205 Shirley_Butler@bcit.ca

Automotive Service Advisor

AUTO 0143 \$260*

Upgrades technicians and enthusiasts in automotive service advising. Describes various automotive repair shop managements and structures; identifies employee

responsibilities; covers specific responsibilities of service advisors; outlines procedures for dealing with customer concerns relating to both retail and warranty repair orders; and, discusses flat rate schedules, price quotations, marketing, customer follow-up, and total quality management.

Apr 12 Tue/Thr 1830-2130 3 wks BBY CRN 54247

Automotive Service Sales

AUTO 0144 \$335*

Teaches communication tools and techniques to effectively sell automotive service to shop customers. Exercises and assignments build on student knowledge and promote positive business and personal ethics to achieve high customer sales and satisfaction results. Focuses on sales and achieving above average results. Prerequisite: AUTO 0143.

May 3 Tue/Thr 1830-2130 4 wks BBY CRN 54248

NEW Automotive Service Management 1

AUTO 0160 \$260*

Introduces the creation of a formal management strategy to effectively manage a service outlet. Provides an overview of various areas such as staffing, equipment and facilities, business management, marketing and service operations. Teaches the service manager or owner/operator how to control business profitability while maintaining high customer satisfaction and staff participation. Prerequisite: AUTO 0143.

May 4 Wed 1830-2130 6 wks BBY CRN 55149

Carpentry

604-451-6817

Rick_Dohl@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

Carpentry C of Q Refresher

CARP 0100 \$661*

Prepares participants for the Carpentry Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre in Metrotown (1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the carpentry trade.

Apr 5 Tue/Thr 1830-2130 10 wks BBY CRN 20699

Basic Stair Construction

CARP 0125 \$320*

An ideal refresher for working carpenters. Topics include basic stair construction techniques pertaining to straight-line stairs and stairs with landings, as well as related BC Building Code requirements. Prerequisite: practical experience in framing.

Apr 2 Sat 0900-1500 3 wks BBY CRN 54206

Basic Roof Framing

CARP 0140 \$420*

Covers the basic roofs, gable, hip and intersecting roofs. Theory, calculations and layout will be described for rafters: common, hip, hip jack, supporting valley, supported valley, valley jack, and cripple jack rafters. Students will lay out and cut different rafters for roofing projects, and sheath the roofs ready for shingles. Prerequisite: practical experience in framing.

May 7 Sat 0830-1430 5 wks BBY CRN 54207

Interior Finishing Carpentry for Renovators

CARP 1020 \$450*

Enhance your interior finishing abilities. Features instruction on numerous interior finishing topics. Prerequisite: students should bring their own finishing hand tools, however, tools can be supplied if necessary. (1 credit)

Apr 30 Sat 0800-1400 6 wks BBY CRN 53528

Commercial Transport Mechanic

604-432-8205

Shirley_Butler@bcit.ca

Commercial Transport Mechanic CQ Refresher CTMX 0100

\$525*

Prepares participants for the Commercial Transport Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre (604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the trade.

Apr 18 Mon/Wed 1800-2100 10 wks GNW CRN 20577

Air Brakes for Mechanics

CTMX 0105 \$390*

Prepares mechanics with limited experience to service air brakes. Upon successful completion, students will receive pre-trip credit for 30 days toward the Motor Vehicle Air Endorsement examination. This endorsement is a requirement for automotive technician commercial vehicle inspectors to inspect air brakes. Prerequisite: basic mechanical knowledge and ability. Steel-toed footwear required.

May 10 Tue/Thr 1830-2130 6 wks GNW CRN 29849

Commercial Vehicle Inspector

CTMX 0110 \$270*

Prepares students for the Commercial Vehicle Inspector Authorization examination. This Authorization permits the inspection and decaling of various private and commercial vehicle classes in which the student was successfully graded. Covers up-to-date information on recent changes to the inspection program. Prerequisite: BC TQ in Automotive, Heavy Duty, Commercial Transport, or Commercial Transport Trailer Mechanic. Steel-toed footwear required.

Apr 18 Mon/Wed 1830-2130 3 wks GNW CRN 20580

Jun 6 Mon/Wed 1830-2130 3 wks GNW 20585

Commercial Vehicle Inspector Update

CTMX 0111 \$80*

Updates authorized vehicle inspectors on changes that have occurred in the commercial vehicle inspection program over the last few years. Covers updates essential to the ongoing effectiveness of performing accurate vehicle inspections, including proper completion of required inspection report forms. Reviews relevant sections of the Motor Vehicle Act. Prerequisite: Commercial Vehicle Inspector Certification.

May 18 Wed 1800-2200 1 day GNW CRN 27492

Automotive Machine Shop

CTMX 0130 \$335*

Familiarizes the student with various equipment used in an automotive machine shop. Equipment demonstrations include CK 10 power honing, crack detection methods, flywheel grinding, valve and seat grinding, crankshaft polishing, and connecting rod reconditioning. Safety glasses and steel-toed footwear required. Prerequisite: mechanical ability.

May 10 Tue/Thr 1830-2130 4 wks GNW CRN 55151

Commercial Transport Trailer Mechanic CQ Refresher

CTMX 0200 \$425*

Prepares participants for the Commercial Transport Trailer Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre (604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: minimum of four-and-a-half years work experience in the trade.

Apr 12 Tue/Thr 1830-2130 7.5 wks GNW CRN 29850



Trades and Apprenticeship

Construction Safety

604-412-7564

Paula_Rossetti@bcit.ca

Industrial Rigging Basic

CNST 0105 \$195*

Introduces safe rigging practices and working loads, chokers, shackles, chains, hooks, rigging calculations, hand signals, WCB regulations, hoisting with mobile crane, knots, hitches and hand rigging.

Apr 23 Sat 0800-1400 3 wks BBY CRN 25046

Basic Rigging Hardware Inspection

CNST 0106 \$105*

Students will do hands-on inspection, learn rejection requirements and about slings, hooks, blocks and other hardware. Course uses WCB of BC Part 15 and ASME codes. Theory test at the end. CSA-approved steel-toed work boots required.

Jun 11 Sat 0800-1400 1 day BBY CRN 55245

Fall Protection

CNST 0121 \$105*

Reviews all aspects of fall protection as it applies to the construction industry and in accordance with the recent changes in the WCB Regulations (1998). Students learn pre-planning and proper application of fall protection systems, restraining systems, fall arrest systems and various personal fall protection systems.

May 28 Sat 0800-1400 1 day BBY CRN 28464

Confined Space Entry

CNST 0125 \$105*

Covers the mandatory requirements of the WCB Occupational Health and Safety Regulations (1998). Includes approved lockout procedures, work permit systems and use of personal protective equipment. Suitable for all related construction trades. Prerequisite: minimum one year construction or trade related experience.

Jun 4 Sat 0800-1400 1 day BBY CRN 28465

Construction Safety Coordinator

CNST 1100 \$900*

Upon successful completion students will be eligible to apply for ASTT certification (Applied Science Technologists and Technicians). Prerequisite for ASTT certification: must pass a medical exam, have a minimum of one year experience on a construction job site, good written and verbal knowledge of the English language, and be a minimum of 19 years of age. (6 credits)

May 9 Mon-Sat 0730-1615 2 wks BBY CRN 29937

Construction Safety Training System

WELD 0150 \$160

Self-paced computer-based training which educates construction workers on potential hazards and general safety on a job site. Can be completed in approximately four hours. Call 604-412-7564 to schedule training after registration. Successful completion will result in delivery of a photo ID certification card to the student.

Apr 1 Mon/Wed/Fri 1030-1430 1 day BBY CRN 51073

Diesel Engine Electronics

604-432-8205

Shirley_Butler@bcit.ca

Upon successful completion of the following five courses, a BCIT Associate Certificate of Trades Training in Diesel Engine Electronics will be issued:

- DELX 2100 Electrical Advanced 1
- DELX 2101 Electrical Advanced 2
- DELX 2102 Detroit Diesel Electronic Control
- DELX 2103 Caterpillar Electronic Control
- DELX 2104 Cummins Electronic Control

Cummins Electronic Control

DELX 2104 \$450*

Combines electrical and electronic theory with hands-on use of diagnostic tools and troubleshooting manuals for Cummins diesel engines. Enables students to repair, troubleshoot and diagnose electronic fuel systems for Cummins engines. Prerequisite: TQ, apprentice, or ELTT graduate in Commercial Transport, Heavy Duty or Diesel Engine Mechanic. Steel-toed footwear required.

May 10 Tue/Thr 1800-2100 6 wks GNW CRN 24922

Drafting

604-453-4036

Donald_Yen@bcit.ca

604-432-8539

Dina_Patterson@bcit.ca

Introductory Drafting

DRFT 1010 \$556*

Provides a foundation in basic drafting in orthographic and isometric projections, imperial/metric scales, plane geometry, lettering/linework, dimensioning, section and auxiliary view and equipment use. This three-credit course is required towards a certificate in any of four full-time drafting courses (architectural, civil, structural, and mechanical). (3 credits)

Apr 4 Mon/Wed 1830-2130 7.5 wks BBY CRN 27569

Applications of Advanced Drafting 1

DRFT 1018 \$556*

Expands on basic drafting skills, and introduces the application of drafting to residential architectural projects. Emphasis is on manual drafting techniques and residential project documentation: site plans, floor plans, building elevations and building section drawing. Prerequisite: DRFT 1010. (3 credits)

Apr 5 Tue/Thr 1830-2130 7.5 wks BBY CRN 54209

NEW! Introduction to Architectural Model Building 1

DRFT 1022 \$556*

Introduces the fundamental of architectural model building skills and the application of model building to residential architectural projects. Emphasis is on in-shop manual model building techniques and residential project documentation. (3 credits)

Apr 9 Sat 0900-12:00 1.5 wks BBY CRN 55078

Cad 1

DRFT 1110 \$556*

Introduces the use of computers as tools in drafting using AutoCAD 2004. Includes the basic operations, commands, layout techniques and plating processes used in a drafting office. Prerequisite: DRFT 1010 or high school equivalent. (3 credits)

Apr 5 Tue/Thr 1830-2130 7.5 wks BBY CRN 28471

Advanced Cad 1

DRFT 1122 \$556*

Continues from DRFT 1110 (Cad 1) utilizing the most current software. Advanced AutoCAD commands and 3D modelling. Prerequisite: DRFT 1010 or high school equivalent and DRFT 1010 (Cad 1). (3 credits)

Apr 4 Mon/Wed 1830-2130 7.5 wks BBY CRN 54208

Electrical Upgrading and Code

604-453-4045

604-412-7564

Electrical IP/TQ Exam Refresher

TELC 0105 \$805*

Designed for electricians preparing to write the IP/TQ exam. Students must have electrical work experience and approval by the ITAC office prior to registering. Prerequisite: knowledge of wiring methods and terminology. Textbook is the current edition of the Canadian Electrical Code Part 1.

Apr 4 Mon/Wed 1830-2130 10 wks BBY CRN 20836

Electrical Code

TELC 0107 \$545*

Want to become a field safety representative? This course covers all sections of the Canadian Electrical Code, including the latest bulletins and amendments as well as the Electrical Safety Standards Act and Regulations. Ideal for electricians specializing in commercial, industrial and high voltage installations. The course and instructor are recognized by the Electrical Safety Authority.

Apr 4 Mon/Wed 1830-2100 10 wks BBY CRN 20834

Entertainment Industry Code (LE/FE)

TELC 0113 \$480*

Designed for persons doing electrical work in the entertainment industry. This course follows the Electrical Safety Authority guidelines and prepares the student to write the LE or FE code exam. Prerequisite: experience with three phase electrical systems. A current edition of the Canadian Electrical Code is required.

Apr 30 Sat 0900-1530 5 wks BBY CRN 27579

Math for Electricians 1

TELC 0121 \$410*

Designed for students planning to attend level one technical training for the electrical apprenticeship program. Course topics include basic electrical concepts, fundamental electrical laws and mathematical expressions, algebra refresher, DC electricity and resistive circuit analysis.

Apr 4 Mon/Wed 1800-2030 10 wks BBY CRN 55241

Math for Electricians 2

TELC 0122 \$410*

Designed for students planning to attend level two technical training for the electrical apprenticeship program. Course topics include basic trigonometry, alternating current (AC) concepts, single phase AC circuit analysis and single phase transformer calculations.

Apr 4 Mon/Wed 1800-2030 10 wks BBY CRN 55242

Math for Electricians 3

TELC 0123 \$410*

Designed for students planning to attend level three technical training for the electrical apprenticeship program. Course topics include three phase circuit analysis and three phase transformer calculations.

Apr 4 Mon/Wed 1800-2030 10 wks BBY CRN 55243

Low Energy Electrical Worker

TELC 0144 \$465*

Basic electrical concepts required for the installation, alteration, repair or maintenance of Class 2 circuits limited to rated output of 100 VA. Includes installation of 120 volt feeds for class 2 power supplies, use of multimeters, as well as pertinent electrical and building code requirements. Textbook is the latest version of the Canadian Electrical Code Part 1. Prerequisite: experience with Class 2 circuits.

Apr 19 Tue/Thr 1830-2130 5 wks BBY CRN 52604

Part-time tip

It's your responsibility to ensure you have all prerequisites for each course in which you register.



CENTRE FOR ENERGY SYSTEMS APPLICATIONS 604-412-7564

Introduction to Photovoltaics 1

CESA 0158 \$295*
Introduces photovoltaic (PV) system equipment, such as photovoltaic modules, batteries, inverters and charge controllers. Learn to identify the various components, understand how the components interact and interpret manufacturer's specifications. Design and maintenance principles of stand-alone photovoltaic systems are explained and participants visit demonstrations of PV systems on the BCIT campus.

May 10 Tue/Thr 1830-2130 3 wks BBY CRN 55236

Introduction to Photovoltaics 2

CESA 0159 \$295*
Address more advanced PV system design as well as the requirements of the Canadian Electrical Code. The design principles of grid-tie PV systems, off-grid hybrid systems and Building Integrated PV systems are covered in detail. Advances in PV technology, the economics of PV systems, computer programs for PV design and the PV industry in general are also discussed. Prerequisite: TELC 0158.

Jun 7 Tue/Thr 1830-2130 3 wks BBY CRN 55237

NEW! Hydrogen Systems Basics

CESA 0121 \$295*
Introduces hydrogen fuel cell and hydrogen system technologies. The fundamental characteristics of hydrogen as a fuel will be addressed and various methods of hydrogen production, hydrogen storage and energy conversion of hydrogen will be covered.

Apr 5 Tue/Thr 1900-2130 3 wks BBY CRN 55238

NEW! Hydrogen Systems Integration

CESA 0122 \$295*
Learn how to specify the various components of hydrogen production, hydrogen storage and hydrogen fuel cell systems. Topics include electrolyzers, reformers, pressurized storage vessels, hydride storage, hydrogen piping design and fuel cells. Specification of ancillary control and safety components, electrical components and mechanical components is also covered. CESA 0121 is suggested as a preceding course.

May 3 Tue/Thr 1900-2130 3 wks BBY CRN 55239

NEW! Hydrogen Systems Safety

CESA 0123 \$295*
Focuses on safety issues surrounding the application of hydrogen systems. Topics include applicable safety and installation regulations, product standards and monitoring systems. Participants will be trained in the safety aspects of hydrogen system design and installation. CESA 0121 and 0122 are suggested as preceding courses.

May 31 Tue/Thr 1900-2130 3 wks BBY CRN 55240

First Aid

604-432-8205 Shirley_Butler@bcit.ca

Occupational First Aid Level 1

CTMX 1301 \$140*
Covers basic first aid with rescuer CPR. Successful participants will receive WCB Occupational First Aid Level 1 certification. Personal identification must be presented to the instructor.

Apr 30 Sat 0800-1600 1 day BBY CRN 52495

Jun 4 Sat 0800-1600 1 day BBY 52497

Fluid Power

See Engineering Technologies

Glazing

604-434-5734, local 5036 Stuart_Browning@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

Glazing C of Q Refresher

GLAZ 0100 \$661*
Prepares tradespersons for the Glazier Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Certificate of Qualification examinations are conducted by the Ministry of Labour. Contact the Industry Training Centre in Metrotown (1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the trade.

Apr 12 Tue/Thr 1800-2100 10 wks BBY CRN 53517

Heating, Ventilation, Air Conditioning and Refrigeration

604-432-8521 Bette_Bayley@bcit.ca

Upon successful completion of the following five courses, a BCIT Statement of Completion in Refrigeration Systems will be issued.

HVAC 0102 Basic Refrigeration Systems 1
HVAC 0104 Basic Refrigeration Systems 2
HVAC 0106 Basic Refrigeration Systems 3
HVAC 0110 Advanced Refrigeration Systems 1
HVAC 0112 Advanced Refrigeration Systems 2

Basic Refrigeration Systems 1

HVAC 0102 \$520*

This is the first in a five-part program covering fundamentals of the refrigeration cycle and identification, operation and function of basic system components, use and application of refrigerant types, proper use of refrigerant recovery/recycling equipment, and proper charging and system evacuation to meet industry requirements and existing provincial regulations. Prerequisite: HVAC 0140 and HVAC 0145, prior or during HVAC 0102. Steel-toed safety boots required.

Apr 18 Mon/Wed 1830-2130 8 wks BBY CRN 21093

Basic Refrigeration Systems 2

HVAC 0104 \$520*

This is the second in a five-part program covering basic electrical theory, alternating current fundamentals, single-phase motor theory, practical exercises in interpreting elementary electrical diagrams, demonstrations on use of electrical test instruments, electrical diagrams on computer simulators and hands-on shop projects. Prerequisite: HVAC 0102 and HVAC 0145 or equivalent. Steel-toed safety boots required.

Apr 18 Mon/Wed 1830-2130 8 wks BBY CRN 21097

Advanced Refrigeration Systems 2

HVAC 0112 \$245*

Last of a five-part series of HVAC systems courses. Tradespersons will sharpen their troubleshooting techniques on air conditioning systems and commercial refrigeration equipment by using computer simulations of a vast array of malfunctions commonly found in equipment today. Previous computer skills not required. Prerequisite: four years work experience or HVAC 0106, Basic Refrigeration Systems 3.

Apr 30 Sat 0830-1700 3 wks BBY CRN 55181

Transportation of Dangerous Goods in Refrigeration

HVAC 0140 \$85*

All people handling or transporting refrigerant cylinders must be certified by Transport Canada. Upon successful completion of this three hour course participants will receive the required Transport Canada certification.

Apr 14 Thr 1730-2030 1 evg BBY CRN 54257

CFC Emissions in Refrigeration

HVAC 0145 \$150*

Teaches environmental awareness of ozone-depleting substances. Covers environmentally correct equipment design and proper handling of ozone-depleting substances. Upon successful completion, participants receive an HRAI/Environment Canada/BC Environment Certificate in CFC/HCFC/HFC Controls, and a certificate number for refrigerant handling as required under current BC regulations.

Apr 23 Sat 0830-1700 1 day BBY CRN 21098

May 28 Sat 0830-1700 1 day BBY 21099

Jun 18 Sat 0830-1700 1 day BBY 21100

Heavy Duty Mechanic

604-432-8205 Shirley_Butler@bcit.ca

Heavy Duty Mechanic CQ Refresher

HDMX 0100 \$525*

Prepares participants for the Heavy Duty Mechanic Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre (604-775-2860 or 1-866-660-6011) to determine eligibility and to schedule an examination. Prerequisite: minimum of six years experience in the trade.

Apr 18 Mon/Wed 1830-2130 10 wks GNW CRN 20575

Joinery

604-432-8989 Dave_Dunn@bcit.ca

604-432-8539 Dina_Patterson@bcit.ca

Basic Cabinetmaking

JOIN 0102 \$535*

A basic cabinetmaking course covering how to use hand tools, power tools, routers and templates; layout; basic joints used in wood construction, construction methods, assembling with glue and preparations for finishing. Students will also work on a small project of their own choice. CSA-approved steel-toed work boots are required.

Apr 2 Sat 0830-1515 5 wks BBY CRN 27447

Intermediate Cabinetmaking

JOIN 0103 \$535*

A continuation of JOIN 0102. Advanced techniques are demonstrated but the focus is in assisting students to complete an individual project of their choice. **Note:** The first session (three hours) is devoted to project and material planning. The remaining four sessions (6.75 hours each) will be spent in the shop. Prerequisite: JOIN 0102 or instructor evaluation. CSA-approved steel-toed work boots are required.

Apr 2 Sat 0830-1515 5 wks BBY CRN 54216

Biesse Xnc Programmer

JOIN 0217 \$770*

Builds on the skills acquired in JOIN 0215. Emphasis is on programming, drilling and routing operations using the XNC controller software. Students will gain proficiency with sub-programs and parametric programming. Objective is to increase productivity by providing the programming knowledge to expand equipment use. Prerequisite: JOIN 0215 or prior experience.

May 16 Mon-Fri 0730-1430 1 wk BBY CRN 50435

Morbidelli Operator/Programmer

JOIN 0219 \$925*

Learn to use and program a Morbidelli machining centre. Explains set-up and operation of the machine, basic programming, jigs, maintenance and troubleshooting. Suitable for operators of machines using TRAI, XILOG or KVARA controller software. Prerequisite: prior computer experience.

May 2 Mon-Fri 0730-1600 1 wk BBY CRN 51168



Trades and Apprenticeship

Machinist

604-432-8521 Bette_Bayley@bcit.ca

Lathe Operator

MACH 0105 \$550

Provides a basic understanding of and practical experience in engine lathe operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and steel-toed footwear required. Text: *Trac Machining/Millwrighting Occ Line G (MN0140)*.

Apr 19 Tue/Thr 1900-2200 6 wks BBY CRN 24924

Milling Machine Operator

MACH 0110 \$550

Provides a basic understanding of and practical experience in milling machine operations. Training is hands-on and theoretical work is kept to a minimum. Safety glasses and steel-toed footwear required. Text: *Trac Machining/Millwrighting Occ Line H (MN0141)*.

Jun 7 Tue/Thr 1900-2200 6 wks BBY CRN 26044

Blueprint Reading for Machinists

MACH 0116 \$320

Practical blueprint reading for the mechanical trades. Text: *Interpreting Engineering Drawings*, by Jensen.

Apr 12 Tue/Thr 1900-2200 3 wks BBY CRN 52405

Mastercam for 2D Machining

MACH 3102 \$750

Focuses on the creation of CNC programs for 2D machining. Students will use Mastercam to create contouring, pocketing, drilling, engraving, and threading for milling and turning operations for lathe. The course also explores 2D drawing file conversion and introduces post processor. Prerequisite: CNC machining experience and computer knowledge. **Note:** A Statement of Completion will be issued upon successful completion of MACH 3102. Text: *Mastercam Lathe and Mill Training Tutorials*. (5 credits)

May 7 Sat 0800-1430 10 wks BBY CRN 55179

MACH 0101 Machinist CQ Refresher will be offered in the Fall 2005 Term (September 2005). Please contact Bette Bayley at 604-432-8521 for more information.

Marine

604-453-4102 Louis_D'Mello@bcit.ca

Marine training offers a variety of full-time, part-time, and customized programs in the following:

- Electronic Navigation
- Marine Engineering
- Marine Security
- Maritime Logistics and Port Operations
- Nautical Science
- Safety and Seamanship
- Yachtmaster Training

For information on courses, call the registration office at 604-453-4111. Courses are scheduled at BCIT Marine Campus (BMC), 265 West Esplanade, North Vancouver, BC.

NAUTICAL

604-453-4111 Louis_D'Mello@bcit.ca

Master Limited, 60GRT, Area 1

NAUT 1475 \$670

Prepares participants for Transport Canada examinations (040 and 061 oral exams) leading to the Master Limited certificate which qualifies the holder to operate a small passenger vessel up to 60 GRT within Area 1 waters. Course also covers material for candidates preparing for First Mate Limited Coastal certificate. (5 credits)

May 3 Tue/Thr 1800-2100 6 wks BMC CRN 55163
+Sat 0900-1600

YACHTMASTER TRAINING

604-453-4111 Louis_D'Mello@bcit.ca

NEW! Yachtmaster Coastal (Theory) Part 1 YMTC 1000 \$1300

For those with basic knowledge of yachting with minimum on-the-water experience. Learn to handle a yacht through this intensive practical course. Certificate of Competency is internationally recognized. Classroom revision plus practical sea time. Prerequisites: 25 days at sea as an active crew member, 800nm at sea with two days as watch leader/captain and 12 hours night watch. Applicants may enrol without meeting prerequisites; IYT certification will be issued after the prerequisites have been met. Required to register for Part 1 and 2. (2.5 credits)

Apr 18 Mon/Wed/Thr 1800-2100 2 wks BMC CRN 55164
+Sat 0900-1600

NEW! Yachtmaster Coastal (Practical) Part 2 YMTC 1001 \$2400

Four days live on-board a power or sail yacht. Prerequisites: 25 days at sea as an active crew member, 800nm at sea with two days as watch leader/captain and 12 hours night watch. Applicants may enrol without meeting prerequisites; IYT certification will be issued after the prerequisites have been met. Required to register for Part 1 and 2. (2.5 credits)

May 2 Mon-Thu 0800-1530 4 days BMC CRN 55165
May 6 Fri-Mon 0800-1530 4 days BMC 55166

NEW! Yachtmaster Offshore (Theory) Part 1 YMTC 1020 \$1900

Earn a Master's Certificate of Competency for operating commercial yachts up to 200 tons within 150nm of a safe haven overseas. 60 hours theory (Part 1). Prerequisites: 50 days at sea as an active crew member, 3000nm at sea with 2000 miles completed on coastal voyages. Five passages over 60 miles, two of which must be as captain or watchkeeper and 30 night hours on watch. Medical and eye examination. (5 credits)

May 2 Mon/Wed/Thr 1800-2100 4 wks BMC CRN 55167
+Sat 0900-1600

NEW! Yachtmaster Offshore (Practical) Part 2 YMTC 1021 \$2500

Earn a Master's Certificate of Competency for operating commercial yachts up to 200 tons within 150nm of a safe haven overseas. Five days practical (Part 2) on a training yacht. Five days live onboard a power or sail yacht. **Note:** Applicants must obtain both certificates (Part 1 and 2) within 12 months. Prerequisites: 50 days at sea as an active crew member, 3000nm at sea with 2000 miles completed on coastal voyages. Five passages over 60 miles, two of which must be as captain or watch keeper and 30 night hours on watch. Medical and eye examination. (5 credits).

May 30 Mon-Fri 0800-2000 5 days BMC CRN 55168
Jun 4 Sat-Wed 0800-2000 5 days BMC 55169

Marine Mechanic

604-432-8205 Shirley_Butler@bcit.ca

Outboard Motor Maintenance

IOMX 0103 \$380*

Provides the boat owner with practical service knowledge. Covers basic operation principles of the outboard motor through a combination of theory and hands-on training. Learn to troubleshoot, repair and tune up an outboard motor. Focuses on fuel, electrical, ignition, lubrication, cooling systems, corrosion and galvanic protection. Steel-toed footwear required.

Apr 12 Tue/Thr 1830-2130 6 wks BBY CRN 50916

Millwright

604-432-8521 Bette_Bayley@bcit.ca

Millwright CQ Refresher

MILL 0101 \$815*

Assists tradespersons in refreshing their theoretical knowledge of the millwright trade prior to writing the Millwright Certificate of Qualification with an inter-provincial IP (red seal) endorsement. Topics include general fitting practices; hydraulics; pneumatics and lubrication; material handling; machine components and machine installation. Prerequisite: minimum six years experience in the trade. Contact the Industry Training Centre in Metrotown at 1-866-660-6011 to determine eligibility and to schedule an examination. Texts: *Millwright Manual of Instruction* and IPT series: *Safety, Power Transmission, Rotating Equipment, Rigging, Fasteners and Fittings, Hydraulics, Metal Trades*, and scientific calculator required for the first night of class.

Apr 26 Tue/Thr 1830-2130 12 wks BBY CRN 27602

Hydraulics 2

MILL 1506 \$550*

This course follows MILL 1505 (formerly MILL 0105). Upon completion of both MILL 1505 and MILL 1506 students will receive a Statement of Completion in Hydraulics. This theory/shop course covers a review of MILL 1505, contamination, graphic symbology, diagnostic instruments, circuit and control analysis, component functions and failures and systematic troubleshooting procedures. Prerequisite: MILL 1505. Steel-toed boots and safety glasses required. Text: *Vickers Industrial Hydraulics manual* required for the first night of class. (3 credits)

Apr 18 Mon/Wed 1800-2100 7 wks BBY CRN 50838

Mobile Equipment Operator

604-432-8205 Shirley_Butler@bcit.ca

Forklift Operator 1 - Inexperienced

MEOP 1001 \$345*

Provides both theory and practical training to those with little or no experience operating forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA standards for lift-truck operators. Workbook included. Prerequisite: driving experience. Steel-toed footwear required.

Apr 4 Mon/Wed 1830-2130 3 wks GNW CRN 52499

Apr 12 Tue/Thr 0730-1430 3 days GNW 52501

Apr 30 Sat 0830-1530 3 wks GNW 52502

May 10 Tue/Thr 1830-2130 3 wks GNW 52504

May 17 Tue/Thr 0730-1430 3 days GNW 52506

Jun 6 Mon/Wed 1830-2130 3 wks GNW 52508

Jun 14 Tue/Thr 0730-1430 3 days GNW 52509

Forklift Operator 1 - Experienced

MEOP 1002 \$265*

Provides both theory and practical training to those with proven experience operating forklifts. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA standards for lift-truck operators. Workbook included. Prerequisite: forklift operation experience. Steel-toed footwear required.

Apr 25 Mon/Wed 1830-2130 2 wks GNW CRN 52511

May 31 Tue/Thr 1830-2130 2 wks GNW 52513

Jun 4 Sat 0830-1530 2 wks GNW 53545



Forklift Operator Recertification

MEOP 1003 \$145*

Provides review, testing, and recertification to individuals who have previously obtained Forklift Operator certification. Successful participants will receive SD/CB Lift-truck Operator Certification valid for two years. This program meets current WCB guidelines and CSA Standards for lift-truck operators. Steel-toed footwear required.

Apr 20 Wed 0730-1430 1 day GNW CRN 52514
May 28 Sat 0830-1530 1 day GNW 52515

Filling Forklift Propane Cylinders

MEOP 1007 \$125*

Provides both theory and practical training in filling forklift propane cylinders by volume. On successful completion, Propane Training Institute certification will be issued. Certificates are valid for 36 months. Course materials and certification fee included. Steel-toed footwear required.

May 11 Wed 0730-1430 1 day GNW CRN 52517

Motorcycle Mechanic

604-432-8205

Shirley_Butler@bcit.ca

Motorcycle Maintenance 1

MCMX 0115 \$270*

Provides motorcycle owners and enthusiasts with general maintenance skills for the modern motorcycle. Covers engines, suspension, brakes, tires, and electrical systems. Combines lectures, demonstrations and hands-on training. Steel-toed footwear required.

May 2 Mon/Wed 1830-2130 2 wks BBY CRN 25081
+May 14 Sat 0830-1500

NEW! Motorcycle Maintenance 2

MCMX 0117 \$270*

Continues from MCMX 0115. Provides maintenance skills to motorcycle owners and enthusiasts. Focuses on engine design, clutches, transmissions, and driveline principles. Combines lectures, demonstrations and hands-on training. Steel-toed footwear required.

May 30 Mon/Wed 1830-2130 3 wks BBY CRN 55153

Nondestructive Testing

See Engineering Technologies

Painting and Decorating

604-434-5734, local 5036 Stuart_Browning@bcit.ca
604-432-8539 Dina_Patterson@bcit.ca

Painting/Decorating C of Q Refresher

PDEC 0100 \$661*

Prepares participants for the Painter and Decorator Certificate of Qualification with Red Seal Endorsement (IP), and refreshes theoretical knowledge of the trade. Contact the Industry Training Centre in Metrotown at 1-866-660-6011 to determine eligibility and to schedule an examination. Prerequisite: minimum four-and-a-half year's experience in the trade.

Apr 12 Tue/Thr 1800-2100 10 wks BBY CRN 20713

Piping

604-432-8420 William_Evans@bcit.ca
604-412-7564 Paula_Rossetti@bcit.ca

Gas Fitter C

PPGS 0120 \$855*

Prepares students to write the exam to qualify for Gas Fitter C Licence and is a requirement of the Ministry of Municipal Affairs, Gas Safety Branch. Provincial Class C examination fee is additional.

Apr 4 Mon/Wed 1830-2130 14 wks BBY CRN 27451

Servicing Gas Forced Air Furnaces

PPGS 0121 \$595*

Covers installation instructions, service information, sequence of operation, control drawings, testing, equipment, and trouble-shooting of gas-fired forced-air furnaces. Prerequisite: must have current C, B or A Gas License.

Apr 19 Tue/Thr 1830-2130 6 wks BBY CRN 51100

Plumbing Residential

PPGS 0125 \$430*

Provides the homeowner with general knowledge and practical experience of repairs, renovations and new installations within the residential plumbing system. Steel-toed safety boots are required.

Apr 30 Sat 0830-1515 4 wks BBY CRN 51102



Industrial Gas Fitter A License

PPGS 0200 \$1,095

Prepares students to write the examination to qualify for Gas Fitter A Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Provincial Class A Examination fee is additional. Prerequisite: students must have held Class B for two years.

Apr 1 52 wks Distance CRN 25087
May 1 52 wks Distance 25088
Jun 1 52 wks Distance 25089
Jul 1 52 wks Distance 25090
Aug 1 52 wks Distance 25091



Domestic/Commercial Gas Fitter B License

PPGS 0250 \$1,095

Prepares students to write the examination to qualify for Gas Fitter B Licence and is a requirement of the Ministry of Municipal Affairs Gas Safety Branch. To become eligible to write the exam, approval from the Ministry of Municipal Affairs Gas Safety Branch is required and recommended before enrolling. Provincial Class B Examination fee is additional. Prerequisite: BC TQ in Plumbing, Pipefitting or Refrigeration.

Apr 1 52 wks Distance CRN 26341
May 1 52 wks Distance 26347
Jun 1 52 wks Distance 26348
Jul 1 52 wks Distance 26349
Aug 1 52 wks Distance 26350



Cross Connection Tester Program

PPGS 0305 \$405

This continuous entry online training program is designed to familiarize students with the CSA or PNWS-AWWA Cross Connection Control manual and develop mastery in both practical testing and troubleshooting backflow assemblies. Students will work with the BCIT Cross Connection CD-Rom interactive simulator based on University of Southern California (USC) test procedures using three-valve and five-valve differential pressure gauges.

Apr 1 13 wks Internet CRN 29923
Apr 28 13 wks Internet 29925
May 29 13 wks Internet 29926
Jun 28 13 wks Internet 29928
Jul 29 13 wks Internet 29929

Cross Connection Control Tester Practical

PPGS 1130 \$260*

Continues on from PPGS 0305. Includes actual backflow prevention assemblies which is a requirement for BCWWA certification. All other prerequisites for this course are similar to PPGS 1155. Cross Connection Control Certification examination fee is extra. Prerequisite: PPGS 0305. (3.5 credits)

Apr 13 Wed/Thr/Fri 0730-1415 1 wk BBY CRN 53500
May 30 Wed/Thr/Fri 0730-1415 1 wk BBY 54710

ASSOCIATE CERTIFICATE IN HYDRONIC TECHNICIAN

BCIT and the Residential Hot Water Heating Association of BC have together developed a new training program to address the dynamic development of technologies in the field of Hydronic Heating. Upon successful completion of the eight listed courses (28.5 credits) students will receive an Associate Certificate – Hydronic Technician.

The associate certificate program is intended for:

- Those working in the construction industry who require technical knowledge and installation skills required to install and service complete hydronic systems
- apprenticed plumbers, pipefitters, gasfitters, and air conditioning/refrigeration mechanics seeking specialized skills and technical knowledge required to work in the hydronic field.

For more detailed program information contact Bill Evans @ 604-432-8420, William_Evans@bcit.ca or Paula Rossetti @ 604-412-7564, Paula_Rossetti@bcit.ca.

It is recommended the following courses be taken in the order listed unless prior approval is given by the department:

Course	Credits
1. Complete these two in any order:	
PPGS 1140 Hydronic System Design	3.0
PPGS 1041 Basic Drafting for Hydronic Technicians	3.0
2. Follow with next two courses in any order:	
PPGS 1142 Basic Electrical for Hydronic Technicians	3.0
PPGS 1143 Installation Practices for Hydronic Systems	3.0
3. Continue with next two courses in this order:	
PPGS 1144 Controls for Hydronic Technicians	3.0
PPGS 1145 Servicing and Troubleshooting Hydronic Systems	3.0

The following courses can be taken at any time:

PPGS 1150 Domestic/Commercial Gas Fitter B licence	7.0
PPGS 1155 Cross Connection Control	3.5

Substitution of courses will require department approval.

Hydronic Systems Design

PPGS 1140 \$440*

Trains those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of BC. After successful completion of the Certification Exam students can, for a fee, register with the RHWHA as being certified in Hydronic Systems Design. Prerequisite: should be working with residential hot water heating systems or a related field. (3 credits)

Apr 12 Tue/Thr 1830-2130 6 wks BBY CRN 51285

Installation Practices for Hydronic Systems

PPGS 1143 \$550*

Provides a practical introduction to the installation of hydronic systems, including installation planning, mechanical room layout and installation of heat transfer units. Safe work practices will be applied to proper piping procedures and techniques. (3 credits)

Apr 4 Mon/Wed 1830-2130 6 wks BBY CRN 51281



Basic Drafting for Hydronic Technicians

PGS 1041 **\$540***
 Aims those working with hot water heating to properly design a residential hot water heating system to meet the guidelines established by the Residential Hot Water Heating Association of BC. After successful completion of the certification exam students can, for a fee, register with the RHWHA as being certified in Hydronic Systems design. Prerequisite: should be working with residential hot water heating systems or a related field. (3 credits)
 pr 5 Tue/Thr 1830-2130 6 wks BBY CRN 55244

Cross Connection Control

PGS 1155 **\$605***
 This water-related course teaches the hydraulic principles of backflow combined with testing of backflow prevention assemblies. The requirement for CWWA examination is employment in a water- or health-related field. For details please contact BCWWA at 604-433-4389. There is an additional examination fee payable to BCWWA. (3.5 credits)
 pr 18 Mon/Wed 1830-2130 7 wks BBY CRN 51104

Power Engineering

See Engineering Technologies

Power Engineering

- Distance Education

See Engineering Technologies

Power Equipment Mechanic

504-432-8205 Shirley_Butler@bcit.ca

NEW! ATV Maintenance

PEMX 0115 **\$360***
 Provides general maintenance skills to ATV riders and enthusiasts. Covers engines, fuel systems, tires, brakes, clutches, transmissions, and electrical systems. Combines theory, demonstrations and hands-on training. Steel-toed footwear required.
 May 31 Tue/Thr 1830-2130 4 wks BBY CRN 55152

Sheet Metal

604-432-8242 Roger_Hagan@bcit.ca
 604-432-8539 Dina_Patterson@bcit.ca

Quality First

SMTL 0125 **\$260***
 Instructs how to produce a system for residential heating using forced air guidelines. Topics covered include heat loss calculations, select proper appliances,

and duct sizing for residential heating. Prerequisite: sheet metal journeyman or apprentice or currently working in the sheet metal trade.

May 10 Tue/Thr 1830-2130 3 wks BBY CRN 24935

Introduction to Numerical Controlled Press Brake

SMTL 0130 **\$460***
 This course will provide students the necessary skills to safely operate the NC Press Brake. Topics covered include safety procedures, press brake controls and their functions, programming, set up and correct usage of measuring devices. Prerequisite: some familiarity with computers would be an asset.
 May 7 Sat 0900-1600 5 wks BBY CRN 51164

Steel Fabrication

604-451-6833 Kevin_Neustaedter@bcit.ca

Steel Fabrication CQ Refresher

STEL 0100 **\$440***
 Prepares students for the Steel Fabrication Certificate of Qualification with Red Seal Endorsement (IP) and refreshes theoretical knowledge of the trade. Contact the Ministry of Labour (Industry Training and Apprenticeship Commission) to determine eligibility and to schedule an exam. Prerequisite: minimum of six years experience in the trade.
 Apr 16 Sat 0800-1300 8 wks BBY CRN 54446

Steel Fabrication (Basic)

STEL 0110 **\$365***
 Focuses on math, pattern development, blueprint reading, welding and proper use of industrial machines. Typical steel fabrication project is followed from initial design to shop production.
 Apr 16 Sat 0800-1300 6 wks BBY CRN 20785

Welding

604-456-8082 or 604-412-7564
 Barry_Gildersleeve@bcit.ca

Introduction to Welding

WELD 0102 **\$500***
 Interested in welding? Hands-on introduction to the common welding processes used in industry. Course will include oxyacetylene, MIG, TIG and stick welding as well as appropriate safety procedures. CSA approved steel-toed boots and 100% cotton coveralls required.
 Apr 2 Sat 0830-1500 5 wks BBY CRN 52442
 Apr 3 Sun 0830-1500 5 wks BBY 54313

Oxyacetylene/Braze/Weld/Cut

WELD 0103 **\$475***
 Introduces basics of fuel gas welding. Includes safety, shop practice, procedures and operation of related equipment. CSA-approved leather steel-toed work boots and 100% cotton coveralls required.
 May 7 Sat 0830-1500 5 wks BBY CRN 28451

Shielded Metal Arc Basic (Stick)

WELD 0104 **\$460***
 For those that have previous knowledge of the process or none at all. Covers basic theory and safety and is flexible to adjust to an individual's skill set. CSA-approved leather steel-toed work boots and 100% cotton coveralls required.
 May 7 Sat 0830-1500 5 wks BBY CRN 27476

Gas Metal Arc Basic (MIG)

WELD 0106 **\$500***
 Industrial and home hobby power sources will be used in this course. Set up of equipment and correct selection of shielding gases included. CSA-approved leather steel-toed boots and 100% cotton coveralls required.
 May 7 Sat 0830-1500 5 wks BBY CRN 20791

Gas Tungsten Arc Basic (TIG)

WELD 0110 **\$500***
 Covers shielding gases, electrodes, equipment and practical applications including light gauge welding and repair. Majority of the welding will be done on mild steel with limited use of stainless steel and aluminum included. CSA-approved leather steel-toed boots and 100% cotton coveralls required.
 May 7 Sat 0830-1500 5 wks BBY CRN 28452

Aluminum Welding (G.M.A.W.)

WELD 0115 **\$610***
 This course covers all position plate welding. Upon successful completion the student may reach the competency level of the CWB 47.2 code requirements. CSA-approved leather steel-toed boots and 100% cotton coveralls required.
 May 8 Sun 0830-1500 5 wks BBY CRN 54315

Welding for the Artisan

WELD 0120 **\$475***
 General interest course for those interested in artwork, furniture building and minor repair jobs. Focus is on the oxy-acetylene process - brazing, cutting, forming, shaping and welding. Last two sessions are spent working on a small project of the student's choice. Project materials are not included. CSA-approved leather steel-toed boots and 100% cotton coveralls required.
 May 7 Sat 0830-1500 5 wks BBY CRN 25100

Guildford Town Centre,
 Lower Level
 604-633-0485

Coquitlam Centre,
 Upper Level Near Food Court
 604-464-8886

Coquitlam Centre, Near Royal Bank
 604-266-8199

Richmond Centre, Near The Bay
 604-271-8706

Metropolis, Opposite Super Store
 604-714-1833

Lougheed Mall,
 Lower Level Off Food Court
 604-415-4556

Mayfair Centre, Victoria, B.C.
 250-412-1818



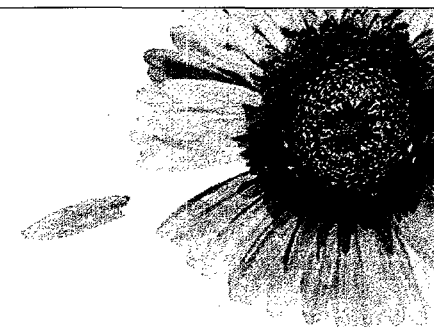
network your home - it's fast, it's wireless. it's easy
 from as low as \$39.95/mo*

With a wireless TELUS Home Networking solution, you get:

- Simultaneous Internet access for up to 5 computers, all through one powerful high speed connection.
- A speed boost up to 50% faster than your regular high speed.
- A built-in hardware firewall, 7 email addresses and 20 MB of personal webspace.
- Enhanced security and 24/7 tech support to help set-up and maintain your home network.

Switch today. Visit a Connect™ location for more details and sign up in-store.

Promotion available until March 31, 2005 to residential TELUS Long Distance plan customers who have not subscribed within the past 60 days to TELUS Home Networking service and who sign up for a 3 year service agreement. First 2 months free (\$80 sign-up credit) for new TELUS high speed internet subscribers. Price protection for 3 years against any rate increases. Cancellation fee applies to early service agreement termination. Non-TELUS Long Distance customers pay \$3.00 per month more with no service agreement and \$5.00 per month more with a service agreement. Regular prices subject to change. Minimum system requirements apply. Final eligibility for the service will be determined by a TELUS representative at point of installation. Some conditions apply. E&OE.



TELUS
 the future is friendly®



Aboriginal Programs and Services

604-432-8474 www.bcit.ca/aps
 firstnations@bcit.ca Burnaby campus, SW1-2300

Services: Aboriginal Programs and Services provides students with opportunities to adapt to BCIT's environment through a wide range of regular support services which respect Aboriginal cultural diversity.

Aboriginal Entrance Awards: Up to 12 awards equivalent to a full year's tuition will be presented to Aboriginal students entering full-time BCIT programs. To be considered, a student must have applied for admission to BCIT and Aboriginal Programs and Services, and submitted an Entrance Award application by the January or August deadline that year.

Whether you are a current student or considering enrolment at BCIT, you are encouraged to contact Aboriginal Programs and Services.

Alumni Association

alumni@bcit.ca toll-free 1-877-432-8847
 Burnaby campus, NW1-151 www.alumni.bcit.ca

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

BCIT Student Association

604-432-8600 www.bcitsa.ca
 info@bcitsa.ca

The BCIT Student Association (BCITSA) is an autonomous organization with one focus: full- and part-time students. BCITSA offers various opportunities to engage in campus life and really make the most of your time at BCIT. We provide a number of great services, facilities and extracurricular activities that can help students succeed. Everything from the Uconnect Student Resource Centre to the SA Stores – your source for BCIT clothing – we are here for all students. For details and a full listing of BCITSA operations and services, visit our website today at www.bcitsa.ca.

Bookstore

604-432-8379 www.bcit.ca/bookstore

BCIT Bookstore...for distance education
Attention Distance Education Students: Your course material is no longer automatically ordered when you register. For the April 2005 Term, order your Distance Education course material from BCIT Bookstore. Please visit www.bcit.ca/bookstore for a link to your own dedicated Distance Education online store and for other ordering options.

BCIT Bookstore's main location is at the Burnaby campus in the Campus Centre. Check locations and hours of operation at www.bcit.ca/bookstore. If you are unable to make it in during regular hours of operation, BCIT Bookstore is on the web, all the time, so you can check the most current and detailed book information as well as purchase books online. Information on returns, used book buyback and all the FAQs can be found at www.bcit.ca/bookstore.

Counselling and Student Development

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

Counselling services are available on the Burnaby campus to all enrolled students.

Career, Educational and Personal Development Courses

Prospective students are encouraged to register for career, educational, and personal development courses. All courses are taught by professionally trained counsellors and will help you to:

- make a first-time career choice
- make a career change
- develop your career
- access current information about career and educational options
- learn about jobs of the future
- prepare to become a BCIT student.

Courses offered by Counselling and Student Development include:

- Introduction to Career Planning
- Career Testing
- Career Search Workshop
- Career Transitions
- BCIT Preparation: Early Orientation

Please refer to page 3 of BCIT *Part-time* or call BCIT Counselling and Student Development at 604-432-8608 for more information about these courses.

Food Services

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

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

Pacific Wok at Town Square Cafe (SE2)	604-451-6728
Ritazza at J.W. Inglis (NE1)	604-432-8236
Electrical Training Centre (SE1)	604-432-8217
Starbucks at The Rix (SE2)	604-432-8646
Road Runner (SW1, Room 2322)	604-434-5734 ext 5352
Mr. Sub at Campus Cafe (SE12)	604-451-6737
Royal Oak Cafe (SE40)	604-433-6175

The BCIT Student Association operates the following food outlets on the Burnaby campus.

Professor Mugs Pub (SE2)	604-431-4981
Hours of Operation: 0800-2200 Mon-Fri	
SA Coffee Shop (SE2)	604-451-6999
Hours of Operation: 0630-1800 Mon-Fri	

Guided Self-learning

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

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

Some courses travel – that is, they are available upon request at centres throughout BC.

For more information, please call:

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



Library

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

Part-time students are entitled to full library privileges at all three campus libraries and through the Library website. The BCIT Library includes the Burnaby Campus library as well as specialized libraries at the BCIT Marine Campus and the Aerospace Technology Campus. Students at the Downtown Campus and the Great Northern Way Campus are able to place requests through the online catalogue and have books from any campus library delivered to their home campus.

Activate your library account to access online resources such as the library catalogue, databases, e-journals and e-books and services such as requests, renewals and interlibrary loan requests. All that is required is a student number and current registration.

The Burnaby Campus Library offers quiet study areas, information and research assistance, bookable group project rooms and laptops, and a variety of services and resources in the Microcomputer Centre on the first floor. Late night and weekend openings are offered September through May.

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

myBCIT.ca

myBCIT is your online resource for everything you need at BCIT. This secure site provides you with a free myBCIT e-mail account for life, and allows you to confirm your registration, check grades, print your T2202A tax receipt, update your personal information and more. To login, go to <http://my.bcit.ca> and enter your username (BCIT Student ID number), located on your myBCIT card.



myBCIT Student Card

4-451-6890 www.bcit.ca/card

- BCIT card is the new name for the BCIT student eCard. You can obtain it in the Library foyer in SE14.
- The myBCIT card is the mandated institute photo access card for all five permanent campuses: Burnaby, Aerospace Technology Campus, Downtown Campus, BCIT Marine Campus and Great Northern Way Campus.
- A fee of \$2.50 per term is assessed at time of registration for students enrolled in a minimum of 30 hours per term, whether full-, part-time or trades students.
- Bring your student number and additional photo ID (such as a driver's license) when having your photo taken at the myBCIT card office.
- Check www.bcit.ca/card for Terms of Use; cost of card; office hours; replacement card fees; and special deals available to myBCIT card holders.
- Your student number on the myBCIT card is your e-mail ID number. Keep your card, even if you are not in a class for a term, because your card is now multi-term! For the convenience of BCIT lifelong learners, part-time student cards are now printed with a three-year terminal expiry date rather than one year.

Note that the myBCIT card is only valid at BCIT (for library or gym access, for example) during paid registration terms regardless of final expiry date; the overall expiry date is for production purposes.

Parking

604-432-8719 www.bcit.ca/parking

For vehicles parking on the Burnaby campus, day or night, must display a valid institute parking permit or a ticket from a dispenser. All parking enforcement managed by Impark. Please direct your inquiries (i.e. tickets, tows, etc.) to Impark at 604-681-7311.

Visitor parking in front of SW1 has a one-hour maximum limit from 0600-1630. Visitor parking lots in front of E14, on the east side of NE1, between SW5 and SW9, and at Royal Oak have hourly and all-day rates.

Vehicles not displaying a valid parking permit are subject to impoundment.

Vehicles should be kept locked at all times. BCIT does not accept liability for theft or damage to vehicles parked on campus. For general inquiries, please call 604-432-8719.

Parking Rates

Current parking rates are posted on the Safety and Security web pages at www.safetyandsecurity.bcit.ca. Some parking ticket dispensers at the Burnaby Campus require the purchase of three tickets and only accept coins. All other dispensers are electronic.

Parking ticket dispensers at the Downtown, Marine, Great Northern Way and Aerospace Technology Campuses provide pay-by-space customer service and accept payment by coin or credit card.

Cashier's Hours – Subject to change

Mon to Thr 0830-1900, Fri 0830-1600, Sat 0830-1230.

Closed on holiday weekends.

Summer Hours May 9 – Aug 21 Mon to Fri 0830 – 1600

Program Advising for Part-time Studies

604-434-1610 www.bcit.ca/advising
Online inquiries: www.bcit.ca/askanadvisor

Part-time programs are designed to enhance career aspirations. If you are interested in pursuing a certificate program, advisors can:

- provide information on the various part-time programs offered
- assist with course selection and program planning
- help you through the process of applying for program approval or making changes to an approved program
- help you with applying for transfer credit.

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

Phone 604-434-1610 to leave your name and number for a program advisor to return your call, or to book a 30-minute appointment. If you prefer, please send your inquiry online to: www.bcit.ca/askanadvisor.

Recreation Services

604-432-8612 www.bcit.ca/recreation Building SE16

BCIT offers indoor and outdoor recreational facilities at the Burnaby campus. Indoor facilities include a climbing wall, two racquetball/handball courts and two squash courts, a games room, an excellent gymnasium (accommodating eight badminton, two basketball or three volleyball courts as well as many other sports and recreational activities). Our weight room, the Fit Pit, which is free to part-time students while they are registered in a course, is equipped with a strength training super circuit, free weight and excellent cardio equipment and exercise area. Outdoor facilities include tennis courts, sports field, a fitness trail and a 396-metre track. Complete shower facilities, change and locker rooms are available for both men and women. Recreation Services also offers a comprehensive recreation program consisting of intramural sports leagues, recreational instructional courses, special events and drop-in programs. We also offer various tickets at a reduced rate, such as Whistler/Blackcomb, Seymour Mountain, and Cypress Mountain seasons passes, and BC Lions tickets.

Safety and Security Office

604-451-6856 www.bcit.ca/ses Building SW1-1016
Open 24 hours, 7 days/week

Lost and Found

Lost and Found operates from the Safety and Security office in building SW1-1016, east entrance near Student Employment Services. Should you locate a lost item, please take it to BCIT's Lost and Found immediately.

Student Bike Patrol

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

Student Employment Services

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

If you're looking for full-time or part-time work, on or off campus, your first stop should be Student Employment Services. Register online for ejobs@bcit.ca, our electronic job posting system; it's free for eight months for current part-time students. You can have new jobs in areas of your choice e-mailed to you, and you can post your resume online. Apply for jobs from your own home or from our

office – we have two computers for students to use as well as a fax machine. Our resume review service will help you build a resume that will get noticed and get results. Combine this with tips on interview techniques and you'll be sure to get shortlisted for more jobs. Drop by and see us for all your employment needs!

Student Financial Aid and Awards

604-432-8555 www.bcit.ca/finaid
Building SW1-2303 Office Hours: Mon-Fri 0830-1600

If you do not have enough money to pay for your courses you may be eligible for financial assistance for part-time or full-time study. While we recommend that you refer to our website or to our office, here are a few samples of the types of assistance we can provide:

Federal funding for students classified as part-time (20% - 59% of a 100% course load):

Canada Study Grant for High Need Part-Time Students – allowable expenses limited to educational costs.

Canada Student Loans for Part-Time Studies – allowable expenses limited to educational costs.

Provincial Funding for students in upgrading courses: Adult Basic Education Student Assistance Program – allowable expenses limited to educational costs.

A BCIT Part-time Assistance application form and Information sheet are available from the office by fax at 604-432-8555 or from the Student Financial Aid and Awards website at www.bcit.ca/finaid. All applicants are notified in writing, usually within two weeks of the date Student Financial Aid and Awards receives the completed application.

Federal and Provincial funding for students classified as full-time 60% course load or greater: British Columbia Student Assistance Program – Eligible expenses include living costs, transportation, and educational costs.

Check with our website or office for updated information and deadlines.

Curricula and Regulations

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

BCIT Part-time is published for information only and is neither intended to be a complete statement of all procedures, policies, rules and regulations, nor should it be construed as an irrevocable contract between the student and the Institute.

Are You Ready to Graduate?

Students who are completing a Part-time Studies certificate program or are completing a Bachelor of Technology through Part-time Studies are required to apply to graduate. Please obtain an Application for Certification form from Student Information and Enrolment Services. This form must be completed and submitted to Student Information and Enrolment Services, Burnaby campus (SW1-1300). Please allow six to eight weeks for processing.

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

- For the June ceremony, no later than the end of the first week in May.
- For the February ceremony, no later than the end of the first week in January.



Statement of Marks/Transcripts

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

Requests for official transcripts must be made in writing to the Student Information and Enrolment Services office (SW1-1300) and full payment must be received in advance.

For details on ordering transcripts call 604-434-1610. You can download a Request for Official Transcript form at www.bcit.ca/admission/forms.shtml.

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

Course Audit

A student may audit a course with permission from the instructor. A written request to the instructor must be submitted by the second night of class. Auditing students are not formally evaluated and do not write examinations; however, students are expected to take part in classroom discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course. An AUD will be reflected on their academic history. Once a student has declared audit status for a particular course, he or she may not change back to credit status at any point during the course in that term.

Course Cancellations

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

Language of Instruction

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

Prerequisites

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

Program Approval

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

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

Withdrawing from a Course

Students who wish to withdraw from a course after the refund deadline must do so officially, in writing, to Student Information and Enrolment Services. Withdrawal will be allowed until two-thirds of the way

through the course and will result in a W on the transcript. If withdrawing after two-thirds of the way through the course, the transcript will show LW for Late Withdrawal. Neglecting to withdraw officially will result in a V on the transcript, which indicates course abandonment and calculates as zero in your GPA.

To withdraw from a part-time course prior to the refund deadline date, contact Student Information and Enrolment Services at 604-434-1610. After the refund deadline date, contact records@bcit.ca.

Fees and Refunds

Course Payment

The preferred methods of payment are: credit cards (Visa, MasterCard, American Express), debit card (Interac), certified cheques and money orders, letter of authorization from your employer to be invoiced by BCIT, and phone payments (604-434-1610). For your convenience, you can register and pay online using your credit card at www.bcit.ca.

Confirmation of Registration/Payment

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

Credit Card Declines

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

International Fees

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

Miscellaneous Fees

NSF/Returned Cheques \$50
(See Credit Card Declines above)

Transcript \$10 (plus \$6 for each extra)

Duplicate T2202A \$25 (for calendar year 2002 and prior)

Transfer/Change Fee

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

Tuition does not include textbooks or material requirements unless indicated.

Refunds

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

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

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

Course type

Course lasting 4 weeks or less
Course lasting over 4 weeks
Distance Education – Term based

Deadlines

1 week prior to the class start date.
The day of the 2nd class
Within two weeks of the course start date.
Within two weeks of registration

Distance Education –
Continual Entry

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

Tax Receipts (T2202A) for the calendar year 2004

BCIT tuition tax receipts are no longer mailed but will be made available online from the myBCIT website at <http://my.bcit.ca>. You will need your myBCIT ID and password to login. Your myBCIT ID can be found on your myBCIT card or fee receipt beginning with A00xxxxxx. Your default password is usually your birth date in the format YYMMDD. Once logged on, please select Online Self Service (found on the far right). Select Student Self Service then Canadian Tax Forms to print your T2202A form directly from this website. This has been approved by the CCRA – Revenue Canada.

Please note: Tuition fees are now being prorated, which means that if your course started in one calendar year (Sept/04) and ended in another calendar year (Jan/05), the tuition fees for 2004 will be calculated/weighted based on the number of days falling in that calendar year. The difference will be made available in the following calendar year (2005).

The tax receipt does not include fees such as the myBCIT Student Card (formerly OneCard), student activity fees, materials, etc.

Questions regarding tuition fee amounts should be directed by email to T2202A@bcit.ca, or phone BCIT Finance at 604-431-4998.

Questions regarding course duration (number of months) or registration discrepancies should be directed by email to records@bcit.ca, or by phone to 604-432-8498.

If you do not have access to a printer, or if you encounter any difficulty printing the T2202a tax receipt from the website, please call 604-432-8999 and a receipt will be mailed to you.

Distance Education

www.bcit.ca/distance

Visit the distance education website to see the advantages, how distance education works, and find courses and programs. Registered students can find information, resources and tips on preparing for courses before they start.

Distance education course materials are no longer automatically ordered when you register for your distance education course. In order to receive your course materials you must contact the BCIT Bookstore. Course manuals, materials and textbooks are not included in tuition. Prior to your course start date you will receive an e-mail with important tutor/course information. Please check your myBCIT e-mail account to access this email.

Find all your distance education course materials at the BCIT Bookstore:

- 1) Shop online at: www.BCITbookstore.ca
- 2) In-person, Burnaby campus: Building SE2
- 3) Customer Service: 604-432-8379 (local) or 877-333-8379 (toll free within Canada)
- 4) After hours voice mail: 604-412-7402
- 5) E-mail: bookstore@bcit.ca
- 6) Fax: 604-432-7923.



Campus Locations and Hours

Burnaby and Downtown campuses offer year-round registration for part-time courses. Richmond location has limited registration services.

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

Aerospace Technology Campus/ATC

604-419-3777/3704 Fax: 604-278-5363
 Vancouver Airport (South Terminal) Unit 200, 5301 Airport Road South, Richmond, BC V7B 1B5
 Office hours: Mon-Fri 0730-1600

Burnaby/BBY

604-434-1610 Fax: 604-430-1331
 3700 Willingdon Avenue, Burnaby, BC V5G 3H2
 Regular office hours: Mon-Thr 0830-1900, Fri 0830-1600, Sat 0830-1230. Closed on holiday weekends.
 Holiday hours: May 9-Aug 21, Mon-Fri 0830-1600

BCIT Marine Campus/BMC

604-453-4100 Fax: 604-985-2862 Registration Line: 604-453-4111
 265 West Esplanade, North Vancouver, BC V7M 1A5
 Office hours: Mon-Fri 0830-1530

Downtown Campus/DTC

604-434-1610 Fax: 604-687-2488
 555 Seymour Street, Vancouver, BC V6B 3H6
 Regular office hours: Mon-Thr 0830-1700, Fri 0830-1630. Holiday Hours May 9-Aug 21, Mon-Fri 0830-1600
 Closed on weekends and statutory holidays.

Great Northern Way Campus/GNW

604-434-1610
 555 Great Northern Way, Vancouver, BC V5T 1E2

Kester Grant Campus/KGC

604-877-0355 Fax: 604-877-0375
 2412 Laurel Street, Vancouver, BC V5Z 3T2
 Office Hours: Mon-Fri 0900-1800, Sat 0900-1200 Closed on Sundays and statutory holidays.

Surrey/SRY

604-434-1610
 Princess Margaret Senior Secondary 12870-72nd Avenue, Surrey, BC V3W 2M9

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

HSBC Building

885 West Georgia Street (9th Floor), Vancouver, BC V6C 3E8

Langley Secondary School/LSS

21405-56th Avenue, Langley, BC V3A 4R3

Maple Leaf/Eurocentres (VLC)

815 West Hastings Street, Suite 250, Vancouver, BC V6C 1B4

Maple Ridge Secondary School/MRC

21911-122nd Avenue, Maple Ridge, BC V2X 3X2

Classroom Locations

To find classroom locations, go to www.bcit.ca/rooms. Room assignments can change; please be sure to check on the day of your class.

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

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

Five ways to Register

1. Online – Easy, safe, quick! Save \$20 on selected courses!

- Before you start, have these things ready: your BCIT ID (if you've been a BCIT student before), a valid credit card, and your Social Insurance Number (so you can get a tax credit form for your tuition).
- Go to www.bcit.ca/study.
- Select the course option in **Find programs and courses**, enter your keywords, and click **Find it** (or do an advanced search at www.bcit.ca/study/courses).
- Once you get your results, click on course titles for more details and to add the course to your shopping cart.
- Once you've clicked on **Add to Cart** for one course, you can choose **Continue Browsing** or **Proceed to Registration**.
- Once you click on Proceed to Registration, you'll move on to BCIT's **Secure Information System**. If this is your first time registering for a course at BCIT, you have to click on **Create a BCIT ID**. Just follow the prompts and provide all required information.
- Be sure to enable cookies on your browser before proceeding to payment.
- Follow the steps on the screen to complete the registration.

2. By fax – Easy, direct, fast!

For fax registration, payment must be made by Visa, MasterCard or American Express, and your credit card number, expiry date, and signature must be included on the faxed form.

- For Burnaby Campus, fax to 604-430-1331.
- For Downtown Campus, fax to 604-687-2488.

3. By mail – simple and direct!

Complete the registration form included in this publication, and sign the bottom. Clip the form and mail it to:

Part-time Studies –
 BCIT Student Information and Enrolment Services
 3700 Willingdon Avenue, Burnaby, BC V5G 3H2
 or
 BCIT Downtown Campus
 555 Seymour Street, Vancouver, BC V6B 3H6

4. In person

Note: The following hours of registration are subject to change. Please see Campus Locations and Hours box to the left.

Burnaby Campus – 3700 Willingdon Ave., Burnaby,
 Downtown Campus – 555 Seymour St., Vancouver

5. By phone – be patient, your call will be answered!

Registration by phone is available. You must make your payment with Visa, MasterCard or American Express. To register, call 604-434-1610.

Note: During peak times, you may experience lengthy delays.

After Registering

To confirm your registration, go to www.bcit.ca. Select Current Students, then Part-time, then Student Information System. Sign in, choose Part-time Registration, and then Your Course Schedule.

View the BCIT PTS welcome and orientation video at www.lifelonglearning.bcit.ca/students.



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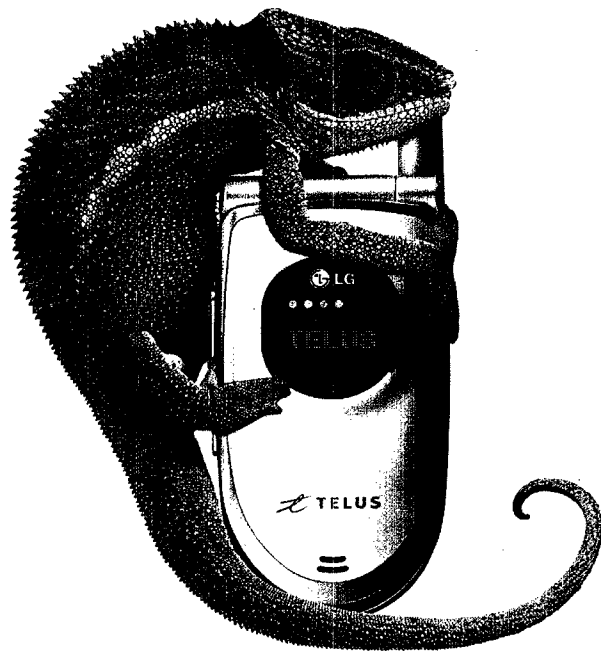


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