



# 2014/2015

## ACADEMIC CALENDAR



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# Important dates for the 2014-2015 Academic Calendar year

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## 2013-2014 Spring/Summer Term

Begin Spring/Summer session for ESL  
and Drop-in Centre ..... Mon. May 5

Convocation Ceremony.....Fri. May 16

Victoria Day (holiday) ..... Mon. May 19

Begin registration for fall term ..... Mon. June 2

Canada Day (holiday).....Tue. July 1

Discovery Day (holiday).....Mon. Aug. 18

Professional Development Day  
(College closed) .....Wed. Aug. 27

## 2014-2015 Fall Term

Labour Day (holiday) .....Mon. Sept. 1, 2014

Student Orientation Day .....Tue. Sept. 2

First day of classes for most  
full-time programs ..... Wed. Sept. 3

Last day to register for credit courses..... Fri. Sept. 5

Last day to change courses..... Fri. Sept. 12

Thanksgiving Day (holiday).....Mon. Oct. 13

Remembrance Day (holiday)..... Tue. Nov. 11

Last day to withdraw from credit courses  
without academic penalty..... Wed. Nov. 12

Begin registration for winter term .....Mon. Dec. 1

\* Last day of classes.....Fri. Dec. 5

Begin examination period..... Mon. Dec. 8

Last day of classes or examinations  
for all programs.....Fri. Dec. 19

College Closed..... Dec. 25 – Jan. 1, 2015  
(inclusive)

## 2014-2015 Winter Term

First day of classes for most  
full-time programs ..... Mon. Jan. 5, 2015

Last day to register for credit courses..... Fri. Jan. 9

Last day to change courses ..... Fri. Jan. 16

Last day to apply to graduate ..... Thu. Feb. 26

Heritage Day (holiday).....Fri. Feb. 20

Reading Week (no classes) .....TBA

Last day to withdraw from credit courses  
without academic penalty..... Fri. Mar. 20

Good Friday (holiday).....Fri. Apr 3

Easter Monday (holiday) ..... Mon. Apr. 6

\* Last day of classes.....Fri. Apr. 10

Begin examination period.....Mon. Apr. 13

Last day of classes or examinations  
for all programs.....Fri. Apr. 24

## 2014-2015 Spring/Summer Term

Begin Spring/Summer session for ESL  
and Drop-in Centre ..... Mon. May 4

Convocation Ceremony.....TBA

Victoria Day (holiday) ..... Mon. May 18

Begin registration for fall term .....Mon. June 1

Canada Day (holiday)..... Wed. July 1

Discovery Day (holiday)..... Mon. Aug. 17

Professional Development Day  
(College closed) .....Wed. Aug. 26

\* End dates for individual programs may vary.  
Please confirm end dates with your program area.

**See a full listing of Yukon College events @ [www.yukoncollege.yk.ca/hub/calendar](http://www.yukoncollege.yk.ca/hub/calendar)**

- 2 Ayamdigut campus map
- 3 Directory
- 4 Yukon College Information
- 5 Aboriginal Engagement

## STUDENT INFORMATION

- 6 Application and Registration Information
- 7 Application for Admission
- 10 Fees and Tuition
- 11 Financial Assistance
- 12 Fee Schedule
- 13 Co-operative Education
- 13 Medical Insurance
- 13 Practical/Experiential Activities Registration (Ac. Regs.)
- 13 Whitehorse transit Bus Passes for Full-time Students
- 14 Admissions, Program Advising and Registration (Ac. Regs.)
- 15 Transfer Credit, Advanced Credit/Advanced Standing, Advanced Placement, CEU and Prior Learning Assessment (Ac. Regs.)
- 16 Academic Conduct (Ac. Regs.)
- 17 Student Evaluation, Grades and Records (Ac. Regs.)
- 20 Student Rights and Responsibilities
- 20 Code of Ethics
- 22 Student Appeals (Ac. Regs.)
- 23 Accommodations and Services for Students with Disabilities (Ac. Regs.)

## 25 YUKON RESEARCH CENTRE

## 26 ACADEMIC REQUIREMENTS

## 30 COLLEGE AND UNIVERSITY PREP

- 30 College Access Pathways
- 32 Dual Credit  
(for Yukon secondary school students)
- 32 English as a Second Language - Advanced
- 33 Skills for Employment
- 34 Targeted Initiative for Older Workers
- 34 Working and Leading: Youth Preparing for the Future

## 35 ACADEMIC AND CAREER

- 35 Business Administration
- 37 Circumpolar Studies
- 38 Computer Support Technician
- 39 Culinary Arts
- 40 Early Childhood Development
- 41 Education - Yukon Native Teacher

- 42 Education Assistant
- 43 First Nations Governance and Public Administration
- 44 Food and Beverage Operations
- 45 General Studies
- 46 Health Care Assistant
- 47 Heritage and Culture
- 48 Heritage and Culture Essential Skills
- 49 Liberal Arts
- 50 Mineral Resources
- 51 Multimedia Communication
- 52 Native Language Instructor
- 53 Northern Environmental and Conservation Science
- 54 Northern First Nations Studies
- 55 Northern Justice and Criminology
- 56 Northern Outdoor and Environmental Studies
- 57 Northern Science
- 58 Northern Studies
- 59 Office Administration
- 60 Practical Nurse
- 61 Primary Care Paramedic
- 61 Public Administration
- 62 Renewable Resources Management
- 64 Restaurant Operations
- 65 Science
- 66 Social Work
- 68 Visual Arts
- 69 Women's and Gender Studies

## 70 TRADES PROGRAMS

- 70 Carpentry Pre-Employment
- 71 Electrical Pre-Employment
- 72 Welding Pre-Employment

## 73 PROFESSIONAL AND PERSONAL DEVELOPMENT

- 73 Enhanced Language Training
- 73 First Nations Community Services Administration
- 74 First Nations Leadership Training
- 76 Game Guardian
- 76 Northern Institute of Social Justice
- 78 Partners for Children
- 78 Water and Wastewater Operator
- 79 Yukon Fisheries Assistant

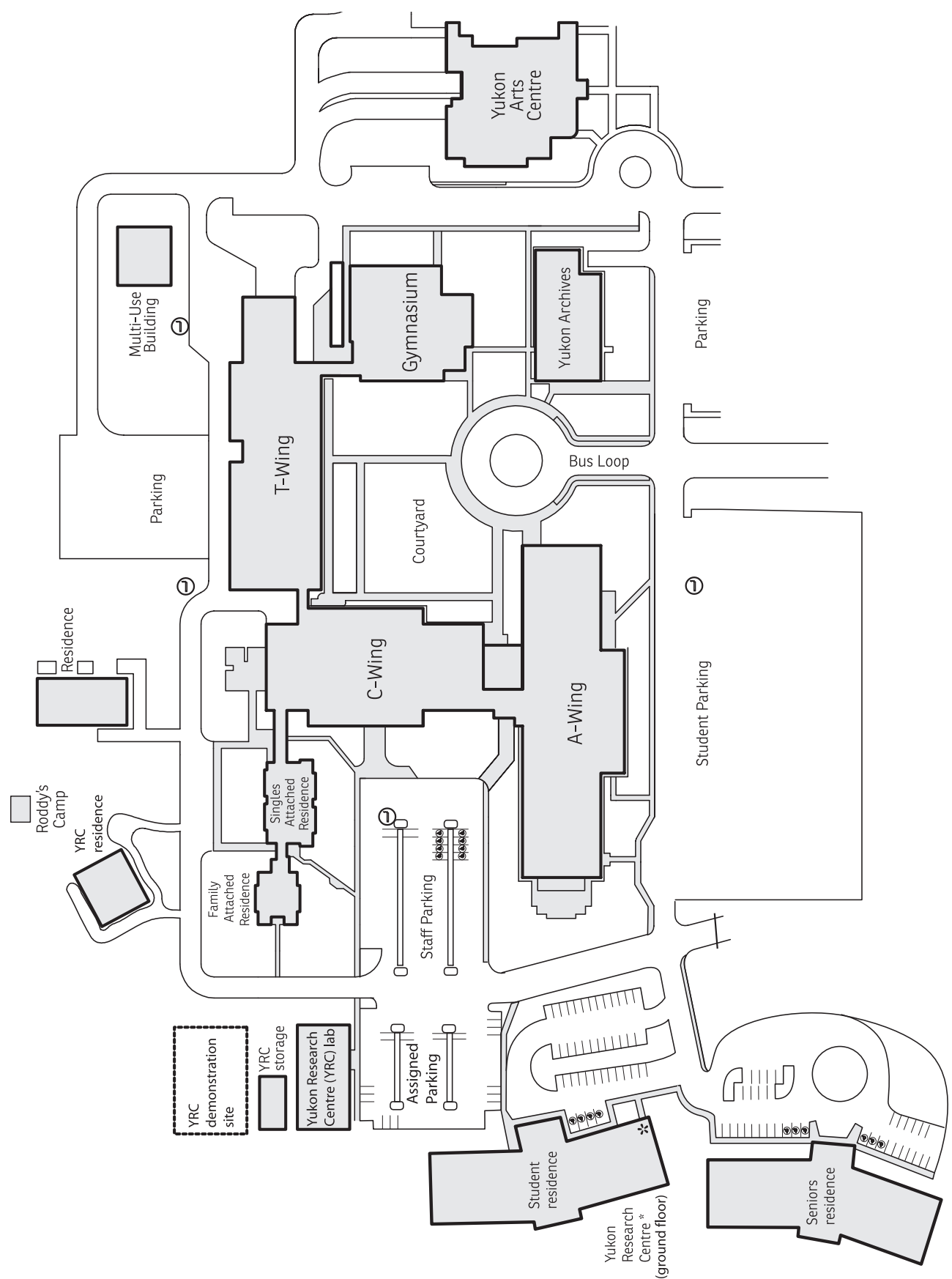
- 81 Calendar

## PROGRAMS LISTED ALPHABETICALLY

Business Administration .....	35
Carpentry Pre-Employment.....	70
Circumpolar Studies .....	37
Computer Support Technician .....	38
College Access Pathways .....	30
Culinary Arts .....	39
Dual Credit (for Yukon secondary school students) .....	32
Early Childhood Development.....	40
Education – Yukon Native Teacher.....	41
Education Assistant.....	42
Electrical Pre-Employment.....	71
English as a Second Language - Advanced.....	32
Enhanced Language Training .....	73
First Nations Community Services Administration .....	73
First Nations Governance and Public Administration.....	43
First Nations Leadership Training.....	74
Food and Beverage Operations.....	44
Game Guardian.....	76
General Studies.....	45
Health Care Assistant.....	46
Heritage and Culture .....	47
Heritage and Culture Essential Skills.....	48
Liberal Arts.....	49
Mineral Resources.....	50
Multimedia Communication.....	51
Native Language Instructor .....	52
Northern Environmental and Conservation Science.....	53
Northern First Nations Studies .....	54
Northern Institute of Social Justice.....	76
Northern Justice and Criminology .....	55
Northern Outdoor and Environmental Studies.....	56
Northern Science.....	57
Northern Studies.....	58
Office Administration.....	59
Partners for Children.....	78
Practical Nurse .....	60
Primary Care Paramedic.....	61
Public Administration.....	61
Renewable Resources Management.....	62
Restaurant Operations .....	64
Science.....	65
Skills for Employment.....	33
Social Work.....	66
Targeted Initiative for Older Workers .....	34
Visual Arts .....	68
Water and Wastewater Operator .....	78
Welding Pre-Employment .....	72
Women's and Gender Studies .....	69
Working and Leading: Youth Preparing for the Future.....	34
Yukon Fisheries Assistant .....	79

# Ayamdigut Campus Map

start here. go anywhere.



## Ayamdigut Campus Services

Switchboard	867.668.8800
General fax	867.668.8899
Admissions Office	867.668.8710
	admissions@yukoncollege.yk.ca
Bookstore	867.668.8840
	bookstore@yukoncollege.yk.ca
Cafeteria (Kinnikinnick Kaff.)	867.668.8856
Counselling Services	867.668.8720
Child Care Centre (Nàkwäye Kù Child Care Centre)	867.668.8860
	nakwayeku@yukoncollege.yk.ca
Northern Institute of Social Justice	867.456.8590
	nisj@yukoncollege.yk.ca
Student Services Centre	867.668.8720
	sscreception@yukoncollege.yk.ca
Library	867.668.8870
	library@yukoncollege.yk.ca
Learning Assistance Centre	867.668.8785
Residence Office	867.668.8731
	residence@yukoncollege.yk.ca
Yukon Native Language Centre	867.668.8820
	info@ynlc.ca
Yukon Research Centre	867.668.8895
	ycrc@yukoncollege.yk.ca

## Divisions and Schools

Vice President, Academic and Student Services	867.668.8750
Centre for Northern Innovation in Mining	867.668.8760
School of Trades, Technology and Mining	867.668.8760
	st@yukoncollege.yk.ca
School of Academic and Skill Development	867.668.8850
	ap@yukoncollege.yk.ca
Division of Applied Arts	867.668.8779
School of Health, Education and Human Services	867.668.8845
	hehs@yukoncollege.yk.ca
School of Liberal Arts	867.668.8770
	liberalarts@yukoncollege.yk.ca
Division of Applied Science and Management	867.668.8875
School of Management, Tourism and Hospitality	867.668.8762
	mth@yukoncollege.yk.ca
School of Science	867.456.8588
	science@yukoncollege.yk.ca
Extension Division	867.668.8790
School of Community Education and Development	867.456.8586
	sced-programs@yukoncollege.yk.ca
School of Continuing Education and Training	867.668.5200
	ce@yukoncollege.yk.ca

## Yukon College Community Campuses, Learning Centres and Schools

Carcross Community Campus	t. 867.821.8800	f. 867.821.8810	Old Crow Community Campus (Alice Frost Campus)	t. 867.966.8800	f. 867.966.8810
	yccarcross@yukoncollege.yk.ca			ycoldcrow@yukoncollege.yk.ca	
Carmacks Community Campus	t. 867.863.8800	f. 867.863.8810	Pelly Crossing Community Campus (Hets'edan Ku)	t. 867.537.8800	f. 867.537.8810
	yccarmacks@yukoncollege.yk.ca			ycpelly@yukoncollege.yk.ca	
Dawson City Community Campus (Tr'odek Hatr'unohtan Zho)	t. 867.993.8800	f. 867.993.8810	Ross River Community Campus (Dene Cho Kê'endj )	t. 867.969.8800	f. 867.969.8810
	ycdawson@yukoncollege.yk.ca			ycrossriver@yukoncollege.yk.ca	
Faro Community Campus	t. 867.994.8800	f. 867.994.8810	Teslin Community Campus	t. 867.390.8800	f. 867.390.8810
	ycfaro2@yukoncollege.yk.ca			ycteslin@yukoncollege.yk.ca	
Haines Junction Community Campus	t. 867.634.8800	f. 867.634.8810	Watson Lake Community Campus	t. 867.536.8800	f. 867.536.8810
	ychainesj@yukoncollege.yk.ca			ycwatson@yukoncollege.yk.ca	
House of Learning (in partnership with Kwanlin Dun First Nation)	t. 867.633.8422 x 7894	f. 867.633.7841	Whitehorse Correctional Centre	t. 867.455.2970	f. 867.455.2992
	kdfnhouseoflearning@yukoncollege.yk.ca			ycwcc@yukoncollege.yk.ca	
Mayo Community Campus	t. 867.996.8800	f. 867.996.8810	Yukon School of Visual Arts	t. 867.993.6390	f. 867.993.6392
	ycmayo@yukoncollege.yk.ca			info@yukonsova.ca	

## Mission

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

## History

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

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

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

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

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

Throughout Yukon, outside of Whitehorse, there are 11 additional Yukon College community campuses.

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

Centre for Northern Innovation in Mining  
School of Trades, Technology and Mining

Division of Academic and Skill Development  
School of Academic and Skill Development

Division of Applied Arts  
School of Health, Education and  
Human Services  
School of Liberal Arts

Division of Applied Science and Management  
School of Management, Tourism and Hospitality  
School of Science

Extension Division  
School of Community Education  
and Development  
School of Continuing Education and Training

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

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

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

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

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

## Education Options

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

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

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

## Aboriginal Student Services

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

Through the Student Services Centre, there are two staff members available specifically for Aboriginal students: First Nations Support and Elder in Residence.

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

## Activities

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

- First Nation lunches
- Snowshoeing taught by elder Randall Tetlich
- Sweats
- Aboriginal drumming and singing
- Traditional beading
- A First Nation lounge – the “Samay Thia” Harry Allen Lounge

## First Nation Initiatives

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

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



# Application and Registration

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## Who is Eligible?

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

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

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

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

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

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

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

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

Applicants and students who have been identified or who suspect they have any kind of disability or condition

that might affect their learning should contact the Learning Assistance Centre coordinator as early in the application process as possible. See more on the Learning Assistance Centre on our website.

## College Assessments

College Assessments measure an applicant's skill level in English, math and other areas as required. These assessments may be written at Ayamdigut Campus through the Testing Centre, and at Yukon College community campuses in other Yukon communities. Please contact the Admissions Office for the Testing Centre hours and contact information, or check the Yukon College website.

## 1. Applying for Admission to Yukon College

Submit the completed application form with the \$50 application fee by mail or in person to:

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

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

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

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

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

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



- Complete this Application for Admission in black or blue ink and ensure it is signed.
- Please submit this signed Application for Admission with the non-refundable CAN \$50 application fee to:  
Office of the Registrar, Box 2799, 500 College Drive, Whitehorse, YT, Y1A 5K4

## A Student Information

Legal last name	First name	Middle name	Preferred first name	
Former last name	Mailing address		City/Province/Territory	Postal code
Email address	Cell phone number ( )	Home phone number ( )	Work phone number ( )	
Please check your preferred method of communication: <input type="radio"/> Mail <input type="radio"/> Email <input type="radio"/> Phone <i>please choose one:</i> <input type="radio"/> Cell <input type="radio"/> Home <input type="radio"/> Work				

## B Biographical Information

Gender	Birthdate (DD/MM/YY)	Citizenship status <input type="radio"/> Canadian or Permanent Resident <input type="radio"/> Other	Country of citizenship
Yukon College is dedicated to Aboriginal student success. I wish to declare Aboriginal identity (optional): <input type="radio"/> Yukon First Nation <input type="radio"/> Other First Nation <input type="radio"/> Inuit <input type="radio"/> Métis <input type="radio"/> Please contact me regarding Aboriginal student support and services			

## C Program Choice

Program name ( 1 <sup>st</sup> choice)	<input type="radio"/> Fall term <i>Beginning September</i> <input type="radio"/> Winter term <i>Beginning January</i> <input type="radio"/> Spring/Summer term <i>Beginning May</i>	<input type="radio"/> Full-time <input type="radio"/> Part-time
Program name ( 2 <sup>nd</sup> choice)	<input type="radio"/> Fall term <i>Beginning September</i> <input type="radio"/> Winter term <i>Beginning January</i> <input type="radio"/> Spring/Summer term <i>Beginning May</i>	<input type="radio"/> Full-time <input type="radio"/> Part-time
Have you ever taken or applied to take a course at Yukon College? (Includes both Academic and/or Continuing Education courses) <input type="radio"/> Yes <input type="radio"/> No		
Yukon College student number (if known):		

## D Education History

High school graduates or students who have completed some high school: Contact your high school and have them send us an OFFICIAL copy of your transcript.
Current high school students: If you are currently in Grade 12, please submit your interim transcript and a copy of your most recent report card. Also, arrange with your high school to have your final OFFICIAL transcript sent to the Office of the Registrar when it becomes available.
Applicants with post-secondary education: Arrange to have your OFFICIAL transcripts from all previously attended post-secondary institutions and high schools sent to Office of the Registrar, Yukon College.
If you attended <i>any</i> elementary or high school in Yukon, please select from the following list (optional): I attended elementary school in Yukon: <input type="radio"/> in a rural Yukon community <input type="radio"/> Whitehorse I attended high school in Yukon: <input type="radio"/> in a rural Yukon community <input type="radio"/> Whitehorse

## D Education History *continued*

High school transcripts: <input type="radio"/> Attached <input type="radio"/> Will forward				Post-secondary transcripts: <input type="radio"/> Attached <input type="radio"/> Will forward			
High school last attended	City and Province/Territory	Country (if not Canada)	Dates attended (DD/MM/YY) From: To:				
Degree, diploma, certificate completed							
Post-secondary institution last attended	City and Province/Territory	Country (if not Canada)	Dates attended (DD/MM/YY) From: To:				
Degree, diploma, certificate completed							

## E Collection, Use and Disclosure of Student Information

Personal information collected from applicants will be held and used in accordance with the Yukon Access to Information and Protection of Privacy Act (ATIPPA) and the Yukon College Information Access and Privacy Protection policy. This information will be used for admission, registration, fee collection, and maintenance of your student record and other purposes consistent with the mandate of the institution. Information is shared with the Yukon College Student Union. The personal information you provide is also used for authorized statistical and research purposes.

Students who would like Yukon College to release financial and/or academic information to an individual, a parent, or an agency external to the College must give the College written permission to release that information. At the time of registration, students may authorize the release of specific information to individuals or organizations.

Please refer to the Yukon College Information Access and Privacy Protection Policy at [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca) for more information on the use of student information. If you have any questions about the collection, use, and disclosure of student information, please contact the Office of the Registrar at 867.668.8710.

## F Declaration

*I declare that the information given in this application and supporting documents is complete and correct. I authorize Yukon College to verify any information provided as part of this application. I understand and acknowledge that documents submitted as part of this application will not be returned. I understand and acknowledge that it is my responsibility to be aware of, and comply with, all Yukon College policies and procedures.*

**Admission to Yukon College programs is subject to assessment of qualifications and availability of seats.**

Applicant's signature	Date signed (DD/MM/YY)
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## G Application Processing

A non-refundable CAN \$50 application fee must be submitted with this Application for Admission. **Please note that incomplete applications and applications received without the application fee will not be processed.** A service charge will be issued for NSF or returned cheques.

Method of payment: <input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> VISA <input type="radio"/> Mastercard <input type="radio"/> Debit card <input type="radio"/> Other	
<b>If mailing or faxing this Application for Admission:</b> For security reasons, please call the Office of the Registrar with your credit card number at 867.668.8710 or toll-free at 1.800.661.0504. Office hours are Monday-Friday, 9am-4:30pm.	Total amount paid

## H Office Use

Student number:	Date received (DD/MM/YY)	Application fee received <input type="radio"/> Yes <input type="radio"/> No	Holds <input type="radio"/>	Probation <input type="radio"/>	SPAIDEN <input type="radio"/>
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For programs that begin in September, applications should be sent to the Admissions Office by the end of May. Some programs have application deadlines earlier than May. Please check the Yukon College website, under Programs and Courses.

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

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

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

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

## 2. Course Registration

Applying for admission and registering in courses are two separate processes. Acceptance into a Yukon College program confirms your eligibility to register in that program. Most programs have a limited number of seats, so courses may fill before the end of the registration period. Students are encouraged to register early in order to avoid disappointment.

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

### Registration for Credit Courses

Simply follow these steps:

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

## Admissions and Registration Step-by-Step

### Apply for admission

Complete the application for admission and submit to the Admissions Office along with \$50 application fee



### Meet admissions requirements for your chosen program by:

Submitting your high school or post-secondary transcript. Writing the applicable Yukon College assessments.



### Get your Letter of Acceptance

Congratulations! You are now ready to register for your program.



### Register for your program

Some students will need to see a program advisor before registering, some don't – the information is in your Letter of Acceptance.  
When registration opens, come to the Admissions Office with your registration form.  
You will pay your tuition and other fees. You're now a Yukon College student!

# Fees and Tuition

start here. go anywhere.

## Payment of Fees

Fees for all programs and courses must be paid at the time of course registration. Students who are funded must submit a completed Third Party Billing Authorization form, available on the College website, to the Admissions Office.

## Books and Supplies

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

## Seniors

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

## Refund of Tuition Fees

Students who withdraw from a course or program may be eligible for a full or partial refund of tuition fees in accordance with the refund policy below. Failure to follow correct withdrawal procedures affects the student's right to a 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
Withdrawal by the end of the first full week of classes	Full refund
Within the third week of classes	Refund 80% of tuition
Within the fourth week of classes	Refund 50% of tuition
After the fourth week of classes	No refund

Refunds are not immediate. Refund cheques are mailed within 10 days of official withdrawal.

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

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

Exceptions to this policy may be made for compassionate or medical reasons.

If Yukon 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.

The application fee is non-refundable.



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

## Yukon Government Programs

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

### Student Training Allowance

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

### The Yukon Grant

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

### Canada Student Loans and Grants

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

## Skills Development, Yukon Government, Advanced Education Branch

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

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

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

## First Nation Students

Financial assistance may be available to Yukon First Nation beneficiaries/citizens who are accepted into college programs. For assistance with application forms and processes, please contact Yukon College's First Nation's Support at 867.668.8893 or your First Nation's Education Office.

## Student Awards

Bursaries and scholarships are money that has been made available by organizations, businesses and individuals to support students. Some are for students in certain programs and some are targeted at certain kinds of students.

Check out [www.yukoncollege.yk.ca/freemoney](http://www.yukoncollege.yk.ca/freemoney) for details about awards of particular interest to Yukon College students.

## Yukon College Entrance Scholarships

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

# Fees Schedule

start here. go anywhere.

TUITION FEES (ALL FEES IN CANADIAN DOLLARS)	
For current tuition fee information for all Yukon College courses and programs, please consult the Yukon College website.	
International student (a student other than a resident of Alaska who is in Canada by virtue of a student visa)	\$4,150/Career and Academic programs full-time (14-15 weeks) \$3,690/English as a Second Language
NOTE: Tuition fees do not include textbooks. Required textbooks are an additional cost.	
MANDATORY FEES	
Application fee (part-time and full-time)	\$50
International student application fee	\$100
Student Union fee	\$30/term full-time    \$10/term part-time
Technology fee	\$100/term full-time    \$25/term part-time
Challenge exam fee	\$75/exam
Official transcript fee	\$5 for first transcript; \$2 for each additional one (plus GST) per request; \$2 faxing fee
Duplicate certificate (certified copy)	\$5/copy (plus GST)
N.S.F. cheque fee	\$25
Ancillary fees	Ancillary fees may be charged for some courses. Please ask your program advisor or see the program pages in this Calendar or on the website at <a href="http://www.yukoncollege.yk.ca/programs">www.yukoncollege.yk.ca/programs</a> .
Audit fees	Students auditing courses pay regular course fees.
Invigilation fee	\$50 for the first three hours and \$20 for each hour thereafter. This service is provided for students taking correspondence courses through other educational institutions.
NOTE: Mandatory fees are non-refundable.	
RESIDENCE FEES	
Application fee	\$20 non-refundable
Security deposit	Main Singles and Mature Residences: 25% of term fee Apartments: one month's rent
Attached and Detached Apartments	\$925-\$1,350/month
Main Singles and Mature Residences	\$1,560-\$1,900/term (16-week academic term runs from either Sept-Dec or Jan-Apr). Fees do not include holiday closure in December.
For more information regarding fees and payment options, or for other information about Residence, please see the residence section of our website or email us at <a href="mailto:residence@yukoncollege.yk.ca">residence@yukoncollege.yk.ca</a> .	

## Co-operative Education

t. 867.668.8720  
sscreception@yukoncollege.yk.ca

### What's Co-operative Education?

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

Yukon College CO-OP is in development and at this time, students need to identify their potential work placements. CO-OP terms are normally 12-week or 8-month paid work practicums. Other situations can be considered.

### CO-OP Information for Students

The Co-operative Education option is available to most students who plan to complete a post-secondary diploma. The guiding principle is that a student seeks a career-related, minimum of 12- 16 week, paid work term between the first and second year of studies. To qualify a student should:

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

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

## Medical Insurance

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

## Practical/Experiential Activities

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

## Whitehorse Transit Bus Passes for Full-time Students

As a full-time student at Yukon College, your student card is also your bus pass. This benefit is cost shared between Yukon College and your Student Union.



# Academic Regulations

start here. go anywhere.

## Admissions, Program Advising and Registration

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website.*

### Admission Requirements

The College's programming divisions establish admission requirements to provide students with the best opportunity for success in a program. Specific academic and other requirements are listed under each program in the current College calendar. Applicants are responsible for meeting the academic requirements prescribed by the specific course or program.

Exceptions include:

- Applicants without the prescribed academic requirements may be admitted to some courses as part-time students only;
- Applicants without the stated program admission requirements may qualify by successfully completing admission tests as may be prescribed by the program division and approved by Academic Council.

Applications should be made using the application form on page seven, or available from the Admissions Office.

Applicants will arrange to have transcripts for all prior education (high school, college, university) or, where applicable, proof of relevant work experience sent to the Registrar.

Applicants will be required to receive program advising for credit programs that have elective course options before registrations are approved.

### Selection for Admission

Qualified applicants can expect to be admitted on a "first-come, first-served" basis once all documents have been received by the College.

For courses and programs with specific admission criteria, those criteria will be established in advance and available for student review.

### English Language Proficiency

English is the language of instruction and communication at Yukon College. All coursework required of students will 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 the English as a Second Language program.

Applicants may demonstrate proficiency in English by providing any one of the following:

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

International students may be required to take other assessments, including the Canadian English Language Benchmark.

All other admission requirements for specific programs must be met as well.

### Appeal of Admission Status

An applicant who believes they have been unfairly denied admission has the opportunity for redress through the following appeal procedure:

- The applicant initiates discussion with the Registrar as the first attempt to resolve the matter;
- The Registrar shall convene a review committee composed of the appropriate Dean, a counsellor and the Registrar as the second attempt to resolve the matter;
- If the resolution by the review committee is deemed unacceptable by any party, the decision may be appealed to the Academic Council.

### Mature Applicants

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 may be admitted to courses and programs at Yukon College as a mature student.

An applicant who has not reached 17 years of age or has attended school within the last year may be admitted to courses and programs as a mature student at Yukon College at the discretion of the Registrar. Discretionary decisions in this case are final and not subject to appeal.

### International Applicants (Student Visa Applicants)

International students require a student visa if their studies at Yukon College extend beyond six months. For programs that do not exceed six months a visa is still required to enter Canada.

A letter confirming application or provisional admission will be provided to international applicants to assist in applying for student visa.

All international applicants must obtain a valid study permit upon entry into Canada to be admitted to Yukon College.

### 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,



will complete a new application form, be interviewed by a counsellor and receive approval of the Dean before registration will be permitted.

## Registration Process (Credit Programs)

All students admitted to the College should register for their courses during the published registration period. All registrations will be processed by the Office of the Registrar.

All full-time students registering in programs with elective course options are required to receive program advising prior to having registrations completed and approved. The signature of a program advisor is required on appropriate registration forms.

Registration is final only upon payment of fees or upon special arrangement with the Registrar. All fees must be disclosed before registration. For information on tuition fees and other costs, see the Yukon College website at: [www.yukoncollege.yk.ca/future\\_students/pages/tuition\\_fees](http://www.yukoncollege.yk.ca/future_students/pages/tuition_fees)

Sponsored applicants (applicants whose training costs are paid by employers or other agencies) will arrange to have a letter of sponsorship sent by the sponsor to the Registrar or authorized designate, outlining the extent of financial support for fees, books, supplies, etc. being provided.

## Registering for Repeat Credit Courses

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

A student may register for a course more than three times with the Registrar's approval. Discretionary decisions in this case are final and not subject to appeal.

## Full Course Load

A full course load is normally considered to be a program or selection of courses consisting of 15 credits or 300 hours of classes in a term. One full-time equivalent (FTE) is equal to 30 credits or 600 hours of instruction.

A full-time student normally takes 60% or more of a full course load in a given academic term; a part-time student is normally registered in less than 60% of a full course load in a given academic term.

## Program Changes

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

- The student meets the admission requirements of the program/course into which the student wants to transfer;
- Space is available in the receiving program/course;
- The student receives approval from the Dean or Chair of the receiving program.

## Withdrawals

A student may withdraw from a course or program without academic penalty up until two thirds of the course contact

hours have been completed. Specific withdrawal dates vary with each course and students should become familiar with the withdrawal dates in their program.

Students withdrawing from a course must notify the Registrar in writing either through an official withdrawal form or a dated letter clearly outlining the course name, number and section, and signed by the student. A grade of "W" will be assigned when a student officially withdraws from a course.

Late withdrawals may be accepted at the discretion of the Registrar. Discretionary decisions in this case are final and not subject to appeal.

Failure to comply with these 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.

## Program Advising

Each programming division will have trained faculty to serve as program advisors to ensure that students are provided with timely and accurate academic advice. 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;
- Approving registrations, course additions or deletions, evaluation of transfer credits;
- Informing students of services at the College such as academic accommodation and counselling;
- Reviewing student progress on an ongoing basis to enable students to access academic support services if needed;
- Managing any correspondence regarding academic matters related to a student's program;
- Assisting with the verification of program completion;
- Assisting, as required, with academic appeals.

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

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website.*

### Transfer/Transferability to Other Institutions

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. Each agreement may have its own specific terms and requirements that must be met and the following conditions apply to all applications for transfer credits:

# Academic Regulations

start here. go anywhere.

- A student may seek transfer credit for courses successfully completed at Yukon College at any time during or after completion of their course of studies at Yukon College;
- The student is responsible for pursuing transfer credit opportunities and the College will assist with appropriate documentation as requested;
- Completing the arrangements for transfer credits does not constitute admission to another institution;
- Many institutions will award transfer credits to admitted students on a course-by-course basis even if formal arrangements have not been developed.

## Authorization to Undertake Studies at Another Institution

A Letter of Permission may be given to students authorizing them to undertake studies at another institution and receive transfer credits for courses they wish to take. The Letter of Permission will 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, etc.);
- The Letter of Permission will be signed by the Dean or Chair and copied to the Registrar.

## 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 Yukon College. 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 as well as identifying those courses that cannot be challenged and why. The following guidelines apply:

- A course for which credit has already been granted by Yukon College cannot be challenged;
- 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 a program may be obtained by a combination of course challenge and transfer credit;
- Students will 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 may challenge a course only once. If unsuccessful, the student must register and complete the course in order to receive the credit.

## Request for Transfer Credit

A student who wants to request credit for courses taken at another institution can make application for transfer credit through the Office of the Registrar at the time of application for admission to a program. Applications for transfer credits are subject to the following conditions:

- Evaluation of transfer credits is the responsibility of the appropriate Dean and will normally be carried out by program advisors;
- Transfer credit will only be given to students who have been admitted to the program;
- Transfer credit will 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;
- Official transcripts must be submitted before credit transfer is considered;
- A combination of transfer credit and course challenge will not exceed 50% of total credits required to complete the Yukon College program for which the student has applied;
- Courses or programs may be deemed "stale-dated" and not eligible for transfer credit where in the opinion of the Dean, there is an 'obsolescence' of knowledge and/or skills;
- Transfer credit will 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;
- Courses not taken at Yukon College for which transfer credit has been granted will not be included in the calculation of term or cumulative grade point averages;
- For transfer credits that have no precise Yukon College equivalents, unassigned credits may be granted. These will not be applied towards specific course requirements within the program. Normally these may be used to satisfy elective requirements.

## Academic Conduct

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website.*

### Attendance Policy

Students in all program areas are expected to attend classes and will be informed of any specific attendance requirements for their course by their instructors at the beginning of the term.

The following attendance requirements apply to all students:

- Attendance at practica and work placement activities is required. Students will notify the placement agency as well as the instructor whenever practicum/work attendance is not possible;
- Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct and students

who do not attend classes or submit assignments as required may be refused admission to further classes;

- Where a student is enrolled in multiple courses with overlapping timetables the instructors may adjust attendance requirements;

## Inappropriate Student Conduct

Students are expected to contribute toward a positive and supportive environment, which is free of harassment and discrimination. Students are required to conduct themselves in a responsible manner. The following activities constitute inappropriate student conduct:

- Neglecting safety procedures/practices, intentionally creating safety hazards, or participating in unauthorized or illegal activities;
- Disturbing, disrupting or otherwise interfering with studies, work or activities of other students, faculty, staff, or the operation of Yukon College;
- Cheating, plagiarism, fraud, deceit or other forms of academic dishonesty including falsification of any information on any Yukon College document.

## Discipline

Inappropriate student conduct will not be tolerated and may result in any of the following disciplinary actions:

- 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.

Where disciplinary action 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 Office of the Registrar.

If a student seeks readmission after dismissal, readmission will require the approval of a counsellor, the Registrar and the Dean.

All disciplinary actions may be appealed to the Academic Council.

## Student Evaluation, Grades and Records

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website.*

### General

Unless otherwise authorized by the Dean, instructors will provide course outlines to students within the first week of classes.

Course outlines will follow the format prescribed by the Academic Council and include the course content and requirements.

### Assignments, Exams and Other Course Requirements

The Dean is responsible for ensuring that course requirements are reasonable and major assignments and examinations are balanced during a term.

Instructors will inform students at the beginning of each course what the attendance requirements are, the class schedules, student evaluation methods, assignments and examinations and other course requirements.

Unless otherwise approved by the Dean, major assignments (those comprising more than 10% of the total course grade) will not be assigned in the two weeks immediately prior to the final exam period.

### Evaluation Process

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

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. Some courses and programs may have a different correlation between letter grade and percent equivalent. The College may assign codes other than grades according to the following:

# Academic Regulations

start here. go anywhere.

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	Student is 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. (School of Academic and Skill Development 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 Office of the Registrar)
P	Pass	Successful completion of the course requirements for non-credit courses, placement exams and Co-operative work terms.
W	Withdrawal	Officially withdrawn from the course (This is only assigned by the Office of the Registrar)
CU	Continuing Education Unit	1 CU is assigned for every ten hours of organized continuing education.

Grade points are calculated by multiplying the number of credits assigned to a course by the grade point value of the grade assigned. The grade point average (GPA) is then calculated by dividing the total number of grade points earned in a term by the total number of credits for the courses taken during that term. Examples of mark equivalencies are shown below.

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

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

## Submission of Final Grades

Assignment and submission of final grades is the responsibility of the instructor. Final grades will 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.

After 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 Office of the Registrar in order to change a grade.

## Course Repeats

A student may repeat a failed course in order to meet graduation requirements or improve a grade received in that course.

A student may take a course for credit a maximum of three times. Each occurrence will be noted on the student's transcript and only the highest of the grades received will be used in the calculation of the student's grade point average (GPA).

A student may take a course more than three times with the Registrar's approval. Discretionary decisions in this case are final and not subject to appeal.

## Clearance of Course Incompletes

A student with an incomplete grade must complete the outstanding requirements for the course.

Students are required to prepare a written agreement with the instructor outlining the required work to be done, the date by which the work must be completed and consideration of the following:

- Agreements will be in writing with a copy attached to the grade sheet and sent to the Office of the Registrar;
- A permanent grade will be based on the work completed by the deadline;
- Instructors should not award an incomplete if they are not available to evaluate the outstanding work;
- Required work should 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 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;
- If a student has not met all requirements but has academically achieved a grade other than F, then that grade will be given and the grade changed on submission of the outstanding work.



In the event that no agreement is reached for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed.

## Clearance of Other Course/Program Deficiencies

Deans will prescribe methods by which a student who has not completed the program requirements can rectify course deficiencies. Methods available may include deferral of 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

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 can 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 may be terminated and not considered for registration for a period of at least one full term. Upon re-registration, the student will 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 re-admission to the program.

A student's academic probation will 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 will meet to discuss methods to improve the student's performance.

If the student's performance does not improve, the instructor will notify the Dean in writing of the instructor's concerns with the student's performance and the Dean will:

- Convene a meeting with the student, instructor, the Dean and a counselor;
- Inform the student that they are on academic probation and what must be done to remove it;
- Inform the Office of the Registrar of the student's probationary status, which will be entered on the student's academic record.

Students who are 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 honors" 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 eight years of beginning a program.

A Bachelor's degree is awarded for successful completion of a program of studies of eight terms of full-time study or equivalent. A Bachelor's degree "with honors" is awarded to graduates with a cumulative GPA of 3.50 or greater. Students are expected to complete the requirements of a Bachelor's degree within ten years or less.

## 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 College 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 that the student completes the program requirements, as outlined in the College Calendar.

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 must meet all program and graduation requirements for the second certificate or diploma.

## Transcripts and Mark Statements

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

A Transcript is an official cumulative grade report of credit coursework undertaken at the College and bears the College seal and the signature of the Registrar or authorized designate.

A Record of Achievement is an official cumulative record of all non-credit coursework undertaken at the College and bears the College seal and the signature of the Registrar or authorized designate.

# Academic Regulations

start here. go anywhere.

## Outstanding Debts

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

## The Dean's List

In recognition of 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 information available to the public concerning a College student is limited to the verification of whether or not the student attended a specific program/course between given dates, and whether or not the student received certification. All other student information is confidential, unless the student explicitly consents to a release of information.

The release of confidential student information will only be through the Office of the Registrar, Learning Assistance Centre coordinator or a Yukon College counsellor.

Disclosure of information to external parties in response to verbal or written enquiries will consist only of information determined to be matters of public record as described above.

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.

The following conditions will be considered when making the decision to disclose confidential student information without explicit written authorization from the student:

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

## Student Rights and Responsibilities

*The Students Rights and Responsibilities is a College Act Policy SS-06, revised January 2, 2009. The Student Rights and Responsibilities policy can be found on the Yukon College website.*

Yukon College is committed to maintaining a positive, healthy and respectful environment for all members of the College Community. Yukon College's Code of Ethics embodies an underlying belief that each member of the College

Community has a right to dignity and respect. The Guiding Principles and Application examples provide guidance and assistance in determining conduct and behaviour. Students can expect to be treated equitably and fairly in all matters to do with their education.

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

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

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

Pursuant to the laws of Canada and Yukon, you have the RIGHT to the safety and security of your personal property.

You have the RESPONSIBILITY to refrain from acts of theft, willful destruction or vandalism of the property of others.

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

## Code of Ethics

*The Code of Ethics can be found on the Yukon College website.*

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

## Policy Statement

The Code of Ethics applies to the employer, the Yukon College Employees Union and to all employees, students, contractors,

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

## Guiding Principles and Application Examples

### **Respect and Dignity**

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

### **Honouring Diversity**

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

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

### **Active Engagement**

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

### **Non-violent Conflict Resolution**

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

### **Openness**

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

### **Honesty**

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

### **Privacy**

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

### **Collegiality**

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

### **Integrity**

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

### **Excellence**

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

### **Honour and Trust**

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

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

# Academic Regulations

start here. go anywhere.

## Student Appeals

The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website

### Student Complaint Procedure

In accordance with the principles of fairness and natural justice, Yukon College is committed to providing any student who believes that they have been unjustly treated at the College access to a fair and just internal dispute resolution process. Students are expected to exercise self-advocacy and seek all appropriate avenues of redress to informally resolve a dispute before submitting a formal complaint.



### Stage I: Informal Resolution

Students should discuss the complaint with the instructor/staff member involved in making the initial decision. Students can seek assistance and support from the Learning Assistance Center, and mediation may be offered as part of this process.



### Stage II: Request for Action or Student Complaint

Failing resolution at Stage I, a student may file a Request for Action with the Registrar to ensure a dispute is addressed. Once received by the Registrar, a Request for Action will be forwarded to the appropriate Dean, Chair, Director or Designate for follow-up.

A student may file a Student Complaint with the Registrar to ensure that a complaint is formally investigated. When a Student Complaint involves a Human Rights violation, the Yukon Human Rights Commission may become a party to the complaint.



### Stage II: Request for Action or Student Complaint

A Student Complaint will be assigned to a Complaint Manager and an investigation will take place. A written report will be produced, including a decision on the disposition of the complaint. Decisions made under this process may be appealed through the Student Appeal Procedure.

### Student Appeal Procedure

The student must inform the Registrar in writing within ten (10) working days of the incident or within five (5) working days of receiving the final decision from a Dean, Chair, Director, Complaint Manager or other designated College official.



All documents related to the appeal will be compiled into an Appeal Package



The Appeals Committee of the Academic Council will convene and hear from all involved parties.



The Appeals Committee will communicate its decision and supporting reasons within five (5) working days of the decision.



Check our website for complete Academic Regulations  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



## Accommodations and Services for Students with Disabilities

*The following information has been excerpted from the Academic Regulations. Complete Academic Regulations can be found on the Yukon College website.*

Yukon College is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Where warranted, the College works cooperatively with students to provide academic accommodation and support services so that students who are academically qualified for admission to a program are able to meet the learning objectives of their courses and be fairly evaluated.

All qualified students are encouraged to work cooperatively with the College to make the best use of the academic support services that are available through the Learning Assistance Centre (LAC). Students are expected to exercise self-advocacy when seeking academic accommodation and are responsible for contacting the LAC to identify and discuss their needs.

All requests for academic accommodation will be assessed on an individual basis. All information relating to academic accommodation will be kept confidential within the LAC and separate from Student Records. The LAC will take all reasonable steps to consult with students as fully as possible about decisions that affect them.

Qualified students seeking academic accommodation may be provided with such accommodation once their request is duly assessed by the LAC. Such requests will not be unreasonably denied.

### Academic Support Services

Yukon College respects the law common to all persons, recognizes its obligations, and strives to ensure that the College's academic facilities, learning environments, and educational programs are accessible to all qualified students.

The College has established the following support services through the Learning Assistance Centre to provide every qualified student the opportunity to reach his/her full learning potential:

- Informing all newly-admitted students that academic accommodation is available for qualified students through the Learning Assistance Centre (LAC), how they can request it and the importance of contacting the Centre as soon as possible;
- Including relevant information in all course syllabi/outlines indicating that academic accommodation is available;
- Providing information and support to instructors and staff members who are involved in teaching or providing academic accommodation to students;

- Providing coaching, mentoring and/or professional development for staff and faculty who are involved in the assessment and implementation of requests for academic accommodation;
- Informing all members of the College Community, including all faculty members, administrative and support staff, and management personnel of their duty to accommodate the needs of individuals who are protected under the *Yukon Human Rights Act* in order to ensure that all students have equal access to education at Yukon College;
- Establishing a Review Committee every five years to review the scope and application of this policy. The review shall include, but not be limited to, consultations with students, faculty, staff, and specifically users of the LAC.

### Duty to Accommodate

The College respects the law common to all persons and accepts its duty to accommodate the needs of individuals who are protected against discrimination under the *Yukon Human Rights Act*.

Yukon College strives to provide academic accommodation and protect against discrimination on the protected grounds under the *Yukon Human Rights Act*, Section 7, which include:

- ancestry, including colour and race;
- national origin;
- ethnic or linguistic background or origin;
- religion or creed, or religious belief, religious association, or religious activity;
- age;
- sex, including pregnancy, and pregnancy related conditions;
- sexual orientation;
- physical or mental disability;
- criminal charges or criminal record;
- political belief, political association, or political activity;
- marital or family status;
- source of income;
- actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed above.

A request for academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* will be duly assessed by the LAC and under normal circumstances be approved, unless it can be demonstrated that approving and implementing such a request would undermine the academic integrity of a College course or program or would cause undue hardship to the College.

A request for academic accommodation on the basis of protected grounds under the *Yukon Human Rights Act* may require relevant supporting documentation from a qualified professional before being approved.

# Academic Regulations

start here. go anywhere.

All requests for academic accommodation are received and assessed through the Learning Assistance Centre (LAC).

## Types of Accommodation

Yukon College accepts its responsibility to make provisions for the needs of individuals who are protected under the *Yukon Human Rights Act*. Where warranted and without compromising academic standards or causing undue hardship, the College may implement such academic accommodations as:

- Adjusting a student's course load (i.e., the number of courses taken per term);
- Providing course materials and learning resources in an alternate format;
- Allowing extended time for course evaluation and/or examination procedures ;
- Arranging for individualized settings and/or on-campus access to assistive or adaptive technologies;
- Adjusting other course requirements such as field trips;
- Providing assistance with scholarship and other financial qualification requirements.

A complete list of the different types of academic accommodation is available at the LAC.

## Applicants and Students with Disabilities

Pursuant to the *Yukon Human Rights Act*, Section 8(1), Yukon College acknowledges that students with disabilities have a right to assistance and to reasonable academic accommodation that is consistent with the student's needs and the College's academic standards.

For the purpose of this policy, a disability that affects a student's learning may include, but is not limited to, conditions such as hearing or visual impairment, learning or developmental disabilities, orthopedic or mobility impairment, chronic

health conditions, neurological or psychiatric disabilities, or psychological or emotional impairment.

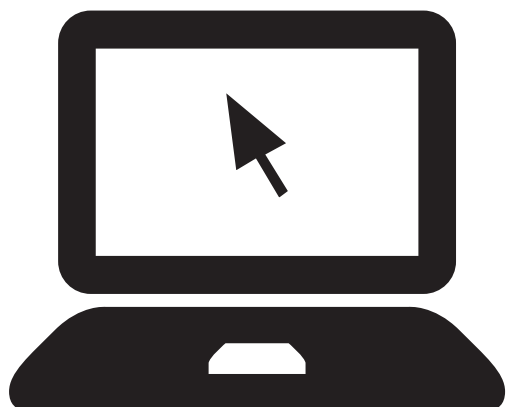
Students seeking to request academic accommodation on the basis of a disability are required to contact the Learning Assistance Centre (LAC).

A request for academic accommodation on the basis of a disability must be supported by relevant documentation from a qualified professional before such a request will be considered.

The degree or severity of a disability and its effect on a student seeking academic accommodation will be assessed on an individual basis and may result in different accommodations being provided to students with similar requests and/or different accommodations being recommended for a given student in different courses.

In case where there are several options available for accommodating a student's individual needs, the student is expected to work cooperatively with the College to find an accommodation that ensures the student can perform the essential requirements of his/her academic program.

Students who experience a temporary disability during a term and require academic accommodation are also covered by this policy. Such students should contact the LAC.



Check our website for complete Academic Regulations  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

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

Seven key programs operate under the YRC at Yukon College: Biodiversity Monitoring, Cold Climate Innovation, Northern Climate ExChange, NSERC Industrial Research Chair for Colleges in Mine Life Cycle, Resources and Sustainable Development in the Arctic, Science Adventures, and Technology Innovation.

YRC provides a number of services supporting research and innovation. These services include: accommodation, laboratory and work space, administrative support, funding opportunities, long and short-term storage, logistical support, contact information, and support contracting local field assistants.

## Biodiversity Monitoring

This long-term program tracks populations and key ecosystems across Yukon and maintains data bases on them. Field work concentrates on 'focal' and 'keystone' bird species but expands to all species in wetland systems. Changes over long periods of time are of the most pressing interest; several declining species are being tracked with the objective of understanding their problems and hopefully, devising solutions to population decline. Yukon College student involvement is key, often involving research for academic credit.

## Cold Climate Innovation

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

## Northern Climate ExChange

The Northern Climate ExChange focuses on the study of climate change in Yukon by (1) promoting and coordinating research on impacts and adaptations, including risk and vulnerability assessments, (2) coordinating the exchange of scientific and local knowledge and expertise, and (3) providing mainstreaming and decision-making support, policy alternatives and climate change education for a wide range of partners and audiences.

## NSERC Industrial Research Chair for Colleges in Mine Life Cycle

The overall objective of the Chair is to develop research leadership to address northern specific challenges and opportunities within the mining industry. Two streams of applied research will be investigated by the Chair: mine influenced water management, and treatment and terrestrial reclamation practices. The first stream will focus on discharge water treatment (bioremediation project) and processing effluents treatment (build-up project) and the second on soils reclamation and land revegetation in northern conditions.

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

ReSDA aims to support and enhance sustainable development of Arctic natural resources in ways that improve the health and well-being of northern communities while preserving the unique environments and cultures. This social science research network involves a team of over 50 researchers from across the circumpolar north.

## Science Adventures

Science Adventures (SA) engages students, teachers and the community in the exploration of science and technology. SA coordinates hallmark events and activities, such as the Yukon/Stikine Regional Science Fair, the Annual Bridge Building Competition, Stay-A-Day at Yukon College and the All-Girls Science Club. SA outreach services provide support to teachers, volunteers and parents to promote the fun of science and technology to students. Science Adventures focuses on fun, hands-on activities for students from grades K to 12 and the young at heart!

## Technology Innovation

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



Check our website for further program details  
[www.yukoncollege.yk.ca/research](http://www.yukoncollege.yk.ca/research)

Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
Business Administration	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		30/certificate 60/diploma	one year two years
Carpentry Pre-Employment	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Foundations and Pre-Calculus, or Apprenticeship and Workplace) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or GED® test; OR</li> <li>Pass Level A Trades Entrance exam; OR</li> <li>CRIT 040 (min. B-) and MATH 030 (min. B+); OR</li> <li>MATH 053 (min. B-) and SCI 053 (min. B-).</li> </ul>	<ul style="list-style-type: none"> <li>Good physical condition</li> <li>Good hand/eye co-ordination</li> <li>Suitable work clothes and steel toed work shoes</li> </ul>	31/pre-employment certificate	20 weeks
Circumpolar Studies	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>ENGL 090 (Min B).</li> </ul>		21/cert. of achievement 36/cert. of completion 60/diploma	varies varies varies
College Access Pathways	<ul style="list-style-type: none"> <li>English 10 (min. 65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> <li>Math assessment may be required if no Math 10 (Principles or Foundations and Pre-Calculus)</li> </ul>	See course prerequisites on the Programs pages of our website under the Course List tab, <a href="http://www.yukoncollege.yk.ca/programs">www.yukoncollege.yk.ca/programs</a> .	15/diploma	min. one year
Computer Support Technician	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 75%) and English 12 or Communications 12 (min. 65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> <li>Students who have a math credit more than three years old must write the Mathematics Skills Assessment</li> </ul>	Exposure to computers before commencing the program is strongly recommended. It is also beneficial to have some experience with programming. Students are required to own a computer, communications headset or microphone and have access to the Internet in order to participate in this online program.	30/certificate	one year
Culinary Arts	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>CRIT 040 (min. B-) and MATH 030 (MIN. B+).</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory TB test</li> <li>Interview</li> </ul>	33/certificate	one year
Dual Credit	<ul style="list-style-type: none"> <li>B average or better</li> <li>Good attendance record</li> <li>Good attitude towards learning</li> <li>Completion of the prerequisites for the course</li> </ul>	The student's marks, attendance and attitude towards learning must be verified in a letter from a teacher, counsellor, vice-principal or principal. This letter must accompany the student's application.	3/course	varies
Early Childhood Development	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>ENGL 050/ESL 050.</li> </ul>	<ul style="list-style-type: none"> <li>Acceptable criminal records check</li> <li>Current immunization, TB skin test, and medical clearance</li> <li>A letter outlining the applicant's interest in the program, including related work and/or volunteer experience</li> </ul>	34/certificate 72/diploma	one year two years
Education–Yukon Native Teacher	<ul style="list-style-type: none"> <li>Grade 12 academic graduation with a 65% GPA</li> <li>English 12</li> <li>Math 11 (Applications, Principles, Foundations or Pre-Calculus)</li> <li>One language or social science or fine arts course at the Grade 12 level</li> <li>One additional course at the Grade 12 level; OR</li> <li>Mature student status with ENGL 090 (min. B) or acceptable scores on the Language Proficiency Index (LPI) test, and successful completion of MATH 050 or equivalent; OR</li> <li>Mature student status with acceptable scores on College Assessments.</li> </ul>		124/degree	four years
Education Assistant	<ul style="list-style-type: none"> <li>English 12 (min. 65%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus); OR</li> <li>ENGL 050 (min. B-) and Math 030 (min. B); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>A conditional acceptance may be considered for those who have previous experience as an Education Assistant or Remedial Tutor, do not meet any of the above criteria, and are willing to complete ENGL 050 (min. B-) and MATH 030 (min. B) during the first year of the program.</li> </ul>	<ul style="list-style-type: none"> <li>Criminal records check</li> </ul>	30/certificate plus 1 non-credit element	three years part-time

See program pages in this Calendar or on the College website for complete Academic Requirements, [www.yukoncollege.yk.ca/programs](http://www.yukoncollege.yk.ca/programs).



Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
Electrical Pre-Employment	<ul style="list-style-type: none"> <li>Math 11 (Applications, Principles, or Pre-Calculus) or Math 12 (Foundations or Apprenticeship and Workplace) and English 11; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>Pass Level E Trades Entrance exam; OR</li> <li>Math 050 OR MATH 053 (min. B) and SCI 053 (B).</li> </ul>	<ul style="list-style-type: none"> <li>Students should not be colour blind for trade hiring purposes</li> <li>Good manual and mechanical ability</li> <li>Suitable work clothes and steel-toed work shoes</li> </ul>	3.5/pre-employment certificate	18 weeks
English as a Second Language - Advanced	<p>To register for Advanced ESL, students must have one of the following:</p> <ul style="list-style-type: none"> <li>Canadian Language Benchmark Placement Test (CLBPT) score 7</li> <li>Internet-based TOEFL (iBT) score 53</li> <li>IELTS score 5 or more</li> </ul> <p>Students with a CLBPT score of 6 can register into a non-credit version of Advanced ESL (ESL 003).</p> <p>The CLBPT is available to students upon their arrival at Yukon College for a \$50 assessment fee.</p>		depends on level	varies
Enhanced Language Training	<ul style="list-style-type: none"> <li>Canadian Language Benchmark Score 4-10</li> </ul>		n/a	15 weeks
First Nations Community Services Administration	<ul style="list-style-type: none"> <li>Applicants must be employed by a Yukon First Nation government in a capacity that offers community programs or services</li> </ul>		n/a	12 courses @ 20 hours
First Nations Governance and Public Administration	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>Acceptance into a related post-secondary program at a comparable level of the FNGPA; OR</li> <li>Five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member; OR</li> <li>ENGL 050/ESL 050 and MATH 050.</li> </ul>		30/certificate	three years
First Nations Leadership Training	<ul style="list-style-type: none"> <li>Applicants must be currently elected or appointed members of a First Nation government, managers in First Nation governments, or individuals considering taking on leadership roles in a First Nation government.</li> </ul>		n/a	five courses @ eight hours
Food and Beverage Operations	<ul style="list-style-type: none"> <li>English 10 and Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>CRIT 040(min. B-) and MATH 030 (min. B+).</li> </ul>		30/certificate	one year
Game Guardian	<ul style="list-style-type: none"> <li>There are no prerequisites for this program</li> </ul> <p>Please contact the School of Continuing Education and Training for more information on the academic requirements for success in this program</p>		completion certificate	3-4 weeks
General Studies	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test.</li> </ul>		30/certificate 60/diploma	one year two years
Health Care Assistant	<ul style="list-style-type: none"> <li>English 10 (min. 60%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 60%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>ENGL 040 (min. B) and MATH 030 (min. B) and COMP 040.</li> </ul>	<ul style="list-style-type: none"> <li>Current Standard First Aid/CPR</li> <li>Foodsafe Level 1 certificate</li> <li>Current immunization</li> <li>Current acceptable criminal records check</li> </ul>	40/certificate	one year
Heritage and Culture	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test; OR</li> <li>Acceptance into a post-secondary program comparable to Heritage and Culture; OR</li> <li>Five years of manager-level work experience with four to five writing samples (assessment to be conducted by at least two Liberal Arts faculty members); OR</li> <li>ENGL 090 (min. B).</li> </ul>		30/certificate	one year
Heritage and Culture Essential Skills	<p>HACES is an open enrolment program, which means that there are no academic prerequisites to enrol. HACES programs are scheduled in different Yukon communities in each academic year. Contact the program coordinator for current and upcoming schedules.</p>		n/a	10-12 weeks
Liberal Arts	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		30/certificate 60/diploma	one year two years

See program pages in this Calendar or on the College website for complete Academic Requirements, [www.yukoncollege.yk.ca/programs](http://www.yukoncollege.yk.ca/programs).

Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
Mineral Resources	<ul style="list-style-type: none"> <li>English 12, Math 11 (Principles or Pre-Calculus) (min. 65%) and Chemistry 11; OR</li> <li>Mature Student Status with acceptable scores on College Assessments and/or GED® for English, Chemistry and Math prerequisites; OR</li> <li>Yukon College prerequisite courses ENGL 090, MATH 050 (min. B-), and CHEM 050, with COMP 040 recommended.</li> </ul>		42/certificate 78/diploma	one year two years
Multimedia Communication	<ul style="list-style-type: none"> <li>English 11 (min. 65%) and Math 10; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>	Full-time students are expected to have basic computer skills prior to enrolment. The Multimedia Communication program is run on Apple computers.	30/certificate	one year
Native Language Instructor	<ul style="list-style-type: none"> <li>Applicants should contact the Native Language Centre for information regarding the admission process.</li> </ul>		39/certificate 30/diploma	three years two years
Northern Environmental and Conservation Sciences	<ul style="list-style-type: none"> <li>60 credits of transferable coursework in a science-based diploma program completed at Yukon College (such as Renewable Resources Management or Northern Science) or at another institution</li> </ul>		120/degree (min. 60 credits must be obtained through U of A)	four years
Northern First Nations Studies	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		60/diploma	two years
Northern Institute of Social Justice	<ul style="list-style-type: none"> <li>Contact NISJ for more information about the programs and details regarding the delivery.</li> </ul>		various	varies
Northern Justice and Criminology	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		30/certificate 60/diploma	one year two years
Northern Outdoor and Environmental Studies	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		60/diploma	two years
Northern Science	<ul style="list-style-type: none"> <li>To be eligible for admission students must satisfy the prerequisites for any two of the required courses.</li> </ul>		60/diploma	two years
Northern Studies	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		60/diploma	two years
Office Administration	<ul style="list-style-type: none"> <li>Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>	A typing speed of 25 net w.p.m is recommended.	34.5/Acct.Clerk 31.5/Admin Assist 30/General Office Assist.	one year one year one year
Partners for Children	<ul style="list-style-type: none"> <li>Contact Partners for Children for more information about the programs and details regarding the delivery.</li> </ul>		various	varies
Practical Nurse	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 (min. 60%) and Biology 12 (min. 60%) or ANPH 150 (min 60%) available online at Bow Valley College* and successful completion of Math 11 (Applications, Principles, Foundations or Pre-Calculus)</li> <li>Applicants may be ranked based on grades in required courses</li> <li>*Applicants must achieve 60% in ANPH 150 to apply to the program; in order to achieve program credit a mark of 64% must be achieved.</li> </ul>	<ul style="list-style-type: none"> <li>Current Standard First Aid/CPR Health Care Provider</li> <li>Current immunization</li> <li>Acceptable criminal records check</li> </ul>	86/diploma	four terms plus two preceptorships
Primary Care Paramedic	<ul style="list-style-type: none"> <li>Admission to PCP is contingent on availability of seats, completion of all admission criteria, and applicant ranking as determined by a process of selective admission evaluation.</li> </ul>		JIBC PCP certification	20 weeks plus practicum
Public Administration	<ul style="list-style-type: none"> <li>Admission to the Master of Public Administration degree requires successful completion of a first degree in any discipline.</li> <li>The MPA program allows students to take up to two courses before applying to the program to ensure the degree applies to the student's future plans.</li> </ul>		36/master's degree	varies
Renewable Resources Management	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>	Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary.	60/diploma	two years

See program pages in this Calendar or on the College website for complete Academic Requirements, [www.yukoncollege.yk.ca/programs](http://www.yukoncollege.yk.ca/programs).

Program	Admission Requirements	Other Requirements	Credits	Minimum length (full-time)
Restaurant Operations	<ul style="list-style-type: none"> <li>Successful completion of either the Culinary Arts or Food and Beverage Operation certificates</li> <li>Enrolment in second semester of remaining certificate (Culinary Arts or Food and Beverage Operations)</li> </ul>	Diploma students will be taking on a supervisory role in the capstone project and must be prepared to demonstrate professionalism to industry standards.	63/diploma	two years
Science	<ul style="list-style-type: none"> <li>To be eligible for admission students must satisfy the prerequisites for any two of the required courses.</li> </ul>		30/certificate	one year
Skills for Employment	<ul style="list-style-type: none"> <li>Students must meet with a program advisor before admission to the program. A college reading assessment may be recommended.</li> </ul>		15 /diploma	15 weeks
Social Work	<ul style="list-style-type: none"> <li>Must complete a minimum of 24 university credit hours prior to admission to the BSW and obtain a minimum GPA of 65%</li> <li>The following courses must be completed as part of the 24 university credit hours:               <ul style="list-style-type: none"> <li>English 100 level 3 credits*</li> <li>English 100 level, or higher 3 credits*</li> <li>Social Work 200 3 credits</li> </ul> </li> </ul> <p>*A 70% combined average is required for these English courses</p>	<ul style="list-style-type: none"> <li>Completion of a BSW program application</li> <li>A criminal records check(s)</li> <li>Three letters of reference. References from relatives are not accepted</li> </ul> <p>Applicants who meet the above criteria may be selected for a panel interview.</p>	120/degree	four years
Targeted Initiative for Older Workers	<ul style="list-style-type: none"> <li>55-64 years of age</li> <li>Unemployed</li> <li>Legally entitled to work in Canada</li> <li>Face barriers to successful integration into new employment</li> <li>Live in an eligible community</li> </ul>		n/a	15 weeks
Visual Arts	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12 (min. 70%) OR Language Proficiency Index (LPI) test (min. Level 4); OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>	Submission of a portfolio of artwork, a written personal statement, and at least one letter of recommendation.	30/certificate	one year
Water and Wastewater Operator	<ul style="list-style-type: none"> <li>None. Contact the program coordinator for more information about the program and details regarding the delivery.</li> </ul>		Continuing Education Units	ongoing
Welding Pre-Employment	<ul style="list-style-type: none"> <li>Math 10 (min. 75%) (Applications, Principles, Foundations and Pre-Calculus, or Apprenticeship and Workplace) and English 10; OR</li> <li>Mature Student Status with acceptable scores on the College Assessments or GED® test; OR</li> <li>Pass Level A Trades Entrance exam; OR</li> <li>CRIT 040 (min. B-) and MATH 030 (min. B+).</li> </ul>	<ul style="list-style-type: none"> <li>Good physical condition</li> <li>Good hand/eye co-ordination</li> <li>Suitable work clothes and steel-toed work shoes</li> </ul>	16/pre-employment certificate	20 weeks
Women's and Gender Studies	<ul style="list-style-type: none"> <li>Grade 12 graduation with English 12; OR</li> <li>Mature Student Status with acceptable scores on College Assessments or the GED® test.</li> </ul>		30/certificate 60/diploma	one year two years
Working and Leading	<ul style="list-style-type: none"> <li>18-25 years old</li> <li>Unemployed</li> <li>Not in school</li> <li>Not collecting Employment Insurance</li> </ul>	Applicants must be referred to the program through a case manager at a youth service or employment agency, and must have demonstrated barriers to securing or maintaining employment	n/a	12 weeks
Yukon Fisheries Field Assistant	<ul style="list-style-type: none"> <li>Physically fit, able to wade in streams and able to spend 10 days in a field camp</li> <li>English 10 or equivalent; OR acceptable scores on the College Placement Test</li> <li>A valid First Aid/CPR-C is required for Electro-fishing certification</li> </ul>		non-credit	12 weeks

## College Access Pathways

t. 867.668.8850  
ap@yukoncollege.yk.ca

School of Academic and Skill  
Development

Credential: Diploma  
Credits: 15  
Duration: Min. one year

### PROGRAM OVERVIEW

College Access Pathways enable students to obtain prerequisites to meet admission requirements for programs at Yukon College and other academic institutions. Program advisors can assist students in the selection of College Preparation courses that will provide a pathway to their chosen field of study and education goals. Students may be able to take one or more courses from a future field of study while completing their program prerequisites. Students not sure about their future academic goals may be accepted into a General Access Pathway. Students may, in addition to working on prerequisites, obtain the College Preparation diploma from Yukon College.

### ACCESS PATHWAYS

- Health, Education and Human Services Access
- Management, Tourism and Hospitality Access
- Liberal Arts Access
- Science Access
- Trades, Technology and Mining Access
- General Access

### ADMISSION REQUIREMENTS

- English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on Yukon College Assessments or GED® test.
- Math assessment may be required if no Math 10 (Principles or Foundation and Pre-Calculus)

### OTHER REQUIREMENTS

See course prerequisites on the program pages of our website under the Course List tab, [www.yukoncollege.yk.ca/programs](http://www.yukoncollege.yk.ca/programs).

### ANCILLARY FEES

- BIOL 050 \$30 Lab Fee
- BIOL 060 \$30 Lab Fee
- PHYS 050 \$30 Lab Fee
- PHYS 060 \$30 Lab Fee
- CHEM 050 \$30 Lab Fee
- CHEM 060 \$30 Lab Fee
- Canadian Language Benchmark Placement Test (CLBPT)  
\$50 assessment testing fee

Students must purchase their textbooks. Paper and other supplies are the responsibility of the student. Math students will require a scientific calculator.

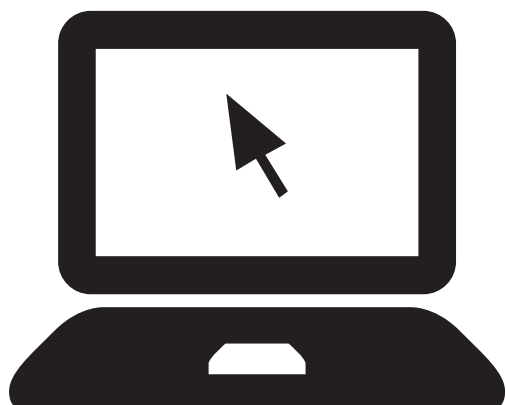
In addition to tuition, students are required to pay a student union fee and a mandatory technology fee.

### APPLICATION

Students who are returning to College Access Pathways within two years of their last attendance date only need to re-apply at the Admissions Office 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 the Admissions Office and receive their letter of acceptance prior to seeing a program advisor. The letter of acceptance must be shown to the program advisor.

### PROGRAM ADVISING

Acceptance into the program does not guarantee enrolment. An appointment must be made with a program advisor who will help students to determine a pathway to their program of choice and to select courses for the term. Some courses have limited enrolment, so students are encouraged to register early.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## SPONSORSHIP AND TUITION

Information on sponsorship is available from a Yukon College counselor. 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 a seat.

## DROP-IN CENTRE

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

For more information call  
867.668.8744 or  
email [dropincentre@yukoncollege.yk.ca](mailto:dropincentre@yukoncollege.yk.ca)

## COURSES OFFERED

ACCT 120: Intro Accounting (3 credits)  
BIOL 050: Intro to Biology I (3 credits)  
BIOL 060: Intro to Biology II (3 credits)  
CHEM 050: Intro to Chemistry I (3 credits)  
CHEM 060: Intro to Chemistry II (3 credits)  
COMM 040: Communications at Work (3 credits)  
COMP 040: Intro to Computers (3 credits)  
COMP 042: Intro to Keyboarding (3 credits)  
COMP 050: Computer Fundamentals (3 credits)  
CRIT 040: Critical Issues (3 credits)  
DIRS 040: Directed Study (3 credits)  
DIRS 060: Directed Study (3 credits)  
ENGL 040: Communications through Reading and Writing (3 credits)  
ENGL 050: College Writing Skills (3 credits)  
ENGL 060: Introduction to Literature (3 credits)  
ENGL 090: Bridging English for University (3 credits)  
ENVS 040: Environmental Change and Fish and Wildlife Health (3 credits)  
ENVS 041: Environmental Change and Community Health (3 credits)  
ENVS 042: Yukon Water Source Protection (3 credits)  
FOOD 040: Food Security and Sustainability Issues for the North (3 credits)  
GEN 040: Social Studies, Science and Reading (3 credits)  
HIST 040: History of Yukon First Nations (3 credits)  
MATH 030: Basic Math (3 credits)  
MATH 040: Introductory Algebra (3 credits)  
MATH 050: Intermediate Algebra (3 credits)  
MATH 053: Apprenticeship Preparation Math (3 credits)  
MATH 060: Advanced Algebra and Trigonometry (3 credits)  
MATH 070: Introduction to Calculus (3 credits)  
PHYS 050: Principles of Physics (3 credits)  
PHYS 060: Introductory Physics (3 credits)  
SCI 053: Apprenticeship Preparation Science (3 credits)  
STSK 040: Study Skills (3 credits)  
SWEL 040: Student Success and Wellness (3 credits)

**Note:** Not all courses are available all semesters or at all campuses.

## COLLEGE PREPARATION DIPLOMA REQUIRED COURSES

ENGL 060: Intro to Literature (3 credits)  
MATH 050: Intermediate Algebra (3 credits)

### Electives:

**Maximum of 3, minimum of 1**

MATH 060: Advanced Algebra and Trigonometry (3 credits)  
MATH 070: Intro to Calculus (3 credits)  
BIOL 060: Intro to Biology (3 credits)  
CHEM 060: Intro to Chemistry (3 credits)  
PHYS 060: Introductory Physics (3 credits)

### Maximum of 2

ACCT 120: Intro Accounting (3 credits)  
ENGL 090: Bridging English for University (3 credits)  
DIRS 060: Directed Study (3 credits)

### Note:

- To obtain the College Preparation diploma, students must complete the two required courses plus a minimum of three electives
- Not all courses are available in a term or at all campuses. Please check with your local campus
- One post-secondary course (3 credits) may be used for an elective
- Credit may be granted for courses taken at other institutions (as long as courses transferred are equivalent to those offered at Yukon College), but 50% of coursework must be taken at Yukon College
- Not equivalent to a Yukon Secondary School Graduation certificate



## Dual Credit (for Yukon secondary school students)

t. 867.668.8770  
liberalarts@yukoncollege.yk.ca

School of Liberal Arts

Credential:	N/A
Credits:	3/course
Duration:	Varies

### PROGRAM OVERVIEW

Dual Credit allows secondary students to take one post-secondary course—alongside regular College students—while they are still in high school. Dual credit students may receive elective credit towards their high school graduation, a possibility they need to confirm with the school in question.

### ADMISSION REQUIREMENTS

- B average or better
- Good attendance record
- Good attitude towards learning
- Completion of the prerequisites for the course
- The student's marks, attendance and attitude towards learning must be verified in a letter from a teacher, counsellor, vice-principal or principal. This letter must accompany the student's application.

### TRANSFERABILITY

Dual credit courses are transferrable to most British Columbia post-secondary institutions and may be transferrable to other institutions across Canada. For BC transfer information, go to: [www.bctransferguide.ca](http://www.bctransferguide.ca). Other institutions grant transfer credit at their discretion. Students transferring to other institutions are strongly encouraged to attend a university-transfer information session; check with Student Services for dates and times.

### DUAL CREDIT COURSES

CPSC 128: Object-Oriented Programming I (3 credits, online)

CPSC 129: Object-Oriented Programming II (3 credits, online)

ENGL 100: Academic Writing and Critical Thinking (3 credits, online OR face-to-face delivery)

MATH 100: Single variable Calculus I (3 credits, online)

PSYC 101: Introduction to Psychology II (3 credits, online OR face-to-face delivery)

#### Note:

The above list is subject to change; call the Liberal Arts office (867.668.8770) for the most recent list of dual-credit courses.

## English as a Second Language - Advanced

t. 867.668.8770  
liberalarts@yukoncollege.yk.ca

School of Liberal Arts

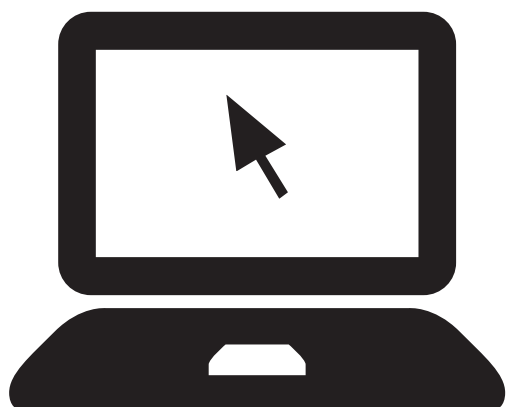
Credential:	Completion certificate
Credits:	Depends on level
Duration:	Varies

### PROGRAM OVERVIEW

Open to both international and domestic students, ESL 050: Advanced ESL is designed to prepare non-native English speakers for further academic study. The course focuses on reading strategies and writing processes, and offers students instruction and practice in reading, composition and academic study.

Students completing ESL 050 for credit receive the equivalent of ENGL 050: Essay Writing Skills.

International Students: please contact Yukon College International ([international@yukoncollege.yk.ca](mailto:international@yukoncollege.yk.ca) or 867.668.8897 or [www.yukoncollege.yk.ca/international](http://www.yukoncollege.yk.ca/international)) to learn more about Advanced ESL application and registration procedures.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## ADMISSION REQUIREMENTS

To register into Advanced ESL, students must have one of the following:

- Canadian Language Benchmark Placement Test (CLBPT) score 7
- Internet-based TOEFL (iBT) score 53
- IELTS score 5 or more

Students with a CLBPT score of 6 can register into a non-credit version of Advanced ESL (ESL 003).

- The CLBPT is available to students upon their arrival at Yukon College for a \$50 assessment fee.

**Note:** Advanced ESL students wanting full-time study (three courses) have the following options:

- Students with CLBPT 7 and higher may take two college-level courses (credit or audit) + ESL 050.
- Students with CLBPT 6 may take:
  - Two College Access Pathways courses + ESL 050; OR
  - One College Access Pathways course + 1 college-level course + ESL 050.

## Skills for Employment

t. 867.668.8850  
ap@yukoncollege.yk.ca

**School of Academic and Skill Development**

Credential:	Certificate
Credits:	15
Duration:	15 weeks

### PROGRAM OVERVIEW

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

Each 15-week project is designed to develop a specific set of workplace skills. Past projects delivered have included Radio Broadcasting, Culinary Skills, Plumber's Helper, Portfolio Development, Trades Exploration, Introduction to Native Cultural Arts, Introduction to Esthetics, and Green Greenhouse Construction and Planting.

### ADMISSION REQUIREMENTS

Students must meet with a program advisor before admission to the program. A college reading assessment may be recommended.

### ANCILLARY FEES

Activity Fee: \$250  
In addition to tuition, students are required to pay a student council fee and a mandatory technology fee.

### ENROLMENT

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

desired, and to bring the payment and appropriate forms to the College Admissions Office.

### ATTENDANCE

Regular attendance is necessary to be successful in this program. Please keep this in mind when you commit to attending the program.

### COURSE DATES

Fall Term- September to December 2014  
Winter Term- January to April 2015  
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 trades-based project may require safety equipment. A list will be provided at registration time. Most supplies can be purchased through the Yukon College Bookstore.

### INTAKE APPOINTMENT

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

### SPONSORSHIP AND TUITION PAYMENT

Information on sponsorship is available from a Yukon College counselor. 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.

## Targeted Initiative for Older Workers

t. 867.668.5258  
ce@yukoncollege.yk.ca

School of Continuing Education  
and Training

Credential: Completion certificate  
Credits: N/A  
Duration: 15 weeks

### PROGRAM OVERVIEW

The School of Continuing Education and Training, in partnership with the Yukon Government Advanced Education Branch, is proud to deliver the Targeted Initiative for Older Workers program.

Participants in this innovative program are provided with opportunities to develop employability skills, investigate career options in Yukon, learn about Canadian labour practices, obtain information about relevant Canadian regulatory bodies, participate in an extended work placement, and upgrade their work-related literacy and computer skills.

The 15-week program includes lectures, group discussions, individual and group exercises, and individual and group presentations.

### ADMISSION REQUIREMENTS

Participants should meet the following criteria:

- 55-64 years of age
- Unemployed
- Legally entitled to work in Canada
- Face barriers to successful integration into new employment
- Live in an eligible community

### GENERAL OUTCOMES

By the end of the program, participants will be able to:

1. Identify general and personal barriers to employment
2. Identify personal strengths, weaknesses, and transferable skills for the workplace
3. Demonstrate knowledge of the conflict resolution process and communication skills as applied to the workplace
4. Apply decision-making processes to work scenarios
5. Identify and prioritize the most important Essential Skills required for particular employment opportunities
6. Research jobs and prepare cover letters, resumes and references for specific jobs
7. Prepare for job interviews through role play

## Working and Leading: Youth Preparing for the Future

t. 867.668.5258  
ce@yukoncollege.yk.ca

School of Continuing Education  
and Training

Credential: Completion certificate  
Credits: N/A  
Duration: 12 weeks

### PROGRAM OVERVIEW

Working and Leading is a full-time employment readiness program for youth facing multiple barriers to employment. The program offers youth the opportunity to discover more about themselves, explore suitable career options, and make an action plan for their future. Additional programming covers topics such as workplace essential skills, computer skills, healthy living and leadership skills.

Participants are connected to relevant work placements, so they can build experience and confidence in their chosen field. The program culminates with a three-day, overnight, outdoor leadership expedition, during which participants are challenged to use the knowledge, skills and confidence they have acquired throughout the program.

Working and Leading is delivered through hands-on activities, interactive workshops, field trips and guest speakers. These instructional practices are delivered in a positive and supportive learning environment suitable for those who have struggled in traditional educational settings.

### ADMISSION REQUIREMENTS

Participants should meet the following criteria:

- 18-25 years old
- Unemployed
- Not in school
- Not collecting Employment Insurance
- Applicants must be referred to the program through a case manager at a youth service or employment agency, and must have demonstrated barriers to securing or maintaining employment.

### OTHER

Funding for this program is provided by Service Canada.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Business Administration

t. 867.668.8762  
mth@yukoncollege.yk.ca

School of Management, Tourism  
and Hospitality

Credential:	Certificate Diploma
Credits:	30/certificate 60/diploma
Duration:	One yr/certificate Two yrs/diploma
CO-OP:	Yes

### PROGRAM OVERVIEW

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

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

### ADMISSION REQUIREMENTS

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

Part-time students not fully meeting the above criteria may be admitted to individual courses, but must apply for admission to the program—and satisfy the program admission requirements—

prior to graduating with either a Certificate or Diploma in Business Administration.

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

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

### COURSE REPEATS

A student may register for a course in the Business Administration program a maximum of three times.

### GRADUATION REQUIREMENTS

Students who have a cumulative GPA of 2.00 or greater in the program—and have met all the program requirements outlined in the Calendar at the beginning of the program—are eligible to graduate with a Certificate and/or Diploma in Business Administration.

Students must complete the requirements for a Certificate in Business Administration within five years of beginning the program. Students must complete the requirements for a Diploma in Business Administration within 10 years of beginning the program.

### TRANSFERABILITY

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

- Athabasca University
- Okanagan University College
- Royal Roads University
- Certified General Accountants Association of British Columbia
- Certified Management Accountants Association of British Columbia

- Chartered Accountant's Association of British Columbia
- Open University of British Columbia
- Thompson Rivers University/ Open Learning
- University of Lethbridge
- University of Northern British Columbia

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

### DIPLOMA PROGRAM (CO-OPERATIVE EDUCATION OPTION)

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

The Professional Development seminars, the one-on-one advising sessions with the Co-operative Education 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 in Student Services.

## REQUIRED COURSES:

### Certificate (30 credits)

#### Term I

ACCT 101: Introductory Financial Accounting I (3 credits) OR ACCT 202: Introductory Financial Accounting\* (3 credits)

BUS 110: Principles of Management (3 credits)

BUS 172: Microcomputer Applications 1, Microsoft Word (1.5 credits)

BUS 174: Microcomputer Applications 3, Microsoft Excel (1.5 credits)

COMM 192: Business Communications (3 credits)

ECON 100: Microeconomics (3 credits)

#### Term II

ACCT 102: Introductory Financial Accounting II (3 credits) OR Elective Course BUS 260 recommended\* (3 credits)

BUS 111: Statistics I (3 credits)

BUS 132: Marketing Management (3 credits)

BUS 303: Organizational Behaviour (3 credits)

ECON 101: Macroeconomics (3 credits)

### Summer Work Term

Paid work term for CO-OP Education students.

### Diploma (60 credits)

Completion of year one and:

#### Term III

ACCT 204: Managerial Accounting I (3 credits)

BUS 281: Human Resource Management (3 credits)

BUS 311: Commercial Law (3 credits)

Two Elective Courses

#### Term IV

BUS 260: Finance I or Elective Course (3 credits)

BUS 270: Business Policy (3 credits)

BUS 301: Land Claims and the CED Process (3 credits)

Two Elective Courses

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

### Elective Courses

Four elective courses must be taken in second year of the Business Administration program. Two of these electives must be Business Administration, computer studies or mathematics electives. The remaining two electives are open electives that can be taken from other program areas. All electives must be post-secondary, three 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.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



## Circumpolar Studies

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

School of Liberal Arts

Credential:	Certificate of Achievement Certificate of Completion Diploma Northern Studies
Credits:	21/Cert. of Achieve. (UArctic) 36/Cert. of Comp. (UArctic) 60/Diploma Northern Studies (Yukon College)
Duration:	Varies

### PROGRAM OVERVIEW

The Bachelor of Circumpolar Studies (BCS) is a signature program of the University of the Arctic (UArctic), a co-operative network of circumpolar universities, colleges and other organizations committed to higher education and research in the North. UArctic's Shared Voices commitment recognizes the vital role of indigenous peoples in the Circumpolar World and in the success of UArctic. By drawing on the shared strengths and diverse experiences of northern people, UArctic members believe in addressing the unique challenges of the circumpolar region and building an institution that is truly "In the North, For the North, By the North."

The Circumpolar Studies core program offers students the opportunity to obtain a broad knowledge and understanding of

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

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

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

### ADMISSION REQUIREMENTS

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

### TRANSFERABILITY

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

### REQUIRED COURSES:

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

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

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

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

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

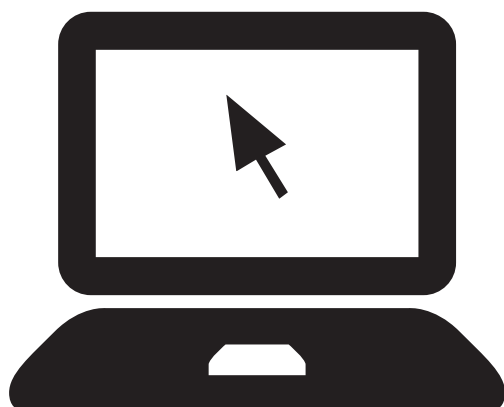
NOST 328/BCS 321: Peoples and Cultures of the Circumpolar North I (online, 3 credits)

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

### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Computer Support Technician

t. 867.668.8762

mth@yukoncollege.yk.ca

School of Management, Tourism and Hospitality

Credential:	Certificate
Credits:	30
Duration:	One year

### PROGRAM OVERVIEW

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

The program prepares students to enter the IT workforce as computer system support analysts (technical or applications), network administrators or software developers. Discussions are currently underway with selected universities to allow graduates of the CST 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.

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

### ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, or Foundations and Pre-Calculus)

(min. 75%) and English 12 or Communications 12 (min. 65%); OR

- Mature Student Status with acceptable scores on College Assessments or the GED® test.
- Students who have a math credit more than three years old must write the Mathematics Skills Assessment
- Part-time students not fully meeting the above criteria may be admitted to courses, but must maintain a grade point average of 2.0 (C average) or better to continue in the program

### OTHER REQUIREMENTS

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

### EMPLOYMENT

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

### GENERAL OUTCOMES

Upon completion of the certificate, students will have achieved:

- Competency in the use of various software applications, including operating systems
- Basic understanding of computer networking theory
- Competency in applying the basic technological knowledge and skills to plan, implement and maintain a network
- Basic understanding of business functions as they relate to information technology professionals
- Competency in public and customer relations skills
- Concrete knowledge and practice in installing, diagnosing and maintaining computer hardware
- Skills and knowledge to write various industry certification examinations, such as Cisco IT Essentials, CompTIA A+ and CompTIA Networks+
- Foundational skills in programming and scripting
- Basic website development and mark-up language programming skills
- Ability to work successfully as part of a team to complete a project
- Ability to configure basic web services
- Ability to demonstrate familiarity with web standards
- Ability to demonstrate effective problem definition and solving within a good customer service context
- Ability to create basic systems requirements for existing or desired business processes

## A NOTE ON ONLINE TRAINING

The CST program is delivered entirely online but is not self-paced. Course scheduling is not unlike scheduling of face-to-face courses with start and end dates. Online delivery of courses provides additional opportunities but also some challenges and does require significant commitment from students. Benefits include flexible hours of study, availability of the program in remote communities and increased course availability for those students who work part-time. Students will, however, work mostly on their own without the benefit of the classroom experience. Students who enrol in the program must have exceptional organizational skills, be motivated to schedule their own time for study and submit assignments on time. The courses in this program will have schedules that must be adhered to in order to complete them successfully.

## REQUIRED COURSES:

Students must achieve a grade of B- or better in courses that serve as prerequisites to subsequent courses in order to continue.

Students will receive the CST certificate upon successful completion of the 10 mandatory courses below with a GPA of at least 2.0 (C average):

ICT 100: Business of Information Technology (3 credits)

ICT 102: Computer Hardware (3 credits)

ICT 120: Foundations of Systems Development (3 credits)

ICT 112: Foundations of Web Development (3 credits)

ICT 106: Introduction to Programming (3 credits)

ICT 114: Networking (3 credits)

ICT 108: Operating Systems I (3 credits)

ICT 118: Operating Systems II (3 credits)

ICT 110: Professionalism and Customer Service (3 credits)

ICT 122: Foundation Project (3 credits)

## Culinary Arts

t. 867.668.8762

mth@yukoncollege.yk.ca

**School of Management, Tourism and Hospitality**

Credential:	Certificate
Credits:	33
Duration:	One year

## PROGRAM OVERVIEW

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

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

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



**Check our website for further program details**  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## ADMISSION REQUIREMENTS

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

## OTHER REQUIREMENTS

- Satisfactory TB test

## TRANSFERABILITY

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

## ANCILLARY FEES

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

## APPRENTICESHIP LEVEL I AND II COOK EXAM

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

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

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

**REQUIRED COURSES:****Term I**

CULA 101: Safety, Sanitation and Equipment (2 credits)

CULA 102: Basic Food Service and Kitchen Management (2 credits)

CULA 103: Cold Kitchen I (4 credits)

CULA 104: Baking and Desserts I (2 credits)

CULA 105: Egg and Breakfast cooking / Hot Sandwiches (2 credits)

CULA 106: Vegetable and Starch Cookery I (1 credit)

CULA 107: Meat and Poultry Cookery I (1 credit)

CULA 108: Seafood Cookery I (1 credit)

CULA 109: Stocks, Sauces and Soups I (1 credit)

CULA 110: Interpersonal Skills (1 credit)

**Term II**

CULA 121: Elementary Kitchen, Management and Health Care (1 credit)

CULA 122: Stocks, Sauces and Soups II (2 credits)

CULA 123: Cold Kitchen II (1 credit)

CULA 124: Meat, Poultry and Seafood Cutting (4 credits)

CULA 125: Vegetable and Starch Cookery II (2 credits)

CULA 126: Meat, Poultry and Seafood Cookery II (2 credits)

CULA 127: Baking and Desserts II (4 credits)

## Early Childhood Development

t. 867.668.8845

hehs@yukoncollege.yk.ca

**School of Health, Education and Human Services**

Credential:	Certificate Diploma
Credits:	34/certificate 72/diploma
Duration:	One yr/certificate Two yrs/diploma

**PROGRAM OVERVIEW**

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

**ADMISSION REQUIREMENTS**

- Grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on the College Assessments or the GED® test.
- ENGL 050: Essay Writing Skills or ESL 050: Advanced ESL

**OTHER REQUIREMENTS**

- Acceptable criminal records check
- Current immunization, TB skin test, and medical clearance
- A letter outlining the applicant's interest in the program, including related work and/or volunteer experience

**TRANSFERABILITY**

The Early Childhood Development program may transfer to the following institutions:

- MacEwan University, Edmonton, AB
- Lakeland College, Vermillion, AB

- Lethbridge Community College, Lethbridge, AB
- Athabasca University, Athabasca, AB
- University of Victoria School of Child and Youth Care, Victoria, BC (with university-level English and electives)

**EMPLOYMENT**

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

**OPTIONS FOR THE MATURE STUDENT**

Due to the practical nature of the ECD program, a number of mature students enter with years of related experience. A variety of methods have been developed to allow students to demonstrate their knowledge and skills and 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.

**OUTSIDE COURSES**

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

## REQUIRED COURSES:

The **ECD certificate** consists of 12 courses, including English, two field placements, and one college-level, three-credit elective. The program may be pursued on a full- or part-time basis.

ECD 110: Health, Nutrition and Safety (2 credits)

ECD 111: Child Growth and Development I (3 credits)

ECD 112: Introduction to Early Childhood (3 credits)

ECD 113: Field Placement I (4 credits)

ECD 114: Integration Seminar I (1 credit)

ECD 121: Human Growth and Development II (3 credits)

ECD 122: Learning Through Play (3 credits)

ECD 123: Field Placement II (4 credits)

ECD 124: Integration Seminar II (1 credit)

ECD 130: Guiding Young Children (3 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits) OR COMM 192: Business Communications (3 credits)

The **ECD diploma** consists of 26 courses, including English, four field placements and three college-level, three-credit electives. The program may be pursued on a full- or part-time basis.

Completion of ECD certificate program, and:

ECD 200: Science Areas and Young Children (3 credits)

ECD 211: Family-Program-Community (3 credits)

ECD 212: Fine Arts with Young Children (3 credits)

ECD 213: Field Placement III (4 credits)

ECD 214: Integration Seminar III (1 credit)

ECD 215: Interpersonal Communication (3 credits)

ECD 220: Foundations of Early Childhood (2 credits)

ECD 221: Ecology of the Family (3 credits)

ECD 222: Exceptional Individuals (3 credits)

ECD 223: Field Placement IV (4 credits)

ECD 224: Integration Seminar IV (1 credit)

ECD 225: Personal Growth and Development (2 credits)

Please consult the Early Childhood Education coordinator at 867.668.8793 for current and future offerings.

## Education – Yukon Native Teacher

t. 867.668.8845  
hehs@yukoncollege.yk.ca

School of Health, Education and Human Services

Credential:	Bachelor's degree
Credits:	124
Duration:	Four years

### PROGRAM OVERVIEW

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

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

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

As program transitions happen students may choose to complete the current YNTEP degree through University of Regina at Yukon College or transfer into any new teacher education program that becomes available in the future.

### ADMISSION REQUIREMENTS

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

### Criterion one

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

### Criterion two

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

### Criterion three

- Mature student status with acceptable scores on College Assessments.

### APPLICATION PROCESS

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

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

### Application deadline

Applications should be completed and



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

### GRADUATION/COMPLETION REQUIREMENTS

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

### EMPLOYMENT

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

#### REQUIRED COURSES:

Changes to the following required courses are being negotiated with University of Regina. Please check the YNTEP program page on the Yukon College website or contact the School of Health, Education and Human Services for the latest updates regarding these changes.

#### Year one

ECS 100: Education Cores Studies – Knowledge, Schooling, and Society (3 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

ENVS 100: Environmental Science (3 credits)

THEA 200: Introduction to Acting 1 (3 credits)

ECS 110: Education Core Studies – Self and Other (3 credits)

KINE 100: Kinesiology (3 credits)

MATY 101: Introduction to Finite Math (3 credits)

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

One approved elective

#### Year two

EPSY 205: Understanding and Enhancing Student Development (3 credits)

ELNG 205: Language and Literacy Development (3 credits)

EPE 215: Physical Education in the Elementary School (3 credits)

EMTH 215: Mathematics in the Elementary School (3 credits)

ESCI 215: Introduction to Teaching Elementary School Science (3 credits)

ECS 200: Constructions of the Student, the Learner and the School (3 credits)

ECS 210: Curriculum as Cultural and Social Practice (3 credits)

ERDG 215: The Teaching of Reading (3 credits)

EAES 215: Introduction to Arts Education (3 credits)

ECCU 390: Yukon First Nations Cultures and Values: Educational Experiences on the Land (Summer - 1 week off campus) (3 credits)

One approved elective

#### Year three

ELNG 325: The Teaching of Writing (3 credits)

EPS 225: Principles and Practices of Elementary Teaching II (3 credits)

ESST 215: Social Studies for Elementary School Teachers (3 credits)

EHE 215: Elementary School Health Education: Method, Content and Material (3 credits)

EPSY 225: Assessing Student Learning (3 credits)

ECCU 300: Cross-Cultural Teaching Strategies (3 credits)

ELIB 216: Children's Literature and the Elementary School Program (3 credits)

EPSY 322: Students with Special Needs (3 credits)

ECMP 355: Introduction to Computers in the Classroom (3 credits)

EFLD 305: Practicum (2 credits)

One approved elective

#### Year four

EADM 310: Educational Administration Structure and Process (3 credits)

EFLD 405: Elementary Internship (four-month placement) (2 credits)

ERDG 425: Assessment and Treatment of Reading Difficulties (3 credits)

Three approved electives

## Education Assistant

t. 867.668.8845

hehs@yukoncollege.yk.ca

School of Health, Education and Human Services

Credential:	Certificate
Credits:	30 plus One non-credit element
Duration:	Three years part-time Two years full-time

The next intake in September 2014 is subject to funding.

### PROGRAM OVERVIEW

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

### INSTRUCTION FORMAT

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

### ADMISSION REQUIREMENTS

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

- English 12 (min. 65%) and Math 10 (Applications, Principles, Foundations and Pre-Calculus); OR
- ENGL 050 (min. B-) and Math 030 (min. B); OR
- Mature Student Status with acceptable scores on the Yukon College Assessments or GED® test: OR
- A conditional acceptance may be considered for those who have previous experience as an education assistant or remedial tutor, do not meet any of the above criteria, and are willing to complete ENGL 050 (min. B-) and MATH 030 (min. B) during the first year of the program.

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

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

## OTHER REQUIREMENTS

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

## GRADUATION REQUIREMENTS

In order to graduate with a certificate, a student must successfully complete the 30-credit program plus the non-credit element of the program. Electives must be chosen from the EACP list. Students are required to maintain a term grade point average of 2.0 as per the Yukon College Academic Regulations for certificate programs.

## TRANSFERABILITY

This program shares courses with the Early Childhood Development (ECD) program and the Education–Yukon Native Teacher program (YNTEP).

Articulation is in place for the ECD and the HSW courses with several colleges and universities in BC and Alberta.

## EMPLOYMENT

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

## DURATION

The program is offered in two ways:

- As a two-year full-time program
- As a three-year part-time program

The next program intake is to be announced.

Contact the School of Health, Education and Human Services if you are interested in further opportunities to take this program.

## REQUIRED COURSES:

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

ECD 215: Interpersonal Communication Skills (3 credits)

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

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

EA 100: Program Implementation Strategies (3 credits)

ECMP: 100 Assistive Technologies (3 credits)

ECD 222: Exceptional Individuals (3 credits)

ECD 121: Human Growth and Development (3 credits)

PMAB 001: Prevention and Management of Assaultive Behaviour (no credit)

Electives (two are required): FNST 100; FASD 100; CSW 104; ECD 221; ECD 130; HCA 140

## First Nations Governance and Public Administration

t. 867.668.8762

fngpa@yukoncollege.yk.ca

School of Management, Tourism and Hospitality

Credential:	Certificate
Credits:	30
Duration:	Three years

## PROGRAM OVERVIEW

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

Designed to be accessible to working professionals and to allow an integration of education into work and family life, the 10 program courses are offered over three years through a combination of in-class and distance education. Long distance students have an option to participate via videoconferencing technology or to travel to the host community. As well, all students have access to academic and writing support as required.

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

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

## ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations, or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College

- Assessments or the GED® test; OR
- Acceptance into a related post-secondary program at a comparable level of the FNGPA; OR
- Five years of manager-level work experience with four to five pieces of sample writing for eligibility assessment to be conducted by Liberal Arts faculty member.

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

#### OTHER REQUIREMENTS

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

#### TRANSFERABILITY

Level I and II transfer directly to all British Columbia College and University College programs, NAIT, and SAIT.

#### OTHER

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

#### REQUIRED COURSES:

- FNGA 100: Introduction to First Nations Governance and Public Administration (3 credits)
- FNGA 101: Land Claims and Governance (3 credits)
- FNGA 102: Power and Influence (3 credits)
- FNGA 103: Accountability and Financial Management (3 credits)
- FNGA 104: Community and Economic Development (3 credits)
- FNGA 105: Human Resource Management (3 credits)
- FNGA 106: Strategic Management (3 credits)
- FNGA 107: Public Policy (3 credits)
- FNGA 108: Communications (3 credits)
- FGNA 109: Intergovernmental Relations (3 credits)
- FNGA 200: Organization and Community Wellness (3 credits)
- FNGA 201: Conflict Resolution, Mediation and Negotiation (3 credits)

## Food and Beverage Operations

t. 867.668.8762  
mth@yukoncollege.yk.ca

School of Management, Tourism and Hospitality

Credential:	Certificate
Credits:	30
Duration:	One year

#### PROGRAM OVERVIEW

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

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

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

#### ADMISSION REQUIREMENTS

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

#### OTHER REQUIREMENTS

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

Students are expected to:

- Actively participate in all aspects of the program including orientation activities, classes, class meetings, related workshops, dining room activities and special events
- Be punctual and flexible with scheduling on a consistent basis
- Use information technology and strengthen internet and library research skills
- Maintain communication with instructors
- Respect differences and be open to a variety of perspectives
- Adhere to program expectations documented in the Food and Beverage Operations certificate program outline and individual course outlines regarding attendance, confidentiality, professional conduct, team work, writing criteria etc.

#### TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

#### EMPLOYMENT

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

#### ANCILLARY FEES

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

#### GENERAL OUTCOMES

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

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

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

## OTHER

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

### REQUIRED COURSES:

TOUR 151: Public Relations and Customer Service (3 credits)

HOSP 101: Food and Beverage Service I (6 credits)

COMM 040: Communications at Work (3 credits)

COMP 050: Computer Fundamentals (3 credits)

FOODSAFE, WHMIS, BARS, FIRST AID/ CPR, MKTG 040: Introduction to Marketing (3 credits)

HOSP 102: Food and Beverage Service II (6 credits)

TOUR 257: Event Management (3 credits)

ACCT 120: Accounting I (3 credits)

## General Studies

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

### School of Liberal Arts

Credential:	Certificate Diploma
Credits:	30/certificate 60/diploma
Duration:	One yr/certificate Two yrs/diploma
CO-OP:	Yes

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

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

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)

### TRANSFERABILITY

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

### REQUIRED COURSES:

#### Certificate (30 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

8 Electives (24 credits)

#### Diploma (60 credits)

ENGL 100: Introduction to Academic Writing and Critical Thinking (3 credits)

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

18 Electives (54 credits)

#### Note:

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

#### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).



## Health Care Assistant

t. 867.668.8845  
hehs@yukoncollege.yk.ca

School of Health, Education and  
Human Services

Credential: Certificate  
Credits: 40  
Duration: One year

### PROGRAM OVERVIEW

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

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

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

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

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

### ADMISSION REQUIREMENTS

- English 10 (min. 60%) and Math 10 (Applications, Principles, or Foundations and Pre-Calculus) (min. 60%); OR
- Mature Student Status with acceptable scores on the College Assessments or the GED® test.
- ENGL 040 (min. B) and MATH 030 (min. B) and COMP 040

### OTHER REQUIREMENTS

- Current Standard First Aid/CPR
- Current Foodsafe Level 1 certificate
- Current immunization
- Current acceptable Criminal Records Check

Students are required to:

- Have appropriate working apparel
- Provide their own transportation to and from work experiences

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

- Maintain effective communication with patients and staff
- Provide personal care
- Lift and move residents
- Work with a variety of equipment
- Spend long periods of time on their feet while engaged in physically active work
- Be prepared to work day, evening and night shifts

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

### TRANSFERABILITY

- Transfer/Equivalency/Accreditation not yet formalized

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

### EMPLOYMENT

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

### GENERAL OUTCOMES

Upon completion of the HCA Program, graduates will be able to:

- Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual resident or client
- Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual well-being of clients/residents and families
- Provide care and assistance for clients/residents experiencing complex health challenges
- Provide care and assistance for clients/residents experiencing cognitive and/or mental health challenges
- Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals
- Communicate clearly, accurately and in sensitive ways with clients/residents and families within a variety of communities and facility contexts.
- Provide personal care and assistance in a safe, competent and organized manner
- Recognize and respond to their own self-development, learning and health enhancement needs
- Perform the care provider role in a reflective, responsible, accountable and professional manner



## REQUIRED COURSES:

HCA 100: Health and Healing A, Concepts for Practice (3 credits)

HCA 101: Health and Healing B, Concepts for Practice (3 credits)

ECD 215: Interpersonal Communication Skills (3 credits)

HCA 111: Health 2, Lifestyle and Choices (3 credits)

HCA 102: Introduction to Practice (3 credits)

HCA 120: Healing 1 A, Common Health Challenges (3 credits)

HCA 121: Healing 1 B, Common Health Challenges (3 credits)

HCA 122: Healing 1 C, Common Health Challenges (2 credits)

HCA 130: Healing 2 A, Cognitive or Mental Challenges (2 credits)

HCA 131: Healing 2 B, Cognitive or Mental Challenges (2 credits)

HCA 140: Healing 3 A, Personal Care and Assistance (4 credits)

HCA 141: Healing 3 B, Personal Care and Assistance (4 credits)

HCA 150: Practicum: Home Care and Assisted Living (1 credit)

HCA 160: Practicum: Multi-level, Complex and Dementia (4 credits)

## Heritage and Culture

t. 867.668.8770  
liberalarts@yukoncollege.yk.ca

### School of Liberal Arts

Credential:	Certificate
Credits:	30
Duration:	One year

### PROGRAM OVERVIEW

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

The HCC is available to students in the communities through distance-learning technologies. Prospective students should note that the HCC program requires a one-month residency at the Ayamdigut campus in Whitehorse for ANTH 144: Heritage and Culture Field School (usually during the month of June).

### ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12; OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test or the Language Proficiency Index (LPI) test.
- Acceptance into a post-secondary program comparable to Heritage and Culture; OR
- Five years of manager-level work experience with four to five writing samples (assessment to be conducted by at least two Liberal Arts faculty members).

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)

### TRANSFERABILITY

HCC courses are transferable to institutions affiliated with the British Columbia Council on Admissions and Transfer (BCCAT), although the transfer credit granted by BCCAT affiliates varies; the transferability of ANTH 144 is currently pending. For transfer details, visit BCCAT's online transfer guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) or contact the School of Liberal Arts.

**REQUIRED COURSES:**

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

ANTH 144: Heritage and Culture Field School (6 credits)

ARCV 140: Archives and Collections Management (3 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

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

PADM 140: Heritage and Culture Administration OR FNGA 100: Introduction to First Nations Governance and Public Administration (3 credits)

2 Electives (6 credits)

**Note:**

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Heritage and Culture Essential Skills

t. 867.456.8586

SCED-Programs@yukoncollege.yk.ca

School of Community Education and Development

Credential:	Completion certificate
Credits:	N/A
Duration:	10 – 12 weeks

**PROGRAM OVERVIEW**

Heritage and Culture Essential Skills (HACES) is a community-based program designed to build capacity to manage, interpret and celebrate First Nations heritage resources. Through the program, students develop essential skills in the areas of reading, writing, document use, numeracy, oral communication, working with others, thinking, computer use and continuous learning. At the conclusion of the program, students complete a group heritage project for their community.

This program's unique approach encourages participants' personal development and facilitates improved community capacity to manage local heritage resources. The program is customized in conjunction with local First Nations and Yukon College Community Campuses. Although HACES is not accredited, students who complete the program earn a certificate of completion. The program appeals to a broad range of community members interested in exploring culture and heritage.

**ADMISSION REQUIREMENTS**

- As this is a community-based program, participants should be a member of the community where HACES is being offered
- Please contact the program coordinator for more information: SCED-Programs@yukoncollege.yk.ca or 867.456.8586.

**OTHER REQUIREMENTS**

HACES is an open enrolment program, which means that there are no academic prerequisites to enrol. HACES programs are scheduled in different Yukon communities in each academic year. Contact the program coordinator for current and upcoming schedules.

**GENERAL OUTCOMES**

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

1. Describe the heritage and culture resources available in Yukon and their community
2. Demonstrate improvement in essential skills such as reading, writing, document use and numeracy while completing a heritage-related project
3. Identify ways to respectfully manage First Nations language, traditional cultural knowledge, land-based heritage and oral histories within a community
4. Apply professional standards in caring for heritage resources and conducting heritage research
5. Effectively utilize computers and appropriate digital technologies
6. Communicate and co-operate within a team to plan and execute a heritage-related group project



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## REQUIRED COURSES:

HACES is customized for each delivery in accordance with community heritage training capacity needs and project goals. The program consists of six core modules and four elective modules.

### Core Modules

Steps for Success	30 hours
Introduction to Community Heritage	30 hours
Research Skills	30 hours
Traditional Knowledge Management	30 hours
Heritage Communications	30 hours
Project Management/Personal Path Exploration	30 hours

### Elective Modules

Land-Based Heritage	30 hours
Language Management	30 hours
Caring for Heritage Resources	30 hours
Heritage Interpretation	30 hours
Digital Photography and Photoshop	30 hours
Community Film Production	30 hours
Heritage Publications using Adobe InDesign	30 hours
Heritage Presentation Materials using Adobe Illustrator	30 hours
Website Design	30 hours

## Liberal Arts

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

### School of Liberal Arts

Credential:	Certificate Diploma
Credits:	30/certificate 60/diploma
Duration:	One yr/certificate Two yrs/diploma
CO-OP:	Yes

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

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

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)

#### Note:

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

### TRANSFERABILITY

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

## REQUIRED COURSES:

### Certificate (30 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

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

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

4 Electives (12 credits)

### Diploma (60 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

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

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

2 200-Level ENGL Courses (6 credits)

4 200-Level Electives (12 credits)

8 Electives (24 credits)

#### Note:

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

#### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Mineral Resources

t. 867.456.8605

mineralresources@yukoncollege.yk.ca

School of Trades,  
Technology and Mining

Credential:	Certificate Diploma
Credits:	42 credits/certificate 78/diploma
Duration:	One yr/certificate Two yrs/diploma

### PROGRAM OVERVIEW

Geological technology programs in Canada have produced a class of highly skilled workers whose knowledge base reflects an integral balance between classroom learning and practical skills. Graduates from such programs have found jobs working for mining and petroleum companies, consulting geology and engineering firms, government agencies and educational institutions. The Mineral Resources program at Yukon College is a geological technology program that prepares students for employment in a number of capacities in the mineral exploration, mining, and environmental geology fields. The strong background in mathematics and the physical sciences provided by this program will enable students to succeed in an increasingly technical discipline, while the comprehensive introduction to field techniques equips students with the hard skills needed to work efficiently in a remote setting.

### PROGRAM OVERVIEW

Students enrolled in the Mineral Resources program complete a one-year certificate program and have the option of completing a second year to obtain a Diploma in Mineral Resources Technology. The learning objectives of the certificate program are to provide students with:

- A solid background in the fundamental geological disciplines with particular focus on those fields most closely linked to the mining and mineral exploration industries. These target fields include physical

and structural geology, mineralogy/ petrology, geomorphology and geochemistry. In addition to geology courses, students will be exposed to relevant topics in mathematics, chemistry, physics and computer science.

- A comprehensive introduction to the mining industry and the specific skills required to work in the resource exploration and development sectors. Students will learn how to conduct and interpret geological, geophysical and geochemical surveys, prepare subsurface maps and cross-sections, collect field data and analyze rock and mineral specimens.
- A baseline of standard health and safety training in order to ensure the competency and safety of graduates in a variety of work environments. Training includes courses such as Wilderness First Aid and CPR, WHMIS, Firearms Safety, and Industrial Workplace Safety.
- A solid foundation in interpersonal and group management skills, with a focus on effective oral and written communication. This will provide graduates with the skills to work effectively with co-workers, and the ability to convey geological information in a variety of formats. An important component of this objective is to ensure students develop the critical thinking skills necessary to assist in problem solving and troubleshooting in a work setting.
- An understanding of the impact of the unique First Nations governance structure that exists in Yukon and the impact of this on undertaking mining, exploration and development in the territory. This includes reviewing historical land agreements and the different categories of settlement lands, as well as discussing effective communication and conflict-resolution skills for multi-party discussions and negotiations that may include First Nations partners.

### ADMISSION REQUIREMENTS

- English 12, Math 11 (Principles or Pre-Calculus; min. 65%), and Chemistry 11; OR

- Mature Student Status with acceptable scores on College Assessments and/or GED® for English, Chemistry and Math prerequisites; OR
- Yukon College prerequisite courses ENGL 090, MATH 050 (minimum B-), and CHEM 050, with COMP 040 recommended.

### ANCILLARY FEES

Additional costs beyond college tuition are associated with this program of study. These costs cover transportation to and from field school sites, accommodation and food during field school, and the health and safety modules administered during field schools and the Exploration and Mining Safety class (GEOL103). In addition, students are required to purchase their own basic geology field equipment, including sturdy hiking boots, rock hammers, field notebooks, and hand lenses. The course outline for each individual class will contain detailed information regarding the costs specific to that course.

### DURATION

The 947-hour first-year certificate program consists of 19 courses, including an Introductory Geology Field School (45 hours) and an Intermediate Geology Field School (90 hours).

The 832-hour second-year diploma program consists of 13 courses delivered over two semesters and a spring field course (Surveying for Mining). Please check the College's website for up-to-date information.

### GRADUATION REQUIREMENTS

Students must successfully complete all courses within the program. Successful completion of the certificate program is required for admission into the diploma year. An overall GPA of 2.00 is required to receive the Mineral Resources certificate or diploma.

## REQUIRED COURSES:

### Certificate (42 credits)

BUS 174: Microcomputer Applications – Excel (1.5 credits)

CHEM 110: Structure of Matter (3 credits)

COMM 193: Introduction to Scientific and Technical Communication (3 credits)

GEOG 250: Introduction to GIS (3 credits)

GEOL 101: Introductory Field Camp (3 credits)

GEOL 102: Geomorphology (3 credits)

GEOL 103: Exploration and Mine Safety (1.5 credits)

GEOL 104: Communications and Career Development (3 credits)

GEOL 105: Bedrock Geology (3 credits)

GEOL 110: Structural Geology (3 credits)

GEOL 111: Mineralogy/Petrology (3 credits)

GEOL 112: Mining Industry Overview (3 credits)

GEOL 113: Intermediate Geology Field School (3 credits)

MATH 060: Advanced Algebra/Trigonometry (3 credits)

### Mandatory Safety Training Courses (certificate)

FAC 002: Firearms Training – Unrestricted

SAFE 001: Industrial Workplace Safety

TDG 001: Transportation of Dangerous Goods

WFA 010: Wilderness/Remote First Aid/CPR C

WHMS 001: Workplace Hazardous Materials Information System

### Diploma Program (starting Fall 2014)

GEOL 201: Mineral Deposits

GEOL 202: Mineral Economics, Mining Law, and Sustainability

GEOL 203: Mining Methods (Underground and Surface)

GEOL 204: Mining Computing

GEOL 205: Blasting and Rock Mechanics

GEOL 206: Sedimentary Stratigraphy and Hydrocarbon Resources

GEOL 208: Physics for Geologists

GEOL 210: Hydrogeology and Contaminants

GEOL 211: Assaying and Geochemistry

GEOL 212: Mining Geophysics

GEOL 213: Mineral Processing

GEOL 214: Mine Surveying

MATH 105: Introduction to Statistics

## Multimedia Communication

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

### School of Liberal Arts

Credential:	Certificate
Credits:	30
Duration:	One year

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

- English 11 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test.

#### Note:

Part-time students not fully meeting the above criteria may be admitted to courses but must maintain a cumulative GPA of 2.0 (C average) to continue in the program.

#### Note:

Full-time students are expected to have basic computer skills prior to enrolment, and all Multimedia students should be aware that the Multimedia Communication program is run on Apple computers.

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)

### TRANSFERABILITY

Multimedia Communication courses transfer to other post-secondary institutions within the British Columbia Council on Admissions and Transfer (BCCAT) system. For further information, check the BCCAT online guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) or contact the School of Liberal Arts.

## REQUIRED COURSES:

### Certificate (30 credits)

COMM 192: Business Communications (3 credits)

MMC 110: Theories of Communication (3 credits)

MMC 111: Image Editing Fundamentals (3 credits)

MMC 112: Web Design (3 credits)

MMC 113: Desktop Publishing / InDesign (3 credits)

MMC 120: Communicative Writing (3 credits)

MMC 121: Digital Video and Audio (3 credits)

MMC 123: Digital Illustration (3 credits)

MMC 124: Capstone Project (3 credits)

MMC 125: Graphic Design (3 credits)



## Native Language Instructor

t. 867.668.8820

info@ynlc.ca

Yukon Native Language Centre

Credential:	Certificate Diploma
Credits:	39 credits/certificate 30/diploma
Duration:	Three yrs/certificate Two yrs/diploma

### PROGRAM OVERVIEW

The Yukon Native Language Centre (YNLC) offers training and certification for Yukon Aboriginal Language Teachers. YNLC staff and Elders have developed and now teach the certificate and diploma program for native language instructors at Yukon College.

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.

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.

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

YNLC is administered by the Council of Yukon First Nations (CYFN) with funds provided by the Government of Yukon. The certificate is conferred by Yukon College.

### TRANSFERABILITY

Courses in most areas of the program are transferrable to the University of Alaska and to the College of New Caledonia in Prince George, BC.

### 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 ongoing. Graduates of this program serve as teachers in many communities of Yukon, British Columbia, Northwest Territories and Alaska.

### ANCILLARY FEES

Personal supplies may cost \$30-\$50 for the entire program.

### DIRECTED STUDY

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

### REQUIRED COURSES:

#### Certificate

LIT 171: Native Language Literacy (1.5 credits)

LIT 172: Native Language Literacy (1.5 credits)

LIT 173: Native Language Literacy (3 credits)

LS 141: Language Structure (1.5 credits)

LS 142: Language Structure (1.5 credits)

LS 143: Language Structure (3 credits)

PRO 161: Professionalism and Class Management (1.5 credits)

PRO 162: Professionalism and Class Management (1.5 credits)

PRO 163: Professionalism and Class Management (1.5 credits)

PRAC 181: Practicum (6 credits)

PRAC 182: Practicum (6 credits)

PRAC 183: Practicum (6 credits)

SLTM 151: Second Language Teaching Methods (1.5 credits)

SLTM 152: Second Language Teaching Methods (1.5 credits)

SLTM 153: Second Language Teaching Methods (1.5 credits)

#### Diploma

Students must complete a Native Language Instructor certificate plus:

CC 291: Computers in Curriculum (1.5 credits)

CC 292: Computers in Curriculum (1.5 credits)

IP 241: Individual Project (3.0 credits)

LIT 271: Advanced Literacy (3.0 credits)

LIT 272: Advanced Literacy (3.0 credits)

PRAC 281: Advanced Practicum (6.0 credits)

PRAC 282: Advanced Practicum (6.0 credits)

SLTM 251: Advanced Second Language Teaching Methods (3.0 credits)

SLTM 252: Advanced Second Language Teaching Methods (3.0 credits)



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Northern Environmental and Conservation Sciences

t. 867.668.8887  
science@yukoncollege.yk.ca

School of Science

Credential:	Bachelor's degree
Credits:	120 (a minimum of 60 credits must be obtained through the University of Alberta)
Duration:	Four years

### PROGRAM OVERVIEW

In collaboration with the University of Alberta, Yukon College (YC) offers years three and four of a Bachelor of Science (B.Sc.) degree in Northern Environmental and Conservation Sciences (ENCS), with a curriculum that integrates natural and social sciences as related to issues such as wildlife conservation, land use, resource management under modern treaties, energy, and global climate change. The Northern ENCS curriculum offered at YC includes significant northern and First Nations studies content, reflecting the local environmental, economic and social context. The program provides students with the knowledge and skills to understand environmental conditions and evaluate impacts on plants, soils, water and animals. The structure and function of ecosystems are explored as students learn to develop, assess and implement conservation and restoration measures for natural and managed ecosystems.

### ADMISSION REQUIREMENTS

- Students complete up to two years (60 credits) of transferable coursework in a science-based diploma program at Yukon College (such as Renewable Resources Management or Northern Science) or at another institution before applying to transfer into the University of Alberta B.Sc. ENCS program for years three and four

- Applicants apply directly to the University of Alberta after consulting with a Northern ENCS program advisor in the School of Science at Yukon College
- U of A application deadlines and fees apply. Once admitted, students must meet with a Northern ENCS program advisor at YC to select courses. Contact Yukon College School of Science at 867.456.8588 to make an appointment
- Application deadlines: May 1st for September admission; November 15th for January admission

### OTHER REQUIREMENTS

- While enrolled in the B.Sc. Northern ENCS program, students will maintain dual registration at U of A and YC
- Tuition, mandatory course instructional support fees, and non-instructional student fees will be assessed in accordance with the policies of the University of Alberta. Student fees will be assessed in accordance with the policies of Yukon College

### EMPLOYMENT

Graduates of the Northern ENCS program are prepared for a variety of career options in both the public and private sectors. Examples of employment opportunities include wildlife biologist, First Nations resource manager, park warden, traditional land use advisor, environmental policy analyst, and environmental educator. Students may also continue on to graduate studies.

### ANCILLARY FEES

For information on University of Alberta program fees related to courses, please see the Office of the Registrar's Costs, Tuition, and Fees page ([www.registraroffice.ualberta.ca/Costs-Tuition-Fees.aspx](http://www.registraroffice.ualberta.ca/Costs-Tuition-Fees.aspx)). Some Yukon College non-instructional fees apply for students enrolled in the Northern ENCS program at the College.

### PROGRAM DELIVERY

The Northern ENCS program consists of an interdisciplinary curriculum that integrates natural and social sciences as related to issues such as global climate change, non-renewable energy resources, land use, resource management under modern treaties, changes in water quantity and quality, and wildlife conservation.

Coursework is completed at YC, taught by U of A and YC faculty. Students may also choose to spend some of their third and fourth years taking courses at the U of A campus in Edmonton. Students from Edmonton may also complete part of their program in Whitehorse.

### GRADUATION REQUIREMENTS

To receive a B.Sc. Northern ENCS degree students must:

- Complete all course requirements of the B.Sc. Northern ENCS program, including a minimum of 60 approved credits of U of A coursework offered at YC or at the U of A campus in Edmonton
- Achieve a minimum GPA of 2.0 (C average) in their last 60 credits of U of A coursework
- Meet all other relevant academic standing and graduation requirements of the U of A

### SPONSORSHIP AND TUITION

Students are eligible for U of A awards while formally registered as U of A students. Students may also be eligible for Yukon Government student grants and training allowance while registered in partnered programming. Please contact Student Services at Yukon College and the Office of the Registrar and Student Awards at the U of A for more information.

### FOR MORE INFORMATION, PLEASE CONTACT

Dr. Kathryn Aitken, Coordinator,  
Northern ENCS Program, at  
867.668.8866,  
kaitken@yukoncollege.yk.ca

Dr. Fiona Schmiegelow, Director,  
Northern ENCS Program, at  
867.668.8711,  
fiona.schmiegelow@ualberta.ca

## Northern First Nations Studies

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

School of Liberal Arts

Credential: Diploma  
Credits: 60  
Duration: Two years  
CO-OP: Yes

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

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

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)
- Complete a min. 18 credits at the 200 level or above

### TRANSFERABILITY

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

### REQUIRED COURSES:

#### Diploma (60 credits)

2 NOST Core Courses (6 credits)<sup>1</sup>

1 FNST I Elective (3 credits)<sup>2</sup>

2 FNST II Electives (6 credits)<sup>3</sup>

2 FNST III Electives (6 credits)<sup>4</sup>

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

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

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

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

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

6 Electives (18 credits)

#### <sup>1</sup>NOST Core Courses

NOST 200, NOST 201, NOST 202  
(all 3 credits)

#### <sup>2</sup>FNST I Electives (focus: constitutional development, self-government or land claims)

HIST 140, POLI 220, POLI 221  
(all 3 credits)

#### <sup>3</sup>FNST II Electives (focus: First Nations culture and history)

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

#### <sup>4</sup>FNST III Electives (focus: First Nations contemporary issues)

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

### Note:

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

### Note:

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

### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Northern Justice and Criminology

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

School of Liberal Arts

Credential:	Certificate Diploma
Credits:	30 credits/certificate 60/diploma
Duration:	One yr/certificate Two yrs/diploma
CO-OP:	Yes

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

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

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)

### Note:

Additional graduation requirements for diploma students only:

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

### TRANSFERABILITY

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

### REQUIRED COURSES:

#### Certificate (30 credits)

- CRIM 101: Introduction to Criminology (3 credits)
- CRIM 131: Introduction to the Canadian Criminal Justice System (3 credits)
- CRIM 135: Introduction to Canadian Law and Legal Institutions (3 credits)
- 1 200-Level CRIM Elective (3 credits)<sup>1</sup>
- ENGL 100: Academic Writing and Critical Thinking (3 credits)
- PSYC 100: Introduction to Psychology I (3 credits)
- SOCI 100: Introduction to Sociology (3 credits)
- 3 Electives (9 credits)

#### Note:

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

#### Diploma (60 credits)

- CRIM 101: Introduction to Criminology (3 credits)
- CRIM 103: Psychological Explanations of Crime and Deviance (3 credits)
- CRIM 104: Sociological Explanations of Crime and Deviance (3 credits)
- CRIM 131: Introduction to the Canadian Criminal Justice System (3 credits)
- CRIM 135: Introduction to Canadian Law and Legal Institutions (3 credits)
- CRIM 230: Introduction to Substantive Criminal Law (3 credits)
- 1 200-Level CRIM Elective (3 credits)<sup>1</sup>
- 2 NOST Core Courses (6 credits)<sup>2</sup>
- ENGL 100: Academic Writing and Critical Thinking (3 credits)
- ENGL 101: Introduction to the Study of Literature (3 credits)
- MATH 105: Introductory Statistics (3 credits)
- PHIL 110: Introduction to Philosophical Concepts and Reasoning (3 credits) OR
- PHIL 120: Introduction to Ethics (3 credits)
- POLI 201: Introduction to Political Thought (3 credits)



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

PSYC 100: Introduction to Psychology I  
(3 credits)

PSYC 101: Introduction to Psychology II  
(3 credits)

SOCI 100: Introduction to Sociology  
(3 credits)

SOCI 227: Research Methods in the  
Social Sciences (3 credits) OR PSYC 201:  
Research Methods in Psychology  
(3 credits)

2 Electives (6 credits)

#### Note:

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

#### <sup>1</sup>200-Level CRIM Electives

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

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

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

CRIM 241: Introduction to Corrections  
(3 credits)

CRIM 251: Introduction to Law  
Enforcement (3 credits)

#### <sup>2</sup>NOST Core Courses

NOST 200: Research in the North  
(3 credits)

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

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

#### Note:

Course selection must be done in consultation with a program advisor.

#### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Northern Outdoor and Environmental Studies

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

School of Liberal Arts

Credential:	Diploma
Credits:	60
Duration:	Two years
CO-OP:	Yes

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

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

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses List
- Complete at least 50% of the work at Yukon College
- Maintain a cumulative GPA of 2.0 (C average)
- Complete a min. 18 credits at the 200 level or above

### TRANSFERABILITY

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

### REQUIRED COURSES:

2 NOST Core Courses (6 credits)<sup>1</sup>

2 ENVS Core Courses (6 credits)<sup>2</sup>

6 NOST Electives (18 credits)<sup>3</sup>

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

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

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

4 Electives (12 credits)

#### <sup>1</sup>NOST Core Courses

NOST 200: Research in the North (3 credits)

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

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

#### <sup>2</sup>ENVS Core Courses

ENVS 200: Environmental Perspectives (3 credits)

ENVS 201: Environmental Ethics (3 credits)

PHED 222: Northern Outdoor Pursuits and Leadership I (3 credits)

PHED 225: Northern Outdoor Pursuits and Leadership II (3 credits)



## <sup>3</sup>NOST Electives

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

### Note:

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

### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Northern Science

t. 867.668.8887

science@yukoncollege.yk.ca

### School of Science

Credential:	Diploma
Credits:	60
Duration:	Two years
CO-OP:	Yes

### PROGRAM OVERVIEW

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Diploma of Northern Science is designed for those who wish either to enter a scientific profession or to work in the North at the technical level. A wide choice of electives enables students to concentrate on a particular field of study or to construct a general science program with a strong northern focus. In the first year, students have two options: to complete the Yukon College Certificate of Science (or equivalent) or to complete a first-year program comprised of Chemistry, English and selected electives. Building on this base, in their second year, students take the Northern Studies Core as well as northern oriented science electives and develop practical expertise by attending the Northern Studies Field Camp and completing the field course NOST 215.

The Diploma of Northern Science is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits) in the sciences that meets the requirements below.

### ADMISSION REQUIREMENTS

To be eligible for admission, students must satisfy the prerequisites for any two of the required courses.

### OTHER REQUIREMENTS

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

- Complete 50% of the course work at Yukon College
- Maintain a 2.00 cumulative GPA (C average) across all courses

### TRANSFERABILITY

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

### EMPLOYMENT

The Diploma of Northern Science prepares students for studies towards a degree at another institution. The program also presents an ideal continuing education opportunity and is useful for those professionals seeking a northern specialization in their respective fields.

### DURATION

#### Year 1

##### Fall

CHEM 110  
ENGL 100  
Science elective  
Science elective  
Elective

##### Winter

CHEM 111  
ENGL 101  
MATH 105  
Science elective  
Science elective

#### Year 2

##### Fall

NOST 215  
NOST Core Course  
Science Elective (200-level)  
Science Elective (200-level)  
Elective

##### Winter

NOST Core Course  
Science Elective (200-level)  
Science Elective (200-level)  
Science Elective  
Elective

**IN THE NORTH, FOR THE NORTH,  
BY THE NORTH**

This program is one of five Yukon College programs offering broad, multidisciplinary investigations of the North. They are innovative, academically rigorous and transferable to other post-secondary institutions in Canada and elsewhere. Since 1988, Yukon College has been a leader in promoting the study of the North—in the North, for the North, by the North. Yukon College Northern Studies diplomas prepare students for entry-level employment or further education in a wide variety of fields.

**REQUIRED COURSES:**

CHEM 110: The Structure of Matter (3 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

CHEM 111: Chemical Energetics and Dynamics (3 credits)

MATH 105: Introductory Statistics (3 credits)

NOST 215: Northern Studies Field Methods (3 credits)

Two of NOST 200, 201 and 202. Second year standing.

Nine science courses, at least four of which must be at the 200 level. The approved science courses are BIOL 101, 102, ENVS 100, 101, GEOG 101, 102, MATH 100, MATH 101, PHYS 101, PHYS 102, BIOL 210, 220, 225, 230, 290, GEOG 250, 290 and RRMT 239. Course dependent.

Three university-transfer electives. Course dependent.

**Northern Studies**

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

**School of Liberal Arts**

Credential:	Diploma
Credits:	60
Duration:	Two years
CO-OP:	Yes

**PROGRAM OVERVIEW**

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

**ADMISSION REQUIREMENTS**

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

**GRADUATION REQUIREMENTS**

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

**REQUIRED COURSES:**

2 NOST Core Courses (6 credits)<sup>1</sup>

5 NOST Electives (15 credits)<sup>2</sup>

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

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

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

7 Electives (21 credits)

**Note:**

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

**Note:**

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

**<sup>1</sup>NOST Core Courses**

NOST 200: Research in the North (3 credits)

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

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

**<sup>2</sup>NOST Electives**

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

**Note:**

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Office Administration

t. 867.668.8762  
mth@yukoncollege.yk.ca

School of Management, Tourism  
and Hospitality

Credential:	Certificate
Credits:	34.5/Accounting Clerk 31.5/Administrative Assistant 30/General Office
Duration:	One year

### PROGRAM OVERVIEW

Office Administration is a 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.

Students will work (through a field placement) in a local business or government office for one month during the program. 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.

### ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations and Pre-Calculus) and English 10 (min. 65%); OR
- Mature Student Status with acceptable scores on College Assessments or the GED® test.

### OTHER REQUIREMENTS

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

### REQUIRED COURSES:

#### All streams

CL 100: Computer Literacy (1.5 credits)

WP 120: Beginning Word Processing (Word 2010) (3 credits)

ACCT 120: Introductory Accounting (3 credits)

BUSC 100: Business Communications (3 credits)

KEY 100: Keyboarding (2 credits)

MICR 100: Introduction to Excel 2010 (1.5 credits)

MICR 105: Introduction to Access 2010 (1.5 credits)

BUSM 100: Business Math (1.5 credits)

FILD 100: Fieldwork (3 credits)

RECM 100: Records Management (1.5 credits)

BUSC 200: Business Communications (2 credits)

OP 100: Office Procedures (2 credits)

JS 100: Job Search (1.5 credits)

#### Other requirements vary by stream:

##### Accounting Clerk

ACCT 220: Intermediate Accounting (3 credits)

MICR 230: Simply Accounting (1.5 credits)

MICR 231: AccPac for Windows (1.5 credits)

MICR 200: Intermediate Excel (1.5 credits)

##### Administrative Assistant

WP 220: Advanced Word Processing (Word 2010) (3 credits)

MICR 110: PowerPoint 2010 (1.5 credits)

##### General Office Assistant

WP 220: Advanced Word Processing (Word 2010) (3 credits)



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Practical Nurse

t. 867.668.8845

hehs@yukoncollege.yk.ca

School of Health, Education and  
Human Services

Credential:	Diploma
Credits:	86
Duration:	Four terms plus two preceptorships

### PROGRAM OVERVIEW

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

The next intake of the Practical Nurse program is Fall 2014. Deadline for Application: May 1, 2014

### ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 (min. 60%) and Biology 12 (min. 60%) or ANPH 150 (min 60%) available online at Bow Valley College\* and successful completion of Math 11 (Applications, Principles, Foundations or Pre-Calculus)
- Applicants may be ranked based on grades in required courses

\*Applicants must achieve 60% in ANPH 150 to apply to the program; in order to achieve program credit a mark of 64% must be achieved

### OTHER REQUIREMENTS

- Current Standard First Aid/CPR Health Care Provider
- Current immunization
- Acceptable criminal records check

### TRANSFERABILITY

Graduates of this program may be accepted into Athabasca University's Post LPN Bachelor of Nursing program, and may be granted transfer credit by other post-secondary institutions.

### EMPLOYMENT

Graduates of the program are employed in long term care, hospital and community/home care. Graduates have acquired the competencies required to provide high-quality care in all these settings.

### GENERAL OUTCOMES

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

### REQUIRED COURSES:

#### Term 1

HCA 111: Health 2, Lifestyle and Choices (3 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

ANPH 150: Anatomy and Physiology (6 credits)

ECD 215: Interpersonal Communication Skills (3 credits)

HHC0302 Nursing Arts (3 credits)

HHC0303 Nursing Foundations 1 (4 credits)

#### Term 2

PRNR 154: Applied Pharmacology (3 credits)

PRNR 163: Pathophysiology (3 credits)

HHC0323: Adult Health Assessment (3 credits)

HHC0305: Nursing Foundations 2 (7 credits)

HHC0304: Clinical Experience 1: Foundational (5 credits)

#### Term 3

PSYC 151: Human Growth and Development Across the Lifespan (3 credits)

PRNR 156: Maternity Nursing (3 credits)

PRNR 157: Pediatric Nursing (3 credits)

HHC0306: Nursing Foundations 3 (7 credits)

HHC0307: Clinical Experience 2: Medical/Surgical (6 credits)

#### Term 4

PSYC 152: Mental Health Nursing (3 credits)

PRNR 155: Community Nursing (3 credits)

SOCI 100: Introduction to Sociology (3 credits)

HHC0308: Nursing Trends and Issues (3 credits)

HHC0309: Clinical Experience 3: Medical/Surgical (5 credits)

HHC0314: Practicum 1: Pre-graduate Comprehensive (2 credits)

HHC0315: Practicum 2: Pre-graduate Focused (2 credits)

## Primary Care Paramedic

t. 867.668.5258  
ce@yukoncollege.yk.ca

School of Continuing Education  
and Training

Credential:	JIBC PCP certification
Credits:	On completion of the PCP Program credits can be applied to the JIBC's Diploma in Health Sciences
Duration:	Four week independent study, 16 weeks classroom, and a hospital and ambulance practicum

### PROGRAM OVERVIEW

Through a partnership arrangement with the Paramedic Academy at the JIBC School of Health Sciences, the School of Continuing Education and Training is pleased to offer training in paramedicine. The Primary Care Paramedic (PCP) program is accredited by the Canadian Medical Association and exceeds the National Occupational Competency Profile requirements of the Paramedic Association of Canada.

The PCP program is an entry-level paramedic training program providing the skills and knowledge required to practice as a Primary Care Paramedic. The program focuses on the skills required to assess and manage patients in a pre-hospital care environment. It delivers a strong foundation in anatomy, physiology, pathophysiology and pharmacology to strengthen the decision-making and treatment actions required to care for critically ill or injured individuals in a pre-hospital setting.

### ADMISSION REQUIREMENTS

Admission to the Primary Care Paramedic program is contingent on availability of seats, completion of all admission criteria, and applicant ranking as determined by a process of selective admission evaluation.

### ANCILLARY FEES

Student Union fee, Technology fee, Physical Fitness assessment

### GENERAL OUTCOMES

Upon successful completion of the PCP program you will be able to:

- Apply principles of anatomy, physiology, pathophysiology and pharmacology to the assessment and management of trauma, medical and complex calls.
- Integrate and demonstrate PCP level skills, knowledge and judgment (clinical decision-making and leadership skills) in the assessment and management of trauma, medical and complex calls.

## Public Administration

t. 867.668.8762  
mth@yukoncollege.yk.ca

School of Management, Tourism  
and Hospitality

Credential:	Master's degree
Credits:	36
Duration:	Varies

### PROGRAM OVERVIEW

The Master of Public Administration (MPA) is a professional degree for public and non-profit managers. It is delivered through live classes streamed over various internet technologies (anywhere students have access to high speed Internet connection) by the University of Alaska Southeast (UAS) to students in Alaska and Yukon. The program prepares students for leadership at all levels of government and in non-profit organizations. Students learn to effectively deal with the economic, political, legal and social issues facing today's public managers.

The program provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation and administration. The MPA is designed to develop workplace skills and facilitate the intellectual growth and ethical behaviour of public administrators. Upon completion of the program students can obtain a Master of Public Administration from the University of Alaska Southeast. The UAS MPA program comes to you where you work and live in Alaska and Yukon.

The MPA at UAS combines the relationships and structure of the regular classroom with the accessibility of a distance delivered program to create a stable, supportive and high quality education.

Completion of the MPA program provides individuals with the skills necessary for entrance or advancement in professional positions in the public and non-profit sector. Employment opportunities can include areas such as State and Local Government, Non-Profit Organizations, Tribal Government,



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



Military, Economic Development, Public Education, Department of Transportation, Juvenile Justice, Health and Human Services, Law Enforcement, Fish and Game, Environmental Protection Agency, and many more.

For more information please complete the Request for Information form on the University of Alaska Southeast website.

## CONCENTRATIONS

### Rural Development

The Rural Development concentration is offered distance through the College of Rural and Community Development at University of Alaska Fairbanks. This concentration has a special focus on needs of indigenous and other rural communities, including management of tribal-governments, community organizations and indigenous-controlled profit and non-profit corporations.

### Natural Resource Policy

The Natural Resource Policy concentration addresses Alaska's need and strong demand for professional management training in natural resources and environmental management issues. Alaska's abundance of natural resources and concomitant management issues are uniquely Alaskan as addressed in the State Constitution and need unique management solutions which the concentration provides.

## ADMISSION REQUIREMENTS

Admission to the Master of Public Administration degree requires successful completion of a first degree in any discipline.

The MPA program allows students to take up to two courses before applying to the program to ensure the degree applies to the student's future plans. Admission to the program must be completed prior to registering for the third course in the degree program.

Students are advised to take PADM 601 – Introduction to Public Administration as one of first two classes in the degree. PADM 601 provides a general overview of the core courses offered in the degree as well as an introduction to the

technology and electronic library that used throughout the program.

## OTHER REQUIREMENTS

Tuition fees are set by the University of Alaska Southeast. Course costs in Canadian dollars average \$1,350 to \$1,500 per course. For a schedule of tuition and fees, please refer to the University of Alaska Southeast Academic Catalog – [www.uas.alaska.edu/catalog](http://www.uas.alaska.edu/catalog) for the current academic year and reference the Fees and Expenses section.

## REQUIRED COURSES:

PADM 601: Introduction to Public Administration (3 credits)

PADM 604: Research Methods in Administration (3 credits)

PADM 610: Organizational Theory and Behaviour (3 credits)

PADM 618: Law for Public Managers (3 credits)

PADM 624: Human Resource Administration (3 credits)

PADM 625: Economics of Public Policy (3 credits)

PADM 628: Public Financial Management (3 credits)

PADM 671: Special Topics in Public Administration (3 credits)

PADM 688: Public Program Evaluation (3 credits)

PADM 690: Capstone (3 credits)

The Master of Public Administration Degree at UAS requires 36 credits (normally 12 classes) consisting of eight core classes, three electives, and a final Capstone class. Electives are chosen from a number of courses in consultation with a UAS program advisor.

## Renewable Resources Management

t. 867.668.8887

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

School of Science

Credential:	Diploma
Credits:	60
Duration:	Two years
CO-OP:	Yes

## PROGRAM OVERVIEW

Renewable resources include the living portions of our natural world such as plants and animals as well as non-living resources such as air and water. Managing these resources so they are sustainable for future generations is a critical mission. Achieving this task involves a balancing act so that we can meet society's present needs without harming the resource base for the future.

Students receive a Diploma of Renewable Resources Management (RRMT) 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 10-day field courses. Team and individual projects, discussions and presentations are important aspects of program delivery. Practising managers from the community frequently assist with the teaching.

Students take a set of core courses in first year that develop competencies in areas such as data collection, oral and written communication, computer use, mapping and basic biology. Two field courses between first and second year offer the chance to gain field experience, while many of the second year courses emphasize practical management aspects and give students the opportunity to choose among a series of electives.

Instruction reflects the cultural, political and employment realities in 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 resource management.

Graduates of the program have found jobs working in diverse fields including lands and resources offices for First Nations, fish and wildlife enforcement, park planning, protected areas, and interpretation, environmental assessment, fisheries and private sector consulting firms.

## OTHER REQUIREMENTS

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test.
- Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary. Intake to the program is every two years in odd numbered years (e.g. 2015). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nations students. Women are encouraged to apply.

## TRANSFERABILITY

Students have used this program to transfer to university to complete degrees.

## ANCILLARY FEES

RRMT 125	\$125	
RRMT 137	\$20	
RRMT 134	\$80	
RRMT 121L	\$105	Lab Fee
RRMT 122L	\$30	Lab Fee
RRMT 200	\$200	
RRMT 223L	\$30	Lab Fee
RRMT 235L	\$30	Lab Fee
RRMT 237L	\$30	Lab Fee
RRMT 239L	\$30	Lab Fee
NOST 215	\$550	
NOST 201	\$150	

## RRMT PREPARATION

Yukon College offers a variety of courses to help students upgrade their skills. Contact the School of Science 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 the Admissions Office by May 1 of the year of entry:

- Yukon College Application for Admission form
- Official transcripts of all secondary and post-secondary educational records
- Language Proficiency Index (LPI) test results (if taken)

Qualified applicants will be offered seats on a first come, first served basis. Once available First Nations or non-First Nations seats are allocated, subsequent qualified applicants will be placed on wait lists.

## ACCESS TO RRMT COURSES FOR STUDENTS IN OTHER PROGRAMS

Students in other disciplines and from outside the College may take Renewable Resources Management courses (e.g. RRMT designation) with permission of the instructor and subject to available seating and meeting prerequisites, if any.

## REQUIRED COURSES:

### Year one (33 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits) (or in some circumstances RRMT 123: Communications (3 credits) [ENGL 100 is strongly recommended, especially if a student wants to continue to a degree program])

COMM 193: Intro. to Scientific and Technical Communication (3 credits), ENV5 100: Intro. to Environmental Science I (3 credits) and ENV5 101: Intro to Environmental Science II (3 credits) OR CHEM 110: The Structure of Matter (3 credits) and CHEM 111: Chemical Energetics and Dynamics (3 credits) (If students wish to continue to the Bachelor of Environmental and Conservation Sciences degree program, they should consider CHEM110/111 instead of ENV5 100/101.)

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

NOST 215: Northern Science Field Methods (3 credits) (field course offered in August)

FNST 100: Introduction to First Nation Studies (3 credits) OR FNST 140: Preservation of Traditional Knowledge (3 credits) OR HIST 140: History of Yukon First Nations and Self-Government (3 credits)

RRMT 121: Northern Field Biology (3 credits) OR BIOL 101: Principles of Biology (3 credits) and BIOL 102: Principles of Biology II (3 credits) (only three of the six credits from BIOL 101 and BIOL 102 can be applied towards an RRMT diploma)

RRMT 122: Maps and Remote Sensing (3 credits)

RRMT 125: Renewable Resources Measurements (3 credits) (field course offered in April/May)

RRMT 137: Professional Practices in Renewable Resource Management (3 credits)

RRMT 134: Intro Salmon Hatcheries (3 credits) (elective offered with McIntyre Salmon Incubation Facility)

**Non-credit required certifications:**  
WFA 001: Advanced Wilderness and Remote First Aid

RRMT 148: Firearms Use and Safety

BOAT 001: B.O.A.T. (Boat Operators Accredited Training)

**Year two (33 credits)**

BIOL 220: Ecology (3 credits)

RRMT 202: Biometrics (3 credits) OR  
MATH 105: Introductory StatisticsRRMT 200: Field Methods (3 credits)  
(August field course) or in special  
circumstances ENVS 223: Principles and  
Practices of Heritage Interpretation  
(3 credits) (April field course)**Choose one or more Aquatic Systems  
courses:**RRMT 134: Intro to Salmon Hatcheries  
(3 credits)RRMT 135: Fisheries Field Techniques  
(3 credits)RRMT 237: Fisheries Management  
(3 credits)

RRMT 239: Aquatic Ecology (3 credits)

**Choose two or more Land Management  
courses:**

GEOG 250: Introduction to GIS (3 credits)

RRMT 236: Land and Protected Area  
Management (3 credits)RRMT 238: Environmental Protection and  
Impact Assessment (3 credits)RRMT 241: Introduction to Land  
Management (3 credits)RRMT 242: First Nation Land  
Management (3 credits)**Choose two or more Terrestrial  
Systems courses:**BIOL 210: Introduction to Northern  
Botany (3 credits)BIOL 225: Ornithology – Intro to Biology  
of Birds (3 credits)

BIOL 230: Conservation Biology (3 credits)

BIOL 290: Beringia: Its Pleistocene  
Environ and Paleoecology (3 credits)

BIOL 310: Animal Behaviour (3 credits)

RRMT 223: Wildlife Management  
(3 credits)

RRMT 235: Forest Management (3 credits)

SOIL 210: Introduction to Soil Science

**Choose zero or more****Unclassified Electives:**CRIM 251: Introduction to Law  
Enforcement (3 credits) ENVS 200:  
Environmental Perspectives (3 credits)  
OR ENVS 201: Environmental Ethics  
(3 credits) (only one of these courses can  
be applied towards the RRMT diploma)ENVS 223: Principles and Practices of  
Heritage Interpretation (3 credits)ENVS 227: Yukon Source Water Protection  
and Watershed Stewardship (3 credits)ENVS 226: Environmental Change and  
Community Health (3 credits)ENVS 232: Issues in Ecological Tourism  
(3 credits)GEOG 290: Climate Change and the  
Circumpolar World (3 credits)POLI 222: Northern Resources and  
Environmental Law (3 credits)RRMT 204: Guided Independent Studies  
(3 credits)**Non-credit required course:**

RRMT 201: Winter Travel and Survival

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

t. 867.668.8762

mth@yukoncollege.yk.ca

**School of Management, Tourism  
and Hospitality**

Credential:	Diploma
Credits:	63
Duration:	Two years

**PROGRAM OVERVIEW**

This diploma program allows students who complete the requirements of both the Culinary Arts and Food and Beverage Operations certificates to enrol in a capstone project. Upon successful completion of the project, students will receive a Diploma in Restaurant Operations. Students may begin with either certificate program.

The culminating project will prove students' ability to be successful in a dynamic industry and inevitably enhance employment opportunities and support entrepreneurial aspirations.

**ADMISSION REQUIREMENTS**

- Successful completion of either the Culinary Arts or Food and Beverage Operation certificates
- Enrolment in second term of remaining certificate (Culinary Arts or Food and Beverage Operations)

**CAPSTONE PROJECT**

Students will work in small groups under the supervision of a faculty advisor to complete a capstone project to organize and put on an event. This event may be an independent event, or an event in conjunction with a local organization i.e., a local non-profit organization.

This project is a non-traditional academic experience relating to work experience within the hospitality industry. By synthesizing the skills learned in individual program courses, students will research, plan, and carry out an event that incorporates all aspects of food and beverage operations. The project may be assigned individually or as group. Students will be required to demonstrate

the necessary skills of adaptability, leadership, negotiation, motivation and professionalism needed to be successful in the industry. As this experience is directly relevant to success in the industry, students will be required to run a profitable event.

The process leading up to the event will be supervised by a faculty member who will provide feedback or direction as needed through regular meetings and also includes academic assignments and a written report.

## OTHER REQUIREMENTS

Diploma students will be taking on a supervisory role in the capstone project and must be prepared to demonstrate professionalism to industry standards.

## TRANSFERABILITY

Transfer/Equivalency/Accreditation is in progress.

## EMPLOYMENT

Completion of the diploma will prove the ability to be successful in a dynamic industry and inevitably enhance employment opportunities or support entrepreneurial aspirations.

Graduates of the diploma program enhance their opportunity to advance their careers in the global cooking and hospitality industry including restaurants and hotels, lodges, resorts and catering companies.

## GENERAL OUTCOMES

Upon successful completion of the diploma, graduates will have demonstrated the ability to:

- Develop a business plan and operational procedures for a food service event
- Stress the importance of the customer in the design and running of an event
- Demonstrate the importance of the concept and location of a food service event
- Demonstrate awareness of the scope of the food service industry including key control areas of the management of food service systems
- Plan, organize, staff and evaluate a food and beverage service event

## OTHER

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

## Science

t. 867.668.8887

science@yukoncollege.yk.ca

### School of Science

Credential:	Certificate
Credits:	30
Duration:	One year

## PROGRAM OVERVIEW

The School of Science offers university-transfer courses in mathematics and in the earth, life and physical sciences. Students can complete a one-year Certificate of Science, a two-year Diploma of Northern Science or a four-year Bachelor of Science degree.

The Certificate of Science is awarded for the completion of the equivalent of one year of full-time university-level study (30 credits) in the sciences that meets the requirements below.

## ADMISSION REQUIREMENTS

To be eligible for admission students must satisfy the prerequisites for any two of the required courses.

## OTHER REQUIREMENTS

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

- Complete 50% of the course work at Yukon College
- Maintain a 2.00 cumulative GPA (C average) across the required courses

## TRANSFERABILITY

Students planning to transfer to a university can either complete the Certificate of Science or they can match their course selections to the entrance requirements of the degree program of their choice. The Certificate of Science is designed for students who wish to transfer into an Engineering program, or into the second year of a Bachelor of Science program at a Canadian university.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## ANCILLARY FEES

BIOL 101L	\$30	Lab Fee
BIOL 102L	\$30	Lab Fee
BIOL 210L	\$30	Lab Fee
BIOL 220L	\$30	Lab Fee
BOAT 001	\$80	
CHEM 110L	\$30	Lab Fee
CHEM 111L	\$30	Lab Fee
ENVS 100L	\$30	Lab Fee
ENVS 101L	\$30	Lab Fee
GEOG 250L	\$75	Lab Fee
GEOG 290	\$15	
GEOG 101L	\$50	Lab Fee
GEOG 102L	\$50	Lab Fee
GEOL 102L	\$30	Lab Fee
GEOL 105L	\$30	Lab Fee
GEOL 110L	\$30	Lab Fee
GEOL 111L	\$30	Lab Fee
NOST 215	\$550	
PHYS 101L	\$30	Lab Fee
PHYS 102L	\$30	Lab Fee

## DURATION

Each student will construct their study plan in consultation with a program advisor who will take into account their long-term goals, level of preparation and external commitments. Many permutations are possible to accommodate students' specific situations. Two sample study plans follow to give prospective students an idea of the range of possibilities open to them.

### Sample Study Plan: One Year

A motivated student with strong preparation (75% in all the prerequisite courses) and few external commitments whose goal is to get a B.Sc. in the life sciences might elect to complete all the requirements in a single academic year and take Biology as their elective. Upon completion this student will be eligible to enter second year science at most Canadian universities.

Fall	Winter
MATH 100	MATH 101
CHEM 110	CHEM 111
PHYS 101	PHYS 102
BIOL 101	BIOL 102
ENGL 100	ENGL 101

### Sample Study Plan: Two Years

A student whose goal is to get a degree in the physical sciences and who meets the prerequisite requirements for Chemistry and English but not Mathematics or Physics might put together a two-year study plan. This course of study is a bit less intense than the one year plan, with the student never taking more than four courses at a time, but upon completion this student would also be able to enter second year science and have six elective credits as well.

#### Year One

Fall	Winter
MATH 060	MATH 070
CHEM 110	CHEM 111
PHYS 050	PHYS 060
ENGL 100	ENGL 101

#### Year Two

Fall	Winter
MATH 100	MATH 101
PHYS 101	PHYS 102
CSPC 128	CSPC 129
Elective	Elective

## REQUIRED COURSES:

MATH 100: Single Variable Calculus I (3 credits)  
 CHEM 110: The Structure of Matter (3 credits)  
 PHYS 101: Elementary Physics I (3 credits)  
 ENGL 100: Academic Writing and Critical Thinking (3 credits)  
 ENGL 101: Introduction to the Study of Literature (3 credits)  
 MATH 101: Single Variable Calculus II (3 credits)  
 CHEM 111: Chemical Energetics and Dynamics (3 credits)  
 PHYS 102: Elementary Physics II (3 credits)  
 Two university-transfer electives

## Social Work

t. 867.668.8845  
 hehs@yukoncollege.yk.ca

School of Health, Education and Human Services

Credential:	Bachelor's degree
Credits:	120
Duration:	Four years

## PROGRAM OVERVIEW

Yukon College offers, in partnership with the University of Regina, a Bachelor of Social Work (BSW) degree. The University of Regina grants the degree and the program is accredited by the Canadian Association for Social Work Education. The BSW program provides students with the opportunity to acquire the knowledge, values and skills necessary to practice social work in northern and remote communities. Particular attention is given to the social needs, values and aspirations of Yukon First Nations. The program uses practicums and a cultural camp to further enhance the educational experience. Full- or part-time studies are possible.

## ADMISSION REQUIREMENTS

There is one intake per year and seats are limited. We suggest that applicants contact their prospective references and complete the criminal records check in January to ensure all documents are received by the application deadline. The complete application package must be received by the Admissions Office at Yukon College by March 31st, 4:30 p.m. If the date falls on a weekend or holiday, the deadline is the preceding business day. To receive an application, please contact the BSW program or download an application from Social Work program page on the College website, [www.yukoncollege.yk.ca/programs](http://www.yukoncollege.yk.ca/programs). No late applications will be accepted.



The admission requirements are:

- Application and acceptance into Yukon College's Division of Applied Arts
- Completion of 24 university-transferable credits from Yukon College or another recognized institution
- Applicants must achieve a minimum of 70% in ENGL 100 and ENGL 101 and an overall average of 65% or higher for university-transferable courses.

## OTHER REQUIREMENTS

- Completion of a BSW program application
- A criminal records check(s) (criteria provided in the BSW application)
- Three letters of reference; references from relatives are not accepted

Applicants who meet the above criteria may be selected for a panel interview.

- Candidates' interviews are scored and ranked
- Following completion of interviews, all applicants will be notified of their results
- Successful applicants will be invited to a BSW Orientation and registration session in May, at which time they will apply for admission to the University of Regina. Course advising and registration for the fall will occur once the student has also been accepted to the University of Regina

## GRADUATION REQUIREMENTS

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

Complete 60 credits of General University Studies (Liberal Arts/ Science), including ENGL 100, ENGL 101, a choice of NOST 100, 101, 202 or HIST 140; and achieve a minimum cumulative average of 65% in GUS courses.

Complete 60 credits of Social Work studies and achieve a minimum cumulative average of 70% in social work courses.

## REQUIRED COURSES:

Changes to the following required courses are being negotiated with University of Regina. Please check the BSW program page on the Yukon College website or contact the School of Health, Education and Human Services for the latest updates regarding these changes.

These course requirements apply only to Yukon College BSW students admitted from September 1, 2013.

### General University Studies (60 credits)

A minimum 65% GPA is required in General University Studies for graduation

English 100 level (3 credits)

English 100 level, or higher (3 credits)

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

Psychology 100 level (3 credits)

Psychology 100 level, or higher (3 credits)

Sociology 100 level (3 credits)

### Electives

General University Studies, unspecified (42 credits)

### Social Work Studies (60 credits)

A minimum 70% GPA is required in Social Work Studies for graduation

SW 200: Introduction to Social Work (3 credits)

SW 346 Social Work Practice I (3 credits)

SW 347: Social Work Practice II (3 credits)

SW 348: Social Work Practicum I (6 credits)\*

SW 352: Cultural Camp (6 credits)\*\*

SW 389: Cultural Competence for Northern Social Work Practice (3 credits)

SW 390: Communication Skills in Social Work Practice (3 credits)

SW 414: Child Welfare Practice (3 credits)

SW 421: Human Development in a Social Context (3 credits)

SW 448: Social Work Practicum II (15 credits)\*

### Choose one of the following:

SW 451: Social Work Research (3 credits)

SW 469: Social Policy (3 credits)

Social Work Electives (9 credits)

\*Social Work Practicums SW 348–Social Work Practicum I and SW 448–Social Work Practicum II are fundamental to this program. The practicum experience

connects classroom learning with supervised, direct practice. Practicum placements are made in government and non-government social work agencies and other social service settings.

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

### Note 1:

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

### Note 2:

SW 389 is a prerequisite to SW 352.

### Note 3:

Eligibility for SW 348:

- SW 346, SW 390, and nine other social work credits
- SW 346 and SW 390 (min. 70%)
- Overall 70% GPA in all social work courses

### Note 4:

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

### Note 5:

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

- SW 347, SW 348
- SW 346, SW 347 and SW 390 (min. 70%)
- Overall 70% GPA in all social work courses

### Note 6:

Accessing a social work elective: Non-BSW students, under special circumstances, may access one social work elective (either for credit or audit). Some social work electives are restricted to BSW students.

## Visual Arts

t. 867.993.6390  
info@yukonsova.ca

School of Liberal Arts

Credential:	Certificate
Credits:	30
Duration:	One year

### PROGRAM OVERVIEW

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

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

### ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 (min. 70%) OR Language Proficiency Index (LPI) test (min. Level 4); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the LPI test.
- Submission of a portfolio of artwork, a written personal statement, and at least one letter of recommendation

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses list
- Complete at least 50% of the work at Yukon SOVA
- Maintain a cumulative GPA of 2.0 (C average)

### TRANSFERABILITY

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

### Note:

When Yukon SOVA students transfer credits from another post-secondary institution and put them towards their YSOVA program, they risk compromising the block transferability of the program's courses.

### REQUIRED COURSES:

2DS 101: 2-Dimensional Studio – Principles and Practices of Drawing, Paper and Printmaking (3 credits)

2DS 102: 2-Dimensional Studio – Principles and Practices of Drawing, Collage and Painting (3 credits)

3DS 101: 3-Dimensional Studio – Exploring Sculptural Forms I (3 credits)

3DS 102: 3-Dimensional Studio – Exploring Sculptural Forms II (3 credits)

4DS 101: 4-Dimensional Studio – Introduction to New Media (3 credits)

4DS 102: 4-Dimensional Studio – Introduction to Time-Based Media (3 credits)

VS 101: Introduction to Visual Studies – Historical Context (3 credits)

VS 102: Introduction to Visual Studies – Critical Ideas and Contemporary Issues (3 credits)

ENGL 120: Writing, Reading, Creating (3 credits)

ENGL 121: Art Words (3 credits)



Check our website for further program details  
[www.yukonsova.ca](http://www.yukonsova.ca)

## Women's and Gender Studies

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

School of Liberal Arts

Credential:	Certificate Diploma
Credits:	30/certificate 60/diploma
Duration:	One yr/certificate Two yrs/diploma
CO-OP:	Yes

### PROGRAM OVERVIEW

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

### ADMISSION REQUIREMENTS

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

### TRANSFERABILITY

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

### GRADUATION REQUIREMENTS

- Complete all courses in the Required Courses List
- Complete at least 50% of the work at Yukon SOVA
- Maintain a cumulative GPA of 2.0 (C average)

### REQUIRED COURSES:

#### Certificate (30 credits)

WGST 100: Introduction to Women's Studies I (3 credits)

WGST 101: Introduction to Women's Studies II (3 credits)

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

PSYC 100: Introduction to Psychology I (3 credits)

PSYC 101: Introduction to Psychology II (3 credits)

SOCI 100: Introduction to Sociology (3 credits)

SOCI 103: Canadian Society (3 credits)

2 WGST A-Level Courses (6 credits)<sup>1</sup>

#### Diploma (60 credits)

WGST 100: Introduction to Women's Studies I (3 credits)

WGST 101: Introduction to Women's Studies II (3 credits)

WGST 200: Women and Social Change (3 credits)

6 WGST A-Level Courses (18 credits)<sup>1</sup>

3 WGST B-Level Courses (9 credits)<sup>2</sup>

1 200-Level WGST (3 credits)<sup>3</sup>

ENGL 100: Academic Writing and Critical Thinking (3 credits)

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

PSYC 100: Introduction to Psychology I (3 credits)

PSYC 101: Introduction to Psychology II (3 credits)

SOCI 100: Introduction to Sociology (3 credits)

SOCI 103: Canadian Society (3 credits)

1 Elective (3 credits)

#### Note:

Selection of WGST A- and B-level courses and 200-level WGST courses should be done in consultation with a program advisor.

#### <sup>1</sup>WGST A-level Courses

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

#### <sup>2</sup>WGST B-level Courses

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

#### <sup>3</sup>200-Level WGST Courses

WGST 202: Women in Indigenous Societies (3 credits)

WGST 210: Critical Issues in Human Sexuality (3 credits)

WGST 220: Women in the Circumpolar North – Religion and Spirituality (3 credits)

WGST 230: Women and History – Rethinking Canada (3 credits)

WGST 240: The Study of Men and Masculinities I (3 credits)

WGST 241: The Study of Men and Masculinities II (3 credits)

#### Note:

All School of Liberal Arts programs, excepting Multimedia Communication and Visual Arts, require completion of ENGL 100. Students are encouraged to take ENGL 100 in their first term of study and are eligible to register into the course if they have ONE of the following:

- ENGL 090: Bridging English for University (min. B); OR
- ENGL 060: Introduction to Literature (min. A); OR
- English 12 (min. 80%); OR
- LPI test (min. Level 4 with 24/40 on SS, EU and RC).

## Carpentry Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

School of Trades, Technology  
and Mining

Credential:	Pre-employment certificate
Credits:	31
Duration:	20 weeks

### PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade
- Acquisition of safety skills and awareness
- Ability to apply mathematical concepts to the carpentry trade

### ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Foundations and Pre-Calculus, or Apprenticeship and Workplace) and English 10; OR
- Mature Student Status with acceptable scores on the College Assessments or GED®; OR
- Pass Level A Trades Entrance exam; OR
- Level III Certificate; OR
- CRIT 040 (min.B-) AND MATH 030 (min. B+).

### OTHER REQUIREMENTS

- Good physical condition
- Good hand/eye co-ordination
- Suitable work clothes and steel toed work shoes

### GENERAL OUTCOMES

- Job safety skills and awareness
- Acquired practical hands-on experience with a variety of stationary and portable power tools
- A good knowledge base for an entry-level position in the job force

- Completion of the theoretical requirements for Level 1 of the Carpentry Apprenticeship program, the opportunity to write the first year Apprenticeship exam, and 570 hours towards the student's apprenticeship, (pending approval of the Apprenticeship Board)

### 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.

### REQUIRED COURSES:

- CARP 100: Worksite Safety (1 credit)
- CARP 101: Hand Tools and Building Supplies (4 credit)
- CARP 102: Portable Power Tools and Levels (3 credit)
- CARP 103: Stationary Power Tools (4 credit)
- CARP 104: Floor Construction (4 credit)
- CARP 105: Wall Construction (3 credit)
- CARP 106: Roof Construction (4 credit)
- CARP 107: Blueprint Reading (2 credit)
- CARP 112: Site and Materials Preparation (1 credit)
- CARP 113: Residential/Commercial Foundations (3 credit)
- CARP 114: Scaffolds and Rigging (2 credit)
- CARP 001: Review for Level 1 Apprentice exam (0 credit)
- FA 003: First Aid and CPR (0 credit)
- PAT 001: Powder-Actuated Tools (0 credit)
- WHMS 001: Workplace Hazardous Material Information Systems (0 credit)

## Carpentry Apprentice Levels

Carpentry Apprentice Training Levels I, II, III and IV are eight-week programs offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education. Students must be registered apprentices to attend these programs.

## Electrical Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

School of Trades, Technology  
and Mining

Credential:	Pre-employment certificate
Credits:	3.5
Duration:	18 weeks

### PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade
- Acquisition of safety skills and awareness
- Ability to apply mathematical concepts to the electrical trade

### ADMISSION REQUIREMENTS

- MATH 11 (Applications, Principles or Pre-Calculus) or Math 12 (Foundations or Apprenticeship and Workplace) and English 11; OR
- Mature Student Status with acceptable scores on the College Assessments or GED®; OR
- Pass Level E Trades Entrance exam; OR
- Math 050.

### OTHER REQUIREMENTS

- Students should not be colour blind, for trade hiring purposes
- Good manual and mechanical ability
- Suitable work clothes and steel toed work shoes

### GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Electrical Apprenticeship Level I (first year) exam.

### REQUIRED COURSES:

ELEC 100: Electrical Theory I (0 credit)  
ELEC 101: Electrical Lab I (0 credit)  
ELEC 102: Electrical Design and Code (2.5 credit)  
ELEC 104: Wiring Methods and Practices (1 credit)  
FA 003: First Aid and CPR (0 credit)  
PAT 001: Powder-Actuated Tools (0 credit)  
WHMS 001: Workplace Hazardous Material Information Systems (0 credit)

## Electrical Apprentices Levels

Electrical Apprentice Training Levels I, II and III are eight-week programs offered by Yukon College through the Advanced Education Branch of the Yukon Government Department of Education via NAIT's (Northern Alberta Institute of Technology) online computer-based training program. Students must be registered apprentices to attend these programs.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



## Welding Pre-Employment

t. 867.668.8760  
st@yukoncollege.yk.ca

School of Trades, Technology  
and Mining

Credential:	Pre-employment certificate
Credits:	16
Duration:	20 weeks

### PROGRAM OVERVIEW

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first-year apprentices
- Good on-the-job safety skills and awareness
- The ability to apply mathematical concepts to the welding equipment field

### ADMISSION REQUIREMENTS

- Math 10 (min. 75%) (Applications, Principles, Foundations and Pre-Calculus, or Apprenticeship and Workplace) and English 10; OR
- Mature Student Status with acceptable scores on the College Assessments or GED®; OR
- Pass Level A Trades Entrance exam; OR
- Level III Certificate; OR
- CRIT 040 (min. B-) AND MATH 030 (min. B+).

### OTHER REQUIREMENTS

- Good physical condition
- Good hand/eye co-ordination
- Suitable work clothes and steel toed work shoes

### GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards
- Acquire practical hands-on experience with a variety of stationary and portable power tools

- Complete the theoretical and practical requirements for Level 1 of the Welder Apprenticeship
- Provide an opportunity to challenge the Welding Apprenticeship Level 1 exam
- Acquire skills and knowledge to make a successful transition to an entry-level position in the work force
- Demonstrate the ability to apply mathematical concepts to the welding field

### 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.

### REQUIRED COURSES:

FA 003: First Aid and CPR (0 credit)

RIGG 001: Rigging and Hoisting (0 credit)

TDG 001: Transportation of Dangerous Goods (0 credit)

WHMS 001: Workplace Hazard Material Information Systems (0 credit)

WELD 100: Welding Safety (2 credit)

WELD 101: Welding Hand and Power Tools (2 credit)

WELD 102: Oxyacetylene Welding and Welding Faults (3 credit)

WELD 103: Shielded Metal Arc Welding (SMAW) (4 credit)

WELD 104: Intro to Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) and Submerged Arc Welding (SAW) Theory (3 credit)

WELD 105: Mathematics for Welders (2 credit)

WELD 107: Applications of Welding (0 credit)

## Welding Apprentice Level

Welding Apprentice Training Level II is an eight-week program offered at Yukon College through the Advanced Education Branch of the Yukon Government Department of Education. Students must be registered apprentices to attend these programs.



Check our website for  
further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Enhanced Language Training

t. 867.668.5258  
ce@yukoncollege.yk.ca

School of Continuing Education  
and Training

Credential:	Completion certificate
Credits:	N/A
Duration:	15 weeks

### PROGRAM OVERVIEW

This program is designed for English as a Second Language students living in Yukon who have significant education, training and work experience. We work with participants to find employment matches for their skills and experiences. Participants can enter the program at any time.

This FREE full-time, fifteen-week program features:

- Listening, speaking, reading and writing skills
- Canadian workplace culture and communication
- Computer skills
- Employment interview techniques and mock interviews
- Introduction to local professional communities
- A variety of field trips and guest speakers
- Job leads and work placement
- Continuous learning and goal-setting

### ADMISSION REQUIREMENTS

Canadian Language Benchmark  
Score 4 - 10.

### ANCILLARY FEES

The Enhanced Language Training program has no associated tuition or ancillary fees.

### GENERAL OUTCOMES

Upon completion of this program, students will have:

- Improved language fluency
- Canadian work experience in his/her field
- A professional portfolio
- Improved comprehension of work-specific terminology
- A personal action plan for seeking and acquiring work

### OTHER

This program is funded with the support of Citizenship and Immigration Canada and Yukon Government.

## First Nations Community Services Administration

t. 867.456.8577  
fnlsa@yukoncollege.yk.ca

School of Community Education  
and Development

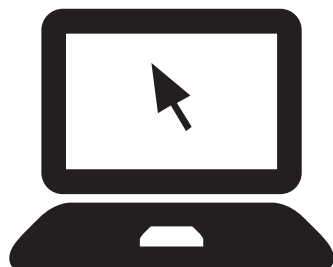
Credential:	Completion certificate
Credits:	N/A
Duration:	12 courses @ 20 hours

### PROGRAM OVERVIEW

In order to provide the best possible services to their community members, Yukon First Nation governments need skilled and knowledgeable employees. Yukon College's School of Community Education and Development is proud to partner with Yukon First Nation governments to develop and deliver the training programs their community service employees need to be confident and competent in their work.

First Nation Community Services Administration is made up of short, practical courses; the knowledge and skills students gain today can be used at work tomorrow. The courses are specifically designed to help First Nation government employees and their departments provide consistently excellent services to community members. It will be of interest to employees of any First Nation government department that offers community programs or services, including Education, Employment and Training, Workforce Development, Economic Development, Health, Social and Community Services, Justice, etc.

The courses in this program were developed in consultation with Yukon's 14 First Nations as part of a Community Services Administrator development project in 2010-11 funded by the Yukon Mine Training Association.



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Professional and Personal Development

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## ADMISSION REQUIREMENTS

- Employed by a Yukon First Nations government in a capacity that offers community programs or services.

Please contact the program coordinator for more information and to register: [fnlsa@yukoncollege.yk.ca](mailto:fnlsa@yukoncollege.yk.ca) or 867.456.8577.

## OTHER REQUIREMENTS

First Nation Community Services Administration is an open enrolment program which means that anyone over the age of 18 and employed by a Yukon First Nations government in a capacity that offers community programs or services can register. There are no academic prerequisites to enrol, and no admission process.

Students can register for one or more courses or for the entire program.

Students may register and attend courses in any order.

## ANCILLARY FEES

There are no ancillary fees for this program, but a headset (headphones with a microphone) and/or a microphone and speakers are required.

FNCSA course costs are \$350 per course.

## DURATION

Each course in First Nations Community Services Administration is approximately 20 hours of coursework. Courses will usually run for 4 to 5 weeks.

## OTHER

The program's course delivery is designed to accommodate the needs and schedules of working adults and allow integration with work and family life.

Standard delivery of FNCSA courses is entirely online. Students can access instructional and technical support from the program coordinator.

First Nation governments can arrange to have courses tailored to their specific needs and delivered on-site to groups of employees.

Please note that the courses that make up this program are not designed for university transfer. For courses related to Yukon First Nation governance that could act as credits towards a university degree, please see Yukon College's First Nation Governance and Public Administration program or Heritage and Culture certificate program.

## REQUIRED COURSES:

The First Nations Community Services Administration certificate is made up of the following 12 courses:

- FNCS 001: Time Management
- FNCS 002: Conducting Research
- FNCS 003: Analyzing Client Training Needs
- FNCS 004: Knowledge of Contracts and Agreements
- FNCS 005: Problem Solving and Conflict Management
- FNCS 006: Career Counseling for Individuals
- FNCS 007: Evaluation of Projects
- FNCS 008: Developing and Monitoring Budgets
- FNCS 009: Maintaining and Using Databases
- FNCS 010: Partnerships and Proposals
- FNCS 011: Working with Clients
- FNCS 012: Managing Employment/ Training Opportunities

Each course is 20 hours in duration. To be eligible for the First Nation Community Services Administration certificate, you must successfully complete all 12 courses.

## First Nations Leadership Training

t. 867.456.8577  
[fnlt@yukoncollege.yk.ca](mailto:fnlt@yukoncollege.yk.ca)

School of Community Education and Development

Credential:	Completion certificate
Credits:	N/A
Duration:	five courses @ eight hours

## PROGRAM OVERVIEW

First Nations Leadership Training (FNLT) is a collection of five integrated courses designed to provide Yukon First Nation leaders, either elected, appointed, or future, with a basic grounding in governance and public administration. The top priority of the program is to help prepare these officials for their roles as government leaders and community advocates.

Each course within the FNLT program involves approximately eight hours of instruction.

The program was created in partnership between Yukon First Nations, Yukon College, and the federal Department of Aboriginal Affairs and Northern Development to meet the needs of Self-Governing First Nations in Yukon.

The program has several delivery options:

- Contract training: Yukon College will work with the First Nation to deliver the program to its governing body in the First Nation's traditional territory. The materials and documents used will reflect the needs and challenges the First Nation government currently faces. Suitable for current leadership groups.

- Whitehorse-based deliveries: an individual student can register in a Whitehorse-based First Nations Leadership Training delivery. The curriculum and material covers the full range of the FNLT program, provides highly transferable skills, and is reflective of the diversity among Yukon First Nation governance models and approaches. Suitable for current or future leaders.

## ADMISSION REQUIREMENTS

Participants who would be interested in the First Nations Leadership Training program include:

- Currently elected or appointed members of a First Nation government (contracted training or Whitehorse-based training)
- Current directors, board appointees, or committee members looking to develop their personal leadership skills in the context of First Nations governance
- Individuals who are considering taking on a leadership position in the future with their First Nation

## COURSE DELIVERY

The emphasis in course delivery is on flexibility and responsiveness to the requirements of Yukon First Nations. Yukon College is committed to working with individual First Nations to deliver instructional materials in the manner best suited to their needs. Yukon College is also committed to improving access to this program by offering Whitehorse-based deliveries to a diverse audience.

Course delivery is varied and may include lectures, seminars, presentations, group discussions, hands-on document use, and other participatory activities. Guest speakers and current and past First Nations leaders may come in to share personal experiences and contribute additional perspectives.

## PROGRAM HIGHLIGHTS

Unique course offerings based on Final and Self-Government Agreements tailored specifically to the needs of individual Yukon First Nations.

Provides essential skills and knowledge directly relevant to the administration of Yukon First Nations governments.

Knowledgeable and experienced guest speakers provide participants with practical advice on the challenges of government leadership.

Course materials provide participants with a foundation of knowledge and experience from which to pursue more advanced studies.

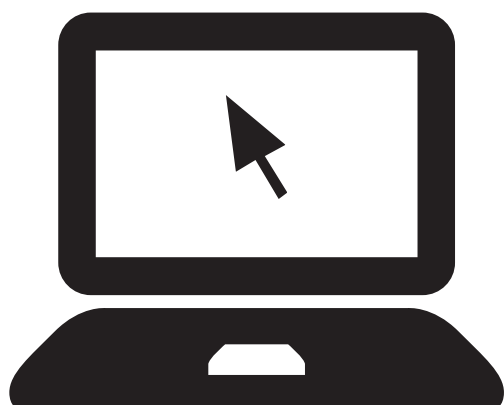
Hands-on instruction with key legal and administrative documents.

Flexible course delivery determined in consultation with individual First Nations.

## REQUIRED COURSES:

The First Nations Leadership Training program consists of five courses. Please contact the FNLT Coordinator for more information on the following courses:

- Fundamentals of Governance and Public Administration
- Roles and Responsibilities of Elected and Appointed Officials
- Leadership Essentials
- Strategic Planning and Policy Making
- Personal Challenges of Leadership



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

# Professional and Personal Development

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## Game Guardian

t. 867.668.5258  
ce@yukoncollege.yk.ca

School of Continuing Education  
and Training

Credential:	Completion certificate
Credits:	N/A
Duration:	3-4 weeks

### PROGRAM OVERVIEW

This introductory-level, non-academic program is designed to provide a basic understanding and practical skill in the main facets of wildlife stewardship practices in Yukon.

Through a combination of classroom learning, guest presenters, and field activities, participants will gain the skills and experience required to successfully participate in land-based wildlife stewardship and management programs that will meet the needs of First Nations governments and Yukon communities.

The course will be delivered through a combination of classroom-based instruction at Ayamdigut Campus and field-based skills training in a field camp setting.

### ADMISSION REQUIREMENTS

There are no prerequisites for this program.

Program activities and assignments will require a basic level of reading, writing, math, and computer skills. Conceptual thinking, listening skills, and critical thinking will be used extensively. Please contact the instructor for more information on the academic requirements for success in this program.

Program activities will include full days in the field, involving hiking in challenging terrain while carrying personal gear and field equipment. A reasonable level of fitness and agility will be required, as well as a tolerance for adverse weather conditions.

### GENERAL OUTCOMES

The program will prepare participants with the basic knowledge and field skills required to work as entry-level wildlife stewardship technicians.

### COURSE SYLLABUS

Class-based instruction and experience-sharing:

- Governance and administration
- Wildlife management
- Wildlife species of Yukon
- Communication skills
- Monitoring and research
- Data management and databases
- Proposals, budgets and reports

Field-based skills training:

- Maps, navigation and GPS
- Monitoring field methods and data collection
- Investigation and reporting field methods
- Inter-governmental collaboration and joint patrols

## Northern Institute of Social Justice

t. 867.456.8590  
nisj@yukoncollege.yk.ca

School of Health, Education and  
Human Services

Credential:	Varies
Credits:	N/A
Duration:	Varies

### PROGRAM OVERVIEW

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

- Public and First Nation governments
- Non-government organizations
- Businesses

Currently the institute is primarily Yukon-focused but has undertaken some pan-northern work and a pan-northern initiative is in development.

### VISION

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

### MISSION

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

### BACKGROUND

Interest in creating the institute grew out of discussions involving the Yukon,



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

The NISJ was created in response to two primary challenges:

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

A 2007 analysis of the potential market in Yukon for the institute showed that there were at least 1,390 jobs with a social justice component. This represents almost eight percent of the Yukon labour force. The jobs are found in many fields including corrections, counseling, education, justice, health, social services, wellness, regulatory enforcement, emergency services, etc.

## PURPOSE

The NISJ has two main purposes:

1. To broker, consolidate, develop and deliver social justice-related training and education programs.
2. To encourage support for related research.

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

## FUNDING

The institute is funded by the Yukon Government, Advanced Education Division of the Department of Education. Yukon College provides office space, equipment and expertise.

## PROGRAMS:

The NISJ develops and delivers training in response to identified needs and requests. Information about such training is available through the College website and by calling the NISJ.

Please contact the NISJ for more information about current programs and details regarding delivery in 2014-15 and for information about other programs available through the institute.

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

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

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

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

Administrative Justice – Advanced Decision-Writing

Administrative Justice – Understanding Legislation

Arbitration Training

Applied Suicide Intervention Skills (ASIST)

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

Individual Crisis Intervention and Peer Support

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

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

Managing Response to Threat and Aggression Managing Response to Threat and Aggression - Training for Trainers

Mental Health First Aid (new, updated northern version)

Policing and Justice Careers Orientation Program

Regulatory Enforcement Compliance Training – Level 1

Regulatory Enforcement Compliance Training- Level II

Residential School Awareness Program

Trauma Training (various programs)

# Professional and Personal Development

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## Partners for Children

t. 867.668.8845  
hehs@yukoncollege.yk.ca

School of Health, Education and  
Human Services

Credential: Varies  
Credits: Varies  
Duration: Varies

### PROGRAM OVERVIEW

The Partners for Children program operates on the belief that:

- Children are an integral part of our communities and need a nurturing, safe place to grow and learn.
- Workshop activities and assignments should support a direct link between theory and practice.
- Each workshop participant and facilitator is a part of a larger community; newly learned knowledge and practical skills will add to building community capacity.
- Workshop materials, activities, and assignments are accessible, relevant and reflect the multicultural environment of 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 who are interested in early childhood development. It focuses on the

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

See Partners for Children online at [www.yukoncollege.yk.ca/programs/view/pfc](http://www.yukoncollege.yk.ca/programs/view/pfc).

### WORKSHOPS:

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

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

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

## Water and Wastewater Operator

t. 867.668.8887  
science@yukoncollege.yk.ca

School of Science

Credential: N/A  
Credits: Continuing Education Units  
Duration: Ongoing

### PROGRAM OVERVIEW

The Yukon Water and Wastewater Operator program (YWWOP) offers a range of courses designed to meet the needs of water and wastewater operators working within municipal, territorial, federal or First Nations' government. We also have courses relevant to health professionals, supervisors and homeowners involved and/or interested in water quality. This program will be of interest to experienced operators as well as those brand new to the field.

### EMPLOYMENT

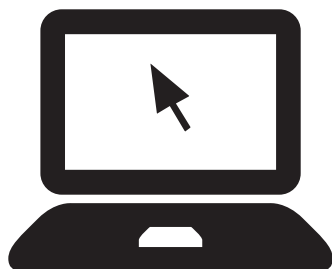
The water industry is a rapidly changing and growing career area with a shortage of qualified workers to fill positions. For those experienced in the water industry, this program will help expand skills, maintain certification and keep up with changing technology. Whether students are looking to brush up their skills, or just joining the job market or are simply looking for a new and exiting field to enter, YWWOP can open a range of employment doors.

### CONTACT INFORMATION

For more information contact the YWWOP coordinator 867.668.8798.

To apply for your certification exam, download the application form on the Environmental Operators Certification Program website at [www.eocp.ca/program-info/exams](http://www.eocp.ca/program-info/exams) or phone 1.866.552.3627.

For information on the Northern Territories Water and Wastewater Association (NTWWA), please visit their website at: [www.ntwwa.com](http://www.ntwwa.com)



Check our website for further program details  
[www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

The NTWWA is a member of Western Canada Water (WCW) which supports and advances the role of members in protecting the environment and public health in western Canada through water and wastewater education.

## COURSES:

Successful completion of the courses in this program grants the students CEUs from the Environmental Operator Certification Program.

WO 001: Basic Small Water Systems Operations

WO 002: Water Distribution Level 1 and 2

WO 003: Hypochlorination and Disinfection

WO 006: Wastewater Collection Level 1 and 2

WO 010: Bulk Water Delivery

WO 011: Groundwater Quality and Treatment

WO 016: Cross Connection Control Awareness

WO 018: Intro to Membrane Filtration for Water Treatment

WO 021: Wastewater Treatment Level 1 and 2

WO 022: Chlorine Handling

WO 023: Water Analysis, Water Quality Monitoring, and Recordkeeping

WO 024: Small Wastewater Systems Mechanical and Non Mechanical

WO 026: Math Review for SWS and BWD

WO 027: Introduction to SCADA and Data Communication Systems

WO 031: Water Treatment Level 1 and 2

WO 033: Emergency Response Planning for Water and Wastewater Systems

WO 036: Basic Hydrogeology

WO 037: Wellhead Protection Planning

WO 041: Reservoir Maintenance and Cleaning

WO 042: Household Drinking Water Storage Practices

WO 043: Fire Hydrant OandM and Unidirectional Flushing

WO 044: Valves 101

WO 045: Supervisory Skills for Operators

WO 046: Ultraviolet (UV) and Ozone Disinfection

WO 047: Arsenic and Uranium Removal

WO 048: Groundwater Monitoring Well Installations, Sampling, and Decommissioning

## Yukon Fisheries Field Assistant

t. 867.668.8887  
science@yukoncollege.yk.ca

School of Science

Credential:	Certificate
Credits:	Non-credit
Duration:	12 weeks

## PROGRAM OVERVIEW

The Yukon Fisheries Field Assistant program (Fish Tech) is an intensive 12-week course that gives students training for employment in fisheries-related field work. In order to make Fish Tech certification available to a wider group of students, the classroom-based portion is done online. This online portion allows students to complete the classroom component of Fish Tech from Community Campuses, or other locations with internet access.

The course is delivered in two components: The first portion is 10 weeks of online learning, followed by a 10-day field camp (May 25 - June 3, 2015) where the "hands-on" portion of the course will be taught.

## ADMISSION REQUIREMENTS

- Physically fit, able to wade in streams and able to spend 10 days in a field camp
- English 10 or equivalent; or acceptable scores on the College Assessments
- A valid First Aid/CPR-C is required for Electro-fishing certification

## EMPLOYMENT

Completion of this course will give students the basic skills needed for field-based fisheries work in a northern environment. This includes knowledge of basic fish biology, northern fish species identification, various capture techniques and stock assessment, as well as restoration and mapping of fish habitats.

Effective conservation of fish populations and fish habitat relies upon well-trained and knowledgeable field

assistants to participate in, and manage field projects throughout the Yukon.

## ANCILLARY FEES

Tuition: \$2,400

## GENERAL OUTCOMES

The course will give students Yukon Fisheries Field Assistant certification as well as Electro-fishing certification. It will prepare them to work efficiently, effectively and safely in fisheries restoration and enhancement projects under northern field conditions.

## COURSE SCHEDULE: SPRING 2015

February 2 – 27: Applications accepted  
March 2 – 13: Program registration  
March 16 – May 23: Online component of course requiring 20 hours per week.  
May 26 – June 4: Field camp

First Aid/CPR-C certification is required for participation in the electro-fishing field practicum.

## COURSE MODULES

Module 1: Introduction to Fish Biology

Module 2: Yukon Salmonid Biology

Module 3: Yukon Salmonid Biology/Habitat

Module 4: Juvenile Fish Identification

Module 5: Biological Sampling Techniques

Module 6: GPS/Mapping

Module 7: Land Claims/Community-based Management

Module 8: Bear Awareness

Module 9: Lake Fisheries Assessment

Module 10: Electro-fishing

Module 11: Stock Assessment

Module 12: Stream Crossings and Fish Migration

Module 13: Fish Habitat Assessment Techniques

Module 14: Fish Habitat Restoration Techniques

Module 15: Soil Bioengineering Techniques

Module 16: Restoration and Enhancement Project Practicum

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## September 2014

Monday	Tuesday	Wednesday	Thursday	Friday
1 Labour Day (holiday)	2 Student orientation day	3 First day of classes for most full-time programs	4	5 Last day to register for credit courses
8	9	10	11	12 Last day to change courses
15	16	17	18	19
20	21	22	23	24
29	30			

## January 2015

Monday	Tuesday	Wednesday	Thursday	Friday
			1 College closed	2
5 First day of classes	6	7	8	9 Last day to register for credit courses
12	13	14	15	16 Last day to change courses
19	20	21	22	23
26	27	28	29	30

## October

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13 Thanksgiving Day (holiday)	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## February

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 Heritage Day (holiday)
23	24	25	26 Last day to apply to graduate	27

## November

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11 Remembrance Day (holiday)	12 Last day to withdraw from credit courses without academic penalty	13	14
17	18	19	20	21
24	25	26	27	28

## March

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 Last day to withdraw from courses without academic penalty
23	24	25	26	27
30	31			

## December

Monday	Tuesday	Wednesday	Thursday	Friday
1 Begin registration for winter term	2	3	4	5 Last day of classes for most full-time programs
8 Begin examination period	9	10	11	12
15	16	17	18	19 Last day of classes or exams for all programs
22	23	24	25 College closed	26 College closed
29 College closed	30 College closed	31 College closed		

## April

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Good Friday (holiday)
6 Easter Monday (holiday)	7	8	9	10 Last day of classes for most full-time programs
13 Begin examination period	14	15	16	17
20	21	22	23	24 Last day of classes or exams for all programs



## Yukon College.

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rich cultural life > globally connected > breathtaking wilderness



500 College Drive, PO Box 2799 Whitehorse, Yukon Canada Y1A 5K4  
867.668.8800 toll free: 1.800.661.0504 [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)



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