

2010/11

Academic Calendar



Telephone Numbers

Yukon College Toll-free 1.800.661.0504

Ayamdigut Campus

Switchboard 668.8800
General fax 668.8890
Bookstore 668.8840
Cafeteria 668.8856
Continuing Education 668.5200
Daycare (Nàkwāye Kù Child Care Centre) 668.8860
Extension Services 668.8790
Student Services Centre 668.8720
International 456.8897
Learning Assistance Centre 668.8785
Library 668.8870
Partners for Children 668.8845
Registration & Admissions 668.8710
Residence Office 668.8731
Residence Life Co-ordinator 456.8617
Yukon Native Language Centre 668.8820
Yukon Research Centre of Excellence 668.8772

Haines Junction 634.8800
Mayo 996.8800
Alice Frost Community Campus, Old Crow 966.8800
Hets'edan Ku, Pelly Crossing 537.8800
Dena Cho Kanadi, Ross River 969.8800
Teslin 390.8800
Watson Lake 536.8800
Whitehorse Correctional Centre 393.7224

Schools

School of Access 668.8850
School of Health, Education & Human Services 668.8845
School of Liberal Arts 668.8770
School of Management, Tourism & Hospitality 668.8762
School of Science, Trades & Technology 668.8760

Community Campuses

Carcross 821.8800
Carmacks 863.8800
Tr'odek Hatr'unohtan Zho, Dawson City 993.8800
Faro 994.8800



For more information visit,
www.yukoncollege.yk.ca/about/directory

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Applying for Admission to Yukon College

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

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

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

High School graduates (academic program): Submit an official copy of your transcript.

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

Mature Students (19 years of age or older or 17 years of age and out of school at least one full academic year): Submit your high school transcript and you may be required to write the Yukon College Placement Test. Information about this test is available on the Yukon College website www.yukoncollege.yk.ca/future_students/pages/testing/

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

Applications for admission for most programs are considered on a first-come, first-served basis. Apply as early as possible to ensure consideration for a program. For programs that begin in September, applications should be sent to the Admissions Office by the end of May, at the latest. Some programs have application deadlines earlier than May. Please check the Yukon College website. Students in their final year of high school should apply early even though they have not yet completed the required courses. They should also arrange for their high school to send final transcripts directly to Yukon College when those become available.

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

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

For questions about the application process, please contact the Admissions Office at 867.668.8710.

www.yukoncollege.yk.ca

This calendar is published by the Registrar's Office for information to the general public. Every effort is made to ensure that information is accurate at the time of printing. Yukon College reserves the right to make necessary changes to information contained in this calendar.

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CHECK WEBSITE FOR CURRENT INFORMATION

Application for Admission

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

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

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

ID#: _____

Yukon College Program

Program Name (per Yukon College Calendar)	Term/Year	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
---	-----------	--

Personal Data (please print clearly)

Legal Last Name	First Name	Middle Name
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Former Last Name	
Mailing Address		Telephone Number (Work)
City/Province	Postal Code	Telephone Number (Home)
Email Address		
Social Insurance Number (Required to receive a T2202A tax from)	Birth Date Day Month Year	Citizenship Status: <input type="checkbox"/> Canadian or Permanent Resident <input type="checkbox"/> Resident of Alaska <input type="checkbox"/> Non-Resident
Do you consider yourself to be of First Nations Ancestry? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which First Nation:		

Educational Background (attach official transcripts)

Name of Secondary School Last Attended	Highest Grade Completed	Dates Attended	Location
Post Secondary Education	Degree Earned	Dates Attended	Location

Application Declaration

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

Signature of Applicant

Date

Yukon College on the Web



www.yukoncollege.yk.ca

The screenshot shows the Yukon College website in a Windows Internet Explorer browser window. The address bar displays <http://www.yukoncollege.yk.ca/>. The website features the Yukon College logo, a search bar, and navigation links for 'ABOUT YUKON COLLEGE', 'BECOME A STUDENT', 'STUDENT INFORMATION', and 'RESEARCH & INNOVATION'. A large banner image shows a person's legs in traditional Inuit boots on snow, with the text 'start here. go anywhere.' overlaid. Below the banner, there is a section titled 'Everything you need is here' featuring a testimonial from Bonnie Harpe, a Bachelor of Criminology student. To the left, a sidebar lists various programs and initiatives. At the bottom, a 'news stories' section lists recent events, including the hiring of two visiting students and an award-winning staff and faculty. The footer contains copyright information for 2009 Yukon College and links to Facebook and Twitter.

Yukon College - Windows Internet Explorer

<http://www.yukoncollege.yk.ca/>

File Edit View Favorites Tools Help

Links Banner Self Service Banner Production Remote Email Convert Select

Yukon College

SEARCH DIRECTORY | LIBRARY | EMPLOYEE LOGIN

SEARCH GO

ABOUT YUKON COLLEGE | BECOME A STUDENT | STUDENT INFORMATION | RESEARCH & INNOVATION

start here. go anywhere.

Check out our Programs

- Continuing Education/Non-Credit
- Community Campuses
- First Nation Initiatives
- International Students
- Apply Today!

Everything you need is here

I had a one year old daughter and not much money. I needed a career. Now I'm working and training at the Department of Justice to become an adult probation officer. I couldn't have made it through this program if it weren't for the caring encouragement of the Yukon College instructors. You were fantastic.

—Bonnie Harpe, Bachelor of Criminology

news stories

- Yukon Research Centre of Excellence Hires Two Visiting Students - Tuesday, January 19, 2010
- Award Winning Staff and Faculty at Yukon College - Thursday, January 07, 2010
- Closed between December 25 and January 3, 2010 - Friday, December 25, 2009
- YC Steps It Up With New Snowshoeing Program - Tuesday, December 15, 2009

> Go to Archives

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facebook twitter



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Facebook



General Information

Vision Statement

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

History

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



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

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

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

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

Programs

Yukon College provides a variety of full-time and part-time credit programs through five academic and career schools:

- School of Access
- School of Liberal Arts
- School of Health, Education & Human Services
- School of Management, Tourism & Hospitality
- School of Science, Trades & Technology
- Non-credit programming is offered through our Continuing Education Department

The College also offers Co-operative Education, an effective learning program which alternates academic terms with relevant paid work terms.

In Whitehorse, students enroll at the Ayamdigut Campus. Courses are also available at community campuses throughout the territory and are sometimes delivered via videoconference or online.

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

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

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

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

Who is Eligible?

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

Applicants without the academic prerequisites may qualify for entry into a program by successfully completing an admission-assessment test, normally the Yukon College Placement Assessment and/or the DRP.

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

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

Applicants educated in a country other than Canada or the United States should have their transcripts evaluated by an agency such as International Credential Evaluation Service (ICES) in British Columbia, or International Qualifications Assessment Service (IQAS) in Alberta.

English is the language of instruction and communication at the college. All course work required of the students shall be in English, except for other language courses.

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

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

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

Yukon College Placement Assessment

If you have not completed high school or if you graduated from a non-academic stream, you will be required to write the Yukon College Placement Assessment. The assessment may be written at Ayamdigut Campus any Monday morning (except holidays) at 9 a.m. or through the Drop-In Centre on Tuesday and Wednesday from noon to 6 p.m. No appointment is necessary, but applicants must arrive 10 minutes early. No latecomers will be admitted after the assessment has begun.

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

Application

Detailed instructions for completing your Application for Admission are on page 4. If you have questions, please call the Admissions Office at 867.668.8710, toll-free 1.800.661.0504, ext. 710, or consult our web page www.yukoncollege.yk.ca/

Registration

Applying for admission and registering in courses are two separate processes. Acceptance for admission does not secure entry to particular courses or programs. Only registration and payment of tuition and related fees guarantees your seat. Enrollment in most courses is limited, so courses may fill before the end of the registration period. Students are encouraged to register early in order to avoid disappointment.

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

Registration for Credit Courses Is Easy

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.

Bring your Authorization to Register form to the Admissions Office where your registration will be processed and you will pay your fees. All tuition and related fees must be paid when you register.

Registration for Continuing Education

Registration for Continuing Education (CE) courses may be done at any time without application or admission to a program.

To register for CE courses contact the Admissions Office at 867.668.8710 or toll-free at 1.800.661.0504. Enrollment in CE courses is limited. Students are encouraged to register early to avoid disappointment. Students must have registered and paid for their CE courses prior to attending class.

Registration for CE courses may be done by telephone, for students paying by credit card, during regular business hours. Registration may also be done in person at the Admissions Office in Yukon College. An organization or sponsor may register a student in CE courses by providing the Admissions Office with a Purchase Order or Letter of Sponsorship.

Non-attendance does not constitute notice of withdrawal from a CE course. No refund will be issued after commencement of the CE course. Please see Yukon College Refund Policy, page 93.

Courses with insufficient enrollment may be cancelled. Registrants will automatically receive a full refund for all cancelled CE courses.

Class times and room locations should be verified at the time of registration.

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

International Students

t. 867.668.8897

www.yukoncollege.yk.ca/international

international@yukoncollege.yk.ca

Yukon College has welcomed international students from around the world, including: Brazil, China, Colombia, Germany, India, Japan, South Korea, Switzerland, Taiwan, United States of America and Venezuela. The college is committed to the internationalization of the campus through the appreciation and integration of cultures on campus and in our classrooms.

International students have access to a broad range of programming, including certificate and diploma programs, as well as English as a Second Language classes.

In addition, Yukon College International assists students with application processing, accommodation, settling into life in the Yukon, study and work permit renewals and applications, as well as medical insurance.

Through Yukon College International, it's also possible to discuss study-tour options for school or company groups seeking a unique Yukon adventure.



Continuing Education

t. 867.668.5200

www.yukoncollege.yk.ca/CE

CE@yukoncollege.yk.ca

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

Leadership and Management Training

Yukon College offers a variety of courses that employees and managers can use in their organizations, or towards professional development. Many of the courses are accredited by various professional associations. For more information, please contact Continuing Education, 867.668.5200.

Conflict Resolution

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

For more information, please contact Continuing Education, 867.668.5200.

Trades Continuing Education

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

For more information, please contact School of Science, Trades & Technology, 867.668.8760

First Aid & Safety

Continuing Education schedules introductory and advanced Canadian Red Cross first aid and safety courses.

For more information, please contact Continuing Education, 867.668.5200

Public Computer Training

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

For more information, please contact Continuing Education, 867.668.5200

English as a Second Language

Yukon College offers English as a Second Language classes for intermediate to advanced students. The overall goal of the program is to help students to acquire the skills necessary to take other programs in English or function in an English work environment. For more information, please contact the School of Access, 867.668.8850

Language, Travel and Culture

Adults can learn another language or study an area of cultural interest in our non-credit adult leisure program. For more information, please contact Continuing Education, 867.668.5200

Extension Services

t. 867.668.8790

The Extension Services (ES) division provides education, training and community development services in Yukon communities through its network of 13 campuses and Distributed Learning Support Unit. ES partners with campus committees, community groups and First Nation, territorial, federal and municipal governments to identify and initiate relevant programming which meet community-development needs.

The Division is responsible for:

- Development, implementation and delivery of community-based education and training.
- Development and co-ordination of the college's distributed-learning support services, and
- Collaboration with community groups to identify training needs.

Community campuses are established in 12 communities including Carcross, Carmacks, Dawson City, Faro, Haines Junction, Mayo, Old Crow, Pelly Crossing, Ross River, Teslin, Watson Lake and Whitehorse. Staff provide programming and training that reflect local community needs. Courses vary from community to community and may include adult basic education, college preparation, GED, arts and culture, pre-trades training, office administration, employment skills training, computer skills and locally developed programs. Additional courses are also available through distributed learning. Campus staff work with all divisions of the college to ensure locally delivered programs are current in knowledge and technical content.

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

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

- Flexible learning options to meet student needs.
- Support services for course delivery; and
- Access to technologies for community groups and individuals.



CARCROSS COMMUNITY CAMPUS

t. 867.821.8800

f. 867.821.8810

yccarcross@yukoncollege.yk.ca

CARMACKS COMMUNITY CAMPUS

t. 867.863.8800

f. 867.863.8810

yccarmacks@yukoncollege.yk.ca

EXTENSION SERVICES ADMINISTRATION

t. 867.668.8790

f. 867.668.8814

DAWSON CITY COMMUNITY CAMPUS (TR'ODEK HATR'UNOHTAN ZHO)

t. 867.993.8800

f. 867.993.8810

ycdawson@yukoncollege.yk.ca

DISTRIBUTED LEARNING SUPPORT

t. 867.668.8816

f. 867.668.8814

distlearn@yukoncollege.yk.ca

FARO COMMUNITY CAMPUS

t. 867.994.8800

f. 867.994.8810

ycfaro2@yukoncollege.yk.ca

HAINES JUNCTION COMMUNITY CAMPUS

t. 867.634.8800

f. 867.634.8810

ychainesj@yukoncollege.yk.ca

MAYO COMMUNITY CAMPUS

t. 867.996.8800

f. 867.996.8810

ycmayo@yukoncollege.yk.ca

OLD CROW COMMUNITY CAMPUS (ALICE FROST CAMPUS)

t. 867.966.8800

f. 867.966.8810

ycoldcrow@yukoncollege.yk.ca

PELLY CROSSING COMMUNITY CAMPUS (HETS'EDAN KU)

t. 867.537.8800

f. 867.537.8810

ycpelly@yukoncollege.yk.ca

ROSS RIVER COMMUNITY CAMPUS (DENA CHO KANADI)

t. 867.969.8800

f. 867.969.8810

ycrossriver@yukoncollege.yk.ca

TESLIN COMMUNITY CAMPUS

t. 867.390.8800

f. 867.390.8810

ycteslin@yukoncollege.yk.ca

WATSON LAKE COMMUNITY CAMPUS

t. 867.536.8800

f. 867.536.8810

ycwatson@yukoncollege.yk.ca

WHITEHORSE CORRECTIONAL CENTRE

t. 867.393.7224

f. 867.393.6208

ycwcc@yukoncollege.yk.ca

First Nation Initiatives

t. 867.456.8581

FNI@yukoncollege.yk.ca

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

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

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

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



Yukon Research Centre of Excellence

t. 867.668.8895

research@yukoncollege.yk.ca

The Yukon Research Centre of Excellence (YRCE) leads and co-ordinates research programming at Yukon College and is directed through the Office of the Yukon College Vice-President of Research. The YRCE is comprised of three principal contributing offices:

- Applied Research, Technology and Innovation
- Basic Research and Climate Change Impact and Adaptation
- Social Research and Corporate Research Services

To grow and promote Yukon research programs and capacities, Yukon College has committed to expanding and enhancing its own R&D initiatives and associated academic programming using internal college researchers, developed through its own ranks and/or cross appointed with other institutions. Toward this end, Yukon College and its partners, the Yukon Government and Yukon First Nations:

- Have established an Office of Research at Yukon College.
- Are appointing a permanent Vice-President of Research for the college to establish and solidify its professional research standards and operations.
- Initiated Yukon-based undergraduate, graduate and doctoral-level programming in collaboration with Universities outside the territory.
- Established administrative research offices and are developing companion research-grade analytical facilities
- Established financial and institutional structures to support University-grade R&D.
- Sought NSERC and attained SSHRC professional institutional certifications, and
- Developed the communications and information technologies methods for managing, integrating and disseminating R&D data and results.



Photo: Chad Gubala

Yukon Native Language Centre

t. 867.668.8820

info@ynlc.ca

www.ynlc.ca

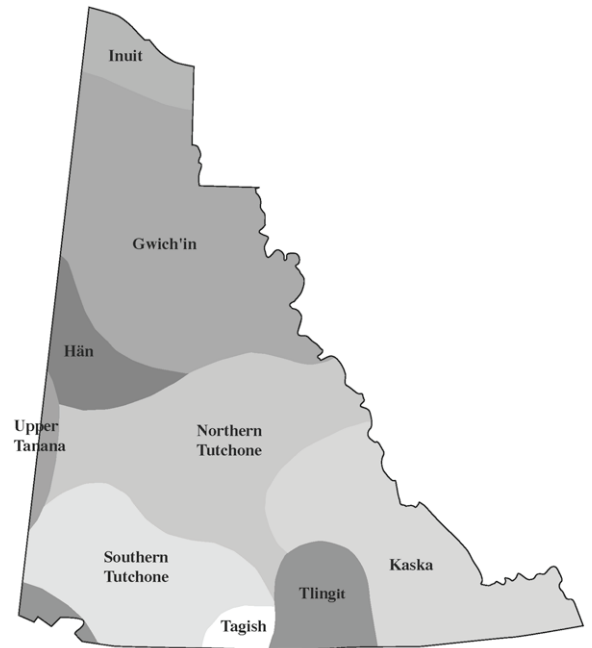
f. 867.668.8825

The Yukon Native Language Centre is a training and research facility which provides a range of linguistic and educational services to Yukon First Nations and to the general public. It is located in the C-Wing of Yukon College, Ayamdigtut Campus, Whitehorse. The centre is administered by the Council of Yukon First Nations with funds provided by the Government of Yukon.

In 1977 the Yukon Native Languages Project was begun by the Council of Yukon Indians, now the Council of Yukon First Nations. The council saw a need for systematic surveys and development work on Yukon languages and lobbied successfully for funding from the federal and territorial governments. Requests for native language teaching in the schools began to increase, and the YNLP began to train native language teachers and to develop curriculum materials. The number of language teachers and trainees grew steadily during the first years of the project's operation. In 1985, the YNLP was renamed the Yukon Native Language Centre. Today the centre is actively teaching, documenting and promoting Yukon native languages:

YNLC offers training and certification for Yukon Aboriginal Language Teachers. YNLC staff and Elders have developed and now teach the certificate (3 years) and follow-up diploma (2 years) courses for native language instructors at Yukon College. YNLC also works closely with the University of Alaska Fairbanks in implementing a jointly established Associate of Applied Science degree program in native language education. Graduates and students currently enrolled in these programs serve as teachers in many communities of Yukon, British Columbia, Northwest Territories and Alaska.

YNLC develops teaching and learning materials for all the Yukon aboriginal languages. These include a curriculum guide, language lesson booklets and tapes, dictionaries and reference materials. Recently YNLC has produced interactive browser-based materials on CDs and posted teaching material on its web site: www.ynlc.ca/



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

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



Photo: YNLC

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

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

Students who wish to register in a program, or students who have any questions or concerns about their programs, should contact a Yukon Native Language Centre program co-ordinator. For appointments, call 867.668.8820 (f. 867.668.8825).

YNLC STAFF

John Ritter, Director and Linguist

Josephine Holloway, Administrative Assistant

André Bourcier, Linguist

Doug Hitch, Linguist

Jo-Anne Johnson, Rural Programs Co-ordinator

Linda Harvey, Urban Programs Co-ordinator

Anne Ranigler, Archivist and Northern Tutchone Specialist

Sheila Maissan, Publications Officer

Gertie Tom, Founding Elder

Margaret Workman, Founding Elder

Native Language Instructor

Yukon Native Language Centre

t. 867.668.8820

Certificate

Credits

- 40

Duration

- 3 years

Cost

- NA

Overview

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

Required Courses

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

Transferability

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

Employment

Native language programs operating within the public school system or within First Nations require both full-time and part-time instructors, as well as persons who can act as substitutes and assistants in the programs. The need for professionally trained instructors is on-going.

Other

Three courses—Language Structure, Second Language Teaching Methods, and Professionalism and Class Management are taught at Yukon College for one week during each term. The literacy course is offered for one week in either term and the practicum takes place in the student's own classroom throughout both terms. The certificate may be completed in three years. A student's personal supplies will cost approximately \$30-\$50 for the entire program.

Regular attendance is important in order to succeed in this program. Students must be committed to teaching a language and must also enjoy working with children and young adults.

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

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

Native Language Instructor

Yukon Native Language Centre
t. 867.668.8820

Required Courses

Year One

TERM 1

English Language
Adv. SLTM 251.1
Adv. PRAC 281.1
Elective

TERM 2

Adv. LIT 271
Adv. SLTM 251.2
Adv. PRAC 281.2
CC 291

Other

Year Two

TERM 1

IP 241
Adv. SLTM 252.1
Adv. PRAC 282.1
Elective

TERM 2

Adv. LIT 272
Adv. SLTM 252.2
Adv. PRAC 282.2
CC 292

Diploma

Credits

• 30

Duration

• 2 years

Cost

• NA

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

- Complete the Native Language Instructor Certificate.
- Complete 3 credits in English language.
- Complete 12 credits in Advanced SLTM, LIT, and PRAC.
- Complete Independent Project 241 and Computers in Curriculum 291 and 292

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

Advanced SLTM 251 and 252 are taught for one week in both terms. Advanced LIT 271 and 272 may be held in either term 1 or term 2. Advanced PRAC 282 and 282 take place in the student's language program throughout the school terms. The electives chosen in consultation with YNLC staff may include special project work in the field of curriculum or materials development.

DIRECTED STUDY

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



Photo: YNLC

Certificate

Course Descriptions

LS 141 (10/0) Language Structure

This course offers applied linguistics for language teachers. It includes basic sounds and sentence patterns of Tlingit and Athapaskan languages, practice in listening and speaking skills required for classroom teaching, and comparison of specific traits in various languages.

LS 142 (10/0) Language Structure

This course examines additional topics in applied linguistics, including distribution of North American Indian languages, names and groupings of Yukon languages, introduction to tone, and basic linguistic analysis of material taught in elementary and intermediate classrooms.

LS 143 (10/0) Language Structure

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

LIT 171 (5/10) Native Language Literacy

This course is an introduction to literacy in the student's native language. It has a review of the basic sounds and structure of the alphabet, and practice in reading and writing simple curriculum material, including lesson plans and simple narratives.

LIT 172 (5/10) Native Language Literacy

This course provides additional practice in transcribing materials in the student's native language. There is an introduction to procedures for eliciting and recording cultural materials with the assistance of native elders.

LIT 173 (30/0) Native Language Literacy

This course covers the examination and transcription of more advanced materials: kinship systems, place-names, personal names, and other cultural information.

PRAC 181 (0/65) Practicum

This practicum entails the completion of one year of classroom experience in a Second Language Program. There is individual instruction and assistance in establishing a professional relationship with the school and community. An evaluation of the application of SLTM 151 is part of the practicum.

PRAC 182 (0/65) Practicum

This practicum entails the completion of a second year of classroom experience in a Second Language Program. There is individual instruction and assistance in maintaining a professional relationship with the school and community. An evaluation of the application of the Second Language Teaching Methods 152 is part of the practicum.

PRAC 183 (0/65) Practicum

This practicum entails the completion of a third year of classroom experience in a Second Language Program. There is individual instruction and assistance in maintaining a professional relationship with the school and the community. An evaluation of applied SLTM 153 is part of the practicum.

PRO 161 (5/10) Professionalism and Class Management

This course examines professional issues relating to primary level language instruction such as classroom management, discipline techniques, staff relations, and student record keeping. Fieldwork includes completing day-book records and student attendance and progress records.

PRO 162 (5/10) Professionalism and Class Management

This course examines professional issues relating to intermediate level language instruction such as classroom management, motivation and discipline at the intermediate level, staff and community relations, and classroom recordkeeping. Fieldwork includes completing day-book records and student attendance and progress records.

PRO 163 (5/10) Professionalism and Class Management

This course examines motivation and discipline in the elementary classroom, professional approaches to problem solving in staff and community relations, making use of school and community resources, and analyzing student progress for self-evaluation. Field work includes completing day-book records, long-range plans, and student attendance and progress records.

SLTM 151 (30/0) Second Language Teaching Methods

This course introduces the basics of second language instruction. Topics include: use of the curriculum guide, short-range lesson planning, basic drill methods, practice in teaching basic vocabulary in simple sentence structures to primary level students, language activities for primary level instruction, oral testing techniques, and materials production.

SLTM 152 (30/0) Second Language Teaching Methods

This course provides practice in the basics of second language instruction. Topics include: introduction to grade level adaptation of curriculum material, lesson planning for the intermediate level, language activities for intermediate level instruction, oral testing techniques, and materials production.

SLTM 153 (30/0) Second Language Teaching Methods

This course offers practice in the basics of second language instruction at the primary and intermediate level. Topics include long-range planning and grade-level adaptation of curriculum material, teaching listening skills, introducing dialogue activities, and development of new activities and materials for elementary language instruction.

Diploma

Course Descriptions

IP 241 Individual Project

This course provides an opportunity for the advanced instructor to enhance his/her knowledge by developing cultural and linguistic materials for use in the classroom. Possible projects include compiling listening exercise booklets, compiling booklets and tapes of native language lessons, and documenting oral history and traditional narratives.

SLTM 251 (45/0) Advanced Second Language Methods

This course focuses on extending the student's knowledge of second language teaching methods. Building on knowledge and practice gained during certificate training course, SLTM 251 will consider such topics as adaptation of curriculum material for high school and adult level instruction, and producing original materials for second language instruction at any level

SLTM 252 (45/0) Advanced Second Language Methods

A continuation of SLTM 251, this course offers students further practice in advanced second language instruction. Areas of study include adaptation of curriculum material for high school and adult level instruction, and development of an original activity for second language instruction at any level.

LIT 271 (45/0) Advanced Literacy

This course examines the transcription of material for advanced level instruction. Topics include dialogues and story sequences, vocabulary and structures relating to selected cultural topics, and an introduction to Athapaskan and Tlingit grammatical forms.

LIT 272 (45/0) Advanced Literacy

Transcription of further material for advanced level instruction is offered in this course. Areas of study include dialogues, stories, plays, vocabulary relating to selected cultural topics, and advanced Athapaskan and Tlingit grammatical forms.

PRAC 281 (25/50) Advanced Practicum

This practicum entails the completion of an additional term of classroom experience in a Second Language Program. It offers an introduction to field testing new methods and materials. An evaluation of the application of SLTM 251.

PRAC 282 (25/50) Advanced Practicum

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

CC 291 Computers In Curriculum

Teachers become comfortable with the Macintosh computers, and learn the special skills necessary to produce basic curriculum materials for use in the native language classroom.

CC 292 Computers In Curriculum

Teachers become more confident computer users, learn to produce more advanced curriculum materials, and begin to manage special native language teaching software.



Photo: YNLC

Yukon College Academic Structure

Yukon College is divided into two Divisions and five Schools. The Divisions and the Schools under each division are as follows:

Division of Applied Arts

School of Health, Education & Human Services

School of Liberal Arts

Division of Applied Science & Management

School of Access

School of Management, Tourism & Hospitality

School of Science, Trades & Technology

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



School of Access

t. 867.668.8850

ap@yukoncollege.yk.ca

The School of Access offers programs and courses that allow students to acquire the skills and knowledge necessary to enter trades, professional programs, and/or university transfer programs. Many courses are available across the territory through distributed learning or onsite instruction.



College Preparation

School of Access
t. 867.668.8850

Diploma Credits

- 15

Duration

- 1 year

Cost

- \$50/credit

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

Overview

College Preparation enables students to obtain prerequisites for vocational and technical courses, further studies in college or university programs. Students may, in addition to working on prerequisites, obtain the College Preparation Diploma. Students may take one course in another division of the college for credit towards the diploma. Credit may also be granted for courses taken at other institutions, but 50% of course work must be taken at Yukon College through the College Preparation program. Students who have some Grade 11 and 12 subjects and wish to use these for credit in College Preparation may do so, under the following criteria:

- Courses transferred must be equivalent to those offered by Yukon College, or must be judged by the dean of Applied Science and Management as acceptable for transfer.
- A maximum of two courses may be transferred to the diploma level.
- When specific grades are required for Yukon College courses as prerequisites for entering another course, high-school courses transferred must also meet these requirements. For example, students who wish to take ENGL 060 must obtain a grade of 65 percent in ENGL 050 or an equivalent academic Grade 11.

Required Courses

ENGL 060 and MATH 050

Electives:

Maximum of 3, minimum of 1:

MATH 060

MATH 070

BIOL 060

CHEM 060

PHYSICS 060

PSYC 060

Maximum of 2:

ACCT 120

ENGL 090

DIRS 060

Courses Offered:

ACCT 120

BIOL 050, 060

CHEM 050, 060

COMM 040

COMP 040, 042, 050

CRIT 040

DIRS 040, 060

ENGL 040, 050, 060 and 090

ENVS 040, 041

GEN 040

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

PHYS 050, 060

PSYC 050, 060

SCI 053

STSK 040

SUCC 050

- Post-secondary course (3 credits) with permission of the dean, Applied Science and Management.
- To obtain the College Preparation Diploma, completion of the two core courses plus a minimum of three electives.
- Not all courses are available in a semester or at all campuses. Please check with your local campus.

Admission Requirements

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

Other

APPLICATION

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

PROGRAM ADVISING

Acceptance into the program does not guarantee enrollment. An appointment must be made with a program advisor to select courses and register for the term. Contact the Division of Applied Science and Management at 867.668.8850 to arrange an appointment. For courses that are scheduled from September to December (term 1, fall), program advisors are available from the first week of June to the first day of classes in September. For courses that are scheduled January to April (term 2, winter), program advisors are available from the first week of December to the first day of classes in January (excluding Christmas break Dec. 25 to Jan. 1). Program advising and registration are done on a first-come, first-served basis.

SPONSORSHIP AND TUITION

Information on sponsorship is available from a Yukon College counsellor. Students are encouraged to have sponsorship or payment of tuition arranged before meeting with a program advisor. This will enable students to be registered in their courses without delay and purchase textbooks and additional supplies in order to be prepared for the first day of classes. Acceptance into the program does not guarantee a space. Payment of tuition and mandatory fees must be made to guarantee your seat.

ADDITIONAL COSTS

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



English as a Second Language (ESL)

School of Access
t. 867.668.8850

Certificate

Credits

- Depends on level

Duration

- Variable

Cost

- Contact school

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

Overview

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

Admission Requirements

INTERMEDIATE ESL

Canadian Language Benchmark (CLB) 3 is all that is required to enter Intermediate ESL. The CLB test is available at Yukon College and can be booked through the School of Access reception desk. IELTS and TOEFL tests are not required. An email assessment will ensure that students applying from outside of the Yukon meet the CLB 3 requirement.

ADVANCED ESL

Internet Based TOEFL (iBT) score 45 or Canadian Language Benchmark (CLB) score 6 or IELTS of 5 or more. Students can be tested upon their arrival at Yukon College.

Other

INTERMEDIATE ESL

A variety of materials will be covered with both individual and group instruction. Individual students' needs are considered when planning the lessons. The overall goal of the program is to help students acquire the skills necessary to progress to the advanced level or function in an English work environment. There are conversation activities with other students and with the instructor. Listening practice with audio, video and guest speakers is done. Students practise reading from a variety of ESL and authentic texts. Writing skills in English are introduced and practised. The computer lab is used for many activities including some of the reading and writing practice. Instruction will be at an appropriate level for each student. Classes begin in September and January, but students may begin studies on any Monday between September and the end of April.

ADVANCED ESL

This course is designed to prepare non-native English speakers for further academic study. It focuses on reading strategies and writing processes. Advanced level offers students instruction and practice in reading, composition and academic study. Advanced-level ESL is offered 1.5 hours per day five days a week. For students wanting full-time study, you will be able to take advanced ESL with options. Students with a CLB of 6 or higher or who are eligible for Advanced ESL 050 may take two other college courses for credit or audit in addition to Advanced ESL 050. Students with a CLB below 6 may take two College Preparation courses in addition to advanced-level ESL or one audit School of Management, Tourism & Hospitality, School of Science, Trades & Technology, School of Liberal Arts or School of Health, Education & Human Services course in addition to one College Preparation course and advanced-level ESL. Classes begin in September and January.

ESL STUDENTS IN COLLEGE PREPARATION PROGRAM

Students are enrolled in regular academic classes with Canadian students to study grammar, writing and/or reading in the College Preparation program. In addition to English courses, students may register in other subjects, such as computer studies, psychology, mathematics, sciences, critical issues and student success. Classes begin in September and January.

Enhanced Language Training

School of Access
t. 867.668.8850

Overview

Enhanced Language Training is a full-time program designed to improve the language and employability of its participants.

Its main objective is to help participants find and secure work that matches their skills and experience.

- Key features of this program include:
- Job-specific language training.
 - Extended work placements.
 - Information sessions on foreign-credential recognition.
 - Opportunities to volunteer in the community.
 - Development of an action plan for employment.
 - An exploration of Canadian labour practices.

This program is funded with the support of Citizenship & Immigration Canada and Yukon Government.

Other Requirements

- Permanent residents, protected persons and individuals pre-approved for permanent residency may be eligible for training under this initiative.
- Qualified candidates will be asked to complete a Canada Language Benchmark Placement Test and an interview.
- Canadian citizens are not eligible for this program.

General Outcomes

- Improved language fluency.
- Canadian work experience in his/her field.
- A professional portfolio.
- Improved comprehension of work-specific terminology.
- A personal action plan for seeking and acquiring work.
- In addition, the individual needs of each participant will receive a special focus in this student-centred program.



Certificate Credits

- N/A

Duration

- Participants can enter the program at any time.

Cost

- N/A

This program is subject to funding.

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

Targeted Initiative Program for Older Workers

School of Access
t. 867.668.8850

Certificate

Credits

- N/A

Duration

- 15 weeks

Cost

- N/A

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

Overview

The School of Access in partnership with Yukon Government Advanced Education are delivering a Targeted Initiative Program for Older Workers.

Participants in this initiative will have an opportunity to explore employability skills, explore career options in Yukon, explore Canadian labour practice, obtain information about relevant Canadian regulatory bodies, have the opportunity to participate in an extended work placement and upgrade in literacy and computer skills that apply to work placements.

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

Other

Eligible Participants should meet the following requirements:

- 55-64 years of age.
- Unemployed.
- Legally entitled to work in Canada.
- Lack skills needed for successful integration into new employment.
- Live in an eligible community.

General Outcomes

Participants will demonstrate their ability to:

- Identify general and personal barriers to employment.
- Identify personal strengths, weaknesses, and transferable skills for the workplace.
- Learn more about themselves and develop a greater understanding of others.
- Investigate individual differences and abilities in various environments, participants will research interests, values, needs and attitudes.
- Increase their knowledge of the conflict-resolution process and communication skills as applied to the workplace.
- Apply a decision-making process to work scenarios.
- Identify and prioritize the most important essential skills required for positions sought.
- Research jobs and prepare cover letters, résumés and references for specific jobs.
- Prepare for job interviews through role play.

Skills for Employment

School of Access
t. 867.668.8850

Overview

Skills for Employment is a full-time, project-based, non-credit program for individuals wishing to explore their career options and to develop the foundational skills needed for employment and/or further education at the College Prep level.

This program combines in-class instruction with practical work experience. Students develop essential skills such as written and oral communication, reading text, document use, numeracy, and computer use while participating in experiential workplace-based learning environments.

Students in Skills for Employment have focussed on skill development through experiential learning in the fields of Radio Broadcasting and Entry Level Kitchen Skills. Additionally, program components have included:



- FoodSafe Level 1 certification
- Hospitality Training/Serving
- Winter Car Care Service workshops
- Passport to Safety certification
- Breakfast for Learning Fundraisers
- First Nation Health and Wellness workshops, including sweats
- Health and Safety workshops and
- Tours of CHON-FM, CKRW, and New Life FM

To learn more about Skills for Employment, please call Access Programs at Yukon College.

Certificate Credits

- N/A

Duration

- 15 weeks

Cost

- \$350

This program is subject to funding.

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

Workplace Language Training

School of Access
t. 867.668.8850

Certificate

Credits

- N/A

Duration

- Consult department

Cost

- Contact school

**This program
is subject to
funding.**

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

Overview

Workplace Language Training is an innovative program that aims to assist workplaces, their employees, and the general public by delivering onsite English-language training and support to the increasing number of employed newcomers to Canada in Whitehorse.

Because language training is directly linked to productivity in the workplace, Workplace Language Training will allow your organization to become not only more confident and communicative, but more productive as well.

Workplace Language Training has the potential to have an immediate and positive impact on the lives of newcomers to Canada, and so would have a decisive influence on the ability of your organization to properly maintain effective channels of communication.

Participating in the Workplace Language Training program would essentially allow for a certified Yukon College instructor to give language training and support to any selected employee who wishes to take part in the program. The nature of the training/support is flexible and could take a number of forms.

For example the training could:

- Be arranged before shifts, during lunch breaks, or after shifts.
- Take place in a pre-arranged space at the workplace (i.e., the staff room).
- Involve the instructor shadowing the employee during a regular shift and helping him/her deal with any language-based challenges that arise during the course of their workday.

Through this initiative, newcomers to Canada can become familiar with workplace culture and can master fundamental skills in:

- Speaking
- Writing
- Problem solving
- Document use and/or
- English-based numeracy

In addition, the individual needs of the learners, as well as communication challenges with colleagues, supervisors and customers/clients can receive a special focus.

This service is available to any employer/employee in Whitehorse and is funded by the Advanced Education Branch of Yukon Government.

School of Health, Education & Human Services

t. 867.668.8845

hehs@yukoncollege.yk.ca

The School of Health, Education & Human Services is committed to providing quality programs with a diverse range of learning opportunities. Certificate, diploma and degree programs within this school are designed for community-minded students seeking careers as members of health-care teams, human-service agencies or educational and child-care professions. A decision to enroll in any one of the School of Health, Education & Human Services programs could bring you to the forefront in helping to enhance the lives of individuals and providing support for healthier communities.

Several programs integrate experiential learning opportunities within the curricula. These may include participation in practicum sessions, cultural-camp experiences, field studies or independent-learning assignments.

Program offerings are constantly evolving to offer a more integrated approach for the delivery of coursework and the transferability of credits across the college and to other institutions.



Early Childhood Development

School of Health, Education & Human Services

t. 867.668.8845

Certificate & Diploma

Credits

- 37/certificate
- 75/diploma

Duration

- Certificate: 1 year of full-time study
- Diploma: 2 years of full-time study

Cost

- \$75/credit

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

Overview

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

Required Courses

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

Certificate

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

OR

COMM 192 Business Communications

Electives

ECD 106 Special Topics in Early Childhood Development
 ECD 107 Orientation to Child Care I
 ECD 108 Family Child Care Training II
 ECD 201 Administering for Quality
 Please consult a program advisor for current and future offerings.

Admission Requirements

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

- High-school graduation, **OR**
- Mature-student status with acceptable scores on the College Placement Test, GED and/or acceptable scores on the College Writing Assessment, **OR**
- ENGL 050.

The ECD diploma program consists of 27 courses, including English, four field placements and three college-level three-credit electives. The program may be pursued on a full- or part-time basis.

Diploma

Completion of Certificate program, and
 ECD 200 Science Areas and Young Children
 ECD 211 Family-Program-Community
 ECD 212 Fine Arts With Young Children
 ECD 213 Field Placement III
 ECD 214 Integration Seminar III
 ECD 215 Interpersonal Communication Skills
 ECD 220 Foundations of Early Childhood
 ECD 221 Ecology of the Family
 ECD 222 Exceptional Individuals
 ECD 223 Field Placement IV
 ECD 224 Integration Seminar IV
 ECD 225 Personal Growth and Development

Electives

ECD 106 Special Topics in Early Childhood Development
 ECD 107 Orientation to Child Care I
 ECD 108 Family Child Care Training II
 ECD 201 Administering for Quality
 Please consult a program advisor for current and future offerings

Other Requirements

- Current immunization and medical clearance examination (at student's expense).
- Criminal record check.
- A letter outlining the applicant's interest in the program, including related work and/or volunteer experience.
- Achievement of a First Aid certificate by the end of the first year. The required First Aid course will be offered to full- and part-time students through Public Health and Safety. It is the responsibility of the student to register in and complete the course.
- In order to be eligible to receive a certificate or diploma upon completing the required courses, a student must have applied for and have been accepted into the ECD program.

Transferability

The ECD program transfers to the following institutions:

- Grant MacEwan Community College, Edmonton, Alta.
- Lakeland College, Vermillion, Alta.
- Lethbridge Community College, Lethbridge, Alta.
- Athabasca University, Athabasca, Alta.
- University of Victoria School of Child and Youth Care, Victoria, B.C. (with university-level English and electives).

General Outcomes

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.

Other

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/co-ordinator at 867.668.8793.

Prior-Learning Assessment Recognition (PLAR)

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

Field Placement Prior Learning

Field placements 122/123, 212/213 and 223/224 can be completed through portfolio development to demonstrate prior learning. Students must have completed all academic course requirements for the appropriate term. For further information, contact the ECD co-ordinator 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 Assistant

School of Health, Education & Human Services

t. 867.668.8845

Certificate

Credits

- 30
- 2 non-credit courses

Duration

- Part time over 3 years.

Cost

- \$75/credit

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

Overview

The Education Assistant Certificate program (EACP) is designed to integrate theory and practice associated with providing support to individuals with exceptionalities in the public school system. The program is based on the guiding principle that all human-service para-professionals need training that ensures the acquisition of knowledge, the competent use of required skills and the value of caring and respecting individuals leading to the realisation 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, Yukon Government as an educational assistant or remedial tutor.

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

Required Courses

EA 109 Supporting Children Through Inclusive Education
ECD 215 Interpersonal Communication Skills
EDUC 100 Introduction to Education: Principles and Practices, includes practicum
EA 106 Field Placement II and Seminar II
EA 100 Program Implementation Strategies
ECMP 355 Computers in the Classroom & Assistive Technologies

ECD 222 Exceptional Individuals
ECD 121 Human Growth & Development
PMAB 001 Prevention & Management of Assaultive Behaviour

Electives (two are required)

FNST 100, FASD 100, CSW 104, ECD 115 with ECD 125, ECD 221, HHS 105.

NOTE Several of these courses are shared with ECD, YNTEP and CSW programs.

Admission Requirements

- English 12 (minimum 65%) and Math 10 (65% Principles or Applications), **OR**
- ENGL 050 (minimum B-) and Math 030 (minimum B), **OR**
- Mature student (at least 19 years old) with acceptable:
 - GED scores and Yukon College Writing Assessment scores, **OR**
 - Scores on the Yukon College Placement Test (offered every Monday) and Writing Assessment
- **OR** a conditional acceptance may be considered for those who have previous experience as an education assistant or remedial tutor and who do not meet any of the above criteria. Contact an advisor for information.

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

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

Other Requirements

In order to graduate with a certificate, a student must successfully complete the 30-credit program plus the 2 non-credit elements of the program. Electives must be chosen from the EACP list. Students are required to maintain a term grade-point average of 2.0 as per the Yukon College Academic Regulations for certificate programs.

Transferability

This program shares courses with the Early Childhood Development (ECD) program, the Community Support Worker (CSW) program and the Bachelor of Education, Yukon Native Teacher Education program (YNTEP). Articulation is in place for the ECD and the CSW courses with several colleges and universities in B.C. and Alta. Further transferability is under negotiation with the University of Regina.

Employment

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

Other

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



Education—Yukon Native Teacher Education

School of Health, Education & Human Services
t. 867.668.8845

Degree Credits

- 124

Duration

- 4 years or 124 course credits

Cost

- \$75/credit

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

Overview

The Yukon Native Teacher Education Program (YNTEP) is a four-year program leading to a Bachelor of Education degree. Graduates qualify for both Saskatchewan and Yukon teacher certification and are eligible for teacher certification throughout Canada. YNTEP is a full-time program composed of fall and winter terms, as well as a one-week summer culture-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 throughout Yukon. Courses in Yukon First Nations’ history and courses in cross-cultural education serve to familiarise teachers-in-training with the diversity of students from a variety of Yukon First Nations.

Students develop 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.

Required Courses

Year 1

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

Year 2

- EPSY 205 Understanding and Enhancing Student Development
- ENGL 205 Language and Literacy Development
- EPE 215 Physical Education in the Elementary School
- ENVS 100 Environmental Science
- EMTH 215 Mathematics in the Elementary School
- ESCI 215 Introduction to Teaching Elementary School Science

- EPS 215 Principles and Practices of Elementary Teaching I
- ERDG 215 The Teaching of Reading
- ECCU 200 Intro. to Cross Cultural Education
- EAES 215 Intro. to Arts Education
- EFLD 205 Elementary Practicum
- ECCU 390 Yukon First Nations Cultures and Values: Educational Experiences on the Land (Summer 1 week off-campus)

Year 3

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

CHECK WEBSITE FOR CURRENT INFORMATION

Year 4

EADM 310 Educational Administration Structure & Process

EFLD 405 Elementary Internship (4-month placement)

Three approved electives

Admission Requirements

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

CRITERIA ONE

- Grade 12 academic graduation with a grade of 65% or higher in English 12, **OR**
- Acceptable scores on the Language Proficiency Index (LPI) test.
- Either Principles of Math 11 or 12 or Applications of Math 12.
- One language or social science or fine arts course at the Grade-12 level.
- Two additional Grade-12-level courses.

CRITERIA TWO

Mature-student status with ENGL 090 with a minimum grade of B or higher or acceptable scores on the Language Proficiency Index test; and successful completion of MATH 050 or MATH 042.

CRITERIA THREE

Mature-student status with acceptable scores on the Yukon College Placement Test. A YNTEP preparation program is available to assist students in meeting entrance requirements.

APPLICATION PROCESS

Application forms are available from the Yukon College's Admissions office, the School of Health, Education & Human Services office, Yukon College community campuses, or download at www.yukoncollege.yk.ca/programs/info/yn tep/

Completed application forms must be accompanied by the following:

- Two letters of reference: one personal and one professional.
- Transcripts from your high school and from the last educational institution attended forwarded to Yukon College and to the University of Regina.
- A letter from a First Nation educator or official supporting your aspirations to teach in a cross-cultural setting.
- A current resume highlighting your employment, community service and volunteer work and its relationship with children and youth.
- RCMP Consent for Disclosure; please contact the Admissions Office for further information.

APPLICATION DEADLINE

Applications should be completed and returned to the Admissions Office for review no later than May 28. Applications submitted after this date will only be considered if there is space available in the program.

Other Requirements

GRADUATION/COMPLETION REQUIREMENTS

The University of Regina awards a Bachelor of Education for the successful completion of 4 years of study (124 credits) in YNTEP.

Employment

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

We do offer graduate programming from time to time, through the University of Northern British Columbia. Check the Yukon College website for current offerings.

Health Care Assistant

School of Health, Education & Human Services
t. 867.668.8845

Certificate

Credits

- 41

Duration

- 2 terms

Cost

- 1,125/term

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

Overview

The Health Care Assistant 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 child care. Theory and practice are planned to prepare graduates to work as caring individuals who assist clients/residents to achieve maximum independence in daily living.

The overarching, primary concept is caring and is supported by the foundational concepts of safety, thinking skills and professional approaches to practice. These provide the underpinnings for all knowledge and abilities that learners gain within the program.

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

Required Courses

HCA 100 Health & Healing A: Concepts for Practice	HCA 130 Healing 2 A: Cognitive or Mental Challenges
HCA 101 Health & Healing B: Concepts for Practice	
HCA 110 Health 1: Interpersonal Communications	HCA 131 Healing 2 B: Cognitive or Mental Challenges
HCA 111 Health 2: Lifestyle & Choices	
HCA 102 Introduction to Practice	HCA 140 Healing 3 A: Personal Care & Assistance
HCA 120 Healing 1 A: Common Health Challenges	HCA 141 Healing 3 B: Personal Care & Assistance
HCA 121 Healing 1 B: Common Health Challenges	HCA 150 Practicum: Home Care & Assisted Living
HCA 122 Healing 1 C: Common Health Challenges	HCA 160 Practicum: Multi-level, Complex & Dementia

Other Requirements

Students are required to:

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

GRADUATION REQUIREMENTS

Students must successfully complete all the courses with a minimum grade-point average of 2.0.

Admission Requirements

- English 10 (minimum 60%) and Principles of Math 10 (minimum 60%) or AMA 10 (minimum 60%), **OR**
- Mature-student status with 70% or higher score on the College Writing Assessment Test and acceptable scores on either the College Achievement Test (CAT) or GED, and Computer Assessment score of 75% or higher, **OR**
- ENGL 040 (or equivalent) with a grade of B.
- MATH 030 (or equivalent) with a grade of B, **AND**
- COMP 040 (or equivalent), **OR**
- Yukon College Computer Assessment Score of 75%.

CHECK WEBSITE FOR CURRENT INFORMATION

- Current Standard First Aid/CPR.
- Current Foodsafe Level 1 certificate.
- Current immunisation.
- Current acceptable criminal record check

Transferability

Transferability of this program is currently under review.

Employment

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

Other

NOTE 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 the 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.

PRACTICUM CHALLENGE

The practicum challenge enables students who are working as nursing-home attendants or home-support workers to receive recognition for current skills by challenging the practicum component of the program which relates to their work situation. The challenge will be developed when requested to meet the needs of appropriate candidates.



Human Services

School of Health, Education & Human Services

t. 867.668.8845

Credits

Duration

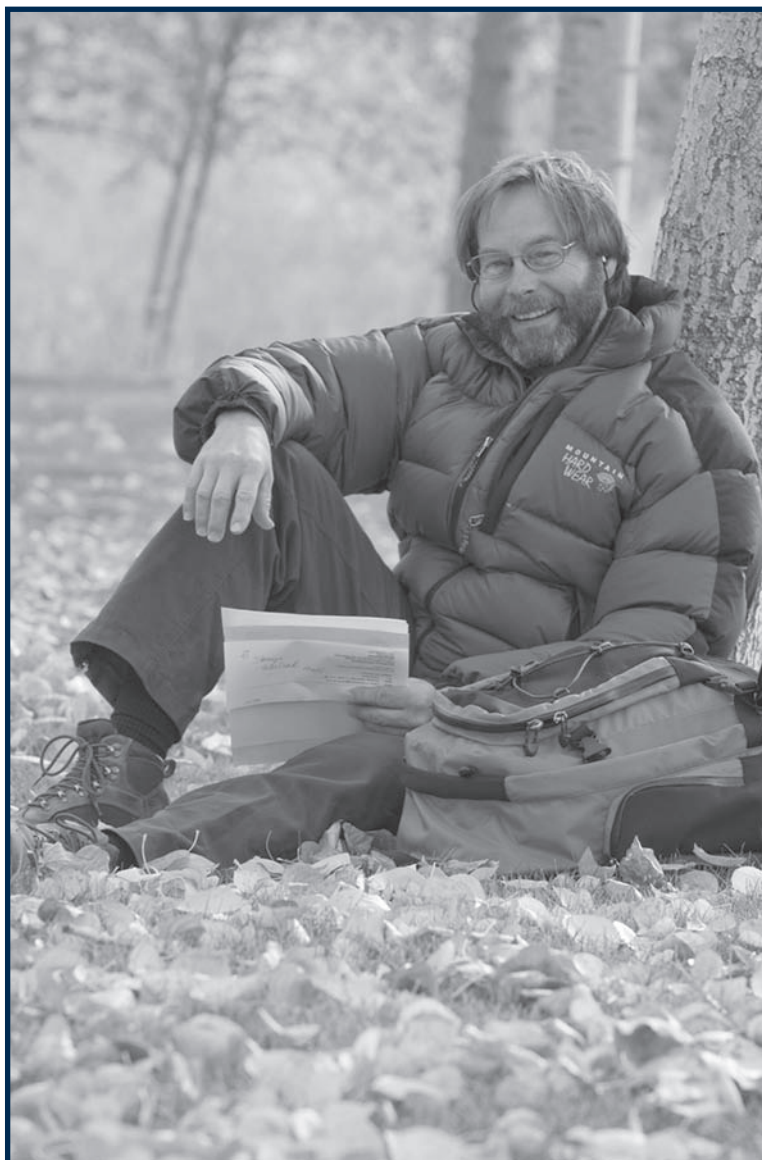
Cost

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

Overview

Formerly known as Community Support Worker, this program is currently under revision. Please go to our website for up-to-date information:

www.yukoncollege.yk.ca/programs/info/csw/



Partners for Children

School of Health, Education & Human Services
t. 867.668.8794

Overview

- The Partners for Children program operates on the belief that:
- Children are an integral part of our communities and need a nurturing, safe place to grow and learn.
 - Workshop activities and assignments should support a direct link between theory and practice.
 - Each workshop participant and facilitator is a part of a larger community; newly learned knowledge and practical skills will add to building community capacity.
 - Workshop materials, activities and assignments are accessible, relevant and reflect the multicultural environment of the Yukon.
 - We model respect for people of all cultures, races and people with special needs.

To this end the program works hard to respond to the training needs of those who are interested in early childhood development. It focusses on the challenges of being human in our roles as parents, early childhood educators, care providers and community members with the view of making our homes, child-care centres, day homes and communities better for our children. Relevant and accessible workshops, training and support are provided to anyone who is interested in learning more about the early years in a child’s development. Workshops relate to the health and development of children ages 0-6, their families and communities.

Required Courses

To obtain ECD 106 Special Topics in Early Childhood credit, participants must fully attend the equivalent to 4, 6-hour PFC workshops, as well as complete the necessary assignment(s).

- Possible workshops offered by Partners for Children are:
- Introduction to Child Growth & Development I & II.
 - Programming: Planning a Child’s Day.
 - Inclusive Care: Supporting Children With Special Needs.
 - Fetal Alcohol Spectrum Disorders.
 - Communication in Relationships.
 - Introduction to Brain Development.
 - Supporting Children Towards Positive Behaviour.
 - Guiding & Understanding Children’s Temperament.
 - And others.

Credits

- 4

Duration

- 60 hours

Cost

- Free

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

Practical Nurse

School of Health, Education & Human Services

t. 867.668.8845

Diploma

Credits

- 89

Duration

- 4 terms plus + preceptorships

Cost

- \$75/credit

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

Overview

The Practical Nurse program provides students with the education to enter a highly respected and challenging career in health care. If you have a desire to work in a dynamic environment, providing high-quality nursing care in hospitals, community-care facilities and other health-related institutions, then consider a professional career in practical nursing. Practical nurses assist clients with activities of daily living, perform assessments, provide prescribed treatments and create safe, comfortable environments. Practical nurses collaborate with other members of the health-care team to help clients meet their physical, emotional and psychological needs.

Required Courses

TERM 1

HHS 102 Wellness
ENGL 100 English Composition
ANPH 150 Anatomy and Physiology
ECD 215 Communication and Relationships
PRNR 158 Adult Health Assessment
PRNR 190 Nursing Science Lab I: Basics
PRNR 160 Nursing Theory I: Basics
HHCO 137 Clinical Experience: Continuing Care Basics

TERM 2

PRNR 154 Applied Pharmacology
PRNR 163 Pathophysiology
PRNR 164 Nursing Theory II: Inter.
PRNR 198 Nursing Science Lab II: Inter.
HHCO 138 Clinical Experience: Inter.

TERM 3

PRNR 155 Community Nursing
PSYC 151 Human Growth and Development Across the Lifespan
PRNR 162 Nursing Theory III: Adv.
PRNR 189 Nursing Science Lab III: Adv.
PRNR 194 Clinical Experience: Acute Care

TERM 4

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

To be awarded the Practical Nurse Diploma, students must complete all course/practicum requirements and demonstrate suitability as outlined in the learning outcomes below:

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

Admission Requirements

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

- Grade 12 academic graduation with a minimum final mark of 60% in English 12, a minimum mark of 60% in Biology 12 and credit in Principles of Math 11 **OR** AMA 11, **OR**
- A minimum mark of C+ in both ENGL 060 and BIOL 060 and a passing grade in MATH 050, **AND**
- Current Standard First Aid/CPR HCP.
- Current immunization.
- Mandatory info session.

Transferability

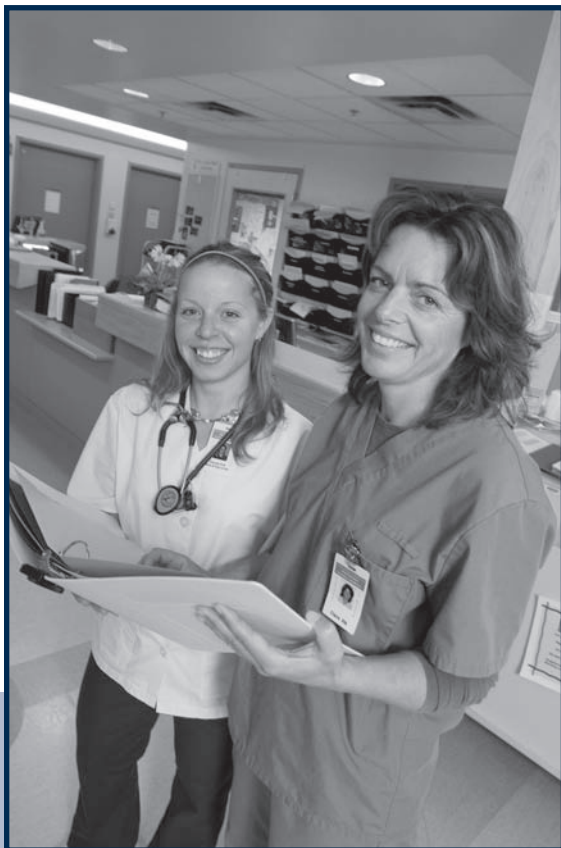
Graduates of this program may be accepted into Athabasca University's Bachelor of Nursing Program.

Employment

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

General Outcomes

Successful graduates receive a Bow Valley College/Yukon College diploma and will be prepared to write the Canadian Practical Nurse Registration Examinations (CPNRE) and to apply for licensure in the Yukon.



Social Work

School of Health, Education & Human Services
t. 867.668.8845

Degree

Credits

- 120

Duration

- 4 years or completion of 120 credits

Cost

- \$75/credit

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

Overview

Yukon College offers, in co-operation with Yukon First Nations and the University of Regina, a four-year program leading to a Bachelor of Social Work degree. The University of Regina grants the degree and the program is accredited by the Canadian Association of Schools of Social Work.

The BSW program provides students with the opportunity to acquire the knowledge, values and skills necessary to practise social work in northern and remote communities. Particular attention is given to the social needs, values and aspirations of Yukon First Nations. The program uses cultural camps and practicums to further enhance the educational experience. Students are encouraged to develop the commitment, knowledge, values, attitudes and skills required to address personal issues and assist individuals, families and communities to realize their full potential. Full- or part-time studies are possible.

Required Courses

General University Studies (GUS)

ENGL 100 English Composition: 3 credits
ENGL 101 English Literature: 3 credits
NOST 100, 101, or 202 Northern Studies Elective: 3 credits
Electives (can include up to 9 credits SW): 51 credits
Total GUS credits: 60

Social Work Studies

SW 200 Introduction to Social Work: 3 credits
SW 346 Social Work Practice I: 3 credits
SW 347 Social Work Practice II: 3 credits
SW 348 Social Work Practicum I*: 6 credits
SW 352 Cultural Camp**: 6 credits
SW 389 Human Relations: 3 credits
SW 390 Communications in Social Work Practice: 3 credits
SW 414 Social Work Practice in Child Welfare: 3 credits
SW 448 Social Work Practicum II**: 15 credits
Social Work Electives: 12 credits
Choose one of the following:
SW 451 Introduction to Human Service Research: 3 credits, or SW 469 Contemporary Social Welfare Policy: 3 credits
Total SW credits: 60

*SW 348 Social Work Practicum I and SW 448 Social Work Practicum II are fundamental to this program. The practicum experience connects classroom learning with supervised, direct practice. Practicum placements are made in government and non-government social work agencies and other helping settings.

**SW 352 Cultural Camp is a unique feature of the program. It provides students with an opportunity to learn about First Nation values, philosophy, spirituality and lifestyle. Students participate in a 10-day experiential camp under the direction of Yukon First Nation Elders. Cultural camp is offered every two years.

NOTE 1 Required social work courses are open only to students who have been accepted into the BSW program.

NOTE 2 SW 389 is a prerequisite to SW 352.

NOTE 3 Eligibility for SW 348:

SW 346, SW 390 and 9 other social work credits. SW 346 and SW 390 must have a minimum 70% average.

Overall 70% GPA in all social work courses.

NOTE 4 Prerequisites for SW 347 are SW 200, SW 390 and SW 346.

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

SW 347, SW 348, SW 346, SW 347 and SW 390 must have a minimum 70% average. Overall 70% GPA in all social work courses.

NOTE 6 Accessing a social work elective: Non-BSW students, under special circumstances, may access one social work elective (either for credit or audit). Some social work electives are restricted to BSW students. Please see the BSW co-ordinator to request permission to access a social work elective.

CHECK WEBSITE FOR CURRENT INFORMATION

Admission Requirements

There is one intake per year to the Bachelor of Social Work program for a limited number of seats. The complete application package must be received by the Admissions Office at Yukon College by March 30, 4:30 p.m. If the date falls on a weekend or holiday, the deadline is the preceding business day. To receive an application package, please contact the BSW program at 867.668.8845, hehs@yukoncollege.yk.ca

ADMISSION TO APPLIED ARTS DIVISION

- Completion of 24 university transferable academic credits from Yukon College or another recognized institution.
NOTE Fulfillment of academic prerequisites does not guarantee admission as the number of students admitted is limited and students must successfully complete the application process.
- Applicants must achieve a minimum grade of B in ENGL 100 and ENGL 101 and an overall GPA of 2.7 for university transferable courses.

REQUIREMENTS FOR COMPLETION OF A BSW PROGRAM APPLICATION

- A life chronology and personal statement in accordance with the guidelines provided in the BSW application.
- A criminal records check(s) (criteria provided in the BSW application).
- Three letters of reference. References from relatives are not accepted.

Applicants who meet the above criteria may be selected for an interview. No late applications will be accepted. Students who do not meet the March deadline must re-apply for the following year's intake.

Transferability

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

Other Requirements

To receive a Bachelor of Social Work degree, students must:

- Complete 60 credits of GUS (liberal arts/science), including ENGL 100, ENGL 101, a choice of NOST 100, 101 or 202; and achieve a minimum cumulative average of 65% in GUS courses.
- Complete 60 credits of Social Work studies and achieve a minimum cumulative average of 70% in social work courses.

Employment

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



Check our website for updated program information. www.yukoncollege.yk.ca

Yukon College: Programs - Windows Internet Explorer

http://www.yukoncollege.yk.ca/programs/

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Yukon College Home Programs

Programs

	Certificate	Diploma	Degree
<u>Business Administration</u>	•	•	
<u>Business Administration (MBA)</u>			•
<u>Carpentry Pre-Employment</u>	•		
<u>Circumpolar Studies</u>			•
<u>College and Career Preparation</u>		•	
<u>Community Support Worker</u>	•	•	
<u>Culinary Arts</u>	•		
<u>Early Childhood Development</u>	•	•	
<u>Education - Yukon Native Teacher Education</u>			•
<u>Education Assistant</u>	•		
<u>Electrical Pre-Employment</u>	•		

APPLY TODAY

School of Liberal Arts

t. 867.668.8770

liberalarts@yukoncollege.yk.ca

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

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

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

The School of Liberal Arts also publishes *The Northern Review*, a peer-reviewed journal of human experience in the North. With two issues annually, *The Northern Review* is the only scholarly journal in Canada devoted exclusively to the North and the circumpolar world. It is, moreover, the only Canadian journal published north of 60. Articles in the journal are used in many liberal arts courses, especially those with a marked focus on the North. For more information about *The Northern Review*, call Deanna McLeod at 867.668.8861 or email: dmcleod@yukoncollege.yk.ca

General Studies

School of Liberal Arts
t. 867.668.8770

Certificate & Diploma

Credits

- 30/certificate
- 60/diploma

Duration

- Certificate: 1 year
- Diploma: 2 years

Cost

- \$75/credit

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

Overview

General studies involves academic and professional disciplines such as languages, literature, history, philosophy, mathematics, science, business administration, tourism and computer studies. A general studies education in the humanities, social sciences, natural sciences and professional fields is intended to integrate general knowledge and intellectual skills with specific occupational or professional skills.

This program is specifically designed for those who do not plan on pursuing a university degree and/or wish to develop an individualized program from a variety of programming areas at the College. While the College encourages students to pursue their own interests, students must recognize that not all courses taken as part of a General Studies program may be transferable to other programs or institutions. Students who wish to complete a university degree at a later time are encouraged either to limit their choices in the General Studies program to Applied Arts courses or to pursue the Certificate or Diploma of Arts.

Required Courses

Certificate

- ENGL 100 or equivalent
 - ENGL 101 or equivalent
 - 8 electives (3 credits each)
- To be awarded a Certificate of General Studies, a student must complete:
- The equivalent of one year of full-time study (30 credits).
 - At least 50% of the work at Yukon College.
 - ENGL 100 and 101.
 - 24 elective credits
 - A minimum of 12 credits from the Division of Applied Arts, and maintain a C average.

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

Diploma

Year 1

- ENGL 100 or equivalent
- ENGL 101 or equivalent
- 8 electives (3 credits each)

Year 2

- 10 electives (3 credits each)
- To be awarded the Diploma of General Studies, a student must complete:
- The equivalent of two years of full-time study (60 credits).
 - 50% of the work at Yukon College.
 - English 100 and 101.
 - A minimum of 54 credits from the Division of Applied Arts, and maintain a C average.

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

Admission Requirements

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

- Grade-12 graduation with a C average in English 11 and 12, principles or applications of Math 11 and a lab science, **OR**
- Mature-student status with acceptable scores on GED or College Achievement Test (CAT) or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment or the Language Proficiency Index (LPI).

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

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

Transferability

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

Employment

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

General Outcomes

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



Liberal Arts

School of Liberal Arts
t. 867.668.8770

Certificate & Diploma

Credits

- 30/certificate
- 60/diploma

Duration

- Certificate: 1 year
- Diploma: 2 years

Cost

- \$75/credit

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

Overview

Yukon College’s Liberal Arts program is designed for students wishing to transfer to a university Liberal Arts degree or related program, such as education, social work, communications, public policy and research, educational or clinical psychology, social services, environmental policy and management, recreation or tourism. As well, the program serves those students who are exploring various education and career options. It also presents an ideal opportunity for continuing education or for exploring various educational and career options.

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

Required Courses

Certificate

SEMESTER 1

- ENGL 100
- Lab Science
- Social Science
- 2 electives

SEMESTER 2

- ENGL 101
- Lab Science
- Social Science
- 2 electives

A student must complete:

- The equivalent of one year of full-time university-level study (30 credits).
- At least 50% of the work at Yukon College.
- ENGL 100 and 101.
- 6 credits of a lab science.
- 6 credits of a social science.
- 12 university-level elective credits, and maintain a C average.

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

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

Diploma

YEAR 1

- ENGL 100
- Lab Science
- Social Science
- 2 Electives

ENGL 101

- Lab Science
- Social Science
- 2 Electives

YEAR 2

- English lit. 200+ level
- 2 electives (200 level)
- 2 electives

- English lit. 200+ level
- 2 electives (200 level)
- 2 electives

A student must complete:

- The equivalent of two years of full-time university-level study (60 credits).
- At least 50% of the work at Yukon College.
- ENGL 100 and 101 plus 6 credits of English literature at the 200 level.
- 6 credits in a lab science.
- 6 credits in a social science.
- 36 elective university-level credits.
- A minimum of 18 credits in courses numbered 200 and above, and maintain a C average.

NOTE On special request, students may take up to 12 credits from divisions other than Applied Arts. They must, however, understand that such programming may not be transferable to degree/diploma programs at other post-secondary academic institutions resulting in a program deficiency or credit short-fall upon transfer.

Admission Requirements

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

- Grade-12 graduation with a C average in English 11 and 12, principles or applications of Math 11 and a lab science, **OR**
- Mature-student status with acceptable scores on GED or College Achievement Test (CAT) or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment or the Language Proficiency Index (LPI).

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

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

- English 12 with at least 80%, or a suitable score on the Language Proficiency Index (LPI), **OR**
- At least B in ENGL 090, a bridging English course offered by Access Programs.

Transferability

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

Employment

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

General Outcomes

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



Northern First Nations Studies

School of Liberal Arts
t. 867.668.8770

Diploma

Credits

- 60

Duration

- 2 years

Cost

- \$75/credit

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

Overview

The Diploma of Northern First Nations Studies is an interdisciplinary program in which students learn about and develop a sensitivity to the history, cultures, and accomplishments, as well as the social, political and national concerns of First Nations and other indigenous peoples of the Yukon, the Canadian North and the circumpolar world.

Required Courses

Year 1

ENGL 100
ENGL 101
2 Lab Sciences
ANTH 100
Social Science
FNST 100
3 electives

Year 2

2 NOST Core courses
FNST I elective
2 FNST II elective
2 FNST III elective
3 electives

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

- The equivalent of 60 credits in the Division of Applied Arts.
- At least 50% of the work at Yukon College.
- FNST 100, ANTH 100 and a minimum of 3 additional credits in a social science: Anthropology, criminology, sociology and psychology.
- 6 credits of lab science courses: Biology, chemistry, physics, environmental science and physical geography. For transfer purposes, students should complete 6 credits in the same science area.
- ENGL 100 and 101.
- The 6-credit Northern Studies Core by taking two of the following: NOST 200, 201 or 202.
- 18 university level elective credits.
- A minimum of 18 credits in courses numbered 200 and above, and maintain a C average.

FNST I Complete 3 credits in which constitutional development, self-government or land claims form

a significant part of the curriculum. Students may choose one of GEOG 220, POLI 220, POLI 221.

FNST II Complete 6 credits in First Nations studies culture and history. Students may choose two of ANTH 220, ANTH 221, ANTH 222, ATHA 101, ATHA 102, ENGL 230, ENVS 200, ENVS 201, HIST 220, HIST 221, RRMT 120, WMST 202, BCS 100/NOST 101; NOST 100

FNST III Complete 6 credits in First Nations studies contemporary issues. Students may choose two of: CRIM 219, EDUC 221, ENVS 223, GEOG 220, POLI 220, POLI 221, WSTD 202, BCS 100/NOST 101, BCS 321/NOST 328, BCS 322/NOST 329, BCS 331/NOST 324, BCS 332/NOST 325.

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

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

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

Admission Requirements

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

- Grade-12 graduation with a C average in English 11 and 12, principles or applications of Math 11 and a lab science, **OR**
- Mature-student status with acceptable scores on GED or College Achievement Test (CAT) or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment or the Language Proficiency Index (LPI).

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

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

Other Requirements

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

Transferability

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

Employment

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

Other

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



Photo: James Wood

Northern Justice & Criminology

School of Liberal Arts
t. 867.668.8770

Certificate & Diploma

Credits

- 30/certificate
- 60/diploma

Duration

- Certificate: 1 year
- Diploma: 2 years

Cost

- \$75/credit

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

Overview

Criminology is the multidisciplinary study of crime, criminal behaviour and social reactions to crime and criminal behaviour. The northern justice emphasis of criminology means that southern-based criminology courses are northernised and regionalised through integration of relevant course content and the assignment of coursework to better reflect the environment in which we live, work and study. The program presents an ideal continuing-education opportunity and is useful for those seeking entry-level employment in justice-related fields.

The certificate option is designed for 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.

Required Courses

Certificate

Year 1

ENGL 100
PSYC 100
SOCI 100
CRIM 101
CRIM 131
CRIM 135

3 electives

1 CRIM elective

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

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

Diploma

Year 1

Required

ENGL 100
PSYC 100
SOCI 100
CRIM 101

Electives

CRIM 135
ENGL 101
PSYC 101
CRIM 131
CRIM elective

Year 2

Required

NOST Core
PHIL 110
CRIM 103
SOCI 227

Electives

NOST Core
MATH 105
CRIM 104
CRIM 230
POLI 201

- Complete the equivalent of two years of full-time university-level study (60 credits).

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

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

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

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

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

Admission Requirements

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

- Grade-12 graduation with a C average in English 11 and 12, principles or applications of Math 11 and a lab science, **OR**
- Mature-student status with acceptable scores on GED or College Achievement Test (CAT) or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment or the Language Proficiency Index (LPI).

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

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

Other

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

Visual Arts

School of Liberal Arts
t. 867.668.8770

Credits

- 30

Duration

- 1 year

Cost

- \$75/credit
- Studio fees

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

Overview

The Dawson City Arts Society, Yukon College, and Tr'ondëk Hwëch'in have designed an accredited visual arts program that offers students the opportunity to learn a variety of traditional and contemporary visual art disciplines in the North and to study art history. This program is offered in Dawson City, Yukon, through the Klondike Institute of Art and Culture (KIAC), School of Visual Arts (SOVA). The program is accredited at Yukon College and transferable to Emily Carr University, Alberta College of Art and Design, Ontario College of Art and Design and the Nova Scotia College of Art and Design University.

With a focus on contemporary international art practices and a visual culture studies approach to art history, this program delivers courses in a holistic environment, recognising 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 many 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 recognise the relationships between art, their lives and their communities. Visit the KIAC/SOVA website, www.kiacsova.ca/

Required Courses

TERM 1

2 Dimensional Studio I
3 Dimensional Studio I
4 Dimensional Studio I
*Art History 1B03
English 120

TERM 2

2 Dimensional Studio II
3 Dimensional Studio II
4 Dimensional Studio II
*Visual Culture Studies 1B06
ENGL 121
*Art History and Visual Culture Studies are both delivered through videoconferencing from the Ontario College of Art and Design

Admission Requirements

To be eligible for admission to the Visual Arts program, students are required to have a minimum of 70% in Grade-12 English or have scored 4 or higher on the LPI. In addition to these, admission to the foundation-year program requires applicants to submit a portfolio of their artwork, a written personal statement and at least one letter of recommendation. A detailed application package is available upon request.

Transferability

The Visual Arts program is transferable into the second year of study towards a Bachelor of Fine Arts or a Bachelor of Design at Emily Carr Institute of Art and Design, at the Alberta College of Art and Design, at Nova Scotia College of Art and Design University or at the Ontario College of Art and Design.

Women’s Studies

School of Liberal Arts
t. 867.668.8770

Certificate & Diploma Credits

Duration

Cost

- 30/certificate
- 60/diploma
- Certificate: 1 year
- Diploma: 2 years
- \$75/credit

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

Overview

The Women’s Studies program looks at the lives, contributions and experiences of women. As well, the social construction of men is a vital part of this inquiry. It examines materials by and about women, and places women’s knowledge at the centre of the process. The program incorporates a number of academic disciplines, including history, literature, sociology, psychology, anthropology and social work. Because Women’s Studies is interdisciplinary and cross-divisional in its approach, Women’s Studies courses have a wide appeal to students in programs in the schools of Health, Education & Human Services and Liberal Arts.

The Women’s Studies program is open to both women and men. Students may enroll in a one-year certificate or a two-year diploma program or take individual courses for personal interest or professional development. As well, the program presents an ideal continuing-education opportunity. Students who intend to continue with the two-year Diploma of Women’s Studies should complete ENGL 101 along with the remaining program requirements.

Required Courses

Certificate	Diploma
ENGL 100	<u>Year 1</u>
ENGL 101	ENGL 100
PSYC 100	ENGL 101
PSYC 101	PSYC 100
SOCI 100	PSYC 101
SOCI 103	SOCI 100
WMST 100	SOCI 103
WMST 101	WMST 100
2 WMST A-level	WMST 101
To be awarded a Certificate of Women’s Studies, a student must complete:	2 WMST A-Level
<ul style="list-style-type: none">• The equivalent of 30 credits total.• At least 50% of the work at Yukon College.• Applied Arts requirements for Women’s Studies, which must include ENGL 100 and 101, PSYC 100 and 101, SOCI 100 and 103 (18 credits).• Women’s Studies core courses 100 and 101 (6 credits).• Complete 2 courses certified as A-level Women’s Studies (6 credits), and maintain a C average.	<u>Year 2</u>
See program co-ordinator for more information.	WMST 200
	1 WMST 200-level course
	4 WMST A-level courses
	3 WMST B-level courses
	Elective
	To be awarded a Diploma of Women’s Studies, a student must complete:
	<ul style="list-style-type: none">• The equivalent of 60 credits total.• At least 50% of the work at Yukon College.• Applied Arts courses ENGL 100 and 101, PSYC 100 and 101, SOCI 100 and 103 (18 credits).• Complete Women’s Studies core courses: WMST 100, 101, 200, and one other 200-level WMST course (12 credits).

- At least 27 credits in courses approved for the Women's Studies Diploma, including 18 credits in courses certified as A-level Women's Studies and 9 credits in courses certified as B-level Women's Studies.
- Complete an elective course (3 credits), and maintain a C average.

Talk to program co-ordinator for more information.

Admission Requirements

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

- Grade-12 graduation with a C average in English 11 and 12, principles or applications of Math 11 and a lab science, **OR**
- Mature-student status with acceptable scores on GED or College Achievement Test (CAT) or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment or the Language Proficiency Index (LPI).

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

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

Other Requirements

GRADUATION/COMPLETION REQUIREMENTS

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

Transferability

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

Employment

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



School of Management, Tourism & Hospitality

t. 867.668.8762

mth@yukoncollege.yk.ca

Business administration, office administration, tourism management, and culinary arts are the cornerstone programs in this school. In addition to acquiring beneficial skills for the workplace, the majority of these programs offer transfer opportunities for students wanting to pursue further study in other post-secondary institutions.



Photo: Yukon College

Business Administration

School of Management, Tourism & Hospitality

t. 867.668.8762

Certificate & Diploma

Credits

- 30/certificate
- 60/diploma

Duration

- Certificate: 1 year
- Diploma: 2 YEARS

Cost

- \$75/credit

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

Overview

Delivers 1-year certificate and 2-year diploma programs that prepare students for administrative and management careers in business and government. Most courses are accessible on a part-time day or evening basis in Whitehorse. Several courses are available in outlying communities through the community campus or by distance delivery.

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

Required Courses

Certificate

TERM 1

ACCT 101 Introductory Financial Accounting I

OR

ACCT 202 Introductory Financial Accounting

BUS 110 Principles of Management

BUS 172 Microcomputer Applications I Microsoft Word

BUS 174 Microcomputer Applications III, Microsoft Excel

COMM 192 Business Communications

ECO 100 Microeconomics

TERM 2

ACCT 102 Introductory Financial Accounting II

OR

Elective Course BUS 260 recommended (see note)

BUS 111 Statistics I

BUS 132 Marketing Management

BUS 303 Organizational Behaviour

ECO 101 Macroeconomics

SUMMER WORK TERM

Paid work term for co-operative education students
2-year diploma

Completion of year 1 and:

TERM 3

ACCT 204 Managerial Accounting I

BUS 281 Human Resource Management

BUS 311 Commercial Law

Two Elective Courses

TERM 4

BUS 260 Finance I, **OR**

Elective Course

BUS 270 Business Policy

BUS 301 Land Claims & the CED Process

Two Elective Courses

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

Elective Courses

Four elective courses must be taken in second year of the Business Administration program. Two of these electives must be business administration, computer studies or mathematics electives. The remaining two electives are open electives that can be taken from other program areas. All electives must be bona fide 3 credit-hour courses and the elective courses must be approved by the dean or program advisor for acceptance as elective credits. The following business electives, suitable for the second year of the Business Administration program, will be offered on a periodic basis: ACCT 205, 209 and 210, BUS 173, 175, 201, 202, 203, 232, 240, 241, 242, 261, 262, 280, 305, 307 and 320, and POLI 200.

Admission Requirements

- Grade-12 academic graduation with English 12 and principles or applications of mathematics 11, **OR**
- Mature-student status with MATH 050 and ENGL 050, **OR**
- Mature-student status with acceptable scores on the Yukon College Writing Assessment and acceptable scores on either the College placement test or GED.
- Applicants whose native language is not English and who are not Canadian citizens can meet the English-language admission requirement by presenting an acceptable TOEFL or IELTS score.
- Part-time students not fully meeting the above criteria may be admitted to individual courses, but must apply for admission to the program—and satisfy the program admission requirements—prior to graduating with either a Certificate or Diploma in Business Administration.
- Students who have not completed the Certificate program may register for Diploma-level courses, provided they have the prerequisites for these courses. The Diploma will not be granted until all Certificate-level courses have been successfully completed.

PROVISIONAL ADMISSION TO BUSINESS ADMINISTRATION

- Students may be admitted into the Business Administration program on a provisional basis without Principles of Math 11 but must be eligible to enroll in and complete MATH 050 through the School of Access during their first semester.
- Provisional students who do not complete MATH 050 during their first semester will not be allowed to continue as full-time students until this prerequisite is met.

Transferability

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

- | | |
|--|--|
| <ul style="list-style-type: none"> • Athabasca University • Okanagan University College • Royal Roads University • Certified General Accountants Association of British Columbia • Certified Management Accountants Association of British Columbia | <ul style="list-style-type: none"> • Chartered Accountant's Association of British Columbia • Open University of British Columbia • University of Lethbridge • University of Northern British Columbia |
|--|--|

Most of the courses in the Business Administration program are also listed in the BC Council on Admissions & Transfer, Business Management Diploma Programs Transfer Guide.

Other

DIPLOMA PROGRAM (CO-OP OPTION)

The co-operative education option is available to students who plan to complete the Business Administration Diploma. In order to participate in the co-operative education option, business administration students must maintain an average grade of B- or higher, complete the professional development seminar assignments and complete a report based on their work term.

The professional development seminars, the one-on-one advising sessions with the co-operative education co-ordinator, and the work-term lead to an understanding of career options and how to make transitions into new fields. Co-operative education students compete with one another for co-operative education work placements and the number of job openings depends upon employer demand. A work term consists of a minimum of 12 weeks of relevant, paid experience.

Students are required to complete one work term to qualify for a co-operative education citation on their diploma, but students may complete as many as three work terms as they proceed towards their Diploma in Business Administration.

For more information about the co-operative education option, call 867.668.8801.

Culinary Arts

School of Management, Tourism & Hospitality

t. 867.668.8762

Certificate

Credits

- 33

Duration

- 2 terms

Cost

- \$1,125/term
- Plus materials

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

Overview

Infinite career possibilities abound in the field of food services. Professionally trained cooks and chefs are in high demand by premier hotels, educational institutions, care facilities, private clubs, cruise lines, 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 in our commercial kitchen.

During the 8-month program in the kitchen, students rotate through a variety of stations that each 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.

Required Courses

TERM I

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

TERM II

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

Admission Requirements

- Principles or application of Math 10 and English 10 with a minimum grade of 65%, **OR**
- Mature-student status with acceptable score on College Placement Tests or GED, **OR**
- Level III, or CRIT 040 (B-) and Math 030 (B+).
- A negative TB skin test is required. In the case of a positive TB skin test, the student must provide a satisfactory chest x-ray report.
- Standard First Aid and CPR Level A.
- Foodsafe Level I certificate.
- Applicants for full-time admission must submit an official record of previous education and are required to undergo an information interview to discuss the program and their general background and interests in the culinary field.

Transferability

Levels I and II transfer directly to all British Columbia college and university college programs and NAIT.

Other

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

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

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



Public Administration

School of Management, Tourism & Hospitality

t. 867.668.8762

Degree

Credits

- 36

Duration

- Varies

Cost

- Tuition fees set by the University of Alaska Southeast. Average CAN\$1000-\$1200/course.

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

Overview

The Master of Public Administration (MPA) is a professional degree for public and non-profit managers. It is delivered via satellite and over the Internet by the University of Alaska Southeast to students in Alaska and Yukon.

The program prepares students for leadership at all levels of government and in non-profit organizations. Students learn to effectively deal with the economic, political, legal and social issues facing today's public managers. The program provides a strong interdisciplinary context in which to pursue the study of policy formation, implementation and administration. The MPA is designed to develop workplace skills and facilitate the intellectual growth and ethical behaviour of public administrators. Upon completion of the program, students can obtain a Master of Public Administration from the University of Alaska Southeast.

The UAS MPA program comes to you where you work and live in Alaska and Yukon. The MPA at UAS combines the relationships and structure of the regular classroom with the accessibility of a distance-delivered program to create a stable, supportive and high-quality education.

Completion of the MPA program provides individuals with the skills necessary for entrance or advancement in professional positions in the public and non-profit sector. Employment opportunities can include areas such as state and local government, non-profit organizations, tribal government, military, economic development, public education, department of transportation, juvenile justice, health and human services, law enforcement, fish and game, environmental protection agency, and many more.

Required Courses

PADM 601 Introduction to Public Administration

PADM 604 Research Methods in Administration

PADM 610 Organisational Theory and Behaviour

PADM 618 Law for Public Managers

PADM 624 Human Resource Administration

PADM 625 Economics of Public Policy

PADM 628 Public Financial Management

PADM 671 Special Topics in Public Administration

PADM 688 Public Program Evaluation

PADM 690 Capstone

The Master of Public Administration Degree at UAS requires 36 credits (normally 12 classes) consisting of eight core classes, three electives and a final Capstone class. Electives are chosen from a number of courses in consultation with a UAS program advisor.

Admission Requirements

Applicants are required to have an undergraduate degree and have taken an introductory course in government or political science (or demonstrate knowledge by taking the CLEP exam). Individual courses may have their own prerequisites.

Multimedia Communications

School of Management, Tourism & Hospitality
t. 867.668.8762

Overview	Certificate Credits
<p>Yukon College’s Multimedia Communication program combines ingenuity and technology to offer students the hard skills needed to begin new career paths, or enhance current work productivity.</p> <p>During this 30-week, certificate program, students will create compelling text, sound and moving images in order to target and engage various audiences.</p> <p>Specifically, students will gain detailed knowledge of several multimedia applications: Dreamweaver for web development, InDesign for desktop publishing, Illustrator for graphic vector art, Premiere Pro and Final Cut Express for video editing and Photoshop for image manipulation that applies to all of the above media.</p> <p>The program culminates in a real-world, community-based project that allows students to demonstrate their developed skills to create a communications strategy that includes a variety of media.</p>	<ul style="list-style-type: none">• 30
	Duration
	<ul style="list-style-type: none">• Full-time: 8 months• Part-time: Longer
	Cost
	<ul style="list-style-type: none">• \$75/credit

Required Courses

TERM I	TERM II
COMM 192 Business Communications	MMC 120 Communicative Writing
MMC 110 Theories of Communication	MMC 121 Digital Video and Audio
MMC 111 Image Editing Fundamentals	MMC 122 Web Design II
MMC 112 Web Design I	MMC 123 Digital Illustration and Animation
MMC 113 Desktop Publishing	MMC 124 Capstone Project

Admission Requirements

- Applications or principles of Math 10 with 65% or higher and English 11 with 65% or higher, **OR**
- Mature-student status with acceptable scores on the College Placement Test, **OR**
- MATH 040 and ENGL 050 with a mark of C+ or higher.

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

Employment

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

General Outcomes

- Competence in the use of various industry-standard media software applications.
- Basic technical knowledge and skills to plan and implement a sound communications strategy.
- Techniques to communicate effectively for a given medium.
- Raised awareness of business practices as they relate to media development.
- Basic and intermediate website development and markup language programming skills.
- Ability to successfully complete a new media project as part of a team.
- Problem-solving capabilities in a broad context.
- Competence in editing digital video and audio.

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

- Real-world digital workflow skills in desktop publishing.
- Demonstrable skills in vector graphic applications and graphic design theory.
- Fundamental and intermediate skills in image editing.
- Composition and technical-writing skills.

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

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



Office Administration

School of Management, Tourism & Hospitality
t. 867.668.8762

Overview		Certificate Credits
<p>Office Administration is a 9-month, full-time program that prepares graduates for positions in the office administration field. There are three certificates: accounting clerk, administrative assistant and general office assistant, that provide specialized training for accounting, administrative assistant and general office positions respectively.</p> <p>Extensive training in communications, administrative procedures, computer applications, and accounting prepares graduates for employment in today’s automated office. Hands-on learning is emphasized. Of the 9 months, 8 are spent studying in the classroom and one is spent working in a local business or government office. Student learning is assisted through lectures, class discussions, group work, assignments, lab sessions, and fieldwork.</p> <p>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.</p>		<ul style="list-style-type: none">• N/A
		Duration
		<ul style="list-style-type: none">• 9 months
		Cost
		<ul style="list-style-type: none">• \$1,125
Required Courses		
All streams:	Other requirements vary by stream.	
CL 100 Computer Literacy	ACCOUNTING CLERK	
WP 120 Beginning Word Processing (Word 2003)	ACCT 220 Intermediate Accounting	
ACCT 120 Intro. Accounting	MICRO 230 Simply Accounting	
BUSC 100 Business Communications	MICRO 231 AccPac for Windows	
KEY 100 Keyboarding	MICRO 200 Intermediate Excel	
MICRO 100 Intro. to Excel 2003	ADMINISTRATIVE ASSISTANT	
MICRO 105 Intro. to Access 2003	WP 220 Advanced Word Processing (Word 2003)	
BUSM 100 Business Math	MICRO 110 PowerPoint 2003	
FIELD 100 Fieldwork	GENERAL OFFICE ASSISTANT	
RECM 100 Records Management	WP 220 Advanced Word Processing (Word 2003)	
BUSC 200 Business Communications		
OP 100 Office Procedures		
JS 100 Job Search		
Admission Requirements		
<ul style="list-style-type: none">• Grade-12 academic graduation with English 12 and principles or applied mathematics 11, OR• Mature-student status with GED and Yukon College Writing Assessment, OR• Mature-student status with acceptable scores on the college placement tests and Yukon College Writing Assessment, OR• ENGL 040, MATH 030 and COMP 050, all with a mark of B+ or higher.• A typing speed of 25 net w.p.m. is recommended.		

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

Tourism

School of Management, Tourism & Hospitality

t. 867.668.8762

Certificate & Diploma

Credits

- 33/certificate
- 63/diploma: includes co-op)

Duration

- Certificate: 2 terms
- Diploma: 4 terms; co-op placement.

Cost

- \$75/credit

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

Overview

Yukon College offers a one-year certificate and a two-year diploma program. Our tourism programming is designed to offer quality education for individuals who have a serious interest in establishing or enhancing a career in tourism and hospitality professions. The courses take a comprehensive view of the tourism industry from both national and regional (Yukon) perspectives, in the context of the global marketplace.

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

Completion of year II results in a Diploma in Tourism Management upon completion of a minimum of 33 required credits at the diploma level. The diploma level includes one core co-op work experience placement in industry. Students may opt to complete an additional co-op placement for a Diploma in Tourism Management (co-op) designation.

Required Courses

Certificate

TERM 1

TOUR 150 Intro. to Tourism
TOUR 151 Public Relations & Customer Service
BUS 110 Intro. to Management
BUS 172 Microcomputer Applications I, Microsoft Word 2003
BUS 174 Microcomputer Applications III, Microsoft Excel 2003
COMM 192 Business Communications

TERM II

TOUR 160 Community & Cultural Issues
BUS 132 Marketing Management
BUS 303 Introduction to Organizational Behaviour
TOUR 155 Selected Topics in Tourism (Internship)
TOUR 156 Selected Topics in Tourism (Internship)

SUMMER WORK TERM I

TOUR 101 Paid work term for co-op students.

Diploma

Currently under review. Please consult program advisor for updates and options. Completion of Year 1 and:

TERM III

TOUR 270 Tourism Policy and Planning
ACCT 101 Introductory Financial Accounting

BUS 281 Human Resource Management

Two elective courses

TERM IV

TOUR 251 Tourism and Hospitality Law
TOUR 252 Tourism and Hospitality Marketing
ACCT 102 Introductory Financial Accounting II
Two elective courses

SUMMER WORK TERM II

TOUR 201 (Similar to TOUR 101, and is optional for diploma-level students.)

Elective Courses

- Relevant electives to be chosen in consultation with the faculty advisor.
- Some electives require prerequisites.
- Some offerings are not available every year and offerings may depend on demand or minimum enrollment levels.
- Available electives may be restricted if scheduling conflicts with core program courses.

Students desiring maximum transferability to diploma or degree programs at other post-secondary institutions are advised to seek faculty advice and choose their electives carefully.

Admission Requirements

- Grade-12 academic graduation with English 12 and principles or applied mathematics 11, **OR**
- MATH 050 and ENGL 050, **OR**
- Mature Student Status with acceptable scores on the Yukon College Writing Assessment and College placement tests or GED.
- Part-time students not fully meeting the above criteria may be admitted to courses, but must submit an official record of previous education and maintain a grade point average of 2.0 (C) or better to continue in the program and to receive a certificate or diploma.
- Students who have not completed the certificate program may register for diploma-level courses, provided they have the prerequisites for these courses. The diploma will not be granted until all certificate-level courses are successfully completed.
- Medical examination for some specialties/courses may be required. Students pursuing adventure-travel and outdoor-recreation activities may be required to sign an Assumption of Risk and Indemnifying Release form.

Transferability

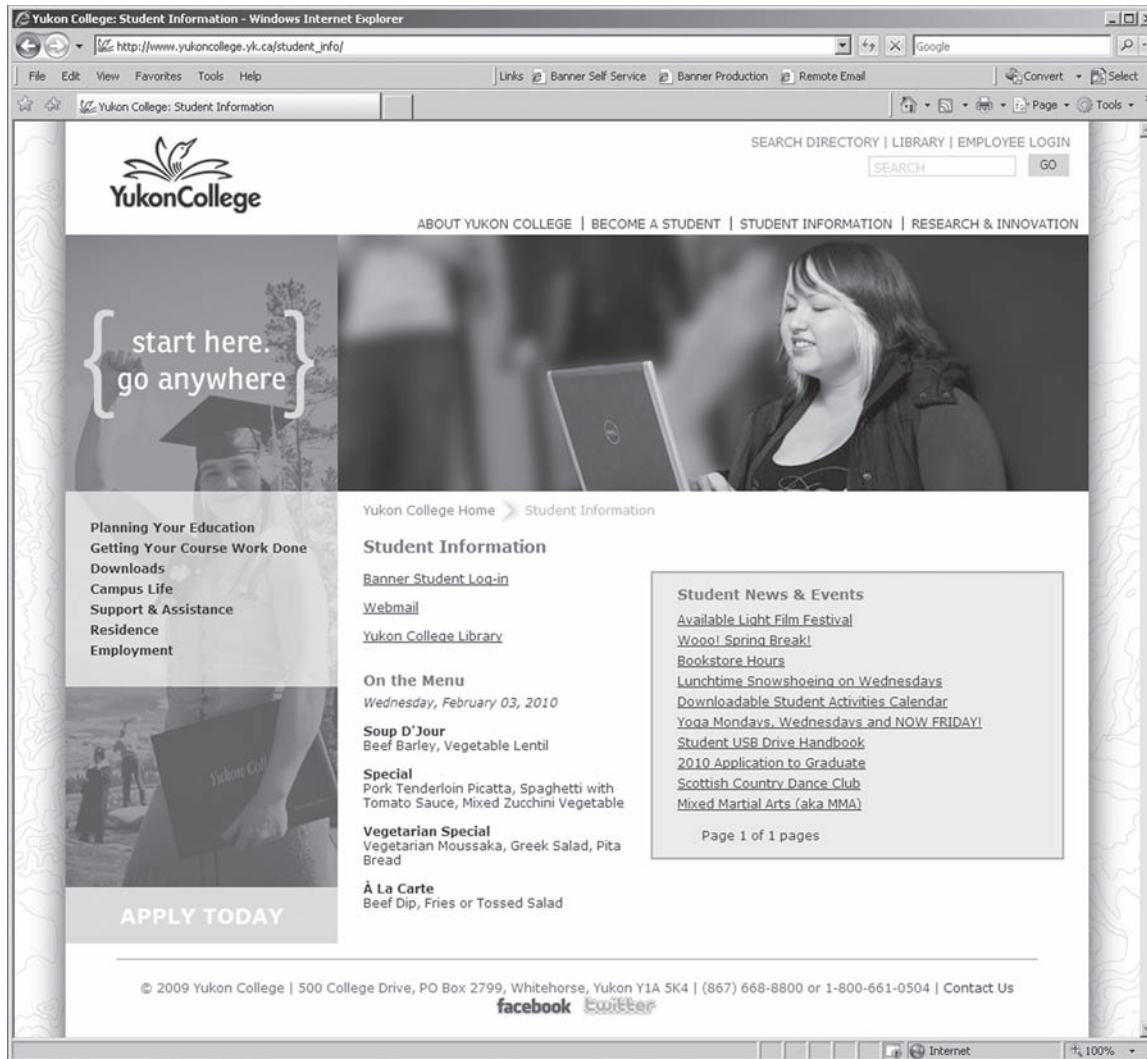
There is a two-year block transfer into the Bachelor of Tourism Management degree or transfer into diploma programs with the following institutions and organizations:

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

Other

- In addition to fees and costs of textbooks, materials and supplies, activity fees may apply to some courses. Students undertaking adventure travel and outdoor recreation activities are responsible for personal clothing, equipment and protective gear.
- Student learning is facilitated through lectures, class discussions, seminars, group work, fieldtrips, practical fieldwork or experiential activities, case studies, assignments, and co-op work experience.
- To accommodate full-time and part-time learners, fieldwork, and industry participation and instructional resources, some courses will be delivered in block or modular format.
- All students must be prepared to attend courses or class sessions that may be scheduled during full days, blocks of days, evenings or weekends, as needed.
- Co-op is an option in the certificate program and a core component of the diploma program. Co-operative education takes learning beyond the limits of the classroom, into the heart of the workplace. Between the first and second year, Diploma students complete a paid compulsory co-op work term with an agreed-upon employer of at least 12 weeks full-time or 450 hours in the tourism or hospitality industry to meet the credits for graduation.
- To be eligible for the co-op education program tourism students must maintain a C+ average, complete the professional development seminar assignments, and demonstrate a commitment to the program and industry through studies and/or work experience.
- The seminars, the one-on-one advising sessions with the co-operative education co-ordinator and the work experience lead to an understanding of career options and how to make transitions into new fields successfully. Co-operative education students compete with one another for the co-op job openings. The number of openings depends upon employer demand for Co-operative education students.
- For more information, contact the co-operative education co-ordinator at 867.668.8801.

Check our website for student information. www.yukoncollege.yk.ca/student_info



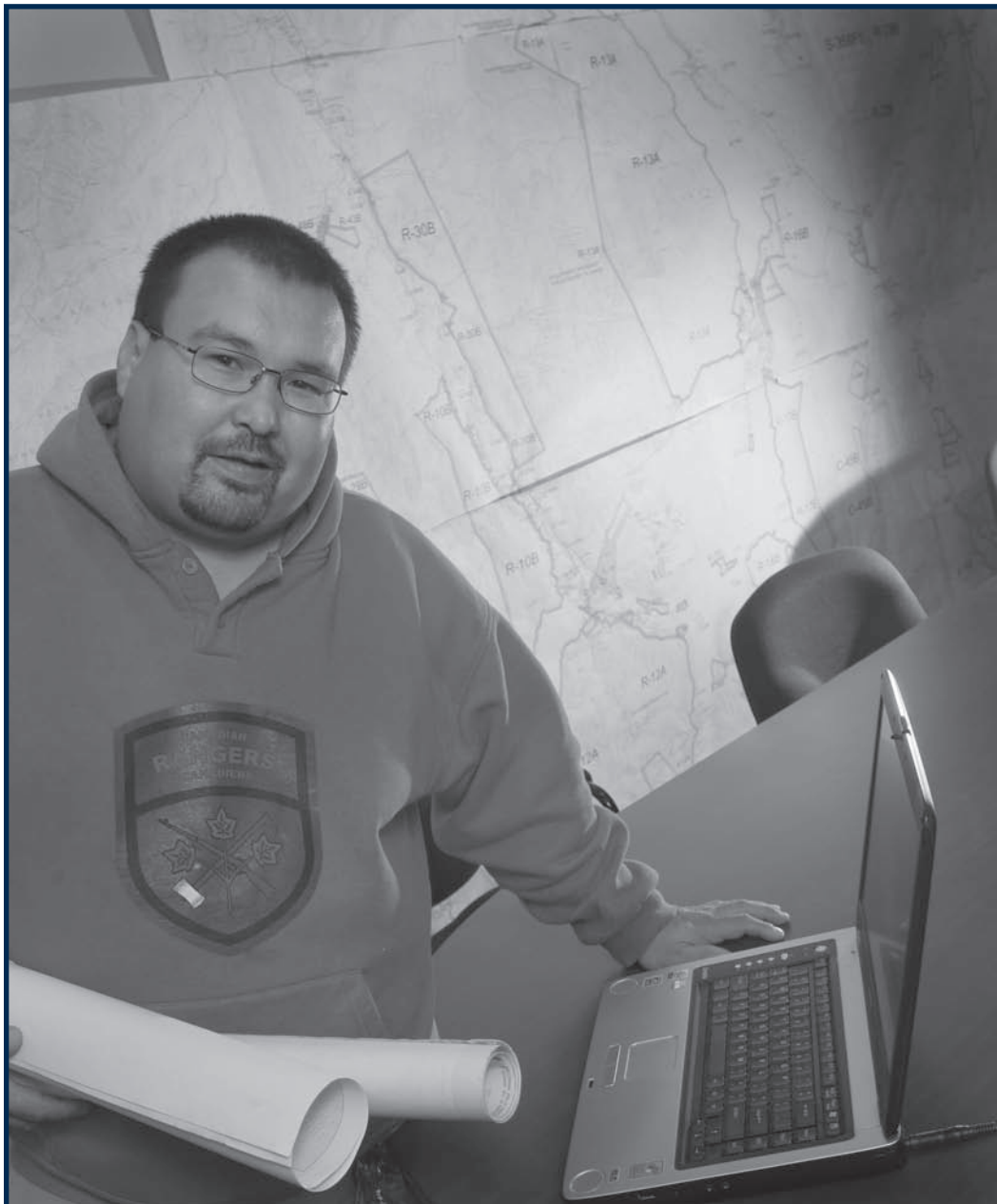
School of Science, Trades & Technology

t. 867.668.8850

t. 867.668.8828

sst@yukoncollege.yk.ca

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



Carpentry Pre-Employment

School of Science, Trades & Technology

t. 867.668.8760

Certificate

Credits

- N/A

Duration

- 20 weeks

Cost

- \$1,500

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

Overview

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

Required Courses

CARP 100 Worksite Safety

CARP 101 Hand Tools and Building Supplies

CARP 102 Portable Power Tools and Levels

CARP 103 Stationary Power Tools

CARP 104 Floor Construction

CARP 105 Wall Construction

CARP 106 Roof Construction

CARP 107 Blueprint Reading

CARP 112 Site and Materials Preparation

CARP 113 Residential/Commercial Foundations

CARP 114 Scaffolds and Rigging

CARP 001 Review for Level I Apprentice exam

FA 003 First Aid and CPR

PAT 001 Powder-Actuated Tools

WHMS 001 Workplace Hazardous Material Information Systems

Admission Requirements

- Principles or applications of Math 10 and English 10, **OR**
- Mature-student status with acceptable scores on the College Placement Test (CPT) or GED, **OR**
- Yukon College level III certificate **OR** MATH 053 (B-) AND SCI 053 (B-), **OR**
- Pass level-IV trades-entrance exam.

Other Requirements

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

General Outcomes

- Job safety skills and awareness.
- Practical hands-on experience with a variety of stationary and portable power tools.
- A good knowledge base for an entry-level position in the workforce.
- Completion of the theoretical requirements for level I 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).

Other

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 I (first-year) exam.

CARPENTRY APPRENTICE LEVELS

Carpentry Apprentice Training Levels I, II, III and IV are 8-week programs offered through YG Department of Advanced Education at Yukon College in the winter term of each year. Students must be registered apprentices to attend these programs.

CHECK WEBSITE FOR CURRENT INFORMATION

Electrical Pre-Employment

School of Science, Trades & Technology
t. 867.668.8760

Overview

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

Required Courses

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

Admission Requirements

- Principles or applications of Math 11 AND English 11, **OR**
- Mature student status with acceptable scores on the College Placement Test **OR** GED, **OR**
- Yukon College MATH 040 (recommend MATH 050) **OR** MATH 053 (B) AND SCI 053 (B), **OR**
- Pass level-IV trades-entrance exam.

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

Other Requirements

- Students should not be colour blind for trade hiring purposes.
- Good manual and mechanical ability.
- Suitable work clothes and steel-toed work shoes.

Other

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 through YG Department of Advanced Education at Yukon College through Northern Alberta Institute of Technology's on-line computer-based training program. Students must be registered apprentices to attend these programs.

Certificate

Credits

- N/A

Duration

- 18 weeks

Cost

- \$1,500

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

Environmental & Conservation Sciences

School of Science, Trades & Technology

t. 867.668.8850

Degree

Credits

- 120; 60 must be obtained through the UofA.

Duration

- 4 years or completion of 120 credits.

Cost

- \$75/credit

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

Overview

Yukon College (YC) partners with the University of Alberta (UofA) to offer curriculum leading to a Bachelor of Science degree in Environmental and Conservation Sciences (B.Sc. ENCS), granted by the UofA.

The B.Sc. ENCS program provides students with the knowledge and skills to assess environmental conditions and evaluate impacts on plants, soils, water and animals. The structure and function of ecosystems are explored as students learn to develop, assess and implement conservation, reclamation, and remediation measures for natural, managed and damaged ecosystems. The program consists of an interdisciplinary curriculum that integrates natural and social sciences as related to environmental issues, such as global climate change, energy needs, land use, changes in water quantity and quality, and wildlife conservation. The YC curriculum will include significant northern and First Nation studies content, reflecting the local environmental, economic and social context.

Required Courses

Most students will complete two years—60 credits—in either the Renewable Resource Management or Northern Science Diploma program at YC before transferring into the UofA B.Sc. ENCS program for third and fourth years; other routes of entry are also available. Once admitted to the B.Sc. ENCS program, students must complete a minimum of 60 credits of UofA coursework while registered in the ENCS program. Courses may be completed at YC, taught by UofA and YC faculty. Students may also choose to spend some or all of their third and fourth years taking courses at the UofA campus in Edmonton. Students from Edmonton may also complete part of their program in Whitehorse.

Admission Requirements

ADMISSION TO THE UNIVERSITY OF ALBERTA

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

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

UofA application deadlines and fees apply.

Once admitted, students must meet with an ENCS program advisor at YC to select courses. Contact the Division of Applied Science and Management at 867.668.8850 to make an appointment. Students will register in courses through the UofA. Tuition, mandatory course instructional support fees, and non-instructional student fees will be assessed in accordance with the policies of the UofA. YC student fees will be assessed in accordance with the policies of the college.

Other

GRADUATION/COMPLETION REQUIREMENTS

To receive a B.Sc. ENCS students must:

- Complete all course requirements of the B.Sc. ENCS program, including a minimum of 60 approved credits of UofA coursework;
- Achieve a minimum of 2.0 AGPA in transferable coursework from YC or equivalent institution.
- Achieve a minimum GPA of 2.0 in their last 60 credits of UofA coursework.
- Meet all relevant academic standing and graduation requirements of the UofA.

SPONSORSHIP AND TUITION

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

CAREER OPPORTUNITIES

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



Northern Collaborative Information Technology

School of Science, Trades & Technology
t. 867.668.8850

Certificate & Diploma

Credits

- 30/certificate
- 60/diploma

Duration

- Certificate: 1 year
- Diploma: 1 years

Cost

- \$75/credit

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

Overview

The Northern Collaborative Information Technology (NCIT) program is offered entirely online in collaboration with several colleges in Northern British Columbia and can be taken on a full-time or part-time basis. This program will provide students with the knowledge and skills needed to understand the theoretical and applied uses of information technology in various business applications. The program prepares students to enter the IT workforce as computer system support analysts (technical or applications), network administrators or software developers. Discussions are currently underway with selected universities to allow graduates of the NCIT program entry into their programs at a second or third-year level so that they may pursue bachelor degrees in computer science or information technology. The NCIT program offers students a number of options:

A ONE-YEAR NCIT CERTIFICATE

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

A TWO-YEAR NCIT DIPLOMA

The NCIT diploma option provides students with a choice of three areas of emphasis—programming/database management, web and multimedia development, and technical management.

Programming/database management presents students with the opportunity to acquire the skills and experience needed to control data, design solutions for data storage and transfer database information. They will also be able to write software using a variety of programming languages and programming environments. Web and multimedia development focuses on a variety of web tools and technologies, such as multimedia, graphics, scripting, authoring tools, imaging tools for use in e-commerce and networking applications. Technical management provides students with the knowledge to install and maintain computer hardware and networks as well as perform programming changes to existing software.

Required Courses

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

Certificate

Students will receive the NCIT Certificate upon successful completion of the 10 mandatory courses below with a GPA of at least 2.0.

- NCIT 100 Business of Information Technology
- NCIT 102 Computer Hardware
- NCIT 120 Foundations of Systems Development
- NCIT 112 Foundations of Web Development
- NCIT 106 Introduction to Programming
- NCIT 114 Networking
- NCIT 108 Operating Systems I
- NCIT 118 Operating Systems II

- NCIT 110 Professionalism and Customer Service
- NCIT 122 Foundation Project

Diploma

Students must successfully complete the four required courses, four courses in the option of choice and two elective courses from one of the other options. Students will receive a NCIT Diploma for these 30 credits if they maintain a GPA of at least 2.0.

Required Courses

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

CHECK WEBSITE FOR CURRENT INFORMATION

Programming/Database Management Option

NCIT 210 Object Oriented Programming I
 NCIT 212 Object Oriented Programming II
 NCIT 214 Database Design
 NCIT 216 Database Management Systems Web &
 Multimedia Development Option
 NCIT 222 Interactive Web Design and Development
 NCIT 220 Principles of Design for Web Developers
 NCIT 224 Standards Based Web Design & Dev I
 NCIT 226 Standards Based Web Design & Development II

Technical Management Option

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

Admission Requirements

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

CERTIFICATE

- Applications or principles of Math 10 with a grade of 75% or higher and English 10 with 65% or higher; **OR**
- Mature Student Status with acceptable scores on the College Placement Test (CAT), **OR**
- MATH 040 with a mark of B+ or higher (recommend MATH 050) and Technical Writing 040.
- Students who have a math credit more than 3 years old must take the College Placement Test (CAT).
- Part-time students not fully meeting the above criteria may be admitted to courses, but must maintain a grade-point average of 2.0 (C) or better to continue in the program.

DIPLOMA

- Completion of the NCIT Certificate, **AND**
- Grade-12 academic graduation with acceptable scores in English 12 and applications or principles of Math 11 or math 12 with a grade of 75% or higher, **OR**
- Mature-student status with acceptable scores on the College Placement Test (CAT), **OR**
- MATH 050 and ENG 050.

Employment

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

- A certificate will qualify students for entry-level hardware technician, network technician or junior programmer positions.
- A diploma qualifies students for entry-level network administration jobs or entry-level programming jobs, as well as provides the basic knowledge and skills required for further training in this field.

General Outcomes

- 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 completing 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.
- Ability to create basic systems requirements for existing or desired business processes.

Upon completion of the diploma and depending on the one of three areas of focus chosen, students will have achieved:

- Knowledge and in-depth skills in database design and practical experience in controlling data, design solutions for data storage, and transferring database information.
- In-depth skills in installing, configuring, and customizing Microsoft operating systems in stand-alone or networked environments.
- Advanced knowledge and skills in programming using multiple applications and languages.
- Ability to write reports and other business communications.
- Advanced ability to use web tools and technologies (such as multimedia, graphics, scripting, authoring tools, imaging tools, and animation tools) for use in e-commerce.
- Ability to define and solve problems both independently and in teams by using creative approaches.
- Foundational knowledge and skills in project management.

Other

A NOTE ON ONLINE TRAINING

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



Northern Environmental Studies

School of Science, Trades & Technology
t. 867.668.8850

Overview		Diploma Credits
<p>Northern Environmental Studies provides a multidisciplinary exploration of contemporary environmental issues and human-environment relationships, with particular emphasis on northern systems. Drawing upon the natural and social sciences, humanities and the arts, a variety of environmental issues of northern concern are critically examined, including resource depletion, wilderness fragmentation, loss of biodiversity, pollution and global climate change. The complex nature of environmental subject matter is addressed through ecological, socio-cultural, political, economic and philosophical inquiry. Program content integrates experiential learning opportunities to bridge classroom, community and Yukon wilderness.</p> <p>The program is sufficiently broad to be of interest to students seeking vocational opportunities after completing their studies at Yukon College or preparing for transfer into university degree programs. This program also presents a continuing education opportunity for individuals currently employed in fields such as education, environmental policy or management, recreation, and tourism.</p>		<ul style="list-style-type: none">• 60
		Duration
		<ul style="list-style-type: none">• 2 years
		Cost
		<ul style="list-style-type: none">• \$75/credit
Required Courses		
Year 1 ENGL 100 ENGL 101 2 Lab Sciences 2 Lab/Social Sciences 4 Electives	<ul style="list-style-type: none">• 12 elective university level credits.• A minimum of 18 credits in courses numbered 200 and above; and maintain a C average. <p>NOTE: Actual course selection must be done in consultation with your program advisor.</p> <p>* NOST Electives: Choose at least five from: ANTH 220, ANTH 221, ANTH 222, ATHA 101, ATHA 102, BIOL 220, CHEM 220, CRIM 219, EDUC 220, ENGL 220, ENGL 230, ENVS 100, ENVS 101, ENVS 200, ENVS 201, ENVS 222, ENVS 223, ENVS 232, FNST 100, GEOG 220, GEOG 222, GEOG 290, HIST 220, HIST 221, NOST 100, NOST 101/BCS 100, NOST 200, NOST 201, NOST 202, NOST 324/BCS 331, NOST 325/BCS 332, NOST 326/BCS 311, NOST 328/BCS 321, NOST 327/BCS 312, NOST 329/BCS 322, PHED 111, PHED 211, PHED 212, PHED 222, POLI 220, POLI 221, POLI 222, RRMT 120, RRMT 121, RRMT 127, RRMT 232, RRMT 238, SOCI 220, WSTD 202, WSTD 220.</p> <p>Other Applied Arts courses may be considered for Northern Studies elective credit.</p>	
Year 2 2 NOST Core course 2 ENVS Core courses 6 NOST Electives To be awarded the Diploma of Northern Environmental Studies a student must complete: <ul style="list-style-type: none">• The equivalent of two years of full time university level study (60 credits).• At least 50% of the work at Yukon College;• 6 credits of introductory literature and composition.• 6 credits of a lab science and 6 credits in a social science or a second lab science.• The 6-credit Northern Studies Core by taking two of the following: NOST 200, 201, or 202.• 6 credits of Northern Environmental Studies core courses from the following: ENVS 200, and 201, and PHED 222.• At least 18 credits of additional NOST electives approved for the Northern Environmental Studies Concentration.*		

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

Admission Requirements

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

- Grade 12 graduation with a C average in English 11 and 12, principles or applications of Math 11 and a lab science, **OR**
- Mature-student status with acceptable scores on GED or College Placement Test (CAT) or similar diagnostic test, obtained within the previous two years, and a suitable score on either the College Writing Assessment test or the Language Proficiency Index (LPI) test.

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

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

Other Requirements

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

Transferability

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

Employment

The Diploma of Northern Environmental Studies prepares students for studies towards a degree at another institution. Career opportunities include: Environmental studies and research, environmental science, environmental management, environmental economics and policy, environmental health, environmental education, health, science, management, law, eco-tourism and wilderness guiding, outdoor recreation and leadership. Future employers may include: Government, industry, the non-profit sector, environmental consulting firms, legal firms, educational institutions and eco-tourism operators.

Other

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



Northern Science

School of Science, Trades & Technology
t. 867.668.8850

Overview

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

Other Requirements

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

Transferability

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

Employment

The Diploma of Northern 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.

Other

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

Diploma Credits

- 60

Duration

- Full-time: 2 years

Cost

- \$75/credit

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

Plumbing/Sheet Metal

School of Science, Trades & Technology
t. 867.668.8760

Certificate

Credits

- N/A

Duration

- 26 weeks

Cost

- \$1,950

**This program
is subject to
funding.**

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

Overview

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable apprentices and entry-level workers in the trade.
- Safety skills and awareness.
- The ability to apply mathematical concepts to the plumbing/sheet metal trade areas.

Required Courses

FA 003 First Aid and CPR	RIGG 001 Rigging & Hoisting
H2S 001 H2S Alive	SM 100 HVAC Systems
PAT 001 Powder Actuated Tools	SM 101 HVAC Duct Fittings
PIPE 100 Pipe Trade Safety	SM 102 Math for Sheet Metal Trade
PIPE 101 Pipe Trades Hand and Power Tools	SM 104 Safety/Tools/Materials/Process
PIPE 102 Pipe Trades Materials	SM 107 Blueprint Reading and Pattern Development
PIPE 103 Introduction to Plumbing—The Single Family Dwelling	SM 108 General Fabrication
PIPE 104 Hot Water Heating	TDG 001 Transportation of Dangerous Goods
PIPE 106 Pipe Trades Applied Mathematics	WELD 001 Welding for Pipe Trades
PIPE 107 Blue Print Reading for Pipe Trades	WHMS 001 Workplace Hazard Material Information Systems
PIPE 108 Pipe Trades Practicum	

Admission Requirements

- Principles or applications of Math 10 and English 10, **OR**
- Mature-student status with acceptable scores on College Placement Test (CAT) or GED, **OR**
- Yukon College level-III certificate, **OR**
- MATH 053 (B-) **AND** SCI 053 (B-) or pass level-IV trades-entrance exam.

Other Requirements

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

General Outcomes

- Demonstrate competencies in job safety skills and awareness of workplace hazards.
- Acquire practical hands-on experience with a variety of stationary and portable power tools.
- Complete the theoretical requirements for level I of the plumbing and sheet metal apprenticeship programs.
- Provide an opportunity to challenge the Plumbing and Sheet Metal Apprenticeship Level I exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the workforce in the plumbing, sheet metal and/or sheet metal worker trades.
- Demonstrate the ability to apply mathematical concepts to the plumbing and sheet metal trades.

Other

GRADUATION REQUIREMENTS

Students must successfully complete all courses in the program and maintain an overall C average (70%). Students may be offered technical credit towards a Yukon apprenticeship and the opportunity to challenge the Plumbing and/or Sheet Metal Apprenticeship Level I (first-year) exams.

CHECK WEBSITE FOR CURRENT INFORMATION

Renewable Resources Management

School of Science, Trades & Technology
t. 867.668.8850

Overview

Renewable resources include the living portions of our natural world such as plants and animals as well as non-living resources such as air and water. Managing these resources so they are sustainable for future generations is a critical mission. Achieving this task involves a balancing act so that we can meet society’s present needs without harming the resource base for the future.

Students receive a Diploma of Renewable Resources Management 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. However, program content is of wide application and graduates have found employment across Canada.

Required Courses

Year 1

- CPSC 100 Computer Science
- ENGL 100 English Composition or
- ENGL 110 Composition & Critical Thinking
- ENVS 100 Intro. to Environmental Science I
- ENVS 101 Intro. to Environmental Science II
- NOST 201 Natural History of the North
- NOST 215 Northern Science Field Methods: Field course offered in August
- FNST 100 Intro. to First Nation Studies
- RRMT 121 Northern Field Biology
- RRMT 122 Maps and Remote Sensing
- RRMT 125 Renewable Resources Measurement: Field course offered in April/May
- RRMT 127 Intro. to Renewable Resource Management
- RRMT 134 Intro. Salmon Hatcheries: Elective offered with McIntyre Salmon Incubation Facility

Non-credit required certifications

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

Year 2

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

4 management courses chosen from

- RRMT 223 Wildlife Management
- RRMT 232 Intro. to Environmental Law Enforcement
- RRMT 235 Forest Management
- RRMT 236 Land and Protected Area Management
- RRMT 239 Hydrology & Water Resources Management

Diploma Credits

- 66

Duration

- 2 years

Cost

- \$75/credit

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

RRMT 241 Intro. to Land Management

RRMT 242 First Nation Land Management

Non-credit required course

RRMT 201 Winter Travel and Survival

Electives chosen from:

RRMT 204 Directed Studies in RRMT

BIOL 210 Intro. to Northern Botany

BIOL 225 Ornithology: Intro. to the Biology of Birds

BIOL 230 Conservation Biology

BIOL 290 Beringia: Its Pleistocene Environment & Paleoecology

ENVS 200 Environmental Perspectives

ENVS 201 Environmental Ethics

ENVS 232 Issues in Ecological Tourism

GEOG 250 Intro. to GIS

GEOG 290 Climate Change and the Circumpolar World

POLI 222 Northern Resources and Environmental Law

NOTE Not all electives are offered every year. Some electives not listed may be eligible for credit.

Admission Requirements

- High-school graduation with at least a C average **AND**
- Completion of English 11 and 12, principles or applications of Math 11, Social Studies 11, and a lab science 11 (preferably Biology 11), **OR**
- ENGL 090 or ENGL 050 (min. B-), MATH 050 (min. C), COMP 050 (min. C). BIOL 050 is strongly recommended, **OR**
- Mature applicants may be conditionally accepted into the program if they achieve an acceptable score on the GED or College Achievement Test (CAT).
- Experience has shown that academic preparation is essential for success in this program and students are encouraged to upgrade their skills, if necessary.
- Intake to the program is every two years in odd numbered years (e.g., 2011). Class size is limited to 24 students and 14 seats are reserved for Yukon First Nation students. Women are encouraged to apply.

General Outcomes

The goal is to provide the knowledge, skills and perspectives to enable graduates to assist with the management of land, water, forest, fish, and wildlife resources in the North, and to prepare students for transfer to degree level programs in fields related to renewable resources management.

Employment

Graduates of the program have found employment in diverse fields including lands and resources offices for First Nations, fish and wildlife enforcement, environmental assessment, protected areas, fisheries and private sector consulting firms. Others have used this program to transfer to university to complete degrees.

Other

RRMT PREPARATION

Yukon College offers a variety of courses to help students upgrade their skills. Contact the School of Access to meet with a program advisor to personalize your upgrading plan. Many courses are offered for students in rural Yukon via Distributed Learning using videoconference.

APPLICATION TO THE 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 Nation or non-First Nation 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.

Science

School of Science, Trades & Technology
t. 867.668.8850

Overview

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

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

Required Courses

TERM 1	TERM 2	
ENGL 100	ENGL 101	<ul style="list-style-type: none">• Be admitted to the Certificate of Science program.• Complete at least 50% of the course work at Yukon College.• Complete ENGL 100 and 101.• Complete MATH 100 and 101.• Complete CHEM 110 and 111.• Complete PHYS 101 and PHYS 102.• Complete 6 elective credits chosen from university transfer courses, and maintain a C average.
MATH 100	MATH 101	
CHEM 110	CHEM 111	
PHYS 101	PHYS 102	
Elective		
Electives can be chosen from the university transfer courses in consultation with a program advisor.		
IMPORTANT This study plan is recommended only to those students with a standing of at least 75% in the prerequisite science and math courses. Students with lesser standing or with course deficiencies should consider completing the program in two years of study. The School of Science, Trades & Technology offers a number of math and Science courses to prepare students for the Certificate of Science program. A two-year study plan should be designed in consultation with a program advisor.		
To be awarded a Certificate of Science, a student must:		
		NOTE 1 Students must achieve an acceptable score on the Language Proficiency Index (LPI) Test or a grade of B in ENGL 090, a bridging English course offered by the School of Liberal Arts, before seeking admission to ENGL 100
		NOTE 2 It is strongly recommended that students complete a pre-calculus course like MATH 070 or AP calculus before enrolling in MATH 100
		NOTE 3 The elective requirement is normally met by completing 6 credits of an additional Science or 6 credits of Arts.

Admission Requirements

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

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

Students seeking admission to first-year science must have completed Biology 11, Chemistry 11, Math 12, Physics 11 and one of the following: Biology 12, Chemistry 12, Computer Science 12, Geology 12, or Physics 12. Students with one deficiency may apply for admission to the program. Many courses in the science program have pre- or co-requisites which must be met when a student enrolls in such courses.

Certificate

Credits

- 30/certificate
- 60/diploma

Duration

- Certificate: 1 year
- Diploma: 2 years

Cost

- \$75/credit

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

Surveying Technician

School of Science, Trades & Technology
t. 867.668.8760

Certificate

Credits

- N/A

Duration

- 35 weeks/2 terms

Cost

- \$1,125/term

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

Overview

The Surveying Technician program trains students to be immediately employable. It provides a solid theoretical and practical foundation for students entering the surveying field and/or continuing their education at the technology or engineering level. Students are in class 29 hours a week. About 30% of the time is spent learning practical field skills, primarily outdoors and primarily in the fall and spring.

As the program is designed for employment, every effort will be made to allow students to leave up to 1 month before the end of the program if they are being employed in the survey field. Students will, however, be required to write and pass final exams in order to graduate.

Required Courses

TERM 1	TERM 2
SURV 101	COMM 192
SURV 102	SURV 120
SURV 103	SURV 121
SURV 122	SURV 127
SURV 125	SURV 126

Admission Requirements

- Grade-12 academic graduation with English 12 and Math 11 (minimum grade of 70%), **OR**
- Mature-student status with acceptable scores on the College Placement Test (CAT), **OR** GED

Other Requirements

- An aptitude for mathematics is strongly recommended.
- Willingness to work outdoors in all weather.
- Willingness to travel and work in remote areas.
- A careful and analytical approach to problem solving.

Employment

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

General Outcomes

- Competencies in job safety skills and awareness of workplace hazards.
- Practical hands-on experience with a variety of surveying equipment.
- Practical hands-on experience with basic surveying procedures.
- Practical drafting and AutoCAD skills.
- Analytical skills to assess the quality of surveys.
- Know how to make required adjustments, if surveys are within tolerance.
- Recognize when a blunder has been made requiring a survey to be redone.
- Calculating and programming skills using the HP 33s calculator.
- Graduates of this program will receive a Yukon College certificate.

Trades Exploration & Preparation for Women

School of Science, Trades & Technology
t. 867.668.8760

Overview

The practicum portion of the Trades Exploration & Preparation for Women program is designed to provide safety education for a commercial/industrial setting, as well as introduce students to several occupational areas within the trades and technology sector. The program is designed to aid students in the decision-making process to determine if a trades and technology career is suitable for them. The program also provides a foundation in the concepts of mathematics and science and a practicum as an introduction to the trades. The applied approach to the delivery of this program material will provide an integration of mathematical and scientific concepts with the trades.

Required Courses

AUTO 001 Intro. to General Mechanics

CULA 005 Intro. to Culinary Arts

ELEC 001 Intro. to Electrical

FA 003 First Aid

GSTD 001 Gender & Workplace Issues

H2S 001 H2S Alive

HLTH 004 Foodsafe

PIPE 001 Intro. to Pipe Trades

RIGG 001 Rigging & Hoisting

SAFE 001 Industrial Safety

TDG 001 Transportation of Dangerous Goods

WELD 001 Intro. to Welding

WHMS 001 Workplace Hazardous Materials Info System

WOOD 001 Intro. to Carpentry

Admission Requirements

- Principles or applications of Math 9 and English 9, **OR**
- Mature-student status with acceptable scores on the College Placement Test (CAT) **OR** GED, **OR**
- Yukon College CRIT 040 (B-) AND MATH 030 (B+).

General Outcomes

- Demonstrate the skills necessary to successfully complete the Trade Entrance Exam.
- Demonstrate an awareness of a variety of trades.
- Work effectively as a member of a team.
- Handle equipment in a safe and effective manner with regard to their own safety and the safety of others.

Other

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete all courses in the program.

Certificate

Credits

- N/A

Duration

- 17 weeks

Cost

- \$500

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

Welding Pre-Employment

School of Science, Trades & Technology
t. 867.668.8760

Certificate

Credits

- N/A

Duration

- 1.2 terms

Cost

- \$1,125/term

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

Overview

The objective of the Welding Pre-Employment program is to provide students with:

- Theoretical trade knowledge that together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first-year apprentices.
- Good on-the-job safety skills and awareness.
- The ability to apply mathematical concepts to the welding equipment field.

Required Courses

FA 003 First Aid and CPR

TDG 001 Transportation of Dangerous Goods

WHMS 001 Workplace Hazard Material

Information Systems

WELD 100 Welding Safety

WELD 101 Welding Hand and Power Tools

WELD 102 Oxyacetylene Welding and Welding Faults

WELD 103 Shielded Metal Arc Welding (SMAW)

WELD 104 Intro. to Gas Metal Arc Welding

(GMAW), Flux Core Arc Welding (FCAW) and Submerged Arc Welding (SAW) Theory

WELD 105 Mathematics for Welders

WELD 106 Rigging, Hoisting and Materials Handling

WELD 107 Applications of Welding

Admission Requirements

- Principles or applications of Math 10 and English 10, **OR**
- Mature-student status with acceptable scores on the College Placement Test (CAT) or GED, **OR**
- Yukon College level-III certificate **OR** MATH 053 (B-) AND SCI 053 (B-), **OR**
- Pass level-IV trades-entrance exam.

Other Requirements

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

General Outcomes

- Demonstrate competencies in job safety skills and awareness of workplace hazards
- Acquire practical hands-on experience with a variety of stationary and portable power tools
- Complete the theoretical and practical requirements for level I of the welder apprenticeship.
- An opportunity to challenge the Welding Apprenticeship Level-I exam.
- Acquire skills and knowledge to make a successful transition to an entry-level position in the workforce.
- Demonstrate the ability to apply mathematical concepts to the welding field.

Other

GRADUATION REQUIREMENTS

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

Student Information

t. 867.668.8710

sscentre@yukoncollege.yk.ca

admissions@yukoncollege.yk.ca

Student Services

Admissions & Registration

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

Personal Counselling Services

Professional counsellors provide help to students with a broad range of personal issues including depression, anxiety, substance abuse, grief and loss, trauma and relationship difficulties. Counselling is available to all registered students. All counselling sessions are confidential. No information is shared with administrators, instructors, outside agencies or others unless authorized with a signed release of information by the student. Workshops and presentations are also provided to help students cope successfully with the demands of student life, to promote wellness, and to build skills for life long success.

Students may make an appointment by coming into the Student Services Centre during regular hours or calling 867.668.8720.

Career Development Services

This service is available to all students and the general public. Counsellors provide career counselling, interest assessment, job search and employment skills, career and labour market information. A library of print and online sources offers information about academic and training opportunities in Canada and worldwide.

Students may make an appointment by coming into the Student Services Centre during regular hours or calling 867.668.8720.

Co-operative Education

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

First Nation Student Services or Support

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

Samay Thia—Harry Allen Lounge

The Samay Thia First Nation Lounge is a place of support for all students. Named for the late Grand Chief Harry Allen, Samay Thia meaning “big salmon” in the Southern Tutchone language. The lounge offers a comfortable environment for many purposes: Visits with Elders, studying, watching videos, cultural activities, lunches, meetings and socializing. A microwave oven, fridge and coffee machine are available for lunches or snacks. Everyone is welcome.

Yukon College Bookstore

The College Bookstore is located on the lower floor of the C-Wing. In addition to textbooks and course materials, the bookstore carries stationery, stamps, software, bus passes, snack food and light microwave meals, along with a wide selection of sportswear and Yukon College spirit boosters—we have mugs, backpacks, shirts and a host of other cool Yukon College gear and unique gifts. Support your College! Call 867.668.8840 for more information.

CHECK WEBSITE FOR CURRENT INFORMATION

Gymnasium

The gymnasium is open to students and staff at noon from Monday to Friday for indoor sports such as badminton, tennis and volleyball. A weight room offers self-directed fitness opportunities on a drop-in basis. Short-term classes in dance, Tai Chi and other exercise programs are offered at various times throughout the year.

Yukon College Library

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

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

For more information, please contact library@yukoncollege.yk.ca or call 867.668.8770.

Residences

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

Computing Services

There are computer labs for student use at every campus of Yukon College. At Ayamdigut Campus, students have access to approximately 100 computers at various labs during lab hours. Lab hours are found online at www.yukoncollege.yk.ca/student_info/pages/computing_services/

All computers are equipped with a wide range of software including word processing, spreadsheet, presentation and graphics. At Ayamdigut, all computers have Internet access. There is a \$50/term technology fee to use college equipment, payable when you register for your courses. Computing Services offers an online computer-lab orientation the first time you use the computers. Additional support is available during lab hours from the lab monitors.

For further information, please contact Computing Services in Room 2434, visit www.yukoncollege.yk.ca/student_info/pages/computing_services/, or call 867.668.8799.

Cafeteria

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

Child Care Centre

Nakwaye Ku Child Care Centre for children of students, staff, faculty and the general public is located at Yukon College. The daycare offers quality child care for children aged 18 months to pre-kindergarten and is open from 7:30 a.m.-5:30 p.m., Monday to Friday.

For more information, contact the director at 867.668.8860.

Residence

Want to know more? Contact the residence office at 668.8731 or e-mail residence@yukoncollege.yk.ca. Residence application forms are available on the college web page at www.yukoncollege.yk.ca/search/pages/residence/, at the Student Services Centre or the Admissions Office.

Learning Assistance Centre

The LAC provides information and services to help Yukon College students reach their learning potential. Students may be enrolled in full-time, part-time, or distributed-learning courses. Services and reasonable accommodations are provided according to specific individual needs but may be limited by the availability of specific resources. Applicants and students who have been identified with any type of disability or chronic condition which might affect their learning should contact the Learning Assistance Centre co-ordinator at 867. 668.8785. This should be done as early as possible in the application process. Students who suspect that they may have a disability or chronic condition that could affect their learning should also contact the co-ordinator.

Yukon College Student Union (YCSU)

The YCSU is incorporated under the Societies Act. All registered Ayamdigut Campus students pay a Student Union fee which is used to sponsor activities and social events. The fee is \$30/term for full-time students, \$20/term for part-time students. YCSU is responsible for student funds, organizing student activities and relating student concerns to the college administration. The Director of Student Services advises and consults with YCSU. Student Services staff work with YCSU throughout the year to organize activities that promote an active student life on campus, such as pub nights, films, speakers, sports and barbecues.



Campfire to College

Are you thinking of attending college this fall? Are you the parent of someone who may be interested in going to college? Check out the “Campfire to College” website to find out what it’s like to be a student at Yukon College. Watch videos of college students and activities. www.yukoncollege.yk.ca/campfire/

Financial Information

Yukon College Fee Schedule

Tuition Fees	
Credit courses	\$75/credit \$225/3-credit course
College Preparation courses	\$50/credit
Skills for Employment	\$350/term
Full-time vocational credit programs	\$1,125/term
International Student (a student other than a resident of Alaska who is in Canada by virtue of a student visa)	For credit courses the tuition fee is CAN\$275/credit hour. Some program offerings may have a different tuition or include an activity fee.
The tuition fees listed above are for standard Yukon College courses and programs. Occasionally, tuition fees may vary for particular courses.	
NOTE Tuition fees are currently under review and may change without notice.	
Mandatory Fees	
Application fee (part-time and full-time)	\$20 one-time full-time program fee
International Student application fee	\$100
Student Union fee	\$30/term full-time student \$20/term part-time student
Technology fee	\$50/term \$40/term part-time student
Challenge exam fee	\$75/exam
Official transcript fee	\$5 for 1st transcript; \$2 for each additional one (plus GST) per request
Duplicate certificate (certified copy)	\$5/copy
N.S.F. cheque fee	\$25
Additional field/activity fee	Field or activity fees may be charged for some courses. Please ask your program advisor.
Audit fees	Students auditing courses pay regular course fees
Invigilation fee	\$50 for the first 3 hours and \$20 for each hour thereafter. This service is provided for students taking correspondence courses through other educational institutions.
Mandatory fees are non-refundable.	
Residence Fees	
Application fee (non-refundable)	\$20
Security and key deposit	Singles residences: 25% of term fee
Family units	Family units: one month's rent \$900-\$1,200/month
Singles residences	\$1,500-\$1,650/term (16 weeks)
The above rates apply to residents of Canada and Alaska; International Students are encouraged to contact Yukon College International at 867.668.8897 or 1.800.661.0504.	
Residents in programs that extend beyond 16 weeks are charged at a weekly rate until the program is finished. A minimum of 4 weeks advance-rent, plus security and key deposit is required to move into the residences.	

Payment of Fees

Fees for all programs and courses must be paid at the time of registration. Students who receive sponsorships must arrange for a letter from their sponsoring agency to be delivered to the Admissions Office.

Books and Supplies

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

Seniors

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

Refund of Tuition Fees

Students who withdraw from a course or program may be eligible for a full or partial refund of tuition fees in accordance with the refund policy below. Failure to follow correct withdrawal procedures may affect the student's right to a fee refund. Students dismissed from the College may forfeit the fee. Contact the Admissions Office for more information.

Refund Policy

CREDIT COURSES AND FULL-TIME PROGRAMS

Withdrawal prior to course start date	Full refund
Within the first week of classes	Full refund
Within the second week of classes	Refund 80% of tuition fees
Within the third week of classes	Refund 50% of tuition fees
After the third week	No refund

- Refunds are not immediate. Refund cheques are mailed within a week to 10 days after official withdrawal.
- Refunds are issued directly to the student, unless a student is funded. In that case, the funder will be refunded.
- Any debts owed to the college will be deducted from the amount to be refunded.
- Exceptions to this policy may be made for compassionate reasons.
- If the college cancels a course or program, fees will be refunded in full.
- Students **MUST** follow the proper withdrawal procedure in order to be eligible for a refund.
- The date of official withdrawal is the date used for the refund calculation, not the date on which the student discontinues classes.
- Application fees, Student Union fees, technology fees and activity fees are non-refundable.

Financial Assistance

Going to school can be expensive. Tuition, fees, text books all add up. This information will assist you in applying for funding to help you meet these expenses.

Yukon Government Programs

The following programs are administered by Yukon Government's Student Financial Assistance office. Most of the programs can be applied for online or you can visit the office in the Education Building at 1000 Lewes Boulevard. The phone number is 667.5929 or toll-free 1.800.661.0408, ext. 5929. The website is www.education.gov.yk.ca/advanced/sfa/

Information, application forms and help with applying is also available from the Financial Aid Office in the Admissions Office at Yukon College. Call 668.8716 or email financialaid@yukoncollege.yk.ca

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 2 years before classes begin. You have to apply no later than 14 school days after classes start and you must also submit a copy of your letter of acceptance or authorization to register. Student Training Allowance is paid out every two weeks during term.

The Yukon Grant

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

Yukon Excellence Awards

Yukon Excellence Awards are available to students who have been informed that they were granted an award. If you wish to apply your award to this academic year you must meet the Yukon Grant eligibility criteria and complete a student financial assistance application and submit the required documents.

Canada Student Loans (CSL) and Grants

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

Service Canada

You may be eligible for educational assistance if you:

- Are currently receiving Employment Insurance benefits, **OR**
- Have received EI benefits within the last three years, **OR**
- Have received maternity/paternity benefits within the last 5 years.

For more information, please contact Service Canada in person at 125-300 Main Street or by telephone at 867.667.5083, ext. 237.

First Nation Students

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

Bursaries and Scholarships

Bursaries or scholarships are money that you can apply for. Both the Student Financial Assistance Office of the Department of Education and the Financial Aid Office of Yukon College publish websites that provide details about available awards. Check out www.yukoncollege.yk.ca/freemoney/ or www.education.gov.yk.ca/advanceded/sfa/scholarships.html/ For specific questions, please contact the Financial Aid officer at 867.668.8716.



Student Rights & Responsibilities

Yukon College is committed to maintaining a positive, healthy and respectful environment for all members of the college community. Yukon College's Code of Ethics embodies an underlying belief that each member of the college community has a right to dignity and respect. The guiding principles and application examples provide guidance and assistance in determining conduct and behaviour. Students can expect to be treated equitably and fairly in all matters to do with their education.

You retain all your ordinary **RIGHTS** as a citizen when you become a member of the college community. You continue to have the **RESPONSIBILITY** to abide by all federal, territorial and municipal laws and regulations in addition to the college's own policies.

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

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

Pursuant to the laws of Canada and Yukon, you have the **RIGHT** to the safety and security of your personal property. You have the **RESPONSIBILITY** to refrain from acts of theft, willful destruction or vandalism of the property of others.

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

Plagiarism

Plagiarism (academic dishonesty) is a serious academic offence and will result in your receiving a mark on zero on the assignment of the course. In certain cases, it can also result in dismissal from the college.

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

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

Banner Student Web

Banner Student Web is your electronic access to:

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

Go to www.yukoncollege.yk.ca/ double-click on Current Student, then on Banner Student Web enter your User ID. Your User ID is your 9-digit student number (e.g., 000012345) as listed on your student card or registration form.

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

Student Dispute Resolution Procedure

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

Grade appeal:

- Instructor
- Chair
- Dean

Disciplinary decision:

- Dean, or
- Director Student Services

Other means of alternative dispute resolution may also be used.

Student Appeal Procedure

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

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

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

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

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

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

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

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

For complete appeal procedures, please see page 108.

Disciplinary and Dismissal Procedures

Academic

If a student's conduct is unacceptable, disciplinary action, subject to appeal, may be applied as follows:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred.
- Requirement to rewrite an examination or to re-submit an assignment or essay.
- A reprimand placed on the student's file.
- Withholding of grades and certification.
- A demand for restitution in the case of property damage.
- Suspension or dismissal from the course, program, or in extreme cases, from the college.

Non-Academic

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

If disciplinary action is taken that results in dismissal from a course, program or the college, the student will be informed of the action in writing and a copy will be forwarded to the Registrar's Office. If a student seeks readmission after dismissal, readmission will require the special approval of the Dean/Director.

General College Regulations

Safety and Security

Students are encouraged to read the *Safety on Campus* booklet (available at Reception) and review any related safety/security information on the college website. Any incident involving a safety hazard or threatening situation must be reported immediately to the nearest college staff person, and/or college security at 668.7243 (pager 676)—the office is located in the main reception area. Students must observe safety precautions at all times. Instructors who supervise practical work areas will outline detailed safety regulations at the beginning of the program. Students may not use any equipment or shops without the specific approval of the instructor concerned.

Fire Regulations

In case of fire alarm immediately evacuate the area according to the instructions of the fire warden (when present) and in accordance with the college fire exit maps posted in each classroom. The fire alarm has an audible as well as strobe lights. If you notice a fire and the alarm has not been sounded, pull the nearest fire alarm.

Medical Examinations

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

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

Student Leave

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

Fieldwork

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

Medical Insurance

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

Parking

Parking is limited and students are advised to use public transit if possible. Vehicles in the student parking lot are left at the owner's risk. Plug-ins are **not** available for student vehicles.

College Photography on Campus

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

In this notice, "photography" includes still, video and film photography. The college has the authority to collect photographs that are related directly to and needed by the college for educational, recruitment and promotional purposes. The photographs may

be used and disclosed at the college's discretion and included in the college calendar, websites, newsletters, bulletins, brochures, advertisements, annual reports, supplements, displays, reports and other publications including off-campus news media. In addition, the photograph may be placed in the college's Image Library which is a collection of photographs.

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

If you allow yourself to be photographed in a non-public area you are giving the college your consent regarding its collection, use and disclosure of the photograph.

The above notice does not apply to individuals photographed in open, public areas where there is no expectation of privacy (i.e., cafeterias, public walkways, concourses, etc.). Photographs taken in public areas may be used and disclosed at the college's discretion.

Academic Regulations*

Admissions, Registration and Program Advising

Admission Requirements

Admission Requirements are established by the college's programming divisions to provide students with the best opportunity for success in a program. Specific academic requirements are listed under each program. Applicants without the prescribed academic requirements may be admitted to some courses as part-time students only.

Applicants without the stated prerequisites may qualify by successfully completing admission tests (normally the College Placement Test—CAT) as may be prescribed by the Registrar.

Some programs prescribe medical requirements. In such cases, these will be the responsibility of the applicant.

Selection for Admission

In general, qualified applicants will be admitted on a first-come, first-served basis after all documents have been received by the college. In some programs selection for admission may be based on specific criteria that are established in advance and available for student review.

English Language Proficiency

International students who apply for admission to Yukon College may be admitted based on College Placement Test (CAT) and Canadian Language Benchmark scores. All other admission requirements for specific programs must be met.

English is the language of instruction and communication at the college. All coursework required of the students shall be in English unless otherwise specified. Regardless of country of origin or citizenship, all applicants will be required to demonstrate proficiency in English before being accepted to programs of study (other than English as a Second Language Program).

This may be done by providing:

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

Appeal of Admission Status

An applicant who believes that he/she has been unfairly denied admission has the opportunity for redress through the following appeal procedure:

- He/she initiates discussion with the Registrar. The Registrar, should the matter not be resolved, shall refer an appeal to a review committee composed of the appropriate Dean, a counsellor and the Registrar.
- If the resolution by the review committee is deemed unacceptable, by any party, the decision may be appealed to the Academic Council.

*See complete Academic Regulations on the Yukon College website: www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2004/

Mature Applicants

A mature student is an applicant who has not graduated from high school and is at least 19 years of age, or who is at least 17 years of age and has not attended school for one year or longer. In exceptional cases the Registrar may allow a student who has not reached 17 years of age to register.

International Applicants (Student Visa Applicants)

International Students require a valid student visa to be admitted to a program. A letter confirming application or provisional admission (if qualified) will be provided to assist in applying for student visa.

Returning Students

Students who have successfully completed the first year of a two-year program will be automatically admitted to the following year.

Students who were dismissed from a program, failed to attain an acceptable grade-point average, or failed to complete program requirements within the prescribed time period, shall complete an application form, be interviewed by a counsellor, receive approval of the Dean, and have the application reviewed and approved by the Registrar before registration will be permitted.

Registration Process

- All students admitted to the College must register for their courses during the published registration period.
- All registrations must be processed by the Registrar's Office. All students are required to receive program advising prior to having registrations completed and approved. The signature of a program advisor is required on all registration forms.
- Registration is final only upon payment of fees or upon special arrangement with the Registrar's Office.
- Funded applicants (those whose training costs are paid by employers or other agencies) shall arrange to have a funding letter sent by the funder to the Registrar, outlining the extent of financial support for fees, books, supplies, etc.

Registering for Repeat Courses

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

Full Course Load and FTE

A full course load is considered a program consisting of 15 credits a term or 375 hours of classes a term. One full-time equivalent (FTE) is equal to 30 credits or 750 hours of instruction.

Program Changes

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

- He/she meets the admission requirements of the program/course into which he/she wishes to transfer.
- Space is available in the receiving program/course.

Withdrawals

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

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

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

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

Program Advising

Each programming division will ensure that students within each of its programs are provided timely and accurate academic advice. Typically, this will be accomplished by appointing trained faculty in each division to serve as program advisors.

Program advisors are responsible for:

- Providing ongoing academic advice to students about entry requirements, prerequisites, advanced standing/credit, transferability, course selection and load, and graduation requirements.
- Informing students of special college services such as learning assistance, counselling, etc.
- Reviewing student progress on an ongoing basis to enable students to access special assistance if needed.
- Assisting with the verification of program completion.
- Assisting, as required, with academic appeals.
- Approving registrations, course additions or deletions, evaluation of transfer credit, and any correspondence regarding academic matters related to a student's program in the college.

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

Transfer/Transferability to Other Institutions

Yukon College has negotiated the transferability of many of its courses and programs with other institutions. The college has an obligation to its students to provide accurate and timely information about such arrangements. In particular, students will be informed that such transfer arrangements do not, in themselves, ensure students' admission to other institutions.

Many institutions provide transfer credit to admitted students, on a course-by-course basis, even if formal arrangements have not been developed.

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

Authorization to Undertake Studies at Another Institution

An Authorization to Undertake Studies at Another Institution or "Letter of Permission" may be given to students who wish to receive transfer credit for a course(s) which they wish to take at another institution. The letter shall include:

- The student's name, student number and the Yukon College program to which they have been accepted.
- The name of the institution where the course(s) will be taken, the course(s) to be taken and the Yukon College equivalent course(s) for which transfer credit is requested.
- A statement that Yukon College will accept the course for transfer credit upon successful completion.
- Relevant academic regulations that apply (minimum grade, 50% local courses, official transcript required on completion, student standing). The authorization or "Letter of Permission" shall be signed by the Dean or Chair and copied to the Registrar's office.

Course Challenge

Course Challenge is one method of prior learning assessment by which a student may receive credit for relevant knowledge or skills acquired outside of the college environment. Availability of course challenge is dependent on the suitability of the challenge and administrative limitations. Each Dean is responsible for outlining procedures, restrictions, or limitations respecting course challenges. For some courses, it may not be practical or possible to challenge the course due to constraints imposed by external agencies.

Note: Academic regulations are currently under review and are subject to change.

The following guidelines apply:

- The challenge cannot be used as a means of upgrading a course mark for which credit has already been granted by Yukon College.
- A student may not challenge a course if they have taken, and failed, the course previously.
- The challenge must evaluate performance on the full range of objectives and content related to the course.
- A maximum of one half of the total credits required for the Yukon College program may be obtained by a combination of course challenge and transfer credit.
- Students shall either be admitted to the program or qualified for admission before seeking a course challenge.
- Students registered in a course may challenge that course within the first one third of the scheduled total number of course hours.

Students shall be allowed to challenge a course only once. If unsuccessful, the student shall register and complete the course in order to receive the credit.

Request for Transfer Credit

Application for transfer credit shall be made through the Registrar's Office at the time of application for admission to a program. A time limit may be imposed on courses or programs where, in the opinion of the Dean, there is an 'obsolescence' of knowledge and/or skills.

Official transcripts shall be submitted before transfer credit will be considered.

Transfer credit shall only be given for credit courses that are equivalent to Yukon College courses from recognized colleges, universities, technical institutes, professional bodies and selected courses from high schools.

Transfer credit shall only be given for courses in which a grade of D (or equivalent) or higher has been achieved. However, minimum grade requirements in prerequisite courses (typically C or better) will normally apply.

Transfer credit will not exceed 50% of total credits required to complete the Yukon College program for which the student has applied.

The evaluation of transfer credit is the responsibility of the appropriate Dean and will normally be carried out by program advisors.

Transfer credit shall not be given unless the student has been admitted to the program.

Courses not taken at Yukon College for which transfer credit has been granted shall not be included in the calculation of term or cumulative grade point averages.

In the event that students have completed credit courses which have no precise Yukon College equivalents, unassigned credits may be granted. These may not be applied towards specific course requirements within the program. Normally these may only be used to satisfy elective requirements.

Academic Conduct

Attendance

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

Individual instructors shall inform students of the attendance requirements for their course at the beginning of the term.

Admission to a lecture or laboratory may be refused by the instructor due to lateness or misconduct. Students who do not attend classes or submit assignments as required may be refused admission to further classes.

Attendance at practicum activities and work-placement activities (in co-op programs) is required. Students shall notify the placement agency as well as the instructor whenever practicum/work attendance is not possible.

Attendance for sponsored students will be reported to the sponsoring agency as required.

Attendance Policies

GENERAL

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

TRADES/VOCATIONAL AND ACCESS PROGRAMS

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

Inappropriate Student Conduct

Students shall conduct themselves in a responsible manner. The following activities constitute inappropriate student conduct:

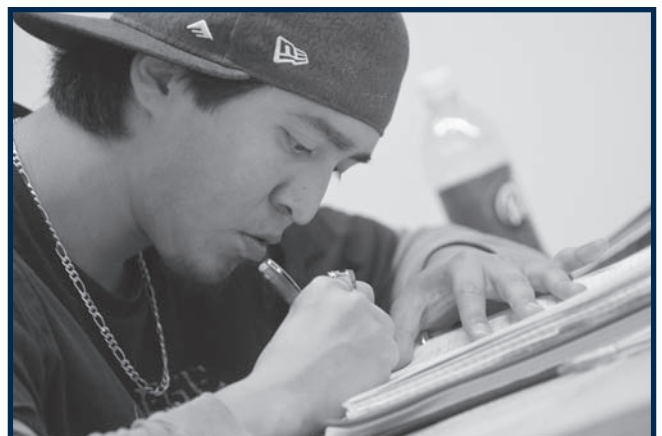
- Disturbing, disrupting or otherwise interfering with studies, work or other activities of fellow students, or the operation of Yukon College.
- Threatening to subject or subjecting any student or staff member to physical or mental harassment, indignity, injury or violence.
- Sexual harassment of any kind.
- Cheating, plagiarism, fraud, deceit or other forms of academic dishonesty.
- Intentionally damaging, destroying, removing or moving without authority or permitting damage, destruction or unauthorized removal or movement of the property of Yukon College, or property under the care and authority of Yukon College, Student Council, or of any student, staff member, or resident.
- Unauthorized use of or entry to Yukon College property.
- Participation in unauthorized and/or hazardous activities on campus.
- Failure to obey the lawful instructions of any Yukon College staff acting in the performance of his/her duty and failure to obey all published or posted regulations or procedures relating to the use of, and entry to, Yukon College buildings and facilities.
- Libelous or indecent statements, unfounded allegations and statements harmful to others' dignity.
- Neglecting safety procedures/practices or intentionally creating safety hazards.
- Falsification of any Yukon College document or withholding or falsification of information on an application for admission to Yukon College.
- Failure or refusal to pay fines or fees imposed by Yukon College or by the Student Union.

Discipline

If a student's conduct is unacceptable, disciplinary action, subject to appeal, may be applied as follows:

- A failing grade or mark of zero in the course, examination or assignment in which the misconduct occurred.
- Requirement to rewrite an examination or to resubmit an assignment or essay.
- A reprimand placed on the student's file.
- Withholding of grades and certification.
- A demand for restitution in the case of property damage.
- Suspension or dismissal from the course, program, or in extreme cases, from Yukon College.

If disciplinary action is taken that results in dismissal from a course, program or Yukon College, the student will be informed of the action in writing and a copy will be forwarded to the Registrar's Office. If a student seeks re-admission after dismissal, re-admission will require the special approval of a counsellor, the Registrar and the Dean.



Code of Ethics

The college is committed to maintaining a positive, healthy and respectful environment for members of the college community.

- Students, fellow employees and other members of the college community are treated with consideration and in a fair and just manner. High regard for the rights and opinions of others and mutual respect is demonstrated.
- Behaviour that communicates acceptance and accommodation of diversity will be the norm. The diversity of all members of the college community and the uniqueness of culture, ethnicity, religion, race and sexual orientation is respected. A work and study environment free from discrimination and harassment is promoted. Positive regard for the diversity of background, experience and opinion is inherent in the college community.
- A recognition that citizenship involves responsibility for building community and participating in the civic life of the college community. Communications that support an environment characterized by respect and civility are encouraged.
- Aggressive behaviours (physical, verbal or emotional) are not acceptable. Members of the college community are committed to the peaceful resolution of conflict and differences.
- A culture of openness which aims at ensuring that matters connected with the operation of the college can be discussed frankly among members of the college community is encouraged. Appropriate openness in communication and action is expected.
- Truthfulness with members of the college community and members of the public is demonstrated. Accurate statements and accounts of the college are provided to audiences to whom they are directed.
- Respect for the privacy and confidentiality rights of other members of the college community. Confidential information is used only for the purposes for which it was originally provided and shared only with authorized parties on a need to know basis unless consent is given or required by law. Respect for the property rights and possessions of others within the college community.
- Promotes the practices of dialogue, discourse and mutual agreement wherever possible. Commitment to collaborative arrangements benefiting the institution, its members and especially its students.
- Conflicts of interest are avoided. The professional autonomy of fellow employees and other members of the college community is respected. Professional integrity is demonstrated.
- Employees provide services within the boundaries of their competencies and to the best of their abilities.
- The power inherent in positions is not exploited. The safety and security of the college environment is a responsibility of all members of the college community.
- The college's mandate of public service is promoted. Fiduciary relationships and resulting responsibilities, including those relating to students, are respected and upheld.

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

This Code of Ethics has been developed in collaboration 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.

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").

Student Evaluation, Grades & Records

General

Instructors shall ensure that each student is fully informed, through course outlines, of the course content and requirements. This will normally be done within the first week of classes. Course outlines shall follow the format prescribed by the Dean.

Assignments, Exams and Other Course Requirements

Instructors shall inform students, at the beginning of each course, of class schedules, student-evaluation methods, assignments and examinations and such other course requirements. The Dean shall ensure that course requirements are reasonable and major assignments and examinations are balanced during a term.

Major assignments (those comprising more than 10% of the total course grade) shall not be assigned in the two weeks immediately prior to the final exam period.

Except under special circumstances approved by the appropriate Dean, all 3-credit courses will conclude with a three-hour final examination given during the formal exam period.

A copy of each final exam is normally to be submitted to the divisional office 48 hours prior to the exam.

Except in special circumstances approved by the Dean, final exams are to be invigilated by the course instructor at the scheduled time.

Evaluation Process

Student evaluation is based upon the student's academic performance throughout the term: all elements of the learning process, such as examinations, assignments, laboratory work, fieldwork, shopwork, reports, projects, job placement and class participation may be evaluated.

Instructors will ensure that students are informed, at the beginning of each term, of the evaluation practices that will be applied in each course/program under their jurisdiction.

Grading System

Yukon College's grading system is a letter-grade system based on a 4.0 point scale:

Grade	Grade-Point Value	% Equivalent of Most Yukon College Courses
A+	4.0	95-100
A	4.0	86-94
A-	3.7	80-85
B+	3.5	75-79
B	3.0	70-74
B-	2.7	65-69
C+	2.5	62-64
C	2.0	58-61
C-	1.7	55-57
D	1.0	50-54
F	0.0	Under 50

The letter grade is normally determined by the percent equivalent as indicated in the above table. However, for some courses and programs different correlation between letter grade and percent equivalent may apply. The college may assign codes other than grades according to the following:

Grade		Indicates
AD	Advanced Standing, Advanced Credit or Transfer Credit	Equivalent course work has been completed in another program or recognized educational institution, or through work/life learning.
AU	Audit	Student not required to complete course requirements.
CC	Course Challenge	Student has been granted credit as a result of successful completion of a challenge examination.
CP	Course in Progress	Course work that may bridge more than one term or academic year (Access programs only).
I	Incomplete	Permanent grade is delayed, at the discretion of the instructor, until course requirements are met.
M	Mastery	Student has mastered the skills to the required standard in a given course.
NG	No grade submitted	NG is assigned until permanent grade is submitted by instructor (this is only assigned by the Registrar's Office).
P	Pass	Successful completion of the course requirements for non-credit courses, placement exams and co-operative work terms.
W	Withdrawal	Officially withdrawn from the course (this is only assigned by the Registrar's Office).
CU	Continuing Education Unit	1 CU is assigned for every 10 hours of organized continuing education.

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

An example of Grade B+ in a 3-credit course and Grade C in a 2-credit course follows:

$$3 \text{ (credits)} \times 3.5 \text{ (grade-point value)} = 10.5$$

$$2 \text{ (credits)} \times 2.0 \text{ (grade-point value)} = 4.0$$

$$\text{Total grade points} = 14.5$$

$$\text{GPA (grade-point average)} = 14.5 \div 5 = 2.90$$

Submission of Final Grades

Assigning and submission of final grades is the responsibility of the instructor. Final grades are to be submitted to the Registrar, or entered electronically, within five (5) working days of the final examination date or of the last day of classes. To change a grade once grades have been transferred to a student's permanent record, a grade change form must be completed by the course instructor and submitted to the Registrar's office.

Course Repeats

A student may repeat a failed course in order to meet graduation requirements or repeat a course to improve a grade received in that course. A student may take a course for credit a maximum of three times. Each occurrence shall be noted on the student's transcripts, however only the higher of the grades received will be used in the calculation of the student's grade-point average (GPA).

Under exceptional circumstances, a student may make application to the Registrar in order to take a course more than three times.

Clearance of Course Incompletes

A student with an incomplete must discuss the outstanding requirements for the course with the instructor. Required work and the date by which it must be completed shall be stated in writing by the instructor. Required work must normally be completed within three weeks of the last day of the term in which the courses were taken. An extension may be granted, but in no event will it extend beyond the end of the immediately following term.

A grade of incomplete is only to be given when there is a contract between the student and the instructor indicating a date by which all outstanding requirements are to be met. Such contracts will normally be in writing and a copy attached to the grade sheet. In the event that no contract is established for the submission of outstanding work, the instructor will calculate and submit a grade based on the work completed. If a student has not met all requirements but has academically achieved a grade other than F, then that grade should be given and the grade changed on submission of the outstanding work.

A permanent grade will be based on the work completed by the deadline.

A student with an incomplete standing in a course may not register for further courses for which that course is a prerequisite without the approval of the appropriate Dean or Chair. Instructors should not award an incomplete if they are not available to evaluate the outstanding work.

Clearance of Other Course Deficiencies

The Deans shall prescribe methods by which deficiencies in course work shall be rectified by a student who has not completed program requirements.

Methods available may include deferred final examinations, supplemental examinations and such other methods prescribed by the Dean.

Actions Following Unsatisfactory Academic Standing

Failure to maintain satisfactory academic standing in a course or program may result in a range of actions, such as termination from one or more courses, assignment of probationary status, suspension, termination from the program, or upgrading.

Probation—Academic and Professional Programs

A full-time student who achieves a term grade-point average (GPA) of less than 2.00 will be placed on academic probation for the following term in which the student registers. The program advisor, in consultation with the appropriate Chair or Dean, may restrict the number of courses that the student shall register for in the following term.

A student on academic probation who achieves a grade-point average (GPA) of less than 2.00 in the next term of study will normally be terminated and not considered for registration for a period of at least one full term. Upon re-registration, the student shall be placed on probation.

A student who returns after having taken one term off as a result of achieving a grade-point average (GPA) of less than 2.00 in two consecutive terms and achieves a grade-point average (GPA) of less than 2.00 will be terminated and not considered for re-admission for at least one academic year. The student must apply for re-admission to the program.

A student's academic probation shall continue until the student achieves a grade-point average (GPA) of greater than 2.00 in one term.

Probation—Pass/Fail and Mastery Programs

In cases of unsatisfactory performance, the student and the instructor shall meet to discuss the student's performance.

If the student's performance does not improve, the instructor shall notify the Dean in writing of the student's learning difficulties. The Dean will convene a meeting of the student, instructor, the Dean and a counsellor at which time the student shall be informed that he/she is on academic probation and what must be done to remove it. The Registrar's Office shall be informed and the probationary status shall be entered on the student's academic record.

Students enrolled in Pass/Fail or Mastery programs who are on academic probation and have not improved their performance over the term of the probationary period may be suspended by the Dean.

Levels of Certification

A certificate is normally awarded for successful completion of a program of studies of up to one year of full-time study or equivalent. A certificate "with honours" is awarded to graduates with a cumulative program GPA of 3.50 or greater. Students are expected to complete the requirements for a certificate within five years of beginning the program.

A diploma is awarded for successful completion of a program of studies of four terms of full-time study or equivalent. A diploma "with honors" is awarded to graduates with a cumulative GPA of 3.50 or greater in the program. Students are expected to complete the requirements of a diploma within 10 years of beginning a program.

Certification Requirements

Students who have a cumulative GPA of 2.00 or greater in the program, and have met all the program requirements as outlined in the calendar at the beginning of their program, are eligible to graduate with certification.

Students who successfully complete a program must apply to the Registrar for the appropriate certificate or diploma in the term in which completion of the program requirements, as outlined in the college calendar, is expected.

Students who already have a certificate or diploma from Yukon College may pursue another certificate or diploma subject to the following conditions:

- A minimum of one-half of the courses required for the additional certificate or diploma beyond the requirements for the first certificate or diploma must be completed.
- The student shall meet all program and graduation requirements for the second certificate or diploma.

Transcripts and Mark Statements

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

A Transcript is an official cumulative grade report, bearing the college seal and the signature of the Registrar or her/his designate, of credit coursework undertaken at the college.

A Record of Achievement is an official cumulative record, bearing the college seal and the signature of the Registrar or her/his designate, of all non-credit coursework undertaken at the college.

Outstanding Debts

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

The Dean's List

In recognition of their academic achievement, full-time students with a GPA of 3.50 or greater in any term shall be placed on the Dean's List for that term. In the event the term for any program extends beyond the normal end date, students with a GPA of 3.50 or greater may be included in the subsequent term's Dean's List.

Release of Confidential Information

The release of confidential student information shall only be through the Registrar, LAC co-ordinator or Yukon College counsellor. Disclosure of information to interested external parties in response to verbal or written enquiries shall consist only of information determined to be matters of public record as described in AC 5.18. Release of information beyond this requires written authorization from the student involved, legal authorization or a decision by a counsellor that confidentiality should be broken. A counsellor will consider the following exceptions in making the decision to disclose information:

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

See Academic Regulations on the Yukon College website for student-appeal procedures:
www.yukoncollege.yk.ca/student_info/downloads/academic_regulations_2004/

Student Appeal Procedure	
Stage I: Informal Resolution	
Students should discuss the complaint with the instructor/staff member involved in making the initial decision.	
↓	
Stage II: Appeal to Chair/Dean	
Failing resolution at Stage I, a student should take the complaint directly to the appropriate Chair or Dean.	
↓	
Stage III: Formal Appeal	
If the issue remains unresolved, the student should initiate a formal appeal, in writing, by informing the Registrar within ten (10) working days of the incident within five (5) working days of receiving the final decision from the Dean.	

Non-Academic Appeal Procedure	
NOTE Non-Academic Appeal does not include grade appeal.	
Stage I: Informal Resolution	
Students should discuss the complaint with the instructor/staff member involved in making the initial decision.	
↓	
Stage II: Appeal to Manager/Chair/Dean	
Failing resolution at Stage I, a student should take the issue/complaint directly to the appropriate Manager, Chair or Dean.	
↓	
Stage III: Formal Appeal	
<p>If the issue/complaint remains unresolved or a student is dismissed from the college or college residence for reasons of a non-academic nature, the student may appeal the decision in writing and to the attention of the Director Student Services (DSS) or designate within 48 hours of receiving the written decision. Upon receipt of the letter of appeal, the DSS or designate will convene an Appeal Committee, to consist of the following members:</p> <ul style="list-style-type: none"> • The Director of Student Services or designate. • Two students, drawn at random by the Chair from the student membership of the Appeal Committee Panel. • Two faculty/staff members, drawn at random by the Chair from the staff/faculty membership of the Appeal Committee Panel. <p>It is understood that the student may bring one person to support his/her appeal.</p>	

Accommodations & Services for Students With Disabilities

Learning Assistance Centre—Support Services for Students With Disabilities

Whenever a student requires accommodations or services because of a disability or chronic condition, the Learning Assistance Centre will work with the student and all relevant Yukon College personnel to address those needs. More specifically, the staff will:

- Meet with the applicant or student.
- Gather the necessary information/documentation.
- Recommend appropriate, reasonable accommodations and support services.
- Advocate on behalf of the student.
- Assist the student in the negotiation of the terms of the accommodations to be made.
- Research diverse, feasible and reasonable accommodation options.
- Provide and/or co-ordinate the required support services and agreements.
- Advise the college administration on resources required to meet the present and foreseeable needs of Yukon College students with disabilities and/or chronic conditions.

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

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

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

Applicants and Students With Disabilities

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

The applicant or student with a disability must initiate contact with the Learning Assistance Centre—Support Services for Students with Disabilities to request accommodation/services, provide documentation as required and authorize the co-ordinator to proceed and remain fully involved in the whole process. The applicant or student with a disability must also be involved in the whole process.

Because of the complexity and expense of certain accommodation/services, applicants with disabilities should notify Yukon College of their needs at the earliest opportunity, ideally at or before the time of application. Generally, six weeks notice will be sufficient. However, when major adjustments have to be made (i.e., alternate media material required), it is recommended that the applicant with a disability approach Yukon College one term prior to registration.

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

Course Descriptions

ACCT 101 (45/0) Introductory Financial Accounting I

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

ACCT 102 (45/0) Introductory Financial Accounting II

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

Prerequisite(s): ACCT 101

ACCT 120 (3/0) Introductory Accounting

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

ACCT 220 (1.5 credits) Intermediate Accounting

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

Prerequisite(s): ACCT 120.

ACCT 202 (45/0) Introductory Financial Accounting

This course is an introduction to the measuring, recording, classifying,

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

ACCT 204 (45/0) Managerial Accounting I

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

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

ACCT 205 (45/0) Managerial Accounting II

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

Prerequisite(s): ACCT 204.

ACCT 209 (45/0) Intermediate Financial Accounting I

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

Prerequisite(s): ACCT 101 & ACCT 102, or ACCT 202

ACCT 210 (45/0) Intermediate Financial Accounting II

This course discusses monetary and non-monetary liabilities; accounting for bonds, leases, pensions and shareholders'

equity; tax allocation; analysis of financial statement information; and statement of changes in financial position.

Prerequisite(s): ACCT 209

ANTH 100 (3/0) Introduction to Cultural Anthropology

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

ANTH 101 (3/0) Biological and Forensic Anthropology

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

ANTH 102 (3/0) Survey of World Prehistory

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

ANTH 103 (3/3) Introduction to Anthropological Archaeology

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

ANTH 201 (3/0) Foundations of Forensic Anthropology

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

Prerequisite(s): ANTH 101 recommended.

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

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

Prerequisite(s): ANTH 100.

ANTH 221 (3/0) Subarctic Archaeology

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

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

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

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

Prerequisite(s): ANTH 100 is recommended.

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

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

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

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

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

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

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

This course introduces students to the anthropological study of kinship and its relationship to the economy in kin-based societies. The structure of aboriginal kinship in the North, its relationship to the

household or domestic economy, and the weaving of households together to form local village economies are examined and, in turn, related to the larger territorial, national, and “global” economies.

Prerequisite(s): ANTH 100 recommended.

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

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

Prerequisite(s): Admission to Applied Arts.

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

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

Prerequisite(s): ATHA 101.

BCS (Bachelor of Circumpolar Studies)

Offered in co-operation with the University of the Arctic. See NOST descriptions.

BEd (Bachelor of Education—YNTEP)

This Program is offered in co-operation with the University of Regina. Information about courses can be found in the University of Regina calendar or website: www.uregina.ca/

BSW (Bachelor of Social Work)

Offered in co-operation with the University of Regina. See SW 200 description in this listing. All other course descriptions for the program can be found in the University of Regina calendar or website: www.uregina.ca/

BIOL 050 Introduction to Biology I

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

the six kingdoms of living organisms.

Co-requisite(s): ENGL 050.

BIOL 060 Introduction to Biology II

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

Prerequisite(s): SCIENCE 040, BIOLOGY 050, Biology 11 or permission of instructor. **Co-requisite(s):** ENGL 050.

BIOL 101 (3/3) Principles of Biology I

An introductory course emphasizing principles of wide application to all living organisms, including cell structure and function, the mechanism of inheritance, evolution, and adaptation to the environment. Students must also register in BIOL 101L, the mandatory lab component of this course.

Prerequisite(s): Admission to Applied Arts.

BIOL 102 (3/3) Principles of Biology II

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

Prerequisite(s): BIOL 101.

BIOL 210 (3/2) Introduction to Northern Botany

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

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

BIOL 220 (3/2) Ecology

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

Prerequisite(s): BIOL 101 and 102.

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

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

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

BIOL 230 (3/0) Conservation Biology

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

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

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

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

BSW (Bachelor of Social Work Program)

This Program is offered in co-operation with the University of Regina. See SW 200 description in this listing. All other course descriptions for the program can be found in the University of Regina Calendar or website: www.uregina.ca/

BUS 001

Business Admin Co-op Work Term I

BUS 002

Business Admin Co-op Work Term II

BUS 003

Business Admin Co-op Work Term III

BUS 110 (45/0) Introduction to Management

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

BUS 111 (60/0) Statistics I

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

BUS 132 (45/0) Marketing Management

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

BUS 172 (21/0) Microcomputer Applications I, Microsoft Word

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

BUS 173 (21/0) Microcomputer Applications II, Internet/Microsoft PowerPoint

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

BUS 174 (21/0) Microcomputer Applications III, Microsoft Excel

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

BUS 175 (21/0) Microcomputer Applications IV, Microsoft Access

This 21-hour course is a beginner's look at Microsoft Access. Students learn how to create database tables, retrieve information

using queries, create forms and reports, maintain an existing database, and use macros to simplify tasks.

Prerequisite(s): BUS 174.

BUS 201 (45/0) Public Administration

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

Prerequisite(s): POLI 200, or consent of the division.

BUS 202 (45/0) Small Business Management

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

Prerequisite(s): ACCT 202 & BUS 132, or consent of the division.

BUS 203 (45/0) Computer Applications in Accounting

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

Prerequisite(s): ACCT 101 & ACCT 202, or ACCT 120, or consent of the division.

BUS 232 (45/0) Electronic Commerce

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

Prerequisite(s): BUS 132, or consent of the division.

BUS 240 (45/0) Personal Selling

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

Prerequisite(s): BUS 132, or consent of the division.

BUS 241 (45/0) Advertising and Promotion

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

Prerequisite(s): BUS 132, or consent of the division.

BUS 242 (45/0) Marketing Research

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

Prerequisite(s): BUS 111 & BUS 132, or consent of the division.

BUS 260 (45/0) Finance I

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

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

BUS 261 (45/0) Finance II

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

Prerequisite(s): BUS 260.

BUS 262 (45/0) Investment Finance

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

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

BUS 270 (45/0) Business Policy

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

Prerequisite(s): Second year status in the Business Administration Program, or consent of the division.

BUS 280 (45/0) Introduction to Labour Relations

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

BUS 281 (45/0) Human Resource Management

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

BUS 301 (45/0) Land Claims and the Community Economic Development Process

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

BUS 303 (45/0) Organizational Behaviour

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

BUS 305 (45/0) Organizational Theory and Analysis

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

Prerequisite(s): BUS 303, or consent of the division

BUS 307 (45/0) Statistics II

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

Prerequisite(s): BUS 111, or consent of the division.

BUS 311 (45/0) Commercial Law

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

BUS 320 (45/0) Applied Management Studies

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

BUSC 100 (3/0) Business Communications

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

BUSC 200 (2/0) Business Communications

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

Prerequisite(s): BUSC 100.

BUSM 100 (1.5/0) Business Math

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

CHEM 050 Introduction to Chemistry I

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

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

CHEM 060 Introduction to Chemistry II

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

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

CHEM 110 (3/3) The Structure of Matter

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

tutorial components of this course.

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

CHEM 111 (3/3) Chemical Energetics and Dynamics

More principles of chemistry with an emphasis on physical chemistry: atomic nucleus, equilibrium, kinetics, entropy and enthalpy. Successful completion of CHEM 110/111 will satisfy requirements for 6 credits of first year chemistry in the science and engineering degree programs at most Canadian and U.S. universities. Students must also register in CHEM 111L and CHEM 111T, the mandatory lab and tutorial components of this course.

Prerequisite(s): CHEM 110, MATH 12

CL 100 (1.5/0) Computer Literacy

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

COMM 040 Communication at Work

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

Prerequisite(s): Suitable score on writing assessment.

COMM 192 (45/0) Business Communications

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

COMP ST 040 Introduction to Computers

This course introduces students to a variety of applications used for work and entertainment: mouse skills, the fundamentals of Windows and windows

applications, file management, word processing and drawing skills, spreadsheet techniques, and practice with presentation graphics software. Students will use a browser to access information and use electronic mail on the Internet.

COMP ST 042 Introduction to Keyboarding

This course is designed for students with minimal or no computer experience. Approximately two-thirds of the course is spent on keyboarding skills while the other one-third is on basic word processing skills using MS Word 2000.

COMP ST 050 Computer Fundamentals

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

CPSC 100 (2/2) Computers and Information Processing

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

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

CRIM 101 (3/0) Introduction to Criminology

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

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

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

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

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

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

Prerequisite(s): SOCI 100 is recommended.

CRIM 121 (3/0) Community Problem Solving

Examines theoretical and practical approaches to problem solving and conflict resolution in a community context.

Prerequisite(s): CRIM 101 recommended.

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

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

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

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

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

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

Prerequisite(s): CRIM 101 or CRIM 131. CRIM 103 and CRIM 104 are recommended.

CRIM 213 (3/0) Woman, Crime and Justice

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

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

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

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

Prerequisite(s): CRIM 101 or CRIM 131.

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

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

Prerequisite(s): CRIM 135

CRIM 241 (3/0) Introduction to Corrections

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

Prerequisite(s): CRIM 101 or 131

CRIM 251 (3/0) Introduction to Law Enforcement

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

Prerequisite(s): Admission to Applied Arts. CRIM 131 is strongly recommended.

CRIT 040 Critical Issues 040

Students will examine current issues in a variety of disciplines. They will read, respond and reflect how these issues impact their lives and future work.

CRWR 201 (3/0) Writing Fiction and Poetry

Introduces beginning writers to the writing of short fiction, poetry, and short plays. Emphasis is on the development and strengthening of craft, the development of the skills necessary to critique one's own and other's work, and the exploration of voice.

Prerequisite(s): Admission to Applied Arts. Six credits of first-year composition and/or literature or permission of the instructor.

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

Introduces beginning writers to the writing of short fiction and poetry. The study and development of craft, the exploration of voice, and the acquisition of critiquing skills are emphasized.

Prerequisite(s): Admission to Applied Arts. Six credits of first year composition and/or literature or permission of the instructor.

CRWR 241 (3/0) Fiction Workshop

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

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

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

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

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

CRWR 243 (3/0) Writing Drama

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

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

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

Different than the Fiction Workshop, which concentrates on teaching students how to write shorter fiction, this course assists writers in writing longer works of fiction—a novella or novel. Students closely examine two novels/novellas—one usually a popular novel and the other

a literary novel—to discover techniques writers use when plotting longer stories.

CSW 104 (45/0/0) Understanding Youth at Risk

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

CULA 101 Safety, Sanitation & Equipment

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

CULA 102 Basic Food Service Skills & Kitchen Management I

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

CULA 103 Cold Kitchen

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

CULA 104 Baking & Desserts I

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

CULA 105 Egg & Breakfast/Hot Sandwiches

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

CULA 106 Vegetable & Starch Cooking

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

CULA 107 Meat & Poultry Cooking I

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

CULA 108 Seafood Cooking I

The seafood-cooking course will provide the student with a basic knowledge of identifying and storing all types of fresh, frozen or cooked seafood. The student will be able to describe and apply the

proper preparation and cooking methods for seafood cooking. Emphasis will be placed on correct preparation and cooking methods.

CULA 109 Stocks, Sauces & Soups I

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

CULA 110 Interpersonal Skills

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

CULA 121 Elementary Kitchen Management & Health Care I

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

CULA 122 Stocks, Sauces & Soups II

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

CULA 123 Cold Kitchen II

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

tion. Emphasis will be placed on work method and presentation.

CULA 124 Meat Poultry & Seafood Cutting

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

CULA 125 Vegetables & Starch Cookery II

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

CULA 126 Meat, Poultry & Seafood Cookery II

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

CULA 127 Baking & Desserts II

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

DIRS 040 Directed Study

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

DIRS 060 Directed Study

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

ECO 100 (45/0) Introduction to Microeconomics

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

ECO 101 (45/0) Introduction to Macroeconomics

This course is an introduction to the current macroeconomic terminology, concepts and theory that are fundamental to understanding, analyzing, and evaluating the overall performance of an economy. Topics include economic indicators, the Canadian banking system, inflation, unemployment, monetary and fiscal policy, economic growth, and international trade.

ECD 106 (60/0/0) Special Topics in Early Childhood Development

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

ECD 107 Orientation to Child Care

This 60-hour course is intended for family day-home providers and caregivers working in licensed child care centres who have no formal training in early

childhood development. The course focuses on working with children aged 0-12 years. It emphasizes health, safety, nutrition, child development, child guidance, child-care legislation, and working with parents.

ECD 108 (45/0/0) Family Child Care II

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

ECD 110 (30/0/0) Health, Nutrition and Safety

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

ECD 111 (60/0/0) Child Growth and Development I

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

ECD 112 (30/30/0) Introduction to Early Childhood

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

ECD 113 (0/0/240) Field Placement I

This course will provide students with an introduction to the practical field of Early Childhood Education and the opportunity to observe children in a variety of settings. For the first six weeks,

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

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

ECD 114 (0/15/0) Integration Seminar I

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

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

ECD 115 (30/0/0) Understanding Self-Esteem

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

ECD 121 Human Growth & Development II

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

ECD 122 (60/0/0) Learning Through Play

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

Prerequisite(s): ECD 111 and ECD 112.

ECD 123 (0/0/240) Field Placement II

Students are placed in co-operating community agencies in a variety of

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

Prerequisite(s): ECD 113 and ECD 114.

ECD 124 (0/15/0) Integration Seminar II

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

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

ECD 125 (30/0/0) Building Self-Esteem

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

Prerequisite(s): ECD 115.

ECD 200 (45/0/0) Science Areas and Young Children

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

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

ECD 211 (45/0/0) Family-Program-Community

This course is designed to increase the student's understanding of, and empathy

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

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

ECD 212 (45/0/0) Fine Arts with Young Children

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

Prerequisite(s): Completion of 1st year ECD program or permission of instructor.

ECD 213 (0/0/240) Field Placement III

See description ECD 123.

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

ECD 214 (0/15/0) Integration Seminar III

See description for ECD 124.

Co-requisite(s): ECD 213.

ECD 215 Interpersonal Communication Skills

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

ECD 222 Exceptional Individuals

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

ECD 223 (0/0/240) Field Placement IV

See description ECD 123.

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

ECD 224 (0/15/0) Integration Seminar IV

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

Co-requisite(s): ECD 223.

ECD 225 (30/0/0) Personal Growth and Development

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

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

ECON 260 (3/0) Environmental Economics

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

Prerequisite(s): Economics 100 or permission of the instructor.

EDUC 120 Introduction to Education

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

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

EDUC 121 Philosophy of Education

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

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

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

EDUC 221 (3/0) The Northern Multicultural Classroom

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

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

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

ENGL 040 Communication Through Reading and Writing

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

Prerequisite(s): Suitable score on writing assessment.

ENGL 050 College Writing Skills

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

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

ENGL 060 Introduction to Literature

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

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

ENGL 090 Bridging English for University

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

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

ENGL 100 (3/0) English Composition and Critical Thinking

This course introduces students to critical reading and thinking, as well as university-level writing and discourse and research skills. In addition to its regular class time, ENGL 100 includes a mandatory hour-long weekly lab during which students address writing problems and develop works-in-progress under close supervision.

Prerequisite(s): English 12 >80%; LPI 4 with 24/40 combined on Sentence Structure, English Usage & Reading Comprehension and 24/40 on the essay; ENGL 090 >B or 70%.

ENGL 101 (3/0) Introduction to Literature

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

Prerequisite(s): Three credits of first-year English composition (e.g., ENGL 100).

ENGL 120 Reading/Writing/Creating

The focus of this academic course is on the relationship between written language and visual practices, with an emphasis on

the development of analytical, critical, and creative writing skills. Training in research methods, note-taking, critical reading, building a logical argument, and writing an academic essay is based in explorations of visual culture as well as literary analysis.

Prerequisite(s): Admission to SOVA.

ENGL 121 Art Words

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

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

ENGL 203 (3/0) Introduction to the Novel

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

Prerequisite(s): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101), or permission of the instructor.

ENGL 205 (3/0) Literature and the Natural World

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

Prerequisite(s): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101) or permission of the instructor.

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

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

tion with different critical approaches.

Prerequisite(s): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101) or permission of the instructor.

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

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

Prerequisite(s): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101) or permission of the instructor.

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

This course examines English-language writing by First Nation authors. The syllabus emphasizes twentieth-century fiction, poetry and drama, but includes examples of orature.

Prerequisite(s): Six credits of first-year English composition and literature (e.g., ENGL 100 and ENGL 101) or permission of the instructor.

ENVS 040 Northern Contaminants and Wildlife

This course has been developed in collaboration with Canada's Northern Contaminants Program (NCP) and will be of interest to all northerners, but especially anyone interested in fisheries, wildlife, land and resource management. Students will learn of the major contaminants in northern ecosystems: what they are, where they come from, how they get here, the latest research results on levels and trends, and what it all means for northern wildlife and the people who depend on them.

ENVS 041 Northern Contaminants and Community Health

This course has been developed in collaboration with Canada's Northern Contaminants Program (NCP) and is complementary to ENVS 040. It covers the same material in less depth and focuses more on impacts of northern contaminants on human health. The course is relevant for all northerners, but particularly those interested in working in the health field. The importance of country food to the health of northerners, alternative models of health and wellness, and traditional versus modern diets are all discussed in light of

the latest research results on contaminants in northern ecosystems

ENVS 100 (3/2) Introduction to Environmental Science I

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

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

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

ENVS 200 (3/0) Environmental Perspectives

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

ENVS 201 (3/0) Environmental Ethics

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

ENVS 222 (3/0) Environmental Studies and Education

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

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

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

ENVS 232 (3/0) Issues in Ecological Tourism

Students investigate characteristics that distinguish eco-tourism from broader forms of tourism including adventure travel. This

course will be of interest to those planning, or presently involved in, eco-tourism adventure travel or related fields.

ESL 050 Advanced Level ESL

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

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

FA/CPR Standard First Aid and CPR

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

FIELD 100 (3/0) Fieldwork

Students will participate in four weeks of on-the-job training. Satisfactory attendance and a performance evaluation, completed by the employer, will be the credit criteria.

Prerequisite(s): Successful completion of all Certificate requirements in the field of study.

FILM 110 (3/0) Introduction to Film Studies I

Film is comprised of numerous other media and is pervasive in our society. Students explore and study the medium by developing critical inquiry skills of theorists, scholars, filmmakers, and their own observations. Students will form a foundational understanding of the art of communication with moving images through a variety of theories and concepts in film studies.

FILM 120 (3/0) Introduction to Film Studies II—Film Narrative

Participants examine and experiment with the backbone of film expression: sequence.

The class combines study and film practice to assess and discover the effects of signs, syntax, identification and other influences in the formation of narrative or story. Drawing from theories, film techniques, films and the experience of creating film sequences, participants discover how film sequences make meaning.

FINA 125 (3/0) History of Western Art

An introductory survey of Western (Greek and Christian/European) art, and architecture from the Palaeolithic period to the end of the Italian Renaissance (1520).

Prerequisite(s): Admission to Applied Arts.

FINA 126 (3/0) History of Western Art II

An introductory survey of Western Art, from the Baroque period of 17th century Italy to the late 20th century. The lectures present examples of painting, sculpture, and architecture, as well as other art forms. **Prerequisite(s):** FINA 125 or permission of the instructor.

FNST 100 (3/0) Introduction to First Nation Studies

This course introduces students to the study of the First Nations people of Canada and North America with a particular focus on Yukon First Nations. Course material ranges in time from 'pre-historic' to the current era of First Nation self-determination.

FREN 110 (3/1) First-Year French I

This course provides a working vocabulary and comprehensive range of language structures that will give students enough practical knowledge of oral and written French to handle a wide variety of everyday situations. Students are expected to have a basic acquaintance with the French language. Students must also register in FREN 110L, the mandatory lab component of this course.

FREN 111 (3/1) First-Year French II

Students continue to learn the vocabulary and the comprehensive range of language structure begun in FREN 110. At completion students should be comfortable using oral and written French in a variety of situations. Students must also register in FREN 111L, the mandatory lab component of this course.

Prerequisite(s): FREN 110 or permission of the instructor.

GEN 040 Social Studies, Science and Reading

General Studies 040 covers material for three tests of the General Educational Development (GED) testing program: Social Studies, Science and Reading. This course, in conjunction with the appropriate math and English courses will prepare students to write the GED tests.

Prerequisite(s): A minimum score of 68 on the DRP (G-2), or a minimum score of 24 on the Reading Comprehension section of the College Placement test.

GEOG 101 (3/2) Introduction to Physical Geography I

Introduces the basic physical principles and processes that govern climate: landform, vegetation, and soil systems, and natural and human-induced changes in environmental systems through time. Students must also register in GEOG 101L, the mandatory lab component of this course.

GEOG 102 (3/2) Introduction to Physical Geography II

This course introduces the physical environment. Topics include the basic physical principles and processes that govern climate-landform-vegetation-soil systems on the surface of the earth and natural and man-induced changes in environmental systems through time. Students must also register in GEOG 102L, the mandatory lab component of this course.

GEOG 190 (3/0) Human Geography of Canada

Examines how places and regions are created and how they operate in a globalizing world. Concepts, theories and frameworks are examined through the interaction between the natural, physical and human features of Canada's regions, especially the North. The course highlights the dynamic nature of human/place relationships and encourage students to cultivate their "geographic imaginations," and realize the importance of geographic knowledge today.

GEOG 220 (3/0) The Circumpolar North

Looks at selected topics in human, political and physical geography of the world's northern circumpolar region: Russia, Canada, Denmark, the USA (Alaska), Norway, Sweden, Finland and Iceland.

GEOG 250 (3/3) Introduction to GIS

Introduces the fundamental theories and concepts of Geographic Information Systems (GIS). Content includes data input, storage and editing, spatial data structures, analytical functions of a GIS, data output, management of GIS, and applications of GIS. Students must also register in GEOG 250L, the mandatory lab component of this course.

Prerequisite(s): Course work in physical geographic cartography and excellent computer skills, or permission of the instructor.

GEOG 290 (3/0) Climate Change and the Circumpolar World

This course begins with an overview of climate change as an issue, its detection, historical evidence and scientific basis, and then examines potential impacts of change on northern environments and socioeconomic systems.

GERM 100 (3/2) Beginning German I

This course is for students with no previous knowledge of German. It aims to enable students to communicate accurately in a variety of everyday situations while providing the necessary structural (grammatical) knowledge of the language. Students must also register in GERM 100L, the mandatory lab component of this course.

GERM 101 (3/2) Beginning German II

A continuation of German 100, the course aims to improve the student's practical mastery of written and spoken German. Instruction is in German. Students must also register in GERM 101L, the mandatory lab component of this course.
Prerequisite(s): German 100 or permission of the instructor.

GIS 001 Exploring Arc-View GIS level 1

Students learn how to use the Data View and Layout View of an ArcGIS map document to solve real-world problems with Yukon data. Students must also register in GIS 001L, the mandatory lab

component of this course.

Prerequisite(s): Good competency with PCs, particularly with the Windows operating environment and some familiarity with spatial data. This is an introductory course designed for those who have limited or no previous experience with GIS.

GSTD 120 (3/0) Introductory to Human Sexuality

Presents a broad overview of the study of human sexuality. Students develop an understanding of and appreciation for sexual attitudes, beliefs, and behaviours within and across cultures.

HCA 100 45/0/0 (3) Health & Healing A

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focuses on concepts of caring and person-centred care as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

HCA 101 45/0/0 (3) Health & Healing B

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focuses on concepts of basic human needs and human development; family, culture and diversity as they relate to health and healing.

HCA 110 45/0/0 (3) Health I—Interpersonal Communications

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students will be encouraged to become more aware of the effect of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

HCA 111 45/0/0 (3) Health II—Lifestyle & Choices

This course introduces students to a holistic concept of health and the components of a health enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students will be introduced to a model that can be applied in other courses to understand the multifaceted aspects of health and healing.

HCA 102 45/0/0 (3) Introduction to Practice

This course provides an introduction to the role of the HCA within the Yukon health care system. Students will be introduced to the ethical and legal issues in health care, the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

HCA 120 45/0/0 (3) Healing 1A—Common Health Challenges

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging, prevention of infection, and nutrition and healing.

HCA 121 45/0/0 (3) Healing 1B—Common Health Challenges

Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centred practice as it relates to the common challenges to health.

HCA 122 30/0/0 (2) Healing 1C—Common Health Challenges

This course focusses on end-of-life care and the role of the HCA in Hospice and Palliative Care.

HCA 130 30/0/0 (2) Healing 2A—Cognitive Challenges

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive challenges, specifically dementias and elder abuse.

Emphasis is on recognizing behaviours and identifying person-centred intervention strategies.

HCA 131 30/0/0 (2) Healing 2B—Mental Challenges

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing mental challenges, specifically common disorders and suicide. Emphasis is on recognizing behaviours and identifying person-centred intervention strategies.

HCA 140 60/0/0 (4) Healing 3A—Personal Care and Assistance

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of in-class theory and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. This course will focus on basic knowledge and skills.

HCA 141 60/0/0 (4) Healing 3B—Personal Care and Assistance

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of in-class theory and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. This course will focus on basic knowledge and skills.

HCA 150 0/0/60 (2) Clinical Placement/Practicum: Home Care & Assisted Living

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency and gain abilities that

will prepare graduates to assume the role of a Home Support Worker.

HCA 160 0/0/210 (4) Clinical Placement/Practicum: Multi-Level, Complex & Dementia

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility.

HHS 102 (45/0/0) Wellness

This course is required for the Home Care Support/Nursing Home Attendant, Community Support Worker, and Practical Nursing Programs. This course focuses on wellness as a lifelong process facilitated by self-awareness, self-care and interactions with others. Issues include culture, gender, economics, politics, lifestyle, environment, physical, emotional, and spiritual factors as they affect health.

HHS 103 (45/0/0) Role of the Para-Professional

This course is required for the Home Support Worker/Nursing Home Attendant, and Community Support Worker. This course focuses on personal and professional values and issues related to practice and relationships with client, coworkers, and employers in the health and human services field. Ethical and legal principles will be explored in various contexts and related to the practice setting.

HHS 104 (30/0/0) Caring

This course is required for the Home Support Worker/Nursing Home Attendant. This is a preparatory course in the transformation of attitudes that manifest caring. Qualities of caring that can be learned include commitment, willingness to change, caring about the whole, empowerment of others, creative conflict and choosing a care vision.

HHS 105 (45/15/0) Personal Care Skills

This course is required for the Home Support Worker/Nursing Home Attendant.

dant program. Assistance with daily living activities is the most common health challenge. Guided instruction will include providing personal care that assists an individual in meeting his/her needs for comfort, hygiene, mobility, nutrition, and elimination. Emphasis will be on promoting positive mental health, optimal physical health, safety, and maximum independence.

HHS 106 (45/40/0) Health & Healing: Body Structure and Function

This course is required for the Home Support Worker/Nursing Home Attendant program. This course provides the theoretical framework for home support worker/nursing home attendant practice which includes the understanding of concepts and principles related to a caring philosophy, human needs throughout a lifespan, body structure and function, health and healing, challenges to health and healing and approaches to caregiver practice which promote health and healing.

HHS 107 (/0/0/90) Practicum: Intermediate Care

This course is required for the Home Support Worker/Nursing Home Attendant program. This course is a supervised practice of personal care skills, communication and work habits in an intermediate care setting.

HHS 108 (30/0/0) Theory: Home Support

This course is required for the Home Support Worker/Nursing Home Attendant program. This course focuses on home management skills to assist clients in their home setting. Skills in infant and child care adapted to home will also be briefly reviewed.

HHS 109 (0/0/90) Practicum: Extended Care

This course is required for the Home Support Worker/Nursing Home Attendant program. Supervised practice of personal care skills, communication and work responsibility in an extended care setting.

HHS 110 (30/0/0) Caring for the Mentally Fragile: Theory

This course is required for the Home Support Worker/Nursing Home Attendant

program. This course focuses on the common disorders of the mentally fragile and emphasizes the approach to care and special techniques required to improve quality of life.

HHS 111 (0/0/50) Practicum: Home Support

This course is required for the Home Support Worker/Nursing Home Attendant program. This is a 50-hour practicum. Students will participate in supervised practice of home support skills in a home setting.

HHS 112 (0/0/90) Practicum: Care of the Mentally Fragile

This course is required for the Home Support Worker/Nursing Home Attendant program. In this 90-hour practicum students will work under supervision with clients who are mentally fragile. Experiences may be in a Special Care Unit or a residence or program for adults with mental disabilities.

HIST 120 (3/0) European History I

Surveys the development of Europe from the Renaissance to the Age of Reason. Attention is given to political, economic and military affairs, and cultural and intellectual development in Europe.

Prerequisite(s): Admission to Applied Arts

HIST 121 (3/0) European History II

Surveys the development of Europe from the French Revolution to the Cold War. Attention is given to political, economic and military affairs, and cultural and intellectual developments in Europe.

HIST 135 (3/0) Canadian History to 1867

This course provides an overview of the history of Canada from the French regime to Confederation.

HIST 136 (3/0) Canadian History: Confederation to the Present

The course provides an overview of the history of Canada from Confederation to the Quebec Referendum of 1980.

HIST 201 (3/0) Colonialism in the Americas I

Examines the colonialist experience in North America: how Europeans reacted to the challenges and opportunities

presented by the New World and how Americans reacted to the challenges and opportunities presented by the coming of the Europeans.

Prerequisite(s): Three credits first-year history.

HIST 202 (3/0) Colonialism in the Americas II

Examines the colonialist experience in Central and South America. The course focuses on European reactions to the challenges and opportunities presented by the New World and Americans reactions to the coming of the Europeans.

Prerequisite(s): Three credits first-year history.

HIST 218 (3/0) Women in Industrial Europe 1750-1980

Explores women's contributions and leadership during major European political, economic, cultural and social events. Particular attention is paid to the history of European women in revolution and war, women in class and family structures, women's struggle for political participation, women in work and the labour movement, women's contributions to the sciences, the arts, literature and philosophy, and women's leadership in the 20th century social revolutions including the sexual revolution and peace movements.

HIST 220 (3/0) History of the Canadian North

This course explores the character of Indigenous and Euro-Canadian cultures and the nature of the inter-change between them. Consideration is given to meaning-making through oral and written traditions, and narratives of the past. Topics such as fur trade, the Klondike Gold Rush, resource extraction enterprises, military adventures, economic development, and natural resource management readings, will be explored through discussion and films.

HIST 221 (3/0) History of the Yukon

Examines the history of the Yukon from about 1830 to 1970. Emphasis is placed on the political, social and economic development of the Yukon, but the course also examines the complex interaction between Yukon First Nations and non-First Nations.

HIST 237 (3/0) Politics of the Union & Confederation 1841-1896

Students study the major events, personalities and political, social and economic forces of the Union, Confederation and post -1867 periods in Canadian history.

Prerequisite(s): HIST 135 and HIST 136 or permission of the instructor.

HIST 240 (3/0) History of the United States

This course surveys American History from the period of exploration, first contact with native people, and colonial beginnings of the Thirteen Colonies to the American Civil War to the end of the Reconstruction period in 1877.

Prerequisite(s): HIST 120 and 121 or HIST 135 and 136, or permission of the instructor.

HIST 241 (3/0) History of the United States from 1877

A survey of American History from the Gilded Age, 1869 to 1896; industrialization, unionization, urbanization, agrarian revolt and American expansion from the middle to the end to the century including World Wars I & II, roaring twenties, stormy sixties, etc..

Prerequisite(s): HIST 120 and 121 or HIST 135 and 136, or permission of the instructor.

JOUR 101 (3/)) Introduction to Journalism

The practice and consumption of journalism is a multi-faceted area of study. In Journalism 101, students are offered the opportunity to learn both the principles of news reporting and news consumption. Main areas of study include writing for newspapers, news gatherings, interview techniques, accessing public information, and the ethics of reporting.

JOUR 110 (3/0) The History of Human Communication

Students learn about the development of information delivery from pre-modern times to the present day – from ancient runners to the invention of the Internet, as well as the impact news and technology has had on economies, societies and cultures. Special attention is paid to technological innovation and adaptation, freedom of the press in different historical periods, and events that changed the way human beings communicate with each other.

JS 100 (1.5 credits) Job Search 100

This course covers basic skills involved with finding and securing employment. The topics all relate to job-search strategies: networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour services.

Prerequisite(s): BUSC 200.

KEY 100 (1) Beginning Keyboarding

This course focuses on developing students' skills in keyboarding. The majority of time will be devoted to individual work and practice sessions.

KINE 100 (3/0) Introduction to Human Physiology

An introduction to the physiology of the human body. Students examine how the body meets changing demands while maintaining the internal constancy necessary for all cells and organs to function.

KINE 141 (3/0) Introduction to Sport Science

Provides an overview of sport sciences. A brief introduction to sport history, sport sociology, and sport philosophy will precede a more indepth study of exercise physiology and sport psychology.

KINE 142 (3/0) Introduction to Kinesiology

This course provides an overview of exercise and activity studies. The student is introduced to the structure and function of the neuromuscular and skeletal systems, biomechanics, exercise physiology and movement analysis. The course involves theory/lecture, as well as practical/lab exercises within the designated times.

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

LING 100 (3/0) Introduction to Linguistics

This course introduces the basic concepts of linguistics and linguistic analysis. It also offers insight into the body of subconscious knowledge that underlies language use and the mechanisms involved.

Master of Public Administration (MPA)

ffered in co-operation with the University of Alaska Southeast. See course descriptions in the University of Alaska

Southeast Calendar or website: www.alaska.edu/

MATH 030 Basic Mathematics

Consisting of whole numbers, fractions, decimals, ratio and proportion, percent, descriptive statistics, geometry and measurement, the real-number system, and introductory algebra. Problem solving and estimations skills are emphasized.

MATH 040 Introductory Algebra

Introductory Algebra consists of pre-algebra review, introduction to real numbers and algebraic expressions, solving equations, operations on polynomials, factoring of polynomials, rational expressions and equations and graphs of equations.

Prerequisite(s): B- in Math 030 or suitable scores on the placement test.

MATH 050 Intermediate Algebra

This course provides an introduction to algebra, focusing on real numbers; equations and problems; systems of equations; inequalities and sets; polynomials and functions; fractional expressions and equations; exponents, powers and roots; quadratic equations and functions; and trigonometry.

Prerequisite(s): Minimum grade of B- in MATH 040 or suitable scores on the placement test.

MATH 053 Apprenticeship Preparation Math

This course provides a foundation of concepts of mathematics, including fractions, decimals, percent, graphing, introductory algebra and polynomials, geometry, trigonometry and systems of measurement. The applied approach to the delivery of this course material will provide an integration of mathematical and scientific concepts with the trades.

MATH 060 Advanced Algebra and Trigonometry

Students review basic concepts of algebra, including equations, inequalities and problem solving; relations, functions and transformations; linear and quadratic functions and inequalities; exponential and logarithmic functions; equations of second degree and their graphs; the trigonometric or circular functions; trigonometric identities, inverse functions and equations; triangles; systems of linear

equations and inequalities; imaginary and complex numbers; polynomials and rational functions; sequences and series.

Prerequisite(s): Minimum grade of 65% in Math 11 with algebra or MATH 050 or suitable scores on the placement test.

MATH 070 Introduction to Calculus

This course is intended to give students an introduction to calculus. Students learn some of the basic concepts of calculus before taking a university calculus course such as MATH 100. This course will incorporate a review of some algebraic skills needed for Math 070. Other topics include limits, rates of change, derivatives of elementary and trigonometric functions, the Mean Value Theorem, curve sketching, the Fundamental Theorem of Calculus, and integrals of elementary functions.

Prerequisite(s): Minimum grade of B- in MATH 060 or 65% in Math 12.

MATH 100 (3/2) Single Variable Calculus I

This is a first course in calculus. The topics include limits and continuity; the derivatives of elementary and trigonometric functions; applications of the derivative in solving problems and graphing; integration of elementary and trigonometric functions; and applications of integration. Also covered are the Mean Value Theorem and the first and second fundamental theorems of calculus.

Prerequisite(s): MATH 070 or 65% or better in MATH 12 or MATH 060.

MATH 101 (3/2) Single Variable Calculus II

A second course in calculus with emphasis placed on integration. Topics include: log and exponential functions, techniques of integration, improper integrals, linear differential equations, infinite series, polar co-ordinates, and parametric equations.

Prerequisite(s): MATH 100.

MATH 105 (3/0) Introductory Statistics

A first course in statistics. Topics include descriptive statistics; correlation and regression; probability; chance variability; sampling; tests of significance including t-test. A good knowledge of high school algebra is critical. Students must also

register in MATH 105T, the mandatory tutorial for this course.

Prerequisite(s): Admission to Applied Arts, MATH 11, MATH 12 or MATH 130 is strongly recommended.

MATH 130 (4/0) Finite Mathematics

Primarily for non-science students who wish to have some exposure to mathematical thinking. The course covers a diverse set of interesting topics including logic, set theory, combinatorial analysis, probability, graph theory, systems of linear equations, vectors and matrices, and linear programming. Areas of application will be chosen mainly from business and the social and behavioural sciences. Recommended for students planning to take MATH 105 Introductory Statistics.

Prerequisite(s): Mathematics 11 or MATH 050

MICRO 100 (1.5) Introduction to Excel

This course provides an introduction to the concepts of electronic spread sheeting. Students will be able to create, edit, format, and print worksheets and charts, and create, edit, and sort databases.

Prerequisite(s): CL 100.

MICRO 105 (1.5) Introduction to Access

This course provides an introduction to the functions and concepts of a relational database system. Students will learn to create, maintain, query and print a database; design effective reports and forms, and also create and present data in reports and forms.

Prerequisite(s): MICRO 100 and CL 100.

MICRO 110 (1.5) Introduction to PowerPoint

This course provides an introduction to the concepts of presentation graphics. Students will learn the fundamentals of creating, enhancing, and delivering a presentation.

Prerequisite(s): CL 100.

MICRO 200 (1.5) Intermediate Excel

This course focuses on working with templates and multiple worksheets; creating a web page; using financial and database functions; analyzing data by goal seeking and data tables; finding, extracting, and deleting records that meet comparison criteria; embedding and linking objects from one application to another.

Prerequisite(s): MICRO 100, CL 100.

MICRO 230 (1.5) Simply Accounting

This course provides an introduction to computerized accounting using Simply Accounting software. Students will be able to establish company records and maintain daily transactions using the general journal, accounts receivable, accounts payable, and payroll features. Students will also learn to create financial statements.

Prerequisite(s): ACCT 120, CL 100.

MICRO 231 (1.5) ACCPAC for Windows

This course provides an introduction to the special features and capabilities of the ACCPAC for Windows accounting system using the general ledger, accounts receivable, and accounts payable modules. Students will be able to establish company records, set up various journals and ledgers, process transactions and adjustments, produce financial reports, and complete period-end tasks.

Prerequisite(s): ACCT 120, CL 100.

NCIT 114 Networking

This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses indepth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

NCIT 230 Systems and Application Scripting

Scripting skills are an important asset for system administrators, regardless of the network operating system or systems used. This course introduces scripting for system administrators working within a Microsoft environment. Emphasis will be placed on automating a variety of tasks within a networked environment.

NCIT 236 Network Infrastructure

The main goal of this course is to provide students with a comprehensive understanding of networking infrastruc-

ture supported by Microsoft Windows 2008 Server. The course focuses on implementing routing; implementing, managing, and maintaining dynamic host configuration protocol (DHCP), domain name system (DNS), file services, print services and securing data and transmissions using IP security (IPSec). Another goal is to prepare students for the Windows 2008 Server certification exam 70-642.

NOST 100 (3/0) Introduction to the Study of the North

An exploration of issues in the Canadian North, linking discoveries and insights of the various academic disciplines. The material in all themes covers the Yukon and Northwest Territories and the northern regions on the provinces.

NOST 101/BCS 100 (3/0) The Circumpolar World

Introduces students to the landscape, peoples and issues of the region. It examines the geography, biological and physical systems of the Subarctic and Arctic, then turns to the aboriginal and contemporary peoples of the region. It also surveys some of the particular issues facing the region including: climate change, economics, and political climate. This course will be offered online.

NOST 200 (3/0) Research in the North

Explores the history of northern research, practical and ethical aspects on conducting and reporting research in the sciences and the humanities, and the state of contemporary northern research in a variety of disciplines.

NOST 201 (3/0) The Natural History of the North

A broad overview of the natural history of circumpolar northern regions. Students study the plants and animals of the North and their adaptations to the environments, and the forces that shape and have shaped the northern landscapes. Mandatory field activities.

NOST 202 (3/0) The Social History of the North

An overview of the social history of the North with particular emphasis on Aboriginal cultures, the consolidation of

European domination in the North, human ecology, and contemporary political economy of the North.

NOST 215 (3/0) Northern Studies Field Methods

This course introduces northern scientific field techniques and concentrates on the practical skills needed to work in the field. The main focus is on methods of describing and collecting data in terrestrial and aquatic ecosystems.

Prerequisite(s): Admission to the Renewable Resource Management Program.

NOST 216 (3/0) International Polar Year IV: Context and Promise

This multidisciplinary course presents an overview of the historical and scientific context of the Fourth International Polar Year (2007-08) and offers a focussed examination of its development, planning and execution. The overall orientation of the course is historical and descriptive rather than analytical or theoretical.

NOST 324 /BCS 331 (3/0) Contemporary Issues in the Circumpolar World I

Students are introduced to the important structures and forces affecting the sustainability of natural resource use, the economies of these communities, and economic ownership.

Prerequisite(s): NOST 101/BCS 100 or permission of the instructor.

NOST 325/BCS 332 (3/0) Contemporary Issues in the Circumpolar World II

This course continues the discussion of the important structures and forces affecting the sustainability of circumpolar communities. Questions relating to governance and politics, social issues, and global issues are explored.

Prerequisite(s): NOST 324/ BCS 331 or permission of the instructor.

NOST 326/BCS 311 (3/0) Lands and Environments of the Circumpolar North I

This course examines the processes operating at the Earth's surface and within the atmosphere and oceans, and of their roles in structuring northern ecosystems, as well as the impacts of climate change on northern landscapes and their human inhabitants.

NOST 327/BCS 312 (3/0) Land and Environment of the Circumpolar World II

A continuation of NOST 326/BCS 311. This course provides students with a more in-depth understanding of the land and environment that defines the Circumpolar North; and the key issues involving interaction between humans and the environment.

NOST 328/BCS 321(3/0) Peoples and Cultures of the Circumpolar North I

This course critically examines the human environment and experience of the Circumpolar North. Students gain a solid understanding of the social and cultural context of the Circumpolar World and of the factors that shaped its present-day social and political composition.

NOST 329/BCS 322 (3/0) Peoples and Cultures of the Circumpolar World II

A continuation of NOST 328/BCS 321, this course continues the examination of the human environment and experience of the Circumpolar North. It aims to promote an integrated and multidisciplinary understanding of the circumpolar peoples and their adaptations and contribution to social, economic, political and environmental changes.

Prerequisite(s): BCS 100/NOST101 or Permission of the Instructor.

OP 100 (2/0) Office Procedures

This course focuses on practical knowledge and skills related to office procedures, systems, and routines. Major topics will include human relations, time management, critical thinking, the telephone and customer service, minutes, meetings, mail procedures, travel arrangements, and presentation skills

Prerequisite(s): Instructor approval.

PADM 601 Introduction to Public Administration

This course introduces the intellectual history and development of the American administrative state and the study of public administration. It reviews the major topical areas in public administration, reforms in public administration, and current issues facing the field. One purpose of the course is to integrate theoretical concepts in the field with cur-

rent issues and practical problems. The course is designed to be the first course a new MPA student takes.

PADM 604 Research Methods in Administration

Research Methods in Administration
Introduces basic quantitative and qualitative methods of social science research as applied to policy and administrative problems. Addresses research design, data collection and analysis methods, interpretation and evaluation of published research.

Prerequisite(s): Introductory statistics class.

PADM 610 Organizational Theory and Behaviour

The course combines the study of organizations with the study of the individual in the organization. Historical foundations and principles of administration are presented. Classical as well as state-of-the-art administrative philosophies are explored. The course also addresses the evolution of the study of behaviour in the workplace-theories and concepts of leadership, motivation, conflict, stress, communication and group dynamics within the organizational environment are explored.

PADM 618 Law for Public Managers

Legal guidelines for adoption, implementation and adjudication of public-agency regulations at federal, state and local levels. Legislative, executive and judicial controls on agencies, and the political environment of regulatory action.

PADM 624 Human Resources Administration

Survey of human resource management issues in the public sector, including recruitment, selection, classification, compensation, training and development, discipline and dispute resolution, collective bargaining, performance evaluation, and risk management. Addresses law and practice of current issues such as affirmative action, discrimination, sexual harassment, disabilities, family medical leave and pay equity.

PADM 625 Economics and Public Policy

Examines economics both as a determinant of public policy and as a tool of public administration. Topics include how

markets allocate resources, the role of government in a market economy, market failures and responses, problems of efficiency vs. equity, and application of microeconomic tools to analysis of Alaska and national-policy issues.

Prerequisite(s): 1st-year economics.

PADM 628 Public Financial Management

Survey of theory, practice, problems and politics of financial management in governmental units, revenue sources, budgetary planning and control, methods of debt financing, and intergovernmental relationships. Addresses federal, state and local perspectives.

Prerequisite(s): 1st-year economics.

PADM 671 Ethics & Public Administration

This course will explore the theory and practice of ethics as it applies to public managers. Ethics is a current topic at national, state and local levels, but the subject has been an issue as long as there have been governments. What are ethics? How are they arrived at? What legislation has been passed and how does this impact public managers in their day to day work? How can public managers best meet their ethical obligations in today's society?

PADM 688 Program Evaluation and Performance Measurement

Introduces students to the theories, concepts, and analytical tools used in the evaluation of public programs and policies. Examines conceptualization and practicality of measures that accurately evaluate performance. Explores the dynamics of evaluating program process and structure in a political environment.

Prerequisite(s): PADM 689.

PADM 690 Capstone

Final course in the MPA curriculum. Students review, synthesize and apply concepts and methods learned during the degree program to the evaluation of a public or non-profit organization. Intended as a program review and assessment tool.

Prerequisite(s): Completion of all other MPA requirements.

PHED 222 (3/3) Introduction to Northern Outdoor Pursuits

This course will introduce participants to various summer and winter outdoor

pursuits, including rock climbing, hiking, backpacking, mountain biking, snowshoeing, backcountry skiing, winter camping, and winter survival skills.

Instruction will focus on the principles of outdoor leadership, risk management, team building, and decision making in a northern environment. Students will develop knowledge & skills for leading group activities in the northern outdoors. Mandatory field activities.

Prerequisite(s): Admission to the School of Liberal Arts.

PHED 225 (3/3) Northern Outdoor Pursuits & Leadership II

This course will introduce participants to various winter outdoor pursuits, including ice climbing, snowshoeing, backcountry skiing, ski touring, and winter camping. Instruction will focus on the principles of outdoor leadership, risk management, team building, and decision making in a northern environment. Students will develop knowledge & skills for leading group activities in the northern outdoors.

Prerequisite(s): Admission to the School of Liberal Arts.

PHIL 110 (3/0) Introduction to Philosophical Concepts and Reasoning

Introduces student to various philosophical concepts and tools of analysis through the study of first-order symbolic logic. Principles of critical thinking and fallacies of reasoning are also considered.

PHIL 111 (3/0) Introduction to the History of Philosophy

What is truth? Is there a God? How ought we to live our lives and organize our societies? Students respond to questions such as these by reading some of the central works in the history of philosophy, from ancient to modern times.

PHYS 050 Principles of Physics

The course content includes motion, vectors, forces, inertia, linear momentum, circular motion, gravitation, energy, work, heat, liquids and gases, and electricity. Includes seven laboratory sessions.

Co-requisite(s): Math 11 with algebra or MATH 050. Students are advised to take MATH 050 prior to enrolling in Physics 050.

PHYS 060 Introductory Physics

This course provides an introduction to a broad range of physical phenomena including dynamics, waves, electricity and magnetism, and geometric optics. The use of graphs and vector analysis is emphasized throughout. Laboratory exercises serve to familiarize the student with both the phenomena and the laboratory instruments commonly used to measure them.

Prerequisite(s): Minimum grade of 65% in either Physics 11 or B- in PHYS 050.

Co-requisite is Math 12 or MATH 060. A demonstrated writing ability is also required.

PHYS 101 (3/3) Elementary Physics I

This calculus-based course examines the theoretical and practical applications of Newtonian mechanics. Quantitative data analysis techniques are introduced. Students must also register in PHYS 101L and PHYS 101T, the mandatory lab and tutorial components of this course.

Prerequisite(s): Admission to Applied Art and PHYS 100 or Physics 12.

PHYS 102 (3/3) Elementary Physics II

This calculus-based course examines the theories and applications of electromagnetism. More rigorous quantitative data analysis techniques are developed. Students must also register in PHYS 102L and PHYS 102T, the mandatory lab and tutorial components of this course.

Prerequisite(s): PHYS 101.

POLI 222 (3/0) Northern Resources and Environmental Law

An introduction to, and an overview of, the legal regime controlling resource development in the North. Relevant environmental laws affecting resource development in the North are also examined.

POLI 241 (3/0) Introduction to International Relations

Students are introduced to international relations in the 21st Century. The course investigates this history of the international political system; how the international community is dealing with terrorism; how international organizations and institutions are adapting to the "New World Order" of the new millennium; the rise of Asia's next superpowers; how economic globalization impacts the world's richest and poorest.

PSYCH 050 General Psychology

This course employs a theoretical and practical approach to the acquisition of knowledge based on the fundamental principles of science and psychology. It proceeds with the application of these principles in terms that will be useful to students as they seek to understand their human potential.

Co-requisite is ENGL 050.

Practical Nurse Program (PN)

This Program is offered in co-operation with Bow Valley College. Information about courses can be found in the Bow Valley Calendar or website www.bowvalleycollege.ca/courses_programs/bcc/index.htm/

PSYCH 060 The Psychology of Work

This course employs a theoretical and practical approach to the acquisition of knowledge regarding the world of work in our changing world. Students examine needs, values, attitudes, work ethics, human relations, and communication in the workplace. Knowledge and experience gained through the course will help students with the selection of a career path that is compatible with their goals, based on a greater understanding of their work personality.

Co-requisite is ENGL 050.

PSYC 100 (3/0) Introduction to Psychology I

A survey of all the major content areas and current research of psychology: basic research methodology, neuroscience, sensation and perception, learning, memory, thinking and language, and motivation. The APA writing style is also introduced.

PSYC 101 (3/0) Introduction to Psychology II

Continues the survey of all the major content areas of psychology begun in PSYC 100. the course covers development, personality, stress and health, psychopathology, therapy, and social psychology.

PSYC 201 (3/0) Research Methods in Psychology

Introduces the methods of research used in psychology and provide students with an appreciation of the scientific approach and the skills to carry out basic research proj-

ects. The laboratory component provides an opportunity to apply this knowledge.

Prerequisite(s): PSYC 100 or 101.

PSYC 202 (3/0) Cognitive Psychology

Presents a broad introduction to the content and methods of cognitive psychology. Topics include examination of memory, attention, concept formation, problem solving, artificial intelligence, and the relation of language to thought.

Prerequisite(s): PSYC 100 or PSYC 101.

PSYC 203 (3/0) Social Psychology

Examines how social psychologists use experimental and correlational research methods to gain insight into social behaviour, and how social psychological theories can be used to understand behaviour and judgments in everyday life.

Prerequisite(s): PSYC 100 or PSYC 101.

PSYC 204 (3/0) Abnormal Psychology

Presents a broad introduction to the area of abnormal psychology. The definition of abnormal behaviour; etiology, the diagnostic features, prevalence and treatment of various disorders; abnormal psychology and cultural diversity; abnormal psychology and societal issues are studied.

Prerequisite(s): PSYC 100 or 101.

PSYC 205 (3/0) Child Development

The physical, cognitive, and social aspects of child development are studied. Applications of these theories and findings are also considered.

Prerequisite(s): PSYC 100 or 101.

PSYC 230 (3/0) Psychology of Women

Explores the biological, psychological, and cultural influences on sex differences, and the implications of sex differences and gender roles for women and men in our society. The course also examines how psychoanalysis, as a methodology, is used by writers of varying cultural background in an attempt to understand female psychology and/or psychological sex differences.

Prerequisite(s): PSYC 100 or 101.

RECM 100 (1.5) Records Management

This course focuses on demonstrating the value of records management and its necessity to running an effective business.

Major topics will include the most common filing systems: alphabetic, geographic, numeric, alphanumeric, and subject. Students will use ARMA rules to index, prepare cross-references and locate, charge out, and follow up on requested records.
Prerequisite(s): CL 100.

RELI 100 (3/0) Introduction to World Religions I

Focuses on the major religious traditions of eastern and southern Asia. Through an examination of each faith's historical background, religious teaching and practice, worldview, as well as other relevant aspects, students gain an introductory understanding into the major religions in the world today.

RELI 101 (3/0) Introduction to World Religions II

Focuses on the religious traditions of ancient Judaism and Christianity in western civilization. By examining significant religious texts, students will become acquainted with the formative traditions, practices and principles that underpin these two religions.

NOTE: Many of the following Renewable Resource Management (RRMT) courses do transfer as a block to certain programs at the University of Northern British Columbia (UNBC) and the University of Lethbridge. For further information about transferability contact Scott Gilbert at 867.668.8776.

RRMT 103 First Aid

A non-credit course covering the practice of first aid and CPR in wilderness settings.
Prerequisite(s): Admission to Renewable Resources Management Program or permission of the instructor.

RRMT 121 (3/3) Northern Field Biology

Stresses those aspects of biology that are particularly relevant to field studies in renewable resources management. Topics include anatomy, physiology, taxonomy, evolution, animal behaviour and life histories of northern organisms. Students must also register in RRMT 121L, the mandatory lab component of this course.
Prerequisite(s): Admission to RRMT program.

RRMT 122 (3/3) Maps and Remote Sensing

Introduces the practical uses of maps

and remote sensing as tools in the management of renewable resources. The course ends with a brief introduction to computer-based geographic information systems. Students must also register in RRMT 122L, the mandatory lab component of this course.

Prerequisite(s): Admission to Renewable Resources Management Program.

RRMT 125 (3/3) Renewable Resources Measurements

Students apply scientific and mathematical principles and field techniques to the collection and presentation of data used in the management of renewable resources.
Prerequisite(s): Admission to Renewable Resources Management Program or permission of the instructor.

RRMT 127 (3/0) Introduction to Renewable Resources Management

Students are introduced to the disciplines, tools, agencies and careers involved in the management of natural resources. Emphasis is placed on developing a realistic understanding of the broad social and ecological dimensions of the field and on fostering analytical, problem solving and communication skills.

Prerequisite(s): Admission to Applied Science & Management or permission of the instructor.

RRMT 134 (3/0) Salmon Hatcheries and Fishery

This course is an introduction to salmon hatcheries and fisheries techniques related to hatchery operations and assessment. Various hatchery techniques will be explored, but the emphasis will be on small-scale salmon incubation practices, using the Northern Research Institute Chinook salmon incubation facility as a model and a venue for practical application of techniques.

Prerequisite(s): Admission to Renewable Resources Management Program.

RRMT 148 Firearms Use and Safety

A non-credit course covering the selection and safe use of rifles and shotguns, as well as hunting techniques and ethics. The syllabus includes the Yukon Government Hunter Education and Ethics Development Course.

Prerequisite(s): Admission to Renewable Resources Management Program.

RRMT 149 Boat Safety

A non-credit classroom based course covering the safe use of motorized watercraft. Upon successful completion students will receive a Pleasure Craft Operator's card.

Prerequisite(s): Admission to Renewable Resources Management Program.

RRMT 200 Field Methods

A 12-day summer course in which students gain practical skills, knowledge and experience in aspects of fieldwork relating to the management of renewable resources.

Prerequisite(s): Admission to second year of the Renewable Resources Management Program or permission of the instructor.

RRMT 201 Winter Travel and Survival

In this non-credit field course participants practice the basics of safe winter survival and off-road travel, and learn how to deal with emergencies such as hypothermia and frostbite.

Prerequisite(s): Admission to second year of the Renewable Resources Management Program.

RRMT 202 (3/3) Biometrics

Participants of the course learn, with reference to biological and environmental examples; how to describe central tendency and variability of data; how to optimize the collection of data; and how to apply basic parametric and non-parametric statistical tests. Students must also register in RRMT 202L, the mandatory lab component of this course.

Prerequisite(s): Admission to the second year of the Renewable Resources Management Program and RRMT 125, or permission of the instructor.

RRMT 204 (0/1) Guided Independent Studies in Renewable Management

Participants research a topic relevant to renewable resources management and make a formal written and oral presentation of the results. Regular contact is maintained between the instructor and students but the research is done out of regularly scheduled class time.

Prerequisite(s): Admission to the second year of Renewable Resources Management Program.

RRMT 223 (3/3) Wildlife Management

Participants examine aspects of wildlife biology and the technical and societal context within which wildlife are man-

aged in Northern Canada. Students must also register in RRMT 223L, the mandatory lab component of this course.

Prerequisite(s): Admission to the second year of the Renewable Resources Management Program, RRMT 121, RRMT 125 and NOST 201, or permission of the instructor.

RRMT 232 (3/0) Introduction to Environmental Law Enforcement

Participants are introduced to those aspects of the Canadian legal system that are applicable to the enforcement of environmental legislation, including alternatives to prosecution.

Prerequisite(s): Admission to Applied Arts or permission of the instructor.

RRMT 235 (3/3) Forest Management

Introduces the boreal forest as a complex ecosystem with a variety of values. Current management issues and methodologies to meet competing demands are examined. Students must also register in RRMT 235L, the mandatory lab component of this course.

Prerequisite(s): Admission to second year of the RRMT Program, RRMT 121 and RRMT 125, or permission of the instructor.

RRMT 236 (3/3) Land and Protected Area Management

Starting with an examination of the legal, administrative and operational framework of established land management agencies, this course goes on to study changes and needs arising from the implementation of land claim settlements. Students must also register in RRMT 236L, the mandatory lab component of this course that involves fieldwork.

Prerequisite(s): Admission to second year of the Renewable Resources Management Program, or permission of the instructor.

RRMT 237 (3/3) Fisheries Management

This course begins by looking at fisheries as a system consisting of societal, institutional and ecological elements. It continues with an examination of technological aspects including stock assessment and enhancement, harvest management and habitat protection. Students must also register in RRMT 237L, the mandatory lab component of this course.

Prerequisite(s): Admission to second year of the Renewable Resource Management

Program, RRMT 121, RRMT 125 and NOST 201, or permission of the instructor.

RRMT 238 (3/0) Environmental Protection and Impact Assessment

Provides an overview of environmental protection in Canada then focuses on the assessment and mitigation of impacts through environmental impact assessments.

Prerequisite(s): Admission to Applied Arts, or permission of the instructor.

RRMT 239 (3/3) Hydrology and Water Resources Management

This is a two-component course intended to teach students habitat assessment techniques for freshwater ecosystems, as well as the basic elements of hydrology. Applied aspects of limnology are emphasized. In the hydrology section of the course students study how water is distributed, moved and stored on a global scale followed by the study of processes at small scale.

Prerequisite(s): Admission to second year of the Renewable Resources Management Program, NOST 201 AND RRMT 125.

RRMT 240 (3/0) Strategic Land-Use Planning

Focusses on defining broad land and resource allocation and management objectives and the strategies to achieve them.

Prerequisite(s): Admission to Applied Arts.

RRMT 241 (3/0) Introduction to Land Management

This course explores Yukon's regime for managing land, including the historic factors that have influenced how today's regime has developed and the land management sections of the Yukon land claim agreements. Students become familiar with relevant laws, policies and plans that affect Yukon lands.

Prerequisite(s): Admission to second year of the Renewable Resource Management Program.

RRMT 242 (3/0) First Nation Land Management

This course explores many aspects of the regimes that Yukon First Nations have developed for managing settlement lands. A large component deals with First Nations Final Agreements and Self-Government Agreements, and the powers and rights these confer on Yukon First Nations in relation to land management.

It also covers the rules and programs Yukon First Nations have created to manage settlement lands; for developing subdivisions; for land use planning; and for record keeping using a land registry.

Prerequisite(s): Competency in Grade 12 English or ENGL 090, or completion of Grade 12 or equivalent, or consent of the instructor.

SCI 040 Yukon Science

This course is an academic and skill preparation course. Students will be introduced to the basic concepts of science: terminology, equipment, and problem solving. Emphasis is given to teaching/learning using anecdotes, hands-on activities and problem solving situations. Students will work on a major project to be chosen from the following topics: Small engines, forest science, earth science, heredity and genetics or in consultation with their instructor.

SCI 053 Apprenticeship Preparation Science

Provides a foundation of concepts of science including matter, motion, forces, simple machines, fluids, gases, electricity and light. The applied approach to the delivery of this course material will provide an integration of mathematical and scientific concepts with the trades.

SOCI 100 (3/0) Introduction to Sociology

An introduction to the discipline of sociology. Historical and contemporary theoretical perspectives and the various methods of social research are examined. Major social institutions including the family, education, and the economy are also discussed.

SOCI 103 (3/0) Canadian Society

Examines Canadian society from a macro-sociological perspective. Consideration is given to the questions of Canadian identity, the uniqueness of Canadian society, and national autonomy in a global economy.

Prerequisite(s): Admission to Applied Arts. SOCI 100 is recommended.

SOCI 209 (3/0) Society, Technology and Values

This course examines the interaction of three entities: The technologies developed by a society, the values of the

individuals in that society, and its social organization. The goal of this course is to heighten students' powers of observation concerning technologies, and to enhance their critical understanding of the changes new technologies may cause.
Prerequisite(s): ENGL 100. Recommended: A 100-level sociology, anthropology or philosophy.

SOCI 220 (3/0) Contemporary Social Issues in the North

Through the study of society and human behaviour students develop an understanding of sociological theory and method as they apply to social issues in the North.

SOCI 227 (3/0) Research Methods in the Social Sciences

The theory and logic of research, the ethics that guide the research process, and the range of research methods generally employed in the social sciences are introduced. Emphasis is on providing practical knowledge of the research process and in preparing students to conduct their own research project.

Prerequisite(s): Completion of a 100-level social science course or permission of the instructor.

STSK 040 Study Skills 040

Students will practice effective time management, study and organization skills. The purpose is to utilize these skills in order to enhance success in the workplace and in other courses.

SUCC 050 Student Success

Student Success 050 is designed to improve a student's performance as a learner. The course offers tools, strategies, resources and suggestions for success in and outside the classroom. Small group discussions, practical classroom exercises, and assignments will be included.

Co-requisite is ENGL 050 or permission of instructor.

SURV 101 (7) Surveying I

This course covers the basic theory of surveying. Topics include: Elementary properties of triangles, measurements of angles, trigonometric functions, imperial and SI units, accuracy and precision, surveying equipment, use of a programmable calculator, measurement of distance,

corrections, note taking, standardization procedures, measurement of elevation differences, curvature and refraction, adjustment of errors, angles and directions, magnetic bearings, declination, transits and theodolites, survey traverses computations, circular curves.

SURV 102 (0) Field Methods I

This course introduces students to the basic practical skills of surveying. Topics include use of tapes, chains, theodolites, and levels for measuring distances, angles, and elevations, recording field notes for basic surveying procedures, field layout of traverses and curves, calculating and plotting field projects. The student will apply the theory learned in SURV 101 to a variety of field exercises designed to develop skill in the use of tapes, levels and theodolites. This course is concurrent with SURV 101.

SURV 103 (2) Survey Drafting

This course introduces the basics of drafting, with an emphasis on surveying and mapping. Topics include free hand lettering, geometric construction, orthographic projection, use of scales, contours, traverse plotting, drawing of cross sections, plan/profiles, drawing reproduction, map reading.

SURV 120 (9) Surveying II

This course expands upon the skills learned in SURV 101. Topics include electronic distance measurements, highway construction surveys, legal surveys, construction surveys, mining surveys, the surveying profession, art and science of cartography, basic map design, map projections, use of maps in construction, cadastral mapping for co-ordinate control.

SURV 121 (0) Field Methods II

This course expands upon the basics covered in SURV 101L. Topics include direct reading theodolites, tests and adjustments for theodolites and levels, field surveys of profiles, cross-sections and grades, variety of engineering and legal survey exercises, electronic distance measuring instruments. This course runs concurrently with SURV 121. The majority of the field work is conducted in April and May.

SURV 122 (3) Technical Math

This course will provide the student with an understanding of trigonometry as it applies to the solution of triangles and addition of plane vectors. The student will also have enough geometry to make a reasonable attack on survey problems he/she has not seen before.

SURV 125 (3) AutoCAD I

The objective of the course is to enable students to create a basic 2D drawing in AutoCAD and AutoCAD LT. This class covers the core topics essential for working with AutoCAD and AutoCAD LT.

SURV 126 (1) Survey Law

The course covers the fundamentals of acts, regulations and policies relevant to legal surveying. Topics include: Introduction to property law, description of deeds, surface rights legislation (Territorial Lands Act, Canada Land Surveys Act), sub-surface rights legislation (Yukon Quartz Mining Act, Placer Mining Act), legal surveys of Yukon lands, Yukon Land Claims. The Manual of Instructions for the Survey of Canada Lands is thoroughly covered.

SURV 127 (5) AutoCAD II

The objective of AutoCAD Civil 3D Essentials is to enable students to create a dynamic 3D drawing in AutoCAD Civil 3D. This class covers the indispensable core topics for working with AutoCAD Civil 3D.

SW 200 (3/0) Introduction to Social Work

Introduces students to the profession of social work, its theory and its practice. Students examine the philosophy and practice of social work in Canada, both in First Nation and non-First Nation communities.

THEA 120 (3/0) Introduction to Theatre

Take a tour through theatre history. See local productions. This course introduces students to the various elements of theatre including: the performance space, the performers, the audience, the director, the script, the playwright, the collective creation, scenic design, costume and make-up, lighting, multi-media and the relationship of all the parts to the whole.

THEA 190 (3/0) Introduction to Voice and Speech

Connect to a deeper authenticity for more comfort when in the public eye. This course deepens our understanding of the impediments to authentic voice production and builds skills to strengthen our vocal and physical bodies.

THEA 200 (3/0) Introduction to Acting I

“If you’re going to be in the spotlight you might as well shine”. A gentle fun-based introduction to acting for stage and the requirements of everyday life. This practical course emphasizes awareness of self, relaxation, concentration, observation, sense of memory and justification.

THEA 201 (3/0) Introduction to Acting II

“If you’re going to be in the spotlight you might as well shine”. THEA 201 focusses on building confidence as a performer through improvisation scene study, audition skills for film and voice and body work. Emphasis is on methods of finding authenticity and comfort in the heightened world of the public eye.

Prerequisite(s): THEA 200 or permission of the instructor.

TOUR 101 (0/450) Co-op Work Experience I

This course gives students an opportunity to apply and enhance classroom learning through industry employment. A compulsory co-operative work placement is required between first and second year for diploma students. It must comprise at least 12 weeks of full-time employment or 450 working hours with an agreed-upon employer or employers in the tourism and hospitality industry. Yukon College facilitates and monitors co-op placements. In extenuating circumstances that result in a prospective Diploma graduate being unable to meet these course requirements, completion of TOUR 320 may be approved as an alternative. Certificate students may also elect to take TOUR 101, but must complete their co-op work experience within one year of completing their academic program requirements.

Prerequisite(s): A minimum of 24 credits at the certificate level including TOUR 150; TOUR 151; one of TOUR 152, 153 or 154; and Standard First Aid/CPR certification.

TOUR 150 (45/0) Introduction to Tourism

This course provides an introduction to the background, history, basic elements, scope, impacts and potential of the tourism industry from both national and regional perspectives. Topics include overview of industry sectors; interrelationships among sectors; terminology and definitions; history and development of Canadian and Yukon tourism; economic, social, cultural and environmental issues, opportunities and impacts related to tourism; and tourism markets and products. The course includes overviews of the social, cultural and economic development of the Yukon and Yukon geography, demography and heritage, with particular focus on First Nation’s history and cultures. The future of the tourism industry is examined in the context of the global marketplace and current trends, issues and innovations.

TOUR 151 (45/0) Public Relations and Customer Service

While excellence in customer service is emphasized across the program curriculum, this course provides focused knowledge and practical skills in public and customer relations. Topics include interpersonal relations; positive customer attitudes and awareness; image and professionalism; quality customer service; customer service policies and skills; special needs customers; dealing with difficult customers; conflict resolution and negotiation; public speaking; and media relations. Cultural diversity and sensitivity is emphasized throughout, from the Yukon perspective and in meeting the needs of multicultural customers.

TOUR 152 (45/30) Accommodations

This course is an introduction to the accommodation sector, and includes topics such as planning, organizing, developing and marketing various types of facilities; facility standards and security; basic front desk operations and procedures; front office accounting; housekeeping techniques and standards; and guest service skills. This course includes a 30-hour practical skills-based field component at industry worksite(s).

Prerequisite(s)/co-requisite(s): TOUR 150 and TOUR 151, or consent of the division.

TOUR 155 (120) Selected Topics in Tourism

This course is delivered through an internship opportunity. Options are chosen through selected certified occupations as supported by the Canadian Tourism Human Resources Council & the Yukon Tourism Education Council.

Prerequisite(s)/co-requisite(s): TOUR 150 and TOUR 151, or consent of the division.

TOUR 156 (120) Selected Topics in Tourism

This course is delivered through an internship opportunity. Options are chosen through selected certified occupations as supported by the Canadian Tourism Human Resources Council & the Yukon Tourism Education Council.

Prerequisite(s)/co-requisite(s): TOUR 150 and TOUR 151, or consent of the division.

TOUR 160 (45/0) Inter-cultural Issues

This course covers cross-cultural sensitivity in the workplace and multi-cultural sensitivity and skills in meeting the needs of customers, including behaviours and communication styles in selected cultures (e.g., gender relationships, business and social customs, body language, negotiation skills), and heritage and cultural interpretive skills. With respect to community-based tourism attractions and events, topics include community economic development, tourism and land use plans; community-based tourism development; community participation and consultation in event planning; networking and relationships with community decision-makers; roles of special interest groups; volunteerism; and funding.

Prerequisite(s): TOUR 150 and TOUR 151, or consent of the division.

TOUR 201 (0/450) Co-op Work Experience II

This course is similar to TOUR 101, and is an optional co-op work experience for diploma level students that would normally be scheduled after the fourth academic semester. It must comprise at least 12 weeks of full-time employment or 450 working hours with an agreed-upon employer or employers in the tourism and hospitality industry. Yukon College facilitates and monitors co-op place-

ments. An excellent opportunity for all diploma students, this option is particularly recommended for those who wish to pursue further studies towards a bachelor's degree. Students electing to take this option must complete their co-op work experience within one year of completing their academic program requirements for the diploma.

Prerequisite(s): A minimum of 24 credits at the Diploma level including TOUR 101; BUS 281; TOUR 251; TOUR 252; and at least one of TOUR 255, TOUR 256 or TOUR 257; and a minimum grade point average in the program of 2.7 (B-).

TOUR 251 (45/0) Tourism and Hospitality Law

This course covers the fundamental principles of commercial law; the regulatory process; federal, territorial and municipal law related to business and commerce in the tourism industry, with specific reference to accommodations, food and beverage, adventure tourism and recreation, and event planning and implementation; relevant legislation and regulations; liability; and insurance.

Prerequisite(s): Second year status in the program or consent of the division.

TOUR 252 (45/0) Tourism and Hospitality Marketing

This course covers marketing of tourism products from research and development to product/ service delivery and evaluation. Topics include market research; research and analysis of impacts and needs—environmental, socio-economic, human resources, legal, etc.; product development; product packaging; product pricing; advertising techniques; roles of intermediaries (e.g., agents, wholesalers); marketing and promoting the product; trade shows; marketing databases; personal selling; and evaluation and follow-up activities.

Prerequisite(s): BUS 132, combined with second year status in the program or consent of the division.

TOUR 254 (45/30) Continued Studies in Adventure Tourism

This second year tourism course is designed to expand on topics introduced in TOUR 154, introduce new ones, and provide students an opportunity to gain specialized knowledge and skills in the adventure tourism and recreation sector.

Topics for study will include: the benefits of sustainable adventure tourism; characteristics/features of the adventure travel market in Yukon: Yukon First Nation adventure tourism services; the state of competing markets (Alaska, NWT, B.C.); visitor profiles; motivations and expectations of adventure travellers; federal, territorial and local regulations as they affect adventure tourism in Yukon; guiding and outdoor leadership skills; the use of Yukon lands for adventure tourism; and, Yukon adventure tourism based entrepreneurial opportunities. Wilderness tourism and ecotourism as they relate to adventure tourism will also be topics for study and discussion. This course incorporates 30 hours of practical skills-based activities at industry worksite(s). A certain level of activity will occur during fieldwork. An overnight trip may be incorporated into this 30 hours.

Prerequisite(s): TOUR 154 or consent of the division.

TOUR 255 (45/0) Accommodation and Facilities Management

This course focuses on management and administrative skills for the accommodation sector. Topics include accommodation/facility planning and management techniques; financial planning and management; cost controls; purchasing management; housekeeping management; planning and scheduling staff; staff training; security and safety; and maintenance and systems management.

Prerequisite(s): BUS 110 and TOUR 152, combined with second year status in the program.

TOUR 256 (45/0) Food and Beverage Services Management

This course is designed to develop leadership and supervisory skills to effectively manage in a restaurant or lounge setting. Topics include opening/closing duties; operations management; financial planning; cost controls; planning, scheduling and organizing staff; human resource management and training; and developing and leading effective teams.

Prerequisite(s): BUS 110 and TOUR 153, combined with second year status in the program.

TOUR 257 (45/0) Events and Attractions Management

This course covers the knowledge and basic skills for planning, organizing, managing and evaluating festivals, special events, meetings, seminars, conferences, or community-based attractions. Topics include improving existing events and attractions, planning and implementing new events and attractions, site selection, developing budgets and timelines, developing promotional and marketing strategies, maintaining records, and event wrap-up and evaluation. Emphasis is also placed on establishing community-based relationships and support, and on recruiting, developing and leading teams of volunteers.

Prerequisite(s): BUS 110 and TOUR 160 combined with second year status in the program, or consent of the division.

TOUR 260 (45/0) Selected Topics in Tourism

This course allows for examination, research and study of special topics, current issues and emerging trends in tourism, primarily using a seminar format.

Prerequisite(s): Second year status in the program.

TOUR 270 (45/0) Tourism Policy and Planning

This is an integrative course that takes a comprehensive view of the fundamental importance of management and its effective practice in tourism and hospitality. The course brings together and applies the theory, concepts, applications, skills and experiences from preceding courses. This is accomplished through the extensive use of case analysis along with other instructional methods. Topics include national and local tourism policy development; external environments; international trends and globalization; strategic management in tourism and services businesses; the planning process; impacts of tourism development; sustainable development; role of governments in policy research, planning, development and implementation; and proposal development and writing.

Prerequisite(s): Second year status in the program.

TOUR 320 (45/0) Applied Tourism Studies

This course provides the opportunity for a student to apply his/her knowledge, skills and experience from academic studies and the workplace to an applied research, consulting or independent study project.

Prerequisite(s): Consent of the division.

NOTE: For more information on Visual Art courses, go to www.kiacsova.ca/

VISUAL ARTS 2 Dimensional Studio I (0/6) Principles and Practices of Drawing, Paper & Printmaking

While the focus of this studio is on the practices of drawing and printmaking on paper, a variety of traditions, concepts, techniques and media associated with these and other two-dimensional practices are explored from diverse cultural perspectives. The use of a variety of markmaking tools, mediums and grounds allows for exploration of various modes of expression, representation and abstraction. Collage, rubbing and relief print making techniques on handmade and manufactured paper will further introduce considerations of composition, perspective, scale, pattern, texture and use of colour in regards to overall design.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS 2 Dimensional Studio II (0/6) Principles and Practices of Drawing, Colour & Painting

This studio extends students' repertoire of drawing techniques and mediums, while introducing the practice of painting and other image creation processes, such as cartooning. Painting also allows for the exploration of a wider range of traditional and contemporary modes of expression. A cycle of process-driven activities enables examination of how perceptions and ideas are translated into two-dimensional visual images.

Prerequisite(s): 2 Dimension Studio I.

VISUAL ARTS 3 Dimensional Studio I (0/6) Exploring Sculptural Forms and Objects

The focus of this studio is on examining the relationship between viewer and object from various cultural perspectives. Projects integrate inquiries into theoretical issues with practices such as relief, sculpture-

in-the-round, assemblage, kinetic and performance art. Thematic assignments encourage examination of traditional and contemporary objects, myths and stories, representations of the body, clothing, masks, and the carnivalesque.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS 3 Dimensional Studio II (0/6) Exploring Sculptural Space and Environments

In this studio, students extend their 3-dimensional practices by examining the relationships between viewer, object and environment from various cultural perspectives. Awareness of the different ways in which 3-dimensional practices are informed by and shape both physical and cultural environments is deepened by exploration of ritual spaces, monuments, architecture, installations, public art and earthworks. Individual and group assignments allow for both studio-based and outdoor or off-site creation of finished projects.

Prerequisite(s): 3 Dimensional Studio I.

VISUAL ARTS 4 Dimensional Studio I (0/6) An Introduction to New and Time-based Media

This studio introduces the use of new technologies as media for the exploration of concepts related to visual practices and for the documentation of creative processes. The focus is on developing media literacy in a contemporary context while building foundational skills in electronic and mechanical art, performance art, sound art, digital photography and videography, and multimedia.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS 4 Dimensional Studio II (0/6) Experiments in New and Time-Based Media

In this studio, students extend their 4-dimensional visual practices and refine their techniques and processes of documentation. Narrative, poetic, and abstract modes of expression are explored through experiments in animation, web art, multimedia, installation and interactive/conceptual art.

Prerequisite(s): Admission to 4 Dimensional Studio I.

VISUAL ARTS Visual Culture Studies I (3/0) Cultures, Histories, Theories to 1850

This academic course provides a historic overview of global visual practices up to 1850 while integrating theoretical concepts that allow for a deeper understanding of key works including traditional objects, rituals, drawings, prints, paintings, manuscripts, sculptures, and buildings. A series of both traditional academic and non-traditional creative assignments allows students to develop their critical thinking skills while increasing their cultural understandings of art history, art theory and cultural studies through a visual culture approach.

Prerequisite(s): Admission to the School of Visual Arts.

VISUAL ARTS Visual Culture Studies II (3/0) Cultures, Histories, Theories after 1850

The focus of this course is on the movements and philosophies in visual culture since 1850 that have led to the present moment of pluralism in the art world. Exploring the importance of postmodernism, post-colonialism, traditionalism, neo-conservatism and feminism in contemporary art-world practices allows for a deeper understanding of how the past continues to inform the present. Assignments develop the academic skills of historical, aesthetic, and critical readings of visual language.

Prerequisite(s): Visual Culture Studies I.

WMST 100 (3/0) Introduction to Women's Studies

An interdisciplinary approach to Women's Studies. Various theoretical explanations for the acquisition, development, and maintenance of female/male gender roles are examined, and the implications of gender assignment in the daily lives of men and women are discussed.

WMST 101 (3/0) Introduction to Women's Studies II

A continuation of WMST 100. Past and present conditions of women's lives are further analyzed from a variety of perspectives with emphasis placed on the different experiences of women depending on race, ethnicity, age, class, religion and region.

Prerequisite(s): WMST 100

WMST 200 (3/0) Women and Social Change

Examines the concepts, analyses and strategies employed by women in their efforts to improve their collective status as members of Canadian society: the struggle for the establishment of basic rights in the “first wave” of the women’s movement (roughly 1900) through the slow moving changes of the 20th Century, to the contemporary struggle within and outside of the women’s movement towards diversity and inclusion.

Prerequisite(s): WMST 100 and 101 or 100 and 101 in SOCI or NOST or PSYC.

WMST 202 (3/0) Women in Indigenous Societies

Provides students with a detailed overview of women’s lives and experiences in indigenous societies in Canada. Indigenous women’s roles in past and present societies are examined, and future roles are discussed.

Prerequisite(s): WMST 100 and 101 or SOCI 100 and 103.

WMST 220 (3/0) Women in the Circumpolar North: Religion and Spirituality

This course introduces traditional and contemporary spirituality and religion in the lives of Circumpolar women. Shamanistic activity and patterns of similarity between cultures; the perpetuation of beliefs and myths in the practice of art and story; and traditional values and eco-feminism in the imaging of women and nature are explored.

Prerequisite(s): WMST 100 and WMST 101 or NOST 101.

WMST 230 (3/0) Women and History: Rethinking Canada

This course gives a broad overview of women’s experience in Canada from the 1600s-1900s, and focuses on both individual women and the broader context of women’s social history. Students briefly explore representations of masculinities in order to better understand gender relations.

Prerequisite(s): WMST 100, 101 and 130

WMST 240 (3/0) The Study of Men and Masculinities

What does it mean to be a man? This course sets out to find answers to this question by

exploring the social meanings of masculinity. We will examine the creation and negotiation of male identities in Canada and other countries, in past and contemporary times. From the schoolyard to the workplace, through initiation rites and adult relationships, variations in male experience and behaviours are presented. The framework of readings and multimedia will investigate popular culture, film, fiction, life story and academic theory. This range of perspectives will illustrate how diverse men “do gender”.

Prerequisite(s): WMST 100, 101 or SOCI 100 and 103.

WP 120 (3/0) Beginning Word Processing

This course provides an introduction to word processing. Students will create, save, and revise basic business documents with emphasis on proofreading, formatting, and mail ability.

Prerequisite(s): CL 100.

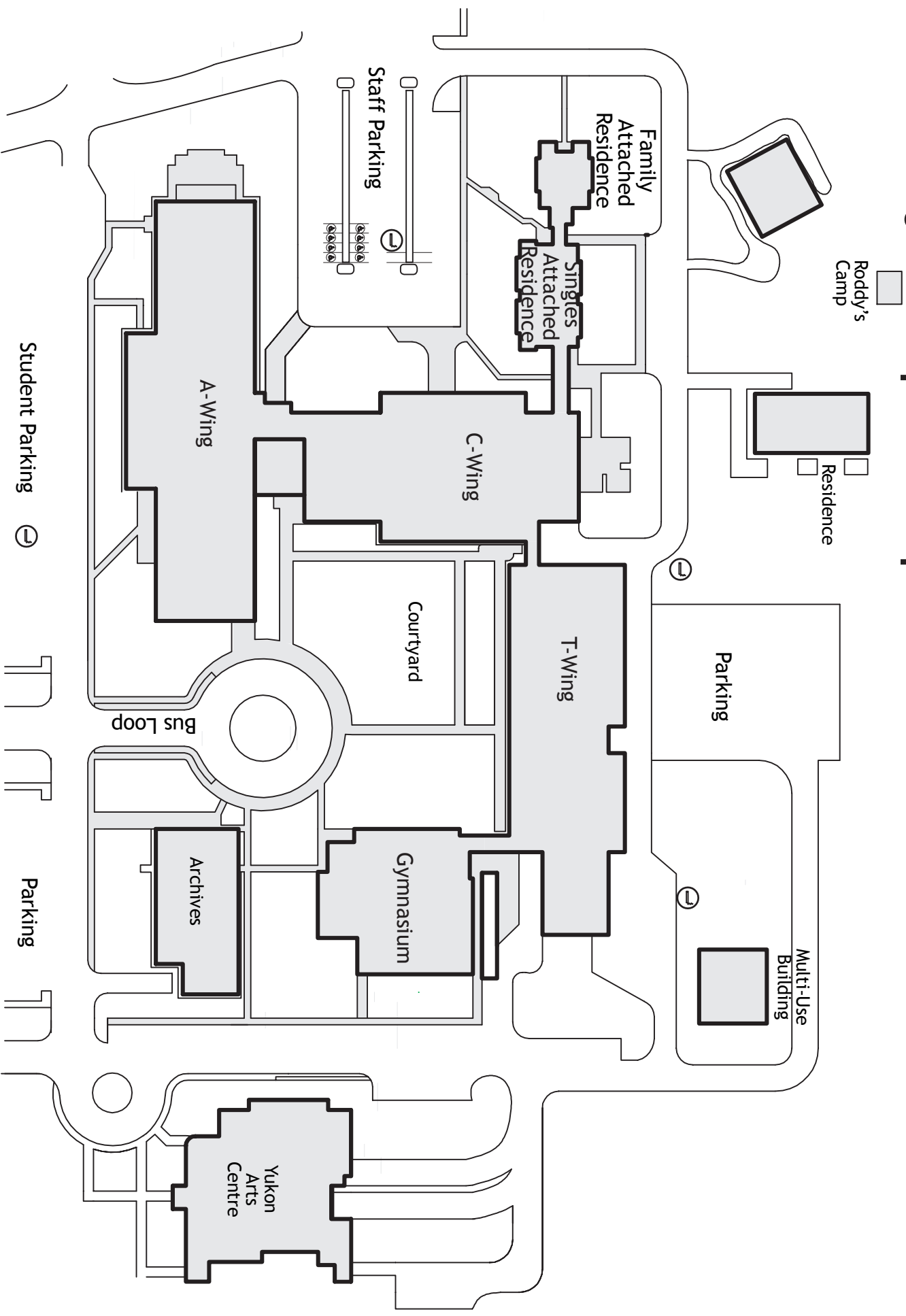
WP 220 (3/0) Advanced Word Processing

This course covers advanced features for creating, formatting, and editing complex documents. Students will create form letters, mailing labels, and telephone lists. They will create multi-section reports with tables of contents. They will create templates with automated features, and they will create onscreen, fill-in forms.

Prerequisite(s): WP 120, CL 100.



YukonCollege Campus map



2010 Spring/Summer Term

Victoria Day (holiday)	Mon., May 24, 2010
Graduation Ceremony	Sat., June 5, 2010
Canada Day (holiday)	Thur., July 1, 2010
Begin registration for fall semester	Mon., June 1, 2010
Discovery Day (holiday)	Mon., Aug. 16, 2010
Professional Development Day (College closed)	Tues., Aug. 23, 2010

2010 Fall Term

Labour Day (holiday)	Mon., Sept. 6, 2010
Student Orientation Day	Tues., Sept. 7, 2010
First day of classes for most full-time programs	Wed., Sept. 8, 2010
Last day to register for credit courses	Fri., Sept. 10, 2010
Last day to change courses	Fri., Sept. 17, 2010
Thanksgiving Day (holiday)	Mon., Oct. 11, 2010
** Last day to withdraw from credit courses without academic penalty	Fri., Oct. 29, 2010
Remembrance Day (holiday)	Wed., Nov. 11, 2010

2010-2011 Winter Term

Begin registration for winter semester	Mon., Dec. 6, 2010
Last day of classes	Tues., Dec. 7, 2010
Begin examination period	Thur., Dec. 9, 2010
Last day of classes for College Prep courses	Fri., Dec. 10, 2010
Begin examination period for College Prep courses	Mon., Dec. 13, 2010
Last day of classes or examinations for all programs	Fri., Dec. 17, 2010
Closed for Christmas Break	Dec., 25, 2010-Jan. 3, 2011
First day of classes for most full-time programs	Mon., Jan. 10, 2011
Last day to register for credit courses	Fri., Jan. 14, 2011

The start and end dates of programs and courses may differ at community campuses outside Whitehorse. Please contact your local campus for information.