



2012/13

ACADEMIC CALENDAR



**YukonCollege**

start here. go anywhere.

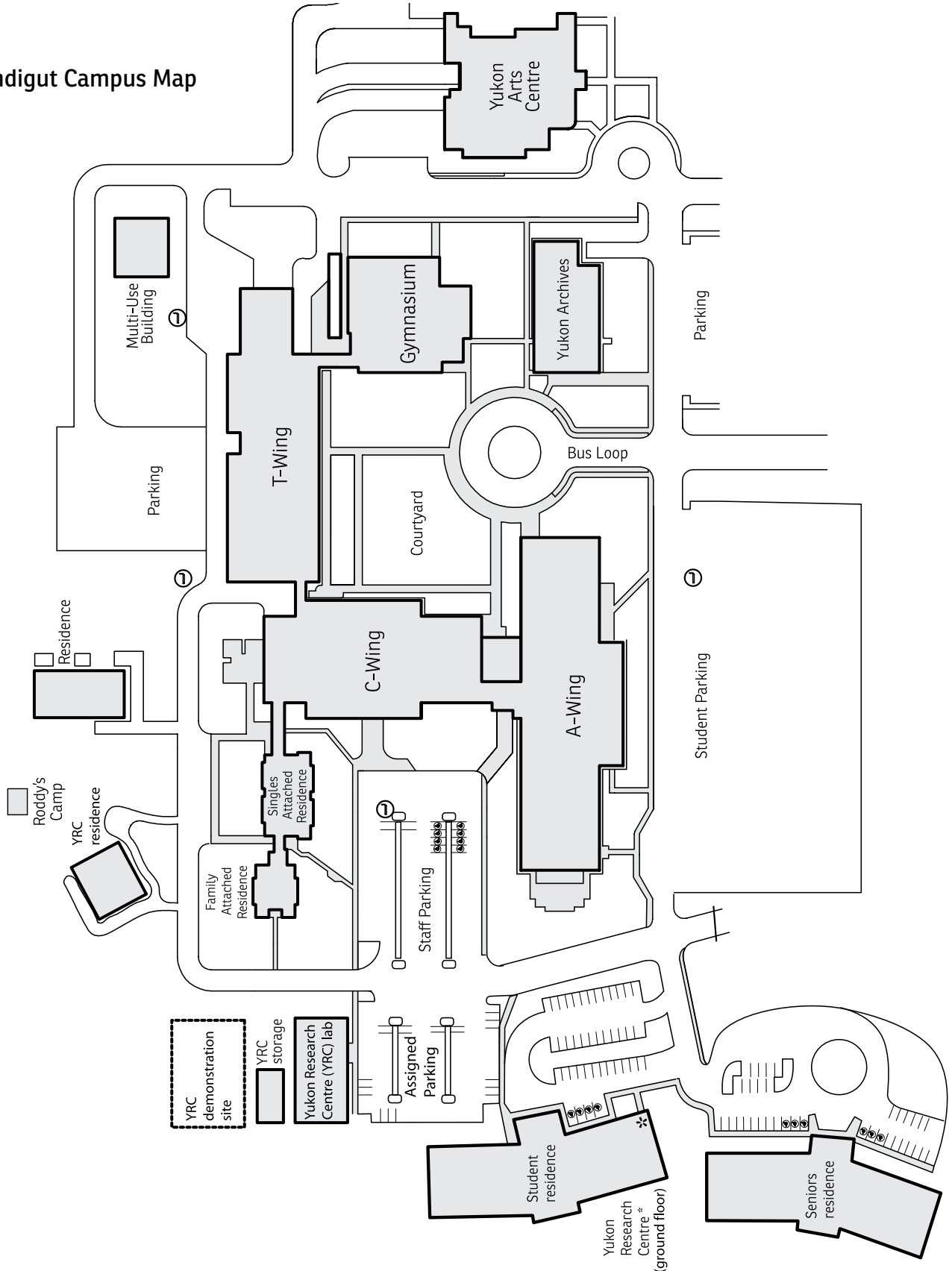
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# Ayamdigut Campus Map



## Calendar - Fall and Winter Terms

### September 2012

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> Labour Day (holiday)	<b>4</b> Student Orientation day	<b>5</b> First day of classes	<b>6</b>	<b>7</b> Last day to register for credit courses
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Last day to change courses
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

### October

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8</b> Thanksgiving Day (holiday)	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>29</b>	<b>30</b>	<b>31</b>	<b>Nov 1</b>	<b>2</b>

### November

Monday	Tuesday	Wednesday	Thursday	Friday
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>12</b> Remembrance Day (holiday)	<b>13</b>	<b>14</b> Last day to withdraw from courses without academic penalty	<b>15</b>	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

### December

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> Begin registration for winter semester	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Last day of classes or exams
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b> College closed	<b>26</b> College closed	<b>27</b> College closed	<b>28</b> College closed

### January 2013

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Dec 31</b> College closed	<b>1</b> College closed	<b>2</b>	<b>3</b>	<b>4</b>
<b>7</b> First day of classes	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Last day to register for credit courses
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Last day to change courses
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Feb 1</b>

### February

Monday	Tuesday	Wednesday	Thursday	Friday
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Heritage Day (holiday)
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>March 1</b> Last day to apply to graduate

### March

Monday	Tuesday	Wednesday	Thursday	Friday
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Last day to withdraw from courses without academic penalty
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>29</b>	<b>29</b> Good Friday (holiday)

### April

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> Easter Monday (holiday)	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Last day of classes

## Vision Statement

Yukon College is a leader in education, rooted in our diverse cultures and northern environment, where everyone is inspired to dream, learn and achieve.

## History

Yukon College traces its history to the founding of the Yukon Vocational and Technical Training Centre in 1963, located on the banks of the Yukon River just southeast of downtown Whitehorse. College status was granted in the spring of 1983 when the Yukon Vocational and Technical Training Centre became Yukon College.

In June 1988, the College moved its Whitehorse campus to the new facility at Yukon Place, alongside the Yukon Arts Centre and the Yukon Archives. Located on a bluff overlooking the river valley, the College commands a spectacular view of the river and the mountains to the east of the city.

The new campus was officially opened with a potlatch in October 1988, at which the College was given to the people of the Yukon. First Nations people of the territory were represented by Mrs. Angela Sidney and Mr. George Dawson.

Mrs. Sidney, whose mother tongue was Tagish, was asked to give the College a First Nation name. She began by describing how her father's people had built a killer-whale house on the banks of a river and then had to move it when they discovered that the house was too close to the river bank. Observing the similarity between the killer whale house and the main campus, she named the College, Ayamdigut (Ay-Am-Da-Goot), a Tlingit name which means "she got up and went".

Ayamdigut Campus is housed in a large modern complex, surrounded by woods interlaced with skiing, hiking and orienteering trails. The main building was opened officially in the autumn of 1988. As well as classrooms, offices, workshops and laboratories, it houses student residences, a cafeteria, bookstore, library and resource centre, child care centre, gymnasium and a variety of other student services.

Throughout the Yukon there are twelve additional Yukon College community campuses. New facilities for two of those campuses were completed and opened in the Fall of 2011 - Dawson City and Pelly Crossing.

Yukon College provides a variety of full-time and part-time, academic, career and continuing education programming through the following Divisions and Schools:

### Division of Applied Arts

School of Health, Education and Human Services

School of Liberal Arts

### Division of Applied Science and Management

School of Access

School of Management, Tourism and Hospitality

School of Mining and Technology

School of Science

School of Trades

### Extension Division

School of Continuing Education and Training

School of Community Education and Development

The normal academic year is from September to April. For 10 month programs the academic year continues until June. Different programs however, have different start and end dates.

Yukon College has three terms. Most programming is delivered in only the fall and winter terms. Term start and end months are as follows:

Fall: September to December

Winter: January to April

Spring/Summer: May to August

*The information in this Calendar was accurate at the time of print. Please check our website at [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca) for current information.*

## Ayamdigut Campus Services

Switchboard ..... 867.668.8800  
 General fax ..... 867.668.8890  
 Admissions Office ..... 867.668.8710  
     admissions@yukoncollege.yk.ca  
 Bookstore ..... 867.668.8840  
     bookstore@yukoncollege.yk.ca  
 Cafeteria (Kinnikinnick Kaff.) ..... 867.668.8856  
 Counselling Services ..... 867.668.8720  
 Child Care Centre  
 (Nàkwāye Kù Child Care Centre) ..... 867.668.8860  
     nakwayeku@yukoncollege.yk.ca  
 Student Services Centre ..... 867.668.8720  
     ssreception@yukoncollege.yk.ca  
 International ..... 867.668.8897  
     international@yukoncollege.yk.ca  
 Library ..... 867.668.8870  
     library@yukoncollege.yk.ca  
 Learning Assistance Centre ..... 867.668.8785  
 Residence Office ..... 867.668.8731  
     residence@yukoncollege.yk.ca  
 Student Union ..... 867.668.8733  
 Yukon Native Language Centre ..... 867.668.8820  
     info@ynlc.ca  
 Yukon Research Centre ..... 867.668.8895  
     yrce@yukoncollege.yk.ca

## Yukon College Community Campuses

Carcross Community Campus  
     t. 867.821.8800 f. 867.821.8810  
     yccarcross@yukoncollege.yk.ca  
 Carmacks Community Campus  
     t. 867.863.8800 f. 867.863.8810  
     yccarmacks@yukoncollege.yk.ca  
 Dawson City Community Campus  
 (Tr'odek Hatr'unohtan Zho)  
     t. 867.993.8800 f. 867.993.8810  
     ycdawson@yukoncollege.yk.ca  
 Faro Community Campus  
     t. 867.994.8800 f. 867.994.8810  
     ycfaro2@yukoncollege.yk.ca  
 Haines Junction Community Campus  
     t. 867.634.8800 f. 867.634.8810  
     ychainesj@yukoncollege.yk.ca  
 Mayo Community Campus  
     t. 867.996.8800 f. 867.996.8810  
     ycmayo@yukoncollege.yk.ca

## Divisions and Schools

Vice President Education and Training.... 867.668.8750  
 Division of Applied Arts ..... 867.668.8779  
     School of Health,  
     Education and Human Services..... 867.668.8845  
     hehs@yukoncollege.yk.ca  
     School of Liberal Arts..... 867.668.8770  
     liberalarts@yukoncollege.yk.ca  
 Division of Applied  
 Science and Management..... 867.668.8875  
     School of Access..... 867.668.8850  
     ap@yukoncollege.yk.ca  
     School of Management,  
     Tourism and Hospitality..... 867.668.8762  
     mth@yukoncollege.yk.ca  
     School of Mining and Technology.... 867.668.8760  
     smt@yukoncollege.yk.ca  
     School of Science..... 867.456.8588  
     science@yukoncollege.yk.ca  
     School of Trades ..... 867.668.8760  
     st@yukoncollege.yk.ca  
 Extension Division ..... 867.668.8790  
     School of Continuing  
     Education and Training..... 867.668.5200  
     ce@yukoncollege.yk.ca  
     School of Community Education  
     and Development..... 867.668.8586  
     sced@yukoncollege.yk.ca

Old Crow Community Campus (Alice Frost Campus)  
     t. 867.966.8800 f. 867.966.8810  
     ycoldcrow@yukoncollege.yk.ca  
 Pelly Crossing Community Campus (Hets'edan Ku)  
     t. 867.537.8800 f. 867.537.8810  
     ycpelly@yukoncollege.yk.ca  
 Ross River Community Campus (Dena Cho Kanadi)  
     t. 867.969.8800 f. 867.969.8810  
     ycrossriver@yukoncollege.yk.ca  
 Teslin Community Campus  
     t. 867.390.8800 f. 867.390.8810  
     ycteslin@yukoncollege.yk.ca  
 Watson Lake Community Campus  
     t. 867.536.8800 f. 867.536.8810  
     ycwatson@yukoncollege.yk.ca  
 Whitehorse Correctional Centre  
     t. 867.393.7224 f. 867.393.6208  
     ycwcc@yukoncollege.yk.ca



www.archbould.com

# Student Information

t. 867.668.8800

toll free: 1.800.661.0504

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## Get Started - Plan your Education

- Aboriginal Engagement
- Campfire to College
- Education and Career Planning
- International Students

## Get Set Up

- Application and Registration Information
- Fees and Tuition
- Application for Admission
- Financial Assistance
- Fee Schedule
- Cost Calculator
- Timetabling Worksheet

## Get Settled In

- Athletics and Recreation
- Bookstore
- Child Care Centre
- First Nations Initiatives
- Kinnikinnick Kaff.
- Library
- Parking
- Residence
- Samay Thìa - Harry Allen Lounge
- Safety and Security
- Student Union

## Support and Assistance

- Admissions Office
- Career Development Services
- Computing Services
- Co-operative Education
- Distributed Learning
- Drop-In Centre
- First Nations Support Services
- Learning Assistance Centre
- Personal Counselling Services
- Student Employment Services
- Writing Centre

## Other Things to Know

- Medical Insurance
- Practical/Experiential Activities
- Admissions, Program Advising and Registration (Ac. Regs.)
- Transfer Credit, Advanced Credit/Advanced Standing, Advanced Placement, CEU and Prior Learning Assessment (Ac. Regs.)
- Academic Conduct (Ac. Regs.)
- Student Evaluation, Grades and Records (Ac. Regs.)
- Student Rights and Responsibilities
- Code of Ethics
- Student Appeals (Ac. Regs.)
- Accommodations and Services for Students with Disabilities (Ac. Regs.)

## Aboriginal Engagement

Our philosophy is one of integration, where Aboriginal students are a valued part of all aspects of the College. We strive to develop an understanding of First Nation cultures throughout the institution.

For more information on Yukon College's engagement with First Nations Governments, see our First Nation Initiatives information on page 15.

## Education Options

Much of the Yukon College curriculum is northern focused and built in partnership with our First Nations partners.

An example of some of the programs and courses that include a First Nations and northern focus are:

- First Nations Governance and Public Administration
- Heritage and Culture certificate
- Education degree–Yukon Native Teacher Education Program (YNTEP)
- Renewable Resources Management diploma
- Northern First Nations Studies certificate and diploma
- Land Claims and CED Process
- Aboriginal People/Canadian Criminal Justice
- Cross Cultural Education
- Social History of the North
- History of Yukon First Nations
- Land/Environment–Circumpolar I
- People/Cultures: Circumpolar
- Northern Outdoor Pursuits

## Aboriginal Student Services

Services for First Nation, Métis and Inuit students can be found throughout Yukon College.

In the Student Services Centre, there are two staff members available specifically for Aboriginal students.

For information on residence, financial aid, bursaries and awards and other student support services, drop into the Student Services Centre.

## Activities

Are you an Aboriginal student and you're wondering what we have to make you feel at home? Or are you a non-Aboriginal student and you're wondering how you can learn more about the various First Nations' cultures of the Yukon? We have great options for you, including:

- traditional First Nation lunches
- snowshoeing taught by elder Randall Tetlich
- sweats

- Aboriginal drumming and singing
- traditional beading
- a First Nation lounge – the “Samay Thìa” Harry Allen Lounge

## Campfire to College

t. 867.668.8893

Are you thinking of attending college? Are you the parent of someone who may be interested in going to college? Check out the “Campfire to College” website to find out what it's like to be a student at Yukon College. Watch videos of college students and activities at [www.yukoncollege.yk.ca/campfire](http://www.yukoncollege.yk.ca/campfire).

## Education and Career Planning

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

This service is available to all students and the general public. Counsellors provide career counselling, interest assessment, job search and employment skills, and career and labour market information. A library of print and online sources offers information about academic and training opportunities in Canada and worldwide.

Students may make an appointment by calling the number above or coming into the Student Services Centre during regular business hours.

## International Students

t. 867.668.8897

[international@yukoncollege.yk.ca](mailto:international@yukoncollege.yk.ca)

Yukon College welcomes international students from around the world, including: Brazil, China, Colombia, Germany, India, Japan, South Korea, Switzerland, Taiwan, United States of America and Venezuela.

International students have access to a broad range of programming, including certificate and diploma programs, as well as English as a Second Language classes.

Yukon College International assists students with application processing, accommodation, settling into life in the Yukon, study and work permit renewals and applications, as well as medical insurance.

Through Yukon College International, it's also possible to discuss contract training for groups from outside of Canada.

Yukon College International exists to develop and serve the international student population at Yukon College. Come join us!



# Get Set Up

start here. go anywhere.

## Application and Registration Information

t. 867.668.8710

admissions@yukoncollege.yk.ca

### Who is Eligible?

Yukon College welcomes applications from all Canadian citizens, landed immigrants, persons with permanent resident status or a study permit.

Applicants without the academic prerequisites may qualify for entry into a program by successfully completing College Assessments.

Mature Student Status is granted to those applicants 19 years of age or older, or 17 years of age and out of school for at least one year.

**Applicants are considered for admission to most programs on a first-come, first-served basis, only after all required documents and the application fee have been received. To ensure consideration for a program, apply as early as possible.**

Applicants educated in a country other than Canada or the United States should have their transcripts evaluated by an agency such as International Credential Evaluation Service (ICES) in British Columbia ([www.bcit.ca/ices](http://www.bcit.ca/ices)), or International Qualifications Assessment Service (IQAS) in Alberta ([www.employment.alberta.ca/immigration/4512.html](http://www.employment.alberta.ca/immigration/4512.html)).

English is the language of instruction and communication at the College. All coursework required of the students shall be in English, except for other language courses.

Regardless of the country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study (other than English as a Second Language program). This may be done by providing:

- Proof of achievement at the grade level designated as the admission requirement for the program to which the student is applying, or equivalent; OR
- Proof of achievement at the prescribed level in the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or the Canadian Language Benchmark Placement Test (CLBPT).

Applicants and students who have been identified or who suspect they have any kind of disability or condition that might affect their learning should contact the Learning Assistance Centre co-ordinator as early in the application process as possible. See more on the Learning Assistance Centre on page 18.

## College Assessments

College Assessments may include:

Reading	CAT: Vocabulary and Reading Comprehension DRP: Degrees of Reading Power
Writing	Yukon College Writing Assessment Yukon College English 100 Writing Assessment
Math	Yukon College Mathematics Skills Assessment
Computer	Yukon College Computer Skills Assessment
ESL Skills	CLBPT: Canadian Language Benchmark Placement Test

These assessments may be written at Ayamdigut Campus any Monday morning (except holidays) at 9 a.m. No appointment is necessary, but applicants must arrive 10 minutes early. No latecomers will be admitted after the assessment has begun. Assessments may also be written in the Drop-In Centre on Tuesday and Wednesday from noon to 6 p.m. More information about these assessments is available on the Yukon College website [www.yukoncollege.yk.ca/future\\_students/pages/testing](http://www.yukoncollege.yk.ca/future_students/pages/testing).

Applicants in Yukon communities may contact the community campus instructor to write these assessments.

### 1. Applying for Admission to Yukon College

Submit the completed application form with the CAN\$20 application fee by mail or in person to:

**YUKON COLLEGE—ADMISSIONS OFFICE**  
BOX 2799, 500 COLLEGE DRIVE  
WHITEHORSE, YT Y1A 5K4

Support your application by providing evidence of your previous education in one of the following ways:

**High School graduates:** Submit an official copy of your transcript.

**Grade 12 students:** Submit your transcript and a copy of your most recent report card. Arrange to have your high school send a final transcript when it becomes available.

**Mature Students (19 years of age or older or 17 years of age and out of school at least one full academic year):** Submit your high school transcript and you may be required to write College Assessments.

**When completing the application form, be sure to provide full and complete information, including any previous names. Incomplete and/or unpaid applications will not be processed. Documents submitted with your application become the property of Yukon College and will not be returned.**

For programs that begin in September, applications should be sent to the Admissions Office by the end of May. Some programs have application deadlines earlier than May. Please check the Yukon College website.

Students in their final year of high school should apply early even though they have not yet completed the required courses. They should also arrange for their high school to send final transcripts directly to Yukon College when those become available.

After we receive your application, we will send you a letter acknowledging receipt and informing you if any additional information is required. Once your application is complete, it will be reviewed and you will receive a letter informing you of the admission decision.

Personal information provided on the application form is collected in accordance with Freedom of Information and Protection of Privacy legislation. Therefore, personal information relative to the application will be discussed only with the applicant unless expressed written consent has been provided authorizing disclosure to a third party.

An application for admission is on page 10. If you have any questions, please call the Admissions Office at 867.668.8710, toll-free 1.800.661.0504, ext. 710, or consult our website at [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca).

## 2. Course Registration

**Applying for admission and registering in courses are two separate processes.** Acceptance for admission to Yukon College does not secure entry to particular courses or programs. **Only course registration and payment of tuition and related fees guarantees your seat.** Enrolment in most courses is limited, so courses may fill before the end of the registration period. Students are encouraged to register early in order to avoid disappointment.

Students must register and pay for their courses before attending classes.

### Registration for Credit Courses

Simply follow these steps:

- A. Make an appointment with a program advisor. Contact information is included in your Letter of Acceptance. Remember to bring your Letter of Acceptance with you. With the assistance of your program advisor, pick your courses and fill out an Authorization to Register form (available on our website or at the Admissions Office).
- B. Bring your completed Authorization to Register form to the Admissions Office where your registration will be processed and you will pay your fees.

### Fees and Tuition

t. 867.668.8710  
[admissions@yukoncollege.yk.ca](mailto:admissions@yukoncollege.yk.ca)

### Payment of Fees

Fees for all programs and courses must be paid at the time of course registration. Students who receive sponsorships

must arrange for a letter from their sponsoring agency to be delivered to the Admissions Office.

### Books and Supplies

Textbooks are available from Yukon College Bookstore throughout the academic year. While most training tools are provided, students in some programs may be required to purchase a minimum of hand tools or special clothing.

### Seniors

With the exception of specifically required fees (e.g., activity and lab fees), application and tuition fees for credit courses are waived for those aged 65 and over. For cost-recovery courses (generally under School of Continuing Education and Training), tuition payment is required.

### Refund of Tuition Fees

Students who withdraw from a course or program may be eligible for a full or partial refund of tuition fees in accordance with the refund policy below. Failure to follow correct withdrawal procedures may affect the student's right to a fee refund. Students dismissed from the College may forfeit the fee. Contact the Admissions Office for more information.

### Refund Policy—Credit Courses and Full-time Programs

Withdrawal prior to course start date	Full refund
Within the first week of classes	Full refund
Within the second week of classes	Refund 80% of tuition fees
Within the third week of classes	Refund 50% of tuition fees
After the third week	No refund

Refunds are not immediate. Refund cheques are mailed within a week to 10 days after official withdrawal.

Refunds are issued directly to the student, unless a student is funded. In that case, the funder will be refunded.

Any debts owed to the College will be deducted from the amount to be refunded.

Exceptions to this policy may be made for compassionate reasons.

If the College cancels a course or program, fees will be refunded in full.

Students **MUST** follow the proper withdrawal procedure in order to be eligible for a refund.

The date of official withdrawal is the date used for the refund calculation, not the date on which the student discontinues classes.

Application fees, Student Union fees, technology fees and ancillary fees are non-refundable.

# Application for Admission

Please submit your application with the non-refundable CAN\$20 application fee to:

Admissions Office  
Box 2799, 500 College Drive  
Whitehorse, YT Y1A 5K4

For administrative use only:  
CAN\$20 APPL. PAID?  YES  NO

ID#: \_\_\_\_\_

Yukon College Program			
Program Name (per Yukon College Calendar)	Term/Year	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Personal Data (please print clearly)			
Legal Last Name	First Name	Middle Name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Former Last Name	
Mailing Address		Telephone Number (Work)	
City/Province	Postal Code	Telephone Number (Home)	
Email Address			
Social Insurance Number (Required to receive a T2202A tax form)	Birth date (Day/Month/Year)	Citizenship Status: <input type="checkbox"/> Canadian or Permanent Resident <input type="checkbox"/> Non-Resident	
Do you consider yourself to be of First Nations Ancestry? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which First Nation:			
Educational Background (attach official transcripts)			
Name of Secondary School Last Attended	Highest Grade Completed	Dates Attended	Location
Post Secondary Education	Degree Earned	Dates Attended	Location

### Application Declaration

I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS COMPLETE AND CORRECT AND I UNDERSTAND THAT MY APPLICATION WILL NOT BE PROCESSED UNTIL THE CAN\$20 APPLICATION FEE IS PAID.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Financial Assistance

t.867.668.8716

[financialaid@yukoncollege.yk.ca](mailto:financialaid@yukoncollege.yk.ca)

Going to school can be expensive. Tuition, ancillary fees and text book costs all add up. This information will assist you in applying for funding to help you meet these expenses. Information, application forms and help with applying are also available from the financial aid advisor, located in the Admissions Office at Yukon College.

## Yukon Government Programs

The following programs are administered by Yukon Government's Student Financial Assistance Office. You can apply online or you can visit the office in the Education Building at 1000 Lewes Boulevard. The phone number is 867.667.5929 or toll-free 1.800.661.0408, ext. 5929. The website is [www.education.gov.yk.ca/advanceded/sfa/index.html](http://www.education.gov.yk.ca/advanceded/sfa/index.html).

### Student Training Allowance

To be eligible for student training allowance, you must be a full-time Yukon College student and you must have resided in the Yukon for two years before classes begin. You have to apply no later than 14 school days after classes start and you must also submit a copy of your letter of acceptance or authorization to register. Student Training Allowance is paid out every two weeks during the term.

### The Yukon Grant

You can qualify for the Yukon Grant as a dependent, an independent or a new resident student. Different criteria apply to each category, but in each case, you must have lived in the Yukon for a period of time before being eligible. It is available for post-secondary studies only and you must apply within six weeks of the start of classes. The Yukon Grant is paid out in a lump sum.

### Yukon Excellence Awards

Yukon Excellence Awards are available to students who received 85% or higher on certain high school exams. The Department of Education will notify you if you have earned an award. If you wish to apply your award to this academic year you must meet the Yukon Grant eligibility criteria, complete a student financial assistance application and submit the required documents.

### Canada Student Loans and Grants

Canada Student Loans may be available to full-time and part-time students attending a post-secondary program. This is a loan and must be repaid when you finish your program. Full-time or part-time post-secondary students with dependants may be eligible for the Canada Study Grant.

## Skills Development, Yukon Government, Advanced Education Branch

You may be eligible for educational assistance to help you re-enter the workforce if you:

- Are currently receiving regular Employment Insurance (EI) benefits; OR
- Have established a regular EI benefit period that ended within the last three years; OR
- Have established a maternity/parental benefit period which began within the last five years for which you received benefits and subsequently left the labour force to care for the child and are now seeking to re-enter the labour force.

For more information and to apply, please contact Employment Central at 867.393.8270.

## First Nation Students

Financial assistance for First Nation students may be available to Yukon First Nation beneficiaries/citizens who are accepted into post-secondary programs. For information on eligibility and procedures to apply for financial assistance, please contact your First Nation's education office.

## Bursaries and Scholarships

Bursaries and scholarships are money that has been made available by organizations, businesses and individuals to support students. Some are for students in certain programs and some are targeted at certain kinds of students. Check out [www.yukoncollege.yk.ca/freemoney](http://www.yukoncollege.yk.ca/freemoney) for details about awards of particular interest to Yukon College students.

### **Yukon College Entrance Scholarships**

**Yukon College offers two entrance scholarships to each Yukon school with students graduating from Grade 12. The scholarships are awarded based on nominations from the high schools and cover a year's tuition in any Yukon College program. Yukon high school students who are interested in this valuable opportunity should contact their high school counselor or principal.**

# Get Set up

start here. go anywhere.

## Fee Schedule (all fees in Canadian dollars)

NOTE: Tuition fees are currently under review and may change without notice.

TUITION FEES	
Credit courses	\$108/credit \$324/three-credit course
College Preparation courses	\$72/credit \$216/three-credit course
Skills for Employment	\$504/term full-time \$360/term part-time
Full-time vocational credit programs	\$1,620/term (with the exception of Carpentry Pre-Employment, Electrical Pre-Employment, Heavy Equipment Mechanic Pre-Employment, Millwright Pre-Apprentice and Welding Pre-Employment which are \$2,160.)
International student ( a student other than a resident of Alaska who is in Canada by virtue of a student visa)	\$3,990/Career and Academic programs full-time (14-15 weeks) \$3,690/English as a Second Language

NOTE: The tuition fees listed above are for standard Yukon College courses and programs.

NOTE: Tuition fees are subject to change, please check the College website for updated information, [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca).

NOTE: Tuition fees do not include textbooks. Required textbooks are an additional cost.

## MANDATORY FEES

Application fee (part-time and full-time)	\$20
International student application fee	\$100
Student Union fee	\$30/term full-time \$10/term part-time
Technology fee	\$100/term full-time \$25/term part-time
Challenge exam fee	\$75/exam
Official transcript fee	\$5 for first transcript; \$2 for each additional one (plus GST) per request; \$2 faxing fee
Duplicate certificate (certified copy)	\$5/copy (plus GST)
N.S.F. cheque fee	\$25
Ancillary fees	Ancillary fees may be charged for some courses. Please ask your program advisor or visit the website at <a href="http://www.yukoncollege.yk.ca/programs">www.yukoncollege.yk.ca/programs</a> .
Audit fees	Students auditing courses pay regular course fees.
Invigilation fee	\$50 for the first three hours and \$20 for each hour thereafter. This service is provided for students taking correspondence courses through other educational institutions.

NOTE: Mandatory fees are non-refundable.

## RESIDENCE FEES

Application fee (non-refundable)	\$20 non-refundable
Security deposit	Main Singles and Mature Residences: 25% of term fee Apartments: one month's rent
Attached and Detached Apartments	\$925-\$1,350/month
Main Singles and Mature Residences	\$1,560-\$1,900/term (16 week academic term runs from either Sept-Dec or Jan-Apr). Fees do not include Christmas holiday closure.

For more information regarding fees and payment options, or for other information about Residence, please see the residence section of our website at [www.yukoncollege.yk.ca/](http://www.yukoncollege.yk.ca/) or email us at [residence@yukoncollege.yk.ca](mailto:residence@yukoncollege.yk.ca).

## Cost Calculator

<b>Expenses</b>	# of terms	cost/term	# of terms x cost/term	<b>Resources</b>	# of terms	resources /term	# of terms x resources/ term OR lump sum amount
Tuition		\$	\$	Savings		\$	\$
Other program fees		\$	\$	<u>Funding source one</u>		\$	\$
Books, supplies and photocopies		\$	\$	<u>Funding source two</u>		\$	\$
Rent		\$	\$	Earnings from part-time job		\$	\$
Utilities (heat, electricity)		\$	\$	Scholarship and bursaries		\$	\$
Insurance		\$	\$	Canada Student Loans and Grants		\$	\$
Telephone/cell phone		\$	\$	Line of Credit		\$	\$
Food		\$	\$	<u>Other resources</u>		\$	\$
Other household expenses (laundry, etc.)		\$	\$			\$	\$
Transportation		\$	\$			\$	\$
Daycare		\$	\$			\$	\$
Entertainment		\$	\$			\$	\$
<u>Extraordinary expenses</u>		\$	\$			\$	\$
<b>Total</b>			\$	<b>Total</b>			\$

### NOTES:

# Get Set Up

start here. go anywhere.

## Timetable

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM	8:30 - 8:59					
	9:00 - 9:29					
	9:30 - 9:59					
	10:00 - 10:29					
	10:30 - 10:59					
	11:00 - 11:29					
	11:30 - 11:59					
PM	12:00 - 12:59	Lunch	Lunch	Lunch	Lunch	Lunch
	1:00 - 1:29					
	1:30 - 1:59					
	2:00 - 2:29					
	2:30 - 2:59					
	3:00 - 3:29					
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	8:30 - 8:59					
	9:00 - 9:29					
	9:30 - 9:59					
	10:00 - 10:29					
10:30 - 10:59						

## Athletics and Recreation

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

The gymnasium is open to students and staff at noon from Monday to Friday for indoor sports such as badminton, tennis and volleyball. A weight room offers self-directed fitness opportunities on a drop-in basis. Short-term classes in dance, Tai Chi and other exercise programs are offered at various times throughout the year. A Bouldering Wall is the newest feature of our gym; all sessions are organized with a trained supervisor.

## Bookstore

t. 867.668.8840

[bookstore@yukoncollege.yk.ca](mailto:bookstore@yukoncollege.yk.ca)

The College Bookstore is located on the lower floor of the C-Wing. In addition to textbooks and course materials, the bookstore carries stationery, stamps, software, bus passes, snack food and light microwave meals, along with a wide selection of sportswear and Yukon College spirit boosters—we have mugs, backpacks, shirts and a host of other cool Yukon College gear and unique gifts. Support your college!

## Child Care Centre

t. 867.668.8860

[nakwayeku@yukoncollege.yk.ca](mailto:nakwayeku@yukoncollege.yk.ca)

Nakwaye Ku is a non-profit child care centre for children of students, staff, faculty and the general public. The daycare, located at Yukon College, Ayamdigut campus, offers quality child care for children aged 18 months to pre-kindergarten and is open from 7:30 a.m.-5:30 p.m., Monday to Friday.

## First Nation Initiatives

t. 867.456.8581

[fni@yukoncollege.yk.ca](mailto:fni@yukoncollege.yk.ca)

The First Nation Initiatives department (FNI) is an arm of the President's Office within Yukon College. It exists in order to focus on the partnerships with all Yukon First Nations in order to better serve Yukoners, with respect to programs and services offered at Yukon College. FNI works with all departments at Yukon College in order to encourage and support student success.

FNI is a voice within Yukon College that is dedicated to integrating an understanding and awareness of the culture, traditions and history of Yukon First Nations. The development of programming and its associated curriculum is essential to development of education and training services that meet the needs of First Nations.

## Kinnikinnick Kaff.

t. 867.668.8856

Open to students, staff and the public: quality selection at fair prices. You may dine in or take out munchies, meals and catering. Menu and specialty selections provided. Heartsmart or not, the choices are yours. We are open for service from Monday to Friday 7:45 a.m.-2:30 p.m. during the school terms. We're closed weekends, statutory holidays, Christmas and during the spring and summer term.

## Library

t. 867.668.8870

[library@yukoncollege.yk.ca](mailto:library@yukoncollege.yk.ca)

The library is located on the second floor of the Ayamdigut Campus next to the Kinnikinnick Kaff. You will find the College's collection of books, videos, journals, magazines and newspapers here. The library includes a computer research area, student computer lab, preview room, study and reading areas, including a new student commons space.

Library staff will assist with research requests and provide circulation of materials, access to reserve items, inter-library loans and information literacy services. Photocopier and fax services are also available at a small cost.

## Parking

Parking is limited and students are advised to use public transit if possible. Vehicles in the student parking lot are left at the owner's risk. Plug-ins are not available for student vehicles. See [www.yukoncollege.yk.ca/parking](http://www.yukoncollege.yk.ca/parking) for College maps showing parking areas.



Check our website for current information

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



# Get Settled In

start here. go anywhere.

## Residence

t. 867.668.8731

residence@yukoncollege.yk.ca

Our single/double room residence building for those aged sixteen and older houses up to 55 residents in 48 rooms and offers each resident a furnished dorm-style private bedroom, common lounge areas with kitchenettes, large common kitchen, coin operated laundry facilities, private computer areas, study rooms, washrooms and private shower rooms. Within this building one can also find recreational equipment, wireless internet capability, vending machines, free telephones for local calls and cable televisions. Our mature residence building for those aged twenty-five and older contains 12 dorm-style rooms for those seeking a quieter living atmosphere. This building offers residents a private furnished bedroom, shared kitchen and washroom facilities, coin operated laundry facilities, wireless internet capability, common living room with cable television, phones for free local calls and a study room. Our family or multi-person residences consist of 32 apartments in two buildings. These residences vary, each containing two to three bedrooms, one to two washrooms, private porch or small private lawn area. Also available to residents in apartments are common lounge areas with cable television, computers, free telephones for local calls, coin operated laundry facilities, wireless internet capability, vending machines and a shared playroom for children. The primary occupant must be at least sixteen years of age and preference is given to applicants with families however non-families may also apply. In addition, activities are planned on and off campus for those in all residence buildings.

## Samay Thìa - Harry Allen Lounge

The Samay Thìa First Nation Lounge is a place of support for all students. Named for the late Grand Chief Harry Allen, Samay Thìa means “big salmon” in the Southern Tutchone language. The lounge offers a comfortable environment for many purposes: visits with Elders, studying, cultural activities, lunches, meetings and socializing. Everyone is welcome.

## Safety and Security 24/7/365

t. 867.668.7243 (pager 676)

c. 867.334.6042

Students are encouraged to read the Safety and Security on Ayamdigut Campus booklet available at Reception and Student Services and review any related safety/security information on the College website. Students must observe safety precautions at all times. Any incident involving a safety hazard or threatening situation must be reported immediately to the nearest college staff person and/or College Security at 867.668.7243 (pager 676). The Security Office is located behind the main reception area. Instructors who supervise practical work areas will outline detailed safety regulations at the beginning of the program. Students may not use any equipment or shops without the specific approval of the instructor concerned.

## Fire Regulations

In the event of a fire alarm or evacuation order, everyone must vacate the building immediately using the nearest exit. If in a classroom, refer to the posted fire exit map. The fire alarm has an audible alarm and is also equipped with strobe lights. If you notice a fire and the alarm has not been sounded, pull the nearest fire alarm prior to evacuating the area.

## Student Union

t. 867.668.8733

The Yukon College Student Union (YCSU) is enshrined in legislation via the amended Yukon College Act of May 2009 and is incorporated under the Societies Act. All registered Ayamdigut Campus students pay a Student Union fee which is used to sponsor activities and social events. The fee is CAN\$30/term for full-time students, CAN\$10/term for part-time students. YCSU is responsible for student funds, organizing student activities and relating student concerns to the College administration. The director of Student Services advises and consults with YCSU. Student Services staff work with YCSU throughout the year to organize activities that promote an active student life on campus, such as pub nights, films, speakers, sports and barbecues.

## Admissions Office

t. 867.668.8710

[admissions@yukoncollege.yk.ca](mailto:admissions@yukoncollege.yk.ca)

The Admissions Office provides assistance with admissions, registration, student records and enquiries. Information regarding financial assistance, course transfers between institutions and invigilation/testing services are also available.

## Career Development Services

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

This service is available to all students and the general public. Counsellors provide career counselling, interest assessment, job search and employment skills, career and labour market information. A library of print and online resources offers information about academic and training opportunities in Canada and worldwide.

Students may make an appointment by coming into the Student Services Centre during regular hours or calling 867.668.8720.

## Computing Services

t. 867.668.8799

[lab\\_support@yukoncollege.yk.ca](mailto:lab_support@yukoncollege.yk.ca)

There are computer labs for student use at every campus of Yukon College. At Ayamdigut Campus, students have access to over 90 computers in five computer labs during lab hours. There is a mandatory technology fee to use College equipment, payable when you register for your courses. Wireless internet access is also available at no cost.

All computers are equipped with a wide range of software including word processing, spreadsheet, presentation and graphics, as well as scanning and a limited amount of printing.

Student Computer Support offers an online computer lab orientation, accessible from each computer and the website. Additional support is available during lab hours from the support staff or lab monitors on the weekends.

For further information and lab hours, please contact Student Computer Support in Room A2434, visit [www.yukoncollege.yk.ca/student\\_info/pages/computing/services](http://www.yukoncollege.yk.ca/student_info/pages/computing/services), or call 867.668.8799.

## Co-operative Education

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

The co-operative education (CO-OP) option is available to students planning to complete a Diploma in Liberal Arts, Business Administration, Women's and Gender Studies, Northern Justice and Criminology, General Studies, Northern First Nations Studies, Renewable Resource Management and Northern Environmental Studies.

### What's CO-OP?

CO-OP is the integration of a work term into your study program. When you graduate, your diploma will show that you completed a practical work term in your field of study.

### CO-OP Information for Students

The co-operative education option is available to most students who plan to complete a post-secondary diploma. The guiding principle is that a student seeks a career-related, 12-week, paid work term between the first and second year of studies. To qualify a student should:

- Be enrolled full-time (minimum three courses per semester).
- Maintain a grade point average of 2.6 (B-). If you do not meet this requirement please speak with a CO-OP co-ordinator to discuss options.
- Complete the CO-OP curriculum, including completion of a polished resume, learning techniques for self-marketing, interview preparation and self-management strategies for workplace success.

The Co-operative Education co-ordinator can assist with career planning, job search strategies and labour market information. The co-ordinator also monitors work term progress during the term. Students must meet the required accreditation standards for completion.

Students have documents and assignments to complete during the process. These records form the basis for a formal entry for CO-OP on the student transcript and diploma. This includes writing a work term report to be graded by the co-ordinator at the end of the work term.

To enrol, students need to book an appointment and complete the application process with the Co-operative Education co-ordinator, normally during the first semester of studies. Curriculum requirements, including forms, assignments and seminar schedules, will be discussed at that time. The CO-OP program is a function of career services in the Student Services area.

Transfer and international students are encouraged to explore their CO-OP options with the co-ordinator. You must meet with the International department staff to ensure all CO-OP work requirements are met.

# Support and Assistance

start here. go anywhere.

## Distributed Learning

t. 867.668.8816 toll-free. 1.800.661.0527

[distlearn@yukoncollege.yk.ca](mailto:distlearn@yukoncollege.yk.ca)

Our Distributed Learning Department utilizes a wide variety of educational technologies and media to provide convenient access to College programs and services. In conjunction with the College's Computing Services Department, in cooperation with NorthwestTel and in collaboration with all of the College's Schools, the Distributed Learning Department endeavours to make our programs and services available to you regardless of your location, schedule or other commitments.

Technologies and media used by the Department include:

- printed resources
- computer conferencing technologies such as Adobe Connect
- teleconferencing
- video-conferencing
- email and online Portal and Learning Management Systems available through your desktop computer, laptop and portable communications device

Conferencing technologies allow you to access “real time” courses from virtually any location in Yukon and several locations in northern British Columbia. Online technologies allow you to access “any day, any time” courses from anywhere in the world that has internet access. Many courses use blended approaches that combine different media and technologies to accommodate the different styles and needs of learners.

## Drop-in Centre

t. 867.668-8744

[dropincentre@yukoncollege.yk.ca](mailto:dropincentre@yukoncollege.yk.ca)

The Drop-In Centre is a quiet place to study with an instructor available for tutoring in College Prep math, physics, biology, English and university level math. Schedules are available in the Drop-In Centre and at the School of Access reception area. Part-time students may also register for credit courses in College Prep English and math and Communication 192. These courses are offered through self-paced study and registration is ongoing throughout the year. People preparing to write the GED® test may also receive support through this service.

## First Nations Support Services

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

First Nations support staff are available to assist students of First Nation ancestry with transitions to college life. Our staff provides support to students dealing with issues related to funding, transportation and other student life needs. We also plan traditional First Nation cultural events including visits with Elders, seasonal celebrations, cultural development activities and other events.

## Learning Assistance Centre

t. 867.668.8785

[lassist@yukoncollege.yk.ca](mailto:lassist@yukoncollege.yk.ca)

*See more on Accommodations and Services for Students with Disabilities on Page 30.*

The Learning Assistance Centre (LAC) provides information and services to help Yukon College students reach their learning potential. Students may be enrolled in full-time, part-time, distributed learning or continuing education courses. Services and reasonable accommodations are provided according to specific individual needs and based on supporting documentation but may be limited by the availability of specific resources. Applicants and students who have been identified with any type of disability or chronic condition that might affect their learning should contact the Learning Assistance Centre co-ordinator at 867.668.8785 or [lassist@yukoncollege.yk.ca](mailto:lassist@yukoncollege.yk.ca). This should be done as early as possible in the application process. Students who suspect that they may have a disability or chronic condition that could affect their learning should also contact the co-ordinator.

## Personal Counselling Services

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

Professional counsellors provide help to students with a broad range of personal issues including depression, anxiety, substance abuse, grief and loss, trauma and relationship difficulties. Counselling is available to all registered students. All counselling sessions are confidential. No information is shared with administrators, instructors, outside agencies or others unless authorized with a signed release of information by the student. Workshops and presentations are also provided to help students cope successfully with the demands of student life, to promote wellness and to build skills for lifelong success.

Students may make an appointment by coming into the Student Services Centre during regular hours or by calling 867.668.8720.

## Student Employment Services

t. 867.668.8720

[sscreception@yukoncollege.yk.ca](mailto:sscreception@yukoncollege.yk.ca)

Yukon College is committed to helping students develop their career path and make transitions into the labour market. Faculty in the Student Services Center offer one-on-one coaching and group workshops for career planning, resume writing, job interview preparation, labour market information and job search strategies.

Student jobs on campus are advertised on bulletin boards throughout the College, usually in September.

There are designated bulletin boards in the upper hallway for career development information and job postings.

Students are also encouraged to use the services of [www.yuwin.ca](http://www.yuwin.ca) and [www.careercruising.ca](http://www.careercruising.ca).

Students may be in programs where the faculty arrange practicum placements, which are unpaid work experience components of a program.

Students planning to complete a two-year post-secondary diploma should enquire about enrolling in the Co-operative Education option by going to the Student Services Center to book an appointment. Normally, this occurs during the first semester.

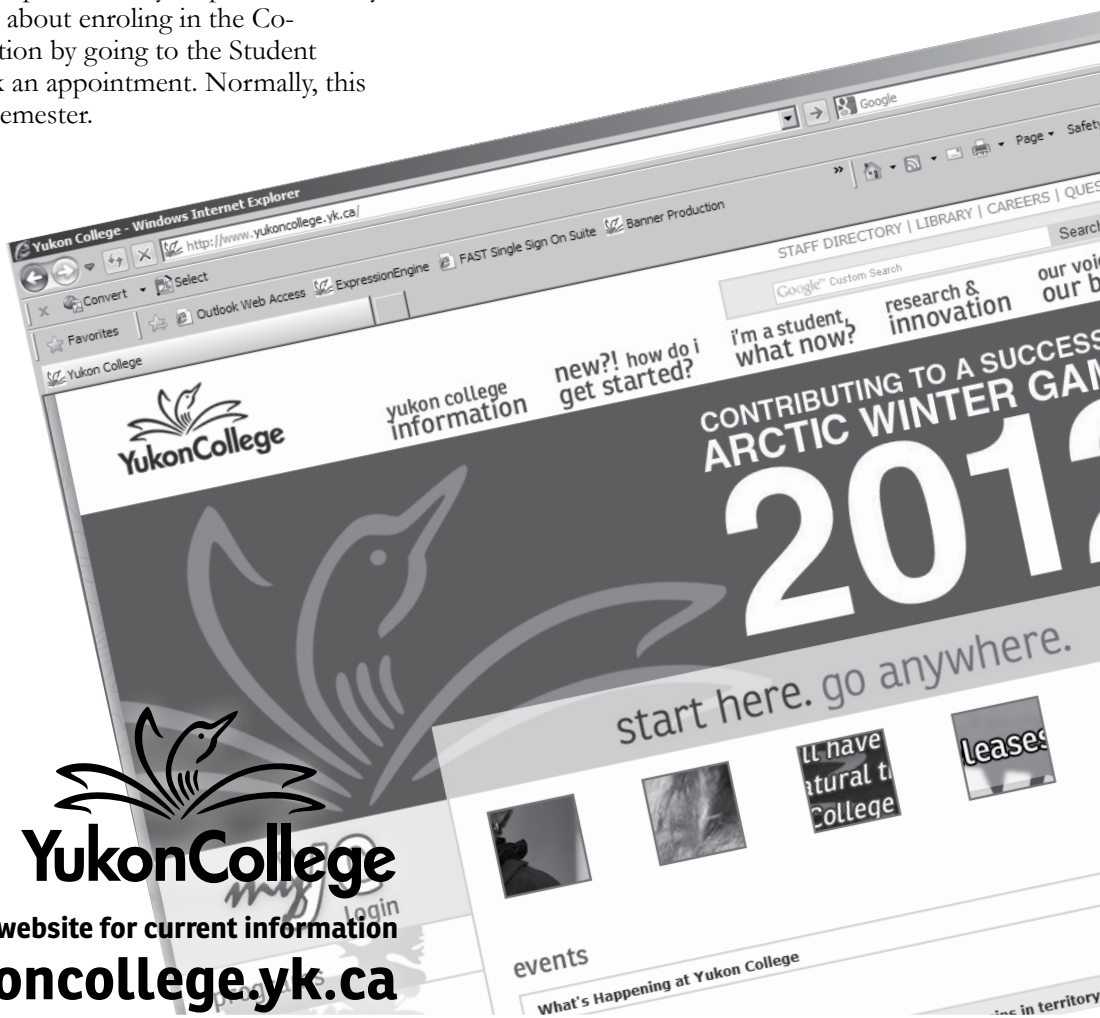
## Writing Centre

The Writing Centre offers one-on-one writing coaching to students in all courses and programs and is staffed by helpful instructors from across the College. The Writing Centre is a valuable student support service, conveniently located in the library.

The Writing Centre's mandate is to help students write clearly, logically and effectively in their fields of study. We encourage students to take initiative in their own learning and to become confident writers. Our goal is to help all students succeed!

Appointments are available in the afternoons and some evenings. Distributed Learning students and Community Campus students can work with a writing coach via phone, email, Skype, or other user-friendly technologies.

To find out more about the Writing Centre, or to book an appointment, visit our website: [dl1.yukoncollege.yk.ca/writingcentre](http://dl1.yukoncollege.yk.ca/writingcentre) or follow the link from the Library website.



Check our website for current information

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Other things to know

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### Medical Insurance

All Yukon students should ensure that they are covered under the Yukon Health Care Insurance Plan. Out of province/territory students should ensure they have notified their provincial/territorial healthcare provider that they are studying away from home and obtain additional insurance if required. As per the International Student Policy, international students must be covered by their own health care insurance plan. Proof of coverage must be presented at time of registration.

### Practical/Experiential Activities

A number of programs have a work experience component which must be successfully completed to graduate. During work experience, students must meet all the relevant employment regulations that an employer's other employees must meet, including hours of work, etc. Work experience may also include some shift work. Work experience may include CO-OP placements, labs, tutorials, applied learning courses, field placements, practica and work experiences.

### Admissions, Program Advising and Registration

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website: [www.yukoncollege.yk.ca/student\\_info/downloads/academic\\_regulations\\_2011](http://www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2011).*

#### Admission Requirements

Admission requirements are established by the College's programming divisions to provide students with the best opportunity for success in a program. Specific academic requirements are listed under each program. Applicants without the prescribed academic requirements may be admitted on a conditional basis or as a part-time student.

Applicants without the stated admission requirements may qualify by successfully completing admission assessments, normally the College Assessments.

Some programs prescribe medical requirements. In such cases, these will be the responsibility of the applicant.

#### Selection for Admission

In general, qualified applicants will be admitted on a first-come, first-served basis after all documents have been received by the College. In some programs selection for admission may be based on specific criteria that are established in advance and available for student review.

### English Language Proficiency

International students who apply for admission to Yukon College may be admitted based on College Assessments including the Canadian Language Benchmark Placement Test (CLBPT). All other admission requirements for specific programs must be met.

English is the language of instruction and communication at the College. All coursework required of the students shall be in English, unless otherwise specified. Regardless of country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study (other than English as a Second Language Program).

This may be done by providing:

- Proof of achievement at the grade level designated as the academic prerequisite for the program to which the student is applying, or equivalent; OR
- Proof of achievement, at the prescribed level, in the Test of English as a Foreign Language (TOEFL); OR
- Proof of achievement, at the prescribed level, in the International English Language Testing System (IELTS) or the CLBPT.

### Appeal of Admission Status

An applicant who believes that he/she has been unfairly denied admission has the opportunity for redress through the following appeal procedure:

- He/she initiates discussion with the registrar. The registrar, should the matter not be resolved, shall refer an appeal to a review committee composed of the appropriate dean, a counsellor and the registrar.
- If the resolution by the review committee is deemed unacceptable by any party, the decision may be appealed to Academic Council.

### Mature Applicants

A mature student is an applicant who has not graduated from high school and is at least 19 years of age, or who is at least 17 years of age and has not attended school for one year or longer. In exceptional cases the registrar may allow a student who has not reached 17 years of age to register.

### International Applicants (Student Visa Applicants)

International students require a valid student visa to be admitted to a program. A letter confirming application or provisional admission (if qualified) will be provided to assist in applying for a student visa.

### Returning Students

Students who have successfully completed the first year of a two-year program will be automatically admitted to the following year.

Students who were dismissed from a program, failed to attain an acceptable grade-point average, or failed to complete program requirements within the prescribed time period, shall complete an application form, be interviewed by a counsellor, receive approval of the dean and have the application reviewed and approved by the registrar before registration will be permitted.

### Registration Process

All students admitted to the College must register for their courses during the published registration period.

All registrations must be processed by the Admissions Office. Most students are required to receive program advising prior to having registrations completed and approved. The signature of a program advisor is required on all registration forms.

Registration is final only upon payment of fees or upon special arrangement with the Admissions Office.

Funded applicants (those whose training costs are paid by employers or other agencies) shall arrange to have a funding form sent by the funder to Admissions, outlining the extent of financial support for fees, books, supplies, etc. A copy of this third-party billing form is available at the Admissions Office.

### Registering for Repeat Courses

A student may register for a course a maximum of three times. All attempts will be recorded on the student's transcripts. Credit, however, will be granted only once. The highest grade obtained in any of the courses will be used for GPA calculations.

### Full Course Load and FTE

A full course load is a program consisting of 15 credits a term or 375 hours of classes a term. One full-time equivalent (FTE) is equal to 30 credits or 750 hours of instruction.

### Program Changes

A student may change programs during the first two weeks of the term provided:

- He/she meets the admission requirements of the program/course into which he/she wishes to transfer.
- Space is available in the receiving program/course.

### Withdrawals

Students may officially withdraw from a course or program without academic penalty until two-thirds of the course contact hours have been completed. Specific withdrawal dates vary and students should become familiar with the withdrawal dates of their program.

A student must submit either an official withdrawal form obtained from the Admissions Office, or a dated letter clearly outlining the course name, number and section and signed by the student. Late withdrawals will be considered by the registrar in the event that extenuating circumstances prevent the student from notifying the College prior to the last day to withdraw. A grade of "W" will be assigned when a student officially withdraws from a course.

Failure to comply with the proper withdrawal procedures may result in a grade being assigned based on the work completed to the date of withdrawal or a failing grade (F) and ineligibility for any refund of tuition fees. Withdrawals will not be accepted without the student's signature.

A student may be dismissed from a course or program for academic misconduct, academic deficiency or for unsatisfactory attendance. A final grade will be assigned based on the work completed to the date of dismissal. Dismissals are subject to appeal and students must be informed, in writing, of their right to appeal such a decision at the time of dismissal.

### Program Advising

Each programming division will ensure that students within each of its programs are provided timely and accurate academic advice. Typically, this will be accomplished by appointing trained faculty in each division to serve as program advisors.

Program advisors are responsible for:

- Providing ongoing academic advice to students about entry requirements, prerequisites, advanced standing/credit, transferability, course selection and load and graduation requirements.
- Informing students of special college services such as learning assistance, counselling, etc.
- Reviewing student progress on an ongoing basis to enable students to access special assistance if needed.
- Assisting with the verification of program completion.
- Assisting, as required, with academic appeals.
- Approving registrations, course additions or deletions, evaluation of transfer credit and any correspondence regarding academic matters related to a student's program in the College.

## Other things to know

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### Transfer Credit, Advanced Credit/Advanced Standing, Advanced Placement, CEU and Prior Learning Assessment

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website: [www.yukoncollege.yk.ca/student\\_info/downloads/academic\\_regulations\\_2011](http://www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2011).*

#### Transfer/Transferability to Other Institutions

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. The College has an obligation to its students to provide accurate and timely information about such arrangements. In particular, students will be informed that such transfer arrangements do not, in themselves, ensure students' admission to other institutions.

Many institutions provide transfer credit to admitted students, on a course-by-course basis, even if formal arrangements have not been developed.

A student may seek transfer credit for courses successfully completed at Yukon College at any time during or after his/her course of studies at Yukon College. The student is responsible for pursuing such opportunities. The College will assist with appropriate documentation as requested.

#### Authorization to Undertake Studies at Another Institution

An Authorization to Undertake Studies at Another Institution or "Letter of Permission" may be given to students who wish to receive transfer credit for a course(s) which they wish to take at another institution. The letter shall include:

- The student's name, student number and the Yukon College program to which they have been accepted.
- The name of the institution where the course(s) will be taken, the course(s) to be taken and the Yukon College equivalent course(s) for which transfer credit is requested.
- A statement that Yukon College will accept the course for transfer credit upon successful completion.
- Relevant academic regulations that apply (minimum grade, 50% local courses, official transcript required on completion, student standing). The authorization or "Letter of Permission" shall be signed by the dean or chair and copied to the Admissions office.

#### Course Challenge

Course challenge is one method of prior learning assessment by which a student may receive credit for relevant knowledge or skills acquired outside of the college environment. Availability of course challenge is dependent on the suitability of the challenge and administrative limitations. Each dean is responsible for outlining procedures, restrictions, or limitations respecting course challenges. For some courses, it may not be practical or possible to challenge the course due to constraints imposed by external agencies.

The following guidelines apply:

- The challenge cannot be used as a means of upgrading a course mark for which credit has already been granted by Yukon College.
- A student may not challenge a course if they have taken, and failed, the course previously.
- The challenge must evaluate performance on the full range of objectives and content related to the course.
- A maximum of one half of the total credits required for the Yukon College program may be obtained by a combination of course challenge and transfer credit.
- Students shall either be admitted to the program or qualified for admission before seeking a course challenge.
- Students registered in a course may challenge that course within the first one third of the scheduled total number of course hours.
- Students shall be allowed to challenge a course only once. If unsuccessful, the student shall register and complete the course in order to receive the credit.

#### Request for Transfer Credit

Application for transfer credit shall be made through the Admissions Office at the time of application for admission to a program. A time limit may be imposed on courses or programs where, in the opinion of the dean, there is an 'obsolescence' of knowledge and/or skills.

Official transcripts shall be submitted before transfer credit will be considered.

Transfer credit shall only be given for credit courses that are equivalent to Yukon College courses from recognized colleges, universities, technical institutes, professional bodies and selected courses from high schools.

Transfer credit shall only be given for courses in which a grade of D (or equivalent) or higher has been achieved. However, minimum grade requirements in prerequisite courses (typically C or better) will normally apply.

Transfer credit will not exceed 50% of total credits required to complete the Yukon College program for which the student has applied.

The evaluation of transfer credit is the responsibility of the appropriate dean and will normally be carried out by program advisors.

Transfer credit shall not be given unless the student has been admitted to the program.

Courses not taken at Yukon College for which transfer credit has been granted shall not be included in the calculation of term or cumulative grade point averages.

In the event that students have completed credit courses that have no precise Yukon College equivalents, unassigned credits may be granted. These may not be applied towards specific course requirements within the program. Normally these may only be used to satisfy elective requirements.

## Academic Conduct

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website: [www.yukoncollege.yk.ca/student\\_info/downloads/academic\\_regulations\\_2011](http://www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2011).*

## Attendance

Students in all program areas are expected to attend classes. However, attendance requirements may vary from program to program. Attendance requirements are noted below:

- Special permission from the instructors is required if a student is enrolled in another course and the timetables for the two courses overlap.
- Individual instructors shall inform students in the course outline of the attendance requirements for their course at the beginning of the term.
- Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct. Students who do not attend classes or submit assignments as required may be refused admission to further classes.
- Attendance at practicum activities and work placement activities (in CO-OP programs) is required. Students shall notify the placement agency as well as the instructor whenever practicum/work attendance is not possible.

## Inappropriate Student Conduct

Students shall conduct themselves in a responsible manner. The following activities constitute inappropriate student conduct:

- Disturbing, disrupting or otherwise interfering with studies, work or other activities of fellow students, or the operation of Yukon College.
- Threatening to subject or subjecting any student or staff member to physical or mental harassment, indignity, injury or violence.
- Sexual harassment of any kind.
- Cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.
- Intentionally damaging, destroying, removing or moving without authority or permitting damage, destruction or unauthorized removal or movement of the property of Yukon College, or property under the care and authority of Yukon College, Student Council, or of any student, staff member, or resident.
- Unauthorized use of or entry to Yukon College property.
- Participation in unauthorized and/or hazardous activities on campus.
- Failure to obey the lawful instructions of any Yukon College staff acting in the performance of his/her duty and failure to obey all published or posted regulations or procedures relating to the use of, and entry to, Yukon College buildings and facilities.
- Libelous or indecent statements, unfounded allegations and statements harmful to others' dignity.
- Neglecting safety procedures/practices or intentionally creating safety hazards.
- Falsification of any Yukon College document or withholding or falsifying of information on an application for admission to Yukon College.
- Failure or refusal to pay fines or fees imposed by Yukon College or by the Student Union.



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### Discipline

If a student's conduct is unacceptable, disciplinary action, subject to appeal, may be applied as follows:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred.
- Requirement to rewrite an examination or to resubmit an assignment or essay.
- A reprimand placed on the student's file.
- Withholding of grades and certification.
- A demand for restitution in the case of property damage.
- Suspension or dismissal from the course, program or in extreme cases, from Yukon College.

If disciplinary action is taken that results in dismissal from a course, program or Yukon College, the student will be informed of the action in writing and a copy will be forwarded to the Admissions Office. If a student seeks re-admission after dismissal, re-admission will require the special approval of a counsellor, the registrar and the dean.

### Student Evaluation, Grades and Records

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website: [www.yukoncollege.yk.ca/student\\_info/downloads/academic\\_regulations\\_2011](http://www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2011).*

#### General

Instructors shall ensure that each student is fully informed through course outlines of the course content and requirements. This will normally be done within the first week of classes. Course outlines shall follow the format prescribed by the dean.

#### Assignments, Exams and Other Course Requirements

Instructors shall inform students at the beginning of each course of class schedules, student-evaluation methods, assignments and examinations and such other course requirements. The dean shall ensure that course requirements are reasonable and major assignments and examinations are balanced during a term.

Major assignments (those comprising more than 10% of the total course grade) shall not be assigned in the two weeks immediately prior to the final exam period.

Except under special circumstances approved by the appropriate dean, all three-credit courses will conclude with a three-hour final examination given during the formal exam period.

A copy of each final exam is normally to be submitted to the divisional office 48 hours prior to the exam.

Except in special circumstances approved by the dean, final exams are to be invigilated by the course instructor at the scheduled time.

#### Evaluation Process

Student evaluation is based upon the student's academic performance throughout the term. All elements of the learning process, such as examinations, assignments, laboratory work, fieldwork, shopwork, reports, projects, job placement and class participation may be evaluated.

Instructors will ensure that students are informed, at the beginning of each term of the evaluation practices that will be applied in each course/program under their jurisdiction.

#### Grading System

Yukon College's grading system is a letter-grade system based on a 4.0 point scale:

Grade	Grade-Point Value	% Equivalent of Most Yukon College Courses
A+	4.0	95-100
A	4.0	86-94
A-	3.7	80-85
B+	3.5	75-79
B	3.0	70-74
B-	2.7	65-69
C+	2.5	62-64
C	2.0	58-61
C-	1.7	55-57
D	1.0	50-54
F	0.0	Under 50

The letter grade is normally determined by the percent equivalent as indicated in the above table. However, for some courses and programs, different correlations between letter grade and percent equivalent may apply.

The College may assign codes other than grades according to the following:

Grade		Indicates
AD	Advanced Standing, Advanced Credit or Transfer Credit	Equivalent coursework has been completed in another program or recognized educational institution or through work/life learning.
AU	Audit	Student not required to complete course requirements.
CC	Course Challenge	Student has been granted credit as a result of successful completion of a challenge examination.
CP	Course in Progress	Coursework that may bridge more than one term or academic year (Access programs only).
I	Incomplete	Permanent grade is delayed, at the discretion of the instructor, until course requirements are met.
M	Mastery	Student has mastered the skills to the required standard in a given course.
NG	No grade submitted	NG is assigned until permanent grade is submitted by instructor (this is only assigned by the Admissions Office).
P	Pass	Successful completion of the course requirements for non-credit courses, placement exams and co-operative work terms.
W	Withdrawal	Officially withdrawn from the course (this is only assigned by the Admissions Office).
CU	Continuing Education Unit	1 CU is assigned for every 10 hours of organized continuing education.

Grade points are calculated by multiplying the number of credits assigned to a course by the grade-point value of the grade assigned. The grade-point average (GPA)

is then calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses taken during that term. Examples of mark equivalencies are shown below.

An example of Grade B+ in a three-credit course and Grade C in a two-credit course follows:

$$3 \text{ (credits)} \times 3.5 \text{ (grade-point value)} = 10.5$$

$$2 \text{ (credits)} \times 2.0 \text{ (grade-point value)} = 4.0$$

$$\text{Total grade points} \quad \quad \quad 14.5$$

$$\text{GPA (grade-point average)} = 14.5 \div 5 = 2.90$$

### Submission of Final Grades

Assigning and submission of final grades is the responsibility of the instructor. Final grades are to be submitted to the registrar, or entered electronically, within five (5) working days of the final examination date or of the last day of classes. To change a grade once grades have been transferred to a student's permanent record, a grade change form must be completed by the course instructor and submitted to the Admissions Office.

### Course Repeats

A student may repeat a failed course in order to meet graduation requirements or repeat a course to improve a grade received in that course. A student may take a course for credit a maximum of three times. Each occurrence shall be noted on the student's transcripts, however only the higher of the grades received will be used in the calculation of the student's grade-point average (GPA).

Under exceptional circumstances, a student may make application to the registrar in order to take a course more than three times.

### Clearance of Course Incompletes

A student with an incomplete must discuss the outstanding requirements for the course with the instructor. Required work and the date by which it must be completed shall be stated in writing by the instructor. Required work must normally be completed within three weeks of the last day of the term in which the courses were taken. An extension may be granted, but in no event will it extend beyond the end of the immediately following term.

A grade of incomplete is only to be given when there is a contract between the student and the instructor indicating a date by which all outstanding requirements are to be met. Such contracts will normally be in writing and a copy attached to the grade sheet. In the event that no contract is established for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed. If a student has not met all requirements but has academically achieved a grade other than F, then

## Other things to know

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that grade should be given and the grade changed on submission of the outstanding work.

A permanent grade will be based on the work completed by the deadline.

A student with an incomplete standing in a course may not register for further courses for which that course is a prerequisite without the approval of the appropriate dean or chair. Instructors should not award an incomplete if they are not available to evaluate the outstanding work.

### Clearance of Other Course Deficiencies

The dean shall prescribe methods by which deficiencies in coursework shall be rectified by a student who has not completed program requirements.

Methods available may include deferred final examinations, supplemental examinations and such other methods as are prescribed by the dean.

### Actions Following Unsatisfactory Academic Standing

Failure to maintain satisfactory academic standing in a course or program may result in a range of actions, such as termination from one or more courses, assignment of probationary status, suspension, termination from the program or upgrading.

### Probation—Academic and Professional Programs

A full-time student who achieves a term grade-point average (GPA) of less than 2.00 will be placed on academic probation for the following term in which the student registers. The program advisor, in consultation with the appropriate chair or dean, may restrict the number of courses that the student shall register for in the following term.

A student on academic probation who achieves a grade-point average (GPA) of less than 2.00 in the next term of study will normally be terminated and not considered for registration for a period of at least one full term. Upon re-registration, the student shall be placed on probation.

A student who returns after having taken one term off as a result of achieving a grade-point average (GPA) of less than 2.00 in two consecutive terms and achieves a grade-point average (GPA) of less than 2.00 will be terminated and not considered for readmission for at least one academic year. The student must apply for re-admission to the program.

A student's academic probation shall continue until the student achieves a grade-point average (GPA) of greater than 2.00 (C average) in one term.

### Probation—Pass/Fail and Mastery Programs

In cases of unsatisfactory performance, the student and the instructor shall meet to discuss the student's performance.

If the student's performance does not improve, the instructor shall notify the dean in writing of the student's learning difficulties. The dean will convene a meeting of the student, instructor, the dean and a counsellor at which time the student shall be informed that he/she is on academic probation and what must be done to remove it. The Admissions Office shall be informed and the probationary status shall be entered on the student's academic record.

Students enrolled in pass/fail or mastery programs who are on academic probation and have not improved their performance over the term of the probationary period may be suspended by the dean.

### Levels of Certification

A certificate is normally awarded for successful completion of a program of studies of up to one year of full-time study or equivalent. A certificate "with honours" is awarded to graduates with a cumulative program GPA of 3.50 or greater. Students are expected to complete the requirements for a certificate within five years of beginning the program.

A diploma is awarded for successful completion of a program of studies of four terms of full-time study or equivalent. A diploma "with honours" is awarded to graduates with a cumulative GPA of 3.50 or greater in the program. Students are expected to complete the requirements of a diploma within 10 years of beginning a program.

### Certification Requirements

Students who have a cumulative GPA of 2.00 or greater in the program and have met all the program requirements as outlined in the calendar at the beginning of their program, are eligible to graduate with certification.

Students who successfully complete a program must apply to the registrar for the appropriate certificate or diploma in the term in which completion of the program requirements, as outlined in the college calendar, is expected.

Students who already have a certificate or diploma from Yukon College may pursue another certificate or diploma subject to the following conditions:

A minimum of one-half of the courses required for the additional certificate or diploma beyond the requirements for the first certificate or diploma must be completed.

The student shall meet all program and graduation requirements for the second certificate or diploma.

### Transcripts and Mark Statements

Grade reports shall be made available to students at the end of each term. Reports shall list the grades achieved in each of the courses taken during the term and may be made available in electronic or printed form.

A Transcript is an official cumulative grade report, bearing the college seal and the signature of the registrar or her/his designate, of credit coursework undertaken at the College.

A Record of Achievement is an official cumulative record, bearing the College seal and the signature of the registrar or her/his designate, of all non-credit coursework undertaken at the College.

### Outstanding Debts

Students who have outstanding debts owing to the College or have not returned books or borrowed equipment will not receive official documents until all debts are paid and outstanding books and equipment returned.

### The Dean's List

In recognition of their academic achievement, full-time students with a GPA of 3.50 or greater in any term shall be placed on the Dean's List for that term. In the event the term for any program extends beyond the normal end date, students with a GPA of 3.50 or greater may be included in the subsequent term's Dean's List.

### Release of Confidential Information

The release of confidential student information shall only be through the registrar, LAC coordinator or Yukon College counsellor. Disclosure of information to interested external parties in response to verbal or written enquiries shall consist only of information determined to be matters of public record as described in AC 5.18. Release of information beyond this requires written authorization from the student involved, legal authorization or a decision by a counsellor that confidentiality should be broken. A counsellor will consider the following exceptions in making the decision to disclose information:

- If there is a danger of the client seriously hurting her/himself.
- If there is a danger of the client seriously hurting someone else.
- If there is any indication that a child is at risk.
- If the file is subpoenaed by the court.
- If the client has been abused by a health professional.

### Student Rights and Responsibilities

*The Students Rights and Responsibilities is a College Act Policy SS-06, revised January 2, 2009. A complete listing of College Act Policies can be found online at [www.yukoncollege.yk.ca/student\\_info/pages/ethics/](http://www.yukoncollege.yk.ca/student_info/pages/ethics/).*

Yukon College is committed to maintaining a positive, healthy and respectful environment for all members of the College Community. Yukon College's Code of Ethics embodies an underlying belief that each member of the College Community has a right to dignity and respect. The Guiding Principles and Application examples provide guidance and assistance in determining conduct and behaviour. Students can expect to be treated equitably and fairly in all matters to do with their education.

You retain all your ordinary RIGHTS as a citizen when you become a member of the College Community. You continue to have the RESPONSIBILITY to abide by all Federal, Territorial and Municipal laws and regulations in addition to the College's own policies.

Subject to availability of the College's resources, you have the RIGHT to participate unhindered in the academic, intellectual, cultural and social life of the College. You have the RESPONSIBILITY to respect the rights of others to the same participation by refraining from actions that threaten or disrupt classes, meetings, events or other academic activities or that prevent others from freely expressing their views.

Pursuant to the laws of Canada and Yukon, you have the RIGHT to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the RESPONSIBILITY to treat others with respect and to refrain from acts of harassment, intimidation, discrimination or assault.

Pursuant to the laws of Canada and Yukon, you have the RIGHT to the safety and security of your personal property. You have the RESPONSIBILITY to refrain from acts of theft, willful destruction or vandalism of the property of others.

Subject to the compliance with College policies and rules, you have the RIGHT to the free and peaceful use of College property, grounds and facilities for all legitimate purposes. You have the RESPONSIBILITY to respect and maintain the integrity of such property, grounds and facilities so they may be equally available to others.

## Other things to know

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### Code of Ethics

*The Code of Ethics can be found online at [www.yukoncollege.yk.ca/student\\_info/pages/ethics/](http://www.yukoncollege.yk.ca/student_info/pages/ethics/).*

This Code of Ethics has been developed in collaboration with the Yukon College Employees Union (Public Service Alliance of Canada) and embodies an underlying belief that each member of the College Community has a right to dignity and respect. The Code intends to be educational and aspirational and convey to members of the College Community the climate we foster and the ethical principles and guidelines of conduct we embrace. The purpose of the Code is to outline responsibilities, expectations and preferred practices, including guiding principles for appropriate organizational behaviour.

### Policy Statement

The Code of Ethics applies to the employer, the Yukon College Employees Union and to all employees, students, contractors, volunteers and partners ('the College Community'). The College is committed to maintaining a positive, healthy and respectful environment for members of the College Community. The Code lays down general principles which can be used to determine action consistent with high standards and values. It seeks to articulate commonly held values which are central to the culture of the College. The Code embodies the promotion of a set of core values relevant to the College's mission of providing high quality learning opportunities. Underlying the Code is a belief that each member of the College Community has a right to dignity and respect. The Code is intended to provide guidance and assistance in determining conduct and behaviour; however, the Code is not a substitute for the active process of ethical decision-making on the part of members of the College Community.

### Guiding Principles and Application Examples

#### Respect and Dignity

Students, fellow employees and other members of the College Community are treated with consideration and in a fair and just manner. High regard for the rights and opinions of others and mutual respect is demonstrated.

#### Honouring Diversity

Behaviour that communicates acceptance and accommodation of diversity will be the norm.

The diversity of all members of the College Community and the uniqueness of culture, ethnicity, religion, race and sexual orientation is respected. A work and study environment free from discrimination and harassment is promoted. Positive regard for the diversity of background, experience and opinion is inherent in the College Community.

#### Active Engagement

A recognition that citizenship involves responsibility for building community and participating in the civic life of the College Community. Communications that support an environment characterized by respect and civility are encouraged.

#### Non-violent Conflict Resolution

Aggressive behaviours (physical, verbal or emotional) are not acceptable. Members of the College Community are committed to the peaceful resolution of conflict and differences.

#### Openness

A culture of openness that aims at ensuring that matters connected with the operation of the College can be discussed frankly among members of the College Community is encouraged. Appropriate openness in communication and action is expected.

#### Honesty

Truthfulness with members of the College Community and members of the public is demonstrated. Accurate statements and accounts of the College are provided to audiences to whom they are directed.

#### Privacy

Respect for the privacy and confidentiality rights of other members of the College Community is demonstrated. Confidential information is used only for the purposes for which it was originally provided and shared only with authorized parties on a need-to-know basis unless consent is given or required by law. Respect for the property rights and possessions of others within the College Community are also demonstrated.

#### Collegiality

Promotes the practices of dialogue, discourse and mutual agreement wherever possible. Commitment to collaborative arrangements benefiting the institution, its members and especially its students.

#### Integrity

Conflicts of interest are avoided. The professional autonomy of fellow employees and other members of the College community are respected. Professional integrity is demonstrated.

#### Excellence

Employees provide services within the boundaries of their competencies and to the best of their abilities.



### Honour and Trust



The power inherent in positions is not exploited. The safety and security of the College environment is a responsibility of all members of the College community. The College's mandate of public service is promoted. Fiduciary relationships and resulting responsibilities, including those relating to students, are respected and upheld.

These applications are not inclusive of every situation; rather they are intended to provide examples of ways the Code may be applied. Where a simple or direct application of the Code is not possible, or where there are questions or uncertainties regarding its application, members of the College Community are encouraged to seek clarification and assistance.

### Student Appeals

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website: [www.yukoncollege.yk.ca/student\\_info/downloads/academic\\_regulations\\_2011](http://www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2011).*

Academic Appeal Procedure
Stage I: Informal Resolution
Students should discuss the complaint with the instructor /staff member involved in making the initial decision.

Stage II: Appeal to Chair/Dean
Failing resolution at Stage I, a student should take the complaint directly to the appropriate chair or dean.

Stage III: Formal Appeal
If the issue remains unresolved, the student should initiate a formal appeal, in writing, by informing the registrar within ten (10) working days of the incident or within five (5) working days of receiving the final decision from the dean.

Non-Academic Appeal Procedure
NOTE: Non-Academic Appeal does not include grade appeal.
Stage I: Informal Resolution
Students should discuss the complaint with the instructor/ staff member involved in making the initial decision.

Stage II: Appeal to Manager/Chair/Dean
Failing resolution at Stage I, a student should take the issue/complaint directly to the appropriate manager, chair or dean.

Stage III: Formal Appeal
If the issue/complaint remains unresolved or a student is dismissed from the College or College Residence for reasons of a non-academic nature, the student may appeal the decision in writing and to the attention of the director Student Services (DSS) or designate within 48 hours of receiving the written decision. Upon receipt of the letter of appeal, the DSS or designate will convene an Appeal Committee, to consist of the following members:
<ul style="list-style-type: none"> <li>• The director of Student Services or designate.</li> <li>• Two students, drawn at random by the chair from the student membership of the Appeal Committee Panel.</li> <li>• Two faculty/staff members, drawn at random by the chair from the staff/faculty membership of the Appeal Committee Panel.</li> <li>• It is understood that the student may bring one person to support his/her appeal.</li> </ul>

## Other things to know

start here. go anywhere.

### Accommodations and Services for Students with Disabilities

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website: [www.yukoncollege.yk.ca/student\\_info/downloads/academic\\_regulations\\_2011/](http://www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2011/).*

Whenever a student requires accommodations or services because of a disability or chronic condition, the Learning Assistance Centre will work with the student and all relevant Yukon College personnel to address those needs. More specifically, the staff will:

- Meet with the applicant or student.
- Gather the necessary information/documentation.
- Recommend appropriate, reasonable accommodations and support services.
- Advocate on behalf of the student.
- Assist the student in the negotiation of the terms of the accommodations to be made.
- Research diverse, feasible and reasonable accommodation options.
- Provide and/or co-ordinate the required support services and agreements.
- Advise the College administration on resources required to meet the present and foreseeable special needs of Yukon College students.

Recommendations for accommodations/services may include but are not limited to:

- Advance registration.
- Reduced course load.
- Course material in alternate media or format.
- Use of specific equipment or device, whether provided by Yukon College, an outside agency or by the student.
- Alternate testing arrangements.
- Individualized assistance (i.e., guided study session, etc.).
- Handicap parking permit.
- Temporary disabled-parking permits for students or staff.

The College may require a written “Agreement for Special Services/Accommodation”. All such accommodation/services will be for a specified period, usually one term.

### Applicants and Students With Disabilities

Disclosure of a disability is only required if the person has the need for accommodation/services as a direct result of the disability or chronic condition.

The applicant or student with a disability must initiate contact with the Learning Assistance Centre—Support Services for Students with Disabilities to request accommodation/services, provide documentation as required and authorize the co-ordinator to proceed and remain fully involved in the whole process. The applicant or student with a disability must also be involved in the whole process.

Because of the complexity and expense of certain accommodation/services, applicants with disabilities should notify Yukon College of their needs at the earliest opportunity, ideally at or before the time of application. Generally, six weeks notice will be sufficient. However, when major adjustments have to be made (i.e., alternate media material required), it is recommended that the applicant with a disability approach Yukon College one term prior to registration.

Admissions staff will inform applicants, potential applicants and students of the assistance available to students with disabilities or chronic conditions and the importance of advance notice of the particular need. When additional information is noted (i.e., request for special services) on the application form, admissions staff will notify the Learning Assistance Centre co-ordinator. When applicable and recommended by the co-ordinator, admission files will indicate clearly the special needs of the students (i.e., sign-language interpreter, alternate media, etc.).



Check our website for current information

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Yukon Research Centre

t. 867.668.8895  
yrc@yukoncollege.yk.ca

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The Yukon Research Centre (YRC) hosts a number of programs and services with the common goal to develop collaborative research, innovation and outreach that meet the needs of northerners.

There are five key programs that operate under the YRC at Yukon College: Cold Climate Innovation, Technology Innovation, Northern Climate ExChange, Science Adventures, and Resources and Sustainable Development in the Arctic.

YRC provides a number of services supporting research and innovation. These services include: research funding, laboratory space, support space, a residence for researchers and logistics support.





## Cold Climate Innovation (CCI)

Cold Climate Innovation (CCI) is focused on the development, commercialization and export of sustainable cold climate technologies and related solutions for subarctic regions around the world. CCI supports the partnership between applied researchers, industry and government dedicated to addressing cold climate issues affecting northerners.

## Technology Innovation

Technology Innovation (TI) encourages the development of innovative technologies and technology-based capacity in the Yukon. Its goals are to assist innovators in the development of commercial products and services that will contribute to the social and economic prosperity of the Yukon. TI provides financial assistance to a wide range of innovative Yukon projects, ranging from software development to mechanical engineering.

## Northern Climate ExChange (NCE)

The NCE provides climate change information and services for northern Canada. The NCE serves as an entry point into the study of climate change in the North by:

- Promoting and coordinating research and education on the impacts of and adaptations to, climate change in the North;
- Supporting the development of resource-efficient technologies and practices that can contribute to mitigating climate change and its impacts; and
- Facilitating the exchange of scientific and local information, technology and expertise on climate change.

## Resources and Sustainable Development for the Arctic (ReSDA)

ReSDA aims to find ways to ensure that a larger share of the benefits of resource development in the Arctic stay in the region with fewer costs to northern communities. Research will aim to better understand how the sustainable development of Arctic natural resources can be pursued in a manner that improves the health and well-being of northern communities and conserves the northern environment.

## Science Adventures

Science Adventures (SA) engages students, teachers and the community in the exploration of science and technology. SA coordinates hallmark events and activities, such as the Yukon/Stikine Regional Science Fair, the Annual Bridge Building Competition, Stay-A-Day at Yukon College and the All-Girls Science Club. SA provides support to teachers, volunteers and parents to promote the fun of science and technology to students. These SA outreach services include access to science speakers, resources, community connections, special events and field trips.

Science Adventures focuses on fun, hands-on activities for students from grades K to 12 and the young at heart! Serving teachers, students and the scientific community since 1992.



Check our website for current information

[www.yukoncollege.yk.ca/research](http://www.yukoncollege.yk.ca/research)

# Yukon Native Language Centre

t. 867.668.8820  
info@ynlc.ca  
www.ynlc.ca

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The Yukon Native Language Centre is a training and research facility which provides a range of linguistic and educational services to Yukon First Nations and to the general public. It is located in the C-wing of Yukon College, Ayamdigut Campus, Whitehorse. The Centre is administered by the Council of Yukon First Nations with funds provided by the Government of Yukon. It operates in partnership with Yukon College.



[www.archbould.com](http://www.archbould.com)

In 1977 the Yukon Native Languages Project was begun by the Council of Yukon Indians, now the Council of Yukon First Nations. The Council saw a need for systematic surveys and development work on Yukon languages and lobbied successfully for funding from the federal and territorial governments. Requests for Native Language teaching in the schools began to increase and the YNLP began to train Native Language teachers and to develop curriculum materials. The number of language teachers and trainees grew steadily during the first years of the project's operation. In 1985, the YNLP was renamed the Yukon Native Language Centre. Today the Centre is actively teaching, documenting and promoting Yukon Native languages.

YNLC offers training and certification for Yukon Aboriginal Language Teachers. YNLC staff and Elders have developed and now teach the certificate (3-year) and follow-up diploma (2-year) courses for Native Language Instructors at Yukon College. YNLC also works closely with the University of Alaska Fairbanks in implementing a jointly established Associate of Applied Science degree program in Native Language Education. Graduates and students currently enrolled in these programs serve as teachers in many communities of Yukon, British Columbia, Northwest Territories and Alaska.

YNLC develops teaching and learning materials for all the Yukon Aboriginal languages. These include a curriculum guide, language lesson booklets and tapes/CDs, dictionaries and reference materials. Recently YNLC has produced interactive browser-based materials on CDs and posted teaching material on its web site: [www.ynlc.ca](http://www.ynlc.ca).

YNLC works with First Nations Elders to document Yukon native traditions, oral history, personal names and place names. YNLC also assists First Nations and other organizations with translations, transcriptions and signage.

YNLC provides information and materials on Yukon languages to First Nations, government and educational organizations, researchers, media outlets and to the many interested individuals who regularly visit, phone and email the Centre.

YNLC also plays an important role as a regional and international centre. It organized and co-sponsored the first Canadian-Alaskan Institute for Northern Native Languages held in the summer of 1988, which attracted students from the Northwest Territories, British Columbia, Alaska and Yukon. YNLC's training and literacy sessions routinely attract visitors and students from these neighbouring jurisdictions.

YNLC also maintains relationships with such organizations as the Gwich'in Cultural and Social Institute (Tsiigehtchic, NWT), the Tanana Chiefs Conference (Fairbanks, Alaska), the Mount Sanford Tribal Consortium (Chistochina, Alaska), the Tok Branch of Interior Campus, UAF (Tok, Alaska) and with individual school districts in British Columbia, the Northwest Territories and Alaska.

The Yukon Native Language Centre welcomes students with Athapaskan and Tlingit language backgrounds. To date, more than a dozen distinct languages have been represented at course training sessions.

Students who wish to register in a program, or students who have any questions or concerns about their programs, should contact a Yukon Native Language Centre program co-ordinator. For appointments, call 867.668.8820 or toll free 1.877.414.9652 (fax 867.668.8825).

## YNLC Staff



(top left to right) André Bourcier, *linguist*; Linda Harvey, *programs co-ordinator*; Jo-Anne Johnson, *programs co-ordinator*; Doug Hitch, *linguist*; John Ritter, *director and linguist*; (seated, left to right) Anne Ranigler, *archivist and Northern Tutchone specialist*; Josephine Holloway, *administrative assistant*; Gertie Tom, *founding Elder*; Sheila Maissan, *publications officer* (Margaret Workman, *founding Elder* is not present)

YNLC Photo

## Native Language Instructor

t. 867.668.8820  
info@ynlc.ca

**Credential:** CERTIFICATE

**Credits:** 39

**Duration:** three years

### PROGRAM OVERVIEW

The objective of the program is to prepare students to be professional classroom instructors of their native languages.

### TRANSFERABILITY

The YNLC Native Language Instructor certificate and diploma courses are recognized by the University of Alaska Fairbanks as credits towards both its Associate of Applied Science degree in Native Language Education and its Bachelor of Arts in Native Studies (Language Concentration).

### EMPLOYMENT

Native Language programs operating within the public school system or within First Nations require both full-time and part-time instructors, as well as persons who can act as substitutes and assistants in the programs. The need for professionally trained instructors is on-going.

### OTHER

Three courses—Language Structure, Second Language Teaching Methods, and Professionalism and Class Management—are taught at Yukon College for one week during each term. The Native Language Literacy course is offered for one week in either term and the practicum takes place in the student's own classroom throughout both terms. The certificate may be completed in three years. A student's personal supplies will cost approximately CAN\$30-\$50 for the entire program.

Regular attendance is important in order to succeed in this program. Students must be committed to teaching a language and must also enjoy working with children and young adults.

The study plan leads to a Native Language Instructor certificate.

A Native Language Instructor certificate is awarded for the completion of 15 courses for a total of 39 credits. All 15 courses are required.

Classes taught by Centre staff typically include demonstrations, practice sessions, role-playing, group discussions, audio-visual presentations, observation periods, in-class activities and assignments.

### Required Courses:

- LIT 171: Native Language Literacy (1.5 credits)
- LIT 172: Native Language Literacy (1.5 credits)
- LIT 173: Native Language Literacy (3 credits)
- LS 141: Language Structure (1.5 credits)
- LS 142: Language Structure (1.5 credits)
- LS 143: Language Structure (3 credits)
- PRO 161: Professionalism and Class Management (1.5 credits)
- PRO 162: Professionalism and Class Management (1.5 credits)
- PRO 163: Professionalism and Class Management (1.5 credits)
- PRAC 181: Practicum (6 credits)
- PRAC 182: Practicum (6 credits)
- PRAC 183: Practicum (6 credits)
- SLTM 151: Second Language Teaching Methods (1.5 credits)
- SLTM 152: Second Language Teaching Methods (1.5 credits)
- SLTM 153: Second Language Teaching Methods (1.5 credits)



Check our website for current information

[www.ynlc.ca](http://www.ynlc.ca)

## Native Language Instructor

t. 867.668.8820  
info@ynlc.ca

**Credential:** DIPLOMA  
**Credits:** 30  
**Duration:** two years

### DIRECTED STUDY

In addition to the certificate and diploma programs, the Yukon Native Language Centre offers directed study and training in specific areas relating to all aspects of language and program development. These include literacy training, orthography design, curriculum development and research methods useful in the documentation of place names and personal names. Individuals and groups requiring specific assistance in these and related areas may contact the Centre for more information.

### Required Courses:

CC 291: Computers in Curriculum (1.5 credits)  
CC 292: Computers in Curriculum (1.5 credits)  
IP 241: Individual Project (3.0 credits)  
LIT 271: Advanced Literacy (3.0 credits)  
LIT 272: Advanced Literacy (3.0 credits)  
PRAC 281: Advanced Practicum (6.0 credits)  
PRAC 282: Advanced Practicum (6.0 credits)  
SLTM 251: Advanced Second Language Teaching Methods (3.0 credits)  
SLTM 252: Advanced Second Language Teaching Methods (3.0 credits)

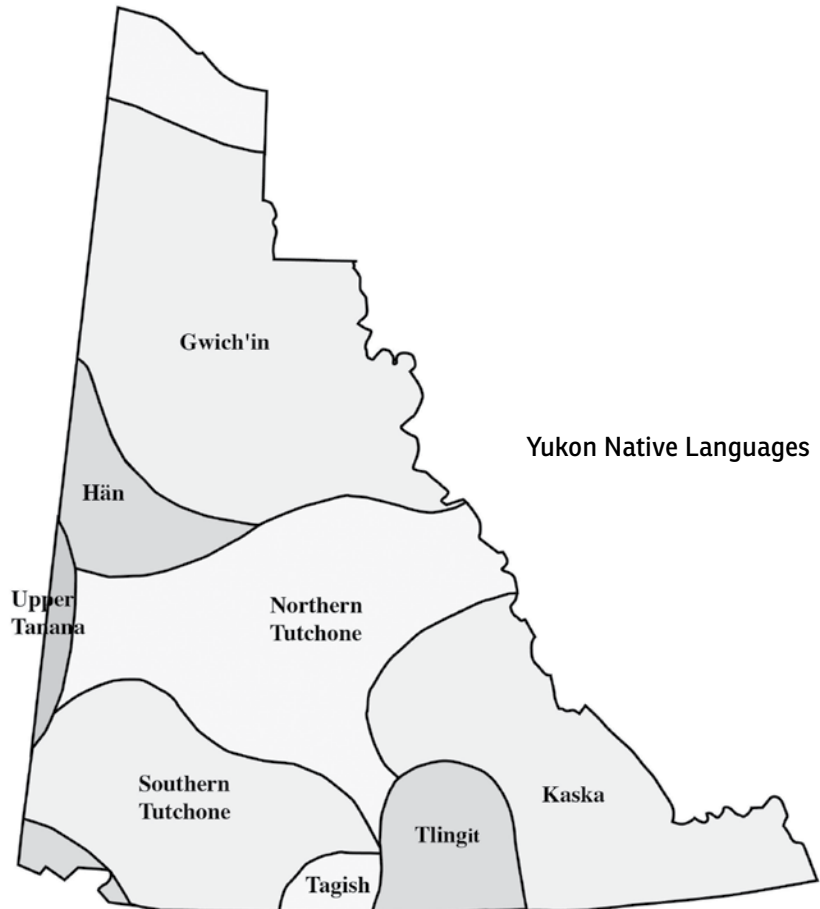
### OTHER REQUIREMENTS

To be awarded the Native Language Instructor diploma, a student must:

- complete the Native Language Instructor certificate
- complete three credits in English language
- complete 12 credits in Advanced SLTM, LIT and PRAC
- complete Independent Project 241 and Computers in Curriculum 291 and 292

While the diploma may in theory be completed in one year of intensive work at the Centre, most students will require at least two years of combined teaching and study to complete this program.

Advanced SLTM 251 and 252 are taught for one week in both terms. Advanced LIT 271 and 272 may be held in either term 1 or term 2. Advanced PRAC 281 and 282 take place in the student's language program throughout the school terms. The electives chosen in consultation with YNLC staff may include special project work in the field of curriculum or materials development.



## CC 291 Computers In Curriculum

Teachers become comfortable with the Macintosh and learn the special skills necessary to produce basic curriculum materials for use in the Native Language classroom.

## CC 292 Computers In Curriculum

Teachers become more confident computer users, learn to produce more advanced curriculum materials and begin to manage special Native Language teaching software.

## IP 241 Individual Project

This course provides an opportunity for the advanced instructor to enhance his/her knowledge by developing cultural and linguistic materials for use in the classroom. Possible projects include compiling listening exercise booklets, compiling booklets and tapes of Native Language Lessons and documenting oral history and traditional narratives.

## LIT 171 Native Language Literacy

This course is an introduction to literacy in the student's native language. It has a review of the basic sounds and structure of the alphabet and practice in reading and writing simple curriculum material, including lesson plans and simple narratives.

## LIT 172 Native Language Literacy

This course provides additional practice in transcribing materials in the student's native language. There is an introduction to procedures for eliciting and recording cultural materials with the assistance of native elders.

## LIT 173 Native Language Literacy

This course covers the examination and transcription of more advanced materials: kinship systems, place-names, personal names and other cultural information.

## LIT 271 Advanced Literacy

This course examines the transcription of material for advanced level instruction. Topics include dialogues and story sequences, vocabulary and structures relating to selected cultural topics and an introduction to Athapaskan and Tlingit grammatical forms.

## LIT 272 Advanced Literacy

Transcription of further material for advanced level instruction is offered in this course. Areas of study include dialogues, stories and plays, vocabulary relating to selected cultural topics and advanced Athapaskan and Tlingit grammatical forms.

## LS 141 Language Structure

This course offers applied linguistics for language teachers. It includes basic sounds and sentence patterns of Tlingit and Athapaskan languages, practice in listening and speaking skills required for classroom teaching and comparison of specific traits in various languages.

## LS 142 Language Structure

This course examines additional topics in applied linguistics, including distribution of North American Indian languages, names and groupings of Yukon languages, introduction to tone and basic linguistic analysis of material taught in elementary and intermediate classrooms.

## LS 143 Language Structure

This course provides additional examination and analysis of selected linguistic features of Tlingit and Athapaskan languages. There is particular reference to verb structure and basic syntactic patterns.

## PRAC 181 Practicum

This practicum entails the completion of one year of classroom experience in a Second Language program. There is individual instruction and assistance in establishing a professional relationship with the school and community. An evaluation of the application of Second Language Teaching Methods 151 is part of the practicum.

## PRAC 182 Practicum

This practicum entails the completion of a second year of classroom experience in a Second Language program. There is individual instruction and assistance in maintaining a professional relationship with the school and community. An evaluation of the application of the Second Language Teaching Methods 152 is part of the practicum.

## PRAC 183 Practicum

This practicum entails the completion of a third year of classroom experience in a Second Language program. There is individual instruction and assistance in maintaining a professional relationship with the school and the community. An evaluation of applied Second Language Teaching Methods 153 is part of the practicum.

## PRAC 281 Advanced Practicum

This practicum entails the completion of an additional year of classroom experience in a Second Language program. It offers an introduction to field testing new methods and materials. An evaluation of the application of Advanced Second Language Teaching Methods 251 is part of the practicum.



2011 YNLC Graduates: Jocelyn Skookum and Alma Wrixon

## PRAC 282 Advanced Practicum

This practicum entails the completion of an additional year of classroom experience in a Second Language program. It serves to field test original instructional activity. Presentation of resulting methods and materials to other Native Language instructors is required, along with an evaluation of the application of Advanced Second Language Teaching Methods 252.

## PRO 161 Professionalism and Class Management

This course examines professional issues relating to primary level language instruction such as classroom management, discipline techniques, staff relations and student record keeping. Field work includes completing day-book records and student attendance and progress records.

## PRO 162 Professionalism and Class Management

This course examines professional issues relating to intermediate level language instruction such as classroom management, motivation and discipline at the intermediate level, staff and community relations and classroom record keeping. Field work includes completing day-book records and student attendance and progress records.

## PRO 163 Professionalism and Class Management

This course examines motivation and discipline in the elementary classroom, professional approaches to problem solving in staff and community relations, making use of school and community resources and analyzing student progress for self-evaluation. Field work includes completing day-book records, long-range plans and student attendance and progress records.

## SLTM 151 Second Language Teaching Methods

This course introduces the basics of second language instruction. Topics include: use of the curriculum guide, short-range lesson planning, basic drill methods, practice in teaching basic vocabulary in simple sentence structures to primary level students, language activities for primary level instruction, oral testing techniques and materials production.

## SLTM 152 Second Language Teaching Methods

This course provides practice in the basics of second language instruction. Topics include: introduction to grade level adaptation of curriculum material, lesson planning for the intermediate level, language activities for intermediate level instruction, oral testing techniques and materials production.



Southern Tutchone instructor  
Lillian Underwood

## SLTM 153 Second Language Teaching Methods

This course offers practice in the basics of second language instruction at the primary and intermediate level. Topics include long-range planning and grade-level adaptation of curriculum material, teaching listening skills, introducing dialogue activities and development of new activities and materials for elementary language instruction.

## SLTM 251 Advanced Second Language Methods

This course focuses on extending the student's knowledge of second language teaching methods. Building on knowledge and practice gained during certificate training course, SLTM 251 will consider such topics as adaptation of curriculum material for high school and adult level instruction and producing original materials for second language instruction at any level.

## SLTM 252 Advanced Second Language Methods

A continuation of SLTM 251, this course offers students further practice in advanced second language instruction. Areas of study include adaptation of curriculum material for high school and adult level instruction and development of an original activity for second language instruction at any level.



Tlingit instructor Louise Parker, YNLC co-ordinator Linda Harvey and Elder Norman James.

Program	Admission Requirements	Other Requirements	Credits	Minimum Length (full-time)
<b>Business Administration</b>	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>applicants whose native language is not English and who are not Canadian citizens can meet the English language admission requirement by presenting an acceptable TOEFL or IELTS score</li> </ul>		30/certificate 60/diploma	one year two years
<b>Camp Maintenance Manager</b>	<ul style="list-style-type: none"> <li>must be 19 years of age or older</li> <li>must be a Yukon resident</li> <li>First Nation applicants encouraged to apply</li> </ul>		vocational program	14 days
<b>Carpentry Pre-Employment</b>	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>pass Level A Trades Entrance exam</li> </ul>	<ul style="list-style-type: none"> <li>good physical condition</li> <li>good hand/eye co-ordination</li> <li>suitable work clothes and steel-toed work shoes</li> </ul>	vocational program	20 weeks
<b>Circumpolar Studies</b>	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		21/cert. of achievement 36/cert. of completion 60/ diploma	varies varies varies
<b>College and Career Preparation</b>	<ul style="list-style-type: none"> <li>English 10 (min.65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> </ul>	<ul style="list-style-type: none"> <li>See actual course prerequisites under individual course descriptions on the website <a href="http://www.yukoncollege.yk.ca/courses">www.yukoncollege.yk.ca/courses</a>.</li> </ul>	15/diploma	one year
<b>Culinary Arts</b>	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory TB test</li> </ul>	33/certificate	one year
<b>Early Childhood Development</b>	<ul style="list-style-type: none"> <li>high school graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> </ul>	<ul style="list-style-type: none"> <li>acceptable criminal records check</li> <li>current immunization and medical clearance</li> <li>a letter outlining the applicant's interest in the program, including related work and/or volunteer experience</li> </ul>	37/certificate 75/diploma	one year two years
<b>Education–Yukon Native Teacher</b>	<p>One of the following criteria:</p> <p><u>Criterion one</u></p> <ul style="list-style-type: none"> <li>grade 12 academic graduation with a 65% GPA</li> <li>English 12</li> <li>Math 11 (Applications, Principles, Foundations or Pre-Calculus)</li> <li>one language or social science or fine arts course at the Grade 12 level</li> <li>one additional course at the Grade 12 level</li> </ul> <p><u>Criterion two</u></p> <ul style="list-style-type: none"> <li>Mature Student Status with ENGL 090 (min. B) or acceptable scores on the Language Proficiency Index (LPI) test and successful completion of MATH 050 or equivalent.</li> </ul> <p><u>Criterion three</u></p> <ul style="list-style-type: none"> <li>Mature Student Status with acceptable scores on College Assessments.</li> <li>A YNTEP preparation program is available to assist students in meeting entrance requirements.</li> </ul>	<ul style="list-style-type: none"> <li>2 letters of reference</li> <li>letter of support from a First Nation educator</li> <li>current resume</li> <li>acceptable criminal records check</li> <li>transcripts from high school and the last educational institution attended</li> </ul>	124/degree	four years
<b>Education Assistant</b>	<ul style="list-style-type: none"> <li>English 12 (min. 65%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments</li> <li>conditional acceptance may be considered for those who have previous experience as an education assistant or remedial tutor and who do not meet any of the above criteria</li> </ul>	<ul style="list-style-type: none"> <li>acceptable criminal records check</li> </ul>	30/certificate	three years part-time
<b>Electrical Pre-Employment</b>	<ul style="list-style-type: none"> <li>Math 11 (Applications, Principles, or Pre-Calculus) or Math 12 (Foundations or Apprenticeship and Workplace) and English 11; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test OR</li> <li>pass Level E Trades Entrance exam</li> </ul>	<ul style="list-style-type: none"> <li>students should not be colour blind for trade hiring purposes</li> <li>good manual and mechanical ability</li> <li>suitable work clothes and steel-toed work shoes</li> </ul>	n/a	20 weeks



# Academic Requirements

start here. go anywhere.

Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
English as a Second Language (ESL)	<b>Advanced ESL</b> <ul style="list-style-type: none"> <li>Internet based TOEFL (iBT) score 53 or Canadian Language Benchmark Placement Test (CLBPT) score 6 or IELTS 5 or more. Students can be tested upon their arrival at Yukon College.</li> </ul>		depends on level	varies
Environmental and Conservation Sciences	<ul style="list-style-type: none"> <li>Students may complete two years (60 credits) in either the Renewable Resource Management or Northern Science diploma program at Yukon College before transferring into the University of Alberta (U of A) B.Sc. ENCS Program for years three and four; other routes of entry are also available.</li> <li>Applicants apply to the University of Alberta, after consulting with an ENCS Advisor in the Division of Applied Science and Management at Yukon College.</li> <li>U of A application deadlines and fees apply. Once admitted, students must meet with an ENCS Program Advisor at YC to select courses. Contact Yukon College School of Science at 867.456.8588 to make an appointment.</li> </ul>	<ul style="list-style-type: none"> <li>While enrolled in the B.Sc. ENCS program, students will maintain dual registration at U of A and YC. Tuition, mandatory course instructional support fees, and non-instructional student fees will be assessed in accordance with the policies of the University of Alberta. YC student fees will be assessed in accordance with the policies of Yukon College.</li> </ul>	120/degree (min. 60 credits must be obtained through U of A)	four years
Exploration Field Assistant	<ul style="list-style-type: none"> <li>must be 19 years of age or older</li> <li>must be a Yukon resident</li> <li>First Nation applicants are encouraged to apply</li> </ul>		vocational program	11 days
First Nations Governance and Public Administration	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>acceptance into a related post-secondary program at a comparable level of the FNGPA; OR</li> <li>five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member</li> </ul>		30/certificate	three years
Food and Beverage Operations	<ul style="list-style-type: none"> <li>English 10 and Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> </ul>		30/certificate	one year
General Studies	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		30/certificate 60/diploma	one year two years
Health Care Assistant	<ul style="list-style-type: none"> <li>English 10 (min. 60%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 60%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> </ul>	<ul style="list-style-type: none"> <li>current Standard First Aid/CPR</li> <li>Foodsafe Level 1 certificate</li> <li>current immunization</li> <li>acceptable criminal records check</li> </ul>	40/certificate	one year
Heavy Equipment Mechanic Pre-Employment	<ul style="list-style-type: none"> <li>Math 11 (Applications, Principles, or Pre-Calculus) and English 11; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>pass Level A Trades Entrance</li> </ul>	<ul style="list-style-type: none"> <li>good physical condition</li> <li>good hand/eye co-ordination</li> <li>suitable work clothes and leather steel-toed work shoes</li> </ul>	vocational program	17 weeks
Heritage and Culture	<ul style="list-style-type: none"> <li>high school graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>acceptance into a post-secondary program comparable to Heritage and Culture; OR</li> <li>five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member</li> </ul>		30/certificate	one year
Information and Communication Technology	<b>Certificate</b> <ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 75%) and English 12 or Communications 12 (min. 65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> <li>Students who have a math credit more than 3 years old must write the Mathematics Skills Assessment.</li> <li>Part-time students not fully meeting the above criteria may be admitted to courses, but must maintain a grade point average of 2.0 (C average) or better to continue in the program.</li> </ul> <b>Diploma</b> <ul style="list-style-type: none"> <li>Math 11 (Applications, Principles, Foundations, or Pre-Calculus) (min. 70%)</li> </ul>	<ul style="list-style-type: none"> <li>It is strongly recommended that students have exposure to computers before commencing the program. It is also beneficial to have some experience with programming. Students are required to own their own computer, communications headset or microphone and have access to the Internet in order to participate in this online program.</li> </ul>	30/certificate 60/diploma	one year 2.5 years part-time
Liberal Arts	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		30/certificate 60/diploma	one year two years

Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
Millwright Pre-Apprentice	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>pass Level A Trades Entrance exam</li> </ul>	<ul style="list-style-type: none"> <li>good physical condition</li> <li>good hand/eye co-ordination</li> <li>suitable work clothes and leather steel-toed work shoes</li> </ul>	vocational program	17 weeks
Multimedia Communication	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Foundations and Pre-Calculus) and English 11 (min. 65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> <li>part-time students not fully meeting the above criteria may be admitted to courses but must maintain a cumulative GPA of 2.0 (C average) to continue in the program</li> </ul>	<ul style="list-style-type: none"> <li>full-time Multimedia Communication students are expected to have basic computer skills prior to enrolment</li> </ul>	30/certificate	one year
Native Language Instructor	<p><u>Diploma</u></p> <ul style="list-style-type: none"> <li>complete the Native Language Instructor certificate</li> </ul>		39/certificate 30/diploma	three years two years
Northern First Nations Studies	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		60/diploma	two years
Northern Institute of Social Justice	<ul style="list-style-type: none"> <li>varies</li> </ul>		various	varies
Northern Justice and Criminology	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		30/certificate 60/diploma	one year two years
Northern Outdoor and Environmental Studies	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		60/diploma	two years
Northern Science	<ul style="list-style-type: none"> <li>To be eligible for admission students must satisfy the prerequisites for any two of the required courses.</li> </ul>		60/diploma	two years
Northern Studies	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		60/diploma	two years
Office Administration	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test</li> </ul>	<ul style="list-style-type: none"> <li>a typing speed of 25 net w.p.m is recommended</li> </ul>	34.5/Acct. Clerk 31.5/Admin Assist 30/General Office Assist.	one year one year one year
Partners for Children	<ul style="list-style-type: none"> <li>none</li> </ul>		various	varies
Pipe Trades Pre-Employment	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>pass Level A Trades Entrance exam</li> </ul>	<ul style="list-style-type: none"> <li>good physical condition</li> <li>good hand/eye co-ordination</li> <li>suitable work clothes and leather steel-toed work shoes</li> </ul>	vocational program	20 weeks
Practical Nurse	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12 (min. 60%) and Biology 12 (min. 60%) or ANPH 150 (min. 60%) available on-line at Bow Valley College and Math 11 (Applications, Principles, Foundations, or Pre-Calculus)</li> <li>applicants may be ranked based on the average of grades in the 3 required courses</li> </ul>	<ul style="list-style-type: none"> <li>current Standard First Aid/ CPR HCP</li> <li>current immunization</li> <li>acceptable criminal records check</li> </ul>	87/diploma	four terms plus two preceptorships
Master of Public Administration	<ul style="list-style-type: none"> <li>Applicants are required to have a first degree and have taken an introductory course in government or political science (or demonstrate knowledge by taking the CLEP exam). Individual courses may have their own prerequisites.</li> </ul>		36/master's degree	varies
Renewable Resources Management	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> <li>Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary. Intake to the program is every two years in odd numbered years (e.g. 2013). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.</li> </ul>		66/diploma	two years

# Academic Requirements

start here. go anywhere.

Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
Science	<ul style="list-style-type: none"> <li>To be eligible for admission students must satisfy the prerequisites for any two of the required courses.</li> </ul>		30/certificate	one year
Skills for Employment	<ul style="list-style-type: none"> <li>Students must meet with a program advisor before admission to the program. College assessments may be recommended.</li> </ul>		see program advisor	15 weeks
Social Work	<ul style="list-style-type: none"> <li>Completion of 24 university-transferable academic credits from Yukon College or another recognized institution (Note: Fulfillment of academic prerequisites does not guarantee admission as the number of students admitted is limited and students must successfully complete the application process).</li> <li>Applicants must achieve a minimum of 70% in ENGL 100 and ENGL 101 and an overall average of 65% for university-transferable courses.</li> </ul>	<ul style="list-style-type: none"> <li>completion of a BSW program application</li> <li>a life chronology and personal statement in accordance with the guidelines provided in the BSW application</li> <li>acceptable criminal records check</li> <li>three letters of reference</li> </ul>	120/degree	four years
Trades Exploration and Preparation for Women	<ul style="list-style-type: none"> <li>under review</li> </ul>		vocational program	20 weeks
Visual Arts	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12 (min. 70%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>	<ul style="list-style-type: none"> <li>submission of a portfolio of artwork</li> <li>a written personal statement</li> <li>at least one letter of recommendation</li> </ul>	30/certificate	one year
Water and Wastewater Operator Program	<ul style="list-style-type: none"> <li>none</li> </ul>		Continuing Education Units	ongoing
Welding Pre-Employment	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>pass Level A Trades Entrance exam</li> </ul>	<ul style="list-style-type: none"> <li>good physical condition</li> <li>good hand/eye co-ordination</li> <li>suitable work clothes and steel-toed work shoes</li> </ul>	vocational program	20 weeks
Women's and Gender Studies	<ul style="list-style-type: none"> <li>grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test</li> </ul>		30/certificate 60/diploma	one year two years
Yukon Fisheries Field Assistant	<ul style="list-style-type: none"> <li>English 10 or equivalent or acceptable scores on College Assessments</li> <li>a valid First Aid/CPR is required for electro-fishing certification</li> </ul>	<ul style="list-style-type: none"> <li>Physically fit and able to spend two weeks in a field camp.</li> </ul>	non-credit	nine weeks



Check our website for current information

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# School of Health, Education and Human Services

t. 867.668.8845

hehs@yukoncollege.yk.ca

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The School of Health, Education and Human Services (HEHS) is committed to providing quality programs with a diverse range of learning opportunities. Certificate, diploma and degree programs within this school are designed for community-minded students seeking careers as members of health care teams, human service agencies or educational and child care professions. A decision to enrol in any one of the School of Health, Education and Human Services programs could bring you to the forefront in helping to enhance the lives of individuals and providing support for healthier communities.

All HEHS programs integrate experiential learning opportunities within the curricula. These may include participation in practicum sessions, cultural camp experiences, field studies or independent learning assignments.

Program offerings are constantly evolving to offer a more integrated approach for the delivery of coursework and the transferability of credits across the College and to other institutions.



www.archbould.com

# Early Childhood Development

t. 867.668.8845

hehs@yukoncollege.yk.ca

**Credential:** CERTIFICATE  
DIPLOMA

**Credits:** 37/certificate  
75/diploma

**Duration:** one yr/certificate  
two yrs/diploma

## PROGRAM OVERVIEW

The objective of the Early Childhood Development (ECD) program is to meet the need identified by the community for the education of Early Childhood educators. The goal of the ECD program is to provide opportunities for students to develop the knowledge, skills and abilities necessary to provide early learning opportunities and child care for young children and families. Throughout the program, students learn to assist children in all areas of growth and development.

## ADMISSION REQUIREMENTS

- high school graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

## OTHER REQUIREMENTS

- acceptable criminal records check
- current immunization and medical clearance
- a letter outlining the applicant's interest in the program, including related work and/or volunteer experience

## TRANSFERABILITY

The Early Childhood Development program transfers to the following institutions:

- Grant MacEwan Community College, Edmonton, AB
- Lakeland College, Vermillion, AB
- Lethbridge Community College, Lethbridge, AB
- Athabasca University, Athabasca, AB
- University of Victoria School of Child and Youth Care, Victoria, BC (with university-level English and electives).

## EMPLOYMENT

ECD program graduates are qualified to work as early childhood educators in child care centres, family day homes and preschools; as program assistants in child development centres and child care facilities; as educational assistants in kindergarten and the early grades; as nannies, family support workers and child care licensing officers.

## OPTIONS FOR THE MATURE STUDENT

Due to the practical nature of the ECD program, a number of mature students enter with years of related experience. Students may demonstrate their knowledge and skills and if successful receive credit for prior knowledge gained in the field:

### Challenge Exams

The ECD program has developed Challenge Exams which allow students to receive credit for prior knowledge gained in the field. Students must be enrolled in the ECD program to be eligible to challenge any ECD course. For more information, contact the ECD co-ordinator at 867.668.8793.

## OUTSIDE COURSES

A student may be eligible for advanced standing if they have completed an equivalent college course at another accredited post-secondary institution.

## Required Courses:

The **ECD certificate** consists of 13 courses, including English, two field placements and one College-level, three-credit elective. The program may be pursued on a full- or part-time basis.

ECD 110: Health, Nutrition and Safety (2 credits)  
ECD 111: Child Growth and Development I (4 credits)  
ECD 112: Introduction to Early Childhood (4 credits)  
ECD 113: Field Placement I (4 credits)  
ECD 114: Integration Seminar I (1 credit)  
ECD 121: Human Growth and Development II (3 credits)  
ECD 122: Learning Through Play (4 credits)  
ECD 123: Field Placement II (4 credits)  
ECD 124: Integration Seminar II (1 credit)  
ECD 130: Guiding Young Children (3 credits)  
ENGL 100: English Composition (3 credits) OR  
COMM 192: Business Communications (3 credits)

### Electives:

ECD 106: Special Topics in Early Childhood Development (4 credits)  
ECD 107: Orientation to Child Care I (4 credits)  
ECD 201: Administering for Quality: Early Childhood Education and Care Programs (3 credits)

The **ECD diploma** consists of 27 courses, including English, four field placements and three college-level, three-credit electives. The program may be pursued on a full- or part-time basis. Completion of ECD certificate program and:

ECD 200: Science Areas and Young Children (3 credits)  
ECD 211: Family-Program-Community (3 credits)  
ECD 212: Fine Arts with Young Children (3 credits)  
ECD 213: Field Placement III (4 credits)  
ECD 214: Integration Seminar III (1 credit)  
ECD 215: Interpersonal Communication (3 credits)  
ECD 220: Foundations of Early Childhood (2 credits)  
ECD 221: Ecology of the Family (3 credits)  
ECD 222: Exceptional Individuals (3 credits)  
ECD 223: Field Placement IV (4 credits)  
ECD 224: Integration Seminar IV (1 credit)  
ECD 225: Personal Growth and Development (2 credits)

### Electives:

ECD 106: Special Topics in Early Childhood Development (4 credits)  
ECD 107: Orientation to Child Care I (4 credits)  
ECD 201: Administering for Quality (3 credits)

Please consult a program advisor for current and future course offerings.

# Education–Yukon Native Teacher

t. 867.668.8845

hehs@yukoncollege.yk.ca

**Credential:** BACHELOR'S  
DEGREE

**Credits:** 124

**Duration:** four years

## PROGRAM OVERVIEW

The Yukon Native Teacher Education Program (YNTEP) is a four-year program leading to a Bachelor of Education degree. Graduates qualify for both Saskatchewan and Yukon Teacher certification and are eligible for teacher certification throughout Canada. YNTEP is a full-time program comprised of fall and winter semesters as well as a one-week summer cultural camp course. The program provides extensive school practicum experiences throughout the four years to ensure that graduates are well prepared for teaching positions in Yukon, including rural schools and elsewhere.

One of the goals of YNTEP is to foster awareness and valuing of Yukon First Nations' cultural experiences. Courses in Yukon First Nations history and courses in cross-cultural education serve to familiarize teachers-in-training with the diversity of students from a variety of Yukon First Nations.

YNTEP students gain the knowledge and skills to develop units of instruction, plan lessons incorporating best practices of instruction within a cross-cultural and diverse classroom and learn a wide variety of teaching strategies to meet the needs of all learners.

## ELIGIBILITY

To be eligible for admission, students must meet ONE of the following criteria:

### Criterion one

- grade 12 academic graduation with a 65% GPA
- English 12
- Math 11 (Applications, Principles, Foundations or Pre-Calculus)
- one language or social science or fine arts course at the Grade 12 level
- one additional course at the Grade 12 level

### Criterion two

- Mature Student Status with ENGL 090 (min. B) or acceptable scores on the Language Proficiency Index (LPI) test and successful completion of MATH 050 or equivalent.

### Criterion three

- Mature Student Status with acceptable scores on College Assessments.
- A YNTEP preparation program is available to assist students in meeting entrance requirements.

## APPLICATION PROCESS

Application forms are available from the Yukon College's Admissions Office, the School of Health, Education and Human Services office or Yukon College community campuses. Completed application forms must be accompanied by the following:

- Two letters of reference: one personal from a close acquaintance and one professional.
- Transcripts from high school and the last educational institution attended forwarded to Yukon College and to the University of Regina.
- A letter from a First Nation educator or official supporting the applicant's aspirations to teach in a cross-cultural setting.
- A current resume highlighting the applicant's employment, community service and volunteer work, as they relate to children and youth.
- RCMP Consent for Disclosure Process—please contact the School of Health, Education and Human Services for further information.

## Application Deadline

Applications should be completed and returned to the Admissions Office no later than May 31. Late applications will be considered only if program space is available.

## GRADUATION/COMPLETION REQUIREMENTS

The University of Regina awards a Bachelor of Education for the successful completion of four years of study (124 credits) in YNTEP.

## EMPLOYMENT

YNTEP graduates become qualified teaching professionals, eligible to meet teacher certification requirements for Yukon and Saskatchewan and elsewhere in Canada.

## Required Courses:

### Year one

EPS 116: Communication Skills (3 credits)  
PHED 222: Northern Outdoor Pursuits (3 credits)  
ENGL 100: English Composition (3 credits)  
ATHA 101: Introduction to Native Language I (3 credits)  
FNST 100: Intro to First Nations Studies (3 credits)  
EFLD 105: Practicum (0 credit)  
EPS 100: Introduction to Education: Its Principles and Practices (3 credits)  
MATY 101: Introduction to Finite Math I (3 credits)  
ENGL 101: Intro to the Study of Literature (3 credits)  
ATHA 102: Introduction to Native Language II (3 credits)  
THEA 200: Introduction to Acting I (3 credits)

### Year two

EPSY 205: Understanding and Enhancing Student Development (3 credits)  
ELNG 205: Language and Literacy Development (3 credits)  
EPE 215: Physical Education in the Elementary School (3 credits)  
ENVS 100: Environmental Science (3 credits)  
EMTH 215: Mathematics in the Elementary School (3 credits)  
ESCI 215: Introduction to Teaching Elementary School Science (3 credits)  
EPS 215: Principles and Practices of Elementary Teaching I (3 credits)  
ERDG 215: The Teaching of Reading (3 credits)  
ECCU 200: Introduction to Cross-Cultural Education (3 credits)  
EAES 215: Introduction to Arts Education (3 credits)  
EFLD 205: Elementary Practicum (2 credits)  
ECCU 390: Yukon First Nations Cultures and Values: Educational Experiences on the Land (Summer—1 week, off campus) (3 credits)

### Year three

EPS 205: Principles and Practices of Elementary Teaching II (3 credits)  
ELNG 325: The Teaching of Writing (3 credits)  
ESST 215: Social Studies for Elementary School Teachers (3 credits)  
EHE 215: Elementary School Health Education: Method, Content and Material (3 credits)  
EPSY 225: Assessing Student Learning (3 credits)  
ECCU 300: Cross-Cultural Teaching Strategies (3 credits)  
ELIB 216: Children's Literature and the Elementary School Program (3 credits)  
EPSY 322: Students with Special Needs (3 credits)  
ECMP 355: Introduction to Computers in the Classroom (3 credits)  
EFLD 305: Practicum (2 credits)  
One approved elective (3 credits)

### Year four

EADM 310: Educational Administration Structure and Process (3 credits)  
EFLD 405: Elementary Internship (4-month placement) (15 credits)  
Three approved electives

# Education Assistant

t. 867.668.8845

hehs@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 30 plus 2 non-credit elements

**Duration:** three years part-time

## PROGRAM OVERVIEW

The Educational Assistant certificate program (EACP) is designed to integrate theory and practice associated with providing support to individuals with exceptionalities in the public school system. The program is based on the guiding principle that all human service paraprofessionals need training that ensures the acquisition of knowledge, the competent use of required skills and the value of caring and respecting individuals leading to the realization of individual potential and inclusion. The intention is to use this certificate program as both a professional development opportunity for current employees and as pre-employment training for individuals seeking employment with the Department of Education, Government of Yukon as an educational assistant or remedial tutor.

## INSTRUCTION FORMAT

A substantive portion of this program will be available using Yukon College's Distributed Learning systems and supported by the Department of Education's own distance learning systems. Coursework is largely based on experiential as well as reflective learning strategies. These include group work, discussion, practicum experiences, reflective journaling and portfolio development.

## ADMISSION REQUIREMENTS

- English 12 (min. 65%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments
- conditional acceptance may be considered for those who have previous experience as an education assistant or remedial tutor and who do not meet any of the above criteria

## OTHER REQUIREMENTS

- acceptable criminal records check

## GRADUATION REQUIREMENTS

In order to graduate with a certificate, a student must successfully complete the 30-credit program plus the 2 non-credit elements of the program. Electives must be chosen from the EACP list.

Students are required to maintain a term grade point average of 2.0 (C average) as per the Yukon College Academic Regulations for certificate programs.

## TRANSFERABILITY

This program shares courses with the Early Childhood Development (ECD) program and the Yukon Native Teacher Education program (YNTEP). Articulation is in place for ECD with several colleges and universities in BC and Alberta. Further transferability is under negotiation with the University of Regina.

## EMPLOYMENT

There are approximately 125 education assistants/remedial tutors employed in Yukon's public schools. Training and education in this area is considered significant to future employment opportunities as educational assistants. The EACP will also be of interest to community education liaison coordinators (CELCs) employed by First Nations to support student success and to directors of Education. It will be of particular interest to those employed/volunteering as tutors (LDAY is one example of an agency currently providing this service).

## Required Courses:

EA 109: Supporting Children through Inclusive Education (3 credits)

ECD 215: Interpersonal Communication Skills (3 credits)

EDUC 100: Introduction to Education: Principles and Practices—includes practicum (3 credits)

EA 106: Field Placement II and Seminar II (3 credits)

EA 100: Program Implementation Strategies (3 credits)

ECMP 355: Computers in the Classroom (3 credits)

ECD 222: Exceptional Individuals (3 credits)

ECD 121: Human Growth and Development (3 credits)

PMAB 001: Prevention and Management of Assaultive Behaviour (0 credit)

Electives (two are required):

FNST 100: Intro to First Nations Studies (3 credits)

FASD 100: Fetal Alcohol Spectrum Disorders (3 credits)

CSW 104: Understanding Youth at Risk (3 credits)

ECD 115: Understanding Self-Esteem (3 credits)

with ECD 125 Building Self-Esteem (3 credits)

ECD 221: Ecology of the Family (3 credits)

HHS 105: Personal Care Skills (3 credits)

Note: Several of these courses are shared with ECD, YNTEP and CSW programs.

## OTHER

To succeed in the program students require a strong base in English, a foundational base in mathematics, good study habits and time management and the ability to work independently and in small group settings. Comfort with participation by video conference will be important for students attending through distance education from the communities.

# Health Care Assistant

t. 867.668.8845  
hehs@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 40

**Duration:** one year

## PROGRAM OVERVIEW

The Health Care Assistant (HCA) program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line caregivers and respected members of the health care team in community and facility settings. Under the direction and supervision of a health professional, graduates provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, social and spiritual well-being of clients/residents.

The HCA program offers the theory and practice associated with providing personal care and support to individuals within the community and in residential facilities. Personal care and support includes emotional support, assistance with personal hygiene and other activities of daily living, upkeep of home, food preparation and childcare. Students prepare to work as caring individuals to assist clients/residents to achieve maximum independence in daily living.

This program is founded on concepts of safety, thinking skills and professional approaches to practice. These provide the underpinnings for all knowledge and abilities that learners gain within the program.

Core courses are shared with other programs in the College to increase options for students who wish to further their education. This multidisciplinary approach promotes readiness for employment in the community by developing the student's ability to function effectively within inter-professional teams.

Practical application of learning is basic to the program and students will be learning and working in the community throughout the program. Classroom learning will prepare students for work experience, while work experience will enhance learning in the classroom.

## ADMISSION REQUIREMENTS

- English 10 (min. 60%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 60%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

## OTHER REQUIREMENTS

- current Standard First Aid/CPR
- Foodsafe Level 1 certificate
- current immunization
- acceptable criminal records check

Students are required to:

- have appropriate working apparel
- provide their own transportation to and from work experiences

The work of a health care assistant requires physical and emotional readiness. Students need to be able to:

- maintain effective communication with patients and staff
- provide personal care
- lift and move residents
- work with a variety of equipment
- spend long periods of time on their feet while engaged in physically active work
- be prepared to work day, evening and night shifts

As well, students may be exposed to illnesses in the course of work with patients in long-term care and in the community. Working with people requires that a student is able to remain effective in stressful situations.

## Required Courses:

- HCA 100: Health and Healing A—Concepts for Practice (3 credits)
- HCA 101: Health and Healing B—Concepts for Practice (3 credits)
- HCA 110: Health 1—Interpersonal Communications (3 credits)
- HCA 111: Health 2—Lifestyle and Choices (3 credits)
- HCA 102: Introduction to Practice (3 credits)
- HCA 120: Healing 1 A—Common Health Challenges (3 credits)
- HCA 121: Healing 1 B—Common Health Challenges (3 credits)
- HCA 122: Healing 1 C—Common Health Challenges (2 credits)
- HCA 130: Healing 2 A—Cognitive or Mental Challenges (2 credits)
- HCA 131: Healing 2 B—Cognitive or Mental Challenges (2 credits)
- HCA 140: Healing 3 A—Personal Care and Assistance (4 credits)
- HCA 141: Healing 3 B—Personal Care and Assistance (4 credits)
- HCA 150: Practicum: Home Care and Assisted Living (1 credit)
- HCA 160: Practicum: Multi-level, Complex and Dementia (4 credits)

## TRANSFERABILITY

Transfer/Equivalency/Accreditation not yet formalized.

The Health Care Assistant program follows British Columbia's curriculum guidelines and is a licensed curriculum. Some courses are cored with other Yukon College programs.

## EMPLOYMENT

Upon completion of the program, graduates are prepared to work in any level of continuing care, including home support, adult day care, assisted living and complex care (including special care units).



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



# Northern Institute of Social Justice

t. 867.456.8590  
nlsj@yukoncollege.yk.ca

**Credential:** various

**Credits:** n/a

**Duration:** varies

## PROGRAM OVERVIEW

*Excellence in community-based research, education and training.*

The Northern Institute of Social Justice (NISJ) opened in January, 2010. It is located at Yukon College in Whitehorse and works within the college structure. The institute provides training and education for jobs with a social justice-related component in several fields in:

- public and First Nation governments;
- non-government organizations; and
- businesses.

The NISJ also conducts research related to training and education. Currently the institute is primarily Yukon-focused.

## VISION

Northerners working together have solutions to the social justice challenges facing themselves and their communities.

## MISSION

Drawing on the North's leadership, unique values and diverse cultures, the Northern Institute of Social Justice delivers integrated training and education programs and conducts related research in order to help employers attract and retain a well-qualified workforce; help individuals develop careers; and provide tools to help support community leadership, capacity development and transformation of service delivery.

## BACKGROUND

Interest in creating the institute grew out of discussions in 2005 involving the Yukon, Nunavut and the Northwest Territories. At that time, the other territories decided not to participate in the institute's formation. The Yukon, however, proceeded and will keep the door open for the future involvement of the other territories. A pan-northern training initiative is under development.

The NISJ was created in response to two primary challenges:

1. The difficulty that employers face in recruiting, developing and retaining employees—from entry to senior levels—in jobs with a social justice-related component; and
2. Employees' lack of access to Yukon-based training to enter those jobs or to develop careers.

A 2007 analysis of the market potential for the institute in Yukon, showed that there were at least 1,390 jobs with a justice component. This represents almost eight percent of the Yukon labour force. The jobs are found in many fields, including corrections, counselling and social service delivery; investigation and enforcement; and emergency services, conservation and environmental protection.

## PURPOSE

The NISJ has two main purposes:

1. To broker, consolidate, develop and deliver social justice-related training and education programs; and
2. To undertake related research.

The institute works within the Yukon College structure, thereby providing access to College programs; expertise in program development and delivery; and partnerships with other colleges, universities and training organizations.

## FUNDING

The institute is funded through the Department of Education, Yukon Government and from the federal Community Development Trust Fund. Yukon College provides office space, equipment and expertise.

## PROGRAMS:

Training programs delivered by the NISJ include, but are not limited to the following non-credit courses:

Accommodating for the Challenges of FASD (three training streams); completion of Core Competencies for Understanding FASD is a pre-requisite for entering any of the following training streams:

- Accommodating for the Challenges of FASD—Justice, Safety and Protection Services;
- Accommodating for the Challenges of FASD—Education and Training Services; and
- Accommodating for the Challenges of FASD—Health, Wellness, Social and Human Services

Administrative Justice—Practice and Procedures for Decision Makers (pre-requisite for Advanced Decision Writing)

Administrative Justice—Advanced Decision-Writing

Administrative Justice—Understanding Legislation and Regulations

Applied Suicide Intervention Skills (ASIST)

Correctional Officer Qualification Training

Core Competencies for Understanding FASD (this is as pre-requisite for any of the training under Accommodating for the Challenges of FASD)

Core Competencies for Understanding FASD—Training for Trainers

Loss, Grief and Healing in the Workplace—Practical Tools for Managers

Loss, Grief and Healing in the Workplace—Practical Tools for Frontline Staff

Managing Response to Threat and Aggression

Managing Response to Threat and Aggression—Training for Trainers

Regulatory Enforcement Compliance Training

Trauma Training (various programs)

Please contact the NISJ for more information about the above programs and details regarding delivery in 2012-13; and for information about other programs available through the institute. The NISJ develops and delivers training on an on-going basis in response to identified needs and requests. Information about such training is available through the College website and by calling the NISJ.

# Partners for Children

t. 867.668.8845  
hehs@yukoncollege.yk.ca

**Credential:** various

**Credits:** varies

**Duration:** varies

## PROGRAM OVERVIEW

The Partners for Children program operates on the belief that:

- Children are an integral part of our communities and need a nurturing, safe place to grow and learn.
- Workshop activities and assignments should support a direct link between theory and practice.
- Each workshop participant and facilitator is a part of a larger community; newly learned knowledge and practical skills will add to building community capacity.
- Workshop materials, activities and assignments are accessible and reflect the multicultural environment of the Yukon.
- We model respect for people of all cultures, races and people with special needs.

## Workshops:

Workshops offered by Partners for Children include, but are not limited to, the following:

- Introduction to Child Development I
- Introduction to Child Development II
- Programming—Planning a Child's Day
- Inclusive Care—Supporting Children with Special Needs
- Fetal Alcohol Spectrum Disorder
- Communication in Relationships
- Introduction to Brain Development
- Supporting Children towards Positive Behaviour
- Understanding Children's Temperament

Please email [pfc@yukoncollege.yk.ca](mailto:pfc@yukoncollege.yk.ca) or phone 867.668.8794 for more information.

The program works hard to respond to the training needs of persons who are interested in early childhood development. It focuses on the challenges in our roles as parents, early childhood educators, care providers and community members, with a view to making our homes, childcare centres, day homes and communities better for our children. Relevant and accessible workshops, training and support are provided to anyone who is interested in learning more about the early years in a child's development. Workshops relate to the health and development of children ages 0-6, their families and communities.

See our website:  
<http://dl1.yukoncollege.yk.ca/PFC>.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



# Practical Nurse

t. 867.668.8845  
hehs@yukoncollege.yk.ca

**Credential:** DIPLOMA

**Credits:** 87

**Duration:** four terms plus  
two preceptorships

## PROGRAM OVERVIEW

The Practical Nurse program provides students with the education to enter a highly respected and challenging career in health care. If you have a desire to work in a dynamic environment, providing high quality nursing care in hospitals, community care facilities and other health-related institutions, then consider a professional career in Practical Nursing. Practical nurses assist clients with activities of daily living; perform assessments; provide prescribed treatments; and create safe, comfortable environments. Practical nurses collaborate with other members of the health care team to help clients meet their physical, emotional and psychological needs.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12 (min. 60%) and Biology 12 (min. 60%) or ANPH 150 (min. 60%) available on-line at Bow Valley College and Math 11 (Applications, Principles, Foundations, or Pre-Calculus)
- applicants may be ranked based on the average of grades in the 3 required courses

## OTHER REQUIREMENTS

- current Standard First Aid/CPR HCP
- current immunization
- acceptable criminal records check

## TRANSFERABILITY

Graduates of this program may be accepted into Athabasca University's Post LPN Bachelor of Nursing Program.

## Required Courses:

### Term 1

HHS 102: Wellness (3 credits)  
ENGL 100: English Composition (3 credits)  
ANPH 150: Anatomy and Physiology (6 credits)  
ECD 215: Communication and Relationships (3 credits)  
PRNR 158: Adult Health Assessment (4 credits)  
PRNR 190: Nursing Science Lab 1: Basics (3 credits)  
PRNR 160: Nursing Theory 1: Basics (3 credits)  
HCCO 137: Continuing Care Basics (Clinical course) (3 credits)

### Term 2

PRNR 154: Applied Pharmacology (3 credits)  
PRNR 163: Pathophysiology (3 credits)  
PRNR 164: Nursing Theory 2: Intermediate (4 credits)  
PRNR 198: Nursing Science Lab 2: Intermediate (3 credits)  
HHCO 138: Clinical Experience: Intermediate (Clinical course) (5 credits)

### Term 3

PRNR 155: Community Nursing (3 credits)  
PSYC 151: Human Growth and Development Across the Lifespan (3 credits)  
PRNR 162: Nursing Theory 3: Advanced (3 credits)  
PRNR 189: Nursing Science Lab 3: Advanced (4 credits)  
PRNR 194: Clinical Experience: Acute Care (Clinical course) (7 credits)

### Term 4

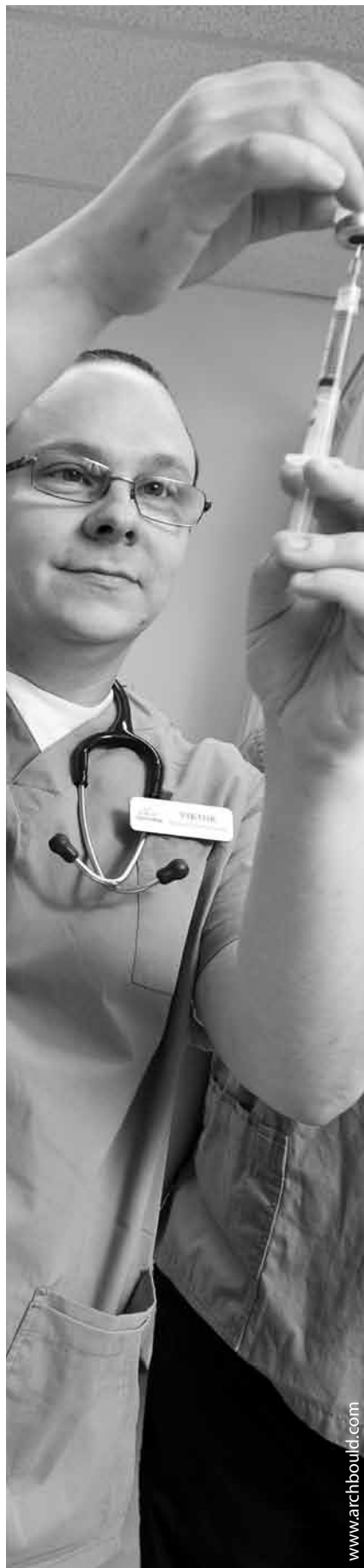
PRNR 156: Maternity Nursing (3 credits)  
PSYC 152: Mental Health Nursing (3 credits)  
PRNR 157: Pediatric Nursing (3 credits)  
SOCI 100: Introduction to Sociology (3 credits)  
PRNR 181: Transition to Graduate Nursing (3 credits)  
Pre-Grad Practicum 1: Community and Focus (3 credits)  
Pre-Grad Practicum 2: Comprehensive (3 credits)

## EMPLOYMENT

The present employment demands in the Yukon are in the areas of acute care and continuing care. Graduates are qualified to provide high-quality care in both settings.

## GENERAL OUTCOMES

Successful graduates receive a Bow Valley College/Yukon College diploma and will be prepared to write the Canadian Practical Nurse Registration Examinations (CPNRE) and to apply for licensure in the Yukon.



www.archbould.com

# Social Work

t. 867.668.8845

hehs@yukoncollege.yk.ca

**Credential: BACHELOR'S DEGREE**

**Credits: 120**

**Duration: four years**

## PROGRAM OVERVIEW

Yukon College offers, in co-operation with Yukon First Nations and the University of Regina, a four-year program leading to a Bachelor of Social Work (BSW) degree. The University of Regina grants the degree and the program is accredited by the Canadian Association of Schools of Social Work. The BSW program provides students with the opportunity to acquire the knowledge, values and skills necessary to practice social work in northern and remote communities. Particular attention is given to the social needs, values and aspirations of Yukon First Nations. The program uses cultural camps and practicums to further enhance the educational experience. Students are encouraged to develop the commitment, knowledge, values, attitudes and skills required to address personal issues and assist individuals, families and communities to realize their full potential. Full- or part-time studies are possible.

## ADMISSION REQUIREMENTS

There is one intake per year to the Bachelor of Social Work program for a limited number of seats. The complete application package must be received by the Admissions Office at Yukon College by March 31st, 4:30 p.m. If the date falls on a weekend or holiday, the deadline is the preceding business day. To receive an application package, please contact the BSW program or download an application at [www.yukoncollege.yk.ca/images/uploads/BSW\\_Application.pdf](http://www.yukoncollege.yk.ca/images/uploads/BSW_Application.pdf). The admission requirements are:

- Completion of 24 university-transferable academic credits from Yukon College or another recognized institution (Note: Fulfillment of academic prerequisites does not guarantee admission as the number of

students admitted is limited and students must successfully complete the application process).

- Applicants must achieve a minimum of 70% in ENGL 100 and ENGL 101 and an overall average of 65% for university-transferable courses.

## OTHER REQUIREMENTS

- Completion of a BSW program application
- A life chronology and personal statement in accordance with the guidelines provided in the BSW application.
- A criminal records check(s) (criteria provided in the BSW application).
- Three letters of reference. References from relatives are not accepted.

Applicants who meet the above criteria may be selected for an interview. No late applications will be accepted. Students who do not meet the March deadline must re-apply for the following year's intake.

## GRADUATION REQUIREMENTS

To receive a Bachelor of Social Work degree, students must:

- Complete 60 credits of General University Studies (Liberal Arts/ Science), including ENGL 100, ENGL 101, a choice of NOST 100, 101 or 202; and achieve a minimum cumulative average of 65% in GUS courses.
- Complete 60 credits of Social Work studies and achieve a minimum cumulative average of 70% in social work courses.

## TRANSFERABILITY

Please check with the School of Health, Education and Human Services and University of Regina.

## EMPLOYMENT

Social workers find employment in a number of areas including child and family service agencies, mental health centres, schools, services for the elderly, addictions, services for people with disabilities, corrections and human resource and advocacy groups.

## Required Courses:

### General University Studies

ENGL 100: English Composition (3 credits)  
ENGL 101: Intro to Study of Literature (3 credits)  
NOST 100, 101 or 202 Northern Studies Elective Electives (can include up to 9 credits SW)

### Social Work Studies

SW 200: Introduction to Social Work (3 credits)  
SW 346: Social Work Practice I (3 credits)  
SW 347: Social Work Practice II (3 credits)  
SW 348: Social Work Practicum I\* (6 credits)  
SW 352: Cultural Camp\*\* (6 credits)  
SW 389: Human Relations (3 credits)  
SW 390: Communications in Social Work Practice (3 credits)  
SW 414: Social Work Practice in Child Welfare (3 credits)  
SW 448: Social Work Practicum II\*\* (15 credits)

### Social Work Electives

Choose one of the following:

SW 451: Introduction to Human Service Research (3 credits)  
SW 469: Contemporary Social Welfare Policy (3 credits)

\*Social Work Practicums SW 348: Social Work Practicum I and SW 448: Social Work Practicum II are fundamental to this program. The practicum experience connects classroom learning with supervised, direct practice. Practicum placements are made in government and non-government social work agencies and other helping settings.

\*\*SW 352: Cultural Camp is a unique feature of the program. It provides students with an opportunity to learn about First Nation values, philosophy, spirituality and lifestyle. Students participate in a 10-day experiential camp under the direction of Yukon First Nation Elders. Cultural camp is offered every two years.

NOTE 1: Required social work courses are open only to students who have been accepted into the BSW program at Yukon College.

NOTE 2: SW 389 is a prerequisite to SW 352.

NOTE 3: Eligibility for SW 348:

- SW 346, SW 390 and 9 other social work credits
- SW 346 and SW 390 must have a minimum 70% average
- Overall 70% GPA in all social work courses

NOTE 4: Prerequisites for SW 347: SW 200, SW 390 and SW 346.

NOTE 5: Eligibility for SW 448—24 credits in social work including:

- SW 347, SW 348
- SW 346, SW 347 and SW 390 must have a minimum 70% average
- Overall 70% GPA in all social work courses

NOTE 6: Accessing a social work elective—Non-BSW students, under special circumstances, may access one (1) social work elective (either for credit or audit). Some social work electives are restricted to BSW students. Please see the BSW co-ordinator to request permission to access a social work elective.



www.archbould.com

Division of Applied Arts

## School of Liberal Arts

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

The School of Liberal Arts is home to the social sciences and humanities, a range of academic disciplines exploring human behaviour and experience. The social sciences include sociology, psychology, anthropology, criminology, political science and women's and gender studies; the humanities include history, languages, literature, philosophy and theatre. A Liberal Arts education encourages students to cultivate their curiosity and broaden their awareness, search for deeper meaning and insight, and respond intelligently to complex social problems. It also instills a number of valuable intellectual skills, among them the ability to think critically, conduct research projects, and write and communicate with clarity and purpose. The School of Liberal Arts' multidisciplinary programs, including several Northern Studies (NOST) programs, are designed for students wishing to transfer to university degree programs or enter related fields.

The School of Liberal Arts also publishes *The Northern Review*, a peer-reviewed journal of human experience in the North. With two issues annually, *The Northern Review* is the only scholarly journal in Canada devoted exclusively to the North and the Circumpolar World. For more information on *The Northern Review*, contact Deanna McLeod, managing editor, at 867.668.8861 or [dmcLeod@yukoncollege.yk.ca](mailto:dmcLeod@yukoncollege.yk.ca).

# Circumpolar Studies

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

**Credential:** CERTIFICATE OF ACHIEVEMENT  
CERTIFICATE OF COMPLETION  
DIPLOMA  
NORTHERN STUDIES

**Credits:** 21/Cert. of Achieve. (UArctic)  
36/Cert. of Comp. (UArctic)  
60/Diploma Northern Studies (Yukon College)

**Duration:** varies

## PROGRAM OVERVIEW

The Bachelor of Circumpolar Studies (BCS) is a signature program of the University of the Arctic (UArctic), a co-operative network of circumpolar universities, colleges and other organizations committed to higher education and research in the North.

UArctic's Shared Voices commitment recognizes the vital role of indigenous peoples in the Circumpolar World and in the success of UArctic. By drawing on the shared strengths and diverse experiences of northern people, UArctic members believe we can address the unique challenges of the circumpolar region and build an institution that is truly "In the North, For the North, by the North."

The Circumpolar Studies core program offers students the opportunity to obtain a broad knowledge and understanding of the lands, peoples and critical issues of the Circumpolar World either as a stand-alone program, as electives in a Northern Studies diploma or alongside a Bachelor of Arts or Science completed at a UArctic-member institution. Thus, it is flexible and will enable students to study in a discipline of their choice while ensuring a focus on circumpolar issues and affairs.

Courses are offered online, in class and on exchange to another UArctic institution through the north2north Mobility Program.

Yukon College is able to assist students with close to three years of coursework towards a BCS at another UArctic member institution.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## TRANSFERABILITY

Bachelor of Circumpolar Studies courses are transferable to other University of the Arctic member institutions and on a course-by-course basis to other institutions in Canada, the United States and in all of the other circumpolar nations. In addition, non-UArctic institutions have accepted these courses for transfer credit.

## Required Courses:

NOST 101/BCS 100: The Circumpolar World (3 credits)

NOST 324/BCS 331: Contemporary Issues in the Circumpolar World I (online only, 3 credits)

NOST 325/BCS 332: Contemporary Issues in the Circumpolar World II (online only, 3 credits)

NOST 326/BCS 311: Lands and Environments of the Circumpolar North I (online only, 3 credits)

NOST 327/BCS 312: Lands and Environments of the Circumpolar North II (online only, 3 credits)

NOST 328/BCS 321: Peoples and Cultures of the Circumpolar North I (online only, 3 credits)

NOST 329/BCS 322: Peoples and Cultures of the Circumpolar North II (online only, 3 credits)

**NOTE:** Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100: English Composition. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# General Studies

t. 867.668.8770  
liberalarts@yukoncollege.yk.ca

Credential:	CERTIFICATE DIPLOMA
Credits:	30/certificate 60/diploma
Duration:	one yr/certificate two yrs/diploma
CO-OP:	yes

## PROGRAM OVERVIEW

The General Studies programs integrate general knowledge and intellectual skills with specific occupational or professional skills. They are designed for students who do not plan on pursuing a university degree and/or wish to develop an individualized program from a variety of programming areas within the College. Students who wish to complete a university degree at a later time are encouraged either to limit their choices in the General Studies programs to courses in the School of Liberal Arts and School of Science or to pursue a Liberal Arts certificate or diploma.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## OTHER REQUIREMENTS

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

## TRANSFERABILITY

Liberal Arts courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

## Required Courses:

### Certificate (30 credits)

- ENGL 100: English Composition (3 credits)
- ENGL 101: Intro to the Study of Literature (3 credits)
- 8 Electives (24 credits)

### Diploma (60 credits)

- ENGL 100: English Composition (3 credits)
- ENGL 101: Intro to the Study of Literature (3 credits)
- 18 Electives (54 credits)

NOTE: Certificate students may take up to six credits and diploma students up to 12 credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Heritage and Culture

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 30

**Duration:** one year

## PROGRAM OVERVIEW

Combining theory and practice, the Heritage and Culture certificate (HCC) prepares students for work in the heritage and culture management field, with a specific focus on Yukon First Nations heritage and culture management. Topics covered in the HCC include the history of Yukon First Nations; public administration; archives and collections management; the preservation of traditional knowledge, language and culture; and anthropology. Students develop a foundation of professional ethics and values, self-awareness, critical thinking and an understanding of heritage issues within their communities. The HCC is available to students in the communities through distributed-learning technologies.

## ADMISSION REQUIREMENTS

- high school graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- acceptance into a post-secondary program comparable to Heritage and Culture; OR
- five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member

## OTHER REQUIREMENTS

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

## Required Courses:

**Certificate** (30 credits)

ANTH 140: Introduction to the Fields of Anthropology (3 credits)

ARCV 140: Archives and Collections Management (3 credits)

ENGL 100: English Composition (3 credits)

FNGA 100: Intro to First Nations Governance and Public Administration (3 credits)

FNST 140: Preservation of Traditional Knowledge (3 credits) OR LANG 140: Language and Culture Preservation (3 credits)

HIST 140: History of Yukon First Nations and Self-Government (3 credits)

Practicum OR Field Camp (6 credits)

2 Electives (6 credits)

**NOTE:** Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- Language Proficiency Index (LPI) test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)

## TRANSFERABILITY

With the exception of FNST 140 and FNGA 100 (transfer negotiation in progress for both), all HCC core courses are transferable to institutions affiliated with the British Columbia Council on Admissions and Transfer (BCCAT). For transfer details, visit BCCAT's online transfer guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) or contact the School of Liberal Arts.



www.archbould.com

SCHOOL OF LIBERAL ARTS



# Liberal Arts

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

<b>Credential:</b>	<b>CERTIFICATE DIPLOMA</b>
<b>Credits:</b>	<b>30/certificate 60/diploma</b>
<b>Duration:</b>	<b>one yr/certificate two yrs/diploma</b>
<b>CO-OP:</b>	<b>yes</b>

## PROGRAM OVERVIEW

The Liberal Arts programs are designed for students wishing to transfer to a university degree or related program such as education, social work, communications, public policy and research, educational or clinical psychology, social services, environmental policy and management, recreation or tourism. Both Liberal Arts programs reflect the belief that degree-bound students ought to acquire solid critical thinking, research and communication skills through introductory study in a variety of social science and humanities disciplines. They also present an ideal opportunity for continuing education or for exploring various educational and career paths.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## OTHER REQUIREMENTS

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

NOTE: While not a requirement, study of a second language is encouraged so students meet the second-language requirements of many universities.

## TRANSFERABILITY

Liberal Arts courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

## Required Courses:

### Certificate (30 credits)

ENGL 100: English Composition (3 credits)

ENGL 101: Intro to the Study of Literature (3 credits)

2 Lab Sciences: e.g., Biology, Chemistry, Physics, etc. (6 credits)

2 Social Sciences: e.g., Psychology, Sociology, Anthropology, Women's Studies, etc. (6 credits)

4 Electives (12 credits)

### Diploma (60 credits)

ENGL 100: English Composition (3 credits)

ENGL 101: Intro to the Study of Literature (3 credits)

2 Lab Sciences: e.g., Biology, Chemistry, Physics, etc. (6 credits)

2 Social Sciences: e.g., Psychology, Sociology, Anthropology, Women's Studies, etc. (6 credits)

2 200-Level ENGL Courses (6 credits)

4 200-Level Electives (12 credits)

8 Electives (24 credits)

NOTE: Certificate students may take up to six credits and diploma students up to 12 credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Multimedia Communication

t. 867.668.8762  
mth@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 30/certificate

**Duration:** one year

## PROGRAM OVERVIEW

The Multimedia Communication program combines ingenuity and technology, offering students the skills needed to begin new career paths or enhance current work productivity. Students in the program create compelling text, sound and moving images in order to target and engage various audiences and gain detailed knowledge of several multimedia applications, including Dreamweaver for web development, InDesign for desktop publishing, Illustrator for graphic vector art, Final Cut Express for video editing and Photoshop for image manipulation. The program culminates in a real-world, community-based project, allowing students to demonstrate their skills by creating a communications strategy across a variety of media.

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Foundations and Pre-Calculus) and English 11 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test
- part-time students not fully meeting the above criteria may be admitted to courses but must maintain a cumulative GPA of 2.0 (C average) to continue in the program

## Required Courses:

### Certificate (30 credits)

- COMM 192: Business Communications (3 credits)
- MMC 110: Theories of Communication (3 credits)
- MMC 111: Image Editing Fundamentals (3 credits)
- MMC 112: Web Design I (3 credits)
- MMC 113: Desktop Publishing (3 credits)
- MMC 120: Communicative Writing (3 credits)
- MMC 121: Digital Video and Audio (3 credits)
- MMC 122: Web Design II (3 credits)
- MMC 123: Digital Illustration and Graphic Design (3 credits)
- MMC 124: Capstone Project (3 credits)

## OTHER REQUIREMENTS

- full-time Multimedia Communication students are expected to have basic computer skills prior to enrolment

## TRANSFERABILITY

Transferability of Multimedia Communication courses is currently under negotiation.



www.archbould.com

SCHOOL OF LIBERAL ARTS

# Northern First Nations Studies

t. 867.668.8770  
liberalarts@yukoncollege.yk.ca

**Credential:** DIPLOMA

**Credits:** 60

**Duration:** two years

**CO-OP:** yes

## PROGRAM OVERVIEW

Northern First Nations Studies is an interdisciplinary program in which students learn about the history, cultures and accomplishments as well as the social, political and national concerns of First Nations and other indigenous peoples of the Yukon, Canadian North and Circumpolar World.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## TRANSFERABILITY

Liberal Arts courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

## OTHER REQUIREMENTS

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)
- complete a min. 18 credits at the 200 level or above

## Required Courses:

### Diploma (60 credits)

2 NOST Core Courses (6 credits)

1 FNST I Elective (3 credits)

2 FNST II Electives (6 credits)

2 FNST III Electives (6 credits)

FNST 100: Intro to First Nations Studies (3 credits)

ANTH 100: Intro to Cultural Anthropology (3 credits)

ENGL 100: English Composition (3 credits)

ENGL 101: Intro to the Study of Literature (3 credits)

2 Lab Sciences: e.g., Biology, Chemistry, Physics, etc. (6 credits)

1 Social Science: e.g., Psychology, Sociology, Anthropology, Women's Studies, etc. (3 credits)

6 Electives (18 credits)

### NOST Core Courses

NOST 200: Research in the North (3 credits)

NOST 201: The Natural History of the North (3 credits)

NOST 202: The Social History of the North (3 credits)

FNST I Electives (focus: constitutional development, self-government or land claims)

HIST 140: History of Yukon First Nations and Self-Government (3 credits)

POLI 220: Constitutional Development of the North (3 credits)

POLI 221: Land Claims and Self-Government (3 credits)

FNST II Electives (focus: First Nations culture and history)

ANTH 220, ANTH 221, ANTH 222, ATHA 101, ATHA 102, ENGL 230, ENVS 200, ENVS 201, FNST 100, FNST 140, HIST 140, HIST 220, HIST 221, LANG 140, RRMT 120, WMST 202, NOST 100, NOST 101/BCS 100 (all 3 credits)

FNST III Electives (focus: First Nations contemporary issues)

CRIM 219, ENGL 230, EDUC 221, ENVS 223, GEOG 220, POLI 220, POLI 221, WMST 202, NOST 101/BCS 100, NOST 324/BCS 331, NOST 325/BCS 332, NOST 328/BCS321, NOST 329/BCS 322 (all 3 credits)

NOTE: Actual course selection for all FNST Electives must be done in consultation with a program advisor.

NOTE: Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

NOTE: Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)



# Northern Justice and Criminology

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

**Credential:** CERTIFICATE  
DIPLOMA

**Credits:** 30/certificate  
60/diploma

**Duration:** 1 yr/certificate  
2yrs/diploma

**CO-OP:** yes

## PROGRAM OVERVIEW

Criminology is the multidisciplinary study of crime, criminal behaviour and social reactions to crime and criminal behaviour. The northern emphasis of the Northern Justice and Criminology programs means that southern-based criminology courses are “northernized” and “regionalized” through integration of relevant course content and the assignment of coursework to better reflect the environment in which northerners live, work and study. The certificate option is designed for those students who do not intend to transfer directly to a Bachelor of Arts (Criminology) degree program but are interested in taking criminology courses to increase their knowledge of this field of study. The diploma is fashioned to meet the Yukon College Northern Studies requirements as well as the first- and second-year university transfer requirements to a Bachelor of Arts (Criminology) degree program at major Canadian universities. The programs also present ideal continuing education opportunities and are useful for those seeking entry-level employment in justice and related fields.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## Required Courses:

### Certificate (30 credits)

CRIM 101: Intro to Criminology (3 credits)

CRIM 131: Intro to the Canadian Criminal Justice System (3 credits)

CRIM 135: Intro to Canadian Law and Legal Institutions (3 credits)

1 200-Level CRIM Elective (3 credits)

ENGL 100: English Composition (3 credits)

PSYC 100: Intro to Psychology I (3 credits)

SOCI 100: Intro to Sociology (3 credits)

3 Electives (9 credits)

NOTE: Students intending to move on to the diploma of Northern Justice and Criminology should complete ENGL 101: Intro to the Study of Literature and PSYC 101: Intro to Psychology II to fulfil six of the nine elective credits specified above.

## OTHER REQUIREMENTS

### Certificate and diploma

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

### Diploma only

- complete a min. 18 credits at the 200 level or above
- complete at least one course in which land claims or constitutional development is a significant part of the curriculum

## TRANSFERABILITY

Liberal Arts courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis. Students intending to transfer to a degree program should be aware, however, that most degree-granting institutions accept a maximum of 60 transfer credits. As well, some universities have instituted admissions limitations to third- and fourth-year courses. It is **STRONGLY RECOMMENDED** that students consult with their program advisor well in advance of seeking transfer.

## Required Courses:

### Diploma (60 credits)

CRIM 101: Intro to Criminology (3 credits)

CRIM 103: Psychological Explanations of Crime and Deviance (3 credits)

CRIM 104: Sociological Explanations of Crime and Deviance (3 credits)

CRIM 131: Intro to the Canadian Criminal Justice System (3 credits)

CRIM 135: Intro to Canadian Law and Legal Institutions (3 credits)

CRIM 230: Intro to Substantive Criminal Law (3 credits)

2 NOST Core Courses (6 credits)

1 200-Level CRIM Elective (3 credits)

ENGL 100: English Composition (3 credits)

ENGL 101: Intro to the Study of Literature (3 credits)

MATH 105: Introductory Statistics (3 credits)

PHIL 110: Intro to Philosophical Concepts and Reasoning (3 credits) OR PHIL 120: Introduction to Ethics (3 credits)

POLI 201: Intro to Political Thought (3 credits)

PSYC 100: Intro to Psychology I (3 credits)

PSYC 101: Intro to Psychology II (3 credits)

SOCI 100: Intro to Sociology (3 credits)

SOCI 227: Research Methods in the Social Sciences (3 credits)

2 Electives (6 credits)

NOTE: Students may take a CRIM course to fulfil one of the two electives specified above.

### NOST Core Courses

NOST 200: Research in the North (3 credits)

NOST 201: The Natural History of the North (3 credits)

NOST 202: The Social History of the North (3 credits)

### 200-Level CRIM Electives

CRIM 210: Law, Youth and Young Offenders (3 credits)

CRIM 213: Women, Crime and Justice (3 credits)

CRIM 219: Aboriginal Peoples and Canadian Criminal Justice (3 credits)

CRIM 241: Introduction to Corrections (3 credits)

CRIM 251: Introduction to Law Enforcement (3 credits)

NOTE: Actual course selection must be done in consultation with a program advisor.

NOTE: Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)

# Northern Outdoor and Environmental Studies

t.867.668.8770

liberalarts@yukoncollege.yk.ca

**Credential:** DIPLOMA

**Credits:** 60

**Duration:** two years

**CO-OP** yes

## PROGRAM OVERVIEW

Northern Outdoor and Environmental Studies is a multidisciplinary exploration of contemporary environmental issues and human-environment relationships, with particular emphasis on northern systems. Drawing upon the natural and social sciences, humanities and the arts and integrating experiential learning opportunities to bridge classroom, community and Yukon wilderness, the program critically examines a variety of environmental issues of northern concern, including resource depletion, wilderness fragmentation, loss of biodiversity, pollution and global climate change. The complex nature of environmental subject matter is addressed through ecological, socio-cultural, political, economic and philosophical inquiry. The program is sufficiently broad to be of interest to students seeking vocational opportunities after completing their studies at Yukon College or preparing to transfer to a university degree program. It also presents a continuing education opportunity for individuals currently employed in fields such as education, environmental policy or management, recreation and tourism.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## OTHER REQUIREMENTS

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)
- complete a min. 18 credits at the 200 level or above

## TRANSFERABILITY

Liberal Arts courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

## Required Courses:

### Diploma (60 credits)

- 1 100-Level NOST Course (3 credits)
- 2 NOST Core Courses (6 credits)
- 2 ENVS Core Courses (6 credits)
- 5 NOST Electives (15 credits)
- ENGL 100: English Composition (3 credits)
- ENGL 101: Intro to the Study of Literature (3 credits)
- 2 Lab Sciences: e.g., Biology, Chemistry, Physics, etc. (6 credits)
- 2 Lab OR Social Sciences: e.g., Psychology, Sociology, Anthropology, Women's Studies, etc. (6 credits)
- 4 Electives (12 credits)

### 100-Level NOST Courses

- NOST 100: Intro to the Study of the North (3 credits)
- NOST 101/BCS 100: The Circumpolar World (3 credits)

### NOST Core Courses

- NOST 200: Research in the North (3 credits)
- NOST 201: The Natural History of the North (3 credits)
- NOST 202: The Social History of the North (3 credits)

### ENVS Core Courses

- ENVS 200: Environmental Perspectives (3 credits)
- ENVS 201: Environmental Ethics (3 credits)
- PHED 222: Intro to Northern Outdoor Pursuits and Leadership I (3 credits)
- PHED 225: Northern Outdoor Pursuits and Leadership II (3 credits)

### NOST Electives

- ANTH 220, ANTH 221, ANTH 222, ATHA 101, ATHA 102, BIOL 220, CHEM 220, CRIM 219, EDUC 220, ENGL 220, ENGL 230, ENVS 100, ENVS 101, ENVS 200, ENVS 201, ENVS 222, ENVS 223, ENVS 232, FNST 100, FNST 140, GEOG 220, GEOG 222, GEOG 290, HIST 140, HIST 220, HIST 221, LANG 140, NOST 100, NOST 101/BCS 100, NOST 200, NOST 201, NOST 202, NOST 324/BCS 331, NOST 325/BCS 332, NOST 326/BCS 311, NOST 327/BCS 312, NOST 328/BCS 321, NOST 329/BCS 322, PHED 222, PHED 225, POLI 220, POLI 221, POLI 222, RRMT 120, RRMT 121, RRMT 127, RRMT 232, RRMT 238, SOCI 220, WMST 202, WMST 220 (all 3 credits)

NOTE: Actual course selection must be done in consultation with a program advisor.

NOTE: Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)

# Northern Studies

t.867.668.8770

liberalarts@yukoncollege.yk.ca

**Credential:** DIPLOMA

**Credits:** 60

**Duration:** two years

**CO-OP:** yes

## PROGRAM OVERVIEW

Northern Studies is for individuals interested in broadening or formalizing their knowledge of the North and its social, political and physical features and issues. The program is flexible, self-directed and multidisciplinary; it is, then, ideally suited to individuals wishing to pursue professional and personal interests in the North, because it allows them to tailor, in consultation with a program advisor, study plans to suit their specific needs.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## OTHER REQUIREMENTS

- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)
- complete a min. 18 credits at the 200 level or above
- complete one course in which land claims or constitutional development is a significant part of the curriculum

## Required Courses:

**Diploma** (60 credits)

2 NOST Core Courses (6 credits)

5 NOST Electives (15 credits)

ENGL 100: English Composition (3 credits)

ENGL 101: Intro to the Study of Literature (3 credits)

2 Lab Sciences: e.g., Biology, Chemistry, Physics, etc. (6 credits)

2 Social Sciences: e.g., Psychology, Sociology, Anthropology, Women's Studies, etc. (6 credits)

7 Electives (21 credits)

**NOTE:** The seven electives specified above may be filled with NOST courses provided all other requirements are met.

**NOTE:** Students may take up to six credits from outside the School of Liberal Arts and School of Science; however, such coursework may not be transferable to programs at other post-secondary institutions.

### NOST Core Courses

NOST 200: Research in the North (3 credits)

NOST 201: The Natural History of the North (3 credits)

NOST 202: The Social History of the North (3 credits)

### NOST Electives

ANTH 220, ANTH 221, ANTH 222, ATHA 101, ATHA 102, BIOL 220, CHEM 220, CRIM 219, EDUC 220, ENGL 220, ENGL 230, ENV 100, ENV 101, ENV 200, ENV 201, ENV 222, ENV 223, ENV 232, FNST 100, FNST 140, GEOG 220, GEOG 222, GEOG 290, HIST 140, HIST 220, HIST 221, LANG 140, NOST 100, NOST 101/BCS 100, NOST 200, NOST 201, NOST 202, NOST 324/BCS 331, NOST 325/BCS 332, NOST 326/BCS 311, NOST 327/BCS 312, NOST 328/BCS 321, NOST 329/BCS 322, PHED 111, PHED 211, PHED 212, PHED 222, PHED 225, POLI 220, POLI 221, POLI 222, RRMT 120, RRMT 121, RRMT 127, RRMT 232, RRMT 238, SOCI 220, WMST 202, WMST 220 (all 3 credits)

**NOTE:** Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)



www.archbould.com

SCHOOL OF LIBERAL ARTS

# Visual Arts

t.867.993.6390  
info@yukonsova.ca

**Credential:** CERTIFICATE

**Credits:** 30

**Duration:** one year

## PROGRAM OVERVIEW

The Dawson City Arts Society, Yukon College and Tr'ondek Hwech'in First Nation have designed an accredited visual arts program, which offers students the opportunity to learn a variety of traditional and contemporary visual arts disciplines in the North and to study Art History.

This program is offered in Dawson City through the Yukon School of Visual Arts (Yukon SOVA). The program is accredited at Yukon College and transferable to Emily Carr University, University of the Fraser Valley, Alberta College of Art and Design, Ontario College of Art and Design and NSCAD University.

With a focus on contemporary international art practices and a visual culture studies approach to art history, this program delivers courses in a holistic environment, recognizing how both intuitive and learned knowledge are used when one engages with and produces art. The program's integrated approach to studio and academic practices offers the learner the opportunity to make connections between art making, art history, art theory and art criticism; between a multiplicity of cultures and historic periods; and between a variety of materials, techniques and modes of expression. This approach encourages students to connect theory to practice and recognize the relationships between art, their lives and their communities. Visit Yukon SOVA website at [www.yukonsova.ca](http://www.yukonsova.ca).

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12 (min. 70%); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## OTHER REQUIREMENTS

- submission of a portfolio of artwork
- a written personal statement
- at least one letter of recommendation

## TRANSFERABILITY

The Visual Arts program transfers as the first year of study towards a Bachelor of Fine Arts or a Bachelor of Design at Emily Carr University of Art and Design, the Alberta College of Art and Design, NSCAD University, the Ontario College of Art and Design or the University of the Fraser Valley.

## Required Courses:

### Certificate (30 credits)

- 2-Dimensional Studio 1 (3 credits)
- 2-Dimensional Studio 2 (3 credits)
- 3-Dimensional Studio 1 (3 credits)
- 3-Dimensional Studio 2 (3 credits)
- 4-Dimensional Studio 1 (3 credits)
- 4-Dimensional Studio 2 (3 credits)
- VS 101 Visual Culture Studies I (3 credits)
- VS 102 Visual Culture Studies II (3 credits)
- ENGL 120 Reading/Writing/Creating (3 credits)
- ENGL 121 Art Words (3 credits)



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Women's and Gender Studies

t.867.668.8770

liberalarts@yukoncollege.yk.ca

<b>Credential:</b>	<b>CERTIFICATE DIPLOMA</b>
<b>Credits:</b>	<b>30/certificate 60/diploma</b>
<b>Duration:</b>	<b>one yr/certificate two yrs/diploma</b>
<b>CO-OP:</b>	<b>yes</b>

## PROGRAM OVERVIEW

Open to both women and men, the Women's and Gender Studies programs look at the lives, contributions and experiences of women, as well as the social construction of men. The programs focus on materials by and about women, placing women's knowledge at the centre of the process and incorporate a number of academic disciplines—history, literature, sociology, psychology, anthropology and social work. Because the program is interdisciplinary and cross-divisional in its approach, core courses within the program appeal to students in programs beyond the School of Liberal Arts, particularly to students in the School of Health, Education and Human Services. As well, the program presents an ideal continuing education opportunity for individuals now employed.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test

## TRANSFERABILITY

Liberal Arts courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

## Required Courses:

### Certificate (30 credits)

WMST 100: Intro to Women's Studies I (3 credits)  
WMST 101: Intro to Women's Studies II (3 credits)  
ENGL 100: English Composition (3 credits)  
ENGL 101: Intro to the Study of Literature (3 credits)  
PSYC 100: Intro to Psychology I (3 credits)  
PSYC 101: Intro to Psychology II (3 credits)  
SOC 100: Intro to Sociology (3 credits)  
SOC 103: Canadian Society (3 credits)  
2 WMST A-Level Courses (6 credits)

### Diploma (60 credits)

WMST 100: Intro to Women's Studies I (3 credits)  
WMST 101: Intro to Women's Studies II (3 credits)  
WMST 200: Women and Social Change (3 credits)  
6 WMST A-Level Courses (18 credits)  
3 WMST B-Level Courses (9 credits)  
1 200-Level WMST OR GSTD Course (3 credits)  
ENGL 100: English Composition (3 credits)  
ENGL 101: Intro to the Study of Literature (3 credits)  
PSYC 100: Intro to Psychology I (3 credits)  
PSYC 101: Intro to Psychology II (3 credits)  
SOC 100: Intro to Sociology (3 credits)  
SOC 103: Canadian Society (3 credits)  
1 Elective (3 credits)

NOTE: Selection of WMST A- and B-level courses and 200-level WMST courses should be done in consultation with the coordinator of Women's and Gender Studies or a program advisor.

### WMST A-level Courses

Criteria: Min. 70% focus on women's perspectives, experience and gender issues

### WMST B-level Courses

Criteria: Min. 30% focus on women's perspectives, experience and gender issues

### 200-level WMST Courses

WMST 202: Women in Indigenous Societies (3 credits)  
WMST 220: Women in the Circumpolar North: Religion and Spirituality (3 credits)  
WMST 230: Women and History: Rethinking Canada (3 credits)  
WMST 240: The Study of Men and Masculinity I (3 credits)  
WGST 241: The Study of Men and Masculinity II (3 credits)  
GSTD 210: Critical Issues in Human Sexuality (3 credits)

NOTE: Excepting Multimedia Communication and Visual Arts, all School of Liberal Arts programs require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study. Students can enrol in ENGL 100 if they have ONE of the following:

- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC); OR
- ENGL 090: Bridging English for University (min. B)







[www.archbould.com](http://www.archbould.com)

Division of Applied Science and Management

## School of Access

t. 867.668.8850

[ap@yukoncollege.yk.ca](mailto:ap@yukoncollege.yk.ca)

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The School of Access offers programs and courses that allow students to acquire the skills and knowledge necessary to enter trades, professional programs and/or university transfer programs. Many courses are available across the territory through distributed learning or onsite instruction.

# College and Career Preparation

t. 867.668.8850  
ap@yukoncollege.yk.ca

**Credential: DIPLOMA**

**Credits: 15**

**Duration: min. one year**

## PROGRAM OVERVIEW

College and Career Preparation enables students to obtain prerequisites for vocational and technical courses and further studies in college or university programs. Students may, in addition to working on prerequisites, obtain the College and Career Preparation diploma. Students may take one course in another division of the College for credit towards the diploma. Credit may also be granted for courses taken at other institutions, but 50 percent of coursework must be taken at Yukon College through the College and Career Preparation program. Students who have some Grade 11 and 12 subjects and wish to use these for credit in College and Career Preparation may do so, under the following criteria:

- Courses transferred must be equivalent to those offered by Yukon College, or must be judged by the dean of Applied Science and Management as acceptable for transfer.
- A maximum of two courses may be transferred to the diploma level.
- When specific grades are required for Yukon College courses as prerequisites for entering another course, high school courses transferred must also meet these requirements. For example, students who wish to take ENGL 060 must obtain a grade of 65 % in ENGL 050 or an equivalent academic Grade 11.

## ADMISSION REQUIREMENTS

- English 10 (min.65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

## OTHER REQUIREMENTS

See actual course prerequisites under individual course descriptions on the website [www.yukoncollege.yk.ca/courses](http://www.yukoncollege.yk.ca/courses).

## ANCILLARY FEES

BIOL 050	CAN\$30	Lab Fee
BIOL 060	CAN\$30	Lab Fee
PHYS 050	CAN\$30	Lab Fee
PHYS 060	CAN\$30	Lab Fee
CHEM 050	CAN\$30	Lab Fee
CHEM 060	CAN\$30	Lab Fee

Canadian Language Benchmark Placement Test (CLBPT) CAN\$50  
Assessment Testing Fee

In addition to tuition, students are required to pay a student council fee and a mandatory technology fee.

## APPLICATION

Students who are returning to College and Career Preparation within two years of last attendance date need to re-apply at Admissions only if a re-admit letter is needed for a sponsor, or to update personal changes such as mailing address, phone number or name. New applicants or students who are changing programs must apply at Admissions and receive their letter of acceptance prior to seeing a program advisor. The letter of acceptance must be shown to the program advisor.

## PROGRAM ADVISING

Acceptance into the program does not guarantee enrolment. An appointment must be made with a program advisor to select courses and register for the term. Contact the Division of Applied Science and Management at 867.668.8850 to arrange an appointment. Program advising and registration are done on a first-come, first-served basis.

## SPONSORSHIP AND TUITION

Information on sponsorship is available from a Yukon College counsellor. Students are encouraged to have sponsorship or payment of tuition arranged before meeting with a program advisor. This will enable students to be registered in their courses without delay and to purchase textbooks and additional supplies in order to be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee your seat.

## Required Courses:

### Diploma

ENGL 060: Intro to Literature (3 credits)

MATH 050: Intermediate Algebra (3 credits)

### Diploma - Electives

*Maximum of three, minimum of one*

MATH 060: Advanced Algebra and Trigonometry (3 credits)

MATH 070: Intro to Calculus (3 credits)

BIOL 060: Intro to Biology II (3 credits)

CHEM 060: Intro to Chemistry II (3 credits)

PHYS 060: Introductory Physics (3 credits)

*Maximum of two*

ACCT 120: Intro Accounting (3 credits)

ENGL 090: Bridging English for University (3 credits)

DIRS 060: Directed Study (3 credits)

NOTE: Post-secondary course (3 credits) with permission of the dean, Applied Science and Management.

NOTE: To obtain the College and Career Preparation diploma, students must complete the two required courses plus a minimum of three electives.

NOTE: Not all courses are available in a semester or at all campuses. Please check with your local campus.

### Courses offered

ACCT 120: Intro Accounting (3 credits)

BIOL 050: Intro to Biology I (3 credits)

BIOL 060: Intro to Biology II (3 credits)

CHEM 050: Intro to Chemistry I (3 credits)

CHEM 060: Intro to Chemistry II (3 credits)

COMM 040: Communications at Work (3 credits)

COMP 040: Intro to Computers (3 credits)

COMP 042: Intro to Keyboarding (3 credits)

COMP 050: Computers Fundamentals (3 credits)

CRIT 040: Critical Issues (3 credits)

DIRS 040: Directed Study (3 credits)

DIRS 060: Directed Study (3 credits)

ENGL 040: Communications through Reading and Writing (3 credits)

ENGL 050: College Writing Skills (3 credits)

ENGL 060: Intro to Literature (3 credits)

ENGL 090: Bridging English for University (3 credits)

ENVS 040: Environmental Change and Fish and Wildlife Health (3 credits)

ENVS 041: Environmental Change and Community Health (3 credits)

ENVS 042: Yukon Water Source Protection (3 credits)

FOOD 040: Food Matters (3 credits)

GEN 040: Social Studies, Science and Reading (3 credits)

MATH 030: Basic Math (3 credits)

MATH 040: Intro Algebra (3 credits)

MATH 050: Intermediate Algebra (3 credits)

MATH 053: Apprenticeship Preparation Math (3 credits)

MATH 060: Advanced Algebra and Trigonometry (3 credits)

MATH 070: Intro to Calculus (3 credits)

PHYS 050: Principles of Physics (3 credits)

PHYS 060: Intro Physics (3 credits)

SCI 053: Apprenticeship Preparation Science (3 credits)

STSK 040: Study Skills (3 credits)



www.archbould.com

## English as a Second Language (ESL)

t. 867.668.8850  
ap@yukoncollege.yk.ca

<b>Credential:</b>	<b>COMPLETION CERTIFICATE</b>
<b>Credits:</b>	<b>depends on level</b>
<b>Duration:</b>	<b>varies</b>

### PROGRAM OVERVIEW

ESL classes welcome international and domestic students. Classes begin in January, May and September. We provide a supportive and rewarding environment for students interested in developing their English language skills.

### LEVELS

Yukon College offers Advanced ESL (see Admission Requirements below for explanation of this level). Intermediate ESL is now offered through our partner, the Association Franco-Yukonnaise (l'AFY).

In spring, a mixed levels class is offered through l'AFY.

### CONTACT

#### Intermediate ESL

Canadian Students: please contact the Association Franco-Yukonnaise (l'AFY) for Intermediate ESL registration at 867.668.2663 ext. 223.

International Students: please contact Yukon College International to learn more about Intermediate and Advanced ESL application and registration procedures:

international@yukoncollege.yk.ca or  
867.668.8897 or  
www.yukoncollege.yk.ca/international.

### ADMISSION REQUIREMENTS

#### Advanced ESL

Internet based TOEFL (iBT) score 53 or Canadian Language Benchmark Placement Test (CLBPT) score 6 or IELTS score 5 or more. The CLBPT is available to students upon their arrival at Yukon College.

### ANCILLARY FEES

- Canadian Language Benchmark Placement Test (CLBPT)—CAN\$50 Assessment Testing Fee.

### COURSES

#### Advanced Level ESL

This course is designed to prepare non-native English speakers for further academic study. It focuses on reading strategies and writing processes. Advanced level offers students instruction and practice in reading, composition and academic study. Advanced Level ESL is offered 1.5 hours per day five days a week. For students wanting full-time study, you will be able to take Advanced ESL with options. Students with a CLB of seven or higher or who are eligible for Advanced ESL 050 may take two other college courses for credit or audit in addition to Advanced ESL 050. Students with a CLB below seven may take two College Prep courses in addition to Advanced Level ESL or audit one course from the School of Management, Tourism and Hospitality, School of Science, School of Liberal Arts or School of Health, Education and Human Services in addition to one College Prep course and Advanced Level ESL. Classes begin in September and January.

#### ESL in College and Career Preparation Program

Students are enrolled in regular academic classes with Canadian students to study grammar, writing and/or reading in the College and Career Preparation program. In addition to English courses, students may register in other subjects such as computers, mathematics, sciences, critical issues and student success. Classes begin in September and January.

# Skills for Employment

t. 867.668.8850  
ap@yukoncollege.yk.ca

**Credential:** COMPLETION  
CERTIFICATE

**Credits:** see program advisor

**Duration:** 15 weeks

## PROGRAM OVERVIEW

Skills for Employment is a 15-week credit program designed to assist students to gain skills needed for employment and/or further academic study. Academic skill development in numeracy and literacy is embedded in workplace skills. Students are provided with the opportunity to enhance their workplace essential skills through work placements, volunteer placements and/or specific projects which will be offered based on students' interests and community needs.

Each 15-week project is designed to develop a specific set of workplace skills. Past projects delivered have included radio broadcasting, culinary skills, plumbers' helper and green greenhouse construction and planting.

This program is available in the communities upon request.

## ADMISSION REQUIREMENTS

Students must meet with a program advisor before admission to the program. Placement testing may be recommended.

## ANCILLARY FEES

CAN\$250	Activity Fee
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Ancillary fees will vary depending on the focus/scope of the program.

## ATTENDANCE POLICY

Regular attendance is necessary to be successful in Access programs. Please keep this in mind when committing to attending the program.

## COURSE DATES

### Fall Semester

September to December 2012

### Winter Semester

January to April 2013

Classes are held from Monday to Friday from 9:00 am to 3:00 pm.

## TEXTBOOKS AND REQUIRED MATERIALS

Students will require a binder, loose leaf paper, dividers, pencils and pens. Some textbooks may be required. A trades based project may require safety equipment. A list will be provided at registration time. Most supplies can be purchased through the Yukon College Bookstore.

## INTAKE APPOINTMENT

Please phone to make an appointment to meet with an instructor to further discuss program content and expectations. Appointments can be conducted over the phone.

## Required Modules:

- Portfolio Development
- Numeracy
- Reading Text
- Document Use
- Writing
- Computer Use
- Health and Wellness
- Work Placements, Volunteer Placements and /or Specific Projects

## SPONSORSHIP AND TUITION PAYMENT

Information on sponsorship is available from a Yukon College counsellor. Accepted students are expected to have sponsorship or payment of tuition and mandatory fees arranged before meeting with a program advisor to register for courses. This enables students to register in their courses without delay and purchase textbooks and additional supplies and be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee you a seat.

## CERTIFICATE

Students will receive a completion certificate upon meeting the requirements in each of the eight modules.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



Division of Applied Science and Management

## School of Management, Tourism and Hospitality

t. 867.668.8762

[mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

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Business administration, office administration and culinary arts are the cornerstone programs in this school. In addition to acquiring beneficial skills for the workplace, the majority of these programs offer transfer opportunities for students wanting to pursue further study in other post-secondary institutions.

[www.archbould.com](http://www.archbould.com)

# Business Administration

t. 867.668.8762

mth@yukoncollege.yk.ca

<b>Credential:</b>	<b>CERTIFICATE DIPLOMA</b>
<b>Credits:</b>	<b>30/certificate 60/diploma</b>
<b>Duration:</b>	<b>one yr/certificate two yrs/diploma</b>
<b>CO-OP:</b>	<b>yes</b>

## PROGRAM OVERVIEW

Business Administration delivers one-year certificate and two-year diploma programs that prepare students for administrative and management careers in business and government. Most courses are accessible on a part-time day or evening basis in Whitehorse. Several courses are available in outlying communities through the community campus network or by distance delivery.

Employment opportunities exist in many administrative areas, such as government, small business, not-for-profit organizations, the investment industry, real estate, banking and the retail and hospitality industries. Possible positions include those in accounting, human resources, financial management and general management.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- applicants whose native language is not English and who are not Canadian citizens can meet the English language admission requirement by presenting an acceptable TOEFL or IELTS score

Part-time students not fully meeting the above criteria may be admitted to individual courses, but must apply for admission to the program—and satisfy the program admission requirements—prior to graduating with either a certificate or diploma in Business Administration.

Students who have not completed the certificate program may register for diploma-level courses, provided they have the prerequisites for these courses. The diploma will not be granted until all certificate-level courses have been successfully completed.

Business Administration students may be provisionally admitted to the program without Algebra 11, but must be eligible to enrol in and complete MATH 050 through the School of Access during their first semester. Provisional students who do not complete MATH 050 during their first semester will not be allowed to continue as full-time students until this prerequisite is met.

## TRANSFERABILITY

Comprehensive transfer agreements are in place with the following institutions and organizations:

- Athabasca University
- Okanagan University College
- Royal Roads University
- Certified General Accountants Association of British Columbia
- Certified Management Accountants Association of British Columbia
- Chartered Accountant's Association of British Columbia
- Open University of British Columbia
- Thompson Rivers University/ Open Learning
- University of Lethbridge
- University of Northern British Columbia

Many of the courses in the Business Administration program are also listed in the BCCAT Transfer Guide—[www.bctransferguide.ca](http://www.bctransferguide.ca).

## DIPLOMA PROGRAM (CO-OPERATIVE EDUCATION OPTION)

The Co-operative Education option is available to students who plan to complete the Business Administration diploma. In order to participate in the Co-operative Education option, Business Administration students must maintain an average grade of B- or higher, complete the Professional Development seminar assignments and complete a report based on their work term.

The Professional Development seminars, the one-on-one advising sessions with the Co-operative Education co-ordinator and the work term lead to an understanding of career options and how to make transitions into new fields. Co-operative Education students compete with one another for Co-operative Education work placements and the number of job openings depends upon employer demand. A work term consists of a minimum of 12 weeks of relevant, paid experience. Students are required to complete one work term to qualify for a Co-operative Education citation on their diploma, but students may complete as many as three work terms as they proceed towards their Diploma in Business Administration. Co-operative Education will provide students with the following benefits:

- a variety of Professional Development seminars
- valuable job search and work experience
- contacts and references for future employment
- a chance to investigate potential career options
- income while working towards a Business Administration diploma
- the application of theory to actual work situations
- confidence regarding employment skills
- a monitored on-the-job experience
- clarity about the relevance and application of course material
- a documented work term on the student's College transcript

For more information about the Co-operative Education option, contact the Co-operative Education co-ordinator at 867.668.8801.

*See next page for Required Courses.*

## Business Administration Required Courses:

### Certificate (30 credits)

#### Term I

ACCT 101: Introductory Financial Accounting I OR ACCT 202 Introductory Financial Accounting\* (3 credits)  
BUS 110: Principles of Management (3 credits)  
BUS 172: Microcomputer Applications 1, Microsoft Word (1.5 credits)

BUS 174: Microcomputer Applications 3, Microsoft Excel (1.5 credits)  
COMM 192: Business Communications (3 credits)  
ECON 100: Microeconomics (3 credits)

#### Term II

ACCT 102: Introductory Financial Accounting II OR Elective course BUS 260 recommended\* (3 credits)  
BUS 111: Statistics I (3 credits)  
BUS 132: Marketing Management (3 credits)  
BUS 303: Organizational Behaviour (3 credits)  
ECON 101: Macroeconomics (3 credits)

#### Summer Work Term

Paid work term for CO-OP Education students

### Diploma (60 credits)

Completion of Year one and:

#### Term III

ACCT 204: Managerial Accounting I\* (3 credits)  
BUS 281: Human Resource Management (3 credits)  
BUS 311: Commercial Law (3 credits)  
Two Elective Courses

#### Term IV

BUS 260: Finance I OR Elective Course (3 credits)  
BUS 270: Business Policy (3 credits)  
BUS 301: Land Claims and the CED Process (3 credits)  
Two Elective Courses

\*ACCT 101, ACCT 102 and ACCT 202 all carry a credit weight of three hours. Students who accelerate their accounting studies by taking ACCT 202 (in place of ACCT 101 and ACCT 102) during the first year of the program must pick up a fifth elective course in order to graduate with a Diploma in Business Administration.

### Elective Courses

Four elective courses must be taken in second year of the Business Administration program. Two of these electives must be Business Administration, computer studies or mathematics electives. The remaining two electives are open electives that can be taken from other program areas. All electives must be post secondary, 3 credit-hour courses and the elective courses must be approved by the dean or program advisor for acceptance as elective credits. The following business electives, suitable for the second year of the Business Administration Program, will be offered on a periodic basis: ACCT 205, ACCT 209, ACCT 210, BUS 173, BUS 175, BUS 201, BUS 202, BUS 203, BUS 232, BUS 240, BUS 241, BUS 242, BUS 261, BUS 262, BUS 280, BUS 305, BUS 307, BUS 320, POLI 200.

# Culinary Arts

t. 867.668.8762

mth@yukoncollege.yk.ca

**Credential: CERTIFICATE**

**Credits: 33**

**Duration: one year**

## PROGRAM OVERVIEW

Infinite career possibilities abound in the field of Food Services. Professionally trained cooks and chefs are consistently in high demand, from premier hotels and educational institutions to care facilities, private clubs and cruise lines to industrial camp kitchens, there are no limits to the possibilities for your potential employment.

The Culinary Arts program is designed to meet the need for qualified cooks in the hospitality industry. The program provides professional cook training in a practical, hands-on learning environment achieved through our commercial kitchen.

During the eight-month program in the kitchen, students rotate through a variety of stations. Each station has a different culinary focus. Students will also participate in a variety of caterings, banquets and community events, all of which broaden and enhance the student experience.

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

## OTHER REQUIREMENTS

- satisfactory TB test

## TRANSFERABILITY

Levels I and II transfer directly to all British Columbia College and University College Programs, NAIT and SAIT.

## ANCILLARY FEES

You will be required to purchase special knives, uniforms and textbooks for this program. The approximate cost of these items is CAN\$1,750 for the academic year and they will be ordered by the program coordinator to ensure that the items purchased meet the standards required. Students are also required to purchase proper footwear prior to starting the daily meal preparations part of the program.

## Required Courses:

### Term I

CULA 101: Safety, Sanitation and Equipment (2 credits)  
CULA 102: Basic Food Service and Kitchen Management (2 credits)  
CULA 103: Cold Kitchen I (4 credits)  
CULA 104: Baking and Desserts I (2 credits)  
CULA 105: Egg and Breakfast Cooking / Hot Sandwiches (2 credits)  
CULA 106: Vegetable and Starch Cookery I (1 credit)  
CULA 107: Meat and Poultry Cookery I (1 credit)  
CULA 108: Seafood Cookery I (1 credit)  
CULA 109: Stocks, Sauces and Soups I (1 credit)  
CULA 110: Interpersonal Skills (1 credit)

### Term II

CULA 121: Elementary Kitchen, Management and Health Care (1 credit)  
CULA 122: Stocks, Sauces and Soups II (2 credits)  
CULA 123: Cold Kitchen II (1 credit)  
CULA 124: Meat, Poultry and Seafood Cutting (4 credits)  
CULA 125: Vegetable and Starch Cookery II (2 credits)  
CULA 126: Meat, Poultry and Seafood Cookery II (2 credits)  
CULA 127: Baking and Desserts II (4 credits)

## APPRENTICESHIP LEVEL I AND II COOK EXAM

Culinary Arts students write the Apprenticeship Level I Cooks exam early in the second term followed by the Level II exam towards the end of the second term. Students must pass the Level I exam to be eligible to write the Level II Cooks exam.

Those students who successfully complete the program and pass the Level I exam may be eligible for up to 1,040 hours time credit towards a Cook Apprenticeship program. This time credit is based upon the recommendation of the employer who is signatory to the initial Apprenticeship Agreement.

Students who pass the Cook Apprenticeship level exam(s) would be exempt from attending that level of apprenticeship in-school training.

# First Nations Governance and Public Administration

t. 867.668.8762

fnnga@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 30

**Duration:** three years

## PROGRAM OVERVIEW

The First Nations Governance and Public Administration (FNGPA) Initiative is a unique, cutting-edge, accredited, culturally relevant program transferable towards a diploma or degree at a number of academic institutions. It provides practical, relevant academic tools to senior managers to effectively manage First Nation governments.

Designed to be accessible to working professionals and to allow an integration of education into work and family life, the ten program courses are offered over three years through a combination of in-class and distance education. Long distance students have an option to participate via videoconferencing technology or to travel to the host community. As well, all students have access to academic and writing support as required.

Course delivery is varied and may include a combination of lectures, seminars, group discussions, presentations and guest speakers.

The FNGPA Initiative builds upon the Executive Development Pilot program certificate, which is a partnership between Champagne and Aishihik First Nations, Yukon College and Yukon government. The program was created to bridge the gap between existing educational programs and the needs of self-governing First Nations in Yukon.

## Required Courses:

- FNGA 100: Introduction to Public Administration (3 credits)
- FNGA 101: Land Claims and Governance (3 credits)
- FNGA 102: Power and Influence (3 credits)
- FNGA 103: Accountability and Financial Management (3 credits)
- FNGA 104: Community and Economic Development (3 credits)
- FNGA 105: Human Resource Management (3 credits)
- FNGA 106: Strategic Management (3 credits)
- FNGA 107: Public Policy (3 credits)
- FNGA 108: Communications (3 credits)
- FNGA 109 Intergovernmental Relations (3 credits)

## ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- acceptance into a related post-secondary program at a comparable level of the FNGPA; OR
- five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member

Building upon the Champagne and Aishihik First Nations pilot, we are currently offering a community-based course offering to all Yukon First Nations citizens and government employees. In time, our goal is to offer the certificate program to all interested and qualified students,

## TRANSFERABILITY

FNGPA courses are transferable at a number of Canadian academic institutions. Please contact the coordinator for further information on specific course transfers.

## OTHER

The First Nations Governance and Public Administration Initiative values and respects self-governing First Nations' journey towards self-determination.





# Food and Beverage Operations

t. 867.668.8762  
mth@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 30

**Duration:** one year

## PROGRAM OVERVIEW

Students will develop the knowledge and skills required to build a successful hospitality career. The focus is on the food service management skills that are essential for success. These skills include marketing, business communications and financial management.

Students acquire their hospitality knowledge through a blend of classroom learning and experiential activities. The experiential activities are held in an on-campus dining room, The Hilltop Bistro, in teaching kitchens and with special events. These activities provide the opportunity to practice in a safe, yet very real, working environment.

The objective of the Food and Beverage Operations certificate program is to provide skills and knowledge in the art of eating and dining, bartending and dining room service. In addition, students will expand on those fundamentals with an understanding of food and beverage cost control, food production principles, professional customer service, marketing, computer applications, financial success and event planning.

## ADMISSION REQUIREMENTS

- English 10 and Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

## OTHER REQUIREMENTS

This is an academic and experiential program which is based on active and regular student participation.

Students are expected to:

- Actively participate in all aspects of the program including orientation activities, classes, class meetings, related workshops, dining room activities and special events.

- Be punctual and flexible with scheduling on a consistent basis.
- Use information technology and strengthen internet and library research skills.
- Maintain communication with instructors.
- Respect differences and be open to a variety of perspectives.
- Adhere to program expectations documented in the Food and Beverage Operations certificate program outline and individual course outlines regarding attendance, confidentiality, professional conduct, team work, writing criteria, etc.

## TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

## ANCILLARY FEES

Students are also required to purchase and maintain uniforms and tools as set out by the program.

## EMPLOYMENT

Upon completion of the program, graduates are prepared to work regionally, nationally and internationally in any front-of-house food and beverage operation including restaurants and hotels, lodges, resorts and catering companies.

## GENERAL OUTCOMES

Upon successful completion of the program, students will be able to:

- Work with a group of people committed to a common purpose and approach for which they hold themselves accountable and, as a result, improve their collective performance.
- Comprehend, synthesize and evaluate elements of professional service management.

## Required Courses:

ACCT 120: Accounting I (3 credits)  
HOSP 105: Food Production Principles (3 credits)  
HOSP 101: Food and Beverage Service I (3 credits)  
COMM 040: Communications at Work (3 credits)  
COMM 050: Computer Fundamentals (3 credits)  
FOODSAFE, WHMIS, BARS, FIRST AID/ CPR, PASSPORT to SAFETY  
BUS 132: Marketing Management (3 credits)  
HOSP 103: Leadership and Management (3 credits)  
HOSP 102: Food and Beverage Service II (3 credits)  
TOUR 257: Event Management (3 credits)  
ACCT 121: Hospitality Accounting (3 credits)

- Demonstrate the skills and behaviours required during customer involvement to analyze, judge and act in ways that contribute to customer satisfaction.
- Use purposeful and reflective judgment to formulate rational solutions to situational problems and to make sound business decisions.
- Apply the general business tenets of right, good and fair to organizational transactions, activities and pursuits.
- Demonstrate the knowledge of fundamental principles of leadership and model the behaviour of effective leaders.

## OTHER

There are times when students attending the Food and Beverage certificate program are expected to participate in special events and dining room activities outside of pre-scheduled class times. Every effort will be made to give students advanced notice of these activities.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Information and Communication Technology

t. 867.668.8762

mth@yukoncollege.yk.ca

<b>Credential:</b>	<b>CERTIFICATE DIPLOMA</b>
<b>Credits:</b>	<b>30/certificate 60/diploma</b>
<b>Duration:</b>	<b>one yr/certificate 2.5 yrs/diploma part-time</b>

## PROGRAM OVERVIEW

The Information and Communication Technology (ICT) program is offered entirely online in collaboration with several colleges in northern British Columbia and can be taken on a full- or part-time basis. This program will provide students with the knowledge and skills needed to understand the theoretical and applied uses of information technology in various business applications.

The program prepares students to enter the IT workforce as computer system support analysts (technical or applications), network administrators or software developers. Discussions are currently underway with selected universities to allow graduates of the ICT program entry into their programs at a second or third-year level so they may pursue bachelor's degrees in Computer Science or Information Technology.

The ICT Program offers students a number of options:

### A One-Year ICT Certificate

After one year of full-time studies students will have gained detailed knowledge of several PC applications and operating systems. They will be able to install, configure and troubleshoot software in both stand-alone and networked environments. They will be exposed to various programming, scripting and mark-up languages. The coursework will also provide them with customer service skills and an understanding of IT in a business environment.

### A Two-Year ICT Diploma

The part-time second-year diploma option is designed for the working ICT professional. Diploma courses are offered on a part-time basis with an average of two courses available every semester. Students will need a minimum of two and a half years to complete the entire diploma.

## ADMISSION REQUIREMENTS

### Certificate

- Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 75%) and English 12 or Communications 12 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test.
- Students who have a math credit more than 3 years old must write the Mathematics Skills Assessment.
- Part-time students not fully meeting the above criteria may be admitted to courses, but must maintain a grade point average of 2.0 (C average) or better to continue in the program.

### Diploma

- Math 11 (Applications, Principles, Foundations, or Pre-Calculus) (min. 70%)

## OTHER REQUIREMENTS

It is strongly recommended that students have exposure to computers before commencing the program. It is also beneficial to have some experience with programming. Students are required to own their own computer, communications headset or microphone and have access to the Internet in order to participate in this online program.

## EMPLOYMENT

Computers are in widespread use in almost every work site. Small businesses, municipal and territorial governments and various non-profit organizations and associations all have this in common, hence, the potential of a career in computer services, support or associated fields is both great and varied. As well as the office environment, computer sales and service companies are in need of qualified technicians to support the ever-increasing demand for computers. A certificate will qualify students for entry-level hardware technician, network technician or junior programmer positions. A diploma

qualifies students for entry-level network administration jobs or entry level programming jobs as well as providing the basic knowledge and skill required for further training in this field.

## GENERAL OUTCOMES:

Upon completion of the certificate, students will have achieved:

- Competency in the use of various software applications, including operating systems.
- Basic understanding of computer networking theory.
- Competency in applying the basic technological knowledge and skills to plan, implement and maintain a network.
- Basic understanding of business functions as they relate to information technology professionals.
- Competency in public and customer relations skills.
- Concrete knowledge and practice in installing, diagnosing and maintaining computer hardware.
- Skills and knowledge to write various industry certification examinations, such as Cisco IT Essentials, CompTIA A+ and CompTIA Networks+.
- Foundational skills in programming and scripting.
- Basic website development and mark-up language programming skills.
- Ability to work successfully as part of a team to complete a project.
- Ability to configure basic web services.
- Ability to demonstrate familiarity with web standards.
- Ability to demonstrate effective problem definition and solving within a good customer service context.
- Ability to create basic systems requirements for existing or desired business processes.

...continued on next page

Upon completion of the diploma and depending on the one of three areas of focus chosen, students will have achieved:

- Knowledge and in-depth skills in database design and practical experience in controlling data, design solutions for data storage and transferring database information.
- In-depth skills in installing, configuring and customizing Microsoft operating systems in stand-alone or networked environments.
- Advanced knowledge and skills in programming using multiple applications and languages.
- Ability to write reports and other business communications.
- Advanced ability to use web tools and technologies (such as multimedia, graphics, scripting, authoring tools, imaging tools and animation tools) for use in e-commerce.
- Ability to define and solve problems both independently and in teams by using creative approaches.
- Foundational knowledge and skills in project management.
- Ability and skills to research, evaluate, organize and summarize information.
- Ability to focus on emerging technologies and processes.
- Ability to transfer skills and knowledge of software, technology and business procedures from one situation to another.
- Ability to work as a team to define, scope, design, develop, test and implement a solution to a real business problem.
- Integrated focus on business information systems.

### A NOTE ON ONLINE TRAINING

The ICT program is delivered entirely online but is not self-paced. Course scheduling is not unlike scheduling of face-to-face courses with start and end dates. Online delivery of courses provides additional opportunities but also some challenges and does require significant commitment from students. Benefits include flexible hours of study, availability of the program in remote communities and increased course availability for those students who work part-time. Students will, however, work mostly on their own without the benefit of the classroom experience. Students who enrol in the program must have exceptional organizational skills, be motivated to schedule their own time for study and submit assignments on time. The courses in this program will have schedules that must be adhered to in order to complete them successfully.

### ICT Required Courses:

Students must achieve a grade of B- or better in courses that serve as prerequisites to subsequent courses in order to continue.

#### Certificate (30 credits)

Students will receive the ICT certificate upon successful completion of the 10 mandatory courses below with a GPA of at least 2.0 (C average):

- ICT 100: Business of Information Technology (3 credits)
- ICT 102: Computer Hardware (3 credits)
- ICT 120: Foundations of Systems Development (3 credits)
- ICT 112: Foundations of Web Development (3 credits)
- ICT 106: Introduction to Programming (3 credits)
- ICT 114: Networking (3 credits)
- ICT 108: Operating Systems I (3 credits)
- ICT 118: Operating Systems II (3 credits)
- ICT 110: Professionalism and Customer Service (3 credits)
- ICT 122: Foundation Project (3 credits)

#### Diploma Program (60 credits)

Students must have successfully met the certificate requirements and obtained the required courses in the diploma program:

- ICT 200: Communications and Professionalism (3 credits)
- ICT 202: Finite Mathematics (3 credits)
- ICT 260: Capstone Project (6 credits)
- ICT 214: Database Design (3 credits)
- ICT 234: Server Management (3 credits)
- ICT 232: Network Security (3 credits)
- ICT 230: Systems and Application Scripting (3 credits)
- ICT 236: Network Infrastructure (3 credits)
- ICT 216: Database Management Systems (3 credits)



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Office Administration

t. 867.668.8762  
mth@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 34.5/Accounting Clerk  
31.5/Administrative Assistant  
30/General Office Assistant

**Duration:** one year

## PROGRAM OVERVIEW

Office Administration is a nine-month, full-time program that prepares graduates for positions in the office administration field. There are three certificates: Accounting Clerk certificate, Administrative Assistant certificate and General Office Assistant certificate, that provide specialized training for accounting, administrative assistant and general office positions respectively. Extensive training in communications, administrative procedures, computer applications and accounting prepares graduates for employment in today's automated office. Hands-on learning is emphasized. Of the nine months, eight are spent studying in the classroom and one is spent working (through a field placement) in a local business or government office. Student learning is assisted through lectures, class discussions, group work, assignments, lab sessions and fieldwork. Employability is the primary goal. With this goal in mind, the Office Administration program is designed to provide students with the knowledge and skills required to enter the workforce as accounting clerks, administrative assistants and general office assistants in both the private and public sectors.

## Required Courses:

### All streams

CL 100: Computer Literacy (1.5 credits)  
WP 120: Beginning Word Processing (Word 2010) (3 credits)  
ACCT 120: Introductory Accounting (3 credits)  
BUSC 100: Business Communications (3 credits)  
KEY 100: Keyboarding (2 credits)  
MICR 100: Introduction to Excel 2010 (1.5 credits)  
MICR 105: Introduction to Access 2010 (1.5 credits)  
BUSM 100: Business Math (1.5 credits)  
FILD 100: Fieldwork (3 credits)  
RECM 100: Records Management (1.5 credits)  
BUSC 200: Business Communications (2 credits)  
OP 100: Office Procedures (2 credits)  
JS 100: Job Search (1.5 credits)

### Other requirements vary by stream

#### Accounting Clerk

ACCT 220: Intermediate Accounting (3 credits)  
MICR 230: Simply Accounting (1.5 credits)  
MICR 231: AccPac for Windows (1.5 credits)  
MICR 200: Intermediate Excel (1.5 credits)

#### Administrative Assistant

WP 220: Advanced Word Processing (Word 2010) (3 credits)  
MICR 110: PowerPoint 2010 (1.5 credits)

#### General Office Assistant

WP 220: Advanced Word Processing (Word 2010) (3 credits)

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test

## OTHER REQUIREMENTS

- a typing speed of 25 net w.p.m is recommended

**An online Legal Administrative Assistant program and Medical Office Assistant program will be offered in 2012/13. Call the program advisor at 867.668.8753 for more information.**



# Public Administration (MPA)

t. 867.668.8762  
mth@yukoncollege.yk.ca

**Credential:** MASTER'S DEGREE

**Credits:** 36

**Duration:** varies

## PROGRAM OVERVIEW

The Master of Public Administration (MPA) is a professional degree for public and non-profit managers. It is delivered via satellite and over the Internet by the University of Alaska Southeast (UAS) to students in Alaska and the Yukon. The program prepares students for leadership at all levels of government and in non-profit organizations. Students learn to effectively deal with the economic, political, legal and social issues facing today's public managers.

The program provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation and administration. The MPA is designed to develop workplace skills and facilitate the intellectual growth and ethical behaviour of public administrators. Upon completion of the program students can obtain a Master of Public Administration from the University of Alaska Southeast. The UAS MPA program comes to you where you work and live in Alaska and Yukon.

The MPA at UAS combines the relationships and structure of the regular classroom with the accessibility of a distance delivered program to create a stable, supportive and high quality education.

Completion of the MPA program provides individuals with the skills necessary for entrance or advancement in professional positions in the public and non-profit sector. Employment opportunities can include areas such as State and Local Government, Non-Profit Organizations, Tribal Government, Military, Economic Development, Public Education, Department of Transportation, Juvenile Justice, Health and Human Services, Law Enforcement, Fish and Game, Environmental Protection Agency and many more.

## ADMISSION REQUIREMENTS

Applicants are required to have a first degree and have taken an introductory course in government or political science (or demonstrate knowledge by taking the CLEP exam). Individual courses may have their own prerequisites.

## TUITION

Tuition fees are set by the University of Alaska Southeast. Course costs in Canadian dollars average CAN\$1,300-\$1,500 per course.

## Required Courses:

PADM 601: Introduction to Public Administration (3 credits)

PADM 604: Research Methods in Administration (3 credits)

PADM 610: Organizational Theory and Behaviour (3 credits)

PADM 618: Law for Public Managers (3 credits)

PADM 624: Human Resource Administration (3 credits)

PADM 625: Economics of Public Policy (3 credits)

PADM 628: Public Financial Management (3 credits)

PADM 671: Special Topics in Public Administration (3 credits)

PADM 688: Public Program Evaluation (3 credits)

PADM 690: Capstone (3 credits)

The Master of Public Administration Degree at UAS requires 36 credits (normally 12 classes) consisting of eight core classes, three electives and a final Capstone class. Electives are chosen from a number of courses in consultation with a UAS program advisor.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

Division of Applied Science and Management

# School of Mining and Technology

t. 867.668.8760

smt@yukoncollege.yk.ca

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Yukon College's newest school, the School of Mining and Technology, partners with industry and others, to provide relevant entry-level and advanced training opportunities for the mining industry. A Geoscience program will be commencing September 2012. Watch our website for other upcoming programs.



www.archbould.com

# Camp Maintenance Manager

t. 867.668.8760  
smt@yukoncollege.yk.ca

**Credential:** COMPLETION  
CERTIFICATE

**Credits:** vocational program

**Duration:** 14 days

**This program is subject to funding.**

## PROGRAM OVERVIEW

The Camp Maintenance Manager program is taught in a field camp environment. The program combines the practical and technical skills training necessary to build and maintain a field camp required in remote mineral exploration work sites. Students will learn how to build, maintain and demobilize camp infrastructure; as well as create and maintain a camp safety plan. Students will have training and gain certification for the handling and transport of hazardous materials (TDG and WHMIS), handling propane (PTI 800 01), ATV use, respect for the land, bear awareness, helicopter safety and the appropriate disposal of garbage. Students will learn administration skills needed for effective camp management using the Microsoft Office suite of computer programs. Students will use email for correspondence, learn how to facilitate crew rotations and maintain effective records.

## Required Courses:

CMM 001: Job Skills  
CMM 002: Safety and Camp Skills  
CMM 003: Camp Maintenance and Mobilization  
CMM 004: Communications  
CMM 005: Field Placement

## ADMISSION REQUIREMENTS

- must be 19 years of age or older
- must be a Yukon resident
- First Nation applicants encouraged to apply

## DURATION

Duration of training is 14 days, but there may be one day either side for mobilization in and out of camp. This may be followed by a three-week work practicum. Companies may use this work practicum experience as an opportunity to screen and select seasonal crews.

# Exploration Field Assistant

t. 867.668.8760  
smt@yukoncollege.yk.ca

**Credential:** COMPLETION  
CERTIFICATE

**Credits:** vocational program

**Duration:** 11 days

**This program is subject to funding.**

## PROGRAM OVERVIEW

The Exploration Field Assistant program is taught outdoors in a remote field camp environment. The course develops students' field skills such as GPS, sampling and grid layout. Safety training covers a variety of topics including helicopter safety, bear awareness and wilderness survival. This course will provide graduates with the practical skills required to observe, measure and record information. Students will learn how to process and safely handle core and core boxes as well as the correct procedures for handling samples. Students learn Standard First Aid and will receive a PAL certification after successful completion of the program.

## ADMISSION REQUIREMENTS

- must be 19 years of age or older
- must be a Yukon resident
- First Nation applicants are encouraged to apply

## DURATION

Duration of training is 11 days, but there may be one day either side for mobilization in and out of camp. This may be followed by a three-week work practicum. Companies may use this work practicum experience as an opportunity to screen and select seasonal crews.

## Required Courses:

EFA 001: Job Skills  
EFA 002: Safety and Camp Skills  
EFA 003: GPS and Mapping  
EFA 004: Field Collection Skills  
EFA 005: Field Placement



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Heavy Equipment Mechanic Pre-Employment

t. 867.668.8760  
smt@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** vocational program

**Duration:** 17 weeks

## PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the heavy equipment field.

## ADMISSION REQUIREMENTS

- Math 11 (Applications, Principles, or Pre-Calculus) and English 11; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- pass Level A Trades Entrance

## OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes
- steel-toed work shoes

## Required Courses:

FA 003: First Aid and CPR  
HET 100: Industrial Safety  
HET 101: Hydraulics  
HET 102: Shop and Power Tool Orientation  
HET 103: Steering and Suspension  
HET 104: Brakes I – Hydraulic and Electric  
HET 105: Brakes II – Air  
HET 106: Electricity and Electronics  
HET 107: Trailer Systems  
HET 108: Safe Use of Oxyacetylene  
TDG 001: Transportation of Dangerous Goods  
WHMS 001: Workplace Hazard Material Information Systems

## GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for Level 1 Heavy Equipment Technician Apprenticeship programs.
- Provide an opportunity to write the Heavy Equipment Technician Apprenticeship Level 1 exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the heavy equipment field.
- Demonstrate the ability to apply mathematical concepts to the heavy equipment field.

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall C average (70%). Graduates of the program will receive a Yukon College certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to write the Heavy Equipment Technician Level 1 (first-year) exam.







# Millwright Pre-Apprentice

t. 867.668.8760  
smt@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** vocational program

**Duration:** 17 weeks

## PROGRAM OVERVIEW

The objective of the Millwright Pre-Apprentice program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Good on-the-job safety skills and awareness.
- The ability to apply mathematical concepts to the millwright trade.

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- pass Level A Trades Entrance exam

## OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes and leather steel-toed work shoes

## Required Courses:

FA 003: First Aid and CPR  
MLWT 100: Safety  
MLWT 101: Measuring, Layout and Tools  
MLWT 102: Bench Work  
MLWT 103: Fasteners  
MLWT 104: Power Tools  
MLWT 105: Rigging Equipment and Procedures  
MLWT 106: Mathematics for Millwrights  
MLWT 107: Blueprint Reading  
MLWT 108: Alignment and Installations

## GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for Level 1 of the Millwright Apprenticeship.
- Provide an opportunity to write the Millwright Apprenticeship Level 1 exam.
- Demonstrate the ability to apply mathematical concepts to the millwright field.

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall C average (70%). Graduates of the program will receive a Yukon College certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to write the Millwright Level 1 (first-year) exam.

## School of Science

t. 867.456.8588

science@yukoncollege.yk.ca

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The School of Science offers courses and programs in mathematics, computer science and in the earth, life and physical sciences. Students can choose from two certificate, two diploma and one degree program depending on their education and employment goals.

The nine-week Yukon Fisheries Field Assistant program is an intensive course that gives students the training necessary to do fisheries-related work.

The one-year Science program is designed for students who wish to transfer into the second year of a Bachelor of Science program at a Canadian university or to prepare to study engineering.

The two-year Renewable Resources Management program prepares students both to work in the renewable resource sector, or to transfer into a science degree program at a university.

The two-year Northern Science program is designed for those who wish either to enter a scientific profession or to work in the North at the technical level.

The four-year Environmental and Conservation Sciences program allows students to complete a university science degree without leaving the Yukon.

The School of Science also offers a Water and Wastewater Operator program which is designed to meet the needs of water and wastewater operators working within municipal, territorial, federal or First Nations' governments.



www.archbould.com

# Environmental and Conservation Sciences

t. 867.456.8588

science@yukoncollege.yk.ca

**Credential: BACHELOR'S DEGREE**

**Credits: 120 (a minimum of 60 credits must be obtained through the University of Alberta)**

**Duration: four years**

## PROGRAM OVERVIEW

Yukon College (YC) partners with the University of Alberta (U of A) to offer curriculum leading to a Bachelor of Science degree in Environmental and Conservation Sciences (ENCS), granted by the University of Alberta.

The ENCS Program provides students with the knowledge and skills to assess environmental conditions and evaluate impacts on plants, soils, water and animals. The structure and function of ecosystems is explored as students learn to develop, assess and implement conservation and restoration measures for natural and managed ecosystems.

## PROGRAM DELIVERY

The program consists of an interdisciplinary curriculum that integrates natural and social sciences as related to environmental issues, such as wildlife conservation, land use, changes in water quantity and quality, energy needs and global climate change. The ENCS curriculum offered at YC includes significant northern and native studies content, reflecting the local environmental, economic and social context.

Coursework may be completed at YC, taught by U of A and YC faculty. Students may also choose to spend some or all of their third and fourth years taking courses at the U of A campus in Edmonton. Students from Edmonton may also complete part of their program in Whitehorse.

## ADMISSION REQUIREMENTS

- Students may complete two years (60 credits) in either the Renewable Resource Management or Northern Science diploma program at Yukon College before transferring into the University of Alberta B.Sc. ENCS Program for years three and four; other routes of entry are also available.
- Applicants apply to the University of Alberta, after consulting with an ENCS Advisor in the Division of Applied Science and Management at Yukon College.
- U of A application deadlines and fees apply. Once admitted, students must meet with an ENCS Program Advisor at YC to select courses. Contact Yukon College School of Science at 867.456.8588 to make an appointment.

## OTHER REQUIREMENTS

- While enrolled in the B.Sc. ENCS program, students will maintain dual registration at U of A and YC. Tuition, mandatory course instructional support fees, and non-instructional student fees will be assessed in accordance with the policies of the University of Alberta. YC student fees will be assessed in accordance with the policies of Yukon College.

## GRADUATION REQUIREMENTS

To receive a B.Sc. ENCS degree students must:

- complete all course requirements of the B.Sc. ENCS program, including a minimum of 60 approved credits of U of A coursework offered at YC or at the U of A campus in Edmonton
- achieve a minimum GPA of 2.0 (C average) in their last 60 credits of U of A coursework
- meet all other relevant academic standing and graduation requirements of the U of A

## EMPLOYMENT

ENCS graduates are well prepared to choose from a range of career options in both the public and private sectors or to continue on to graduate studies. Employment may be found in fields such as conservation, land and resource management, community development and sustainability, environmental assessment, education and health, environmental policy and tourism and culture.

## SPONSORSHIPS AND AWARDS

Students are eligible for U of A awards while formally registered as U of A students. Students may also be eligible for Yukon Government student grants and training allowance while registered in partnered programming. Please contact Student Services at Yukon College and the Office of the Registrar and Student Awards at the U of A for more information.

For more information, please contact:

Katie Aitken, Coordinator, Northern ENCS Program, at 867.668.8898, kaitken@yukoncollege.yk.ca.

Fiona Schmiegelow, Director, Northern ENCS Program, at 867.668.8711, fiona.schmiegelow@ales.ualberta.ca.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Northern Science

t. 867.456.8588  
science@yukoncollege.yk.ca

**Credential:** DIPLOMA

**Credits:** 60

**Duration:** two years

**CO-OP:** yes

## PROGRAM OVERVIEW

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Diploma of Northern Science is designed for those who wish either to enter a scientific profession or to work in the North at the technical level. A wide choice of electives enables students to concentrate on a particular field of study or to construct a general science program with a strong northern focus. In the first year, students have two options: to complete the Yukon College Certificate of Science (or equivalent) or to complete a first-year program comprised of Chemistry, English and selected electives. Building on this base, in their second year, students take the Northern Studies Core as well as northern oriented science electives and develop practical expertise by attending the Northern Studies Field Camp and completing the field course NOST 215.

The Diploma of Northern Science is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits) in the sciences that meets the requirements below.

## ADMISSION REQUIREMENTS

To be eligible for admission students must satisfy the prerequisites for any two of the required courses.

## OTHER REQUIREMENTS

In addition to passing all the required courses, the student must:

- complete 50% of the coursework at Yukon College
- maintain a 2.0 cumulative GPA (C average) across all courses

## TRANSFERABILITY

Science courses and programs are transferable to most universities and colleges in Canada and Alaska, either by program or on a course-by-course basis.

## EMPLOYMENT

The Diploma of Northern Science prepares students for studies towards a degree at another institution. The program also presents an ideal continuing education opportunity and is useful for those professionals seeking a northern specialization in their respective fields.

A typical study plan for a full-time student might look like this:

Year 1	
<u>Fall</u>	<u>Winter</u>
CHEM 110	CHEM 111
ENGL 100	ENGL 101
Science elective	MATH 105
Science elective	Science elective
Elective	Science elective
Year 2	
<u>Fall</u>	<u>Winter</u>
NOST 215	NOST Core Course
NOST Core Course	Science Elective (200-level)
Science Elective (200-level)	Science Elective (200-level)
Science Elective (200-level)	Science Elective
Elective	Elective

## Required Courses:

CHEM 110: The Structure of Matter

ENGL 100: English Composition

ENGL 101: Intro to the Study of Literature

CHEM 111: Chemical Energetics and Dynamics

MATH 105: Introductory Statistics

NOST 215: Northern Studies Field Methods

Two of NOST 200, 201 and 202. Second year standing.

Nine science courses, at least four of which must be at the 200 level. The approved science courses are BIOL 101, 102, ENVS 100, 101, GEOG 101, 102, MATH 100, MATH 101, PHYS 101, PHYS 102, BIOL 210, 220, 225, 230, 290, GEOG 250, 290 and RRMT 239. Course dependent.

Three university-transfer electives. Course dependent.

## IN THE NORTH, FOR THE NORTH, BY THE NORTH

This program is one of five Yukon College programs offering broad, multidisciplinary investigations of the North. They are innovative, academically rigorous and transferable to other post-secondary institutions in Canada and elsewhere. Since 1988, Yukon College has been a leader in promoting the study of the North—in the North, for the North, by the North. Yukon College Northern Studies diplomas prepare students for entry-level employment or further education in a wide variety of fields.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Renewable Resources Management

t. 867.456.8588  
science@yukoncollege.yk.ca

**Credential:** DIPLOMA

**Credits:** 66

**Duration:** two years

**CO-OP:** yes

## PROGRAM OVERVIEW

Renewable resources include the living portions of our natural world such as plants and animals as well as non-living resources such as air and water. Managing these resources so they are sustainable for future generations is a critical mission. Achieving this task involves a balancing act so that we can meet society's present needs without harming the resource base for the future. Students receive a Diploma of Renewable Resources Management after successfully completing a total of 22 academic courses over a two-year period as well as four non-credit courses in areas such as Wilderness First Aid and Firearms Safety. Most of these courses are delivered in a classroom setting with an emphasis on practical techniques acquired during mandatory labs, short field trips and three separate ten-day field courses. Team and individual projects, discussions and presentations are important aspects of program delivery. Practising managers from the community frequently assist with the teaching.

Students take a set of core courses in first year that develop competencies in areas such as data collection, oral and written communication, computer use, mapping and basic biology. Two field courses between first and second year offer the chance to gain field experience, while many of the second year courses emphasize practical management aspects and give students the opportunity to choose among a series of electives.

Instruction reflects the cultural, political and employment realities in the Yukon, particularly those associated with the implementation of land claim settlements, but program content is of wide application and graduates have found employment across Canada. The

goal is to provide the knowledge, skills and perspectives to enable graduates to assist with the management of land, water, forest, fish and wildlife resources in the North; and to prepare students for transfer to degree level programs in fields related to renewable resources management.

Graduates of the program have found jobs working in diverse fields including lands and resources offices for First Nations, fish and wildlife enforcement, environmental assessment, protected areas, fisheries and private sector consulting firms.

## ADMISSION REQUIREMENTS

- grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test
- Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary. Intake to the program is every two years in odd numbered years (e.g. 2013). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.

## TRANSFERABILITY

Students have used this program to transfer to university to complete degrees.

## ANCILLARY FEES

RRMT 125	CAN\$125	
RRMT 137	CAN\$20	
RRMT 134	CAN\$80	
RRMT 121L	CAN\$105	Lab Fee
RRMT 122L	CAN\$30	Lab Fee
NOST 215	CAN\$550	
NOST 201	CAN\$150	

## RRMT PREPARATION

Yukon College offers a variety of courses to help students upgrade their skills. Contact the School of Access to meet with a program advisor to personalize your upgrading needs. Many courses are offered for students in rural Yukon via distributed learning using video conferencing.

## APPLICATION TO RRMT PROGRAM

The following documents must be received at Admissions by May 1 of the year of entry:

- Yukon College Application for Admission form
- official transcripts of all secondary and post-secondary educational records
- LPI test results (if taken)
- qualified applicants will be offered seats on a first come, first served basis. Once available First Nations or non-First Nations seats are allocated, subsequent qualified applicants will be placed on wait lists

## ACCESS TO RRMT COURSES FOR STUDENTS IN OTHER PROGRAMS

Students in other disciplines and from outside the College may take Renewable Resources Management courses (e.g., RRMT designation) with permission of the instructor and subject to available seating and meeting prerequisites, if any.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Required Courses:

### Year one (33 credits)

RRMT 123: Communications (3 credits) OR  
ENGL 100: English Composition (3 credits)  
[ENGL 100 is strongly recommended,  
especially if a student wants to continue to  
a degree program]

COMM 193: Intro. to Scientific and Technical  
Communication (3 credits)

ENVS 100: Intro. to Environmental Science I  
(3 credits) and ENVS 101: Intro to  
Environmental Science II (3 credits) OR  
CHEM 110: The Structure of Matter  
(3 credits) and CHEM 111: Chemical  
Energetics and Dynamics (3 credits)

NOST 201: Natural History of the North (3 credits)  
NOST 215: Northern Science Field Methods  
(3 credits) (field course offered in August)

FNST 100: Introduction to First Nation Studies  
(3 credits) OR FNST 140: Preservation  
of Traditional Knowledge (3 credits) OR  
HIST 140: History of Yukon First Nations  
and Self-Government (3 credits)

RRMT 121: Northern Field Biology (3 credits) OR  
BIOL 101: Principles of Biology (3 credits)  
and BIOL 102: Principles of Biology II (3  
credits) (only three of the six credits from  
BIOL 101 and BIOL 102 can be applied  
towards an RRMT diploma)

RRMT 122: Maps and Remote Sensing (3 credits)  
RRMT 125: Renewable Resources Measurements  
(3 credits) (field course offered in April/May)

RRMT 137: Professional Practices in Renewable  
Resource Management (3 credits)

RRMT 134: Intro Salmon Hatcheries (3 credits)  
(elective offered with McIntyre Salmon  
Incubation Facility)

Non-credit required certifications:  
WFA 001: Advanced Wilderness and Remote  
First Aid  
RRMT 148: Firearms Use and Safety  
BOAT 001: B.O.A.T. (Boat Operators Accredited  
Training)

### Year two (33 credits)

BIOL 220: Ecology (3 credits)  
RRMT 202: Biometrics (3 credits)  
RRMT 200: Field Methods (3 credits) (August field  
course) or in special circumstances  
ENVS 223: Principles and Practices of  
Heritage Interpretation (3 credits)  
(April field course)

Choose one or more Aquatic Systems courses:  
RRMT 134: Intro to Salmon Hatcheries (3 credits)  
RRMT 135: Fisheries Field Techniques (3 credits)  
RRMT 237: Fisheries Management (3 credits)  
RRMT 239: Aquatic Ecology (3 credits)

Choose two or more Land Management courses:  
GEOG 250: Introduction to GIS (3 credits)  
RRMT 236: Land and Protected Area Management  
(3 credits)  
RRMT 238: Environmental Protection and Impact  
Assessment (3 credits)  
RRMT 241: Introduction to Land Management  
(3 credits)  
RRMT 242: First Nation Land Management  
(3 credits)

Choose two or more Terrestrial Systems courses:  
BIOL 210: Introduction to Northern Botany (3 credits)  
BIOL 225: Ornithology – Intro to Biology of Birds  
(3 credits)  
BIOL 230: Conservation Biology (3 credits)  
BIOL 290: Beringia: Its Pleistocene Environ and  
Paleoecology (3 credits)  
BIOL 310: Animal Behaviour (3 credits)  
RRMT 223: Wildlife Management (3 credits)  
RRMT 235: Forest Management (3 credits)

Choose zero or more Unclassified Electives:  
CRIM 251: Introduction to Law Enforcement  
(3 credits)  
ENVS 200: Environmental Perspectives (3 credits)  
OR ENVS 201: Environmental Ethics (3  
credits) (only one of these courses can  
be applied towards the RRMT diploma)  
ENVS 223: Principles and Practices of Heritage  
Interpretation (3 credits)  
ENVS 225: Environmental Change and Fish and  
Wildlife Health (3 credits)  
ENVS 226: Environmental Change and Community  
Health (3 credits)  
ENVS 232: Issues in Ecological Tourism (3 credits)  
GEOG 290: Climate Change and the Circumpolar  
World (3 credits)  
POLI 222: Northern Resources and Environmental  
Law (3 credits)  
RRMT 204: Guided Independent Studies (3 credits)

Non-credit required course:  
RRMT 201: Winter Travel and Survival

Note: not all electives are offered every year; some  
electives not listed may be eligible for credit.



Gabriel Rivest

# Science

t. 867.456.8588  
 science@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** 30

**Duration:** one year

## PROGRAM OVERVIEW

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Certificate of Science is awarded for the completion of the equivalent of one year of full-time university-level study (30 credits) in the sciences that meets the requirements below.

## ADMISSION REQUIREMENTS

To be eligible for admission students must satisfy the prerequisites for any two of the required courses.

## OTHER REQUIREMENTS

In addition to passing all the required courses the student must:

- complete 50% of the coursework at Yukon College
- maintain a 2.0 cumulative GPA (C average) across the required courses

## TRANSFERABILITY

Students planning to transfer to a university can either complete the Certificate of Science or they can match their course selections to the entrance requirements of the degree program of their choice. The Certificate of Science is designed for students who wish to transfer into an Engineering program, or into the second year of a Bachelor of Science program at a Canadian university.

## ANCILLARY FEES

BIOL 101L	CAN\$30	Lab Fee
BIOL 102L	CAN\$30	Lab Fee
BIOL 210L	CAN\$30	Lab Fee
BOAT 001	CAN\$80	
CHEM 110L	CAN\$30	Lab Fee
CHEM 111L	CAN\$30	Lab Fee
ENVS 100L	CAN\$30	Lab Fee
ENVS 101L	CAN\$30	Lab Fee
GEOG 290	CAN\$15	
GEOG 101L	CAN\$50	Lab Fee
GEOG 102L	CAN\$50	Lab Fee
GIS 001	CAN\$300	
GIS 002	CAN\$300	
NOST 215	CAN\$550	
PHYS 101L	CAN\$30	Lab Fee
PHYS 102L	CAN\$30	Lab Fee

## DURATION

Each student will construct their study plan in consultation with a program advisor who will take into account their long-term goals, level of preparation and external commitments. Many permutations are possible to accommodate students' specific situations. Two sample study plans follow to give prospective students an idea of the range of possibilities open to them.

## Required Courses:

MATH 100: Single Variable Calculus I (3 credits)  
 CHEM 110: The Structure of Matter (3 credits)  
 PHYS 101: Elementary Physics I (3 credits)  
 ENGL 100: English Composition (3 credits)  
 ENGL 101: Introduction to the Study of Literature (3 credits)  
 MATH 101: Single Variable Calculus II (3 credits)  
 CHEM 111: Chemical Energetics and Dynamics (3 credits)  
 PHYS 102: Elementary Physics II (3 credits)  
 Two university-transfer electives

## Sample Study Plan: One year

A motivated student with strong preparation (75% in all the prerequisite courses) and few external commitments whose goal is to get a B.Sc. in the life sciences might elect to complete all the requirements in a single academic year and take Biology as their elective. Upon completion this student will be eligible to enter second year science at most Canadian universities.

### Year one

<u>Fall</u>	<u>Winter</u>
MATH 100	MATH 101
CHEM 110	CHEM 111
PHYS 101	PHYS 102
BIO 101	BIO 102
ENGL 100	ENGL 101

## Sample Study Plan: Two years

A student whose goal is to get a degree in the physical sciences and who meets the prerequisite requirements for Chemistry and English but not Mathematics or Physics might put together a two-year study plan. This course of study is a bit less intense than the one year plan, with the student never taking more than four courses at a time, but upon completion this student would also be able to enter second year science and have six elective credits as well.

### Year one

<u>Fall</u>	<u>Winter</u>
MATH 060	MATH 070
PHYS 050	PHYS 060
CHEM 110	CHEM 111
ENGL 100	ENGL 101

### Year two

<u>Fall</u>	<u>Winter</u>
MATH 100	MATH 101
PHYS 101	PHYS 102
CPSC 128	CPSC 129
Elective	Elective



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Water and Wastewater Operator

t. 867.456.8588  
science@yukoncollege.yk.ca

**Credential:** n/a

**Credits:** Continuing Education Units

**Duration:** ongoing

## PROGRAM OVERVIEW

The Water and Wastewater Operator program (YWWOP) offers a range of courses designed to meet the needs of water and wastewater operators working within municipal, territorial, federal or First Nations' governments. We also have courses relevant to health professionals, supervisors and homeowners involved and/or interested in water quality. Whether you are an experienced operator or are brand new to the field, we have courses for you!

## EMPLOYMENT

The water industry is a rapidly changing and growing career area with a shortage of qualified workers to fill positions. If you are already in the water industry our program can assist you in expanding your skills, maintaining your certification or in just keeping up with changing technology. Whether you are looking to brush up your skills, are just joining the job market or are simply looking for a new and exciting field to enter, YWWOP can open a range of employment doors for you.

## CONTACT INFORMATION

For more information contact the YWWOP co-ordinator at 867.668.8798.

To apply for your certification exam, download the application form from the Environmental Operators Certification Program website at [www.eocp.org/forms.html](http://www.eocp.org/forms.html) or phone 1.866.552.3627.

For information on the Northern Territories Water and Wastewater Association (NTWWA), please visit their website at: [www.ntwwa.com](http://www.ntwwa.com). The NTWWA is a member of Western Canada Water, which supports and advances the role of members in protecting the environment and public health in western Canada through water and wastewater education.

## Courses:

- WO 001: Basic Small Water Systems Operations
- WO 002: Water Distribution Level 1 and 2
- WO 003: Hypochlorination and Disinfection
- WO 006: Wastewater Collection Level 1 and 2
- WO 010: Bulk Water Delivery
- WO 011: Groundwater Quality and Treatment
- WO 016: Cross Connection Control Awareness
- WO 018: Intro to Membrane Filtration for Water Treatment
- WO 021: Wastewater Treatment Level 1 and 2
- WO 022: Chlorine Handling
- WO 023: Water Analysis, Water Quality Monitoring and Recordkeeping
- WO 024: Small Wastewater Systems Mechanical and Non-Mechanical
- WO 026: Math Review for Small Water Systems and Bulk Water Delivery
- WO 027: Introduction to SCADA and Data Communication Systems
- WO 028: Computer Basics for Operators
- WO 030: Backflow Assembly Testers Certification
- WO 031: Water Treatment Level 1 and 2
- WO 033: Emergency Response Planning for Water and Wastewater Systems
- WO 034: Water Distribution Systems Operations (1/3 Practical)
- WO 035: Intro to Butt Fusion Welding of Polyethylene Pipe
- WO 036: Basic Hydrogeology
- WO 037: Wellhead Protection Planning
- WO 039: Parks Canada Agency Water Systems
- WO 040: Little Salmon Carmacks Water Treatment Plant





# Yukon Fisheries Field Assistant

t. 867.456.8588

science@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** non-credit

**Duration:** nine weeks

## PROGRAM OVERVIEW

The Yukon Fisheries Field Assistant Program (Fish Tech) is an intensive course that gives students the training necessary to find employment in fisheries-related field work. In order to make Fish Tech certification available to a wider group of students, the classroom-based portion has been changed to an online format allowing students to complete the classroom component of Fish Tech from community campuses in early spring.

## PROGRAM DELIVERY

The course is delivered in two components—the first portion is seven weeks of online learning, followed by an 11-day field camp (May 27–June 7, 2013) where the “hands-on” portion of the course will be taught.

## ADMISSION REQUIREMENTS

- English 10 or equivalent or acceptable scores on College Placement Test
- a valid First Aid/CPR is required for electro-fishing certification

## OTHER REQUIREMENTS

- physically fit and able to spend two weeks in a field camp

## EMPLOYMENT

Completion of this program will give students the basic skills needed for field-based fisheries work. This includes knowledge of basic fish biology, northern fish species identification, various capture techniques and stock assessment, as well as restoration and mapping of fish habitats.

Effective conservation of fish populations and fish habitat relies upon well-trained and knowledgeable field assistants to participate in and manage field projects throughout the Yukon.

## GENERAL OUTCOMES

The course will give students Yukon Fisheries Field Assistant certification as well as electro-fishing certification. It will prepare them to work efficiently, effectively and safely in fisheries restoration and enhancement projects under northern field conditions.

## COURSE SCHEDULE SPRING 2013

### February 4–March 8

Applications accepted

### March 11–March 28

Program Registration

### April 2–May 17

Online component of course requiring 12-15 hours per week.

### May 27–June 7

Field Camp

Registered students can be sponsored for First Aid/CPR certification, which is required for participation in the electro-fishing module.

## Required Courses:

Module 1: Introduction to Fish Biology

Module 2: Yukon Salmonid Biology

Module 3: Yukon Salmonid Biology/Habitat

Module 4: Juvenile Fish Identification.

Module 5: Biological Sampling Techniques

Module 6: GPS/Mapping

Module 7: Land Claims/Community-based Management

Module 8: Fisheries Project Management

Module 9: Lake Fisheries Assessment

Module 10: Electro-fishing

Module 11: Stock Assessment

Module 12: Stream Crossings and Fish Migration

Module 13: Fish Habitat Assessment Techniques

Module 14: Fish Habitat Restoration Techniques

Module 15: Soil Bioengineering Techniques

Module 16: Restoration and Enhancement Project Practicum



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## School of Trades

t. 867.668.8760

st@yukoncollege.yk.ca

Yukon College's School of Trades offers trades training ranging from pre-employment programs to apprenticeship levels training. The pre-employment courses are designed for those who have an interest in a specific trade and would like to gain the essential skills and knowledge required by industry to enter an apprenticeship program, while the apprenticeship levels are for those who are indentured as apprentices. All apprenticeship levels are available for carpenters and the first three levels for electricians. For those interested in short courses, the school offers a variety of short evening and weekend courses in a variety of trades.



www.archbould.com

# Carpentry Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

**Credential:** PRE-EMPLOYMENT  
CERTIFICATE

**Credits:** vocational program

**Duration:** 20 weeks

## PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which together with hands on shop experience will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- Ability to apply mathematical concepts to the Carpentry trade.

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- pass Level A Trades Entrance exam

## OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes and steel-toed work shoes

## GENERAL OUTCOMES

- Job safety skills and awareness.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- A good knowledge base for an entry-level position in the job force.
- Completion of the theoretical requirements for Level 1 of the Carpentry Apprenticeship program, the opportunity to write the first year Apprenticeship Exam and 570 hours towards the student's apprenticeship, (pending approval of employer and Apprenticeship Board).

## Required Courses:

CARP 100: Worksite Safety  
CARP 101: Hand Tools and Building Supplies  
CARP 102: Portable Power Tools and Levels  
CARP 103: Stationary Power Tools  
CARP 104: Floor Construction  
CARP 105: Wall Construction  
CARP 106: Roof Construction  
CARP 107: Blueprint Reading  
CARP 112: Site and Materials Preparation  
CARP 113: Residential/Commercial Foundations  
CARP 114: Scaffolds and Rigging  
CARP 001: Review for Level 1 Apprentices exam  
FA 003: First Aid and CPR  
PAT 001: Powder-Actuated Tools  
WHMS001: Workplace Hazardous Material Information Systems

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to write the Carpentry Apprenticeship Level 1 (first-year) exam.

# Carpentry Apprenticeship

Advanced Education,  
Government of Yukon  
t. 867.667.5298  
toll free 1.800.661.0408 ext. 5298

**Credential:** APPRENTICESHIP  
TRAINING

**Credits:** varies

**Duration:** eight weeks

## CARPENTRY APPRENTICE LEVELS

Carpentry Apprentice Training Levels I, II, III and IV are eight-week programs offered through YTG Department of Advanced Education at Yukon College in the Winter term of each year. Students must be registered apprentices to attend these programs. Student must apply through the Yukon Government Apprenticeship Branch.



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Electrical Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

**Credential:** PRE-EMPLOYMENT  
CERTIFICATE

**Credits:** vocational program

**Duration:** 20 weeks

## PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which together with hands on shop experience will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- Ability to apply mathematical concepts to the Electrical trade.

## ADMISSION REQUIREMENTS

- Math 11 (Applications, Principles, or Pre-Calculus) or Math 12 (Foundations or Apprenticeship and Workplace) and English 11; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test OR
- pass Level E Trades Entrance exam

## OTHER REQUIREMENTS

- students should not be colour blind for trade hiring purposes
- good manual and mechanical ability
- suitable work clothes and steel-toed work shoes

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall C average (70%).

Graduates of the program will receive a Yukon College certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to write the Electrical Apprenticeship Level I (first year) exam.

### Required Courses:

ELEC 100: Electrical Theory I

ELEC 101: Electrical Lab I

ELEC 102: Electrical Design and Code

ELEC 104: Wiring Methods and Practices

FA 003: First Aid and CPR

PAT 001: Powder-Actuated Tools

WHMS 001: Workplace Hazardous Material  
Information Systems

# Electrical Apprenticeship

Advanced Education,  
Government of Yukon  
t. 867.667.5298  
toll free 1.800.661.0408 ext. 5298

**Credential:** APPRENTICESHIP  
TRAINING

**Credits:** varies

**Duration:** eight weeks

## ELECTRICAL APPRENTICE LEVELS

Electrical Apprentice Training Levels I, II and III are 8-week programs offered through YTG Department of Advanced Education at Yukon College through NAIT's (Northern Alberta Institute of Technology) online computer-based training program. Students must be registered apprentices to attend these programs. Student must apply through the Yukon Government Apprenticeship Branch.



istock photo

SHCOOL OF TRADES

# Pipe Trades Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** vocational program

**Duration:** 20 weeks

**This program is subject to funding.**

## PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the Plumbing trade.

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- pass Level A Trades Entrance exam

## OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes and leather steel-toed work shoes

## GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for Level 1 of the Plumbing Apprenticeship program.
- Provide an opportunity to write the Plumbing Apprenticeship Level 1 exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force in the Plumbing trade.
- Demonstrate the ability to apply mathematical concepts to the Plumbing trade.

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall C average (70%). Graduates of the program will receive a Yukon College certificate.

Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to write the Plumbing Apprenticeship Level 1 (first-year) exam.

## Required Courses:

FA 003: First Aid and CPR  
H2S 001: H2S Alive  
PAT 001: Powder Actuated Tools  
PIPE 100: Pipe Trade Safety  
PIPE 101: Pipe Trades Hand and Power Tools  
PIPE 102: Pipe Trades Materials  
PIPE 103: Introduction to Plumbing -The Single Family Dwelling  
PIPE 104: Hot Water Heating  
PIPE 106: Pipe Trades Applied Mathematics  
PIPE 107: Blue Print Reading for Pipe Trades  
PIPE 108: Pipe Trades Practicum  
RIGG 001: Rigging and Hoisting  
TDG 001: Transportation of Dangerous Goods  
WHMS 001: Workplace Hazard Material Information Systems



Check our website for course descriptions

[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Trades Exploration and Preparation for Women

t. 867.668.8760  
st@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** non-credit

**Duration:** 20 weeks

**This program is subject to funding.**

## PROGRAM OVERVIEW

The practicum portion of the Trades Exploration and Preparation for Women program is designed to provide safety education for a commercial/industrial setting as well as introduce students to several occupational areas within the Trades and Technology sector. The program is designed to aid students in the decision-making process to determine if a Trades and Technology career is suitable for them. The program also provides a foundation in the concepts of Mathematics and Science and a practicum as an introduction to the Trades. The applied approach to the delivery of this program material will provide an integration of mathematical and scientific concepts with the trades.

## ADMISSION REQUIREMENTS

- under review

## Required Courses:

AUTO 001: Intro to General Mechanics  
CULA 005: Intro to Culinary Arts  
ELEC 001: Intro to Electrical  
FA 003: First Aid  
GSTD 001: Gender and Workplace Issues  
H2S 001: H2S Alive  
HLTH 004: Foodsafe  
PIPE 001: Intro to Pipe Trades  
RIGG 001: Rigging and Hoisting  
SAFE 001: Industrial Safety  
TDG 001: Transportation of Dangerous Goods  
WELD 001: Intro to Welding  
WHMS 001: Workplace Hazardous Materials Info System  
WOOD 001: Intro to Carpentry

## GENERAL OUTCOMES

Upon the completion of Trades Exploration and Preparation for Women Program, the student shall:

- Demonstrate an awareness of a variety of trades.
- Work effectively as a member of a team.
- Handle equipment in a safe and effective manner with regard to their own safety and the safety of others.

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program. Graduates of the program will receive a Yukon College certificate.



www.archbould.com

SHCOOL OF TRADES



# Welding Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

**Credential:** CERTIFICATE

**Credits:** vocational program

**Duration:** 20 weeks

## PROGRAM OVERVIEW

The objective of the Welding Pre-Employment program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first-year apprentices.
- Good on-the-job safety skills and awareness.
- The ability to apply mathematical concepts to the welding equipment field.

## ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace or Foundations and Pre-Calculus) and English 10; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test; OR
- pass Level A Trades Entrance exam

## OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes and steel-toed work shoes

## Required Courses:

FA 003: First Aid and CPR  
TDG 001: Transportation of Dangerous Goods  
WHMS 001: Workplace Hazard Material Information Systems  
WELD 100: Welding Safety  
WELD 101: Welding Hand and Power Tools  
WELD 102: Oxyacetylene Welding and Welding Faults  
WELD 103: Shielded Metal Arc Welding (SMAW)  
WELD 104: Intro to Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) and Submerged Arc Welding (SAW) Theory  
WELD 105: Mathematics for Welders  
WELD 106: Rigging, Hoisting and Materials Handling  
WELD 107: Applications of Welding

## GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical and practical requirements for Level 1 of the Welder Apprenticeship.
- Provide an opportunity to write the Welding Apprenticeship Level 1 exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force.
- Demonstrate the ability to apply mathematical concepts to the welding field.

## GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall C average (70%). Graduates of the program will receive a Yukon College certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to write the Welding Apprenticeship Level 1 (first-year) exam.

# School of Continuing Education and Training

t. 867.668.5200

ce@yukoncollege.yk.ca

TO ENGAGE A COMMUNITY OF LEARNERS FOR LIFE.

Integrating flexible scheduling, innovative instruction and dynamic course content, the School of Continuing Education and Training (SCET) has expanded its offerings to create a full suite of credit and non-credit courses—ranging from organic gardening to our nationally acclaimed Red Cross first aid training and industry training certificates.

SCET is pleased to offer a multitude of courses in the following disciplines:

- First Aid
- Management, Business and Professional Training
- Conflict Resolution
- Computers and IT
- Industry Training and Safety
- Multimedia and Communications
- Money Matters
- Food, Wine and Well-being
- Textiles and Fine Arts
- Languages

In addition, SCET is excited to announce its partnership with the innovative online educational organization, ed2go. We now offer students a tailored selection of inexpensive, state-of-the-art online courses ranging from Beginner Spanish to Effective Business Writing. If a classroom setting isn't for you, visit [ed2go.com/yukon](http://ed2go.com/yukon) and see how the flexibility of online tutorials allow you to learn when and where it fits your schedule.

Pursuing a recreational hobby or career advancement has never been so easy. Call us at 867.668.5200 or drop by our office for more information on classes, course requests or contract training.

For a full list of courses please visit:  
[www.yukoncollege.yk.ca/ce](http://www.yukoncollege.yk.ca/ce).



Daren Gallo



# School of Community Education and Development

t. 867.456.8586

sced@yukoncollege.yk.ca

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The School of Community Education and Development (SCED) develops and delivers education and training programs and services throughout Yukon. It does so by:

- operating Community Campuses and Learning Centres in Yukon's Communities
- facilitating the delivery of College services such as Career Counseling and Academic Advising
- facilitating the delivery of College programs
- developing and delivering responsive community based programs

Each Community Campus and Learning Centre offers a unique blend of programs, courses and services depending on community needs and interests. If you live in a Yukon Community, our goal is to deliver the course or service you want right in your own community whenever that is possible. Facilities are located in:

- Carcross
- Carmacks
- Dawson City
- Faro
- Haines Junction
- Mayo
- Old Crow
- Pelly Crossing
- Ross River
- Teslin
- Watson Lake
- Whitehorse – Kwanlin Dün House of Learning
- Whitehorse Correctional Centre

Each Community Campus and Learning Centre uses a variety of methods, media and technologies to deliver a mixture of offerings. These offerings include:

- college preparation and bridging
- adult basic education and literacy courses
- Skills for Employment programs(e.g., Heritage and Culture Essential Skills)
- continuing education courses
- trades and skills training courses
- community programs and courses

- programs designed to help Yukon First Nations build their governance and administrative capacities. These programs include
  - First Nation Governance and Public Administration (pge. 71)
  - Heritage and Culture certificate program (pge. 55)
- Yukon College certificate, diploma and degree courses
- graduate (master's degree) courses

SCED's **Community Services Administration Program** has been designed to enhance the skills and knowledge of those currently or potentially working for Yukon First Nation governments. The program consists of 12 short and practical courses, each of which is 20 hours in duration.

The courses in the program are:

- Time Management
- Conducting Research
- Analyzing Client Training Needs
- Determining, Designing and Developing Employment/Training Opportunities
- Knowledge of Contracts and Agreements
- Problem Solving and Conflict Management
- Career Counseling for Individuals
- Project Evaluation and Reporting
- Developing and Monitoring Budgets
- Maintaining and Using Databases
- Partnerships and Proposals
- Working with Clients

The emphasis in course delivery is on flexibility and responsiveness to the requirements of Yukon First Nations. The courses may be delivered as a complete package or on an individual basis. They have been designed to accommodate the schedules of working adults and to facilitate the integration of work, study and family life. First Nation governments can arrange to have courses tailored to their specific needs and delivered locally to their employees.

**To find out what the School is offering in your community, please visit our website ([www.yukoncollege.yk.ca/about/communities](http://www.yukoncollege.yk.ca/about/communities)) or contact your local Community Campus or Learning Centre (see page 5 of this book for contact information).**



**FOR CURRENT PROGRAM INFORMATION VISIT  
[WWW.YUKONCOLLEGE.YK.CA/PROGRAMS](http://WWW.YUKONCOLLEGE.YK.CA/PROGRAMS)**