

CONTINUING STUDIES

2006-2007



Arts & Culture

Business & Career

Computer & Technology

General Interest

Health & Personal Wellness

Natural Resources & Environment

Safety & First Aid

Writing & Publishing

www.unbc.ca/continuingstudies

UNBC

Policies and Procedures

Five Ways to Register

1 - BY PHONE Local: 250-960-5980
Toll Free: 1-866-843-8061

2 - BY FAX 250-960-5984

3 - ONLINE <https://continuingstudies.unbc.ca>

4 - IN PERSON Visit our office located in the Administration Office on the ground floor of the Neyoh residence building.

5 - BY MAIL Continuing Studies 3333 University Way
University of Northern British Columbia Prince George, BC, V2N 4Z9

PAYMENT METHODS

UNBC Continuing Studies accepts payment by:

- VISA
- MasterCard
- American Express
- Cheque
- Money Order
- Debit (in person only)
- Cash (in person only)

The Fine Print

WAIVER

UNBC Continuing Studies accepts no responsibility in the event any course or workshop is either cancelled or not completed as a result of strikes, lockouts, fire, acts of God, or any other cause beyond the control of the department.

UNBC Continuing Studies reserves the right to change or amend its programs, instructors, fee structure, and regulations at any time from those published in this catalog.

REGISTRATION PROCESS

Registrations are processed on a first-come, first-served basis. Early registration is strongly recommended as class sizes are limited to ensure a quality educational experience.

REGISTRATION DEADLINE

A registration deadline for all individual courses is listed for individual courses in the catalog, a minimum of 10 calendar days prior to the course start. This date affects withdrawals, course transfers and course cancellations. Students may register after this date for courses that have sufficient enrollment and seats available.

COURSE FEES

Fees are payable at the time of registration. Post-dated cheques are not accepted. NSF cheques must be replaced with a certified cheque or cash; a charge of \$25 will be levied for each NSF cheque. Fees are payable by cheque, money order, Visa, MasterCard, American Express, Cash or Debit. Goods & Services Tax (GST) is applicable to all course fees.

COURSE CANCELLATIONS

A minimum number of registrations must be received by the registration deadline listed in the catalog. If there is not sufficient registration in a course by the listed date, the course will be cancelled. Should a course be cancelled due to insufficient enrollment or other reasons, a full refund will be processed and sent automatically to any registrants.

CONFIRMATIONS

Confirmations will be distributed when enrollment has been met or five (5) days prior to the course start date by phone or email. Details will include class times, room numbers, what to bring and directions with maps of the campus. Please be sure to include your daytime contact phone number and/or valid email address on your registration form.

TRANSFERS

Course registration may be transferable from one participant to another. Please consult UNBC Continuing Studies for clarification. Transfers will not be accepted after a course has started.

WITHDRAWALS

Notification of withdrawal must be made by telephone, email, fax or letter. Voice mail is not considered an adequate method of notification.

Withdrawals will be in accordance with the following refund policy:

- 10 calendar days before the course starts: FULL REFUND
- Less than 10 calendar days before the course starts: NO REFUND

Exceptions are made on compassionate grounds. In such cases, a written request for refund (letter, fax or email) must be submitted prior to the end of the course or workshop. Exceptional refunds may be issued as full or partial refunds either in the method of original payment or by UNBC Continuing Studies gift certificate.

Under no circumstances will refunds be granted for requests received after the end of a course or workshop.

Table of Contents

Policies and Procedures

1- Table of Contents

2- Schedule at a Glance

7- Arts & Culture

- 7- Film & Theatre
- 7- Dance
- 7- Visual Arts
- 8- Music
- 9- Photography
- 9- Culture
- 10- International Travel Tours

11- Business & Career

- 11- Leadership
- 12- Communications
- 14- Financial Management
- 15- Canadian Risk Management
- 15- Legal & Contract
- 16- Marketing
- 16- Team & Project Management
- 17- General Business Courses

18- Computer & Technology

- 18- Microsoft Office Productivity
- 18- Adobe Creativity
- 19- General Computing
- 20- Macromedia Web Design & Implementation
- 20- Microsoft Certified Systems Training

21- General Interest & Community

24- Health & Personal Wellness

- 24- Alternative Health & Healing
- 25- Personal Wellness
- 26- Mini-Med School
- 27- Message Therapy Online

28- Natural Resources Management and Environment

- 28- General NRME Courses
- 32- Silviculture Surveyor Training
- 33- Wildlife Danger Tree Assessors Certification
- 34- Geographic Information Systems Certification
- 35- GIS and GPS Training

37- Safety & First Aid

39- Writing & Publishing

- 39- Fiction and Poetry
- 39- Publishing and the Business of Writing
- 40- Non-Fiction and Personal Writing
- 40- Business Writing

42- Regional Courses

43- Instructor Biographies

51- Visit Our Website

52- UNBC Campus Map

54- How to Register

55- Registration Form

OUR VISION

To develop and sustain a culture of lifelong learning as a vital partner for learning at the University of Northern British Columbia.

Continuing Studies has a professional commitment to contribute collaboratively with all other university departments and to lead and serve the community by staying responsive to the needs of the North.

Our courses are primarily short duration and geared for both professional development and/or personal interest.

Schedule at a Glance (courses listed by start date)

Courses are held in Prince George unless otherwise stated.

September 2006

21	Music Appreciation	Page 8
25	Silviculture Survey Accreditation Exam (Sorrento)	Page 32
26	Armchair Astronomy	Page 21
28	Silviculture Survey Accreditation Exam Review	Page 32
29	Aquatic Ecology and Limnology Field Course	Page 31

October 2006

2	Wildlife Danger Tree: Wildland Fire Safety (Kamloops)	Page 33
3	Leading Constant Change	Page 11
4	Gender and Communication	Page 12
5	Don't Shoot the Messenger: The Very Best of Customer Service	Page 16
5	Mini-Med: Consumer Health Information on the Internet	Page 27
5	ATV Safety Training	Page 37
9	Namibia: Nature Based Tourism (International Tour)	Page 10
12	Business Planning Workshop	Page 17
12	Silviculture Survey Accreditation Exam (Prince George)	Page 32
12	Mini-Med: Palliative Care	Page 27
11	Developing Strong Presentation Skills	Page 12
13	Creative Dance	Page 7
16	Getting Connected: Practical Computer for Adult Learners	Page 19
16	Advanced Road Deactivation	Page 28
16	Wildlife Danger Tree: Forest Harvesting and Silviculture (Prince George)	Page 33
17	Understanding the Essentials of Project Management	Page 16
17	Microsoft Access Level I	Page 18
19	Stress and the Heart	Page 25
19	Getting Started with Your Digital Camera	Page 9
19	Mini-Med: The Respiratory System	Page 26
20	Emotional Intelligence for Teachers	Page 13
21	Spies, Lies & Videotape	Page 21
21	New Observers to Visual Astronomy (NOVA)	Page 21
21	Introduction to GPS	Page 35
21	Introduction to OziExplorer	Page 36
23	BCTS Certified EMS Training	Page 28
24	Wildlife Danger Tree: Forest Harvesting & Silviculture (Campbell River)	Page 33
24	Critical Incident Stress Management: Level 1 - Individual Crisis Intervention and Peer Support Certification	Page 38
25	Succession Planning (Burns Lake)	Page 17
25	Photography: Fine Tune Your Vision	Page 9
26	Introduction to Six Thinking Hats	Page 11
26	Succession Planning (Prince George)	Page 17
26	Wildlife Danger Tree: Parks & Recreation (Kelowna)	Page 33
26	Mini-Med: Diabetes - The 21st Century Pandemic	Page 26
27	Strategic Thinking and Planning Skills	Page 11
28	Mini-Med: Prevention for Men Over 50	Page 27
28	Thought Field Therapy Training: The Healer Within	Page 24
30	Creating a Positive Productive Workplace	Page 13

November 2006

1	Macromedia Dreamweaver MX	Page 20
1	Migrating Your Micrstation Workflow to ARCGIS ArcView	Page 35
1	Inspection, Reporting and Managing Bridges	Page 30
2	Microsoft Powerpoint Level I	Page 19
2	Mini-Med: Irritable Bowel or Irritable Brain?	Page 26
2	Writing and Selling Magazine Articles	Page 40
4	Forensic Document Examination	Page 21
4	Creative Writing	Page 39
6	GIS Certification: Module One - Data Creation and Manipulation	Page 34
7	Engaging the Adult Learner	Page 17
8	GIS Certification: Module Two - Software Customization, Data Symbolization, Labelling and Map Elements	Page 34
8	Words that Work: Business Writing that Delivers the "Write" Message	Page 40
9	Navigating the Supplement Aisle	Page 24
9	The ABC's of Effective Questionnaire & Survey Design	Page 17
9	Mini-Med: The Skin	Page 26
14	GIS Certification: Module Three - Geodatabases, Attributes and Data Conversion	Page 34
16	Law of Competitive Bidding Update 2006	Page 15
16	Mini-Med: The Kidney	Page 26
16	GIS Certification: Module Four - Vector GIS Analysis and Modelbuilder	Page 34
18	Introduction to OziExplorer	Page 36
18	Self-Publishing Your Book	Page 39
19	Writing Non-Fiction Books	Page 40
20	Diffusing Disruptive and Hostile People	Page 13
20	GIS Certification: Module Five - Raster GIS Analysis	Page 34
21	The Performance Principle: Creating the Right Environment for Project Teams	Page 16
22	Microsoft Word Level I	Page 18
22	Adobe Photoshop CS2	Page 18
22	GIS Certification: Module Six - TINS, Perspectives, Flys, Referencing and Rectification	Page 34
23	Mini-Med: Perimenopause/Menopause	Page 27
25	Let's Improvise	Page 7
27	Cuba: XXIII Havana International Jazz Plaza Festival	Page 10
27	Conflict Management and Resolution	Page 13
27	GPS Field Operators Course - RISC	Page 36
28	Managing in a Unionized Environment	Page 11
30	High Performance Leadership: The Keys to Unlocking the Potential in People	Page 11
30	Mini-Med: Prevention for Women over 50	Page 27

December 2006

2	Syria & Jordan: A Historical Journey (International Tour)	Page 10
7	Engagement Coaching: Equipping Managers to Optimize Results and Performance	Page 12

January 2007

8	Crime Prevention through Environmental Design	Page 38
10	Music Theory	Page 8
10	MORE Successes for Your Business and Grant Proposals - ONLINE	Page 41
13	Creative Dance	Page 7
13	Teaching English to Speakers of Other Languages (TESOL) Certification Training	Page 17
13	Facial Fitness	Page 23
13	Stressbusters: Body, Breath and Energy	Page 25
15	Microsoft Publisher	Page 19
15	Design and Load Your Own Webpage	Page 20
15	Northern Silviculture Committee Association Winter Workshop	Page 29
16	Microsoft Access Level II	Page 18
18	Silviculture Surveys for Contract Administrators (Chilliwack)	Page 32
19	Silviculture Surveys for Contract Administrators (Nanaimo)	Page 32
19	CRM Certification: The Structure of the Risk Management Process	Page 15
20	Spiders, Airplanes and Public Speaking	Page 24
23	The Power of Positive Communication	Page 13
23	Wills, Trusts & Estate Planning	Page 22
23	Advanced Digital Camera Techniques	Page 9
24	The Power of Positive Communication (Quesnel)	Page 13
25	The Power of Positive Communication (Fort St John)	Page 13
25	Introduction to Body Work Practices in a Therapeutic Setting	Page 24
25	Silviculture Surveys for Contract Administrators (Fort St. John)	Page 32
26	Silviculture Surveys for Contract Administrators (Prince George)	Page 32
27	An Introduction to Qi Gong: Prescriptions from the Heart	Page 24
27	Poetry Immersion	Page 39
28	ACT-ivated Leadership	Page 12
29	Geotechnical Engineering & Resource Road Workshop (Campbell River)	Page 28
29	Silviculture Surveys for Contract Administrators (Smithers)	Page 32
30	Critical Incident Stress Management: Level 2 - Small Group Crisis Intervention Certification Training	Page 38
31	Microsoft Excel Level I	Page 18

February 2007

1	Silviculture Surveys for Contract Administrators (Kamloops)	Page 32
2	Silviculture Surveys for Contract Administrators (Kelowna)	Page 32
2	The Art of Negotiation	Page 14
5	Computer Applications in Forest Road Design	Page 30
5	Silviculture Surveys for Contract Administrators (Nelson)	Page 32
6	Adobe InDesign CS2	Page 18
6	Owning Your Financial Future	Page 22
6	Introduction to Wood, Wood Products and Processing	Page 30
9	Ergonomics in the Office: How to Prevent Musculoskeletal Injuries	Page 25
10	Post-Modern Dance	Page 7
10	Drum-Making Workshop	Page 9
12	Beginner Genealogy: Build Your Family Tree	Page 22
12	Geotechnical Engineering & Resource Road Workshop (Kamloops)	Page 28
12	GIS Mapping in Geology/Mining	Page 35
13	Managing and Monitoring Contract Performance	Page 15
17	An Introduction to Meditation and Self-Knowledge	Page 25
19	Microsoft Word Level II	Page 18
19	Introduction to Wine Appreciation	Page 22
20	Techniques for Raising Capital	Page 14
20	A Rough Guide to Looking and Thinking About Art	Page 7
20	Microsoft Outlook	Page 19
21	A Hands-On Introduction to Traditional Japanese Reiki	Page 24
22	The Language of Cooperation: Non-Violent Communication Practices	Page 13
26	Medicine Wheel and Sharing Circle (Prince George)	Page 9
27	Managing with MS Project	Page 16
28	Medicine Wheel and Sharing Circle (Prince Rupert)	Page 9

March 2007

1	The Leader's Voice	Page 12
5	Giving & Receiving Constructive Feedback	Page 14
5	Geotechnical Engineering & Resource Road Workshop (Prince George)	Page 28
5	Mapping for Managers: Get a Grip on GIS	Page 35
5	Air Quality in Prince George	Page 22
6	Maximum Media: For Non-Profits, Artists or Community Organizations	Page 16
6	A Framework for Developing a Due Diligence Program	Page 29
6	The Field to the Desktop: GPS Data and GIS Mapping	Page 35
7	Professional Reliance	Page 29
7	Developing High Performance Teams	Page 14
7	Microsoft Excel Level II	Page 18
8	Microsoft Powerpoint Level II	Page 19
8	Behind the Scenes: Online Publishing	Page 39
8	Developing High Performance Teams	Page 14
8	Change Management in Health Care	Page 12
10	Pen for Hire: The Business of Words	Page 39
11	Your Journal, Your Journey	Page 40
12	A Positive Approach to Stress Management	Page 25
13	Understanding Your Forest Tenure	Page 31
13	Reading for Speed and Comprehension	Page 40
14	Law of Construction Contracting	Page 15
14	Forest Law for First Nations	Page 31
16	Best Practices of Highly Effective Boards	Page 16
16	Contracts for Forest-Based Businesses	Page 31
17	Travel Writing that Pays	Page 40
19	Mediation Skills Training: Intervening as a Third Party	Page 14
19	The Psychology of Happiness	Page 22
24	Film Industry Orientation: So You Wanna Be In The Movies?	Page 7
24	Introduction to OziExplorer	Page 36
26	Macromedia Flash MX	Page 20
26	Comprehensive GPS Training	Page 36

April 2007

10	Geotechnical Engineering & Resource Road Workshop (Fort St. John)	Page 28
10	GIS Certification: Module One - Data Creation and Manipulation	Page 34
12	GIS Certification: Module Two - Software Customization, Data Symbolization, Labelling and Map Elements	Page 34
16	Criminal Psychology: Serial Killers & Psychopathic Minds	Page 22
16	Forest Road Construction Practices & Procedures	Page 28
16	Geotechnical Engineering & Resource Road Workshop (Cranbrook)	Page 28
16	GIS Certification: Module Three - Geodatabases, Attributes and Data Conversion	Page 34
17	Forest Road Construction Practices and Procedures	Page 28
18	GIS Certification: Module Four - Vector GIS Analysis and Modelbuilder	Page 34
19	Digital Scrapbooking	Page 20
19	Stream Bank Restoration Using Bio-Engineering Techniques	Page 28
21	Wilderness First Aid	Page 37
23	Introduction to Timber Cruising	Page 30
23	S-10A Basic Fire Suppression and Safety Refresher	Page 37
23	GIS Certification: Module Five - Raster GIS Analysis	Page 34
24	Geotechnical Engineering & Resource Road Workshop (Hinton)	Page 28
24	S-100 Basic Fire Suppression and Safety	Page 37
25	GIS Certification: Module Six - TINS, Perspectives, Flys, Referencing and Rectification	Page 34
25	ATV Safety Training	Page 37
26	Wildlife Danger Tree: Wildland Fire Safety (Prince George)	Page 33
26	Silviculture Survey Accreditation Exam Review	Page 32
27	Wildlife Habitat Mini-Course	Page 31
30	Five Day Silviculture Surveyor Training	Page 32
30	Wilderness First Aid	Page 37

May 2007

5	Introduction to GPS	Page 35
7	Residue and Waste Survey Certificate	Page 30
9	Silviculture Survey Accreditation Exam (Sorrento)	Page 32
10	Eco-Forestry Workshop	Page 32
14	Silviculture Survey Accreditation Exam (Prince George)	Page 32
14	Basic Forest Soils	Page 29
14	Bear Aware	Page 37
14	Snowmobile Safety Training	Page 37
15	Biogeoclimatic Ecosystem Classification (BEC)	Page 29
18	Introduction to OziExplorer 3D	Page 36
18	Introduction to OziPhoto Tool	Page 36
22	Shaking the Money Tree: Writing Successful Business & Grant Proposals (Fort St John)	Page 41
24	Developing Effective Training Manuals	Page 41
25	Shaking the Money Tree: Writing Successful Business & Grant Proposals (Quesnel)	Page 41
26	Shaking the Money Tree: Writing Successful Business & Grant Proposals (Terrace)	Page 41
28	Shaking the Money Tree: Writing Successful Business & Grant Proposals (Prince George)	Page 41

June 2007

5	Invasive Species Management Workshop	Page 28
18	Know Your Prince George Plants: Identification and Uses	Page 23
19	Northern Silviculture Committee Association Summer Field Tour	Page 29
25	Soil Conservation Survey Accreditation Course	Page 32

Give the Gift of Learning

Continuing Studies gift certificates are wonderful presents for birthdays, holidays or corporate giving.

Choose from over 200 courses!

Certificates are valid for one year from the date of purchase.

Call 250-960-5980 to purchase.

Arts & Culture

ARTS & CULTURE

FILM & THEATRE

Let's Improvise

You've seen "Whose Line Is It Anyway?" and have wondered how they get all of that off the tops of their heads. This workshop engages discussion and skill building techniques for Improvisational Theatre. Workshop participants will finish the day with a short performance. /8674

Instructor: Bas Rynsewyn
Date: November 25, 2006
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$125.00 + GST
Register by: November 15, 2006

Film Industry Orientation: So You Wanna Be In The Movies?

Take part in this two day course that will teach participants how to make an efficient and successful entry into the thriving BC film industry. Participants will learn how to handle themselves in this demanding environment and develop a sensitivity for the operation of the set while building a valuable knowledge base of the inner workings of movie-making. /8840

Participants will receive a certificate of completion as well as the WHMIS at Work booklet and a reference manual for the coursework.

Instructor: Glenn Patterson
Date: March 24/25, 2007
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$225.00
Register by: March 12, 2007

Students interested in these courses may also be interested in the following course:

ACT-ivated Leadership Page 12

DANCE

Creative Dance

In this ten part series, participants will explore the elements of contemporary dance: weight, time, space and flow and their relationship and expressive qualities within. These exercises are moves that dancers use as part of their core training and offer benefits of empowerment and the healing power of movement. /8628

Please wear comfortable clothing and bare feet.

Instructor: Trish Halsey-Belsham
Date: Saturdays January 13 - March 17, 2007 (10 sessions)
Time: 11:00am - 12:30pm
Locations: Prince George
Cost: \$115.00 + GST
Register by: January 5, 2007

Post-Modern Dance

A separate branch from mainstream modern dance that is not concerned with classical technique, but is more interested in exploring the beauty and line of everyday ordinary pedestrian movement for its own sake, in a contemporary context. Starting with simple movements, such as walking, leaping, reaching for a glass of water, or tossing a coin, alters the relationships of the material of dance to time, creating poetic reflections of daily life. /8628

Please wear comfortable clothing and running shoes. No previous dance training is necessary.

Instructor: Trish Halsey-Belsham
Date: Saturdays February 10 - March 17, 2007 (6 sessions)
Time: 3:30pm - 5:00pm
Locations: Prince George
Cost: \$115.00 + GST
Register by: February 1, 2007

VISUAL ARTS

A Rough Guide to Looking and Thinking About Art

This brief introduction to art surveys important developments in the history of art, discusses various media, both traditional and "New" popularly used by artists, and touches on the topic of looking at art. Participants should be willing to involve themselves in various activities and discussions about art. /8675

This course is offered in partnership with the Two Rivers Gallery.

Instructor: George Harris
Date: February 20/27, 2007
Time: 7:30pm - 9:30pm
Locations: Prince George
Cost: \$95.00
Register by: February 9, 2007



two rivers gallery

prince george and region

MUSIC EDUCATION PROGRAM

UNBC Continuing Studies is in the process of developing a Music Education program for Kindergarten to Grade 12 teachers. This program is intended to introduce educators in ways to incorporate music into everyday class activities, regardless of musical background, and is in early stages of development.

We welcome expressions of interest.

Contact:
Kim Knutsson
Continuing Studies Coordinator
250-960-6443
knutssok@unbc.ca





UNBC Continuing Studies is thrilled to announce a new partnership with the Emily Carr Institute of Art + Design.

Through this partnership agreement, UNBC Continuing Studies will host a number of Emily Carr's Continuing Studies courses. These courses will be delivered in Prince George, providing convenient access to top art and design education for residents of Northern BC.

Emily Carr Institute of Art + Design offers a wide range of courses through Continuing Studies, including:

- The Art of Fonts
- Introduction to Advertising Design
- The Contemporary Comic
- 3D Pop-Up Books
- The Altered Book
- Drawing into Painting - An Introduction
- From Drawing to Digital
- Chinese Art - Techniques in Context
- Perspective Drawing for Artists/Designers
- Chinese Art - Brush + Paper
- Visual Art: Colour + Composition
- Book Binding

Keep posted to our website for course selection or contact Continuing Studies for more information.

W: www.unbc.ca/continuingstudies/arts

T: 250-960-6443



MUSIC

Music Appreciation

Learn about different styles of music through a brief survey of the history of music. This course is a great way to improve your basic music knowledge and learn what to listen for in many different genres of music.

Participants in this workshop will learn elementary reading and writing of music notation; understand major and minor tonalities; be introduced to different instruments and ensembles; learn about the history and evolution of different musical genres and repertoire as well as the relationships between different musical genres. /8315

Instructor: Broek Bosma
Date: Thursday evenings
 September 21 -
 December 7, 2006
Time: 8:00pm - 9:30pm
Locations: Prince George
Cost: \$125.00 + GST
Register by: September 14, 2006

Music Theory

Improve your basic music knowledge or prepare for a career in music by learning the basic principles of music. At the end of the course students will be able to write and read music more proficiently. They will also be ready to take their preliminary rudiments or Grade One Royal Conservatory of Toronto exam.

Participants in this workshop will learn to read and write notation; read and write rhythm; identify intervals and triads, understand major and minor scales as well as the basis of harmonic progression. /8278

Instructor: Broek Bosma
Date: Thursday evenings
 January 10 -
 March 28, 2007
Time: 8:00pm - 9:30pm
Locations: Prince George
Cost: \$125.00 + GST
Register by: January 1, 2007

PHOTOGRAPHY

Photography: Fine Tune Your Vision

Study the many elements of good photography including the portrait (candid and posed) using ambient, studio and reflective light. You will work in a number of settings including an on-site studio visit. This course is meant for those with a sound working knowledge of their cameras and is open to both the amateur and the professional. This course is not suited for instamatic camera owners; 35mm, digital, medium format are welcome. Participants will learn about FStops, shutter speeds, light meters, lenses, compositions, posing and more! /8610

Equipment Required:

- 35 mm film or digital or medium format (your choice). Suggested 1 roll of film per class, either 24 or 35 (200 ASA).
- Tripod
- Flash
- Light meter (not essential)

Class size is limited to 12 students.

Instructor: Philomena Hughes
Date: Wednesdays
 October 25 -
 November 29, plus
 Saturday November
 18, 2006 (7 sessions)
Time: 7:00pm - 9:00pm
 (1:00pm - 4:00pm on
 November 18th)
Locations: Prince George
Cost: \$225.00
Register by: October 13, 2006

There will be a SPRING session of this course! Dates will be announced early 2007.

Contact Continuing Studies to register at (250) 960-5980.

Getting Started with Your Digital Camera

Your digital camera probably does more than you know! This course will introduce novice users to the capabilities and techniques for working with digital cameras. Learn about file types and how to choose the one best suited for your application; what effective pixels mean to you; file compression (basic/normal/fine); file size and what choices to make; card types (media - CF, SD, XD); digital zoom and optical zoom; metering (matrix-centre weighted-spot); white balance; I/O terminals; shutter speeds; ISO; and composition. /8610

Class size is limited to 12 students.

Instructor: Dennis Houston
Date: Thursdays October 19
 - December 20, 2006
Time: 6:30pm - 8:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: October 5, 2006

Advanced Digital Camera Techniques

Understand and embrace this technology and the new and unique challenges it brings. Designed for the photographer with a sound knowledge of their camera, this course will teach participants: to understand the relationship between image size and image quality; when to use matrix, centre weighted or spot metering; how to choose the ISO best suited for maximum image quality; how white balance affects the outcome of an image; auto focus area; auto exposure lock and when to use it; how to choose the optimum shooting mode; exposure compensation why and when; lens options; raw files and how to handle them; and composition. /8610

Class size is limited to 12 students. Participants MUST own and possess a working knowledge of a digital single lens reflex (DSLR) camera.

Instructor: Dennis Houston
Date: Tuesdays January 23
 - March 20, 2007
Time: 6:30pm - 8:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: January 10, 2007

CULTURE

The Medicine Wheel and Sharing Circle

This one-day workshop will examine the core belief systems of Native Canadians. The course will introduce participants to the Drum and how it continues teaching methodology; the Pipe and how it functions as a teaching tool; teaching stories and how they apply to contemporary Native life; introduce the traditional role of the Clan System and how it applies in a contemporary setting; Sacred Medicines including sweetgrass, sage, cedar, their teaching principles and how they apply to ceremony; and how all of these elements comprise a way of being exemplified by the Medicine Wheel. /8990

Instructor: Richard Wagamese
Dates/Locations:
 Prince George February 26, 2007
 Prince Rupert February 28, 2007
Time: 8:30am - 4:30pm
Cost: \$295.00 + GST
Register by: February 15, 2007

Drum-Making Workshop

This hands-on workshop will provide an opportunity for participants to make their own drum "from scratch" while learning on many levels. This is a cultural presentation in it's fullest sense and includes discussions into various disciplines including physics, geometry, the environment, biology, science, art, music, dance, drama, craftsmanship, history, community and spirituality. /8957

All supplies will be provided for making a drum.

Instructor: Glenn Patterson
Date: February 10/11, 2007
Time: 10:00am - 3:00pm
Locations: Prince George
Cost: \$300.00 + GST
Register by: February 1, 2007



International Travel Tours

Come explore the world with us! Through a partnership with the University of Calgary, UNBC Continuing Studies is excited to be able to offer the opportunity to experience unique and unusual learning in "classrooms" around the world.

Learn about your destination through a classroom orientation course prior to your departure. An academic leader specializing in the area and a Continuing Studies coordinator will accompany the group throughout the trip.

For more details on any of these international tours, please contact UNBC Continuing Studies or see our website at www.unbc.ca/continuingstudies.



Namibia: Nature-Based Tourism

Namibia is one of Africa's best kept secrets. It is a country of incredible natural attractions - unique wildlife, rare plants and otherworldly landscapes. Explore Namibia's national parks and private reserves, featuring the world's highest sand dunes in the south to wildlife safaris in the north. Learn how tourists and tourism can help to preserve (or sometimes damage) natural attractions. /8676

Date: October 9-27, 2006
Leader: Dr. Charlotte Echtner



Cuba: XXIII Havana International Jazz Plaza Festival

Discover Cuba's exotic international jazz festival, the charms of old Havana and UNESCO World Heritage site Trinidad de Cuba, and get in a little Varadero beach time as well.

Cuba is a tropical paradise with a history steeped in Spanish and American cultures. Since the 1959 revolution, the Castro government has placed a heavy emphasis on developing the country's artistic scene resulting in a highly developed musical culture that is respected all over the world. /8676

Date: November 27 - December 4, 2006
Leader: John Charles Reid



Syria & Jordan: A Historical Journey

In Syria, great mercantile power arose: the Canaanites, the Phoenicians, and the Muslims. Retrace their steps through the great mercantile centers such as Ebla, visit the famous Crusader for of Crac des Chivaliers, and journey across centuries of history from Biblical sites to Roman and Islamic outposts. As well, visit Arab and Crusader castles and travel the awesome expanse of the Wadi Run Desert where Lawrence of Arabia gained his reputation. /8676

Date: December 2-23, 2006
Leader: Dr. William "Bill" Glanzman



Spanish History Tour

From strikingly modern cities to remote cliff top castles, royal palaces, ancient towns, rolling hills, olive groves and white washed villages, Spain is a country rich in cultural diversity and history. Explore the history of Imperial Spain by touring major historical and cultural sites. /8676

Date: Late April/May - Dates TBA
Leader: Dr. Charles Jago

Business & Career

LEADERSHIP

Leading Constant Change

This engaging, practical, hands-on seminar provides leaders with insights and critical factors needed to dramatically improve their leadership capability and a plan to making change work in today's chaotic environment.

This innovative, integrated approach will help leaders: understand the differences and interconnections between strategy, change and transition as they relate to making complex change work in your organization; clarify the strategic imperative for change; understand what's required for an effective change or project plan and determine ways to improve an existing plan and develop a working plan to ensure the success of your company's changes. /8673

Instructor: Kathi Irvine
Date: October 3, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$795.00 + GST
Register by: September 22, 2006

Managing in a Unionized Environment

This practical two-day workshop provides front-line managers with the tools to promote harmony and improve performance in the workplace. Participants will learn about current labour laws and how they apply in the unionized shop; how to avoid being intimidated by the myths of working within a union setting and how to build and maintain an effective and motivated workforce. /8913

Participants will receive a copy of Cy's book "The Instant Manager."

Instructors: Cy Charney
 Michael Schuster
Date: November 28/29, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$875.00 + GST
Register by: November 15, 2006

Strategic Thinking and Planning Skills

Anticipate and prepare for future business opportunities. Experience how an innovative approach can result in a bold new vision for your team or organization's future. Walk away with practical tools for creating and executing your strategic plan.

Participants in this workshop will learn to apply the tools of strategic thinking as a key ingredient for success; learn a framework for strategic planning and understand the perils of not planning; learn how to incorporate innovation into strategic planning; and learn how to design an effective implementation plan with a bold vision for the future. /8994

Instructor: Howard Harowitz
Date: October 27, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$450.00 + GST
Register by: October 16, 2006

Introduction to Six Thinking Hats™

Based on the system developed by Dr. Edward de Bono, Six Thinking Hats is a powerful framework for organizing your thinking. Learn to wear each "hat" strategically in a process for problem solving, meeting management and idea generation.

Participants in this workshop will learn to move from "one-dimensional" to "six-dimensional" thinking; reduce adversarial interactions; channel factors such as emotion, logic, hope and creativity that impact thinking; stimulate innovation by focusing the creative energy of a team; and lead more focused, productive meetings. /8677

Instructor: Howard Harowitz
Date: October 26, 2006
Time: 1:00pm - 5:00pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: October 16, 2006

High Performance Leadership: The Keys to Unlocking the Potential in People

Great organizations achieve their full potential because they have exceptional people. People become high performers after they have been trained and given the opportunity to use their knowledge and skills. This workshop is ideally geared for managers who have excellent technical skills but who now need to become more proficient in bringing out the best in and through their people.

This fast-paced skill-laden workshop brings you the ready-to-apply tools to help your staff become more self-reliant, competent and effective. Participants will identify their preferred leadership style and its appropriateness; learn new ways of coaching people to improved performance; use a balanced scorecard approach to measure individuals and teams and how to empower people to take responsibility for their own learning and career development. /8986

Participants will receive a copy of Cy's book "The Portable Mentor".

Instructor: Cy Charney
Date: November 30/
 December 1, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$695.00 + GST
Register by: November 15, 2006

DID YOU KNOW?

UNBC Continuing Studies has grown significantly over the past several years and now has over 3000 students participating in courses each year.

Continuing Studies has over quadrupled its student base from 694 in 1998-99 to 3167 in 2005-06.



Engagement Coaching: Equipping Managers to Optimize Results and Employee Performance

Unlike most coaching training available today which focuses on the client-coach relationship, this two-day, highly interactive workshop focuses on the employee-manager relationship. The relationship of manager-as-coach is unique because the coach is ultimately accountable for the results and productivity of his/her employees.

Participants will learn the foundational skills that make the manager-as-coach successful; how management style supports or undermines employee engagement and performance; tools, models and techniques for leading an effective coaching conversation and strategies to work with each of your employees to enhance engagement and workplace results. /8981

Instructor: Gregg Brown
Date: December 7/8, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$825.00 + GST
Register by: November 20, 2006

Change Management in Health Care

Change is inevitable in a modern health care system if standards of patient care are to be maintained and improved. However, as too many enthusiastic practitioners have discovered, implementing change in health care organizations presents many challenges. This workshop will provide tools for the participants to examine the ethical issues related to the change process; to be sensitive to cultural issues; to identify how team working can facilitate change, and to recognize and counter resistance to change. In particular, this workshop will address issues surrounding the implementation of evidence-based activities into the caring environment, particularly where these are in conflict with long-established practice. /8673

Instructor: Sue Johnson
Dates: March 8, 2007
Time: 8:30am - 4:30pm
Locations: Quesnel
Cost: \$125.00+ GST
Register by: February 25, 2007

The Leader's Voice

The leader speaks. Followers applaud on command. There is an illusion that communication took place, but it didn't. Over time, leaders resort to commands rather than communication. This leads to breaking talent, not starting it.

Effective leaders communicate in three channels: facts, emotions and symbols. Most have an over reliance on just one. Business leaders who often speak on just the factual channel and then don't understand why their message didn't resonate must understand that constituents will always put the message through their own emotional and symbolic filters. By focusing on the principles of communication outlined in this workshop, leaders can conquer fatal assumptions by inspiring their constituents to align and unite toward a professional vision. /8986

Instructor: Bruna Martinuzzi
Date: March 1/2 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$850.00 + GST
Register by: February 20, 2007

ACT-ivated Leadership

Taking the position that leadership can not be taught here comes a program that does just that. ACT-ivated Leadership uses theatre exercises to build confidence and focuses on what it means to be a leader in any situation, be it in your personal or professional life. Increase your awareness about your leadership style and improve your understanding and effectiveness. /8645

Instructor: Bas Rynsewyn
Dates: January 28, 2007
Time: 10:00am - 3:00pm
Locations: Prince George
Cost: \$125.00+ GST
Register by: January 15, 2007

COMMUNICATION SKILLS

Gender and Communication

Whatever your job description, your ability to communicate successfully with others has a profound impact on your career, relationships at work, and the productivity of your team. This session is a light-hearted, respectful approach to complex communication dynamics common to mixed gender workplaces. Participants will learn about communication rituals, including eye contact, apology, connection and opposition; common listening blocks, as well as the interpersonal gap and what to do about it. /8983

Instructor: Carol Boothroyd
Dates: October 4, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$375.00 + GST
Register by: September 22, 2006

Developing Strong Presentation Skills

Probably no other skill is as vital to success as the ability to stand up in front of a group, to effectively communicate information and influence others. In a safe, positive and reinforcing environment, this course will help you improve your presentation skills by providing you with strategies and proven techniques for preparing a successful presentation and developing your delivery skills. /8992

*Limited to a class-size of 16.
 Includes video-taping of your presentation.*

Instructor: Bruna Martinuzzi
Date: October 11, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$425.00 + GST
Register by: September 27, 2006

CUSTOMIZED TRAINING

Continuing Studies can assess, research, design, develop and deliver courses and workshops tailored to your specific needs without the added expense of travel, downtime and time away from home and business. This means substantially reduced corporate training costs to fit abridged budgets while ensuring high quality training.

Contact us for more information:
 T: 250-960-5980 E: cstudies@unbc.ca

Emotional Intelligence for Teachers

Understanding and increasing EQ is essential to workplace effectiveness, leadership potential and career success. This one-day workshop provides an introduction to EQ and its set of competencies that distinguish outstanding people.

This workshop is based on the emotional competence framework that impacts how people understand and manage their own feelings and how they interact with others. Participants will learn about the personal and organizational benefits of emotional intelligence; the impact of emotions on day-to-day stress management, tactics for personal development in crucial EQ competencies as well as techniques for managing disruptive emotions and choosing behaviours. /8982

This session is exclusive to K-12 educators, however, EQ training is available for others through customized in-house training. Contact us for more information.

Instructor: Bruna Martinuzzi
Dates: October 20, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$375.00 + GST
Register by: October 9, 2006

Creating a Positive Productive Workplace

It often appears that the power for change lies with others and yet when we take back our own responsibility in creating positivity, shift happens. Understanding and celebrating differences, strengthening communication, using humour to see things in a different light and realizing the powerful impact of your own thoughts and words can all contribute to creating a positive and more productive workplace. Participants will learn to deal with difficulties; achieve results through focus and direction; understand common goals and individual approaches; maximize efficiency, effectiveness and economy; and how to get the best from the best and the most from the rest. /8907

Instructor: Brenda Robinson
Dates: October 30, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$250.00 + GST
Register by: October 15, 2006

Diffusing Disruptive and Hostile People

Confrontational situations can affect morale, reduce productivity and in the worst cases, result in people leaving an organization. It is imperative that difficult situations are handled delicately and positively. Learn how to take control of an "out of control" situation by learning techniques to recognize and validate emotions; move to non-invasive, non-threatening behaviour; move from emotion to logic; and find a common ground to resolve the situation. /8680

Instructor: Brenda Robinson
Dates: November 20, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$250.00 + GST
Register by: November 10, 2006

Conflict Management and Resolution

Conflict can take an extremely high toll at your workplace in lost time, low motivation, lack of morale, reduced productivity, regretful decisions, loss of employees, unnecessary restructuring and increased health risks. This one-day workshops will look positively at conflict through analysis and explore alternatives to argument, blame, hostility and apathy using mediation techniques to achieve resolution. /8923

Instructor: Michael Schuster
Date: November 27, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: November 15, 2006

CONTRACTED COURSES

See something you like? If you have a group of 10 or more people, we can arrange a special session of most any of our courses just for you!

Contact us to discuss your particular needs!

T: 250-960-5980
E: cstudies@unbc.ca

The Power of Positive Communication

As soon as we are born, we begin to communicate. Does that mean it comes naturally? Some of it - yes, and most of it, not! If we don't learn to communicate for understanding, then we're just talking...

Participants in this workshop will learn the components of positive communication, reactions and actions, positive manipulation skills, questioning for results, creating a positive impression, matching verbal and non-verbal messages and more! /8993

Instructor: Brenda Robinson
Dates & Locations:
 Prince George January 23, 2007
 Quesnel January 24, 2007
 Fort St. John January 25, 2007
Time: 8:30am - 4:30pm
Cost: \$250.00 + GST
Register by: January 12, 2007

The Language of Cooperation: Non-Violent Communication Practices

This content rich workshop offers powerful tools to help: develop relational intelligence and interpersonal communication skills so you can consistently choose responses that are in alignment with your goals and values; overcome blocks to effective listening and increase your capacity to facilitate mutual understanding; learn how to effectively manage and respond to anger, fear, and other powerful emotions; support clear and effective communication between co-workers, employees and clients; create mutually satisfying solutions maintaining the trust and respect of all concerned. /8985

Instructor: Rachele Lamb
Date: February 22/23, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$575.00 + GST
Register by: February 10, 2007

Giving & Receiving Constructive Feedback

Without the process of giving and receiving feedback, work and personal relationships suffer. If this process is not done well it can cause conflict. If it is not done at all, it can cause deterioration and ongoing problems.

Workshop participants will learn how beliefs affect the giving and receiving of feedback; learn and practice the elements of giving feedback constructively; and how to manage defensiveness and resistance when giving feedback all in a safe and supportive environment. /8603

Instructor: Deborah White
Date: March 5/6, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$450.00 + GST
Register by: February 16, 2007

Developing High Performance Teams

Teamwork is becoming more important than ever. The expectations and demands are greater than they have been for many years. No longer is there room for people who "just do their jobs" - we need people who will pull together to get excellent work done.

Join the Robcan Group and "Go Overboard in the Roaring River" to help develop essential team-building skills. Participants in this workshops will discuss: the importance of synergy; decision making and evaluation; creativity and innovation; problem-solving and solution-seeking; understanding communication styles; the skills of questioning; setting priorities for a team; building consensus and the importance of humour, laughter, camaraderie and job satisfaction. /8998

Instructor: Brenda Robinson
Dates & Locations:
 Prince George March 7, 2007
 Fort St. John March 8, 2007
Time: 8:30am - 4:30pm
Cost: \$250.00 + GST
Register by: February 15, 2007

Mediation Skills Training: Intervening as a Third Party

When conflicts arise we need options for managing them. Often conflicts are left to fester or someone in a position of authority makes a decision about what will happen in the situation, leaving everyone with unfinished business and an unresolved conflict. Knowing how to intervene as a third party is an important set of skills to have in work and other situations.

Workshop participants will learn to describe the process of mediation and how it differs from other forms of dispute resolution; use a model and good communication skills to assist parties resolve a dispute; as well as manage the emotional climate and balance power constructively. /8976

Instructor: Deborah White
Date: March 19/20, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$450.00 + GST
Register by: March 2, 2007

The Art of Negotiation

The Art of Negotiation is a process with rules, tools and tactics that will help participants explore and try out the necessary skills for successful negotiation in increasingly complex bargaining scenarios.

Participants will develop a working knowledge of interest-based bargaining theory; learn the Three Rules of Negotiation; tools of the trade; pressure tactics; and optional strategies for coming to agreement. /8922

Instructor: Michael Schuster
Date: February 2, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: January 22, 2007

FINANCIAL MANAGEMENT

Techniques for Raising Capital

This seminar will help entrepreneurs identify common errors made when seeking development capital, then identify methods of overcoming these errors. As well, it will discuss how to develop investor-ready business plans, and then how to effectively market these plans to informal (Angel) investors and venture capitalists. The seminar will also briefly discuss how to use the public equity markets to fund a growth-oriented enterprise. The seminar will use a combination of lectures, case examples, and exercises to illustrate these topics. /8681

Instructor: Michael Robinson
Date: February 20, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$395.00 + GST
Register by: February 2, 2007

Students interested in this course may also be interested in the following courses:

Business Planning Workshop
 Page 17

Owning Your Financial Future
 Page 22



UNBC students near the lab building on campus.

CANADIAN RISK MANAGEMENT CERTIFICATION

Risk management deals with the management and with the treatment of accidental and business losses which can seriously affect an organization's normal operation if not handled in an effective manner. The CRM designation is awarded to students who have successfully completed all three core courses.

Instructor: Karen MacWilliam
Location: Prince George
Cost: \$795.00 + GST per course plus textbooks

Structure of the Risk Management Process

Topics include risk management techniques, risk identification and analysis, property risks, income risks, liability risks, personnel loss risks, probability risks, risk management decision-making and capital budgeting methods. /8236

Dates: January 19/20, 2007
February 9/10, 2007
March 2/3, 2007
Time: 8:30am - 4:30pm

Risk Control

Topics include criteria for decision-making, accidental causes and costs, controlling personnel losses, loss control motivation, integrative approaches to risk control, non-insurance transfers and a framework for the management of risk control. /8234

Date: TBA
Time: 8:30am - 4:30pm

Risk Financing

Topics include criteria for risk financing technique selection, insurance as a risk financing technique, financing property, net income and personnel losses, accounting and some income tax aspects of accidental losses, insurance pricing and selection of insurers and their representatives, implementing risk retention, risk cost allocation and an overall framework for risk financing. /8235

Date: TBA
Time: 8:30am - 4:30pm

LEGAL & CONTRACT

Law of Competitive Bidding Update 2006

If you are a procurement professional and have not kept your research up-to date where changes in laws affecting professional contracting and purchasing are concerned, this is one workshop you don't want to miss. Participants will learn about the latest rules of disqualifying bidders; RFPs and the duty of fairness; when and why most RFPs are legally binding on both the owner and the bidders; the new legal obligations of Contractors to sub-contractors in competitive bidding; the effective use of exclusion of liability clauses; and much more! /8682

Instructor: Robert Worthington
Dates: November 16, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$550.00 + GST
Register by: November 1, 2006

Law of Construction Contracting

Construction in Canada is a multi-billion dollar industry. At its foundation are a series of independent and inter-locking contractual relationships between numerous parties who do not always have the same goals and objectives.

The laws of contract, competitive bidding, agency, negligence, engineering and architecture, all intersect to create a web of potential pitfalls and liabilities for the unwary. Participants in this two-day workshop will learn where the risks are and how to resolve them to achieve a well-done, well-built, on-time and on-budget project completion. Explore the laws and practices of Construction Contracting, focusing on the obligations and liabilities of the three major parties in the construction contract matrix: the owner, the Architect-Engineer, and the contractor. /8972

Instructor: Robert Worthington
Dates: March 14/15, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$875.00 + GST
Register by: February 28, 2007

Managing and Monitoring Contract Performance

Initiating a procurement and contract management strategy can be a complex process that requires a thorough understanding of specific planning and procurement activities including: planning, solicitation, source selection, award, monitoring, evaluation and completion. This two day seminar will focus on the key contract management phases and activities from both the buyer's and the seller's perspectives.

Participants in this workshop will learn: how to plan and prepare a procurement and contract management plan; to establish bidder/proponent eligibility and pre-qualification lists; to establish the scope of the work; to understand and initiate a contract and project risk management assessment; understand procurement and contract terminology; understand the key fundamentals of pre-award discussions/negotiations; understand the key components and elements of a legal bidding contract; to plan for and establish a conflict management and problem resolution process; as well as contract completion and exit strategies. /8988

Instructor: Court Stevens
Dates: February 13/14, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$875.00 + GST
Register by: January 22, 2007

BUSINESS & CAREER

Check out our Health & Personal Wellness and our Safety & First Aid sections for courses that can help keep your employees and your workplace healthy and safe!

A Positive Approach to Stress Management Page 25

Workplace Ergonomics Page 25

Bear Aware Page 37

MARKETING

Don't Shoot the Messenger: The Very Best of Customer Service

This dynamic session focuses on the challenges of communicating with clients, colleagues and customers when stress is present, and also challenges participants to take up the WOW! challenge by being inspired every day to make customers say "WOW" by focusing on the joys and challenges of consistently delivering WOW! service to both internal and external customers. You know the old saying "Don't Shoot the Messenger"? This upbeat, interactive approach is full of practical, on-the-ground learning that is immediately applicable to any front-line situation, including ones where blood pressure is rising! /8997

Instructor: Carol Boothroyd
Dates: October 5, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$375.00 + GST
Register by: September 22, 2006

Maximum Media: For Non-Profits, Artists or Community Organizations

Get media attention for your organization or project. Participants in this two-evening workshop will learn how to work with the media to ensure an event or initiative is a success. Learn when to bring the media in; how often you should contact the media; what to prepare that the media will want; how to anticipate what the media will ask; things you should never tell the media and more! /8316

Instructor: Frank Peebles
Dates: March 6/8, 2007
Time: 6:00pm - 8:00pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: February 23, 2007

TEAM & PROJECT MANAGEMENT

Understanding the Essentials of Project Management

Project management is one of the most powerful, least understood and most under-utilized management techniques. This two-day workshop presents a comprehensive, effective and practical five-step framework that can be used successfully by the entire team, regardless of the diversity of people, departments or technology involved. Participants will learn to use a proven systematic approach to projects that no matter the project size, will eliminate the emotional struggle that often accompanies assignments that run past scheduled due dates and go over budget. Develop a new mental framework leading from concept through planning, to execution and review; organize a project team and learn much more! /8909

Instructor: Mackenzie Kyle
Dates: October 17/18, 2006
Time: 8:00am - 5:00pm
Locations: Prince George
Cost: \$1100.00 + GST
Register by: October 6, 2006

Best Practices of Highly Effective Boards

Help your board function more effectively and productively than ever before. This workshop teaches Best Practices of boards that have learned how to operate in ways that are effective, efficient and personally gratifying.

Participants in this workshop will learn best practices in reducing board workload and meeting time; restructuring information and reporting; developing agendas that work; managing board member conflict; creating effective, productive committees; overseeing without meddling in staff work; decision making and more! /8233

Instructor: Vince Battistelli
Dates: March 16, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$325.00 + GST
Register by: March 1, 2007

The Performance Principle: Creating the Right Environment for Project Teams

Part of any project team member's tool kit is an understanding of what it takes to create an effective team. A good performance management system encourages our inherent desire to be successful. By aligning personal and project objectives through a system that encourages people to engage in the behaviours that will achieve both, extraordinary performance can be achieved.

This workshop is a practical, "hands-on" program providing participants with knowledge of the process to improve performance, as well as the tools to create personal plans of action, skills to reinforce results-driven behaviour and a tracking system to ensure follow-up. /8991

Instructor: Mackenzie Kyle
Dates: November 21/22, 2006
Time: 8:00am - 5:00pm
Locations: Prince George
Cost: \$1100.00 + GST
Register by: November 10, 2006

Managing with MS Project

Microsoft Project is the defacto standard for organizing and managing project information, so much so that the skill has become a pre-requisite for most Project Management positions, yet most PM's knowledge of the tool only touches the surface of its capability.

When used to its fullest Microsoft Project will enhance your ability to plan and manage projects, capture decisions and evaluate the impact of those decisions on schedule, budget and resource workloads.

This course will benefit project managers and individuals looking to build their skills in Microsoft Project as an essential to career advancement in the project management field. /8910

Instructor: Brian Mullen
Dates: February 27/28, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$750.00 + GST
Register by: February 9, 2007

GENERAL BUSINESS

Engaging the Adult Learner

People have a natural talent for learning. Adults have a unique set of attitudes, experiences, motivations, learning preferences and desires.

Workshop participants will gain an understanding of the processes and principles of adult learning; establish a motivating and interactive learning climate; learn to assess the needs and characteristics of learners and their organization; write learning objectives that specify training outcomes; engage learners in active and enjoyable activities and learn ways to enhance learning and application back on the job. /8678

Instructor: Daina Bruners
Dates: November 7, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$275.00 + GST
Register by: October 25, 2006

The ABC's of Effective Questionnaire and Survey Design

To gather valid information on which to base sound planning decisions, you need to know the basics of developing questionnaires and surveys. Using case studies, numerous examples, and an opportunity to work on your own project, this practical and hands-on workshop will provide you with the tools you need to build a "blueprint" for designing and completing your own research... successfully!

Participants in this workshop will learn about the different approaches to gathering information; important research terms and concepts; how to choose the best approach to gather information; different types of questions to use; how to analyze and make sense of the information gathered; how to interpret and present research results; as well as using the information to make informed decisions for your organization's future. /8223

Instructor: Daina Bruners
Dates: November 9, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$275.00 + GST
Register by: October 25, 2006

Business Planning Workshop

A business plan is an opportunity to become an expert on one's own business. It is a structure that helps organize market research and enables the developer to prove or disprove a business case. In this highly interactive workshop, participants will be introduced to the benefits of a business plan, the importance of and planning for market research, ways to prove the business case, ways to ease the fear of financials, forecasting and more. /8679

Instructor: Dan Boudreau
Dates: October 12/13, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: October 2, 2006

Succession Planning

People are the organization's lifeblood and in order to keep the blood flowing and ensure continuity, critical positions need to be filled by qualified people while finding backup and replacement at every level. In addition to avidly recruiting outside, we must look within our own ranks by developing plans, compensation packages, training resources, success indicators and more. This workshop will assist in defining your own planning strategies while researching other organization's approaches and successes. From this hand's on experience, you will be prepared to answer the question, "Who's next in line?". /8920

Instructor: Howard Harowitz
Date: October 26, 2006
Time: 8:30am - 12:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: October 16, 2006

UNBC Continuing Studies has partnered with the College of New Caledonia for a second offering of this session:

Date: October 25, 2006
Time: 10:00am - 3:00pm
Locations: Burns Lake
Cost: \$308.00 + GST

To register for the Burns Lake session, contact the College of New Caledonia at 250-692-1700.

Teaching English to Speakers of Other Languages (TESOL) Certification Training

The demand for native speaking English teachers to teach abroad is ever growing. The competition for employment abroad is also on the rise. To enhance your marketability as an English teacher, it is essential to possess an English Language teaching certificate.

Participants in this 13 week course will learn how to manage a classroom; the changing roles of the teacher and the learner's part in the classroom; teacher learner independence; analyze language for teaching purposes and methods including teaching and presenting course material and dealing with receptive skills.

Whilst the course is very practical, there is a hefty focus on theory, in the belief that in order to be an effective instructor, one must understand the why's behind the how's. A pre-course language awareness assignment will be distributed and it will be understood that all trainees have completed it before the start of the course. Much of the technical jargon used in the English field will also be covered in this task. Trainees will also spend several hours observing experienced teachers. /8667

Prerequisites: To participate in this workshop, individuals must possess a minimum of a High School diploma (an undergraduate degree is preferred) and must have a good grasp of the English Language.

Instructor: Richard Pattinson
Dates: Saturdays January 13 through April 28, 2007
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$900.00 + GST
Register by: January 5, 2007

Students interested in these courses may also be interested in the following courses:

Words that Work: Business Writing that Delivers the "Write" Message Page 40

Shaking the Money Tree: Writing Successful Business and Grant Proposals Page 41

Reading for Speed and Comprehension Page 40

Computer & Technology



MICROSOFT OFFICE PRODUCTIVITY SOFTWARE

Microsoft Word

Level I

This course will introduce participants to the basic commands, functions and capabilities of Microsoft Word. /8276

Level II

This course will provide participants with a brief overview to intermediate features of Word, including headers and footers, working with columns and tables, inserting graphics and performing mail merges and mass mailings. /8328

Both sessions include a reference manual.

Instructor: Tony Donovan
Dates - Level 1: November 21/23/28/30 & December 5, 2006
Dates - Level 2: February 19/21/26/28 & March 5, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: 10 days prior to course start date

Microsoft Excel

Level I

Excel is used in a number of useful ways throughout organizations, such as helping to manage information or creating financial spreadsheets. This course explores the basics of Microsoft Excel, where worksheets will be introduced as well as basic operational functions. /8273

Level II

This course will provide participants with a brief overview to more advanced topics, including changing cell size and alignment, using the format painter and conditional formatting and more. /8329

Both sessions include a reference manual.

Instructor: Tony Donovan
Dates - Level 1: January 31 & February 5/7/12/14, 2007
Dates - Level 2: March 7/12/14/19/21, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: 10 days prior to course start date

Microsoft Access

Level I

Access is a database widely used by many organizations. Learn how to simplify your database requirements by using its powerful features to create tables, mailing labels, extract information, use queries, generate reports and use forms. /8272

Level II

This course will help participants advance their skills in designing queries, forms and reports, get an introduction to creating macros and Visual Basic program modules, and explore ways to make databases work more efficiently. /8332

Both sessions include a reference manual.

Instructor: Garth Frizzell
Dates - Level 1: October 17/19/24/26/31, 2006
Dates - Level 2: January 16/18/23/25/30, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: 10 days prior to course start date

ADOBE CREATIVITY

Adobe Photoshop CS2

Learn skills that can be applied to the creation and manipulation of digital images such as art, photography, or illustration. The class will also touch on the relation of analog to digital imagery, file formats, the difference between bitmap and vector images, and resolutions suitable for photographic output or web-based graphics. You will learn to use several tools for selecting parts of images, and will also learn to use special effects and much more!

Includes a reference manual. /8364

Instructor: Kim Stewart
Dates: November 22/27/29 & December 4/6, 2006
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: November 10, 2006

Introduction to Desktop Publishing with Adobe InDesign CS2

Learn how to design a broad range of documents including brochures, posters, newsletters, leaflets and booklets using today's leading page layout software. Participants will have the opportunity to create their own publications and will learn the importance of planning before doing; how to set up a document; managing graphics and colours; working with type and design elements; using Photoshop with InDesign; preparing files for professional printing; creating PDF files and how to navigate the InDesign interface. /8347

Includes a reference manual.

Instructor: Linda VanderZande
Dates: February 6/8/10, 2007
Time: 6:30pm - 9:30pm, 8:30am - 4:30pm (10th)
Locations: Prince George
Cost: \$350.00 + GST
Register by: January 26, 2007

Microsoft Powerpoint

Level I

Learn how to create and edit presentations, develop notes and handouts as well as print, view and deliver a presentation, and more! This course is designed for learners who have not used MS Powerpoint or who have only a slight working knowledge and want to enhance their skills. /8274

Level II

This course will help participants advance their skills in PowerPoint, including editing vector and bitmap graphics, understanding and using Bezier curves, creating modifying and enhancing data charts and more. /8330

Both sessions include a reference manual.

Instructor: Garth Frizzell
Dates - Level 1: November 2/7/9/14/16, 2006
Dates - Level 2: March 8/13/15/20/22, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: 10 days prior to course start date

Microsoft Outlook

Outlook is a powerful tool used to enhance communication and self-organization in many companies. This course will demonstrate how the components of Outlook can be combined to keep the use organized, up to date with events and tasks, as well as how to communicate with and manage email. /8331

Includes a reference manual.

Instructor: Garth Frizzell
Dates: February 20/22/27 & March 1/6, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: February 9, 2007

Microsoft Publisher

Learn the basics of desktop publishing using Microsoft Publisher. The course is designed for learners with a working knowledge of a word-processing program and will introduce working with text and pictures, drawing and WordArt, tabs and tables, as well as design considerations. /8275

Includes a reference manual.

Instructor: Tony Donovan
Dates: January 15/17/22/24/29, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: January 5, 2007

GENERAL COMPUTING

**Getting Connected:
 Practical Computer for Adult Learners**

This hands-on course is designed for adults who are real beginners or those who are computer-challenged. Combining a bit of history, computer concepts and a lot of practical material, you will find learning can be fun in an informal and relaxed environment. This workshop will introduce learners to the basics of Microsoft operations, email, the Internet, viruses, spam and more. /8352

Instructor: Tony Donovan
Dates: October 16/18/23/25/30, 2006
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$165.00 + GST
Register by: October 6, 2006

Students interested in these courses may also be interested in the following courses:

- | | |
|--|-------------------|
| Behind the Scenes: Online Publication | Page 39 |
| Introduction to OziExplorer | Page 36 |
| Introduction to OziExplorer 3D | Page 36 |
| Introduction to OziPhoto Tool | Page 36 |
| GPS Courses | Page 35-36 |
| GIS Courses | Page 33-34 |



MACROMEDIA WEB DESIGN AND IMPLEMENTATION

Macromedia Dreamweaver MX

This course provides web designers with the knowledge and hands-on practice to build and manage professional web sites. You will work with advanced web site creation features including libraries and behaviours. In addition, you will use many of the new features available within the HTML 4 standard including style sheets and layers. The course is primarily designed for new or prospective web designers who want to use Macromedia Dreamweaver's basic to advanced features to create web sites efficiently. /8349

Includes a reference manual.

Instructor: Tige Johnson
Dates: November 1/6/8/
 15/20, 2006
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: October 20, 2006

Macromedia Flash MX

This hands-on course will introduce you to the basics of creating objects and animating. You will explore the basics of Flash, including tools and features, and will create different types of animations. You will publish material for the Web. Working with symbols and instances, you will create extensive time lines with independent animations, build more complex navigation controls, work with sound, and optimize your movies for viewing by your intended audience. This course is intended for students with little or no experience creating Flash animations, who want to create and build more efficient, optimized animations that allow for greater user interactivity. /8350

Includes a reference manual.

Instructor: Tige Johnson
Dates: March 26/28 &
 April 2/4/11, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: March 16, 2007

Design and Load Your Own Webpage

This hands-on workshop guides participants in the bare bones basics of Web Page Design. After completing this workshop, participants should be able to understand the basic elements, presentation formatting, linking, special features, web page layout, Do's and Dont's, and much more. Students will be able to load and host a webpage page with their own internet service provider or on a site provided for you. After this workshop, participants should be able to design or improve their first web page or make better decisions if work is hired out to others. /8683

Instructor: Tige Johnson
Dates: January 15/17/22/
 24/29, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: January 5, 2007

Digital Scrapbooking

Take your digital photos and learn how to make beautiful layouts using your computer and image-editing programs. Participants in this workshop will learn how to repair, edit and enhance their photos, how to add special effects and filters, and will have the opportunity to create an Acrobat photo album and burn a scrapbook to CD to share with friends and family. /8379

Instructor: Kim Knutsson
Dates: April 19/26,
 May 3/10, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$185.00 + GST
Register by: April 6, 2007

UNBC Continuing Studies is pleased to offer the following courses in partnership with UNBC's Administrative Computing & Information Services department:

Microsoft Certified Systems Administrator (MCSA)

The Microsoft Certified Systems Administrator (**MCSA**) certification will advance your career by ensuring you have the skills to successfully manage and troubleshoot system environments running on the Microsoft Windows operating system. /8684

Microsoft Certified Systems Engineer (MCSE)

Earn the Microsoft Certified Systems Engineer (**MCSE**) certification and prove your expertise in designing and implementing the infrastructure for business solutions based on the Microsoft Windows 2003 platform and Microsoft Windows Server System. /8684

MCTS: .NET Framework 2.0 Web Applications

Developers holding the Microsoft Certified Technology Specialist (**MCTS**): .NET Framework 2.0 Web Applications (**MCTS**: .NET Framework 2.0 Web Applications) certification have demonstrated breadth and depth of skills and knowledge of Web application technology and data access in Web applications. /8684

Dates and Times: TBA

Contact us for more information: 250-960-5980

General Interest



Spies, Lies & Videotape

Intelligence is as pervasive in contemporary (and historical) international affairs as it is secretive. Shed some light on some of the dark and shadowy elements we associate with intelligence work in this interactive class. Participants will learn about the gathering of intelligence through human sources (Humint), signals (Sigint), and images (Photint, or "national technical means"), and will also have the opportunity to examine real work intelligence "ops". Learn and practice how to use a "one-time pad" or how to pull off a "brush contact" and see if you have what it takes to fit in this realm of mystery and intrigue. /8685

Instructor: Don Munton
Dates: October 21/28, 2006
Time: 1:00pm - 4:00pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: October 6, 2006

Forensic Document Examination

Investigators can come closer to solving certain crimes by determining who wrote a document. In this one-day interactive workshop, participants will learn about the scope and principles of forensic document examination used in the detection of forgeries and alterations to assist with solving crimes and mysteries. Guided by an experienced professional examiner, students will participate in three experiments to illustrate several common handwriting identification problems. Several case examples will be demonstrated and students will be required to "solve" a mock case and present their findings. /8686

Instructor: Les Peace
Dates: November 4, 2006
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$175.00 + GST
Register by: October 20, 2006

Armchair Astronomy

Come and explore our universe in this beginner workshop offered in partnership with the Prince George Astronomical Society. Participants will be introduced to the solar system, stars, the moon, eclipses and more in this two evening course. After an introductory classroom session, participants will have the opportunity to spend the second evening at the Prince George Observatory, looking at the stars and planets through the Observatory's 0.61m cassegrain telescope, in one of the largest facilities of its kind in Canada. /8688

Participation includes a one-year membership to the Royal Astronomical Society of Canada.

Instructor: Bob Nelson, Gil Self, Maurice Sluka and Hugh Kennedy
Dates: September 26/28, 2006
Time: 7:00pm - 9:00pm
Locations: Prince George
Cost: \$70.00 + GST
Register by: September 19, 2006

The Prince George Astronomical Society (PGAS) was founded in 1979. Over the course of several years, volunteer, community and public support led to the construction and opening of the Prince George Astronomical Observatory near West Lake in 1993.

Run by volunteers, the PG Centre offers regular observatory access to the public as well as special interest groups.

The Observatory houses a 0.61 meter Cassegrain telescope, one of the largest amateur telescopes in Canada, in addition to several smaller telescopes and other equipment to help visitors obtain the best possible view of the night sky.

The Prince George Astronomical Society is now known as the Royal Astronomical Society of Canada Prince George Centre. Check out the Centre's website for more information about the society and it's activities:

<http://vts.bc.ca/pgrasc>

The PG Astronomical Society will also be offering the following 10-week programs in partnership with UNBC Continuing Studies:

New Observers to Visual Astronomy (NOVA) – Year One

Participants will learn how to observe, the motions of the sky and seasons, maps, north, distance, position and brightness, telescope types and how to use them, the celestial sphere, deep sky objects, as well as a more in-depth examination of the moon, solar system and stars. /8688

New Observers to Visual Astronomy (NOVA) – Optional Year Two

Participants in this advanced session will have the opportunity for self-guided projects such as creating a star hop, galaxy hop, a constellation of the month presentation and/or graduated use of the club's telescopes, star blast, to robotic celestron goto telescope, and then 24" telescope. /8688

Participation in the 10-week courses includes a two-year membership to the Royal Astronomical Society of Canada.

Instructor: PG Astronomy Society
Dates: October 21, November 4/18, December 4, 2006 & January 13/27, February 10/24, March 10/24, 2007
Time: 7:00pm to 9:00pm, followed by viewing
Locations: PG Observatory
Cost: \$150.00 (2 years or \$85.00 first and \$65.00 the optional second year)
Register by: October 10, 2006

GENERAL INTEREST

Criminal Psychology: Serial Killers & Psychopathic Minds

What motivates a serial killer to murder over and over? Are all serial killers psychopaths? What makes a psychopath tick? Are Psychopathic killers born evil or do they know exactly what they are doing?

In this workshop, participants will learn how and why some individuals become serial killers and whether all serial killers should be considered as psychopaths. This course covers material on serial murder as a phenomenon, different types of serial murderers, and background characteristics of psychopaths. This material will be illustrated by a detailed look at case studies that illustrate two types of psychopathic serial killers. /8242

Instructor: Sherry Beaumont
Dates: April 16/17, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$115.00 + GST
Register by: April 6, 2006

The Psychology of Happiness

What is the good life? Is it fortune, fame or simply a life well-lived? What are the positive character strengths and experiences that lead to a sense of meaning and happiness?

This course will present the most well-known psychological perspectives and research findings on happiness, life satisfaction, optimal personality development, and the nature of "the Good Life". The focus will be on the positive character strengths and virtues that allow people to be resilient in the face of adversity. Students will be given the resources to assess their own character strengths and degree of happiness and fulfillment, as well as information on what one can do to increase one's happiness, based on evidence from psychology research. /8380

Instructor: Sherry Beaumont
Dates: March 19/21, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$115.00 + GST
Register by: March 2, 2007

Wills, Trusts & Estate Planning

Learn about the legal requirements that arise with age in a relaxed, informal setting. Learn about wills and why they are needed, appointing executors and remuneration, guardianship, probate and administering the estate, power of attorney, living wills and family trusts, estate planning and litigation, and the disposition of a property with or without a will. There will be plenty of time for Questions & Answers and discussion. /8966

Instructor: Donna Stelmock
Dates: January 23/25/30, 2007
Time: 7:00pm - 9:00pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: January 12, 2007

Owning Your Financial Future

Done right, financial planning is a process that helps you figure out where you are financially today and where you want to be in the future, and then helps you determine the best way to get there. This seminar will examine how you can assess your personal financial status, who you can work with to achieve your goals, and how to educate yourself. Protect yourself and your finances, avoid scams and nasty surprises, discover how advisors are compensated and qualified, and what to do if things go wrong. /8967

Instructor: Sarah Holland
Dates: February 6/13, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: January 26, 2007

Air Quality in Prince George

This two evening course will provide a general overview of the main types of outdoor air pollution and will discuss sources, the role of meteorology and chemistry in determining outdoor levels and the impact of these pollutants on human health. Learn about exposure and health effects associated with air pollution and who is more at risk. /8661

Instructor: Meanie Noullett
Dates: March 5/12, 2007
Time: 7:00pm - 9:00pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: February 25, 2007

Beginner Genealogy: Build Your Family Tree

Looking for your family roots, but don't know where or how to begin? Learn to research your family tree using the Internet. This hands-on course will provide the seasoned learner with the basics to being family history research.

Participants will learn about putting together a family tree; local resources; resources outside of Prince George; internet research and resources; techniques and useful forms for data organization; and correspondence. /8224

Instructor: Sharon Dow
Dates: February 12/19, 2007
Time: 7:00pm - 9:00pm
Locations: Prince George
Cost: \$60.00 + GST
Register by: January 31, 2007

Introduction to Wine Appreciation

Do you enjoy wine but sometimes feel intimidated by the overwhelming options available to you? Relax, this course is designed for you. You will be introduced to major grape varieties, global growing regions, and an assortment of wine styles. Included will be an overview of wine terminology and tasting sessions to hone your palate so you too can taste what the experts taste when sampling the world's finest. This class will de-mystify the secret world of wine, and help unlock a lifetime of discovery. /8689

Instructor: Alysse Hambleton
Dates: February 19/21/24, 2007
Time: 7:00pm - 9:00pm
 2:00pm - 5:00pm (24th)
Locations: Prince George
Cost: \$225.00 + GST
Register by: February 5, 2007

Facial Fitness

This unique program is designed to enhance your natural beauty through a series of exercises to tone and strengthen the 57 muscles in the face and neck. With these exercises, you can change the colour of your complexion; give yourself high cheekbones; restore lips to fullness; remove sagging jowls; lessen frown lines; and reduce puffiness. /8945

Please bring a small standing make-up mirror to the first session.

Instructor: Trish Halsey-Belsham
Dates: January 13/20/27, February 3, 2007
Time: 3:30pm - 5:00pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: January 6, 2007

Know Your Prince George Plants: Identification and Uses

Students of this course will take part in a walk in the woods to identify some of the common plants of the Prince George area. They will learn the basic botany in addition to the ethnobotany, or human uses, of these species. The ethnobotanical portion of the course will include technical, medicinal and food uses of plants. This course also involves collection of representative plants in the woods and instruction on how to make herbarium specimens which are dried, pressed plants. /8664

Instructor: Jane Young
Dates: June 18, 2007
Time: 1:00pm - 4:00pm
Locations: Prince George
Cost: \$65.00 + GST
Register by: June 1, 2007

Students interested in these courses may also be interested in the following courses:

Digital Scrapbooking
Page 20

Behind the Scenes: Online Publication
Page 39

Reading for Speed and Comprehension
Page 40

ENGLISH LANGUAGE STUDIES

The English Language Studies (ELS) program provides international students with a safe, yet challenging academic and social environment in which to learn or improve their English language proficiency and fluency. Through the ELS program, students immerse in Canadian traditions and culture, and enjoy an exchange of ideas, customs, and languages. The six week intensive program is designed to improve students' English proficiency while promoting cultural exchange, responsibility, education, academic success and personal growth.

UNBC HOMESTAY PROGRAM

We consider the best way to enhance the English Language Study to be through practice and immersion with the host family. A host family plays a key role in helping the student adjust to Canadian culture and life. If you are interested in being a HomeStay host, please contact English Language Studies:

T: 250-960-5103
E: els@unbc.ca

Learn about "Teaching English to Speakers of Other Languages" (TESOL) training on Page 17!

www.unbc.ca/els



CONFERENCE SERVICES

Why not use UNBC as the setting for your next event? A showpiece for natural materials, the combination of wood, granite and slate create soaring, light-filled atriums and unique interiors makes UNBC a premium choice. Here, functional meeting space meets superb dining facilities in distinctive reception areas on a year round basis at affordable prices.

T: 250-960-5520
E: conference@unbc.ca

GENERAL INTEREST

Health & Personal Wellness

ALTERNATIVE HEALTH

Thought Field Therapy™ Training: The Healer Within

Thought Field Therapy™ (TFT) is a revolutionary therapy that brings rapid relief and resolution of most common psychological, emotional and personal problems including: anxiety, phobias, irrational fears, stress, trauma, grief/loss, anger, rage, shame, guilt, and obsession, often with amazing results.

Learn how to effectively eliminate - not manage - actually eliminate stress and anxiety. By learning the simple yet powerful Thought Field Therapy techniques, you can treat yourself and others to stay calm and rational even under the most difficult circumstances. /8293

Instructor: Franzi Ng
Dates: October 28, 2006
Time: 9:00am - 12:00pm
Locations: Prince George
Cost: \$75.00 + GST
Register by: October 15, 2006

Introduction to Body Work Practices in a Therapeutic Setting

Course participants will receive an overview and understanding of bodywork practices while coming to understand physiological, psychological and spiritual effects through developing and improving their personal relationship with their body. Participants will learn about the importance of touch and breath; contradiction, science, legal, ethical and professional issues; impact of various modalities on body, mind and spirit; mechanical and relational ways of working with the body; bodywork practices East and West and the blending of the two; Swedish massage and variations; Oriental therapies; Energy therapies and much more! /8644

Instructor: Elfi Dillon-Shaw
Dates: January 25/26, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: January 11, 2007

An Introduction to Qi Gong: Prescriptions from the Heart

The term "Energetic Medicine" encompasses a wide variety of disciplines such as: Homeopathy, Qi Gong, Acupuncture, Yoga, etc. combining traditional eastern paradigms of healing with philosophies of integration of the body/mind/spirit and the individuals' responsibility for their own well-being.

Participants in this lively, experiential workshop will learn about Energetic Medicine with an emphasis on Qi Gong (pronounced chee-gong), which has been referred to as "acupuncture without needles". There will be a hands-on component to the session focusing on the individual and self-healing. /8943

Instructor: Michael O'Malley & Terry Fedorkiw
Dates: January 27/
 February 3, 2007
Time: 9:00am - 1:00pm
Locations: Prince George
Cost: \$135.00 + GST
Register by: January 13, 2007

Navigating the Supplement Aisle

Vitamins and herbal supplements are not all created equal. The choices are so abundant that confusion is easy. Simplify your choices and educate yourself on the basics of natural health in this evening workshop. The focus of the workshop will be on common health concerns such as colds and flu, weight loss, arthritis and more. /8690

Instructor: Kathy Hart
Dates: November 9, 2006
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$45.00 + GST
Register by: October 25, 2006

A Hands-On Introduction to Traditional Japanese Reiki

During this fun and interactive workshop, participants will learn about the origin, principles and the modern day applications of Traditional Japanese Reiki. Reiki is a stress reduction and relaxation technique that directs "universal life energy" through one individual to another by touch. Reiki is given by placing hands on, or just above, the fully clothed body, and can bring about healing and transformation on the physical, mental, emotional and spiritual level of one's being. Reiki is used around the world in hospitals, hospices, counseling offices, classrooms, care homes, gardens, stables and homes. /8941

A number of qualified Reiki Practitioners will be offering several one-on-one Reiki treatments for each participant.

Instructor: Franzi Ng
Dates: February 21, 2007
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$75.00 + GST
Register by: February 5, 2007

Spiders, Airplanes and Public Speaking

Do creepy crawlies give you the creeps? Do you refuse to board planes? Does a phobia limit you in how you enjoy your life? Find help and relief in this ground breaking workshop.

Learn Thought Field Therapy techniques that allow you to treat yourself and your loved ones so you can stay calm and rational under circumstances that previously were very anxiety provoking to you. No matter what irrational fear haunts you - public speaking, crowds, heights, open waters, you can experience the freedom Thought Field Therapy can bring. /8293

Instructor: Franzi Ng
Dates: January 20, 2007
Time: 9:00am - 12:00pm
Locations: Prince George
Cost: \$75.00 + GST
Register by: January 5, 2007



PERSONAL WELLNESS

An Introduction to Meditation and Self-Knowledge

This course introduces participants to the fundamentals of formal meditation, emphasizing Theravadan Buddhist practice but referencing other practices as well. Emphasis is placed on developing mindfulness which can be carried into daily life. Participants should be prepared to engage in a meditation practice at least for the duration of the course, and will be introduced to hindrances to concentration, including desire, aversion, sloth and torpor, restlessness, skeptical doubt; walking meditation; the "four noble truths"; the four foundations of mindfulness (of the body, of feelings, of thoughts, of objects of thought) as well as an introduction to samatha, vipassana, and metta practices of meditation. /8632

Class size is limited to 25 participants.

Instructor: John DeGrace
Dates: February 17/24/
March 3/10, 2007
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$125.00 + GST
Register by: February 5, 2007

Stressbusters: Body, Breath and Energy

This 10 week workshop is designed to establish body awareness and coordination through deep breathing and relaxation. We will explore correct breathing habits to replenish energy and reduce anxiety, depression, irritability, muscular tension, insomnia and fatigue. These breathing exercises will help to promote a continuous flow of Qi energy to support and strengthen the immune system. By focusing on developing relationship between breath, core abdominal strength, pelvic placement and spinal alignment, we deepen the body and breath connections. /8946

Instructor: Trish Halsey-Belsham
Dates: Saturdays, January 13
through March 17,
2007
Time: 1:00pm - 3:00pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: January 3, 2007

Stress and the Heart

Heart disease is the leading cause of death and disability in Western societies. It is also thought to be one of the most preventable diseases. Once considered "on the fringe" it is now widely accepted that psychological stress plays an important role in the development of heart disease and that the management of stress is an important feature of its prevention. Other behaviours also play a critical role in heart disease and its treatment. This course will focus on the role of psychological stress and behavioural factors in heart disease. It will address such issues as identifying stress and health risk behaviours, explain how these factors work and how they can be regulated to promote health. /8692

Instructor: Ken Prkachin
Dates: October 19, 2006
Time: 6:00pm - 10:00pm
Locations: Prince George
Cost: \$75.00 + GST
Register by: October 5, 2006

A Positive Approach to Stress Management

Find the balance necessary to work positively in stressful times and situations. Make stress work for you instead of against you and discover your optimal stress level.

Participants will learn how stress can be a motivator; the Three "C" formula of stressful impact; how stress can impact on communication, change and conflict; how to break the cycle with positive action; reduce the impact of stress; and how to positively manage stress to make it work for you. /8996

Instructor: Brenda Robinson
Dates: March 12, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$250.00 + GST
Register by: February 23, 2007

Ergonomics in the Office: How to Prevent Musculoskeletal Injuries

This one day course will provide participants with an understanding of the types of musculoskeletal injuries associated with computer work. Participants will learn the early symptoms and risk factors associated with injuries. The course will teach the principles for setting up computer workstations for a variety of different types of jobs. This includes assessment of worker tasks, workstation set-up, sitting and standing posture, and accessories such as monitor stands and document holders. Key features of the environment, such as lighting and glare will also be covered. The course will cover ways to involve office workers in office renovations and new office designs and the process for ensuring ergonomic quality. Mock-ups and task simulations for evaluating new designs will also be discussed. /8691

Instructor: Judy Village
Dates: February 9, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: January 25, 2007

Students interested in these courses may also be interested in the following course:

**ACT-ivated Leadership
Page 12**

**Change Management in Health Care
Page 12**

**Facial Fitness
Page 23**

Mini-Med School

Enroll in our Mini-Med program, offered in collaboration with the Northern Medical Program at UNBC, and experience up to a dozen different health science and medicine evening lectures with the most dynamic and engaging teachers/physicians from the Faculty of Medicine, UNBC as well as Health Professionals from the community of Prince George.

INCLUDED:

- Informative handouts for each lecture
- A tour of the Northern Medical Program building
- Access to reliable health information resources within the community
- An opportunity to have your health science questions answered by Physicians and medical students
- A chance to enhance your own knowledge
- An opportunity to learn in an informal and relaxed setting

Each topic is covered by a different speaker with extensive knowledge of that subject.

Five Basic Science Lectures

OCTOBER 26, 2006

Diabetes - the 21st Century Pandemic

Dr. Donald MacRitchie

Diabetes along with obesity is replacing malnutrition as the 21st global pandemic. Up to 20% of the elderly population is affected. Successful management lies in prevention. /8649

Workshop topics:

- Prevalence of diabetes and obesity throughout the world.
- Does early diagnosis alter outcomes?
- What is Prediabetes?
- What are the implications for future health care dollars?
- Can it be prevented?
- What can I do now?

NOVEMBER 9, 2006

The Skin

Dr. Michael Martindale

Did you know the skin is the body's largest organ? Join Dr. Michael Martindale, Consultant Dermatologist at the Prince George Regional Hospital, for a primer course on skin care including a discussion of skin cancer. /8649

NOVEMBER 2, 2006

Irritable Bowel or Irritable Brain?

Dr. Joseph Sidorov

This lecture will cover the basic anatomy and function of the digestive system. There will also be the opportunity to discuss some of the more common digestive ailments that plague us. /8649

OCTOBER 19, 2006

The Respiratory System

Dr. John Smith

Have you ever wondered how your lungs work? Why and how do we cough? What does tobacco smoke do to our lungs? Review the structure and function of the lungs in health and disease with Dr. John Smith, a specialist in internal medicine and respirology at the Prince George Regional Hospital. /8649

NOVEMBER 16, 2006

The Kidney

Dr. Robin Lowry

This lecture will cover the basic anatomy and function of the kidneys, which are just as important to your health as your heart and lungs. Learn what makes kidneys so important, what happens when they fail, and what treatment options are available for those with chronic kidney disease. /8649

MINI-MED SCHOOL PASSPORT

\$195.00 + GST

(Includes the Five Basic Science Lectures plus three (3) Electives of your choice)

SINGLE LECTURES

\$45.00 + GST

LECTURE TIMES

7:00pm - 9:00pm

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Electives

OCTOBER 5, 2006

Consumer Health Information on the Internet

Trina Fyfe

This interactive workshop is designed to introduce participants to consumer health information sources on the Internet. Often finding reliable and authoritative health information online can be frustrating and overwhelming. This workshop will provide participants with the tools to confidently search the web for health information and evaluate what they find. /8649

OCTOBER 12, 2006

Palliative Care

Dr. Inbakumaran Reddy

Palliative care addresses the physical and psychological aspects of life threatening illnesses, including:

- Pain and other symptom management;
- Social, psychological, cultural, emotional and spiritual support;
- Caregiver support; and,
- Bereavement support.

Join Dr. Inbakumaran Reddy for an enlightened discussion of what palliative care is all about, who it is for, and what resources are available in Prince George. /8649

NOVEMBER 30, 2006

Prevention for Women over 50

TBA

Are you a woman 50 and over? Are you looking for ways to maintain or improve your health? If so, join us for an informative discussion on health issues and appropriate screenings for women over 50. /8649

NOVEMBER 23, 2006

Perimenopause/Menopause

TBA

Are you a woman going through menopause or perimenopause? Do you have questions that you have been too embarrassed to ask? Are you confused by all the information out there about hormone replacement therapy? If so, join us for an informative discussion on menopause and what you can do. /8649

Workshop topics:

- Strategies for dealing with the symptoms of menopause
- Hormones: To replace or not to replace?

NOVEMBER 28, 2006

Prevention for Men over 50

TBA

Are you a man 50 and over? Are you looking for ways to maintain or improve your health? If so, join us for an informative discussion on health issues and appropriate screenings for men over 50. /8649

The roofline of the Northern Medical Building has a unique curve.



HEALTH & WELLNESS

Massage Therapy Online Training

In collaboration with the Registered Massage Therapists' Association of BC, this program provides Registered Massage Therapists (RMTs) with the knowledge and skills to more effectively incorporate research knowledge in their practice to ensure patients are receiving safe, effective and optimal care. Understanding and utilizing principles and practices of evidence-based, outcome-based massage not only enhances current knowledge and skills, it also provides a stronger platform to more effectively market services to physicians, third party payers and clients. This program is offered to registered massage therapists who are regulated by a licensing body approved under provincial legislation and/or has graduated from an accredited massage therapy program having completed a minimum of 2000 hours of professional training. Registered Massage Therapists in British Columbia will receive 20 hours credit in the Practical Education category for Cycle 5 of the CMT CE/PD program upon successful completion. /8974

For more detailed information of ongoing enrollments and to register, please visit our website:

www.unbc.ca/continuingstudies/health

Register online at <https://continuingstudies.unbc.ca> or call 250-960-5980

Natural Resources & Environment

BCTS Certified EMS Training

Do you work with BC Timber Sales (BCTS)? Are you aware of the new requirement that all Contractor, Permittees and Licensee activities under the control or influence of BCTS are covered by the BCTS Environmental Management System (EMS)?

High quality stewardship is an important aspect of achieving success with BC Timber Sales (BCTS) and the organization is committed to certification. The foundation of the ISO certification is the Environmental Management System (EMS). BCTS has developed and implemented an EMS. /8365

Instructor: Bob Baker
Dates: October 23, 2006 or March 26, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: October 10, 2006 or March 15, 2007

Advanced Road Deactivation

This 3-day class and field course focuses on the assessment and prescription phases of road deactivation. This course is designed with a strong emphasis on the development of appropriate prescriptions for high hazard sites where non-standard techniques are required. The course includes a review of actual deactivation sites and the completion of both assessment and prescription exercises on selected road sections in both typical and in more critical situations. /8362

Instructor: Gary Zsombor
Dates: October 17-19, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: October 7, 2006

Invasive Species Management Workshop

Some plants may look beautiful, but they can have a devastating effect. Non-native invasive species lead to the destruction of natural areas, force native species into extinction and can cause damage to agriculture and infrastructure. This two-day class and field workshop will focus on invasive species management, identification, ecology, strategies and monitoring. /8651

Instructor: David Polster
Dates: June 5/6, 2007
Time: 8:30am - 4:30pm
Locations: Kamloops
Cost: \$250.00 + GST
Register by: May 25, 2007

Forest Road Construction Practices & Procedures

This 3-day classroom course covers practical forest road applications and techniques and includes seven modules:

- Construction Survey
- Subgrade Construction
- Drainage Structures
- Surfacing
- Revegetation and Erosion Control
- Construction Inspection
- Quality Assurance

In these modules, participants examine a variety of case studies that cover the life cycle of roads from engineering to deactivation. Beginning with plans, profiles and construction survey information, participants learn how to utilize engineering data to build a cost effective and Forest Practices Code approved road. /8306

Instructor: Gary Zsombor
Dates: April 17-19, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: TBA
Register by: April 5, 2007

Stream Bank Restoration Using Bioengineering Techniques

This two-day class and field streambank restoration workshop will focus on soil bioengineering techniques and options involved in restoration and reclamation of damaged ecosystems and streambank sites using a combination of structural materials, vegetative cuttings and other specialized techniques. Soil bioengineering is an applied science that uses live plant materials to perform an engineering function such as slope stabilization, soil erosion control, or seepage control. /8209

Instructor: David Polster
Dates: April 19/20, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$265.00 + GST
Register by: April 5, 2007

Geotechnical Engineering & Resource Road Workshop

This two day classroom workshop will focus on geotechnical engineering principles and their application in resource road planning, construction, and maintenance. The course will provide participants with an introduction to geotechnical engineering and how it is applied to resource roads.

In addition, workshop participants will learn about geotechnical investigations; slope stability and slope stabilization; landslide and sedimentation hazard and risk; retaining walls; stream crossings; subgrade stabilization; and drainage management. /8658

Instructor: Calvin Van Buskirk
Dates/Locations: Campbell River January 29/30, 2007
 Kamloops February 12/13, 2007
 Prince George March 5/6, 2007
 Fort St. John April 10/11, 2007
 Cranbrook April 16/17, 2007
 Hinton April 24/25, 2007
Time: 8:30am - 4:30pm
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

A Framework for Developing a Due Diligence Program

This workshop will provide participants with a framework to develop a due diligence program to help their organization:

- Comply with forest values results outlined in the Forest and Range Practice Act
- Provide background information to support alternative objectives in Forest Stewardship Plans
- Comply with regional/sub-regional land use plans and landscape-level Sustainable Resource Management Plans
- Conform to various certification requirements, such as Sustainable Forest Management Plans

Participants will do a series of exercises to assess the due diligence of their own organization. /8355

This due diligence framework is not intended to represent a due diligence defence to avoid administrative penalties from the Forest Range and Practices Act.

Instructor: Brian Robinson
Dates: March 6, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: February 25, 2007

Professional Reliance

Forest resource professionals who are interested in developing daily practices to ensure the public and their peers have confidence in relying on their professional judgement and accountability may be interested in this workshop.

Participants will learn about professional reliance, accountability, liability and responsibility; how to develop a due diligence daily checklist; how to make credible operational decisions in sensitive areas; assess and manage activity risk to decrease operational cost as well as improve compliance and conformance and more. /8357

Instructor: Brian Robinson
Dates: March 7, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: February 25, 2007

Basic Forest Soils

Inappropriate forest practices are often applied because of a poor understanding of general soil principles, leading to soil degradation, hindered seedling survival and growth and long-term site productivity.

This course consists of one full day in the field identifying soil horizons, classifying humus forms, soil texturing, estimating coarse fragment content and identifying parent materials. With an understanding of soil properties and processes, how soil components interrelate, you will not only be able to predict the soil's response to treatments, but also contribute to the correct management of our forests. /8213

Instructor: Leisbet Beaudry
Dates: May 14, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$150.00 + GST
Register by: May 5, 2007

Biogeoclimatic Ecosystem Classification (BEC)

This class and field workshop is an introductory course designed to meet the prerequisite requirement for the Silviculture Survey training modules. Workshop participants will learn basic ecological concepts and the role of the BEC system as a tool in forest management, its strengths and limitations. Students will have hands-on practice describing (in terms of site, soil and vegetation features), identifying and classifying sites. /8214

Instructor: Leisbet Beaudry
Dates: May 15/16, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: May 5, 2007

Northern Silviculture Committee Association Winter Workshop & Summer Field Tour

The Northern Silviculture Committee will be organizing another two day workshop with relevant and timely presentations. The workshop is a great venue for keeping up to date on the latest trends in silviculture and networking with new and old friends. The NSC promotes co-operation, understanding and improvement in the application of silvicultural practices at the field level through this winter workshop and a summer field tour in June. /8303

2007 Winter Workshop

Dates: January 15-17, 2007
Location: Prince George
Cost: TBA
Register by: January 5, 2007

2007 Summer Field Tour

Dates: June 19/20, 2007
Location: Smithers
Cost: TBA
Register by: June 11, 2007



Residue and Waste Survey Certificate

This four-day course combining approximately two days of classroom work with two days of field experience is designed for anyone who wishes to improve their understanding of the Ministry of Forests and Range rules and procedures for logging residue and waste surveys. Participants will improve their chance of success if they have some experience in Timber Cruising and/or Residue and Waste Surveys as well as an understanding of Interior Metric Log Scaling and Log Grading. (Desirable but not a mandatory pre-requisite). /8367

Instructor: Mike Fall
Dates: May 7-10, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$595.00 + GST
Register by: April 25, 2007

Computer Applications in Forest Road Design

This 3-day course focuses on several key elements of forest road design including: route surveys, design parameters, horizontal and vertical alignment, earthwork volumes, mass haul diagram, construction survey and design presentation. The course provides participants with an in-depth review of fundamental design principles combined with a practical, hands-on approach to forest road design using RoadEng.

Participants will learn to input traverse notes into the Survey/Map module; set the required design parameters in all RoadEng modules; prepare a plan, profile, and cross-sections that meet industry and BC Ministry of Forests design and construction guidelines; generate tabular output based on a completed forest road design; and recommend alternatives to existing forest road designs. /8372

Instructor: Jim Rudolph
Dates: February 5-7, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$595.00 + GST
Register by: January 25, 2007

Inspection, Reporting and Managing Bridges

This is a 3 day class and field course on the basics of inspecting, reporting and managing bridges. Large diameter culverts (1.5 m diameter and larger) are considered bridges and will be included in the course as well. The first day includes the basics of bridge terminology, bridge types, materials used and typical defects. The second day focuses on the bridge inspection process, reporting of the inspection, strategizing maintenance and managing the bridge system. The course will not only focus on how to inspect but will be supported with how everything functions. At the end of the course, participants will have a better understanding of how condition and functionality of the bridge components are tied together in order to prioritize maintenance efforts. /8369

Instructor: Randy Bredo
Dates: November 1-3, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$465.00 + GST
Register by: October 20, 2006

Introduction to Timber Cruising

Timber Cruising involves the establishment of sample plots in a forest and accurately measuring and assessing the volume and quality of the trees within those plots. This data is then used to estimate the total volume and quality of all the timber in that forest stand. This 5-day course is designed to provide participants with the basic skills and knowledge required to work at an "entry level" position in timber cruising. Emphasis in the course is on the practical field skill and procedures for accurate collection of the standard cruise data required by the BC Ministry of Forests.

Workshop participants will learn basic traversing; mapping accurate compassing; field measurements; timber cruising (forest sampling) theory and design; detailed data collection recording; basic cruise compilations; timber volume calculations. /8264

Instructor: Barry Ostrand
Dates: April 23-27, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$595.00 + GST
Register by: April 10, 2007

Introduction to Wood, Wood Products and Processing

This one-day course provides an introduction to wood and wood processing. There is a need for basic understanding of wood, its properties and the manner in which products are manufactured. The course is an introductory course for those that may encounter words and phrases in their workplace and need a better understanding of wood, its products, and how it is processed.

The first half of the course will cover the structure of wood for softwoods (i.e., pine and spruce) and for hardwoods (i.e., maple and aspen) where the students will have an understanding of identifying the wood using a hand lens. Physical properties of wood are discussed including the influence of moisture on strength, swelling and shrinkage of wood, acoustic, and others. The second half of the course introduces the technical terms which are used to describe the processing of wood for lumber, OSB, MDF, and others. /8370

Instructor: Ian Hartley
Dates: February 6, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$150.00 + GST
Register by: January 25, 2007



DID YOU KNOW?

The Prince George campus has been designed to reflect the northern environment. Large wood beams frame sunlit atriums, while slate and stone are featured prominently on floors and columns. To further strengthen the connection between the campus and the environment, none of the buildings is taller than the surrounding trees.

Contracts for Forest-Based Businesses

Answer that question that has crossed all of our minds at one point: Why is it that it takes a twenty page contract to record a deal that it only took two seconds to verbally arrange? Participants in this workshop will be better able to understand and write contracts, and will have a greater understanding of the issues directly pertinent to contracts in the forestry and logging businesses.

Learn when and why a contract exists and how to alter the situation; recognize "red flags" or potential problems as they arise; minimize legal liability and understand how to protect your business when entering into a contract; maximize due diligence in the area of contract management; improve your understanding of how to manage the situation when a contract goes "bad". /8359

An extensive binder of information is supplied to all participants and includes all the presentation material, discussion topics and samples.

Instructor: Rob Hunter
Dates: March 16, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: March 1, 2007

Forest Law for First Nations

There are an overwhelming number of laws that affect forest based businesses in British Columbia. Worse yet, the forestry laws keep changing. This two day seminar explores the basic forest legislation and related laws that cover much of the forestry, forest consulting and logging businesses with an emphasis on how new and existing First Nations' enterprises can participate and, once participating, how they can protect themselves. /8250

An extensive binder of information and all the course materials will be provided to each participant.

Instructor: Rob Hunter
Dates: March 14/15, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: March 1, 2007

Understanding Your Forest Tenure

This is a one-day course that explores the basic components of forestry and forest management in the context of the new Forest Licences being offered by the government of British Columbia to First Nations and other parties. It introduces the key elements of tenure management including cut allocation, the roles of the various parties, types of field operations, the payments that must be made and documents that must be created. The course is taught in an entertaining and informative manner and contains information on how other new tenure holders are dealing with the opportunity and recent court cases affecting tenures. /8666

Instructor: Rob Hunter
Dates: March 13, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: March 1, 2007

Aquatic Ecology and Limnology Field Course

This course is intended to be a practical, hands-on course in limnology (the study of inland waters), and will be geared towards those already working in this field in addition to those in the broader community who have a desire to learn about the biological and chemical dynamics of lakes and streams and the management of freshwater systems.

The 3 day course will be comprised of both classroom and practical activities (including data analysis techniques). At the end of the course, students will have learned about the physical, chemical and biological factors that control primary productivity (growth of rooted plants and algae); basic ecology and taxonomy of algae, rooted aquatic plants and zooplankton; and the use of several tools used to collect water and biological samples and basic chemical tests. /8218

Instructor: Rick Nordin
Dates: September 29 - October 1, 2006
Time: 8:30am - 4:30pm
Locations: Quesnel River Research Centre, Litley, BC
Cost: \$350.00 + GST
Register by: September 19, 2006

Wildlife Habitat Mini-Course

This three-day field course will expose and instruct students on how to identify and classify important wildlife habitat features such as mineral licks, bear dens, goshawk nests, porcupine caves, snake hibernacula, bushy woody rat middens, etc. The course allows students to visit a variety of field sites and discuss the importance of and options for maintaining the integrity of wildlife habitat features across a managed landscape. /8371

The field work runs Friday afternoon to Sunday evening at the John Prince Research Forest in Fort St. James, BC.

Overnight accommodations at the Cinnabar Resort are provided as part of the course fee.

Instructor: Roy Rea
 Dexter Hodder
Dates: April 27-29, 2007
Time: 8:30am - 4:30pm
Locations: Fort St. James
Cost: \$425.00 + GST
Register by: April 25, 2007

THE JOHN PRINCE RESEARCH FOREST

The John Prince Research Forest (JPRF) encompasses 13 032 ha of crown land in North Central BC, 50 km north of Fort St. James. The forest is situated between Tezzeron (Chuzghun) and Pinchi (Tesgha) lakes in the traditional territory of the Tl'azt'en First Nation. The research forest was established in 1999 as a result of many years of planning by the University of Northern British Columbia and the Tl'azt'en First Nation. The landscape exhibits diverse forest types and land management history and has a wide range of natural resource values and environmental conditions.

This research forest is unique in North America in that it is the only research forest that is jointly managed by a University and a First Nation community. The purpose of the forest is to promote inter-disciplinary research while providing education and employment opportunities for the local community.

SILVICULTURE SURVEYOR TRAINING

Five Day Silviculture Surveyor Training

This five day combination classroom and field program is designed to assist individuals preparing for the upcoming survey field season. This course is also suitable for those who require an extensive review prior to writing the Silviculture Survey Accreditation Examination.

Participants have the option of registering for the entire five day program or registering for one or more selected days. The course tuition varies based on the number of days selected. /8342

For details on course and exam content, please refer to the following website: http://www.for.gov.bc.ca/hfp/forsite/training/silv_survey_accred/

Instructor: Allen Schaad
Dates: April 30 - May 4, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$700.00 + GST
Register by: April 15, 2007

Silviculture Survey Accreditation Exam Review

UNBC Continuing Studies is pleased to offer a two-day session intended to assist individuals who are about to write the Silviculture Surveyor Accreditation Exam. Each session will be led by an experienced Silviculture Surveys Instructor and Examiner. This course is intended to review the performance expectations for the exam and provide an opportunity for discussion and questions. /8353

Instructor: Allen Schaad
Dates: September 28/29, 2006 or April 26/27, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: September 15, 2006

Silviculture Survey Accreditation Exam

The two day exam is regional in nature and includes written questions, case studies and field exercises. The accreditation exams will include a one-day written examination. The second day of the exam will include a complete silvicultural survey conducted in the field. The exam is open-book, however, no sharing of materials or equipment is permitted. /8353

Instructor: John Wallis
Allen Schaad
Dates/Locations:
 Sorrento September 25/26, 2007 or May 9/10, 2007
 Prince George October 12/13, 2006 or May 14/15, 2007
Time: 8:30am - 4:30pm
Cost: \$530.00 + GST
Register by: 10 days prior to course start date

Silviculture Surveys for Contract Administrators

The two day exam is regional in nature and includes written questions, case studies and field exercises. The accreditation exams will include a one-day written examination. The second day of the exam will include a complete silvicultural survey conducted in the field. The exam is open-book, however, no sharing of materials or equipment is permitted. /8373

Instructor: Allen Schaad
Dates/Locations:
 Chilliwack January 18, 2007
 Nanaimo January 19, 2007
 Fort St. John January 25, 2007
 Prince George January 26, 2007
 Smithers January 29, 2007
 Kamloops February 1, 2007
 Kelowna February 2, 2007
 Nelson February 5, 2007
Time: 8:30am - 4:30pm
Cost: \$225.00 + GST
Register by: 10 days prior to course start date

Soil Conservation Survey Accreditation Course

As a legal requirement under the Forest Practices Code maximum limits for areas occupied by soil disturbance and access structures must be specified in prescriptions. This three day course is specifically designed for forest personnel who will conduct formal soil disturbance surveys following either harvesting or mechanical site preparation. Successful completion of this course will result in accreditation as a soil disturbance surveyor. As a standard practice Ministry of Forest requires compliance level surveys to be carried out by accredited surveyors. /8660

Instructor: John Wallis
Dates: June 25-27, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$650.00 + GST
Register by: June 15, 2007

Eco-Forestry Workshop

This course introduces participants to the principles and practices of ecologically based forest management and provides well-rounded information on this new approach in forestry.

Participants will learn about principles, definitions and characteristics of eco-forestry; implementation of eco-forestry principles: silviculture, harvesting, roads, machinery, yields, inventories; certification of forests and forest products; current systems and their advantages and disadvantages. The workshop includes a field trip to an "old growth" forest. /8659

Instructor: Peter Jungwirth
Dates: May 10/11, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$250.00 + GST
Register by: April 30, 2007

Wildlife Danger Tree Assessors Certification

Retention of living and dead trees, singly and in patches, is key to maintaining biodiversity.

During these workshops you will learn to:

- Understand the use of wildlife trees and their role in forested ecosystems
- Identify high-value wildlife tree characteristics
- Describe site assessment factors
- Inspect and identify dangerous tree defects
- Determine levels of disturbance for various work activities
- Make appropriate safety decisions
- Perform detailed tree assessments and related measurements
- Inspect rooting systems
- Collect data on FS 502a field forms.

Forest Harvesting and Silviculture

This two day classroom and field course trains participants to identify wildlife trees and assess steps necessary to ensure worker safety and habitat protection when operating around wildlife/dangerous trees. Upon successful completion of this course, participants will be able to identify potential habitat; determine which trees are safe and dangerous in various settings; determine if dangerous trees should be removed or modified; and establish no-work zones. This process is applicable to all work activities in forested settings eg. harvesting, (especially relevant to partial cutting where various group retention, shelterwood or individual tree retention systems are employed), silviculture, roads, etc. This certification is recognized by WorkSafe BC. /8339

Instructor: TBA
DatesLocations:
 Prince George October 16/17, 2006
 Campbell River October 24/25, 2006
Time: 8:30am - 4:30pm
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Wildland Fire Safety

This two day training course provides information and technical procedures for assessing tree hazards and establishing appropriate safe work practices in situations where there is potential exposure from dangerous trees to workers involved in wildland fire fighting. It also provides information on habitat quality which can be used to retain some high-value wildlife trees where opportunities exist to assess both tree hazards and wildlife tree habitat value (eg. in sustained action fires where there is sufficient time to assess wildlife tree habitat components). Fire crews involved in wildland fire fighting do not have the time to complete a detailed tree assessment to determine if trees that appear dangerous might actually be assessed as safe. Consequently, this course primarily focuses on worker safety and tree defects which are visually inspected and rated as having "high defect failure potential". This certification is recognized by WorkSafe BC. /8337

Instructor: TBA
DatesLocations:
 Kamloops October 2/3, 2006
 Prince George April 26/27, 2007
Time: 8:30am - 4:30pm
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Parks and Recreation Sites

The Parks Branch of the Ministry of Environment in cooperation with the Wildlife Tree Committee has undertaken a modification of the existing Wildlife/Danger Tree Assessment Course for forestry operations. This course is developed and designed specifically for Parks, Recreation Sites and other municipal settings where there may be exposure to potentially dangerous trees. Participants will learn how to identify wildlife and dangerous trees, and determine steps necessary to enhance worker/public safety and habitat protection when operating around wildlife/dangerous trees. This two-day course combines both classroom sessions and field practice in a local park or municipal setting. Upon successful completion of this course, participants will be able to identify potential habitat, determine which trees are safe and dangerous in various settings, determine if dangerous trees should be removed or modified, and establish hazard zones. This certification is recognized by WorkSafe BC. /8338

Instructor: TBA
Dates: October 26/27, 2006
Time: 8:30am - 4:30pm
Locations: Kelowna
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

In-house sessions of all Wildlife Danger Tree Assessors courses are available on demand.

Geographic Information Systems Certification

A non-credit certificate in Geographic Information Systems from the University of Northern BC will be issued upon completion of all six courses/modules. All six modules will be delivered throughout the year at different times. Persons not interested in completing all six courses/modules may register for individual courses depending on their own needs and experience. A Certificate of Completion from the University of Northern BC will be issued upon successful completion of each module. Please check the UNBC Continuing Studies website for full course information and prerequisites. www.unbc.ca/continuingstudies

Module One: Data Creation and Manipulation

Explore GIS data in ARCGIS 9.x - ArcView (ArcMap, ArcCatalog, ArcToolbox). Acquire, display, manipulate and employ basic queries of spatial layers and attribute data. Understand data models, data formats and layers in GIS. View and manipulate satellite data and orthophotos. Understand and employ spatial referencing to define projection systems and re-project data (e.g. Albers, UTM, Geographic). Employ basic editing of shapefile features and attribute tables. Intro to Garmin GPS (download and editing in ArcView). /8203

Instructor: Nancy Alexander
Dates: November 6/7, 2006
 or April 10/11, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Module Four: Vector GIS Analysis and Modelbuilder

Explore landscape values with GIS vector analysis in ARCGIS 9.x - ArcView (ArcMap, ArcCatalog, ArcToolbox). Problem solving based on real-world scenarios (examples include riparian, patch and habitat analysis) will demonstrate attribute table manipulation, buffers, dissolves, appending/merging, clipping, intersecting and unioning of GIS data sets. Implementation of more advanced queries will be explored. Develop Geoprocessing tools into models via Modelbuilder to streamline workflow. /8203

Instructor: Nancy Alexander
Dates: November 16/17, 2006
 or April 18/19, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Module Two: Software Customization, Data Symbolization, Labelling and Map Elements

Acquire and use basic VB scripts & software customization to enhance your workflow. Explore map creation in ARCGIS 9.x - ArcView (ArcMap, ArcCatalog, ArcToolbox). Create map elements, metre grids and graticules. Develop graphic, dynamic labels & annotation and implement VBScripts for advanced labelling. Employ basic querying and table joins to enhance data interpretation. Spatially reference and symbolize CAD data in an ARCGIS. /8203

Instructor: Nancy Alexander
Dates: November 8/9, 2006
 or April 12/13, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Module Five: Raster GIS Analysis

Explore landscape values with GIS raster analysis in ARCGIS 9.x - ArcView (ArcMap, ArcCatalog, ArcToolbox, Spatial Analyst extensions). Problem solving based on real-world examples (e.g. Can you extract useful information for Predictive Ecosystem Mapping?). Interpolate DEMs, and identify random and systematic errors within surfaces. Implement cell-based analysis of raster categorical and elevation data. Integrate vector and raster analysis. /8203

Instructor: Nancy Alexander
Dates: November 20/21, 2006
 or April 23/24, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Module Three: Geodatabases, Attributes and Data Conversion

Explore GIS personal geodatabases and aspatial databases in ARCGIS 9.x - ArcView (ArcMap, ArcCatalog, ArcToolbox) and MS ACCESS. Data fields and their attributes, records, table joins, relates and query languages will be used to track and extract information, enhance your editing and generate new data layers. Convert data formats (shapefile, CAD, coverage data), annotation and tables. Understand and employ effective spatial referencing to control data integrity (spatial domain and precision). /8203

Instructor: Nancy Alexander
Dates: November 14/15, 2006
 or April 16/17, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Module Six: TINS, Perspectives, Flys, Referencing and Rectification

Explore landscape values management with GIS 3-D vector analysis in ARCGIS 9.x - ArcView (ArcMap, ArcCatalog, ArcToolbox, 3-D Analyst). Create and manipulate 3-D vector data, TINS, 3-D perspectives and animated fly-throughs. Explore ArcMap's image referencing & rectification of scanned maps, airphotos and digital images. /8203

Instructor: Nancy Alexander
Dates: November 22/23, 2006
 or April 25/26, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: 10 days prior to course start date

Geographic Information Systems Training

Enjoy these other non-certification GIS courses!

Migrating Your Microstation Workflow to ARCGIS ArcView

This workshop is designed for those presently working with Microstation or have a set of Microstation files and are presently required to use ARCGIS Arcview

In this two-day course participants will learn to view and symbolize CAD data in ARCGIS; acquire time saving tips to prepare data in Microstation for conversion to ARCGIS; prepare CAD data in ARCGIS for conversion to ARCGIS format (e.g. shapefiles); explore basic editing of point, line or area features; employ customizations to enrich workflow; and employ Geoprocessing Tools and ModelBuilder to streamline workflow. /8374

Pre-assessment of your needs by the course facilitator prior to registration is encouraged to determine the focus of this course to better meet your needs. Participants are encouraged to bring samples of their data.

Instructor: Nancy Alexander
Dates: November 1/2, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: October 20, 2006

GIS Mapping in Geology/Mining

This workshop is designed for those presently employed in mining and will use ARCGIS ArcView and 3-D Analyst licenses to better serve your mapping needs.

In this five-day course participants will develop your borehole and surface data to render properly in 3-D Analyst ArcScene; acquire and develop free spatial data to support your mapping needs (e.g. DEMs); effectively employ spatial reference properties (projections, etc) to retain data integrity; render digital orthophotographs, and convert hard-copy airphotos to digital; create/interpolate surfaces from height data (points or contours) to TINs or DEM Grids; employ customizations to enrich workflow; employ Geoprocessing Tools and ModelBuilder to streamline workflow; employ basic editing techniques of vector features; and symbolize and disseminate map output. /8375

Pre-assessment of your needs by the course facilitator prior to registration is encouraged to determine the focus of this course to better meet your needs. Participants are encouraged to bring samples of their data.

Instructor: Nancy Alexander
Dates: February 12-16, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$700.00 + GST
Register by: February 1, 2007

The Field to the Desktop: GPS Data and GIS Mapping

This workshop is designed for those presently employed in mapping and wishing to use ARCGIS ArcView to develop GPS field survey data into features in ARCGIS data formats.

In this two-day course participants will convert GPS data into ARCGIS formats; develop GPS point and line data into usable GIS features; effectively employ spatial reference properties (projections, etc) to retain data integrity; employ customizations to enrich workflow; employ Geoprocessing Tools and ModelBuilder to streamline workflow; create maps, including planimetric and elevation profiles, as output and more. /8375

Pre-assessment of your needs by the course facilitator prior to registration is encouraged to determine the focus of this course to better meet your needs. Participants are encouraged to bring samples of their data.

Instructor: Nancy Alexander
Dates: March 6/7, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: February 25, 2007

Introduction to GPS

The focus of this workshop is to teach you how to use a GPS receiver, familiarize you with the various terms and functions associated with GPS use and to provide an opportunity for you to apply and practice basic GPS skills. The workshop will consist of a combination of classroom and hands-on field related exercises. This course is targeted towards the novice GPS (recreation-grade) user who wishes to gain a better understanding of how to use their GPS unit. /8305

Instructor: Rob Bryce
Dates: October 21, 2006 or May 5, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$95.00 + GST
Register by: 10 days prior to course start date

Mapping for Managers: Get a Grip on GIS

In this one-day workshop participants will learn how to assemble data layers for queries and map development for a desktop GIS ; assess desktop GIS for non-GIS staff in the workplace for basic queries and maps; and gain an overview of GIS constructs and issues. /8375

Pre-assessment of your needs by the course facilitator prior to registration is encouraged to determine the focus of this course in order to better meet your needs.

Instructor: Nancy Alexander
Dates: March 5, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$150.00 + GST
Register by: February 25, 2007

Global Positioning Systems Training

These GPS courses are wonderful on their own or as a complement to your GIS training.

Comprehensive GPS Training

This 4.5-day course provides participants with a comprehensive grounding in GPS concepts and methods relevant to resource inventory surveys in BC. Provincial GPS standards require specific levels of expertise for data processors and project managers responsible for collecting and submitting data to the provincial government. It is recommended that all GPS operators successfully complete this course or successfully challenge the course.

The course consists of classroom and hands-on field exercises that feature receiver operation and data interpretation exercises. It provides an in-depth understanding of signal structure, measurement techniques, range errors and geodesy, DGPS data processing, interpretation, quality control, quality assurance, audits and data delivery formats. The course ends with a compulsory one-hour, 20 question multiple choice examination. To achieve validation as a GPS contractor and a RISC certificate of competency, participants will also be required to complete and submit an independent GPS field validation survey using their own equipment within one month of successfully completing the course. /8376

Participants should have a substantial amount of theoretical and/or practical (field) GPS and mapping experience. The two-day Field Operator course along with some field experience is a good prerequisite for the Comprehensive course.

Instructor: Allan Macdonald
Dates: March 26-30, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$1200.00 + GST
Register by: March 15, 2007

GPS Field Operators Course - RISC

The course introduces participants to the core fundamental concepts of GPS positioning in resource surveys, how to use specific mapping-grade GPS field equipment and develop good field practices, as well as how to minimize GPS errors.

Training is a mix of class and field sessions spread over two full days. Participants will learn use of GPS receivers through hands on practical exercises; collection of complete and useful field data; making appropriate GPS data collection decisions in the field; navigation using GPS; and note keeping and equipment care. /8377

A detailed reference manual is provided for each participant. A practical evaluation at the end of day two leads to RISC certification. Some government contracts specify RISC certification for field and/or office staff.

Instructor: Allan Macdonald
Dates: November 27/28, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$625.00 + GST
Register by: November 15, 2006

Introduction to OziExplorer

OziExplorer is interactive software; it allows you to work on your computer with digital maps that you have purchased or scanned yourself. By using these maps, OziExplorer allows you to plan your trip by creating waypoints, routes and tracks on screen and upload these to your GPS. This one day course introduces the participant to the use and features of recreation-grade GPS (Global Positioning Systems) in relation to OziExplorer GPS Mapping Software. This course is targeted towards individuals requiring low-cost solutions to point sampling activities. /8231

Instructor: Rob Bryce
Dates: November 18, 2006 or March 24, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$150.00 + GST
Register by: November 5, 2006

Introduction to OziExplorer 3D

OziExplorer 3D is a low-cost add-on to Ozi Explorer. The software is able to render map images into a 3-D view that can be rotated, manipulated (zoom, exaggerate, lighting, etc.), saved and printed.

The course will focus on the use of OziExplorer 3D, the overlay of waypoint and track data, sources of height data, and the manipulation of 3D textured view (rotate, sun angle and height, fog and elevation exaggeration). Sample height data and maps will be provided as well as options available for acquiring elevation data. /8354

Instructor: Rob Bryce
Dates: May 18, 2007
Time: 8:30am - Noon
Locations: Prince George
Cost: \$65.00 + GST
Register by: May 5, 2007

Introduction to OziPhoto Tool

OziPhototool is a complimentary program to OziExplorer GPS Mapping Software (partial add-on). OziPhoto Tool combines the power of GPS and digital camera. The software will watermark digital images with critical information based upon the collected GPS data. Critical information includes the coordinates for the image location, date, time, titles, speed, and direction.

OziPhoto Tool will create waypoints specific to the location of the photo and load the waypoints into OziExplorer. The specific image is "attached" to the waypoint and can be viewed related to the open map image.

OziPhoto Tool is able to generate web pages (HTML) of captured images related to map images. /8653

Instructor: Rob Bryce
Dates: May 18, 2007
Time: 1:00pm - 5:00pm
Locations: Prince George
Cost: \$65.00 + GST
Register by: May 5, 2007

Safety & First Aid

SAFETY & FIRST AID

Bear Aware

This course is a comprehensive bear safety course that is specifically designed to reduce risk when working or recreating in bear country. This course focuses on bear behaviour and the understanding that they are more predictable than most of us think. This program teaches basic bear biology, identification, behaviour and how to prevent and respond to bear encounters. The use of non-lethal bear deterrents is taught in detail and includes a practical demonstration of pepper spray and various noise deterrents. /8310

Instructor: Dan LeGrandeur
Dates: May 14, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$75.00 + GST
Register by: May 1, 2007

Wilderness First Aid

With an emphasis on prevention, this 32 hour program will enable participants to cope with injuries and illnesses that can occur in the wilderness. This course has a specific focus on hazard awareness and avoidance as well as the use of improvised first aid equipment, problem solving, decision-making and group dynamics.

Practical sessions will run outdoors, rain or shine, throughout the program. Students will require appropriate clothing, a backpack and are encouraged to bring other equipment they would normally carry for use in their environment. /8314

Two year certification includes Global Medical Services' Wilderness First Aid, Occupational First Aid Level 1, and automated external defibrillation including CPR at the adult level.

Instructor: Larry Obst
Dates: April 21/22 & 28/29, 2007 or April 30 - May 4, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$375.00 + GST
Register by: 10 days prior to course start date

ATV Safety Training

This course will provide ATV operators with knowledge and skills in the safe use of ATVs for the prevention of injury to themselves and others. With a mix of classroom theory and hand-on practice with an emphasis on safety implications, the course covers protective gear, environmental concerns, local laws and safety techniques, as well as pre-ride inspections, starting and stopping, turning, hills, emergency stopping, swerving and riding over obstacles. /8354

Participants in this workshop must be 16 years of age or older.

Rental vehicles are available at reasonable rates.

Instructor: Denise Yungen
Dates: October 5, 2006 or April 25, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$225.00 + GST
Register by: 10 days prior to the course start date

Snowmobile Safety Training

This course will provide operators with the knowledge and skills in the safe use of snowmobiles for the prevention of injury to themselves and others. The course covers protective gear, environmental concerns and safety techniques, as well as pre-ride inspections, starting and stopping, turning, hills, emergency stopping, swerving and riding over obstacles. /8360

Participants in this workshop must be 16 years of age or older.

Rental vehicles are available at reasonable rates.

Instructor: Dan LeGrandeur
Dates: May 14, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$325.00 + GST
Register by: May 1, 2007

S-100 Basic Fire Suppression and Safety

The Worker's Compensation Board of BC requires ALL workers to be trained before fighting a forest fire and workers that fight forest fires to be retrained annually (WCB Reg 26.19). In addition, the BC Forest Service requires that anyone conducting an industrial operation in a forest to be trained for fighting forest fires. This course was developed by the BC Forest Service Protection Branch to meet the requirements of their regulations and is also a WCB acceptable standard.

Participants in the course will learn fireline safety, fundamentals of fire fighting, fire behaviour, water delivery using portable pumps and gravity systems. /8309

An examination is given at the end of the course and successful participants will receive formal proof of completion.

Instructor: Doug Ellis
Dates: April 24/25, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$150.00 + GST
Register by: April 10, 2007

S-10A Basic Fire Suppression and Safety Refresher

This 1/2 day course is for anyone who has completed forest fire fighter training and requires refresher training to meet "annual retraining" requirements. (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.")

Four hours of classroom time will include: review of Fundamentals of Fire Fighting, review of Fireline Safety, review of - FS232 Pumps and Pumping Systems, a brief review of WHMIS, a written exam, 70% required to pass. Please call to set up a course for your organization. /8309

Instructor: Doug Ellis
Dates: April 23, 2007
Time: 8:30am - 12:30pm
Locations: Prince George
Cost: \$75.00 + GST
Register by: April 10, 2007



Crime Prevention through Environmental Design (CPTED)

CPTED is a proven set of design principles that are internationally recognized and used by planners, designers, police agencies, security professionals, academics, educators, retailers, corporations and others to reduce the fear and incidence of crime as well as improve the quality of life. The main principles of CPTED are: Natural Surveillance; Natural Access Control and, Territorial Reinforcement. CPTED principles can be applied at the pre-development (planning) stage of a given site or to an existing facility. The goal of CPTED is to reduce opportunities for crime that may be inherent in the design of structures or in the design of neighbourhoods which in turn improves the quality of life.

The basic level 1 CPTED course will provide you with all the theory necessary to implement CPTED in your community or organization. It will also include practical exercises, case studies, site plan review, lighting presentation and an opportunity to work in a group setting to conduct an in field CPTED audit. These 'hands-on' design workshops and field exercises represent real-world problems that exist within our communities. /8378

Each participant is given a professionally printed workbook that includes all information presented during the training. Each successful participant will receive a certificate of completion.

Instructor: Security Through Safe Design Inc.
Dates: January 8-11, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$695.00 + GST
Register by: December 28, 2006

Critical Incident Stress Management (CISM) Training:

The CISM model helps prepare individual peers, professionals, groups, organizations or communities in preparing for and responding to critical incidents. A "Critical Incident" includes any event that involves death, harm, the threat of harm or any event that overwhelms the normal coping ability of individuals. Through instruction using the "Mitchell Everly" model participants are provided skills and a model to deal with an incident response.

Crisis intervention is a specialized acute emergency mental health intervention which requires specialized training. The CISM model uses the skills of the peer group, community or organization, professionals, First Responders, and mental health professionals who have specialized CISM training to assist in a consistent manner in dealing with emotional effect of a critical incident.

Training and certification is provided in two foundation courses with the first course being a pre-requisite for the second. The International Critical Incident Stress Foundation (ICISF) provides certification for both of these courses. Participation for these courses is open to the general public but is recommended for emergency services personnel, human resource personnel, crisis volunteers, business/industrial peer support personnel without formal training in mental health, military staff, as well as mental health professionals (social workers, psychologists, etc.) who desire to increase their knowledge of individual and small group crisis intervention techniques.

Both courses use a combination of textbook review, video demonstration and participant role-playing to demonstrate the CISM techniques.

Level One: Individual Crisis Intervention and Peer Support Certification

An introduction of the CISM concept is provided and how it fits into a comprehensive crisis intervention program. The role of "individual crisis intervention" is detailed and how it fits within the comprehensive CISM program. Terms and concepts relevant to the study of crisis, traumatic stress and crisis intervention are introduced and demonstrated. Demonstration of differential utilities of selected crisis communication techniques are provided and practiced by the group. An understanding of the psychological reactions to crisis and trauma is provided. An introduction and demonstrations of the SAFER protocol for individual crisis intervention is provided and how it fits within a comprehensive CISM program. Review of common problems encountered while working with individuals in crisis. /8903

Instructor: Tina Brazzoni
Dates: October 24/25, 2006
Time: 9:00am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: October 12, 2006

Level Two: Small Group Crisis Intervention Certification Training

This course will teach the basics of using groups as a tool in a crisis response. It builds upon the techniques and skills developed in the Individual Crisis Intervention and Peer Support course and how they can be applied to a group setting. This includes how to use group forums including community management meetings and "debriefings" to assist a group or an organization in responding to the emotional response in a crisis. /8903

Pre-requisites: Individual Crisis Intervention and Peer Support Certification.

Instructor: Tina Brazzoni
Dates: January 30/31, 2007
Time: 9:00am - 4:30pm
Locations: Prince George
Cost: \$350.00 + GST
Register by: January 15, 2007

Writing & Publishing



FICTION AND POETRY

Creative Writing

This course is designed for beginning and intermediate writers who want to explore the range and potential of creative writing. The course will look at the basics of creative writing, the elements of fiction with an emphasis on the short story, and creative non-fiction. An interactive workshop, participants are encouraged to bring an example of their written work and take part in in-class exercises and discussion. /8225

Instructor: Andrea Collins
Dates: November 4/5, 2006
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$295.00 + GST
Register by: October 20, 2006

Poetry Immersion

A two-day workshop that will immerse students in the language of poetry. Together we will unlock the artistry behind the power of poetry. Students will learn how to read and write contemporary poetry with skill and confidence. /8949

Instructor: Rob Budde
Dates: January 27/28, 2007
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$175.00 + GST
Register by: January 12, 2007

PUBLISHING & THE BUSINESS OF WRITING

Self-Publishing Your Book

Learn what it takes to successfully self-publish your manuscript. Participants in this one day workshop will learn about different kinds of publishers; book formats; other things to know about such as ISBN, CIP, ABI, barcodes; typesetting; pricing your book; working with printers; business considerations; marketing your book and more! /8323

Instructor: Suzanne Anderson
Dates: November 18, 2006
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: November 3, 2006

Behind the Scenes: Online Publishing

What does it take to publish an online journal from selection to layout and promotion? Gain invaluable insight as an author or artist by experiencing the process from "the other side" of the desk. Develop skills in copy editing, web design and project management as well as contributing in your own areas of expertise.

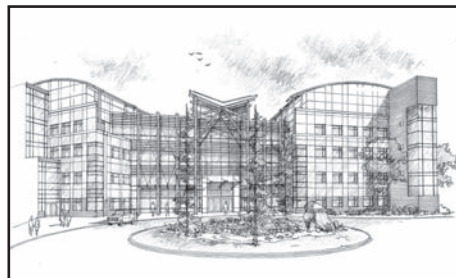
Participants will learn about the economics of a free product; mission, goals and expectations; quality control goals and limitations; design decisions; working with authors and guest editors; and promoting an online publication. /8668

Instructor: Lynda Williams
Dates: March 8/15/22/29, 2007
Time: 6:30pm - 8:30pm
Locations: Prince George
Cost: \$150.00 + GST
Register by: February 20, 2007

Pen for Hire: The Business of Words

Do you want to start your own writing, editing or communications business? Learn the fundamentals from pricing and profit, to business planning, marketing and networking. This one day interactive workshop gives you the strategies to take your hobby or career goal to the next level, and shows you how to progress from the preliminaries to the productive. /8324

Instructor: Andrea Collins
Dates: March 10, 2007
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: February 23, 2007



WE'RE MOVING!

Continuing Studies will be moving into the Teaching and Learning Centre, currently under construction, when it opens in 2007. We look forward to seeing you in our new location!

At about 92,000 square feet, the Teaching and Learning Centre will be one of the largest buildings on the campus. Its atrium will face south, providing a spectacular view of the campus, the city of Prince George, and the mountains beyond.

It will house classrooms, teaching labs, academic offices, research space, and students areas for a large number of UNBC programs and will be connected to the rest of the campus through the Teaching Laboratory.

WRITING & PUBLISHING

NON-FICTION & PERSONAL WRITING

Your Journal, Your Journey

Journalism is creative self-expression. You may wish to journal for self-exploration, understanding your world and the people in it, spiritual growth, to capture an idea for your work or writing, to set a goal, to record a milestone event like a wedding or the birth of a child, to capture your dreams, sketches or poems. This workshop is a guide to starting or expanding your journaling to give added meaning and motivation to your thoughts. /8952

Instructor: Andrea Collins
Dates: March 11, 2007
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: February 23, 2007

Writing and Selling Magazine Articles

This introductory 3-hour workshop will give you the tools to sell your magazine articles. It will save beginning writers years of trial and error, as you find story ideas, pursue markets, and sell to editors.

Workshop participants will learn to write about what they know and love; find the right story angle; pack an article with a punch; develop query letters that open doors; and how to sell articles to an editor. /8280

Instructor: Glenn Mikkelsen
Dates: November 2, 2006
Time: 6:30pm - 9:30pm
Locations: Prince George
Cost: \$55.00 + GST
Register by: October 20, 2006

Writing Non-Fiction Books

Learn tools to help write non-fiction books, whether they be how-to, humour, history, self-help, cookbooks, fitness or other topics. Learn how to organize your work with such tools as chapters, appendices, indexes; proper language, format, grammar for the writing of your book; how to work with an editor; and much more. /8325

Instructor: Suzanne Anderson
Dates: November 19, 2006
Time: 9:00am - 4:00pm
Locations: Prince George
Cost: \$195.00 + GST
Register by: November 3, 2006

Travel Writing that Pays

In this class you will explore the trail of travel writing with your compass set on paying markets.

Vivien will relay safety hints on how to catch and keep an editor's eye. By the end of the day you should be able to write a piece tight enough to squeeze a cheque out of an editor's fist.

You can also just come to have fun and share travelers' tales. This is an all day course that includes a lunch-time trek along the Greenway Trail where you will learn to gather material for numerous stories. /8296

Instructor: Vivien Lougheed
Dates: March 17, 2007
Time: 9:00am - 5:00pm
Locations: Prince George
Cost: \$125.00 + GST
Register by: March 5, 2007

BUSINESS WRITING

Words that Work: Business Writing that Delivers the "Write" Message

Today's business correspondence has to be done fast and it has to be done well... the first time around! Use the proven six step approach and the many checklists and formulas presented to effectively plan, organize and polish your business writing skills.

Workshop participants will learn how to organize what they want to say; set the right tone for the message; develop an effective "plain language" mind set for writing; avoid the Top 10 problems in business communication; use effective openings and closing; developing proper spelling and grammar and that "critical eye" that helps to constantly improve writing skills. /8977

Instructor: Daina Bruners
Dates: November 8, 2006
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$275.00 + GST
Register by: October 25, 2006

Reading for Speed and Comprehension

Whether you read for pleasure or through work, attend this session to learn to read and remember. Through this interactive session, participants will learn techniques to help them read material more quickly, but most importantly, more critically. Learn to grasp main points in written material; respond to written information appropriately; and retain the information required. This is a key skill for success for students, individuals and business people alike. /8693

Participants are asked to bring reading material to the workshop (something that you would read for leisure and something more technical/work/school based).

Instructor: Lyn Benn
Dates: March 13, 2007
Time: 6:00pm - 9:00pm
Locations: Prince George
Cost: \$65.00 + GST
Register by: March 1, 2007

View of the lab building and the roofline of Student Services Street.



Shaking the Money Tree: Writing Successful Business & Grant Proposals

In these times of funding cutbacks and financial constraints, more organizations are competing for an ever decreasing number of dollars. With the current trend towards privatization and contract work, individuals who are interested in working on contract need to know how to plan and develop proposals to sell their ideas and services. This practical session, packed with ideas and insights, will take the guesswork out of how to plan and write winning business and grant proposals.

Workshop participants will learn how to identify potential funders and partners; become familiar with finding and "requests for proposals" terminology; ensure proposals include the 10 "must-haves" of information and more. /8300

Come with a project or service idea in mind.

Instructor: Daina Bruners
Dates/Locations:
 Fort St. John May 22, 2007
 Quesnel May 25, 2007
 Terrace May 26, 2007
 Prince George May 28, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$275.00 + GST
Register by: May 10, 2007

MORE Successes for your Business and Grant Proposals - ONLINE

Building on the wealth of information that was covered in "Shaking the Money Tree", this course will give you a full understanding of what to do, and what not to do to give your business and grant proposals the leading edge and competitive advantage.

This course will provide you with an exciting opportunity to: review and critique other proposals; practice writing and/or polishing vital components of your own proposal; and receive feedback and support from the instructor as well as other participants for each stage of your proposal writing journey. /8300

This course is offered as a series of four on-line lessons, using WebCT. Course material will be posted in four lessons: January 17, 24, 31 and February 7, 2007 in addition to four short assignments. Students will be asked to complete 2 of the 4 assignments by February 23, 2007. Students successfully completing these assignments will be awarded a Certificate of Completion by UNBC.

Instructor: Daina Bruners
Dates: January 10 - February 23, 2007
Locations: ONLINE
Cost: \$275.00 + GST
Register by: January 1, 2007

Developing Effective Training Manuals

Adult educators who design or adapt training materials will find this practical, hands on workshop an essential tool to maximize their training's effectiveness. Work through a proven 12-step design cycle that will take your training materials from an idea to a polished package.

Participants will learn how to identify the needs of the learners and the organization; to write clear training goals and measurable learning outcomes; to choose the best way to present material; develop effective visuals aids; and much more. /8640

Come with a project or service idea in mind.

Instructor: Daina Bruners
Dates: May 24, 2007
Time: 8:30am - 4:30pm
Locations: Prince George
Cost: \$275.00 + GST
Register by: May 10, 2007

Students interested in these courses may also be interested in the following course:

**The ABC's of Effective
Questionnaire and
Survey Design
Page 17**

The Administration Building at the Prince George campus.



Regional Courses

Continuing Studies holds the majority of its courses in Prince George, Northern British Columbia. However, we also run courses throughout the province of British Columbia through UNBC satellite campuses around the north as well as through partnerships with other institutions.

Check out what we've got scheduled in your community!

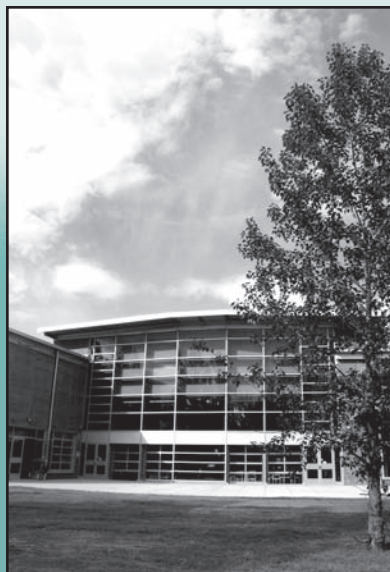
The majority of Continuing Studies courses are available for delivery through contracted sessions. If you have a group of 10 or more people, we can arrange a special session of one or more of our courses in your own community.

Contact us for more information or to schedule a course:

T: 250-960-5980

E: cstudies@unbc.ca

The North Cariboo Community Campus in Quesnel offers courses by both UNBC and the College of New Caledonia.



BURNS LAKE	October 25, 2006	Succession Planning	Page 17
CAMPBELL RIVER	October 24/25, 2006 January 29/30, 2007	Wildlife Danger Tree: Forest Harvesting & Silviculture Geotechnical Engineering Resource Road Workshop	Page 33 Page 28
CHILLIWACK	January 18, 2007	Silviculture Surveys for Contract Administrators	Page 32
CRANBROOK	April 16/17, 2007	Geotechnical Engineering Resource Road Workshop	Page 28
FORT ST. JAMES	April 27-29, 2007	Wildlife Habitat Mini-Course	Page 31
FORT ST JOHN	January 25, 2007 March 8, 2007 April 10/11, 2007 January 25, 2007 May 22, 2007	The Power of Positive Communication Developing High Performance Teams Geotechnical Engineering Resource Road Workshop Silviculture Surveys for Contract Administrators Shaking the Money Tree: Grant and Proposal Writing	Page 13 Page 14 Page 28 Page 32 Page 41
HINTON	April 24/25, 2007	Geotechnical Engineering Resource Road Workshop	Page 28
KAMLOOPS	June 5/6, 2007 February 12/13, 2007 February 1, 2007 October 2/3, 2007	Invasive Species Management Workshop Geotechnical Engineering Resource Road Workshop Silviculture Surveys for Contract Administrators Wildlife Danger Tree: Wildland Fire Safety	Page 28 Page 28 Page 32 Page 33
KELOWNA	February 2, 2007 October 26/27-06	Silviculture Surveys for Contract Administrators Wildlife Danger Tree: Parks & Recreation Sites	Page 32 Page 33
LIKELY	September 29/ October 1, 2007	Aquatic Ecology & Limnology Field Course	Page 31
NANAIMO	January 19, 2007	Silviculture Surveys for Contract Administrators	Page 32
NELSON	February 5, 2007	Silviculture Surveys for Contract Administrators	Page 32
PRINCE RUPERT	February 28, 2007	Medicine Wheel and Sharing Circle	Page 9
QUESNEL	January 24, 2007 May 28, 2007	The Power of Positive Communication Shaking the Money Tree: Grant and Proposal Writing	Page 13 Page 41
SMITHERS	June 19/20, 2007 January 29, 2007	Northern Silviculture Committee Summer Field Tour Silviculture Surveys for Contract Administrators	Page 29 Page 32
SORRENTO	Sept 25/26, 2006	Silviculture Survey Accreditation Exam	Page 32
TERRACE	May 26, 2007	Shaking the Money Tree: Grant and Proposal Writing	Page 41

Instructor Biographies

Alexander, Nancy

- 34 *Geographic Information Systems Certification*
 35 *Migrating Your Microstation Workflow to ARCGIS ArcView*
 35 *GIS Mapping in Geology & Mining*
 35 *Mapping for Managers: Get a Grip on GIS*
 35 *The Field to the Desktop: GPS Data and GIS Mapping*

Anderson, Suzanne

Suzanne Anderson spent two years as the editor of her college newspaper and has worked as a freelance writer. She chose to self-publish her first book, a regional history, in 1997. Anderson is on the board of directors of a self-publishing co-operative on Vancouver Island and chairs the local chapter. She conducts workshops on self-publishing and book marketing at various college campuses. For the past five years, she has edited an alumni newsletter, and is a regular contributor to the self-publishing co-operative's newsletter.

- 39 *Self-Publishing Your Book*
 40 *Writing Non-Fiction Books*

Baker, Bob

- 28 *BCTS Certified EMS Training*

Battistelli, Vince

Vince Battistelli, Principal of The Governance Group, has over 20 years experience as a consultant, board member, facilitator and trainer in organizational effectiveness, planning and board governance. He brings years of practical experience, knowledge and understanding of management and governance practices, issues and challenges to his work with clients. Vince has worked with hundreds of organizations in BC providing each with specialized services that produce results and improve organizational effectiveness.

- 16 *Best Practices of Highly Effective Boards*

Beaudry, Leisbet

Leisbet, RPF, has been involved in Silviculture Prescription and ecosystem training for nine years. She is with P. Beaudry & Associates in Prince George.

- 29 *Basic Forest Soils*
 29 *Biogeoclimatic Ecosystem Classification (BEC)*

Baumont, Sherry

Sherry received her PhD in Developmental Psychology and her research lies in the fields of communication in families and friendships; the relation between personality, emotion regulation, and conversational styles; and vulnerability and resiliency associated with maladaptive temperamental or personality styles.

- 22 *The Psychology of Happiness*
 22 *Criminal Psychology*

Benn, Lyn

- 40 *Reading for Speed and Comprehension*

Boothroyd, Carol

Carol has earned her reputation as one of the best in the business. She is a dynamic trainer and keynote speaker who travels coast to coast, teaching, cajoling and inspiring audiences. She works with thousands of people each year and brings professional insights, skills and energetic humour to her fast paced and entertaining sessions.

- 12 *Gender and Communication*
 16 *Don't Shoot the Messenger: The Best of Customer Service*

Bosma, Broek

Broek, BA, MBA, is the Artistic Director of the Prince George Conservatory of Music. He pursued his undergraduate degree in music from UBC as well as post-graduate studies at the Hochschule fur Musik in Zurich, Switzerland. Broek has performed throughout BC, Alberta, Quebec, Ontario, Switzerland and the Czech Republic. He currently teaches and conducts with the Prince George Conservatory of Music and recently completed his MBA degree through UNBC.

- 8 *Music Appreciation*
 8 *Music Theory*

Boudreau, Dan

- 17 *Business Planning Workshop*

Brazzoni, Christina

Christina has been practicing mental health therapy since 1989 and in the Prince George region since 1995. Christina holds a Master's Degree in Social Work and is registered with her professional board. She is licensed for private practice within the province of British Columbia. She holds advanced certification in Critical Incidence Stress Management (CISM) and is an approved trainer with the International Critical Incident Stress Foundation. Christina also has certification in Eye Movement Desensitization Reprocessing (EMDR is a therapy used for trauma). Christina is an approved level one therapist for Health Canada, Medical Services Branch.

- 38 *Critical Incident Stress Management Training, Level I & II*

Bredo, Randy

- 30 *Inspection, Reporting and Managing Bridges*

Brown, Gregg

Greg, of Wray Group Consulting, is an experienced facilitator with a background in adult education and has led many sessions on leadership development, change management and strategic planning. Gregg holds a Masters Degree in Training and Human Resource Management and works as a team member of the Wray Group out of Vancouver.

- 12 *Engagement Coaching: Equipping Mangers to Optimize Results and Employee Performance*

Bruners, Daina

Daina, of D. Bruners and Associates, has been teaching writing courses in Continuing studies at UNBC for the past four years. She divides her time teaching and consulting as a proposal and grant researcher and writer for various organizations in Alberta and BC.

- 17 *Engaging the Adult Learner*
 17 *Survey & Questionnaire Design*
 40 *Words that Work: Business Writing that Delivers the Right Message*
 41 *Shaking the Money Tree: Writing Successful Business & Grant Proposals*
 41 *Developing Effective Training Manuals*

Bryce, Rob

Rob is one the Coordinators of the Continuing Studies department at UNBC, an avid fisherman and outdoor enthusiast.

- 35 *Introduction to GPS*
 36 *Introduction to OziExplorer*
 36 *Introduction to OziExplorer 3D*
 36 *Introduction to OziPhoto Tool*

Budde, Rob39 *Poetry Immersion***Charney, Cy**

Cy, President of Charney and Associates Inc., is a leading Canadian consultant in the area of organizational performance. Cy is a master facilitator and mentor working with individuals and teams to solve problems make decisions; conduct strategic planning; re-engineering; and do long range planning. Cy has the ability to get people to focus on key issues and achieve results quickly. Cy is a member of the faculty of the Canadian Management Centre and instructs in the Executive programs in universities across Canada.

11 *Managing in a Unionized Environment*11 *High Performance Leadership***Collins, Andrea**39 *Creative Writing*39 *Pen for Hire: The Business of Writing*40 *Your Journal, Your Journey***deGrace, John**

John has been practicing meditation, mostly in the Theravada tradition of vipassana since 1991. He has received instruction from some of the foremost North American teachers in this tradition. John has taught meditation practice since 2000. At present he is a director of the Buddhist Meditation Society of Northern British Columbia and University Secretary and Registrar at UNBC.

25 *An Introduction to Meditation & Self-Knowledge***Dillon-Shaw, Elfi**

Elfi is a registered Massage Practitioner, bodyworker and educator with over 20 years of experience incorporating both eastern and western approaches, and her "hands on" practice including many modalities. She is a member of faculty at the Haven Institute on Gabriola Island. Elfi is dedicated to fostering a friendly relationship with our bodies by increasing understanding and felt experience of somatic reality and mending the split between body and spirit.

24 *Introduction to Body Work Practices in a Therapeutic Setting***Donovan, Tony**

Tony works in the Educational Media Services department of UNBC and knows his way around computers.

18 *Microsoft Word Levels I & II*18 *Microsoft Excel Levels I & II*19 *Microsoft Publisher*19 *Getting Connected: Practical Computer for Adult Learners***Dow, Sharon**

Sharon has been doing her own genealogy research for over 25 years. She has been a member of the Prince George Genealogical Society for 18 years and is the current President.

22 *Beginner Genealogy: Build Your Family Tree***Echtner, Charlotte**

Dr. Charlotte Echtner has a PhD in Tourism Management. She has taught on three continents and travelled to over 80 countries (26 in Africa). Currently Charlotte is Adjunct Professor in the Haskayne School of Business at the University of Calgary. She also teaches tourism courses across several faculties.

10 *Namibia: Nature-Based Tourism***Ellis, Doug**

Doug, a certified arborist, has more than 30 years of experience in the natural resource sector including Parks, Forestry, Wildfire, Watersheds, Community, Stewardship and Arboriculture. He has coordinated and facilitated province wide training initiatives. His broad background and dedication to life-long learning enhances the classroom experience.

37 *S-100 Basic Fire Suppression & Safety*37 *S-10A Basic Fire Suppression & Safety Refresher***Fall, Mike**30 *Residue & Waste Survey Certification***Fedorkiw, Terry**

Terry is certified with the Acupuncture Foundation of Canada and has completed the Certificate of Medical Acupuncture with the renowned Dr. Steven Aung at the University of Alberta.

24 *An Introduction to Qi Gong: Prescriptions from the Heart***Frizzell, Garth**

Garth is a graduate of UNBC and has his own IT company, TerraCognita Software.

18 *Microsoft Access Level I & II*19 *Microsoft Powerpoint Level I & II*19 *Microsoft Outlook***Fyfe, Trina**

Trina Fyfe received her Master of Information Studies degree from the University of Toronto. In February 2005, Trina became the Health Sciences Librarian at the University of Northern British Columbia for the Northern Medical Program. Prior to moving to Prince George, Trina implemented a shared consumer and professional community mental health hospital library and worked as an information specialist at a large teaching hospital in Toronto, Ontario.

27 *Mini-Med: Consumer Health Information on the Internet***Glanzman, William "Bill"**

Dr. William "Bill" Glanzman, an archaeologist specializing in the historic periods of the ancient Near East, is an instructor in Old World Archaeology in the Department of Behavioural Sciences at Mount Royal College, and he holds the position of an Adjunct Assistant Professor in the Department of Archaeology and Greek and Roman Studies at the University of Calgary. He has travelled extensively in the Middle East and has worked on archaeological excavations in Jordan, Israel and Yemen.

10 *Syria & Jordan: A Historical Journey***Halsey-Belsham, Trish**

Trish is a dance artist and educator with 30 years teaching experience in bringing authentic experiences to her students in a safe, interactive, communal environment. Her extensive background in Ballet, Yoga, theatre, and Voice has established her stellar reputation in the Lower Mainland and now in the Central Interior where she currently resides.

23 *Facial Fitness*7 *Creative Dance*7 *Post-Modern Dance*25 *Stressbusters: Body, Breath & Energy***Hambleton, Alysse**

Alysse Hambleton is a passionate wine devotee and the current Manager of Caribou Brewmasters. She has been working in the wine industry for 10 years but her education began young when helping father with his wine hobby. With her degree in Plant Science from University of Northern British Columbia, Alysse not only enjoys the art of wine, but also understands the science.

22 *Introduction to Wine Appreciation*

Harowitz, Howard

Howard Harowitz is Vice President Business Development in MICA's Vancouver office. He has consulted extensively to a broad spectrum of senior leaders in the area of strategic planning and implementation. His fifteen-plus years of management consulting are complemented by senior management experience, including eight years as President/COO of a two profitable, high growth companies. Howard has an MBA from Stanford University where he graduated in the top 5% of his class, and a BA (Honours) in Economics from the University of British Columbia. He is a certified leader with MRG's Leadership Effectiveness Analysis and deBono's Six Thinking Hats tools.

- 11 *Strategic Thinking & Planning Skills*
 17 *Succession Planning*
 11 *An Introduction to Six Thinking Hats*

Harris, George

George Harris is Curator of the Two Rivers Gallery. Holding a BA (Hons) degree in History in Art from the University of Victoria and an MA in Non-Western Art from the University of East Anglia (Norwich), he has worked in Museums and related contexts for fourteen years. Harris held positions of Director/Curator totalling seven and a half years at the Prince George and Yukon Arts Centre Galleries before moving to the Two Rivers Gallery where he has been Curator since 2001.

- 7 *A Rough Guide to Looking and Thinking About Art*

Hart, Kathy

Kathy Hart is a chartered herbalist who graduated from Dominion Herbal College in 1996. She has been working in the Health Food Industry for the past 14 years. Kathy currently works at Ave Maria and Mother Maria's Market in Prince George.

- 24 *Navigating the Supplement Aisle*

Hartley, Ian

- 30 *Introduction to Wood, Wood Products and Processing*

Holland, Sarah

Sarah Holland owns her own fee-only financial planning firm. Holland Advisory Services primarily assists financial advisors across North American in writing and analyzing comprehensive and understandable financial plans, and also provides financial planning for clients of her own. She is solely compensated by the advice and services she provides, and does not sell any financial products. She has a Certified Financial Planner designation and Chartered Life Underwriter designations, and has been an active volunteer in the local chapter of Advocis, the Financial Advisors Association of Canada.

- 22 *Owning Your Financial Future*

Houston, Dennis

With a background in management, Dennis has been actively involved in the Photographic Arts for over 40 years. Most recently, Dennis has spent the past dozen-plus years responsible for the marketing and photography for WD West Studios. He has fully converted to Digital Photography and will never cease to be amazed and intrigued by the ever changing digital technology.

- 9 *Getting Started with your Digital Camera*
 9 *Advanced Digital Camera Techniques*

Hughes, Philomena

Philomena is one of Prince George's greatest assets. 17 years in practice, Philomena's work is recognizable for its natural look and unique style. She has an inherent sense of how to represent someone in their authenticity with her lens. She has taught photography courses with Continuing Studies for three years to sell-out crowds with the humour, expertise and vitality she brings to the classroom and beyond.

- 9 *Photography: Fine Tune Your Vision*

Hunter, Rob

Robert, RFP, is an experienced instructor, a professional forester and lawyer. Rob has taught courses on topics such as Forest Law and Contract Law for the past 10 years to a wide range of people including many First Nations members, government employees and all levels of staff within the forest industry.

- 31 *Contracts for Forest-Based Businesses*
 31 *Forest Law for First Nations*
 31 *Understanding Your Forest Tenure*

Irvine, Kathi

Kathi Irvine is a core consultant with Sundance Consulting Inc. She is a warm, accomplished facilitator and leadership coach with a strong focus both on team interventions and individual development. Kathi has 15 years of corporate leadership experience in the financial services business with extensive background in facilitating leadership and communication programs, leading change, improving employee effectiveness and leadership practices in the insurance, investment and banking industries.

- 11 *Leading Constant Change*

Jago, Charles

- 10 *Spanish History Tour*

Johnson, Sue

Dr. Sue Johnson has been a registered nurse for more than fifteen years; first in the UK and now in BC. Until she moved to Canada last Fall, Sue worked regularly in the Emergency Room of her local hospital. She has a degree in law and a PhD in legal and ethical aspects of human genetic technologies. Sue is an Assistant Professor in the Nursing program at the University of Northern British Columbia and is Coordinator of the Undergraduate Nursing Program for UNBC in Quesnel.

- 12 *Change Management in Health Care*

Johnson, Tige

Tige is a Certified Internet Webmaster (CIW) with five years practical experience developing commercial web sites. His company, Mosaic Internet Designs, specializes in HTML, XHTML, CSS and ASP coding, as well as MS Access and SQL Server database development.

- 20 *Macromedia Dreamweaver MX*
 20 *Macromedia Flash MX*
 20 *Design and Load Your Own Webpage*

Jungwirth, Peter

Peter earned his MSc in Forestry and recently immigrated to Canada from Austria where there is a long history of small-scale forestry. At the Federal Forest Research Centre in Vienna, Peter gained work experience as a Forest Growth and Yield Researcher. Seeing the need for more ecologically responsible forest practices, Peter is now an Ecoforestry consultant and principal of New Dimension Forestry Consulting. He is a Board Member of the Eco-forestry Institute Society of Canada, a member of the North Island Woodlot Association, and brings a good great deal of teaching experience to this course.

- 32 *Eco-forestry Workshop*

Knutsson, Kim

Kim is a Coordinator for UNBC Continuing Studies, graphic designer and local artist. Her computer, design and artistic skills combine to make for interesting and vibrant digital scrapbooking layouts.

- 20 *Digital Scrapbooking*

Kyle, Mackenzie

Mackenzie is the author of "Making It Happen", a detailed case study, written in the form of a novel, which allows the reader to see the fundamental principles of project management applied in real life. Mackenzie has spent the last 20 years working on a variety of project management assignments at organizations in Canada, the US, Australia, New Zealand and Asia.

- 16 *Understanding the Essentials of Project Management*
 16 *The Performance Principle: Creating the Right Environment for Project Teams*

Lamb, Rachelle

Rachelle is the president of Mindful Communication and a senior certified trainer of Non-Violent Communication in Canada. Rachelle has shared her skills with thousands of people including individuals, parents, educators, health care workers, counselors, public and private sector managers and employees and many others seeking ways to communicate more effectively.

- 13 *The Language of Cooperation: Non-Violent Communication Practices*

LeGrandeur, Dan

Dan is a former BC Conservation Officer of 12 years. He was a member of Whistler's Black Bear Task Team and in 1999 implemented Canada's first non-lethal bear management program in Whistler. He is the chief training instructor for the Canadian Bear Alliance and Humane Society of the United States' Non-Lethal Bear Management Program, providing both in classroom and in the field training to law enforcement officers in Canada and the US.

- 37 *Bear Aware*
 37 *Snowmobile Safety Training*

Lougheed, Vivien

When not roaming the world, Vivien Lougheed is a freelance writer living in Prince George. She had written seven guidebooks and two condensed guides, one adventure travel book and hundreds of newspaper articles. Magazines such as Explore, Geist, Llama International, Grit, Room of One's Own, Up Here, Western Producer and Above and Beyond have also printed her tales.

- 40 *Travel Writing that Pays*

Lowry, Dr. Robin

Dr. Robin Lowry trained in kidney medicine at the Royal Victoria Hospital in Montreal. He completed a Research Fellowship at Harvard University from 1977-1980. Dr. Lowry then went on to work in research and academic medicine at McGill University, Emory University and the University of South Alabama. In 2000, he began working as a kidney specialist here in British Columbia.

- 26 *Mini-Med: The Kidney*

Macdonald, Allan

- 36 *Comprehensive GPS Training*
 36 *GPS Field Operators Course - RISC*

MacRitchie, Donald

Dr. MacRitchie is head of the Diabetes Education Centre at the Prince George Regional Hospital.

- 26 *Mini-Med: Diabetes - the 21st Century Pandemic*

MacWilliam, Karen

- 15 *Canadian Risk Management Certification*

Martindale, Michael

Dr. Martindale is a Consultant Dermatologist at the Prince George Regional Hospital.

- 26 *Mini-Med: The Skin*

Martinuzzi, Bruna

Bruna has 30 years of experience in leadership and organization effectiveness, specializing in training and coaching individuals to develop their leadership skills more fully. She brings hands-on, real world experience and leading edge tools to her interventions. Bruna speaks six languages, holds two degrees, and has completed certification as a trainer in Emotional Intelligence, Presentation Skills and executive coaching.

- 12 *Developing Strong Presentation Skills*
 12 *The Leader's Voice*
 13 *Emotional Intelligence for Teachers*

Mikkelsen, Glen

Glen has written over fifty magazine articles. His work has been featured in *Western Horseman*, *The Beaver*, *Canadian Cowboy Country*, and *Okanagan Life*. Glen is also the author of two books, "Never holler Whoa!" and "Checkered Courage", making him the planet's most published writer on Chuckwagon racing. He firmly believes in writing about what you know and love.

- 40 *Writing & Selling Magazine Articles*

Mullen, Brian

Brian Mullen from KLR consulting has over 35 years experience in project management including 16 years experience working with and teaching Microsoft Project at the University of BC and previously the University of Calgary (1985 – 2001). He has worked with several clients to implement Project Management Information systems built on Microsoft Project including telecommunications companies, IT departments, governments, architecture firms and the petroleum industry. He also helps clients deploy Microsoft's Enterprise Project Management suite. Brian has managed numerous information systems and other projects. He honed his Project Management skills working for world-class companies such as General Electric and Boeing Computer Services. He has a Masters degree in Theoretical Physics from the University of British Columbia.

- 16 *Managing with MS Project*

Munton, Don

Don Munton is a professor in the International Studies Program at UNBC. He teaches a course on "Intelligence and Security" at the University and is a member of the Board of Directors of the Canadian Association for Security and Intelligence Studies. He says he is not an intelligence agent (but if he were, of course, he could not tell you that).

- 21 *Spies, Lies & Videotape*

Ng, Franzi

Franzi, a Certified Trainer, is a skillful, dynamic, international workshop leader in areas of health and healing. She holds a Masters of Education and Doctorate in Educational Leadership and Change. She has taught students on all levels from Kindergarten to graduate school, and worked as Vice-Principal for five elementary schools in the Prince George School District.

- 24 *Thought Field Therapy Training: The Healer Within*
 24 *A Hands-On Introduction to Traditional Japanese Reiki*
 24 *Spiders, Airplanes & Public Speaking*

Noullett, Melanie

Melanie has a Masters degree from UNBC and has focused her studies on air quality with her main interest in the area of exposure and health effects to fine particle pollution.

22 *Air Quality in Prince George*

Nordin, Rick

31 *Aquatic Ecology and Limnology Field Course*

O'Malley, Michael

Michael is certified with the Acupuncture Foundation of Canada and has completed the Certificate of Medical Acupuncture with the renowned Dr. Steven Aung at the University of Alberta.

24 *An Introduction to Qi Gong: Prescriptions from the Heart*

Obst, Larry

37 *Wilderness First Aid*

Ostrand, Barry

30 *Introduction to Timber Cruising*

Pattinson, Richard

Richard Pattinson, MEd, TESOL teacher trainer, is an educator and trainer. He has 13 years of experience in teaching TESOL (8 years as a teacher-trainer). He has taught both in Canada and in Europe, working with levels from beginner to proficiency with children, teens and adults as well as in specialized examination classes. Richard is presently engaged upon a research design course in order to pursue a Doctorate in Linguistics.

17 *Teaching English to Speakers of Other Languages (TESOL) Certification Training*

Patterson, Glenn

Glenn is an artist, drum-maker, singer, story-teller, educator and filmmaker. He has ten years work experience as a Graphic and Set Designer for CBC Television and has worked on the sets of DaVinci's Inquest, North of 60 and Due South, before becoming a full time house-dad.

7 *Film Industry Orientation: So You Wanna Be In The Movies?*
9 *Drum-Making Workshop*

Peace, Les

Les Peace was a regular member of the RCMP for over 24 years, with 20 of those years as a Forensic Document Examine with the RCMP Forensic Laboratories throughout Canada. Les now operates his private forensic consulting service, Questioned Document Investigations Inc., in Lethbridge AB, serving a range of clients from Ontario to British Columbia to the Northwest Territories.

21 *Forensic Document Examination*

Peebles, Frank

Frank Peebles is a news reporter with the Prince George Citizen. He has worked in media for 12 years in Vancouver and Northern B.C. in a variety of settings. He is the former Public Relations Officer for the Prince George Cougars WHL hockey club and is a former Communications Officer for B.C. Government Caucus. A number of local organizations have consulted with him on their public relations needs. He is married with children in Prince George.

16 *Maximum Media: For Non-Profits, Artists or Community Organizations*

Polster, David

David has applied his knowledge of vegetation ecology to the invasive species problem for more than 15 years. He is the author of a variety of papers and manuals addressing invasive species and has developed a number of innovative solutions to specific problems. Dave is currently the Co-Chair of the Invasive Species Steering Committee of the Garry Oak Ecosystems Recovery Team, is a member of the board of the Invasive Plant Council, and sits on the Inter-Ministry Invasive Plants Committee as well as the BC Plant Protection Advisory Council.

28 *Invasive Species Management Workshop*

28 *Stream Bank Restoration Using Bioengineering Techniques*

Prince George Astronomy Society

21 *Armchair Astronomy*

21 *New Observers to Visual Astronomy (NOVA)*

Prkachin, Ken

Ken Prkachin is a Health Psychologist. He is Professor of Psychology and Community Health at UNBC. His research, which has been funded by the Heart and Stroke Foundations of Ontario and British Columbia and Yukon since 1985, focuses on the role of stress, personality and behavioural factors in the development of heart disease. He has extensive experience in research and policy related to heart disease and has served as a member of the Board of Directors of the Heart and Stroke Foundations of Ontario and British Columbia, and was Vice-President, Health Promotion for the Ontario Foundation.

25 *Stress and the Heart*

Rea, Roy

31 *Wildlife Habitat Mini-Course*

Reddy, Dr. Inbakumar

27 *Palliative Care*

Reid, John Charles

Saxophonist and flutist, John Charles Reid, is a full-time Prairie Regional Director of the Canadian Music Centre and has taught jazz history on an annual basis at the University of Calgary since 1984. John is a Master of Arts degree candidate at Rutgers, the State University of New Jersey, and his thesis topic is Dexter Gordon. He is also the founder and past chairman of the Calgary International Jazz Festival and founder and Artistic Director of the Jazz Is Society of Alberta.

10 *Cuba: XXIII Havana International Jazz Plaza Festival*

Robinson, Brenda

Brenda, of the Robcan Group, is well known for her unstoppable energy and enthusiasm in delivering dynamic workshops all across Canada. She gently guides participants to validate their own knowledge of themselves and the world in which they live and work through meaningful experiential exercises, small group work, lively discussion, hands-on applications and lecture.

13 *Diffusing Disruptive and Hostile People*

13 *Creating a Positive Productive Workplace*

13 *The Power of Positive Communication*

14 *Developing High Performance Teams*

25 *A Positive Approach to Stress Management*

Robinson, Brian

29 *A Framework for Developing a Due Diligence Program*

29 *Professional Reliance*

Robinson, Michael

Dr. Robinson has a B.Math degree (Majoring in Computer Science) from the University of Waterloo, and an MBA and Ph.D. in Finance from the University of Western Ontario. He also is a holder of the Chartered Financial Analyst (CFA) designation granted by the CFA Institute in Charlottesville, Virginia. He has been at the Haskayne School of Business for over 15 years and has worked as a Venture Capitalist while on a leave from the University of Calgary. Dr. Robinson is the Chair of the Investment Operations Committee and has published several books and academic research papers that study Canadian capital markets, market efficiency, and methods of raising equity capital for developing firms. His most recent interests include corporate governance practices in Canada and the role of a firm's board of directors in growth oriented firms.

14 *Techniques for Raising Capital*

Rudolph, Jim

30 *Computer Applications in Forest Road Design*

Rynsewyn, Bas

Bas has been a stage and film actor, director and producer for almost 20 years. He currently teaches theatre techniques to a variety of participants in Prince George and BC.

7 *Let's Improvise*
12 *ACT-ivated Leadership*

Schaad, Allen

32 *Five Day Silviculture Training*
32 *Silviculture Survey Accreditation Exam Review*
32 *Silviculture Survey Accreditation Exam*
32 *Silviculture Surveys for Contract Administrators*

Schuster, Michael

Michael, HR Director for Northwest Community College has had a diverse background in negotiations with over 40 sets of collective bargaining negotiations to his credit while working on both sides of the table. His portfolio includes having worked as a consultant/strategic negotiator for the Alberta Health Authority and as a Property & Lank Manager for Alcan for the last nine years where he facilitated numerous land deals and agreements with First Nations. Michael holds a lay degree and his area of specialization is Human Resources negotiations and Labour Relations with a focus on the grievance process.

11 *Managing in a Unionized Environment*
13 *Conflict Management & Resolution*
14 *The Art of Negotiation*

Security Through Safe Design Inc.

38 *Crime Prevention through Environmental Design*

Smith, Dr. John

Dr. Smith is a specialist in internal medicine and respirology at the Prince George Regional Hospital.

26 *Mini-Med: The Respiratory System*

Stelmock, Donna

Donna is a lawyer with Traxler, Haines, Barristers and Solicitors and has taught the estate planning course for Continuing Studies for a number of years to sell out crowds!

22 *Wills, Trusts and Estate Planning*

Stevens, Court

Court is one of the principles of Stevens Consulting Group Inc based in Victoria. They specialize in training and consultation on the best practices of business and management processes associated with all the phases of procurement management. Court offers a fast paced interactive presentation.

15 *Managing & Monitoring Contract Performance*

Stewart, Kim

18 *Adobe Photoshop CS2*

Van Buskirk, Calvin

28 *Geotechnical Engineering & Resource Road Workshop*

VanderZande, Linda

18 *Adobe InDesign CS2*

Village, Judy

Judy Village is a Certified Professional Ergonomist in Canada and the U.S. (CCPE and BCPE) with 23 years of experience in applied ergonomics in a variety of industries. She has a B.Sc. in Kinesiology from the University of Waterloo and an M.Sc. in Kinesiology/Ergonomics from Simon Fraser University. She is an Adjunct Professor in the School of Occupational and Environmental Hygiene at UBC teaching a masters level course in ergonomics. She is also on the Board of Directors for the Canadian College for Certification of Professional Ergonomists.

25 *Ergonomics in the Office: How to Prevent Musculoskeletal Injuries*

Wagamese, Richard

Richard is an Ojibway author and traditional teacher. He is a former national newspaper award-winning columnist, scriptwriter, documentary producer and writer for the Royal Commission on Aboriginal Peoples.

9 *Medicine Wheel and Sharing Circle*

Wallis, John

32 *Soil Conservation Accreditation Course*

White, Deborah

Deborah is an organization/management consultant, mediator and trainer whose successful practice focuses on managing change, organizational analysis and feedback processes, as well as resolving conflicts and reconstructing working relationships. She is a senior trainer for the Justice Institute of British Columbia's Conflict Resolution Certificate Program, which is an internationally recognized alternative dispute resolution training program.

14 *Giving & Receiving Constructive Feedback*
14 *Mediation Training: Intervene as a Third Party*

Williams, Lynda

39 *Behind the Scenes: Online Publishing*

Worthington, Robert

LLB Robert Worthington, author and teacher, guides you through the perils of contract and purchasing law with clarity and humour. Bob wrote the only Canadian book on contract and purchasing law, entitled "The Purchasing Law Handbook", Bob makes complex legal issues easy to understand and apply. No legalese - just straight talk and straight answers. If you need to know the legal rules of contracting and purchasing, Bob is your man.

15 *Law of Competitive Bidding Update 2006*
15 *Law of Construction Contracting*

Young, Jane

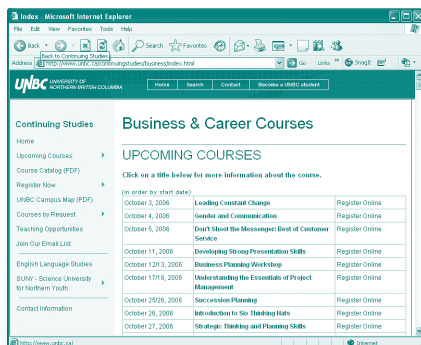
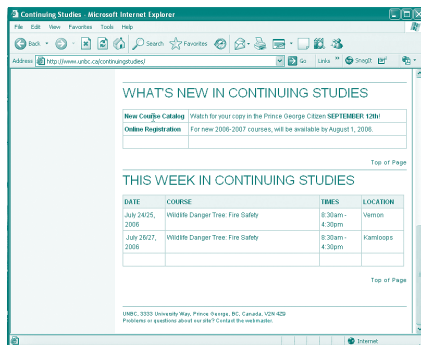
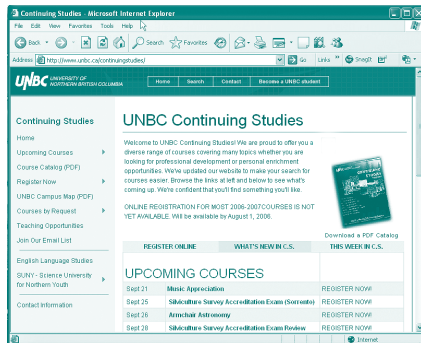
23 *Know Your Prince George Plants: Identification and Uses*

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What's New in Continuing Studies

Click here to find out about new course additions, changes, cancellations or corrections. There something new happening all the time.

This Week in Continuing Studies

Click here to find our what courses are running that week, as well as the times, location and what to bring. If you've registered for a course and missed or lost your confirmation, here's where to go for your course information.

Online Registration

Once you've found the course that interests you, it is easy to register with our secure online system, accessible from almost anywhere on our site.

UNBC Campus Map

Download a PDF campus map highlighting some of the classrooms most used for teaching as well as highly visited spots on campus such as the bookstore, cafeteria, coffee shops and more.

Join Our Email List

We regularly send out information on upcoming courses via email. Sign up here to receive these notices.

Download a PDF Course Catalog

Missed receiving your copy of our 2006-2007 course calendar? Visit our website to download your printable PDF copy.

UNBC Campus Map

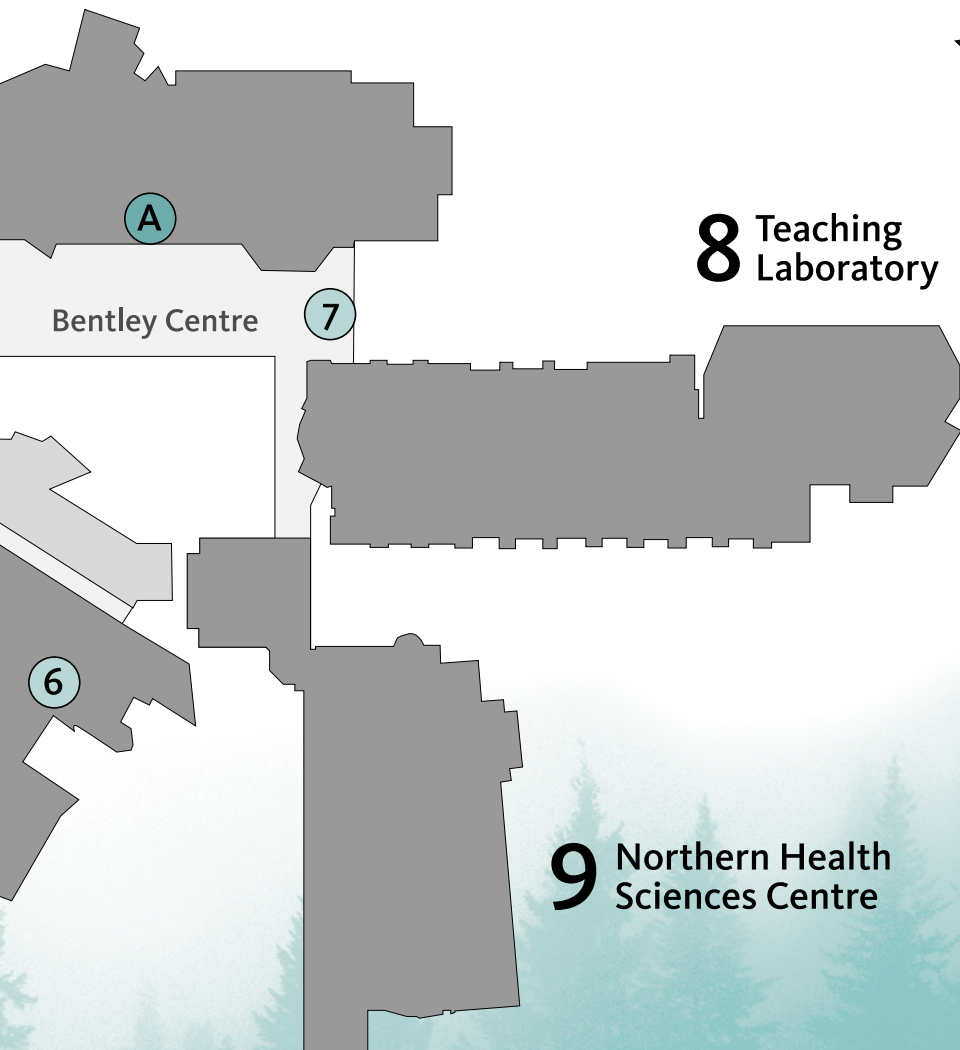


Room numbers include building code prefixes. For example, room 5-152 is located in the Geoffrey R. Weller Library (o5), and room 8-322 is located in the Teaching Laboratory (o8).

5 Geoffrey R. Weller Library

- ① Continuing Studies Office
- ② UNBC Bookstore
- ③ Security
- ④ Cafeteria & Dining Hall
- ⑤ Cornerstore
- ⑥ Tim Horton's
- ⑦ Starbucks
- ⑧ Cashier's Office
- Ⓐ Bentley Centre
- Ⓑ Classroom 6-205
- Ⓒ Classroom 6-211
- Ⓓ Classroom 6-217
- Ⓔ Classroom 6-305
- Ⓕ Classroom 6-306
- Ⓖ ADMIN Computer Lab 1096
- Ⓗ Classroom 5-175
- Ⓘ Lecture Theatre 7-150
- Ⓝ Lecture Theatre 7-152
- Ⓚ Lecture Theatre 7-158
- Ⓛ Weldwood Theatre 7-238
- Ⓜ Lecture Theatre 7-212
- ★ Main Entrance

To the I.K. Barber Enhanced Forestry Lab



The UNBC Campus is Pay Parking. Ticket dispensers are located in the parking lots and along ring road. Parking is \$2.00 per day or \$0.25 for 1-1/2 hours.

HOURS OF OPERATION:

Continuing Studies	
Mon-Fri	9am - 4pm
Bookstore	
Mon-Thu	9am - 5pm
Fri	9:30am - 5pm
Corner Store	
Mon-Thu	9am - 8:30pm
Fri	9am - 7pm
Sat	11am - 4pm
Sun	11:30am - 6pm
Food Court & Tim Hortons	
Mon-Thu	7:30am - 7pm
Fri	7:30am - 4:30pm
Starbucks	
Mon-Fri	8am - 4pm
Wintergarden Deli	
Mon-Thu	1pm - 9:30pm
Fri	1pm - 10pm
Sat	9am - 7pm
Sun	11:30am - 7pm

How to Register

OFFICE HOURS

Monday - Friday
9:00am - 4:00pm

PAYMENT METHODS

Continuing Studies accepts payments by:

- VISA
- MasterCard
- American Express
- Cheque
- Money Order
- Debit (in person only)
- Cash (in person only)

Please make cheques payable to:
"UNBC Continuing Studies"

Registration must be accompanied by payment to reserve a seat.

FULL REFUNDS can be issued for withdrawals made 10 calendar days before the course start date.

NO REFUNDS will be issued for withdrawals made less than 10 days before the course starts.

Please review our Policies and Procedures on the inside cover for full registration details.

Registering for UNBC Continuing Studies courses has never been easier!

1 ONLINE

Visit our secure site at <https://continuingstudies.unbc.ca> to register online.

If you have not registered with UNBC Continuing Studies before, a user profile must be created for each registrant, with a unique email address and password.

If you have taken courses with Continuing Studies in the past, contact us to activate your account or login with your email address and password. If you have forgotten your password, contact us and we will be happy to reset it for you.

NOTE: If you are GST exempt, it is best to register using one of the alternate methods below, as GST will automatically be added to your online payment.

2 BY PHONE

Call us during our office hours to register by phone.

Local: 250-960-5980
Toll free: 1-866-843-8061

3 BY FAX

Fax a completed registration form including your payment information to us to register.

Fax: 250-960-5984

4 IN PERSON

Come in a visit us! We are located in the Administration Office on the ground floor of the Neyoh student residence building. Parking is available on the street in front of the building, or short term parking is available in the rear. Please remember that all UNBC campus parking is pay parking. We look forward to seeing you!

5 BY MAIL

Fill out a registration form and mail it to us at:

University of Northern British Columbia
Continuing Studies
3333 University Way
Prince George, British Columbia, V2N 4Z9

Please ensure payment is enclosed with your registration.

The UNBC Campus is Pay Parking, but is only \$2.00 per day or \$0.25 for 1 1/2 hours.

CONTINUING STUDIES REGISTRATION FORM

Course Name			
Course Date			
Name (first/last)			
Address			
City/ Province/ Postal Code			
Telephone (day)			
Telephone (evening)			
Fax			
Email			
<p><i>You will receive confirmation of your registration by PHONE or EMAIL when enrollment has been met or five (5) days prior to the course start date. Please provide a valid email address.</i></p>			
Fee		GST (6%)	
TOTAL PAYMENT DUE			
Method of Payment	<input type="checkbox"/> Cheque (payable to UNBC Continuing Studies) <input type="checkbox"/> Money Order (Canadian Funds only) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cash (In person only) <input type="checkbox"/> Debit (In person only)		
Card Number			
Expiry Date			
Name of Cardholder			
Signature			

FIVE WAYS TO REGISTER

1 - BY PHONE

Local: 250-960-5980 Toll Free: 1-866-843-8061

2 - BY FAX

250-960-5984

3 - ONLINE

<https://continuingstudies.unbc.ca>

4 - IN PERSON

Visit our office located in the Administration Office on the ground floor of the Neyoh residence building.

5 - BY MAIL

Continuing Studies
 University of Northern British Columbia
 3333 University Way
 Prince George, BC, V2N 4Z9

WAIVER

UNBC Continuing Studies accepts no responsibility in the event any course or workshop is either cancelled or not completed as a result of strikes, lockouts, fire, acts of God, or any other cause beyond the control of the department. UNBC Continuing Studies reserves the right to change or amend its programs, instructors, fee structure, and regulations at any time from those published in this catalog.

REGISTRATION PROCESS

Registrations are processed on a first-come, first-served basis. Early registration is strongly recommended as class sizes are limited to ensure a quality educational experience.

REGISTRATION DEADLINE

A registration deadline for all individual courses is listed for individual courses in the catalog, a minimum of 10 calendar days prior to the course start. This date affects withdrawals, course transfers and course cancellations. Students may register after this date for courses that have sufficient enrollment and seats available.

COURSE FEES

Fees are payable at the time of registration. Post-dated cheques are not accepted. NSF cheques must be replaced with a certified cheque or cash; a charge of \$25 will be levied for each NSF cheque. Fees are payable by cheque, money order, Visa, MasterCard, American Express, Cash or Debit. Goods & Services Tax (GST) is applicable to all course fees.

COURSE CANCELLATIONS

A minimum number of registrations must be received by the registration deadline listed in the catalog. If there is not sufficient registration in a course by the listed date, the course will be cancelled. Should a course be cancelled due to insufficient enrollment or other reasons, a full refund will be processed and sent automatically to any registrants.

CONFIRMATIONS

Confirmations will be distributed when enrollment has been met or five (5) days prior to the course start date by phone or email. Details will include class times, room numbers, what to bring and directions with maps of the campus. Please be sure to include your daytime contact phone number and/or valid email address on your registration form.

TRANSFERS

Course registration may be transferable from one participant to another. Please consult UNBC Continuing Studies for clarification. Transfers will not be accepted after a course has started.

WITHDRAWALS

Notification of withdrawal must be made by telephone, email, fax or letter. Voice mail is not considered an adequate method of notification.

Withdrawals will be in accordance with the following refund policy:

- **10 calendar days before the course starts: FULL REFUND**
- **Less than 10 calendar days before the course starts: NO REFUND**

Exceptions are made on compassionate grounds. In such cases, a written request for refund (letter, fax or email) must be submitted prior to the end of the course or workshop. Exceptional refunds may be issued as full or partial refunds either in the method of original payment or by UNBC Continuing Studies gift certificate.

Under no circumstances will refunds be granted for requests received after the end of a course or workshop.

FOR OFFICE USE ONLY

ENTERED	PAID	CONFIRMED
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UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

- Interested in exploring university course offerings?
- Need a course or two to finish off your degree?
- Or just interested in learning more about our local community or the world in which we live?

The UNBC History program offers courses year round and the spring/summer offerings are compressed into as little as one week for complete 3 credit university courses.

Check out the History program, its course offerings and the world of opportunities awaiting you at:

www.unbc.ca/history

UNBC History Program

3333 University Way Prince George BC V2N 4Z9

Tel: 250-960-5594 Email: history@unbc.ca

Come on - Join us and make History!



**UNBC
BOOKSTORE**
(250) 960-6424
www.bookstore.unbc.ca



UNBC UNIVERSITY OF
NORTHERN BRITISH COLUMBIA
00477216

mba

master of business administration

Success is a three letter word. MBA!



Real-World Action. Team Collaboration.

Each year 25 students will be admitted, forming a cohort of experienced leaders from diverse professional backgrounds. Collaboration among the cohort enables life and business experiences in the real-world to converge with classroom theory providing practical skills and valuable insights.



Modular Delivery to Fit Your Lifestyle

Scheduled to accommodate the demands of both work and home, students meet once a month for a 3-day weekend as well as for two week-long sessions in order to complete the program within 18 months.



Project-Based Learning

Action-based learning assignments that test the skills developed in the classroom will be completed in the program's fourteen courses. Each student will also complete a year-long project as the capstone of the MBA, that can apply in many industries, business sectors and types of organizations.

UNBC UNIVERSITY OF
NORTHERN BRITISH COLUMBIA

250-960-6125
www.unbc.ca/mba

Thinking about taking courses? Check out your options at UNBC.

Types of Courses at UNBC

1. Courses Leading Toward a Degree

UNBC offers a range of degree, diploma, and certificate programs. Go online to access a complete degree listing and find out about requirements. www.unbc.ca/degrees

2. Courses for Interest – or Try Us Out!

Want to take a course just for interest or test the waters before deciding to pursue a full degree? Ask about our “interest only” option. The admission process is quicker and the courses will count for credit if you decide to pursue a UNBC degree.

3. Courses in Continuing Studies

Take a course for professional development, certification, or general interest. These courses do not count toward a UNBC degree, but they are a great opportunity to develop your skills. Access the latest course offerings online.

www.unbc.ca/continuingstudies

www.unbc.ca/courses

Want to Know More?

Meet with a UNBC Representative

Book a one-on-one appointment and find out everything you need to know to take courses at UNBC.

Take a Tour of the Campus

Let our student tour guide show you around. Free tours are offered every Sunday at 11:00 am and 12:00 pm starting from the Student Recruitment office (room 5-164). You can also book an appointment for an individual or group tour.

Be a Student for a Day

See what it's like to be a UNBC student. Attend a class, talk to a professor, meet with an advisor, have lunch, and take a guided tour of the campus. www.unbc.ca/sfad

Book an Appointment

Office of Student Recruitment

Phone: (250) 960-6306

Email: unbc4u@unbc.ca

Room: 5-164 (Library)

Continuing Studies

Phone: (250) 960-5980

Email: cstudies@unbc.ca



Continuing Studies

University of Northern British Columbia
3333 University Way
Prince George, British Columbia
V2N 4Z9

TEL: 250-960-5980

FAX: 250-960-5984

EMAIL: cstudies@unbc.ca

WEB: www.unbc.ca/continuingstudies

UNBC Continuing Studies is located in the Housing and Continuing Studies Administration Office on the ground floor of the Neyoh student residence at the Prince George campus.

HOURS OF OPERATION:
Monday to Friday
9:00am - 4:00pm

We will be moving into the Teaching and Learning Centre 2007.

We look forward to seeing you!

