

ACADEMIC CALENDAR

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1. ADMISSIONS & REGISTRATION

Residents of Canada: please use [Application for Admission](#)

International Students: see [international student application information](#)

For further information please contact the Admissions Office:
t. 867.668.8710 or toll free at 1-800-661-0504 and ask for Admissions
admissions@yukoncollege.yk.ca

WHO IS ELIGIBLE?

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

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

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

Applicants are considered for admission to most programs on a first-come, first-served basis, 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 shall be in English, except for other language courses.

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

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

Applicants 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 (<http://www.bcit.ca/ices>), or International Qualifications Assessment Service (IQAS) in Alberta (<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.

COLLEGE ASSESSMENTS

College Assessments measure an applicant's skill level in English, math and other areas as required. These assessments may be written at Whitehorse's Ayamdigut Campus and at community campuses throughout the Yukon.

APPLYING FOR ADMISSION TO YUKON COLLEGE

STEP ONE. Apply for Admission. Submit the completed application form and mail or deliver, along with any supporting documents, to: Yukon College Admissions Office 500 College Drive, PO Box 2799 Whitehorse, Yukon 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.

Application deadlines

Applications should be sent to the Admissions Office as soon as possible.

Application deadline for most September-entry programs - August 15th.

Application deadline for most January-entry programs - December 15th.

Please contact Program Advisors for exceptions to the September-entry application deadline. Some programs have early application deadlines (March-May). Program Advisors can be found on the Programs and Courses pages.

Students in their final year of high school should be aware of all application deadlines, and 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.

STEP TWO. Course Registration

Once you're admitted, you'll receive a **Letter of Acceptance**. This means you are admitted to Yukon College but not yet registered into your program of choice.

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. **Only course registration and payment of tuition and related fees guarantees your seat.** Enrolment in most courses is limited, so courses may fill before the end of the registration period. Students are encouraged to register early in order to avoid disappointment.

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

Registering for courses

Simply follow these steps:

1. Make an appointment with a program advisor. Contact information is included in your Letter of Acceptance. Remember to bring your Letter of Acceptance with you. With the assistance of

your program advisor, pick your courses and fill out an Authorization to Register form (available on our website or at the Admissions Office).

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

You may also:

- **Apply for Financial Aid.** Canadian students attending Yukon College may be eligible for financial assistance from the Yukon or Canadian governments. First Nations students should speak with their individual First Nation's Office about funding. Contact [Student Services](#) if you require assistance with financial aid.
- **Apply for Campus Housing.** Complete the [Campus Housing Application Form](#) and ensure you have accommodation before your classes begin. Rooms can fill quickly. Don't delay!

DUAL ADMISSIONS

Yukon College students can gain dual admission to Thompson Rivers University (TRU) in the area of Arts, Science and Business Administration. This dual admission will allow students to pursue bachelor degrees at TRU in these areas of study, entering directly into the second year from Yukon College (YC). This dual admission guarantees students from YC, the same registration priority as ongoing TRU students.

Interested in transferring? Don't wait! Apply to TRU now!

Download the [application form](#).

CONTINUING EDUCATION REGISTRATION STEPS

Seats in Continuing Education (CE) courses are limited, so students are encouraged to register early to avoid disappointment. Students paying by credit card may register for CE courses by telephoning the Admissions Office at 867.668.8710 or Toll Free at 1.800.661.0504 during regular business hours. An organization or sponsor may register a student in CE courses by providing the Admissions Office with a Purchase Order or Letter of Sponsorship. Students are not registered until full payment has been received. Students who are unable to attend a course must withdraw at least five (5) working days prior to the course start time in order to qualify for a refund. Courses with insufficient enrollment may be cancelled. Students will be eligible for a full refund for cancelled CE courses.

Some courses may require student advising before registration. See [course descriptions](#) for information.

2. FEE INFORMATION

Fee Schedule for Canadian Students

Fee Schedule for International Students

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](#) 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 credit courses are waived for those aged 65 and over. For cost-recovery courses (generally under School of Continuing Education), tuition payment is required.

Withdrawals

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

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

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

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

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. 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 second week of classes:
Refund 80% of tuition fees

Within the third week of classes:
Refund 50% of tuition fees

After the third 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 reasons.

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

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

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

The application fees is non-refundable.

3. FINANCIAL ASSISTANCE

t.867.668.8720
ssc@yukoncollege.yk.ca

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

Yukon Government Programs

The following programs are administered by [Yukon Government's Student Financial Assistance Office](#). You can apply online or you can visit the office in the Education Building at 1000 Lewes Boulevard. The phone number is 867.667.5929 or toll-free 1.800.661.0408, ext. 5929.

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 with dependants 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 post-secondary programs. For information on eligibility and procedures to apply for financial assistance, please contact 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 our awards page 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.

4. TUITION & FEES

TUITION

All fees are in Canadian dollars.

Please note, tuition fees are currently under review and may change without notice.

Resident of Canada or Alaska

Credit Courses:

\$114/credit, \$342/three-credit course

College Preparation courses:

\$73/credit, \$219/three-credit course

Skills for Employment:

\$513/term full-time, \$366/term part-time

Full-time vocational (Office Administration) - \$1,710/term

Pre-Apprenticeship programs (Carpentry, Electrical, HEM, Welding) - \$2,500/program

[For International student tuition fees click here.](#)

[For Fee Information click here.](#)

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

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

MANDATORY FEES

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)/request; \$2.00 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 view the [program page](#).

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.

CAMPUS HOUSING FEES

Application Fee:

\$20 non-refundable

Security Deposit:

Main Singles and Mature Residences: \$408

Apartments: one month's rent

Campus Housing Apartments

Attached 2 bedroom - \$945

Detached 2 bedroom – \$1,050

Detached 3 bedroom - \$1,275

Campus Housing Main Singles and Mature Residence

\$1590 - \$2860 per term (16 week academic term runs either Sept. – Dec. or Jan. – Apr.)

A fee will be charged if staying in Campus Housing over the Christmas Holiday closure

For more information regarding fees or payment options or for other information about Campus Housing please see the Campus Housing page or email campushousing@yukoncollege.yk.ca.

5. IMPORTANT DATES

2015/16 ACADEMIC CALENDAR YEAR

2014-2015 Spring/Summer Term

Mon. May 4

Begin Spring/Summer session for ESL and Drop-In Centre

Fri. May 15

Convocation Ceremony

Mon. May 18
Victoria Day (holiday)

Mon. June 1
Begin registration for fall semester

Wed. July 1
Canada Day (holiday)

Mon. Aug. 17
Discovery Day (holiday)

Thurs. Aug 27
Professional Development Day (College closed)

2015-2016 Fall Term

Mon. Sept. 7, 2015
Labour Day (holiday)

Tue. Sept. 8
Student Orientation Day

Wed. Sept. 9
First day of classes for most full-time programs

Fri. Sept. 18
Last day to register for credit courses

Fri. Sept. 25
Last day to change courses

Mon. Oct. 12
Thanksgiving Day (holiday)

Wed. Nov. 11
Remembrance Day (holiday)

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

Mon. Nov 30
Begin registration for winter semester

Fri. Dec. 4
* Last day of classes

Mon. Dec. 7
Begin examination period

Fri. Dec 18
Last day of classes or examinations for all programs

Dec. 25 – Jan. 1, 2016 (inclusive)
Closed for Christmas

2015-2016 Winter Term

Wed. Jan. 6, 2016
First day of classes for most full-time programs

Fri. Jan. 15
Last day to register for credit courses

Fri. Jan. 22
Last day to change courses

Thu. Feb. 25
Last day to apply to graduate

Fri. Feb. 26
Heritage Day (holiday)

Feb. 22-25
Reading Week (no classes)

Fri. Mar. 11
Last day to withdraw from credit courses without academic penalty

Fri. Mar. 25
Good Friday (holiday)

Mon. Mar. 28
Easter Monday (holiday)

Tues. Apr. 12
* Last day of classes

Wed. Apr. 13
Begin examination period

Wed. Apr. 27
Last day of classes or examinations for all programs

2015-2016 Spring/Summer Term

Mon. May 2
Begin Spring/Summer session for ESL and Drop-in Centre

Fri. May 20
Convocation Ceremony

Mon. May 23
Victoria Day (holiday)

Mon. June 6
Begin registration for fall semester

Fri. July 1
Canada Day (holiday)

Mon. Aug. 15
Discovery Day (holiday)

Wed, Aug. 24
Professional Development Day (College closed)

** Individual program end dates may vary. Please confirm end dates with your program area.*

6. CONDUCT

YUKON COLLEGE CODE OF ETHICS

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

POLICY STATEMENT

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

GUIDING PRINCIPLES AND APPLICATION EXAMPLES

RESPECT & 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 inherent in the College Community.

ACTIVE ENGAGEMENT

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

NON-VIOLENT CONFLICT RESOLUTION

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

OPENNESS

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

HONESTY

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

PRIVACY

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

COLLEGIALITY

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

INTEGRITY

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

EXCELLENCE

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

HONOUR AND TRUST

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

The Students Rights and Responsibilities is a College Act Policy SS-06, revised January 2, 2009.

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.

7. PROGRAMS

BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

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 enroll in and complete MATH 050 through the School of Academic and Skill Development during their first semester. Provisional students who do not complete MATH 050 during their first semester will not be allowed to continue as fulltime students until this prerequisite is met.

OTHER REQUIREMENTS

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 ten 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

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

COURSE REPEATS

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

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.

CARPENTRY APPRENTICESHIP

PROGRAM DESCRIPTION

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 & Pre-Calculus, or Apprenticeship & Workplace) AND English10; OR
- Mature Student Status with acceptable scores on the College Placement Assessment 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.

DURATION

20 weeks

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).

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all

Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Carpentry Apprenticeship Level 1 (first-year) exam.

CARPENTRY APPRENTICE LEVELS

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

Check out Habitat for Humanity, Yukon Housing, Yukon College "Super Green" home construction project.

CIRCUMPOLAR STUDIES

PROGRAM DESCRIPTION

The Bachelor of Circumpolar Studies (BCS) is a signature program of the University of the Arctic (UArctic), a cooperative network of circumpolar universities, colleges, and other organizations committed to higher education and research in the North. UArctic's Shared Voices commitment recognizes the vital role of indigenous peoples in the circumpolar world and in the success of UArctic. By drawing on the shared strengths and diverse experiences of northern people, UArctic members believe we can address the unique challenges of the circumpolar region and build an institution that is truly "In the North, For the North, By the North." The Circumpolar Studies Core 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 on-line, in class, and on exchange to another UArctic institution through the [north2north Mobility Program](#). Yukon College is able to assist students with close to three years of course work towards a BCS at another UArctic member institution.

Link to University of the Arctic website: [University of the Arctic](#)

ADMISSION REQUIREMENTS

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

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

OTHER REQUIREMENTS

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

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.

YUKON FIRST NATIONS CORE COMPETENCY

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COLLEGE ACCESS PATHWAYS

PROGRAM DESCRIPTION

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 Access
- Mining and Technology Access
- General Access

ADMISSION REQUIREMENTS

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

OTHER REQUIREMENTS

See course prerequisites on the program pages of our website under the Course List tab.

ANCILLARY FEES

- Canadian Language Benchmark Placement Test (CLBPT) CAN\$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 council fee and a mandatory technology fee.

YUKON FIRST NATIONS CORE COMPETENCY

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APPLICATION

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

PROGRAM ADVISING

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

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 web-site. Part-time students may also register for credit courses in College Prep English and math 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

COMPUTER SUPPORT TECHNICIAN

PROGRAM DESCRIPTION

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

YUKON FIRST NATIONS CORE COMPETENCY

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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.

CULINARY ARTS

PROGRAM DESCRIPTION

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.

ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Apprenticeship and Workplace, or Foundations & 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 CAN\$1,750 for the academic year and they will be ordered by the program coordinator to ensure that the items purchased meet the standards required. Students are also required to purchase proper footwear prior to starting the daily meal preparations part of the program.

YUKON FIRST NATIONS CORE COMPETENCY

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APPRENTICESHIP LEVEL I AND II COOK EXAM

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

Those students who successfully complete the program, and pass the the Level I exam may be eligible for up to 1040 hours time credit towards a Cook apprenticeship program. This time credit is based upon the recommendation of the employer who is signatory to the initial Apprenticeship Agreement.

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

EARLY CHILDHOOD DEVELOPMENT

PROGRAM DESCRIPTION

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.

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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.

DURATION

The Certificate Program may be pursued on a full- or part-time basis and consists of 12 courses, including English, two practicum placements and one elective for a total of 33 credits. Students may choose from three-credit courses of 100 level or higher to meet the elective requirement.

The Diploma Program may be pursued on a full- or part-time basis and consists of 26 courses, including English, four practicum placements and three electives for a total of 71 credits. Students may choose from three-credit courses of 100 level or higher to meet the elective requirements.

YUKON FIRST NATIONS CORE COMPETENCY

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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.

EDUCATION - YUKON NATIVE TEACHER

PROGRAM DESCRIPTION

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

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

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.

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ADMISSION REQUIREMENTS

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

Criterion one

- English 12
- One grade 12 math or science course (Applications of Math 12, Principles of Math 12, Pre-Calculus Math 12)
- One grade 12 language, social science or fine art course
- One additional grade 12 course

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
- 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.
- Applicants will be contacted by the Program Coordinator to attend an information session on the YNTEP program. At that time, applicants will share a one page essay that describes why they are pursuing a bachelor's degree in education.

Application deadline

Initial review of applications June 5th, 2015. Late applications will be considered only if program space is available.

OTHER REQUIREMENTS

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.

DURATION

Four years or 124 course credits

YUKON FIRST NATIONS CORE COMPETENCY

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Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

DOWNLOADS

[2015 YNTEP Application for Admission](#)

EDUCATION ASSISTANT

PROGRAM DESCRIPTION

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

Instruction Format

This program will be available using Yukon College's Learning Management System (LMS). Online courses are not held in classrooms and there are no live classes. All course work, and communication with the instructor and other students, is done entirely online. Generally courses include online video lectures, PowerPoint presentations, films, lecture notes and supplementary materials. Students are engaged through on-line discussions.

Online courses require that students have access to a computer and the Internet. Students attending web-conferencing courses off-campus (from home, for example) will also need a computer and internet access but may need additional equipment (such as headset and microphone).

Students must be able to attend field placements in Yukon Public schools.

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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 & 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

Please refer to BCCAT for information.

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.

YUKON FIRST NATIONS CORE COMPETENCY

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ELECTRICAL APPRENTICESHIP

PROGRAM DESCRIPTION

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 & Workplace) AND English 11; OR
- Mature Student Status with acceptable scores on the College Placement Assessment or GED; OR
- Pass Level E Trades Entrance Exam; OR
- Math 040 (B+) (recommend 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.

DURATION

18-weeks

YUKON FIRST NATIONS CORE COMPETENCY

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GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program and maintain an overall "C" average (70%). Graduates of the program will receive a Yukon College Certificate. Students may also be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Electrical Apprenticeship Level I (first year) exam.

ELECTRICAL APPRENTICE LEVELS

Electrical Apprentice Training Levels I, II and III are 8-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) on-line computer-based training program. Students must be registered apprentices to attend these programs.

FIRST NATIONS GOVERNANCE AND PUBLIC ADMINISTRATION

PROGRAM DESCRIPTION

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

Designed to be accessible to working professionals and to allow an integration of education into work and family life, the 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 Initiative builds upon the Executive Development Pilot program certificate, which is a partnership between Champagne and Aishihik First Nations, Yukon College and Yukon government. The program was created to bridge the gap between existing educational programs and the needs of self-governing First Nations in Yukon.

ADMISSION REQUIREMENTS

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

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

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

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.

YUKON FIRST NATIONS CORE COMPETENCY

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

FOOD AND BEVERAGE OPERATIONS

PROGRAM DESCRIPTION

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 & 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 & 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 & beverage operation including restaurants and hotels, lodges, resorts and catering companies.

GENERAL OUTCOMES

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

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

ANCILLARY FEES

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

YUKON FIRST NATIONS CORE COMPETENCY

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There are times when students attending the Food & 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.

GENERAL STUDIES

PROGRAM DESCRIPTION

The General Studies programs integrate general knowledge and intellectual skills with specific occupational or professional skills. They are designed for those who do not plan on pursuing a university degree and/or wish to develop an individualized program from a variety of programming areas at the College. 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 LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

To graduate students must:

- complete all core courses (ENGL 100 and ENGL 101)
- complete 8 open electives (24 credits) for the certificate OR 18 open electives (54 credits) for the diploma
- complete at least 50% of the work at Yukon College

- maintain a cumulative GPA of 2.0 (C average)

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

GEOLOGICAL TECHNOLOGY

PROGRAM DESCRIPTION

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 and educational institutions. The Geological Technology program at Yukon College 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 Description:

The Geological Technology program is a one-year (certificate) to two-year (diploma) program. Please visit the program webpage for up-to-date applicant information. Admission requirements for the program are listed below. If academic upgrading is necessary, interested applicants are encouraged to

take advantage of upgrading course offerings at the College to ensure they have the required Geological Technology program prerequisites. Additionally, non-departmental courses (e.g. MATH 060; CHEM 110) may be taken in advance to reduce course loads during the program proper.

The objectives of the Geological Technology 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 fluency. 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.

The objectives of the Geological Technology diploma program are to provide students with:

- A solid background in the different types of mineral extraction (surface mining and underground mining), and an understanding of the advantages and challenges presented by each. Students will be exposed to the various strategies for mineral processing and will be able to select the techniques best suited for an individual project.
- A comprehensive introduction to different mineral deposit types and their characteristic geophysical, geochemical, and alteration signatures. Students will understand the geological processes that control each deposit type, and the structural and stratigraphic controls on mineralization. Based on information derived from a wide range of sources (e.g. geophysical data, hand sample and thin section observations, regional mapping), students will be able to accurately predict deposit types and develop an informed exploration plan.
- An introduction to the different datasets originating from exploration programs, mill testing, etc., and an understanding of how to use that data to inform future decisions. This will include a solid introduction to common mine software platforms, as well as frequent integration of GIS mapping of geochemical, geological, and geophysical parameters. Students will become well-acquainted with different geophysical exploration techniques and how to interpret geophysical data both in isolation and with respect to observed geology. A comprehensive overview of geochemical sampling strategies and techniques is presented, as well as methods for using the resulting data in an exploration program.
- An understanding of the regulatory and legal framework surrounding exploration and mining, both in the Yukon and Canada. This includes a working knowledge of the First Nations governance structure that exists in Yukon and the impact of this structure on exploration and

mine development in the territory. Students will be introduced to the roles of the different regulatory bodies and the nature of their involvement at different stages of the mine cycle.

- An introduction to the environmental impacts of the mining process, and a background in the common remediation strategies used following mine closure. Students will examine baseline data and characterize common contaminants resulting both from mining processes and the exposure of natural deposits, as well as the flow of those contaminants in groundwater based on local hydrogeologic conditions.

ADMISSION REQUIREMENTS

- English 12, Math 11 (Principles or Pre-Calculus; minimum 65%) and Chemistry 11; OR
- Mature Student Status with acceptable scores on College Assessments and/or GED® for English and Math prerequisites, as well as Chemistry 11 (or equivalent); OR
- Yukon College prerequisite courses ENGL 090, MATH 050 (minimum B-) and CHEM 050, with COMP 040 recommended.

DURATION

The 961.5-hour first-year certificate program consists of 19 courses delivered, including an Introductory Geology Field School (45 hours) and an Intermediate Geology Field School (90 hours).

The 793-hour second-year diploma program consists of 13 courses delivered, including a spring field course (Fundamentals of Surveying).

GENERAL OUTCOMES

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 Geological Technology certificate or diploma.

ANCILLARY FEES

Additional costs above and beyond college tuition are associated with this program of study. These costs include transportation to and from field school sites, accommodation and food during field school, and 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.

YUKON FIRST NATIONS CORE COMPETENCY

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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 & Career Development (3 credits)
GEOL 105: Physical 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 (36 credits)

GEOL 201: Ore Deposits (3 credits)
GEOL 202: Mineral Economics, Mining Law, and Sustainability (3 credits)
GEOL 203: Mining Methods (Underground and Surface) (3 credits)
GEOL 204: Mining Computing (3 credits)
GEOL 205: Rock Mechanics (1.5 credits)
GEOL 206: Sedimentary Stratigraphy (3 credits)
GEOL 207: Capstone Research Project I (3 credits)
GEOL 210: Introduction to Hydrogeology (3 credits)
GEOL 211: Geochemistry (3 credits)
GEOL 212: Introduction to Geophysics (3 credits)
GEOL 213: Mineral Processing (3 credits)
GEOL 214: Fundamentals of Surveying (1.5 credits)
MATH 105: Introduction to Statistics (3 credits)

HEALTH CARE ASSISTANT

PROGRAM DESCRIPTION

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, thinking skills 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.

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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 Assessment or the GED® test.
- ENGL 040 (min. B) and MATH 030 (min. B) and COMP 040.

OTHER REQUIREMENTS

- Current Standard First Aid/CPR Level C
- 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).

DURATION

This certificate program consists of 14 courses (40 credits). The program runs September through May with a short break in December.

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.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all

Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

HEAVY EQUIPMENT TECHNICIAN (PERIODS 2 AND 3)

PROGRAM DESCRIPTION

For more information, please contact the program advisor at 867.332.2347

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.
- Further acquisition of safety skills and awareness.
- The ability to apply mathematical concepts to the heavy equipment field.

ADMISSION REQUIREMENTS

- successful completion of Heavy Equipment Technician Pre-Apprenticeship (Period 1) or
- Status as a Level 1 HET Apprentice

OTHER REQUIREMENTS

- Good physical condition.
- Good hand/eye co-ordination.
- Suitable work clothes and leather steel toed work shoes.

DURATION

30-weeks (15 each level)

GENERAL OUTCOMES

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for Level 2 and 3 heavy equipment technician apprenticeship programs.
- Provide an opportunity to challenge the heavy equipment technician apprenticeship level 2 and 3 exams.
- Acquire skills and knowledge to advance in the work force in the heavy equipment field.
- Demonstrate the ability to apply mathematical concepts to the heavy equipment field.

YUKON FIRST NATIONS CORE COMPETENCY

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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 Heavy Equipment Technician Level 2 and 3 exams.

HERITAGE AND CULTURE

PROGRAM DESCRIPTION

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

ADMISSION REQUIREMENTS

- High School graduation with English 12; OR
- Mature Student Status with eligibility to take ENGL 090: Bridging English for University; OR
- Acceptance into a post-secondary program comparable to HCC; OR
- Mature Student Status with acceptable scores on Yukon College assessments, the GED® or the Language Proficiency Index (LPI) test; OR
- 5 years of manager-level work experience with 4-5 writing samples (eligibility assessment to be conducted by Liberal Arts faculty)

If students do not meet any of these admissions requirements, they should explore other entry options with the HCC coordinator (867.668.8879).

Heritage and Culture Access Pathways

Students who do not meet HCC admissions requirements can also explore Heritage and Culture access pathways--packages of access-level coursework leading to the HCC program--with the chair of Liberal Arts (867.668.8770).

OTHER REQUIREMENTS

To graduate students must:

- complete all core courses
- complete 2 open electives (6 credits)
- maintain a cumulative GPA of 2.0 (C average)
- complete at least 50% of the coursework at Yukon College

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

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 information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor. Note: FNGA 100 is stored as EDP 100 in the BCCAT system.

DURATION

- minimum one year
- can be taken on a full- or part-time basis.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

LIBERAL ARTS

PROGRAM DESCRIPTION

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 LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

To graduate students must:

- complete all core courses
- complete 2 social-science electives (6 credits)
- complete 2 lab-science electives (6 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)
- complete 4 open electives (12 credits) for the certificate OR 8 open electives (24 credits) for the diploma

Diploma students must also:

- complete 2 200-level English literature (ENGL) electives (6 credits)
- complete 6 200-level electives (12 credits)

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

NOTE: Certificate students may take up to six credits, diploma students up to twelve 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: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

MULTIMEDIA COMMUNICATION

PROGRAM DESCRIPTION

Multimedia Communication 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, graphics, sound and moving images in order to target and engage various audiences and gain detailed knowledge of several multimedia applications. Adobe's Creative Cloud is used along with many free and open source industry standard software applications. 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

- Mature Student Status with acceptable scores on College Assessments or the GED® test
- Part-time students not fully meeting the above criteria may be admitted to courses but must maintain a cumulative GPA of 2.0 (C average) to continue in the program.

NOTE: Full-time students are expected to have basic computer skills prior to enrolment, and students generally should be aware that the Multimedia Communication program is run on Apple's operating system.

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

DURATION

- minimum one year
- can be taken on a full- or part-time basis

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

NATIVE LANGUAGE INSTRUCTOR

PROGRAM DESCRIPTION

The Yukon Native Language Centre 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.

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

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

ADMISSION REQUIREMENTS

Please contact the YNLC directly.

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 on-going. Graduates of this program serve as teachers in many communities of Yukon, British Columbia, Northwest Territories and Alaska.

DURATION

Certificate - three years

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

ANCILLARY FEES

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

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

DIRECTED STUDY

In addition to the certificate and diploma programs, the 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.

NORTHERN ENVIRONMENTAL AND CONSERVATION SCIENCES

PROGRAM DESCRIPTION

In collaboration with the University of Alberta (U of A), 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 major in Northern Systems. The Northern ENCS curriculum offered at YC 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, and includes significant northern and aboriginal 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.

PROGRAM DELIVERY

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

FREQUENTLY ASKED QUESTIONS DOCUMENT FOR PROSPECTIVE STUDENTS

Click here to download FAQ document: [Frequently Asked Questions for Prospective Students.pdf](#)

ADMISSION REQUIREMENTS

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

Students planning to apply to transfer to the ENCS Program from a diploma program at Yukon College should complete a minimum of 24 credits (8 courses) from the core and/or elective courses listed in the attached Recommended Courses document: [Recommended Courses for 1st and 2nd Year Students Interested in the BSc/ENCS.pdf](#). Students applying from other post-secondary institutions should contact the ENCS Program Advisors at ualberta@yukoncollege.yk.ca about transfer credit options.

HOW TO APPLY

Application deadlines: **May 1st** for September admission; **November 15th** for January admission

To apply for admission:

1. Contact a [Northern ENCS Program Advisor](#) to discuss your program options.
2. Download and complete the application form available as a .pdf [here](#). In Section 5, Program Priorities, Faculty should be entered as "Agricultural, Life, and Environmental Sciences", Program as "Environmental and Conservation Sciences", and Major as "Northern Systems". Send the application form to Dr. Kathryn Aitken, Northern ENCS Program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4
3. Have official copies of post-secondary and high school transcripts mailed to Dr. Kathryn Aitken, Northern ENCS Program, School of Science, Yukon College, P.O. Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4. NOTE: if you are, or have been, a Yukon College student, and have official transcripts on file with the college, we may be able to use those for the application process. Talk to a [Northern ENCS Program Advisor](#) to find out if this is an option for you.

U of Alberta application fees apply.

Once admitted, students must meet with a Northern ENCS program advisor at YC to select courses. Contact the Northern ENCS Program Advisors at ualberta@yukoncollege.yk.ca to make an appointment.

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.registrarsoffice.ualberta.ca/Costs-Tuition-Fees.aspx). Some Yukon College non-instructional fees apply for students enrolled in the Northern ENCS program at the College.

YUKON FIRST NATIONS CORE COMPETENCY

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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 & 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, email ualberta@yukoncollege.yk.ca

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

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NORTHERN FIRST NATIONS STUDIES

PROGRAM DESCRIPTION

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, the Canadian North and the 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 LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

To graduate students must:

- complete all core courses, including 2 Northern Studies core courses (6 credits)
- complete 1 First Nations Studies (FNST) I elective (3 credits)
- complete 2 FNST II electives (6 credits)
- complete 2 FNST III electives (6 credits)
- complete 2 lab-science electives (6 credits)
- complete 1 social-science elective (3 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 6 open electives (18 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

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: The six open electives specified above may be filled with courses in the FNST I, II and III electives categories, provided all other requirements are already met.

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

- minimum two years
- can be completed on a full- or part-time basis

YUKON FIRST NATIONS CORE COMPETENCY

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NORTHERN JUSTICE AND CRIMINOLOGY

PROGRAM DESCRIPTION

Criminology is the multidisciplinary study of crime, criminal behaviour, and social reactions to crime and criminal behaviour. The Northern Justice emphasis of criminology means that southern-based criminology courses are "northernized" and "regionalized" through integration of relevant course content and the assignment of coursework to better reflect the environment in which northerners live, work and study. The certificate option is designed for those students who do not intend to transfer directly to a Bachelor of Arts (Criminology) degree program but are interested in taking criminology courses to increase their knowledge of this field of study. The diploma is fashioned to meet the Yukon College Northern Studies requirements as well as the first- and second-year university transfer requirements to a Bachelor of Arts (Criminology) degree program at major Canadian universities. The program presents an ideal continuing education opportunity and is useful for those seeking entry-level employment in justice 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 LPI test
- Students wishing to pursue the diploma in Northern Justice and Criminology must also fulfill the pre-requisite requirement for MATH 105: Introductory Statistics. Math 105 Prerequisite(s): MATH 11 (Applications, Principles, Foundations or Pre-calculus MATH 11 or Yukon College's Math 050. Math 130 is also strongly recommended for students taking Math 105.

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

To graduate students must

- complete all core courses

- complete 1 200-level Criminology (CRIM) elective (3 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

Certificate students must also:

- complete 3 open electives (9 credits)

Diploma students must also:

- complete 2 Northern Studies (NOST) core courses (6 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 1 course (3 credits) focussing on land claims OR constitutional development
- complete 2 open electives (6 credits)

NOTE: Students may take CRIM courses as open electives, provided all other requirements have been met.

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TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

NORTHERN OUTDOOR AND ENVIRONMENTAL STUDIES

PROGRAM DESCRIPTION

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 for 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 LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

- complete all core courses, including 2 Environmental Studies (ENVS) core courses (6 credits) and 2 Northern Studies (NOST) core courses (6 credits)
- complete 6 Northern Studies (NOST) electives (18 credits)
- complete 2 lab-science electives (6 credits)
- complete 2 social-science electives (6 credits)
- complete 6 courses (18 credits) at the 200 level or above
- complete 4 open electives (12 credits)
- complete at least 50% of the work at Yukon College
- maintain a cumulative GPA of 2.0 (C average)

NOTE: NOST core courses, ENVS core courses and NOST electives may be used as open electives provided all other requirements have been met. Course selection should be done in consultation with a program advisor.

NOTE: To concentrate lab sciences, students can take an additional two lab-science electives instead of the required two social-science electives.

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

Minimum two years

Program can be completed on a full- or part-time basis

YUKON FIRST NATIONS CORE COMPETENCY

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NORTHERN SCIENCE

PROGRAM DESCRIPTION

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

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

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.

NORTHERN SCIENCE (ENVIRONMENTAL AND CONSERVATION SCIENCES STREAM)

PROGRAM DESCRIPTION

The Northern Science Diploma, ENCS Stream, prepares students for transfer to the Bachelor of Science in Northern Environmental and Conservation Sciences program, offered at Yukon College in partnership with the University of Alberta. The diploma program provides two years of university transferable courses that fulfill the requirements to enter the third year of the Northern Systems Major of the B.Sc. Northern ENCS program.

The Diploma of Northern Science, ENCS Stream, is awarded for the completion of the equivalent of two years of full-time university-level study (60 credits). Courses are selected from the Core and Elective options in the "Course List" tab, as well as two additional three-credit "free electives". These free electives can be chosen from a variety of disciplines (discuss with a Program Advisor).

ADMISSION REQUIREMENTS

To be eligible for admission, students must have completed a minimum of two of the following high school subjects, or equivalencies: English 12, Biology 11, Chemistry 11, Pre-calculus 12 or Foundations of Math 12 (or Principles of Mathematics 12).

OTHER REQUIREMENTS

See the Course List tab for Core and Elective courses. Students must complete the courses listed, as well as two 3-credit "free electives".

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

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

TRANSFERABILITY

After completing the Diploma of Northern Science, ENCS Stream, students may apply to transfer into the third year of the Bachelor of Science in Northern ENCS Program (Northern Systems Major) offered by the University of Alberta at Yukon College. Note, students must meet the entrance requirements of the University of Alberta, Faculty of Agricultural, Life, and Environmental Sciences, including a minimum Admission Grade Point Average (AGPA) of 2.0.

EMPLOYMENT

The Diploma of Northern Science, ENCS Stream, prepares students for studies in the Bachelor of Science in Northern Environmental and Conservation Sciences degree offered at Yukon College in partnership with the University of Alberta, or for transfer to B.Sc., professional, or technical programs at other institutions. The program also presents an ideal continuing education opportunity and is useful for professionals seeking a northern specialization in their respective fields. Students who complete the Diploma of Northern Science may pursue a variety of careers with federal, territorial, provincial or First Nation governments, as well as with non-profit organizations, consulting firms, and industry. Examples of potential employment include fish and wildlife technician, lands and resources officer, park and protected area planner, natural history or heritage interpreter, and environmental assessment officer.

YUKON FIRST NATIONS CORE COMPETENCY

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NORTHERN STUDIES

PROGRAM DESCRIPTION

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 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 LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

To graduate students must:

- complete all core courses, including 2 Northern Studies (NOST) core courses (6 credits)
- complete 5 Northern Studies (NOST) electives (15 credits)
- complete 2 social-science electives (6 credits)
- complete 2 lab-science electives (6 courses)
- complete 7 open electives (21 credits)
- complete 1 course (3 credits) focussing on land claims OR constitutional development
- complete at least 50% of the work at Yukon College
- complete a minimum of 18 credits at the 200 level or above
- maintain a cumulative GPA of 2.0 (C average)

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: NOST core courses and NOST electives may be used as open electives provided all other requirements have been met. Course selection should be done in consultation with a program advisor.

NOTE: Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

Minimum two years

Program can be completed on a full- or part-time basis

YUKON FIRST NATIONS CORE COMPETENCY

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OFFICE ADMINISTRATION

PROGRAM DESCRIPTION

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

YUKON FIRST NATIONS CORE COMPETENCY

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OIL BURNER MECHANIC APPRENTICESHIP

PROGRAM DESCRIPTION

The objective of the Oil Burner Mechanic Pre-Apprenticeship 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 Oil Burner Mechanic equipment field.

ADMISSION REQUIREMENTS

- Math 10 (Applications, Principles, Foundations & Pre-Calculus, or Apprenticeship & Workplace) AND English 10; OR

- Mature Student Status with acceptable scores on the College Placement Assessment 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.

DURATION

20 weeks

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 OBT A Apprenticeship.
- Provide an opportunity to challenge the Oil Burner Mechanic 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 Oil Burner Mechanic field.

YUKON FIRST NATIONS CORE COMPETENCY

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Graduation Requirements

In order to graduate, students must successfully complete all parts of 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 Oil Burner Mechanic Apprenticeship Level 1 (A/first-year) exam.

PRACTICAL NURSE

PROGRAM DESCRIPTION

The Practical Nurse program provides students with the education to enter a highly 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.

There will be no LPN intake for the **Fall 2015** term. The next anticipated intake of the Practical Nurse program will be **Fall 2016**.

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ADMISSION REQUIREMENTS

Grade 12 academic graduation that includes:

- a minimum of 60% in English 12 and Biology 12
- a pass in Math 11 (applied or pre-calculus)

OR

A minimum of:

- 60% in English 060 or English 090
- 60% in Biology 060 or ANPH 150 (periodically available online through Bow Valley College. Please note that program entry requires a 60% ANPH 150; however, 64% is the minimum mark for this course to qualify for program credit.)
- A pass in Math 050

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 programs 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.

DURATION

Four terms plus two preceptorships.

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.

YUKON FIRST NATIONS CORE COMPETENCY

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PUBLIC ADMINISTRATION

PROGRAM DESCRIPTION

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 the Yukon. The program prepares students for leadership at all levels of government and in non-profit organizations. Students learn to effectively deal with the economic, political, legal and social issues facing today's public managers.

The program provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation, and administration. The MPA is designed to develop workplace skills and facilitate the intellectual growth and ethical behaviour of public administrators. Upon completion of the program students can obtain a Master of Public Administration from the University of Alaska Southeast. The UAS MPA program comes to you where you work and live in Alaska and Yukon.

The MPA at UAS combines the relationships and structure of the regular classroom with the accessibility of a distance delivered program to create a stable, supportive and high quality education.

Completion of the MPA program provides individuals with the skills necessary for entrance or advancement in professional positions in the public and non-profit sector. Employment opportunities can include areas such as State & Local Government, Non-Profit Organizations, Tribal Government, Military, Economic Development, Public Education, Department of Transportation, Juvenile Justice, Health & Human Services, Law Enforcement, Fish & Game, Environmental Protection Agency, and many more.

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 course 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 – Introduction to Public Administration 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 CAN\$1350 to \$1500 per course. For a schedule of tuition and fees, please refer to the University of Alaska Southeast Academic Catalog - <http://www.uas.alaska.edu/catalog/> for the current academic year and reference the Fees & Expenses section.

[Click here to view the MPA Graduate Handbook](#)

YUKON FIRST NATIONS CORE COMPETENCY

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RENEWABLE RESOURCES MANAGEMENT

PROGRAM DESCRIPTION

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.

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 and Math 11 (Applications, Principles, Foundations or Pre-Calculus); OR
- Mature Student Status with acceptable scores on College Assessments, the GED® test or the Language Proficiency Index (LPI) test.
- Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary. Intake to the program is every two years in odd numbered years (e.g. 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.

YUKON FIRST NATIONS CORE COMPETENCY

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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 Admissions by May 1 of the year of entry.

- Yukon College Application for Admission form
- Official transcripts of all secondary and post-secondary educational records
- 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.

RESTAURANT OPERATIONS

PROGRAM DESCRIPTION

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)

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

YUKON FIRST NATIONS CORE COMPETENCY

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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.

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.

SCIENCE

PROGRAM DESCRIPTION

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.

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	CSPC129
Elective	Elective

YUKON FIRST NATIONS CORE COMPETENCY

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SOCIAL WORK

PROGRAM DESCRIPTION

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-time or part-time studies are possible.

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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. No late applications will be accepted.

The following admission requirements apply to students admitted to BSW Program from **March 1, 2014 and onwards**:

Students must complete a minimum of 30 university credit hours prior to admissions to BSW and obtain a minimum GPA of 65%.

The following courses must be completed as part of the 30 university credit hours:

- English 100 Level 3 credits*
- English 100 level, or higher 3 credits*
- Social Work 200 3 credits
- General University Studies 21 credits

(* **A 70% combined average is required for these English courses.**)

OTHER REQUIREMENTS

- Completion of a BSW program application
- A criminal records check(s). Criteria is provided in the BSW application. Please anticipate a minimum of 3 weeks for completion.
- 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 admitted from **March 1st , 2014 and onwards** into the Yukon College Bachelor of Social Work Program must meet the following graduation requirements :

General University Studies 60 credits

A minimum 65% GPA is required in General University Studies for graduation.

Required General University Studies Courses

English 100 level (3 credits)
English 100 level, or higher (3 credits)
History 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.

Required Social Work courses

Social Work 200 Introduction to Social Work (3 credits)
Social Work 346 Social Work Practice I (3 credits)
Social Work 347 Social Work Practice II (3 credits)
Social Work 348 Social Work Practicum I (6 credits)
Social Work 352 Cultural Camp (6 credits)
Social Work 389 Cultural Competence for Northern Social Work Practice (3 credits)
Social Work 390 Communication Skills in Social Work Practice (3 credits)
Social Work 414 Child Welfare Practice (3 credits)
Social Work 421 Human Development in a Social Context (3 credits)
Social Work 448 Social Work Practicum II (15 credits)

One of:

Social Work 451 Social Work Research (3 credits)

Or

Social Work 469 Social Policy (3 credits)

Social Work Electives (9 electives)

TRANSFERABILITY

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

EMPLOYMENT

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

DURATION

Four years or completion of 120 credits

YUKON FIRST NATIONS CORE COMPETENCY

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DOWNLOADS

[BSW Application Form 2015](#)

VISUAL ARTS

PROGRAM DESCRIPTION

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

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

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

ADMISSION REQUIREMENTS

- Completion of high school with grade 12 academic graduation and Grade 12 English (min. 70%) OR Language Proficiency Index (LPI) test (min. Level 4)
- Mature student status with an acceptable score on GED or CAT or a similar diagnostic test, obtained within the previous two years, and suitable score on either College Writing assessment or LPI
- submission of an artwork portfolio, written personal statement and at least one letter of recommendation

Note: The annual application deadline for the following academic year is May 1st.

DURATION

One year (30 credits)

YUKON FIRST NATIONS CORE COMPETENCY

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SOVA Admission Requirements

SOVA Application for Admission

SOVA Brochure

WELDING APPRENTICESHIP

PROGRAM DESCRIPTION

The objective of the Welding Pre-Apprenticeship 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 & Pre-Calculus, or Apprenticeship & Workplace) AND English 10; OR
- Mature Student Status with acceptable scores on the College Placement Assessment 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.

DURATION

20 weeks

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.

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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.

WELDING APPRENTICE LEVEL

Welding Apprentice Training Level II is an 8-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.

WOMEN'S AND GENDER STUDIES

PROGRAM DESCRIPTION

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, place 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 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 LPI test

If students do not meet either admission requirement, they should explore entry options with a program advisor.

OTHER REQUIREMENTS

To graduate students must:

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

Certificate students must also:

- complete 2 Women's and Gender Studies (WGST) A-level courses (6 credits)

Diploma students must also:

- complete 6 WGST A-level courses (24 credits)
- complete 3 WGST B-level courses (9 credits)
- complete 1 additional 200-level WGST course (3 credits)
- complete 1 open elective (3 credits)

WGST A- and B-Level Courses

- WGST A-level courses: minimum 70% focus on women's perspectives, experience and gender issues
- WGST B-level courses: minimum 30% focus on women's perspectives, experience and gender issues
- Consult a program advisor to select courses in either category

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TRANSFERABILITY

For transfer information on a specific Yukon College course, click on the program's **Course List** tab, select the course in question by clicking its link, and then click the **Check the BC Transfer Options** link on the course's information page; for additional information, consult a program advisor.

DURATION

Certificate: minimum one year

Diploma: minimum two years

Both programs can be completed on a full- or part-time basis.

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