



# Winter 2002

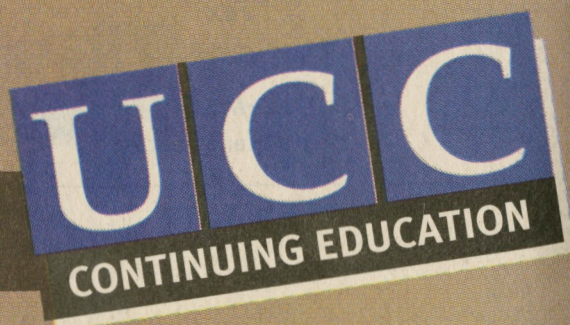


Debbie Blackwell, CE Centre Coordinator



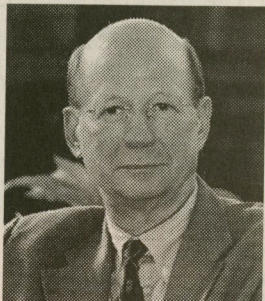
THE  
UNIVERSITY  
COLLEGE  
OF THE  
CARIBOO

## Merritt





## 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. BARN斯LEY  
President

### **Community Coordinator**

Janice Riley

### **Mailing Address**

Box 4400, Station Main, Merritt, BC V1K 1B8

### **Office Address**

*Note New Address*  
4155 Belshaw Street

### **Office Hours**

Monday to Friday, 8 am to 4:30 pm

### **Telephone**

(250) 378-2967

### **Fax**

(250) 378-8231

### **e-mail**

merritt@cariboo.bc.ca

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# Registration Information



## 2 Easy Ways to Register

In person, or by telephone.



Cash, cheque, money order, VISA, Mastercard or American Express accepted.

Registering early helps keep your class in the schedule. While every effort is made to deliver the programming as advertised, our classes do require a minimum enrollment to run. The University College reserves the right to cancel any class with less than the minimum registrations and will give full refunds to all registered students. Your understanding of this matter is appreciated.

### Fees

All fees must be paid before the course begins and you are not considered admitted until all fees are paid in full. A charge of \$10 is levied for NSF cheques. Seniors (65 and over) receive a discount of 50% off the regular course tuition fees (excluding additional costs). To audit a course, full fees must be paid unless otherwise indicated.

### Additional costs

Please note that some courses and programs may have extra charges for supplies, texts and equipment. See course and program descriptions for details.

### Refunds

Extension Services Programming: a full refund will be granted to all students registered in a class that is cancelled or who cancel their registration prior to the first class. Once classes have begun, no refund is given except for medical reasons. Refunds can take four to six weeks.

### Bookstore

Telephone: 250/378-2967

Hours: Mon - Fri from 9 am - 4 pm

Textbooks for Merritt courses will be available for purchase at the Merritt Training and Education Centre one week prior to the course start date. Any other texts can be ordered through the Merritt office (allow 10 days for delivery) or purchased at the Kamloops Campus Bookstore. Please enquire. UCC clothing and merchandise as well as school supplies are on display and available for purchasing.

### Academic Advising

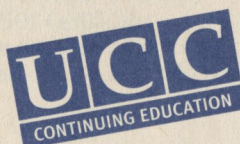
Advisors provide students with current academic information and advice on College, University, Career/Technology and Trades and Technology courses and programs. Services include program planning, help with course selection, program requirements and transferability of courses, advise on course pre-requisites and assistance with applications, registration and timetabling. Appointments are available on Thursdays from 9:30 am to 2:30 pm. Drop-ins are welcome.

FOR APPOINTMENTS PLEASE CALL 378-2967.

### Career/Personal Counseling

Counselors deal with personal issues that may affect a student's academic performance and/or personal well-being. Visits to the Counselors are voluntary and confidential, and are designed to help students work out their own solutions for academic, vocational, social or personal problems. Counsellors also conduct workshops throughout the year on various topics such as career planning, stress management, test anxiety, and study skills. Appointments are available with the Counsellor on Wednesday from 9 am to 2 pm.

THESE APPOINTMENTS ARE BOOKED IN ADVANCE BY CALLING 378-2967. DROP-INS MAY BE ACCOMMODATED.





## Testing



DO YOU NEED SOMEONE TO SUPERVISE YOUR EXAM?  
JUST CALL THE MERRITT OFFICE TO MAKE ARRANGEMENTS.  
NO CHARGE.

### CAT/2: Canadian Achievement Test (2nd Edition)

The CAT/2 is a wide range of tests designed to measure the level of educational achievement. It covers basic skills in reading, language and mathematics. Students applying for High School Upgrading courses are required to complete the CAT/2 assessment after applying for upgrading and paying the \$15 student application fee. Non-students wanting to write the CAT/2 for reasons other than registration into the UCC course must also pay the \$15 fee.

TESTING IS AVAILABLE EVERY TUESDAY AND THURSDAY MORNING, AT 8:30 AM. NO APPOINTMENT NECESSARY.

### GED: General Education Development

For adults who did not graduate from secondary school, the GED test gives you the opportunity to receive an official document stating that you have British Columbia Secondary School equivalency. You must be 19 years of age or older, have been a resident of BC for six months and out of school for at least one full year. **Note:** A completed GED application form, (available from the UCC office) together with a \$45 money order or certified cheque must be received at least 28 days prior to the G.E.D. testing date. Please forward your completed application form, together with a money order or cheque made payable to the Minister of Finance to: GED Testing Service, Ministry of Education, 3rd floor, Room 345, 617 Government Street, Victoria, BC V8V 2M4.

**Merritt Test Date:** March 1/2, 2002

Additional test dates available in Kamloops.  
Please enquire at the Merritt Office.

### LPI: Language Proficiency Index

The LPI is administered to students who plan to enter a post secondary institution in British Columbia. The LPI is used by institutions as an indicator of the level of English competency of the student and thus to determine placement in the most suitable English course. It is also used as a prerequisite to other post secondary programs. **Note:** Payment of the (\$40) registration fee is necessary prior to writing the test. Test results are valid for two years from the date of the test.

## SAT

Your SAT scores, course grades and other information about your academic background help college admissions officers evaluate how well prepared you are to do college-level work. Because courses and grading standards vary widely from school to school, scores on standardized tests such as the SAT help colleges compare the academic achievements of students from different schools. SAT program information packages and application forms are available through the internet @ [www.ets.org](http://www.ets.org) or at the Merritt Office.

THE MERRITT SAT EXAM IS HELD IN EARLY DECEMBER. APPLICATION DEADLINE IS MID-OCTOBER FOR THE DECEMBER SITTING.

## University Credit Courses



### Interactive Television

As part of the University College of the Cariboo Learning Network, we are able to offer university transfer, certificate and program courses via Interactive Television. ITV involves live audio and visual communication between a local classroom and distant classrooms using fiber optic technology. Each specially outfitted classroom contains television cameras and monitors so the instructor and students can interact with the other sites. The instructor also has access to various multi-media equipment (ie: VCR, fax machine and computers) to enhance the learning environment. Contact the UCC Merritt Centre for more information.

### Introduction to Prose Fiction ENGL 111

A study of representative works of modern fiction – short story and novel. The course includes regular written assignments. **Prerequisite:** 80% on the combined English 12 and Government exam (within the last 5 years) or Level 5 on the composition section of the Language Proficiency Index (within the last 2 years) or completion of English 110 or completion of CESL 057 and CESL 058 with a grade of B- or better.

\$123 plus text

Jan 2 – Apr 5 plus exam date  
TBA

Mon/Wed, 5 – 7 pm  
Rm Mo38

### Introduction to Psychology PSYC 111

A course covering selected topics in contemporary psychology, including the history of psychology, methodology, heredity and learning, physiology and neuropsychology, motivation, emotion, sensation, and perception. **Prerequisite:** None

\$123 plus text

Jan 2 – Apr 5 plus exam date  
Chris Montoya

Wed, 7 – 10 pm  
Rm Mo38



# Distance Learning Support Centre

Opening Spring 2002



The University College of the Cariboo's Distance Learning Support Centre opens up a whole new range of educational opportunities for residents of the Nicola Valley. Distance learning is one of the fastest growing sectors of post secondary education. A wide range of courses and programs are now offered through a variety of distance delivery methods such as correspondence, interactive television, audio-conferencing, and computer mediated instruction.

The UCC Distance Learning Support Centre is open to distance learners taking courses through any educational institution. All services at the Centre are offered at no cost to the student. Tuition and material fees are payable to the educational institution offering the program of study. These fees vary, depending on the institution, program, or individual course that you select.

The purpose of The University College of the Cariboo's Distance Learning Support Centre is to help make distance education a rich, rewarding and successful experience that meets the educational needs of local residents.

*This is achieved by providing the following support services:*

## **Pre-Enrolment Assistance**

- ▶ help finding courses
- ▶ educational planning
- ▶ registration assistance
- ▶ advocacy

## **Access to Technology**

- ▶ computers
- ▶ internet
- ▶ teleconference facilities
- ▶ phone/fax/email

## **Workshops**

- ▶ study skills
- ▶ essay writing
- ▶ math refresher
- ▶ computer skills

## **General Support Services**

- ▶ access to library resources
- ▶ study space
- ▶ peer contact
- ▶ examination supervision
- ▶ encouragement

## **Free Distance Learning Workshops**

(If you are enrolled in a distance education course or program, the following workshops are available to you.)

### **Study Skills**

This three-hour workshop is intended to help participants develop good study habits and skills. The workshop was developed for distance learners, and the special challenges of this form of education will be discussed. The following topics will be covered: Time Management, Developing Your Support Network, Study Skills/Habits, and Exam Preparation.

**Date:** TBA

### **Computing Skills for Distance Learning**

This training is provided through one-on-one tutorials or small group sessions, and it is customized to meet the learner's needs. Some of the topics covered are Basic Computer Awareness and Skills, Windows 95, Word Processing, and Effective Use of the Internet and E-mail.

**Date:** Mon to Fri (by appointment)

## **Programs / Courses**

There are thousands of courses and programs that can be accessed through the UCC Distance Learning Support Centre. A listing of some of these programs is provided below.

- Addiction Studies Diploma
- Adult and Continuing Education Certificate
- Arts (Bachelor)
- AutoCADD Operator Certificate
- Business Administration (Bachelor)
- Business Administration (Master)
- Child and Youth Care Certificate
- Early Childhood Education Certificate
- Education (Master)
- Fashion Design & Garment Construction Diploma
- Health and Fitness Studies Certificate
- Home Support Attendant Certificate
- Horticulture Certificate
- Medical Lab Assistant
- Payroll Management Certificate
- Pharmacy Technician Certificate
- Small Business Development Certificate
- Social Work (Bachelor)
- TESOL Certificate
- Traveler Counselor Certificate
- Workplace Leadership Foundation Certificate



## Adult Basic Education & College Prep



### Tuition Free!

#### Basic Education

**BLIT 020**

This is the first level for adult students needing to upgrade their Reading Comprehension, Basic Writing, Math and Career and Personal Planning skills. The courses offered in this program will provide students with the necessary skills to advance from Beginning Math and Reading up to the Grade 10 level. Some basic introduction to Computers will be offered. Each student will be placed at his or her own entry level. Life skills (Career and Personal Living) will be an integrated part of the class in order to enhance the students' learning and growth both in the classroom and in their personal lives. The Basic Education course is also good for students who wish to develop some basic English and Mathematics skills for their own personal satisfaction and growth. New students should check with the Basic Education instructor to find out which courses are best for them.

**Tuition Free – Text Only**
**16 weeks**
**Jan 15 – May 2**
**Tue/Thur, 9 am – 3 pm**
**Mary Hale**
**Rm Mo69**

#### English 040

**ENGL 040**
*Basic Language Skills*

This course is designed to provide students with the knowledge, skills, and strategies to enter higher level courses. It is based on the following core skills: vocabulary development, reading, writing and study skills. Life skills and introductory word processing are also components of this course.

**Tuition Free – Text Only**
**14 weeks**
**Jan 14 – Apr 17**
**Mon/Wed, 9 am – Noon**
**TBA**
**Rm Mo69**

#### English 050

**ENGL 050**
*Developing Writing Skills*

A basic writing skills course which covers mechanics, sentence structure, grammar and composition. The major modes of writing (description, narration, and exposition) are covered.

**Tuition Free – Text Only**
**14 weeks**
**Jan 14 – Apr 17**
**Mon/Wed, 9 am – Noon**
**TBA**
**Rm Mo69**

#### Math 040

**MATH 040**
*Basic Math Skills*

A course of basic math skills which includes a review of whole numbers, decimals, fractions, and percentage. Additional topics include the metric system, geometry and introductory Algebra.

**Tuition Free – Text Only**
**14 weeks**
**Jan 14 – Apr 17**
**Mon/Wed, 1 – 4 pm**
**TBA**
**Rm Mo69**

#### Math 050

**MATH 050**
*Introduction to Algebra*

An introduction to Algebra including such topics as integers and rational numbers, solving equations, polynomials, factoring, equations and graphs, radical expressions, and introduction to trigonometry.

**Tuition Free – Text Only**
**14 weeks**
**Jan 14 – Apr 17**
**Mon/Wed, 1 – 4 pm**
**TBA**
**Rm Mo69**

#### Computing 050

**COMP 050**
*Introduction to Micro Computers*

This course is designed to introduce students to the microcomputer environment at an intermediate level. Students will become familiar with Microsoft Windows, file management, word processing, spreadsheets, and the internet. Historical and social issues arising from the use of computer technology is also covered.

**Tuition Free – Text Only**
**13 weeks**
**Jan 15 – Apr 11**
**Tue/Thur 9 – 11:30 am**
**TBA**
**Rm Mo40**

#### English as a Second Language ELTR 060

This part-time, evening program in basic language training is offered to those interested in improving their oral and written language skills and in learning work related language skills.

**Tuition Free**
**17 weeks**
**Jan 14 – May 8**
**Mon/Wed, 7 – 9:30 pm**
**Mary Hale**
**Rm Mo69**



## Business

**Business & Human Relations** **OAHR 310**

Students will learn to develop the skills and techniques to promote good business and human relations required in today's modern office environment.

**\$123 plus text** **36 hours**  
**Jan 3 – Mar 28** **Tue/Thur, 10:30 am – Noon**  
**L. Krahn** **Rm Mo77**

**Resume & Job Search** **OAJ5 300**

Students will participate in instructional sessions and activities involving preparation of resume and employment letters, job search strategies and interview techniques.

**\$123 plus text** **25.5 hours**  
**Jan 3 – Mar 5** **Tue/Thur, 9 – 10:30 am**  
**L. Krahn** **Rm Mo77**

**Business Writing** **OABW 210**

Students will compose and write business communications incorporating effective letter and report writing techniques, correct grammar, punctuation, and spelling. Oral communication is also an integral part of the course. A section on formal and informal meeting procedures is also included.

**Prerequisite:** OACM 110 – Business Communications 1.

**\$123 plus text** **49.5 hours**  
**Jan 4 – Mar 22** **Mon/Wed/Fri, 10:30 am – Noon**  
**L. Krahn** **Rm Mo40**

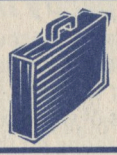
**Accounting I** **OAAC 253**

An introductory course in accounting covering the fundamentals of financial recording and reporting, the analysis and communication of financial events and an examination of the accounting postulates underlying the preparation and presentation of financial statements.

**Prerequisite:** OAAC 100.

**\$123 plus text** **56 hours**  
**Jan 3 – Apr 11** **Tue/Thur, 1 – 3 pm**  
**Dwight Reynoldson, CMA** **Rm Mo77**

## Career Training

**Food and Beverage –  
Employment Certificate**

This 17-week full-time program will prepare students for employment in the Food and Beverage industry, one of the largest sectors in Tourism. This sector will require far more trained personnel over the foreseeable future to work in and run the various operations currently in existence and also the new operations that are being planned for this province. Additionally, the regular demand for quality, comfort and service to make our visitors more comfortable means a demand for more professionally trained staff. This program will provide our students with the skills and knowledge essential to becoming part of a professionally trained staff ensuring the success of today's food and beverage businesses. Courses within the program are in the areas of management principles, food production principles, marketing and sales, bartending, computers and more. This program is supported by the Ministry of Advanced Education, Training and Technology through the Skills for Employment Program. There are only 12 seats available, so register early.

**\$1000**

**Jan 14 – May 10**

**Mon to Fri, 9 am – 3:30 pm**

**Rm Mo67**

**Basic Reflexology Certification****Reflexology Certification** **HEAL o84**

Reflexology is a deep foot massage that is based on the zones that correspond to parts of the body that activate organs' glands, extremities, etc. Sickness occurs when the zones or meridians are blocked. Reflexology releases the blockages so that the body can "heal itself" naturally. Reflexology is both a science and an art and a pleasant gift. Successful students will receive basic certification in

- History of Reflexology
- Anatomy/Physiology
- Mind/Body Connection
- Zone Therapy
- Meridians
- Feet/Hand Reflexes
- Techniques
- First Aid
- Stress Aids
- Starting Your Own Business
- Staying Legal
- Vitamins and Herbs

Reflexology. Carol Vanderwolf is a certified Touch Reflexology instructor.

**Course content:**

**\$700**

**Feb 22, 23, 24 and Mar 8, 9, 10**

**40 hours**

**Fri 6 – 10 pm,**

**Sat & Sun 8:30 am – 4:30 pm**

**Carol Vanderwolf**

**Rm Mo77**



## Carpentry IP

CARP 071

This 70-hour course is designed to assist carpenters wishing to challenge the Inter-Provincial (I/P) exam. In order to attempt the exam, written proof of at least six years of work experience in the trade is required. Before registering for this course, please contact your local Apprenticeship Branch to confirm your eligibility.

**Note:** Students must supply required texts for this upgrading course (instructor may supply). Exams are administered by the local Apprenticeship Branch. (\$75 exam fee is extra and payable by the student directly to the Ministry of Labour).

\$545 plus text

70 hours

Jan 18 – Mar 2

Fri, 7 – 10 pm, Sat, 8 am – 4 pm

## Home Support Resident Care Attendant Certificate

Beginning September 2002

This 24 week program is designed to prepare the graduate to function under supervision as a Home Support/Resident Care Attendant. Learned skills will be applied in the community utilizing local personal care settings, intermediate and extended care facilities and in private homes. The focus will be on training the health care worker to assist the client in meeting his/her basic physical, emotional, environmental and social needs. Students learn to provide practical assistance to help maintain the client's maximum independence within the limits of his/her ability. *Only 15 seats available.*

### Admission Requirements for Basic Program

#### a) Educational Requirements

1. Grade 11 – with English 11 or equivalent. Students must also successfully complete the English Assessment: CAT 18 scored at an 050, Grade 11 level, before proceeding to the general requirements. Prospective students should be aware that educational background beyond that listed will help to ensure greater success in the program. Students must have working knowledge and skills in oral and written English.
2. Red Cross Emergency First Aid (or equivalent)

#### b) General Requirements

1. Attendance at an interview/orientation session.
2. Attend a tour of a Continuing Care facility. The tour is organized by UCC. To register for the tour, contact the Nursing Secretary at (250) 828-5401.
3. Successful medical.
4. Up to date immunizations.
5. Food Safe
6. Criminal Record Check

It is suggested that the student should be in good health with NO back problems. It is important that the prospective HS/RCA demonstrate a caring and interested attitude toward the elderly and physically challenged and be willing to work with them and their families to encourage their independence. Flexibility, maturity and a sense of humour are very desirable. The prospective student is advised to volunteer in a long term care or extended care facility and to talk to a home support worker before registering for the program.

SEPTEMBER 2002 – FEBRUARY 2003

CALL THE MERRITT OFFICE (378-2967) TO BEGIN THE REGISTRATION PROCESS.

## Computing



**Please note that all computing courses have a course materials fee of \$20.**

**Students are required to bring their own blank disk to each course.**

### Tutoring – Private/Semi-Private

In order to serve your computer training needs better, we are now offering Private/Semi-Private Tutoring and Group Training. Do 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 at the Merritt campus with times and days that suit your busy schedule.

JUST CALL US AT 378-2967 TO BOOK YOUR SESSION.

### Computer Tutoring Rates:

Private: \$40 per hour  
Semi Private: \$25 per hour/person  
Group: Please enquire

### Microcomputer Certificate I

This program represents the minimum level of computer literacy that you need to compete in today's job or work market. Computer skills have increased substantially over the past decade and those individuals who have strong computing skills will have a distinct advantage. The certificate requires five courses; four required and one elective from the following course selection. The Operating System course is the prerequisite course for the other courses required for the certificate. Keyboarding skills are recommended for maximum benefit.

#### Required courses (4):

The Operating System – Windows  
Microsoft Word  
Microsoft Excel  
Microsoft Access

#### Elective Courses (1):

Simply Accounting  
Introduction to Desktop Publishing  
Graphics on the Micro – Corel Draw  
Professional Presentations (Power Point)

SEE INDIVIDUAL COURSE DESCRIPTIONS FOR DATES AND TIMES.



**Introduction to Computing****PC 083**

This course is designed for beginners and will introduce you to features and functions involved with microcomputing in all areas of business or home. This is a hands-on course using the Windows environment and includes the following application programs: Operating System, Word Processing, Spreadsheet, Database and Graphics drawing programs. This course will assist you to develop an understanding of how computers can be an advantage both in business and home use. If you have little or no experience using microcomputers this course is strongly recommended as a beginning course for you, and also as a starting point for more computing courses in the future. **Prerequisite:** Interest and desire to learn.

\$180

24 hours

Jan 23 – Mar 13

Wed, 7 – 10 pm

Rm Mo40

**The Operating System****YMCR 503**

A solid understanding of a computer's operating system is essential to be able to use your microcomputer effectively. This introductory course covers the fundamental level, the level which anyone who wants to use an IBM or compatible microcomputer should know. In this course you will learn the fundamental concepts of the Windows 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 to learn to use the mouse. **Prerequisite:** Basic typing skills a necessity for any computer courses.

\$265

28 hours

Jan 22 – Feb 19

Tue/Thur, 7 – 10 pm

TBA

Rm Mo40

**Word Processing on the Micro  
(Microsoft Word 2000)****YMCR 535**

The word processing program taught 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

\$235

24 hours

Feb 18 – Apr 15

Mon, 7 – 10 pm

Jennifer Lisle

Rm Mo40

**Intermediate Word for Windows  
(Word 2000)****YMCR 235**

Intermediate Word will teach you how to perform the intermediate functions, which are associated with the efficient and effective preparation and development of business documents. Starting with a review of the basic concepts and functions of Word for Windows, you will continue with the specialized features of this program including footnotes, fonts, graphics, macros, sorts, and an introduction to Desktop Publishing. In addition to the exercises, you will complete a selection of documents which will comprise the project. **Prerequisites:** The Operating System and Word Processing.

\$285

28 hours

Jan 4 – Feb 27

Mon/Wed/Fri, 9 – 10:30 am

Jennifer Lisle

Rm Mo40

**Powerpoint 4.0****PC 088**

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.

\$150

12 hours

Mar 27 – Apr 17

Wed, 7 – 10 pm

Jennifer Lisle

Rm Mo40

**Excel 2000****YMCR 514***Spreadsheets on the Micro*

This 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 a 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)

\$235

24 hours

Choose one:

1. Mar 1 – Apr 5

Mon/Wed/Fri, 9 – 10:30 am

Jennifer Lisle

Rm Mo40

2. Feb 21 – Apr 11

Thur, 7 – 10 pm

Instructor: TBA

Rm Mo40



**Access for Windows 2000** **YMCR 516**

*Database Management on Micro*  
You will gain a basic understanding of a relational database software program and learn the basic concepts of database structure and design by creating a model. This course will concentrate in the concepts of databases while using Microsoft Access Database for Windows.  
*Prerequisite:* The Operating System (YMCR 503)

\$265 **28 hours**  
Jan 18 – Feb 18 **Mon/Wed/Fri, 1 – 3 pm**  
Dwight Reynoldson **Rm Mo40**

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

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. *Prerequisites:* The Operating System and Basic Bookkeeping knowledge

\$265 **28 hours**  
*Choose one:*  
1. Feb 20 – Mar 25 **Mon/Wed/Fri, 1 – 3 pm**  
2. Apr 18 – May 16 **Mon/Thur, 7 – 10 pm**  
Dwight Reynoldson, CMA **Rm Mo40**

**Internet – An Introduction**  
**to Cyber-Surfing** **PC 074**

Learn while you surf. This interactive workshop combines online tutorials with in-class instruction, examples and guidance. This fun and fast paced workshop covers the A to Z's of learning how to become a proactive and confident internet user. Participants completing this workshop will find it an invaluable learning experience as you begin to utilize your new internet skills.

\$135 **12 hours**  
1. Jan 4 – 16 **Mon/Wed/Fri, 1 – 3 pm**  
Jennifer Lisle **Rm Mo40**

**First Aid**



**Occupational First Aid – Level 1** **OCHS o80**

If you require a first aid certificate for work, this Worker's Compensation Board course fulfills this 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. Registrants must be 16 years of age or older. Please dress casually.

\$70 **7 hours**  
*Choose one:*  
1. Jan 19 **Sat, 8:30 am – 4:30 pm**  
2. Feb 11 & 12 **Mon/Tue, 6:30 – 10 pm**  
3. Mar 21 **Thur, 8:30 – 4:30 pm**  
4. Apr 13 **Sat, 8:30 – 4:30 pm**  
5. May 15 & 16 **Wed/Thur, 6:30 – 10 pm**  
6. June 15 **Sat, 8:30 am – 4:30 pm**  
Sue Robinson **Rm Mo67**

**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:* a current Occupational First Aid Level 1.

\$95 **8 hours**  
Mar 22 **Fri, 8:30 am – 5:30 pm**  
Sue Robinson **Rm Mo67**

**Red Cross Childsafe** **OCHS o88**

Accidents are the number one cause of childhood death and injury. This course is designed for parents, grandparents, babysitters, 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 Child Care Facilities Licensing Board.

\$70 **7 hours**  
*Choose one:*  
1. Feb 23 **Sat, 8:30 am – 4:30 pm**  
2. May 4 **Sat, 8:30 am – 4:30 pm**  
Colleen Waddell **Rm Mo67**



## Gardening



A Day in the Garden is a popular one day lecture that takes place in Joanne's Merritt garden. Bring along your list of questions and Joanne will do her best to answer them. Please wear suitable outdoor clothing and bring the following: clipboard, notepad, pencil and lawn chair. Lunch and snacks will be provided. Choose one or all of the following informative days.

\$80/day

Joanne Baskerville

6 hours

Joanne's Garden

**A Day in the Garden – Spring HORT 061**

*Topics to be covered:* Pruning techniques, composting, dividing perennials, planting tips and mulching.

Apr 28

Sun, 9 am – 4 pm

**A Day in the Garden – Early Summer HORT**

*Topics to be covered:* early season roses, propagating perennials and shrubs, container gardening, companion planting and climbing plants.

June 23

Sun, 9 am – 4 pm

**A Day in the Garden – Summer HORT 062**

Visit and view Joanne's Merritt garden in all it's summer glory. *Topics to be covered:* plant combinations for maximum impact, water gardening, fragrant plants, water-wise tips, new and exciting plant material.

July 14

Sun, 9 am – 4 pm

**A Day in the Garden – Fall HORT 060**

*Topics to be covered:* Choosing and planting fall bulbs, fall planting tips, fall clean-up, pruning and preparing the garden for winter and mulching for winter.

Sept 8

Sun, 9 am – 4 pm

## General Interest

**Conversational French – Beginner****FREN 030**

Do your children attend French Immersion? Do you have French speaking friends? Are you planning a trip to Eastern Canada or Europe? Then join us for 8 evenings and learn to speak French in a fun, no-pressure adult setting. The emphasis is on speaking and listening comprehension, with some basic grammar. So come on out, have some fun and learn to speak French.

\$90

Jan 16 – Mar 6

Suzanne Lawrence

16 hours

Wed, 7 – 9 pm

Rm Mo77

**Electric Quilt – Software for Quilters**

Beginning quilters find it easy to print patterns and play with colors on-screen, using the huge EQ4 library of 10,000 fabrics and blocks. EQ4's powerful design tools will help you create original blocks, patterns and quilts from scratch. Users range from new quilters trying computers for the first time to designers with "household names".

\$80 plus Text

Mar 5 – 26

Louisa Robertson

12 hours

Tue, 6 – 9 pm

Rm Mo40

**Introduction to Black and White Photography****PHOT 063**

The main goal of this course is to teach the practical skills of photography. Understanding the function of the camera, how to take better pictures, the use of various films, lighting, developing and printing are some of the skills you will be learning. You are required to bring your own 35mm camera.

\$105 + supplies

Feb 12 – Apr 23 (not Mar 19)

Shannon Dunn

20 hours

Tue, 7 – 9 pm

Merritt Secondary School

**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. PLEASE CALL THE UCC LYTTON OFFICE AT 457-9376 FOR INFORMATION ABOUT WHERE THE CLASS WILL MEET.

\$40

May 11

John Liivam

5.5 hours

Sat, 9:30 am – 4 pm



## Health & Safety



### Aromatherapy, Touch for Health HEAL 077

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

\$40

Feb 16

Carol Vanderwolf

4 hours

Sat, 1:30 – 5:30 pm

Rm Mo67

### Childbirth and Parenting (Prenatal Classes)

HEAL 078

This course prepares you and your partner to meet the challenges of your childbearing years. You will increase your knowledge and increase your confidence. In this six class series you will learn about pregnancy, nutrition, exercise and relaxation, postpartum, the newborn, labour and birth.

\$75

Choose one:

1. Jan 15 – Feb 19

2. May 14 – June 18

3. September 2002

Patty Grant, RN

12 hours

Tue, 7 – 9 pm

Tue, 7 – 9 pm

South Central Health Unit

### Doing Time, Doing Vipassana – A Video Presentation with Robert Baker

These two evening video presentations and discussions will focus on the genuine rehabilitation of prison inmates through Vipassana meditation.

The first video, Doing Time, Doing Vipassana, documents the introduction of Vipassana meditation to one of the world's largest prisons, Tihar Jail in New Delhi, India, with an inmate population of 10,000. Winner of San Francisco International Film Festival's 1998 Golden Spire Award, this compelling film chronicles how a mediation program for inmates transformed the jail.

The second video, Changing from the Inside, is a moving account of the first women's Vipassana meditation course at Northwest Rehabilitation Facility (NRF), a minimum security jail in Seattle, Washington. Each video will be followed by a question and answer period with the facilitator, Robert Baker.

Robert Baker has 12 years experience and extensive training in the field of complimentary health and wellness. He maintains a part time clinical practice in holistic massage. Robert currently is the caretaker/manager of the BC Vipassana Meditation Centre located 30 km west of Merritt. Robert serves as committee chair for the Vipassana Outreach Program and is a member of the BC Vipassana Trust.

PLEASE CALL OUR OFFICE TO PREREGISTER.

Free

April 10 & 17

Robert Baker

3 hours.

Wed, 7 – 8:30 pm

Rm Mo77

### Foodsafe – Level 1

OCHS 085

Sanitation for Food Handlers Certificate Program  
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.

\$75

Choose one:

1. Jan 25 & 26

2. Mar 1 & 2

3. Apr 5 & 6

4. May 3 & 4

5. June 14 & 15

Cathy Frizzell

Fri, 6:30 – 9:30 pm & Sat, 9 am – 4 pm

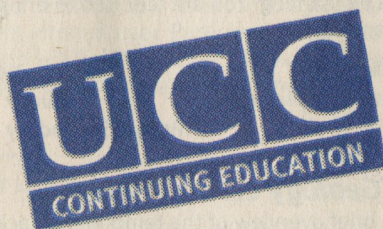
Fri, 6:30 – 9:30 pm & Sat, 9 am – 4 pm

Fri, 6:30 – 9:30 pm & Sat, 9 am – 4 pm

Fri, 6:30 – 9:30 pm & Sat, 9 am – 4 pm

Fri, 6:30 – 9:30 pm & Sat, 9 am – 4 pm

Rm Mo77





## Healing Your Chakras –

### A Series of Workshops

Achieve your own personal empowerment! There are seven major chakras (power centers) within the human body. This series of workshops will focus on one chakra per workshop. Using various techniques (meditation, humor, aromatherapy, etc) you will learn how to unblock and strengthen each chakra. This is an extremely empowering series. No prior background required. Bring a journal and a strong commitment to your self and your healing process. **Workshop topics include:**

- Introduction & 1st Chakra – Base/Root Chakra (Mar 7)
- 2nd Chakra – Sacral Chakra (Mar 21)
- 3rd Chakra – Solar Plexus Chakra (Apr 4)
- 4th Chakra – Heart Chakra (Apr 18)
- 5th Chakra – Throat Chakra (May 2)
- 6th Chakra – Third Eye Chakra (May 16)
- 7th Chakra – Crown Chakra (May 30)
- Wrap Up Session (Jun 13)

\$125

Mar 7 – June 13

Dr. Suzanne Sauve

24 hours

Thur, 6:30 – 9:30 pm

Rm Mo77

## Metaphysics

### A Series of Workshops for the Beginner

What is Metaphysics? Learn how to live the life you were born to lead by enrolling in our series of hands-on workshops. Discover how to make metaphysics work for you in both your personal and professional life. Choose one of our workshops, or all seven of them, and learn “new ways” to live life to its fullest.

### Meditation

This workshop introduces how to mediate for rest and relaxation, and how to remove negative energy. Meditation is a non-invasive technique to remove stress and promote healing in the body. We recommend that students attend this session as it will give you a grounding in Metaphysics.

Date: Feb 6

### Dreams and Their Meanings

Understanding our dreams has always been an important aspect of society. This session will teach the various ways to interpret dreams and will assist you in understanding the significance and importance of our dreams. For some people it is difficult to remember their dreams. You will be taught techniques that will help you to remember, record and understand the significance of dreams in your daily life.

Date: Feb 13

### Automatic Writing

Automatic writing is another tool to aid you in uncovering your intuition. Learn how to get answers to questions, receive guidance and open up your own inner wisdom. A fun and easy way to explore your sixth sense.

Date: Feb 20

### Tarot Cards and Oracles

Learn how to read, interpret and intuit tarot cards. A hands-on class geared to the beginner or intermediate reader. Bring your own cards or there will be cards available to use or purchase.

Date: Feb 27

### Numerology

Learn the science of numbers to aid you in your life path. Understand your relationships, obstacles and success. Know when your best cycles are for love, money, career and children. Books will be available to use or purchase.

Date: Mar 6

\$25/workshop

3 hours

Wed, 6:30 – 9:30 pm

Dr. Suzanne Sauve

Rm Mo67

## Metaphysics – Level 2

### 8 Workshops to Soul Enlightenment!

Uncover your soul path. Should I change jobs? Why do I have such troublesome relationships? Why am I unhappy? What is my purpose? Am I on the right path? Learn the answers to these questions and more when you uncover your soul path and align it with your personality (karmic) path. Understand what makes you “you”! Live the life you were born to live. Uncover your destiny and incorporate it into your path for a greater awareness and understanding. Using various tools, such as the placement of several planets at the time of your birth, you will learn to improve your life path, process and growth.

### Soul Circles/Karmic Amalgams

Create personal soul circles and a karmic amalgam to understand you and your relationships with everyone from your spouse/partner to the grocery store clerk.

### Soul Pattern vs Soul Potential

Soul pattern is how you are now. Soul potential is how you can be. Soul pattern affects our interactions with the world and has a restricting affect on our lives. Learn to operate from your soul potential for a greater happiness and understanding of your path.

### Mercury Filter

How we view the world is determined by race, religion, economic status, gender, geography and culture. The planet Mercury and its placement at our time of birth further influences our view – a Mercury Filter. Mercury is who we are, how we receive, perceive, process and express information. Learn your filter placement for a greater understanding of “Self”!

### Symbolism and the Unconscious Mind

Dream symbols, physical body parts, color and everyday life symbols enhance your understanding of the world around you.

... continued on next page



### Saturn – Karmic Conductor

Saturn's location at our birth teaches us about ourselves, how to create order and presents the karmic reality we need to face to progress on our Soul's mission.

### Mars – How to Handle Anger

Learn to channel your anger for your own personal success and growth. Understanding why we are angry helps us to negotiate our path and to use this much aligned emotion in a constructive manner.

### Pluto – Guilt & Forgiveness

Guilt and forgiveness are two very powerful emotions. Recognizing and overcoming guilt and fostering forgiveness will aid in smoothing out our path so that we live healthier, more productive and stress free lives.

### Neptune – Illusions and Aspiration

Illusion can keep us from happiness. Illusion, guilt and shame walk hand in hand. Decipher between illusion and aspiration. Illusions set us up for failure, defeat and shame. Aspirations are obtainable. Learn to see the difference and draw to you that which is yours!

\$125 24 hours  
Apr 13 – June 8 (not May 18) Sat, 10 am – 1 pm  
Dr. Suzanne Sauve Rm Mo38

### Reflexology, An Introduction HEAL 072

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

\$40 4 hours  
Feb 16 Sat, 8:30 am – 12:30 pm  
Carol Vanderwolf Rm Mo67

### Relaxation Massage Techniques For Home

This course is open to anyone wishing to explore relaxation massage for the first time or for those who want to further their knowledge and confidence in giving massages. Here is something that you can easily share with others and really make a difference. Bring two pillows, a hand towel and either a foamy, thick blanket or sleeping bag. You must register with a partner; this can be a family member, spouse or friend. Your instructor, *Robert Baker*, is a member of the Association of Massage Therapists and Wholistic Practitioners with 12 years experience in a private practice.

\$25/pair 2 hours  
Feb 12 Tue, 7 – 9 pm  
Robert Baker Rm Mo77

## Self Care

### Treat Yourself! – A Breakfast Series

The Merritt Centre of UCC is again pleased to offer a series of three informative and relaxing breakfast seminars that focus on self care techniques. Each seminar is "chock-a-block" full of information. It is provided in an hour-long colourful, educational format filled with lots of fun stories and valuable tips. Please wear comfortable clothing and be prepared to participate for maximum benefit.

Facilitator, *Robert Baker*, has 12 years experience and extensive training in the field of complementary health & wellness. He currently has a private practice in holistic massage, specializing in mind-body awareness and stress management.

All workshops will be held at our new campus location. Continental breakfast will be provided by Mandolin's.

#### 1. The Extraordinary Benefits of Massage

Quickly gain the confidence and satisfaction of knowing that with very little effort you can make a difference when a co-worker, family member or friend is feeling overloaded or out of sorts. You will marvel at the simplicity this method of massage has to offer. It does not require the use of oils and the recipient remains fully clothed.

#### 2. Movement

Explore the basics of Tai Chi, Yoga and other forms of strengthening and toning the body. Please wear warm comfortable clothing that you can stretch and move comfortably in. Bring a mat or blanket.

#### 3. Indulgence in Self Care

Create an environment within yourself that promotes optimum health and well-being. When you do, you feel vibrant and this radiates outwards making you more attractive and a pleasure to be around.

\$50 4.5 hours  
May 9, 16, & 23 Thur, 7 – 8:30 am  
Robert Baker Rm Mo67

### Vegetarian & Healthy Cooking

Learn how to cook vegetarian and healthy meals your family and friends will love. Discover how to use new ingredients and spices to create flavorful dishes that are good for you. Instructor *Suzanne Lawrence* is a Registered Nutritionist Consultant who believes in a natural healthy lifestyle. Students will prepare healthy dishes each class. So bring a healthy appetite and have some fun.

\$65 + supplies (\$25/person) 12.5 hours  
Apr 8 – May 6 Mon, 6:30 – 9 pm  
S. Lawrence, Registered Nutritionist Consultant MSS Home Ec Room



## Wellness Workshops

This series of health and nutrition workshops is designed to educate people to reach their full potential in health and happiness through diet and lifestyle choices which will balance the body, mind and spirit.

Instructor, *Suzanne Lawrence*, is a Registered Nutritionist Consultant with 18 years of front-line experience working with health and nutrition, eating disorders and addictions.

### Menopause

Learn to celebrate menopause, instead of dreading it, through diet, life style, exercise and creative changes. Prepare your body to go through the cycle of menopause healthily and gracefully, rather than letting the negative aspects of it control you. Even if you are already in the cycle of menopause it is never too late to learn and to make changes. Topics covered in this workshop include: Premenopause, menopause, sexual changes, weight control, attitude and emotion during menopause, depression and mood swings, hot flashes and night sweats, osteoporosis, and post-menopause.

\$50 6 hours  
Apr 3 & 10 Wed, 6 – 9 pm  
S. Lawrence Rm Mo67

### Weight Management

Teaches people how to reach their ideal weight through healthy eating habits, digestion, body cleansing and repair, exercise and knowledge about fats that heal and fats that are extremely harmful.

\$40 3.5 hours  
Apr 17 Wed 6 – 9:30 pm  
S. Lawrence Rm Mo67

### The Link Between Nutrition and Learning Disabilities, Hyperactivity, ADD, and Behaviour Problems

Teaches parents that children with a well balanced diet will enhance: their learning ability and skills, focus and concentration, completion of tasks, positive behaviour, and will achieve a more genuine calmness.

\$40 3.5 hours  
Apr 24 Wed, 6 – 9:30 pm  
S. Lawrence Rm Mo67

### Allergy & Food Sensitivity

Teaches you how to recognize the symptoms and causes of allergies. Learn how changes to your lifestyle and eating habits can combat allergies naturally.

\$50 6 hours  
May 1 & 8 Wed, 6 – 9 pm  
S. Lawrence Rm Mo67

## Babysitter's Training

SELF o60

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.

\$80 (text included) 14 hours  
Feb 18 – Apr 15  
(not Mar 18 & Apr 1) Mon, 3:30 – 5:30 pm  
Naomi Alexander Rm Mo77

## Boating Operator

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.

\$80 8 hours  
Choose one:  
1. Mar 16 Sat, 8:30 am – 5 pm  
2. Apr 20 Sat, 8:30 am – 5 pm  
Brian Whitecross Rm Mo77

## Traffic Control Person Certification

FLAG o61

This 12-hour 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 Regulations. 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. Course tuition includes: Traffic Control Manual for Work on Roadways – Field Edition; the Traffic Control Person (TCP) Training Manual. **Note:** For the practical application CSA approved footwear and appropriate clothing is required.

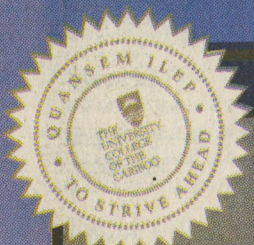
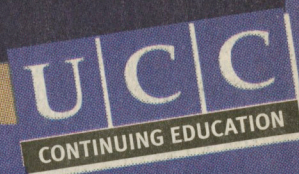
\$140 8 hours  
Choose one:  
1. Mar 23 Sat, 8:30 am – 4:30 pm  
2. Apr 24 Wed, 8:30 am – 4:30 pm  
3. May 25 Sat, 8:30 am – 4:30 pm  
Vicki Skjeie Dawson Rm Mo77



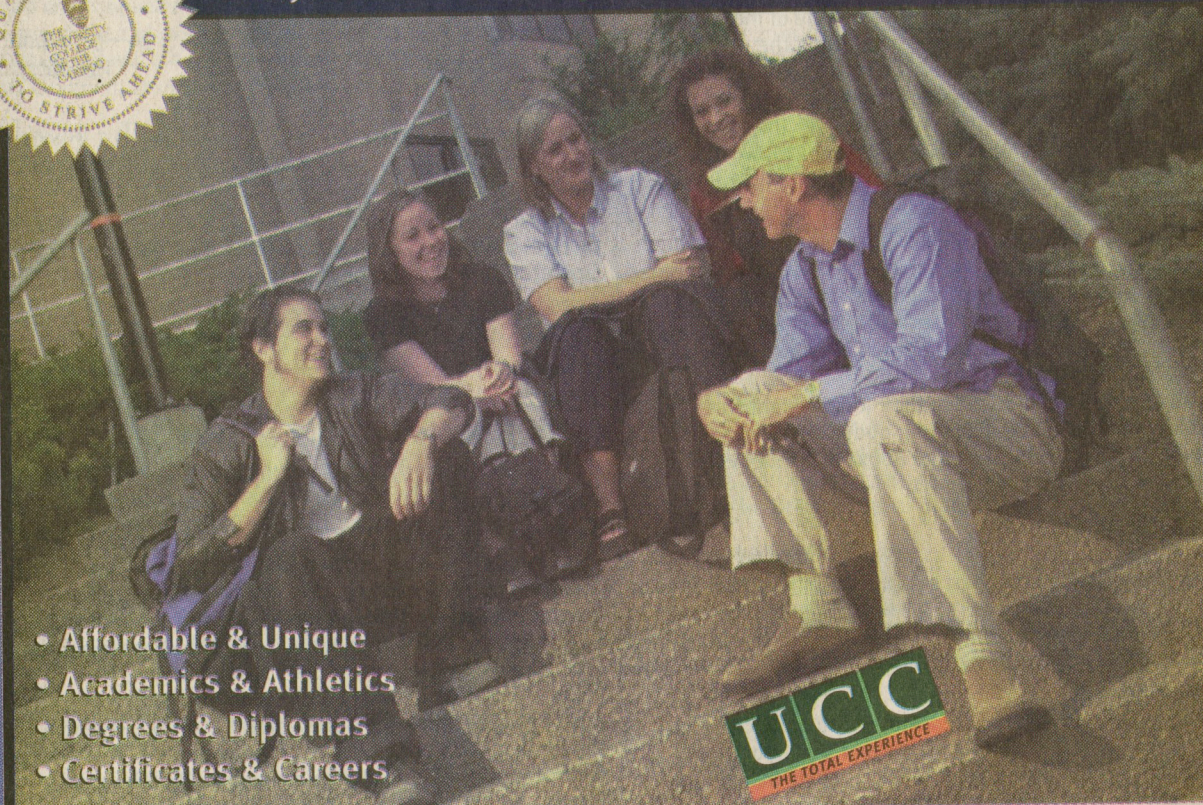


# CONTINUING EDUCATION Courses and Programs MERRITT

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