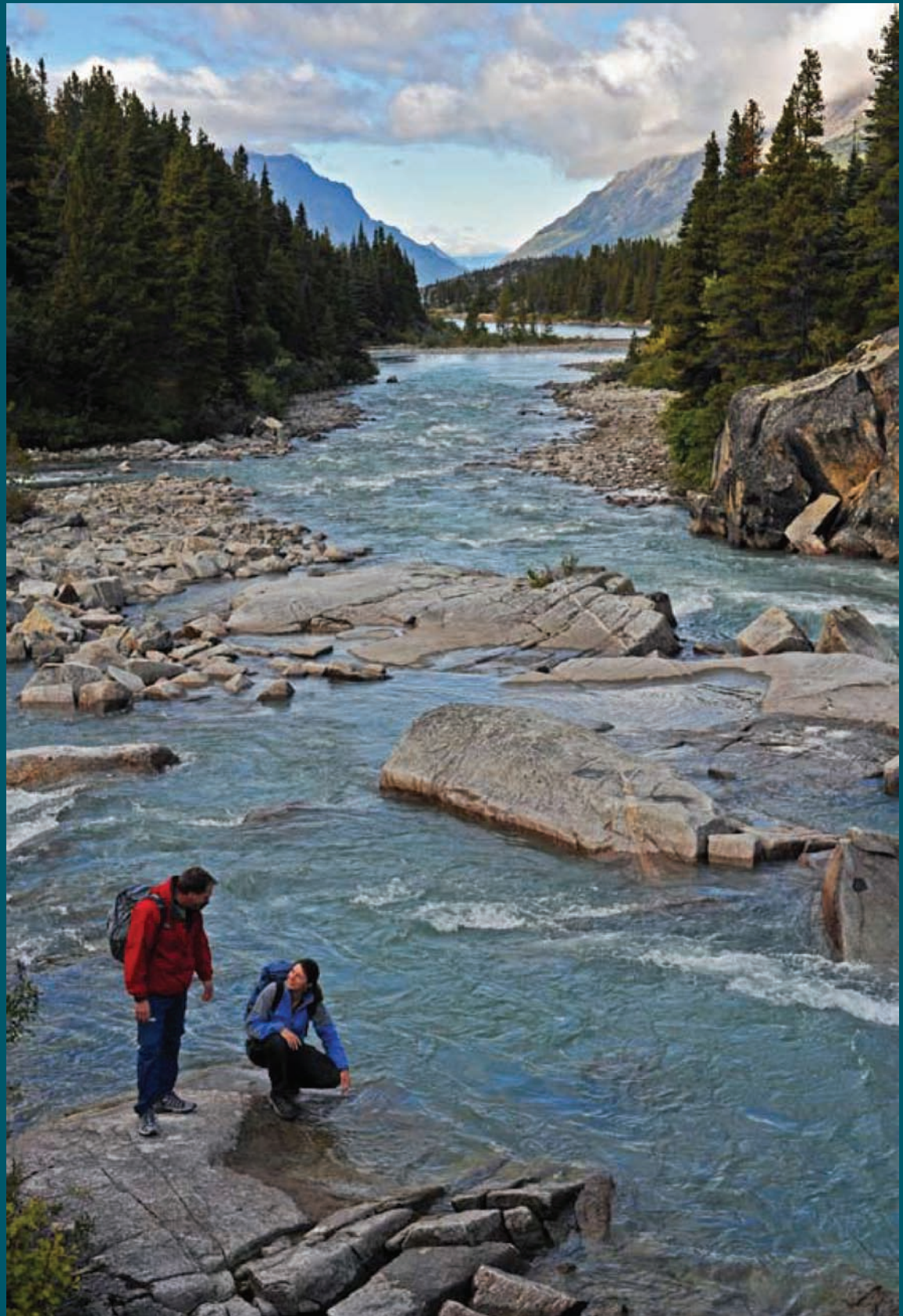


# Yukon College

## Academic Calendar 2009-2010



→ Start here → Go anywhere →

# Applying for Admission to Yukon College

Fill out the application form on the opposite page and mail it to the address on the form. For international student applications, please see page 10.

Make sure you provide full and complete information, including any previous names you may have used. Incomplete applications will not be processed.

Applications for Admission should be sent to the Admissions Office by May 30, 2009 for programs that begin in September 2009. Documents submitted with your application become the property of Yukon College and will not be returned.

**Include with your application:**                      **Non-refundable \$20.00 (Canadian) application fee**  
**Official copies of transcripts**

If you have Grade 12 or post-secondary education, your application must be supported by complete official transcripts from your previous schools. Official transcripts are issued by the educational institution offering the program or course. You may submit unofficial transcripts with your application for review, but official transcripts must be provided. Failure to provide transcripts may prevent your admission or continuation in a program.

Students in their final year at high school should apply by May 30 even though they have not yet completed the required courses. At your request, your high school will send final transcripts directly to Yukon College when they become available.

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. Please see page 8 for more information.

When we receive your application, we will send you a letter acknowledging receipt and informing you of any additional requirements. If you have not received a letter within six weeks, contact the Admissions Office at 867-668-8710.

After you have submitted all the required information, your application will be reviewed. You will then receive a letter informing you **either:**

that you meet the entrance requirements for your program of choice and that you will be advised when the selection of applicants takes place,

**or**

that you have been accepted into the program of your choice and you may register at the appropriate time.,

**or**

that you must complete certain courses to meet entrance requirements for your program of choice. Yukon College wants students to be successful in their studies and recognizes that adequate preparation improves the chances of student success.

Applicants not admitted to their program of choice are entitled to know what they can do to secure admission at a later date. Applicants have the right to appeal if they think that their application has not received full and fair consideration

*NOTE: The application form is NOT a registration for specific classes. Information about registering for courses will be provided in your letter of acceptance. See also pages 8-9 for more information.*

For information about specific programs, including entrance requirements and prerequisites, please consult this calendar, our web site [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca) or contact the appropriate School. Students in Yukon communities may contact their local campus or Community and Extension Services at 867-668-8790 for assistance.

# Application for Admission

Please submit your application with the non-refundable \$20.00 application fee to:



Admissions Office  
Box 2799  
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)
E-mail 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





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*This calendar is published by the Registrar's Office for information to the general public. Every effort is made to ensure that information is accurate at the time of printing.*

*Yukon College reserves the right to make necessary changes to information contained in this calendar.*

*Cover photo credit Yukon Government/Derek Crowe*

# Welcome to Yukon College!

## President's Message

This past year has been one of significant change at Yukon College. We've undergone an academic reorganization, completed a year-long strategic planning process, hired staff in newly created and existing key positions, and prepared ourselves to embark upon a pathway of rejuvenation and growth.

Through our strengths in research, programs and service, we are working with Yukon communities, business, industry and all levels of government to develop relevant, timely programming that is rooted in our diverse cultures and northern environment. We're also showing ourselves to be leaders in northern research, with a heavy emphasis on climate change.

Within the last year we established structures for working with Yukon First Nations, providing the College with the opportunity to hear about education and training needs directly from each First Nation in the Yukon. Over the next few years there will be changes in our programming and culture to reflect what we're hearing.

We're increasing our programming in a variety of areas, adding to our degree offerings, workplace training programs and career programming, so you don't need to leave home to get the education you require. From the Whitehorse campus, to our 11 community campuses throughout the Yukon, we deliver the education and training you've asked for. Thank you choosing Yukon College.

Terry Weninger  
Yukon College President



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

## Chancellor's Message

This is my first year with Yukon College and I'm honoured to have been given the opportunity to act as your Chancellor. It's inspiring to be a part of the Yukon's hub of education and opportunity, where students are inspired to dream, learn and achieve. As a father, grandfather, Yukon businessman and active community member, I'm keenly interested in and aware of the value of education. I'm pleased that you are considering Yukon College. Clearly you're able to see the opportunities that lie before you through starting here. In fact, it's possible to start here and go anywhere!

I'd like to invite you to dream big. There is so much you can do with focus, determination and a solid education. All the best in your educational pursuits.

Rolf Hougen  
President  
Hougen Group of Companies  
Yukon College Chancellor



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# General Information

## Programs

Yukon College provides a variety of full-time and part-time programs in trades, technology, business, applied arts, academic development, personal skills development, and university-level arts and science. The College also offers Co-operative Education, an effective learning program which alternates academic semesters with relevant paid work terms.

In Whitehorse, Yukon College offers programs through its main Ayamdigut campus at 500 College Drive, as well as at the Whitehorse Correctional Centre. Courses are also available at Community Campuses throughout the territory. In addition, courses are carried to many Yukon communities via distance education. Other part-time day and evening courses operate from various community facilities located throughout the Yukon.

Yukon College programs are offered through five schools:

- \* School of Liberal Arts
- \* School of Health, Education and Human Services
- \* School of Access
- \* School of Management, Tourism and Hospitality
- \* School of Science, Trades and Technology

The five schools are grouped under two academic divisions, Applied Arts and Applied Science and Management. Each division has its own administrative office from which detailed information about programs, services, and staff is available.

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 beginning and ending dates.

Yukon College has three terms:

- \* Fall: September to December
- \* Winter: January to April
- \* Spring/Summer: May to August

In addition to the academic divisions, Ayamdigut campus houses several service divisions. Student Services provides information, counselling, and other kinds of assistance. The library serves both Ayamdigut campus and the College community as a whole. Community and Extension Services provides the administrative framework for the community campuses.

## History

Yukon College traces its history to the founding in 1963 of the Yukon Vocational and Technical Training Centre, 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 in the Takhini subdivision. 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 Nations 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 building 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, daycare, gymnasium, and a variety of other student services. Also located on campus are the Yukon Archives, the Yukon Arts Centre, and the Northern Research Institute designed to serve both the College and the territory as a whole.

### 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.

# General Information

## 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 test, normally the Yukon College Placement Assessment and/or the DRP.

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) or International Language Testing System (IELTS).

Applicants and students who have been identified or who suspect they have any kind of disability or condition which might affect their learning should contact the Learning Assistance Centre Coordinator as early in the application process as possible.

## Yukon College 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 9:00 a.m. or on the first Wednesday evening of each month at 7:00 p.m. No appointment is necessary, but applicants must arrive 10 minutes early. No latecomers will be admitted after the assessment has begun. Applicants in the communities may contact the Community Campus instructor to write the assessment. The assessment covers vocabulary, reading comprehension, and basic mathematical skills.

## Application

Detailed instructions for completing your Application for Admission are available inside the front cover of this calendar. 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 <http://www.yukoncollege.yk.ca/admissions>

## Registration

Applying for admission and registering in courses are two separate processes. Acceptance for admission does not secure entry to particular courses or programs. Only registration and payment of tuition and related fees guarantees your seat. Enrollment 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 Continuing Education (CE)** courses may be done at any time without application or admission to a program.

To register for Continuing Education courses contact the Admissions Office at 867- 668-8710 or Toll Free at 1-800-661-0504. Enrollment in CE courses is limited. Students are encouraged to register early to avoid disappointment. Students must register and pay for their CE courses prior to attending class.

Registration for CE courses may be done by telephone, for students paying by credit card, during regular business hours. Registration may also be done in person at the Admissions Office in Yukon College. An organization or sponsor may



# General Information

register a student in CE courses by providing the Admissions Office with a Purchase Order or Letter of Sponsorship.

Non-attendance does not constitute notice of withdrawal from a CE course. No refund will be issued after commencement of the CE course. Please see Yukon College Refund Policy, page 90. Courses with insufficient enrollment may be cancelled. Registrants will automatically receive a full refund for all cancelled CE courses. Class times and room locations should be verified at the time of registration.

**Registration for Credit Courses** is easy. Simply follow these steps:

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.

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

All tuition and related fees **must** be paid when you register.

## Why good courses get cancelled

Yukon College schedules many courses that appeal to Yukoners. There can be several reasons why these courses don't go ahead, but in most cases, course cancellation is due to low enrollment. So if you're interested in a course, don't leave it to the last minute!



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# Yukon College International

For more information, please contact Yukon College International at 867-668-8897 or [international@yukoncollege.yk.ca](mailto:international@yukoncollege.yk.ca)

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

In addition, 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 study tour options for school or company groups seeking a unique Yukon adventure.

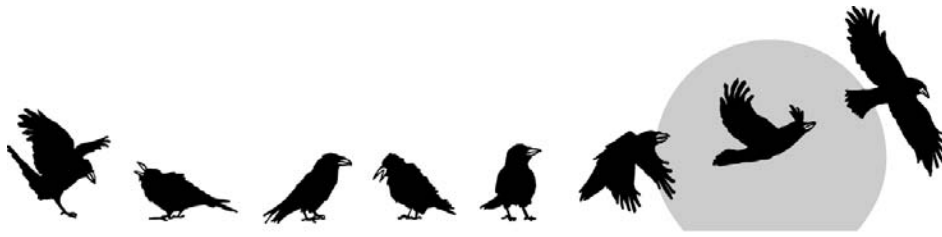
For further information, including fees and complete information for international students, visit our website at [www.yukoncollege.yk.ca/international](http://www.yukoncollege.yk.ca/international) or email us at [international@yukoncollege.yk.ca](mailto:international@yukoncollege.yk.ca)



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# Northern Research Institute

For more information, please contact Northern Research Institute at 867-668-8772 or [nri@yukoncollege.yk.ca](mailto:nri@yukoncollege.yk.ca)



The Northern Research Institute (NRI), as the research division of Yukon College, provides research services and support to the College and other organizations.

Programs offered through the NRI include:

**Northern Research Fellowships** – grants for Yukon research

**Logistical Support for Research in the Yukon**

**Contract Research Services**

**Research Administration and Coordination**

**Yukon Technology Innovation Centre (YTIC)** – innovative technology development

**Northern Climate Exchange (NCE)** – climate change information, education and outreach

**Social Economy Research Network of Northern Canada (SERNNoCa)** – social economy research sector for Northern Canada

**Yukon Cold Climate Innovation Centre (YCCIC)** - sustainable cold climate technology development



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# First Nation Initiatives Department

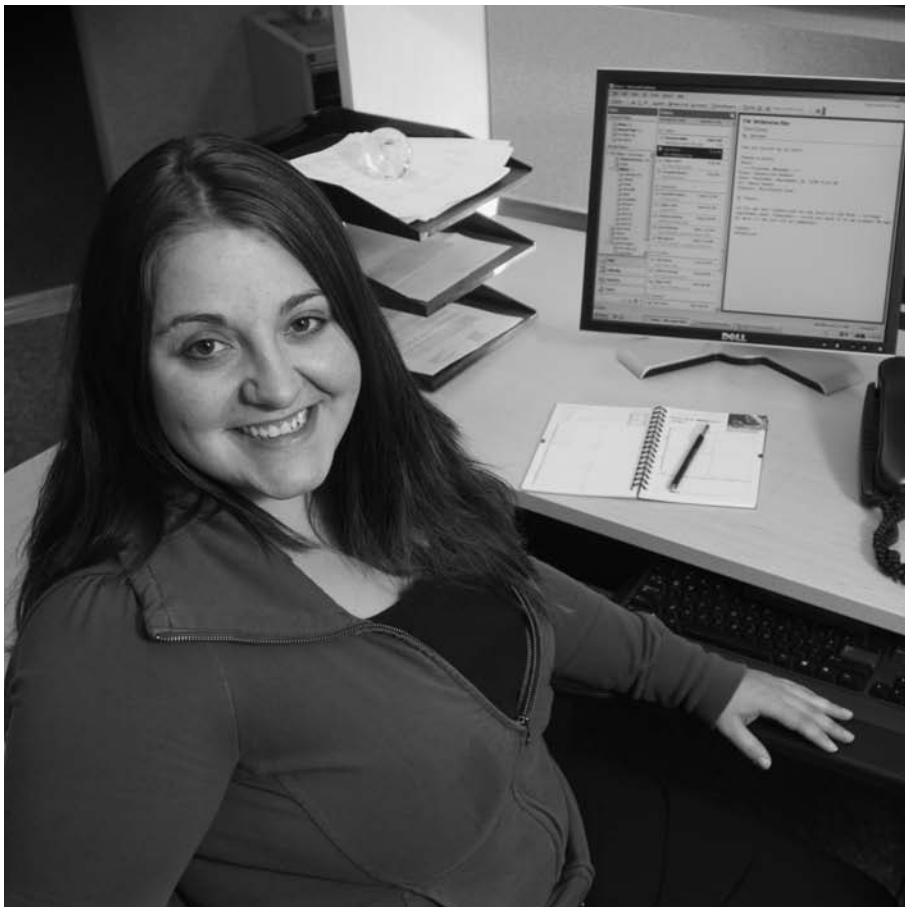
For more information, please contact 867-668-8673 or [fni@yukoncollege.yk.ca](mailto:fni@yukoncollege.yk.ca)

The First Nation Initiatives department (FNI) is an arm of the President's office within Yukon College that 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 aims to work with each of the various 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.

Under the umbrella of FNI is the President's Advisory Committee on First Nation Initiatives (PACFNI); which continues to grow and strengthen with the support and participation from each First Nation. PACFNI, comprised of educational representatives from each Yukon First Nation, plays an important role by assisting Yukon College in its goal to increase the effectiveness of programs and services offered, with the ultimate goal being the success of all Yukon College students. PACFNI has a mission to provide strategic direction to Yukon College, specifically the Board of Governors' and the senior management team. This high profile committee plays an important role by assisting Yukon College with its goal to increase the effectiveness of programs and services, as well as helping to support Yukon First Nations build capacity and implement their final agreements. FNI aims to enhance the profile of First Nations by encouraging and supporting their involvement within the institution. Enhancing the role of First Nations and developing First Nation partnerships is a prime reason for the establishment and operation PACFNI and a main goal of the FNI department.

FNI will continue to focus on building relationships, crossing cultural boundaries, embracing differences, and increasing understanding between Yukon First Nations and Yukon College.



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# Continuing Education Courses

For contact information, please see below or consult our web site [www.yukoncollege.yk.ca/CE](http://www.yukoncollege.yk.ca/CE)

Yukon College offers the public a wide variety of Continuing Education courses. These courses are usually offered throughout the year in a workshop or seminar format. To see what is currently being offered, please consult our web site [www.yukoncollege.yk.ca/CE](http://www.yukoncollege.yk.ca/CE) or contact the numbers below.

## **Leadership and Management Training**

Courses in this category cover topics such as Supervisory Skills, Project Management, Administrative and Contract Law and Administrative Professional Skill Development. Many of the courses are accredited by various professional associations. For more information, please contact 867-668-8819.

## **Conflict Resolution**

The Centre for Conflict Resolution at the Justice Institute of British Columbia has formed an innovative partnership with Yukon College, Yukon Public Services Commission and Mediation Yukon Society. Together we make available training in conflict resolution, negotiation and mediation to the people of Yukon - leading towards the Justice Institute (JI) Certificate in Conflict Resolution .

For more information, please contact 867-668-8819.

## **Trades Continuing Education**

Safety and trades-related courses are offered to the public on an as-needed basis. These non-credit courses are designed to enhance employability skills and safety awareness.

For more information, please contact School of Science, Trades and Technology, 867-668-8760

## **First Aid & Safety**

Public Health & Safety provides introductory and advanced first aid and safety courses. Courses include First Aid, CPR, AED, Pre-Hospital, Hospital Care, FOODSAFE and Traffic Control.

For more information, please contact Public Health and Safety, 867-668-5200

## **Public Computer Training**

Yukon College offers a variety of non-credit computer courses for the general public. These are aimed at providing a background in computer skills in a non-stressful environment.

For more information, please contact School of Science, Trades and Technology, 867-668-8760

## **English as a Second Language**

Yukon College offers English as a Second Language classes for intermediate to advanced students. The overall goal of the program is to help students to acquire the skills necessary to take other programs in English or function in an English work environment.

For more information, please contact Access Programs, 867-668-8850

## **Language, Travel, and Culture**

Adults can learn another language or study an area of cultural interest in our non-credit adult leisure program. Courses or seminars are offered during our Fall, Winter, and Spring terms.

For more information, please contact School of Liberal Arts, 867-668-8770.



# Division of Applied Arts



I got a degree. I've lived around the world. Now I know what I really want - to be in a helping profession.

When I discovered I could study social work in the Yukon I jumped at the opportunity. I've always wanted to try living in the north – Doesn't every Canadian? We think of Canada as a northern country but few of us actually experience the north. A social work degree in the Yukon is ideal. The small community encourages interaction and there's a unique northern focus to the program. I'm amazed by the accessibility of my instructors and the Whitehorse community.

Really, I have to say, the Yukon is Canada's best kept secret!

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

The Division of Applied Arts at Yukon College is a leader in northern and circumpolar study and education. The Division has two schools:

- The School of Liberal Arts which offers a variety of university transfer programs and courses to students working towards university degrees; as well as non-credit conversational language courses.
- The School of Health, Education, and Human Services which offers programs that lead directly to employment or further study in a number of fields.

Life-long learners are welcome to many of the Division's courses.

In partnership with the University of the Arctic and the University of Regina, The Division of Applied Arts provides students the opportunity to earn Bachelor Degrees in Circumpolar Studies, Education, and Social Work.

## School of Health, Education and Human Services

Bachelor of Education (YNTEP)  
Bachelor of Social Work  
Community Support Worker  
Early Childhood Development  
Home Support Worker/Nursing Home Attendant  
Partners for Children  
Practical Nursing

## School of Liberal Arts

Bachelor of Circumpolar Studies  
General Studies  
Liberal Arts  
Northern Specialization  
Northern Studies General  
Northern Environmental Studies  
Northern First Nations Studies  
Northern Justice and Criminology  
Northern Science  
Visual Arts  
Women's Studies

The School of Liberal Arts also offers non-credit conversational language courses including:  
German, Mandarin, Japanese and Spanish

# School of Health, Education and Human Services

The School of Health, Education and Human Services 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 enroll 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.

Several 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.

## School of Health, Education and Human Services

Bachelor of Education (YNTEP)  
Bachelor of Social Work  
Community Support Worker  
Early Childhood Development  
Home Support Worker/Nursing Home Attendant  
Partners for Children  
Practical Nursing



Anju Malhotra & her mother, Meena Wadhawan

When I came from the Punjab to live with my daughter and saw what she was doing, I realized we had great potential to start a family business. We were thrilled to find a demand for what we love to do - provide quality care for children.

We really wanted to be professionals in our field, so we enrolled in Yukon College's Early Childhood Development Program. The instructors helped us every step of the way, enabling us run to our business at the same time as upgrading our skills. They told us what courses to take first, courses that would help us better run our business.

# Bachelor of Education Program [YNTEP]

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

## Program overview

The Yukon Native Teacher Education Program is a four-year Bachelor of Education degree program that focuses on elementary education specializing in Yukon and cross-cultural content. The program is open to both non-First Nations and First Nations students and is offered in partnership with the University of Regina.

A major goal of YNTEP is to ensure that students are well prepared to fill teaching positions in the Yukon. YNTEP uses an experience-based teacher education approach. Students spend time in Yukon public school classrooms, working with an experienced teacher, concluding the program with an extensive 16-week internship in the fourth year. Students take courses in Northern Studies, Native Language and Cross-Cultural Education Methods in preparation for working in a cross-cultural and northern setting.

## Required courses

### Year 1

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

### Year 2

EPSY 205	Understanding and Enhancing Student Development
ENGL 205	Language and Literacy Development
EPE 215	Physical Education in the Elementary School
ENV5 100	Environmental Science
EMTH 215	Mathematics in the Elementary School
ESCI 215	Intro. to Teaching Elementary School Science
EPS 215	Principles and Practices of Elementary Teaching I
ERDG 215	The Teaching of Reading
ECCU 200	Intro. to Cross Cultural Education
EAES 215	Intro. to Arts Education
EFLD 205	Elementary Practicum

### Year 3

EPS 205	Principles and Practices of Elementary Teaching: II
ENGL 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
CCU 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

EFLD 405	Elementary Internship (4-month placement)
EADM 310	Educational Administration
NOST 202	The Social History of the North
	One senior social science elective
	One approved elective

### CULTURE CAMP

YNTEP offers a one week, off-campus course focusing on Yukon First Nations which allows students to experience first hand local First Nation traditions and cultural values. [Culture camp will not be offered every year]

## Admission requirements

To be eligible for admission to the YNTEP Program, students must meet one of the following criteria:

1. Grade 12 academic graduation with a 65% G.P.A. in English 12 and either Principles of Math 11 or 12 or Applications of Math 12 and one language or social science or fine arts course at the Grade 12 level plus two additional Grade 12 level courses and acceptable scores on the Language Proficiency Index [LPI] test;

OR

2. Mature student status with English 090 with grade of 'B' or higher or acceptable scores on the Language Proficiency Index [LPI] test; and successful completion of Math 050 or Math 042.

OR

3. Mature student status with acceptable scores on Yukon College's placement test.

NOTE: All applicants must meet the University of Regina's admission requirements to qualify for entrance into YNTEP.

## **Bachelor of Education Program [YNTEP]**

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

### **Application process**

Application forms are available from Yukon College Admissions office, YNTEP office, Yukon College Community Campuses, or on the Yukon College web site. [downloadable]

Completed application forms must be accompanied by the following:

- \* two letters of reference - one personal from a close acquaintance and one professional;
- \* transcripts from your high school and from the last educational institution attended forwarded to Yukon College and University of Regina;
- \* a letter from a First Nation educator or official supporting your aspirations to teach in a cross-cultural setting;
- \* a current resume highlighting your employment, community service & volunteer work and its relationship with children and youth;
- \* RCMP Consent for Disclosure Process – please contact YNTEP office 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.

### **Duration**

Four years or 124 course credits

### **Graduation/completion requirements**

The University of Regina awards a Bachelor of Education for the 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



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# Bachelor of Social Work Program

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

## Program overview

Yukon College offers, in cooperation with Yukon First Nations and the University of Regina, a four-year program leading to the 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 learn 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's First Nations. The program uses cultural camps and practica 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.

## Required courses

### Required General University Courses (Credits)

ENGL 100/101 .....	(6)
NOST 100, 101, or 202.....	(3)
Electives (can include 9 credits of SW) .....	(51)
Total Credit Hours.....	(60)

### Required Social Work Courses (Credits)

SW 200 Introduction to Social Work.....	(3)
SW 346 Social Work Practice I .....	(3)
SW 347 Social Work Practice II .....	(3)
SW 352 Cultural Camp* .....	(6)
SW 389 Human Relations .....	(3)
SW 390 Communication Skills in Social Work Practice.....	(3)
SW 414 Social Work Practice in Child Welfare .....	(3)
Choose one of the following	
SW 351 Introduction to Human Service Research .....	(3)
SW 469 Contemporary Social Welfare Policy .....	(3)
Practica **	
SW 348 Social Work Practicum I .....	(6)
SW 448 Social Work Practicum II .....	(15)
Electives (four social work electives) .....	(12)
Total Credit Hours.....	(60)

**Total Credit Hours Required for Degree ..... (120)**

#### \*SW 352 Cultural Camp

Cultural Camp is a unique feature of the program. It provides students with an opportunity to learn about traditional First Nations values, philosophy, spirituality and lifestyle. BSW students participate in a 10-day experiential camp under the direction of Yukon First Nations elders. Cultural camp is offered every two years.

#### \*\*Practica

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 admitted into the BSW program at Yukon College

NOTE 2: SW 389 is a pre-requisite for SW 352

NOTE 3: Eligibility for SW 348:

1. SW 346, SW 390 + 9 other social work credits
2. SW 346 and SW 390 must have a 70% ave.
3. Overall 70% GPA in all social work courses

NOTE 4: Pre-requisites for SW 347: SW 200, SW 390 and SW 346

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

1. SW 347
2. SW 348
3. SW 346 SW 347, SW 390 must have a 70% average
4. 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 BSW Coordinator to request permission to access a social work elective.



## **Bachelor of Social Work Program**

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

### **Application and admission**

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 4:30 p.m. February 15. 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, 1-800-661-0504, e-mail [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca) or visit the Yukon College Web site to download an application. The application steps include:

1. Admission to Applied Arts Division
2. Completion of 24 university-transferable academic credits from Yukon College or another recognized institution. (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.)
3. Applicants must achieve a minimum GPA of 70% in ENGL 100 and 101 and an overall GPA of 65% for university-transferable courses.
4. Completion of a BSW Program Application including:
  - \* A description of life experiences or personal statement in accordance with the guidelines provided in the BSW application package;
  - \* Criminal records check(s) (criteria provided in the BSW application package);
  - \* Three letters of reference. References from relatives are not acceptable.
5. Applicants who meet the above criteria may be selected for an interview

No late applications. Students who do not meet the February deadline must re-apply for the following year's intake.

### **Duration**

Four years or completion of 120 course credits

### **Graduation/Completion requirements**

To receive a Bachelor of Social Work Degree students must:

- \* complete 60 credits of General University Studies (Applied Arts) courses, 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 courses.
- \* achieve a minimum cumulative average of 70% in social work courses.

### **Employment**

Social workers find employment in child and family service agencies, mental health centers, schools, services for the elderly, addiction, services for people with disabilities, corrections and human resources and advocacy groups.

# Community Support Worker Program

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or hehs@yukoncollege.yk.ca

## Program overview

The CSW is a program designed to meet the growing demand for the education of skilled paraprofessionals to work with children, youth and adults with challenging behaviours and conditions.

The program provides students with the opportunity to develop the basic knowledge, skills and attitudes necessary to work with people of all ages who require support in residential and community settings. Typically, support includes emotional support, assistance with activities of daily living, team approach to care, conflict resolution, strategies for independent living, advocacy, and behaviour assessment. Integrated theory and practice prepare graduates to support clients in achieving their maximum level of self-reliance and interdependence in daily living activities

## Required courses

### Term 1

CSW 101	CSW Integration Seminar I
CSW 102	Field Placement I
HHS 102	Wellness
HHS 103	Role of the Paraprofessional
CSW 105	Collaborative Practices
ECD 215	Communication in Relationships
CSW 106	Challenging Conditions
MAB 001	Prevention & Management of Assaultive Behaviour

### Term 2

CSW 103	Introduction to Addictions
CSW 107	Person Centered Planning
CSW 001	Applied Suicide Intervention Skills
CSW 002	Handling Medications
CSW 111	Integration Seminar II
CSW 112	Field Placement II
EC 221	Ecology of the Family
FASD 100	Fetal Alcohol Spectrum Disorder
CSW 104	Understanding Youth at Risk

### Term 3

CSW 121	Integration seminar III
CSW 122	Field Placement III

NOTE: Students are responsible for transportation to all work experiences

## Admission requirements

1. High School Graduation with English 12 and Math 10 or Essentials of Math 11  
OR
  2. Mature Student Status with >70% on the College Writing Assessment, >75% on the College Computer Assessment and acceptable scores on the College Placement Tests or GED;  
OR
  - 3 Level III Access Program at Yukon College AND Engl 040/Comm 040 (B-) AND Computers 040 OR CRIT 040 (B-) and English 040/Comm 040 (B-) AND Comp 040
- Other Requirements:
- \* Approved criminal records check.
  - \* Medical examination and personal health records check.
  - \* Current immunization including a negative TB test.
  - \* Vaccination for hepatitis is strongly advised.
  - \* A written letter outlining interest in the program and experience working with people requiring special care.
  - \* Two references concerning the applicant's suitability to work as a Community Support Worker.
  - \* An individual interview at the campus with instructor and employers.

## Community Support Worker Program

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

### Transfer / Equivalency / Accreditation

This Certificate serves as a prerequisite for entry into the Human Services Diploma at Selkirk College. Completion of the Human Services Diploma provides students with sufficient credits to enter the third year of a Child & Youth Care; Social Work or Community Rehabilitation Studies degree at University of Victoria or University of Calgary. Athabasca University recognizes this Certificate as 30 credits towards a Bachelor of Professional Arts-Human Services major.

NOTE: Students who are seeking transfer will need to meet the entrance requirements for the Diploma program: two English 100-level courses and two Psychology 100-level courses.

### Duration

This Certificate program is nine months in duration.

### Graduation requirements

To be awarded the Community Support Worker Program Certificate students must:

- \* Successfully complete all the courses and the work placements with a minimum grade point average of 2
- \* Obtain Food Safe Level 1
- \* Obtain Standard First Aid & CPR Level C

### Employment

This exciting and challenging career can include working in non-government organizations, government and private agencies, residential care homes for children, youth and adults, and supported employment settings. Other employment options may include foster care programs, custody programs, family support services, leisure and recreation support services, job coach programs, student residence, street worker programs, shelters for the homeless, safe houses, detox centers and other community-focused support programs.



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# Early Childhood Development Program

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

## Program overview

The objective of the 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.

## Required courses - Certificate Program

### Year 1

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 I	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

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

### 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 offerings.

## Required courses - Diploma Program

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

The Diploma Program consists of 27 courses, including English, two field placements, and three College level three-credit electives. The program may be pursued on a full- or part-time basis.

### 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 offerings

## Admission requirements

To be eligible for admission to the School of Health, Education and Human Service's Early Childhood Development Program (ECD), a student must meet the following criteria:

1. High School Graduation

OR

3. Mature Student Status with acceptable scores on the College placement test, GED, and/or acceptable scores on the College Writing Assessment.

## Early Childhood Development Program

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

### Other requirements:

- \* interview and skills appraisal by the program instructor
- \* current immunization and medical clearance examination (at student's expense)
- \* criminal records check

The registrar strongly suggests that part-time students apply to the Program after taking two or more courses.

### Duration

Certificate program: One year of full-time study (13 courses)

Diploma program: two years of full-time study (27 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).

### Graduation/completion requirements

Upon completion of first-year course work and field placements, graduates will receive a Certificate from Yukon College. A Diploma will be awarded to those who complete all the second-year requirements.

### Employment

ECD Program graduates are qualified to work as Early Childhood Educators in Child Care Centres, Family Day Homes, and pre-schools; 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.

### Outside courses

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

### 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 thus 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/Coordinator at 867- 668-8793.

### 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.

### Field Placement Prior Learning:

Field Placements 122/123, 212/213, and 223/224 can be completed through portfolio development to indicate prior learning assessment and recognition. Students must have completed all academic course requirements for the appropriate term. For further information, contact the ECD Coordinator at 867- 668-8793.



# Home Support Worker/Nursing Home Attendant

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

## Program overview

The objective of the HSW/NHA program is to provide opportunities for students to develop the basic knowledge and skills necessary to work with people of all ages who require support and personal care in the community or in a residential care setting. Co-terminating courses with other programs such as the Early Childhood Development and Community Support Worker programs increases options for students who wish to further their education.

## Required courses

ECD 215	Communication in Relationships	HHS 110	Caring for the Mentally Fragile: Theory
HHS 102	Wellness	HHS 111	Practicum: Home Support
HHS 103	Role of the Paraprofessional	HHS 112	Practicum: Care of the Mentally Fragile
HHS 104	Caring	The program consists of 12 courses including four practica. Some courses may be offered by distance delivery.	
HHS 105	Personal Care Skills		
HHS 106	Health & Healing: Body Structure and Function		
HHS 107	Practicum: Intermediate Care	NOTE: Students are responsible for their own transportation to all work experiences.	
HHS 108	Theory: Home Support		
HHS 109	Practicum: Extended Care		

## Admission requirements

To be eligible for admission to the Home Support Worker/Nursing Home Attendant Program a student must meet one of the following criteria:

1. High School Graduation with English 12 and Math 10
- OR
2. Mature Student Status with 70% score on the College Writing Assessment test and acceptable scores on either the College Placement Test or GED
- OR
3. English 040 (or equivalent) and Comp 040 (or equivalent) and Math 030 (or equivalent)

### Other Admission Requirements

- \* Current Standard First Aid and CPR
- \* Current immunization
- \* Criminal records check
- \* Medical examination and personal health record
- \* Interview

## Advanced standing

Students who have worked in this area may be eligible for advanced standing for one or more of the work experiences. Students may be eligible for advanced standing if they have completed an equivalent college course at an accredited post-secondary institution.

## Challenge of courses

Students who believe they have the knowledge or skills described in the course descriptions should speak to the instructors about the possibility of challenging that course.

## Duration

Eight to nine months (completion of 12 courses including four practica).

## Graduation/Completion

Students will receive a Yukon College Certificate for completion of the 12 courses in the Program.

## Employment

Graduates will be able to apply their skills in home support for seniors, people with disabilities or people requiring palliative care, and in residential care facilities such as nursing homes and extended care facilities.

## Partners for Children

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

### 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;
- That workshop activities and assignments should support a direct link between theory and practice;
- Since 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.

To this end the Program works hard to respond to the training needs of those throughout the Yukon who are interested in early childhood development. It focuses on the challenges of being human in our roles as parents, early childhood educators, care providers, and community members, with the view of making our homes, child care 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.

NOTE: 1 credit towards EC106 is awarded for each 6-hour workshop with completed assignments and attendance. EC106 is an elective course in Yukon College's Early Childhood Development Program.

Through our web page, newsletters, video-conferencing, and mini-conferences, Partners for Children assists in the development and support of Yukon-wide networks for parents, caregivers, and others interested in the early childhood field. In combination with these diverse methodologies we integrate our partnerships with formal community groups and the people they serve.

Partners for Children works with a steering committee to help decide priorities each term. The committee is comprised of people who represent family day homes, day cares, Child Care Services Unit – Yukon Government, rural Yukon, Child Development Centre, amongst others who serve the lives of young children.

Partners for Children also serves a variety of boards that support early childhood, such as Autism Yukon, Yukon Child Care Association, Under-Six Parenting Advisory Coalition, Rural Yukon Early Childhood Educator Coalition, the Yukon Child Care Board.

In addition to all these connections, Partners for Children ensures consistent contact with other formal community groups such as Learning Disabilities Association of Yukon, Fetal Alcohol Association of Yukon, Hospice Society Yukon, Health and Social Services – Yukon Government.



# Practical Nurse Program

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

## 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.

## 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

### Term 2

PRNR 154 Applied Pharmacology  
PRNR 163 Pathophysiology  
PRNR 164 Nursing Theory 2: Intermediate  
PRNR 198 Nursing Science Lab 2: Intermediate  
PRNR 200 Clinical Experience: Continuing Care

### 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

### Term 4

PRNR 156 Maternity Nursing  
PSYC 152 Mental Health Nursing  
PRNR 157 Pediatric Nursing  
SOCI 150 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;
6. Integrate knowledge and theory from nursing and social sciences into practical care.

## Admission Criteria

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:

1. 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

2. A minimum mark of C+ in both English 060 and Biology 060 and a passing grade in Math 050

And

Current Standard First Aid/CPR HCP Level 1 Certificate

Current Immunization

Criminal records check

Medical examination and personal health record

Interview

## **Practical Nurse Program**

For more information, please contact the School of Health, Education and Human Services,  
867-668-8845, 867-667-8781 or [hehs@yukoncollege.yk.ca](mailto:hehs@yukoncollege.yk.ca)

### **Duration**

The Practical Nurse Program is 18 continuous months in length, beginning in September 2010.

### **Transfer/Equivalency/Accreditation**

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

### **Graduation/Completion**

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.

### **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.



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# School of Liberal Arts

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto: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 skills—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 the arts, social sciences, and humanities. 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 e-mail: [dmcleod@yukoncollege.yk.ca](mailto:dmcleod@yukoncollege.yk.ca).

## School of Liberal Arts

Bachelor of Circumpolar Studies

General Studies

Liberal Arts

Northern Environmental Studies

Northern First Nations Studies

Northern Justice and Criminology

Northern Science

Visual Arts

Women's Studies

The School of Liberal Arts also offers non-credit conversational language courses including:  
German, Mandarin, Japanese and Spanish



I don't know why anyone would want to do all of their years at the same school. Different schools have different strengths. Colleges tend to focus on teaching, which makes them an easier place to start. Gradually moving from college to university was the best route for me. Leaping straight into university was a disaster!

I went to UBC and was overwhelmed with classes of 200 and a population that's the same as the entire Yukon! I came back to Yukon College to improve my grades. Then I transferred to Camosun College in Victoria. I used the on-line credit transfer system ([bccat.ca](http://bccat.ca)) to help me figure out what courses would transfer. It was incredibly easy. After two years at Camosun I transferred to UVIC, using the same [bccat.ca](http://bccat.ca) transfer system. Everything transferred. Easy peasy.

By the time I got to UVic I was ready for university. I did my honours in Community Mapping in the department of Geography and now I'm working for CYFN. It's good to have had all those experiences. And now, it's good to have an interesting career at home!

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



# School of Liberal Arts

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

## General Information

### English requirement

All programs require completion of ENGL 100 and all students must start meeting the English requirement in their first term of full-time studies. Students can enroll in ENGL 100 if they meet one of the following:

- B in ENGL 090
- 80% in English 12

Suitable scores on the Language Proficiency Index (LPI) test. All students completing high school in Yukon and British Columbia will write this test. Yukon College offers a number of sittings per year for prospective students without an LPI score. Such students are strongly advised to write the LPI test before beginning full-time studies in the Division of Applied Arts.

### Mandatory lab, field or tutorial components of courses

Some of the Division's courses include MANDATORY lab, field, or tutorial activities. While these activities form an integral part of the curriculum, no credit is separately assigned to them. Students who do not successfully complete the lab/field/tutorial assignments will not be permitted to sit the final exam.

NOTE: There are additional fees attached to many lab and field activities.

### Service to students in other programs

Students registered in Business Administration, Computer Management, and other College programs may fulfill some electives and some core academic requirements in their programs by taking courses in the School of Liberal Arts.

### Program advising

Students admitted to the School of Liberal Arts should contact the school office at 867-668-8770 or e-mail liberalarts@yukoncollege.yk.ca for a program advising appointment.

Program advising occurs in July and August for the Fall Term, and in December for the Winter Term. In order for program advising to be effective, students need to bring the documents listed below when they meet with a program advisor:

1. A copy of your letter of acceptance to Yukon College.
2. A copy of your transcripts, including those from high school and any college, including Yukon College, or university you may have attended.
3. If applicable – A request for transfer credit (forms available at Admissions).
4. A copy of your Language Proficiency Index (LPI) test scores.
5. A course registration form, with the personal information section already completed. Registration forms can be obtained from Admissions or the School of Liberal Arts office

Program Advising helps students determine the courses they will need to take for their respective programs, or to qualify for other programs. However, it is the student's responsibility to ensure accuracy of the course and program plan. Students seeking transfer to another university must consult the calendar of their chosen institution and verify the transferability of courses taken.

# University Transfer Information

The School of Liberal Arts offers first- and second-year university-level classes for students working toward a university degree. These courses are transferable to British Columbia, Alaska and other Canadian colleges and universities.

The School of Liberal Arts has formal transfer arrangements with the universities listed below. Students should refer to [www.yukoncollege.yk.ca/arts\\_science/index.php](http://www.yukoncollege.yk.ca/arts_science/index.php) or the BC Council on Admissions and Transfer (BCCAT) on-line guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for transfer to the institutions listed below:

- |   |                                 |
|---|---------------------------------|
| * University of British Columbia          | *University of Regina           |
| * Simon Fraser University                 | *University of Alaska Fairbanks |
| * University of Victoria                  | *University of Alaska Southeast |
| * University of Northern British Columbia |                                 |

## Transfer outside British Columbia and Alaska

In addition to the formal transfer arrangements listed above, students successfully transfer to most universities across Canada, such as University of Calgary, Manitoba, Ottawa, Waterloo, and St. Mary's University. Transferability of Yukon College courses to universities other than those listed above is negotiated on an individual course basis by the receiving institution.

Please note that it is the student's responsibility to ensure that their University Transfer program is appropriate to a chosen educational goal. Students are strongly encouraged to consult with the universities regarding their admission criteria, grade point average requirements, and application processes. Program Advisors are available to assist students in planning their programs. Call 867-668-8770 for an appointment.

## Transfer of courses from other institutions

Students wishing to transfer credits from recognized post-secondary institutions to their program at Yukon College must submit official transcripts of their prior academic studies, along with an official request for Advanced Standing.

## Block transfer

### **Criminology**

Upon completion of two years of study at Yukon College, students may obtain block transfer and enter their 3rd year of study towards a Bachelor of Justice Studies at Royal Roads University.

### **Psychology**

Upon completion of two years of study at Yukon College, students may obtain block transfer and enter their 3rd year of study towards a Bachelor of Arts (Psychology) at Brock University in St-Catharines, Ontario. Moreover, students have the option of fast-tracking their career by opting for a 14-month, intensive study schedule to complete their bachelor's degree.

### **Visual Arts**

Upon completion of the Klondike Institute of Arts and Culture (KIAC) School of Visual Arts Foundation Year program offered in Dawson City, students may obtain block transfer and enter their 2nd year of study towards a Bachelor of Fine Arts or a Bachelor of Design at: Emily Carr Institute of Art and Design, or at the Alberta College of Art and Design, the Ontario College of Art and Design, or the Nova Scotia College of Art and Design. This program is offered by a partnership between Yukon College, the Dawson City Art Society, and Tr'ondëk Hwëch'in.

### **Women's Studies**

Students who are interested in pursuing a degree in Women's Studies have the opportunity to complete a university degree at Brock University. Students wishing to pursue an Honours BA with a thesis will take two full academic years; students wishing to complete an Honours BA with the coursework option can complete the degree in 14 months if desired. This degree completion agreement involves students who wish to complete an Honours degree in Women's Studies at Brock University upon completion of Years One and Two at Yukon College.

For further information about transferability, call the School of Liberal Arts at 867-668-8770 or e-mail [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

## Bachelor of Circumpolar Studies

For more information, contact the UArctic Coordinator at Yukon College at 867-668-8773 or visit the following web sites <http://www.yukoncollege.yk.ca/uarctic> or <http://www.uarctic.org>

### Program overview

The Bachelor of Circumpolar Studies (BCS) is a signature program of the University of the Arctic (UArctic), a cooperative 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 NOST diploma or alongside a Bachelor of Arts or Science completed at a UArctic-member institution. Thus, it is flexible and will enable students to study in a discipline of their choice while ensuring a focus on Circumpolar issues and affairs. Courses are offered on-line, 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.

### The UArctic Circumpolar Studies Core

*The following UArctic BCS courses are available at Yukon College or online. Relevant north-focused courses are also available.*

NOST 101/BCS 100	The Circumpolar World	NOST 327/BCS 312	Lands and Environments of the
NOST 324/BCS 331	Contemporary Issues in the		Circumpolar North II (online only)
	Circumpolar World I (online only)	NOST 328/BCS 321	Peoples and Cultures of the
NOST 325/BCS 332	Contemporary Issues in the		Circumpolar North I (online only)
	Circumpolar World II (online only)	NOST 329/BCS 322	Peoples and Cultures of the
NOST 326/BCS 311	Lands and Environments of the		Circumpolar North II (online only)
	Circumpolar North I (online only)		

### Admissions requirement

To be eligible for admission to the School of Liberal Arts and the Bachelor of Circumpolar Studies program a student must meet the criteria in one of the following categories:

1. Grade 12 academic graduation with a C average in English 11 and 12, Principles of Math 11 and a lab science.

OR

2. 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.

NOTE: Students must achieve an acceptable score on the LPI Test or 70% in ENGL 090, a bridging English course offered by Access Programs, before seeking admission to ENGL 100.

### 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.

### Graduation/Completion requirements

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.

### 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.

## General Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

### 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 of general knowledge and intellectual skills with specific occupational or professional skills.

This 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 Certificate or Diploma of Arts.

### Required courses - 1-year Certificate program

Study Plan – 30 credits:

#### **Year 1**

ENGL 100 or equiv.

ENGL 101 or equiv.

8 Electives (3 credits each)

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 English 100 and 101;

- \* complete 24 elective credits ;

- \* complete a minimum of 12 credits from the Division of Applied Arts; and

- \* maintain a C average.

NOTE: Students may take up to 6 credits from divisions other than Applied Arts. They must, however, understand that 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.

### Required courses - 2-year Diploma program

Study Plan – 60 credits:

#### **Year 1**

ENGL 100 or equiv.

ENGL 101 or equiv.

8 Electives (3 credits each)

#### **Year 2**

10 Electives (3 credits each)

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 English 100 and 101;

- \* complete a minimum of 54 credits from the Division of Applied Arts; and

- \* maintain a C average.

NOTE: With permission, students may take up to 6 credits from divisions other than Applied Arts. They must, however, understand that 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.

### Admission requirements

To be eligible for admission to the School of Liberal Arts and the Certificate or Diploma of General Studies program, a student must meet the criteria in one of the following categories:

1. Grade 12 academic graduation with a C average in English 11 and 12, Principles of Math 11 and a lab science.

OR

2. 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

NOTE: Students must achieve an acceptable score on the LPI Test or 70% in ENGL 090, a bridging English course offered by Access Programs, before seeking admission to ENGL 100.

## General Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### 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.

### Duration

Certificate Program: One years (30 credits)

Diploma Program: Two years (60 credits)

### Graduation/Completion requirements

The Division of Applied Arts awards a one-year Certificate of General Studies for the completion of the equivalent of one year of full-time study (30 credits) in General Studies and a Diploma of General Studies for the completion of the equivalent of two years of full-time study (60 credits) in General Studies.

### 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.



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# Liberal Arts Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

## Program overview

Yukon College's Liberal Arts program is designed for students wishing to transfer to a university Liberal Arts 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. As well, the program serves those students who are exploring various educational and career options. It also presents an ideal opportunity for continuing education or for exploring various educational and career options.

Yukon College's Liberal Arts program reflects the belief that degree-bound students ought to acquire solid critical thinking, and research and communication skills through introductory study in a variety of disciplines.

### Required courses - 1-year Certificate Program

Study Plan – 30 credits

#### Semester 1

ENGL 100

Lab Science

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 (30 credits);
- \* complete at least 50% of the work at Yukon College;
- \* complete ENGL 100 and 101;
- \* complete 6 credits of a lab science;
- \* complete 6 credits of a social science
- \* complete 12 university-level elective credits, and
- \* maintain a C average

#### Semester 2

ENGL 101

Lab Science

Social Science

2 Electives

NOTE 1: On special request students may take up to 6 credits from divisions other than Applied Arts. They must, however, understand that 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 to meet the second language requirements of many universities.

### Required courses - 2-year Diploma Program

Study Plan – 60 credits:

#### Year 1

Engl 100

Lab Science

Social Science

2 Electives

Engl 101

Lab Science

Social Science

2 Electives

#### Year 2

Engl Lit 200+ Level

2 Electives (200 Level)

2 Electives

Engl Lit 200+ Level

2 Electives (200 Level)

2 Electives

To be awarded the Diploma of Liberal Arts, 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 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 elective university-level credits;
- \* complete a minimum of 18 credits in courses numbered 200 and above; and
- \* maintain a C average.

NOTE: On special request, students may take up to 12 credits from divisions other than Applied Arts. They must, however, understand that 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.

## Liberal Arts Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### Admission requirements

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

1. Grade 12 academic graduation with a C average in English 11 and 12, Principles of Math 11 and a lab science.  
OR
2. 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.

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 enroll in ENGL 100 if they meet one of the following:  
English 12 with at least 80%, or a suitable score on the Language Proficiency Index (LPI) test, or at least 70% in ENGL 090, a bridging English course offered by Access Programs.

### 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.

### Duration

Certificate Program: One year (30 credits)

Diploma Program: Two years (60 credits)

### Graduation/Completion requirements

The Division of Applied Arts awards the Certificate of Liberal Arts for the completion of the equivalent of one year of full-time study (30 credits) in Liberal Arts and the Diploma of Liberal Arts for the completion of the equivalent of two years of full-time study (60 credits) in Liberal Arts.

### 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.



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## Northern Specialization Programs

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

Northern Specialization Programs (NSPs) are broad, multidisciplinary studies of the human condition in the North and are suitable for individuals looking to broaden or formalize their knowledge of the physical features of the North as well as the social and political issues affecting northern peoples. These programs are innovative, academically rigorous, and the only such university-level programming actually situated in Canada's North—the country's largest and least developed region. As a result, Yukon College's NSPs have together become an important national focal point, attracting students and researchers from across Canada. "In the North, For the North, By the North"—these programs prepare students for entry-level employment in a wide variety of fields as well as transfer to degree programs at other institutions.

## Northern Studies General Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### Program overview

The Diploma of Northern Studies General program is ideally suited to those who wish to pursue their professional and personal interests in the North. It is a flexible and individually tailored alternative to the four more focused concentrations: Northern First Nation Studies, Northern Justice and Criminology, Northern Environmental Studies and Northern Science. Students develop individual study plans in consultation with a program advisor.

### Required courses

Study Plan – 60 credits:

Year 1

ENGL 100

ENGL 101

2 Lab Sciences

2 Social Science Elec.

4 Electives

Year 2

2 NOST Core courses

5 NOST Electives

3 Elective

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, WSTD 202, WSTD 220.

To be awarded the general 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 etc;
- \* complete a minimum of 6 credits in a first-year Lab Science;
- \* complete 6 credits of introductory literature and composition;
- \* 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 in courses numbered 200 and above; and
- \* maintain a C average.

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. They must, however, understand that 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.

## Northern Studies General Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### Admission requirements

To be eligible for admission to the School of Liberal Arts and the Diploma of Northern Studies General program a student must meet the criteria in one of the following categories:

1. Academic grade 12 graduation with a C average in English 11 and English 12, Principles of Math 11 and a lab science.
2. 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 test (LPI).

NOTE: Students must achieve an acceptable score on the LPI Test or 70% in ENGL 090, a bridging English course offered by Access Programs, before seeking admission to ENGL 100.

### 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.

### Duration

Two years.

### Graduation/Completion requirements

The Division of Applied Arts awards the Diploma of General Northern Studies for the completion of the equivalent of two years of full-time study (60 credits) in Northern Studies.

### Employment

The Diploma of General Northern Studies 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, or social services.



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# Northern Environmental Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

## Program overview

Northern 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, a variety of environmental issues of northern concern are critically examined, 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.

Program content integrates experiential learning opportunities, bridging 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.

## Required courses

Study Plan – 60 credits:	To be awarded the Diploma of Northern Environmental Studies a student must:
<b>Year 1</b>	*Complete the equivalent of two years of full time university level study (60 credits);
ENGL 100	* Complete at least 50% of the work at Yukon College;
ENGL 101	* Complete 6 credits of introductory literature and composition;
2 Lab Sciences	* Complete 6 credits of a lab science and 6 credits in a social science or a second lab science;
2 Lab/Social Sciences	* Complete the 6-credit Northern Studies Core by taking two of the following: NOST 200, 201, or 202;
4 Electives	* Complete 6 credits of Northern Environmental Studies core courses from the following: ENVS 200, and 201, and PHED 222;
<b>Year 2</b>	* Complete at least 18 credits of additional NOST electives approved for the Northern Environmental Studies Concentration***;
2 NOST Core course	* complete 12 elective university level credits
2 ENVS Core courses	* complete a minimum of 18 credits in courses numbered 200 and above; and
6 NOST Electives	* maintain a C average.

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

\*\*\* 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 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, WSTD 202, WSTD 220.

Other Applied Arts courses may be considered for Northern Studies elective credit

## Admission requirements

To be eligible for admission to the School of Liberal Arts and the Diploma of Northern Environmental Studies program, a student must meet the criteria in one of the following categories:

1. Grade 12 academic graduation with a C average in English 11 and 12, Principles of Math 11 and a lab science.
- OR
2. 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.

NOTE: Students must achieve an acceptable score on the LPI Test or 70% in ENGL 090, a bridging English course offered by Access Programs, before seeking admission to ENGL 100.



## Northern Environmental Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### 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.

### Duration

Two years (60 credits).

### Graduation/Completion Requirements

The Division of Applied Arts awards the Diploma of Northern Environmental Studies for the completion of the equivalent of two years of full-time study (60 credits) in Northern Studies with a concentration of courses in Northern Environmental Studies.

### Employment

The Diploma of Northern Environmental Studies prepares students for studies towards a degree at another institution. Career opportunities include: 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 & eco-tourism operators.



*Photo : Louis Schilder*

# Northern First Nations Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

## Program overview

The Diploma of Northern First Nations Studies is an interdisciplinary program in which students learn about and develop a sensitivity to the history, cultures, 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.

## Required courses

Study Plan – 60 credits:

### Year 1

ENGL 100

ENGL 101

2 Lab Sciences

ANTH 100

Social Science

FNST 100

3 Electives

### Year 2

2 NOST Core courses

FNST I Elective

2 FNST II Elective

2 FNST III Elective

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, Anthropology 100 and a minimum of 3 additional credits in a social science. Social Sciences include: Anthropology, Criminology, Sociology and Psychology.

- \* complete 6 credits of Lab Science courses 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 English 100 and 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 in courses numbered 200 and above; and

- \* 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 one of: GEOG 220, POLI 220, POLI 221;

- \* FNST II: complete 6 credits in First Nations Studies Culture and History: Students may choose two of: 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 First Nations Studies Contemporary Issues: Students may choose two of: CRIM 219, EDUC 221, ENVS 223, GEOG 220, POLI 220, POLI 221, WSTD 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 First Nations Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### Admission requirements

To be eligible for admission to the School of Liberal Arts' Diploma of Northern First Nations Studies program, a student must meet the criteria in one of the following categories:

1. Grade 12 academic graduation with a C average in English 11 and 12, Principles of Math 11 and a lab science.  
OR
2. 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

NOTE: Students must achieve an acceptable score on the LPI Test or 70% in ENGL 090, a bridging English course offered by Access Programs, before seeking admission to ENGL 100.

### 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.

### Duration

Two years (60 credits)

### Graduation/Completion requirements

The Division of Applied Arts awards the Diploma of Northern First Nation Studies for the completion of the equivalent of two years of full-time study (60 credits) in Northern Studies with a concentration of courses in Northern Environmental Studies.

### Employment

The Diploma of Northern First Nation Studies prepares students for studies towards a degree at another institution. The program also presents an ideal continuing education opportunity and is useful for those seeking entry-level employment in fields dealing directly with First Nations' issues.



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

# Northern Justice and Criminology Programs

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

## 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 simply 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 also 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 Yukon College’s core Northern Studies requirements as well as the first- and second-year university transfer requirements to a Bachelor of Arts (Criminology) degree program at many other universities.

### Required courses - Certificate Program

Study Plan–30 credits:

Year 1

ENGL 100

PSYC 100

SOCI 100

CRIM 101

CRIM 131

CRIM 135

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 elective courses;

\* Maintain a C average

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

### Required courses - Diploma Program

Study Plan–60 credits:

**Year 1**

ENGL 100

PSYC 100

SOCI 100

CRIM 101

Elective

CRIM 135

ENGL 101

PSYC 101

CRIM 131

CRIM elective

**Year 2**

NOST Core

PHIL 110

CRIM 103

SOCI 227

Elective

NOST Core

MATH 105

CRIM 104

CRIM 230

POLI 201

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 in courses numbered 200 and above;

\* complete at least one course in which constitutional development OR land claims form a significant part of the curriculum; and

\* 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: If you are intending to transfer to a degree-granting program, you 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

*All courses are considered to be CORE (or required) courses for the Diploma of Northern Justice and Criminology)*

# Northern Science Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

## 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 orientated science electives and develop practical expertise by attending the Northern Studies Field Camp and completing the field course, NOST 215.

## Required courses

Study Plan – 60 credits:

### Semester 1

ENGL 100

CHEM 110

Science elective

Science elective

Elective

### Semester 2

ENGL 101

CHEM 111

MATH 105

Science elective

Science elective

### Semester 3

NOST 215

NOST Core

Science elective

Science elective

Elective

### Semester 4

NOST Core

Science elective

Science elective

Elective

To be awarded the Diploma of Northern Science a student must:

- \* be admitted to the Diploma of Northern Science program;

- \* complete the equivalent of 60 credits in university-level courses;

- \* complete at least 50% of the work at Yukon College;

- \* complete MATH 105 (MATH 100 and 101 are recommended but not required);

- \* complete CHEM 110 and 111;

- \* complete 6 credits of introductory literature and composition;

- \* complete the 6-credit Northern Studies Core by taking two of the following: NOST 200, 201, 202;

- \* complete the 3-credit field course NOST 215

- \* complete 27 credits of science electives of which at least 12 must be numbered 200 or above;

- \* maintain a 2.000 cumulative GPA or better.

NOTE: Students must achieve an acceptable score on the Language Proficiency Index (LPI) Test or a grade of B in ENGL 090, a bridging English course offered by the School of Liberal Arts, before seeking admission to ENGL 100.

Actual course selection must be done in consultation with a faculty advisor.

Approved Science Electives for this program include:

All BIOL 100-level and up, ENVS 100, ENVS 101, GEOG 101, GEOG 102, GEOG 250, GEOG 290, MATH 100, MATH 101, PHYS 101, PHYS 102, RRMT 239



## Northern Science Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### Admission Requirements

To be eligible for admission, students must meet the criteria in one or the following categories:

1. High School graduation with a C average in English 11, English 12, Math 11 or Applications of Math 11 and Chemistry 11 or
  2. Mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and suitable score on either College Writing Assessment test or Language Proficiency Index (LPI) test.
- In addition to meeting these general admissions criteria, students seeking admission to first-year Science must have successfully completed Biology 11, Chemistry 11, Math 12, Physics 11, and one of the following: Biology 12, Chemistry 12, Computer Science 12, Geology 12, or Physics 12. Students with one deficiency may apply for admission to the program.

Many courses in the science program have pre- or co-requisites which must be met when a student enrolls in such courses

### 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.

### Duration

Two years of full-time study (60 credits)

### Graduation/Completion Requirements

The Division of Applied Arts awards the Diploma of Northern Science for the completion of the equivalent of two years of full-time study (60 credits) in Northern Studies with a concentration of courses in Northern Science.

### 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.



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

## Visual Arts Program

For more information or for an application package, please contact the School of Visual Arts, 867-993-6390, visit [www.kiacsova.ca](http://www.kiacsova.ca), email [info@kiacsova.ca](mailto:info@kiacsova.ca),

or

The School of Liberal Arts, 867-668-8770, [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### Program overview

The Dawson City Arts Society, Yukon College, and Tr'ondëk Hwëch'in have designed an accredited visual arts program, which offers students the opportunity to learn a variety of traditional and contemporary visual arts disciplines in the north and to study Art History. This program is offered in Dawson City, Yukon through the Klondike Institute of Art and Culture (KIAC), School of Visual Arts (SOVA). 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.

### Required courses

Study Plan – 30 credits

#### Semester 1

2 Dimensional Studio 1 (3 credits)

3 Dimensional Studio 1 (3 credits)

4 Dimensional Studio 1 (3 credits)

\*Art History 1B03 (3 credits)

English 120 (3 credits)

#### Semester 2

2 Dimensional Studio 2 (3 credits)

3 Dimensional Studio 2 (3 credits)

4 Dimensional Studio 2 (3 credits)

\*Visual Culture Studies 1B06 (3 credits)

English 121 (3 credits)

\* Art History and Visual Culture Studies are both delivered through video conferencing from the Ontario College of Art and Design

### Admission requirements

To be eligible for admission to the Visual Arts Certificate program, students are required to have a minimum of 70% in Grade 12 English or have scored 4 or higher on the LPI. In addition to these, admission to the Foundation Year 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.

### Transferability

The 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 Institute of Art and Design, at the Alberta College of Art and Design, or at the Ontario College of Art & Design.

### Duration

One year (30 credits)

# Women's Studies Program

For more information, please contact the School of Liberal Arts, 867-668-8770, or liberalarts@yukoncollege.yk.ca

## Program overview

The Women's Studies program looks at the lives, contributions, and experiences of women. As well, the social construction of men is 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 Women's Studies is inter-disciplinary and cross-divisional in its approach, Women's 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 Applied Arts.

The Women's Studies Program is open to both women and men. Students may enroll 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. Students who intend to continue with the two-year Diploma of Women's Studies should complete ENGL 101 along with the remaining program requirements.

### Required courses - 1-year Certificate Program

Study Plan – 30 credits:

#### Year 1

ENGL 100

ENGL 101

PSYC 100

PSYC 101

SOCI 100

SOCI 103

WMST 100

WMST 101

2 WMST A-Level

To be awarded a Certificate of Women's Studies, a student must:

\* complete the equivalent of 30 credits total

\* complete at least 50% of the work at Yukon College

\* complete Applied Arts requirements for Women's Studies, which must include English 100, English 101, Psychology 100, Psychology 101, Sociology 100, Sociology 103 (18 credits).

\* complete Women's Studies core courses 100 and 101 (6 credits)

\* Complete 2 courses certified as A-Level\* Women's Studies (6 credits)

\* maintain a C average.

\*See program coordinator for more information.

### Required courses - 2-year Diploma Program

Study Plan - 60 credits:

#### Year 1

ENGL 100

ENGL 101

PSYC 100

PSYC 101

SOCI 100

SOCI 103

WMST 100

WMST 101

2 WMST A-Level

#### Year 2

WMST 200

1 WMST 200-level course

4 WMST A-Level courses

3 WMST B-Level courses

Elective

To be awarded a Diploma of Women's Studies, a student must:

\* complete the equivalent of 60 credits total

\* complete at least 50% of the work at Yukon College

\* complete Applied Arts courses English 100, English 101, Psychology 100, Psychology 101, Sociology 100, and Sociology 103 (18 credits).

\* complete Women's Studies core courses: 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 Studies Diploma, including 18 credits in courses certified as A-Level Women's Studies\*, and 9 credits in courses certified as B-Level Women's Studies\*.

\* complete an elective course (3 credits)

\* maintain a C average.

\* See program coordinator for more information.

## **Women's Studies Program**

For more information, please contact the School of Liberal Arts, 867-668-8770, or [liberalarts@yukoncollege.yk.ca](mailto:liberalarts@yukoncollege.yk.ca)

### **Admission requirements**

To be eligible for admission to the School of Liberal Arts and the Certificate or Diploma of Women's Studies program, a student must meet the criteria in one of the following categories:

1. Grade 12 academic graduation with a C average in English 11 and 12, Principles of Math 11 and a lab science  
OR
2. 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.

NOTE: Students must achieve an acceptable score on the LPI Test or 70% in ENGL 090, a bridging English course offered by Access Programs, before seeking admission to ENGL 100.

### **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.

### **Duration**

Certificate Program: One year

Diploma Program: Two years

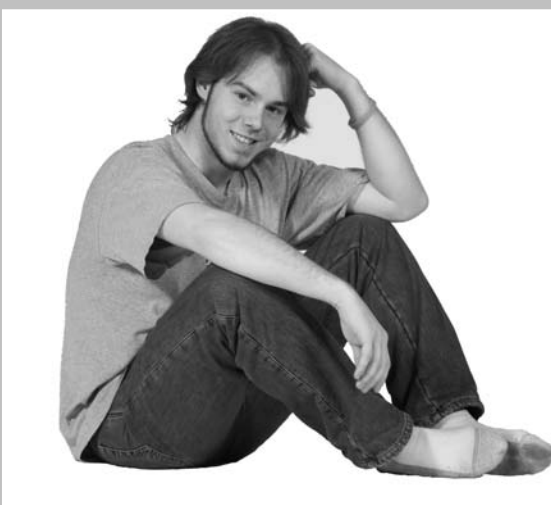
### **Graduation/Completion requirements**

The Division of Applied Arts awards a one-year Certificate of Women's Studies for the completion of the equivalent of one year of full-time study (30 credits) in Women's Studies and a two-year Diploma of Women's Studies for the completion of the equivalent of two years of full-time study (60 credits) in Women's Studies.

### **Employment**

The Women's Studies programs prepare students for studies towards a degree at another institution. The programs are designed for those students who wish to transfer to a degree in Women's Studies (or related field) and for those students who wish to seek entry-level employment in fields dealing directly with women's issues.

# Division of Applied Science and Management



I'm having the time of my life!

I moved here from Nova Scotia to take the Renewable Resources program. My dad had researched this program 8 years ago for himself but he's never been able to take it. Instead I'm the one who gets to live this dream. The hunting, the fishing, Yukon College's low tuition, and the Yukon's great employment options – it's all outstanding. Get this - I've even been one of the College's model United Nations representatives in Yellowknife, arguing for Canada's arctic sovereignty rights! My life couldn't be better...well a moose this fall would be nice.

Whether a student wants to upgrade academic skills, to pursue a trade, to obtain a professional certification, or to take university transfer courses, the Division of Applied Science and Management provides many education and training opportunities for students. With a highly talented and dedicated faculty, the opportunities for students in this division are enormous.

## School of Access

College and Career Preparation  
English as a Second Language  
Skills for Employment  
Drop-in Centre  
Writing Labs  
General Education Development Test (GED)  
Test of Workplace Essential Skills (TOWES)

## School of Management, Tourism and Hospitality

Business Administration  
Culinary Arts  
Masters of Public Administration  
Office Administration  
Tourism Studies and Management

## School of Science, Trades and Technology

Carpentry Pre-Employment  
Construction Electrical Pre-Employment  
General Mechanic Pre-Employment  
Multimedia Communications  
Northern Collaborative Information Technology  
Pipe Trades/Sheet Metal Pre-Employment  
Renewable Resource Management  
Science  
Surveying Technician  
Trades Exploration and Preparation for Women  
Welding Pre-Employment



# School of Access

Offering programs and courses that allow students to acquire the skills and knowledge necessary to enter trades, professional programs, and/or university transfer programs is the role of the School of Access. Many Access courses are available across the territory through distributed learning or on- site instruction.

## School of Access

College and Career Preparation  
English as a Second Language  
Skills for Employment

### **Services:**

Drop-in Centre  
Writing Lab  
General Education Development Test (GED)  
Test of Workplace Essential Skills (TOWES)



A lot of young people think you have to be rich, have good marks, and know what you want to do, before thinking about college. You don't. You just need to start.

I've wanted to be a nurse since I was 5 years old but high school was a struggle for me. I had a learning disability that wasn't supported. One year after high school I started at Yukon College. I got a psychological assessment and had my learning disability diagnosed. From there things improved. But even then, I had to work hard at overcoming barriers.

The course Success 050 was an important turning point for me. In Success 050 I learned all the secrets for becoming a good student. How do people survive without this course?!

After some high school upgrading, I completed the Community Support Worker Program. Some of those courses were accepted into the Licensed Practical Nursing Program, which I'll begin in September. I didn't expect that I'd get here but I made it. I'm well on my way to achieving my lifetime goal!

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

# College and Career Preparation Program

For more information, please contact School of Access 867-668-8850, or [ap@yukoncollege.yk.ca](mailto:ap@yukoncollege.yk.ca)

## Program overview

College and Career Preparation enables students to obtain prerequisites for vocational and technical courses, 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;
- a 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.

## Required courses - College and Career Preparation Diploma

### Required Courses

ENG 060 and Math 050

### Electives:

**Maximum of 3, minimum of 1**

MATH 060

MATH 070

BIOL 060

CHEM 060

PHYSICS 060

PSYCH 060

**Maximum of 2**

ACCOUNTING 120

ENGL 090

DIRS 060

- Post-Secondary course (3 credits) 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

BIOL 050, 060;

CHEM 050, 060;

COMM 040

COMP 040, 042, 050

CRIT 040

DIRS 040, 060

ENGL 040, 050, 060, and 090,

ENVS 040, 041

GEN 040;

MATH 030, 040, 050, 053, 060, and 070

PHYS 050, 060

PSYCH 050, 060

SCI 040, 053;

STSK 040

SUCC 050

## Admission requirements

- Acceptable scores on the College Placement Test and College Prep Writing Assessment, or English 10 with a minimum grade of 65%. College Math Assessment if no Principles of Math 10 or Application of Math 10, or GED Secondary School Equivalency Certificate.
- Full-time students must enroll in three courses each semester.
- See actual course prerequisites under individual course descriptions.

## College and Career Preparation Program

For more information, please contact School of Access 867-668-8850, or [ap@yukoncollege.yk.ca](mailto:ap@yukoncollege.yk.ca)

### Application

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

### Program advising

Acceptance into the program does not guarantee enrollment. 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 July 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.



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## English as a Second Language Program

For more information, please contact School of Access 867-668-8850, or [ap@yukoncollege.yk.ca](mailto:ap@yukoncollege.yk.ca)

### Program overview

ESL classes welcome international and domestic students. Classes begin in January, May and September. Students may enrol at any time in the semester for Intermediate ESL classes depending on availability of space, and may stay for any length of time. We provide a supportive and rewarding environment for students interested in developing their English skills.

### Course Offerings:

#### Intermediate ESL

A variety of materials will be covered with both individual and group instruction. Individual students needs are considered when planning the lessons. The overall goal of the program is to help students to acquire the skills necessary to take other programs in English or function in an English work environment.

There are conversation activities with other students and with the instructor. Listening practice with audio, video and guest speakers is done. Students practice reading from a variety of ESL and authentic texts. Writing skills in English are introduced and practiced. The computer lab is used for many activities including some of the reading and writing practice. Instruction will be at an appropriate level for each student.

#### 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. These include two College Prep courses in addition to Advanced Level ESL or one audit Professional Studies or Arts and Science 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.

### Admissions requirement

#### **Intermediate ESL:**

Internet Based TOEFEL (IBT) score 38 or Canadian Language Benchmark (CLB) score 3 or IELTS 3.5-4.5 or the ability to converse in basic English as assessed through e-mail. Student's level can be tested upon their arrival at Yukon College.

#### **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.

#### **International Students from countries where English is the first language:**

Attach transcripts from high school or a post-secondary institute that have been evaluated by an agency such as International Credential Evaluation Service (ICES) or International Qualifications Assessment Services (IQAS) or accept a Conditional Letter of Acceptance and be tested upon arrival.

## **Skills for Employment Program**

For more information, please contact School of Access 867-668-8850, or [ap@yukoncollege.yk.ca](mailto:ap@yukoncollege.yk.ca)

### **Program overview**

Skills for Employment is a project-based non-credit program designed with a unique focus and approach that encourages the personal growth and development of students. The program covers language and math skills up to College Preparation level as well as life skills development 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**

Skills for Employment will accommodate up to 15 students. 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 2009

Winter Semester – January to May 2009

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 in August 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



## School of Access Services

For more information, please contact School of Access 867-668-8850, or [ap@yukoncollege.yk.ca](mailto:ap@yukoncollege.yk.ca)

### The Drop-in Centre

The Drop-in Centre is for students who wish to work on academic skill development and College and Career Preparation English 040, 050, 060, and 090, College and Career Preparation Math 030, 040, 050 and 060 and Pre-Apprenticeship Math 053 and Science 053. These courses are arranged so that students can study at home, and/or at the Centre, and get assistance from the instructor when needed during the Drop-in Schedule. The schedule includes mornings, afternoons, and evenings. Students study at individual paces, and may need more than one semester to complete subjects as work and study are combined. Full-time students studying College and Career Preparation math, biology and English are also welcome to access the drop-in for extra assistance. GED tutoring is also available.

### Writing labs

Writing labs are available to College Prep and post-secondary students. Half-hour appointments give you an opportunity to get feedback on your essays from an English instructor. Sign-up sheets are located at the reception of the Division of Applied Science and Management.

### General Educational Development Test (GED)

The purpose of the GED tests is to provide an opportunity for adults who have not graduated from high school to earn a high school-level credential. To allow GED candidates the opportunity to demonstrate achievement of knowledge and skills comparable to that of traditional high school graduates, the passing standard for the GED Tests is tied to the performance of graduating seniors on these same tests.

The General Educational Development Test is a series of five comprehensive examinations in the areas of Writing Skills, Social Studies, Science, Reading, and Mathematics. Adults who successfully complete the tests receive a Yukon Secondary School Equivalency Certificate.

The Yukon Department of Education cannot guarantee that all employers or post-secondary institutions will accept a GED Certificate. Students who wish to enter post-secondary educational institutions should check the individual program requirements to see whether the GED satisfies program prerequisites.

Briefly, the five tests cover the following material:

- Language Arts, Writing (2 hours): Part I is multiple-choice covering sentence structure, usage, mechanics, and organization; Part II is a 45-minute essay.
- Social Studies (80 minutes): History, civics and government, geography, and economics.
- Science (80 minutes): Life science, earth and space science, and physical science.
- Language Arts, Reading (65 minutes): Passages and questions on drama, poetry, prose fiction, nonfiction and business documents.
- Mathematics (90 minutes): Part I: a calculator can be used for data analysis, statistics and probability, and algebra functions and patterns. Part II: no calculator for number operations, number sense and measurement and geometry.

A French edition of the tests is available.

Testing accommodations can be made for persons with disabilities such as vision impairments, hearing loss or limited mobility. Writing dates and application forms are available at the Community Campuses and from the Admissions Office in Whitehorse. Unless otherwise noted, an applicant must be 19 years of age or older and have not received a Grade 12 graduation certificate. Special permission may be granted in other circumstances.

### TOWES - Test of Workplace Essential Skills

TOWES is an assessment that uses workplace documents to accurately measure the three essential skills that are needed for safe and productive employment: reading text, document use and numeracy. This test can be administered on an individual basis. Please contact Testing Services at 867-668-8716 or [testing@yukoncollege.yk.ca](mailto:testing@yukoncollege.yk.ca)

# School of Management, Tourism and Hospitality

Business Administration, Office Administration, Tourism Management, 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 those wanting to pursue further study in other post secondary institutions.

## School of Management, Tourism and Hospitality

Business Administration  
Culinary Arts  
Masters of Public Administration  
Office Administration  
Tourism Studies and Management



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## Business Administration Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

### Program overview

Business Administration delivers a 1-year Certificate and 2-year Diploma program 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 or by distance delivery. Employment opportunities exist in many administrative areas, such as government, small business, not-for-profit organizations, investment, real estate, banking, retail and hospitality. Possible positions include those in accounting, human resources, financial management, and general management.

### Required courses - 1 year certificate

#### Term I

ACCT 101	Introductory Financial Accounting I
or	
ACCT 202	Introductory Financial Accounting (see the following note)
BUS 110	Principles of Management
BUS 172	Microcomputer Applications 1, Microsoft Word
BUS 174	Microcomputer Applications 3, Microsoft Excel
COMM 192	Business Communications
ECO 100	Microeconomics

#### Term II

ACCT 102	Introductory Financial Accounting II
or	
Elective Course	BUS 260 recommended (see note)
BUS 111	Statistics I
BUS 132	Marketing Management
BUS 303	Organizational Behaviour
ECO 101	Macroeconomics

#### Summer Work Term

Paid work term for Co-operative Education students

### Required courses - 2 year diploma

#### Completion of Year 1 and:

##### Term III

ACCT 204	Managerial Accounting I (see the following note)
BUS 281	Human Resource Management
BUS 311	Commercial Law
Two Elective Courses	

##### Term IV

BUS 260	Finance I
or	
Elective Course	(see note)
BUS 270	Business Policy
BUS 301	Land Claims & the CED Process
Elective Course	
Elective Course	

NOTE: 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 bona fide 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 Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

### Admission requirements

Grade 12 academic graduation with English 12 and Principles of Mathematics 11 or Applied Mathematics 11,  
OR

Mature Student Status with Mathematics 050 and English 050,  
OR

\* Mature Student Status with acceptable scores on the Yukon College writing assessment and acceptable scores on either the College placement test or GED.

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.

### Provisional Admission to Business Administration

Students may be admitted into the Business Administration program on a provisional basis without Algebra 11 but must be eligible to enroll in and complete Mathematics 050 through the Developmental Studies Division during their first semester.

Provisional students who do not complete Mathematics 050 during their first semester will not be allowed to continue as full-time students until this prerequisite is met.

### Transferability

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

- \* Athabasca University
- \* Okanagan University College
- \* Royal Roads University
- \* Certified General Accountants Association of British Columbia
- \* Certified Management Accountants Association of British Columbia
- \* Chartered Accountant's Association of British Columbia
- \* Open University of British Columbia
- \* University of Lethbridge
- \* University of Northern British Columbia

Most of the courses in the Business Administration program are also listed in the BCCAT Business Management Diploma Programs Transfer Guide.



## Business Administration Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.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 Coordinator, 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 Coordinator at (867) 668-8801.



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# Culinary Arts Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

## Program Overview

Graduates of the 8-month, full-time certificate program will have gained basic knowledge and proficiency in all aspects of cooking. Students will be able to apply food handler's hygiene regulations and understand and comply with safety and sanitation standards. They will be able to apply basic food service skills in the preparation of breakfast and egg dishes, soups and sauces, sandwiches, salads, fruits, cheese products, pies, yeast products, cakes and a variety of desserts, select, prepare and cook vegetables, cut, bone and prepare meat, poultry, and seafood. They will also have the basic knowledge in managing inventory, purchasing procedures, proper receiving and storage of food items, menu planning and food costing.

The program consists of eight stages of professional cook training. Students will rotate through various stations in the kitchen where specific aspects of the British Columbia Provincial Cooking curriculum will be taught. In the one-year Certificate, students will cover Provincial Cooking Level I and II Curriculum.

The scheduling of classes and number of hours of instruction delivered will be affected by the occurrence of statutory holidays and other events deemed necessary by Yukon College

## Required Courses

### Level I

Months 1 to 4  
CULA 101 Safety, Sanitation & Equipment  
CULA 102 Basic Food Service & Kitchen Management  
CULA 103 Cold Kitchen I  
CULA 104 Baking & Desserts I  
CULA 105 Egg & Breakfast cooking / Hot Sandwiches  
CULA 106 Vegetable & Starch Cookery I  
CULA 107 Meat & Poultry Cookery I  
CULA 108 Seafood Cookery I  
CULA 109 Stocks, Sauces & Soups I  
CULA 110 Interpersonal Skills

### Level II

Months 5 to 8  
CULA 121 Elementary Kitchen, Management & Health Care  
CULA 122 Stocks, Sauces & Soups II  
CULA 123 Cold Kitchen II  
CULA 124 Meat, Poultry & Seafood Cutting  
CULA 125 Vegetable & Starch Cookery II  
CULA 126 Meat, Poultry & Seafood Cookery II  
CULA 127 Baking & Desserts II

## Admission Criteria

Education requirements:

\* Grade 12 Academic, with English 12 and MA 11 or AMA 11;

Or

\* Mature student status with acceptable score on College Placement Tests or GED

Or

\* Level III,

and,

\* 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

\* Standard First Aid and CPR Level A

\* Level I – Food Safe Certificate.

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.

## Graduation Requirements

Upon successful completion of the Culinary Arts Program students will receive a Yukon College Certificate and will be eligible to write Level I and II apprenticeship exams

Culinary Arts students who successfully complete their program, and challenge and pass their Cook apprenticeship level 1 exam may be eligible for up to 1040 hours time credit towards a Cook apprenticeship program in Yukon. . This time credit is based upon the recommendation of the employer who is signatory to the initial Apprenticeship Agreement. Students who have successfully completed the course may also challenge their Cook apprenticeship level II exam. Students who pass the Cook apprenticeship level exam(s) are exempt from attending that level of apprenticeship in-school training.

## Transferability

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

# Masters of Public Administration Program

For more information, please see the UAS web site at: [www.uas.alaska.edu/som/mpa](http://www.uas.alaska.edu/som/mpa) or contact School of Management, Tourism and Hospitality at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

## 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 include areas such as State & Local Government, Non-Profit Organizations, Tribal Government, Military, Economic Development, Public Education, Department of Transportation, Juvenile Justice, Health & Human Services, Law Enforcement, Fish & Game, Environmental Protection Agency, and many more.

## 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.

## 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 \$900.00 to \$1000.00 per course.

# Office Administration Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

## 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
MICRO 100	Introduction to Excel 2003
MICRO 105	Introduction to Access 2003
BUSM 100	Business Math
FIELD 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  
MICRO 230 Simply Accounting  
MICRO 231 AccPac for Windows  
MICRO 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

Grade 12 academic graduation with English 12 and Principles of Mathematics 11 or Applied Mathematics 11;

OR

Mature Student Status with GED and Yukon College writing assessment

OR

Mature Student Status with acceptable scores on the College Placement Tests and Yukon College writing assessment

OR

English 040, Math 040 and Comp 050, all with a mark of B+ or higher.

A typing speed of 25 net w.p.m. is recommended.

**Selected distance courses may be available for Whitehorse and communities.**

## Tourism Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

### Program overview

Tourism is a core and continually growing part of the Yukon, national and international economies. Employment and career opportunities are wide and varied, particularly in the accommodations, food and beverage, and adventure tourism and recreation sectors. There are increasing needs for professionally trained employees, as well as opportunities for new business development. Tourism programming at Yukon College is designed to offer quality education for individuals who have a serious interest in establishing or enhancing a career in tourism and hospitality professions.

Tourism programs are designed to meet the needs of full-time and part-time students. Participants benefit from a range of educational experiences beyond classroom learning, including contact with industry professionals, field trips, applied assignments and case studies, practical fieldwork, and co-operative work experience.

Yukon College offers a one-year Certificate and a two-year Diploma program. Year I of the program culminates in a Certificate in Tourism Studies upon completion of 30 required credits at the certificate level combined with Standard First Aid/CPR certification. It includes introductory courses in tourism, customer service, public relations, management, computer applications, marketing, organizational behavior, and business communications. The courses take a comprehensive view of the tourism industry from both national and regional (Yukon) perspectives, in the context of the global marketplace. Introductory specialty courses are offered in the accommodations, food and beverage services, and adventure tourism sectors. Certificate students have the option of completing a co-operative work experience placement in industry (TOUR 101), to achieve a "Co-op" qualification added to the Certificate.

Completion of Year II of the program results in a Diploma in Tourism Management upon completion of a minimum of 33 required credits at the Diploma level, including TOUR 101. Second year courses offer the opportunity to develop leadership, supervisory, administrative and management skills related to industry sectors in areas such as marketing, human resource management, law, accounting, policy and planning, and small business management and entrepreneurship. The Diploma level includes one core co-op work experience placement in industry, and students may opt to complete an additional co-op placement for a Diploma in Tourism Management (Co-op) designation which includes TOUR 201



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## Tourism Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

### Required courses

#### First Year - Academic Term I

TOUR 150 Introductions to Tourism  
TOUR 151 Public Relations & Customer Service  
BUS 110 Intro to Management  
BUS 172 Microcomputer Applications 1, Microsoft Word 97  
BUS 174 Microcomputer Applications 3, Microsoft Excel 97  
COMM 192 Business Communications

#### Academic Term II

TOUR 160 Community & Cultural Issues  
BUS 132 Marketing Management  
BUS 303 Introduction to Organizational Behavior  
Plus a minimum of six credits from  
TOUR 155 Selected Topics in Tourism (Internship)  
TOUR 156 Selected Topics in Tourism (Internship)

#### Summer Work Term 1

TOUR 101 Paid work term for Co-op students.

**Second Year (Currently under review) Not all second year courses are currently offered through Yukon College. See advisor for update and options.**

#### Academic Term III

TOUR 270 Tourism Policy and Planning  
ACCT 101 Introductory Financial Accounting  
BUS 281 Human Resource Management  
Plus two electives approved by faculty advisor

#### Academic Term IV

TOUR 251 Tourism and Hospitality Law  
TOUR 252 Tourism and Hospitality Marketing  
ACCT 102 Introductory Financial Accounting II  
Plus two electives approved by faculty advisor.

#### Summer - Work Term II

TOUR 201 (optional)

#### Electives

Of the three second-year elective courses, at least one (3 credits) must be selected from:

TOUR 255 Accommodations & Facility Management  
TOUR 256 Food and Beverage Services Management  
TOUR 257 Events and Attractions Management

Other electives may be chosen from a variety of courses. All electives require approval of the faculty advisor or Dean.

Examples may include:

GERM 100, GERM 101, TOUR 254, TOUR 320, ACCT 204, BUS 111, BUS 201, BUS 202, BUS 203, BUS 240, ENVS 224, ENVS 232, NOST 201, NOST 202, RRMT 120

Note:

- Other relevant accounting, business, tourism, or arts and science courses may be approved as electives.
- Some electives require prerequisites; these are noted in the course descriptions in the Yukon College Calendar.
- Some offerings are not available every year, and offerings may depend on demand or minimum enrollment levels.
- First Aid certification is an important requirement of employers in the industry.
- Available electives may be restricted if scheduling conflicts with core program courses.
- Students desiring maximum transferability to diploma or degree programs at other post-secondary institutions are advised to seek faculty advice and choose their electives carefully.

### Admission requirements

Grade 12 academic graduation with English 12 and Principles of Mathematics 11 or Applied Mathematics 11;

OR

Math 050 and Eng 050

OR

Mature Student Status with acceptable scores on the Yukon College writing assessment and College placement tests or GED.

Part-time students not fully meeting the above criteria may be admitted to courses, but must:

\* submit an official record of previous education,  
and

\* maintain a grade point average of 2.0 (C) or better to continue in the program and to receive a Certificate or Diploma.

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 are successfully completed.

Medical examination for some specialties/courses may be required

Students pursuing adventure travel and outdoor recreation activities may be required to sign an Assumption of Risk and Indemnifying Release form.



## Tourism Program

For more information, please contact School of Management, Tourism and Hospitality  
at 867-668-8762, or [mth@yukoncollege.yk.ca](mailto:mth@yukoncollege.yk.ca)

### Costs

In addition to fees, the average cost per term for full-time students is \$500 for textbooks and \$100 for materials and supplies. Activity fees may apply to some courses. Students undertaking adventure travel and outdoor recreation activities are responsible for personal clothing, equipment and protective gear.

### Accreditation and transferability

There is a two-year block transfer into the Bachelor of Tourism Management Degree or transfer into Diploma programs with the following institutions and organizations:

- \* B.C.I.T.
- \* Camosun College
- \* Capilano College
- \* Vancouver Island University
- \* Selkirk College
- \* Thompson Rivers University
- \* College of the Rockies

### Duration

The Certificate in Tourism Studies requires two full-time terms (29-30 weeks) from mid/late September to late April/early May. The Diploma in Tourism Management requires four full-time terms, with a compulsory co-operative education work placement between first and second year. Part-time students should seek faculty advice on course availability and scheduling, to ensure effective preparation and completion of prerequisites for future planned courses of interest.

### Instructional format

Student learning is facilitated through lectures, class discussions, seminars, group work, field trips, practical fieldwork or experiential activities, case studies, assignments, and co-op work experience. To accommodate full-time and part-time learners, fieldwork, and industry participation and instructional resources, some courses will be delivered in block or modular format. All students must be prepared to attend courses or class sessions that may be scheduled during full days, blocks of days, evenings or weekends, as needed.

### Co-operative education

Co-operative (Co-op) education is an option in the Certificate program and a core component of the Diploma program. Co-operative education takes learning beyond the limits of the classroom, into the heart of the workplace. Between the first and second year, Diploma students complete a paid compulsory co-op work term with an agreed-upon employer of at least 12 weeks full-time or 450 hours in the tourism or hospitality industry to meet the credits for graduation.

Co-operative Education students have support from the Coordinator for:

- a series of Professional Development seminars
- valuable job search and work experience
- contacts and references for future employment
- a chance to investigate potential career options
- earnings while working toward a Diploma
- the benefits of applying theory to actual work situations
- confidence regarding their employment skills
- a monitored on-the-job experience
- clarity about the relevance and application of course material
- a documented work term on your College record

### Co-op student enhancements

In order to participate in the Co-op Education program, Tourism students must maintain a 'C+' average, complete the professional development seminar assignments, and demonstrate a commitment to the program and industry through studies and/or work experience. The seminars, the one-on-one advising sessions with the Co-operative Education Coordinator and the work experience lead to an understanding of career options and how to make transitions into new fields successfully. Co-operative Education students compete with one another for the Co-op job openings. The number of openings depends upon employer demand for Co-operative Education students.

For more information, contact the Co-operative Education Coordinator at 867-668-8801.

# School of Science, Trades and Technology



Yukon College was a good stepping stone for me. I was able to try out college while I was still living at home. When I finally moved to a school in Alberta, I knew what I was doing.

I started in Carpentry but that wasn't my thing. Then I tried General Mechanics. The instructor is a good guy and has provided me with a lot of support, teaching me the tricks of the trade. Now I've transferred to NAIT (Northern Alberta Institute of Technology) to continue in the General Mechanics program. It's different there. My time at the College helped prepare me for this big institution. I'm glad I took the first step at Yukon College.

Students hoping to acquire skills and knowledge in science, trades, and or technology can peruse the variety of offerings in this diverse school. Whether one is looking for a Diploma in Renewable Resources or an avenue to become a journey level electrician, this school will provide the opportunity for you to pursue your dream.

## School of Science, Trades and Technology

Carpentry Pre-Employment  
Construction Electrical Pre-Employment  
General Mechanic Pre-Employment  
Multimedia Communications  
Northern Collaborative Information Technology  
Pipe Trades/Sheet Metal Pre-Employment  
Renewable Resource Management  
Science  
Surveying Technician  
Trades Exploration and Preparation for Women  
Welding Pre-Employment

## Carpentry Pre-Employment Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

### 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.

### Required courses

CARP 100	Worksite Safety	CARP 112	Site and Materials Preparation
CARP 101	Hand Tools and Building Supplies	CARP 113	Residential/Commercial Foundations
CARP 102	Portable Power Tools and Levels	CARP 114	Scaffolds and Rigging
CARP 103	Stationary Power Tools	CARP 001	Review for Level 1 Apprentice exam
CARP 104	Floor Construction	FA 003	First Aid and CPR
CARP 105	Wall Construction	PAT 001	Powder-Actuated Tools
CARP 106	Roof Construction	WHMS 001	Workplace Hazardous Material Information
CARP 107	Blueprint Reading	Systems	

### 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
- \* Yukon College level III certificate 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.

### Duration

20 weeks

### 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.

### 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).

### 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.

# Construction Electrical Pre-Employment Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

## 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.

## Required courses

ELEC 100	Electrical Theory I
ELEC 101	Electrical Lab I
ELEC 102	Electrical Design and Code
ELEC 104	Wiring Methods & Practices
FA 003	First Aid and CPR
PAT 001	Powder-Actuated Tools
WHMS 001	Workplace Hazardous Material Information Systems

## 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

## Duration

20 weeks

## 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.

## General outcomes

- \* Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade
- \* Good on the job safety skills and awareness
- \* The ability to apply mathematical concepts to the electrical field
- \* To prepare students for Pre-Employment/Level 1 training

## 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) on-line computer-based training program. Students must be registered apprentices to attend these programs.

# General Mechanic Pre-Employment Program

## ***This program is currently under review.***

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

### Program overview

General mechanic programming at Yukon College is designed to offer a quality educational experience for individuals who have a serious interest in establishing or enhancing a career in the mechanic service industry.

### Required courses

#### **Fall - Academic Term I**

FA 003	First Aid and CPR
GM 100	Materials Tools and Skills
GM 101	Workshop Practices I
GM 102	Suspension and Steering
GM 103	Workshop Practices II
GM 104	Public Relations, Work Habits, Ethics
RIGG 001	Rigging and Hoisting
TDG 001	Transportation of Dangerous Goods
WHMS 001	Workplace Hazardous Material Information System

#### **Winter - Academic Term II**

AB 001	Air Brakes Endorsement
GM 105	Brake Systems
GM 107	Power Trains
GM 108	Electricity, Trade Applications
GM 109	Electricity and Electronics
GM 110	Basic Engine Theory
WELD 001	Welding for Mechanics

### 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 level III certificate AND MATH 040 OR MATH 053 (B-) AND SCI 053 (B-)

OR

Pass level 4 trades entrance exam

To succeed in the program, a strong base in mathematics and English is required. Upgrading courses are available through the School of Access and a basic math refresher course is available, through self-study and tutorials, to full-time students in their first year.

### Other requirements:

Must have mechanical aptitude, be free from allergies to solvents and lubricants, and possess a valid class 5 drivers license. All applicants for full time admission must submit an official record of previous education, and undergo an information interview to discuss the program and their general background and interests in the automotive industry.

NOTE: Students attending a recognized high school in either Grade 11 or 12 may be eligible to attend portions of the General Mechanic Pre-Employment Program in lieu of taking automotive at the high school.

### Transferability

Many of the courses in this program are available through other post secondary institutions. Students graduating from the program will receive credit towards their apprenticeship that is transferable to other post-secondary institutions.

### Employment

Mechanics in the Yukon and nationally is a growing and vital opportunity for employment. Continued changes in technology provide an opportunity for trained people to become part of a challenging and satisfying industry.

### Duration

This Certificate program is thirty-two weeks in length. Students should make an appointment for faculty advising on course availability and scheduling, to ensure effective preparation and completion of prerequisites.



## **General Mechanic Pre-Employment Program**

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

***This program is currently under review.***

### **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 Automotive and Heavy Equipment Technician Apprenticeship Level I (first year) exams.

### **Instructional format**

Student learning is facilitated through lectures, class discussions, practical hands-on shop work, field trips, and assignments.



*Skills Yukon /[www.archbould.com](http://www.archbould.com)*

## **Multimedia Communications Program**

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

***This program is currently under development.***

### Program overview

The objective of the program is to prepare students for employment in the field of multimedia and new media communications. Desktop publishing, web design, graphic theory, image manipulation and effective communications strategies will be covered in this one-year certificate program.

### Required Courses

TBA

### Admission Criteria

TBA

### Other requirements:

Proficiency in computer file management.

### Employment

Employment opportunities exist in media production, web development, various levels of government, small business and self employment.

### Duration

This is a 30-week program that will run from September to May.

### General Outcomes

Graduates of this program will receive a Yukon College graduation certificate.

**Students may be able eligible for academic credit at other Canadian institutions.**



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

# Northern Collaborative Information Technology Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

## Program overview

The NCIT Program is offered entirely online in collaboration with several colleges in Northern British Columbia. This program will provide students with the knowledge and skills needed to understand the theoretical and applied uses of information technology in various business applications. The program prepares students to enter the IT workforce as computer system support analysts (technical or applications), network administrators or software developers. Discussions are currently underway with selected universities to allow graduates of the NCIT program entry into their programs at a second or third-year level so they may pursue Bachelor's degrees in Computer Science or Information Technology.

The 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 three areas of emphasis – Programming/Database Management, Web and Multimedia Development, and Technical Management.

#### **Programming/Database Management**

This option 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.

#### **Web and Multimedia Development (Under Development ... Not available in 2009)**

This option focuses on a variety of Web tools and technologies, such as multimedia, graphics, scripting, authoring tools, imaging tools for use in e-commerce and networking applications.

#### **Technical Management.**

Students in this stream will be able to install and maintain computer hardware and networks as well as perform programming changes to existing software

## Required courses - Year 1 - 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 I	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

# Northern Collaborative Information Technology Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or stt@yukoncollege.yk.ca

## Required courses - Year 2 - Diploma Program

Communications and Professionalism  
Finite Mathematics  
Project Management in Information Technology  
Capstone Project in Information Technology

### Programming/Database Management

NCIT 210            Object Oriented Programming I  
Object Oriented Programming II  
Database Design  
Database Management Systems

### Web & Multimedia Development

Interactive Web Design and Development  
Principles of Design for Web Developers  
Standards Based Web Design & Development I  
Standards Based Web Design & Development II

### Technical Management

Network Security  
Server Management  
Server Infrastructure  
Systems and Application Scripting

Students must successfully complete the 4 core courses, 4 courses in the option of choice and 2 electives chosen from the above list. Students will receive a NCIT diploma for these 30 credits if they maintain a GPA of at least 2.00. Students must achieve a grade of B- or better in courses that serve as prerequisites to subsequent courses in order to continue.

NOTE: When prerequisite course(s) are specified, a student must have achieved a B- or better in those prerequisite course(s) in order to enroll in the subsequent course.

## Admission requirements

### Certificate:

- \* Applications or Principles of Math 10 with 75% or higher and English 10 with 65% or higher;
- OR
- \* Mature Student Status;
- \* MATH 040 with a mark of B+ or higher (recommend Math 050) and Technical Writing 040;
- \* 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.

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.

### 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;
- \* MATH 050 and ENG 050; OR
- \* Acceptable scores on the College Placement Test.

### 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 enroll 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.

# Pipe Trades/Plumbing/Sheet Metal Pre-Employment

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or stt@yukoncollege.yk.ca

## 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 Pipe Trades field

## Required courses

FA 003	First Aid and CPR	PIPE 105	Gasfitting Fundamentals
H2S 001	H2S Alive	PIPE 106	Pipe Trades Applied Mathematics
PAT 001	Powder Actuated Tools	PIPE 107	Blue Print Reading for Pipe Trades
PIPE 100	Pipe Trade Safety	PIPE 108	Pipe Trades Practicum
PIPE 101	Pipe Trades Hand and Power Tools	RIGG 001	Rigging & Hoisting
PIPE 102	Pipe Trades Materials	TDG 001	Transportation of Dangerous Goods
PIPE 103	Introduction to Plumbing –The Single Family Dwelling	WELD 001	Welding for Pipe Trades
PIPE 104	Hot Water Heating	WHMS 001	Workplace Hazard Material Information Systems

## Admission requirements

Principles of Math 10 or Applications of Math 10 and ENGL 10

OR

Mature student status with acceptable scores on Yukon College placement test or GED

OR

Yukon College level III certificate

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 leather steel toed work shoes.

## Duration

26 weeks

## 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 and/or Steamfitting / Pipefitting Apprenticeship Level 1 (first-year) exam.

## 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 and Pipefitting / Steamfitting Apprenticeship Programs
- \* Provide an opportunity to challenge the Plumbing and/or Pipefitting / Steamfitting Apprenticeship Level 1 exams
- \* 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 field



# Renewable Resource Management Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

## 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.

## Required courses

### Study Plan – 33 credits: Year 1

CPSC 100	Computer Science
ENGL 100	English Composition or ENGL 110 Composition & Critical Thinking
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:

RRMT 103	Wilderness First Aid
RRMT 148	Firearms Use and Safety
RRMT 149	BOAT (Boat Operators Accredited Training)

### Study Plan - 33 credits: 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 Hydrology & Water Resources Management
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 & Paleoecology
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

## Renewable Resource Management Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8850 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

### Admission requirements

High school graduation with at least a C average

AND

Completion of English 11 and 12, Algebra 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 subject to available seating and meeting prerequisites, if any.



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

## Science Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8850 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

### Program overview

Yukon College currently awards a one-year Certificate of Science and a two-year Diploma of Northern Science. The Certificate of Science is designed for students who wish to transfer into the second year of a Bachelor of Science or Engineering program at a Canadian university. Students planning to transfer to a university can either complete the Certificate of Science or match their course selection with the requirements of the degree program of their choice.

The School of Science, Trades and Technology offers a number of courses in mathematics and in earth, life and physical sciences, from Grade 11 level to second year university level. A Certificate of Science is awarded for the completion of the equivalent of one year of full time university level study in the sciences.

### Required courses - 1 year certificate program

#### Study Plan – 30 credits:

##### Semester 1

ENGL 100

MATH 100

CHEM 110

PHYS 101

Elective

##### Semester 2

ENGL 101

MATH 101

CHEM 111

PHYS 102

Electives can be chosen from the University Transfer courses in consultation with a program advisor.

**IMPORTANT:** This study plan is recommended only to those students with a standing of at least 75% in the prerequisite science and math courses. Students with lesser standing or with course deficiencies should consider completing the Program in two years of study. The School of Science, Trades and Technology offers a number of Math and Science courses to prepare students for the Certificate of Science Program. A two-year study plan should be designed in consultation with a program advisor.

To be awarded a Certificate of Science, a student must:

- \* be admitted to the Certificate of Science Program;
- \* complete at least 50% of the course work at Yukon College;
- \* complete ENGL 100 and 101; \*See Note 1;
- \* complete MATH 100 and 101;
- \* complete CHEM 110 and 111;
- \* complete PHYS 101 and PHYS 102;
- \* complete 6 elective credits chosen from University Transfer courses, and
- \* maintain a C average

NOTE 1: Students must achieve an acceptable score on the Language Proficiency Index (LPI) Test or a grade of B in ENGL 090, a bridging English course offered by the School of Liberal Arts, before seeking admission to ENGL 100.

NOTE 2: It is strongly recommended that students complete a pre-calculus course like MATH 070 or AP calculus before enrolling in MATH 100.

NOTE 3: The elective requirement is normally met by completing 6 credits of an additional Science or 6 credits of Arts.

**For information on the Northern Science 2 year Diploma Program, please see Division of Applied Arts.**

### Admission Criteria

To be eligible for admission, students must meet the criteria in one or the following categories:

1. Grade 12 academic graduation with a C average in English 11, English 12, Math 11 or Applications of Math 11 and Chemistry 11 OR
2. mature student status with acceptable scores on GED or CAT or similar diagnostic test, obtained within the previous two years, and suitable score on either College Writing Assessment test or LPI.

In addition to meeting these general admissions criteria, students seeking admission to first-year Science must have successfully completed Biology 11, Chemistry 11, Math 12, Physics 11, and one of the following: Biology 12, Chemistry 12, Computer Science 12, Geology 12, or Physics 12. Students with one deficiency may apply for admission to the program.

Many courses in the science program have pre- or co-requisites which must be met when a student enrolls in such courses.

# Surveying Technician Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

## Program overview

The objective of the program is to prepare students for careers as Surveying Technicians in the fields of engineering and legal surveying.

## Required courses

### Fall - Academic Term I

COMM 142	Communications
SURV 101	Surveying I
SURV 101L	Field Methods I
SURV 103	Survey Drafting I
SURV 122	Mathematics
SURV 125	CADD

### Winter - Academic Term II

SURV 121	Surveying II
SURV 121L	Field Methods II
SURV 123	Survey Drafting 11
SURV 124	Photogrammetry
SURV 125	CADD
SURV 126	Survey Law

## Admission requirements

- \* Grade 12 academic graduation with English 12 and Academic Math 11 (minimum grade of 70%)
- OR
- \* Mature Student Status with acceptable scores on the College Placement Test OR GED;

## Other requirements:

- \* aptitude for mathematics
- \* enjoyment for outdoor activity
- \* an interest in computers

## Employment

Employment opportunities exist with engineering, mapping and surveying companies and various government departments.

## Duration

This is a 35-week program which runs from September to May.

## General outcomes

Graduates of this program will receive a Yukon College certificate.



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

## Trades Exploration and Preparation for Women Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

### ***This program is currently under review***

#### Program overview

The practicum portion of the Trades Exploration & 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.

#### Required courses

AUTO 001	Intro to General Mechanics	PIPE 001	Intro to Pipe Trades
CULA 005	Intro to Culinary Arts	RIGG 001	Rigging & Hoisting
ELEC 001	Intro to Electrical	SAFE 001	Industrial Safety
FA 003	First Aid	SCI 053	Apprenticeship Preparation Science
GSTD 001	Gender & Workplace Issues	TDG 001	Transportation of Dangerous Goods
H2S 001	H2S Alive	WELD 001	Intro to Welding
HLTH 004	Foodsafe	WHMS 001	Workplace Hazardous Materials Info System
MATH 053	Apprenticeship Preparation Math	WOOD 001	Intro to Carpentry

#### Admissions 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

Yukon College CRIT 040 (B-) AND MATH 030 (B+)

#### Duration

17 weeks

#### 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.

#### General outcomes

Upon the completion of Trades Exploration & Preparation for Women Program, the student shall:

- \* demonstrate the skills necessary to successfully complete the Trade Entrance Exam.
- \* 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.



## Welding Pre-Employment Program

For more information, please contact the School of Science, Trades and Technology, 867-668-8760 or [stt@yukoncollege.yk.ca](mailto:stt@yukoncollege.yk.ca)

### 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

### Required courses

FA 003	First Aid and CPR	WELD 103	Shielded Metal Arc Welding (SMAW
TDG 001	Transportation of Dangerous Goods	WELD 104	Intro to Gas Metal Arc Welding (GMAW), Flux
WHMS 001	Workplace Hazard Material Information Systems		Core Arc Welding (FCAW) and Submerged Arc
WELD 100	Welding Safety	WELD 105	Welding (SAW) Theory
WELD 101	Welding Hand and Power Tools	WELD 106	Mathematics for Welders
WELD 102	Oxyacetylene Welding and Welding Faults	WELD 107	Rigging, Hoisting and Materials Handling
			Applications of Welding

### 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
  - \* Yukon College level III certificate 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.

### Duration

20 weeks

### 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.

### 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

# Extension Services Division

The Extension Services (ES) Division provides education, training, and community development services in Yukon communities through its network of 12 campuses and Distributed Learning Support Unit. Extension Services partners with campus committees, community groups and First Nation, Yukon, federal and municipal governments to identify and initiate relevant programming which meet community development needs.

The Division is responsible for:

- \* development, implementation and delivery of community based education and training;
- \* development and coordination of the College's distributed learning support services; and
- \* collaboration with community groups to identify training needs.

**Community Campuses** are established in 12 communities including Carcross, Carmacks, Dawson City, Faro, Haines Junction, Mayo, Old Crow, Pelly Crossing, Ross River, Teslin, Watson Lake, and Whitehorse Correctional Centre. Staff provide programming and training that reflect local community needs. Courses vary from community to community and may include Adult Basic Education, College Preparation, GED, Arts and Culture, Pre-Trades Training, Office Administration, Employment Skills Training, Computer Skills, and locally developed programs. Additional courses are also available through Distributed Learning. Campus staff work with all divisions of the College to ensure locally delivered programs are current in knowledge and technical content.

The **Distributed Learning Unit** incorporates videoconferencing, teleconferencing, web pages and other technologies to enhance the flexibility and quality of distance education. Partnerships with the federal government through the Community Access Program and the Canarie project provide rural and remote communities greater access to technologies and learning opportunities from around the world.

The **Distributed Learning Support Unit** is responsible for programs and services that provide:

- \* flexible learning options to meet student needs;
- \* support services for course delivery; and
- \* access to technologies for community groups and individuals



# Extension Services Division

## Carcross Community Campus

Phone: (867) 821-8800

Fax: (867) 821-8810

Email: [yccarcross@yukoncollege.yk.ca](mailto:yccarcross@yukoncollege.yk.ca)

## Carmacks Community Campus

Phone: (867) 863-8800

Fax: (867) 863-8810

Email: [yccarmacks@yukoncollege.yk.ca](mailto:yccarmacks@yukoncollege.yk.ca)

## Extension Services Administration

Phone: (867) 668-8790

Fax: (867) 668-8814

Email: [cesadmin@yukoncollege.yk.ca](mailto:cesadmin@yukoncollege.yk.ca)

## Dawson City Community Campus

(Tr'odek Hatr'unohtan Zho)

Phone: (867) 993-8800

Fax: (867) 993-8810

Email: [ycdawson@yukoncollege.yk.ca](mailto:ycdawson@yukoncollege.yk.ca)

## Distributed Learning Support

Phone: (867) 668-8816

Fax: (867) 668-8814

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

## Faro Community Campus

Phone: (867) 994-8800

Fax: (867) 994-8810

Email: [ycfaro2@yukoncollege.yk.ca](mailto:ycfaro2@yukoncollege.yk.ca)

## Haines Junction Community Campus

Phone: (867) 634-8800

Fax: (867) 634-8810

Email: [ychainesj@yukoncollege.yk.ca](mailto:ychainesj@yukoncollege.yk.ca)

## Mayo Community Campus

Phone: (867) 996-8800

Fax: (867) 996-8810

Email: [ycmayo@yukoncollege.yk.ca](mailto:ycmayo@yukoncollege.yk.ca)

## Old Crow Community Campus (Alice Frost Campus)

Phone: (867) 966-8800

Fax: (867) 966-8810

Email: [ycoldcrow@yukoncollege.yk.ca](mailto:ycoldcrow@yukoncollege.yk.ca)

## Pelly Crossing Community Campus (Hets'edan Ku)

Phone: (867) 537-8800

Fax: (867) 537-8810

Email: [ycpelly@yukoncollege.yk.ca](mailto:ycpelly@yukoncollege.yk.ca)

## Ross River Community Campus

(Dena Cho Kanadi)

Phone: (867) 969-8800

Fax: (867) 969-8810

Email: [ycrossriver@yukoncollege.yk.ca](mailto:ycrossriver@yukoncollege.yk.ca)

## Teslin Community Campus

Phone: (867) 390-8800

Fax: (867) 390-8810

Email: [ycteslin@yukoncollege.yk.ca](mailto:ycteslin@yukoncollege.yk.ca)

## Watson Lake Community Campus

Phone: (867) 536-8800

Fax: (867) 536-8810

Email: [ycwatson@yukoncollege.yk.ca](mailto:ycwatson@yukoncollege.yk.ca)

## Whitehorse Correctional Centre

Phone: (867) 393-7224

Fax: (867) 393-6208

Email: [ycwcc@yukoncollege.yk.ca](mailto:ycwcc@yukoncollege.yk.ca)

# Yukon Native Language Centre

## Introduction To The Division

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 Commons 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. 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, dictionaries and reference materials. Recently YNLC has produced interactive browser-based materials on CDs and posted teaching material on its web site: [www.ynlc.ca](http://www.ynlc.ca)

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

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

YNLC also plays an important role as a regional and international centre. It organized and co-sponsored the first Canadian-Alaskan Institute for Northern Native Languages held in the summer of 1988 which attracted students from the Northwest Territories, British Columbia, Alaska, and Yukon. YNLC's training and literacy sessions routinely attract visitors and students from these neighbouring jurisdictions. YNLC also maintains relationships with such organizations as the Gwich'in Cultural and Social Institute (Tsiigehtchic, NWT), the Tanana Chiefs Conference (Fairbanks, Alaska), the Mount Sanford Tribal Consortium (Chistochina, Alaska), the Tok Branch of Interior Campus, UAF (Tok, Alaska), and with individual school districts in British Columbia, the Northwest Territories, and Alaska.

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

Students who wish to register in a program, or students who have any questions or concerns about their programs, should contact a Yukon Native Language Centre program coordinator. For appointments, call 668-8820 (fax 668-8825).



*YNLC Graduates  
and Mentors*

# Yukon Native Language Centre

## Programs of Study

### Native Language Instructor Certificate

#### Program Content

Year One		Year Two		Year Three	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
LS 141.1	LS 141.2	LS 142.1	LS 142.2	LS 143.1	LS 143.2
SLTM 151.1	SLTM 151.2	SLTM 152.1	SLTM 152.2	SLTM 153.1	SLTM 153.2
PRO 161.1	PRO 161.2	PRO 162.1	PRO 162.2	PRO 163.1	PRO 163.2
PRAC 181.1	PRAC 181.2	PRAC 182.1	PRAC 182.2	PRAC 183.1	PRAC 183.2
LIT 171		LIT 172		LIT 173	

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

**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.

**Duration** 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.

**Course Expectations** 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.

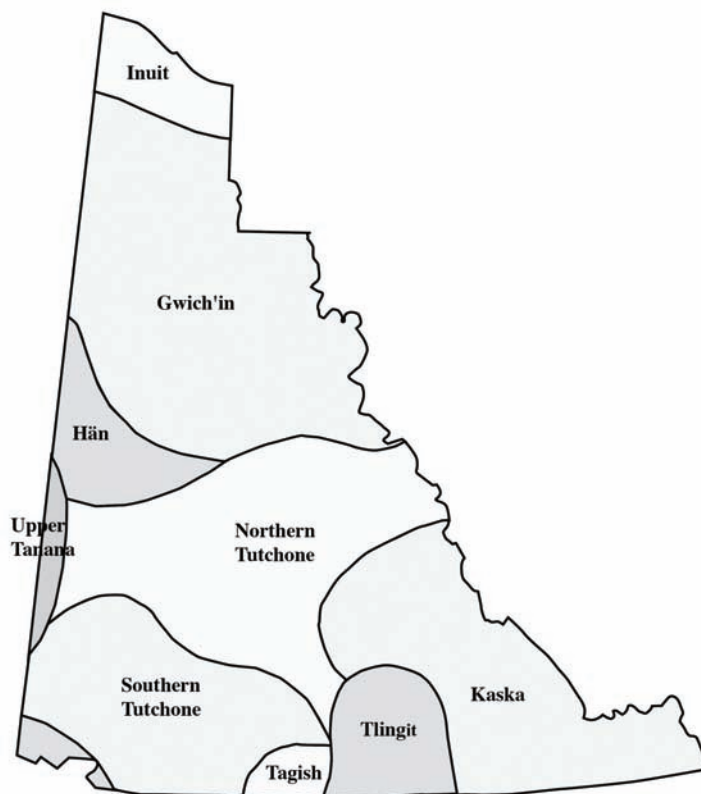
**Costs** A student's personal supplies will cost approximately \$30 - \$50 for the entire program.

**Transferability** Courses in most areas of the program are transferable to the University of Alaska, and to the College of New Caledonia in Prince George, B.C.

**Upon Completion** The study plan leads to a Native Language Instructor Certificate. A Native Language Instructor Certificate is awarded for the completion of 15 courses for a total of 30 credits. All 15 courses are required.

**Instructional Format** 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 Languages of the Yukon





# Yukon Native Language Centre

## Native Language Instructor Diploma

### Typical Study Plan

#### Year One

Term 1	Term 2
English Language	Adv. LIT 271
Adv. SLTM 251.1	Adv. SLTM 251.2
Adv. PRAC 281.1	Adv. PRAC 281.2
Elective	CC 291

#### Year Two

Term 1	Term 2
IP 241	Adv. LIT 272
Adv. SLTM 252.1	Adv. SLTM 252.2
Adv. PRAC 282.1	Adv. PRAC 282.2
Elective	CC 292

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.

**Duration** 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.

### YNLC Staff

JOHN RITTER, Director and Linguist  
JOSEPHINE HOLLOWAY, Administrative Assistant  
ANDRÉ BOURCIER, Linguist  
DOUG HITCH, Linguist  
JO-ANNE JOHNSON, Rural Programs Coordinator

LINDA HARVEY, Urban Programs Coordinator  
ANNE RANIGLER, Archivist and Northern Tutchone Specialist  
SHEILA MAISSAN, Publications Officer  
GERTIE TOM, Founding Elder  
MARGARET WORKMAN, Founding Elder



# Yukon Native Language Centre

## Certificate Program

### Course Descriptions

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.

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.

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.

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.

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.

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.

# Yukon Native Language Centre

## Diploma Program

### Course Descriptions

#### 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.

#### 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.

#### 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.

#### PRAC 281 (25/50)

##### Advanced Practicum

This practicum entails the completion of an additional term 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.

#### PRAC 282 (25/50)

##### Advanced Practicum

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

#### 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.



Graduation  
2008

# Student Services

Available to all Yukon College Students

For contact information, please see below or consult our web site [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



What to do, what to do? I was ready for a change in my work. But change is hard.

A couple of summers ago I went to the Student Services office at Yukon College to talk to someone about jobs and school. They helped me see my future more clearly. I learned about interesting courses, admission requirements and deadlines. They made it easy for me.

I'm now a student in the Yukon Native Teacher Education Program and I look forward to a new and exciting career. Change wasn't that hard after all!

## Admissions & Registration

provides assistance with admissions, registration, student records and enquiries. Information regarding financial assistance and transfer between institutions is available, along with invigilation services.

**For more information, please contact [admissions@yukoncollege.yk.ca](mailto:admissions@yukoncollege.yk.ca) or 867-668-8710.**

## Personal Counselling Services

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. 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. 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 life long success.

**Students may make an appointment by coming into the Student Services Centre during regular hours or calling 867-668-8720.**

## Career Development Services

available to all students and the general public. Counsellors provide career counselling, interest testing, workshops, job search and employment skills, career and labour market information. A library of print and on-line sources offers information about academic and training opportunities in Canada and worldwide.

**Visit the Student Services Centre to use these resources or to make an appointment with the Career Counsellor.**

## Co-operative Education

is a support system helping students integrate academic studies with paid, career-related work experience. Staff work with students to find 12 weeks of employment related to their field of study. If you are entering a two-year diploma program, contact the Co-op Office during your first month of studies. Students receive recognition for participating in the Co-op Program on their transcript and diplomas while adding experience to their resume. Co-op work terms normally occur in the summer. Co-operating businesses and government agencies offer real work settings with market value wages. Student Services maintains a job board with up-to-date listings of work opportunities for all students.

## First Nations Services

First Nations counsellors are available to assist students of First Nations ancestry with transitions to College life. Staff provide support to students dealing with issues related to funding, transportation, and other student life needs. Staff also plan traditional First Nations cultural events including visits with Elders, seasonal celebrations, cultural development activities and other events.



# Student Services

Available to all Yukon College Students

For contact information, please see below or consult our web site [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Samay Thia – Harry Allen Room

The Samay Thia First Nations Lounge is a place of support for all students. Named for the late Grand Chief Harry Allen, Samay Thia meaning 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.**

## Yukon College Bookstore

is located on the lower floor of the Commons Wing. In addition to textbooks and course materials, the bookstore carries stationery, stamps, software, bus passes, snack food, and light micro-wave 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.

**Support your College! Call 867-668-8840 for more information**

## Gymnasium

The Gymnasium is open to students and staff at noon from Monday to Friday for indoor sports such as badminton, tennis and volley-ball. Tuesdays and Thursdays 5-9 pm are Student Gym Nights. A weight room offers self-directed fitness opportunities on a drop in basis. Short term “fun” classes in dance, Tai Chi, and other exercise programs are offered at various times throughout the year.

## Yukon College Library

is situated on the 2nd floor of Ayamdigut Campus commons wing. It 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 8 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, interlibrary loans, bibliographic instruction, reference service and on-line searching. Research computers, access to the College network, photocopiers (including colour) and fax services are also available.

**For more information, please contact [library@yukoncollege.yk.ca](mailto:library@yukoncollege.yk.ca) or 867-668-8770**

## Residences

Two single co-ed residences provide a total of 61 single rooms for full time students at Yukon College. Each room is furnished with a bed, wardrobe, desk, chair, bookshelves, and small refrigerator. Shared washroom facilities are located on each floor, designated for male and female use. Lounges are equipped with TVs and DVDs plus other recreational equipment. Communal kitchens are available to residents to cook their own meals 7 days per week. All residences are non-smoking facilities. Twenty self contained, furnished, two bedroom and twelve three bedroom apartments are available to full time students at Yukon College with a family.

**Want to know more? Contact the residence office at 668-8731 or e-mail [residence@yukoncollege.yk.ca](mailto:residence@yukoncollege.yk.ca).**

**Want to apply for Residence? Application forms are available at Student Services Centre, Admissions Office or on the College web page [www.yukoncollege.yk.ca/residence.index.php](http://www.yukoncollege.yk.ca/residence.index.php)**



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

# Student Services

Available to all Yukon College Students

**For contact information, please see below or consult our web site [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)**

## Computing Services

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 can access the Internet (e-mail and web). There is a \$50.00 per semester computer lab fee to use College equipment, payable when you register for your courses. Computing Services offers an on-line computer lab orientation the first time you use the computers. Additional support is available during lab hours from the lab monitors.

**For further information, please contact Computing Services in Room 2434 or at 867-668-8799.**

## Cafeteria

Open to students, staff and the public - quality selection at fair prices. You may dine in or take out - munchies, meals, catering. Menu and specialty selections provided. Heart smart or not, the choices are yours. We are open for services from Monday to Friday 7:45 a.m. to 2:30 p.m. The cafeteria is closed weekends, statutory holidays, Christmas, and the summer months.

## Child Care Centre

Located at Yukon College is Nakwaye Ku Child Care Center for children of students, staff, faculty, and the general public. The daycare offers quality child care for children aged 18 months to Pre-Kindergarten. The hours of operation are from 7:30 a.m. to 5:30 p.m., Monday to Friday.

**For further information, contact the Director at 867-668-8860.**

## Learning Assistance Centre

The LAC provides information and services to assist Yukon College students to reach their learning potential. This includes adults in full-time, part-time or distributed learning courses. Services and accommodations are provided according to the specific individual needs but may be limited by the availability of specific resources. Applicants and students who have been identified or who suspect they have any kind of disability which might affect their learning should contact the Learning Assistance Centre Coordinator at (867) 668-8785 as early in the application process as possible.

## Yukon College Student Union (YCSU)

The Yukon College Student Union 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 \$20 per semester for full-time students, \$10 per semester 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, barbecues.

### Campfire to College

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" web site to find out what it's like to be a student at Yukon College. Watch videos of college students and activities.

**Website:**

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





# Financial information

Yukon College Fee Schedule	
Tuition Fees	
Credit courses, including College Preparation courses	\$50.00 per credit/\$150.00 per 3-credit course
Skills for Employment	\$350.00 per term
Full-time vocational credit programs	\$750.00 per term
International Student ( a student other than a resident of Alaska who is in Canada by virtue of a student visa)	For credit courses the tuition fee is \$250.00 Canadian per credit hour. Some program offerings may have a different tuition or include an activity fee.
<p>The tuition fees listed above are for standard Yukon College courses and programs. Occasionally, tuition fees may vary for particular courses.</p> <p><b><i>Tuition fees are currently under review and may change without notice.</i></b></p>	
Mandatory Fees	
Application Fee (part-time and full-time)	\$20.00 one-time fee per full-time program
International Student application fee	\$100.00
Student Union Fee	\$20.00 full-time per term/\$10.00 part-time per term
Computer Lab Fee	\$50.00 per term
Challenge Exam Fee	\$75.00 per exam
Official Transcript Fee	\$5.00 for 1st transcript, \$2 for each additional one (plus GST) per request.
Duplicate Certificate (certified copy)	\$5.00 per copy
N.S.F. Cheque Fee	\$25.00
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	\$50.00 for the first 3 hours and \$20.00 for each hour thereafter. This service is provided for students taking correspondence courses through other educational institutions.
Mandatory fees are <b>non-refundable</b> .	
Residence Fees	
Application Fee (non-refundable)	\$20.00
Security and key deposit	Singles' Residences: 25% of term fee Family Units: one month's rent
Family Units	\$900 - \$1200 per month
Singles' residences	\$1500-\$1650 for each academic term (16 weeks)
<p>The above rates apply to residents of Canada and Alaska; international students are encouraged to contact Yukon College International at 867-456-8619 or 1-800-661-0504</p>	
<p>Residents in programs that extend beyond 16 weeks are charged at a weekly rate until the program is finished.</p> <p>A minimum of 4 weeks advance rent plus security and key deposit is required to move into Residence.</p>	

# Financial information

## Financial Assistance

### Payment of Fees

Fees for all programs and courses must be paid at the time of 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 fees, lab fees), application and tuition fees for credit courses are waived for those aged 65 or over. For cost recovery courses, 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 with a week to 10 days after official withdrawal.
- Refunds are issued directly to the student, unless a third party authorized invoicing by purchase order or sponsor letter. In this case, the sponsor 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, Information Technology fees and activity fees are non-refundable.

Students attending Yukon College may be eligible for financial assistance under one of the following government programs:

**Student Training Allowance** may be available to eligible full-time students. Students receiving funding for educational purposes from other funding sources and an employer are not eligible for the Student Training Allowance.

**The Yukon Grant** may be available to full-time students enrolled in a two-year or more post-secondary programs at Yukon College. Students receiving funding for educational purposes through the Government of Yukon or the Government of Canada are not eligible for the Yukon Grant.

**Yukon Excellence Awards** are available to students who have been informed that they were granted an award. 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 (CSL)** may be available to students attending a minimum of 12 weeks of full-time post-secondary program. Students may be eligible to receive up to a maximum of \$210 per week. The CSL Program will supplement student's resources where there is a demonstrated need. This is a loan and must be repaid upon completion of 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.

**Applications and information** for the above programs are available at the Admissions Office or from the Student Financial Assistance Unit, Department of Education, Box 2703, Whitehorse, Yukon, Y1A 2C6. Telephone number (867) 667-5929 or toll free 1 (800) 661-0408, ext 5929. Visit their web site for information and application forms at [www.education.gov.yk.ca](http://www.education.gov.yk.ca). Students are advised to apply as soon as possible to avoid delays

**Service Canada** You may be eligible for educational assistance if you:

- are currently receiving Employment Insurance benefits - or -
- have received EI benefits within the last three years - or -
- have received maternity/paternity benefits within the last 5 years

For more information, please contact Service Canada in person at Suite 125-300 Main Street or by telephone at (867) 667-5083, ext. 245 .

**Financial Assistance for First Nations Students** may be available to Yukon First Nations beneficiaries who are accepted into post-secondary programs. For further information on eligibility and procedures to apply for financial assistance, please contact your First Nation's Education Office

### Bursaries and Scholarships

Students may be eligible for bursaries or scholarships from other sources. Both the Student Financial Assistance Office of the Department of Education and the Admissions Office of Yukon College publish booklets and websites which provide details about available awards.

# Student Rights and Responsibilities

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.

## Plagiarism

It should be noted that plagiarism (academic dishonesty) is a serious academic offence and will result in your receiving a mark on zero on the assignment of the course. In certain cases, it can also result in dismissal from the College.

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be cited according to standard procedures.

The resubmission of a paper for which you have previously received credit and the submission of the same paper for two courses also constitutes academic dishonesty.

## Banner Student Web

Banner Student Web is your electronic access to:

- **Grades – available five business days after final exam**
- 
- **Your registration information – view and print your schedule**
- 
- **Your student record – view or print unofficial transcript**
- 
- **Request an official transcript**
- 
- **T2202 Tax form – used to claim post-secondary tuition fees on your Income Tax Return.**

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

Double-click on Current Student, then on Banner Student Web

Enter your User ID. Your User ID is your 9-digit student number (eg. 000012345) as listed on your student card or registration form.

Enter your PIN. On your first visit, your PIN is your date of birth (ddmmyy). Repeat visitors will have changed their PIN to another six-digit number. If you forget that number, click on Forgot PIN and answer the security question that you entered on your previous visit.

# Student Dispute Resolution Procedure

A student who wishes to appeal a grade or disciplinary decision is first encouraged to seek all appropriate avenues of redress, including the discussion of the concern with the following College staff:

Grade appeal:                      Instructor  
   Chair  
   Dean

Disciplinary decision:        Dean or Director Student Services

Other means of alternative dispute resolution may also be used.

## Student Appeal Procedure

In accordance with the principles of natural justice, Yukon College believes students appealing have a right to a fair hearing. The Registrar deals with all appeals and acts on behalf of the Academic Council, whose responsibility it is to ensure a fair and equitable system for all appeals. The Academic Council is the final level of appeal on all matters of an academic nature.

If the issue remains unresolved, the student may initiate a formal appeal in writing by informing the Registrar within ten (10) working days of the incident or within five (5) working days of receiving the final decision..

The student should include the following in the written request for an appeal:

- a. The decision or act being appealed (including the name of the person whose decision is being appealed);
- b. The reasons why the student believes the appeal should be allowed;
- c. The remedy that the student is seeking.

Once a written appeal is received by the Registrar, the Registrar shall:

- a. Begin a numbered appeals file for the student (which will contain the original written appeal and any other supporting documentation that may be presented);
- b. Inform the Chairperson of the Appeals Committee.

During the appeal process a student is expected to attend classes. If, however, a decision based on inappropriate student conduct is being appealed, the student may not be allowed in classes during the appeal process.

The decision will consider the extent to which the presence of the student represents potential safety, criminal, or other intolerable effects on the learning environment. No record of the appeal will be placed on the student's file. Should the student not be allowed in classes during the appeal process, alternative ways of meeting course objectives may be offered.

For complete appeal procedures, please see page 100.

## Disciplinary and Dismissal Procedures

### Academic:

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 the College.

### Non-Academic:

Depending on the nature of the infraction, discipline may range from a verbal warning to dismissal from the College. Repeat offences will not be tolerated and multiple minor infractions may lead to dismissal. Normally students will be provided the opportunity to demonstrate their ability to correct inappropriate behaviour.

If disciplinary action is taken that results in dismissal from a course, program or the 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 readmission after dismissal, readmission will require the special approval of the Dean/Director.

# General College Regulations

## Safety and Security

Safety in the work area is a critical aspect of vocational training. Students must observe safety precautions at all times. Instructors who supervise practical work areas will outline detailed safety regulations at the beginning of the program. Students may not use any equipment in any area without the specific approval of the instructor concerned. Except by permission of the instructor in charge, classrooms and shops are out of bounds to students after class hours and will be locked when not in use.

## Fire Regulations

In case of fire, evacuate the area according to the College Fire Regulations posted in each classroom and then report the danger.

## Medical Examinations

Several programs at Yukon College require medical clearance before the student can be admitted for study. Health care insurance will not pay for this exam; the student must pay the fee personally. Contact your program advisor for more information about the particular medical clearances you must obtain.

You may be required to obtain a medical examination if there is reason to believe that your health or safety, or that of other students, is at risk for medical reasons.

## Student Leave

Students requiring personal leave must obtain authorization from their instructors before leaving the College. Where the leave will exceed three consecutive days, any sponsoring agency must be contacted. If a student is sponsored by Service Canada, a training counsellor should be contacted. If a student is sponsored by the Yukon Government, a Yukon College student counsellor should be contacted. Failure to do so may result in dismissal from the program.

## Field Work

A number of programs have a field experience component which must be successfully completed to graduate. During field work, students must meet all the relevant employment regulations that an employer's other employees must meet, including hours of work, etc. This may also include some shift work.

## Medical Insurance

Students should ensure that they are covered under the Yukon Health Care Insurance Plan. International students must be covered by their own health care insurance plan. Proof of coverage must be presented at time of registration.

## 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.

## College photography on Campus

From time to time students, staff, faculty and guests at Yukon College may be photographed in non-public areas (i.e. classrooms, private offices, in studio, meeting rooms, etc.) by College photographers.

In this notice, "photography" includes still, video and film photography. The College has the authority to collect photographs that are related directly to and needed by the College for educational, recruitment and promotional purposes. The photographs may be used and disclosed at the College's discretion and included in the College calendar, websites, newsletters, bulletins, brochures, advertisements, annual reports, supplements, displays, reports and other publications including off-campus news media. In addition, the photograph may be placed in the College's Image Library which is a collection of photographs.

If you do not wish to be photographed in a non-public area, please inform the photographer before he/she begins taking photographs.

If you allow yourself to be photographed in a non-public area you are giving the College your consent regarding its collection, use and disclosure of the photograph. The above notice does not apply to individuals photographed in open, public areas where there is no expectation of privacy (i.e. cafeterias, public walkways, concourses, etc.). Photographs taken in public areas may be used and disclosed at the College's discretion.



Photo: Rob Sutherland



# Academic Regulations

## Admissions, Registration, and Program Advising

### 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 in the current College Calendar. Applicants without the prescribed academic requirements may be admitted to some courses as part-time students only.

Applicants without the stated program prerequisites may qualify by successfully completing admission tests (normally the Canadian Achievement Test) as may be prescribed by the Registrar.

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 while attending a college campus, may obtain admission based on appropriate College Achievement Test (CAT) and English Placement scores. International students seeking admission to professional programs and/or university transfer programs based on CAT scores must write the College English Assessment. 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 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.

Sponsored applicants (applicants whose training costs are paid by employers or other agencies) shall arrange to have a letter of sponsorship sent by the sponsor 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 in 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

Program advisors shall have responsibility for 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

### "Transfer"/Transferability to Other Institutions

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. The College has an obligation to its students to provide accurate and timely information about such arrangements. In particular, students will be informed that such transfer arrangements do not, in themselves, ensure students' admission to other institutions. Many institutions provide transfer credit to admitted students, on a course-by-course basis, even if formal arrangements have not been developed.

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

**Authorization to Undertake Studies at Another Institution**  
An Authorization to Undertake Studies at Another Institution or "Letter of Permission" may be given to students who wish to receive transfer credit for a course(s) which they wish to take at another institution. The letter shall include: the student's name, student number and the Yukon College program to which they have been accepted, the name of the institution where the course(s) will be taken, the course(s) to be taken and the Yukon College equivalent course(s) for which transfer credit is requested, a statement that Yukon College will accept the course for transfer credit upon successful completion, relevant academic regulations that apply (minimum grade, 50% local courses, official transcript required on completion, student standing)  
The authorization or "Letter of Permission" shall be signed by the Dean or Chair and copied to the 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 which 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

### 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 semester.
- 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 sponsorship 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 readmission after dismissal, readmission will require the special approval of a counsellor, the Registrar and the Dean.

### Code of Ethics

This Code of Ethics has been developed in collaboration 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. 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.

- 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.
- 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 inherent in the College Community.

- 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.
- Aggressive behaviours (physical, verbal or emotional) are not acceptable. Members of the College Community are committed to the peaceful resolution of conflict and differences.
- A culture of openness which 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.
- 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.
- 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.
- Promotes the practices of dialogue, discourse and mutual agreement wherever possible. Commitment to collaborative arrangements benefiting the institution, its members and especially its students.
- Conflicts of interest are avoided. The professional autonomy of fellow employees and other members of the College Community is respected. Professional integrity is demonstrated.
- Employees provide services within the boundaries of their competencies and to the best of their abilities.
- 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 Evaluation, Grades and Records

### 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 3-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, field work, shop work, 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 correlation 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 Cooperative 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:

3 (credits) x 3.5 (grade point value) =	10.5
2 (credits) x 2.0 (grade point value) =	4.0
Total Grade Points	14.5
GPA (Grade Point Average) = $14.5 \div 5 =$	2.90

### Submission of Final Grades

Assigning and submission of final grades is the responsibility of the instructor. Final grades are to be submitted to the Registrar, or entered electronically, within five (5) working days of the final examination date or of the last day of classes. To change a grade once grades have been transferred to a student's permanent record, a grade change form must be completed by the course instructor and submitted to the 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 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 re-admission for at least one academic year. The student must apply for readmission 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 honors" 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 ten 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 Appeals

### General

The Registrar deals with all appeals and acts on behalf of the Academic Council, whose responsibility it is to ensure a fair and equitable system for all appeals dealing with academic matters. The Academic Council is the final level of appeal on all matters of an academic nature.

### Appeal Procedure

In accordance with the principles of natural justice, Yukon College believes students appealing have a right to a fair hearing.

A student who believes that she/he has been unjustly treated at Yukon College is encouraged to seek all appropriate avenues of redress, including the discussion of the concern with her/his instructor, and/or Chairs, the divisional Dean, and/or a student counsellor. Other means of alternative dispute resolution may also be used.

After such discussion, if the issue remains unresolved, the student should initiate a formal appeal in writing by informing the Registrar within ten (10) working days of the incident or within five (5) working days of receiving the final decision from the Dean.

The student should include the following in the written request for an appeal:

- a. The decision or act being appealed (including the name of the person whose decision is being appealed).
- b. The reasons why the student believes the appeal should be allowed.
- c. The remedy that the student is seeking.

Once a written appeal is received by the Registrar, the Registrar shall:

- a. Begin a numbered appeals file for the student (which will contain the original written appeal and any other supporting documentation that may be presented).



b. Inform the Dean of the student's division that an appeal has been received.

c. Inform the Chairperson of the Appeals Committee.

During the appeal process a student is expected to attend classes. If, however, a decision based on inappropriate student conduct is being appealed, the student may not be allowed in classes during the appeal process. The decision will consider the extent to which the presence of the student represents potential safety, criminal, or other intolerable effects on the learning environment. No record of the appeal will be placed on the student's file.

### Appeals Committee Terms of Reference

Academic council will appoint three or four of its members to serve as members of a subcommittee, called the Appeals Committee, of Academic Council. Two of these will be appointed co-chairs of the Appeals Committee. They will serve for a period of two academic years.

The Chairperson shall convene the Appeals Committee for the purpose of hearing appeals within five (5) working days of the receipt of the written appeal. If the Appeals Committee requires more members or replacement members due to time schedules, place of appeal, or conflicts of interest, the chairperson will select new or additional members to sit on a particular Appeals Committee.

The Appeals Committee shall hear any appeal referred to it by the Registrar. If an issue on appeal raises an unclear or unresolved question of regulation or procedure of importance to the appeal, the Committee, if struck, may refer that question to the Academic Council for resolution.

In order to ensure that an appeal is fairly conducted, and all parties have had a full and complete hearing, the Appeals Committee may, with the permission of all parties, waive procedural rules provided, or make other rules.

The Appeals Committee, in making a decision, may:

a. Reverse the decision, or any part of the decision being appealed.

b. Set aside the decision being appealed and return the question to the staff member to reconsider.

c. Dismiss the appeal.

d. Refer the matter to the Academic Council.

The appellant and/or the named staff member may be required to appear or may request permission to appear before the Council or its subcommittee.

### Procedures Prior to the Appeal Hearing

Upon the receipt of an appeal, the Chairperson will ask that the student (Appellant) and the person(s) who made the decision being appealed (Respondent) submit, to the Chairperson, an "appeal package" that will consist of the following:

a. Copies of any documents which the Appellant or Respondent intends to rely on at the hearing.

b. The names of any witnesses the Appellant or Respondent proposes to call at the hearing, as well as the names and roles of any persons who may assist and/or represent the Appellant or Respondent in the hearing. Deans and the Registrar are excluded as persons who are able to assist or represent the Appellant at the hearing.

Prior to the hearing, the Chairperson shall circulate copies of the "appeal package" material submitted by the Appellant and

Respondent to the members of the Appeals Committee, the Appellant, and the Respondent.

Parties are responsible for producing their own witnesses and for paying costs associated with their appearance at the hearing. Alternatives to appearing in person may include affidavits, teleconferencing, etc.

All parties are encouraged to make every effort to proceed as quickly as possible. A student is expected to confirm his/her attendance at the appeal hearing. An appeal will be deemed to be permanently abandoned should the student fail to appear (in person or by teleconference) at a scheduled hearing without having given notice to the Chairperson in advance, and the original decision will stand.

### Procedures at the Appeal Hearing

The Chairperson of the Appeals Committee is responsible to manage the process of the appeal hearing.

Attendance of any party to the appeal may be waived if the party so desires.

The Appellant is the first party heard and begins with an opening statement that contains a brief description of the appeal, including what he/she believes was unreasonable, unjust, or unfair about the action or decision being appealed, and outlines the resolution sought. The Appellant's case provides the factual support to show why her/his grievance should be remedied and may include any or all of the following:

- Appellant's oral testimony
- Oral testimony of Appellant's witnesses
- Documents or other written evidence in support of this testimony.

The Respondent then presents his/her case, beginning with an opening statement that contains a brief reply to the Appellant's claims and the main arguments justifying the action or decision being appealed. The Respondent's case provides the factual support to defend the action or decision being appealed and may include any or all of the following:

- Respondent's oral testimony.
- Oral testimony of Respondent's witnesses.
- Documents or other written evidence in support of his/her testimony.

Questioning of the parties and their witnesses normally occurs at the close of each person's testimony. The Appeals Committee members may question either party and their witnesses.

The Committee may request that it be provided with further information other than that supplied initially by the appellant or respondent. The Committee may call its own witnesses or require the production of written or documentary evidence in addition to that provided by the parties to the appeal, and the power to rule on the admissibility of evidence. Parties to the appeal shall have access to all written or documentary evidence presented to the Committee. Witnesses generally are present in the hearing room only during the time they are giving information. If, after the exchange of "appeal package" a party requires witnesses in addition to those named on the Appellant's or Respondent's list, the party must so inform the Committee and the other party prior to the appeal hearing.

At the hearing, subject to the rulings of the Committee, the following procedure should be followed:

- a. The Appellant may make an opening statement
- b. The Appellant may call and examine such witnesses as the Appellant sees fit
- c. The Respondent may ask questions of the Appellant's witnesses (including the Appellant), in order to clarify the verbal and written information presented to the Committee
- d. Appeals Committee members may ask questions of the Appellant's witnesses
- e. The Respondent may make an opening statement
- f. The Respondent may call and examine such witnesses as the Respondent sees fit
- g. The Appellant may ask questions of the Respondent's witnesses (including the Respondent), in order to clarify the verbal and written information presented to the Committee
- h. Appeals Committee members may ask questions of the Respondent's witnesses
- i. The Appellant may make a closing statement
- j. The Respondent may make a closing statement
- k. The Appellant may respond to any matters arising out of the Respondent's statement to which the Appellant has not yet spoken

### Procedures After the Appeal Hearing

The Committee will move to a closed session to make a decision on the appeal according to a majority vote. No new information may be introduced at this session. All members present will be bound by the requirement of confidentiality.

The Committee shall arrive at a decision by majority vote. The Committee's decision and supporting reasons should be communicated in writing to the appellant and respondent within five (5) working days of the appeal decision. In the case of a minority vote, the minority may if it wishes give reasons for its dissent. In the event of a tie vote, the decision shall be granted in favor of the student.

After the decision is rendered, the Chairperson of the Appeals Committee will:

- a. Collect all pertinent and confidential information, relating to the appeal, from committee members; keep one copy for the file and shred the other copies
- b. Deliver or mail the written appeal decision to the appellant, respondent, and Registrar. (A copy of the decision, including any recommendations, shall be given to the President.)
- c. Make sure a copy of the appeal decision is put into the numbered file along with any other supporting documentation resulting from the appeal hearing
- d. Inform the Registrar that the appeal process has been concluded and give the numbered file to the Registrar for filing

## Accommodations and Services for Students with Disabilities

### Learning Assistance Centre – Support Services for Students With Disabilities

Whenever a student requires special accommodations/services because of a disability or chronic condition, the Learning Assistance Centre-Special Education Services Coordinator will work with all relevant Yukon College personnel to address the

student's needs. More specifically, the Coordinator will:

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

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

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

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

### Applicants and Students with Disabilities

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

The applicant or student with a disability must initiate contact with the Learning Assistance Centre – (Support) Services for Students with Disabilities to request accommodation/services, provide documentation as required, and authorize the Coordinator 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 semester prior to registration.

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

# Course descriptions

## **ACCT 101 (45/0)**

### **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 (45/0)**

### **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:** ACCT 101

## **ACCT 120 (3 credits)**

### **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, combination journals and special journals; posting to general ledger, accounts receivable and payable ledgers; eight-column worksheets; adjusting and closing entries, and preparing financial statements.

## **ACCT 220 (1.5 credits)**

### **Intermediate Accounting**

This intermediate course covers partnership and corporation accounting, departmental accounting, payroll, general accounting adjustments, inventory control, and analysis of financial statements.

**Prerequisite:** ACCT 120.

## **ACCT 202 (45/0)**

### **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 (45/0)**

### **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.

**Prerequisites:** ACCT 101 & ACCT 102, or ACCT 202, or consent of the division.

## **ACCT 205 (45/0)**

### **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:** ACCT 204.

## **ACCT 209 (45/0)**

### **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.

**Prerequisites:** ACCT 101 & ACCT 102, or ACCT 202

## **ACCT 210 (45/0)**

### **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:** 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.

**Prerequisite(s):** Admission to Applied Arts

## **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 an ANTH 101L, the mandatory lab component of this course.

**Prerequisite(s):** Admission to Applied Arts

## **ANTH 102 (3)**

### **Survey of World Prehistory**

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

**Prerequisite(s):** First year standing in the Applied Arts.

## **ANTH 103 (3/3)**

### **Introduction to Anthropological Archaeology**

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

**Prerequisite(s):** Admission to Applied Arts

## **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 skeletonized remains.

**Prerequisite(s):** Second year standing in Applied Arts or permission of the instructor. 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):** Second year standing in Applied Arts & ANTH 100.

**ANTH 221 (3/0)**

## Subarctic Archaeology

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

**Prerequisite(s):** Second year standing in Applied Arts. 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):** Second year standing in Applied Arts. 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 Applied Arts. ANTH 100 and ANTH 103 are recommended.

**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 or equivalent.

**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.

**Prerequisite(s):** Admission to Applied Arts.

**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

**BCS (Bachelor of Circumpolar Studies)**

Offered in cooperation with the University of the Arctic. See NOST descriptions.

**BEd (Bachelor of Education (YNTEP))**

This Program is offered in cooperation with the University of Regina. Information about courses can be found in the University of Regina Calendar or on the UR web site: [www.uregina.ca](http://www.uregina.ca)

**BSW (Bachelor of Social Work)**

Offered in cooperation with the University of Regina. See SW 200 description in this listing. All other course descriptions for the program can be found in the University of Regina Calendar or on the UR web site [www.uregina.ca](http://www.uregina.ca)

**BIOL 050**

## 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 is ENGL 050.**

**BIOL 060**

## 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.

**Prerequisites:** SCIENCE 040, BIOLOGY 050, Biology 11 or permission of instructor. **Co-requisite is ENGL 050.**

**BIOL 101 (3/3)**

## Principles of Biology I

An introductory 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. Students must also register in BIOL 101L, the mandatory lab component of this course.

**Prerequisite(s):** Admission to Applied Arts.

**BIOL 102 (3/3)**

## Principles of Biology II

This course continues to emphasize principles of wide application to all living organisms, including cell structure and function, the mechanism of inheritance, evolution, and adaptation to the environment. Students must also register in BIOL 102L, the mandatory lab component of this course.

**Prerequisite(s):** BIOL 101.

**BIOL 210 (3/2)**

## Introduction to Northern Botany

Introduces the fundamentals of plant biology and anatomy and instructs students in the tools and techniques used in plant classification within the context of the Yukon flora. Students must also register in BIOL 210L, the mandatory lab component of this course.

**Prerequisite(s):** Introductory Biology (100 level) or permission of instructor.

**BIOL 220 (3/2)**

## Ecology

Introduces the science of ecology by focusing on the interrelations between individual organisms, their populations and communities.

**Prerequisite(s):** BIOL 101 and 102.

**BIOL 225 (3/0)**

## Ornithology: Introduction to the Biology of Birds

This course explores the evolution of birds and adaptations, current research and issues in avian ecology and conservation, field research methods in avian biology and identification of birds by sight and sound, with an emphasis on species found in the Yukon.

**Prerequisite(s):** BIOL 101 and 102 or equivalent; or permission of the instructor.



**BIOL 230 (3/0)****Conservation Biology**

This course introduces students to the study of biological diversity including a discussion of current problems and issues, and possible solutions.

**Prerequisite(s): BIOL 101 and 102 or equivalent.**

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

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(s): Second-year standing in Applied Arts.**

**BSW (Bachelor of Social Work Program)**

This Program is offered in cooperation with the University of Regina. See SW 200 description in this listing. All other course descriptions for the program can be found in the University of Regina Calendar or on the UR web site: [www.uregina.ca](http://www.uregina.ca)

**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 (45/0)****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 (60/0)****Statistics I**

This course deals with the use of probability and statistics in collecting, organizing, analyzing, interpreting and presenting large masses of quantitative data. Topics covered include measures of central tendency and dispersion; discrete and continuous probability distributions; the standard

normal distribution; sampling and statistical estimation; and hypothesis testing.

**BUS 132 (45/0)****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 (21/0)****Microcomputer Applications 1, 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 (21/0)****Microcomputer Applications 2, 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 (21/0)****Microcomputer Applications 3, 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 (21/0)****Microcomputer Applications 4, 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: BUS 174.**

**BUS 201 (45/0)****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: POLI 200, or consent of the division.**

**BUS 202 (45/0)****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.

**Prerequisites: ACCT 202 & BUS 132, or consent of the division.**

**BUS 203 (45/0)****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.

**Prerequisites: ACCT 101 & ACCT 202, or ACCT 120, or consent of the division.**

**BUS 232 (45/0)****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, web site 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: BUS 132, or consent of the division.**

**BUS 240 (45/0)**

## 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:** BUS 132, or consent of the division.

**BUS 241 (45/0)**

## 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:** BUS 132, or consent of the division.

**BUS 242 (45/0)**

## 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.

**Prerequisites:** BUS 111 & BUS 132, or consent of the division.

**BUS 260 (45/0)**

## 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.

**Prerequisites:** ACCT 101 & ACCT 102, or ACCT 202.

**BUS 261 (45/0)**

## 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:** BUS 260.

**BUS 262 (45/0)**

## 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.

**Prerequisites:** ACCT 101 & ACCT 102, or ACCT 202, or consent of the division.

**BUS 270 (45/0)**

## Business Policy

This is a capstone course that will normally be taken by full-time students during their final academic term. 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:** Second year status in the Business Administration Program, or consent of the division.

**BUS 280 (45/0)**

## 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 (45/0)**

## 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 (45/0)**

## 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 focuses 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 (45/0)**

## Organizational Behavior

This course is designed to provide an overview of organizations and management from the behavioral 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 behavioral point of view; the development of organizational behavior 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 (45/0)**

## 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: BUS 303, or consent of the division**

### **BUS 307 (45/0)**

#### Statistics II

This course is designed to familiarize students with various statistical tools and techniques, which can be used to improve decision-making ability. Some of the topics of discussion are non-parametric hypothesis testing; analysis of variance, regression and correlation; time series analysis; decision-making under uncertainty; and statistical quality control.

**Prerequisite: BUS 111, or consent of the division.**

### **BUS 311 (45/0)**

#### 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 (45/0)**

#### 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 either a job suitable for college evaluation, a consulting project, or an independent study project.

### **BUSC 100 (3 credits)**

#### 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 credits)**

#### 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 mailable copy.

**Prerequisite: BUSC 100.**

### **BUSM 100 (1.5 credits)**

#### Business Math

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

### **CHEM 050**

#### 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, and titration. Includes seven laboratory sessions.

**Co-requisites: MATH 11 with algebra or MATH 050.**

### **CHEM 060**

#### 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.

**Prerequisites: Minimum grade of B- in CHEM 050 or equivalent.**

### **CHEM 110 (3/3)**

#### The Structure of Matter

This is a study of atomic structure and chemical bonding, gases and solids. Carbon and biochemistry are also introduced. Successful completion of CHEM 110/111 will satisfy requirements for 6 credits of first year chemistry in the science and engineering degree programs at most Canadian and US universities. Students must also register in CHEM 110L and CHEM 110T, the mandatory lab and tutorial components of this course.

**Prerequisite(s): Admission to Applied Arts, CHEM 11. CHEM 12 is recommended. MATH 12 is a co-requisite.**

### **CHEM 111 (3/3)**

#### Chemical Energetics and Dynamics

More principles of chemistry with an emphasis on physical chemistry: atomic nucleus, equilibrium, kinetics, entropy and enthalpy. Successful completion of CHEM

110/111 will satisfy requirements for 6 credits of first year chemistry in the science and engineering degree programs at most Canadian and US universities. Students must also register in CHEM 111L and CHEM 111T, the mandatory lab and tutorial components of this course.

**Prerequisite(s): CHEM 110, MATH 12**

### **CL 100 (1.5 credits)**

#### 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 and the Windows operating system. A variety of topics will be covered—with emphasis on the Windows operating system and file management.

### **COMM 040**

#### Communication at Work

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

**Prerequisite: Suitable score on writing assessment**

### **COMM 192 (45/0)**

#### Business Communications

This course introduces students to the basic concepts of communication theory with emphasis on memo and letter writing, business reports, making oral presentations to groups, participating in and chairing meetings, and the job application package.

### **COMP ST 040**

#### 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 ST 042**

## 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 2000.

**COMP ST 050**

## Computer Fundamentals

In this course, students will work more in-depth with Windows basics, File Management, Word 2000, Internet operations, electronic mail, Web page development, image editing, Excel 2000 basics and PowerPoint 2000 presentation graphics program. Students are expected to also work to improve keyboarding accuracy and speed.

**CPSC 100 (2/2)**

## Computers and Information Processing

The aim of CPSC 100 is to use particular software products in the study of computing applications in general, with the practical purpose of empowering students to become independent computer users. Students must also register in CPSC 100L, the mandatory lab component of this course.

**Prerequisite(s): Admission to Applied Arts or permission of the instructor. Students should have enough experience using computers that they are comfortable using a keyboard, mouse, Windows and browsing the web.**

**CPSC 114 (3/1)**

## Principles of Computer Programming I

A rigorous introduction to computer science and practical introduction to programming using the language C++. Students must also register in CPSC 114L, the mandatory lab component of this course.

**Prerequisite(s): Admission to Applied Arts.**

**CPSC 116 (3/1)**

## Principles of Computer Programming II

This course introduces the design and analysis of data structures and algorithms by implementing, analyzing and comparing alternative implementations of a variety of abstract data types using the language C++. Students must also register in CPSC 116L, the mandatory lab component of this course.

**Prerequisite(s): CPSC 114 or equivalent.**

**CPSC 126 (3/0)**

## Object Oriented Programming

A first course in object oriented programming using the C++ language.

**Prerequisite(s): Admission to Applied Arts.**

**CPSC 128 (3/1)**

## Object Oriented Programming

CPSC 128 introduces students to the design and implementation of object-oriented software. 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 are covered.

**Prerequisite(s): Comp 118 or Comp 101 or permission of the instructor.**

**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.

**Prerequisite(s): Admission to a university transfer program.**

**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): Admission to Applied Arts. 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): Admission to Arts Science. SOCI 100 is strongly recommended.**

**CRIM 121 (3/0)**

## Community Problem Solving

Examines theoretical and practical approaches to problem solving and conflict resolution in a community context.

**Prerequisite(s): Admission to Applied Arts. 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.

**Prerequisite(s): Admission to Applied Arts.**

**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.

**Prerequisite(s): Admission to Applied Arts.**

**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 103 and CRIM 104 are recommended.**

**CRIM 213 (3/0)**

## Woman, 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): Admission to Applied Arts and the successful completion of CRIM 101 or 104 or SOCI 100 or WSTD 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 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): Admission to Applied Arts. CRIM 131 is strongly recommended.**

**CRIT 040**

Critical Issues 040

Students will examine current issues in a variety of disciplines. They will read, respond and reflect how these issues impact their lives and future work.

**CRWR 201 (3/0)**

Writing Fiction and Poetry

Introduces beginning writers to the writing of short fiction, poetry, and short plays. Emphasis is on the development and strengthening of craft, the development of the skills necessary to critique one's own and other's work, and the exploration of voice.

**Prerequisite(s): Admission to Applied Arts. Six credits of first-year composition and/or literature or permission of the instructor.**

**CRWR 202 (3)**

Introduction to Creative Writing II

Introduces beginning writers to the writing of short fiction and poetry. The study and development of craft, the exploration of voice, and the acquisition of critiquing skills are emphasized.

**Prerequisite(s): Admission to Applied Arts. Six credits of first year composition and/or literature or permission of the instructor.**

**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 202, or permission of the instructor.**

**CRWR 242 (3/0)**

Creative Non-fiction Workshop: Telling our Stories: The Arts 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, CRWR 201, 202, or 241, or permission of the instructor.**

**CRWR 243 (3/0)**

Writing Drama

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

**Prerequisite(s): Six credits of university level composition and/or literature, CRWR 201, 202, or 241, or permission of the instructor.**

**CRWR 244 (3/0)**

Introduction to Novel Writing Workshop I  
Different than the Fiction Workshop, which concentrates on teaching students how to write shorter fiction, this course assists writers in writing longer works of fiction – the novella or a novel. Students closely examine two novels/novellas – one usually a popular novel and the other a literary novel – to discover techniques writers use when plotting longer stories. As part of class, students may also participate in the National Novel Writing Month held in November.

**Prerequisite(s): Admission to a university transfer program.**

**CSW 001 (15/0/0)**

Applied Suicide Intervention Skills Training

This course will look at attitudes about suicide, general statistics on suicide, signs and symptoms of suicidal behaviour, intervention methods, and resources available for working

with high risk suicidal clients.

**CSW 002 (15/0/0)**

Handling Medications

This course is delivered by a pharmacist and prepares the students to assist clients with their medications. Students will look at the various dispensing methods and the safety measures involved in carrying out this job requirement.

**CSW 101 (0/0/15)**

Integration Seminar I

This course is designed to help the students process the work practicum experience. The class is an opportunity to identify the challenges and rewards of a Community Support Worker and to gain a greater understanding of the skills, qualities and competencies necessary to work in the field. Through group discussion and reflective sharing, the students will be able to gain greater personal awareness and professional self-development.

**CSW 102 (0/0/40)**

Field Placement I: Children/Youth

Work Experience will include supervised practice of support skills in a community setting that involves programs with children and youth.

**CSW 103 (45/0/0)**

Introduction to Addictions

This foundational course provides an overview of the effects of alcohol and drug use in society. It helps prepare support workers to understand people struggling with or affected by substance misuse or addiction. Topics that will be covered include: historical perspectives on drug use, factors that influence drug/alcohol patterns, effects of drug/alcohol abuse, process of addiction, overview of prevention and treatment strategies and harm reduction. Practical ideas and techniques for aiding clients through the stages of change will be examined.

**CSW 104 (45/0/0)**

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 Nation perspective will be used to teach techniques to establish a reclaiming environment for youth at risk.

### **CSW 105 (45/0/0)**

#### **Management Skills for Support Workers**

This course explores various cognitive, physical and social disabilities. From an understanding of basic needs common to us all, disabilities will be looked at as presenting barriers to the fulfillment of these needs – a challenge for the individual and for the community. Historical care practices and attitudes towards persons with disabilities will be examined leading to the development of the current inclusive practice of the recognition of differences and the sharing of strengths for the benefit of the whole community. Sources of current information and effective support are explored with respect to various challenging conditions.

### **CSW 106 (45/0/0)**

#### **Challenging Conditions**

This course explores the history and attitudes towards adults with disabilities, including the traditional care practices of First Nations. Students will research some of the causes of developmental challenges and learn problem solving and behaviour management strategies that promote growth and empowerment of individuals with these challenging conditions.

### **CSW 107 (45/0/0)**

#### **Person-Centered Planning**

This course focuses on the need for planning, advantages and disadvantages of planning and the key elements of the planning process. The course examines how to identify and obtain information relevant to planning, formulation of long and short-term objectives, prioritization of objectives and translating objectives into a training program. Emphasis is placed on viewing planning as a dynamic process and analysis of human interaction as part of the planning process. Models for structuring positive interaction of all planning team members are reviewed.

### **CSW 111 (0/0/15)**

#### **Integration Seminar II**

This course is designed to help the students process the work practicum experience. The class is an opportunity to identify the challenges and rewards of a Community Support Worker and to gain a greater understanding of the skills, qualities and competencies necessary to work in the field. Through group discussion and reflective

sharing, the students will be able to gain greater personal awareness and professional self-development.

### **CSW 112 (0/0/40)**

#### **Field Placement II: Adults**

This work experience will include supervised practice of support skills in a community setting that involves adult programs.

### **CSW 121 (0/0/15)**

#### **Integration Seminar III**

This course is designed to help the students process the work practicum experience. The class is an opportunity to identify the challenges and rewards of a Community Support Worker and to gain a greater understanding of the skills, qualities and competencies necessary to work in the field. Through group discussion and reflective sharing, the students will be able to gain greater personal awareness and professional self-development.

### **CSW 122 (0/0/160)**

#### **Field Placement III**

This field placement will require students to work in one community or residential setting for an extended period of time (4 weeks). Students are expected to apply knowledge and skills acquired throughout the program to their work placement setting. Integration seminars will be scheduled to assist students with the learning and practical experience. Prerequisite(s): **Students must have completed all program courses.**

### **CULA 101**

#### **Safety, Sanitation & 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**

#### **Basic Food Service Skills & 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**

#### **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**

#### **Baking & 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**

#### **Egg & 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, 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**

#### **Vegetable & 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**

#### **Meat & 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**

#### **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**

#### **Stocks, Sauces & 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**

#### **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**

#### **Elementary Kitchen Management & 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**

#### **Stocks, Sauces & 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**

#### **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**

#### **Meat Poultry & 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**

#### **Vegetables & 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, color coordination, preparation, and industry standards for production time.

### **CULA 126**

#### **Meat, Poultry & 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**

#### **Baking & 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**

#### **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**

#### **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.

### **ECO 100 (45/0)**

#### **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.

### **ECO 101 (45/0)**

#### **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. Topics include economic indicators, the Canadian banking system, inflation, unemployment, monetary and fiscal policy, economic growth, and international trade.

### **ECD 106 (60/0/0)**

#### **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****Orientation to Child Care**

This 60-hour 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 focuses 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 (45/0/0)****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 109 (30/0/0)****Practical Application of Language Acquisition**

This course provides students with the information they need to enable children to learn to communicate well in a variety of settings. Students will learn how to create child-centered environments that facilitate social, creative and intellectual development.

**ECD 110 (30/0/0)****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 (60/0/0)****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 (30/30/0)****Introduction to Early Childhood**

This course focuses 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 (0/0/240)****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 semester. 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 (0/15/0)****Integration Seminar I**

This seminar provides a bi-weekly session with the student's college coordinator 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 (30/0/0)****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****Human Growth & 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 (60/0/0)****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 (0/0/240)****Field Placement II**

Students are placed in cooperating 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 (0/15/0)****Integration Seminar II**

This seminar provides a bi-weekly session with the student's college coordinator 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 (30/0/0)****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 (45/0/0)****Science Areas and Young Children**

This course focuses 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 or permission of instructor.**

**ECD 211 (45/0/0)****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, cooperative 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 or permission of instructor.**

**ECD 212 (45/0/0)****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 program or permission of instructor.**

**ECD 213 (0/0/240)****Field Placement III**

Students are placed in cooperating 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 the 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 trimesters. Students are also encouraged to evaluate themselves in terms of strengths and weaknesses.

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

**ECD 214 (0/15/0)****Integration Seminar III**

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

**Co-requisite(s): ECD 213.**

**ECD 215****Interpersonal Communication**

This course will focus on the principles and skills of effective communication in both personal and professional relationships. Emphasis will be placed on increasing awareness of self and others, providing skills for effective self-disclosure, attentive listening, assertive communication and conflict resolution; all which help enhance a sense of positive self esteem in self and others. The focus will be on interactions in meaningful relationships within families, friendships as well as with children, partners and co-workers.

**ECD 222****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 (0/0/240)****Field Placement IV**

Students are placed in cooperating community agencies in a variety of early childhood settings such as day care centers, family day homes, kindergartens, hospital pediatric wards, 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 213 and ECD 214. Students should be enrolled in 4th term classes.**

**ECD 224 (0/15/0)****Integration Seminar IV**

This seminar provides a bi-weekly session with the student's college coordinator 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 (30/0/0)****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.**

**ECON 260 (3/0)****Environmental Economics**

This course introduces the concepts and analytical methods used in the field of environmental economics. Micro-economic 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): Admission to Division of Applied Arts. Economics 100 or permission of the instructor.**

**EDUC 120****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 (LPI) test.**

**EDUC 121**

## 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.

**Prerequisite(s): Admission to a university transfer program.**

**EDUC 220 (3)**

## 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.

**Prerequisite(s): Admission to a university transfer program.**

**EDUC 221 (3)**

## 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.

**Prerequisite(s): Admission to Applied Arts**

**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 video conferencing and live meetings.

**Prerequisite(s): Admission to a university transfer program.**

**ENGL 040**

## 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: Suitable score on writing**

**assessment.**

**ENGL 050**

## College Writing Skills

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

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

**ENGL 060**

## Introduction to Literature

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

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

**ENGL 090**

## Bridging English for University

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

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

**ENGL 100 (3/0)**

## English Composition and Critical Thinking

This course introduces students to critical reading and thinking as well as university-level writing through the study and application of the principles of university-level discourse. In addition to its regular class time, English 100 involves a mandatory, one-hour computer lab every week; the lab time allows students to address writing problems and develop works-in-progress under close supervision.

**Prerequisite(s): Admission to university-level programming and an acceptable score on the Language Proficiency Index (LPI) test.**

**ENGL 101 (3/0)**

## Introduction to 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): Three credits of first-year English composition (e.g., ENGL 100).**

**ENGL 120**

## 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.

**Prerequisites: Admission to SOVA**

**ENGL 121**

## Art Words

This course focuses 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.

**Prerequisites: Admission to SOVA and English 120**

**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): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101), or permission of the instructor.**

**ENGL 205 (3/0)**

## Literature and 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): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101), or permission of the instructor.**

**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): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101), or permission of the instructor.**

**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): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101), or permission of the instructor.**

**ENGL 230 (3/0)**

## First Nations Literature in English

This course examines the English-language writing of North American First Nations, from traditional oral narratives to contemporary works of fiction, poetry and drama.

**Prerequisite(s): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101), or permission of the instructor.**

**ENVS 040**

## Northern Contaminants and Wildlife

This course has been developed in collaboration with Canada's Northern Contaminants Program (NCP) and will be of interest to all northerners, but especially anyone interested in fisheries, wildlife, land and resource management. Students will learn of the major 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 wildlife and the people who depend on them.

**ENVS 041**

## Northern Contaminants and Community Health

This course has been developed in collaboration with Canada's Northern Contaminants Program (NCP) and is complementary to ENVS 040. It covers the same material in less depth and focuses more on impacts of northern contaminants on human health. The course is relevant for all northerners, but particularly those interested in working in the health field. The importance of country 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 in northern ecosystems

**ENVS 100 (3/2)**

## Introduction to Environmental Science I

The basic concepts in ecology and chemistry are explained and it is shown how these concepts can help us understand several of the critical problems facing our world. Students must also register in ENVS 100L, the mandatory lab component of this course.

**Prerequisite(s): Admission to Applied Arts.**

**ENVS 101 (3/0)**

## Introduction to Environmental Science II

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

**Prerequisite(s): 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 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 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.

**Prerequisite(s): Admissions to 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 presently involved in, eco-tourism adventure travel or related fields.

**Prerequisite(s): Admission to Applied Arts**

**ESL 050**

## 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 ESL offers students instruction and practice in reading, composition and academic study. Advanced Level ESL is offered 7.5 hours per week.

**Prerequisite: 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/CPR**

## Standard First Aid and CPR

Current certification in first aid and cardio-pulmonary 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



**FIELD 100 (3 credits)****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:** 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 persuasive in our society. Students explore and study the medium by developing critical inquiry skills of theorists, scholars, film-makers, 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.

**Prerequisite(s):** Admission to in a university transfer program.

**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.

**Prerequisite(s):** Admission to in a university transfer program.

**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)

**Prerequisite(s):** Admission to Applied Arts

**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 or permission of the instructor.

**FNST 100 (3)****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 Nation self-determination.

**Prerequisite(s):** Admission to First year Applied Arts or the Native Teacher Education Program.

**FREN 110****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.

**Prerequisite(s):** Admission to Applied Arts.

**FREN 111****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 or permission of the instructor.

**GEN 040****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:** A minimum score of 68 on the DRP (G-2), or a minimum score of 24 on the Reading Comprehension section of the College Placement test.

**GEOG 101 (3/2)****Introduction to Physical Geography I**

Introduces the basic physical principles and processes that govern climate: landform, vegetation, and soil systems, and natural and human-induced changes in environmental systems through time. Students must also register in GEOG 101L, the mandatory lab component of this course.

**Prerequisite(s):** Admission to Applied Arts

**GEOG 102 (3/2)****Introduction to Physical Geography II**

This course introduces the physical environment. Topics include the basic physical principles and processes that govern climate-landform-vegetation-soil systems on the surface of the earth and natural and man-induced changes in environmental systems through time. Students must also register in GEOG 102L, the mandatory lab component of this course.

**Prerequisite(s):** Admission to Applied Arts. GEOG 101 recommended.

**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 encourages students to cultivate their "geographic imaginations," and realize the importance of geographic knowledge today.

**Prerequisite(s):** Admission to Applied Arts.

**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):** Second year standing in Applied Arts

**GEOG 250 (3/3)****Introduction to GIS**

Introduces the fundamental theories and concepts of Geographic Information Systems (GIS). Content includes data input, storage and editing, spatial data structures, analytical functions of a GIS, data output, management of GIS, and applications of GIS. Students must also register in GEOG 250L, the mandatory lab component of this course.

**Prerequisite(s):** Admission to Applied Arts. Also course work in physical geographic cartography and excellent computer skills, or by permission of the Instructor.

**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 socio-economic systems.

**Prerequisite(s):** Second-year standing in Applied Arts or permission of the instructor or a Yukon College program advisor.

### **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.

**Prerequisite(s):** Admission to Applied Arts

### **GERM 101 (3/2)**

Beginning German II

A continuation of German 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):** Admission to Applied Arts. German 100 or permission of the instructor.

### **GIS 001**

Exploring Arc-View GIS level 1

Students learn how to use the Data View and Layout View of an ArcGIS map document to solve real-world problems with Yukon data. Students must also register in GIS 001L, the mandatory lab component of this course.

**Prerequisite(s):** Good competency with PCs, particularly with the Windows operating environment and some familiarity with spatial data. This is an introductory course designed for those who have limited or no previous experience with GIS.

### **GSTD 120 (3/0)**

Introductory to Human Sexuality

Presents a broad overview of the study of human sexuality. Students develop an understanding of and appreciation for sexual attitudes, beliefs, and behaviors within and across cultures.

**Prerequisite(s):** Admission to Applied Arts

### **HHS 102 (45/0/0)**

Wellness

This course is required for the Home Support Worker/Nursing Home Attendant, Community Support Worker, and Practical Nursing Programs.

This course focuses on wellness as a lifelong process facilitated by self-awareness, self-care and interactions with others. Issues include culture, gender, economics, politics, lifestyle, environment, physical, emotional, and spiritual factors as they affect health.

### **HHS 103 (45/0/0)**

Role of the Paraprofessional

This course is required for the Home Support Worker/Nursing Home Attendant, and Community Support Worker.

This course focuses on personal and professional values and issues related to practice and relationships with client, coworkers, and employers in the health and human services field. Ethical and legal principles will be explored in various contexts and related to the practice setting.

### **HHS 104 (30/0/0)**

Caring

This course is required for the Home Support Worker/Nursing Home Attendant. This is a preparatory course in the transformation of attitudes that manifest caring. Qualities of caring that can be learned include commitment, willingness to change, caring about the whole, empowerment of others, creative conflict and choosing a care vision.

### **HHS 105 (45/15/0)**

Personal Care Skills

This course is required for the Home Support Worker/Nursing Home Attendant program. Assistance with daily living activities is the most common health challenge. Guided instruction will include providing personal care that assists an individual in meeting his/her needs for comfort, hygiene, mobility, nutrition, and elimination. Emphasis will be on promoting positive mental health, optimal physical health, safety, and maximum independence.

### **HHS 106 (45/40/0)**

Health & Healing: Body Structure and Function

This course is required for the Home Support Worker/Nursing Home Attendant program. This course provides the theoretical framework for home support worker/nursing home attendant practice which includes the

understanding of concepts and principles related to a caring philosophy, human needs throughout a lifespan, body structure and function, health and healing, challenges to health and healing and approaches to caregiver practice which promote health and healing.

### **HHS 107 (/0/0/90)**

Practicum: Intermediate Care

This course is required for the Home Support Worker/Nursing Home Attendant program. This course is a supervised practice of personal care skills, communication and work habits in an intermediate care setting.

### **HHS 108 (30/0/0)**

Theory: Home Support

This course is required for the Home Support Worker/Nursing Home Attendant program. This course focuses on home management skills to assist clients in their home setting. Skills in infant and child care adapted to home will also be briefly reviewed.

### **HHS 109 (0/0/90)**

Practicum: Extended Care

This course is required for the Home Support Worker/Nursing Home Attendant program. Supervised practice of personal care skills, communication and work responsibility in an extended care setting.

### **HHS 110 (30/0/0)**

Caring for the Mentally Fragile: Theory

This course is required for the Home Support Worker/Nursing Home Attendant program. This course focuses on the common disorders of the mentally fragile and emphasizes the approach to care and special techniques required to improve quality of life.

### **HHS 111 (0/0/50)**

Practicum: Home Support

This course is required for the Home Support Worker/Nursing Home Attendant program. This is a 50-hour practicum. Students will participate in supervised practice of home support skills in a home setting.

### **HHS 112 (0/0/90)**

Practicum: Care of the Mentally Fragile

This course is required for the Home Support Worker/Nursing Home Attendant program. In this 90-hour practicum students will work under supervision with clients who are mentally fragile. Experiences may be in a Special Care Unit or a residence or program for adults with mental disabilities.

**HIST 120 (3/0)**

## European History I

Surveys the development of Europe from the Renaissance to the Age of Reason. Attention is given to political, economic and military affairs, and cultural and intellectual development in Europe.

**Prerequisite(s): Admission to Applied Arts**

**HIST 121 (3/0)**

## European History II

Surveys the development of Europe from the French Revolution to the Cold War. Attention is given to political, economic and military affairs, and cultural and intellectual developments in Europe.

**Prerequisite(s): Admission to Applied Arts**

**HIST 135 (3/0)**

## Canadian History to 1867

This course provides an overview of the history of Canada from the French regime to Confederation.

**Prerequisite(s): Admission to Applied Arts**

**HIST 136 (3/0)**

## Canadian History: Confederation to the Present

The course provides an overview of the history of Canada from Confederation to the Quebec Referendum of 1980.

**Prerequisite(s): Admission to Applied Arts**

**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 Americans reacted to the challenges and opportunities presented by the coming of the Europeans.

**Prerequisite(s): Admission to Applied Arts and a minimum of three credits first-year history.**

**HIST 202 (3/0)**

## Colonialism in the Americas II

Examines the colonialist experience in Central and South America. The course focuses on European reactions to the challenges and opportunities presented by the New World and Americans reactions to the coming of the Europeans.

**Prerequisite(s): Admission to Applied Arts and a minimum of three credits first-year history.**

**HIST 218 (3/0)**

## Women in Industrial Europe; 1750 to 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 labor movement, women's contributions to the sciences, the arts, literature and philosophy, and women's leadership in the 20<sup>th</sup> century social revolutions including the sexual revolution and peace movements.

**Prerequisite(s): Second year standing in a university transfer program.**

**HIST 220 (3/0)**

## History of the Canadian North

This course explores the character of Indigenous and Euro-Canadian cultures and the nature of the inter-change between them. Consideration is given to meaning-making through oral and written traditions, and narratives of the past. Topics such as fur trade, the Klondike Gold Rush, Resource Extraction Enterprises, Military Adventures, Economic Development, and Natural Resource Management Readings, will be explored through discussion and films.

**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 Natives and non-Natives.

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

**HIST 237 (3/0)**

## Politics of the Union &amp; 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 HIS 136 or permission of the instructor.**

**HIST 240 (3/0)**

## History of the United States

This course surveys American History from the period of exploration, first contact with native people, 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 121 or HIST 135 and 136, or permission of the instructor.**

**HIST 241 (3/0)**

## History of the United States from 1877

A survey of American History from the Gilded Age, 1869 to 1896; industrialization, unionization, urbanization, agrarian revolt and American expansion from the middle to the end of the century including World Wars I/II, roaring twenties, stormy sixties, etc..

**Prerequisite(s): HIST 120 and 121 or HIST 135 and 136, or permission of the instructor.**

**JOUR 101 (3/0)**

## Introduction to Journalism

The practice and consumption of journalism is a multi-faceted area of study. In Journalism 101, students are offered 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.

**Prerequisite(s): Admission to a university transfer program.**

**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 invention of the Internet – as well as the impact news and technology has 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.

**Prerequisite(s): Admission to a university transfer program.**

**JS 100 (1.5 credits)**

## Job Search 100

This course covers basic skills involved with finding and securing employment. The topics all relate to job-search strategies: networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour services.

**Prerequisite: BUSC 200, OP 100.**

**KEY 100 (1 credit)****Beginning Keyboarding**

This course focuses 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**

An introduction to the physiology of the human body. Students examine how the body meets changing demands while maintaining the internal constancy necessary for all cells and organs to function.

**Prerequisite(s): Admission to Applied Arts**

**KINE 141 (3/0)****Introduction to Sport Science**

Provides an overview of sport sciences. A brief introduction to sport history, sport sociology, and sport philosophy will precede a more in-depth study of exercise physiology and sport psychology.

**Prerequisite(s): Admission to Applied Arts**

**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/lab exercises within the designated times.

**Prerequisite(s): Admission to a university transfer 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.

**Prerequisite(s): Admission to Applied Arts**

**MATH 030****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****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: B- in Math 030 or suitable scores on the placement test.**

**MATH 050****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: Minimum grade of B- in MATH 040 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.

**MATH 060****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: Minimum grade of 65% in Math 11 with algebra or MATH 050 or suitable scores on the placement test.**

**MATH 070****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: Minimum grade of B- in MATH 060 or 65% in Math 12.**

**MATH 100 (3/2)****Single Variable Calculus I**

A first course in calculus. Topics include limits, continuity and derivatives of elementary, trigonometric, logarithmic and exponential functions and applications of the derivative in solving problems as well as graphing. Also covered are the Mean Value Theorem and L'Hopital's Rules. Students must also register in MATH 100T, the mandatory tutorial for this course.

**Prerequisite(s): Admission to Applied Arts and 75% in MATH 12 or MATH 060/070.**

**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, the application of integrals to find volumes and arc lengths, improper integrals, infinite series, polar coordinates, parametric equations and differential equations. Students must also register in MATH 101T, the mandatory tutorial for this course.

**Prerequisite(s): MATH 100**

**MATH 105 (3/0)****Introductory Statistics**

A first course in statistics. Topics include descriptive statistics; correlation and regression; probability; chance variability; sampling; tests of significance including t-test. A good knowledge of high school algebra is critical. Students must also register in MATH 105T, the mandatory tutorial for this course.

**Prerequisite(s): Admission to Applied Arts, MATH 11, MATH 12 or MATH 130 is strongly recommended.**

**MATH 130 (3/0)****Finite Mathematics**

Primarily for on-science students who wish to have some exposure the mathematical thinking. Recommended for students planning to take MATH 105: Introductory Statistics. Students must also register in MATH 130T, the mandatory tutorial for this course.

**Prerequisite(s): Mathematics 11 or MATH 050**

**MICRO 100 (1.5 credits)**

## Introduction to Excel

This course provides an introduction to the concepts of electronic spread sheeting. Students will be able to create, edit, format, and print worksheets and charts, and create, edit, and sort databases.

**Prerequisite:** CL 100.

**MICRO 105 (1.5 credits)**

## Introduction to Access

This course provides an introduction to the functions and concepts of a relational database system. Students will learn to create, maintain, query and print a database; design effective reports and forms, and also create and present data in reports and forms.

**Prerequisite:** MICRO 100, CL 100.

**MICRO 110 (1.5 credits)**

## Introduction to PowerPoint

This course provides an introduction to the concepts of presentation graphics. Students will learn the fundamentals of creating, enhancing, and delivering a presentation.

**Prerequisite:** CL 100.

**MICRO 200 (1.5 credits)**

## Intermediate Excel

This course focuses on working with templates and multiple worksheets; creating a web page; using financial and database functions; analyzing data by goal seeking and data tables; finding, extracting, and deleting records that meet comparison criteria; embedding and linking objects from one application to another.

**Prerequisite:** MICRO 100, CL 100.

**MICRO 230 (1.5 credits)**

## 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:** ACCT 120, CL 100.

**MICRO 231 (1.5 credits)**

## 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:** ACCT 120, CL 100.

**MPA (Masters of Public Administration)**

Offered in cooperation with the University of Alaska Southeast. See course descriptions in the University of Alaska Southeast Calendar or check the web site: [www.alaska.edu](http://www.alaska.edu)

**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.

**Prerequisite(s):** Admission to Applied Arts

**NOST 101/BCS 100 (3/0)**

## The Circumpolar World

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 will be offered on-line.

**Prerequisite(s):** Admission to Applied Arts and permission of the Instructor.

**NOST 200 (3/0)**

## Research in the North

Explores the history of northern research, practical and ethical aspects on conducting and reporting research in the sciences and the humanities, and the state on contemporary northern research in a variety of disciplines.

**Prerequisite(s):** Second year standing in Applied Arts and registration in a Northern Studies Diploma Program, or permission of an Applied Arts program advisor.

**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.

**Prerequisite(s):** Second year standing

in Applied Arts or permission of the instructor.

**NOST 202 (3/0)**

## The Social History of the North

An overview of the social history of the North with particular emphasis on Aboriginal cultures, the consolidation of European domination in the North, human ecology, and contemporary political economy of the North.

**Prerequisite(s):** Second year standing Applied Arts

**NOST 215 (3/0)**

## Northern Studies Field Methods

This course introduces northern scientific field techniques and concentrates on the practical skills needed to work in the field. The main focus is on methods of describing and collecting data in terrestrial and aquatic ecosystems

**Prerequisite(s):** Admission to Applied Arts and the Renewable Resource 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 (2007-2008) and offers a focused examination of its development, planning and execution. The overall orientation of the course is historical and descriptive rather than analytical or theoretical.

**Prerequisite(s):** Admission to Applied Arts

**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):** Admission to the University of the Arctic, a member institution, or in a university transfer program of Yukon College, and successful completion of BCS 100 or NOST 101 or permission of the instructor.

**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): Admission to the University of the Arctic, a member institution, or in a university transfer program of Yukon College and successful completion of BCS 331 or NOST324, or permission of the instructor.**

### **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): Admission to the University of the Arctic, a member institution, or to Applied Arts of Yukon College.**

### **NOST 327/BCS 312 (3)**

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): BCS 311. Permission of the Dean of Undergraduate Studies of the University of the Arctic or the Instructor.**

### **NOST 328/BCS 321(3)**

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): Admission to the University of the Arctic, a member institution, or to Applied Arts of Yukon College.**

### **NOST 329/BCS 322 (3)**

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): BCS 100/NOST101 or Permission of the Instructor.**

### **OP 100 (2 credits)**

Office Procedures

This course focuses 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: Instructor approval.**

### **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

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: Introductory statistics class.**

### **PADM 610**

Organizational Theory and Behavior

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 behavior 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.

**Prerequisites: 1<sup>st</sup> year economics such as Yukon College's ECON 100 and 101 or UAS's ECON S201 and S202.**

### **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: 1<sup>st</sup> year economics such as Yukon College's ECON 100 and 101 or UAS's ECON S201 and S202**

### **PADM 671**

Ethics & 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:** 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:** Completion of all other MPA requirements.

**PHED 111 (1/1)****Introduction to Cross Country Skiing**

Students are introduced to the sport of cross-country skiing using light Nordic equipment. Emphasis is on the knowledge and skill development required to enable participants to move comfortably over the kinds of varied terrain found on prepared trails. Mandatory ski sessions.

**Prerequisite(s):** Admission to Applied Arts

**PHED 211 (2/2)****Advanced Cross Country Skiing**

Provides a wide range of experiences in cross-country skiing. Students are introduced to advanced skills and techniques with emphasis on personal skill development, skill analysis, teaching progression, and coaching. Students may be exposed to the most advanced racing trails. Mandatory ski sessions.

**Prerequisite(s):** PHED 111 or permission of the instructor.

**PHED 212 (2/2)****Introduction to Back Country Skiing**

Introduction to backcountry skiing using equipment appropriate for off-trail touring. Emphasis is on skill analysis and development, winter hazards, safety, and sound judgment required for ski touring and cross-country downhill skiing. One mandatory weekend expedition.

**Prerequisite(s):** Admission to Applied Arts.

**PHED 222 (3/3)****Introduction to Northern Outdoor Pursuits**

Introduction to a variety of warm and cold weather outdoor pursuits and recreational activities. Underlying themes are risk management, environmental stewardship, trip planning and leadership. Students develop an understanding of the elements of safe and comfortable travel in a northern environment. Mandatory field activities.

**Prerequisite(s):** Second year standing in Applied Arts.

**PHED 225 (3/3)****Northern Outdoor Pursuits and Leadership II**

This course introduces participants to various winter outdoor pursuits, including backcountry skiing, ski touring, ice climbing and snowshoeing. Instruction focuses on the principles of outdoor leadership, winter travel, and winter survival in a northern environment. Students develop knowledge and skills for leading group activities in northern outdoors. The course includes several mandatory field activities during regular class hours and on weekend.

**Prerequisite(s):** Admission to a university transfer program.

**PHIL 110 (3/0)****Introduction to Philosophical Concepts and Reasoning**

Introduces student 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.

**Prerequisite(s):** Admission to Applied Arts

**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.

**Prerequisite(s):** Admission to Applied Arts.

**PHYS 050****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-requisites:** Math 11 with algebra or MATH 050. Students are advised to take Math 050 prior to enrolling in Physics 050.

**PHYS 060****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:** Minimum grade of 65% in either Physics 11 or B - in PHYSICS 050.

**Co-requisite is** Math 12 or MATH 060.

**A demonstrated writing ability is also required.**

**PHYS 101 (3/3)****Elementary Physics I**

This calculus-based course examines the theoretical and practical applications of Newtonian mechanics. Quantitative data analysis techniques are introduced. Students must also register in PHYS 101L and PHYS 101T, the mandatory lab and tutorial components of this course.

**Prerequisite(s):** Admission to Applied Arts and PHYS 100 or PHYS 12.

**PHYS 102 (3/3)****Elementary Physics II**

This calculus-based course examines the theories and applications of electromagnetism. More rigorous quantitative data analysis techniques are developed. Students must also register in PHYS 102L and PHYS 102T, the mandatory lab and tutorial components of this course.

**Prerequisite(s):** PHYS 101

**PN (Practical Nurse Program)**

This Program is offered in cooperation with Bow Valley College. Information about courses can be found in the Bow Valley Calendar or at: [www.bowvalleycollege.ca/courses\\_programs/hcc/index.htm](http://www.bowvalleycollege.ca/courses_programs/hcc/index.htm)

**POLI 200 (45/0)****The Government of Canada**

This course introduces students to the political ideas that are basic to modern economic theory and which are manifested in the processes and institutions of the Canadian system of government. The relevance of theoretical concepts to contemporary political issues is demonstrated in lectures and in seminar discussion papers presented by students. POLI 200 is considered a Business Administration elective course and is a prerequisite for BUS 201.

**POLI 201 (3/0)****Introduction to Political Thought**

Introduction to the political ideas that are basic to modern democratic theory and are manifested in the processes and institutions of the Canadian system of government. Students' critical thinking abilities are developed through direct political debate with others.

**Prerequisite(s): Admission to Applied Arts.**

**POLI 220 (3/0)****Constitutional Development of the North**

Reviews the political and constitutional development of the North, with an emphasis on the Yukon and NWT. The Canadian Constitution and its evolution; constitutional development in Alaska and Greenland; and issues of special importance to the Canadian North are examined.

**Prerequisite(s): Admission to Applied Arts.**

**POLI 200 recommended.**

**POLI 221 (3/0)****Introduction to Land Claims and Self-Government of Yukon First Nations.**

This course provides students with an overview of the 1993 Council for Yukon Indians Umbrella Final Agreement (UFA), its main provisions, and its relationship to the negotiation of Self-Government Agreements (SGAs) and First Nation Final Agreements (FNFAs).

**Prerequisite(s): Second year standing in Applied Arts, or permission of the instructor. POLI 200 or POLI 201 is recommended.**

**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 Applied Arts.**

**POLI 241 (3/0)****Introduction to International Relations**

Students are introduced to international relations in the 21st Century. The course investigates this history of the international political system; how the international community is dealing with terrorism; how international organizations and institutions, (e.g. United Nations and World Bank) are adapting to the "New World Order" of the new millennium; the rise of Asia's next superpowers; how economic globalization impacts the world's richest and poorest.

**Prerequisite(s): Second year standing in Applied Arts, or permission of the instructor.**

**PSYCH 050****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****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.

**Prerequisite(s): Admission to Applied Arts.**

**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.

**Prerequisite(s): Admission to Applied Arts. The APA writing style is an important component of this course.**

**PSYC 201 (3/0)****Research Methods in Psychology**

Introduces the methods of research used in psychology and provide 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 and 101 with a B average or permission of the instructor.**

**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 and PSYC 101.**

**PSYC 203 (3/0)****Social Psychology**

Examines how social psychologists use experimental and correlational research methods to gain insight into social behavior, and how social psychological theories can be used to understand behavior and judgments in everyday life.

**Prerequisite(s): PSYC 100 and PSYC 101.**

**PSYC 204 (3/0)****Abnormal Psychology**

Presents a broad introduction to the area of abnormal psychology. The definition of abnormal behavior; etiology, the diagnostic features, prevalence and treatment of various disorders; abnormal psychology and cultural diversity; abnormal psychology and societal issues are studied.

**Prerequisite(s): PSYC 100/101 or PSYC 100 and permission of the instructor.**

**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 and 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 and 101 or second year standing in Applied Arts.**

**RECM 100 (1.5 credits)****Records Management**

This course focuses 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: CL 100.**

**RELI 100 (3/0)****Introduction to World Religions I**

Focuses 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 into the major religions in the world today

**Prerequisite(s): Admission to university-level programming.**

**RELI 101 (3/0)****Introduction to World Religions II**

Religion 101 focuses 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.

**Prerequisite(s): Admission to Applied Arts.**

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.

**RRMT 103****First Aid**

A non-credit course covering the practice of first aid and CPR in wilderness settings.

**Prerequisite(s): Admission to Renewable Resources Management Program or permission of the instructor.**

**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 behavior and life histories of northern organisms. Students must also register in RRMT 121L, the mandatory lab component of this course.

**Prerequisite(s): 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(s): Admission to Renewable Resources Management Program.**

**RRMT 125 (3/3)****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. Students must also register in RRMT 125L, the mandatory lab component of this course.

**Prerequisite(s): Admission to Renewable Resources Management Program or permission of the instructor.**

**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.

**Prerequisite(s): Admission to Applied Arts or permission of the instructor.**

**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(s): Admission to Renewable Resources Management Program.**

**RRMT 148****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. Mandatory field component.

**Prerequisite(s): Admission to Renewable Resources Management Program.**

**RRMT 149****Boat Safety**

A non-credit course covering the safe use of motorized watercraft. Upon successful completion students will receive a PCO (Pleasure Craft Operator's) card.

**Prerequisite(s): Admission to Renewable Resources Management Program.**

**RRMT 200****Field Methods**

A 10-day summer course in which students gain practical skills, knowledge and experience in aspects of fieldwork relating to the management of renewable resources.

**Prerequisite(s): Admission to second year of the Renewable Resources Management Program or permission of the instructor.**

**RRMT 201****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(s): Admission to second year of the Renewable Resources Management Program.**

**RRMT 202 (3/3)****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(s): Admission to the second year of the Renewable Resources Management Program and RRMT 125, or permission of the instructor.**

**RRMT 204 (0/1)****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(s): 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.

**Prerequisite(s): Admission to the second year of the Renewable Resources Management Program, RRMT 121, RRMT 125 and NOST 201, or permission of the instructor.**

**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.

**Prerequisite(s): Admission to Applied Arts or permission of the instructor.**

**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(s): Admission to second year of the RRMT Program, RRMT 121 and RRMT 125, or permission of the instructor.**

**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(s): Admission to second year of the Renewable Resources Management Program, or permission of the instructor.**

**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(s): Admission to second year of the Renewable Resource Management Program, RRMT 121, RRMT 125 and NOST 201, or permission of the instructor.**

**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. The Canadian Environmental Assessment Act and those arising from land claims settlements in the Yukon pay particular attention to an examination of the assessment systems mandated.

**Prerequisite(s): Admission to Applied Arts, or permission of the instructor.**

**RRMT 239 (3/3)****Hydrology and Water Resources Management**

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(s): Admission to second year of the Renewable Resources Management Program, NOST 201 AND RRMT 125.**

**RRMT 240 (3)****Strategic Land Use Planning**

Focuses on defining broad land and resource allocation and management objectives and the strategies to achieve them.

**Prerequisites: Admission to Applied Arts**

**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(s): 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.

**Prerequisite(s): Competency in Grade 12 English or English 090, or completion of Grade 12 or equivalent, or consent of the instructor.**

**SCI 040****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**

Apprenticeship Preparation Science  
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.

**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.

**Prerequisite(s): Admission to Applied Arts.**

**SOCI 103 (3/0)**

Canadian Society  
Examines Canadian society from a macro-sociological perspective. Consideration is given to the questions of Canadian identity, the uniqueness of Canadian society, and national autonomy in a global economy.

**Prerequisite(s): Admission to Applied Arts. SOCI 100 is recommended.**

**SOCI 209 (3/0)**

Society, Technology and Values  
The goal of this course is to heighten students' powers of observation concerning technology, the values embodied or expressed by artifacts and forms of social organization, and to enhance their critical understanding of the changes new technologies may cause.

**Prerequisite(s): ENGL 100. Recommended: A 100 level sociology, anthropology or philosophy.**

**SOCI 220 (3/0)**

Contemporary Social Issues in the North  
Through the study of society and human behavior 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): Completion of a 100 level social science course or permission of the instructor. Recommended: completion of at least 24 credit hours before taking this course, and completion of an introductory statistics course would be an asset.**

**STSK 040**

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 like Apprenticeship Preparation Math and Science.

**SUCC 050**

Student Success 050  
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 of the classroom. Small group discussions, practical classroom exercises, and assignments will be included.

**Co-requisite is ENGL 050 or permission of instructor.**

**SW 200 (3/0)**

Introduction to Social Work  
Introduces students to the profession of social work, its theory and its practice. Students examine the philosophy and practice of social work in Canada, both in First Nations and non-First Nations communities.

**Prerequisite(s): Admission to Applied Arts.**

**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.

**Prerequisite(s): Admission to Applied Arts.**

**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.

**Prerequisite(s): Admission to & Science.**

**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.

**Prerequisite(s): Admission to Applied Arts.**

**THEA 201 (3/0)**

Introduction to Acting II  
"If you're going to be in the spotlight you might as well shine". Working with text this course builds on the skills of Theatre 200. 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.**

**TOUR 101 (0/450)**

Co-op Work Experience I  
This course gives students an opportunity to apply and enhance classroom learning through industry employment. A compulsory cooperative work placement is required between first and second year for Diploma students. It must comprise at least 12 weeks of full-time employment or 450 working hours with an agreed-upon employer or employers in the tourism and hospitality industry. Yukon College facilitates and monitors co-op placements. In extenuating circumstances that result in a prospective Diploma graduate being unable to meet these course requirements, completion of TOUR 320 may be approved as an alternative. Certificate students may also elect to take TOUR 101, but must complete their co-op work experience within one year of completing their academic program requirements.

**Prerequisite: A minimum of 24 credits at the Certificate level including TOUR 150; TOUR 151; one of TOUR 152, 153 or 154; and Standard First Aid/CPR certification.**

**TOUR 150 (45/0)**

Introduction to Tourism  
This course provides an introduction to the background, history, basic elements, scope, impacts and potential of the tourism industry from both national and regional perspectives. Topics include overview of industry sectors; interrelationships among sectors;



terminology and definitions; history and development of Canadian and Yukon tourism; economic, social, cultural and environmental issues, opportunities and impacts related to tourism; and tourism markets and products. The course includes overviews of the social, cultural and economic development of the Yukon and Yukon geography, demography and heritage, with particular focus on First Nation's history and cultures. The future of the tourism industry is examined in the context of the global marketplace and current trends, issues and innovations.

#### **TOUR 151 (45/0)**

##### **Public Relations and Customer Service**

While excellence in customer service is emphasized across the program curriculum, this course provides focused knowledge and practical skills in public and customer relations. Topics include interpersonal relations; positive customer attitudes and awareness; image and professionalism; quality customer service; customer service policies and skills; special needs customers; dealing with difficult customers; conflict resolution and negotiation; public speaking; and media relations. Cultural diversity and sensitivity is emphasized throughout, from the Yukon perspective and in meeting the needs of multi-cultural customers.

#### **TOUR 152 (45/30)**

##### **Accommodations**

**This course is an introduction to the accommodation sector, and includes topics such as planning, organizing, developing and marketing various types of facilities; facility standards and security; basic front desk operations and procedures; front office accounting; housekeeping techniques and standards; and guest service skills. This course includes a 30-hour practical skills-based field component at industry worksite(s). Prerequisite: TOUR 150 and TOUR 151 as pre- or co-requisites, or consent of the division.**

#### **TOUR 155 (120)**

##### **Selected Topics in Tourism.**

This course is delivered through an internship opportunity. Options are chosen through selected certified occupations as supported by the Canadian Tourism Human Resources Council & the Yukon Tourism Education Council.

**Prerequisite: TOUR 150 and TOUR 151 as pre- or co-requisites, or consent of the division.**

#### **TOUR 156 (120)**

##### **Selected Topics in Tourism**

This course is delivered through an internship opportunity. Options are chosen through selected certified occupations as supported by the Canadian Tourism Human Resources Council & the Yukon Tourism Education Council.

**Prerequisite: TOUR 150 and TOUR 151 as pre- or co-requisites, or consent of the division.**

#### **TOUR 160 (45/0)**

##### **Intercultural Issues**

This course covers cross-cultural sensitivity in the workplace and multi-cultural sensitivity and skills in meeting the needs of customers, including behaviors and communication styles in selected cultures (e.g., gender relationships, business and social customs, body language, negotiation skills), and heritage and cultural interpretive skills. With respect to community-based tourism attractions and events, topics include community economic development, tourism and land use plans; community-based tourism development; community participation and consultation in event planning; networking and relationships with community decision-makers; roles of special interest groups; volunteerism; and funding.

**Prerequisite: TOUR 150 and TOUR 151, or consent of the division.**

#### **TOUR 201 (0/450)**

##### **Co-op Work Experience II**

This course is similar to TOUR 101, and is an optional co-op work experience for Diploma level students that would normally be scheduled after the fourth academic semester. It must comprise at least 12 weeks of full-time employment or 450 working hours with an agreed-upon employer or employers in the tourism and hospitality industry. Yukon College facilitates and monitors co-op placements. An excellent opportunity for all Diploma students, this option is particularly recommended for those who wish to pursue further studies towards a bachelor's degree. Students electing to take this option must complete their co-op work experience within one year of completing their academic program requirements for the Diploma.

**Prerequisite: A minimum of 24 credits at the Diploma level including TOUR 101; BUS 281; TOUR 251; TOUR 252; and at least one of TOUR 255, TOUR 256 or TOUR 257; and a minimum grade point average in the program of 2.7 (B-).**

#### **TOUR 251 (45/0)**

##### **Tourism and Hospitality Law**

This course covers the fundamental principles of commercial law; the regulatory process; federal, territorial and municipal law related to business and commerce in the tourism industry, with specific reference to accommodations, food and beverage, adventure tourism and recreation, and event planning and implementation; relevant legislation and regulations; liability; and insurance.

**Prerequisite: Second year status in the program or consent of the division.**

#### **TOUR 252 (45/0)**

##### **Tourism and Hospitality Marketing**

This course covers marketing of tourism products from research and development to product/ service delivery and evaluation. Topics include market research; research and analysis of impacts and needs -- environmental, socio-economic, human resources, legal, etc.; product development; product packaging; product pricing; advertising techniques; roles of intermediaries (e.g., agents, wholesalers); marketing and promoting the product; trade shows; marketing databases; personal selling; and evaluation and follow-up activities.

**Prerequisite: BUS 132, combined with second year status in the program or consent of the division.**

#### **TOUR 254 (45/30)**

##### **Continued Studies in Adventure Tourism**

This second year tourism course is designed to expand on topics introduced in Introduction to Adventure Tourism (TOUR 154), introduce new ones, and provide students an opportunity to gain specialized knowledge and skills in the adventure tourism and recreation sector. Topics for study will include: the benefits of sustainable adventure tourism; characteristics/features of the adventure travel market in Yukon: Yukon First Nation adventure tourism services; the state of competing markets (Alaska, NWT, B.C.); visitor profiles; motivations and expectations of adventure travelers; federal, territorial and local regulations as they affect adventure tourism in Yukon; guiding and outdoor leadership skills; the use of Yukon lands for adventure tourism; and, Yukon adventure tourism based entrepreneurial opportunities. Wilderness tourism and ecotourism as they relate to adventure tourism will also be topics for study and discussion.

This course incorporates 30 hours of practical

skills-based activities at industry worksite(s). A certain level of activity will occur during fieldwork. An overnight trip may be incorporated into this 30 hours. Prerequisite: TOUR 154 or consent of the division.

**Prerequisite: TOUR 154 or consent of the division.**

### **TOUR 255 (45/0)**

#### **Accommodation and Facilities Management**

This course focuses on management and administrative skills for the accommodation sector. Topics include accommodation/facility planning and management techniques; financial planning and management; cost controls; purchasing management; housekeeping management; planning and scheduling staff; staff training; security and safety; and maintenance and systems management.

**Prerequisite: BUS 110 and TOUR 152, combined with second year status in the program.**

### **TOUR 256 (45/0)**

#### **Food and Beverage Services Management**

This course is designed to develop leadership and supervisory skills to effectively manage in a restaurant or lounge setting. Topics include opening/closing duties; operations management; financial planning; cost controls; planning, scheduling and organizing staff; human resource management and training; and developing and leading effective teams.

**Prerequisite: BUS 110 and TOUR 153, combined with second year status in the program.**

### **TOUR 257 (45/0)**

#### **Events and Attractions Management**

This course covers the knowledge and basic skills for planning, organizing, managing and evaluating festivals, special events, meetings, seminars, conferences, or community-based attractions. Topics include improving existing events and attractions, planning and implementing new events and attractions, site selection, developing budgets and timelines, developing promotional and marketing strategies, maintaining records, and event wrap-up and evaluation. Emphasis is also placed on establishing community-based relationships and support, and on recruiting, developing and leading teams of volunteers.

**Prerequisite: BUS 110 and TOUR 160 combined with second year status in the program, or consent of the division.**

### **TOUR 260 (45/0)**

#### **Selected Topics in Tourism (45/0)**

This course allows for examination, research and study of special topics, current issues and emerging trends in tourism, primarily using a seminar format.

**Prerequisite: Second year status in the program.**

### **TOUR 270 (45/0)**

#### **Tourism Policy and Planning**

This is an integrative course that takes a comprehensive view of the fundamental importance of management and its effective practice in tourism and hospitality. The course brings together and applies the theory, concepts, applications, skills and experiences from preceding courses. This is accomplished through the extensive use of case analysis along with other instructional methods.

Topics include national and local tourism policy development; external environments; international trends and globalization; strategic management in tourism and services businesses; the planning process; impacts of tourism development; sustainable development; role of governments in policy research, planning, development and implementation; and proposal development and writing.

**Prerequisite: Second year status in the program.**

### **TOUR 320 (45/0)**

#### **Applied Tourism Studies**

This course provides the opportunity for a student to apply his/her knowledge, skills and experience from academic studies and the workplace to an applied research, consulting or independent study project.

**Prerequisite: Consent of the division.**

### **VISUAL ARTS**

#### **2 Dimensional Studio 1 (0/6)**

##### **Principles and Practices of Drawing, Paper & 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 a diversity of cultural perspectives. The use of a variety of mark-making 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 Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **2 Dimensional Studio 2 (0/6)**

##### **Principles and Practices of Drawing, Colour & 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): Admission to Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **3 Dimensional Studio 1 (0/6)**

##### **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 Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **3 Dimensional Studio 2 (0/6)**

##### **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): Admission to Applied**

**Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **4 Dimensional Studio 1 (0/6)**

##### **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 Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **4 Dimensional Studio 2 (0/6)**

##### **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 Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **Visual Culture Studies 1 (3/0)**

##### **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 Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **VISUAL ARTS**

#### **Visual Culture Studies 2 (3/0)**

##### **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 post-modernism, post-colonialism, traditionalism, neo-conservativism 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): Admission to Applied Arts. For more information go to [www.kiacsova.ca](http://www.kiacsova.ca)**

### **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 fe/male gender roles are examined, and the implications of gender assignment in the daily lives of men and women are discussed.

**Prerequisite(s): Admission to Applied Arts.**

### **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 their race, ethnicity, age, class, religion and region.

**Prerequisite(s): WSTD 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: 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): WSTD 100 and 101 or 100 and 101 in SOCI or NOST or PSYC.**

### **WMST 202 (3/0)**

#### **Women in Indigenous Societies**

Provides students with a detailed overview of women's lives and experiences in indigenous societies. Indigenous women's roles in past and present societies are examined, and future roles are discussed.

**Prerequisite(s): WMST 100 and 101 or SOCI**

**100 and 103. Or have completed the first year in any discipline in Applied Arts.**

### **WMST 220 (3/0)**

#### **Women in the Circumpolar North: Religion and Spirituality**

This course introduces traditional and contemporary spirituality and religion in the lives of Circumpolar women. Shamanistic activity and patterns of similarity between cultures; the perpetuation of beliefs and myths in the practice of art and story; and traditional values and eco-feminism in the imaging of women and nature are expected.

**Prerequisite(s): WMST 100 and WMST 101, or NOST 101.**

### **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 focuses 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): WMST 100, 101, and 130**

### **WP 120 (3 credits)**

#### **Beginning Word Processing**

This course provides an introduction to word processing. Students will create, save, and revise basic business documents with emphasis on proofreading, formatting, and mail ability.

**Prerequisite: CL 100.**

### **WP 220 (3 credits)**

#### **Advanced Word Processing**

This course covers advanced features for creating, formatting, and editing complex documents. Students will create form letters, mailing labels, and telephone lists. They will create multi-section reports with tables of contents. They will create templates with automated features, and they will create on-screen, fill-in forms.

**Prerequisite: WP 120, CL 100**

# Telephone numbers

Toll-free 1-800-661-0504

## AYAMDIGUT CAMPUS

Switchboard .....	668-8800
General fax .....	668-8890
Bookstore .....	668-8840
Cafeteria .....	668-8856
Community & Extension Services .....	668-8790
Student Services Centre .....	668-8720
Daycare (Nàkwäye Kù Child Care Centre) .....	668-8860
Learning Assistance Centre .....	668-8785
Library .....	668-8870
Partners for Children .....	668-8794
Northern Research Institute .....	668-8772
Public Health and Safety .....	668-5200
Registration & Admissions .....	668-8710
Residence Office .....	668-8731
Residence Life Coordinator .....	456-8617
Yukon College International .....	456-8619
Yukon Native Language Centre .....	668-8820

## SCHOOLS

School of Access .....	668-8875
School of Health, Education and Human Services .....	668-8845
School of Liberal Arts .....	668-8779
School of Management, Tourism and Hospitality .....	668-8875
School of Science, Trades and Technology .....	668-8760

## COMMUNITY CAMPUSES

Carcross .....	821-4006
Carmacks .....	863-5806
Tr'odek Hatr'unohtan Zho, Dawson City .....	993-5231
Faro .....	994-2832
Haines Junction .....	634-2688
Mayo .....	996-2831
Alice Frost Community Campus, Old Crow .....	966-8800
Hets'edan Ku, Pelly Crossing .....	537-3101
Dena Cho Kanadi, Ross River .....	969-2514
Teslin .....	390-2650
Watson Lake .....	536-8800
Whitehorse Correctional Centre .....	393-7224

Visit our web site [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca) for a complete list of phone and fax numbers.

### Building Hours:

Monday to Friday 7 a.m. to 11 p.m., Saturday, Sunday and Statutory holidays 8 a.m. to 6 p.m.

Closed Christmas break.

This calendar is published by the Registrar's Office for information to the general public.  
Every effort is made to ensure all information is accurate at the time of printing.  
Yukon College reserves the right to make necessary changes to information contained in this calendar.

# Yukon College

## Academic Calendar 2009-2010

### 2008-2009 Spring/Summer Term

Victoria Day (holiday) ..... Mon. May 18  
 Graduation Ceremony ..... Sat. June 6  
 Canada Day (holiday) ..... Wed. July 1  
 Begin registration for fall semester ..... Mon. July 6  
 Discovery Day (holiday) ..... Mon. Aug. 17  
 Professional Development Day  
 (College closed)..... Tue. Aug. 25

### 2009-2010 Fall Term

Labour Day (holiday) ..... Mon. Sept. 7, 2009  
 Student Orientation Day ..... Tues. Sept. 8  
 First day of classes ..... Wed. Sept. 9  
 Last day to register for credit courses ..... Fri. Sept. 11  
 Last day to change courses ..... Fri. Sept. 18  
 Thanksgiving Day (holiday) ..... Mon. Oct. 12  
 \*\* Last day to withdraw from credit courses  
 without academic penalty ..... Tues. Oct. 27  
 Remembrance Day (holiday) ..... Wed. Nov. 11  
 Begin registration for winter semester ..... Mon. Dec. 7  
 Last day of classes ..... Fri. Dec. 11  
 Begin examination period ..... Mon. Dec. 14  
 Last day of classes or examinations  
 for all programs ..... Fri. Dec. 18  
 Closed for Christmas Break Dec. 25, 2009 – Jan. 1, 2010

\*\* Why should I care about the Last Day to Withdraw from Credit Courses?

This date is there to help you make up your mind about the courses you are taking. If you've bitten off more than you can chew, this is the time to realize that. If you don't withdraw by this date, but stop attending classes, you will receive a course grade based on the work you have completed. This grade will be on your transcript forever!

If you are unsure about continuing in a course, please talk to your instructor, program advisor or a Student Services counsellor.

### 2009-2010 Winter Term

First day of classes  
 for most full-time programs ..... Mon. Jan. 4, 2010  
 Last day to register for credit courses ..... Fri. Jan. 8  
 Last day to change courses ..... Fri. Jan. 15

*The dates of Reading Week have not been set at time of publication. Please check with the Registrar's Office.*

\*\* Last day to withdraw from credit courses  
 without academic penalty ..... Fri. Feb. 19  
 Heritage Day ..... Fri. Feb. 26  
 Good Friday (holiday) ..... Fri. Apr. 2  
 Easter Monday (holiday) ..... Mon. Apr. 5  
 Last day to apply to graduate ..... Fri. Apr. 9  
 Last day of classes ..... Fri. Apr. 9  
 Begin examination period ..... Mon. Apr. 12  
 Last day of classes for Access courses ..... Tue. Apr. 20  
 Begin examination period for  
 Access courses ..... Thu. Apr. 22  
 Last day of examinations for all programs .. Tue. Apr. 27

### 2009-2010 Spring/Summer Term

Victoria Day (holiday) ..... Mon. May 24  
 Graduation Ceremony ..... Sat. June 5  
 Canada Day (holiday) ..... Thur. July 1  
 Begin registration for fall semester ..... Mon. July 5  
 Discovery Day (holiday) ..... Mon. Aug. 16  
 Professional Development Day  
 (College closed)..... Tue. Aug. 24

*The start and end dates of programs and courses may differ at community campuses outside Whitehorse.  
 Please contact your local campus for more information.*

