



CONTINUING STUDIES

Course Offerings | Winter/Summer 2017



**THOMPSON
RIVERS
UNIVERSITY**

Continuing Studies, Winter/Spring 2017

Education is a lifelong process. TRU Regional Continuing Studies strives to offer top quality skill-based industry training and general interest courses to meet the needs of our communities. Regional offices include 100 Mile House, Ashcroft/Cache Creek, Barriere, Clearwater, Lillooet/Lytton and Williams Lake.

We recognize the importance of acquiring new skills and our courses are designed to offer individuals an excellent learning experience. Within each regional centre, areas of study may include, but are not limited to, arts and culture, computers, first aid, forestry, health and safety, home improvement, horticulture, professional development and trades and technology. Publicly offered courses can also be provided on a contract basis.

Whether you are an individual looking to gain new skills or a business looking to train employees, call your local TRU Continuing Studies department today and let us help you on the path to continuous learning.

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Dr. Ray E. Sanders

Executive Director,
Williams Lake Campus
and Regional Centres,
Thompson Rivers
University

Welcome to Thompson Rivers University

TRU Williams Lake is pleased to be a partner with you in your quest for continued learning. We embrace the philosophy that education is a lifelong process. Using this framework, our vision encompasses providing quality, lifelong learning opportunities, addressing immediate and future community, business and individual needs, establishing low cost programs to encourage participation, and incorporating flexible and responsive scheduling to meet the unique lifestyles of our diverse student population. We know that you have a busy life and are happy to provide you with the skills and knowledge you need to advance your career, help you as you seek to change careers, or explore personal interests. I invite you to browse the brochure. You will find some exciting and challenging opportunities that are flexible to meet your needs. If you are interested in something that is not listed, please let us know and we will do our best to offer it.

MEET THE TEAM

Williams Lake



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Ways to Register

In person or by telephone.

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

Registration is not complete, and you are not considered admitted, until all fees are paid.

Pre-registration is necessary at your local TRU office.

Our instructors do not handle registrations or fee payments. You must register with our office prior to the first class. This will be strictly adhered to.

Register Early

Registering early helps keep your course in the schedule. While every effort is made to deliver the programming as advertised, our courses do require a minimum enrolment to run. We highly recommend that you register early. Thompson Rivers University reserves the right to cancel any course with less than the minimum registrations. Your understanding of this matter is appreciated.

Refund Policy for Continuing Studies

A full refund will be granted to all students registered in a course that is cancelled or who cancel their registration one week (5 business days) prior to the first class. Once classes have begun, a refund will be issued for medical reasons only. Refunds are processed through TRU in Kamloops and can take four to six weeks. A doctor's note is required within 2 weeks of the course end date.

Fees

All fees must be paid in full before the course begins. A charge of \$25 is levied for NSF cheques.

Testing and Examinations

Fees must be paid at the time of writing. Please call us to book your sitting.

Accuplacer	\$35
Accuplacer Rewrite	\$25
Private Testing from Other Institutions	\$40
Typing Test	\$15
Courier Fees to Send within BC	\$10
Courier Fees out of BC	\$15

Postage fees will be collected if your institution does not provide a postage-paid envelope.

Continuing Studies Contract Training

Continuing Studies works with industry, businesses, community organizations and government agencies to offer contract training. Contract training is often more affordable, particularly if you have 8-12 people who need

the same course. Some courses can be customized to meet your specific needs. WorkSafeBC Occupational First Aid Level 1 and Transportation Endorsement can be offered together on the days convenient to your company. In response to special requests we can provide:

- flexible and cost-effective training
- training by knowledgeable and experienced instructors
- training schedules to suit you and your employees/clients

Call one of the community coordinators to obtain contract rates and more information.

Please Give Us Your Feedback

How can we improve our courses or services? We welcome your feedback so we can provide quality education and training in our community.

Share Your Expertise

Continuing Studies instructors and ideas are always in demand. Please submit your ideas for courses and workshops to your local TRU office. Include the following with your submission:

- title
- suggested length and schedule
- learning objective
- prerequisites if applicable
- room requirements
- supplies needed
- special considerations
- your resumé

Typically, Continuing Studies classes are scheduled in the evenings or on weekends; however, any time will be considered.

Assessment - Accuplacer

The ACCUPLACER assessment system is designed to provide placement, advisement and guidance information for students entering institutions of higher education. They are presented in a computer-adaptive mode and the scores are provided immediately afterwards.

Scent-Free Building

Many people are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Please help make TRU scent-free by not wearing them in this building. Thank you.

WILLIAMS LAKE CAMPUS COURSE LISTINGS

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Business/Office Skills

Bookkeeping, Introduction • XBPK 0600

This non-credit course introduces double-entry accounting theory and bookkeeping methods. Related clerical procedures such as banking procedures are also included. Class exercises and homework are designed to provide practical experience. Students must receive 70% to obtain a completion certificate.

Prerequisite: Grade 11 or mature-student status

Fee: \$278 (+ textbook and working papers)

Dates:

Jan 30 – Apr 12; Mondays & Wednesdays, 6:30 – 8 pm

NEW! Understanding and Analyzing Financial Statements – Entry Level • XBUA 0206

This 30-hour course discusses the fundamentals of financial accounting. Topics include the accounting cycle, adjusting entries, accounting for a merchandising business, sales taxes, subsidiary ledgers, cash, bank reconciliation, accounts receivable, inventory, capital assets, current and long-term liabilities, cash flow and financial statements, and more.

Prerequisite: An Introduction to Bookkeeping and/or bookkeeping experience

Fee: \$265

Dates:

Apr 19 – May 31; Mondays & Wednesdays, 6:30 – 9 pm

Please give us your
FEEDBACK!

Please do not hesitate to tell us if we can improve our products, services or quality. We encourage feedback so that we can provide the education and training that is relevant to our communities.

Computer Courses

NEW! Windows 10 Introduction

• XPCS 0720

Want to upgrade to Windows 10? Not sure how to work that new computer and all the updates? Join us for this introductory and interactive 12-hour workshop and learn to navigate the latest Windows 10 changes and features. Want to take your knowledge of Windows 10 further? Check out our next level, Windows 10 – the Operating System.

Fee: \$195 (includes textbook)

Dates: Jan 24 – Feb 2; Tuesdays & Thursdays, 6:30 - 9:30 pm

NEW! Upgrade to MS Office 2016

• XPCS 0782

Looking for an easy transition from MS Office 2010 and 2013 to the newest 2016 version? Learn the differences and get help defining shortcuts and locating your much-desired tasks in the various panes.

Fee: \$45

Date: Feb 9; Thursday, 6:30 - 9:30 pm

Windows 10 – the Operating System

• YMCR 5030

Go further in your understanding of Windows 10, and gain knowledge of a computer's operating system. A solid understanding of a computer's operating system is essential to being able to use your computer effectively. You will be shown how to move around and manage the Windows environment, share information between programs and file management. Student must provide two flashdrives.

Fee: \$385 (includes textbook)

Dates: Feb 14 - Mar 9; Tuesdays & Thursdays, 6 – 9:30 pm

Accounting on the Computer QuickBooks

• YMCR 1160

Learn the fundamental features and concepts of the QuickBooks Accounting software, and how to design, establish and manage an accounting system for a small business. This is a very intense and production-oriented course. Students must be prepared to devote extra time outside the regularly scheduled lesson and lab-time to get the most out of the course and to complete all course requirements to acceptable standards. This course is not intended to teach accounting principles. Basic bookkeeping knowledge is necessary for maximum benefit from this course.

Prerequisite: Computer file management knowledge and basic bookkeeping skills. Student must provide two flashdrives.

Fee: \$385 (includes textbook)

Dates: Mar 14 – Apr 6; Tuesdays & Thursdays, 6 – 9:30 pm

Database Management on the Computer – Microsoft Access 2016 • YMCR 5160

This 28-hour course is designed for students wishing to gain a basic understanding of a relational database software program. Learn the basic concepts of database structure and design by creating a working model. Be prepared to devote additional hours of non-class time to exercises and project work.

Prerequisite: The Operating System or computer file management knowledge. Students must provide two flash drives.

Fee: \$385 (includes textbook)

Dates: Apr 11 - May 4; Tuesdays & Thursdays, 6 – 9:30 pm

Spreadsheets on the Computer Microsoft- Excel 2016 • YMCR 5140

Do you need to create and format spreadsheets so you can analyze and share information to make better informed decisions? This course includes an introduction of basic spreadsheet concepts using Excel 2016: spreadsheet basics, file management, ranges, and sorting columns and rows.

Prerequisites: The Operating System or computer file management knowledge. Students must provide two flash drives.

Fee: \$385 (includes textbook)

Dates: Apr 24 - May 17; Mondays & Wednesdays, 6 – 9:30 pm

Microsoft Project 2013 • XPCS 0960

This course will introduce you to strategies to complete projects on time, finish within budget, and make sure your customers are happy with what you deliver. Microsoft Project tracks tasks, resources, costs and progress, and allows users to share your project with others. This hands-on course is project-focused and students are encouraged to bring current projects for input during the course. Students must provide two flash drives.

Fee: \$425 (includes textbook)

Dates: May 23 - Jun 15; Tuesdays & Thursdays, 6:30 – 9:30 pm

Microsoft Outlook 2016 • XPCS 0970

This eight-hour workshop has been designed to introduce you to the fundamentals of Microsoft Outlook. Instructor will demonstrate skills in the following areas: program fundamentals, creating and sending emails, receiving emails, meeting requests and scheduling as well as additional email features.

Fee: \$195 (includes materials)

Dates: Apr 3 – 12; Mondays & Wednesdays, 6:30 – 8:30 pm

NEW! Data Analysis and Power Pivot - Microsoft Excel 2016 •XPCS 0622

Learn to manipulate data, sort, organize, analyze and report with the Microsoft Excel Power Pivot tool. Create pivot tables and explore the opportunities to categorize information. To ensure success in this course, you should have experience working with Excel 2016 and understand spreadsheet concepts. Student must provide two flash drives.

Prerequisites: The Operating System or computer file management knowledge, Microsoft Excel

Fee: \$225 (includes textbook)

Dates: May 29 - Jun 7; Mondays & Wednesdays, 6:30 – 9:30 pm

NEW! Google Cloud Computing – Beginner • XPCS 0032

Discover the benefits of cloud computing with Google. Cloud computing provides flexibility to access, edit and share documents from anywhere with Internet connectivity. Explore creating documents in Google Cloud, how to move data/files, cloud migration and much more.

Fee: \$225

Dates: Mar 14 - 21; Tuesdays & Thursday, 6:30 - 9 pm



First Aid

Occupational First Aid Level I • XOCH 0800

You will learn the Priority Action Approach to provide lifesaving first aid, enabling you to keep your co-worker or yourself alive until help arrives. Skills include primary survey, management of obstructed airway, one-person CPR with AED, shock and bleeding management, as well as how to treat minor wounds. No previous first aid training is required. Upon successful completion of this course, you will receive a three-year certificate.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Prerequisites: age 16 +

Fee: \$140

Dates: (choose only one)

Jan 7; Saturday, 8 am – 5 pm

Jan 21; Saturday, 8 am – 5 pm

Feb 4; Saturday, 8 am – 5 pm

Feb 18; Saturday, 8 am – 5 pm

Mar 4; Saturday, 8 am – 5 pm

Mar 12; Sunday, 8 am – 5 pm

Mar 27; Monday, 8 am – 5 pm

Apr 7; Friday, 8 am – 5 pm

Apr 22; Saturday, 8 am – 5 pm

May 13; Saturday, 8 am – 5 pm

May 29; Monday, 8 am – 5 pm

Jun 9; Friday, 8 am – 5 pm

Jun 23; Friday, 8 am – 5 pm

Jul 15; Saturday, 8 am – 5 pm

Aug 8; Tuesday, 8 am – 5 pm

Aug 26; Saturday, 8 am – 5 pm

OFA Transportation Endorsement

• XOCH 0780

As an endorsement to the Occupational First Aid Level 1 certificate, this course meets the needs of those responsible for transporting injured workers to medical aid from more remote settings. Endorsement expires with the OFA Level 1 certificate.

Requirements: Current OFA Level I certificate and picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Prerequisite: age 16 +

Fee: \$169

Dates: (choose only one)

Feb 5; Sunday, 8 am – 5 pm

Apr 23; Sunday, 8 am – 5 pm

Jun 10; Saturday, 8 am – 5 pm

Occupational First Aid Level 3 • XOCH 0820

The OFA Level 3 program has been designed to provide the first aid attendant with the skills to function as part of an effective first aid program in the workplace. The course consists of 20 lessons involving classroom study and practice. Home study, including pre-reading for each lesson and completion of homework is essential. This course is physically demanding and requires prolonged kneeling; additional kneeling comfort can be provided upon request to the instructor.

Prerequisite: age 16 +. No previous first aid training is required but OFA Level I is recommended.

Instructor: James Seeley OFA Instructor for over 26 years

Fee: \$1195 (+\$50 for textbook)

Dates: Mar 6 – 17; Monday - Friday, 8 am – 5 pm

Exams: Mar 20

CPR/AED – Health Care Professional (HCP)

• XOCH 0310

This course covers CPR and breathing emergencies in adults, children and babies; two-rescuer CPR; resuscitation; bag valve masks; rescue breathing; deadly bleeding; AED; and emergency care prevention skills such as cardiac arrest, heart attack, and stroke.

Dates not available at time of publication. Please call 250.392.8010 for more information.

Standard First Aid • XOCH 0630

This 2-day First Aid course offers training in CPR skills, airway emergencies, breathing and circulation emergencies, head and spine injuries, wound care and more. The course includes a focus on childhood injuries and illnesses.

Dates not available at time of publication. Please call 250.392.8010 for more information.

Emergency Child Care First Aid & CPR

• XOCH 0620

This 8-hour, emergency response care program offers an overview of first aid and CPR skills; the EMS system; bone, muscle and joint injuries; wound care; head and spine injuries and much more. The course includes a focus on childhood injuries and illnesses. This course was designed for those working with children as well as for parents/caregivers.

Dates not available at time of publication. Please call 250.392.8010 for more information.

Forestry

Chainsaw Safety • XOCH 0910

This 3-day ENFORM (formerly PITS) certified course is Level 1 - Chainsaw Basics. It covers instruction in personal and worksite safety, hazard assessment and control, chainsaw inspection and maintenance, chainsaw handling and operations, and safe limbing and bucking practices. There will be a written examination and an industry standard training certificate will be issued from ENFORM upon successful completion. Hard hats, reflective vests, safety glasses and chainsaws supplied.

Prerequisites: Math assessment must be completed prior to course start date.

Requirements: age 16 +. Appropriate clothing for work, steel-toed boots and work gloves required. You must be able to provide your own transportation to the practicum training site, which may be up to 1.5 hours of travel on dirt roads.

Fee: \$895

Dates: (choose only one)

May 26 - 28; Friday - Sunday, 8:30 am - 4:30 pm

Jun 16 - 18; Friday - Sunday, 8:30 am - 4:30 pm

Log Scaling • XFOR 0610

This 4-week course will prepare you to write the Ministry of Forests Interior Log Scaling exam. Topics covered include firmwood scaling, interior grading, weight scaling, administration and legalities. The log scaling exam has undergone some changes and may be quite challenging for some. Home study including pre-reading for each lesson and completion of homework assignments is expected. Math assessment provided at time of registration.

Requirements: Hard hat, steel-toed boots, high visibility vest, logger's tape measure and appropriate clothing for the outdoor sessions is required.

Fee: \$2899 (includes materials)

Dates: Apr 3-28

Week 1: Monday - Saturday; 8 am - 4 pm

Week 2: Monday - Thursday; 8 am - 4 pm

Week 3: Tuesday - Saturday; 8 am - 4 pm

Week 4: Monday - Friday, 8 am - 4 pm



Fire Suppression - Basic S100 / S185

• XFOR 0980

The S-100/S-185 Basic Fire Suppression and Safety course is comprised of the key learning objectives from the S-130 Fundamentals of Fire Fighting, S-190 Safety and Fire Behaviour, and S-232 Portable Pumps and Water Delivery Systems Courses. The S-100/S-185 course was developed in 1995 to meet the training requirements identified in the Forest Fire Prevention and Suppression Regulation. WorkSafe BC Regulation 26.19(2) requires that workers be trained annually to fight forest fires. This course includes: introduction, fire behaviour, fire entrapment (the S-185 component), fire suppression, tools and equipment, fireline safety, water delivery systems, WHMIS, a practical portion and examination.

Fee: \$185

Dates:

Apr 29 & 30; Saturday & Sunday, 8:30 am - 4:30 pm

May 13 & 14; Saturday & Sunday, 8:30 am - 4:30 pm

Jun 10 & 11; Saturday & Sunday, 8:30 am - 4:30 pm

Jul 8 & 9; Saturday & Sunday, 8:30 am - 4:30 pm

Fire Suppression Recertification • XFOR 0980

This course arises from WCB Occupational Health and Safety Regulation section 26.19. The regulation states, in part "workers required to fight forest fires must be re-trained annually." Classroom (1/2 day) will include: review of fundamentals of firefighting, review of fireline safety, review of pumps and pumping systems, a brief review of WHMIS, and a written exam. 70% is required to pass

Prerequisite: Basic Fire Suppression S-100 and proof of certification within the last 5 years required.

Fee: \$85

Date:

Apr 29; Saturday, 8:30 am - 12:30 pm

May 13; Saturday, 8:30 am - 12:30 pm

Jun 10; Saturday, 8:30 am - 12:30 pm

Jul 8; Saturday, 8:30 am - 12:30 pm

General Interest

Bear / Cougar Aware

This workshop will explore the causes and circumstances that cause bear and cougar attacks and best approaches to avoid them. Proper use of bear spray repellents will be discussed along with bear behaviour; bear avoidance; bear encounters, and encounter survival strategy. Additional topics covered are cougar identification, biology, habitat and behaviour; cougar encounters; and encounter survival strategy.

Please contact 250.392.8010 to have your name added to our interest list.

Photography, Beginner • XPHO 0610

Not sure how to get the most from your camera? This course can help you explore your camera and the accessories available. Instructor will cover topics such as controlling exposure, aperture and shutter speed, composing interesting photographs, using the on-camera flash and more. Digital or phone camera required.

Fee: \$165

Dates: May 2 – 16; Tuesdays: 6 – 9 pm + 2 Saturdays: 10 am – 3:30 pm

Roadside Emergency Preparedness for Youth • XDRV 0200

Having your vehicle break down can be a stressful experience, especially if you are unprepared for what to do next. Proper planning and preparedness is key to being ready in a roadside emergency event. This workshop will walk you through tips on how to handle that roadside emergency scenario as well as tire health, uneven tread wear (what could it mean?), changing a flat tire, looking under the hood, checking fluid levels, engine oil, brakes, power steering, automatic transmission, coolant, condition of belts and hoses, and radiator airflow.

Please contact 250-392-8010 to have your name added to our interest list.

Ouch! You Cancelled the Program!

Sorry, but excellent courses are sometimes cancelled when everyone waits until the last minute to register. We make a decision three business days prior to a course or program's start date to allow for proper presentation.

Please register early to avoid disappointment for yourself and others. You are registered when you have paid for a course in full or we have a sponsorship letter in hand and you have received a registration data form.

Health & Safety

ATV Safety Training • XOCH 0940

The ATV Safety course is hands-on, with particular emphasis on the safety implications relating to each lesson. The course will cover protective gear, environmental concerns, local laws and safety techniques.

Requirements: an ATV in good working condition (ATVs must be safety approved, no lift kits, no carrying boxes, etc.; if in doubt, please contact Continuing Studies), a CSA-approved helmet, gloves, long-sleeved shirt, full-length shirt & full-length pants, boots (work or hiking, no runners), and your lunch/snacks

Fee: \$230

Dates: (choose only one)

May 12; Friday, 8 am – 5 pm

May 13; Saturday, 8 am – 5 pm

NEW! Confined Space Safety PLUS • XWRK 0882

Personnel entering confined spaces using the Permit Entry procedure outlined by WSBC must receive training. This course will cover requirements and conditions for permitted entry, hazard recognition, entry procedures and precautions, recognition of warning signs, exposure and detection of prohibited conditions, evacuation requirements, emergency and non-entry rescue methods and procedures for calling rescue services, additional hazards that may be faced, symptoms and consequences of exposure and more. Along with in-class theory, you will have opportunity for hands-on practice including the use of personal protective equipment, confined space equipment, supervisory and confined space entrant role-playing scenarios and entry into a confined space. Successful students will receive certification for Confined Space Safety PLUS. An overview of correct knots for harness use will be provided.

Requirements: steel-toed boots. If you do not have steel-toed boots, wear good sturdy footwear, and steel-toes will be provided.

Fee: \$245

Date: Apr 1; Saturday, 8 am – 5 pm



NEW! Fall Protection with Ladder Safety PLUS • XOCH 0522

Even a low elevation fall can result in injury! Keep safe by utilizing proper fall restraint and protection equipment. Learn to identify a location's fall hazards posed by falling objects, establish methods through which the hazards can be controlled, develop a rescue procedure and more. Along with in-class theory, you will have an opportunity for hands-on practice: put on the fall restraint/protection equipment, utilize the correct knots, practice ladder safety and more. Successful students will receive certification for Fall Protection and Ladder Safety PLUS.

Requirements: steel-toed boots. If you do not have steel-toed boots, wear good sturdy footwear, and steel-toes will be provided.

Fee: \$210

Date: Mar 4; Saturday, 8 am – 5 pm

Foodsafe Level I • XOCH 0850

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. 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.

Fee: \$115

Jan 28; Saturday, 8 am – 5 pm

Feb 26; Sunday, 8 am – 5 pm

Mar 25; Saturday, 8 am – 5 pm

Apr 21; Saturday, 8 am – 5 pm

May 27; Saturday, 8 am – 5 pm

Jun 17; Saturday, 8 am – 5 pm

Aug 26; Saturday, 8 am – 5 pm

NEW! Forklift/Lift Truck Operation Safety PLUS • XDRV 0502

Acquire forklift-driving skills to the CSA Standard B335-94 Industrial Lift Truck Operator training. The combined in-class theory and hands-on practice provide opportunity for you to learn basic safety operations, equipment safety checks, how to operate actual equipment and more. Successful students will receive certification for Forklift/Lift Truck Operation Safety PLUS. Please note, you will be required to drive a forklift, load and unload materials and navigate through an obstacle course in a safe manner, under the supervision of the instructor.

Requirements: steel-toed boots. If you do not have steel-toed boots, wear good sturdy footwear, and steel-toes will be provided.

Fee: \$195

Dates: Apr 8 & 9; Saturday, 8 am – 5 pm + Sunday, 8 am – 12 pm

Scent-Free Building

Many people are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Help make TRU scent-free by not wearing scented products. Thank you!

Reclaiming Child and Youth

Understanding Trauma through the Neurosequential Model: Core Concepts and Implementation

What does it mean to be trauma-informed? Going beyond the medical model, the Neurosequential Model of Therapeutics (NMT) maps the neurobiological development of maltreated children. Assessment through the Neurosequential Model lens identifies developmental challenges and relationships which contribute to risk or resiliency. When formal therapy is combined with rich relationships with trustworthy peers, teachers, and caregivers, more progress is made. This presentation will provide an introduction to the core concepts of the Neurosequential Model and will address what this means with respect to implementation and practice.

Fee: \$179

Dates: Apr 28; Friday, 10 am – 5 pm

Dr. Wang, Instructor



Dr. Wang is the Director of Trauma Informed Services and NMT Site Supervisor at Hull Services, a Flagship Site with the ChildTrauma Academy. Hull Services is a non-profit organization that works with children and families in areas of early intervention and prevention, school based services, community services and residential care. Dr. Wang has been responsible for overseeing the implementation of the NMT across all 28 programs at Hull. Her responsibilities include training, program development, clinical consultation and mentoring both within Hull and externally as requested. Dr. Wang is a Fellow with the ChildTrauma Academy (CTA), and is a specialist in Early Childhood Mental Health. Dr. Wang holds a Master of Science in Educational Psychology, a Master of Art and a Doctorate of Philosophy in Clinical Psychology. She has been spearheading the training of the Neurosequential Model concepts and implementation for the province of Alberta. Her extensive training in the NMT and the Infant Parent Mental Health Fellowship has had a significant impact on both her professional life as well as her personal life as a mother of two.



H2S Alive – Sour Gas Training • XWRK 0860

This 1-day operational course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H₂S). You will be required to operate a self-contained breathing apparatus and a detector tube device, and perform rescue breathing on a mannequin.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Fee: \$285

Dates: (choose only one)

Feb 18; Saturday, 8am – 5 pm

Apr 8; Saturday, 8 am – 5 pm

May 13; Saturday, 8 am – 5 pm

Jun 10; Saturday, 8 am – 5 pm

Traffic Control Certification • XFLG 0610

This 16-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) Training Manual with emphasis on WorkSafeBC's Industrial Health and Safety Regulations. The course combines theory with a practical application session. Content includes the fundamental 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.

Fee: \$310

Dates: (choose only one)

Apr 29 & 30; Saturday & Sunday, 8:30 am - 4:30 pm

May 17 & 18; Wednesday & Thursday, 8:30 am - 4:30 pm

Jun 17 & 18; Saturday & Sunday, 8:30 am - 4:30 pm

WHMIS – **NEW!** Curriculum! • XOCH 0860

The newly revised WHMIS 2015 curriculum offers students the opportunity to explore Workplace Hazardous Materials Information System (WHMIS), and the integrated changes when WHMIS was included with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). This short 3-hour course allows students to receive an overview of WHMIS for safe work procedures including handling, storing, and disposing of these controlled products. Students are instructed on emergency procedures in the event of an accident or spill.

Fee: \$60

Dates: (choose only one)

Feb 1; Wednesday, 6 - 9:30 pm

Apr 22: Saturday, 8:30 am – 12 pm



Horticulture

Please check our website at www.tru.ca/williamslake/cs or call 250.392.8010 for upcoming Horticulture workshops.

Spring Pruning • XHRT 0300

This one-day workshop will review important concepts such as good tree structure, what to cut and where to cut, pruning to encourage production in fruit trees, as well as maintenance of pruning tools. Learn the importance of pruning to maintain tree health. There will be a strong focus on modern thinking—minimizing the number of cuts so the tree can heal rapidly. Acquire the basic skills to know “good pruning” from “bad pruning”.

Fee: \$145

Date: Mar 18; Saturday, 9 am – 4 pm

Languages

Conversational Spanish, Beginner

• XSPN 0300

Hola! Are you planning that family holiday this year? Want to learn Spanish basics to communicate during your holiday? Explore this colorful culture which will come alive once you discover its language, music and traditions with our knowledgeable instructor from the Hispanic world. By learning simple structures and vocabulary, you will be able to function and make contact with the locals in Spain and Latin American countries. Course completion before scheduled 2017 - SD 27, Spring Break.

Prerequisites: age 10 +. No prior knowledge of Spanish required

Fee: \$191 (+ textbook)

Dates: Feb 6 - Mar 13; Mondays & Wednesdays, 6:30 – 8:30 pm

Course & Program Listings Fall 2016 / Winter 2017 WILLIAMS LAKE

Winter Semester Jan 9 – Apr 21, 2017

Winter 1, Jan 9 – Mar 3, 2017		Winter 2, Mar 6 – Apr 21, 2017	
ARCH 2010	Introduction to Archaeology	ANTH 2600	Minorities in the Modern World
BIOL 1692/BIOL 1694	Human Biology: Anatomy and Physiology 2	ENGL 1110	Introduction to Fiction
CMNS 2290	Professional, Business and Technical Writing	ENGL 2410	Aboriginal Canadian Literature: Humour and Story
ENGL 1100	Introduction to University Writing	HIST 2020	Native History of Canada
PSYC 2130	Childhood and Adolescence	PSYC 2230	Introduction to Developmental Psychology: Adulthood and Aging
SOCI 1110	Introduction to Sociology 1	SOCI 1210	Introduction to Sociology 2

University and Employment Preparation

Winter 1, Jan 9 – Mar 3, 2017		Winter 2, Mar 6 – Apr 21, 2017	
CHEM 0500	Foundations of Chemistry 1	MATH 0520	Foundations of Mathematics
ENGL 0600	Literature and Composition		
MATH 0410	Algebra 1		

Winter and Summer Programs

- Applied Sustainable Ranching Year 1 & 2
- Business Office Assistant with Bookkeeping Application
- Electrical Foundation
- Welder Apprentice Level 1
- Welder Foundation

Summer Sessions, May 1 – Sep 2, 2017

May 1 – Jun 9, 2017	MATH 0650	Provincial Foundations
May 1 - Jun 9, 2017	PHIL 2310	Health Care Ethics
Aug 1 – Sep 2, 2017	PNUR 1300	Introduction to Human Anatomy & Physiology



Professional Development

NEW! Board Training • XWRK 0300

This 2-evening workshop will cover the required roles and responsibilities of board members. The workshop will include the basics of governance for all members; orientation—more than just mission, vision and values; duties and responsibilities of a board of directors; board training; leadership roles; responsibilities of the leader; accountability; issues—decision-making processes; members' roles within a board; effective committees; and recruitment—finding the right board members and bringing them to the organization.

Fee: \$95

Dates: May 15 & 16; Monday & Tuesday, 6 – 9:30 pm

NEW! Budget Allocation and Monitoring – Entry Level • XBUA 0204

Good financial management systems and processes for tracking resource utilization are essential in making effective use of resources. The entry level Budget Allocation and Monitoring workshop will prepare individuals to effectively plan, ensure efficient and effective use of resources, make sound business decisions, demonstrate accountability and take remedial action when needed.

Fee: \$265

Dates: Feb 20 - Mar 29; Mondays & Wednesdays; 6:30 – 9 pm

NEW! Customer Service Professional (CSP) • XWRK 0670

Looking to become a frontline sales person? Are you applying for your first job? Boost your resumé, become a customer service professional, and learn how to handle customer-focused interactions and situations. Topics will include benefits of quality customer service; identifying customer service trends; benefits of bringing respect, emotional support and personal touch to customer interactions; the six categories of face-to-face communication; guidelines for handling unreasonable customers and more. Successful students will receive a completion certificate for Customer Service Professional and Cashier Training, and industry recognized certification in Foodsafe and WHMIS. Successful completion is based on attendance and successful examination.

Prerequisites: age 14+

Fee: \$395

Dates: Mar 21 – 31

Week 1: Tuesday - Thursday

Week 2: Monday - Friday

First day starts at 9 a.m. Schedule provided on the first day

NEW! Financial Policy Development – Entry Level • XBUA 0202

Managing and protecting the assets of an organization can involve much responsibility. The Financial Policy Development workshop will review basic policies and procedures that organizations should have in place in order to protect their financial assets.

Fee: \$265

Dates: Apr 7, 8, 21, 22, May 5 & 6; Fridays, 6 – 9 pm & Saturdays, 9 am – 5 pm



Bank Teller

This exciting 30-hour course will introduce you to the role of a teller/customer service representative in the banking industry. The course covers differences between banks and credit unions, customer service and conflict resolution, communication skills, the different types of accounts, investments, opening accounts, ID requirements, completing basic forms, cheques, credit cards, robbery and security procedures, counterfeit dollars, selling and cross selling of products and services, calculating interest, and registered products, as well as an overview of handling estates, money laundering and privacy acts.

Dates: Please contact 250-392-8010 for additional information and to have your name added to an interest list.

Payroll Processing

A career in payroll processing can be very fulfilling and offer flexible possibilities of self-employment or working within an organization. Explore how to administer payroll and the handling of information including legislative requirements.

Dates: Please contact 250-392-8010 for additional information and to have your name added to an interest list.

Medical Transcriptionist

Medical transcriptioning is the art of converting voice-recorded information, as dictated by a medical professional, into text format. This course includes an in-depth look at medical terminology, medicine, typing skills and more. This career choice offers flexible possibilities of self-employment or working within an organization.

Dates: Please contact 250-392-8010 for additional information and to have your name added to an interest list.

**LOOKING FOR
A PERFECT GIFT?
WHY NOT GIVE A COURSE?**



Trades

Air Brake Certification – Theory • XDRV 0580

This 16-hour in-class airbrake theory practical certification course is ideal for individuals who are looking to pursue further training with Class 1/3 Driver Training and require Air Brakes as a starting point. This course will prepare you for examination by the Insurance Corporation of BC (ICBC). Instruction will include ICBC-approved curriculum as well as intermittent hands-on learning opportunities. Once the theory portion has been completed, successful candidates are encouraged to follow up with ICBC to write their air brake test and pre-trip scheduling. If you would like the option for a pre-trip air brake inspection following the theory portion, please see Air Brake Certification—XDRV 0610.

Requirements: steel-toed boots

Fee: \$180

Dates: (choose only one)

Jan 20 – 22

Feb 17 – 19

Mar 17 – 19

Apr 21 – 23

May 26 – 28

Jun 23 – 25

Jul 13 – 15

Friday, 6 – 10 pm; Saturday, 8 am – 5 pm;

Sunday, 8 am – 12 pm



Air Brake Certification • XDRV 0610

The Air Brake Certification course is designed to prepare you for examination by the Insurance Corporation of BC (ICBC) for air endorsement to operate air brake-equipped vehicles on highways and industrial roads. Emphasis is placed on air brake operating procedures and running maintenance. In the practical part of the course, you will learn how to physically adjust brakes for procedure and perform a pre-trip inspection. There are 16 hours of classroom (theory) and 4 hours of practical instruction.

Requirements: steel-toed boots—you will be in the mechanics shop for a portion of the course.

Fee: \$225

Dates: (choose only one)

Jan 20 – 22

Feb 17 – 19

Mar 17 – 19

Apr 21 – 23

May 26 – 28

Jun 23 – 25

Jul 13 - 15

Friday, 6 – 10 pm; Saturday & Sunday, 8am – 9pm

(Individuals completing a practical will be scheduled with the instructor at the beginning of class for Sunday, 1 – 9pm)

Jul 13 – 16

Thursday, 6 – 10 pm; Friday, 8 am – 5 pm; Saturday, 8 am – 12 pm (Individuals completing a practical will be scheduled with the instructor at the beginning of class for Saturday, 1 - 5pm & Sunday, 8 am – 12 pm)

Discover Trades • XWRK 0202

This 12-week program will introduce you to various trades, including electrical, plumbing and construction. You will participate in hands on exercises/tasks and create several projects. Upon completion you will be able to evaluate your aptitude for working in trades, know more information about the various trades, learn safe working procedures, know how to use hand and power tools, and identify and develop Workplace Essential Skills.

Fee: \$300

Dates: Feb 20 – May 12; Mondays – Fridays,
8:30 am – 4:30 pm

Small Engine Repair

This course is for individuals wishing to increase their knowledge of 2-stroke and 4-stroke small gasoline engines. Practical tips and procedures for tune-ups and troubleshooting and ignition and carburetion theory will be reviewed. This will be a practical course so students will need to bring a small engine (lawn mower, chainsaw, etc.) item to class. This course is great for hobbyists or those that just want to understand why their small engine is not working.

Please contact 250-392-8010 for additional information and to have your name added to an interest list.



100 MILE HOUSE COURSE LISTINGS

Community Coordinator: Robin Bercowski
Mailing Address: Box 2109
 100 Mile House,
 BC V0K 2E0
Street Address: # 1 – 808 Alpine Avenue
Telephone: 250-395-3115
Fax: 250-395-2894
Email: rbercowski@tru.ca
Web: tru.ca/regional

Business Skills

Bookkeeping Basics • XBPK 0600

This non-credit course provides an introduction to double entry accounting theory and bookkeeping methods. Related clerical procedures such as banking procedures are also included. Class exercises and homework are designed to provide practical experience. Students must receive 70% on project work to obtain a completion certificate.

Prerequisite: Grade 11 or mature-student status

Fee: \$375 (includes workbook) + \$185 cash deposit (for textbook—refundable if the book is returned in excellent condition)

Dates: TBA | Please call 250-395-3115

The Basics of Business Communications • XWRK 0080

This is a quick approach to covering the basics of business communication skills so that your correspondence will be clear and effective. Do you need help with basic proposal and report writing? This workshop will refresh your knowledge of grammar and punctuation, use of language, and how to jazz up your writing skills to become more accurate and analytical in your writing. You will also learn how to compose typical business messages, email, memos, letters, and much more.

Fee: \$115

Dates: TBA | Please call 250-395-3115 | 1 session

Computer Courses

Basic Computers, Level 1

Designed for students with little or no experience with computers or the Internet, this 20-hour course will introduce you to basic home computing and explore some of the infinite possibilities of the Internet. With a combination of instructional support and practical hands-on application, the course will cover how to manage computer files; basic computer maintenance; an introduction to the World Wide Web; how to connect with friends and family through email; social networking through chat rooms, user groups, blogs, and Facebook; the pros and cons of shopping online; and how to protect your computer from viruses, hoaxes, and malware.

Fee: \$240 (Includes book)

Dates: TBA | Please call 250-395-3115

Introduction to Computer Hardware

This course will be a combination of lectures, demonstrations, and hands-on work with computer systems. Topics will include the history of computers and how they operate; binary numbers and the processing cycle; CPU types and speeds; RAM types, sizes and speeds; types of motherboards, all-in-one boards, card slots, and sockets; storage devices—hard drives, CDs and DVDs, USB flash drives and storage cards; input devices—keyboards, mice, tablets, game controllers, and scanners; output devices—monitors, sound and printers; tools for computer maintenance; and replacing computer components—precautions, static, safety, and demo.

Prerequisite: basic knowledge of computers

Fee: \$115

Dates: TBA | Please call 250-395-3115 | 4 sessions

Introduction to Office 2010

This course introduces you to three Microsoft Office 2010 applications: Word, Excel and PowerPoint. Learn about the results-oriented interface of this software and the tools available to create, finalize, and ensure professional-looking documents. This course will provide step-by-step instruction through the basics of each application.

Fee: \$240 (Includes book)

Dates: TBA | Please call 250-395-3115

Introduction to PowerPoint 2010, Level 1

Microsoft Office PowerPoint 2010, Level 1 teaches you how to create presentations using a variety of commands and functions. This course is designed for computer users who are new to presentation manager programs or who only plan to use PowerPoint occasionally.

Prerequisite: familiarity with computers, using a keyboard and mouse, and a solid background in Windows

Fee: \$240 (Includes book)

Dates: TBA | Please call 250-395-3115

Introduction to Tablet Computing

• XPCS 0150

In this 4-hour course you will learn the basics of tablet computing on the Apple iPad and the Android tablet. You will learn basic use, configuring for email and internet, and downloading applications from the App Store (Apple) or Google Play (Android). We will explore the uses you can put your table to and discover what these amazing devices can and can't do in the business and productivity world. No prerequisites.

Requirements: bring your tablet

Fee: \$85

Dates: TBA | Please call 250-395-3115| 1 session

Introduction to Word 2010, Level 1

Microsoft Office Word 2010, Level 1 teaches you how to create and edit documents, save, open or close documents, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, preview, and then print the document. This course is designed for people who desire the skills necessary to create, edit, format, and print basic Microsoft Office Word 2010 documents.

Prerequisite: Familiarity with personal computers, using a keyboard and mouse, and Microsoft Windows Level 1 or equivalent Windows knowledge and experience.

Fee: \$240 (Includes book)

Dates: TBA | Please call 250-395-3115

Introduction to Windows 10 • XPCS 0720

In this introductory course, you will learn how to move around and manage the Windows 10 environment, learn the computer components and their role in the system, as well as file management. This course is for anyone who wants to gain a better understanding of how to use and configure Windows 10. Whether using Windows at home or managing an office, this course will give you a better understanding of Windows 10 capabilities.

Fee: \$240 (Includes book)

Dates: TBA | Please call 250-395-3115

18 Continuing Studies | Fall 2016 - Winter 2017

First Aid

WorkSafeBC Occupational First Aid, Level 1

• XOCH 0800

You will learn the Priority Action Approach to provide lifesaving first aid, enabling you to keep your co-worker or yourself alive until help arrives. Skills include primary survey, management of obstructed airway, one-person CPR with AED, shock and bleeding management, as well as how to treat minor wounds. No previous first aid training is required. Upon successful completion of this course, you will receive a three-year certificate.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Prerequisites: age 16 +

Fee: \$140 (Includes student manual and pocket mask)

Date: (choose one only):

Jan 21; Saturday, 8:30 am – 4:30 pm

Feb 18; Saturday, 8:30 am – 4:30 pm

Mar 18; Saturday, 8:30 am – 4:30 pm

Apr 22; Saturday, 8:30 am – 4:30 pm (Take with Transportation Endorsement on Apr 23)

May 6; Saturday, 8:30 am – 4:30 pm

Jun 17; Saturday, 8:30 am – 4:30 pm,

Jul 15; Saturday, 8:30 am – 4:30 pm

WorkSafeBC Transportation Endorsement

• XOCH 0780

A Transportation Endorsement ticket is required to go along with Occupational First Aid Level 1 in any Class "A" hazard job that is more than 20 minutes surface travel from a hospital when the crew size is 2 – 10 workers. Skills taught during this course are a review of Level 1 first aid, hard collar application, spinal immobilization on a backboard, helicopter transportation of injured workers, as well as oxygen therapy training. Time will be allowed for practice in dealing with various transportation scenarios.

Prerequisite: Current OFA Level 1 certification

Fee: \$140 (Includes student manual)

Date: Apr 23; Sunday, 8:30 am – 5:30 pm

Please give us your
FEEDBACK!

Please do not hesitate to tell us if we can improve our products, services or quality. We encourage feedback so that we can provide the education and training that is relevant to our communities.

WorkSafeBC Occupational First Aid, Level 3 • XOCH 0820

OFA Level 3 courses will qualify you for certification by WorkSafeBC as a first aid attendant in industry. Learn both the theory and practice of first aid. OFA Level 3 requires 70 hours of class time plus at least 35 hours of homework in the two-week course. Upon confirmation of registration, you will receive the following prior to class start: a WorkSafeBC OFA Level 3 Binder and Manual, and a handout of pre-reading assignments and exercises that must be done before the first class.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Prerequisites: age 16 + and have at least a Grade 10 reading comprehension skills

Fee: \$980 (Includes books, exam fee, and pocket mask)
Dates: Mar 27 – Apr 7 (testing Apr 8); Monday - Friday, 8:30 am - 4:30 pm

Red Cross Basic Rescuer: CPR-C

CPR Level C covers skills needed to recognize and respond to cardiovascular emergencies and choking in adults, children and babies. It includes two-rescuer adult/child CPR and has a three-year certification.

Fee: \$140 (includes all books and materials)
Date: Jul 8; Saturday, 8:30 am - 4:30 pm

Red Cross Emergency Child Care First Aid & CPR • XOCH 0882

This is a basic one-day course (three-year certification) offering an overview of first aid and cardiopulmonary resuscitation (CPR) skills with a focus on childhood injuries and illnesses. It is taught in an interactive environment for individuals who care for infants or children in the workplace or at home—those in the early childhood industry as well as for parents, grandparents, and caregivers. This course includes the latest first aid and CPR guidelines and exceeds competitor's standards by including injury prevention content, CPR, and AED. It also teaches skills needed to recognize, prevent, and respond to cardiovascular emergencies; CPR Level B; choking, airways, and breathing emergencies; and prevention of disease transmission.

1 session

Fee: \$140 (Includes all books and materials)
Dates: TBA | Please call 250-395-3115

General Interest

Cashier Training • XWRK 0400

In this course, students will be instructed in the operation of an electronic cash register, cashiering skills and customer service. The two-day course includes basic keyboard groups—numeric entry, PLU keys, and key lock; basic transaction sequence; cash—making change, counting change back; acceptance of non-cash payments—VISA, Mastercard, debit (Interac); crime prevention—shoplifting, counterfeit, and credit card fraud; taxes; price look up (what is it); peripheral equipment—scanners, slip printers, and scales; POS systems and inventory control; report reading—PLU, hourly, clerk and daily reports; responsibilities and liabilities of the cashier; and customer service. This is an entry-level course that requires no previous training or experience. For some, it is a means to a first job, while for others, it is a springboard to more challenging goals. Certificate issued upon successful completion.

Fee: \$275
Dates: TBA | Please call 250-395-3115

Health & Safety

Foodsafe Level 1 • XOCH 0850

Five-Year Expiry:

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? Learn about the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food-borne diseases, and how to maintain a sanitary food service operation. Upon successful completion of this course, you will receive Health Unit certification that is valid for five years.

Fee: \$115 (Includes book)
Dates: (choose only one)
Jan 28; Saturday, 8:30 am – 5:30 pm
Feb 25; Saturday, 8:30 am – 5:30 pm
Mar 25; Saturday, 8:30 am – 5:30 pm
Apr 29; Saturday, 8:30 am – 5:30 pm
May 27; Saturday, 8:30 am – 5:30 pm
Jun 24; Saturday, 8:30 am – 5:30 pm
Jul 29; Saturday, 8:30 am – 5:30 pm

LILLOOET/LYTTON COURSE LISTINGS

Community

Coordinator:	Margaret Hohner
Mailing Address:	Box 339 Lillooet, BC V0K 1V0
Office Address:	#10-155 Main Street
Telephone:	250-256-4296
Fax:	250-256-4278
Email:	mhohner@tru.ca
Online Registration:	http://www.tru.ca/regionalcentres/lillooet.html

Your call is extremely important. If you can't reach us by phone, please email to request information or a meeting time. Most courses can be delivered in any community in the region upon request.

FREE Bike Maintenance Clinic • XADV 0530

Get prepared for a new year of biking. Bike enthusiast Kevin Aitken will go over some of the basics—and not-so-basics—of bike maintenance, and Marg Hohner will bring an electric bike for people to demo.

Requirements: bring your own bike to work on

Fee: Free—limited seating capacity, registration required
Date: Apr 27; Thursday, 5 - 6:30 pm

Business

NEW! Bookkeeping Level 2-Advanced (payroll processing) • XBKP 0610

This introductory course emphasizes practical, day-to-day questions and tasks encountered when processing payroll. Upon completion of the course you will be able to interpret and use common government payroll booklets, prepare and maintain typical payroll records and documents for a small business, and journalize and post payroll transactions to the general ledger. Students must receive 70% to obtain a completion certificate.
Instructor: Florence Jack

Fee: \$225 (+ text)

Dates: Jan 9 – Feb 22; Mondays & Wednesdays,
5 – 7:30 pm

Microsoft Office – Fast Track • XPCS 0780

This non-credit course is designed to introduce the Windows 10 environment, MS Word and Excel. The 30-hour course is great for home or office workers who want to learn the basics of these programs but who don't want to invest in the full Microsoft Certificate program.

Fee: \$385

Dates: Jan 16 – 21; Monday – Friday, 5 – 9 pm & Saturday,
8:30 am – 4:30 pm

NEW! Minute Taking • XWRK 0950

This course prepares you for meetings at which you have to act as the minute taker. Now you can eliminate most, if not all difficulties while recording accurate minutes. Topics covered include roles and responsibilities of the minute taker and the chair, preparation of formal minutes, preparation of semi-formal minutes and recording action items.

Fee: \$75 (+ text \$40)

Date: Jan 26; Thursday, 5 pm – 9 pm

NEW! Meeting Procedures • XWRK 0420

Explore meeting procedures and look at parliamentary procedures as outlined in Robert's Rules of Order.

Fee: \$100 (+ text \$15)

Date: Jan 28; Saturday, 9 am – 4 pm

NEW! Business Communications 1 • XWRK 0080

This course provides a comprehensive, up-to-date, and relevant review of the use of correct English grammar, punctuation, spelling and writing skills. You will practice applying the principles learned in each segment of the course, and reinforce your skills through exercises, assignments, and tests. Good communication skills are essential to a successful career in a business environment.

Fee: \$225 (+ text)

Dates: Feb 27 – Apr 5; Mondays & Wednesdays, 5 – 8 pm



NEW! Business Communications 2 – Business Writing • XWRK 0922

Students write and compose business communications while incorporating effective letter and report writing techniques, and correct grammar, punctuation and spelling. Oral communication is also an integral part of the course.

Fee: \$225 (+ text)

Dates: Apr 10 – May 17; Mondays & Wednesdays, 5 – 8 pm

Cashier Training • XWRK 0400

Learn how to use an electronic cash register, cashiering skills and customer service. This is an entry-level course requiring no previous training or experience. For some it is a means to a first job, while for others it's a springboard to more challenging goals. Certificate upon successful completion.

Fee: \$300

Date: May 10 & 11; Wednesday & Thursday, 9 am – 3:30 pm

Computers

Computer Certificate I

The Computer Certificate consists of five courses, four required and one elective. This program develops the level of computer literacy that you need to compete in today's job market.

Required Courses:

- The Operating System: Windows 10
- Word-processing on the Computer: Microsoft Office Word 2016
- Spreadsheets on the Computer: Microsoft Office Excel 2016
- Database Management on the Computer: Microsoft Office Access 2016
- Elective Courses: (choose only one)
- Desktop Publishing: Microsoft Office Publisher 2016
- Introduction Professional Presentations: Microsoft Office PowerPoint 2016
- Accounting on the Micro-Computer: Sage 50 Accounting

Accounting on the Computer - Sage 50 • YMCR 5150

Learn the fundamental features and concepts of the Sage Accounting software program, and how to design, establish and manage an accounting system for a small business. This course is not intended to teach accounting principles.

Requirements: flash drive

Prerequisites: Computer file management skills and basic bookkeeping skills

Fee: \$385

Dates: Apr 4 – May 4; Tuesdays & Thursdays, 5 – 8 pm

Spreadsheets Level 1 – Excel (Microsoft Office 2016) • YMCR 5140

Do you need to create and format spreadsheets so you can analyze and share information to make better-informed decisions? This course is a good introduction of basic spreadsheet concepts.

Prerequisite: The Operating System (YMCR 5030) or computer file management knowledge.

Fee: \$385

Dates: May 23 – Jun 22; Tuesdays and Thursdays, 5 – 8 pm

Contact the Lillooet office at 250-256-4296 or email mhohner@tru.ca to be placed on an interest list for any of the following computing courses:

Database Management - Access (Microsoft Office 2016) • YMCR 5160

This 28-hour course is designed for students wishing to gain a basic understanding of a relational database software program. Learn the basic concepts of database structure and design by creating a working model. Be prepared to devote additional hours of non-class time to exercises and project work.

Prerequisite: The Operating System or computer file management knowledge, flash drive

Fee: \$385

Spreadsheets Level 2 – Excel (Microsoft Office 2016) • XYMC 0600

Students acquire a higher-level of proficiency by using Microsoft Excel to create electronic spreadsheets, for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, and developing a custom Excel application. This course is a continuation of the material offered in YMCR 5140: Spreadsheets 1. Prerequisite: Spreadsheets Level 1 – YMCR 5140

Fee: \$385

Database Management - Access (Microsoft Office 2016) • YMCR 5160

This 28-hour course is designed for students wishing to gain a basic understanding of a relational database software program. Learn the basic concepts of database structure and design by creating a working model. Be prepared to devote additional hours of non-class time to exercises and project work.

Prerequisite: The Operating System or computer file management knowledge, flash drive

Fee: \$385

Professional Presentations - PowerPoint (Microsoft Office 2016) • YMCR 6150

Learn how to communicate with power! With this course you will learn not only how to get attention of a group and persuade that group to act but also how to present ideas so that they are meaningful, memorable and captivating. Moreover, you will discover that how ideas are presented is as important as the ideas themselves. Therefore, the goal of this course is to develop the skills and techniques required to present presentations using Microsoft PowerPoint presentation program Prerequisite: The Operating System or computer file management knowledge, flash drive

Fee: \$385

NEW! Intro to Web Page and Design (Microsoft Office 2016) • XPCS 0260

An introductory course to familiarize students with the concepts involved in creating web pages for business. Students will be introduced to HTML (Hypertext Markup Language) and then move into Microsoft FrontPage to design web pages. The student will have the opportunity to apply the knowledge to business applications and projects. Prerequisite: The Operating System or computer file management knowledge, flash drive

Fee: \$385

Ouch! You Cancelled the Program!

Sorry, but excellent courses are sometimes cancelled when everyone waits until the last minute to register. We make a decision three business days prior to a course or program's start date to allow for proper presentation.

Please register early to avoid disappointment for yourself and others. You are registered when you have paid for a course in full or we have a sponsorship letter in hand and you have received a registration data form.



First Aid

Occupational First Aid Level 1 • XOCH 0800

This 7-hour WorkSafe BC program equips you with the emergency skills needed to stabilize an injured person until trained help arrives. Areas covered include bleeding control, CPR and conscious and unconscious choking.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Prerequisite: age 16 +

Fee: \$160

Dates: (choose only one)

Feb 25; Saturday, 8:30 am – 4:30 pm (Lillooet)

May 6; Saturday, 8:30 am – 4:30 pm (Lytton)

Transportation Endorsement • XOCH 0780

As an endorsement to the WorkSafe BC Level 1 certificate, this course meets the needs of those responsible for transporting injured workers to medical aid from more remote settings. You must hold your Occupational First Aid WorkSafe BC Level 1 certificate to receive the endorsement. Endorsement expires with the WorkSafe BC Level 1 certificate.

Prerequisite: Current OFA Level 1 certification

Fee: \$160

Dates: (choose only one)

Feb 26; Sunday, 8:30 am – 4:30 pm (Lillooet)

May 7; Sunday, 8:30 am – 4:30 pm (Lytton)

WorkSafe BC Occupational First Aid Level 3

• XOCH 0820

OFA Level 3 courses qualify candidates for certification by WorkSafe BC as first aid attendants in industry. This course has achieved recognition in every province across Canada. This is a significant approval, specifically towards those employees of the oil and gas industry, logging, mining and other similar endeavours in the north. This program enables those employees to secure a first aid certificate recognized in Canada from coast to coast.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, recreation centre pass, BCID, or passport.

Prerequisites: age 16 + and have at least a Grade 10 reading comprehension skills

Fee: \$1150

Date: (choose only one)

Feb 20 – March 3; Monday - Friday, 8:30 am – 4:30 pm

Exam Date: Saturday, March 4 (Lillooet)

May 1 – May 12; Monday - Friday, 8:30 am – 4:30 pm

Exam Date: Saturday, May 13 (Lytton)

Forestry

Get Your Training Now and Be Ready for Fire Season!

Fire Suppression/Entrapment S100 / S185

• XFOR 0980

The S-100/S-185 Basic Fire Suppression and Safety course is comprised of the key learning objectives from the S-130 Fundamentals of Fire Fighting, S-190 Safety and Fire Behaviour, and S-232 Portable Pumps and Water Delivery Systems Courses. Firefighting is a physically demanding occupation requiring a high level of fitness. It is not unusual for a fire fighter to have to carry 60 pounds up steep terrain. Please judge your level of fitness by this example.

Fee: \$215

Dates: (choose only one)

Jan 26 & 27; Thursday & Friday, 8:30 am – 4:30 pm

Apr 18 & 19; Tuesday & Wednesday, 8:30 am – 4:30 pm

Fire Suppression Recertification S100A

• XFOR 0990

Fee: \$50

Dates: (choose only one)

Jan 27; Friday, 8:30 am - 4:30 pm

Apr 19; Wednesday, 8:30 am – 4:30 pm

ENFORM Level 1 Chainsaw Safety

• XFOR 0880

This 3-day ENFORM certified course is Level 1 — Chainsaw/Powersaw Basics. It covers instruction in personal and worksite safety, hazard assessment and control, chainsaw inspection and maintenance, chainsaw handling and operations, and safe limbing and bucking practices.

Requirements: age 16 +, appropriate clothing for work, steel-toed boots and work gloves.

Fee: \$950

Dates:

Jan 23 – 25; Monday - Wednesday, 8:30 am – 4:30 pm

Apr 24 – 26; Monday - Wednesday, 8:30 am – 4:30 pm



TRU 2017 Schedule At A Glance: LILLOOET/LYTTON

LILLOOET/LYTTON

JANUARY	Jan 09 – Feb 23	Monday/Wednesday	5 pm – 7:30 pm	Bookkeeping Level 2	XBKP 0610	\$225 +
	Jan 16 – Jan 21	Monday-Saturday	5 pm – 9 pm & 8:30 am – 4:30 pm (Saturday)	MS Office Fast Track	XPCS 0780	\$385
	Jan 17 – Feb 2	Tuesday/Thursday	6 pm – 8 pm	Spanish Essentials	XSPN 0300	100 +
	Jan 23,24,25	Monday/Tuesday/Wednesday	8:30 am – 4:30 pm	ENFORM Chainsaw Safety	XFOR 0880	\$950
	Jan 26 & 27	Thursday/Friday	8:30 am – 4:30 pm	Fire Suppression S100& Entrapment S185	XFOR 0980	\$215
	Jan 26	Thursday	5 pm – 9 pm	Minute Taking	XWRK 0950	\$75 +
	Jan 28	Saturday	9 am – 4 pm	Meeting Procedures	XWRK 0420	\$100 +
	Jan 30	Monday	9 am – 5 pm	Foodsafe	XOCH 0850	\$115
FEBRUARY	Feb 7 – Mar 9	Tuesday/Thursday	6 pm – 8 pm	Spanish Level 2	XSPN 0400	\$150 +
	Feb 17/18/19	Fri/Sat/ Sun	5 pm-9 pm, 9 am-4 pm	Small Engine Repair	XMEC 0600	\$250 +
	Feb 20-Mar 4	Monday-Friday	8:30 am -4:30 pm	OFA Level 3-Exam Mar 4	XOCH 0820	\$1,150
	Feb 25	Saturday	8:30 am – 4:30 pm	OFA Level 1	XOCH 0800	\$160
	Feb 26	Sunday	8:30 am – 4:30 pm	Transportation Endorsement	XOCH 0780	\$160
	Feb 27 – Apr 6	Monday/Wednesday	5 pm – 8 pm	Business Communications 1	XWRK 0080	\$225 +
MARCH	Mar 5	Sunday	9 am – 4 pm	Roadside Emergency Preparedness	XDRV 0200	\$150+
	Mar 14 –Apr 13	Tuesday/Thursday	6 pm – 8 pm	Intro to St'at'imc Language 1	XFNL 0300	\$150 +
	Mar 18	Saturday	8:30 am – 4:30 pm	Pruning & Grafting	XHRT 0300	\$150
	Mar 18/19	Saturday/Sunday	8:30 am – 4:30 pm	Traffic Control-Lytton	XFLG 0610	\$325
	Mar 20/21	Monday/Tuesday	8:30 am – 4:30 pm	Traffic Control-Lillooet	XFLG 0610	\$325
	Mar 23/24/25/ 26/ 27	Thu/Fri/ Sat/Sun/ Mon	8:30 am -12:30 pm or 1 -5 pm	WHMIS-Ashcroft /Lytton/ Lillooet	XOCH 0860	\$30
	Mar 23/24/25/ 27	Thu/Fri/ Sat/ Mon	1 pm – 5 pm	TDG- Ashcroft /Lytton/ Lillooet	XDRV 0620	\$75
	Mar 26	Sunday	9 am – 5 pm	Foodsafe-Lillooet	XOCH 0850	\$115
APRIL	Apr 4 – May 4	Tuesday/Thursday	5 pm – 8 pm	Simply Accounting-SAGE-Lillooet	YMCR 5150	\$385
	Apr 10–May 17	Monday/Wednesday	5 pm – 8 pm	Business Communications 2	XWRK 0922	\$225 +
	Apr 18/19	Tuesday/Wednesday	8:30 am – 4:30 pm	Fire Suppression S100& Entrap S185	XFOR 0980	\$215
	Apr 22	Saturday	9 am – 5 pm	Foodsafe-Lytton	XOCH 0850	\$115
	Apr 22/23	Saturday/Sunday	8:30 am – 4:30 pm	Grow your Own Organic Food	XFOO 0540	\$225
	Apr 24/25/26	Mon/Tue/ Wed	8:30 am – 4:30 pm	ENFORM Chainsaw Safety	XFOR 0880	\$950
	Apr 27	Thursday	5 pm – 6:30 pm	Bike Maintenance Clinic	XADV 0530	FREE
MAY	May 1-May 13	Mon-Fri (2 weeks)	8:30 am – 4:30 pm	OFA Level 3 - exam May 13 Lytton	XOCH 0820	\$1,150
	May 6	Saturday	8:30 am – 4:30 pm	OFA Level 1 - Lytton	XOCH 0800	\$160
	May 7	Sunday	8:30 am – 4:30 pm	Transportation Endorsement Lytton	XOCH 0780	\$160
	May 9-Jun 8	Tuesday/Thursday	6 pm – 8 pm	Intro to St'at'imc Language 2	XFNL 0302	\$150 +
	May 10/11	Wednesday/ Thursday	9 am – 3:30 pm	Cashier Training-Lillooet	XWRK 0400	\$300
	May 23-Jun 22	Tuesday/Thursday	5 pm – 8 pm	Spreadsheets-Excel	YMCR 5140	\$385
	May 27	Saturday	8:30 am – 4:30 pm	Composting	XHRT 0890	\$150
	May 27	Saturday	9 am – 5 pm	Foodsafe-Lillooet	XOCH 0850	\$115
	May 28	Sunday	8:30 am – 4:30 pm	ATV Safety	XOCH 0940	\$275
	May 29	Monday	8:30 am – 4:30 pm	H2S Alive	XWRK 0860	\$300
	May 30	Tuesday	8:30 am – 4:30 pm	Fall Protection/Restraint	XOCH 0520	\$300
May 31	Wednesday	8:30 am – 4:30 pm	Confined Space	XWRK 0880	\$300	
JUNE	Jun 3/4/5	Fri/Sat/ Sun	6 – 10 pm/8:30am-4:30	Air Brakes	XDRV 0610	\$310
	Jun 12/13	Monday/Tuesday	8:30 am – 4:30 pm	Traffic Control-Lytton	XFLG 0610	\$325

DATES SUBJECT TO CHANGE, CALL TO CONFIRM.

Health & Safety

FoodSafe Level 1 • XOCH 0850

This program is appropriate for food handlers, kitchen staff and dining room attendants. Course content includes the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases and maintaining a sanitary food service operation.

Fee: \$115

Dates: (choose only one)

March 26; Sunday, 9 am – 5 pm (Lillooet)

Apr 22; Saturday, 9 am – 5 pm (Lytton)

May 27; Saturday, 9 am – 5 pm (Lillooet)

WHMIS 2015 • XOCH 0860

Changes to WHMIS

In 2015, WHMIS was updated to align Canada's system with the US and other major trading partners. WHMIS 1988 is being phased out and by Dec. 1, 2018 only the new WHMIS 2015 will be used. For three days only, TRU will be bringing an instructor to the region to offer WHMIS training at unbeatable prices. Get updated! Face to face instruction for online pricing!

Fee: \$30 (with 100 or more registrations over five days)

Dates: (choose only one session)

March 23; Thursday, Session 1: 8:30 am – 12:30 pm (Ashcroft)

March 24; Friday, Session 2: 8:30 am – 12:30 pm (Lytton)

March 25; Saturday, Session 3: 8:30 am – 12:30 pm &

Session 4: 1 pm – 5 pm (Lillooet)

March 26; Sunday, Session 5: 8:30 am – 12:30 pm (Lillooet)

March 27; Monday, Session 6: 8:30 am – 12:30 pm (Lillooet)

Transportation of Dangerous Goods

• XDRV 0620

The Transportation of Dangerous Goods course was developed to protect the public from the dangers of transportation accidents involving dangerous goods. The instructor guides you through the proper procedure for identification, inspection and transportation of these dangerous substances. A must for shippers, receivers, warehouse personnel and especially those who transport dangerous goods.

Fee: \$75

Dates: (choose only one session)

• March 23; Thursday, 1 – 5 pm (Ashcroft)

• March 24; Friday, 1 – 5 pm (Lytton)

• March 26; Sunday, 1 – 5 pm (Lillooet)

• March 27; Monday, 1 – 5 pm (Lillooet)

Traffic Control Certification • XFLG 0610

The BCCSA is the WorkSafe BC approved certifier of all high-risk traffic control persons in BC. This 2-day standardized course for Traffic Control Persons (TCPs) consists of classroom and practical training. Upon successful completion a three-year record of completion will be issued.

Requirements: CSA safety-toed boots

Fee: \$325

Dates: (choose only one)

Mar 18 & 19; Saturday & Sunday, 8:30 am – 4:30 pm (Lytton)

Mar 20 & 21; Monday & Tuesday, 8:30 am – 4:30 pm (Lillooet)

Jun 12 & 13; Monday & Tuesday, 8:30 am – 4:30 pm (Lytton)



NEW! ATV Safety Training • XOCH 0940

The ATV Safety course is hands-on, with particular emphasis on the safety implications relating to each lesson. The course will cover protective gear, environmental concerns, local laws and safety techniques. Specific topics introduced are operator pre-trip inspection, use of personal protective apparel, operating skills according to the ATV manufacturer's instruction, basic mechanical requirements, and loading and unloading of the vehicle. Requirements: an ATV in good working condition (ATVs must be safety approved, no lift kits, no carrying boxes, etc.), a CSA-approved helmet, gloves, long-sleeved shirt, full-length shirt & full-length pants, boots (work or hiking, no runners), and your lunch/snacks

Prerequisites: age 16 +

Fee: \$275

Dates: May 28; Sunday, 8:30 am – 4:30 pm

Confined Space • XWRK 0880

Personnel who enter confined spaces using the permit entry procedure must receive training. This operational course covers requirements and conditions for permitted entry, hazard recognition, use of personal protective equipment, entry procedures and precautions and much more.

Prerequisites: Fall Protection certification strongly recommended

Fee: \$300

Dates: May 31; Wednesday, 8:30 am – 4:30 pm

Fall Restraint/Fall Protection**• (OSSA) XOCH 0520**

The essential elements of this industrial safety program include identifying the location's fall hazards posed by falling objects, establishing the methods through which the hazards will be controlled, developing a rescue procedure, training you to use the fall protection equipment and comply with the location's work policies and rescue procedures, and equipment maintenance.

Fee: \$300

Dates: May 30; Tuesday, 8:30 am – 4:30 pm

H2S Alive—Sour Gas Training • XWRK 0860

This 1-day operational course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H₂S). You will be required to operate a self-contained breathing apparatus, a detector tube device and perform rescue breathing on a mannequin.

Fee: \$300

Dates: May 29; Monday, 8:30 am – 4:30 pm

Trades

Air Brake Certification • XDRV 0610

The Air Brake Certification course prepares you for examination by the Insurance Corporation of BC (ICBC) for air endorsement to operate air brake-equipped vehicles on highways and industrial roads. There are 16 hours of classroom (theory) and 4 hours of practical instruction.

Fee: \$310

Dates: June 2, 3 & 4; Friday 6 pm – 10 pm, Saturday & Sunday 8:30 am – 4:30 pm

Small Engine Repair • XMEC 0600

Do you have to pull the starter cord on your weed-eater or chainsaw until your arm is rubber? Do you need to remove the air filter on your lawnmower before it will start? Does your fishing boat motor sputter and die the first time on the water? Do you know what the repair people are talking about when they do a tune-up on your tiller in the spring?

Requirements: bring a small engine (lawn mower, chainsaw, etc) item to class

Fee: \$250 (+ supplies)

Dates: Feb 17 – 19; Friday, 5 - 9 pm, Saturday & Sunday, 9 am - 4 pm



General Interest

NEW! Roadside Emergency Preparedness •XDRV 0200

Having your vehicle break down can be a stressful experience, especially if you are unprepared for what to do next. Proper planning and preparedness is key to being ready in a roadside emergency event. This 6-hour workshop will walk you through tips on how to handle that roadside emergency scenario as well as tire health, tire pressure checks, uneven tread wear (what could it mean?), changing a flat tire, looking under the hood, checking fluid levels, engine oil, brakes, power steering, automatic transmission, coolant, condition of belts and hoses, and radiator airflow.

Fee: \$150 (+ roadside emergency kit to take home)
Date: Mar 5; Sunday, 9 am – 4 pm,
Secondary School Shop

Plant Grafting and Pruning

In this course you will learn to create fruit trees that can bear a variety of different fruits. Participants will get the opportunity to practice grafting and master the process by the end of class. We will also discover different pruning techniques and learn the theory of winter fruit tree pruning.

Fee: \$150
Date: Mar 18; Saturday, 8:30 am – 4:30 pm,
Location TRU and T'it'qet Community Garden

Grow Your Own Organic Food

In this two-day hands-on course you will learn about garden planning, soil health, seed starting, transplanting, weed management, watering, and organic pest control. By the end of this course you will learn all that is necessary to start, maintain, and eat from your own garden. So what are you waiting for, let's start "Growing"!

Fee: \$225
Dates: Apr 22 & 23; Saturday & Sunday, 8:30 am – 4:30 pm,
Location TRU and T'it'qet Community Garden

Backyard Composting –Turning Organic Waste into Healthy Food

Composting is recycling at its best. In this course you will be learning about the process of backyard composting, worm composting, recipe, and compost use. Don't throw away your organic waste, learn how to turn it into what gardeners call 'Black Gold'.

Fee: \$150
Date: May 27; Saturday, 8:30 am – 4:30 pm,
Location TRU and T'it'qet Community Garden

Language & Culture

NEW! Intro to St'át'imc Language 1 • XFNL 0300

An Introduction to St'át'imc Language, offered for the first time at TRU, is designed for anyone who would like to learn to speak St'át'imc and learn more about St'át'imc culture through learning the language. Approved and taught by the St'át'imc language authority's certified St'át'imc teachers.

Fee: \$150 (+ books & supplies)
Date: Mar 14 – Apr 13; Tuesdays & Thursdays, 6 – 8 pm

NEW! Intro to St'át'imc Language 2 • XFNL 0302

Keep on learning the St'át'imc language with Level 2. St'át'imc Language is offered for anyone who would like to learn to speak St'át'imc and learn more about St'át'imc culture through learning the language. Approved and taught by the St'át'imc language authority's certified St'át'imc teachers.

Prerequisites: Intro to St'át'imc Language 1
Fee: \$150 (+ books & supplies)
Date: May 9 – Jun 8; Tuesdays & Thursdays, 6 – 8 pm

Spanish Travel Essentials • XSPN 0300

Language: it is a big, big deal. There is no way to overemphasize the importance of learning even the bare minimum before you travel to a foreign country—a country where you cannot rely on your own language. If you are an independent traveler (especially of the budget variety) or if you just want to mix with the locals as much as possible, you should definitely try to learn the basics before you travel.

Fee: \$100 (+ textbook)
Dates: Jan 17 – Feb 2; Tuesday & Thursday, 6 – 8 pm

Please give us your **FEEDBACK!**

Please do not hesitate to tell us if we can improve our products, services or quality. We encourage feedback so that we can provide the education and training that is relevant to our communities.

Conversational Spanish Level 2 • XSPN 0400

Did you enjoy Conversational Spanish Beginner Level 1? This course will take you to the next level. By learning more advanced structures and vocabulary, you will be able to function and make conversation with the locals in Spain and Latin American countries.

Pre-requisites: Conversational Spanish Beginner Level 1

Fee: \$150 (+ textbook)

Dates: Feb 7 – Mar 9; Tuesdays & Thursdays, 6 – 8 pm

The following courses can be arranged on demand for online delivery or face-to-face, anywhere in the region:

WHMIS 2015 online	\$75
TDG online	\$75
CSTS-09 or PST online	\$100
Serving It Right	\$100
World Host	Price varies per module

Camp/Prep Cook Training Program (Call for a quote)

CS courses can be delivered anywhere in the region. If you don't see the course you want listed, call to inquire, we are happy to bid on both credit and non-credit courses and programs.

Dates subject to change, call to confirm.

To reduce the chances of a course being cancelled, register early and sign up with a friend! If you have an idea for a course not listed, call the coordinator, chances are we can offer it in your community.



ASHCROFT/CACHE CREEK COURSE LISTINGS

Community

Coordinator:

Margaret Hohner

Mailing Address:

Box 339

Lillooet, BC V0K 1V0

Office Address:

#10-155 Main Street

Telephone:

250-256-4296

Fax:

250-256-4278

Email:

mhohner@tru.ca

Online Registration:

<http://www.tru.ca/regionalcentres/lillooet>

Your call is extremely important. If you can't reach us by phone, please email to request information or a meeting time. Most courses can be delivered in any community in the region upon request.



All Ashcroft Courses are held at the Ashcroft HUB:

Ashcroft HUB Society
711 Hill St., PO Box 599
Ashcroft, BC V0K 1A0
Phone: 250-453-9177

Business

NEW! Accounting on the Computer - Sage 50 • YMCR 5150

Learn the fundamental features and concepts of the Sage Accounting software program, and how to design, establish and manage an accounting system for a small business. This course is not intended to teach accounting principles. Basic bookkeeping knowledge is necessary for maximum benefit from this course.

Requirements: flash drive

Prerequisites: computer file management skills, basic bookkeeping skills

Fee: \$475 (+ text)

Dates: Mar 3 – Apr 1; Fridays: 5 – 8 pm, Saturdays, 9:30 am – 12:30 pm

NEW! Business Math and Calculators

• XBKP 0010

In this 20-hour course you will review basic math skills specifically related to business documents and activities and develop operating techniques and skills in the use of electronic printing calculators. The course emphasizes business problem solving. Highly recommended as a pre-requisite to Bookkeeping Level 1.

Fee: \$275 (+ text & calculator)

Dates: Mar 6, 9, 13, 16, Apr 3, 6, 10; Mondays & Thursdays, 5 – 8 pm

NEW! Bookkeeping Level 1 • XBKP 0600

This 44-hour, hands-on course gives you a grounding in double-entry accounting theory and an introduction to bookkeeping methods and related clerical procedures, such as petty cash and banking procedures. Students must receive 70% to obtain a completion certificate.

Prerequisite: Business Math and Calculators highly recommended

Fee: \$475 (+ text & working papers)

Dates: Apr 13 – Jun 22; Thursdays, 5 pm – 9 pm

Cashier Training • XWRK 0400

Learn how to use an electronic cash register, cashiering skills and customer service. This is an entry-level course requiring no previous training or experience. For some it is a means to a first job, while for others it's a springboard to more challenging goals. Certificate upon successful completion.

Fee: \$300

Dates: Apr 8 & 9; Saturdays & Sundays, 9 am – 3:30 pm

NEW! Minute Taking • XWRK 0950

This course prepares you for meetings at which you have to act as the minute taker. Now you can eliminate most, if not all difficulties while recording accurate minutes. Topics covered include roles and responsibilities of the minute taker and the chair, preparation of formal minutes, preparation of semi-formal minutes and recording action items.

Fee: \$100 (+ text)

Date: Apr 29; Saturday, 9 am – 1 pm

NEW! Meeting Procedures • XWRK 0420

Explore meeting procedures and look at parliamentary procedures as outlined in Robert's Rules of Order.

Fee: \$100 (+ text)

Date: May 6; Saturday, 9 am – 4 pm

Computers

Computer Certificate I

The Computer Certificate consists of five courses, four required and one elective. This program develops the level of computer literacy that you need to compete in today's job market. If the course you want is not on the schedule, call to have your name placed on an interest list. (Microsoft Office 2016)

Required Courses:

- The Operating System: Windows 10
- Word-processing on the computer: Microsoft Office Word 2016
- Spreadsheets on the computer: Microsoft Office Excel 2016
- Database Management on the computer: Microsoft Office Access 2016
- Elective Courses: (choose only one)
- Desktop Publishing: Microsoft Office Publisher 2016
- Introduction Professional Presentations: Microsoft Office PowerPoint 2016
- Accounting on the computer: Sage 50 Accounting

Contact us at 250-256-4296 or email mhohner@tru.ca to be placed on an interest list for the following Computer Certificate I courses.

Database Management - Access (Microsoft Office 2016) • YMCR 5160

This 28-hour course is designed for students wishing to gain a basic understanding of a relational database structure and design by creating a working model. Be prepared to devote additional hours of non-class time to exercises and project work.

Prerequisite: The Operating System or computer file management knowledge, flash drive.

Fee: \$475 (+ text)

Spreadsheets Level 1— Excel (Microsoft Office 2016) • YMCR 5140

Do you need to create and format spreadsheets so you can analyze and share information to make better informed decisions? This course is a good introduction of basic spreadsheet concepts.

Prerequisite: computer file management knowledge (or the Operating System: Windows 10?)

Fee: \$475 (+ text)

Spreadsheets Level 2 – Excel Advanced (Microsoft Office 2016) • XMCR 0600

Students acquire a higher-level of proficiency by using Microsoft Excel to create electronic spreadsheets, for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, and developing a custom Excel application. This course is a continuation of the material offered in YMCR 5140-Spreadsheets Level 1.

Prerequisites: Spreadsheets Level 1

Fee: \$475 (+ text)

Professional Presentations - PowerPoint (Microsoft Office 2016) • YMCR 6150

Learn how to communicate with power. With this course you will learn not only how to get the attention of a group and persuade that group to act but also how to present ideas so that they are meaningful, memorable and captivating.

Prerequisites: computer file management knowledge, flash drive

Fee: \$475 (+ text)

Intro to Web Page and Design (Microsoft Office 2016) • XPCS 0260

An introductory course to familiarize students with the concepts involved in creating web pages for business. Students will be introduced to HTML (Hypertext Markup Language) and then move into Microsoft FrontPage to design web pages.

Fee: \$475 (+ text)

Ouch! You Cancelled the Program!

Sorry, but excellent courses are sometimes cancelled when everyone waits until the last minute to register. We make a decision three business days prior to a course or program's start date to allow for proper presentation.

Please register early to avoid disappointment for yourself and others. You are registered when you have paid for a course in full or we have a sponsorship letter in hand and you have received a registration data form.



First Aid

Occupational First Aid Level 1 • XOCH 0800

This 7-hour WorkSafe BC program equips you with the emergency skills needed to stabilize an injured person until trained help arrives. Areas covered include bleeding control, CPR and conscious and unconscious choking.

Prerequisite: age 16 +

Fee: \$160

Dates: (choose only one)

Feb 19; Sunday, 8:30 am – 4:30 pm

Apr 30; Sunday, 8:30 am – 4:30 pm

Jun 10; Saturday, 8:30 am – 4:30 pm

Transportation Endorsement • XOCH 0780

As an endorsement to the WorkSafe BC Level 1 certificate, this course meets the needs of those responsible for transporting injured workers to medical aid from more remote settings. Endorsement expires with the WorkSafe BC Level 1 certificate.

Prerequisites: OFA WorkSafe BC Level 1 certificate

Fee: \$160

Dates: Jun 11; Sunday, 8:30 am – 4:30 pm

WorkSafe BC Occupational First Aid Level 3 • XOCH 0820

OFA Level 3 courses qualify candidates for certification by WorkSafe BC as first aid attendants in industry. This course has achieved recognition in every province across Canada. This is a significant approval, specifically towards those employees of the oil and gas industry, logging, mining and other similar endeavours in the north. This program enables those employees to secure a first aid certificate recognized in Canada from coast to coast. Register at least two weeks in advance.

Prerequisite: age 16 +

Fee: \$1100

Dates: Jun 5 – Jun 16; Monday - Friday, 8:30 am – 4:30 pm,
Exam Saturday, June 17

Forestry

Wildfire crew member training—get your training now and be ready for fire season

Fire Suppression/Entrapment S100 / S185 • XFOR 0980

The S-100/S-185 Basic Fire Suppression and Safety course is comprised of the key learning objectives from the S-130 Fundamentals of Fire Fighting, S-190 Safety and Fire Behaviour, and S-232 Portable Pumps and Water Delivery Systems Courses. Firefighting is a physically demanding occupation requiring a high level of fitness. It is not unusual for a firefighter to have to carry 60 pounds up steep terrain. Please judge your level of fitness by this example. Wallet cards will be mailed to all successful participants.

Fee: \$215

Dates: Jun 19 & 20; Monday & Tuesday, 8:30 am – 4:30 pm

Fire Suppression Recertification S100A • XFOR 0990

Fee: \$50

Date: Jun 20; Tuesday, 8:30 am – 4:30 pm

ENFORM Level 1 Chainsaw Safety • XFOR 0880

This 3-day ENFORM certified course is Level 1—Chainsaw/Powersaw Basics. It covers instruction in personal and worksite safety, hazard assessment and control, chainsaw inspection and maintenance, chainsaw handling and operations, and safe limbing and bucking practices.

Requirements: age 16 +, appropriate clothing for work, steel-toed boots and work gloves

Fee: \$950

Dates: Jun 23 - 25; Friday - Sunday, 8:30 am – 4:30 pm

**LOOKING FOR
A PERFECT GIFT?
WHY NOT GIVE A COURSE?**



General Interest

Small Engine Repair • XMEC 0600

Do you have to pull the starter cord on your weed-eater or chainsaw until your arm is rubber? Do you need to remove the air filter on your lawnmower before it will start? Does your fishing boat motor sputter and die the first time on the water? Do you know what the repair people are talking about when they do a tune-up on your tiller in the spring? If you answered yes to any of these questions, you might be interested in our Small Engine Repair course.

Requirements: bring a small engine (lawn mower, chainsaw, etc.) item to class

Fee: \$275 (+ supplies)

Dates:

Feb 24 - 26; Friday, 5 - 9 pm, Saturday & Sunday, 9 am - 4 pm



NEW! Roadside Emergency Preparedness

• XDRV 0200

Having your vehicle break down can be a stressful experience, especially if you are unprepared for what to do next. Proper planning and preparedness is key to being ready in a roadside emergency event. This 6-hour workshop will walk you through tips on how to handle that roadside emergency scenario as well as as tire health, tire pressure checks, uneven tread wear (what could it mean?), changing a flat tire, looking under the hood, checking fluid levels, engine oil, brakes, power steering, automatic transmission, coolant, condition of belts and hoses, and radiator airflow.

Fee: \$175 (+ roadside emergency kit to take home)

NEW! ATV Safety Training • XOCH 0940

The ATV Safety course is hands-on, with particular emphasis on the safety implications relating to each lesson. Specific topics introduced are operator pre-trip inspection, use of personal protective apparel, operating skills according to the ATV manufacturer's instruction, basic mechanical requirements, and loading and unloading of the vehicle.

Requirements: an ATV in good working condition (ATVs must be safety approved, no lift kits, no carrying boxes, etc.), a CSA-approved helmet, gloves, long-sleeved shirt, full-length shirt & full-length pants, boots (work or hiking, no runners), and your lunch/snacks

Prerequisites: age 16 +

Fee: \$275



Health & Safety

FoodSafe Level 1 • XOCH 0850

This program is appropriate for food handlers, kitchen staff and dining room attendants. Course content includes the purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation.

Fee: \$115

Dates: Jun 24; Saturday, 9 am – 5 pm

Confined Space • XWRK 0880

Personnel who enter confined spaces using the permit entry procedure must receive training. This operational course covers requirements and conditions for permitted entry, hazard recognition, use of personal protective equipment, entry procedures and precautions and much more. Prerequisites: Fall Protection certification strongly recommended

Fee: \$300

Fall Restraint/Fall Protection (OSSA)

• XOCH 0520

The essential elements of this industrial safety program include identifying the location's fall hazards posed by falling objects, establishing the methods through which the hazards will be controlled, developing a rescue procedure, training you to use the fall protection equipment and comply with the location's work policies and rescue procedures, and equipment maintenance.

Fee: \$300

H2S Alive—Sour Gas Training • XWRK 0860

This 1-day operational course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H₂S). You will be required to operate a self-contained breathing apparatus, a detector tube device and perform rescue breathing on a mannequin.

Fee: \$300

Traffic Control Certification • XFLG 0610

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Requirements: CSA safety-toed boots

Fee: \$325

Dates: (choose only one)

Mar 16 & 17; Thursday & Friday, 8:30 am – 4:30 pm

May 13 & 14; Saturday & Sunday, 8:30 am – 4:30 pm

Jun 10 & 11; Saturday & Sunday, 8:30 am – 4:30 pm

WHMIS 2015 • XOCH 0860

Changes to WHMIS

In 2015, WHMIS was updated to align Canada's system with the US and other major trading partners. WHMIS 1988 is being phased out and by Dec. 1, 2018 only the new WHMIS 2015 will be used. For three days only, TRU will be bringing an instructor to the region to offer WHMIS training at unbeatable prices. Get updated! Face to face instruction for online pricing!

Fee: \$30 (with 100 or more registrations over five days)

Dates: (choose only one session)

March 23; Thursday, Session 1: 8:30 am – 12:30 pm (Ashcroft)

March 24; Friday, Session 2: 8:30 am – 12:30 pm (Lytton)

March 25; Saturday, Session 3: 8:30 am – 12:30 pm & Session 4: 1 pm – 5 pm (Lillooet)

March 26; Sunday, Session 5: 8:30 am – 12:30 pm (Lillooet)

March 27; Monday, Session 6: 8:30 am – 12:30 pm (Lillooet)

Transportation of Dangerous Goods

• XDRV 0620

The Transportation of Dangerous Goods course was developed to protect the public from the dangers of transportation accidents involving dangerous goods. The instructor guides you through the proper procedure for identification, inspection and transportation of these dangerous substances. A must for shippers, receivers, warehouse personnel and especially those who transport dangerous goods.

Fee: \$75



Trades

Air Brake Certification • XDRV 0610

Description?

Fee: \$310

The following courses can be arranged on demand for online delivery or Face-to-Face, anywhere in the region:

WHMIS 2015 online	\$75
TDG online	\$75
CSTS-09 or PST online	\$100
Serving It Right	\$100
World Host	Price varies per module

Camp/Prep Cook Training Program (Call for a quote)

CS courses can be delivered anywhere in the region. If you don't see the course you want listed, call to inquire, we are happy to bid on both credit and non-credit courses and programs.

TRU 2017 Schedule At A Glance: **ASHCROFT/CACHE CREEK**

JAN	Jan 30	Monday	9 am – 5 pm	Foodsafe	XOCH 0850	\$115
FEB	Feb 19	Sunday	8:30 am – 4:30 pm	OFA Level 1	XOCH 0800	\$160
	Feb 24,25,26	Friday/Saturday/ Sunday	5 pm - 9 pm, & 9 am - 4 pm	Small Engine Repair	XMEC 0600	\$275+
MARCH	Mar 3–Apr 1	Friday/Saturday	5 pm – 8 pm & 9:30 am – 12:30 pm	Simple Accounting-SAGE	YMCR 5150	\$475 +
	Mar 4	Saturday	9 am – 4 pm	Roadside Emergency Preparedness	XDRV 0200	\$200+
	Mar 6 – Apr 10	Monday/Thursday	5 pm – 8 pm	Business Math and Calculators	XBKP 0010	\$275 +
	Mar 16/17	Thursday/Friday	8:30 am – 4:30 pm	Traffic Control	XFLG 0610	\$325
	Mar 23/24/25/26/ 27	Thursday/Friday/ Saturday/Sunday/ Monday	8:30 am -12:30 pm or 1 pm -5 pm	WHMIS-Ashcroft /Lytton/ Lillooet	XOCH 0860	\$30
	Mar 23/24/25/ 27	Thursday/Friday/ Saturday/ Monday	1 pm – 5 pm	TDG- Ashcroft /Lytton/ Lillooet	XDRV 0620	\$75
APRIL	Apr 8 & 9	Saturday/Sunday	9 am – 4 pm	Cashier Training	XWRK 0400	\$300
	Apr 13 – Jun 22	Thursday	5 pm – 9 pm	Bookkeeping Level 1	XBKP 0600	\$475 +
	Apr 29	Saturday	9 am – 1 pm	Minute Taking	XWRK 0950	\$100+
	Apr 30	Sunday	8:30 am – 4:30 pm	OFA Level 1	XOCH 0800	\$160
MAY	May 6	Saturday	9 am – 4 pm	Meeting Procedures	XWRK 0420	\$100+
	May 13/14	Saturday/Sunday	8:30 am – 4:30 pm	Traffic Control	XFLG 0610	\$325
JUNE	Jun 5 - 17	Monday-Friday (2 wks)	8:30 am – 4:30 pm	OFA Level 3 – exam Jun 17	XOCH 0820	\$1,150
	Jun 10	Saturday	8:30 am – 4:30 pm	OFA Level 1	XOCH 0800	\$160
	Jun 11	Sunday	8:30 am – 4:30 pm	Transportation Endorsement	XOCH 0780	\$160
	Jun 10/11	Saturday/Sunday	8:30 am – 4:30 pm	Traffic Control	XFLG 0610	\$325
	Jun 24	Saturday	9 am – 5 pm	Foodsafe	XOCH 0850	\$115
	Jun 19/20	Monday/Tuesday	8:30 am – 4:30 pm	Fire Suppression S100& Entrapment S185	XFOR 0980	\$215
	Jun 23/24/25	Friday/Saturday/ Sunday	8:30 am – 4:30 pm	ENFORM Chainsaw Safety	XFOR 0880	\$950

DATES SUBJECT TO CHANGE, CALL TO CONFIRM.
Location: Ashcroft courses delivered at the HUB

BARRIERE COURSE LISTINGS

Community Coordinator: Susan Ross
Mailing Address: Box 1407
 Barriere, BC V0E 1E0
Telephone: 250-672-9875
Fax: 250-672-9875
Email: sross@tru.ca
Web: tru.ca/regional

First Aid

Red Cross Standard First Aid

This comprehensive two-day course covers first aid and cardiopulmonary resuscitation (CPR) skills for those who need training due to work requirements or who want more knowledge to respond to emergencies at home. The course includes the latest first aid and CPR guidelines and meets federal and a variety of provincial/territorial regulations for Standard First Aid and CPR. It exceeds competitors' standards by including injury prevention content, CPR and AED. This course is recommended for students taking the Health Care Assistant program, RCMP depot, swimming instructor, and lifeguard.

Fee: \$195

Dates: Jan 20 & 21; 8:30 am – 4:30 pm, Dutch Lake Community Centre, Clearwater

Occupational First Aid, Level 1 • XOCH 0800

This 7-hour course equips you with the emergency skills needed to stabilize an injured person until trained help arrives. Areas covered include bleeding control, CPR, and conscious and unconscious choking.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, BCID, or passport.

Prerequisite: age 16 +

Fee: \$105

Dates: (choose one)

Feb 3; Friday, 8:30 am – 4:30 pm

Apr 18; Thursday, 8:30 am – 4:30 pm

Jun 10; Friday, 8:30 am – 4:30 pm

Transportation Endorsement • XOCH 0780

This course is designed to prepare Occupational First Aid, Level 1 certificate holders, with the skills and knowledge needed to move and transport injured or ill workers to medical aid.

Prerequisite: Occupational First Aid, Level 1 certificate

Fee: \$110

Date: Apr 19; Friday, 8:30 am – 4:30pm

Forestry

ENFORM Chainsaw Safety • XOCH 0910

This 3-day course covers instruction in personal and worksite safety, hazard assessment and control, chainsaw inspection and maintenance, chainsaw handling and operations, and safe limbing and bucking practices. Recognized by WorkSafeBC.

Fee: \$875

Dates: Apr 11 – 13; Tuesdays – Thursday, 8:30 am – 4:30 pm



Fire Suppression –S100/S185 • XFOR 0980

The S100/S185 Basic Fire Suppression and Safety course is comprised of the key learning objectives from the S-130 Fundamentals of Fire Fighting, S-190 Safety and Fire Behaviour, and S-232 Portable Pumps and Water Delivery Systems courses. Firefighting is a physically demanding occupation requiring a high level of fitness. It is not unusual for a firefighter to have to carry 60 pounds up steep terrain. Please judge your level of fitness by this example. Wallet cards will be mailed to all successful participants.

Fee: \$215

Date: Apr 20 & 21; Thursday & Friday, 8:30 am – 4:30 pm

Fire Suppression Recertification S100A • XFOR 0990

This course arises from WorkSafeBC Occupational Health and Safety Regulation section 2619. The regulation states, in part “workers required to fight forest fires must be re-trained annually”.

Prerequisite: Basic Fire Suppression S-100 course and proof of certification within the last 5 years

Fee: \$100

Date: Apr 20, 8:30 am - noon

Health and Safety

FoodSafe, Level 1 • XOCH 0850

This sanitation program is appropriate for food handlers, kitchen staff and dining room attendants. Course content includes purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases and maintaining a sanitary food service operation.

Fee: \$115

Dates

Apr 29; Saturday, 8:30 am - 5:30 pm

Jan 27 & 28; Friday & Saturday, 9 am - noon

Serving It Right™ • XFOO 0500

Serving It Right™ educates licensees, managers, and servers about their legal responsibilities when serving liquor and provides effective techniques to prevent problems related to the service of liquor. If you are looking for employment or planning to operate a business like a restaurant or pub that serves alcohol this course is a must.

Fee: \$90

Dates: (choose only one)

Mar 10; Friday, 8:30 am – 4:30 pm

Professional Development

True Colours • XSLF 0770

Manage Conflict and Create Personal Success – Course 1 (foundation)

Use the engaging personal assessment program to fine tune what suits you best and what will create the most success for you at work and home. Learn ways to understand others, to avoid conflict, to communicate more easily and to know that you are being heard.

Fee: \$50

Dates: (choose one)

Mar 18; Saturday, 9 am - noon

May 5; Friday, 9 am - noon

Project Management • XWRK 0260

Tools & Techniques, Level 1

This 2-day workshop provides a comprehensive overview of project management techniques so you can effectively plan, manage and control projects based on the standards of the Project Management Institute.

Please call the TRU office, 250 672-9875 to confirm fee.

Dates: Apr 5 & 6; Thursday & Friday, 8:30 am – 4:30 pm



Self-Development Workshops (Online Courses)

Please call the TRU office, 250-672-9875, or email sross@tru.ca to arrange a day and time to complete your course.

Confined Space Pre-Entry • XWRK 0880
Fee: \$60

**Construction Safety Training System
• XCRP 0800**
Fee: \$90

Fall Protection Awareness • XOCH 0520
Fee: \$100

**Ground Disturbance – Supervisory
• XWRK 0590**
Fee: \$160

H2S Awareness • XWRK 0860
Fee: \$75

Lockout/Tagout Awareness • XWRK 0600
Fee: \$60

Petroleum Safety Training (PST) • XENV 0530
Fee: \$80

Transportation Endorsement • XDRV 0620
Fee: \$65

WHMIS • XOCH 0860
Fee: \$65

Lock Out/Tag Out • XWRK 0600
Fee: \$60

Petroleum Safety Training (PST) • XENV 0530
Fee: \$80

**Transportation of Dangerous Goods • XDRV
0620**
Fee: \$65

WHMIS • XOCH 0860
Fee: \$65



ONLINE LEARNING ANYTIME, ANYWHERE ... JUST A CLICK AWAY!

Education2Go • ed2go • XSLF 0580
ed2go.com/tru-clearwater

- Affordable, fun, fast, convenient, and geared just for you. Ed2go offers a wide range of highly interactive courses that you can take entirely over the internet.
- Comprehensive online course in a convenient six-week format
- Expert instructors lead each course, many of who are nationally known
- Interactive learning environment
- Engaging student discussion areas
- New sessions starting monthly, the third Wednesday of each month
- Most courses start at \$125

CLEARWATER COURSE LISTINGS

Community

Coordinator: Susan Ross
Mailing Address: Dutch Lake
 Community Centre,
 209 Dutch Lake Road
 Clearwater, BC
 V0E 1N2

Telephone: 250.674.3530 ext. 107
Fax: 250.674.3540
Email: sross@tru.ca
Web: tru.ca/regional

Your call is extremely important to me. If you can't reach me by phone, please email sross@tru.ca.

Computer Courses

Word Processing on the Computer - Word (Microsoft Office 2013) • YMCR 5350

In this 28-hour course, you will learn to create, edit and search documents, and how to use some of the available extended features.

Prerequisite: The Operation System or Computer File Management knowledge or waiver

Fee: \$385

Dates: Jan 23 – Feb 22; Mondays & Wednesdays, 6:30 – 9:30 pm

Spreadsheets on the Computer - Excel (Microsoft Office 2013) • YMCR 5140

Learn to create and format spreadsheets so you can analyze and share information to make better informed decisions. This course is a good introduction to basic spreadsheet concepts.

Prerequisite: The Operating System or Computer File Management knowledge or waiver

Fee: \$385

Dates: Jan – Feb 23; Tuesdays & Thursdays, 6:30 – 8:30 pm

Accounting on the Computer – SAGE 50 • (Simply Accounting) YMCR 5150

This course is for those who work with and understand the accounting cycle. You will learn the fundamental features and concepts of the Sage 50 accounting software program. Learn to design, establish and manage an accounting system for a small business.

Prerequisite: The Operating System or computer file management skills and basic bookkeeping skills.

Fee: \$385

Dates:

Apr 4 – May 4; Tuesdays & Thursdays, 6:30 – 9:30 pm

Bookkeeping Basics • XBPK 0600

This is a non-credit course that provides an introduction to double entry accounting theory and bookkeeping methods. Related clerical procedures such as banking procedures are also included. Class exercises and homework are designed to provide practical experience. Student must receive 70% on project work to obtain a completion certificate

Prerequisite: Grade 11 or mature student status

Fee: \$375 (+ books)

Dates:

Mar 20 – May 3; Mondays & Tuesday, 6:30 – 9:30 pm

Business Contract Training

TRU can help small business offices to increase their overall productivity starting with a 1 + 4 Assessment & Training. By working closely with the office staff, these sessions have been designed to:

- increase efficiency by training and/or modifying procedures, to gain productivity
- take minutes, not hours for:
- data filter for information
- account reconciliation to ensure proper record keeping
- optimize work flow so nothing is missed

Please call Susan for more information.

Are you interested in buying or selling a business?

Please check out SHIFT, Curriculum for Entrepreneurs:

www.tru.ca/learning/Community/SHIFT

First Aid

Red Cross Babysitter • XOCH 0840

This course offers students key safety, caregiving, playtime and first aid information. They will learn how to start their babysitting business and how to deal with parents and children.

Prerequisites: age 11 +

Fee: \$85

Dates: Apr 22; Saturday, 8:30 am – 4:30 pm

Red Cross CPR/AED • XOCH 0690

Courses on cardiopulmonary resuscitation (CPR) provide the skills needed to recognize and respond to cardiovascular emergencies and choking for adults, children and babies depending on the level of CPR chosen. All include training in the use of an automated external defibrillator (AED). Courses offer training suitable for workplace or general interest. WorkSafeBC recommends workers take a CPR course approximately 18 months into their 3-year certification.

Fee: \$95

Dates: March 6; Monday, 8:30 am – 2:30 pm

Red Cross Standard First Aid

This comprehensive two-day course covers first aid and cardiopulmonary resuscitation (CPR) skills for those who need training due to work requirements or who want more knowledge to respond to emergencies at home. The course includes the latest first aid and CPR guidelines and meets federal and a variety of provincial/territorial regulations for Standard First Aid and CPR. Exceeds competitors' standards by including injury prevention content, CPR and AED. This course is recommended for students taking the Health Care Assistant program, RCMP depot, swimming instructor, and lifeguard.

Fee: \$195

Dates: Jan 20 & 21; 8:30 am – 4:30 pm

Please give us your
FEEDBACK!

Please do not hesitate to tell us if we can improve our products, services or quality. We encourage feedback so that we can provide the education and training that is relevant to our communities.

Wilderness First Aid

Wilderness Medical Associates

Wilderness Medical Associates International is dedicated to the development of remote and practical medicine around the globe. They are medical and rescue professionals, researchers, experienced educators and advocates for healthcare in remote settings and hostile environments. The curriculum is overseen and continually revised by a committee of medical practitioners and has been taught on all seven continents.

Wilderness Advanced First Aid • XOCH 0332

An entry-level course designed for professionals working in significantly remote settings for days or weeks. This course teaches how to manage medical emergencies when hospitals and rescue services may not be available for an extensive time-period.

Fee: \$495

Dates: May 2 - 5; Tuesday - Friday, 8 am – 6 pm

Wilderness First Responder • XADV 2030

The Wilderness First Responder program is the ideal medical training for leaders in remote areas including outdoor educators, guides, military, professional search and rescue teams, researchers and those involved in disaster relief. The curriculum is comprehensive and practical.

Fee: \$880

Dates: May 2 - 9; Tuesday - Tuesday, 8 am – 6 pm

Wilderness First Responder Bridge Course • XOCH 0334

This bridging course upgrades the Wilderness Advanced First Aid (WAFA) to a Wilderness First Responder (WFR) in 4 days. This course must be taken within 3 years of receiving the WAFA certification or equivalent.

Prerequisite: Wilderness Advanced First Aid (WAFA) certification

Fee: \$495

Dates: May 6 - 9; Saturday - Tuesday, 8 am – 6 pm

Wilderness First Aid Responder Recertification • XOCH 0336

This is a recertification course for those who have a current WFR certificate or equivalent training of at least 64 hours in length. Current WMA International Wilderness EMTs may also use this course to recertify with wilderness portion of their certification.

Fee: \$495

Dates: Apr 28 – June 1; Friday – Monday, 8am – 6pm

Occupational First Aid, Level 1 • XOCH 0800

This 7-hour course equips you with the emergency skills needed to stabilize an injured person until trained help arrives. Areas covered include bleeding control, CPR, and conscious and unconscious choking.

Requirements: picture ID. Acceptable photo identification includes driver's license, student card, BCID or passport.

Prerequisite: age 16 +

Fee: \$105

Dates: (choose one only)

Jan 28; Saturday, 8:30 am – 4:30 pm

Mar 1; Wednesday, 8:30 am - 4:30 pm

Apr 13; Wednesday, 8:30 am – 4:30 pm

May 10; Wednesday, 8:30 am - 4:30 pm

Jun 23; Friday, 8:30 am – 4:30 pm

Jul 27; Thursday, 8:30 am – 4:30 pm

Transportation Endorsement • XOCH 0780

This course is designed to prepare Occupational First Aid, Level 1 certificate holders, with the skills and knowledge needed to move and transport injured or ill workers to medical aid.

Fee: \$110

Dates: (choose one only)

Mar 2; Thursday, 8:30 am - 4:30 pm

Jun 24; Saturday, 8:30 am – 4:30 pm

Occupational First Aid, Level 3 • XOCH 0820

This OFA course qualifies candidates for certification by WorkSafeBC as first aid attendants in industry. TRU provides instruction in theory and practice in this in-depth first aid course. Course manuals will be available two weeks prior to the start of class.

Requirements: photo ID. Acceptable photo identification includes driver's license, student card, BCID or passport.

Prerequisites: age 16 +

Fee: \$825

Dates:

Jan 30 – Feb 10; Monday – Friday, 8:30 am – 4:30 pm

Health and Safety

Serving It Right™ • XFOO 0500

Serving It Right™ educates licensees, managers, and servers about their legal responsibilities when serving liquor and provides effective techniques to prevent problems related to the service of liquor. If you are looking for employment or planning to operate a business like a restaurant or pub that services alcohol this course is a must.

Fee: \$90

Dates: (choose one only)

Feb 17; Friday, 8:30am – 4:30 pm

May 20; Saturday, 8:30 am – 4:30 pm

Traffic Control Person (TCP) • XFLG 0610

The BCCSA is the WorkSafeBC-approved certifier of all high-risk traffic control persons in BC. This 2-day standardized course for Traffic Control Persons consists of classroom and practical training. Upon successful completion, a three-year record of completion will be issued.

Requirements: CSA safety-toed boots (high top, green triangle). A passport-sized photo is required for the certificate.

Fee: \$375

Dates: (choose one only)

Apr 22 & 23; Saturday & Sunday, 8:30 am – 4:30 pm

Jun 3 & 4; Saturday & Sunday, 8:30 am – 4:30 pm

FoodSafe, Level 1 • XOCH 0850

This sanitation program is appropriate for food handlers, kitchen staff and dining room attendants. Course content includes purchase and storage of potentially hazardous foods, personal hygiene, the causes of food borne diseases, and maintaining a sanitary food service operation.

Fee: \$115

Dates: (choose one only)

Jan 27 & 28; Friday & Saturday, 9 am - noon

Apr 7 & 8; Friday, 6:30pm – 9:30pm, Saturday, 9am – 3pm

Jun 2 & 3; Friday, 6:30pm – 9:30 pm,

Saturday, 9am – 3 pm

Personal Development

True Colours Manage Conflict and Create Personal Success - Course 1 (foundation)

• XSLF 0770

Use the engaging personal assessment program to fine tune what suits you best and what will create the most success for you at work and home. Learn ways to understand others, to avoid conflict, to communicate more easily and to know that you are being heard.

Fee: \$50

Dates: (choose one only)

Mar 17; Friday, 9 am - noon

May 6; Saturday, 9 am - noon

Project Management • XWRK 0260

Tools & Techniques, Level 1

This 2-day workshop provides a comprehensive overview of project management techniques so you can effectively plan, manage and control projects based on the standards of the Project Management Institute. Every participant receives two full days of instruction, comprehensive PM reference binder, certificate of completion and project manager's toolkit.

Fee: TBD

Dates: Apr 20 & 21; Thursday & Friday, 8:30 am - 4:30 pm

World Host Fundamentals • XTOU 0530

This participatory 7-hour workshop addresses the basics of excellent customer service. From handling customer complaints to making great first impressions you will leave with proven and effective techniques to foster repeat business and positive word-of-mouth advertising.

Fee: \$90

Dates: May 12; Friday, 9 am – 4:30 pm



On-line Courses

Please call the TRU Clearwater office, 250-674-3530, or email sgross@tru.ca to arrange a day and time to complete your course.

Confined Space Pre-Entry • XWRK 0880

Fee: \$60

Construction Safety Training System

• XCRP 0800

Fee: \$90

Fall Protection Awareness • XOCH 0520

Fee: \$100

Ground Disturbance – Supervisory

• XWRK 0590

Fee: \$160

H2S Awareness • XWRK 0860

Fee: \$75

Lockout/Tagout Awareness • XWRK 0600

Fee: \$60

Petroleum safety Training (PST) • XENV 0530

Fee: \$80

Transportation of Dangerous Goods

• XDRV 0620

Fee: \$65

WHMIS • XOCH 0860

Fee: \$65



**ONLINE LEARNING
ANYTIME, ANYWHERE ...**

JUST A CLICK AWAY!

ed2go.com/tru-clearwater

Lockout/Tagout • XWRK 0600

Fee: \$60

Petroleum safety Training (PST) • XENV 0530

Fee: \$80

Transportation Endorsement • XDRV 0620

Fee: \$65

WHMIS • XOCH 0860

Fee: \$65

100 Mile House TRU

Mailing Address: Box 2109,
100 Mile House, BC V0K 2E0
Office Address: #1-808 Alpine Avenue
Telephone: 250.395.3115
Email: rbercowski@tru.ca
Fax: 250.395.2894
Web: tru.ca/regional

Register in person or by telephone

Cash, Interac, cheque, money order, VISA, MasterCard, or AMEX.

Barriere/Chase TRU

Mailing Address: Box 1407, Barriere, BC V0E 1E0
Office Address: 4629 Barriere Town Road
Telephone: 250.672.9875
Fax: 250.672.9875
Email: sross@tru.ca
Web: tru.ca/regional

Register in Person

Cash, Interac, cheque, money order, VISA, MasterCard, or AMEX

Register by Phone

VISA, MasterCard or AMEX

Register by Mail

Cheque or money order

Register Online

tru.ca/regionalcentres/barriere

Ashcroft/Cache Creek and Lillooet/Lytton TRU

Mailing Address: Box 339, Lillooet, BC V0K 1V0
Office Address: #10 - 155 Main Street, Lillooet
Telephone: 250.256.4296, Lillooet
Fax: 250.256.4278
Email: mhohner@tru.ca
Web: tru.ca/regionalcentres/lillooet

Register in person, by telephone or online

Cash, Interac, cheque, money order, VISA, MasterCard, or AMEX.

Clearwater TRU

Address: Dutch Lake Community Centre
209 Dutch Lake Road
Clearwater, BC V0E 1N2
Telephone: 250.674.3530 ext. 107
Fax: 250.674.3540
Email: sross@tru.ca
Web: tru.ca/regional

Register in Person

Cash, Interac, cheque, money order, VISA, MasterCard, or AMEX

Register by Telephone

VISA, MasterCard, or AMEX

Register by Mail

Cheque or money order

Register Online

tru.ca/regionalcentres/clearwater

Williams Lake TRU

Address: 1250 Western Avenue
Williams Lake, BC V2G 1H7
Telephone: 250.392.8010
Fax: 250.392.8008
Web: tru.ca/regional

Register in Person

Cash, Interac, cheque, money order, VISA, MasterCard, or AMEX
at Registrar's Office, TRU WL Campus, Room 11:

Register by Telephone

VISA, MasterCard, or AMEX
250.392.8010 or toll free 1.800.663.4936

Register by Mail

Cheque or money order

Register Online

tru.ca/williamslake/cs

Registration is not complete, and you are not considered admitted, until all fees are paid.
A charge of \$25 is levied for NSF cheques.



THOMPSON RIVERS UNIVERSITY,

Continuing Studies Registration Form

- 100 Mile House Barriere/Chase Kamloops Williams Lake
 Ashcroft/Cache Creek Clearwater Lillooet/Lytton

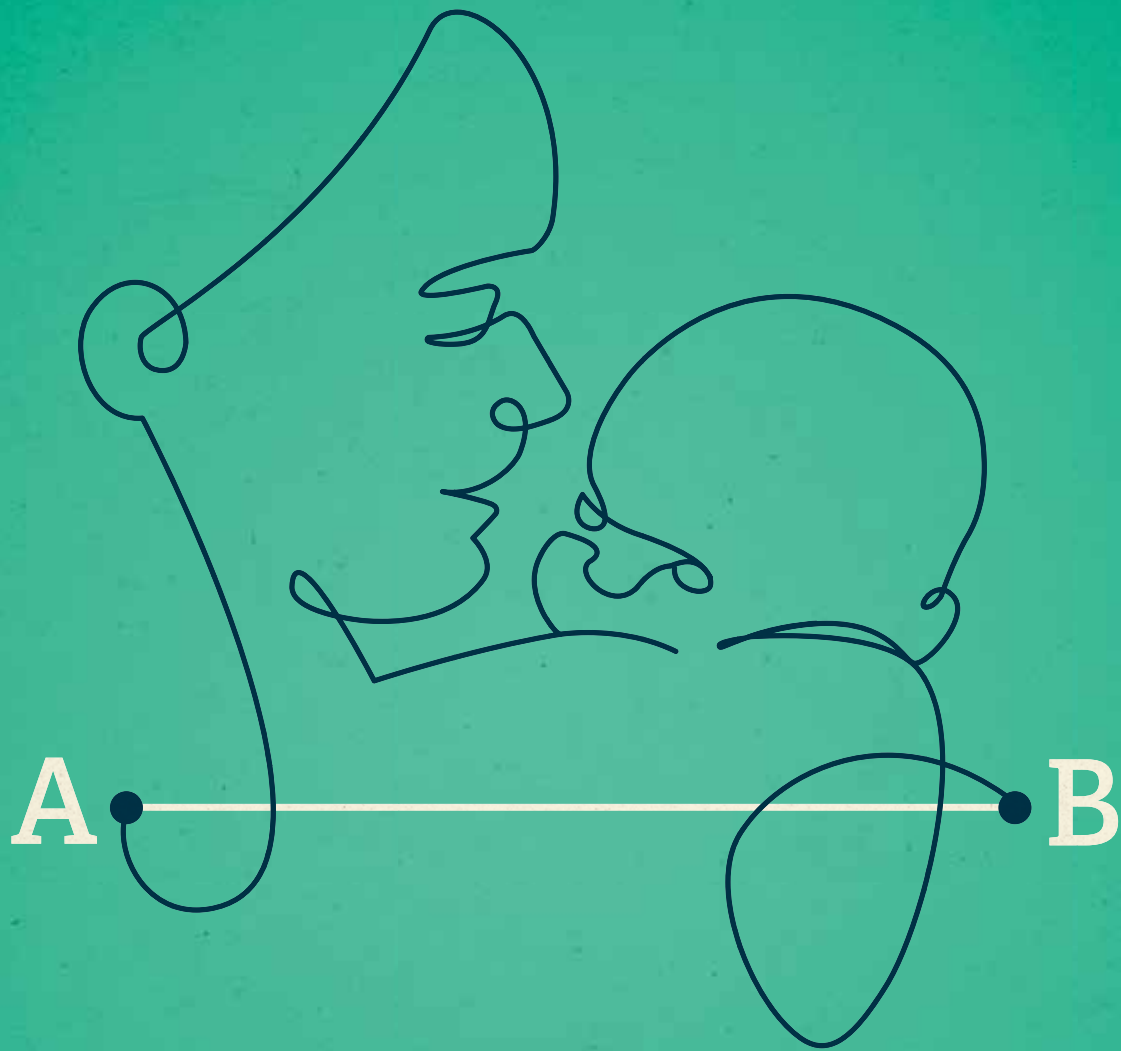
<input type="checkbox"/> New TRU Student	TRU Student #
<input type="checkbox"/> Returning Student	_____

Personal Information	Surname		Birth Name		
	First Name		Middle Name		
	Permanent Mailing Address				
	City		Province	Postal Code	
	Phone Number		Date of Birth <small>DD/MMM/YYYY</small>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Email		Citizenship Status:		Status:
	NOTES:		<input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other		<input type="checkbox"/> Indian/First Nations <small>(incl. status, non-status, Treaty and non-Treaty)</small> <input type="checkbox"/> Métis <input type="checkbox"/> Inuit
<p>Declaration: I certify that all the questions have been answered in full and the information provided is correct and complete. I understand that completion of this signed application permits Thompson Rivers University to request and/or confirm any information necessary to support my application for admission; that submission of any false statements or documents will result in the cancellation of admission or registration to Thompson Rivers University; and that failure to disclose attendance at another post-secondary institution may lead to cancellation of this application.</p> <p>I agree to abide by Thompson Rivers University rules and regulations. I understand that otherwise my admission to or registration in the University may be revoked.</p> <p>Thompson Rivers University collects and creates information about student ("personal information") under the authority of Thompson Rivers University Act, and in accordance with the Freedom of Information and Protection of Privacy Act (British Columbia) and the Personal Information Protection and Electronic Documents Act (Canada), for purposes of admission, registration, and other decisions on students' academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the relevant students' society and alumni association, and will be reported as required by federal or provincial authority. Information regarding the admission of current high school students may be shared with the student's current high school as needed. Any misrepresentation may be shared with other post-secondary institutions. By submitting this application to Thompson Rivers University, students consent to the collection, use, and disclosure of personal information as described above.</p>					
Signature		Date <small>DD/MMM/YYYY</small>			

Course Information	Course Code	Course Name			Fee
	CRN# <small>Internal Use Only</small>	Day/Time	Start <small>DD/MMM/YYYY</small>	End <small>DD/MMM/YYYY</small>	
	Course Code	Course Name			Fee
	CRN# <small>Internal Use Only</small>	Day/Time	Start <small>DD/MMM/YYYY</small>	End <small>DD/MMM/YYYY</small>	
	Course Code	Course Name			Fee
	CRN# <small>Internal Use Only</small>	Day/Time	Start <small>DD/MMM/YYYY</small>	End <small>DD/MMM/YYYY</small>	
Course Code	Course Name			Fee	
CRN# <small>Internal Use Only</small>	Day/Time	Start <small>DD/MMM/YYYY</small>	End <small>DD/MMM/YYYY</small>		

Financial Information	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque (payable to TRU) <input type="checkbox"/> Debit <input type="checkbox"/> Credit		Office use only	
	<i>If paying by credit card, please contact your TRU office:</i>		Total tax deductible fees \$ _____	
	100 Mile House 250.395.3115 Ashcroft/Cache Creek 250.256.4296 Barriere/Chase 250.672.9875 Clearwater 250.674.3530 Kamloops 778.220.3488 Lillooet/Lytton 250.256.4296 Williams Lake 250.392-8010		Total other fees \$ _____	
			TOTAL FEES \$ _____	
			GST 3 R118838531 _____	
			<input type="checkbox"/> ESA _____ <input type="checkbox"/> Sponsored _____	

Please forward your registration form to your local TRU centre by one of the methods listed on the back on this form.



*There's only one
way to go. **Your way.***

Online programs that work with you.

Take the flexible route to your goals. Learn online, part-time, and maintain your family, work and life commitments.

Find your TRU | truopen.ca/yourway



**THOMPSON
RIVERS
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