



CONTINUING STUDIES

Course Offerings | Winter/Summer 2017



**THOMPSON
RIVERS
UNIVERSITY**



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



Julie Bowser

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Rhea Clements

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100 Mile House



Robin Bercowski

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Lillooet/Lytton Ashcroft/Cache Creek



Margaret Hohner

Community Coordinator
250.256.4296
mhohner@tru.ca

Barriere & Clearwater



Susan Ross

Community Coordinator
250.672.9875
sross@tru.ca

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.

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

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 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 19	Sunday	8:30 am – 4:30 pm	OFA Level 1	XOCH 0800	\$160
FEB	Feb 24,25,26	Friday/Saturday/ Sunday	5 pm - 9 pm, & 9 am - 4 pm	Small Engine Repair	XMEC 0600	\$275+
	Mar 3–Apr 1	Friday/Saturday	5 pm – 8 pm & 9:30 am – 12:30 pm	Simple Accounting-SAGE	YMCR 5150	\$475 +
MARCH	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
	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 +
APRIL	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 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
MAY	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
JUNE	DATES SUBJECT TO CHANGE, CALL TO CONFIRM. Location: Ashcroft courses delivered at the HUB					

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.