YukonU Program Planning Guide

School of Health, Education and Human Services

Yukon University

Community Education & Employment Support Certificate 2020

Instructions for Use

This planning guide is to assist you in selecting courses each term. Read carefully, as some courses are only offered in one term/year, and some are offered in multiple terms/years.

*The recommended sequencing plan and note section in this guide will be beneficial in helping you select courses.

Refer to your program page on the main website under programs/courses for a more thorough description of each course.

A glossary (description) of common words and phrases used in this guide, can be found on the last page.

Graduation Requirements & Yukon First Nations Core Competency

The Certificate of Community Education and Employment Support is awarded for:

- Completion of all core courses, and

- Completion of one 3 credit elective relevant to the program content

 To graduate, students must pass all the required courses, and:
- complete 50% of the course work at Yukon University
- achieve a 2.00 cumulative GPA (C) average across all courses; some courses have higher grades required for a pass.

Yukon First Nation Core Competency

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, students are required to achieve core competency in knowledge of Yukon First Nations.

Students acquire this core competency though the core content of the CEES program.

For details, visit Yukon First Nations Core Competency.

Year 1 Fall

Course Requirement	Credit	Term	Done
ACS 100: Foundations for Success	3	Fall	
PRMA 100: Redefining Case Management	3	Fall	
HCA 111: Lifestyle and Choices	3	Fall	
Total Credits	9		

Year 2 Fall

Course Requirement	Credit	Term	Done
ACS 100: Foundations for Success (or Program Elective)	3	Fall	
PROJ 100: Introduction to Project Planning and Event Planning	3	Fall	
Two new micro-courses focused on Employment Support (stay tuned)	1.5 credits each	Fall	
Total Credits	9		

Year 1 Winter

Course Requirement	Credit	Term	Done
PHIL 121: Professionalism and Ethics	3	Winter	
ELCC 125: Interpersonal Relationships and Communication	3	Winter	
COMM 100: Business Communications	3	Winter or Fall	
Total Credits	9		

Year 2 Winter

Course Requirement	Credit	Term	Done
CEES 100: Capstone Project	3	Winter	
Program Elective	3	Winter	
Total Credits	6		

Recommended Sequencing for Part-time Completion

YEAR 1 FALL	YEAR 2 FALL
ACS 100	PHIL 121
PRMA 100	ELCC 125
HCA 111	COMM 100
YEAR 1 WINTER	**YEAR 2 WINTER**
ACS 100 (or Program Elective)	CEES 100
PROJ 100	Program Elective (if required)
NEW Employment Support courses	

PREREQUISITES	
Course	**Prerequisite**
ACS 100	Acceptance into the CEES program
CEES 100	Successful completion of or concurrent enrollment in ACS 100, PRMA 100, PROJ 100, PHIL 121
COMM 100, HCA 111, PHIL 121, PRMA 100, PROJ 100, ELCC 125	None

Program Notes

Community Education and Employment Support is a unique, culturally relevant program which will prepare you to effectively function in front-line education and employment support roles within First Nation governments and other organizations.

The program can be completed over two years.

All program courses are available through a blend of scheduled videoconference classes and online engagement.

Recommended Electives include:
- ATHA 101: Introduction to Native Languages
- COMP 050: Computer Fundamentals
- ELCC 121: Child Growth and Development II
- ENGL 060: Introduction to Literature
- FNGA 100: Introduction to First Nations Governance and Public Administration
- HIST 050: History of First Nations

Courses for 1.5 credits each: would require completion of two, for 3 credits total
- JS 100: Job Search Strategies
- BUS 174: Microcomputer applications 3: Microsoft Excel
- BUSM 100: Business Mathematics

Student Responsibility

You are responsible for the completeness and accuracy of your registration and for determining the requirements of your program. Always read course descriptions before you register to determine if you have the necessary prerequisites and pay attention to notes on mutually exclusive and cross-listed courses (pairs of courses in which credit will be awarded for only one).

Program Advising

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Common Words or Phrases

- A **Credit** is the unit of weight for university courses and range from 1 to 15 credits.
- **Grade Point Average (GPA)** is a representation of academic achievement produced by dividing the total number of grade points earned over a period, usually a semester, divided by the number of courses or credits taken. See page 18 of the Academic Regulations for a fuller explanation.
- **Highly Recommended Course** is a course that would be beneficial to your learning and should be taken either before or during your studies.
- **Prerequisite** is a course that must be completed with a satisfactory grade before enrolling in a subsequent course.
- A **Semester** is a portion of an academic year, during which an educational institution holds classes. Many people use the word 'term' interchangeably. We have three semesters per year. (Fall, Winter & Spring/Summer – see below)

*Note: not all programs use three (3) terms as part of their study schedule – most programs at YukonU use only the Fall & Winter term.

- **Recommended Sequencing Plan** shows a program's courses arranged according to year and semester (Fall, Winter, Spring) and are recommended to be taken in this order to complete a certificate, diploma or degree.
- **Fields of Study**
    - **Humanities** is the study of unique products of human culture and expression and include history, literature, language, philosophy, the visual arts, theatre, dance, and music**.**
    - **Social Science,** sometimes called the behavioural sciences, is the branch of academic study that looks at human activity in societies and seeks to understand the causes and consequences of social phenomena. Many social sciences have a social justice agenda in that they also seek to find and offer solutions to social problems. Social science disciplines include anthropology, criminology, economics, political science, sociology, psychology, and women and gender studies.
    - **Science** deal with the study of natural phenomena through observation, experimentation and use of scientific methods and include study in fields such as astronomy, biology, chemistry, mathematics environmental sciences and physics.
- **Semester Starts and Ends**
    - Fall = Either Late August or early September through December
    - Winter = Early January through April (Sometimes into early May)
    - Spring/Summer = May through August

Note: **Your program area determines terms/semester exact dates.**

Program Planning Guide Revisions

Date Created	Date Revised	Section Revised
March 2020		