



Winter 2002

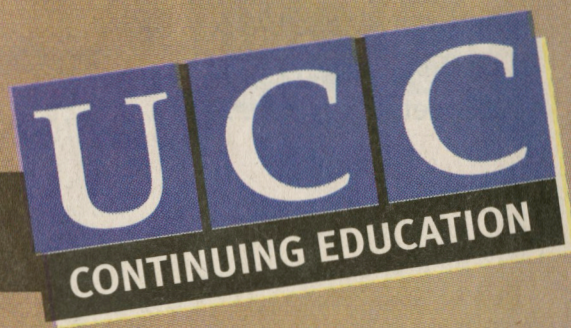


Debbie Blackwell, CE Centre Coordinator



THE
UNIVERSITY
COLLEGE
OF THE
CARIBOO

Gold Country



A Message from the President



The University College of the Cariboo recognizes that learning is a lifelong process.

As a diverse and growing post secondary institution, UCC's goals are to provide individuals with flexible options that will help them achieve a variety of educational, career and personal ambitions.

Each year, UCC Continuing Education offers a diverse range of programs and courses that support opportunities for higher learning, whether in pursuit of employment training, upgrading or simply to further knowledge and interest.

Several courses through Continuing Education carry credit and offer laddering options into recognized programs. Others provide specific, stand-alone training at a variety of levels.

Educational options are vital to the development of career and personal goals. Continuing Education has consistently responded by offering programs and courses that fit individuals' needs within the unique communities UCC serves.

I welcome you to The University College of the Cariboo and trust that your experience here will be a positive part of your educational continuum.

Sincerely,

ROGER H. BARNSLEY
President

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Ashcroft/Cache Creek Registration Information



2 Easy Ways to Register

In person, or by telephone.

Cash, cheque, money order, VISA, Mastercard or American Express accepted.
Registration is not complete, and you are not considered admitted until all fees are paid.
A charge of \$10 is levied for NSF cheques.
Official tax receipts are issued at the fiscal year-end for all courses over \$100.

Community Coordinator Heather Wisla

Mailing Address
P.O. Box 1419, Ashcroft, BC, VoK 1A0

Office Address
Ashcroft Regional Learning Center,
411 Brink Street, Ashcroft

Office Hours
10 am – 2 pm, Mon – Fri

Telephone
250/453-9999

Fax
250/453-2518

Academic Advising

An Academic Advisor from Kamloops will be in Ashcroft specifically to deal with adult clients between 9:30 am – 2:30 pm on **February 6** (Wednesday). 30 minute confidential appointments are available free of charge. Advisors can assist with program planning, help with course selection, transferability of courses, advice on course pre-requisites and assistance with time-tabling. Space is limited so please book in advance by calling 453-9999.

Extra Copies

Extra copies of this brochure, college calendars, registration forms and applications for financial aid are available 8:30 am – 4:30 pm, Mon – Fri at the Ashcroft Regional Learning Centre.

Fax Updates

Want to keep up-to-date on our latest offerings? Please give us a call and we will add you to our poster fax list.

UCC
CONTINUING EDUCATION

Testing



The Ashcroft Regional Learning Center has space that can be booked for individuals to write tests.

CAT/2

Canadian Achievement Test (2nd edition)

CAT assessments are comprehensive tests covering basic skills in reading, language and mathematics. They are frequently required to assess competency for entrance into various College programs.

GED

General Education Development Test

Stop by to see the next GED testing dates. You can also pick up a GED study book and GED application forms. The testing fee is \$45 and applications to write (along with payment) must be sent in to Victoria about 5 weeks ahead of the test date. You must be at least 19 and out of school for a minimum of one full year to be allowed to write.

LPI

Language Proficiency Index

The LPI is used to assess an individual's level of English competency. Test results are valid for two years from the date of the test. Test fee is \$41. Study guides are available from the UCC Centre.

Literacy Assessments, Locator Tests and Canadian Security Exams can also be written at your local UCC office. Exams dates must be arranged a minimum of one week ahead of time. Please call 453-9999 to arrange a date.

Art



Mixed Media Painting

Class Minimum/Maximum: 8/10 Decision Date: Jan 24

Learn how to incorporate various materials to produce artistic expressions of your personality and creative style. Mixed media work combines techniques and materials from two or more graphic or fine art processes. No previous drawing or art experience necessary. This class is aimed at adults (16 years+).

Instructor *Virginia Brown* is a well-known local artist and operator of the Cannery Row Gallery/Studio. She has formal training in Fine Arts from Malaspina and Capilano, experience as an Art Instructor and years of experience creating show-quality pottery, sculpture, painting, printmaking and mixed media.

\$75 + supplies
Jan 28 – Mar 4
Virginia Brown

6 sessions
Mon, 6:30 – 8:30 pm

Mixed Media Art for Ages 8 – 16

Class Minimum/Maximum: 8/10 Decision Date: Jan 25

Unleash your child's creativity. This course covers a variety of graphic and fine art techniques. The focus is on texture, color, design and collage.

\$69 + supplies
Jan 29 – Mar 5
Virginia Brown

6 sessions
Tue, 6:30 – 8 pm

Pottery

Class Minimum/Maximum: 8/10 Decision Date: Jan 25

Learn the correct preparation and application of clay for use in basic hand building and wheel thrown pottery techniques. Basic glazing techniques and firing procedures will also be discussed. No previous pottery experience necessary.

\$75 + supplies
Jan 30 – Mar 6
Virginia Brown

12 hours
Wed, 6:30 – 8:30 pm

Pottery for Ages 8 – 16

Class Minimum/Maximum: 8/10 Decision Date: Jan 28

Children ages 8 – 16 will have the opportunity to build and construct with clay. All hand construction techniques, glazing and firing will be covered – there will be no wheel work in this course.

\$69 + supplies
Jan 31 – Mar 7
Virginia Brown

6 sessions
Thur, 6:30 – 8 pm

Please note: Supplies for all the above Art classes will run between \$10 – \$25, payable to the instructor.

Cooking



Introduction to Vegetarian Cooking

Class Minimum: 8

FOOD 033

Decision Date: Feb 1

Learn how to cook vegetarian food your family and friends will love! Chef Martin will share his secrets gleaned from over 20 years in the vegetarian restaurant business. Delicious dishes will make you forget to ask "where's the meat?". Bring a healthy appetite.

\$80 + \$20 to instructor for supplies
Feb 5 – 26
M. Comtois

12 hours
Tue, 6:30 – 9:30 pm

Computing



Microcomputer Certificate I

This program represents the minimum level of literacy that you need to compete in today's job or work market. The Operating System course is the prerequisite course for other courses in the program. Registered students are allowed to practice on computers at the Ashcroft Regional Learning Center.

Program of Courses:

Required courses (4) * indicates course is being offered this term in Ashcroft:

The Operating System	YMCR503
Microsoft Word	YMCR535*
Microsoft Excel	YMCR514
Microsoft Access	YMCR516

Elective course (choose only one of the following):

Introduction to Desktop Publishing	YMCR530
Graphics on the Micro – Corel Draw	YMCR517
Professional Presentations	YMCR615
Simply Accounting/Windows	YMCR515*

All certificate courses involve a quiz, project and exam.

Accounting on the Micro – Simply Accounting

YMCR 515

Class Minimum/Maximum: 7/10 Decision Date: Jan 17

In 28-hours, using the Simply Accounting software package, you will gain an understanding of the general ledger, payables and receivables modules of an integrated accounting package designed for the small business. You will also learn to set up a chart of account, post transactions, generate reports, and close the books. You should be prepared to devote additional hours of non-class time to the exercises and project work. This course is not intended to teach accounting principles. Basic bookkeeping knowledge strongly recommended for maximum benefit from this course.

Prerequisite: The Operating System

\$285	8 sessions
Jan 21 – Feb 13	Mon/Wed, 6:30 – 10 pm
Liza Curran	Ashcroft Regional Learning Centre

Word Processing on the Micro **YMCR 535**

Class Minimum/Maximum: 7/10 Decision Date: Jan 14

You will learn to create, edit and search documents, as well as to use some of the available extended features. This course will not training you to be a typist, therefore, knowledge of the standard keyboard is strongly recommended for maximum benefit. You should be prepared to devote additional non-class hours to exercises and project work.

Prerequisite: The Operating System

\$255	8 sessions
Jan 17 – Mar 7	Thur, 6:30 – 9:30 pm
Marianne Munro	Ashcroft Regional Learning Centre

Courses for Seniors

**All course fees for seniors are discounted –
no further discounts will apply.*

Nifty-Fifties+ Computer Basics **PC 076**

Class Minimum: 7 Decision date: April 4

This course will help you to understand the basic functions of desktop computers. If you have little or no knowledge or experience with a computer, you should start by taking this short course.

\$105	
Choose one:	
1. Jan 22 – Feb 7	Tue/Thur, 4:15 – 6:15 pm
Barry Brown	
2. Feb 5 – Mar 5	Tue, 6:30 – 9 pm
Robb Benedict	
3. Apr 8 – 25	Mon/Thur, 4:15 – 6:15 pm
Tracy Ramsay	

Nifty-Fifties+ Internet **PC 077**

Class Minimum/Maximum: 7/10 Decision date: Feb 15

Once you understand the basic functions of your computer, you can then learn to "cruise the Internet". This course will take you into the electronic world where you will be the navigator; you will be in control of where you go. **Prerequisite:** Nifty-Fifties + Basics or previous computer experience.

\$105	12 hours
Choose one:	
1. Feb 19 – Mar 7	Tue/Thur, 4:15 – 6:15 pm
Barry Brown	
2. Mar 26 – Apr 23	Tue, 6:30 – 9 pm
Robb Benedict	

Distance Education Opportunities

Online Applied Business Technology Courses

The following courses are available online through a consortium of BC Post Secondary Institutions:

Successful E-learning (OATS 101)	10 hours
(prerequisite for others in the program)	
Keyboarding Speed 1 (OATS 100)	30 hours
Word Processing (OAWP 235)	50 hours
Business English (OACM 110)	90 hours
Business Math & Calculators (OAMA 100)	45 hours
Human Relations (OAGR 310)	30 hours

The Distance Education Advantage:

- Total cost of all six courses, including texts, is under \$800
- Courses can be taken (and paid for) one at a time
- Flexible start dates
- No class minimums
- Students can access Internet and computer resources through the Ashcroft Regional Learning Centre Monday through Friday.
- Credits apply toward a variety of Applied Business Technology programs around the province, including UCC's Bookkeeping with Computer Applications, Business Office Assistant, Law Office Assistant, Medical Office Assistant and General Insurance Certificate.

Practical Licensed Nursing Certificate

Norquest College in Edmonton, Alberta has a program where all the theory/lab components can be done via distance education. The total cost of the program is around \$6000, including books and the national exam fee. Once certified, graduates are qualified to work in any hospital across Canada. Interested persons can check out the website www.norquest.ab.ca or call Evelyn Lysak at 780-427-5966.

First Aid



UCC can deliver a full variety of first aid training:

- Heartsaver
- Basic Rescuer
- Red Cross Childsafe
- Red Cross Emergency
- Transportation Endorsement
- Occupational First Aid Levels 1-3
- Wilderness & Remote First Aid

Health & Safety



Boat Operator Safety

OCHS 093

Did you know ALL boaters will require an Operator Card? This Coast Guard approved course is designed to teach the basics of boating and how to boat safely. Students will receive, upon successful completion, their "Pleasure Craft Operator Card" as part of this course.

\$65

6 hours

Feb 16

Sat, 8:30 am - 3 pm

L. Defrias

Ashcroft Regional Learning Centre

Foodsafe - Level I

OCHS 085

Do you want to work in the food industry? Are you currently working in the food industry but desire a greater understanding of safe food handling practices? This sanitation program is appropriate for food handlers, kitchen staff and dining room attendants. You will learn about the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases and maintaining a sanitary food service operation. Upon successful completion of this course, you will receive health unit certification. **Note:** Effective July 2000 new regulations made Foodsafe mandatory for certain food service staff and volunteers involved with food preparation.

CHECK WITH YOUR PUBLIC HEALTH INSPECTOR (453-1940 ANY TUESDAY) FOR MORE DETAILS.

\$60

Choose one:

1. Feb 26

Tue, 8:30 am - 5 pm

2. May 25

Sat, 8:30 am - 5 pm

WHMIS

OCHS 086

Decision Date: Jan 20

This short course will provide you with an overview of the Workplace Hazardous Material Information System (WHMIS), and how it affects the workplace. A certificate will be issued.

\$30

Choose one:

1. Jan 24

Thur, 10 am - 12 pm

2. Jan 26

Sat, 10 am - 12 pm

Traffic Control Person Certification

FLAG 061

Class Minimum/Maximum: 12/20 **Decision Date:** Feb 12
This comprehensive traffic control program conforms to the applicable specification of the Traffic Control Manual for Work on Roadways and the Traffic Control Person (TCP) Training Manual with emphasis on WCB's Industrial Health and Safety Regulation. The course format consists of theory combined with a practical application session. Content coverage includes the fundamental principles and the elements of a traffic control (work) zone, TCP responsibilities, WCB hand signals, safety issues, as well as discussions regarding special traffic control situations. Successful course participants will receive a TCP Certificate that is valid for three years. Course tuition includes manuals.

\$120
Feb 16
Vicki Skjeie

8 hours
Sat, 8:30 am – 5:30 pm
Ashcroft Regional Learning Center

Personal Development



Parenting

How to Talk so Kids will Listen and How to Listen so Kids will Talk

In partnership with the Kamloops Youth Resource Society, UCC is proud to offer this acclaimed parenting course. "How to Talk so Kids will Listen and How to Listen so Kids will Talk" offers practical strategies to enhance a great parent-child relationship. Topics include acknowledging feelings, engaging cooperation, alternatives to punishment, encouraging autonomy, and freeing children from playing roles. *Doris Bruno and Tanya Thompson* are both professional counselors with a culmination of over 40 years experience in the child development field.

\$15 + books **6 sessions**
Jan 21 – Feb 25 **Mon, 6:30 – 8:30 pm**
Doris Bruno & Tanya Thompson

Personal Health and Wellness

At a time when services are being reduced for health and medical, what can you do for yourself to enhance your personal wellness? Peg will approach this topic from a wholistic approach – identifying practical, everyday applications that can make a difference in how you feel.

\$45 (Seniors over 65 pay \$24) **3 sessions**
Choose one:
1. Jan 21, 23 and 25 **Mon/Wed/Fri, 10 am – 12 pm**
2. Feb 7, 14 & 21 **Thur, 7 – 9 pm**
3. Feb 20, 27 & Mar 6 **Wed, 10 am – 12 pm**

Professional Development



Resident Care Aide/Home Support Program

This is a 20-week program that will qualify students to work with the elderly and disabled. Right now UCC is collecting a list of names of people interested in doing this training in Ashcroft.

PLEASE CALL 453-9999 FOR MORE INFORMATION.

Retail & Hospitality Training Program

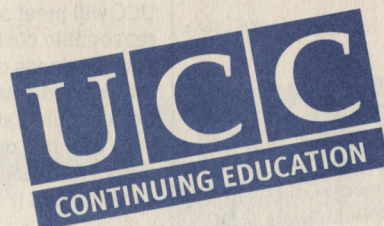
This intensive program focuses on the skills and training to enhance employability in one of the fastest growing industries in BC. Future tourism developments will require a well-trained workforce ready to take advantage of the new opportunities. The basic certificates include: Cashier Operations, Foodsafe, the Internet, Introduction to Microcomputers, OFA Level 1, Serving It Right, Superhost and WHMIS. Communication skills, resume writing, interview skills will also be covered. The last two weeks are spent doing a practicum in the field of the students' choice (where possible).

Tuition: dependent on funding **6 weeks**
April 2 – May 10, Mon – Fri, 9 am – 4 pm

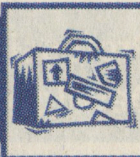
Basic Counselling Skills 1 **COUN 070**

This is an introduction to basic counselling skills for individuals who are or are intending to be in para-professional or volunteer roles where such skills would be beneficial to their clients. Content areas include understanding counselling as a developmental process; appreciating the importance of counsellor self-awareness and of the helping relationship in effecting change; identifying and acquiring the basic beginning skills that facilitate self-exploration. **Required text:** Counselling Skills by Bob Shebib

\$125 plus text **18 hours**
Date and time: TBA



Summer Camps



Trades & Technology



Eureka Science Camp for Kids

Eureka Science Camp offers a one-week science and technology day camp for students' 7 – 13 years old. Campers will enjoy an interactive week of demonstrations, hands-on activities, group activities, building projects, outdoor activities and games. Areas of science covered include: biology, chemistry, physics, engineering and technology.

\$135 (Extra \$10 for extended hours 8 am – 5 pm) 5 days
August 19–23 Mon 1 – 4 pm, Tue – Thur, 9 am – 4 pm,
 Fri. 9 am – 2 pm

Bursaries and discounts for families available. For more info contact:

Denise Dauncey, Director

Ph: (250) 371-5534

Fax: (250) 828-5450

Website: www.cariboo.bc.ca/schs/eureka/

e-mail: eureka@cariboo.bc.ca

Fibre Optic Cable Installation and Maintenance

Don't miss this new opportunity to stay on the leading edge of technology. This course provides hands-on training to industry related standards. Basic Ethernet infrastructure technology and cable characteristics will be covered as well as the physical placement of aerial cable plant. Students will learn site surveying, splicing, safety issues, basics of fibre manufacture and cable pulling techniques. This certification would be useful for individuals currently employed or seeking employment in the electrical trades, telephone industry, cable industry or internet service. **Recommended:** a background in technology and/or electronics.

\$975

35 hours

Choose one:

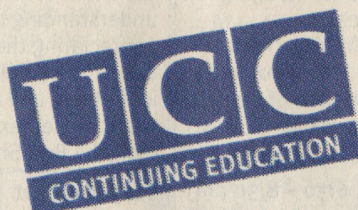
1. Feb 25 – Mar 1

Mon – Fri, 9 am – 4 pm

2. April 29 – May 3

Mon – Fri, 9 am – 4 pm

Rob Low



UCC can arrange your training for you!

If you don't see it offered – phone & ask.

UCC will meet special training needs at a reasonable cost. To keep costs within reach, your business can be combined with others that have the same needs. Onsite training can be scheduled at hours most convenient for you. UCC has qualified instructors and the means to obtain books, supplies, facilities and certification. It's just that easy.

Clinton Registration Information



2 Easy Ways to Register

In person, or by telephone.



Cash, cheque, money order, VISA, American Express or Mastercard accepted.
Registration is not complete, and you are not considered admitted until all fees are paid.
A charge of \$10 is levied for NSF cheques.
Official tax receipts are issued at the fiscal year-end for all courses over \$100.

Community Coordinator

Gloria Low

Mailing Address

PO Box 324, Cache Creek, BC VoK 1Ho

Telephone

250/457-9376

Fax

250/457-6550

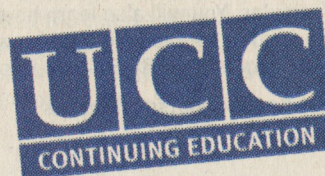
Academic Advising

Advisors provide students with current academic information and advice on College, University, Career/Technology and Trades and Technology courses and programs. Services include program planning, help with course selection, program requirements and transferability of courses, advise on course pre-requisites and assistance with applications, registration and timetabling.

FOR APPOINTMENTS PLEASE CALL 457-9376.

UCC CAN ARRANGE YOUR TRAINING FOR YOU!

*If you don't see it offered –
phone & ask.*



Computing



The following courses will be set up when there are enough students to fill the class. Please call for the next available date.

Nifty-Fifties+ Computer Basics **PC 076**

This course will help you to understand the basic functions of desktop computers. This knowledge is important to be able to use your computer efficiently. If you have little or no knowledge or experience with a computer, you should start by taking this short course. It will not make you an expert, but it will give you the necessary skills and confidence to continue with further computer courses in the future.

Prerequisite: A desire to learn.

\$85 plus \$20 for course materials

12 hours
6:30 – 9:30 pm

Nifty-Fifties+ Internet **PC 077**

Once you understand the basic functions of your computer, you can then learn to “cruise the Internet”. This course will take you into the electronic world where you will be the navigator; you will be in control of where you go. **Prerequisite:** Nifty-Fifties + Basics.

\$85 plus \$20 for course materials

12 hours

Nifty-Fifties+ Word Processing **PC 066**

This course is designed to introduce you to the popular word processing program, Microsoft Word. You will learn not only how to produce basic documents such as letters but also how to apply formatting to your text so as to enhance your documents. You will also learn how to use graphics, colour, and borders.

Prerequisite: Nifty-Fifties + Basics

\$85 plus \$20 for course materials

12 hours
6:30 – 9:30 pm

Nifty-Fifties+ Spreadsheets **PC 067**

This course is designed to introduce you to the popular spreadsheet program, calculations, and to create and use basic formulas. You will also learn how to enhance the appearance of a spreadsheet and how to create basic charts. **Prerequisite:** Nifty-Fifties + Basics

\$85 plus \$20 for course materials

6:30 – 9:30 pm

Computer Confidence

PC 085

A good starting course if you have little or no computer knowledge or experience. This course is designed for those individuals who are apprehensive about computers and who desire an introduction to the capabilities and applications of microcomputers for home or business use. The topics to be covered include hardware, software, DOS, word processing, spreadsheets, databases, and graphics (time permitting). This short course is general in nature. It gives you hands-on experience to acquaint you with the world of microcomputing in an informal but supportive manner. **Prerequisites:** Interest and desire to explore the world of microcomputers. Keyboarding skills are recommended for maximum benefit.

\$145

5 sessions

Windows Software Maintenance

Software problems are the most frequently occurring problems in a computing environment. Learn to optimize the performance of your computer. Topics will include an introduction to Windows integrated system tools, an introduction to virus protection programs, installing and removing Windows programs and Windows components, and troubleshooting software problems. This course is designed for the beginner to intermediate level computer user. Familiarity with Windows 9X operating system is recommended.

\$90

6 hours

Joe Renner

First Aid



The following courses will be set up when there are enough students to fill the class. Please call for the next available date.

OFA – Level 1

OCHS 080

If you require a first aid certificate for work, this Worker's Compensation Board course fulfills the requirement.

Topics include: assessment of the accident scene and injuries, stabilization of life threatening situations, aid for the choking victim, one-person CPR and control of bleeding. Provides WCB certification for which applicants must be 16 years of age or older. Please dress casually.

\$70

7 hours

Transportation Endorsement OCHS 078

This course is designed to prepare Occupational First Aid Attendants – Level 1 with the skills and knowledge needed to move and transport injured or ill workers to medical aid. **Prerequisite:** Occupational First Aid – Level 1

\$80 8 hours

Red Cross Childsafe OCHS 088

Accidents are the number one cause of childhood death and injury. This course is designed for parents, grandparents, baby-sitters, nannies, teachers, older siblings and other child care workers. Learn practical steps to preventing accidents, when to call for help and what to do until help arrives. **Topics:** Recognizing hazards and preventing accidents, teaching children to be safe and providing basic life support and basic first aid. This course has been approved by the Provincial ChildCare Facilities Licensing Board.

\$65 7 hours

Heartsaver OCHS 089

This course, taught to the Canadian Heart Foundation standards with certification from the Red Cross, is recommended if you work in an extended care hospital, group home or as a homemaker.

Topics include: heart attack, care for the heart attack victim, mouth to mouth resuscitation, one-person CPR and aid for the choking adult.

\$35 4 hours

Basic Rescuer OCHS 090

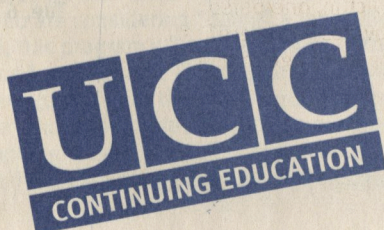
This course is for health professionals and people whose job requires a high degree of competency in CPR. You will learn one and two-person CPR and obstructed airway rescue skills related to the adults, child and infant.

\$55 8 hours

Basic Rescuer Recertification OCHS 079

Prerequisites: Completion of Basic Rescuer (CPR C). It is fast paced and not recommended if you have not taken a course in the past year.

\$30 3 hours

**Health, Wellness and Safety****Babysitter's Training****SELF 060**

Under the Canada Safety Council guidelines, this course is designed to teach participants ages 12 years and older the necessary knowledge and skills to become capable reliable babysitters. The goal of this course is to enable young people to develop the self-assurance, knowledge and skills required to carry out their babysitting duties effectively. Course content includes rights and responsibilities of the babysitter, care of the child, feeding, babysitter-child relationships, safety and accident prevention, emergencies and first aid. Must be 12 years old or older.

\$75 including text 14 hours

Are you interested in Outdoor Survival? We can bring a Backroads and Wilderness safety course to you. Just call the office for more information.

Basic Fire Suppression & Safety**FORT 098**

Prerequisite: 16 years of age. Recommend Occupational First Aid – Level 1.

This course is the minimum requirement to work as a wildfire fighter.

The seven hours of classroom time will include:

FS130, Fundamentals of Fire Fighting; FS 190, Fire Line Safety; S232, Pumps and Pumping Systems, FS1001, Emergency Fire Fighter with emphasis on air support and safety; a brief review of WHMIS; a written exam, 60% required to pass.

The eight hours of field time will include: Safety in the field; fire line construction and safety; use and maintenance of equipment. Students must demonstrate safe working skills, proper care and use of equipment, and the ability to physically complete field exercises.

Wallet cards will be mailed to all successful participants.

\$130 14 hours

Foodsafe Level I**UCHS 085**

This sanitation program is appropriate for food handlers, kitchen staff and dining room attendants. You will learn about the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases and maintaining a sanitary food service operation. Upon successful completion of this course, you will receive health unit certification.

\$60 9 hours

Traffic Control Person Certification**FLAG 061**

This 8-hour comprehensive traffic control program conforms to the applicable specifications of the Traffic Control Manual for Work on Roadways and the Traffic Control Person (TCP). The course format consists of theory combined with a practical application session. Content coverage includes the fundamental principles and the elements of a traffic control (work) zone, TCP responsibilities, WCB hand signals, safety issues, as well as discussions regarding special traffic control situations. Successful course participants will receive a TCP Certificate, which is valid for three years.

\$140
Vicki Skjeie-Dawson

8 hours

WHMIS**OCHS 086**

This short course will provide you with an overview of the Workplace Hazardous Material Information System (WHMIS) and how it affects the workplace. A certificate will be issued.

\$30

2 hours

Transportation of Dangerous Goods**DRIV 062**

The Transportation of Dangerous Goods course was developed to protect the public from the dangers of transportation accidents involving dangerous goods – by truck, train, ship, or aircraft. The course is offered to ensure the provision of information to people who handle dangerous goods, transport dangerous goods, or who respond to transportation emergencies involving dangerous goods. Our instructor will guide you through the proper procedure for identification, inspection and transportation of these dangerous substances. A must for shippers, receivers, warehousemen, and especially those engaged in the transport of dangerous goods.

\$85

6 hours

Aromatherapy – Touch for Health**HEAL 077**

This 4-hour workshop helps realign meridian lines in the body as well as corrects postural balance. Learn what makes you sleep and how scent can change your mood and energy zones.

\$40
Feb 5
Carol Vanderwolf

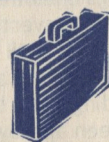
Tue, 6 – 10 pm

Introduction to Reflexology Workshop**HEAL 072**

Reflexology is a compression technique used on the hands, feet and ears. It relieves stress and pain and rejuvenates circulation. In this 4-hour course the instructor will guide you through a most wonderful course in relaxation.

\$40
Mar 5
Carol Vanderwolf

Tue, 6 – 10 pm

Professional Development**Superhost – Fundamentals****TOUR 053**

Fundamentals is a participatory one-day workshop that addresses the fundamentals of excellent customer service. From handling customer complaints to first impressions, you will leave with practical tips that work!

\$55
Mar 2

7 hours

Sat, 9 am – 5 pm

Superhost – Service Across Cultures

This half-day workshop is designed to assist service professionals so that they may increase their knowledge about visitors from other cultures and provide practical suggestions to improve communication and customer service skills. The workshop also challenges our cultural biases and misconceptions and provides information about the travel trends of our visitors from other countries.

\$40
May 7

4 hours

Tue, 6 – 10 pm

Superhost – Customers with Disabilities

This is an introductory half-day workshop designed to provide service professionals with the skills and knowledge to serve customers with disabilities. It provides practical advice and language for serving customers with disabilities.

\$40
May 21

4 hours

Tue, 6 – 10 pm

General Interest



Roadside Geology around Lytton

This will be a brief overview of the temporal, cataclysmic and erosive forces that have gone into shaping the local landscape by way of slides, maps and printout. A guided two-hour field trip will follow. There will be an opportunity to view and photograph selected aspects of the richly varied landscape of this area.

Participants will provide their own transportation, should bring outdoor clothing, footwear suitable for the potential weather, and a bag lunch.

\$40

May 11

John Liivam

5.5 hours

Sat, 9:30 am – 4 pm

Are you interested in learning more about Scrapbooking?

Learn techniques for preserving your photographs in memory binders. Share ideas with others on organizing your photos, cropping them and setting up pages. Workshop sessions can be scheduled once a month. Please call the office if you are interested and we can start a class list for workshops.

The following courses will be set up when there are enough students to fill the class. Please call for the next available date.

Stained glass

Learn the basics of stained glass with a simple take home project.

1 day workshop

\$70 plus some supplies

Woodworking using hand tools

Are you interested in woodworking, but find the tools too expensive? Learn how with hand tools. Portable and affordable!

A week-end workshop

\$125 plus some supplies

Renovations

A basic course on the varied aspects of home renovations. To those who are considering "doing" a renovation on their home, this program will address some of the key issues around renovations. This course will provide the homeowner/student with the basic requirements to plan out a home renovation project. Hands on are given in the budget planning stages, the safety practices around demolition, house framing/plumbing and electrical needs.

\$70

Brian Buzdegan

8 hours

Router Basics

Are you interested in learning more about what your router can do? Here is the class for you. We will be teaching and demonstrating the router to its fullest potential and capabilities, while providing the participant with shortcuts and informative tips about your router.

\$35

Brian Buzdegan

3 hours

Automotive maintenance for beginners

Don't feel in the dark when you take your car in for servicing. Learn the terminology of the trade. This class will cover changing the oil and lubrication, changing tires, replacing burnt out lights and overall basic maintenance of a car.

\$60

Brian Buzdegan

6 hours

Restoration and refinishing furniture

Are you interested in old and antique furniture? Is the cost of refinishing your favourite piece of furniture too much? Come and learn the art of restoring and refinishing your own furniture. You will learn techniques on how to strip and refinish a piece of furniture. Each student is required to have his or her own small piece of furniture to work on.

\$80

Brian Buzdegan

9 hours

Tole Painting

Learn (or review) basic Tole painting strokes in a four hour workshop. Join us and make a winter snowman scene or a spring project. **Note:** Call the office for more information about the project for this class. Class size is limited so register early.

\$25 plus some supplies

Choose one:

1. Jan 26

2. Feb 23

3. Apr 13

Moira Davies

The University College of the Cariboo Clinton Learning Centre can provide businesses or agencies with programs that are:

- ▶ Able to fulfill your first aid requirements: including Occupational First Aid, Fire Suppression, Transportation Endorsement, and WCB Worksafe Programs.
- ▶ Individualized to your specific request
- ▶ Based on assessment of employer/employee needs
- ▶ Held at the location of your choice and timed to fit your schedule.
- ▶ The cost of such a program is developed in consultation with each individual request.
- ▶ Help is also available to determine your specific need and to design an appropriate course or workshop.

CALL 250-457-9376 TODAY FOR MORE INFORMATION.

Lillooet Registration Information



2 Easy Ways to Register

In person, or by telephone.



Cash, cheque, money order, VISA, Mastercard or American Express accepted.
Registration is not complete, and you are not considered admitted until all fees are paid.
A charge of \$10 is levied for NSF cheques.

Community Coordinator

Jane Bryson

Mailing Address

P. O. Box 339, Lillooet, BC V0K 1V0

Office Address

Old Mill Plaza, #10 155 Main Street

Office Hours

Monday to Thursday, 10 am – 2 pm

Telephone

250-256-4296

Fax

250-256-4278

GED Examination Dates

Location: UCC Centre, Lillooet
Mar 2, 8:30 am – 6 pm

Testing Dates for any tests or exams

Location: UCC Centre, Lillooet
Third Tuesday at 10 am (Sept – May).

PLEASE BOOK APPOINTMENT.

Academic Advising

An academic Advisor will be in Lillooet to provide students with current academic information and advice on college, university and other educational programs. Please allow half an hour for appointment time.
Wed, Feb 13

Counselling

Career Development Information Session

If interested – please call
Feb 6, Wed, 9:30 am – 12 pm

After the Career Development Information Session, a counsellor will provide students with counselling information.
Please allow fifteen minutes for appointment time.
Feb 6, Wed, 1 – 3 pm

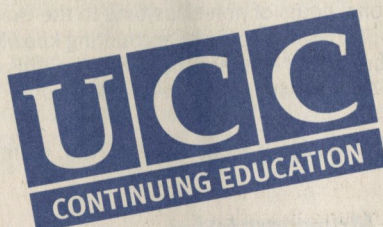


THE
UNIVERSITY
COLLEGE
OF THE
CARIBOO



Tourism Program**HOFT 052**

This program offers participants an opportunity to enter a six-week training program, which provides valuable service worker skills and a job practicum. It provides training in employability skills, retail/tourism job skills and puts this training into practice by providing on-the-job training. The following courses will be included in this program. Interpersonal skills, Job search skills, Employability skills, Foodsafe Level 1, SuperHost – Fundamentals, SuperHost – Across cultures, SuperHost – Customers with disabilities, Cashier Training, OFA Level 1, Transportation Endorsement, Food and Beverage Server, Serving It Right, Communication workshop, Introduction to computers, Labour Market Research on the Internet, 2 week Practicum

\$1440**Mar 25 – May 3****Mon – Fri****Eureka Science Camp for Kids – Lillooet**

Eureka Science Camp offers a one-week science and technology day camp for students' 7 – 13 years old. Campers will enjoy an interactive week of demonstrations, hands-on activities, group activities, building projects, outdoor activities and games. Areas of science covered include: biology, chemistry, physics, engineering and technology.

\$135 (Extra \$10 for extended hours 8 am – 5 pm).
July 15–19

Mon, 1 – 4 pm,**Tue – Thur, 9 am – 4 pm,****Fri, 9 am – 2 pm**

Bursaries and discounts for families available.

FOR MORE INFORMATION CONTACT:

Denise Dauncey, Director

Ph: (250) 371-5534

Fax: (250) 828-5450

Website: www.cariboo.bc.ca/schs/eureka/

e-mail: eureka@cariboo.bc.ca

Business/Office Skills**Bookkeeping****OAAC 100**

This 50-hour course gives the student a grounding in double-entry accounting theory and an introduction to bookkeeping methods and related clerical procedures, such as petty cash and banking procedures. Introduction to Bookkeeping is designed as a hands-on course.

\$200 plus texts**Jan 9 – Apr 24****16 Wed, 10 – 1 pm****Office Procedures****OAPR 110**

This 39-hour course is designed to develop your interpersonal skills and to develop your competency in the following business skills: telephone techniques, receptionist procedures, filing techniques, office systems management and oral communications.

\$200 plus texts**Jan 21 – Apr 22****Mon, 8:30 – 11:30 am****Cashier Training****WORK 040**

In 28-hours, learn the basic skills of cash register operation and become familiar with the latest sales technology in "front end" use today. Hands-on session will introduce registers, scales, scanners, and POS (Point of Sale) systems. "Shopkeeper, Superclerk" software will be employed in the practice sessions. Touch systems for restaurant applications include "Flashpoint" and "Pixel Point." You will be prepared in the basics for the cashier's job at most retail, restaurant, pub and grocery businesses.

\$205**Apr 29 – May 3****Tue – Fri, 8:30 am – 4:30 pm****SuperHost Face to Face Workshops****SuperHost – Fundamentals****TOUR 053**

Fundamentals is a participatory 7-hour workshop that addresses the fundamentals of excellent customer service. From handling customer complaints to first impressions, you will leave with practical tips that work!

\$60**Mar 28****Thur, 8:30 am – 4:00 pm**

... continued on next page

SuperHost – Service Across Cultures**TOUR 055**

This 4-hour workshop is designed to assist service professionals so that they may increase their knowledge about visitors from other cultures and provide practical suggestions to improve communication and customer service skills. The workshop also challenges our cultural biases and misconceptions and provides information about the travel trends of our visitors from other countries.

\$40**Apr 4****Thur, 8:30 am – 12:30 pm****SuperHost – Customers with Disabilities****TOUR 054**

This is an introductory 4-hour workshop designed to provide service professionals with the skills and knowledge to serve customers with disabilities. It provides practical advice and language for serving customers with disabilities.

\$40**Apr 11****Thur, 8:30 am – 12:30 pm****Computing****Microcomputer Certificate I***(Credit or Audit)***The Operating System 2000 (Windows 95)****YMCR 503**

This 28-hour course will give students a solid understanding of a computer's operating system and is essential to be able to use your microcomputer effectively. This introductory course covers the fundamental level, the level that anyone who wants to use an IBM or compatible microcomputer should know. With the release of Windows '95, the operating system has undergone a number of changes. In this course you will learn the fundamental concepts of the DOS/Windows 95 operating system which will prepare you for further learning and enable you to manage your computer system. THIS COURSE IS A PREREQUISITE course for all other Certificate Program courses. Students should take this course first to assure a solid foundation of knowledge as well as learn to use the MOUSE. *Prerequisite:* Basic typing skills a necessity for any computing courses.

\$285**Jan 7 – 21****3 Mon, 2 Tue, 2 Thur, 9 am – 1 pm****Word Processing on the Micro – Word 2000 (Windows)****YMCR 535**

This 24-hour word processing program will be WORD (for Windows). You will learn to create, edit and search documents, as well as to use some of the available extended features. This course will not train you to be a typist, therefore, knowledge of the standard keyboard is strongly recommended for maximum benefit. You should be prepared to devote additional non-class hours to exercises and project work (access time will be provided for this practice). *Prerequisite:* The Operating System (YMCR 503)

\$255**Jan 24 – Feb 7****1 Mon, 2 Tue, 3 Thur, 9 am – 1 pm****Spreadsheets on the Micro – Excel 2000****YMCR 514**

This 24-hour course is designed for students wishing to gain a basic understanding of the spreadsheet as a management decision-making tool. Excel for Windows will be the spreadsheet program demonstrated and used by students. The course will concentrate on the concepts of spreadsheet including design and analysis, and graphs. You will develop various models. You should be prepared to devote additional hours of non-class time to the exercises and project work. Bookkeeping or accounting knowledge is not required but would enhance the benefits of this course. *Prerequisite:* The Operating System (YMCR 503)

\$255**Feb 11 – 21****2 Mon, 2 Tue, 2 Thur, 9 am – 1 pm****Database Management – Access 2000****YMCR 516**

This 28-hour course is designed for students wishing to gain a basic understanding of a relational database software program. You will learn the basic concepts of database structure and design by creating a working model. The course will concentrate on the concepts of database while using Microsoft Access database for Windows. You should be prepared to devote additional hours of non-class time to exercises and project work. *Prerequisite:* The Operating System (YMCR 503)

\$285**Feb 25 – Mar 11****3 Mon, 2 Tue, 2 Thur 9 am – 1 pm**

Accounting on the Micro – Simply Accounting (Windows) **YMCR 515**

In 28-hours, using the Simply Accounting software package, you will gain an understanding of the general ledger, payables and receivables modules of an integrated accounting package designed for the small business. You will also learn to set up a chart of accounts, post transactions, generate reports, and close the books. You should be prepared to devote additional hours of non-class time to the exercises and project work. This course is not intended to teach accounting principles. Basic bookkeeping knowledge strongly recommended for maximum benefit from this course.

Prerequisite: The Operating System (YMCR 503)

\$285

Mar 18 – Apr 1

3 Mon, 2 Tue, 2 Thur, 9 – 1 pm

Professional Presentations PowerPoint 2000 **YMCR 615**

Powerpoint is a graphical software program that allows you to create professional presentations. You can use it to make effective overheads, slides and onscreen presentations. Prompts, tips and cue cards help you to learn how to use Powerpoint quickly and easily as do the wizards, templates and auto layout features. You can augment your presentation with speaker's notes, outline pages and handouts as well as effectively interact and link with Microsoft Word, Excel and other software programs so you can update and transfer information efficiently.

\$285

Choose one:

1. Mar 29 – Apr 29

Fri, 6 – 10 pm

2. Mar 30 – May 4

Sat, 9 – 1 pm

General Interest Computing Courses

Self-Paced Keyboarding **PC 071**

This 10-hour course will teach you the correct techniques for keyboarding. As accuracy and speed can best be achieved through regular practice, we will show you how to build the foundation for this practice. You can then go on to practice with confidence that your techniques will lead to success. Handouts will be provided for future reference, including the necessary information for drills and timings. Each student will receive 15 hours practice time to be used at their convenience (included in course fee). Students will receive a completion certificate for 100% attendance of the scheduled class time.

Prerequisite: Commitment to attendance and readiness to practice

\$115

Feb 4, 6, 11, 13, 18

Mon/ Wed, 2 – 4 pm

Nifty-Fifties + Computer Basics **PC 076**

This 12-hour course will enable you to understand the basic functions of desktop computers. This knowledge is important for you to be able to use your computer efficiently. If you have little or no knowledge or experience with a computer, you should start by taking this short course. It will not make you an expert, but it will give you the necessary skills and confidence to continue with further computer courses in the future.

Prerequisite: Age 50+ and Over.

\$105

Jan 17 – Feb 7

Thur, 6 – 9pm

Tutoring

Private or Semi-private

In order to serve your computer training needs better, we are now offering Private or semi-private tutoring and group training. Do either you or your business have a specific question that is not addressed in the courses offered? Are you more comfortable working one-on-one or in small groups? Are you too busy to take scheduled classes? Then this type of instruction is for you. Tutoring sessions will be held with times and days that suit your busy schedule.

JUST CALL US AT 256-4296 TO BOOK YOUR SESSION.

Computer tutoring rates:

Private: \$40/per hour

Semi-private: \$50/hour

UCC can arrange your training for you!

If you don't see it offered – phone & ask.

- ▶ UCC will meet special training needs at a reasonable cost.
- ▶ To keep costs within reach, your business can be combined with other organizations that have the same needs.
- ▶ Onsite training can be scheduled at hours most convenient for you.
- ▶ UCC has qualified instructors and the means to obtain books, supplies, facilities and certification.

First Aid



Basic Rescuer (CPR C)

OCHS 069

This 7-hour course, taught to the Canadian Heart Foundation standards, with certification from the Red Cross is for health professionals and people whose job requires a high degree of competency in CPR. You will learn one and two-person CPR and obstructed airway rescue skills related to adult, child and infant. Please dress casually.

\$50
Feb 20 & 21
Wed/Thur, 6 – 10 pm

Red Cross Infant – CPR D

OCHS 090

Calling all parents! This 4-hour course is designed to teach you how to save a life. Learn how to save a child from sudden death due to choking, asphyxiation, drowning or electrocution. You will learn how to perform CPR on both infants and children and to deal with obstructed airways.

\$35
Feb 14
Thur, 6 – 10 pm

Occupational First Aid Programs

Occupational First Aid Level I

OCHS 080

If you require a first aid certificate for work, this Worker's Compensation Board course fulfills the requirement. Topics include: assessment of the accident scene and injuries, stabilization of life threatening situations, aid for the choking victim, one-person CPR and control of bleeding. Applicants must be 16 YEARS OF AGE or older.

\$70
Mar 9
Sat, 8:30 am – 4:30 pm

Transportation Endorsement

OCHS 078

This course is designed to prepare Occupational First Aid Attendants – Level I with the skills and knowledge needed to move and transport injured or ill workers to medical aid. **Prerequisite:** Occupational First Aid – Level I.

\$80
Mar 10
Sun, 8:30 am – 4:30 pm

Occupational First Aid Level III

OCHS 082

This course covers emergency medical techniques currently considered to be within the responsibility of the Level 3 attendant. Emphasis is on priority action approach and patient assessment. Applicants must be 16 years of age or older. The course exam date will be organized by UCC and WCB and are usually scheduled the week after the course ends.

\$500 plus text
Mar 11 – 22
Mon – Fri, 8:30 am – 4:30 pm
Exam Date: Mar 25 – 29

Health & Safety



Babysitter's Training

SELF 060

Under the Canada Safety Council guidelines, teaches the students basic child care, safety, nutrition and first aid. The students also participate in an infant workshop. Must receive 75% on the final exam and complete a practical babysitting assignment. Must be 12 years old.

\$65
Feb 18 – Mar 11
14 hours
Mon & Wed, 6 – 8 pm

Foodsafe– Level 1

OCHS 085

This sanitation program is appropriate for food handlers, kitchen staff and dining room attendants. You will learn about the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases and maintaining a sanitary food service operation. Upon successful completion of this course, you will receive health unit certification.

\$60
Feb 4
Mon, 8:30 am – 5:30 pm

Aromatherapy – Touch for Health

HEAL 077

This 4-hour workshop helps realign meridian lines in the body as well as corrects postural balance. Learn what makes you sleep and how scent can change your mood and energy zones.

\$40
Feb 26
Tue, 6 – 10 pm

Introduction to Reflexology Workshop

HEAL 072

Reflexology is a compression technique used on the hands, feet and ears. It relieves stress and pain and rejuvenates circulation. In this 4-hour course the instructor will guide you through a most wonderful course in relaxation.

\$40
Feb 12

Tue, 6 – 10 pm

WHMIS

OCHS 086

This short course will provide you with an overview of the Workplace Hazardous Material Information System (WHMIS), and how it affects the workplace. A certificate will be issued.

\$30
Mar 28

Thur, 6 – 10 pm

Traffic Control Certification

FLAG 061

This comprehensive traffic control program conforms to the applicable specifications of the Traffic Control Manual for Work on Roadways and the Traffic Control Person (TCP) Training Manual with emphasis on WCB's Industrial Health and Safety Regulations. **Prerequisites:** Valid Driver's Licence; Safety-toed boots. **Certification:** Valid for three (3) years.

\$140
Mar 13

Wed, 8:30 am – 5:30 pm

Languages



Conversational Spanish Level 2 SPAN 040

This 20-hour course is a continuation of conversational Spanish – Level 1 and is designed for people who have already taken a beginner's Spanish course.

\$90
Jan 7, 14, 21, 28, Feb 4,
Mar 11, 18, 25, Apr 8, 15

Mon, 7 – 9 pm

University Courses



HIST 217

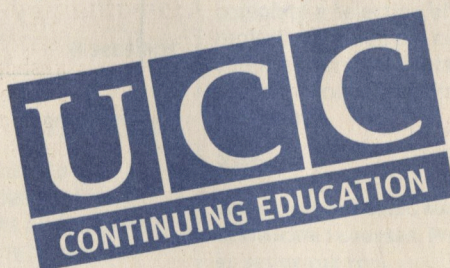
Major Issues in American History from the Colonial Period to the Civil War

This course examines the key political, economic, and social issues in the development of the United States from its colonial beginnings to the cataclysm of the Civil War.

Prerequisites: None

\$123 + texts
Jan 12 & 13, Feb 16 & 17,
Mar 16 & 17

Sat & Sun, 9 – 3:30 pm



Lytton Registration Information



2 Easy Ways to Register

In person, or by telephone.



Cash, cheque, money order, VISA, Mastercard or American Express accepted.
Registration is not complete, and you are not considered admitted until all fees are paid.
A charge of \$10 is levied for NSF cheques.
Official tax receipts are issued at the fiscal year-end for all courses over \$100.

Community Coordinator

Gloria Low

Mailing Address

Box 297, Lytton, BC VoK 1Z0

Office Address

Corner of 6th and Main
(Lytton Employment Services office)

Telephone

455-2771 or 250/457-9376

Fax

250/457-6550

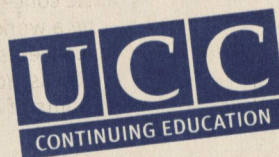
Academic Advising

Advisors provide students with current academic information and advice on College, University, Career/Technology and Trades and Technology courses and programs. Services include program planning, help with course selection, program requirements and transferability of courses, advise on course pre-requisites and assistance with applications, registration and timetabling.

FOR APPOINTMENTS PLEASE CALL 457-9376 OR 455-2283

**UCC CAN ARRANGE YOUR
TRAINING FOR YOU!**

*If you don't see it offered –
phone & ask.*



Computing



Microcomputer Certificate I

This program represents the minimum level of literacy that you require to compete in today's job market. Computer skills have increased substantially over the past decade, and those individuals who have strong computing skills will have a distinct advantage. This program consists of five courses: four required and one elective. The Operating system course is the prerequisite course for other courses in the program. Keyboarding skills are recommended for maximum benefit. There are no prerequisites to enter this program.

Program of Courses:

Required courses (4)

The Operating system	YMCR 503
Word Processing on the Micro – Word	YMCR 535
Spreadsheets on the Micro – Excel	YMCR 514
Database on the Micro – Access	YMCR 516

Elective course (choose only one of the following):

Simply Accounting/Windows	YMCR 515
Intro to Desktop Publishing	YMCR 130
Graphics – CorelDraw	YMCR 517
Professional Presentations	YMCR 615

The following courses will be set up when there are enough students to fill the class. Please call for the next available date.

Word Processing on the Micro YMCR 535

This 24-hour word processing program will be WORD (for Windows). You will learn to create, edit and search documents, as well as to use some of the available extended features. This course will not train you to be a typist, therefore knowledge of the standard keyboard is strongly recommended for maximum benefit. You should be prepared to devote additional non-class hours to exercises and project work.

Prerequisite: The Operating System

\$255

Joe Renner

8 sessions

Database Access Windows YMCR 516

This course is designed for students wishing to gain a basic understanding of a relational database software program. You will learn the basic concepts of database structure and design by creating a working model. The course will concentrate on the concepts of database management using Microsoft Access. You should be prepared to devote additional hours of non-class time to exercises and project work.

Prerequisite: The Operating System

\$285

Joe Renner

9 sessions

Introduction – Windows

YMCR 501

If you have already taken DOS, An Operating System course (YMCR 103), and are planning take Windows-based courses to acquire your certificate, you will require this short course as a prerequisite. The standard Windows 98 features and functions will not be taught in the applications courses (Word, Excel, and so forth).

Note: If you have already completed The Operating System (YMCR 503) course, you will not be required to complete this Introduction to Windows course. In other words, this course is designed for those individuals who have completed earlier versions of the Windows course.

\$105

Joe Renner

2 sessions

CLASS LISTS ARE BEING MADE UP FOR OTHER MICROCOMPUTER CERTIFICATE I COURSES. PLEASE CALL THE OFFICE AND A CLASS CAN BE SET UP FOR YOU.

Microcomputer Certificate II

This program is a continuation of the Microcomputer Certificate. It consists of five courses: two required and three electives.

Required courses (2)

Windows Intermediate	YMCR 525
Programming on the Micro (Visual Basic)	YMCR 222

Elective courses (3)

Intermediate Word Processing	YMCR 235
Intermediate Spreadsheets (Excel 97)	YMCR 614
Intermediate Database (Access 97)	YMCR 616

Word Processing/Word – Intermediate

YMCR 235

This course is a continuation of the Certificate I Introductory word processing course. Students should have a good understanding of the introductory Word course as there will be no time allotted for review. This course will address the more complex word processing tasks associated with templates, tables, macros, graphics, sorts, merges, and Excel and Access integration. In addition to the designed exercises, the students will complete a selection of documents that will comprise the project. Although the course comprises 28 instructional contact hours, students should be prepared to devote additional non-class time to gain the most benefit from this course.

\$305

9 sessions

CLASS LISTS ARE BEING MADE UP FOR OTHER MICROCOMPUTER CERTIFICATE I COURSES. PLEASE CALL THE OFFICE AND A CLASS CAN BE SET UP FOR YOU.

Nifty-Fifties + Computer Basics **PC 076**

This course will help you to understand the basic functions of desktop computers. This knowledge is important to be able to use your computer efficiently. If you have little or no knowledge or experience with a computer, you should start by taking this short course. It will not make you an expert, but it will give you the necessary skills and confidence to continue with further computer courses in the future.

Prerequisite: A desire to learn.

\$85 plus \$20 for course materials **12 hours**
 Jan 22 – Feb 12 **Tue, 6:30 – 9:30 pm**
 Joe Renner

Nifty-Fifties + Internet **PC 077**

Once you understand the basic functions of your computer, you can then learn to “cruise the Internet”. This course will take you into the electronic world where you will be the navigator; you will be in control of where you go. **Prerequisite:** Nifty-Fifties + Basics.

\$85 plus \$20 for course materials **12 hours**
 Please call for available dates

Nifty-Fifties + Word Processing **PC 066**

This course is designed to introduce you to the popular word processing program, Microsoft Word. You will learn not only how to produce basic documents such as letters but also how to apply formatting to your text so as to enhance your documents. You will also learn how to use graphics, colour, and borders.

Prerequisite: Nifty-Fifties + Basics

\$85 plus \$20 for course materials **12 hours**
 Feb 7 – 28 **Thur, 6:30 – 9:30 pm**
 Joe Renner

Nifty-Fifties + Spreadsheets **PC 067**

This course is designed to introduce you to the popular spreadsheet program, calculations, and to create and use basic formulas. You will also learn how to enhance the appearance of a spreadsheet and how to create basic charts. **Prerequisite:** Nifty-Fifties + Basics

\$85 plus \$20 for course materials **12 hours**
 Feb 26 – Mar 26 **Tue, 6:30 – 9:30 pm**
 Joe Renner

Computer Confidence **PC085**

A good starting course if you have little or no computer knowledge or experience, this course is designed for those individuals who are apprehensive about computers and who desire an introduction to the capabilities and applications of microcomputers for home or business use. The topics to be covered include hardware, software, DOS, word processing, spreadsheets, databases, and graphics (time permitting). This short course is general in nature. It gives you hands-on experience to acquaint you with the world of microcomputing in an informal but supportive manner. **Prerequisites:** Interest and desire to explore the world of microcomputers. Keyboarding skills are recommended for maximum benefit

\$145 **5 sessions**
 Please call for available dates
 Joe Renner

The Internet: An Introduction to Cyber-Surfing **PC074**

This course is designed to introduce both new and experienced computer users to the Internet as both a communication and a research tool. Topics include: obtaining Internet access, logging on, electronic mail, and search engines. Demonstrations and lectures will be supported by hands-on practice allowing for ample question and answer time. **Prerequisites:** Basic understanding and knowledge of computing concepts and computing terminology. This is a beginner course.

\$150 **4 sessions**
 Please call for available dates
 Joe Renner

Windows Software Maintenance

Software problems are the most frequently occurring problems in a computing environment. Learn to optimize the performance of your computer. Topics will include an introduction to Windows integrated system tools, an introduction to virus protection programs, installing and removing Windows programs and Windows components, and troubleshooting software problems. This course is designed for the beginner to intermediate level computer user. Familiarity with Windows 9X operating system is recommended.

\$90 **6 hours**
 PLEASE CALL IF YOU ARE INTERESTED IN THIS CLASS. WE'LL PUT YOUR NAME ON THE CLASS LIST.
 Joe Renner

**UCC CAN ARRANGE YOUR
 TRAINING FOR YOU!**

*If you don't see it offered –
 phone & ask.*

First Aid



Class lists are being made up for First Aid courses. Please call the office and a class can be set up for you.

OFA – Level 1

OCHS o80

If you require a first aid certificate for work, this Worker's Compensation Board course fulfills the requirement. Topics include assessment of the accident scene and injuries, stabilization of life threatening situations, aid for the choking victim, one-person CPR and control of bleeding. WCB certification will be given to applicants 16 years of age or older. Please dress casually. Choose one session only.

\$70

Jan 14

Sue Robinson

7 hours

Mon, 8:30 am – 4:30 pm

Transportation Endorsement

OCHS o78

This course is designed to prepare Occupational First Aid Attendants – Level 1 with the skills and knowledge needed to move and transport injured or ill workers to medical aid. *Prerequisite:* Occupational First Aid – Level 1.

\$80

Jan 15

Sue Robinson

8 hours

Tue, 8:30 am – 5:00 pm

Red Cross Childsafe

OCHS o88

Accidents are the number one cause of childhood death and injury. This course is designed for parents, grandparents, baby-sitters, nannies, teachers, older siblings and other child care workers. Learn practical steps to preventing accidents, when to call for help and what to do until help arrives. *Topics:* Recognizing hazards and preventing accidents, teaching children to be safe and providing basic life support and basic first aid. This course has been approved by the Provincial ChildCare Facilities Licensing Board.

\$65

7 hours

Heartsaver

OCHS o89

This course, taught to the Canadian Heart Foundation standards with certification from the Red Cross, is recommended if you work in an extended care hospital, group home or as a homemaker. *Topics include:* heart attack, care for the heart attack victim, mouth to mouth resuscitation, one-person CPR and aid for the choking adult.

\$35

4 hours

Basic Rescuer

OCHS o90

This course is for health professionals and people whose job requires a high degree of competency in CPR. You will learn one and two-person CPR and obstructed airway rescue skills related to the adults, child and infant.

\$55

8 hours

Basic Rescuer Recertification

OCHS o79

Prerequisites: Completion of Basic Rescuer (CPR C). It is fast paced and not recommended if you have not taken a course in the past year.

\$30

3 hours

Health, Wellness & Safety



Babysitter's Training

SELF o60

Under the Canada Safety Council guidelines, this course is designed to teach participants ages 12 years and older the necessary knowledge and skills to become capable reliable babysitters. The goal of this course is to enable young people to develop the self-assurance, knowledge and skills required to carry out their babysitting duties effectively. Course content includes rights and responsibilities of the babysitter, care of the child, feeding, babysitter-child relationships, safety and accident prevention, emergencies and first aid. Must be 12 years old or older.

\$75 including text

14 hours

Jan 31 – Mar 14

Thur, 3:30 – 5:30 pm

Aromatherapy – Touch for Health

HEAL o77

This 4-hour workshop helps realign meridian lines in the body as well as corrects postural balance. Learn what makes you sleep and how scent can change your mood and energy zones.

\$40

Thur, 6 – 10 pm

Mar 14

Carol Vanderwolf

Introduction to Reflexology Workshop

HEAL o72

Reflexology is a compression technique used on the hands, feet and ears. It relieves stress and pain and rejuvenates circulation. In this 4-hour course the instructor will guide you through a most wonderful course in relaxation.

\$40

Thur, 6 – 10 pm

Apr 4

Carol Vanderwolf

Aromatherapy and Reflexology**HEAL 072 & 077**

Take both courses and save time and money!

\$70
Apr 6
Carol Vanderwolf

Sat, 8:30 am – 5:30 pm

WHMIS**OCHS 086**

This short course will provide you with an overview of the Workplace Hazardous Material Information System (WHMIS) and how it affects the workplace. A certificate will be issued.

\$30

2 hours

Transportation of Dangerous Goods**DRIV 062**

The Transportation of Dangerous Goods course was developed to protect the public from the dangers of transportation accidents involving dangerous goods – by truck, train, ship, or aircraft. The course is offered to ensure the provision of information to people who handle dangerous goods, transport dangerous goods, or who respond to transportation emergencies involving dangerous goods. Our instructor will guide you through the proper procedure for identification, inspection and transportation of these dangerous substances. A must for shippers, receivers, warehousemen, and especially those engaged in the transport of dangerous goods.

\$85

6 hours

9 am – 4 pm

Rick Windjack

Basic Fire Suppression and Safety**FORT 098**

Prerequisite: 16 years of age. Recommend Occupational First Aid – Level 1.

This course is the minimum requirement to work as a wildfire fighter.

The seven hours of classroom time will include: FS130, Fundamentals of Fire Fighting; FS 190, Fire Line Safety; S232, Pumps and Pumping Systems, FS1001, Emergency Fire Fighter with emphasis on air support and safety; a brief review of WHMIS; a written exam, 60% required to pass.

The eight hours of field time will include: Safety in the field; fire line construction and safety; use and maintenance of equipment. Students must demonstrate safe working skills, proper care and use of equipment, and the ability to physically complete field exercises. Wallet cards will be mailed to all successful participants.

\$130

14 hours

Foodsafe Level 1**OCHS 085**

This sanitation program is appropriate for food handlers, kitchen staff and dining room attendants. You will learn about the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases and maintaining a sanitary food service operation. Upon successful completion of this course, you will receive health unit certification.

\$60

9 hours

Jane Bryson

Traffic Control Person Certification**FLAG 061**

This 8-hour comprehensive traffic control program conforms to the applicable specifications of the Traffic Control Manual for Work on Roadways and the Traffic Control Person (TCP). The course format consists of theory combined with a practical application session. Content coverage includes the fundamental principles and the elements of a traffic control (work) zone, TCP responsibilities, WCB hand signals, safety issues, as well as discussions regarding special traffic control situations. Successful course participants will receive a TCP Certificate that is valid for three years.

\$140

8 hours

Vicki Skjeie-Dawson

Whole Foods for Whole Life

Learn how to cook wheat free, processed sugar free and dairy free using whole natural and often local and BC grown ingredients. Serve exotically beautiful, tasty and nutritious snacks and foods to your family and friends; even those with diabetes, allergies and other special dietary needs. Hand outs and samples to taste and take home will be included. Some foods supplies and books available for purchase. Text is Healing with Whole Foods by Paul Pitchford.

\$65 plus supplies (\$22/person)

12 hours

Jan 23 – Feb 13

Wed, 6 – 9 pm

Mojabe Kaplan, Registered Holistic Nutritionist

Herbal Concoctions

Healing, soothing and fun gifts for your deserving self and friends. Oils – foot powder – face steam – healing skin salve – tinctures. Bring some small bottles from your treasure chest and any extra herbs you have gathered to share, and your creative, loving selves. Let's play!

\$25 plus \$10 for supplies

4 hours

Choose one:

1. Feb 2

Sat, 1 – 5 pm

2. Mar 6

Wed, 6 – 10 pm

Mojabe Kaplan, Registered Holistic Nutritionist

Professional Development



Advanced Management Skills

Cariboo Management Centre

A 3-day program designed for the manager who has taken the certificate Management Skills for Supervisors or an equivalent supervisory training course. Basic Communication and assertive skills are a prerequisite. The program will focus on developing competency in the following areas:

Day-1 – Leadership and Team Building

As our organizations shift to flatten and more responsive systems are being used, increasing demands are placed on leaders to develop participatory and principled approaches to their leadership role.

Participants will learn:

- ▶ Personal leadership styles and how to expand their strengths
- ▶ The difference between managing and leading
- ▶ To develop personal power in order to maximize their level of influence
- ▶ Group dynamics and how to develop strategies to manage difficult team members
- ▶ Setting ground rules to guide a team

Day-2 – Problem Solving and Decision Making

Today's leaders need to understand the balance of management authority and team empowerment.

Participants will learn:

- ▶ The decision making continuum
- ▶ The nature of creativity in the problem solving process
- ▶ Working with problem solving models to facilitate a dynamic, interactive approach to problem solving and decision making
- ▶ Techniques to guide groups through the decision making process

Day-3 – Negotiation Skills

The growing emphasis on teamwork requires the development of cooperation and collaboration. This module will enhance basic conflict management skills and develop necessary sheets for day-to-day negotiations in the workplace.

Participants will learn:

- ▶ The pre-requisites for successful negotiation
- ▶ The fundamentals of negotiating agreements
- ▶ Strategies to manage unfair and manipulative tactics
- ▶ The role of a supervisor in mediating third party disputes

FOR FURTHER INFORMATION CALL 250-457-9376

EMAIL: GLOW@CARIBOO.BC.CA

Introduction to Bookbinding

Learn how to make paper and handbound books using recycled paper from the home. Students will complete 2 small hand bound books, notecards and various samples of handmade paper.

\$55

Feb 19 – Mar 5

Patsy Gessey

9 hours

Tue, 6 – 9 pm

Introduction to Healing Ourselves with Flower Essences.

Balance in the spiritual, emotional, and physical levels of our own being allows us to be blessed with health. In self-responsibility of our own healing, we may choose to call on the assistance of others. Using flowers and tree essences: and the Bach Flower essences and the California essences we call on the spirit of plants to assist our precious selves in harmony and healing.

\$25 plus \$8 for supplies

3.5 hours

Feb 20

Wed, 6 – 9:30 pm

Mojabe Kaplan, Registered Holistic Nutritionist

Superhost – Fundamentals

TOUR 053

Fundamentals is a participatory one-day workshop that addresses the fundamentals of excellent customer service. From handling customer complaints to first impressions, you will leave with practical tips that work!

\$55

7 hours

Mar 6

Wed, 9 am – 5 pm

Superhost – Service across Cultures

This half-day workshop is designed to assist service professionals so that they may increase their knowledge about visitors from other cultures and provide practical suggestions to improve communication and customer service skills. The workshop also challenges our cultural biases and misconceptions and provides information about the travel trends of our visitors from other countries.

\$40

4 hours

Apr 2

Tue, 6 – 10 pm

Superhost – Customers with Disabilities

This is an introductory half-day workshop designed to provide service professionals with the skills and knowledge to serve customers with disabilities. It provides practical advice and language for serving customers with disabilities.

\$40

4 hours

Apr 9

Tue, 6 – 10 pm

General Interest



Roadside Geology around Lytton

This will be a brief overview of the temporal, cataclysmic and erosive forces that have gone into shaping the local landscape by way of slides, maps and printout. A guided two-hour field trip will follow. There will be an opportunity to view and photograph selected aspects of the richly varied landscape of this area. Participants will provide their own transportation, should bring outdoor clothing, footwear suitable for the potential weather, and a bag lunch.

\$40

May 11

John Liivam

5.5 hours

Sat, 9:30 am – 4 pm

Are you interested in learning more about Scrapbooking?

Learn techniques for preserving your photographs in binders. Share ideas with others on organizing your photos, cropping them and setting up pages. Workshop sessions can be scheduled once a month.

PLEASE CALL THE OFFICE IF YOU ARE INTERESTED AND WE CAN START A CLASS LIST FOR WORKSHOPS.

The following courses will be set up when there are enough students to fill the class. Please call for the next available date.

Stained glass

Learn the basics of stained glass with a simple take home project.

1 day workshop

\$70 plus some supplies

Woodworking using hand tools

Are you interested in woodworking, but find the tools too expensive? Learn how with hand tools. Portable and affordable!

A week-end workshop

\$125 plus some supplies

Router Basics

Are you interested in learning more about what your router can do? Here is the class for you. We will be teaching and demonstrating the router to its fullest potential and capabilities, while providing the participant with shortcuts and informative tips about your router.

\$35

Brian Buzdegan

3 hours

Automotive maintenance for beginners

Don't feel in the dark when you take your car in for servicing. Learn the terminology of the trade. This class will cover changing the oil and lubrication, changing tires, replacing burnt out lights and overall basic maintenance of a car.

\$60

Brian Buzdegan

6 hours

Restoration and refinishing furniture

Are you interested in old and antique furniture? Is the cost of refinishing your favourite piece of furniture too much? Come and learn the art of restoring and refinishing your own furniture. You will learn techniques on how to strip and refinish a piece of furniture. Each student is required to have his or her own small piece of furniture to work on.

\$80

Brian Buzdegan

9 hours

The University College of the Cariboo Lytton Learning Centre can provide businesses or agencies with programs that are:

- ▶ Able to fulfill your first aid requirements: including Occupational First Aid, Fire Suppression, Transportation Endorsement, and WCB Worksafe Programs.
- ▶ Individualized to your specific request
- ▶ Based on assessment of employer/employee needs
- ▶ Held at the location of your choice and timed to fit your schedule.
- ▶ The cost of such a program is developed in consultation with each individual request.
- ▶ Help is also available to determine your specific need and to design an appropriate course or workshop

CALL 250-457-9376 TODAY FOR MORE INFORMATION.

Other Communities

The following courses are being offered in other communities. For more information please contact the coordinator for that area.

100 Mile House

Jo Ann Smith

250-395-3115

Intro. to Basic Farrier Training
Equine Marketing
Equine Behavior & Psychology
Saddle Fitting
OFA 3
Removing Trees from Your Private Property for Safety
or Profit
How to Start Managing Your Farm/Woodlot

Kamloops

Computer Access Centre

LENA WHITMORE – 250-371-5897

A+ Certification
Database on the Micro (Access 2000)
Graphics on the Micro (CorelDraw)
Spreadsheets on the Micro (Excel 2000)
HTML Introduction
The Internet – Using the Internet for Business
Introduction to Microcomputing
Using a Local Area Network
Nifty-Fifties + Computer Basics
Nifty-Fifties + Internet
Nifty-Fifties + Word Processing
Introduction to Desktop Publishing – Publisher 2000
MS PowerPoint 2000
Professional Presentations (Using PowerPoint 2000)
Accounting on the Micro (Simply Accounting/Windows)
Programming on the Micro – (Visual Basic)
The Operating System (Windows 98)
Word Processing on the Micro (Word 2000)
Computer Confidence
Microsoft Certified Systems Engineer – Course # 2152

Driver Training

RAY TRENHOLM – 250-828-5104

Air Brake Certification
Class 1 – Regular
Class 1 – Canadian Driver
Class 1 – International Driver
Class 3
Class 1 & 3 Upgrade

Health & Safety

LORI DEFRIAS – 250-828-5445; DIANE MORRIS – 250-371-5794

Occupational First Aid - Level II
Occupational First Aid - Level III
Occupational First Aid - Level III Renewal
ATV Rider Training
H2S Alive
Gravel Pit Mine Rescue
Surface/Underground Mine Rescue
Surface/Underground Mine Rescue Recertification
Advanced Reflexology
Foodsafe Level II
Fitness Knowledge Homestudy
Fitness Knowledge Classroom
Introductory Weight Training Instructor Course

Professional Development

INGA THOMSON – 250-828-5210

Adult Corrections and Youth Custody Program
Anger Management/Conflict Resolution
Innovative Teaching Strategies for the Geography Curriculum
HLSC 100 - Introduction to Gerontology (distance)
MENT 452 - Therapeutic Modalities 2 (distance)
SECT 050 - Basic Standards Training 1
SECT 051 - Basic Standards Training 2

Sciences

DONNA MASON – 250-828-5422

Integrated Pest Management and Pesticide Applicator Cert.
Silviculture 1 & 2 Advanced Courses for PUPILS and FITs
Intro. To Arc/View 3.1

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Kamloops cont.

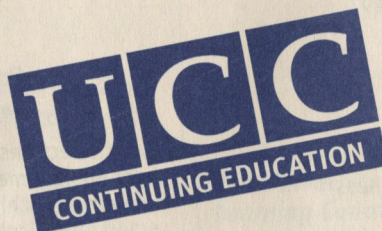
Trades and Technology
JOHN PETRI – 250-828-5106

Carpentry IP
Woodworking Fundamentals Level 1
Woodworking Fundamentals Level 2
Woodworking For Gardeners
Electrical Code Ticket
Commercial Vehicle Inspection Certification
Propane Conversion – LPG
CFC/HCFC/HFC Control
Air Conditioning Retrofit Certification

Merritt

Janice Riley
250-378-2967

A Day in the Garden – Spring
A Day in the Garden – Early Summer
A Day in the Garden – Summer
A Day in the Garden – Fall
Doing Time, Doing Vipassana



UCC can arrange your training for you!

If you don't see it offered – phone & ask.

- ▶ UCC will meet special training needs at a reasonable cost.
- ▶ To keep costs within reach, your business can be combined with other organizations that have the same needs.
- ▶ Onsite training can be scheduled at hours most convenient for you.
- ▶ UCC has qualified instructors and the means to obtain books, supplies, facilities and certification.

Registration Form

STUDENT INFO

☐ Returning Student (You have previously registered for a course at UCC)

☐ New Student (not previously registered for a course at UCC)

Student Number _____ Social Insurance Number _____

Full Legal Name _____ Maiden Name _____

Birth Date _____ Home Phone _____ Business Phone _____

Mailing Address _____

_____ Postal Code _____

COURSE INFO

Course Name	Course Number	Starting Date	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PAYMENT INFO

Amount Enclosed \$ _____ ☐ Cheque ☐ Money Order ☐ VISA ☐ MC ☐ AMEX

Please make cheque payable to UCC. **PLEASE DO NOT POST-DATE.**

Card Number _____ Expiry Date _____
Please print clearly

Card Holder _____ Signature _____ Date _____
Please print clearly

The University College of the Cariboo reserves the right to cancel classes due to the unavailability of teachers or insufficient enrollment. UCC also reserves the right to limit class size and number of classes. Requests for refunds must be received by UCC, Continuing Education Department, prior to the first night of class.

PLEASE TAKE A MOMENT...

How did you hear about the course(s) you've enrolled in? ☐ This Publication ☐ Newspaper ☐ Radio
☐ Flyer ☐ Word of mouth ☐ Other _____

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Student Number _____ Social Insurance Number _____

Full Legal Name _____ Maiden Name _____

Birth Date _____ Home Phone _____ Business Phone _____

Mailing Address _____

Postal Code _____

COURSE INFO

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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☐ Flyer ☐ Word of mouth ☐ Other _____

CONTINUING EDUCATION Courses and Programs

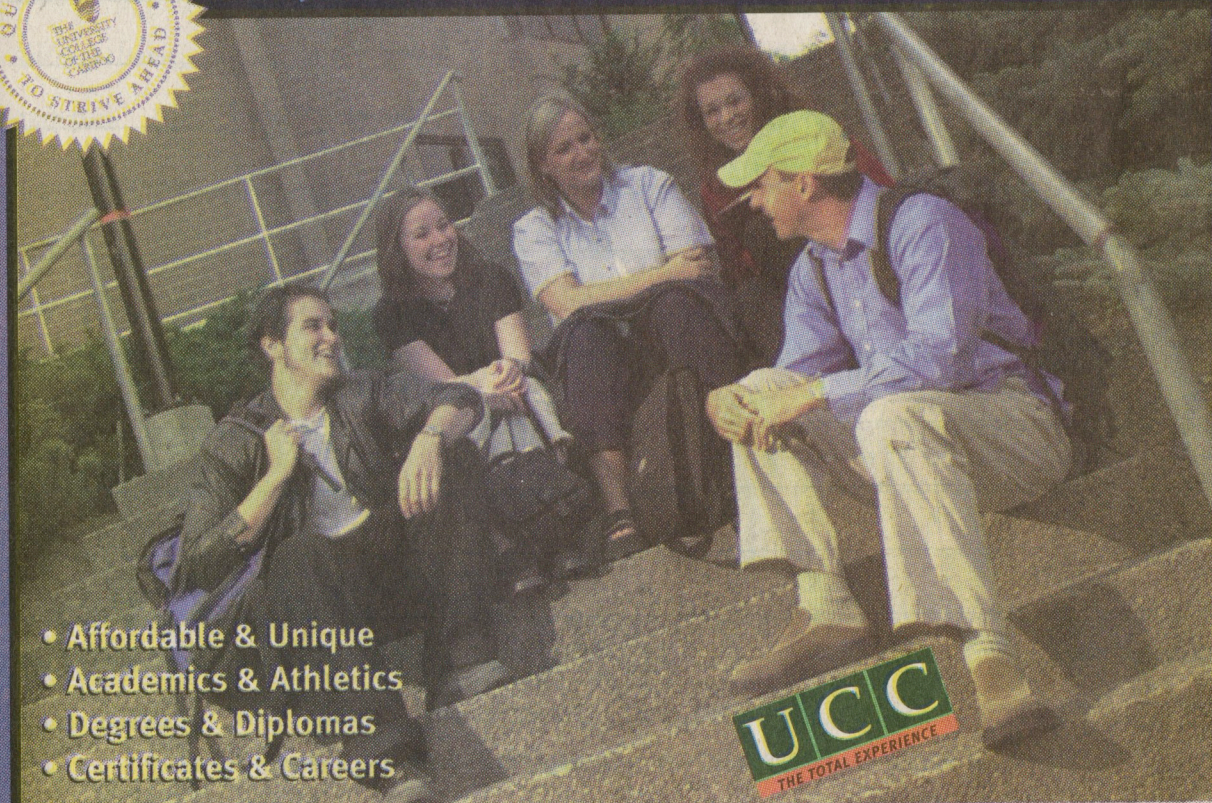
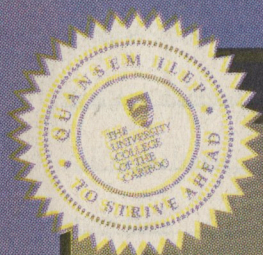


GOLD COUNTRY

at The University College of the Cariboo • Winter 2002

U|C|C
CONTINUING EDUCATION

Study at The University College of the Cariboo in Kamloops



- Affordable & Unique
- Academics & Athletics
- Degrees & Diplomas
- Certificates & Careers

We offer undergraduate degree, diploma and certificate credit programs in:

- ▶ Arts, Fine Arts & Journalism
- ▶ Business
- ▶ Computing
- ▶ Education
- ▶ Health Sciences
- ▶ Sciences & Environment
- ▶ Social & Human Services
- ▶ Tourism & Food
- ▶ Trades & Technology
- ▶ Plus College Access and College Preparation programs and courses



Offering over 40 degree options and more than 50 different certificate and diploma programs to over 8,000 students from around the world. From application to graduation, from friendship to scholarship, there is an experience of a lifetime waiting for students who get involved in *THE TOTAL EXPERIENCE* of post-secondary education at UCC.

TO APPLY, CONTACT ADMISSIONS



Telephone: [250] 828-5071

Fax: [250] 371-5513

email: admissions@cariboo.bc.ca

OR APPLY ON-LINE

www.cariboo.bc.ca

UCC begins accepting applications on October 1st every year for the following September.