



ACADEMIC CALENDAR 2011-2012



Important dates for the 2011-12 Academic Calendar year

2010-2011 Spring/Summer Term

Begin Spring/Summer session for
ESL and Drop-in CentreMon. May 9, 2011
Victoria Day (holiday) Mon. May 23, 2011
Begin registration for
fall semester..... Wed. June 1, 2011
Graduation CeremonySat. June 4, 2011
Canada Day (holiday).....Fri. July 1, 2011
Discovery Day (holiday)..... Mon. Aug. 15, 2011
Professional Development Day
(College closed) Wed. Aug. 24, 2011

2011-2012 Fall Term

Labour Day (holiday) Mon. Sept. 5, 2011
Student Orientation Day Tues. Sept. 6, 2011
First day of classes
for most full-time programsWed. Sept. 7, 2011
Last day to register
for credit courses..... Fri. Sept. 9, 2011
Last day to change courses.....Fri. Sept. 16, 2011
Thanksgiving Day (holiday) Mon. Oct. 10, 2011
Last day to withdraw from
credit courses without
academic penalty Fri. Oct. 28, 2011
Remembrance Day (holiday) Fri. Nov. 11, 2011
Begin registration for
winter semester Mon. Dec. 5, 2011
Last day of classes Tues. Dec. 6, 2011
Begin examination period..... Thur. Dec. 8, 2011
Last day of classes for
College Prep coursesFri. Dec. 9, 2011
Begin examination period
for College Prep coursesMon. Dec. 12, 2011
Last day of classes or examinations
for all programs Fri. Dec. 16, 2011
Closed for Christmas Break
(inclusive)..... Dec. 24, 2011 – Jan. 2, 2012

2011-2012 Winter Term

First day of classes for
most full-time programs Mon. Jan. 9, 2012
Last day to register for
credit courses Fri. Jan. 13, 2012
Last day to change courses.....Fri. Jan. 20, 2012
** Last day to withdraw
from credit courses
without academic penalty Thur. Feb. 23, 2012
Heritage Day.....Fri. Feb. 24, 2012
Reading Week (no classes)March 2-12, 2012
Last day to apply to graduate Thur. Apr. 5, 2012
Good Friday (holiday)Fri. Apr. 6, 2012
Easter Monday (holiday) Mon. Apr. 9, 2012
Last day of classes Fri. Apr. 13, 2012
Begin examination period.....Mon. Apr. 16, 2012
Last day of classes for
College Prep courses Thur. Apr. 19, 2012
Begin examination period for
College Prep courses Mon. Apr. 23, 2012
Last day of classes or examinations
for all programs Fri. Apr. 27, 2012

2011-2012 Spring/Summer Term

Begin Spring/Summer session for
ESL and Drop-in CentreMon. May 7, 2012
Victoria Day (holiday) Mon. May 21, 2012
Graduation Ceremony Sat. June 2, 2012
Begin registration for
fall semester..... Mon. June 4, 2012
Canada Day (holiday).....Mon. July 2, 2012
Discovery Day (holiday)..... Mon. Aug. 20, 2012
Professional Development Day
(College closed)Tue, Aug. 21, 2012

See a full listing of Yukon College events at
www.yukoncollege.yk.ca/calendar/.

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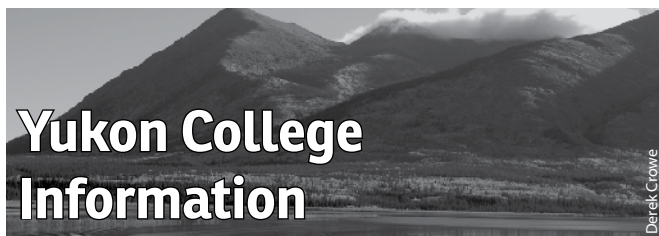
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VISION STATEMENT

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 Art 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 eleven additional Yukon College campuses, with new campuses being completed this year in Dawson City and Pelly Crossing. For community campus locations and contact information see page 3.

PROGRAMS

Yukon College provides a variety of full-time and part-time, credit and non-credit programming through the following Schools:

- School of Access
- School of Health, Education and Human Services
- School of Liberal Arts
- School of Management, Tourism and Hospitality
- School of Mining and Technology
- School of Science
- School of Trades
- School of Continuing Education and Training
- School of Community Education and Development

The normal academic year for diploma programs 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 or winter term. Term start and end months are as follows:

Fall: September to December

Winter: January to April

Spring/Summer: May to August



AYAMDIGUT CAMPUS

| | |
|--|----------------------------------|
| Switchboard..... | 867.668.8800 |
| General fax | 867.668.8890 |
| Admissions and Registration | 867.668.8710 |
| | admissions@yukoncollege.yk.ca |
| Bookstore..... | 867.668.8840 |
| | bookstore@yukoncollege.yk.ca |
| Cafeteria | 867.668.8856 |
| Child Care Centre (Nàkwäye Kù Child Care Centre)..... | 867.668.8860 |
| | nakwayeku@yukoncollege.yk.ca |
| Extension Division..... | 867.668.8790 |
| Student Services Centre..... | 867.668.8720 |
| | sscreception@yukoncollege.yk.ca |
| International..... | 867.668.8897 |
| | international@yukoncollege.yk.ca |
| Library..... | 867.668.8870 |
| | library@yukoncollege.yk.ca |
| Residence Office..... | 867.668.8731 |
| | residence@yukoncollege.yk.ca |
| Yukon Native Language Centre | 867.668.8820 |
| | info@ynlc.ca |
| Yukon Research Centre of Excellence | 867.668.8772 |
| | yrce@yukoncollege.yk.ca |

SCHOOLS

| | |
|--|--------------------------------|
| School of Access..... | 867.668.8850 |
| | ap@yukoncollege.yk.ca |
| School of Continuing Education..... | 867.668.5200 |
| | ce@yukoncollege.yk.ca |
| School of Community Education and Development..... | 867.668.5200 |
| | ce@yukoncollege.yk.ca |
| 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 |

| | |
|---|----------------------------|
| School of Management, Tourism and Hospitality..... | 867.668.8762 |
| | mt@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 |

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 (Iṛ'odek Hatr'unohtan Zho) | |
| t. 867.993.8800 f. 867.993.8810 | |
| ycdawson@yukoncollege.yk.ca | |
| Distributed Learning Support | |
| t. 867.668.8816 f. 867.668.8814 | |
| distlearn@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 | |
| 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 | |



Student Information

t. 867.668.8800

toll free: 1.800.661.0504

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
- Financial Assistance
- Application Form
- Fee Schedule

Get Settled In

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

Support and Assistance

- Admissions and Registration
- 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, Registration and Program Advising (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.)

Get Started - Plan your Education

Derek Crowe

Aboriginal Engagement

Yukon College welcomes Aboriginal students. 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, see our First Nation Initiatives Department information on page 11.

Education Options

Much of the Yukon College curriculum is northern focused and indigenized.

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 Thia” Harry Allen Centre

Campfire to College

t. 867.668.8893

Are you thinking of attending college this fall? 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/.

Education and Career Planning

t. 867.668.8720

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 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 hours.

International Students

t. 867.668.8897

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. The College is committed to the internationalization of the campus through the appreciation and integration of cultures on campus and in our classrooms.

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!



Application and Registration Information

t. 867.662.8710

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 an admission assessment, normally the Yukon College Placement Assessment and/or the DRP reading assessment.

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, or International Qualifications Assessment Service (IQAS) in Alberta.

English is the language of instruction and communication at the College. All course work 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 (CLB).

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 14.

Placement Assessment

If you have not completed high school or if you graduated from a non-academic stream, you will be required to write the Yukon College Placement Assessment. The assessment 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. The placement assessment may also be written in the Drop-In Centre on Tuesday and Wednesday from noon to 6 p.m.

Applicants in the communities may contact the community campus instructor to write the assessment. The assessment covers vocabulary, reading comprehension and basic mathematical skills.

1. Applying for Admission to Yukon College

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

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

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

High School graduates (academic program):

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 the Yukon College Placement Test. Information about this test is available on the Yukon College website www.yukoncollege.yk.ca/future_students/pages/testing/.

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, at the latest. 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 9. If you have questions, please call the Admissions Office at 867.668.8710, toll-free 1.800.661.0504, ext. 710, or consult our web page 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 Is Easy

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.
- B. Bring your Authorization to Register form to the Admissions Office where your registration will be processed and you will pay your fees.

Fees and Tuition

t. 867.662.8710

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 Continuing Education), 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 activity fees are non-refundable.

Financial Assistance

t.867.668.8716

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 is 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 667.5929 or toll-free 1.800.661.0408, ext. 5929. The website is www.education.gov.yk.ca/advanced/sfa/.

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 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 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 exams. If you wish to apply your award to this academic year you must meet the Yukon Grant eligibility criteria and 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 students with dependants enrolled in post-secondary programs may be eligible for the CSL program's 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 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 5 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 Nations 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 or 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/ 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.

Application for Admission

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

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

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

ID#: _____

| Yukon College Program | | | |
|---|-----------------------------|--|----------|
| Program Name (per Yukon College Calendar) | Semester/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"/> Resident of Alaska <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

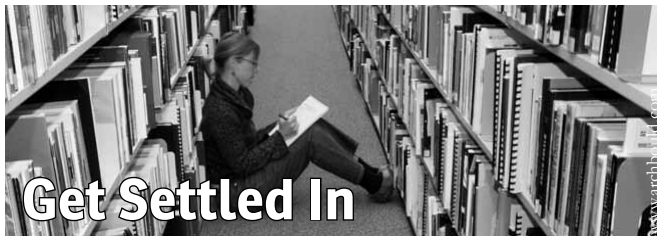
I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS COMPLETE AND CORRECT AND I UNDERSTAND THAT MY APPLICATION WILL NOT BE PROCESSED UNTIL THE \$20 APPLICATION FEE IS PAID.

 Signature of Applicant

 Date

Yukon College Fee Schedule

| TUITION FEES | |
|---|---|
| Credit courses | \$108/credit \$324/3-credit course |
| College Preparation courses | \$72/credit \$216/3-credit course |
| Skills for Employment | \$504/term full-time, \$360/term part-time |
| Full-time vocational credit programs | \$1,620/term (Unless otherwise noted.) |
| 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 (ESL) |
| NOTE The tuition fees listed above are for standard Yukon College courses and programs. | |
| NOTE Tuition fees do not include textbooks. Required texts are an additional cost. | |
| NOTE Ancillary fees may apply to specific programs. Fee information can be found on the programs page of our website www.yukoncollege.yk.ca/programs . | |
| MANDATORY FEES | |
| Application fee (part-time and full-time) | \$20 one-time full-time program fee |
| 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 1 st 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 |
| Additional field/activity fee | Field or activity fees may be charged for some courses. Please ask your program advisor. |
| Audit fees | Students auditing courses pay regular course fees. |
| Invigilation fee | \$50 for the first 3 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/ or email us at residence@yukoncollege.yk.ca . | |



Athletics and Recreation

t. 867.668.8720

ssreception@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

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

Nakwaye Ku Child Care Centre for children of students, staff, faculty and the general public is located at Yukon College. The daycare 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

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.

Kinnickinick 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 services from Monday to Friday 7:45 a.m.-2:30 p.m. during the school terms. The cafeteria is closed weekends, statutory holidays, Christmas and during the spring and summer months.

Library

t. 867.668.8870

library@yukoncollege.yk.ca

The library is situated on the second floor of the Ayamdigut Campus C-Wing and houses the College's collection of books, videos, maps, CD-ROMs and periodicals. A lab located in the library provides computers for student use. Other areas of the library include an eight-computer research centre, preview room and study areas.

Library staff will assist students with research requests in addition to providing services such as circulation of materials, reserve items, inter-library loans, bibliographic instruction, reference service and online searching. Photocopiers and fax services are also available.

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.

Residence

t. 867.668.8731

residence@yukoncollege.yk.ca

Two singles co-ed residences provide a total of 61 single rooms for full-time students at the College. Each room is furnished with a bed, wardrobe, desk, chair, lamp, bookshelves and small refrigerator. Main singles rooms also have a sink. Shared washroom facilities are located on each floor, designated for male and female use. Common lounges are equipped with TVs and DVD players, telephone and computers, plus other recreational equipment. Wireless services are available at Ayamdigut and in most of the residences. In addition, a wide variety of activities are also organized and offered by residence staff throughout the academic year. Communal kitchens are available to residents to cook their own meals seven days per week. All residences are non-smoking facilities. Twenty furnished two-bedroom and twelve three-bedroom furnished apartments in a self-contained building are also available to full-time students with preference given to those with children.

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, watching videos, cultural activities, lunches, meetings and socializing. A microwave oven, fridge and coffee machine are available for lunches or snacks. Everyone is welcome.

Safety and Security

t. 867.668.7243 (pager 676)

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 in 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 (YCSU)

t. 867.668.8733

The 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 \$30/term for full-time students, \$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.



Check our website for current information

www.yukoncollege.yk.ca



Support and Assistance

Admissions and Registration

t. 867.668.8710

admissions@yukoncollege.yk.ca

The Admissions and Registration Office provides assistance with admissions, registration, student records and enquiries. Information regarding financial assistance and transfer between institutions is available, along with invigilation/testing services.

Career Development Services

t. 867.668.8720

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

computer_help@yukoncollege.yk.ca

There are computer labs for student use at every campus of Yukon College. At Ayamdigut Campus, students have access to approximately 100 computers at various labs during lab hours.

All computers are equipped with a wide range of software including word processing, spreadsheet, presentation and graphics. At Ayamdigut, all computers have Internet access. There is a mandatory technology fee to use College equipment, payable when you register for your courses. Computing Services offers an online computer lab orientation the first time you use the computers. Additional support is available during lab hours from the lab monitors.

For further information and lab hours, please contact Computing Services in Room 2434, visit 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

The co-operative education (CO-OP) option is available to students planning to complete a Diploma in Liberal Arts, Business Administration, Gender and Women's 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 workterm 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 principles are 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 3 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.

Distributed Learning

t. 867.668.8816 toll-free. 1.800.661.0527

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

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 School of Access Program's reception area. Part-time students may also register for credit courses in College Prep English and math courses and Communication 192 through the Drop-In Centre. These courses are offered through self-paced study and registration is ongoing throughout the year. People preparing to write the GED may also receive support through this service.

First Nations Support Services

t. 867.668.8720

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

See more on Accommodations and Services for Students with Disabilities on Page 25.

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, or distributed learning courses. Services and reasonable accommodations are provided according to specific individual needs, 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. 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

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

Yukon College is committed to helping students develop their career path and make transitions in to 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.yuvn.ca and 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/ or follow the link from the Library website.

The Writing Centre will be moving to a new location in the library in January, 2011. Please watch for directional signs!




YukonCollege

Check our website for current information

www.yukoncollege.yk.ca



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 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, Registration and Program Advising

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_2004/.

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 tests, normally the College Placement Assessment.

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 Placement Test (CAT) and Canadian Language Benchmark scores. 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).

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 the 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 Registrar's Office. All 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 Registrar's Office.
- Funded applicants (those whose training costs are paid by employers or other agencies) shall arrange to have a funding letter sent by the funder to the Registrar, outlining the extent of financial support for fees, books, supplies, etc.

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 considered 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 one half 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 Registrar's 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.

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_2004/.

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) 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 Registrar's 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 Registrar's 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_2004/.

Attendance

Students in all program areas are expected to attend classes. However, attendance requirements may vary from program to program. Special permission from the Dean or Chair is required if a student is enrolled in another course and the timetables for the two courses overlap. Attendance requirements are noted below.

- Individual instructors shall inform students 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.
- Attendance for sponsored students will be reported to the sponsoring agency as required.

Attendance Policies

General

Attendance is mandatory. A student may be dismissed from a course or program if more than ten percent (10%) of the scheduled contact hours are missed in any one course. Dismissal from a course may result in loss of full-time status and loss of funding.

Trades/Vocational and Access Programs

Attendance is mandatory. A student may be dismissed from a program after missing three consecutive days or after ten days accumulated absences in a single term.

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 falsification 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.

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 Registrar's 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_2004/.

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 course work 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 | Course work 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 Registrar's 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 Registrar's 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 3-credit course and Grade C in a 2-credit course follows:

$$\begin{aligned} 3 \text{ (credits)} \times 3.5 \text{ (grade-point value)} &= 10.5 \\ 2 \text{ (credits)} \times 2.0 \text{ (grade-point value)} &= 4.0 \\ \text{Total grade points} &14.5 \\ \text{GPA (grade-point average)} &= 14.5 \div 5 = 2.90 \end{aligned}$$

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 Registrar's 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 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 Deans shall prescribe methods by which deficiencies in course work 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 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 Registrar's 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/.

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.

Code of Ethics

The Code of Ethics can be found online at www.yukoncollege.yk.ca/student_info/pages/ethics/.

This Code of Ethics has been developed in collaboration between Yukon College and 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 is 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. 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.

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_2004/.

Student 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 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:

- The Director of Student Services or designate.
- Two students, drawn at random by the Chair from the student membership of the Appeal Committee Panel.
- Two faculty/staff members, drawn at random by the Chair from the staff/faculty membership of the Appeal Committee Panel.
- It is understood that the student may bring one person to support his/her appeal.

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_2004/.

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 needs of Yukon College students with disabilities and/or chronic conditions.

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.).
- Temporary disabled-parking permits for students or staff.

The College may require a written “Agreement for Support Services/Accommodation” or a “Letter to Instructors”. All such accommodation/services will be for a specified period, usually one term, to be renewed and/or reviewed as applicable.

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 affecting the learning process.

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 support 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

Yukon Research Centre of Excellence

t. 867.668.8895

yrce@yukoncollege.yk.ca

The Yukon Research Centre of Excellence (YRCE) at Yukon College hosts a number of programs and services expanding Yukon's research capabilities and knowledge on northern climate change. The Centre focuses on multidisciplinary issues, and applied research focusing on cold and varying climatic conditions with a view of developing, commercializing and exporting sustainable cold climate technologies and related solutions for subarctic regions around the world.

YRCE programming includes the:

Yukon Cold Climate Innovation Centre

Yukon Cold Climate Innovation Centre (YCCIC), focused on the development, commercialization and export of sustainable cold climate technologies and related solutions for subarctic regions around the world. The YCCIC also includes the Technology Innovation Centre which encourages the development of innovative technology applications and technology based capacity in the Yukon.

Northern Research Institute

Northern Research Institute (NRI), established at Yukon College in 1992, is the College's office of research services. The NRI serves as the central resource to support the research community at Yukon College by providing administrative support and guidance for all research programs.

Social Economy Research Network of Northern Canada (SERNNCa)

The northern network of the national research program on the Social Economy seeking to conceptualize and inventory the social economy in the North, investigate the particular relationships that exist between social economy and indigenous cultures, resource regimes, and the state.

Northern Climate Exchange (NCE)

The clearinghouse of climate change information and services for Northern Canada. The NCE is to serve 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.
- NCE Climate Change Information and Mainstreaming Program (CCIMP) seeks to educate and assist governments, organizations and agencies in integrating climate change considerations into their planning processes work.
- NCE Community Climate Change Adaptation Project (CCCAP), a collaboration with three Yukon Communities to increase adaptive capacity by developing adaptation plans to respond to challenges and opportunities.



Clint Sawicki

Yukon Native Language Centre

t. 867.668.8820

info@ynlc.ca

www.ynlc.ca

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.



Yukon Native Language Centre

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/.

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)

Native Language Instructor

t. 867.668.8820

info@ynlc.ca

Credential: CERTIFICATE

Credits: 30/Certificate

Duration: 3 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 recognised 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 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 \$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.

Required Courses:

Year One

Term 1

LS 141.1 Language Structure
SLTM 151.1 Second Language Teaching Methods
PRO 161.1 Professionalism and Class Management
PRAC 181.1 Practicum
LIT 171 Native Language Literacy

Term 2

LS 141.2 Language Structure
SLTM 151.2 Second Language Teaching Methods
PRO 161.2 Professionalism and Class Management
PRAC 181.2 Practicum

Year Two

Term 1

LS 142.1 Language Structure
SLTM 152.1 Second Language Teaching Methods
PRO 162.1 Professionalism and Class Management
PRAC 182.1 Practicum
LIT 172 Native Language Literacy

Term 2

LS 142.2 Language Structure
SLTM 152.2 Second Language Teaching Methods
PRO 162.2 Professionalism and Class Management
PRAC 182.2 Practicum

Year Three

Term 1

LS 143.1 Language Structure
SLTM 153.1 Second Language Teaching Methods
PRO 163.1 Professionalism and Class Management
PRAC 183.1 Practicum
LIT 173 Native Language Literacy

Term 2

LS 143.2 Language Structure
SLTM 153.2 Second Language Teaching Methods
PRO 163.2 Professionalism and Class Management
PRAC 183.2 Practicum

A Native Language Instructor Certificate is awarded for the completion of 15 courses for a total of 30 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.

Native Language Instructor

t. 867.668.8820

info@ynlc.ca

Credential: DIPLOMA

Credits: 33/Diploma

Duration: 2 years

OTHER REQUIREMENTS

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

- complete the Native Language Instructor Certificate
- complete 3 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.

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:

Year One

Term 1

English Language

SLTM 251.1 Advanced Second Language Teaching Methods

PRAC 281.1 Advanced Practicum Elective

Term 2

LIT 271 Advanced Literacy

SLTM 251.2 Advanced Second Language Teaching Methods

PRAC 281.2 Advanced Practicum
CC 291 Computers in Curriculum

Year Two

Term 1

IP 241 Individual Project

SLTM 252.1 Advanced Second Language Teaching Methods

PRAC 282.1 Advanced Practicum Elective

Term 2

LIT 272 Advanced Literacy

SLTM 252.2 Advanced Second Language Teaching Methods

PRAC 282.2 Advanced Practicum
CC 292 Computers in Curriculum



Yukon Native Languages

Native Language Instructor Course Descriptions

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 (5/10)

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 (5/10)

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 (30/0)

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 (45/0) 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 (45/0) 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 (10/0) 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 (10/0) 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 (10/0) Language Structure

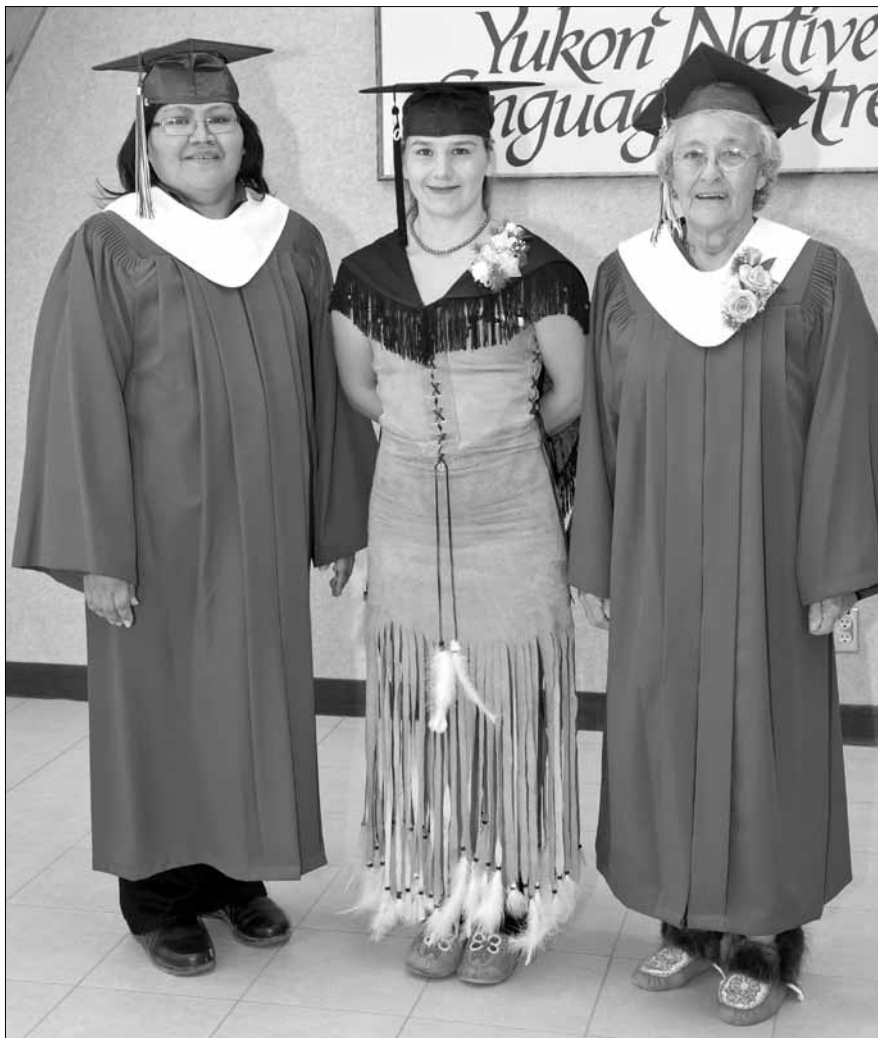
This course provides additional examination and analysis of selected linguistic features of Tlingit and Athapaskan languages. There is particular reference to verb structure and basic syntactic patterns.

PRAC 181 (0/65) 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 (0/65) 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.



2010 YNLC Graduates: Ruth Johnny, Mary Jane Allison and Ruth Welsh

PRAC 183 (0/65) 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 (25/50)
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.

**PRAC 282 (25/50)
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 evaluation of the application of Advanced Second Language Teaching Methods 252.

PRO 161 (5/10) 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 (5/10) 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 (5/10) 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.



YNLC
Co-coordinator
Linda Harvey
and Founding
Elder Margaret
Workman

SLTM 151 (30/0) 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 (30/0) 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.

SLTM 153 (30/0) 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 (45/0) 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 (45/0) 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.

Academic Structure

Yukon College is divided into four Divisions and nine Schools. The structure is as follows:

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 Science

DIVISION OF TRADES, TECHNOLOGY AND MINING

- School of Mining and Technology
- School of Trades

EXTENSION DIVISION

- School of Continuing Education and Training
- School of Community Education and Development

For a complete view of the Yukon College Organizational structure, view www.yukoncollege.yk.ca/about/.





www.archbould.com

Division of Applied Arts

School of Health, Education and Human Services

t. 867.668.8845

hehs@yukoncollege.yk.ca

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.

Early Childhood Development

t. 867.668.8845

hehs@yukoncollege.yk.ca

Credential: CERTIFICATE
DIPLOMA

Credits: 37/Certificate
75/Diploma

Duration: 1 yr/Certificate
2 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

To be eligible for admission to the School of Health, Education and Human Service and the Early Childhood Development program, a student must meet ONE of the following criteria:

- high school graduation
- mature Student Status with acceptable scores on the College placement test, GED, and/or acceptable scores on the College Writing Assessment
- ENG 050

OTHER REQUIREMENTS

- current immunizations and medical clearance
- criminal records check
- a letter outlining the applicant's interest in the program, including related work and/or volunteer experience
- achievement of a First Aid Certificate by the end of the first year. It is the responsibility of the student to register and complete this course
- the Registrar strongly recommends that part time students apply to the program after taking two courses

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 as 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. A variety of methods have been developed to allow students to demonstrate their knowledge and skills and if successful receive credit for prior knowledge gained in the field. These include:

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 Instructor/Co-ordinator at 867.668.8793.

Prior Learning Assessment Recognition (PLAR)

Credit in the Early Childhood Development program can be gained through portfolio development. In order to participate in the program-based ECD PLAR, the student must have applied to and been accepted in the ECD program. In addition, the student must have extensive experience in the field of Early Childhood Development.

OUTSIDE COURSES AND WORK EXPERIENCE

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

A student may also be eligible for credit for work experience. Contact the ECD Co-ordinator for further information at 867.668.8793.

Required Courses:

The **ECD certificate** consists of 13 courses, including English, two field placements, and one College-level, 3-credit elective. The program may be pursued on a full- or part-time basis.

ECD 110 Health, Nutrition and Safety
ECD 111 Child Growth and Development I
ECD 112 Introduction to Early Childhood
ECD 113 Field Placement I
ECD 114 Integration Seminar I
ECD 115 Understanding Self-Esteem
ECD 121 Human Growth and Development II
ECD 122 Learning Through Play
ECD 123 Field Placement II
ECD 124 Integration Seminar II
ECD 125 Building Self-Esteem
ENGL 100 English Composition OR
COMM 192 Business Communications

Electives:

ECD 106 Special Topics in Early Childhood Development
ECD 107 Orientation to Child Care I
ECD 108 Family Child Care Training II
ECD 201 Administering for Quality: Early Childhood Education and Care Programs

The **ECD diploma** consists of 27 courses, including English, four field placements, and three College-level, 3-credit electives. The program may be pursued on a full- or part-time basis. Completion of Year 1 Certificate Program, and:

ECD 200 Science Areas and Young Children
ECD 211 Family-Program-Community
ECD 212 Fine Arts with Young Children
ECD 213 Field Placement III
ECD 214 Integration Seminar III
ECD 215 Interpersonal Communication
ECD 220 Foundations of Early Childhood
ECD 221 Ecology of the Family
ECD 222 Exceptional Individuals
ECD 223 Field Placement IV
ECD 224 Integration Seminar IV
ECD 225 Personal Growth and Development Electives
ECD 106 Special Topics in Early Childhood Development
ECD 107 Orientation to Child Care I
ECD 108 Family Child Care Training II
ECD 201 Administering for Quality

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
DEGREE

Credits: 124/Degree

Duration: 4 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
- either Principles of Math 11 or 12 or Applications of Math 12
- 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 minimum B in ENGL 090 or acceptable scores on the Language

Proficiency Index (LPI) test, and successful completion of MATH 050 or MATH 042

Criterion Three

- mature student status with acceptable scores on Yukon College's placement test. 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; Yukon College community campuses; or by download at www.yukoncollege.yk.ca/images/uploads/YNTEP_2011_Application.pdf.

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 4 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 1

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

Year 2

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

Year 3

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

Year 4

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

Education Assistant

t. 867.668.8845
hehs@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: 30/Certificate

Duration: 3 years part-time

This program is currently being offered as a cohort. Students started in September, 2009 and will complete their program in April, 2012. Please contact Margot Neely if you are interested in future Education Assistant program offerings. mneely@yukoncollege.yk.ca or 867.668.8757.

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

To be eligible for admission to the Educational Assistant Certificate program, a student must meet one of the following categories:

- English 12 (minimum 65%) and Math 10 (65% Principles or Applications); OR

- ENGL 050 (minimum B-) and Math 030 (minimum B)
 - acceptable GED scores and Yukon College Writing Assessment scores; OR
 - acceptable scores on the Yukon College Placement Test and Writing Assessment

A 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. Contact an advisor for information.

The following documents must be received prior to acceptance into the program:

- Yukon College Application for Admission form
- official transcripts from high school and post-secondary institutions
- a currently approved criminal record check (obtained through your local RCMP)

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 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 the 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 Co-ordinators (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 |
| ECD 215 | Interpersonal Communication Skills |
| EDUC 100 | Introduction to Education: Principles and Practices - includes practicum |
| EA 106 | Field Placement II and Seminar II |
| EA 100 | Program Implementation Strategies |
| ECMP 355 | Computers in the Classroom |
| ECD 222 | Exceptional Individuals |
| ECD 121 | Human Growth and Development |
| PMAB 001 | Prevention and Management of Assaultive Behaviour |
| Electives (two are required): | |
| FNST 100 | Intro to First Nations Studies |
| FASD 100 | Fetal Alcohol Spectrum Disorders |
| CSW 104 | Understanding Youth at Risk |
| ECD 115 | Understanding Self-Esteem with ECD 125 Building Self-Esteem |
| ECD 221 | Ecology of the Family |
| HHS 105 | Personal Care Skills |
| 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.

**Watch for
the Master
of Education
program - check
the Yukon
College website
for current
information**

Health Care Assistant

t. 867.668.8845

hehs@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: 40/Certificate

Duration: 3 years

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 (minimum 60%) and Math Principles 10 (minimum 60%) or AMA 10 (minimum 60%); OR
- mature Student Status with >70% score on the College Writing Assessment test and acceptable scores on either the College placement test or GED, and Computer Assessment score > 75%; OR
- ENGL 040 (or equivalent) with final mark > B and MATH 030 (or equivalent) with final mark > B; AND
- COMP 040 (or equivalent) OR Yukon College Computer Assessment score of > 75%
- current Standard First Aid/CPR
- current Foodsafe Level 1 certificate
- current immunization
- current acceptable criminal records check

OTHER REQUIREMENTS

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.

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.

Required Courses:

| | |
|---------|--|
| HCA 100 | Health and Healing A - Concepts for Practice |
| HCA 101 | Health and Healing B - Concepts for Practice |
| HCA 110 | Health 1 - Interpersonal Communications |
| HCA 111 | Health 2 - Lifestyle and Choices |
| HCA 102 | Introduction to Practice |
| HCA 120 | Healing 1 A - Common Health Challenges |
| HCA 121 | Healing 1 B - Common Health Challenges |
| HCA 122 | Healing 1 C - Common Health Challenges |
| HCA 130 | Healing 2 A - Cognitive or Mental Challenges |
| HCA 131 | Healing 2 B - Cognitive or Mental Challenges |
| HCA 140 | Healing 3 A - Personal Care and Assistance |
| HCA 14 | Healing 3 B Personal Care and Assistance |
| HCA 150 | Practicum: Home Care and Assisted Living |
| HCA 160 | Practicum: Multi-level, Complex and Dementia |

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).

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Human Services Paraprofessional

t. 867.668.8845

hehs@yukoncollege.yk.ca

Credential: Various

Credits: Varies

Duration: Varies

PROGRAM OVERVIEW

The Human Services Paraprofessional program prepares students to provide effective support to persons who require assistance with daily living, learning, employment, self-advocacy, and access to social support networks.

The program emphasizes practical experience and offers supported field experiences so that students can synthesize and apply the knowledge and skills learned in the classroom to everyday work situations.

Students develop a foundation of professional ethics and values, self-awareness, critical thinking, and essential support skills for collaborative approaches to care.

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

Graduates will be prepared to work as skilled workers to support the well-being and development of the client and to provide opportunities for the development of self-reliance and personal fulfillment.

ACADEMIC REQUIREMENTS

- high School graduation with 60% in English 12
- applicants with a passing grade of less than 60% will be required to write the College Writing Assessment test and obtain suitable scores; OR
- mature student status:
 - with acceptable scores on GED or College Achievement Test (CAT) and a suitable score on either the College Writing Assessment test or the Language Proficiency Index test; OR
 - ENGL 050 or equivalent (minimum grade B-)

Students may complete the program on a full- or part-time basis. Once students are admitted into the program, they are expected to meet with program faculty in the selection of courses prior to beginning of each term.

OTHER REQUIREMENTS

- attend a mandatory HS information session
- current acceptable criminal records check
- record of current immunizations
- personal statement of interest including:
 1. relevant life and work experience; and
 2. a statement declaring two years free from dependency on alcohol and drugs

Note: Standard First Aid, CPR Level C and Food Safe Level 1 are required to participate in Field Placements in the winter and spring terms.

TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

EMPLOYMENT

Career opportunities are available with territorial, municipal, and First Nation governments and not-for-profit organizations. Employment settings include but are not limited to: residential care for children, youth and adults; services provided to people with developmental disabilities, brain injury, behaviours or mental health challenges; school assistance programs; supported employment agencies; custody and diversion programs; family support services; leisure and recreation support programs; community youth programs; shelters for the homeless; emergency safe houses; detoxification centres; community wellness services; and other community focused support programs.

New and emerging programs and services are continually being developed in the human service field providing options for employment.



Check our website for current information

www.yukoncollege.yk.ca

Northern Institute of Social Justice

t. 867.456.8590

nisj@yukoncollege.yk.ca

Credential: Various

Credits: n/a

Duration: Varies

WHO ARE WE?

The (NISJ) 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
- businesses.

The NISJ also conducts research related to training and education. Currently the institute is Yukon-focused. It has the potential to become a pan-northern training, education and research institute, through such efforts as joint training and research initiatives.

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 involving the Yukon, Nunavut and the Northwest Territories. While the other territories, for the time being, decided not to participate in the institute's formation, Yukon went ahead with the project and will keep the door open for their future involvement (e.g., development of joint training or research projects).

The NISJ was created in response to two primary challenges:

- 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
- employees' lack of access to Yukon-based training to enter those jobs or to develop careers

A 2007 analysis of the potential market in the Yukon for the institute showed that there were at least 1,390 jobs with a social 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, etc.

PURPOSE

The NISJ has two main purposes:

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

The institute will focus on programs that are relevant to the Yukon; integrated with other programs; and recognized, accredited and transferable. This will address two broad requirements: the need for entry-level training, generic training and position-specific training; and the need to attract, develop and retain a well-qualified workforce.

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.

GOVERNANCE

The institute is overseen by a Governing Council that includes the Government of Yukon, Yukon College and First Nations leaders. The council is chaired by the President of Yukon College, who reports to the Yukon College Board of Governors.

FUNDING

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

FIRST PROGRAMS DELIVERED FEBRUARY - MAY 2010

The establishment of the NISJ was announced in December 2009. Training and education programs will be delivered by Yukon College and instructors and trainers from other training organizations, colleges and universities.

The NISJ's first programs were delivered in winter/spring 2010, and included the following:

- FASD and Justice Training - this pilot program was developed by Yukon College in discussion with the Department of Justice, Yukon Government. This 10-module program was piloted March 24 to April 22, 2010 with frontline workers in the justice, social services, and education fields. Various delivery options are being considered for providing this training in 2010-11.
- Understanding Compassion Fatigue and Vicarious Trauma – workshops were delivered in February 2010 to frontline workers in the helping professions in governments and non-government organizations. The workshops were developed and delivered by Françoise Mathieu, M.Ed., CCC, Psychotherapist, Compassion Fatigue Specialist.
- Workplace Violence Prevention – this workshop was delivered in March 2010 to employees working in a variety of fields.
- Report Writing for Professional Investigators – this training was delivered in February and May 2010 by the Justice Institute of British Columbia to employees working in a variety of fields.

In May 2010, work began with the Department of Justice, Yukon Government, to facilitate the delivery of Correctional Officer Basic Training, in July and August 2010, at Whitehorse Correctional Centre.

Call NISJ at 867.456.8590 for program information.

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, relevant and reflect the multicultural environment of the Yukon.
- We model respect for people of all cultures, races, and people with special needs.

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/>

Required Courses:

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 Partners for Children or phone 867.668.8794 for more information.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.



Practical Nurse

t. 867.668.8845

hehs@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 80/Diploma

Duration: 4 terms plus
3 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

To be eligible for admission to the School of Health, Education and Human Service's Practical Nurse program a student must meet the following criteria:

- grade 12 academic graduation with a minimum final mark of 60% in English 12, a minimum final mark of 60% in Biology 12 and credit in PMA 11 or AMA 11; OR
- a minimum mark of C+ in both ENGL 060 and BIOL 060 and a passing grade in MATH 050; AND
- current Standard First Aid/CPR HCP*
- current Immunization
- mandatory Information Session

*Please speak to the program co-ordinator for special offerings of this certification.

TRANSFERABILITY

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

EMPLOYMENT

Graduates are qualified for employment in long-term care, extended care, home care and community settings, general medicine and surgery in acute care as well as specialized areas with additional education and experience. The present employment demands in the Yukon are in the areas of long-term care and extended care.

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.

Required Courses:

Term 1

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

Term 2

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

Term 3

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

Term 4

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

To be awarded the Practical Nurse Diploma, students must complete all course/practica requirements and demonstrate suitability as outlined in the Learning Outcomes below:

1. Understand the development of the practical nurse role and current issues related to the roles of practical nurses and other healthcare workers;
2. Function as a practical nurse in a variety of settings and as a member of a nursing or health care team;
3. Provide care for individuals, families and groups in various settings, recognizing the similarities and differences inherent in people and arrange care accordingly to meet their physical, mental, cultural, social and spiritual needs;
4. Assist with teaching of health promotion and illness prevention to individuals, families and groups as appropriate;
5. Supervise unregulated workers assigned to the team, as required; and
6. Integrate knowledge and theory from nursing and social sciences into practical care.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Social Work

t. 867.668.8845

hehs@yukoncollege.yk.ca

Credential: BACHELOR
DEGREE

Credits: 120/Degree

Duration: 4 years

PROGRAM OVERVIEW

Yukon College offers, in cooperation with Yukon First Nations and the University of Regina, a four-year program leading to a Bachelor of Social Work 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 at 867.668.8845, email the School of Health, Education and Human Services or download an application. The application steps include:

- admission to Applied Arts Division
- 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
- completion of a BSW program application including:
 - 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
ENGL 101 Intro to Study of Literature
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
SW 346 Social Work Practice I
SW 347 Social Work Practice II
SW 348 Social Work Practicum I**
SW 352 Cultural Camp*
SW 389 Human Relations
SW 390 Communications in Social Work Practice
SW 414 Social Work Practice in Child Welfare
SW 448 Social Work Practicum II**:

Social Work Electives

Choose one of the following:

SW 451 Introduction to Human Service
Research, or

SW 469 Contemporary Social Welfare Policy

*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.

**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.

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.

School of Liberal Arts

t. 867.668.8870

liberalarts@yukoncollege.yk.ca

The School of Liberal Arts is home to a range of study areas in the social sciences and humanities. Social science scholars use scientific methods of inquiry to understand human behaviour, culture and society. Disciplines in the social sciences include sociology, psychology, anthropology, criminology, geography, political science and women's studies. Humanities scholars, meanwhile, explore human experience by studying history, languages, literature, philosophy, theatre, music and art.

A liberal arts education is intended to provide general knowledge and intellectual skills—among them critical thinking, as well as research, writing and communication—that augment or enhance occupational or professional abilities. Such an education makes the career-minded student more productive, responsible and prosperous in the work world, but it has intrinsic value, too, as students are encouraged to cultivate their curiosity and intellect, search for meaning and insight, and respond intelligently to complex social problems.

The academic preparation offered by the School of Liberal Arts is very much in demand. Over 600 institutions of higher learning in Canada and the United States offer four-year bachelor programs in liberal arts or general studies. Answering this demand, the school's multidisciplinary program is designed for students wishing to transfer to a university degree program or enter related programs, such as education, social work, communications, public policy and research, educational or clinical psychology, social services, environmental policy and management, recreation and tourism. As well, the program presents an ideal continuing-education opportunity for students exploring various educational and career options.

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. It is, moreover, the only Canadian journal published north of 60. Articles in the journal are used in many liberal arts courses, especially those with a marked focus on the North. For more information about 'The Northern Review', call Deanna McLeod at 867.668.8861 or email: dmcleod@yukoncollege.yk.ca.



www.archbould.com

Circumpolar Studies

t. 867.668.8870

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

Yukon College is a member of the University of the Arctic (UArctic), a 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 Yukon College Northern Studies diploma; or alongside a Bachelor of Arts, Science or Circumpolar Studies 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 course work towards a BCS at another UArctic member institution.

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100, and students must start meeting the English requirement in their first term of full-time studies.

Students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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.

EMPLOYMENT

The BCS program prepares students for advanced study or professional employment in many diverse fields requiring knowledge of and sensitivity to circumpolar conditions, including sustainable resource management; self-government; the cultural, social or NGO sectors; northern tourism, etc.

Required Courses:

NOST 101/BCS 100 The Circumpolar World

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

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

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

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

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

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

Link to UArctic BCS Core Courses Information: ycdl4.yukoncollege.yk.ca/~agraham//uarctic.html/.

GENERAL OUTCOMES

With successful completion of the program, and/or additional course work, students can obtain a diploma of Northern Studies at Yukon College, a certificate of completion from UArctic, or a Bachelor of Circumpolar Studies (or equivalent) from a member institution of the University of the Arctic.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

General Studies

t. 867.668.8870

liberalarts@yukoncollege.yk.ca

| | |
|--------------------|---|
| Credential: | CERTIFICATE DIPLOMA |
| Credits: | 30/Certificate 60/Diploma |
| Duration: | 1 yr/Certificate 2 yrs/Diploma |
| CO-OP: | Yes |

PROGRAM OVERVIEW

General Studies involves academic and professional disciplines such as languages, literature, history, philosophy, mathematics, science, business administration, tourism and computer studies. A general studies education in the humanities, social sciences, natural sciences and professional fields is intended to integrate general knowledge and intellectual skills with specific occupational or professional skills. Yukon College's General Studies program is specifically designed for those who do not plan on pursuing a university degree and/or wish to develop an individualized program from a variety of programming areas at the College. While the College encourages students to pursue their own interests, students must recognize that not all courses taken as part of a General Studies program may be transferable to other programs or institutions. Students who wish to complete a university degree at a later time are encouraged either to limit their choices in the General Studies program to Applied Arts courses or to pursue the Liberal Arts certificate or diploma.

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science

- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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.

EMPLOYMENT

The certificate of General Studies program presents an ideal continuing education opportunity and is useful for those seeking entry-level employment in a number of fields such as government and non-governmental agencies, research organizations and private businesses.

Required Courses:

Certificate Program

ENGL 100 English Composition
ENGL 101 Intro to the Study of Literature
8 Electives

To be awarded a certificate of General Studies, a student must:

- complete the equivalent of one year of full-time study (30 credits)
- complete at least 50% of the work at Yukon College
- complete ENGL 100 and ENGL 101
- complete 24 elective credits
- maintain a C average.

NOTE: Students may take up to 6 credits from divisions other than Applied Arts; however, such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions, resulting in a program deficiency or credit "short-fall" upon transfer.

Diploma Program

Year 1

ENGL 100 English Composition
ENGL 101 Intro to the Study of Literature
8 Electives

Year 2

10 Electives

To be awarded the diploma of General Studies, a student must:

- complete the equivalent of two years of full-time study (60 credits)
- complete 50% of the work at Yukon College
- complete ENGL 100 and ENGL 101
- maintain a C average.

NOTE: Students with permission, students may take up to 12 credits from divisions other than Applied Arts; however, such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions, resulting in a program deficiency or credit "short-fall" upon transfer.



Check our website for current information

www.yukoncollege.yk.ca

Heritage and Culture

t. 867.668.8870

liberalarts@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: 30/Certificate

Duration: 10 months

PROGRAM OVERVIEW

The Heritage and Culture Certificate Program (HCCP) is a one-year, 30-credit, full-time certificate program in the field of heritage and culture with a specific focus on content related to Yukon First Nations heritage and culture management. The program offers a combination of theory and practice in order to prepare students for work in the heritage and culture management field.

The HCCP emphasizes important heritage issues and topics relevant to First Nations heritage departments and their workers in order to prepare students to meet the demands of the heritage industry. These topics include the history of Yukon First Nations, with an emphasis on the land claims process; public administration, with a focus on heritage and culture administration; archives and collections management; traditional knowledge; language and cultural preservation; and anthropology.

Students develop a foundation of professional ethics and values, self-awareness, critical thinking, and an understanding of heritage issues within their communities.

Opportunities within the heritage field include:

- heritage manager, director, co-ordinator, officer, or project facilitator
- drafting policy, legislation and programs
- collections management
- traditional knowledge specialist
- language programmer
- employment within archives, museums and cultural centres

When available, the nine program courses will be offered over one year through a combination of in-class and distance education. Long-distance students have an option to participate via videoconferencing and/or online technologies.

ADMISSION REQUIREMENTS

To be eligible for admission to the Heritage and Culture Certificate Program, students must meet the criteria in ONE of the following categories:

- academic High School Graduation with English 12 or equivalent
- mature student status with eligibility to take ENGL 090 or equivalent
- acceptance into a related post-secondary program at a level comparable to HCCP
- mature student status with acceptable scores on Yukon College assessments
- 5 years of manager-level work experience with 4-5 writing samples--eligibility assessment to be conducted by a Liberal Arts faculty member

If you do not qualify under the stated program requirements please contact the HCCP co-ordinator, 867.668.8879, or the Liberal Arts main office, 867.668.8770, to explore other entrance options.

OTHER REQUIREMENTS

In order to receive the Heritage and Culture Certificate students must complete all core courses, ENGL 100 and an elective, for a total of 30 credits, and receive an overall GPA of 2.0 (C average).

NOTE: Students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- Language Proficiency Index (LPI) test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

University transferability will provide students with an opportunity to continue their education in heritage and culture.

Required Courses:

Semester 1

PADM 140 Heritage and Culture Administration

ARCV 140 Archives and Collections Management

HIST 140 History of Yukon First Nations and Self-Government

ENGL 090 Bridging English and/or ENGL 100 English Composition

Semester 2

FNST 140 Preservation of Traditional Knowledge

LANG 140 Language and Culture Preservation

ANTH 140 Introduction to the Fields of Anthropology

1 Elective

Semester 3

Field School

GENERAL OUTCOMES

Upon completion of the Heritage and Culture Certificate Program, graduates will be able to:

- Identify and discuss key concepts, definitions and issues in the heritage and culture field.
- Demonstrate knowledge of Yukon First Nations history including the land claims process.
- Describe key events in Yukon First Nations pre-contact and contact history and how these inform First Nations cultures today.
- Utilize various forms of heritage and culture resources (both tangible and intangible) such as oral, artifactual, structural, landscape and documentary sources and the methods used to record and preserve these.
- Apply public administration principles to facilitate the management of heritage and culture departments.
- Identify and discuss heritage policies.
- Identify and discuss ethical dimensions of working within the heritage field.
- Integrate theoretical knowledge with practical experience.

Liberal Arts

t. 867.668.8870

liberalarts@yukoncollege.yk.ca

| | |
|--------------------|---|
| Credential: | CERTIFICATE DIPLOMA |
| Credits: | 30/Certificate 60/Diploma |
| Duration: | 1 yr/Certificate 2 yrs/Diploma |
| CO-OP: | Yes |

PROGRAM OVERVIEW

Yukon College's Liberal Arts program is 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. The program reflects 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. Yukon College's Liberal Arts program also presents an ideal opportunity for continuing education or for exploring various educational and career paths.

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, students must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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.

EMPLOYMENT

The certificate or diploma of Liberal Arts prepares students for studies towards a degree at another institution. Career opportunities include education, social work, communications, public policy and research, educational or clinical psychology, social services, environmental policy and management, recreation and tourism.

Required Courses:

Certificate

Semester 1

ENGL 100 English Composition

1 Lab Science

1 Social Science

2 Electives

Semester 2

ENGL 101 Intro to the Study of Literature

1 Lab Science

1 Social Science

2 Electives

To be awarded a certificate of Liberal Arts, a student must:

- complete the equivalent of one year of full-time university-level study
- complete at least 50% of the work at Yukon College
- complete ENGL 100 and ENGL 101
- complete 6 credits of a lab science
- complete 6 credits of a social science
- complete 12 university-level elective credits
- maintain a C average.

NOTE 1: Students may take up to 6 credits from divisions other than Applied Arts; however, such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions, resulting in a program deficiency or credit "short-fall" upon transfer.

NOTE 2: While not a requirement, study of a second language is encouraged, so students meet the second-language requirements of many universities.

Diploma

Year 1

ENGL 100 English Composition

ENGL 101 Intro to the Study of Literature

2 Lab Sciences

2 Social Sciences

4 Electives

Year 2

2 ENGL 200 Level

4 Electives 200 Level

4 Electives

To be awarded the diploma of Liberal Arts, a student must:

- complete the equivalent of two years of full-time university-level study
- complete at least 50% of the work at Yukon College
- complete ENGL 100 and ENGL 101 plus 6 credits of English literature at the 200 level
- complete 6 credits in a lab science
- complete 6 credits in a social science
- complete 36 university-level elective credits
- complete a minimum of 18 credits at the 200 level or above
- maintain a C average.

NOTE 1: Students may take up to 12 credits from divisions other than Applied Arts; however, such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions, resulting in a program deficiency or credit "short-fall" upon transfer.

NOTE 2: While not a requirement, study of a second language is encouraged, so students meet the second-language requirements of many universities.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Northern First Nations Studies

t. 867.668.8870

liberalarts@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 60/Diploma

Duration: 2 years

CO-OP: Yes

PROGRAM OVERVIEW

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

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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.

EMPLOYMENT

The diploma of Northern First Nations Studies is an ideal continuing education opportunity and provides options for employment in fields dealing directly with issues important to First Nations.

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. Yukon College Northern Studies diplomas prepare students for entry-level employment or further education in a wide variety of fields.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Required Courses:

Year 1

ENGL 100 English Composition
ENGL 101 Intro to the Study of Literature
2 Lab Sciences
ANTH 100 Introduction to Cultural Anthropology
1 Social Science
FNST 100 Intro to First Nations Studies
3 Electives

Year 2

2 NOST Core courses
1 FNST I Elective
2 FNST II Electives
2 FNST III Electives
3 Electives

To be awarded the diploma of Northern First Nations Studies a student must:

- complete the equivalent of 60 credits in the Division of Applied Arts
- complete at least 50% of the work at Yukon College
- complete FNST 100, ANTH 100 and a minimum of 3 additional credits in a social science. Social sciences include Anthropology, Criminology, Sociology and Psychology
- complete 6 credits of a lab science. Lab sciences include Biology, Chemistry, Physics, Environmental Science, and Physical Geography. For transfer purposes, students should complete 6 credits in the same science area
- complete ENGL 100 and ENGL 101
- complete the 6-credit Northern Studies Core by taking two of the following: NOST 200, 201, or 202
- complete 18 university-level elective credits
- complete a minimum of 18 credits at the 200 level or above
- maintain a C average.

FNST I: complete 3 credits in which constitutional development, self-government or land claims form a significant part of the curriculum. Students may choose from HIST 140, POLI 220 or POLI 221.

FNST II: complete 6 credits in which First Nations culture and history form a significant part of the curriculum. Students may choose from ANTH 220, ANTH 221, ANTH 222, ATHA 101, ATHA 102, ENGL 230, ENVS 200, ENVS 201, HIST 220, HIST 221, RRMT 120, WMST 202, BCS 100/NOST 101, NOST 100.

FNST III: complete 6 credits in which First Nations contemporary issues form a significant part of the curriculum. Students may choose from CRIM 219, EDUC 221, ENVS 223, GEOG 220, POLI 220, POLI 221, WMST 202, BCS 100/NOST 101, BCS321/NOST 328, BCS 322/NOST 329, BCS 331/NOST 324, BCS 332/NOST 325.

Actual course selection for all First Nations Studies electives must be done in consultation with a program advisor.

NOTE 1: On special request, students may take up to 6 credits from divisions other than Applied Arts; however, such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions, resulting in a program deficiency or credit "short-fall" upon transfer.

NOTE 2: Transferability of BCS courses must be discussed with a program advisor. Some universities may not accept 3rd-year courses for transfer.

Northern Justice and Criminology

t. 867.668.8870

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 Justice emphasis of criminology 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 we live, work and study. The program presents an ideal continuing education opportunity and is useful for those seeking entry-level employment in justice-related fields. 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 of a Bachelor of Arts (Criminology) degree program at major Canadian universities.

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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. Yukon College Northern Studies diplomas prepare students for entry-level employment or further education in a wide variety of fields.

Required Courses:

Certificate Program

ENGL 100 English Composition

PSYC 100 Intro to Psychology I

SOCI 100 Intro to Sociology

CRIM 101 Intro to Criminology

CRIM 131 Canadian Criminal Justice System

CRIM 135 Canadian Law and Legal Institutions

3 electives

1 CRIM elective

To be awarded a certificate of Northern Justice and Criminology, a student must:

- complete the equivalent of one year of full-time university-level study (30 credits)
- complete at least 50% of the work at Yukon College
- complete the 12-credit Northern Justice and Criminology Core: CRIM 101, 131, 135, and one of the following 200-level CRIM electives: CRIM 251, 241, 219, 213, or 210
- complete at least 18 credits of courses approved for the Applied Arts concentration, which must include ENGL 100, PSYC 100, SOCI 100, and 9 credits of university-level electives
- maintain a C average.

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

Diploma Program

Year 1

ENGL 100 English Composition

PSYC 100 Intro to Psychology I

SOCI 100 Intro to Sociology

CRIM 101 Canadian Criminal Justice System

CRIM 135 Canadian Law and Legal Institutions

1 Elective

ENGL 101 Intro to the Study of Literature

PSYC 101 Intro to Psychology II

CRIM 131 Canadian Criminal Justice System

CRIM elective

Year 2

NOST Core

PHIL 110 Philosophical Concepts/Reason

CRIM 103 Psychological Explanations of Crime/
Deviance

SOCI 227 Research Methods

1 Elective

NOST Core

MATH 105 Introductory Statistics

CRIM 104 Socio Explanations of Crime/Deviance

CRIM 230 Intro to Substantive Criminal Law

POLI 201 Intro to Political Thought

cont'd...

To be awarded the diploma of Northern Justice and Criminology, a student must:

- complete the equivalent of two years of full-time university-level study (60 credits)
- complete at least 50% of the work at Yukon College
- complete the 6-credit Northern Studies Core by taking two of the following: NOST 200, 201 or 202
- complete at least 21 credits of criminology courses approved for the Northern Justice and Criminology concentration, which must include CRIM 101, 103, 104, 131, 135, 230, and at least 3 credits of approved 200-level Northern Justice and Criminology electives chosen from CRIM 241, 251, 219, 213 or 210
- complete at least 33 credits of courses approved for the university-level course requirements of the Northern Justice and Criminology concentration, which must include ENGL 100 and 101, MATH 105, PHIL 110, PSYC 100 and 101, SOCI 100, SOCI 227, POLI 201, and 6 credits of approved Applied Arts electives
- complete a minimum of 18 credits at the 200 level or above
- complete at least one course in which constitutional development OR land claims form a significant part of the curriculum
- maintain a C average.

NOTE 1: Actual course selection must be done in consultation with a program advisor.

NOTE 2: Students who intend to continue with the two-year Diploma of Northern Justice and Criminology should complete ENGL 101 and PSYC 101 to fulfill these elective requirements.

NOTE 3: Students intending to transfer to a degree-granting program should be aware that most degree-granting institutions will accept a maximum of 60 credits upon transfer. As well, some universities have instituted admissions limitations to upper-division (third- and fourth-year) courses. It is **STRONGLY RECOMMENDED** that students consult with their program advisor well in advance of seeking transfer.

NOTE 4: Students may take a criminology course to fulfill the Applied Arts elective requirement.

Some Yukon College courses have extra course or lab fees.

Please ask your program advisor about these.




YukonCollege

Check our website for current information

www.yukoncollege.yk.ca

Northern Outdoor and Environmental Studies

t.867.668.8870

liberalarts@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 60/Diploma

Duration: 2 years

CO-OP Yes

PROGRAM OVERVIEW

Northern Outdoor and Environmental Studies provides 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, 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. Program content integrates experiential learning opportunities to bridge classroom, community, and Yukon wilderness. The program is sufficiently broad to be of interest to students seeking vocational opportunities after completing their studies at Yukon College or preparing for transfer into university degree programs. This program also presents a continuing education opportunity for individuals currently employed in fields such as education, environmental policy or management, recreation, and tourism.

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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.

EMPLOYMENT

The diploma of Northern Outdoor and Environmental Studies prepares students for careers in environmental studies and research, environmental science, environmental management, environmental economics and policy, environmental health, environmental education, health, science, management, law, eco-tourism and wilderness guiding, outdoor recreation and leadership. Future employers may include government, industry, the non-profit sector, environmental consulting firms, legal firms, educational institutions, and eco-tourism operators.

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. Yukon College Northern Studies diplomas prepare students for entry-level employment or further education in a wide variety of fields.

Required Courses:

Year 1

ENGL 100 English Composition
ENGL 101 Intro to the Study of Literature
2 Lab Sciences
2 Lab/Social Sciences
4 Electives

Year 2

2 NOST Core course
2 ENVS Core courses
6 NOST Electives

To be awarded the diploma of Northern Outdoor and Environmental Studies a student must:

- complete the equivalent of two years of full-time university-level study (60 credits)
- complete at least 50% of the work at Yukon College
- complete ENGL 100 and ENGL 101
- complete 6 credits of a lab science and 6 credits in a social science or a second lab science
- complete the 6-credit Northern Studies Core by taking two of the following: NOST 200, 201, or 202
- complete 6 credits of Northern Outdoor and Environmental Studies core courses from the following: ENVS 200 and 201, and PHED 222
- complete at least 18 credits of additional NOST electives approved for the Northern Outdoor and Environmental Studies Concentration*
- complete 12 university-level elective credits
- complete a minimum of 18 credits at the 200 level and above
- maintain a C average.

*NOST Electives: Choose at least five from 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, GEOG 220, GEOG 222, GEOG 290, HIST 220, HIST 221, 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 328/BCS 321, NOST 327/BCS 312, 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. Other Applied Arts courses may be considered for Northern Studies elective credit.

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

Northern Studies

t.867.668.8870

liberalarts@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 60/Diploma

Duration: 2 years

CO-OP: Yes

PROGRAM OVERVIEW

The diploma of 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

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

TRANSFERABILITY

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

EMPLOYMENT

The diploma of Northern Studies enhances opportunities for careers in a variety of fields, particularly those located in or specifically focused on the Canadian North or circumpolar regions.

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. Yukon College Northern Studies diplomas prepare students for entry-level employment or further education in a wide variety of fields.



Check our website for current information

www.yukoncollege.yk.ca

Required Courses:

Year 1

ENGL 100 English Composition
ENGL 101 Intro to the Study of Literature
2 Lab Sciences
2 Social Science Electives
4 Electives

Year 2

2 NOST Core courses
5 NOST Electives
3 Electives

To be awarded the diploma of Northern Studies a student must:

- complete the equivalent of 60 credits in the Division of Applied Arts
- complete at least 50% of the work at Yukon College
- complete a minimum of 6 credits in first-year social sciences; e.g., Psychology, Sociology, Anthropology, Criminology, etc.
- complete a minimum of 6 credits in a first-year lab science
- complete ENGL 100 and ENGL 101
- complete the 6-credit Northern Studies Core by completing two of NOST 200, 201, or 202
- complete at least one course in which constitutional development OR land claims form a significant part of the curriculum
- complete a minimum of 15 credits in approved Northern Studies elective courses
- complete 21 university-level elective credits
- complete a minimum of 18 credits at the 200 level or above
- maintain a C average.

NOTE 1: Students need five of the following 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, GEOG 220, GEOG 222, GEOG 290, HIST 220, HIST 221, 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 328/BCS 321, NOST 327/BCS 312, NOST 329/BCS 322, PHED 111, PHED 211, PHED 212, PHED 222, POLI 220, POLI 221, POLI 222, RRMT 120, RRMT 121, RRMT 127, RRMT 232, RRMT 238, SOCI 220, WMST 202, WMST 220.

NOTE 2: Electives may be filled with Northern Studies courses, provided all prerequisites are met.

NOTE 3: On special request, students may take up to 6 credits from divisions other than Applied Arts; however, such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions, resulting in a program deficiency or credit "shortfall" upon transfer.

Visual Arts

t.867.993.6390

info@yukonsova.ca

Credential: CERTIFICATE

Credits: 30/Certificate

Duration: 1 year

PROGRAM OVERVIEW

The Dawson City Arts Society, Yukon College, and Tr'ondek Hwech'in have designed an accredited Foundation Year, 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. The Foundation Year, Visual Arts program is offered through the Yukon School of Visual Arts in Dawson City, Yukon. The program is accredited at Yukon College and transferable to Emily Carr University, Alberta College of Art and Design, Ontario College of Art and Design, and the Nova Scotia College of Art and Design 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 the Yukon SOVA website at www.yukonsova.ca/.

ADMISSION REQUIREMENTS

To be eligible for admission to the Foundation Year, Visual Arts program, students are required to have a minimum of 70% in Grade 12 English or Level 4 or higher on the Language Proficiency Index (LPI) test. In addition, admission to the program requires applicants to submit a portfolio of their artwork, a written personal statement, and at least one letter of recommendation. A detailed application package is available upon request.

Required Courses:

Semester 1

2 Dimensional Studio 1

3 Dimensional Studio 1

4 Dimensional Studio 1

Visual Culture Studies I Cultures, Histories, Theories to 1850

ENGL 120 Reading/Writing/Creating

Semester 2

2 Dimensional Studio 2

3 Dimensional Studio 2

4 Dimensional Studio 2

Visual Culture Studies II Cultures, Histories, Theories after 1850

ENGL 121 Art Words

TRANSFERABILITY

The Foundation Year, Visual Arts program is transferable into the 2nd year of study towards a Bachelor of Fine Arts or a Bachelor of Design at:

- Emily Carr University of Art and Design
- Alberta College of Art and Design
- Nova Scotia College of Art and Design University
- Ontario College of Art and Design.

Some Yukon College courses have extra course or lab fees.

Please ask your program advisor about these.



Women's and Gender Studies

t.867.668.8870

liberalarts@yukoncollege.yk.ca

Credential: CERTIFICATE
DIPLOMA

Credits: 30/Certificate
60/Diploma

Duration: 1 yr/Certificate
2 yrs/Diploma

CO-OP: Yes

PROGRAM OVERVIEW

The Women's and Gender Studies program looks at the lives, contributions, and experiences of women; the social construction of men is also a vital part of this inquiry. It examines materials by and about women, and places women's knowledge at the center of the process. The program incorporates a number of academic disciplines, including history, literature, sociology, psychology, anthropology, and social work. Because the program is inter-disciplinary and cross-divisional in its approach, Women's and Gender Studies courses have a wide appeal to students in programs in the School of Health, Education and Human Services as well as in the School of Liberal Arts. The Women's and Gender Studies Program is open to both women and men. Students may enrol in a one-year certificate or a two-year diploma program, or take individual courses for personal interest or professional development. As well, the program presents an ideal continuing education opportunity for individuals now employed.

ADMISSION REQUIREMENTS

To be eligible for admission to the School of Liberal Arts, a student must meet the criteria in ONE of the following categories:

- grade 12 graduation with a C average in English 11 and 12, Principles of Math 11 OR Applications of Math 11, and a lab science
- mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test

If you do not meet the requirements above, please meet with a program advisor to explore entry options.

NOTE: All Liberal Arts programs require completion of ENGL 100; students can enrol in ENGL 100 if they meet one of the following:

- English 12: 80% or higher
- LPI test: Level 4, with 24/40 combined on sentence structure, English usage, and reading comprehension, or higher
- ENGL 090 (a bridging English course offered by the School of Access): B or higher

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.

EMPLOYMENT

The Women's and Gender Studies programs are designed for students wishing to transfer to a degree in Women's and Gender Studies (or related field) at another institutions or for those seeking entry-level employment in fields dealing directly with women's and/or gender issues.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Required Courses:

It is strongly recommended for students who want to take 200-level WMST courses that they first successfully complete ENGL 100 and ENGL 101.

Certificate Program

ENGL 100 English Composition
ENGL 101 Intro to the Study of Literature
PSYC 100 Intro to Psychology I
PSYC 101 Intro to Psychology II
SOC 100 Intro to Sociology
SOC 103 Canadian Society
WMST 100 Introduction to Women's Studies
WMST 101 Introduction to Women's Studies II
2 WMST A-Level

To be awarded a certificate of Women's and Gender Studies, a student must:

- complete the equivalent of 30 credits total
- complete at least 50% of the work at Yukon College
- complete ENGL 100, ENGL 101, PSYC 100, PSYC 101, SOC 100, SOC 103 (18 credits)
- complete WMST 100 and 101 (6 credits)
- complete 2 courses certified as A-Level Women's and Gender Studies (6 credits)
- maintain a C average.

See program co-ordinator for more information.

Diploma Program

Year 1

ENGL 100 English Composition
ENGL 101 Intro to Literature
PSYC 100 Intro to Psychology I
PSYC 101 Intro to Psychology II
SOC 100 Intro to Sociology
SOC 103 Canadian Society
WMST 100 Introduction to Women's Studies
WMST 101 Introduction to Women's Studies II
2 WMST A-Level

Year 2

WMST 200 Women and Social Change
1 WMST 200-level course
4 WMST A-Level courses
3 WMST B-Level courses
Elective

To be awarded a diploma of Women's and Gender Studies, a student must:

- complete the equivalent of 60 credits total
- complete at least 50% of the work at Yukon College
- complete ENGL 100, ENGL 101, PSYC 100, PSYC 101, SOC 100, and SOC 103 (18 credits)
- complete WMST 100 and 101, WMST 200, and one other 200-level WMST course (12 credits)
- complete at least 27 credits in courses approved for the Women's and Gender Studies Diploma, including 18 credits in courses certified as A-Level Women's and Gender Studies, and 9 credits in courses certified as B-Level Women's and Gender Studies
- complete an elective course (3 credits)
- maintain a C average.

See program co-ordinator for more information.



School of Access

t. 867.668.8850
ap@yukoncollege.yk.ca

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.

www.archbould.com

College and Career Preparation

t. 867.668.8850

ap@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 15

Duration: 1 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 on the Diploma. Credit may also be granted for courses taken at other institutions, but 50 percent of course work 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.
- Maximum of two courses may be transferred onto 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 percent in ENGL 050 or an equivalent academic Grade 11.

ADMISSION REQUIREMENTS

- acceptable scores on the College Placement Test and College Preparation Writing Assessment, or English 10 with a minimum grade of 65% and College Math Assessment if no Principles of Math 10 or Foundations and Pre-Calculus 10 or GED Secondary School Equivalency Certificate
- full-time students must enrol in three courses each semester
- see actual course prerequisites under individual course descriptions

APPLICATION

Students who are returning to College and Career Preparation within two years of last attendance date need not re-apply for admission. If a letter is needed for funding purposes, please contact Admissions. 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. For courses that are scheduled from September to December (Term I - Fall), program advisors are available from the first week of June to the first day of classes in September. For courses that are scheduled January to April (Term II - Winter), program advisors are available from the first week of December to the first day of classes in January (excluding Christmas break Dec. 25 to Jan. 1). 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 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

ADDITIONAL COSTS

College and Career Preparation students must purchase their textbooks. Paper and other supplies are the responsibility of the student. Math students will require a scientific calculator. In addition to tuition, students are required to pay a student council fee and a mandatory technology fee.

Required Courses:

Diploma

ENG 060 and Math 050

Electives (Maximum of 3, minimum of 1):

MATH 060 Advanced Algebra and

Trigonometry

MATH 070 Introduction to Calculus

BIOL 060 Introduction to Biology II

CHEM 060 Introduction to Chemistry II

PHYS 060 Introductory to Physics

PSYC 060 The Psychology of Work

Electives (Maximum of 2):

ACCT 120 Accounting I

ENGL 090 Bridging English/University

DIRS 060 Directed Study

Post-Secondary course with permission

of the Dean, Applied Science and

Management. To obtain the College and

Career Preparation Diploma, completion

of the two core courses plus a minimum of

three electives. Not all courses are available

in a semester or at all campuses. Please check with your local campus.

Courses offered:

ACCT 120 Accounting I

BIOL 050 Introductory to Biology

BIOL 060 Introduction to Biology II

CHEM 050 Introduction to Chemistry

CHEM 060 Introduction to Chemistry II

COMM 040 Communication at Work

COMP 040 Introductions to Computers

COMP 042 Introduction to Keyboarding

COMP 050 Computer Fundamentals

CRIT 040 Critical Issues

DIRS 040 Directed Study

DIRS 060 Directed Study

ENGL 040 Communication Reading/Writing

ENGL 050 Essay Writing Skills

ENGL 060 Introduction to Literature

ENGL 090 Bridging English/University

ENVS 040 Environmental Change and Fish and Wildlife Health

ENVS 041 Environmental Change and Community Health

GEN 040 General Studies

MATH 030 Mathematics

MATH 040 Introductory Algebra

MATH 050 Intermediate Algebra

MATH 053 Apprenticeship Prep Math

MATH 060 Advanced Algebra/Trigonometry

MATH 070 Introduction to Calculus

PHYS 050 Physics

PHYS 060 Introductory Physics

PSYC 050 General Psychology

PSYC 060 The Psychology of Work

SCI 040 Yukon Science

SCI 053 Apprenticeship Preparation Science

STSK 040 Study Skills

SUCC 050 Learning for Success

English as a Second Language (ESL)

t. 867.668.8850

ap@yukoncollege.yk.ca

Credential: COMPLETION
CERTIFICATE

Credits: Depends on level

Duration: Varies

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 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).

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 ESL application and registration procedures - international@yukoncollege.yk.ca or 867.633.8897 or www.yukoncollege.yk.ca/international/.

In spring a mixed levels class is offered through Yukon College.

ADMISSION REQUIREMENTS

Advanced ESL

- internet Based TOEFL (IBT) score 53 or Canadian Language Benchmark (CLB) score 6 or IELTS of 5 or more. Students can be tested upon their arrival at Yukon College

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 7 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 7 may take two College Prep courses in addition to Advanced Level ESL or one audit School of Management, Tourism and Hospitality, School of Science, School of Liberal Arts or School of Health, Education, and Human Services course in addition to one College Prep course and Advanced Level ESL. Classes begin in September and January.

ESL Students 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, psychology, 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 project-based program designed with a unique focus and approach that encourages the personal growth and development of students. Academic skill development in numeracy and literacy is combined with workplace skills to enhance educational and vocational opportunities. Students are provided with the opportunity to enhance their workplace essential skills through a variety of workplace projects which will be offered based on students interests and community needs.

ENROLMENT

Students will not be guaranteed a seat in the class until their tuition and mandatory fees are paid in full. Only payment confirms your space in Skills for Employment. It is the student's responsibility to secure funding, if desired, and to bring the payment and appropriate forms to the College Admissions Office.

ATTENDANCE POLICY

Regular attendance is necessary to be successful in our Access programs. For this reason, and at the request of many funding agencies, students will be asked to adhere to a strict attendance policy. Please keep this in mind when you commit to attending our program.

COURSE DATES

Fall Semester

September to December 2011

Winter Semester

January to April 2012.

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 will be required. A list will be provided at registration time. 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.

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.



Check our website for current information

www.yukoncollege.yk.ca

Division of Applied Science and Management

School of Management, Tourism and Hospitality

t. 867.668.8762

mth@yukoncollege.yk.ca

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

Business Administration

t. 867.668.8762

mth@yukoncollege.yk.ca

| | |
|--------------------|--|
| Credential: | CERTIFICATE DIPLOMA |
| Credits: | 30/Certificate 60/Diploma |
| Duration: | 1 yr/Certificate 2yrs/Diploma |
| CO-OP: | Yes |

PROGRAM OVERVIEW

Business Administration delivers 1-year Certificate and 2-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 academic graduation with English 12 and Mathematics 11 (Principles, Foundations or Pre-Calculus), OR Mature Student Status with 80% on the College Writing Assessment and acceptable scores on either the College Placement test or the GED, 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 fulltime 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/.

DIPLOMA PROGRAM (CO-OP 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- (65%) 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.

Required courses on next page

Business Administration Required Courses:

Certificate

Term I

ACCT 101 Introductory Financial Accounting I or
ACCT 202 Introductory Financial Accounting*
BUS 110 Principles of Management
BUS 172 Microcomputer Applications 1, Microsoft Word
BUS 174 Microcomputer Applications 3, Microsoft Excel
COMM 192 Business Communications
ECON 100 Microeconomics

Term II

ACCT 102 Introductory Financial Accounting II or
Elective Course BUS 260 recommended*
BUS 111 Statistics I
BUS 132 Marketing Management
BUS 303 Organizational Behaviour
ECON 101 Macroeconomics

Summer Work Term

Paid work term for CO-OP Education students

Diploma

Completion of Year 1 and:

Term III

ACCT 204 Managerial Accounting I*
BUS 281 Human Resource Management
BUS 311 Commercial Law
Two Elective Courses

Term IV

BUS 260 Finance I or Elective Course*
BUS 270 Business Policy
BUS 301 Land Claims and the CED Process
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.

Business Administration (MBA)

t. 867.668.8762

mth@yukoncollege.yk.ca

Credential: MASTER DEGREE

Credits: 36

Duration: 2 years. Annual cohort of 25 students

PROGRAM OVERVIEW

The UAS Master of Business Administration (MBA) is a graduate professional degree which is offered in partnership with Yukon College to Yukoners. It is designed to provide training in a broad set of managerial skills. Usually, it is for managers who are taking on responsibilities beyond the narrow focus of a specific business function. It is delivered via satellite and over the Internet by the University of Alaska Southeast to students in Alaska and the Yukon. The UAS MBA offers a practice-oriented program, relevant to Alaskan industries, tailored to the needs of the practicing manager. It leads to a master's degree in business administration, with a focus on service management.

The program features:

- Initial three-day intensive residential seminar in August, in Juneau, to set the agenda. This seminar is part of the program and is mandatory.
- Ten 3-credit, graduate-level (600) business courses offered sequentially in a web-delivered format.
- Two additional elective courses selected in consultation with your advisor.
- Program is 2 years in length, but may be extended with MBA director approval.
- Web delivery allows participation adapted to participants own schedule and location.
- The annual cohort of a maximum 25 participants keeps class size small and facilitates extensive interaction among participants.

ADMISSION REQUIREMENTS

Participants entering the MBA program are expected to have knowledge of management, marketing, accounting, statistics, and finance at the level consistent with these core courses in the UAS BBA. Graduates of accredited BBA programs would normally have taken such introductory courses. Students whose transcripts are deficient in any of these subjects must demonstrate competency before taking MBA courses which have any of these introductory courses as prerequisites. Sometimes relevant business experience would be sufficient to demonstrate competency, if the applicant applies most of the material that might be found in the introductory course frequently as a normal part of his/her job. Otherwise, applicants would need to take the relevant introductory course before taking the MBA class.

The MBA 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.

TUITION

Tuition fees are set by the University of Alaska Southeast. Course costs in Canadian dollars average \$1500 to \$1700 per course.

For more information or to register, please contact the School of Management, Tourism and Hospitality 867.668.8762 or mth@yukoncollege.yk.ca.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Culinary Arts

t. 867.668.8762

mth@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: 33

Duration: 8 months

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, 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 8-month program in the kitchen, students rotate through a variety of stations of which each have 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 (Principles, Foundations and Pre-Calculus) OR MATH 11 AWM (Apprenticeship and Workplace Mathematics) and English 10 OR Mature Student status with acceptable scores on College Placement Tests or GED.

A negative TB skin test is required. In the case of a positive TB skin test, the student must provide a satisfactory chest x-ray report.

Students must also have or obtain current Standard First Aid and Food Safe certificates to graduate from the Culinary Arts Program. You may take these courses prior to the start of the program or during the first week of the classes. The cost to attend these courses is your responsibility.

Applicants for full-time admission must submit an official record of previous education, and are required to undergo an information interview to discuss the program and their general background and interests in the culinary field.

OTHER REQUIREMENTS

You will be required to purchase special knives, uniforms and textbooks for this program. The approximate cost of these items is \$1,750 for the academic year and they will be ordered by the program co-ordinator 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.

TRANSFERABILITY

Levels I and II transfer directly to all British Columbia College and University College Programs and Northern Alberta Institute of Technology (NAIT).

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 the Level I exam may be eligible for up to 1040 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.

Required Courses:

Term I

- CULA 101 Safety, Sanitation and Equipment
- CULA 102 Basic Food Service and Kitchen Management
- CULA 103 Cold Kitchen I
- CULA 104 Baking and Desserts I
- CULA 105 Egg and Breakfast cooking / Hot Sandwiches
- CULA 106 Vegetable and Starch Cookery I
- CULA 107 Meat and Poultry Cookery I
- CULA 108 Seafood Cookery I
- CULA 109 Stocks, Sauces and Soups I
- CULA 110 Interpersonal Skills

Term II

- CULA 121 Elementary Kitchen, Management and Health Care
- CULA 122 Stocks, Sauces and Soups II
- CULA 123 Cold Kitchen II
- CULA 124 Meat, Poultry and Seafood Cutting
- CULA 125 Vegetable and Starch Cookery II
- CULA 126 Meat, Poultry and Seafood Cookery II
- CULA 127 Baking and Desserts II

**Watch for a new
Hospitality Certificate program -
check our website for current information
www.yukoncollege.yk.ca/programs**

Information Technology (Northern Collaborative Program)

t. 867.668.8760

mth@yukoncollege.yk.ca

| | |
|--------------------|---|
| Credential: | CERTIFICATE DIPLOMA |
| Credits: | 30/Certificate 60/Diploma |
| Duration: | 1 yr/Certificate 2ys/Diploma |

PROGRAM OVERVIEW

The Northern Collaborative Information Technology (NCIT) Program is offered entirely online in collaboration with several colleges in Northern British Columbia and can be taken on a full-time 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 diploma program prepares students to enter the IT workforce as computer system support analysts (technical or applications), network administrators or software developers.

The NCIT Program offers students a number of options:

A One-Year NCIT 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 course work will also provide them with customer service skills and an understanding of IT in a business environment.

A Two-Year NCIT Diploma

The NCIT diploma option provides students a choice of two areas of emphasis - Programming/Database Management, and Technical Management.

Programming/Database Management presents students with the opportunity to acquire the skills and experience needed to control data, design solutions for data storage and transfer database information. They would also be able to write software, using a variety of programming languages and programming environments.

Technical Management provides students with the knowledge to install and maintain computer hardware and networks as well as perform programming changes to existing software.

ADMISSION 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.

Certificate

- Math 10 (Principles, Foundations and Pre-Calculus) 75%, and English 10 with 65% or higher; OR
- mature Student Status with Acceptable scores on the College Placement Test

Students who have a math credit more than 3 years old must take the College Placement Test. 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) or better to continue in the program.

Diploma

- completion of the NCIT Certificate; AND
- grade 12 Academic with acceptable scores in English 12 and Applications or Principles of Math 11 or Math 12 with a grade of 75% or higher; OR
- mature Student Status with Acceptable scores on the College Placement Test; OR
- MATH 050 and ENG 050

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+.

- 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 effective problem definition and solving within a good customer service context.
- Ability to create basic systems requirements for existing or desired business processes.

Upon completion of the diploma and in one of the two areas 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.
- 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 NCIT 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. They 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.

Also note that many of the courses are offered by institutions other than Yukon College. The schedule and availability of the courses are dependant on the offerings of these institutions.

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 Program Students will receive the NCIT certificate upon successful completion of the 10 mandatory courses below with a GPA of at least 2.00:

- NCIT 100 Business of Information Technology
- NCIT 102 Computer Hardware
- NCIT 120 Foundations of Systems Development
- NCIT 112 Foundations of Web Development
- NCIT 106 Introduction to Programming
- NCIT 114 Networking
- NCIT 108 Operating Systems I
- NCIT 118 Operating Systems II
- NCIT 110 Professionalism and Customer Service
- NCIT 122 Foundation Project

Diploma Program Students must successfully complete the four required courses, four courses in the option of choice and two elective courses from one of the other options. Students will receive a NCIT diploma for these 30 credits if they maintain a GPA of at least 2.00.

- NCIT 200 Communications and Professionalism
- NCIT 202 Finite Mathematics
- NCIT 260 Project Management in IT
- NCIT 262 Capstone Project in IT

Programming/Database Management Option

- NCIT 210 Object Oriented Programming I
- NCIT 212 Object Oriented Programming II
- NCIT 214 Database Design
- NCIT 216 Database Management Systems

Web and Multimedia Development Option

- NCIT 222 Interactive Web Design and Development
- NCIT 220 Principles of Design for Web Developers
- NCIT 224 Standards Based Web Design and Dev I
- NCIT 226 Standards Based Web Design and Development II

Technical Management Option

- NCIT 232 Network Security
- NCIT 234 Server Management
- NCIT 236 Server Infrastructure
- NCIT 230 Systems and Application Scripting



Check our website for current information

www.yukoncollege.yk.ca

Multimedia Communication

t. 867.668.8762

mth@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: 30/Certificate

Duration: 8 months

PROGRAM OVERVIEW

Yukon College's Multimedia Communication Program combines ingenuity and technology to offer students the hard skills needed to begin new career paths, or enhance current work productivity. During this 30-week, certificate program, students will create compelling text, sound, and moving images in order to target and engage various audiences. Specifically, students will 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 that applies to all of the above media. The program culminates in a real-world, community-based project, that allows students to demonstrate their developed skills to create a communications strategy across a variety of media.

ADMISSION REQUIREMENTS

- Math 10 (Principles, Foundation and Pre-Calculus) and English 11 (65%); OR
- mature Student Status with acceptable scores on the College Placement Test OR GED and 80% on the College Writing Assessment and 75% College Computer Assessment

Full-time students in the Multimedia Communications program must take the Computer Skills Assessment Quiz or have the equivalent experience prior to entering the program.

EMPLOYMENT

Whether it's in small or large businesses; municipal, territorial, or First Nations' governments; or non-profit organizations, multimedia communication skills are indispensable. Knowledge of web development, video and print-based media software and the ability to communicate effectively are skills that transfer across a multitude of job descriptions in the current technological and increasingly globalized workplace.

GENERAL OUTCOMES

- Competence in the use of various industry standard media software applications.
- Basic technical knowledge and skills to plan and implement a sound communications strategy.
- Techniques to communicate effectively for a given medium.
- Raised awareness of business practices as they relate to media development.
- Basic and intermediate web site development and markup language programming skills.
- Ability to successfully complete a new media project as part of a team.
- Problem solving capabilities in a broad context.
- Competence in editing digital video and audio.
- Real world digital workflow skills in desktop publishing.
- Demonstrable skills in vector graphic applications and graphic design theory.
- Fundamental and intermediate skills in image editing.
- Composition and technical writing skills.

Students may graduate after one year with a certificate. In order to graduate with a certificate, a student must have successfully completed 30 credits in the certificate program.

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) or better to continue in the program.

Required Courses

This program may be taken on a full or part-time basis.

Term I

| | |
|----------|----------------------------|
| COMM 192 | Business Communications |
| MMC 110 | Theories of Communication |
| MMC 111 | Image Editing Fundamentals |
| MMC 112 | Web Design I |
| MMC 113 | Desktop Publishing |

Term II

| | |
|---------|------------------------------------|
| MMC 120 | Communicative Writing |
| MMC 121 | Digital Video and Audio |
| MMC 122 | Web Design II |
| MMC 123 | Digital Illustration and Animation |
| MMC 124 | Capstone Project |



Check our website for current information

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: 9 months

PROGRAM OVERVIEW

Office Administration is a 9-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 9 months, 8 are spent studying in the classroom and one is spent working 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
WP 120 Beginning Word Processing (Word 2003)
ACCT 120 Introductory Accounting
BUSC 100 Business Communications
KEY 100 Keyboarding
MICR 100 Introduction to Excel 2003
MICR 105 Introduction to Access 2003
BUSM 100 Business Math
FILD 100 Fieldwork
RECM 100 Records Management
BUSC 200 Business Communications
OP 100 Office Procedures
JS 100 Job Search

Other requirements vary by stream:

Accounting Clerk:

ACCT 220 Intermediate Accounting
MICR 230 Simply Accounting
MICR 231 AccPac for Windows
MICR 200 Intermediate Excel

Administrative Assistant:

WP 220 Advanced Word Processing (Word 2003)
MICRO 110 PowerPoint 2003

General Office Assistant:

WP 220 Advanced Word Processing (Word 2003)

ADMISSION REQUIREMENTS

- Mathematics 10 (Principles, Foundations or Precalculus, AWM) and ENGL 10 (65%); OR
- mature Student Status 70% on the College Writing Assessment and acceptable scores on either the GED or College Placement test
- a typing speed of 25 net w.p.m. is recommended

**Watch for the new online
Legal Administrative Assistant program and
Medical Administrative Assistant program.
Check our website for current information
www.yukoncollege.yk.ca/programs**



www.archbould.com

SCHOOL OF MANAGEMENT,
TOURISM AND HOSPITALITY

Public Administration (MPA)

t. 867.668.8762

mth@yukoncollege.yk.ca

Credential: MASTER DEGREE

Credits: 36/Degree

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 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

Required Courses:

PADM 601 Introduction to Public Administration
PADM 604 Research Methods in Administration
PADM 610 Organizational Theory and Behaviour
PADM 618 Law for Public Managers
PADM 624 Human Resource Administration
PADM 625 Economics of Public Policy
PADM 628 Public Financial Management
PADM 671 Special Topics in Public Administration
PADM 688 Public Program Evaluation
PADM 690 Capstone

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.

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 \$1000 to \$1200 per course.

Watch for the First Nations Governance and Public Administration (FNGPA) program - check our website for current information www.yukoncollege.yk.ca



www.archbould.com

School of Science

t. 867.456.8588

science@yukoncollege.yk.ca

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 short and long-term education and employment goals.

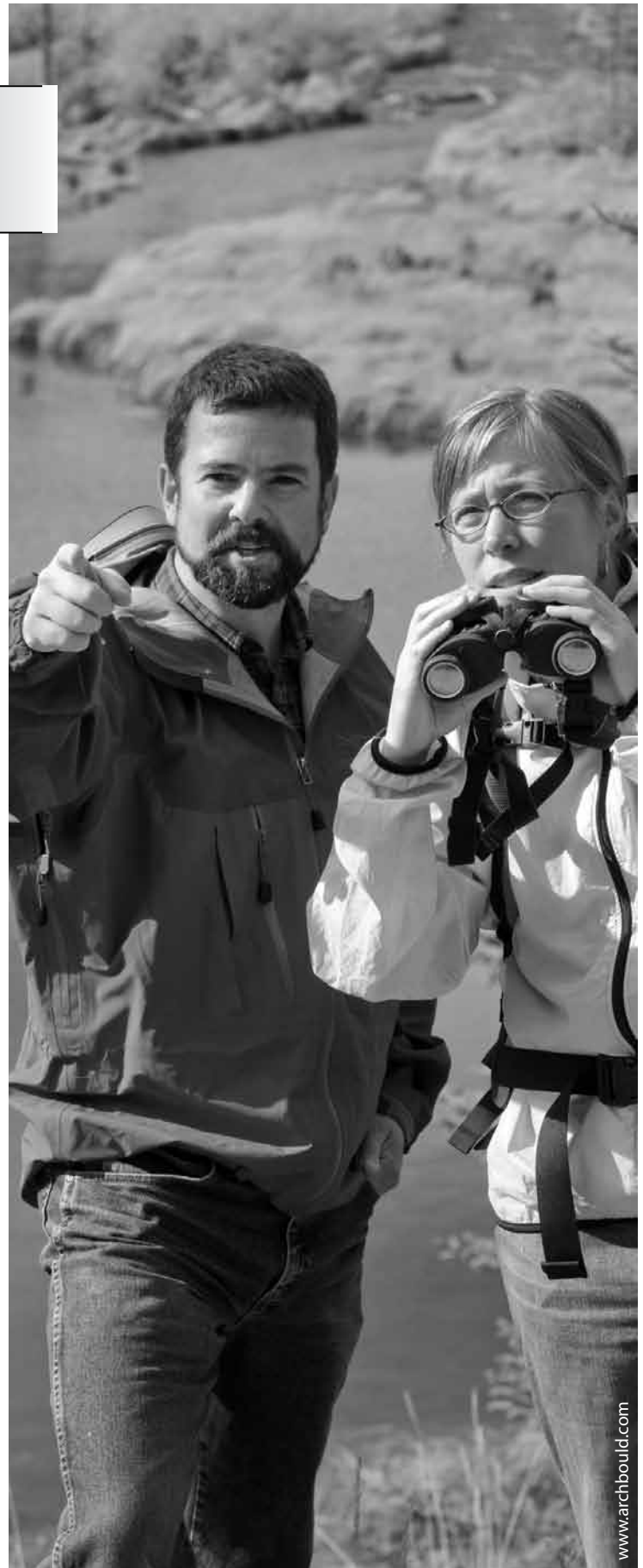
The nine-week Yukon Fisheries Field Assistant program is an intensive course that gives students the training necessary to do fisheries-related work.

The one-year Science program is designed for students who wish to transfer into an engineering or science degree program at a university.

The two-year Renewable Resources Management program prepares students both to work in the renewable resource sector, or to transfer into an engineering or 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.



Environmental and Conservation Sciences

t. 867.456.8588

science@yukoncollege.yk.ca

| | |
|--------------------|---|
| Credential: | BACHELOR DEGREE |
| Credits: | 120 (a minimum of 60 credits must be obtained through the University of Alberta) |
| Duration: | 4 years |

PROGRAM OVERVIEW

Yukon College (YC) partners with the University of Alberta (UofA) 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, reclamation, and remediation measures for natural, managed, and damaged ecosystems.

The program consists of an interdisciplinary curriculum that integrates natural and social sciences as related to environmental issues, such as global climate change, energy needs, land use, changes in water quantity and quality, and wildlife conservation. The YC curriculum includes significant northern and native studies content, reflecting the local environmental, economic, and social context.

ADMISSION REQUIREMENTS

Applicants apply to the University of Alberta, after consulting with an ENCS Advisor in the Division of Applied Science and Management at Yukon College.

ADMISSION TO THE UNIVERSITY OF ALBERTA

To be eligible for admission to the B.Sc. ENCS Program, a student must meet the following minimum criteria:

- Completion of 60 credits of appropriate university-transferable coursework at YC or another recognized institution, with a minimum 2.0 Admission Grade Point Average (AGPA). (Note: Fulfillment of academic pre-requisites does not guarantee admission as the number of students admitted is limited and students must successfully complete the application process.); AND
- Completion of B.Sc. ENCS Program Application (available online at www.registrar.ualberta.ca/ro.cfm?id=161/).

UofA application deadlines and fees apply. Once admitted, students must meet with an ENCS Program Advisor at YC to select courses. Contact the Yukon College Division of Applied Science and Management at 867.668.8850 to make an appointment. Students will register in courses through the UofA.

Tuition, mandatory course instructional support fees, and non instructional student fees will be assessed in accordance with the policies of the University. YC student fees will be assessed in accordance with the policies of the College.

Most students will complete two years—60 credits—in either the Renewable Resource Management or Northern Science Diploma Program at Yukon College before transferring into the UofA B.Sc. ENCS Program for years three and four; other routes of entry are also available.

Courses may be completed at YC, taught by UofA and YC faculty. Students may also choose to spend some or all of their third and fourth years taking courses at the UofA campus in Edmonton. Students from Edmonton may also complete part of their program in Whitehorse.

OTHER 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 UofA coursework
- achieve a minimum of 2.0 AGPA in transferable coursework from YC or equivalent institution
- achieve a minimum GPA of 2.0 in their last 60 credits of UofA coursework
- meet all relevant academic standing and graduation requirements of the UofA

EMPLOYMENT

ENCS graduates are well prepared to choose from a range of career options in both the public and private sector or to continue on to graduate studies. Examples of employment opportunities include conservation biologist, urban planner, park warden, traditional land use advisor, environmental policy analyst, environmental consultant, and environmental educator. Graduates are eligible to pursue a professional designation as a Professional Biologist (PBiol).

SPONSORSHIP AND TUITION

Students are eligible for YC awards while registered in YC programming. Students are eligible for UofA awards while formally registered as UofA students. Please contact Student Services at YC and the Office of the Registrar and Student Awards at the UofA for more information.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Northern Science

t. 867.456.8588

science@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 60/Diploma

Duration: 2 yrs

CO-OP: Yes

PROGRAM OVERVIEW

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. (see detailed course descriptions on page 87 for prerequisites.)

OTHER REQUIREMENTS

In addition to passing all the required courses above the student must:

- complete 50% of the course work at Yukon College
- maintain a 2.0 cumulative GPA 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.

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 and interests.

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 202 |
| NOST 201 | Science Elective (200-level) |
| Science Elective (200-level) | Science Elective (200-level) |
| Science Elective | Science Elective (200-level) |
| 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
Three university-transfer electives
Nine science courses, at least 4 of which must be at the 200 level. The approved science courses are:
BIOL 101 Principles of Biology I
BIO 102 Principles of Biology II
ENVS 100 Intro-Environmental Science
ENVS 101 Intro-Environmental Science II
GEOG 101 Intro to Physical Geography I
GEOG 102 Intro to Physical Geography II
MATH 100 Single Variable Calculus I
MATH 101 Single Variable Calculus II
PHYS 101 Elementary Physics I
PHYS 102 Elementary Physics II
BIOL 210 Intro to Northern Botany
BIOL 220 Ecology
BIOL 225 Ornithology: Biology of Birds
BIOL 230 Conservation Biology
BIOL 290 Beringia: Its Pleistocene Environment and Paleocology
GEOG 250 Intro-Geographical Info System
GEOG 290 Climate Change/Circumpolar World
RRMT 239 Freshwater Ecosystem/ Hydrology

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.

Renewable Resources Management

t. 867.456.8588

science@yukoncollege.yk.ca

Credential: DIPLOMA

Credits: 66

Duration: 2 years

CO-OP: Yes

PROGRAM OVERVIEW

Renewable resources include the living portions of our natural world such as plants and animals as well as nonliving 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. Practicing 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. Others have used this program to transfer to university to complete degrees.

ADMISSION REQUIREMENTS

- high school graduation with at least a C average; AND
- completion of English 11 and 12, Principles of Math 11 or Applications of Math 11, Social Studies 11, and a lab science 11 (preferably Biology 11); OR
- ENGL 090 or ENGL 050 (min. B-), MATH 050 (min. C), COMP 050 (min. C). BIOL 050 is strongly recommended; OR
- mature applicants may be conditionally accepted into the program if they achieve an acceptable score on the GED or College Achievement 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. 2011). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.

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 conference.

APPLICATION TO RRMT PROGRAM

The following documents must be received at Admissions by May 1st of the year of entry.

- Yukon College Application for Admission Form
- official transcripts of all secondary and post-secondary educational records
- Language Proficiency Index (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.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.

Renewable Resources Management

Required Courses:

Year 1

CPSC 100 Computer Science
ENGL 100 English Composition
ENVS 100 Intro. to Environmental Science I
ENVS 101 Intro. to Environ. Science 2
NOST 201 Natural History of the North
NOST 215 Northern Science Field Methods
- Field course offered in August
FNST 100 Introduction to First Nation Studies
RRMT 121 Northern Field Biology
RRMT 122 Maps and Remote Sensing
RRMT 125 Renewable Resources Measurements
Field course offered in April/May
RRMT 127 Intro. to Renewable Resource
Management
RRMT 134 Intro Salmon Hatcheries -
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
RRMT 149 BOAT (Boat Operators Accredited
Training)

Year 2

BIOL 220 Ecology
RRMT 200 Field Methods or
ENVS 223 Principles and Practices of
Heritage Interpretation
RRMT 202 Biometrics or Math 105
RRMT 237 Fisheries Management and / or
RRMT 238 Environmental Protection and
Impact Assessment

4 Management courses chosen from:

RRMT 223 Wildlife Management
RRMT 232 Intro. to Environmental Law
Enforcement
RRMT 235 Forest Management
RRMT 236 Land and Protected Area
Management
RRMT 239 Freshwater Ecosystems and
Hydrology
RRMT 241 Intro to Land Management
RRMT 242 First Nation Land Management

Non-credit required course:

RRMT 201 Winter Travel and Survival

Electives chosen from:

RRMT 204 Directed Studies in RRMT
BIOL 210 Intro to Northern Botany
BIOL 225 Ornithology-Intro to the Biology
of Birds
BIOL 230 Conservation Biology
BIOL 290 Beringia: Its Pleistocene
Environment and Paleocology
ENVS 200 Environmental Perspectives
ENVS 201 Environmental Ethics
ENVS 232 Issues in Ecological Tourism
GEOG 250 Intro. to GIS
GEOG 290 Climate Change and the
Circumpolar World
POLI 222 Northern Resources and
Environmental Law

Note: not all electives are offered every year;
some electives not listed may be eligible for credit

Science

t. 867.456.8588

science@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: 30/Certificate

Duration: 1 year

PROGRAM OVERVIEW

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.

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 above. (see detailed course descriptions on page 87 for prerequisites.)

OTHER REQUIREMENTS

In addition to passing all the required courses above the student must:

- complete 50% of the course work at Yukon College
- have a C average across the required courses

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.

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 2nd year science at most Canadian universities.

Required Courses:

MATH 100 Single Variable Calculus I
CHEM 110 The Structure of Matter
PHYS 101 Elementary Physics I
ENGL 100 English Composition
ENGL 101 Intro-Study of Literature
MATH 101 Single Variable Calculus II
CHEM 111 Chemical Energetics and Dynamics
PHYS 102 Elementary Physics II
Two university-transfer electives

Year 1

| <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 could arrange a two-year study plan. This course of study is a bit less intense than the one above, with the student never taking more than four courses at a time, but upon completion this student would also be able to enter 2nd year science and have 6 elective credits as well.

Year 1

| <u>Fall</u> | <u>Winter</u> |
|-------------|---------------|
| MATH 060 | MATH 070 |
| PHYS 050 | PHYS 060 |
| CHEM 110 | CHEM 111 |
| ENGL 100 | ENGL 101 |

Year 2

| <u>Fall</u> | <u>Winter</u> |
|-------------|---------------|
| MATH 100 | MATH 101 |
| PHYS 101 | PHYS 102 |
| CPSC 128 | CPSC 129 |
| Elective | Elective |

Some Yukon College
courses have extra
course or lab fees.
Please ask your program
advisor about these.

Water and Wastewater Operator

t. 867.456.8588

science@yukoncollege.yk.ca

Credential: n/a

Credits: Continuing
Education Units

Duration: ongoing

PROGRAM OVERVIEW

Our program offers a range of courses designed to meet the needs of water and wastewater operators working within municipal, territorial, federal or First Nations' government. 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 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 keep 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 Robert Rondeau at 867.668.8798 To apply for your certification exam, download the application form the EOCP website at www.eocp.org/forms.html or phone 1.866.552.3627.

Courses:

- WO 001 Small Water Systems
- WO 002 Water Distribution Level 1 and 2 Exam Prep
- WO 003 Hypochlorination/Disinfection
- WO 006 Wastewater Collection Level 1 Prep
- WO 010 Bulk Water Delivery
- WO 011 Groundwater Treatment and Quality
- WO 012 Arsenic Removal
- WO 014 Distribution Flushing Techniques
- WO 015 Distribution System Breaks and Repairs
- WO 016 Cross Connection Control
- WO 017 Corrosion Prevention and Control
- WO 018 Intro to Membrane Filtration for Water Treatment
- WO 019 Ponds and Lagoons
- WO 020 Sewer Flushing and Cleaning Techniques
- WO 021 Basic Wastewater Treatment
- WO 022 Chlorine Handling
- WO 023 Water Analysis, Monitoring and Recordkeeping
- WO 024 Small Wastewater Systems
- WO 025 Well Development, Pump Installation, and Well Maintenance
- WO 026 Math Review (for water operators)
- WO 027 Introduction to SCADA and Data Communication Systems
- WO 028 Computer Basics for Operators
- WO 029 Maintenance Management Program Development
- WO 030 Backflow Assembly Tester Certification
- WO 031 Water Treatment 1+2 Exam Prep
- WO 032 PVC Design and Construction for Water and Wastewater Pipe
- WO 033 Emergency Response Planning for Water Operators
- WO 034 Water Distribution Systems Operations
- WO 035 Butt Fusion Welding of Polyethylene
- WO 036 Basic Hydrogeology
- WO 037 Well Head Protection Planning
- WO 038 Electrical Fundamentals for Water and Wastewater



Check our website for current information

www.yukoncollege.yk.ca

Yukon Fisheries Field Assistant

t. 867.456.8588

science@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: non-credit

Duration: 9-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 is 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 7 weeks of online learning, followed by an 11-day field camp (May 30 - June 10, 2011) where the "hands-on" portion of the course will be taught.

ADMISSION REQUIREMENTS

- physically fit and able to spend 2 weeks in a field camp
- English 10 or equivalent; OR acceptable scores on College Placement Test
- valid First Aid/CPR is required for Electro-fishing certification

EMPLOYMENT

Completion of this course 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.

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 current information

www.yukoncollege.yk.ca

School of Mining and Technology

t. 867.668.8760
smt@yukoncollege.yk.ca

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. Stay in touch with our website for upcoming programs.





**Watch for new
School of Mining
and Technology
programs on our website.**



Yukon College

Check our website for current information

www.yukoncollege.yk.ca

istock photo

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 wish to enter a specific trade but have no experience while the apprenticeship levels are for those who are indentured as apprentices. All apprenticeship levels are available for carpenters and 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

To provide students with theoretical trade knowledge and to develop their practical skills to a level that will enable them to enter the trade as capable and knowledgeable apprentices and entry-level workers. Students will be encouraged to seek an apprenticeship as a means of furthering their skills towards journeyman level in the carpentry trade.

ADMISSION REQUIREMENTS

- principles of Math 10 or Applications of Math 10 and ENGL 10; OR
- mature student status with acceptable scores on the college placement test or GED; OR
- CRIT 040 and MATH 030, OR MATH 053 (B-) AND SCI 053 (B-); OR
- pass level 4 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 the 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 Apprentice exam
FA 003 First Aid and CPR
PAT 001 Powder-Actuated Tools
WHMS 001 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 challenge 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: 8 weeks

CARPENTRY APPRENTICE LEVELS

Carpentry Apprentice Training Levels I, II, III and IV are 8-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 current information

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 the Construction / Industrial Electricity Pre-Employment Program is to prepare students for entry-level employment in the electrical trade. Through this program, which combines theory with hands-on practical exercises, students will develop the ability to perform basic electrical tasks. Students will be capable of assembling, installing, repairing and maintaining electrical equipment and other electrical devices. Students are encouraged to seek apprenticeship upon completing this program as a means of furthering their skills toward journeyman level in the electrical trade.

ADMISSION REQUIREMENTS

- principles of Math 11 or Applications of Math 11 AND ENGL 11; OR
- mature student status with acceptable scores on the college placement test OR GED; OR
- Yukon College MATH 040 (recommend MATH 050) OR MATH 053 (B) AND SCI 053 (B); OR
- pass level 5 trades entrance exam

NOTE: Students will be expected to complete recommended and scheduled Math 060 material by the end of Level III.

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

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

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 challenge the Electrical Apprenticeship Level I (first year) exam.

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: 8 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.



Check our website for current information

www.yukoncollege.yk.ca

Pipe Trades Pre-Employment

t. 867.668.8760

st@yukoncollege.yk.ca

Credential: 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.
- The ability to apply mathematical concepts to the Plumbing trade.

ADMISSION REQUIREMENTS

- grade 10 Academic - High School Graduation with English 10 and Mathematics 10; OR
- mature student status with acceptable scores on Yukon College placement test or GED; OR
- CRIT 040 and MATH 030; OR
- acceptable scores on the appropriate Apprenticeship 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 challenge 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.

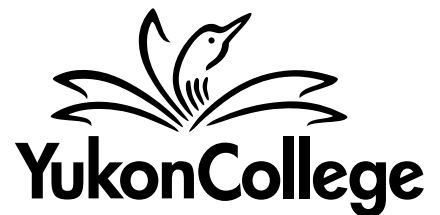
Required Courses:

| | |
|----------|--|
| 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 |

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 challenge the Plumbing Apprenticeship Level 1 (first-year) exam.



Check our website for current information

www.yukoncollege.yk.ca

Sheet Metal Pre-Employment

t. 867.668.8760

st@yukoncollege.yk.ca

Credential: 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.

The ability to apply mathematical concepts to the Sheet Metal trade

ADMISSION REQUIREMENTS

- grade 10 Academic - High School Graduation with English 10 and Mathematics 10; OR
- mature student status with acceptable scores on Yukon College placement test or GED; OR
- CRIT 040 and MATH 030; OR
- acceptable scores on the appropriate Apprenticeship Entrance Exam

OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes and leather steel-toed work shoes

DURATION

This 20-week program consists of 44 Individual Learning Modules as approved by Yukon apprenticeship and will be delivered as per the current schedule.

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 Sheet Metal Apprenticeship Programs.
- Provide an opportunity to challenge the Sheet Metal Apprenticeship Level 1 exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force in the Sheet Metal Worker trades.
- Demonstrate the ability to apply mathematical concepts to the Sheet Metal trades.

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 challenge the Sheet Metal Apprenticeship Level 1 (first-year) exam.

Required Courses:

| | |
|----------|---|
| FA 003 | First Aid and CPR |
| H2S 001 | H2S Alive |
| PAT 001 | Powder Actuated Tools |
| RIGG 001 | Rigging and Hoisting |
| SM 100 | HVAC (Heating Ventilation Air Conditioning) Systems |
| SM 101 | HVAC Duct Fittings |
| SM 102 | Math for Sheet Metal Trade |
| SM 104 | Safety/Tools/Materials/Process |
| SM 107 | Blueprint Reading and Pattern Development |
| SM 108 | General Fabrication |
| TDG 001 | Transportation of Dangerous Goods |
| WELD 001 | Welding for Sheet Metal |
| WHMS 001 | Workplace Hazard Material Information Systems |



Check our website for current information

www.yukoncollege.yk.ca

Trades Exploration and Preparation for Women (Program subject to funding)

t. 867.668.8760

st@yukoncollege.yk.ca

Credential: CERTIFICATE

Credits: non-credit

Duration: 20 weeks

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

- grade 9 Math and English; OR
- mature student status with acceptable scores on the college placement test or GED; OR
- Yukon College Level 2 completion

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.

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

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.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.



SHCOOL OF TRADES

www.archbould.com

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

- principles of MATH 10 or AMA 10 AND ENGL 10; OR
- mature student status with acceptable scores on the college placement test OR GED; OR
- CRIT 040 and MATH 030, OR MATH 053 (B-) AND SCI 053 (B-); OR
- pass level 4 trades entrance exam

OTHER REQUIREMENTS

- good physical condition
- good hand/eye co-ordination
- suitable work clothes and 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 and practical requirements for Level 1 of the Welder Apprenticeship.
- Provide an opportunity to challenge 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.

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

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 challenge the Welding Apprenticeship Level 1 (first-year) exam.

Some Yukon College courses have extra course or lab fees. Please ask your program advisor about these.



School of Continuing Education

t. 867.668.5200

ce@yukoncollege.yk.ca

Yukon's Trainer of Choice

A core focus of our business is to provide customized solutions that meet the needs, budgets and timelines of your organization. Whether you are a private sector for-profit business, a non-profit society or a government department or agency, you need to stay current, adapt to changing market conditions and respond to evolving customer needs. We are here to help you.

We offer clients the flexibility of training delivery at any of our 13 Campuses, at on-site locations, or at other facilities across Yukon and beyond such as hotels and conference centres.

Our highly-skilled team of consultants, trainers and coaches can help you assess the challenges you are facing, identify needs and solutions, and tailor our programs and services to meet your specific needs in a timely and cost-effective manner. We can consult with you, assist with research and help you develop new systems, products or services. We can train, coach or mentor your employees, executives or board members. And we can follow-up with you to ensure that your desired goal has been achieved.

To learn more, call us at 867.668.5200 or email us at ce@yukoncollege.yk.ca

If you are looking to

- advance your career
- achieve a certification
- pursue a new career
- start a new business
- develop yourself personally or professionally
- increase your enjoyment of leisure-time pursuits

then you should look to see what Yukon College's School of Continuing Education and Training is offering this season by visiting our website (www.yukoncollege.yk.ca/ce/), picking up a brochure from your nearest campus, or calling us at 867.668.8710 or Toll Free at 1.800.661.0504.

Program areas include:

- Business and Finance
- Computers and Multimedia
- First Aid and Safety
- General Interests (e.g., Languages, Gardening, Music, etc.)
- Leadership and Management
- Outdoor and Wilderness Pursuits
- Trades and Skills Training



Darren Gallo

School of Community Education and Development

t. 867.668.5200

ce@yukoncollege.yk.ca

The mission of the School of Community Education and Development is to contribute to community development and capacity-building by serving the adult education and training needs of communities throughout Yukon and, where appropriate, in Northern British Columbia. The School uses a variety of methods, media and technologies to offer

- graduate (master degree) courses
- undergraduate (bachelor degree, diploma and certificate) courses
- bridging, college preparation and academic upgrading courses
- adult basic education and literacy courses
- essential skills for employment programs
- continuing education courses
- trades and skills training courses
- community courses

The School's Community Campuses and Learning Centres can also facilitate access to College services such as Career Counseling and Academic Advising. In addition, the School's facilities can host community- and industry-based research projects.

Community Campuses and Learning Centres are staffed with at least one Instructor and the schedule of programs and services offered by each facility is based on community needs and interests and is, therefore, unique to each community. 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

To find out what the School is offering in your community this season, visit our website (www.yukoncollege.yk.ca/about/communities/) or visit or contact your local Community Campus or Learning Centre (see page 3 of this book for contact information).



www.zarchbould.com

Course Descriptions

The following section is a complete alphabetical listing of courses for all Yukon College programs in the Calendar.

For clarification purposes, course listings follow the legend below:

Course Abbreviation and number

For most courses the first number indicates the course credit (normally also lecture hours/week) and the second number indicates other required course activity hours/week, ie. lab or tutorial hours

Please contact the program advisor for all other listings.

ACCT 102 (3/0) Introductory Financial Accounting II

← Course name

This course is a continuation of ACCT 101 and addresses the capital assets, the long-term liabilities, and the equity sections of the various business forms. Special topics include partnership accounting, short- and long-term investments, and financial system analysis. The student will find this all placed within the generally accepted accounting principle framework.

← Course description

Prerequisite(s): ACCT 101.

← Prerequisite(s)

Please note: Depending on the circumstances, students may be granted permission to enrol in courses for which they do not have the specified prerequisites. Such special permission must be obtained from a program advisor or the course instructor as part of the registration process.



ACCT 101 (3/0) Introductory Financial Accounting I

This course introduces students to the accounting cycle and the major financial statements, as well as the generally accepted accounting principles that dictate the recording of financial information in the accounting records. It also covers the control and recording of cash, inventory, and receivables in proprietorships and corporations.

ACCT 102 (3/0) Introductory Financial Accounting II

This course is a continuation of ACCT 101 and addresses the capital assets, the long-term liabilities, and the equity sections of the various business forms. Special topics include partnership accounting, short- and long-term investments, and financial system analysis. The student will find this all placed within the generally accepted accounting principle framework.

Prerequisite(s): ACCT 101.

ACCT 120 (3/0) Introductory Accounting

This introductory course covers the study of accounting based on a service business organized as a sole proprietorship and a merchandising business. Topics include analyzing and journalizing transactions; general journal and combination journals; posting to general ledger, accounts receivable and payable ledgers; eight-column worksheets; adjusting and closing entries, and preparing financial statements.

ACCT 220 (3/0) Intermediate Accounting

This intermediate course covers partnership and corporation accounting, combination journals and special journals; posting to accounts receivable and payable ledgers; payroll, general accounting adjustments, inventory control, and analysis of financial statements.

Prerequisite(s): ACCT 120.

ACCT 202 (3/0) Introductory Financial Accounting

This course is an introduction to the measuring, recording, classifying, communicating, and interpreting of financial data in a business entity. Students will cover the accounting cycle and major financial statements with an emphasis on reporting to shareholders, creditors, and other external decision-makers. The course stresses generally accepted accounting principles and also includes a large number of accounting methods used in business today.

ACCT 204 (3/0) Managerial Accounting I

This course covers the uses of accounting information for managerial decision-making, budgeting, and control. Included in the course are cost-volume-profit relationships, job order costing, performance evaluation and variance analysis, as well as several costing approaches.

Prerequisite(s): ACCT 101 and ACCT 102, or ACCT 202, or consent of the division.

ACCT 205 (3/0) Managerial Accounting II

This course is an introduction to cost accounting fundamentals and multiple purpose systems for management control. Included in the course are output pricing and profit-cost relationships, inventory valuation, direct costing and relevant costing, transfer pricing, by-products, and regression analysis.

Prerequisite(s): ACCT 204.

ACCT 209 (3/0) Intermediate Financial Accounting I

This course discusses generally accepted accounting principles; objectives of financial statements; revenue recognition; accounting changes and correction of errors; time value of money; valuations of current assets; and accounting for inventories, fixed assets and long-term investments.

Prerequisite(s): ACCT 101 and ACCT 102, or ACCT 202.

ACCT 210 (3/0) Intermediate Financial Accounting II

This course discusses monetary and non-monetary liabilities; accounting for bonds, leases, pensions and shareholders' equity; tax allocation; analysis of financial statement information; and statement of changes in financial position.

Prerequisite(s): ACCT 209.

ANTH 100 (3/0) Introduction to Cultural Anthropology

A general introduction to the field of social and cultural anthropology. Basic concepts and methods are introduced, and a variety of societies at different levels of cultural complexity are examined.

ANTH 101 (3/0) Biological and Forensic Anthropology

A general introduction to the field of biological anthropology, its contributions to our understanding of human evolution and behaviour, and its application within forensic science. Students must also register in ANTH 101L, the mandatory lab component of this course.

ANTH 102 (3/0) Survey of World Prehistory

A broad review of the human prehistory of the world, from the emergence of the genus Homo, through to the development of the state as a social formation throughout the world.

ANTH 103 (3/3) Introduction to Anthropological Archaeology

The concepts, theories, and methods of archaeology are examined. Students develop an appreciation of how archaeology contributes to the understanding of the development of human societies. Students must also register in ANTH 103L, the mandatory lab component of this course.

ANTH 140 (3/0) Introduction to the Fields of Anthropology

This course introduces students to the four central sub-disciplines of anthropology: physical anthropology, linguistic anthropology, cultural anthropology, and archaeology. Central themes are human evolution, the appearance of culture, social organization, culture change, and domestication. When possible, examples will be obtained from the western subarctic region. Yukon First Nation pre-contact cultures, historic adaptations, and contemporary lifeways will be explored. ANTH 140 is a core course in the Heritage and Culture Certificate Program.

ANTH 201 (3/0) Foundations of Forensic Anthropology

This course reviews the historic development of the field and the techniques forensic anthropologists use to determine age, sex, identification, time since death, cause and manner of death, and physical characteristics of an individual from their skeletal remains.

Prerequisite(s): ANTH 101 recommended.

ANTH 220 (3/0) People and Cultures of the Subarctic

Students are introduced to the historic adaptations, traditional cultures, and contemporary peoples of the Subarctic. The features of social organization, religious traditions, arts and narrative styles of selected Subarctic peoples are surveyed.

Prerequisite(s): ANTH 100.

ANTH 221 (3/0) Subarctic Archaeology

Introduction to the archaeological record of the North American Subarctic with special emphasis on the Beringia, including Yukon and Alaska.

Prerequisite(s): ANTH 103 and ANTH 220 are recommended.

ANTH 222 (3/0) Oral Traditions and Mythology of the North

Focusing on circumpolar northern traditions, this course examines a range of approaches to the analysis of oral traditions and myth currently used in anthropology and literature.

Prerequisite(s): ANTH 100 is recommended.

ANTH 225 (6/3) Field Methods in Subarctic Ethnography and Archaeology

An introduction to archaeological field methods as currently practiced in the Yukon, within an integrated program of documentation of local culture-history with a strong community presence in the research activities.

Prerequisite(s): Second-year standing in the Division of Applied Arts. ANTH 100 and ANTH 103 are recommended.

ANTH 226 (3/3) Analytical Methods in Archaeology and Ethnography

Two-week intensive course designed to introduce students to a range of anthropological techniques of analysis related to data collected during the course of the field school, ANTH 225.

Prerequisite(s): ANTH 103 required. ANTH 225 generally taken concurrently.

ANTH 227 (3/0) Kinship and the Village Economy in the Contemporary North

This course introduces students to the anthropological study of kinship and its relationship to the economy in kin-based societies. The structure of aboriginal kinship in the North, its relationship to the household or domestic economy, and the weaving of households together to form local village economies are examined and, in turn, related to the larger territorial, national, and “global” economies.

Prerequisite(s): ANTH 100 recommended.

ARCV 140 (3/0) Archives and Collections Management

In this course, students will become acquainted with basic archival theory and archaeological and museum collections management principles. An introductory study of the theory and practice of acquiring, appraising and accessioning archival records is begun. Students are also introduced to some basic records management techniques. ARCV 140 is a core course in the Heritage and Culture Certificate Program.

ASTR 100 (3/0) Introduction to Astronomy

This course is a survey of the sciences of Astronomy and Astrophysics. These disciplines undertake to uncover the basic rules and mechanisms that govern the behaviour of planets, stars, galaxies, and the universe as a whole.

ATHA 101 (3/0) Introduction to Native Languages I.

Introduces an Athapaskan language, Southern Tutchone, to beginning students. The language studies focus on practical linguistic knowledge, and grammar studies include phonetic transcription, reading practice, drills, and exercises in the sound system.

ATHA 102 (3/0) Introduction to Native Languages II

Introduces advanced verb forms of Southern Tutchone an Athapaskan language. Focus is on practical linguistic knowledge with an emphasis on conversational skills, while grammar studies include phonetic transcription, reading practice, drills, and exercises in the sound system.

Prerequisite(s): ATHA 101.

BIOL 050 (3/3) Introduction to Biology I

This course deals with the scientific method; the chemical and physical background for biology; plant tissues; microscopy; plant nutrition; movement and transport; basic genetics; animal behaviour; evolution; ecology; preview of photosynthesis and respiration; preview of reproduction and meiosis; viruses and the six kingdoms of living organisms.

Co-requisite(s): ENGL 050.

BIOL 060 (3/3) Introduction to Biology II

This course covers cell structure and function; animal tissues; photosynthesis; respiration; animal nutrition; immunity; digestive, muscular, skeletal, and circulatory system; integument; excretion; homeostasis; nervous system and the senses; hormonal system and autonomic nervous system; reproduction and meiosis; stages of aging and basic molecular genetics.

Prerequisite(s): SCIENCE 040, BIOLOGY 050, Biology 11 or permission of instructor.

Co-requisite(s): ENGL 050.

BIOL 101 (3/3) Principles of Biology I

A core introductory biology course emphasizing principles of wide application to all living organisms, including cell structure and function, the mechanism of inheritance, evolution, and adaptation to the environment. A comparative approach to the unity and diversity of organisms is stressed. Lab sessions reinforce the subject matter presented in the lectures.

BIOL 102 (3/3) Principles of Biology II

A continuing introductory biology course following BIOL 101, emphasizing principles of wide application to all living organisms, including the mechanism of inheritance, basic anatomy, functioning of the major systems in living organisms and behaviour. A comparative approach to the unity and diversity of organisms will be stressed. Lab sessions reinforce the subject matter presented in the lectures.

Prerequisite: BIOL 101.

BIOL 210 (3/3) Introduction to Northern Botany

This course provides an introduction to plant biology, with an emphasis on the taxonomy of common Boreal and Arctic plant families found in the Yukon. Students will learn the tools and techniques used for the identification of plants, including the use of plant keys. Students will become familiar with the anatomy and general biological functions of vascular plants. Lectures will also cover topics relevant to the evolution, systematics, ecology, biogeography, and human use of northern plant species. Hands-on lab activities will provide students with opportunities to dissect plant specimens and learn to recognize important family and species characteristics. Additional lab activities will focus on preparation and mounting of herbarium specimens, botanical illustrations, and medicinal and food uses of wild plants.

Prerequisites: BIOL 101 and BIOL 102.

BIOL 220 (3/3) Ecology

This introduction to the science of ecology focuses on the interrelations between individual organisms, their populations and communities. It begins by reviewing the factors that limit distributions and then considers population demography, life tables and managing harvested populations. After a review of the mathematical models to explain interspecific competition and predation, we review community ecology looking at succession, species diversity gradients, energy flow, biogeochemistry, and the role of predation, competition and disturbance in structuring communities. We conclude by considering the prospects for global change and the ecological processes that may shape these changes.

Prerequisites: BIOL 101 and BIOL 102.

BIOL 225 (3/0) Ornithology: Introduction to the Biology of Birds

This second-year course will provide a practical introduction to the subject of ornithology, the biology of birds. In one three-hour combined lecture and lab per week, students will learn about 1) the evolution of birds and the incredible array of avian morphological, physiological, and behavioral adaptations, 2) current research and issues in avian ecology and conservation, 3) methods used by researchers in the field of avian biology, and 4) identification of birds by sight and sound, with an emphasis on species found in the Yukon.

Prerequisites: BIOL 101 and BIOL 102.

BIOL 230 (3/0) Conservation Biology

This is an introductory course assessing the essentials of a fairly broad and sometimes value-laden discipline addressing the crisis faced in the management of endangered species. The diversity of life on the planet earth is the focus, its values, its threats and potential solutions to its demise. Three aspects will be emphasized: Basic factual content and principles; Individualized research and reporting; and Class interaction and discussion skill.

Prerequisites: BIOL 101 and BIOL102.

BIOL 290 (3/0) Beringia: Its Pleistocene Environment and Paleocology

This course explores the physical and natural history of Beringia, the "land bridge" that has connected North America and Asia for most of the past 100 millions years.

Prerequisite: Second-year standing.

BUS 001

Business Admin CO-OP Work Term I

BUS 002

Business Admin CO-OP Work Term II

BUS 003

Business Admin CO-OP Work Term III

BUS 110 (3/0) Introduction to Management

This course gives students a general overview and understanding of the components of business and organizations. The course includes the current principles and theory of management and administration. Additional topics relating to management practices within the Canadian environment will also be discussed. Key studies of problems and situations from business and management are used to expose students to the decision-making process.

BUS 111 (3/0) Statistics I

This course deals with the use of probability and statistics in collecting, organizing, analyzing, interpreting and presenting large masses of quantitative data. The topics covered in the course include graphical and tabular descriptive techniques; graphical presentation; measures of central tendency and dispersion; probability; discrete and continuous probability distributions; estimation; and hypothesis testing of interval- and nominal-level data in situations involving one or two populations.

BUS 132 (3/0) Marketing Management

This course covers the study of the activities necessary to facilitate the flow of goods and services from the manufacturer to the ultimate consumer. A consumer approach to marketing is stressed throughout the course. Product, place, price and promotion decisions are discussed in detail, and then are integrated into various marketing policies, strategies and tactics.

BUS 172 (1.5/0) Microcomputer Applications I, Microsoft Word

This 21-hour course is a comprehensive look at Microsoft Word. Students will learn how to access and use different functions including graphics and tables. Paragraph and page formatting, easy approaches to preparing newsletters, mailing labels, and résumés will all be examined.

BUS 173 (1.5/0) Microcomputer Applications II, Internet/Microsoft PowerPoint

This 21-hour course is a comprehensive look at communications within a business context using the Internet and Microsoft PowerPoint. Students will learn how to create on-screen business presentations and basic web pages.

BUS 174 (1.5/0) Microcomputer Applications III, Microsoft Excel

This 21-hour course looks at building worksheets, using formulas, creating charts, creating and modifying templates and sorting and filtering data. The course is ideal for people who work with numbers or related data.

BUS 175 (1.5/0) Microcomputer Applications IV, Microsoft Access

This 21-hour course is a beginner's look at Microsoft Access. Students learn how to create database tables, retrieve information using queries, create forms and reports, maintain an existing database, and use macros to simplify tasks.

Prerequisite(s): BUS 174.

BUS 201 (3/0) Public Administration

This course examines the structures, organizations and processes of public administration in Canada, with special reference to the national level. The course provides an understanding of the responsibilities of, and limitations imposed on, public service administrators.

Prerequisite(s): POLI 200.

BUS 202 (3/0) Small Business Management

This course deals with all functional areas of management in a small business setting. Topics include business start-ups or acquisitions, franchising, preparation of a business plan, and the functions of marketing, finance, production, and general management.

Prerequisite(s): ACCT 202 and BUS 132.

BUS 203 (3/0) Computer Applications in Accounting

This course discusses the accounting software available for small to medium-sized organizations. Through hands-on experience with Simply Accounting and/or AccPac, students will develop a working knowledge of computerized accounting, develop criteria to use in evaluating microcomputer accounting software, and gain an understanding of the controls necessary in managing the flow of accounting data.

Prerequisite(s): ACCT 101 and ACCT 102, or ACCT 220.

BUS 232 (3/0) Electronic Commerce

The skills required by an electronic commerce specialist are wide ranging. This course will consider some of these skills, including web page design, website hosting with online malls, the requirements of a good Internet service provider, self-hosting, payment processing, security issues, online marketing, shipping, insurance, and the human resource implications of running an online business.

Prerequisite(s): BUS 132.

BUS 240 (3/0) Personal Selling

This course is designed to provide an in-depth study of the role of salesmanship and selling in the business environment. Included in the study will be discussions of the nature and rewards of selling and details of the salesperson's job and qualifications. The course outlines: the knowledge and skill requirements for successful selling; the sales process; and the salesperson's personal, customer, and social responsibilities.

Prerequisite(s): BUS 132.

BUS 241 (3/0) Advertising and Promotion

This course provides an in-depth study of advertising and its role in the marketing mix. Topics include advertising and society, the promotional mix, the functions of advertising agencies, creative strategy, media strategy, and advertising and the law.

Prerequisite(s): BUS 132.

BUS 242 (3/0) Marketing Research

This course covers problem definition, data collection, analysis of data, and presentation of results for problems in marketing. The course outlines research methods that can be used in all functions of business; however, the emphasis is on the marketing function. Specific areas of marketing research, including product research and advertising research will be discussed. Casework is an integral part of this course.

Prerequisite(s): BUS 111 and BUS 132.

BUS 260 (3/0) Finance I

The course looks at the role of finance in today's business firms. Cash budgets, financial forecasting and analysis, and sources and uses of funds are covered in detail. Effective management of current assets, working capital, and fixed assets are also covered. Capital budgeting and methods of evaluating capital projects are discussed with emphasis on discounted cash flow techniques. Examination of relevant case problems via class discussion is an integral part of the course.

Prerequisite(s): ACCT 101 and 102, or ACCT 202.

BUS 261 (3/0) Finance II

This course discusses the firm's optimal capital structure, together with short, intermediate, and long-term sources of capital funds. Leasing, dividend policy, mergers, and acquisitions are also discussed. The examination of relevant case problems via class discussion is an integral part of the course.

Prerequisite(s): BUS 260.

BUS 262 (3/0) Investment Finance

This course covers all aspects of investing and gives students an insight into the Canadian economy, and the various investment markets and instruments, as well as the investment strategies and tools used by the industry today. The course is modeled on the Canadian Securities Course—students will generally co-register with the Canadian Securities Institute—and is designed to prepare students to become financial advisors in the investment community.

Prerequisite(s): ACCT 101 and ACCT 102, or ACCT 202.

BUS 270 (3/0) Business Policy

This is a capstone course that will normally be taken by full-time students during their final academic semester. The course is intended to help students integrate the skills and concepts learned in courses such as accounting, finance, marketing and management. This will be accomplished through the extensive use of case analyses and business simulation software. Students will develop the ability and insight to analyze the extent and significance of the problems facing a wide variety of organizations.

Prerequisite(s): Second-year status in the Business Administration Program.

BUS 280 (3/0) Introduction to Labour Relations

Business 280 is an introductory survey course in labour relations and collective bargaining. Pertinent labour legislation, the negotiation and administration of collective agreements, and dispute settlement will be studied. This will expose students to the concepts, theories, legislation, history, practices, current issues, and trends in the Canadian industrial relations system.

BUS 281 (3/0) Human Resource Management

This course covers the theory of human resource management, current techniques for personnel management, management aspects of human resource administration, and personnel management functions. Familiarity with personnel practices relating to human resource planning, staffing, training and development, appraisal, compensation, and labour relations will be developed. Emphasis is placed on the practical application of human resource management and processes to effective management of modern organizations in a changing environment.

BUS 301 (3/0) Land Claims and the Community Economic Development Process

This course is a compulsory course in the second-year of the Business Administration program. The course focusses on developing the specific knowledge base required to work with and have an understanding of some of the First Nations issues facing communities in the Yukon. Topics covered in the course include the unique position of the First Nations in Yukon society, the history of policy actions impacting on First Nations people, the issues facing First Nations communities in Canada and the Yukon, the community-based economic development model, and the role of the development corporation.

BUS 303 (3/0) Organizational Behaviour

This course is designed to provide an overview of organizations and management from the behavioural science perspective. It examines the forces shaping individual, group, and organizational and cultural dynamics as they affect the administration of organizations. Topics include the rationale for studying management from a behavioural point of view; the development of organizational behaviour theory; the individual, the group, the organization, and culture as a frame of reference; the individual in the organization; organizational development and change; and group dynamics.

BUS 305 (3/0) Organizational Theory and Analysis

This course provides students with a detailed study of organizational structure, design, and processes, and the theoretical models that have been developed for analytical and management purposes. Topics include the context of organization theory, problems and application of classical and modern theory, and organizational dynamics.

Prerequisite(s): BUS 303.

BUS 307 (3/0) Statistics II

This course builds on the statistical tools and techniques developed in Statistics I. The topics discussed in the course include analysis of variance; chi-squared tests; non-parametric statistics; linear regression and correlation; multiple regression and model building; time series analysis and forecasting; statistical quality control; and decision analysis.

Prerequisite(s): BUS 111.

BUS 311 (3/0) Commercial Law

Both the private and public sectors of the Canadian economy rest on a structure of legal and social institutions. This course offers a synoptic view of the Canadian legal system, with emphasis on underlying considerations of social policy—the reasons behind the rules rather than the rules of law themselves. While considering the nature, sources, philosophy and policy objectives of the law, selected topics from the field of tort and contract are analyzed.

BUS 320 (3/0) Applied Management Studies

This course is designed to provide the student with an opportunity to apply his or her knowledge and experience gained both in the program and the work world to a job suitable for college evaluation, a consulting project, or an independent study project.

BUSC 100 (3/0)**Business Communications**

This course provides a study of grammar, spelling, and punctuation for accuracy in written communications and development of proofreading skills.

BUSC 200 (2/0)**Business Communications**

This course introduces the basic principles and strategies of communication and provides extensive practice in applying these principles and strategies to the various forms of written communication. Students will plan, draft, and edit effective business letters and memoranda to produce copy suitable for mailing.

Prerequisite(s): BUSC 100.

BUSM 100 (1.5/0) Business Math

This course is designed to help students develop the skills needed to perform basic mathematical operations quickly and accurately on the calculator, and to solve business mathematical problems. A variety of topics will be covered—with emphasis on decimals, fractions, ratios and proportions, and percent increase/decrease calculations and their applications in markups, markdowns, and discounts.

CARP 001: (24/0) Review and Cleanup

This time is provided at the end of the program to complete practical projects and assignments. A period of review will also be offered to prepare students to write the government Level 1 exam. Students will also participate in proper procedures for cleanup of shop facilities to prevent safety hazards

CARP 100: (20.5/1) Worksite Safety

This course introduces the fundamentals of safety on the job site. Topics include: good work habits, worksite hazards, protective equipment, fire safety, transport of equipment

**CARP 101: (60/4)
Hand Tools and Build Supplies**

This course enables students to use safely and maintain common hand tools for carpentry, as well as to identify and handle common building materials. Topics include the use of measuring, layout and testing tools, clamping and holding devices, hand saws, boring and drilling tools, fasteners and adhesives, fastening tools, dismantling tools, planes, chisels and edging tools, abrasives and other finishing tools, and metal cutting tools, and the identification, selection and storage of building materials. Further practice and proficiency in the use of these tools occurs throughout the program.

CARP 102: (42/3)**Portable Power Tools and Levels**

This course introduces students to the safe operation, adjustment and maintenance of portable power tools, as well as to the use of the builder's level. Topics include: the construction and operating principles of electrical tools, as well as the use of drills, sanders, grinders and buffers, reciprocating and sabre saws, mitre saws, plate joiners, power planes, routers, nailers, explosive-actuated fasteners, chain saws, and optical levels. Further practice with these tools occurs in other courses

CARP 103: (60/4)**Stationary Power Tools**

This course introduces the basic safety, operation, adjustment, and maintenance principles in relation to stationary power tools. Topics include the operation of table saws, radial arm saws, drill presses, shapers, grinders, and combination sanders. Further practice with these tools occurs in other courses.

CARP 104: (60/4) Floor Construction

This course teaches various methods of floor construction and floor support methods. Topics include: Building Code of Canada regulations for floor construction, floor types and layout, energy-efficient floor construction, and materials estimates and construction of sills, beams, columns, posts, pony walls, floor frames, stairwell openings, blocking and bridging, and the installation of solid wood or plywood subfloors. Stair theory and construction of straight stairs is also included. Students will actually construct floor structures.

CARP 105: (48/3) Wall Construction

This course introduces various procedures in wall framing. Topics include Building Code of Canada regulations regarding wall construction, description of various house styles, energy-efficient framing techniques and post-and-beam construction, estimation of wall framing material quantities as well as construction of walls, partitions, wall openings, sheathing and bracing, and the alignment and positioning of walls.

CARP 106: (60/4) Roof Construction

This course focuses on basic techniques in roof construction. Topics include the interpretation of Building Code of Canada regulations regarding roof framing, various roof styles and energy-efficient roof construction techniques and construction of ceiling frames, sheds, gable and hip roofs, gable ends, common trusses, ceiling and roof openings and roof projections, as well as apply roof sheathings and strapping. This course requires strong mathematical abilities.

CARP 107: (40/2) Blueprint Reading

This course teaches students the basic drawing principles used in blueprints. Topics include drawing projects and constructing them, requirements and limitations of sketching, extracting sketch information, drawing terms and definitions, drawing instruments, procedures and practices, as well as working sketches. Also included is reading blueprints and specifications to extract information for construction. These include site plans, foundation plans floor, wall and roof plans, elevations, sections, details, legends, finish schedules, sub-trade drawings and specifications, building permits and inspections, and the building process.

CARP 112: (18/1)**Site and Materials Prep**

This course teaches students the concepts required to prepare for building construction on a site. Topics include site layout, erection of batter boards and other points of reference, properties and components of concrete, Building Code of Canada Regulations regarding foundations, and calculation of excavation and concrete volumes.

CARP 113: (48/3)**Residential Foundations**

This course covers the basics of foundation construction. Topics include: construction of footing, wall and stair forms, bulkheads, blockouts and bucks, as well as the placement of hardware, reinforcement and concrete, and the finishing, curing, and treatment of concrete. Also covered are preserved-wood foundations and energy-efficient foundation construction.

CARP 114: (38/2)**Scaffolds and Rigging**

The basics of scaffolding and rigging for construction form the content of this course. Topics include Occupational Health and Safety, single-pole, double-pole, half-horse and specialty wood scaffolds, metal frame and specialty metal scaffolds, ladders, knot tying, cables, slings, webs and other rigging hardware, and rigging and hoisting of loads. Particular emphasis is placed on safety, and students will actually construct and erect scaffolds, tie knots, and rig loads.

CHEM 050 (3/3)**Introduction to Chemistry I**

This course introduces the basic principles of chemistry: matter and energy; measurement; atomic theory and the periodic table; chemical formulas and calculations; chemical bonding; liquids and solids; and solutions, molarities, stoichiometry, titration and hydro carbons. Includes eight laboratory sessions.

Co-requisite(s): MATH 11 with algebra or MATH 050.

CHEM 060 (3/3) Introduction to Chemistry II

This course covers structure of molecules; introduction to organic chemistry; the gaseous state; reactions in water; ionic equations; oxidation-reduction equations; acids and bases; and chemical equilibrium and kinetics. Includes nine laboratory sessions.

Prerequisite(s): Minimum grade of B- in CHEM 050 or equivalent.

CHEM 110 (3/3) The Structure of Matter

This course covers both the common practical aspects of chemistry as well as the theoretical principles that describe this science. Topics of study include the structure of the atom, electron configuration, the nature of chemical bonding and a look at liquids, solids and gases at a molecular level. Other topics of study include reaction stoichiometry and an introduction to organic chemistry and biochemistry. Lab sessions illustrate and reinforce most of the topics presented in the lectures.

Successful completion of this course and its companion CHEM 111 will satisfy the requirement for 6 credits of first-year chemistry in the science programs at most Canadian and US universities.

Prerequisite: Chemistry 11 (70% or better). CHEM 12 is recommended.

Co-requisite: MATH 060

CHEM 111 (3/3/1) Chemical Energetics and Dynamics

This course is a continuation of the study of the fundamental principles of chemistry with an emphasis physical chemistry. Topics of study include chemical equilibrium, acid/base chemistry, chemical kinetics, nuclear chemistry, thermodynamics and electrochemistry. The course also includes some descriptive chemistry of a selection of main group elements and transition metals. Lab sessions illustrate and reinforce most of the topics presented in the lectures.

Successful completion of this course and its companion CHEM 110 will satisfy the requirement for 6 credits of first-year chemistry in the science programs at most Canadian and US universities.

Prerequisites: CHEM 110, Mathematics 12 (MATH 060)

CL 100 (1.5/0) Computer Literacy

This is a basic course designed for students who have little or no computer experience or for those who need to update their knowledge of computers; Windows operating system; email and internet. A variety of topics will be covered—with emphasis on the Windows operating system and file management.

COMM 040 (3/0) Communication at Work

This course is designed for students who wish to improve their business/technical communication skills. The course focusses on writing in a number of formats including memos, emails, letter and reports. Students will also gain experience in delivering oral presentations.

Prerequisite(s): Suitable score on writing assessment.

COMM 192 (3/0) Business Communications

Business Communications helps students build the proficiency needed to succeed in today's technologically enhanced workplace by focusing on the development of professional oral and written communication skills. Students will improve: memo, letter, email, report, proposal writing and presentation skills and the ability to effectively participate in and chair meetings. Students will also develop valuable skills in resume writing and job application and interview strategies and techniques.

COMP 040 (3/0) Introduction to Computers

This course introduces students to a variety of applications used for work and entertainment: mouse skills, the fundamentals of Windows and windows applications, file management, word processing and drawing skills, spreadsheet techniques, and practice with presentation graphics software. Students will use a browser to access information and use electronic mail on the Internet.

COMP 042 (3/0) Introduction to Keyboarding

This course is designed for students with minimal or no computer experience. Approximately two-thirds of the course is spent on keyboarding skills while the other one-third is on basic word processing skills using MS Word.

COMP 050 (3/0) Computer Fundamentals

In this course, students will work more in-depth with Windows basics, File Management, Word, Internet operations, electronic mail, Web page development, image editing, Excel basics and PowerPoint presentation graphics program. Students are expected to also work to improve keyboarding accuracy and speed.

CPSC 100 (2/2) Practical Computer Fluency

The goal of CPSC 100 is to teach you to become an independent and effective computer user, in both your current studies and future career. It is not a training course in specific software packages or technologies. Software, and the hardware upon which it runs, evolves far too quickly for such detailed learning to be of long-term value. Instead, the course explains the concepts that underlie computer hardware, software, and services, that are then illustrated through hands-on interaction with common applications.

CPSC100 is not intended for students pursuing a career in computer science, and it cannot be counted for credit towards a computer science or computer studies degree or diploma.

Prerequisite: Students should have enough experience using computers that they are comfortable using a keyboard, mouse, Windows and browsing the web.

CPSC 128 (3/1.5) Object-oriented Programming I

The goal of CPSC 128 is to introduce the student to the design and implementation of object-oriented software. To this end it covers: techniques, methods, and tools for systematic development and maintenance of software systems and documentation; basic algorithms and data structures; and fundamental concepts of object-oriented programming. The bulk of the course is spent practicing program design as new elements are added to the student's knowledge of an OOP language. Good programming practices are emphasized throughout, including: top-down design, modularization, code re-use, debugging techniques, and creating useful documentation.

Prerequisite: Math 11. While no previous programming experience is required, any such experience is helpful.

CPSC 129 (3/1.5) Object-oriented Programming II

This course continues the presentation of OOP begun in CPSC 128 and covers increasingly sophisticated algorithms, data structures and object hierarchies. Network programming is introduced. Good programming practices are emphasized throughout, including top-down design, object decomposition, modularization, code reuse, testing and debugging techniques, and creating useful documentation.

Prerequisite: CPSC 128.

CRIM 101 (3/0)**Introduction to Criminology**

Introduces the terminology, concepts, and subject matter of criminology including measures of crime, criminological theories and the nature of criminology as a science and discipline.

CRIM 103 (3/0) Psychological Explanations of Criminal and Deviant Behaviour

Examines and provides critical evaluation of the major biological, psychiatric, psychological, and social psychological explanations of crime and deviance.

Prerequisite(s): PSYC 100 and PSYC 101 are strongly recommended.

CRIM 104 (3/0) Sociological Explanations of Crime and Deviance

Examines and provides a critical evaluation of the major sociological explanations of criminal and deviant behaviour.

Prerequisite(s): SOCI 100 and CRIM 101 are recommended.

CRIM 121 (3/0)**Community Problem Solving**

Examines theoretical and practical approaches to problem solving and conflict resolution in a community context, with an emphasis on restorative justice.

Prerequisite(s): CRIM 101 recommended.

CRIM 131 (3/0) Introduction to the Canadian Criminal Justice System

Provides a descriptive and analytic overview of the structure and operation of the Canadian and Yukon justice systems including the origins, contemporary role, responsibilities, powers, accountability, and interrelationships of the police, courts, and corrections.

CRIM 135 (3/0) Introduction to Canadian Law and Legal Institutions

An introduction to the Canadian and Yukon legal systems. The course examines the nature of authority; foundations of law-related institutions, including sources of law; the relationship of law to the political process, and the role of lawyers, the judiciary and the courts in the development of law.

CRIM 210 (3/0)**Law, Youth, and Young Offenders**

This course examines how society reacts to children and youth who encounter difficulties with the law. Legislation, theories and research on delinquency are analyzed in conjunction with the services available to deal with youthful offenders.

Prerequisite(s): CRIM 101 or CRIM 131.

CRIM 213 (3/0)**Women, Crime and Justice**

Offers an historical and analytical overview of women's involvement in the criminal justice system, taking into account the role of gender and Aboriginal women's experiences in criminality, victimization, and social responses to crime.

Prerequisite(s): CRIM 101 or CRIM 104 or SOCI 100 or WMST 100.

CRIM 219 (3/0) Aboriginal Peoples and Canadian Criminal Justice

Examines and presents critical evaluation of the relationships between Aboriginal peoples and Canadian criminal justice, encompassing the historical and contemporary position of Aboriginal peoples in Canadian society.

Prerequisite(s): CRIM 101 or CRIM 131.

CRIM 230 (3/0) Introduction to Substantive Criminal Law

Introduction to the study of substantive criminal law. The course explores the history of the criminal law, the purpose of criminal law, the basis of criminal responsibility in Canada, and the elements of a crime.

Prerequisite(s): CRIM 135.

CRIM 241 (3/0)**Introduction to Corrections**

The organization, structure and operation of institutional and community-based correctional services in Canada and Yukon are examined.

Prerequisite(s): CRIM 101 or CRIM 131.

CRIM 251 (3/0)**Introduction to Law Enforcement**

Critically examines the structure, operation and delivery of police services in Canada and Yukon. Topics for consideration include the history of Canadian policing; the role, occupation and powers of police, police community relations and the role of political or secret police.

Prerequisite(s): CRIM 101 or CRIM 131.

CRIT 040 (3/0) Critical Issues

Students will examine current issues in a variety of disciplines. They will read about, respond to, and reflect on the impact these issues have on their lives and future work.

Prerequisite(s): Suitable score on reading assessment.

CRWR 201 (3/0)**Introduction to Creative Writing I**

Introduces beginning writers to the writing of two creative writing genres (varies per term). The study and development of craft, the exploration of voice, and the acquisition of critiquing skills are emphasized.

Prerequisite(s): Six credits of university-level composition and/or literature.

CRWR 202 (3/0)**Introduction to Creative Writing II**

Introduces beginning writers to the writing of two creative writing genres (varies per term). The study and development of craft, the exploration of voice, and the acquisition of critiquing skills are emphasized.

Prerequisite(s): Six credits of university-level composition and/or literature.

CRWR 203 (3/0) Exploring Creative Writing Techniques: The Imagination Workshop

Students will explore the craft common to all forms of imaginative writing before individually examining the four main genres—fiction, creative non-fiction, poetry, and drama. Guided writing exercises, written assignments, and selected readings by contemporary writers are used to stimulate students' imaginations and sense of play.

Prerequisite(s): Six credits of university-level composition and/or literature; or CRWR 201, 202, 241, 242, or 243.

CRWR 241 (3/0) Fiction Workshop

Written assignments and selected readings are used to explore the range and scope of contemporary short fiction. Students develop an awareness and appreciation of the possibilities of the short story, and gain a broad understanding of the writing process.

Prerequisite(s): Six credits of university-level composition and/or literature, or CRWR 201 or CRWR 202.

CRWR 242 (3/0) Creative Non-fiction Workshop: Telling Our Stories (The Art of Personal Narrative)

This seminar-style course introduces students to the writing of memoir, autobiography, biography, and other types of personal narratives.

Prerequisite(s): Six credits of university-level composition and/or literature; or CRWR 201, CRWR 202, or CRWR 241.

CRWR 243 (3/0) Writing Drama

Introduces students to the writing of short-form drama for stage and screen. The course focusses on the craft of dramatic writing and the techniques used to shape a play or screenplay.

Prerequisite(s): Six credits of university-level composition and/or literature; or CRWR 201, CRWR 202, or CRWR 241.

CRWR 244 (3/0) Introduction to Novel Writing Workshop I

Introduces students to the writing of longer works of fiction (the novella or novel). The course focusses on the techniques used to shape a longer work of fiction, using sample novels or excerpts. Students will also work on their own longer fiction..

Prerequisite(s): Six credits of university-level composition, literature, or creative writing.

CRWR 245 (3/0) Writing for Children and Young Adults

This seminar-style course introduces students to the writing of creative prose for children and young adults. Students will explore the fundamental techniques of narrative, including image, voice, rhythm, character, setting, and story. Guided writing exercises, written assignments, and selected readings of works by contemporary children's writers will be used to help develop and strengthen specific creative writing skills.

Prerequisite(s): Six credits of university-level composition, literature, or creative writing.

CSW 104 (3/0) Understanding Youth at Risk

This course explores the history and the attitudes towards youth in care. The course is designed to teach students about the philosophies and treatment techniques that can be applied when working with youth at risk. The many issues that face youth and the responses that youth are giving to their problems will be examined. The types of services available to assist youth and the current programs operating in the Yukon will be identified. A First Nations' perspective will be used to teach techniques to establish a reclaiming environment for change.

CULA 101 (2/0) Safety, Sanitation and Equipment

This course provides the student with an introduction to the principles of work safety, hygiene and health regulations. First Aid, fire safety, and safe operation and maintenance of kitchen equipment will be stressed. Special emphasis will be placed on the practice of personal hygiene, appearance, and proper food safe procedures.

CULA 102 (2/0) Basic Food Service Skills and Kitchen Management I

This course provides the student with instruction on basic cooking principles, cooking methods, and seasoning and flavoring techniques. The student will also be instructed on the proper procedures and methods of receiving and storing various food items, weighing and measuring food, types of measurement used in the kitchen, recipe conversions. Lectures, assignments, and tests cover these topics.

CULA 103 (4/0) Cold Kitchen

This course enables the student to identify basic salad ingredients and fruits, receiving and storage of salad ingredients, describe and prepare basic types of salads and salad dressings, identify characteristics and types of various cheeses, describe and prepare spreads and fillings used in sandwich making, prepare hot and cold sandwiches. Emphasis will be placed on workmanship, design, creativity, and industry standards for production time.

CULA 104 (2/0) Baking and Desserts I

This course provides the student with a basic knowledge of ingredients and methods used in baking. The student will bake pies, quick breads, cookies, and basic desserts and puddings. Emphasis will be placed on correct methods of preparation, artistic presentation, and industry standards for production time.

CULA 105 (2/0) Egg and Breakfast/ Hot Sandwiches

This course provides the student with the basic skill and knowledge in the preparation of various breakfast items. The student will learn different methods of cooking eggs and breakfast meats. The student will also be instructed on the preparation and presentation of pancakes, waffles, French toast, hot and cold cereals, fruits, and fruit dishes associated with breakfast. Emphasis will be placed on proper work methods and techniques, and quality of the finished product. Students will prepare all types of hot sandwiches for customer service.

CULA 106 (1/0) Vegetable and Starch Cooking

This course will instruct the student in the identification, selection, storage, cleaning, preparation, and types of cooking methods for vegetables, rice, and pasta. Emphasis will be placed on correct cooking techniques, methods, and industry standards for production time.

CULA 107 (1/0) Meat and Poultry Cooking I

This course provides an introduction to the principles of meat and poultry cooking. The student will learn to identify cuts of meat and poultry, describe and apply various cooking methods and techniques for meat and poultry, prepare gravies, cut and portion meat and poultry for customer service. Emphasis will be placed on proper cooking and preparation methods, and industry standards for production time.

CULA 108 (1/0) Seafood Cooking I

The seafood-cooking course will provide the student with a basic knowledge of identifying and storing all types of fresh, frozen or cooked seafood. The student will be able to describe and apply the proper preparation and cooking methods for seafood cooking. Emphasis will be placed on correct preparation and cooking methods.

CULA 109 (1/0) Stocks, Sauces and Soups I

This course introduces the principles and preparation of basic stocks, sauces, and soups. The student will learn to identify different types of stocks and ingredients, their uses, describe and prepare basic stocks, identify and prepare leading sauces, identify major categories of soups, describe and apply general procedures for soup making, prepare cream soups, clear soups, puree soups, and chowders. Emphasis will be placed on work methods, preparation, the finished product, and industry standards for production time.

CULA 110 (1/0) Interpersonal Skills

This course teaches valuable communication skills required for communicating with customers and staff on the job. It encompasses listening, writing and interpersonal communications. Topics include letters of application, résumé writing, interview skills and dealing with conflict.

CULA 121 (1/0) Elementary Kitchen Management and Health Care I

This course continues the study of food grades, qualities, yield testing, costing and menu planning, recipe conversions and proper receiving and storing procedures. The student will learn these principles through lectures and practical assignments.

CULA 122 (2/0) Stocks, Sauces and Soups II

This course introduces the student to the secondary sauces and soups prepared using the basic sauces, stocks and soups previously covered. Preparation of soups, stocks and sauces are continued at this level. Emphasis is placed on work methods, preparation, and industry standards for production time.

CULA 123 (1/0) Cold Kitchen II

The student will continue to prepare salads and salad dressings in this course. Through lectures, demonstrations, and assignments students will be introduced in the preparation of hot and cold hors d'oeuvres, gelatin salads, mousses, canapés, presentation of various buffet platters, and salad bar setup and presentation. Emphasis will be placed on work method and presentation.

CULA 124 (4/0)**Meat Poultry and Seafood Cutting**

This course provides the students with instruction on processing techniques of primary and secondary cuts of beef, veal, pork and lamb. The student will acquire knowledge of variety meats, portion cutting, work methods, weights and measures, cutting techniques and safety. The student will cut and bone poultry, and identify, clean, scale, fillet and portion cut seafood.

CULA 125 (2/0)**Vegetables and Starch Cookery II**

The students will sauté, stuff, braise, glaze and gratinate a variety of vegetables, and prepare and cook pasta and rice dishes. Emphasis will be placed on method of preparation, colour co-ordination, preparation, and industry standards for production time.

CULA 126 (2/0)**Meat, Poultry and Seafood Cookery II**

The student will learn to identify cuts of meat, poultry, and seafood and also learn to stew, braise, bake, grill, broil, roast, pan fry and deep fry meat, fish and poultry. The student will prepare au jus and pan gravies, variety meats, carve and portion meat, fish and poultry. Emphasis will be placed on method of preparation and industry standards for production time.

CULA 127 (4/0) Baking and Desserts II

In this course students will prepare a variety of pastries, yeast goods, cakes, puddings, baked desserts, and gelatin desserts. Emphasis will be placed on methods of preparation and artistic presentation.

DIRS 040 (3/0) Directed Study

Students will practice effective time management, study and organization skills. An elective may be a directed study project if the program advisor or instructor has scheduled time to supervise the project and prepare a course outline. For example, a project could be tutor training followed by supervised tutoring of adults who are learning to read and write. All directed study projects must include oral and/or written presentations. This elective must be cleared with the Dean.

DIRS 060 (3/0) Directed Study

An elective may be a directed study project if the program advisor or instructor has scheduled time to supervise the project and prepare a course outline. For example, a project could be tutor training followed by supervised tutoring of adults who are learning to read and write. Workshops and courses such as mediation training may be applied to a credit in DIRS. All directed study projects must include oral and/or written presentations. This elective must be cleared with the Dean.

ECD 106 (4/0) Special Topics in Early Childhood Development

This course is designed to provide a range of theoretical and practical training to practicing childcare workers or those interested in a career in childcare. The course is offered in workshop modules and successful completion of four modules will result in course completion.

ECD 107 (4/0) Orientation to Child Care

This course is intended for family day-home providers and caregivers working in licensed child care centres who have no formal training in early childhood development. The course focusses on working with children aged 0-12 years. It emphasizes health, safety, nutrition, child development, child guidance, child-care legislation, and working with parents.

ECD 108 (3/0) Family Child Care II

The emphasis of this family childcare course is on supporting the development of children at all ages and stages. In addition, balancing work and family, risk management and caring for the caregiver are presented and examined. Observation skills are developed to support and enhance programming.

ECD 110 (2/0) Health, Nutrition and Safety

This is a study of methods of meeting the health, nutritional, and safety needs of young children. The course provides basic information on the role nutrition plays in our lives, nutrient content of food, and the principles and practices of good health for children, including identification of the health and safety components in a children's program.

ECD 111 (4/0) Child Growth and Development I

In conjunction with ECD 121, this course provides the student with a basic understanding of child development relevant to facilitating growth and development in children during the first six years of life through adolescence.

ECD 112 (2/0) Introduction to Early Childhood

This course focusses on understanding the goals and philosophy for an individualized, play-oriented, child-centered program for young children. The role of the early childhood professional in facilitating such a program is examined. The materials lab experience stresses selection, preparation, and the value of basic materials for working with young children.

ECD 113 (4/0) Field Placement I

This course will provide students with an introduction to the practical field of Early Childhood Education and the opportunity to observe children in a variety of settings. For the first six weeks, students will observe children in a variety of settings one day a week. For the next six weeks, the student completes the practicum by working with children in one setting. An integration seminar will provide students with the opportunity to discuss and integrate these observations in relation to theoretical concepts obtained in ECD 111 and ECD 112 this term. This course will also begin to help prepare the student for the profession.

Prerequisite(s) or co-requisite(s): ECD 111, ECD 112, and ECD 114.

ECD 114 (1/0) Integration Seminar I

This seminar provides a bi-weekly session with the student's college co-ordinator and other students to discuss field placement experiences and further integrate class work with field experiences.

Prerequisite(s): ECD 111 and ECD 112.
Co-requisite(s): ECD 113.

ECD 115 (2/0) Understanding Self-Esteem

This course is designed to foster a theoretical and experimental understanding of self-esteem. Aspects of interpersonal communication and group process as they relate to self-esteem will be introduced.

ECD 121 (3/0) Human Growth and Development II

In conjunction with ECD 111, this course provides the student with a basic understanding of human development relevant to facilitating growth and development in children during middle childhood and adolescence.

ECD 122 (4/0) Learning Through Play

In this course, students explore the nature and development of play in the lives of children. Students learn how to organize and to prepare meaningful play experiences to enhance the growth of individual children, and are exposed to a diversity of play activities suitable for children. Attention is also directed toward appropriate equipment and materials, and the organization and use of indoor and outdoor space and time to foster play.

Prerequisite(s): ECD 111 and ECD 112.

ECD 123 (4/0) Field Placement II

Students are placed in co-operating community agencies in a variety of early childhood settings such as day care centers, family day homes, kindergartens, hospital pediatric wards, parent day out centers, and centers for exceptional children. Under supervision of trained and experienced personnel, students have an opportunity to integrate theory and practice in the development of skills for working with young children and their families. The students progress through a developmental sequence of experiences throughout the four terms. Students are also encouraged to evaluate themselves in terms of strengths and weaknesses.

Prerequisite(s): ECD 113 and ECD 114.

ECD 124 (1/0) Integration Seminar II

This seminar provides a bi-weekly session with the student's college co-ordinator and other students in order to discuss field placement experiences and further integrate class work with field experiences.

Co-requisite(s): ECD 123. **Prerequisite(s):** ECD 114.

ECD 125 (2/0) Building Self-Esteem

This course introduces and provides an opportunity to practice basic communication skills in order to improve students' effectiveness as helping professionals.

Prerequisite(s): ECD 115.

ECD 200 (3/0)**Science Areas and Young Children**

This course focusses on the nature and development of science, mathematics, and social studies in the lives of young children. Students are given an experimental basis to assist in the conceptual understanding of these areas. Though traditionally approached as separate disciplines, the areas are presented within a framework of integrated learning. Students develop, carry out, and evaluate relevant experiences that will meet the needs of children. Finally, the course investigates the nature and methods of long-term and short-term planning.

Prerequisite(s): Completion of 1st year ECD.

ECD 211 (3/0) Family-Program-Community

This course is designed to increase the student's understanding of, and empathy with, the families with whom they will be working. The relationship between the child-development professional and parents, together with the various roles of parents in early childhood programs, is discussed. The value of a friendly, open, co-operative family staff relationship should become self-evident. The child development worker's role in fostering this, and in serving as an advocate for young children and their families, is explored.

Prerequisite(s): Completion of 1st-year ECD.

ECD 212 (3/0) Fine Arts with Young Children

Music, movement, and drama for young children are studied within a framework of their developmental needs. Students are given a theoretical basis, as well as practical activities to use in childhood programs. The role of the adult is explored within a learning through play approach to these curriculum areas.

Prerequisite(s): Completion of 1st-year ECD.

ECD 213 (4/0) Field Placement III

See description ECD 123.

Prerequisite(s): Completion of 1st-year ECD.

ECD 214 (1/0) Integration Seminar III

See description for ECD 124.

Co-requisite(s): ECD 213.

ECD 215 (3/0) Interpersonal Communication Skills

Healthy interpersonal relationships are central to our happiness, overall well-being, and workplace success. Effective communication skills are critical in such interpersonal relationships. This course uses an experiential and self-reflective approach. It aids students in the development of personal strengths and self-awareness that contribute to communication skills and positive relationships with others in daily life and in the workplace. Attention is given to many influences and factors affecting interaction (self-concept, perception, emotions, listening, verbal and non-verbal messages, cultural and situational differences and dealing with conflict.)

ECD 221 (3/0) Ecology of the Family

This course examines the variations in family processes, forms and structures. The focus is on the modern family with particular reference to northern issues and challenges. It is designed to deepen the students' understanding and empathy for the families with whom they will be working.

ECD 222 (3/0) Exceptional Individuals

Students consider the needs of an exceptional individual, with regard to his/her exceptionality. The care and education of the exceptional individual in an integrated situation is discussed, along with family dynamics. Students will have an opportunity to relate to an exceptional individual on a personal, feeling level. This course is an introduction to the field and not intended to train specialists.

ECD 223 (4/0) Field Placement IV

See description ECD 123.

Prerequisite(s): ECD 213 and ECD 214. **Students should be enrolled in 4th-term classes.**

ECD 224 (1/0) Integration Seminar IV

This seminar provides a bi-weekly session with the student's college co-ordinator and other students in order to discuss field-placement experiences and further integrate class work with field experiences.

Co-requisite(s): ECD 223.

ECD 225 (2/0) Personal Growth and Development

This course is designed to facilitate personal growth by establishing a climate of mutual support and sharing. In such an environment students can discover their strengths and weaknesses and learn ways of managing both, in an attempt at improving the quality of their personal and professional life roles.

Prerequisite(s): ECD 215 or ECD 115 and ECD 125.

ECMP 100 (3/0) Assistive Technology

As members of the education support team, educational assistants play a significant role in supporting children and youth with learning challenges. This course will examine a range of technology-based adaptations, from low-technology solutions to specific software applications. Participants will learn to use these technologies to support learning and enhance the capabilities of students in the classroom. This course will cover the essential concepts, key terms and the application of a framework approach for matching students and their learning needs to appropriate adaptations. Participants will acquire the knowledge and skills to inform and implement technology-based interventions that support students to achieve greater independence and participation in the classroom.

PREREQUISITE(s): Acceptance in the Education Assistant Certificate Program

ECON 100 (3/0) Introduction to Microeconomics

This course discusses the terminology, concepts, theory, methodology and limitations of current microeconomic analysis. The course provides students with a theoretical structure to analyze and understand economics as it relates to individuals and businesses. In addition, it seeks to provide students with an understanding of how political, social and market forces determine and affect the Canadian economy.

ECON 101 (3/0) Introduction to Macroeconomics

This course is an introduction to the current macroeconomic terminology, concepts and theory that are fundamental to understanding, analyzing, and evaluating the overall performance of an economy. The topics covered in the course include the Yukon economy; gross domestic product; the price level and inflation; economic growth and productivity; saving and investment; unemployment; the Bank of Canada and the Canadian banking system; the international monetary system; aggregate demand and aggregate supply; and fiscal and monetary policy.

ECON 260 (3/0) Environmental Economics

This course introduces the concepts and analytical methods used in the field of environmental economics. Microeconomic principles are used to explore how market failure, and the less-than-full-cost accounting of economic activities, can contribute to environmental degradation in a market economy.

Prerequisite(s): ECON 100.

EDUC 120 (3/0) Introduction to Education

Students gain an understanding of the basic issues facing elementary and secondary teachers in Canadian schools, with emphasis on northern Canadian schools. The course introduces the values, concepts, expectations and responsibilities of classroom teachers.

Prerequisite(s): Admission to Applied Arts and an acceptable score on the Language Proficiency Index test.

EDUC 121 (3/0) Philosophy of Education

This course examines major philosophies of education and their relation to teaching practice, methods, curriculum, and educational administration. The traditional themes of the history, philosophy, politics, and sociology of education are covered.

EDUC 220 (3/0) Traditional Teaching and Learning in the Yukon

This course introduces teachers to Yukon's First Nations cultures. Particular attention is paid to oral history, traditional knowledge and kinship and clan systems. Participants examine First Nations curriculum materials and methods for integrating those materials into school curriculum. Materials developed and/or endorsed by Yukon First Nations or their agencies will be used.

EDUC 221 (3/0) The Northern Multicultural Classroom

This course examines the teaching strategies and methods, the school climate, and the leadership and planning procedures that recognize cultural diversity to facilitate learning in cross-cultural settings.

EDUC 222 (3/0) Tell Me a Story, Sing Me a Song

Storytelling, painting, carving, photography, film, songs, dance, crafts, the people themselves: all tell stories of the First Nations peoples life in the north. We will study the culture of the north through the creative expression of its first residents and investigate how we can incorporate this into the classroom environment. This course is offered through a combination of videoconferencing and live meetings.

ELEC 100 (80/0) Electrical Theory (DC)

This course introduces the fundamentals of electricity. Topics include DC circuit analysis, work and power, electro-magnetism, DC machinery and control, AC motor connection and control, tools, and instrumentation. This course is a prerequisite for ELEC 102 and 104.

ELEC 101 (80/0) Electrical Lab (DC)

This course runs concurrently with ELEC 101. Students will perform hands-on construction, testing, trouble shooting and evaluation of circuits related to Electrical Theory I. Topics include shop safety, electrical/electronic measurement techniques, formal lab projects, construction of electrical circuits and testing. This course provides the student with opportunities to develop and demonstrate safe work habits and methodical trouble-shooting procedures in real situations

ELEC 102 (80/2.5) Electrical Design and Code

This course runs concurrently with ELEC 101 and ELEC 100 The course introduces Part I of the Canadian Electrical Code and basic electrical design practices. Topics include basic drafting, blueprint reading, project design, lighting and regulations, as provided by the Canadian Electrical Code and calculation of the appropriate size of service for a residential building based on specifications. This course provides the student with basic electrical design skills commonly used in the field

ELEC 104 (270/1) Wiring Methods and Practices

This is a hands-on course in which the student learns to bend and install various types of raceway and conduit with the related fittings, as well as to install the more common types of cable.

ENGL 040 (3/0) Communication Through Reading and Writing

Students will practice writing and reading skills in preparation for higher-level English courses. Assignments include narrative, descriptive, and expository writing. Students will also practice group skills for collaborative learning.

Prerequisite(s): Suitable score on writing assessment.

ENGL 050 (3/0) College Writing Skills

Students will practice and develop a variety of writing skills in preparation for further academic study.

Prerequisite(s): Suitable score on writing assessment or a minimum grade of B- in ENGL 040 or COMM 040.

ENGL 060 (3/0) Introduction to Literature

Students will develop essential literary techniques and essay writing skills. Selected works of 20th Century Canadian authors will be studied.

Prerequisite(s): Minimum grade of B- in ENGL 050 or English 11 or suitable score in writing assessment with permission of instructor.

ENGL 090 (3/0) Bridging English for University

This bridging course is intended for students who need to improve their academic writing skills before they enrol in university level English courses.

Prerequisite(s): Suitable scores on the writing assessment or Language Proficiency Index (LPI) test, or minimum grade of B- in ENGL 050 or minimum grade of 55% in English 12.

ENGL 100 (3/0) English Composition

This course introduces students to critical reading, critical thinking, and academic writing through the study and application of the principles of university-level discourse.

Prerequisite(s): ENGL 090 B or higher; or English 12 80% or higher; or LPI 4, with 24/40 combined on sentence structure, English usage and reading comprehension, or higher.

ENGL 101 (3/0) Introduction to the Study of Literature

This course introduces students to four literary genres: short fiction, poetry, the novel, and drama. Students learn the fundamentals of university-level literary study and explore major themes suggested by the selected texts.

Prerequisite(s): ENGL 100.

ENGL 120 (3/0) Reading/Writing/Creating

The focus of this academic course is on the relationship between written language and visual practices, with an emphasis on the development of analytical, critical, and creative writing skills. Training in research methods, note-taking, critical reading, building a logical argument, and writing an academic essay is based in explorations of visual culture as well as literary analysis.

Prerequisite(s): Admission to SOVA.

ENGL 121 (3/0) Art Words

This course focusses on how words can be used as part of creative and professional development. Training in professional writing such as artist statements, curriculum vitae, project proposals, and grant and university applications is emphasized. Students will also examine how words are used in visual practices, investigating the relationship between text and image.

Prerequisite(s): Admission to SOVA and ENGL 120.

ENGL 201 (3/0) A Survey of English Literature: Beowulf to Milton

A chronological study of the development of English literature from its Old English origins to the Restoration. Students study selected works by the Beowulf poet, Chaucer, Shakespeare, Milton and others in the context of the political, religious and artistic development of their times.

Prerequisite(s): ENGL 100 and ENGL 101.

ENGL 202 (3/0) A Survey of English Literature: The Augustans to the Victorians

A chronological study of the development of English literature from the Augustan Age to the start of the twentieth century. Students study selected works by representative authors.

Prerequisite(s): ENGL 100 and ENGL 101.

ENGL 203 (3/0) Introduction to the Novel

In this course students explore the literary genre of the novel. By analyzing and discussing selected novels, students learn the genre's history and fundamental features, expand their literary vocabulary, exercise critical reading and writing skills, and confront important themes suggested by the literature.

Prerequisite(s): ENGL 100 and ENGL 101.

ENGL 205 (3/0) Literary Representations of the Natural World

In this course students analyze literature related to the natural world and discuss its political and philosophical implications. The syllabus covers a range of historical periods, literary styles, and genres.

Prerequisite(s): ENGL 100 and ENGL 101.

ENGL 206 (3/0) Introduction to the Short Story

This course is a comparative survey of modern short stories: Canadian, American, British, Irish, Russian, and South American. Emphasis will be on close critical reading of the genre. Issues such as gender, class, ethnicity, and nationality will be explored, as well as experimentation with different critical approaches.

Prerequisite(s): ENGL 100 and ENGL 101.

ENGL 220 (3/0) The North in Canadian Literature

This is a cross-generic course featuring poetry, fiction, essays and visual material. Images and myths emerging from literary representations are analyzed.

Prerequisite(s): ENGL 100 and ENGL 101.

ENGL 230 (3/0) A Survey of First Nations Literature in English

This course examines English-language writing by First Nations authors. The syllabus emphasizes twentieth-century fiction, poetry and drama.

Prerequisite(s): ENGL 100 and ENGL 101.

ENVS 040 (3/0) Environmental Change and Fish and Wildlife Health

The first half of the course covers the issues of long-range contaminants in northern eco-systems; what they are, where they come from, how they get there, the latest research results on levels and trends, and what it all means for northern fisheries and wildlife. The second half covers a range of issues affecting the health of northern fish and wildlife including climate change, contaminants from mining, selected fish and wildlife diseases, environmental monitoring and other topics. The course will join together both traditional knowledge and science.

ENVS 041 (3/0) Environmental Change and Community Health

This course is complementary to ENVS 040 Environmental Change and Fish and Wildlife Health. This course focusses on impacts of environmental changes on human health. The course is relevant for all northerners, but particularly for those interested in working in the health or environmental field. The importance of traditional food to the health of northerners, alternative models of health and wellness, and traditional vs modern diets are all discussed in light of the latest research results on contaminants and other environmental issues in the north.

ENVS 100 (3/3) Introduction to Environmental Science I

Explores basic concepts in ecology and chemistry to help understand current problems that challenge sustainability such as human population growth, atmospheric problems, agriculture and northern contaminants. Students must also register in ENVS 100L, the mandatory lab component of this course.

ENVS 101 (3/3) Introduction to Environmental Science II

Students investigate a variety of environmental problems at both the local and global level focusing on energy sources, water resources and environmental protection. Students must also register in ENVS 101L, the mandatory lab component of this course.

Prerequisite: ENVS 100

**ENVS 200 (3/0)
Environmental Perspectives**

Students examine a number of persistent themes and dilemmas expressed in contemporary environmental thinking. Selected readings develop an appreciation of historic and cultural perspectives as they relate to environmental thought.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

**ENVS 201 (3/0)
Environmental Ethics**

A philosophical investigation of the moral and conceptual dimensions of environmental problems.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

ENVS 222 (3/0) Environmental Studies and Education

Examines issues in the field of environmental education. This course provides opportunities to participate in and assess a breadth of environmental education activities and teaching methods. Field-based activities focus on course topics.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

ENVS 223 (3/0) Principles and Practices of Heritage Interpretation

A theoretical and practical examination of heritage interpretation with emphasis on interpreting northern natural history.

ENVS 225 (3/0) Environmental Change and Fish and Wildlife Health

This course will be of interest to all northerners, but especially anyone interested in fisheries, wildlife, and land and resource management. The first half of the course covers the issue of long-range contaminants in northern ecosystems; what they are, where they come from, how they get here, the latest research results on levels and trends, and what it all means for northern fisheries and wildlife. The second half of the course covers a range of issues affecting the health of northern fish and wildlife including climate change, contaminants from mining, selected fish and wildlife diseases and other topics. The course will integrate both traditional knowledge and science. Students will have the opportunity to undertake practical activities and research in their own community.

Prerequisite: Second-year standing in the Division of Applied Science and Management.

ENVS 226 (3/0) Environmental Change and Community Health

This course is complementary to ENVS 225 Environmental Change and Fish and Wildlife Health. It covers some of the same material, but in less depth and focuses more on impacts of environmental changes (such as environmental contaminants and climate change) on human health. The course is relevant for all northerners, but particularly those interested in working in the health field. The importance of traditional food to the health of northerners, alternative models of health and wellness, and traditional versus modern diets are all discussed in light of the latest research results on contaminants and other environmental issues in the north.

Prerequisite: Second-year standing in the Division of Applied Arts.

**ENVS 232 (3/0)
Issues in Ecological Tourism**

Students investigate characteristics that distinguish eco-tourism from broader forms of tourism including adventure travel. This course will be of interest to those planning, or currently involved in, eco-tourism adventure travel or related fields.

ESL 050 (3/0) Advanced-Level ESL

This course is designed to prepare non-native English speakers for further academic study. It focusses on reading strategies and writing processes. Advanced Level ESL offers students instruction and practice in reading, composition and academic study. Advanced Level ESL is offered 7.5 hours per week.

Prerequisite(s): Internet-based TOEFL (IBT) score 53 or Canadian Language Benchmark (CLB) score 6 or IELTS of 5 or more. Students can be tested at Yukon College.

FA 003 (18/0) Standard First Aid/CPR C

Learn to think, react and improvise in emergency situations from the leader in First Aid-the Canadian Red Cross. Comprehensive First Aid and CPR techniques for those who need training for work requirements, or who want more knowledge to respond to emergencies in the workplace or home. The course covers a variety of topics from basic (such as cardiovascular and breathing emergencies, CPR Level C, prevention of disease transmission) in-depth topics such as sudden medical conditions and injuries to the head and spine. Course is 16 hours and includes AED certification. Meets the OHS regulations for Standard First Aid. *In your choice of English or French.

FA/CPR Standard First Aid and CPR

Current certification in first aid and cardiopulmonary resuscitation (CPR) is considered a basic skill requirement for all employees in the tourism industry. As well as being certified, this training is recognized by the Workers' Compensation, Health and Safety Board and the Occupational Health and Safety unit (YTG). Students with current certification may be exempted from this training, or may opt to retake the courses as a refresher.

FASD 100 (3/0) Fetal Alcohol Spectrum Disorders

Students will examine the spectrum of impacts resulting from prenatal alcohol exposure, rethink associated behaviours, and develop effective interventions that support success through all stages of life. Students will then explore ways to help communities deal with the issue of Fetal Alcohol Spectrum Disorders. Emphasis will be given to the challenges inherent in building a circle of support around an affected individual to ensure a continued positive quality of life.

FIELD 100 (3/0) Fieldwork

Students will participate in four weeks of on-the-job training. Satisfactory attendance and a performance evaluation, completed by the employer, will be the credit criteria.

Prerequisite(s): Successful completion of all Certificate requirements in the field of study.

**FILM 110 (3/0)
Introduction to Film Studies I**

Film is comprised of numerous other media and is pervasive in our society. Students explore and study the medium by developing critical inquiry skills of theorists, scholars, filmmakers, and their own observations. Students will form a foundational understanding of the art of communication with moving images through a variety of theories and concepts in film studies.

FILM 120 (3/0) Introduction to Film Studies II—Film Narrative

Participants examine and experiment with the backbone of film expression: sequence. The class combines study and film practice to assess and discover the effects of signs, syntax, identification and other influences in the formation of narrative or story. Drawing from theories, film techniques, films and the experience of creating film sequences, participants discover how film sequences make meaning.

**FINA 125 (3/0)
History of Western Art**

An introductory survey of Western (Greek and Christian/European) art and architecture from the Palaeolithic period to the end of the Italian Renaissance (1520).

FINA 126 (3/0) History of Western Art II

An introductory survey of Western art, from the Baroque period of 17th-century Italy to the late 20th century. The lectures present examples of painting, sculpture, and architecture, as well as other art forms.

Prerequisite(s): FINA 125

FNST 100 (3/0) Introduction to First Nation Studies

This course introduces students to the study of the First Nations people of Canada and North America with a particular focus on Yukon First Nations. Course material ranges in time from pre-historic to the current era of First Nations self-determination.

FNST 140 (3/0) Preservation of Traditional Knowledge

In this course students learn about the importance of traditional knowledge in Yukon First Nations cultures and its use in cultural preservation and Indigenous expressions of identity. Students will learn about the role of oral histories; environmental knowledge; and shared experiences, traditions, social interactions and spiritual beliefs in the evolution of traditional knowledge. Approaches to collecting, managing, and maintaining ownership and control of traditional knowledge will be reviewed. FNST 140 is a core course in the Heritage and Culture Certificate Program.

FREN 110 (3/1) First-Year French I

This course provides a working vocabulary and comprehensive range of language structures that will give students enough practical knowledge of oral and written French to handle a wide variety of everyday situations. Students are expected to have a basic acquaintance with the French language. Students must also register in FREN 110L, the mandatory lab component of this course.

FREN 111 (3/1) First-Year French II

Students continue to learn the vocabulary and the comprehensive range of language structure begun in FREN 110. At completion students should be comfortable using oral and written French in a variety of situations. Students must also register in FREN 111L, the mandatory lab component of this course.

Prerequisite(s): FREN 110.

GEN 040 (3/0) Social Studies, Science and Reading

General Studies 040 covers material for three tests of the General Educational Development (GED) testing program: Social Studies, Science and Reading. This course, in conjunction with the appropriate math and English courses will prepare students to write the GED tests.

Prerequisite(s): Suitable score on reading assessment.

GEOG 101 (3/2) Introduction to Physical Geography I

GEOG 101 is an introduction to the physical environment and methods of earth system research. The basic principles and processes that govern climate-landform-vegetation-soil systems on the surface of the earth will be examined from a systems perspective. Natural and human-induced changes in environmental systems through time will also be addressed. Issues of spatial and temporal scale in the context of earth systems, will be demonstrated by map construction, map and air-photo interpretation, field/laboratory investigations and principles of geographic information systems and remote sensing. GEOG 101 is the complementary course of GEOG 102. Students must also register in GEOG 101L, the mandatory lab component of this course.

GEOG 102 (3/2) Introduction to Physical Geography II

GEOG 102 is an introduction to the physical environment and methods of earth system research. The basic principles and processes that govern climate-landform-vegetation-soil systems on the surface of the earth will be examined from a systems perspective. Natural and human-induced changes in environmental systems through time will also be addressed. Issues of spatial and temporal scale, in the context of earth systems, will be demonstrated by map construction, map and air-photo interpretation, field and laboratory investigations and principles of geographic information systems and remote sensing. The course will highlight a range of current research taking place throughout Yukon, drawing upon a series of guest lecturers. GEOG 102 is the complementary course of GEOG 101. Students must also register in GEOG 102L, the mandatory lab component of this course.

GEOG 190 (3/0) Human Geography of Canada

Examines how places and regions are created and how they operate in a globalizing world. Concepts, theories and frameworks are examined through the interaction between the natural, physical and human features of Canada's regions, especially the North. The course highlights the dynamic nature of human/place relationships and encourage students to cultivate their "geographic imaginations," and realize the importance of geographic knowledge today.

GEOG 220 (3/0) The Circumpolar North

Looks at selected topics in human, political and physical geography of the world's northern circumpolar region: Russia, Canada, Denmark, the USA (Alaska), Norway, Sweden, Finland and Iceland.

Prerequisite(s): NOST 101.

GEOG 250 (3/3) Introduction to Geographic Information Systems (GIS)

This course provides an introduction to the fundamental theories and concepts of Geographic Information Systems (GIS). The course content will include data input, storage and editing, spatial data structures, analytical functions of a GIS, data output, management of GIS, and applications of GIS. Laboratory exercises will complement the theory presented in the lectures.

Participants will use a commercial GIS software product (ArcGIS) and gain a reasonable proficiency with that package.

Prerequisite: Strong computer skills (Window environment)

GEOG 290 (3/0) Climate Change and the Circumpolar World

This course begins with an overview of climate change as an issue, its detection, historical evidence and scientific basis, and then examines potential impacts of change on northern environments and socioeconomic systems.

Prerequisite: Second-year standing.

GERM 100 (3/2) Beginning German I

This course is for students with no previous knowledge of German. It aims to enable students to communicate accurately in a variety of everyday situations while providing the necessary structural (grammatical) knowledge of the language. Students must also register in GERM 100L, the mandatory lab component of this course.

GERM 101 (3/2) Beginning German II

A continuation of GERM 100, the course aims to improve the student's practical mastery of written and spoken German. Instruction is in German. Students must also register in GERM 101L, the mandatory lab component of this course.

Prerequisite(s): GERM 100.

GSTD 120 (3/0) Introduction to Human Sexuality

This course presents a broad overview of the study of human sexuality. Students develop an understanding and appreciation of sexual attitudes, beliefs, and behaviours within and across cultures.

GSTD 210 (3/0)**Critical Issues in Human Sexuality**

This course explores controversial topics in human sexuality, including orientation, transsexuality, sadomasochism, sexually explicit media, and sex industry. Students will be introduced to social constructionist theory and other perspectives on sexuality, and challenged to explore their values and beliefs about aspects of sexuality through readings, film, discussion, and research.

Prerequisites(s): GSTD 120.

H2S 001: H2S Alive - Enform

This one-day ENFORM certified (formerly Petroleum Industry Training Standard) course is a prerequisite for all workers in the oil and gas industry who could be exposed to hydrogen sulfide gas (H₂S), commonly referred to as 'sour gas'. The course covers the physical properties and health hazards of H₂S, along with protection and rescue techniques. Students will be expected to operate a self-contained breathing device, a detector tube device, and to be able to perform rescue breathing. There will be a written examination and an industry standard training certificate will be issued from ENFORM upon successful completion.

HCA 100 (3/0) Health and Healing A

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focusses on concepts of caring and person-centred care as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

HCA 101 (3/0) Health and Healing B

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focusses on concepts of basic human needs and human development; family, culture and diversity as they relate to health and healing.

HCA 102 (3/0)**Introduction to Practice**

This course provides an introduction to the role of the HCA within the Yukon healthcare system. Students will be introduced to the ethical and legal issues in health care, the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches

**HCA 110 (3/0) Health I—
Interpersonal Communications**

This course focusses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students will be encouraged to become more aware of the effect of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

HCA 111 (3/0)**Health II—Lifestyle and Choices**

This course introduces students to a holistic concept of health and the components of a health enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students will be introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.

**HCA 120 (3/0) Healing 1A—
Common Health Challenges**

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging, prevention of infection, and nutrition and healing.

**HCA 121 (3/0) Healing 1B—
Common Health Challenges**

Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centred practice as it relates to the common challenges to health.

**HCA 122 (2/0) Healing 1C—
Common Health Challenges**

This course focusses on end-of-life care and the role of the HCA in Hospice and Palliative Care.

HCA 130 (2/0)**Healing 2A—Cognitive Challenges**

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive challenges, specifically dementias and elder abuse. Emphasis is on recognizing behaviours and identifying person-centred intervention strategies.

HCA 131 (2/0)**Healing 2B—Mental Challenges**

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing mental challenges, specifically common disorders and suicide. Emphasis is on recognizing behaviours and identifying person-centred intervention strategies.

**HCA 140 (4/0) Healing 3A—Personal
Care and Assistance**

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of in-class theory and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. This course will focus on basic knowledge and skills.

**HCA 141 (4/0) Healing 3B—Personal
Care and Assistance**

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of in-class theory and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. This course will focus on basic knowledge and skills.

**HCA 150 (1/0) Clinical Placement/
Practicum: Home Care and Assisted
Living**

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency and gain abilities that will prepare graduates to assume the role of a Home Support Worker.

**HCA 160 (4/0) Clinical Placement/
Practicum: Multi-Level, Complex and
Dementia**

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility.

HIST 120 (3/0) European History I

Surveys the development of Europe from the Renaissance to the French Revolution. Attention is given to political, economic and military affairs, and cultural and intellectual development in Europe and its various overseas empires.

HIST 121 (3/0) European History II

Surveys the development of Europe from the Industrial Revolution to the beginning of the 20th century. Attention is given to political, economic and military affairs, and cultural and intellectual developments in Europe and their effects elsewhere.

HIST 135 (3/0)**Canadian History to 1867**

This course provides an overview of the history of Canada from the French regime to Confederation.

HIST 136 (3/0) Canadian History: Confederation to the Present

This course provides an overview of the history of Canada from Confederation to the Quebec Referendum of 1980.

HIST 140 (3/0) History of Yukon First Nations and Self-Government

This course examines Yukon First Nations' history, culture and governance. Topics covered include pre-contact cultures of Yukon, subsistence economies, social and political organizations, cultural expressions, and cultural protocols. First Nations' responses to colonialism within the context of major contact and post-contact events are analyzed. Particular emphasis is placed on the history of Yukon land claims and the emergence of First Nations' self-governments. HIST 140 is a core course in the Heritage and Culture Certificate Program.

HIST 201 (3/0) Colonialism in the Americas I

Examines the colonialist experience in North America: how Europeans reacted to the challenges and opportunities presented by the New World and how North American indigenous peoples reacted to the challenges and opportunities presented by the coming of the Europeans.

Prerequisite(s): Three credits of history.

HIST 202 (3/0) Colonialism in the Americas II

Examines the colonialist experience in Central and South America. The course focusses on European reactions to the challenges and opportunities presented by the New World and Central and South American indigenous peoples' reactions to the coming of the Europeans.

Prerequisite(s): Three credits of history.

HIST 218 (3/0) Women in Industrial Europe 1750-1980

Explores women's contributions and leadership during major European political, economic, cultural and social events. Particular attention is paid to the history of European women in revolution and war, women in class and family structures, women's struggle for political participation, women in work and the labour movement, women's contributions to the sciences, the arts, literature and philosophy, and women's leadership in the 20th-century social revolutions including the sexual revolution and peace movements.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

HIST 220 (3/0) History of the Canadian North

HIST 220 examines the history of the Canadian North from its aboriginal past through to the present. Emphasis, however, is on political and social developments from the mid-nineteenth century to the present. Topics include exploration, whaling, and the fur trade; mining, scientific study and non-Indigenous settlement; World War II and growth of state involvement in and control of Indigenous people's lives; land claims, self-government and devolution; and contemporary Arctic issues.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

HIST 221 (3/0) History of the Yukon

Examines the history of the Yukon from about 1830 to 1970. Emphasis is placed on the political, social and economic development of the Yukon, but the course also examines the complex interaction between Yukon First Nations and non-First Nations.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

HIST 237 (3/0) Politics of the Union and Confederation 1841-1896

Students study the major events, personalities and political, social and economic forces of the Union, Confederation and post-1867 periods in Canadian history.

Prerequisite(s): HIST 135 and HIST 136.

HIST 240 (3/0) History of the United States

This course surveys American history from the period of exploration, first contact with indigenous peoples, and colonial beginnings of the Thirteen Colonies to the American Civil War to the end of the Reconstruction period in 1877.

Prerequisite(s): HIST 120 and HIST 121, or HIST 135 and HIST 136.

HIST 241 (3/0) History of the United States from 1877

A survey of American history from the Gilded Age (1869 to 1896) forward. Topics covered include: industrialization, unionization, urbanization, agrarian revolt and American expansion from the middle to the end of the century including World Wars I and II, the Roaring Twenties, the Stormy Sixties, etc.

Prerequisite(s): HIST 120 and HIST 121, or HIST 135 and HIST 136.

HS 107 Introduction to Child and Youth Care

This course is an overview of the development of the Child and Youth Care profession and an introduction to perspectives, principles, theories and models applied across a range of settings serving youth, families and communities.

JOUR 101 (3/0) Introduction to Journalism

This course offers students the opportunity to learn both the principles of news reporting and news consumption. Main areas of study include writing for newspapers, news gatherings, interview techniques, accessing public information, and the ethics of reporting.

JOUR 110 (3/0) The History of Human Communication

Students learn about the development of information delivery from pre-modern times to the present day – from ancient runners to the the Internet, as well as the impact news and technology have had on economies, societies and cultures. Special attention is paid to technological innovation and adaptation, freedom of the press in different historical periods, and events that changed the way human beings communicate with each other.

JOUR 120 (3/0) Introduction to Public Relations

Main areas of study in this comprehensive introduction to the field of public relations include: communications research, development of communications strategies, implementation of communications tactics, writing of effective news releases, media relations, media interview techniques, and issue management.

JS 100 (1.5/0) Job Search 100

This course covers basic skills involved in finding and securing employment. The topics all relate to job search strategies, including networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour services.

Prerequisite(s): BUSC 200.

KEY 100 (2/0) Keyboarding

This course focusses on developing students' skills in keyboarding. The majority of time will be devoted to individual work and practice sessions.

KINE 100 (3/0) Introduction to Human Physiology

This course introduces students to the physiology of the human body. Students examine the mechanisms of body function, organized around the central theme of homeostasis – how the body meets changing demands while maintaining the internal constancy necessary for all cells and organs to function. Course content focuses on cell physiology, nervous system, musculoskeletal system, digestive system, lymphatic, respiratory system, endocrine, and circulatory systems.

KINE 142 (3/0)**Introduction to Kinesiology**

This course provides an overview of exercise and activity studies. The student is introduced to the structure and function of the neuromuscular and skeletal systems, biomechanics, exercise physiology and movement analysis. The course involves theory/lecture, as well as practical exercises within the designated times.

LANG 140 (3/0) Language and Culture Preservation

In this course students will learn about practical techniques of language documentation; the connection between language and culture; the use of archives in creating new language curriculum incorporating traditional stories, ecological knowledge, and/or family histories; and the techniques being used to revitalize and maintain indigenous languages and cultures around the world and in Yukon specifically. LANG 140 is a core course in the Heritage and Culture Certificate Program.

LING 100 (3/0) Introduction to Linguistics

This course introduces the basic concepts of linguistics and linguistic analysis. It also offers insight into the body of subconscious knowledge that underlies language use and the mechanisms involved.

MATH 030 (3/0) Basic Mathematics

Consisting of whole numbers, fractions, decimals, ratio and proportion, percent, descriptive statistics, geometry and measurement, the real-number system, and introductory algebra. Problem solving and estimations skills are emphasized.

MATH 040 (3/0)**Introductory Algebra**

Introductory Algebra consists of pre-algebra review, introduction to real numbers and algebraic expressions, solving equations, operations on polynomials, factoring of polynomials, rational expressions and equations and graphs of equations.

Prerequisite(s): B- in Math 030 or suitable scores on the placement test.

MATH 050 (3/0)**Intermediate Algebra**

This course provides an introduction to algebra, focusing on real numbers; equations and problems; systems of equations; inequalities and sets; polynomials and functions; fractional expressions and equations; exponents, powers and roots; quadratic equations and functions; and trigonometry.

Prerequisite(s): Minimum grade of B- in MATH 040 or Math 053 or suitable scores on the placement test.

MATH 053 Apprenticeship Preparation Math

This course provides a foundation of concepts of mathematics, including fractions, decimals, percent, graphing, introductory algebra and polynomials, geometry, trigonometry and systems of measurement. The applied approach to the delivery of this course material will provide an integration of mathematical and scientific concepts with the trades.

Prerequisite(s): MATH 030 or suitable scores on the placement test.

MATH 060 (3/0) Advanced Algebra and Trigonometry

Students review basic concepts of algebra, including equations, inequalities and problem solving; relations, functions and transformations; linear and quadratic functions and inequalities; exponential and logarithmic functions; equations of second degree and their graphs; the trigonometric or circular functions; trigonometric identities, inverse functions and equations; triangles; systems of linear equations and inequalities; imaginary and complex numbers; polynomials and rational functions; sequences and series.

Prerequisite(s): Minimum grade of 65% in Math 11 with algebra or MATH 050 or suitable scores on the placement test.

MATH 070 (3/0)**Introduction to Calculus**

This course is intended to give students an introduction to calculus. Students learn some of the basic concepts of calculus before taking a university calculus course such as MATH 100. This course will incorporate a review of some algebraic skills needed for Math 070. Other topics include limits, rates of change, derivatives of elementary and trigonometric functions, the Mean Value Theorem, curve sketching, the Fundamental Theorem of Calculus, and integrals of elementary functions.

Prerequisite(s): Minimum grade of B- in MATH 060 or 65% in Math 12.

MATH 100 (3/2)**Single Variable Calculus I**

This is a first course in calculus. The topics include limits and continuity; the derivatives of elementary and trigonometric functions; applications of the derivative in solving problems and graphing; integration of elementary and trigonometric functions; and applications of integration. Also covered are the Mean Value Theorem and the first and second fundamental theorems of calculus.

Prerequisites: MATH 070, or 65% or better in Mathematics 12 or MATH 060.

MATH 101 (3/2)**Single Variable Calculus II**

A second course in calculus with emphasis placed on integration. Topics include: log and exponential functions, techniques of integration, improper integrals, linear differential equations, infinite series, polar coordinates, and parametric equations.

Prerequisite: MATH 100.

MATH 105 (3/1)**Introductory Statistics**

This is a first course in Statistics. The objective of the course is for students to gain a good intuitive understanding of statistical principles and methods. At the end of the course, students should be able to use elementary statistical techniques, and to critically assess statistical work done by others. Topics include descriptive statistics (histograms, mean, median, mode, standard deviation, normal approximations and measurement errors); correlation and regression; probability; chance variability; sampling; and hypothesis testing (including one-sample, two-sample, ANOVA, and chi-squared). The course is not intended to be a mathematical treatment of statistics, but a good knowledge of high school algebra is critical.

Prerequisites: MATH 11. MATH 12 or MATH 130 are strongly recommended.

MATH 130 (3/1) Finite Mathematics

MATH 130 is intended primarily for non-science students who wish to have some exposure to mathematical thinking, or for students whose programs of study will emphasize finite modelling techniques. "Finite mathematics" is a broad category. Accordingly, the course covers a diverse set of topics including logic, set theory, combinatorial analysis, probability, graph theory, systems of linear equations, vectors and matrices, and linear programming. Areas of application will be chosen mainly from business and the social and behavioural sciences. The course is particularly recommended for students planning to take MATH 105 (Introductory Statistics) who have not recently completed Math 12.

Prerequisites: Mathematics 11.

MICRO 100 (1.5/0) Introduction to Excel

This course provides an introduction to the concepts of electronic spreadsheeting using Microsoft Excel. Students will learn the fundamentals of spreadsheets, charts, and databases. Students will learn to create, edit, format, and print worksheets; create, edit, and print graphic information; and create and sort a database.

Prerequisite(s): CL 100.

MICRO 105 (1.5/0) Introduction to Access

This course provides an introduction to the functions and concepts of a relational database system using Microsoft Access. Students will learn to create, maintain, query, and print a database; design effective reports and forms, and create and present data as reports and forms.

Prerequisite(s): MICRO 100 and CL 100.

MICRO 110 (1.5/0) Introduction to PowerPoint

This course provides an introduction to the concepts of creating effective presentations, using Microsoft PowerPoint. Students will learn the fundamentals of creating, enhancing, and delivering a presentation.

Prerequisite(s): CL 100.

MICRO 200 (1.5/0) Intermediate Excel

This course focusses on intermediate spreadsheet and database concepts and procedures using Microsoft Excel. Students will learn how to work with templates and multiple worksheets; use financial and database functions; analyze data using goal seeking and data tables; find and extract records that meet comparison criteria; and embed and link objects from one application to another.

Prerequisite(s): MICRO 100, CL 100.

MICRO 230 (1.5/0) Simply Accounting

This course provides an introduction to computerized accounting using Simply Accounting software. Students will be able to establish company records and maintain daily transactions using the general journal, accounts receivable, accounts payable, and payroll features. Students will also learn to create financial statements.

Prerequisite(s): ACCT 120, CL 100.

MICRO 231 (1.5/0) ACCPAC for Windows

This course provides an introduction to the special features and capabilities of the ACCPAC for Windows accounting system using the general ledger, accounts receivable, and accounts payable modules. Students will be able to establish company records, set up various journals and ledgers, process transactions and adjustments, produce financial reports, and complete period-end tasks.

Prerequisite(s): ACCT 120, CL 100.

MMC 110: (3/0) Theories of Communication

This is an introductory course to the theory behind mass media communication. In this course students will have a chance to explore successful communication strategies and develop the theoretical foundation needed to understand mass media communication and to conduct effective communications research in the real world. Topics covered will include: analysis and brief history of Canadian print, radio, sound recording, internet, film, television, and news media knowing and targeting an audience, advertising and public relations, media responsibility, and the effects of mass media communication.

MMC 111: (3/0) Image Editing Fundamentals

Photoshop will be used to develop foundation skills for image editing across a wide spectrum of media applications. Students will learn how to manipulate imagery for the web to accommodate download speed and platform compatibility. Important industry issues such as image resolution for print and device calibration for colour consistency are covered. Compositing images and control of image quality are reinforced through the use of adjustment layers, channels and layers masks.

MMC 112: (3/0) Web Design I - HTML and CSS

Web Design I covers HTML, XHTML and CSS code, standards and validation. The student will build web pages that adhere to international standards and are viewable in all major modern browsers. HTML forms, tables, the use of design elements and multimedia are also covered. Students will build and maintain several web sites of their own creation.

MMC 113: (3/0) Desktop Publishing/InDesign

This course provides fundamental knowledge of desktop publishing using the industry standard application Adobe InDesign. Students will develop basic and intermediate skills in graphic design concepts, determining the correct input/output criteria for a given job, colour management, preparing images for print, packaging the product for professional printing.

MMC 120: (3/0) Communicative Writing

Success in multimedia communications depends largely on the effectiveness of written messages. This course will prepare you to write engaging scripts for various media, including writing for print, radio, television, and web. You will be encouraged to improve the quality of your writing by focusing on target audience, diplomacy, organization and grammar. In addition, peer reviewing and editing of drafts will help you develop an appreciation for the writing process and the skills needed to critically evaluate your own work. You will finish the course with samples of industry-relevant creative writing that can be added to your professional portfolios.

MMC 121: (3/0) Digital Video and Audio

Participants will learn and experiment with the functions and creative possibilities of Apple's non-linear edit program, Final Cut Pro Express, in preparation for output applications to DVD, and other digital formats for streaming, download or transmission. Editing involves understanding the functionality of the program but also an intuitive sense of what works, in aesthetic and communicative terms. Participants will explore editing styles and the craft of assembling images with material that they shoot. There will be instruction on shooting fundamentals. Exercises, mini-projects, screenings, and class lecture and discussion will give the participant a solid understanding of digital video and audio editing.

MMC 122: (3/0) Web Design II

This course builds on Web Design I and explores more advanced features of web development. Students will examine the elements of fine graphic design that separate an elegant web page from a clumsy one, and see how to achieve them by using CSS. They will see how to use JavaScript to make web pages more dynamic and interactive so that they change in response to user actions. HTML forms will be used to turn web sites from a collection of pages that can be read into an application that enables the user to complete a task. Finally students will consider the practicalities of running a web site: hosting it, using a CMS (content management system), presenting content to users of mobile devices and tracking the usage of a web site. Students will deploy and manage a web site as a final project.

MMC 123: (3/0) Digital Illustration and Graphic Design

Original vector based artwork is the primary focus of this course. Students will use Adobe Illustrator to create work for still production purposes such as large and small format print. Design elements and principles will be explored and incorporated into student projects.

MMC 124: (3/0) Capstone Project

This project underscores the importance of teamwork in small groups while working on a real, community-based project. By synthesizing the hard skills learned in individual program courses, students will research, plan, and carry out a multimedia communications strategy for a local organization. In addition to the synthesis of hard skills, students will be required to demonstrate the necessary soft skills of adaptability, leadership, negotiation, motivation, and professionalism needed to work in the industry. Students will use all of their skills to develop a comprehensive communications strategy that may include web, print, video, and audio components. This culminating project will inevitably improve student's employability in the industry by offering them a communications experience that is directly relevant to the industry.

NCIT 100 (3/Online) The Business of Information Technology

This course is an introduction to the language and world of business. Basic concepts of Accounting/Finance, Sales and Marketing, and Management/Operations will be covered. An explanation of current states of IT as a business and a service place will be investigated along with the future of IT and careers in IT. Rural, remote and Aboriginal perspectives will be examined. A definition of Management Information Systems (MIS) and its role in business will be explored in relationship to its place within the culture of an organization and its potential as an agent of change. The definition and role of the Chief Information Officer (CIO) will be examined.

NCIT 102 (3/Online) Computer Hardware

This course will begin to prepare students to support and repair personal computers by examining: basic lab safety concerns; the operation of the major parts of PC's; the operation of devices that are commonly attached to PC's; basic trouble shooting guidelines; and the use of Utility Software. For students interested in pursuing an A+ certification the material presented in the course will be helpful for the hardware component of the A+ certification exams.

NCIT 106 (3/Online) Introduction to Programming

Programming pervades IT systems and devices. This course provides an introduction to the core concepts common to most programming and a survey of the wide variety of situations in which IT workers modify or create programs. The course begins with an introduction to the core concepts common to most programming: the sequence, selection and iteration control structures, and the notion of objects as it is encountered in object-based programming. The remainder of the course consists of a series of case studies of programming as it occurs in different areas, e.g. programming routers, using Javascript to add behavior to web pages, using SQL to access information in databases, using macros to enhance MS Excel.

Prerequisite: Math 10.

NCIT 108 (3/Online) Operating Systems I

This course will introduce students to the basic concepts of a computer's operating system. The course will spend time on the installation and configuration of the Windows 2000 Professional and Windows XP operating systems. You will also be introduced to how to modify as well as optimize your Windows environment.

NCIT 110 (3/Online) Professionalism and Customer Service

This course provides focused knowledge and practical skills in public and customer relations with an IT emphasis. Topics include interpersonal relations; positive customer attitudes and awareness; quality customer service; verbal and nonverbal communications, customer service policies and skills; dealing with difficult customers; conflict resolution and negotiation; common support problems in IT, computer user support, skills necessary for user support agents, help desk operation, and customer service via technology. Cultural diversity and sensitivity is emphasized throughout in meeting the needs of multi-cultural customers.

Prerequisite: English 10 (65% or better)

NCIT 112 (3/Online) Foundations of Web Development

This course introduces web page development. It covers HTML and XHTML coding, standards and validation. Use of design elements (colour, images) and multimedia are discussed. In the second half of the course cascading style sheets (CSS) are used extensively, while XML and JavaScript are touched on briefly. Students will also explore both current issues in, and the future of, web development.

NCIT 114 (3/Online) Networking

This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of practical examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Prerequisite: NCIT 108.

NCIT 118 (3/Online) Operating Systems II

This course is designed to provide students with an introduction to the UNIX operating system using Linux. Students will learn how to create, delete, copy, move, and search for information on a UNIX system as well as organize information using the UNIX system file structure. They will be introduced to the screen-oriented vi editor as well as have a chance to experiment with several other editors. Students will learn how to use the BASH shell and create shell scripts and be introduced to the X Window system and its graphical user interface. They will also spend time exploring UNIX capabilities in the network environment and on the Internet. System administration, job control, and printing will be covered.

Prerequisite: NCIT 108

NCIT 120 (3/Online) Foundations of Systems Development

This course introduces the tools and techniques that are used for systems analysis and design. Both the traditional and the object-oriented approach to systems analysis and design will be used. This involves methods of analysis for assessing the information needs of an organization and determining how computer systems can provide problem-solving help. Requirements modeling will include additional coverage on use cases and use case descriptions. System design involves specifying in detail how the components of systems should be implemented and should be based on an in-depth understanding of the business problem obtained from systems analysis. At all stages throughout this course an iterative approach to systems development will be emphasized.

NCIT 122 (3/Online) Foundation Project

This capstone course emphasizes teamwork and project management in building an information system from a comprehensive, “real-life” case study. The instructor will lead the group through the phases of the software development cycle to produce and demonstrate a working model of the target system.

Prerequisite: Completion or concurrent registration in all other first-year computer technology courses in this program.

NCIT 210 (3/Online) Object Oriented Programming I

The goal of NCIT 210 is to introduce the student to the design and implementation of object-oriented software. To this end it covers: techniques, methods, and tools for systematic development and maintenance of software systems and documentation; basic algorithms and data structures; and fundamental concepts of object-oriented programming. The bulk of the course is spent practicing program design as new elements are added to the student’s knowledge of an OOP language. Good programming practices are emphasized throughout, including: top-down design, modularization, code re-use, debugging techniques, and creating useful documentation.

Prerequisite: Math 11. While no previous programming experience is required, any such experience is helpful.

NCIT 212 (3/Online) Object Oriented Programming II

This course continues the presentation of OOP begun in NCIT 210 and covers increasingly sophisticated algorithms, data structures and object hierarchies. Network programming is introduced. Good programming practices are emphasized throughout, including top-down design, object decomposition, modularization, code reuse, testing and debugging techniques, and creating useful documentation.

Prerequisite: NCIT 210.

NCIT 230 (3/Online) Systems and Application Scripting

Scripting skills are an important asset for system administrators, regardless of the network operating system or systems used. This course introduces scripting for system administrators working within a Microsoft environment. Emphasis will be placed on automating a variety of tasks within a networked environment.

NCIT 232 (3/Online) Network Security

Security is the number one concern of computer users. Whether on the Internet or inside corporate networks, robust security is a must. This course provides the opportunity for the student to learn how to implement, manage, maintain, and troubleshoot security in a network infrastructure. For students interested in pursuing a CompTIA Security + certification, the materials presented in the course will be helpful for the certification exam.

NCIT 236 (3/Online) Network Infrastructure

The main goal of this course is to provide students with a comprehensive understanding of networking infrastructure supported by Microsoft Windows 2008 Server. The course focuses on implementing routing; implementing, managing, and maintaining dynamic host configuration protocol (DHCP), domain name system (DNS), file services, print services and securing data and transmissions using IP security (IPSec). Another goal is to prepare students for the Windows 2008 Server certification exam 70-642.

Prerequisite: NCIT 114

NOST 100 (3/0) Introduction to the Study of the North

An exploration of issues in the Canadian North, linking discoveries and insights of the various academic disciplines. The material in all themes covers the Yukon and Northwest Territories and the northern regions on the provinces.

NOST 101/BCS 100 (3/0) The Circumpolar World

Introduces students to the landscape, peoples and issues of the region. It examines the geography, biological and physical systems of the Subarctic and Arctic, then turns to the aboriginal and contemporary peoples of the region. It also surveys some of the particular issues facing the region including: climate change, economics, and political climate. This course is offered online.

NOST 200 (3/0) Research in the North

Explores the history of northern research, practical and ethical aspects of conducting and reporting research in the sciences and the humanities, and the state of contemporary northern research in a variety of disciplines.

NOST 201 (3/0)

The Natural History of the North

A broad overview of the natural history of circumpolar northern regions. Students study the plants and animals of the North and their adaptations to the environments, and the forces that shape and have shaped the northern landscapes. Mandatory field activities.

NOST 202 (3/0)

The Social History of the North

An overview of the social history of the circumpolar North with particular emphasis on indigenous cultures, the consolidation of European domination in the North, human ecology, and contemporary social and political economy of the North.

NOST 215 (3/Field course)

Northern Studies Field Methods

This field course is delivered over approximately 10 days and introduces students to field techniques applicable to the north. Modular units provide topic flexibility, but current emphasis is on the acquisition of skills needed to live and work in the field, and on collection of data in aquatic and terrestrial ecosystems. At present this course caters mainly to the needs of Renewable Resources Management students and places are limited.

Prerequisite: Second-year standing in School of Science or admission to the Renewable Resources Management Program.

NOST 216 (3/0) International Polar Year IV: Context and Promise

This multidisciplinary course presents an overview of the historical and scientific context of the Fourth International Polar Year (2007-08) and offers a focussed examination of its development, planning and execution. The overall orientation of the course is historical and descriptive rather than analytical or theoretical.

Prerequisite(s): NOST 101 or NOST 202.

NOST 324/BCS 331 (3/0) Contemporary Issues in the Circumpolar World I

Students are introduced to the important structures and forces affecting the sustainability of natural resource use, the economies of these communities, and economic ownership.

Prerequisite(s): NOST 101/BCS 100 or permission of the UArctic Dean of Undergraduate Studies.

NOST 325/BCS 332 (3/0) Contemporary Issues in the Circumpolar World II

This course continues the discussion of the important structures and forces affecting the sustainability of circumpolar communities. Questions relating to governance and politics, social issues, and global issues are explored.

Prerequisite(s): NOST 101/BCS 100 or permission of the UArctic Dean of Undergraduate Studies.

NOST 326/BCS 311 (3/0) Lands and Environments of the Circumpolar North I

This course examines the processes operating at the Earth's surface and within the atmosphere and oceans, and of their roles in structuring northern ecosystems, as well as the impacts of climate change on northern landscapes and their human inhabitants.

Prerequisite(s): NOST 101/BCS 100 or permission of the UArctic Dean of Undergraduate Studies.

NOST 327/BCS 312 (3/0) Land and Environment of the Circumpolar World II

A continuation of NOST 326/BCS 311. This course provides students with a more in-depth understanding of the land and environment that defines the Circumpolar North; and the key issues involving interaction between humans and the environment.

Prerequisite(s): NOST 326/BCS 311 or permission of the UArctic Dean of Undergraduate Studies.

NOST 328/BCS 321(3/0) Peoples and Cultures of the Circumpolar North I

This course critically examines the human environment and experience of the Circumpolar North. Students gain a solid understanding of the social and cultural context of the Circumpolar World and of the factors that shaped its present-day social and political composition.

Prerequisite(s): NOST 101/BCS 100 or permission of the UArctic Dean of Undergraduate Studies.

NOST 329/BCS 322 (3/0) Peoples and Cultures of the Circumpolar World II

A continuation of NOST 328/BCS 321, this course continues the examination of the human environment and experience of the Circumpolar North. It aims to promote an integrated and multidisciplinary understanding of the circumpolar peoples and their adaptations and contribution to social, economic, political and environmental changes.

Prerequisite(s): NOST 328/BCS 321 or permission of the UArctic Dean of Undergraduate Studies.

OP 100 (2/0) Office Procedures

This course focusses on practical knowledge and skills related to office procedures, systems, and routines. Major topics will include human relations, time management, critical thinking, the telephone and customer service, minutes, meetings, mail procedures, travel arrangements, and presentation skills

Prerequisite(s): Instructor approval.

PADM 140 (3/0) Heritage and Culture Administration

This course introduces public administration in Yukon First Nations heritage and culture departments. Students will review topics associated with public administration—social equity, policy formation, public management, administrative reform, intergovernmental relations, leadership, human resources, and finance—and how those topics relate to heritage and culture issues. Heritage and culture policy, budget, and grant proposal writing will be emphasized. PADM 140 is a core course in the Heritage and Culture Certificate Program.

PADM 601 Introduction to Public Administration

This course introduces the intellectual history and development of the American administrative state and the study of public administration. It reviews the major topical areas in public administration, reforms in public administration, and current issues facing the field. One purpose of the course is to integrate theoretical concepts in the field with current issues and practical problems. The course is designed to be the first course a new MPA student takes.

PADM 604 Research Methods in Administration

Research Methods in Administration Introduces basic quantitative and qualitative methods of social science research as applied to policy and administrative problems. Addresses research design, data collection and analysis methods, interpretation and evaluation of published research.

Prerequisite(s): Introductory statistics class.

PADM 610 Organizational Theory and Behaviour

The course combines the study of organizations with the study of the individual in the organization. Historical foundations and principles of administration are presented. Classical as well as state-of-the-art administrative philosophies are explored. The course also addresses the evolution of the study of behaviour in the workplace-theories and concepts of leadership, motivation, conflict, stress, communication and group dynamics within the organizational environment are explored.

PADM 618 Law for Public Managers

Legal guidelines for adoption, implementation and adjudication of public-agency regulations at federal, state and local levels. Legislative, executive and judicial controls on agencies, and the political environment of regulatory action.

PADM 624

Human Resources Administration

Survey of human resource management issues in the public sector, including recruitment, selection, classification, compensation, training and development, discipline and dispute resolution, collective bargaining, performance evaluation, and risk management. Addresses law and practice of current issues such as affirmative action, discrimination, sexual harassment, disabilities, family medical leave and pay equity.

PADM 625

Economics and Public Policy

Examines economics both as a determinant of public policy and as a tool of public administration. Topics include how markets allocate resources, the role of government in a market economy, market failures and responses, problems of efficiency vs. equity, and application of microeconomic tools to analysis of Alaska and national-policy issues.

Prerequisite(s): 1st-year economics.

PADM 628

Public Financial Management

Survey of theory, practice, problems and politics of financial management in governmental units, revenue sources, budgetary planning and control, methods of debt financing, and intergovernmental relationships. Addresses federal, state and local perspectives.

Prerequisite(s): 1st-year economics.

PADM 671 Ethics and Public Administration

This course will explore the theory and practice of ethics as it applies to public managers. Ethics is a current topic at national, state and local levels, but the subject has been an issue as long as there have been governments. What are ethics? How are they arrived at? What legislation has been passed and how does this impact public managers in their day to day work? How can public managers best meet their ethical obligations in today's society?

PADM 688 Program Evaluation and Performance Measurement

Introduces students to the theories, concepts, and analytical tools used in the evaluation of public programs and policies. Examines conceptualization and practicality of measures that accurately evaluate performance. Explores the dynamics of evaluating program process and structure in a political environment.

Prerequisite(s): PADM 689.

PADM 690 Capstone

Final course in the MPA curriculum. Students review, synthesize and apply concepts and methods learned during the degree program to the evaluation of a public or non-profit organization. Intended as a program review and assessment tool.

Prerequisite(s): Completion of all other MPA requirements.

PAT 001: (6/0) Powder-Actuated Tools

Yukon Occupational Health and Safety regulations require all persons who operate powder-actuated tools to have certification. In this course, the students will: examine the regulations governing the use of powder-actuated tools identify the different types of tools identify the types of cartridges and fasteners used determine the suitability of materials to which powder-actuated fasteners can be attached use and maintain a variety of powder-actuated tools. Upon successful completion of the course, the students will receive certification for the tools used.

PHED 222 (3/3) Introduction to Northern Outdoor Pursuits

This course will introduce participants to various summer and winter outdoor pursuits, including rock climbing, hiking, backpacking, mountain biking, snowshoeing, backcountry skiing, winter camping, and winter survival skills. Instruction will focus on the principles of outdoor leadership, risk management, team building, and decision-making in a northern environment. Students will develop knowledge and skills for leading group activities in the northern outdoors. Mandatory field activities.

PHED 225 (3/3) Northern Outdoor Pursuits and Leadership II

This course will introduce participants to various winter outdoor pursuits, including ice climbing, snowshoeing, backcountry skiing, ski touring, and winter camping. Instruction will focus on the principles of outdoor leadership, risk management, team building, and decision-making in a northern environment. Students will develop knowledge and skills for leading group activities in the northern outdoors.

PHIL 110 (3/0) Introduction to Philosophical Concepts and Reasoning

Introduces students to various philosophical concepts and tools of analysis through the study of first-order symbolic logic. Principles of critical thinking and fallacies of reasoning are also considered.

PHIL 111 (3/0) Introduction to the History of Philosophy

What is truth? Is there a God? How ought we to live our lives and organize our societies? Students respond to questions such as these by reading some of the central works in the history of philosophy, from ancient to modern times.

PHYS 050 (3/3) Principles of Physics

The course content includes motion, vectors, forces, inertia, linear momentum, circular motion, gravitation, energy, work, heat, liquids and gases, and electricity. Includes seven laboratory sessions.

Co-requisite(s): Math 11 with algebra or MATH 050. Students are advised to take MATH 050 prior to enrolling in Physics 050.

PHYS 060 (3/3) Introductory Physics

This course provides an introduction to a broad range of physical phenomena including dynamics, waves, electricity and magnetism, and geometric optics. The use of graphs and vector analysis is emphasized throughout. Laboratory exercises serve to familiarize the student with both the phenomena and the laboratory instruments commonly used to measure them.

Prerequisite(s): Minimum grade of 65% in either Physics 11 or B- in PHYS 050.
Co-requisite is Math 12 or MATH 060.

PHYS 100 (3/3) Physics

Physics 100 is a course for students with modest preparation in Physics. It provides an introduction to a broad range of physical phenomena including: dynamics, waves, electricity and magnetism, and geometric optics. The use of graphs and vector analysis is emphasized throughout. Laboratory exercises serve to familiarize the student with both the phenomena and the laboratory instruments commonly used to measure them.

Prerequisites: Mathematics 12 and Physics 11.

PHYS 101 (3/3) Elementary Physics I

Physics 101 is a calculus-based first-year university level physics course intended for students planning on a career in the physical sciences or engineering. Topics covered are: vectors; linear kinematics and dynamics in 2 and 3 dimensions; centre of mass; rotational kinematics and dynamics; energy and work; temperature, heat and the first law of thermodynamics; and oscillations. Labs involve quantitative physics experiments with due recognition of systematic and random errors. Physics 101 followed by Physics 102 constitute a full course and satisfy requirements for 6 credits of first-year physics in the science degree programs at most Canadian universities.

Prerequisites: PHYS 100, PHYS 060 or Physics 12.

Corequisite: Math 100.

PHYS 102 (3/3) Elementary Physics II

Physics 102 is a calculus-based first-year university level physics course intended for students planning on a career in the physical sciences or engineering. Topics covered this semester are: Coulomb's law, electric fields, Gauss' law, electric potential, capacitance, current, resistance; magnetic fields, Ampere's and Faraday's laws with applications, inductance, and LC oscillations. Labs involve quantitative physics experiments with due recognition of systematic and random errors. Physics 101 followed by Physics 102 constitute a full course and satisfy requirements for 6 credits of first-year physics in the science degree programs at most Canadian universities.

Prerequisite: PHYS 101.

Corequisite: Math 101.

PIPE 100: Safety

This course introduces the fundamentals of safety on the job site. Topics include: good work habits, worksite hazards, protective equipment, fire safety, transport of equipment and supplies, dangerous goods, Occupational Health and Safety regulations, and roles and responsibilities of employers and employees. The theory presented in this course represents regulations and principles enforced in the program and on job sites.

PIPE 101: Hand and Power Tools

This course enables students to use safely and maintain common hand and power tools used in the piping trades. Topics include use and maintenance of layout tools, files, hammers, chisels, hacksaws, reamers, vices, pipe cutters, reciprocating saws, grinders, drill press as well as portable pipe freezing equipment. Students will also be given the opportunity to learn about powder-actuated tools. Further practice and proficiency using these tools occurs in other courses.

PIPE 102: Materials

This section will cover descriptions and applications of iron pipe and fittings copper tubing and fittings welded and flanged piping plastic pipe and fittings cast iron, fiberglass, glass, lead and historic piping and valves. Students will also learn fusion methods for all pipes and fittings. Valve types and their uses will also be explored.

PIPE 103**Plumbing Single Family Dwelling**

This section of the program will explore the single family dwelling unit from the perspective of domestic waste venting (DWV) and the water supply system. The water cycle and various municipal distribution systems will be discussed. We will describe and explain the function and installation of fixtures, traps, floor drains, cleanouts, sewers, vents and roof terminals.

PIPE 104**Hot Water Heating Systems**

This portion of the program will describe the scope of the steam fitter/pipe fitter industry. Definitions and terminology pertaining to hot water, heat and boiler systems will be discussed. Principles of heat transfer, heat emission units and various hot water, low pressure steam and boiler systems will also be investigated.

PIPE 106**Pipe Trade Applied Mathematics**

Students will solve problems using whole numbers, fractions, decimals, ratios, perimeters, grades, density, mass, volumes and percentages. Other topics will include calculations of temperature and heat, volume, density, pressure and heat transfer as they are relevant to the trade. They will also gain knowledge of the metric system as well as conversions.

PIPE 107 Blue Print Reading

This course will introduce drawing, blueprint interpretation orthographic projection, blueprint reading, sketching techniques as they are applied to the trade. Common piping symbols, typical scales and specifications will also be discussed. During this course students will interpret a complete set of blueprints from a pipe fitters perspective.

PIPE 108 Pipe Trades Practicum

Hands on experience in the shop, installation practice, tool use, assembly of systems, troubleshooting, repairs and maintenance are key functions to students success within the program. There will be time devoted to experiential learning each day as well as larger blocks of time devoted to specific installation projects. As part of the practicum students will also be expected to take part in field trips to new construction sites and existing commercial installations

POLI 200 (3/0)**The Government of Canada**

The basic structures and processes of the Canadian political system are examined. Key areas studied are the social, economic, and cultural environment; political participation and political structures; and the policy-making process. While concentrated on the national level, topics are also covered in a regional context. POLI 200 is considered a Business Administration elective course and is a prerequisite for BUS 201.

POLI 201 (3/0) Introduction to Political Thought

This course introduces students to the political ideas that are basic to modern democratic theory and manifested in the processes and institutions of the Canadian system of government. Students will study classical political theory and contemporary developments in Political Science. Students practice critical thinking through exercises such as direct political debate with their peers.

POLI 222 (3/0) Northern Resources and Environmental Law

An introduction to and an overview of the legal regime controlling resource development in the North. Relevant environmental laws affecting resource development in the North are also examined.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

POLI 241 (3/0) Introduction to International Relations

Students are introduced to international relations in the 21st Century. The course investigates the history and development of the international political system; the international community's response to challenges such as terrorism; the adaptation of international organizations and institutions to the new millennium; the rise of the next superpowers in Asia; and the effect of economic globalization on the world's poorest.

PSYCH 050 (3/0) General Psychology

This course employs a theoretical and practical approach to the acquisition of knowledge based on the fundamental principles of science and psychology. It proceeds with the application of these principles in terms that will be useful to students as they seek to understand their human potential.

Co-requisite is ENGL 050.

PSYCH 060 (3/0)**The Psychology of Work**

This course employs a theoretical and practical approach to the acquisition of knowledge regarding the world of work in our changing world. Students examine needs, values, attitudes, work ethics, human relations, and communication in the workplace. Knowledge and experience gained through the course will help students with the selection of a career path that is compatible with their goals, based on a greater understanding of their work personality.

Co-requisite is ENGL 050.

PSYC 100 (3/0)**Introduction to Psychology I**

A survey of all the major content areas and current research of psychology: basic research methodology, neuroscience, sensation and perception, learning, memory, thinking and language, and motivation. The APA writing style is also introduced.

PSYC 101 (3/0)**Introduction to Psychology II**

Continues the survey of all the major content areas of psychology begun in PSYC 100. The course covers development, personality, stress and health, psychopathology, therapy, and social psychology.

PSYC 201 (3/0)**Research Methods in Psychology**

Introduces the methods of research used in psychology and provides students with an appreciation of the scientific approach and the skills to carry out basic research projects. The laboratory component provides an opportunity to apply this knowledge.

Prerequisite(s): PSYC 100 or 101.

PSYC 202 (3/0) Cognitive Psychology

Presents a broad introduction to the content and methods of cognitive psychology. Topics include examination of memory, attention, concept formation, problem-solving, artificial intelligence, and the relation of language to thought.

Prerequisite(s): PSYC 100 or PSYC 101.

PSYC 203 (3/0) Social Psychology

Examines how social psychologists use experimental and correlational research methods to gain insight into social behaviour and how social psychological theories can be used to understand behaviour and judgments in everyday life.

Prerequisite(s): PSYC 100 or PSYC 101.

PSYC 204 (3/0) Abnormal Psychology

Presents a broad introduction to the area of abnormal psychology including: the definition of abnormal behaviour; the etiology, diagnostic features, prevalence and treatment of various disorders; abnormal psychology and cultural diversity; and abnormal psychology and societal issues.

Prerequisite(s): PSYC 100 or 101.

PSYC 205 (3/0) Child Development

The physical, cognitive, and social aspects of child development are studied. Applications of these theories and findings are also considered.

Prerequisite(s): PSYC 100 or 101.

PSYC 230 (3/0) Psychology of Women

Explores the biological, psychological, and cultural influences on sex differences, and the implications of sex differences and gender roles for women and men in our society. The course also examines how psychoanalysis, as a methodology, is used by writers of varying cultural background in an attempt to understand female psychology and/or psychological sex differences.

Prerequisite(s): PSYC 100 or 101.

RECM 100 (1.5/0) Records Management

This course focusses on demonstrating the value of records management and its necessity to running an effective business. Major topics will include the most common filing systems: alphabetic, geographic, numeric, alphanumeric, and subject. Students will use ARMA rules to index, prepare cross-references and locate, charge out, and follow up on requested records.

Prerequisite(s): CL 100, MICRO 105

**RELI 100 (3/0)
Introduction to World Religions I**

Focusses on the major religious traditions of eastern and southern Asia. Through an examination of each faith's historical background, religious teaching and practice, worldview, as well as other relevant aspects, students gain an introductory understanding of the major religions in the world today.

**RELI 101 (3/0)
Introduction to World Religions II**

Focusses on the religious traditions of ancient Judaism and Christianity in Western civilization. By examining significant religious texts, students will become acquainted with the formative traditions, practices and principles that underpin these two religions.

NOTE: Many of the following Renewable Resource Management (RRMT) courses do transfer as a block to certain programs at the University of Northern British Columbia (UNBC) and the University of Lethbridge. For further information about transferability contact Scott Gilbert at 867.668.8776.

RIGG 001: Rigging and Hoisting

In this 18-hour course students will learn to identify different types of rope, their uses, proper storage and various knots, bends and hitches. They will also examine the following safe methods of lifting heavy loads with cranes and hoists wire rope rigging hardware and equipment proper selection of rope, chains and slings, tag lines WCB regulations hand signals to direct crane operators. Steel toed boots required.

**RRMT 121 (3/3)
Northern Field Biology**

Stresses those aspects of biology that are particularly relevant to field studies in renewable resources management. Topics include anatomy, physiology, taxonomy, evolution, animal behaviour and life histories of northern organisms. Students must also register in RRMT 121L, the mandatory lab component of this course.

Prerequisite: Admission to Renewable Resources Management program.

**RRMT 122 (3/3)
Maps and Remote Sensing**

Introduces the practical uses of maps and remote sensing as tools in the management of renewable resources. The course ends with a brief introduction to computer-based geographic information systems. Students must also register in RRMT 122L, the mandatory lab component of this course.

Prerequisite: Admission to Renewable Resources Management Program.

**RRMT 125 (3/Field course)
Renewable Resources Measurements**

Students apply scientific and mathematical principles and field techniques to the collection and presentation of data used in the management of renewable resources.

Prerequisite: Admission to Renewable Resources Management Program

RRMT 127 (3/0) Introduction to Renewable Resources Management

Students are introduced to the disciplines, tools, agencies and careers involved in the management of natural resources. Emphasis is placed on developing a realistic understanding of the broad social and ecological dimensions of the field and on fostering analytical, problem solving and communication skills.

**RRMT 134 (3/0)
Salmon Hatcheries and Fishery**

This course is an introduction to salmon hatcheries and fisheries techniques related to hatchery operations and assessment. Various hatchery techniques will be explored, but the emphasis will be on small-scale salmon incubation practices, using the Northern Research Institute Chinook salmon incubation facility as a model and a venue for practical application of techniques.

Prerequisite: Admission to Renewable Resources Management Program.

**RRMT 148 (Non-credit)
Firearms Use and Safety**

A non-credit course covering the selection and safe use of rifles and shotguns, as well as hunting techniques and ethics. The syllabus includes the Yukon Government Hunter Education and Ethics Development Course.

Prerequisite: Admission to Renewable Resources Management Program.

RRMT 149 (Non-credit) Boat Safety

A non-credit classroom based course covering the safe use of motorized watercraft. Upon successful completion students will receive a Pleasure Craft Operator's card.

Prerequisite: Admission to Renewable Resources Management Program.

**RRMT 200 (3/Field course)
Field Methods**

A 12-day summer course in which students gain practical skills, knowledge and experience in aspects of fieldwork relating to the management of renewable resources.

Prerequisite: Admission to second-year of the Renewable Resources Management Program

**RRMT 201 (Non-credit)
Winter Travel and Survival**

In this non-credit field course participants practice the basics of safe winter survival and off-road travel, and learn how to deal with emergencies such as hypothermia and frostbite.

Prerequisite: Admission to second-year of the Renewable Resources Management Program.

RRMT 202 (3/2) Biometrics

Participants of the course learn, with reference to biological and environmental examples: how to describe central tendency and variability of data; how to optimize the collection of data; and how to apply basic parametric and non-parametric statistical tests. Students must also register in RRMT 202L, the mandatory lab component of this course.

Prerequisite: Admission to the second-year of the Renewable Resources Management Program and RRMT 125

RRMT 204 (3/1) Guided Independent Studies in Renewable Management

Participants research a topic relevant to renewable resources management and make a formal written and oral presentation of the results. Regular contact is maintained between the instructor and students but the research is done out of regularly scheduled class time.

Prerequisite: Admission to the second-year of Renewable Resources Management Program.

RRMT 223 (3/3) Wildlife Management

Participants examine aspects of wildlife biology and the technical and societal context within which wildlife are managed in Northern Canada. Students must also register in RRMT 223L, the mandatory lab component of this course.

Prerequisites: Admission to the second-year of the Renewable Resources Management Program, RRMT 121, RRMT 125 and NOST 201

RRMT 232 (3/0) Introduction to Environmental Law Enforcement

Participants are introduced to those aspects of the Canadian legal system that are applicable to the enforcement of environmental legislation, including alternatives to prosecution.

RRMT 235 (3/3) Forest Management

Introduces the boreal forest as a complex ecosystem with a variety of values. Current management issues and methodologies to meet competing demands are examined. Students must also register in RRMT 235L, the mandatory lab component of this course.

Prerequisite: Admission to second-year of the RRMT Program, RRMT 121 and RRMT 125.

RRMT 236 (3/3) Land and Protected Area Management

Starting with an examination of the legal, administrative and operational framework of established land management agencies, this course goes on to study changes and needs arising from the implementation of land claim settlements. Students must also register in RRMT 236L, the mandatory lab component of this course that involves fieldwork.

Prerequisite: Admission to second-year of the Renewable Resources Management Program

RRMT 237 (3/3) Fisheries Management

This course begins by looking at fisheries as a system consisting of societal, institutional and ecological elements. It continues with an examination of technological aspects including stock assessment and enhancement, harvest management and habitat protection. Students must also register in RRMT 237L, the mandatory lab component of this course.

Prerequisite: Admission to second-year of the Renewable Resource Management Program, RRMT 121, RRMT 125 and NOST 201

RRMT 238 (3/0) Environmental Protection and Impact Assessment

Provides an overview of environmental protection in Canada then focuses on the assessment and mitigation of impacts through environmental impact assessments.

Prerequisite(s): Admission to second-year of the Renewable Resource Management Program.

RRMT 239 (3/3) Freshwater Ecosystems and Hydrology

This is a two-component course intended to teach students habitat assessment techniques for freshwater ecosystems, as well as the basic elements of hydrology. Applied aspects of limnology are emphasized. In the hydrology section of the course students study how water is distributed, moved and stored on a global scale followed by the study of processes at small scale.

Prerequisite: Admission to second-year of the Renewable Resources Management Program, NOST 201 AND RRMT 125.

RRMT 241 (3/0) Introduction to Land Management

This course explores Yukon's regime for managing land, including the historic factors that have influenced how today's regime has developed and the land management sections of the Yukon land claim agreements. Students become familiar with relevant laws, policies and plans that affect Yukon lands.

Prerequisite: Admission to second-year of the Renewable Resource Management Program.

RRMT 242 (3/0) First Nation Land Management

This course explores many aspects of the regimes that Yukon First Nations have developed for managing settlement lands. A large component deals with First Nations Final Agreements and Self-Government Agreements, and the powers and rights these confer on Yukon First Nations in relation to land management. It also covers the rules and programs Yukon First Nations have created to manage settlement lands; for developing subdivisions; for land use planning; and for record keeping using a land registry.

Prerequisites: Competency in Grade 12 English or ENGL 090, or completion of Grade 12 or equivalent

SCI 040 (3/0) Yukon Science

This course is an academic and skill preparation course. Students will be introduced to the basic concepts of science: terminology, equipment, and problem solving. Emphasis is given to teaching/learning using anecdotes, hands-on activities and problem solving situations. Students will work on a major project to be chosen from the following topics: Small engines, forest science, earth science, heredity and genetics or in consultation with their instructor.

SCI 053 (3/0) Apprenticeship Preparation Science

Provides a foundation of concepts of science including matter, motion, forces, simple machines, fluids, gases, electricity and light. The applied approach to the delivery of this course material will provide an integration of mathematical and scientific concepts with the trades.

Prerequisite(s): Suitable scores on placement test.

SM 100 HVAC Systems

The HVAC systems course will describe all of the components of the typical low pressure all season air conditioning system. Other topics will include fire separation, duct insulation, air flow, forced air systems as well as gas furnaces and fireplaces. Installation methods and standards are also included.

SM 101 HVAC Duct Fittings

The HVAC Duct fittings course will see students fabricate and assemble common joints using pre-manufactured and shop built connectors. They will cover reducers, tees, plenum takeoffs, elbows, sleeves and flex connectors.

SM 102**Math for the Sheet Metal Trade**

The math portion of the program will take students through whole number operations, geometric applications, conversions and calculations as they pertain to the sheet metal trade.

SM 104 Safety/Tools/Materials/Process

Students will gain theory and hands on experience with the following, hand tools, portable power tools, explosive actuated tools, bench machines, floor machines, rotary machines. Students will also select appropriate materials, apply sealants, fabricate and join sheet metal using various methods.

SM 107 Blueprint Reading and Pattern Development

This section of the program will cover orthographic and isometric projections, plan views and elevations. It will also include sketching using HVAC symbols and terminology. Students will learn how to read Blueprints for residential heating systems, with reference to details and sections. In the drafting portion of the program students will learn terminology, tools, practical geometry, parallel line development, and radial line development.

SM 108 General Fabrication

Fabricate roof jacks, elbows and offsets using spot welding lap seams.

SOCI 100 (3/0)**Introduction to Sociology**

An introduction to the discipline of sociology. Historical and contemporary theoretical perspectives and the various methods of social research are examined. Major social institutions including the family, education, and the economy are also discussed.

SOCI 103 (3/0) Canadian Society

Examines Canadian society from a macrosociological perspective. Consideration is given to questions of Canadian identity, the uniqueness of Canadian society, and Canada's autonomy in a global economy.

Prerequisite(s): SOCI 100 is recommended.

SOCI 209 (3/0)**Society, Technology and Values**

This course examines the interaction of three entities: The technologies developed by a society, the values of the individuals in that society, and its social organization. The goal of this course is to heighten students' powers of observation concerning technologies and to enhance their critical understanding of the changes new technologies may cause.

Prerequisite(s): ENGL 100 with 100-level SOCI, ANTH or PHIL recommended.

SOCI 220 (3/0) Contemporary Social Issues in the North

Through the study of society and human behaviour, students develop an understanding of sociological theory and method as they apply to social issues in the North.

Prerequisite(s): Second-year standing in the Division of Applied Arts.

SOCI 227 (3/0) Research Methods in the Social Sciences

The theory and logic of research, the ethics that guide the research process, and the range of research methods generally employed in the social sciences are introduced. Emphasis is on providing practical knowledge of the research process and in preparing students to conduct their own research project.

Prerequisite(s): 3 credits of a 100-level social science.

STSK 040 (3/0) Study Skills 040

Students will practice effective time management, study and organization skills. The purpose is to utilize these skills in order to enhance success in the workplace and in other courses.

SUCC 050 (3/0) Student Success

Student Success 050 is designed to improve a student's performance as a learner. The course offers tools, strategies, resources and suggestions for success in and outside the classroom. Small group discussions, practical classroom exercises, and assignments will be included.

Co-requisite is ENGL 050 or permission of instructor.

SURV 101 (7) Surveying I

This course covers the basic theory of surveying. Topics include: Elementary properties of triangles, measurements of angles, trigonometric functions, imperial and SI units, accuracy and precision, surveying equipment, use of a programmable calculator, measurement of distance, corrections, note taking, standardization procedures, measurement of elevation differences, curvature and refraction, adjustment of errors, angles and directions, magnetic bearings, declination, transits and theodolites, survey traverses computations, circular curves.

SURV 102 (0) Field Methods I

This course introduces students to the basic practical skills of surveying. Topics include use of tapes, chains, theodolites, and levels for measuring distances, angles, and elevations, recording field notes for basic surveying procedures, field layout of traverses and curves, calculating and plotting field projects. The student will apply the theory learned in SURV 101 to a variety of field exercises designed to develop skill in the use of tapes, levels and theodolites. This course is concurrent with SURV 101.

SURV 103 (2) Survey Drafting

This course introduces the basics of drafting, with an emphasis on surveying and mapping. Topics include free hand lettering, geometric construction, orthographic projection, use of scales, contours, traverse plotting, drawing of cross sections, plan/profiles, drawing reproduction, map reading.

SURV 120 (9) Surveying II

This course expands upon the skills learned in SURV 101. Topics include electronic distance measurements, highway construction surveys, legal surveys, construction surveys, mining surveys, the surveying profession, art and science of cartography, basic map design, map projections, use of maps in construction, cadastral mapping for co-ordinate control.

SURV 121 (0) Field Methods II

This course expands upon the basics covered in SURV 101L. Topics include direct reading theodolites, tests and adjustments for theodolites and levels, field surveys of profiles, cross-sections and grades, variety of engineering and legal survey exercises, electronic distance measuring instruments. This course runs concurrently with SURV 121. The majority of the field work is conducted in April and May.

SURV 122 (3) Technical Math

This course will provide the student with an understanding of trigonometry as it applies to the solution of triangles and addition of plane vectors. The student will also have enough geometry to make a reasonable attack on survey problems he/she has not seen before.

SURV 125 (3) AutoCAD I

The objective of the course is to enable students to create a basic 2D drawing in AutoCAD and AutoCAD LT. This class covers the core topics essential for working with AutoCAD and AutoCAD LT.

SURV 126 (1) Survey Law

The course covers the fundamentals of acts, regulations and policies relevant to legal surveying. Topics include: Introduction to property law, description of deeds, surface rights legislation (Territorial Lands Act, Canada Land Surveys Act), sub-surface rights legislation (Yukon Quartz Mining Act, Placer Mining Act), legal surveys of Yukon lands, Yukon Land Claims. The Manual of Instructions for the Survey of Canada Lands is thoroughly covered.

SURV 127 (5) AutoCAD II

The objective of AutoCAD Civil 3D Essentials is to enable students to create a dynamic 3D drawing in AutoCAD Civil 3D. This class covers the indispensable core topics for working with AutoCAD Civil 3D. SW 200 (3/0) Introduction to Social Work Introduces students to the profession of social work, its theory and practice. Students examine the philosophy and practice of social work in Canada, both in First Nation and non-First Nation communities.

TDG 001: Transportation of Dangerous Goods

The purpose of this course is to protect the public when dangerous goods are being transported. This course is designed to fulfill the training requirements of the legislation, which requires that all persons involved in the transportation of these materials be trained. Topics covered include: responsibilities of shipper, handler, carrier hazards of classes 1 to 9 shipping names, UN numbers shipping documents safety marks containers special situations emergency actions. Upon completion, a TDG certificate (clear language edition) will be issued.

THEA 120 (3/0) Introduction to Theatre

Take a tour through theatre history. See local productions. This course introduces students to the various elements of theatre including: the performance space, the performers, the audience, the director, the script, the playwright, the collective creation, scenic design, costume and make-up, lighting, multi-media and the relationship of all the parts to the whole.

THEA 190 (3/0) Introduction to Voice and Speech

Connect to a deeper authenticity for more comfort when in the public eye. This course deepens our understanding of the impediments to authentic voice production and builds skills to strengthen our vocal and physical bodies.

THEA 200 (3/0) Introduction to Acting I

“If you’re going to be in the spotlight you might as well shine” A gentle fun-based introduction to acting for stage and the requirements of everyday life. This practical course emphasizes awareness of self, relaxation, concentration, observation, sense of memory and justification.

THEA 201 (3/0) Introduction to Acting II

“If you’re going to be in the spotlight you might as well shine.” THEA 201 focusses on building the performer’s confidence through improvisation scene study, audition skills for film, and voice and body work. Emphasis is on methods of finding authenticity and comfort in the heightened world of the public eye.

Prerequisite(s): THEA 200 or permission of the instructor.

VISUAL ARTS 2 (0/6) Dimensional Studio I Principles and Practices of Drawing, Paper and Printmaking

While the focus of this studio is on the practices of drawing and printmaking on paper, a variety of traditions, concepts, techniques and media associated with these and other two-dimensional practices are explored from diverse cultural perspectives. The use of a variety of markmaking tools, mediums and grounds allows for exploration of various modes of expression, representation and abstraction. Collage, rubbing and relief print making techniques on handmade and manufactured paper will further introduce considerations of composition, perspective, scale, pattern, texture and use of colour in regards to overall design.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS 2 (0/6) Dimensional Studio II Principles and Practices of Drawing, Colour and Painting

This studio extends students’ repertoire of drawing techniques and mediums, while introducing the practice of painting and other image creation processes, such as cartooning. Painting also allows for the exploration of a wider range of traditional and contemporary modes of expression. A cycle of process-driven activities enables examination of how perceptions and ideas are translated into two-dimensional visual images.

Prerequisite(s): 2 Dimensional Studio I.

VISUAL ARTS 3 (0/6) Dimensional Studio I Exploring Sculptural Forms and Objects

The focus of this studio is on examining the relationship between viewer and object from various cultural perspectives. Projects integrate inquiries into theoretical issues with practices such as relief, sculpture-in-the-round, assemblage, kinetic and performance art. Thematic assignments encourage examination of traditional and contemporary objects, myths and stories, representations of the body, clothing, masks, and the carnivalesque.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS 3 (0/6) Dimensional Studio II Exploring Sculptural Space and Environments

In this studio, students extend their 3-dimensional practices by examining the relationships between viewer, object and environment from various cultural perspectives. Awareness of the different ways in which 3-dimensional practices are informed by and shape both physical and cultural environments is deepened by exploration of ritual spaces, monuments, architecture, installations, public art and earthworks. Individual and group assignments allow for both studio-based and outdoor or off-site creation of finished projects.

Prerequisite(s): 3 Dimensional Studio I.

VISUAL ARTS 4 (0/6) Dimensional Studio I An Introduction to New and Time-based Media

This studio introduces the use of new technologies as media for the exploration of concepts related to visual practices and for the documentation of creative processes. The focus is on developing media literacy in a contemporary context while building foundational skills in electronic and mechanical art, performance art, sound art, digital photography and videography, and multimedia.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS 4 (0/6) Dimensional Studio II Experiments in New and Time-Based Media

In this studio, students extend their 4-dimensional visual practices and refine their techniques and processes of documentation. Narrative, poetic, and abstract modes of expression are explored through experiments in animation, web art, multimedia, installation and interactive/conceptual art.

Prerequisite(s): Admission to 4 Dimensional Studio I.

VISUAL ARTS (3/0) Visual Culture Studies I Cultures, Histories, Theories to 1850

This academic course provides a historic overview of global visual practices up to 1850 while integrating theoretical concepts that allow for a deeper understanding of key works including traditional objects, rituals, drawings, prints, paintings, manuscripts, sculptures, and buildings. A series of both traditional academic and non-traditional creative assignments allows students to develop their critical thinking skills while increasing their cultural understandings of art history, art theory and cultural studies through a visual culture approach.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS (3/0) Visual Culture Studies II Cultures, Histories, Theories after 1850

The focus of this course is on the movements and philosophies in visual culture since 1850 that have led to the present moment of pluralism in the art world. Exploring the importance of postmodernism, post-colonialism, traditionalism, neo-conservatism and feminism in contemporary art-world practices allows for a deeper understanding of how the past continues to inform the present. Assignments develop the academic skills of historical, aesthetic, and critical readings of visual language.

Prerequisite(s): Visual Culture Studies I.

WELD 100: Welding Safety

This course introduces the fundamentals of safety on the job site. Topics include: good work habits, worksite hazards, protective equipment, fire safety, transport of equipment and supplies, dangerous goods, Occupational Health and Safety regulations, and roles and responsibilities of employers and employees. The theory presented in this course represents regulations and principles enforced in the program and on job sites.

WELD 101: Welding Hand Tools

This course enables students to use safely and maintain common hand tools used in welding, as well as to identify and handle common welding materials. Topics include use and maintenance of grinding wheels, safe use of drills including sharpening and coolants, use and maintenance of layout tools files, hammers, chisels, hacksaws and wrap-arounds and correct use of sanders/polishers, drill press and an ironwork machine. Further practice and proficiency using these tools occurs in other courses

WELD 102: Oxyacetylene Welding

This course introduces students to procedures for handling oxyacetylene equipment including cylinders, regulators, hoses and torches. Topics include setting up equipment, pressure and flame adjustments, welding and cutting gases, filler rods and fluxes, manual and semi-automatic cutting, brazing, metal identification and lab practice. Further practice and proficiency using these tools occurs in other courses.

WELD 103: Shielded Metal Arc Welding

This course introduces the students to arc welding machines, installation and selection, maintenance and accessories and basic electricity necessary to perform successful welding. Also covered will be machine controls, types of electrodes and welding, basic joints, welding symbols, faults and lab practices. Further practice and proficiency with these tools occurs in other courses.

WELD 104: Gas Metal Arc Welding

This course introduces students to shielding gases, regulators, flow meters and wire classification, along with maintenance and lab practices. The course will also describe the requirements for successful GMAW, FCAW and SAW welding including power requirements, sources, voltage effects, inductance and metal transfer and wire drive. Students will learn to weld two different kinds of joints. Further practice and proficiency will occur in WELD 107 Applications of Welding.

WELD 105: Math for Welders

Students will solve problems using whole numbers, fractions, decimals, ratios and percentages. They will also gain a knowledge of basic geometry and the metric system and metric to imperial conversions.

WELD 107: Applications of Welding

Students will be required to practice their skills by constructing several projects. Those wishing to challenge the Level I Apprenticeship exam will be required to sit a practical hands-on 'test'.

WELD 001: Welding

This 45-hour hands-on course provides the theory and skills necessary to safely operate and maintain oxy-acetylene cutting equipment and shielded metal arc welding equipment. Oxy-acetylene topics include: safety practices, equipment operation, metal fusion theory, cutting and brazing. Electric arc welding topics include: welding machines, materials, welding positions and machine settings. Steel toed boots required.

WHMS 001: (3.5/0) Workplace Hazardous Materials Information System

This course is designed to provide information about materials found and used in the workplace. It will provide training as specified under the Act and Regulations and will cover the following topics: responsibilities of suppliers, importers, distributors, employees and employers, reading and understanding labels, identifiers, material safety and data sheets, safe use, storage and disposal of controlled substances and emergency procedures in case of accident. Upon completion a WHMIS certificate will be issued.

WMST 100 (3/0) Introduction to Women's Studies

An interdisciplinary approach to Women's Studies. Various theoretical explanations for the acquisition, development, and maintenance of female/male gender roles are examined, and the implications of gender assignment in the daily lives of men and women are discussed.

WMST 101 (3/0) Introduction to Women's Studies II

A continuation of WMST 100. Past and present conditions of women's lives are further analyzed from a variety of perspectives with emphasis placed on the different experiences of women depending on race, ethnicity, age, class, religion and region.

Prerequisite(s): WMST 100.

WMST 200 (3/0) Women and Social Change

Examines the concepts, analyses and strategies employed by women in their efforts to improve their collective status as members of Canadian society: from the struggle for the establishment of basic rights in the "first wave" of the women's movement (roughly 1900), through the slow-moving changes of the 20th century, to the contemporary struggle within and outside of the women's movement towards diversity and inclusion.

Prerequisite(s): WMST 100 and WMST 101 or six credits of SOCI or NOST or PSYC. ENGL 100 and ENGL 101 are strongly recommended.

WMST 202 (3/0) Women in Indigenous Societies

Provides students with a detailed overview of women's lives and experiences in indigenous societies in Canada. Indigenous women's roles in past and present societies are examined and future roles are discussed.

Prerequisite(s): ENGL 100 and ENGL 101 are strongly recommended.

WMST 220 (3/0) Women in the Circumpolar North: Religion and Spirituality

This course is an introduction to traditional and contemporary spirituality and religion in the lives of Circumpolar women. Drawing upon social science perspectives and women's life stories, the course examines how people make meaning of their beliefs and translate them into individual and collective identity. Topics explored will include shamanistic activity, patterns of similarity between cultures, and the perpetuation of beliefs and myths in the practice of art and story.

Prerequisite(s): ENGL 100 and ENGL 101 are strongly recommended.

WMST 230 (3/0) Women and History: Rethinking Canada

This course gives a broad overview of women's experience in Canada from the 1600s-1900s, and focusses on both individual women and the broader context of women's social history. Students briefly explore representations of masculinities in order to better understand gender relations.

Prerequisite(s): ENGL 100 and ENGL 101 are strongly recommended.

WMST 240 (3/0) The Study of Men and Masculinities

What does it mean to be a man? This course sets out to find answers to this question by exploring the social meanings of masculinity. Students will examine the creation and negotiation of male identities in Canada and other countries, in past and contemporary times. From the schoolyard to the workplace, through initiation rites and adult relationships, variations in male experience and behaviours are presented. The framework of readings and multimedia will investigate popular culture, film, fiction, life story and academic theory. This range of perspectives will illustrate how diverse men "do gender."

Prerequisite(s): WMST 100 or permission of the instructor. ENGL 100 and ENGL 101 are strongly recommended.

WP 120 (3/0) Beginning Word Processing

This course provides an introduction to word processing using Microsoft Word. Students will create, save, and revise basic business documents, letters, memoranda, reports, tables, and general administrative documents with emphasis on proofreading, formatting, and mailability.

Prerequisite(s): CL 100.

WP 220 (3/0) Advanced Word Processing

This course covers advanced features for creating, formatting, and editing complex documents. Students will use mail merge to create form letters, mailing labels, email and telephone lists. They will create multi-section reports with tables of contents using templates with styles and macros. They will customize Microsoft Word and automate their work using templates with autotext and toolbars, and they will create onscreen, fill-in forms.

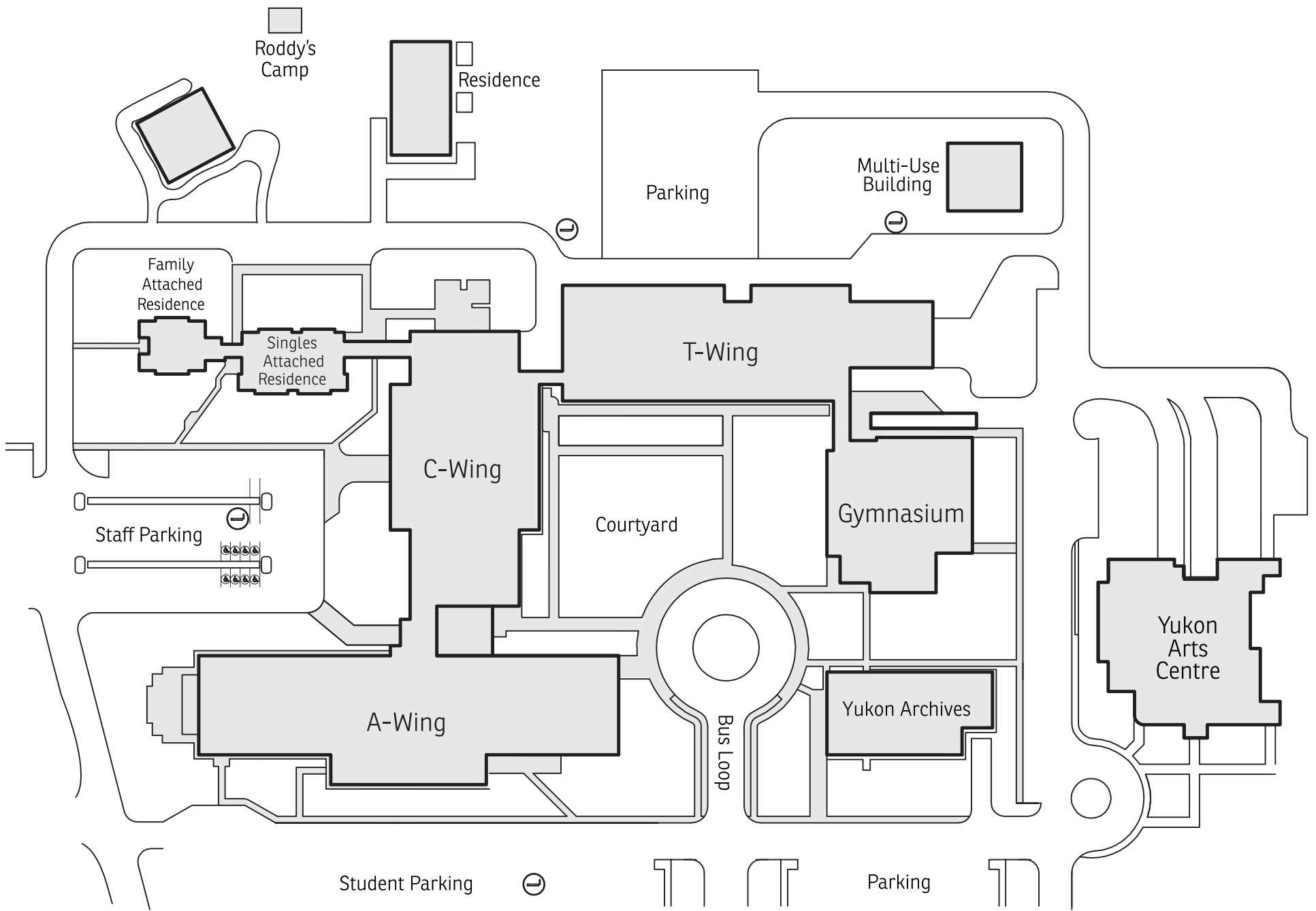
Prerequisite(s): WP 120, CL 100.



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