

CONTINUING EDUCATION CALENDAR

the courses that fit *naturally*



september - december 2009 | selkirk.ca

business & finance

BOOKKEEPING FOR SMALL BUSINESS

Little or no previous experience? Want to keep books for a small business? Learn basic and year-end procedures, accounts, financials, GST and reconciliation.

Castlegar Campus \$160
Bev Horst

4 classes: Oct 19-28, Mon. & Wed., 6-9pm

Grand Forks Campus \$160

Judi Thomas

2 classes: Oct. 24 & 25, Sat. & Sun. 9 am-4 pm

Kaslo Centre \$160

Brenda Wiest

2 classes: Oct. 24 & 25, Sat. & Sun. 9 am-4 pm

Nakusp Centre \$160

Brenda Wiest

2 classes: Sept. 26 & 27, Sat. & Sun. 9 am-4 pm

Nelson: Silver King Campus \$160

Brenda Wiest

4 classes: Sept. 28-Oct. 7, Mon. & Wed. 6-9 pm

Trail Campus \$160

Bev Horst

4 classes: Oct 19-27, Mon. & Tue. 12:30-3:30 pm



COMMUTE YOUR PENSION?

Understand whose interests are being served. Learn to evaluate your own situation and make the appropriate decision that will affect the rest of your life.

new Castlegar Campus \$20

Debbie Bayoff, CFP

1 class: Oct. 28, Wed. 6:30-8:30 pm

new Kaslo Centre \$20

Debbie Bayoff, CFP

1 class: Sept. 29, Tue. 7-9 pm

new Nelson: Silver King Campus \$20

Debbie Bayoff, CFP

1 class: Oct. 13, Tue. 7-9 pm

new Trail Campus \$20

Debbie Bayoff, CFP

1 class: Nov. 25, Wed. 7-9 pm

ETHICAL INVESTING

Is there really a way to direct your funds to "principled" investments? Understand your options. Find out which support your personal beliefs.

new Kaslo Centre \$20

Debbie Bayoff, CFP

1 class: Oct. 6, Tue. 7-9 pm

new Nelson: Silver King Campus \$20

Debbie Bayoff, CFP

TBA



NOT SURE WHAT THE RIGHT BEGINNER COURSE IS FOR YOU?

Contact your local campus for more information. See page 78 for campus details.

new Trail Campus \$20
Debbie Bayoff, CFP
1 class: Nov. 9, Mon. 7-9 pm

FINANCIAL EDUCATION SERIES

No matter what your age, your financial situation or your goals, you need to know about the power of investing. Learn about the stock market and other forms of ownership and loanership investments. Explore common investments and learn how to increase investment income while reducing taxes.

Castlegar Campus \$40
Gilbert Champagne
2 classes: Nov. 12-19, Thur. 6:30-8:30 pm

FINANCIAL PLANNING - TAKE CONTROL

Create your financial plan in seven easy steps. Get the "big picture" and generate more funds for the future.

Trail Campus \$20
Debbie Bayoff, CFP
1 class: Oct. 8, Thur. 6:30-8:30 pm



MARKET COLLAPSE?

A serious look at the global economy and whether you should be invested or not.

new Kaslo Centre \$20
Debbie Bayoff, CFP
1 class: Nov. 17, Tue. 7-9 pm

new Trail Campus \$20
Debbie Bayoff, CFP
1 class: Oct. 19, Mon. 7-9 pm

NON-PROFIT MANAGEMENT INTRODUCTION

See Leadership & Management for course details, page 56.

Nelson Campus

PAY LESS TAX: OBJECTIVE INSURANCE PLAN

Considering retirement within the next five years? Discuss pension plans, taxes, RRSP's versus RIF's, and understand your investments and risk management.

Castlegar Campus \$20
Debbie Bayoff, CFP
TBA

RETIREMENT PLANNING: 5 YEARS TO GO

Considering retirement within the next five years? Discuss pension plans, taxes, RRSP's versus RIF's, and understand your investments and risk management.

Trail Campus \$45
Jennifer Cook
2 classes: Oct. 21 & 28, Wed. 6-9 pm

SALES AND SALES MANAGEMENT FUNDAMENTALS PART 1:

This intensive program is suitable for the business owner, sales manager or sales person looking to take their business, team or career to the next level. Students will be immersed in active, practical real world training that can be implemented in the work force immediately. For a detailed course outline contact Selkirk College at 250.365.1208 or email shadikin@selkirk.ca.

Castlegar Campus \$225 or \$200 for companies with 3 or more registering
John Glennon, Sandler Training
1 class: Oct. 22, Thur. 8 am-4 pm

To ensure the course you want doesn't get cancelled...

**DON'T WAIT!
REGISTER EARLY!**

SALES AND SALES MANAGEMENT FUNDAMENTALS PART 2:

This course covers the second part of the Sandler Training model. Upon completion of the second day, students will receive a certificate of completion.

Castlegar Campus \$225, \$200 for companies with 3 or more registering
John Glennon, Sandler Training
1 class: Oct. 23, Fri. 8 am-4 pm

SENIOR FINANCIAL ABUSE PROTECTION

Financial abuse of seniors is quite often ignored. Learn to see the signs and understand how to protect your loved ones. Debbie Bayoff is a CFP and a Certified Senior Advisor that specializes in protecting assets of those who cannot protect themselves.

new Kaslo Centre \$20
Debbie Bayoff, CFP
1 class: Oct. 13, Tue. 7-9 pm

new Trail Campus \$20
Debbie Bayoff, CFP
1 class: Oct. 29, Thur. 7-9 pm

TAX FREE SAVINGS ACCOUNTS TFSA

Pay absolutely no tax on any investment you purchase. Learn the "ins and outs" of the Tax Free Savings Account, new in 2009. Keep all of your earnings and make the most of your money.

Castlegar Campus \$20
Debbie Bayoff
1 class: Sept. 30, Wed. 6:30-8:30 pm

Trail Campus \$20
Debbie Bayoff
1 class: Oct. 1, Thur. 6:30-8:30 pm

UNDERSTANDING MORTGAGES: WHAT THE BANKS MAY NOT TELL YOU

Do you own your own home or are you thinking of buying or building one? Are you thinking of obtaining a mortgage or renegotiating your mortgage? A house for most of us is our greatest single expense. Mortgages can help realize our dreams sooner, but they can also add considerably to the cost of buying a home. Join Robert Macrae for his presentation on understanding mortgages and saving money.

new Castlegar Campus \$15
Robert Macrae
1 class: Oct. 15, Thur. 6:30-8:30 pm

WHAT ALL CANADIAN CHARITIES NEED TO KNOW

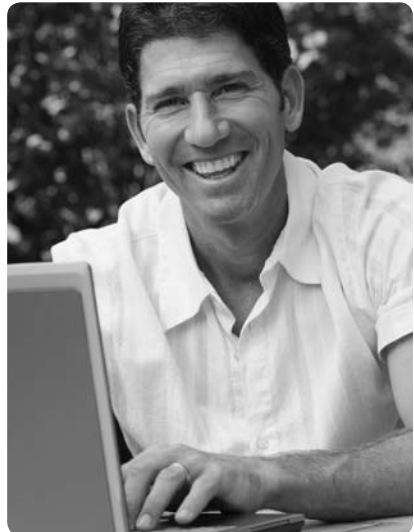
A free and interactive session that demystifies the language of the Canada Revenue Agency (CRA) and answers your charity questions. Learn proper recording, managing books and records, GST/HST for charities, the disbursement quota, the new T3010B information return, CRA audits and good Governance principles—which is extremely important for Board members. This session is also ideal for non-profit organizations considering pursuing charitable status.

new Trail Campus Free
Richard Bridge & Stacey Corriveau
BC Centre for Social Enterprise
1 class: Oct. 27, Tue. 10 am-5 pm

WILLS/POWER OF ATTORNEY

You don't want to lose your hard earned money! Learn about Wills, Powers of Attorney, and Estate Planning to ensure your assets will be directed exactly where you want them to go.

Trail Campus \$25
Ann Lessard
1 class: Nov. 5, Thur. 6-9 pm



registration information

BOUNDARY CAMPUS | GRAND FORKS

boundaryce@selkirk.ca
486 72 Avenue, Box 968
Grand Forks BC V0H 1H0
Tel 250.442.2704
Fax 250.442.2877

NAKUSP LEARNING CENTRE

nakuspc@selkirk.ca
311 Broadway, Box 720
Nakusp BC V0G 1R0
Tel 250.265.4077
Fax 250.265.3195

CASTLEGAR CAMPUS

castlegarce@selkirk.ca
301 Frank Beinder Way
Castlegar BC V1N 4L3
Tel 250.365.1208 toll-free 1.888.953.1133
Fax 250.365.3929

NELSON/SLOCAN VALLEY:

SILVER KING CAMPUS

nelsonce@selkirk.ca
2001 Silver King Road
Nelson BC V1L 1C8
Tel 250.352.6601 toll-free 1.866.301.6601
Fax 250.352.3180

KASLO LEARNING CENTRE

kasloce@selkirk.ca
421 Front Street, Box 1149
Kaslo BC V0G 1M0
Tel 250.353.2618
Fax 250.353.7121

NELSON/SLOCAN VALLEY:

TENTH STREET CAMPUS

nelsonce@selkirk.ca
820 Tenth Street
Nelson BC V1L 3C7
Tel 250.352.6601 toll-free 1.866.301.6601
Fax 250.352.5716

KSA: KOOTENAY SCHOOL OF THE ARTS

artsce@selkirk.ca
606 Victoria Street
Nelson BC V1L 4K9
Tel 250.352.2821 toll-free 1.877.552.2821
Fax 250.352.1625

TRAIL CAMPUS

trailce@selkirk.ca
900 Helena Street
Trail BC V1R 4S6
Tel 250.364.5770
Fax 250.368.4983

READY TO REGISTER? | my course wish list

TITLE	PAGE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now, go to page 79 to complete the registration form!

registration form

name _____

address _____

_____ date of birth _____

tel _____ email _____

course title course location course start date fee

card# _____ expiry _____

signature _____

HOW TO REGISTER

OPTIONS

- Email, fax, call, or visit the campus offering your course—see page 78 for campus details.
- Complete this registration form.
- Choose payment method (cheque, Visa or MasterCard).

PAYMENT

PHONE/FAX: If you are paying by Visa or MasterCard, we can process your registration over the phone.

MAIL: Please send a completed registration form along with your cheque or money order.

IN PERSON: Feel free to drop by, but please call first to confirm your campus is open that day. Debit is available at most locations.

Please note that fees are payable upon registration. We cannot hold a space for you until fees have been paid.

POLICIES

CLASS CANCELLATIONS: If there are not enough registratons to cover the cost of instruction, the course will be cancelled and fees refunded in full. No classes are on Statutory Holidays.

WITHDRAWALS: Full refund will be given for withdrawals made 4 days prior to course start. 50% of the course cost will be refunded for withdrawals 1-3 days prior to course start.

INCOME TAX: Course fees totalling more than \$100 are income tax deductible. Keep your receipt as no duplicates will be issued.

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