

# Continuing Studies

**Lifelong learning for all ages**

Upcoming courses and workshops  
in your community, for personal  
and professional development

**September to December 2020**

# Our local subject matter experts meet your learning needs.

2020 has brought profound change to Yukon and the rest of the world. First, we are proud of Yukon College's transition to become Yukon University, and we believe that this change will strengthen our programs and services throughout the territory. Second, 2020 also brought a global pandemic, which swept across the country, changing how we live and work together. But the resilience and creativity of Yukon people and faculty and staff at Yukon University have enabled us to make this unexpected challenge an opportunity to expand Continuing Studies offerings, especially for people residing in Yukon communities.

We are so proud to offer you a range in programming, including (but not limited to) safety certification, organizational development, children and youth programming, social innovation, and social justice.

We are enthusiastic about our local subject matter experts who will work with you to ensure your learning needs are met and include the Yukon context. In addition to our network of local instructors we bring to you courses and curriculum from institutions such as the Justice Institute of British Columbia, National Project Management Inc., as well as industry's nationally recognized certifying bodies.

To keep abreast of our courses, visit our website [YukonU.ca/CE](http://YukonU.ca/CE) which is regularly updated including newly scheduled courses and classes. The content of the course guide is developed many months in advance of delivery — don't miss out on what has been scheduled since then.

Finally, if there is anything you see in this guide that you'd like tailored for you or your group and scheduled for your convenience, contact us to discuss your needs. Our team of contract coordinators and content experts are ready to respond.

I look forward to learning more about your interests and seeing you in our classes.

**Shelagh Rowles M.Ed.**

Executive Director, Continuing Studies & CNIM



# How to register

## By phone

**867 668 8710** or  
**1 800 661 0504** (toll free)

Quote the CRN found in the course description.

## In person

**500 University Drive,  
Whitehorse**

Drop by the Admissions Office, across from the Campus Store.

## By fax

**867 668 8899**

Call 867 668 8710 to have a registration form faxed to you. If you are in the communities contact your community campus.

# Policies & FYIs

## First come, first served

The Yukon College Admissions office processes registrations on a first-come, first-served basis. We keep our class sizes small to provide you with a quality educational experience. Register early to secure your spot!

## Course cancellation

We must receive a minimum number of registrations in order to proceed with a course. If there is not sufficient registration by the registration deadline, the course may be cancelled. Some courses have unique registration deadlines due to the requirements of the course – be sure to check.

## Registration deadline

The registration deadline is typically seven business days prior to the course start date. You may register after the registration deadline.

## Course fees

You must pay all course fees when you register. We accept payment by Visa, Mastercard, Amex, cash, debit, cheque, money order, or purchase order. We will not accept post-dated cheques.

## Withdrawing from a course

If you need to withdraw from a course, please notify the Admissions Office in person or by telephone (867 668 8710) five business days prior to the course start date to allow for a refund.

## Withdrawal policy

Continuing Studies will issue you a refund if you withdraw from a course at least five business days prior to the course start date. If you withdraw fewer than five business days before the start of the course, you will forfeit all course fees.

## Getting a refund

If Continuing Studies cancels a course due to low enrollment or other unforeseen circumstances, you will be given the choice of a refund, a transfer into another scheduling of the course, or a credit towards any other CS course. Refunds for withdrawals will be made in accordance with the withdrawal policy above.

Sometimes course offerings change.

Get the most up-to-date information at [YukonU.ca/CE](https://YukonU.ca/CE)



PHOTO: ARCHBOULD.COM

# Professional development

Project management  
Conflict resolution  
Bookkeeping & accounting  
Human resources  
Skillful Manager seminars

# Project management

More and more organizations are adopting – and benefiting from – the use of project management techniques. Using project management processes allows your team to react faster, develop more efficient service delivery strategies, and improve customer service in a cost-effective manner.



Continuing Studies offers a comprehensive Project Management Professional Development series of courses and certificate programs. These programs are based on the Project Management Institute's (PMI's) standards and guidelines, use the Project Management Body of Knowledge (PMBOK), offer Professional Development Unit (PDU) credits, and give you access to the Certification Preparation workshops.

The workshops include programs ranging from basic to advanced topics and include Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) Certification Preparation programs.

The courses can be taken individually or combined as part of a program. All courses are offered in partnership with National Project Management Inc.

**Instruction provided by National Project Management Inc. faculty. All Project Management courses for the Fall 2020 Academic Term will be delivered in **LIVE STREAM** format.**

## Project Management Essentials: Part 1

**Date** Oct 26–28,  
**Time** M/T/W  
9am–5pm  
**Code** PROJ001 • CRN90071  
**Fee** \$997.50 + GST



This course is specifically designed for new project managers or those without previous formal project management training. The course provides a comprehensive overview of project management techniques so you can effectively plan, manage, and control projects based on the standards of the Project Management Institute. Theory and practical examples of these methodologies are provided in an interactive format, and skills gained can be immediately applied at work. Earn Professional Development Unit (PDU) credits from PMI.

## Project Management Essentials: Part 2

**Date:** Oct 29–30  
**Time:** Th/F  
9am–5pm  
**Code:** PROJ003 • CRN90072  
**Fee:** \$997.50 + GST



This course is a continuation of Project Management Essentials: Part 1. Participants receive more advanced project management skill development based on the theory and fundamentals of the PMI framework.

Executing project management in the real world requires practical skills to tackle many issues. Changing client requirements, multiple scope change requests, limited resources, lack of authority and difficult clients are all problems that a project manager must manage and control. This course provides a comprehensive overview of these issues and provides practical tools, based on PMI best practices, for managing them. Instruction and industry examples of these skills are provided in an interactive format. Earn Professional Development Unit (PDU) credits from the PMI.

## What are LIVE STREAM workshops?



Like the in-class workshops, LIVE STREAM workshops are delivered using a virtual platform where the instructor is online and leads the class providing the same coverage that students would have received attending in person. The instructor provides lectures, gives students exercises to reinforce the learning, and answers questions, elaborates on topics covered, and facilitates class discussions.

# Project management

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## Project Procurement & Contract Management

**Date** Nov 23 & 24  
**Time** M/T  
9am-5pm  
**Code** PROJ CE04 • CRN90227  
**Fee** \$997.50 + GST



Managing project procurement and contracts is an essential skill for project managers in order for you to achieve the best value for your project.

Acquire the skills you need to manage project procurement and contracts, utilizing industry standards and the guidelines of the PMI (Project Management Institute).

## Professional Minute-Taking Workshop

**Date** Sept 25  
**Time** Friday  
9am-4pm  
**Code** MINU001 • CRN90073  
**Fee** \$199 + GST

Establish yourself as the minute-taking expert in your organization and learn how to take this in-demand expertise to a professional level. Build (or improve upon) skills such as agenda writing, selecting appropriate minute templates, concise summarizing, and listening. By providing ample tips, feedback and examples, this course will swiftly improve your minute-taking skills and confidence.

## MS Project for Managing Projects

**Date** Dec 10 & 11  
**Time** Th/F  
9am-5pm  
**Code** PROJ006 • CRN90225  
**Fee** \$997.50 + GST



MS Project is a powerful industry standard software tool that can help you manage projects, programs, and multiple tasks. This course provides comprehensive training in the following skills: creating a project plan; identifying tasks; assigning resources to tasks; creating a project calendar; and creating custom reports to monitor progress using different views to track budgets, schedules, and task status. You will also learn how to create project plan templates that significantly improve your organization's efficiency. Students are provided with best practices along with real life project management examples of their application in a hands-on interactive format. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

*\*Students are required to have the MS Project software on their personal device for LIVESTREAM MS Project workshops.*

## Project Management Professional (PMP) Certification Exam Preparation

**Date** Nov 2-6  
**Time** M/T/W/Th/F  
9am-5pm  
**Code** PROJ002 • CRN90074  
**Fee** \$1,997.50 + GST

Certification from the Project Management Institute is the industry standard for demonstrating competence and a solid foundation of project management skills. This workshop prepares you to write the PMI Project Management Professional (PMP) certification exam and provides the required educational credits for new applications. This course provides all you need to prepare for the PMI PMP certification exam, including a review of all PMI knowledge areas, a 1000-page reference binder, exam simulation software, and the best-seller PMP Prep Study Guide.

# Conflict resolution

Through Continuing Studies' partnership with the Justice Institute of British Columbia (JIBC), you can complete nationally recognized certificates in conflict resolution without leaving the territory.



## Why are people taking JIBC conflict resolution courses?

- Mediators are in high demand.
- Enhance your career prospects—employers are looking for people who build productive interpersonal and workplace relationships.
- If you work in the field of negotiation and/or mediation, enhance your skill set with the knowledge, internationally recognized certification, and the expansive resource network of the JIBC.

## Foundations of Collaborative Conflict Resolution

**Date** Oct 21–23  
**Time** W/Th/F  
8:30am–4:30pm  
**Code** CRES1100 • CRN90070  
**Fee** \$650 + GST

*This is a pre-requisite for most other JIBC courses.*

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations.

## Building Your Communication Toolbox

**Date** Sept 17–18  
**Time** Th/F  
8:30am–4:30pm  
**Code** CRES1302 • CRN90075  
**Fee** \$450 + GST

Communication skills that are the building blocks of mediating, negotiating, and resolving interpersonal conflict are the focus of this course. Skills are demonstrated and then you will have the opportunity to practice in short exercises involving conflict situations. Specific skills include non-defensive listening, questioning, reframing and assertive speaking.

## Negotiations Level I

**Date** Nov 25–27  
**Time** W/Th/F  
8:30am–4:30pm  
**Code** CRES1170 • CRN90077  
**Fee** \$650 + GST

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In this course, you will learn to prepare for negotiations, assess your alternatives, build a climate of collaboration, get beyond stubborn positioning, and develop agreements that work for both sides.

Negotiation skills are essential in daily interactions with others. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interest of both parties. Emphasis is on skill development through simulated negotiations assisted by trained coaches.

*Pre-requisites: CRES 1100 Foundations of Collaborative Conflict Resolution*

# Bookkeeping & accounting

## Professional bookkeeping series

One of the most critical functions of good business practice is the maintenance of concise and accurate account and financial records.

This series of courses will provide you with a solid base of industry best practices in bookkeeping.

You can focus on one course and enhance a specific skill set or complete the entire six-course certificate program and attain a thorough understanding of accounting, financial recording, and the software that accompanies this line of work. Successfully complete all six of the required/core courses within 5 years to receive the Professional Bookkeeping Certificate.

ACCT 003	Bookkeeping Fundamentals 1
ACCT 004	Bookkeeping Fundamentals 2
ACCT 001	Sage 50 Level 1 (Simply Accounting)
ACCT 002	Sage 50 Level 2 (Simply Accounting)
EXCL 001	Excel Level 1
EXCL 002	Excel Level 2

## Bookkeeping Fundamentals 1

<b>Date</b>	Oct 21-23
<b>Time</b>	W/Th/F 8:30am-4:30pm
<b>Code</b>	CRES1100 • CRN90070
<b>Fee</b>	\$449 + GST

*Completion of Excel Level 1 is recommended.*

This 21-hour course is designed specifically for those with little or no bookkeeping experience. With a focus on basic accounting theory and foundations in general procedures, this intensive course will show you how all the pieces fit together; setting up journals, ledgers, credit/debit notes, preparing a trial balance, income statement and balance sheet, fiscal period-end, bank reconciliation and closing adjustments.

## Excel 2016 Level 1

<b>Date</b>	Nov 25-27
<b>Time</b>	W/Th/F 8:30am-4:30pm
<b>Code</b>	CRES1170 • CRN90077
<b>Fee</b>	\$249 + GST

Build on your Microsoft Excel 2016 skill set with the introduction of advanced functions. Level 2 will cover technical topics such as: printing and previewing the workbook, moving, and resizing charts, inserting screenshots, sorting by single-level data, sorting by multi-level data, and modifying and deleting named ranges. Troubleshooting and questions are encouraged!

## Sage 50 Level 1

<b>Date</b>	Sept 17-18
<b>Time</b>	Th/F 8:30am-4:30pm
<b>Code</b>	CRES1302 • CRN90075
<b>Fee</b>	\$395 + GST

*Bookkeeping experience and completion of Excel Level 1 recommended.*

An excellent comprehensive introduction to Sage 50 software. Starting with a thorough introduction to the interface, you will learn to navigate through features, set up transactions in the general journal, establish your accounts receivable and payables, and set up payroll for small to medium-size businesses. In addition, there will be overviews of the types of reports available, saving your year end, and starting a new fiscal year. Tips and examples of how to harness the full capability of this software by reorganizing your business will also be provided.

## Year-End and Transactional Analysis

<b>Date</b>	Dec 12
<b>Time</b>	Sat 10am-4pm
<b>Code</b>	ACCT CE12 • CRN90076
<b>Fee</b>	\$169 + GST

Your business's year is coming to an end; are you comfortable with the procedures you must follow regarding your bookkeeping? Get proactive and gain the skills you need to prepare for a smooth and stress-free year end!

In this intensive but well-paced course, students will also explore the expansion of the basic accounting equation to include revenues and expenses: how the expanded accounting equation stays in balance after every transaction; how the income statement is linked to the balance sheet through equity; and how to analyze a transaction, prepare a journal entry, and determine the effects of the transaction on the financial statements.

*This course is an excellent addition to the Professional Bookkeeping Series, or as a stand-alone professional development opportunity.*



# *The* Skillful Manager Seminars

*with* Lyn Hartley, PhD

**The Skillful Manager** is a series of 2-day seminars for both aspiring and experienced supervisors and managers.

Focusing on optimizing productivity and engagement, a variety of essential management tools and management strategies will be explored. Providing a comprehensive snapshot of workplace issues and developing individuals' key competencies will enable participants to understand, coach, motivate, and lead teams for success.

These seminars are relevant for employees across all sectors in small companies, corporations, and governments:

- New managers and supervisors who want to learn the essential skills of supervision and management.
- Experienced managers and supervisors who want to further their skills and refresh their approach; and
- High potential employees who see supervision or management as their career development.

## Upcoming:

This is the foundational seminar and pre-requisite for all other seminars in the series.

## Managing from Your Strengths – Build on Your Best

**Date** Nov 19–20  
**Time** TH/F • 9am–4:30pm  
**Code** BMGM CE05 • CRN90221  
**Fee** \$695 + GST

Increase awareness of personal strengths and your natural working style. You will use an assessment tool to identify personal strengths at work and explore ways to identify approaches to manage their strengths and shadows.

Develop a learning plan that identifies areas of deliberate development.

- Introduction to emotional intelligence in the workplace.
- What strengths do you bring to the workplace?
- Your internal compass – what guides you through thick and thin?

## More information:

Contact Jennifer Harkes at [jharkes@yukonu.ca](mailto:jharkes@yukonu.ca)

# Northern Institute of Social Justice

Drawing on the north's leadership, unique values and diverse cultures, the NISJ delivers training courses and encourages support for related research.

The NISJ, part of Yukon College, coordinates, develops and delivers training courses to people in social justice-related jobs and careers in public and First Nation governments, non-government organizations, and businesses. The jobs are found in many fields, including corrections, counseling, education, emergency services, health and wellness, investigation, justice, policing, regulatory enforcement, social services, etc. The courses are delivered primarily to frontline workers, but also supervisors, managers, members of boards and tribunals, students and the general public.

Course development and delivery is an on-going activity. Please check the website or contact the NISJ for information about other courses available through the institute, or to discuss training needs and the possibility of developing and delivering new courses. NISJ courses are developed and delivered by instructors from the college, community, public and private sectors. The institute provides "common training" in which members of the public and organizations train together; and "contract training" in which people from one workplace or organization train together.

Funding to operate the NISJ is provided by the Government of Yukon, Department of Education.

**Subscribe to our e-newsletter!** New courses are created throughout the term that don't make it into this guide. Sign up for our newsletter and we'll email you course information.



To sign up, or for more information, visit our website [YukonU.ca/NISJ](https://YukonU.ca/NISJ) or call 867 456 8589.

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## Sample courses

### Administrative justice

- Advanced Decision Writing
- Understanding Legislation
- Introduction to Arbitration Training

### Health, wellness, trauma-informed practice

- Applied Suicide Intervention Skills
- FASD Informed Support
- Grief and the Frontline Professions
- Assisting Individuals in Crisis
- Group Crisis Intervention
- Mental Health First Aid Canada for Northern Peoples
- Survival Skills for the First Responder
- Supporting Your Staff Through Loss and Grief
- Mental Health First Aid for Adults who Interact with Youth
- Countries and Cultures – Celebrating Diversity
- Conscious Aging: Aging with Passion and Purpose

- Mental Health Facilitator (MHF)
- Survival Skills for the Spouse/Partner of a First Responder
- Conscious Aging II: The Next Chapter – Explore and Develop Your Elder Role

### Partner courses

- Restorative Responses to Trauma and Adversity – IIRP
- Crisis Response Planning
- Working in Social Services: The Essential Skills
- Anxiety – Practical Intervention Strategies
- De-escalating Potentially Violent Situations
- Navigating Difficult Client Relationships
- Lateral Violence – Working Towards Solutions
- Challenging Behaviours in Youth
- Motivating Change – Strategies for Approaching Resistance
- Trauma – Strategies for Resolving the Impact of Post-Traumatic Stress

- Violence Threat Assessment – Planning and Response
- Depression – Practical Intervention Strategies
- Brief Focused Counselling Skills – Strategies from Leading Frameworks
- Addictions and Mental Illness – Working with Co-Occurring Disorders

### Yukon First Nations

- Residential Schools Awareness
- Yukon First Nations 101

### Custom & contract training

Looking for a specific course that is not currently offered?

Give us a call, we can make the training work for you!

Call 867 456 8589 or email [nisj@yukonu.ca](mailto:nisj@yukonu.ca) for more information.

# Other professional skills & personal interests

## Human resources

Do you find personal satisfaction in helping others? Are you a "natural-born problem solver"? If so, this program may be right for you.

These courses will provide you with the theoretical foundation and core skills needed when working in a variety of Human Resource positions.

## Performance Management

**Date** TBD – Check website for upcoming dates

**Code** HRAC006

Assuring employees fully develop -and maintain- optimal performance is an essential component of successful organizations. You can play a pivotal role in helping your workplace achieve operational excellence. Learn how to develop SMART goals, assess performance, and overcome employee performance challenges as you discover the interrelationships between leadership, coaching, motivation, and engagement.

## Professional development

### Professional Minute-Taking Workshop

**Date** Sept 25  
**Time** Friday  
9am–4pm  
**Code** MINU001 • CRN90073  
**Fee** \$199 + GST

Establish yourself as the minute-taking expert in your organization and learn how to take this in-demand expertise to a professional level. Build (or improve upon) skills such as agenda writing, selecting appropriate minute templates, concise summarizing, and listening. By providing ample tips, feedback and examples, this course will swiftly improve your minute-taking skills and confidence.

## Astronomy

### Universe from Your Backyard

**Date** Nov 19–28  
**Time** Th/Sat  
6pm–9pm  
**Code** ASTR CE02 • CRN90066  
**Fee** \$249 + GST

Learn how to find the circumpolar constellations, the Orion Nebula, and stay on top of weekly sky events and space news. Guest lecturers will join us in person and on-line, as we expand our understanding of the cosmos and all it has to offer those who look up. Telescope and binocular viewing on-site will take place after class if weather permits. Please dress appropriately for cold weather. Field trip to the Yukon Centre Observatory is included.

## Conversational languages

### Spanish – Level 1

**Date** Oct 1–22  
**Time** T/Th  
6:30pm–9:30pm  
**Code** SPAN001 • CRN90069  
**Fee** \$249 + GST

An excellent introduction to the Spanish language. Explore topics such as present tense verbs, vocabulary regarding personal and family life, numbers, spelling, and formal speech.

## Northern gardening

### Growing Fruit and Berries in Northern Backyard Gardens

**Date** Sept 2  
**Time** Wed  
6pm–9pm  
**Code** GARD CE05 • CRN90079  
**Fee** \$99 + GST

Learn how to successfully grow your own fruit and berries in our challenging northern climate. From plant choices and hardiness, flowering times and pollination needs; to soil preparation, planting, irrigation, weeds and ground covers. Explore propagation options, pruning methods, training and winter protection. Apples, sour cherries, raspberries, haskaps, saskatoons, sea buckthorn, gooseberries, black and redcurrants – get ready to start your personal berry orchard this summer!



PHOTO: ARCHBOULD.COM

# Industry Training

Centre for Northern Innovation in Mining  
Environmental and earth sciences  
Yukon Water and Wastewater Operator Program  
Drone training / UAV pilot certification

# Centre for Northern Innovation in Mining

Flexible. Innovative. Training made for Yukon's mining industry.

Visit our website [YukonU.ca/CNIM](https://YukonU.ca/CNIM) for more information about admission requirements and application deadlines.

## Programs

### Heavy Equipment Technician

<b>Duration</b>	18 weeks	<b>C</b>	<b>Di</b>
<b>Outcome</b>	Diploma or certificate option		

Receive all the training you need to work towards your Red Seal Endorsement (RSE) as Heavy Equipment Technician (Off-Road).

The objective of this program is to provide students with:

- Theoretical trade knowledge which, together with hands-on shop experience, will enable students to go on to train for employment as capable and knowledgeable first year apprentices.
- Further acquisition of safety skills and awareness.
- The ability to apply mathematical concepts

More information at [YukonU.ca/HET](https://YukonU.ca/HET)

### Millwright

<b>Duration</b>	17 weeks	<b>C</b>
<b>Outcome</b>	Pre-apprenticeship certificate	

Train for employment as capable and knowledgeable apprentices and entry-level workers in the Millwright trade. Gain hands-on shop experience while learning the theory behind the Millwright trade, safety skills and awareness, and how to apply mathematical concepts to the Millwright trade.

At the end of the program, students will have:

- Acquired safety skills and awareness.
- Acquired practical hands-on experience with a variety of stationary and portable power tools.
- A good knowledge base for an entry-level position in the job force.
- Completed the theoretical requirements for Level I of the Millwright Apprenticeship program, 570 hours towards the student's apprenticeship (pending approval of the Apprenticeship Board), and have the opportunity to write the first year Apprenticeship Exam.

More information at [YukonU.ca/millwright](https://YukonU.ca/millwright)

### Multi-Trade Industrial Technician

<b>Duration</b>	20 weeks
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Requested by Yukon's mining industry, the Multi-Trade Industrial Technician program is designed to offer training which meets the needs of the local producing mines.

This program offers students the opportunity to learn about the basics of mining trades and to develop entry-level skills to work alongside, and aid, staff at production mines. This program combines classroom theory, shop work and field activity. Shop instruction will introduce students to maintenance, welding, heavy equipment mechanics, and millwright techniques.

At the end of the program, students will have:

- Acquired practical hands-on experience with a variety of stationary and portable power tools, welding equipment and mechanics.
- A good knowledge base for an entry-level position in the job force.

More information at [cnim@yukonu.ca](mailto:cnim@yukonu.ca)

# Programs

## Environmental Monitoring


<b>Duration</b>	2 years (10 credits)	
<b>Outcome</b>	Certificate	
<b>Delivery</b>	On campus & in field	

The Environmental Monitoring Certificate program equips students with technical skills and knowledge to conduct environmental monitoring tasks associated with entry-level positions. This program consists of 10 credited courses and one outdoor skills/first aid partial-credit course (the first aid portion will be red-cross certified, not college credit). Courses will be offered modularly at various camp locations throughout the Yukon. The program will normally be completed within 2 years.

All program seats are reserved for Yukon First Nation students.

More information at [YukonU.ca/environmental-monitoring](https://YukonU.ca/environmental-monitoring)

## Earth Sciences

<b>Duration</b>	2-year or 3-year pathways	
<b>Outcome</b>	Diploma	
<b>Delivery</b>	On campus & in field	

The Earth Sciences program uses classroom, field and laboratory instruction to deliver the first two years of a B.Sc. degree in geoscience. Students have the advantage to complete introductory science courses in a personalized environment characterized by small sizes and dedicated instructors. Geology programming uses Yukon's local landscapes and partnerships with industry to provide experiential learning opportunities that prepare students to meet the needs of employers and solve big-picture earth science problems facing society today. Flexible delivery options are available for some courses for students interested in distance education.

In partnership with Vancouver Island University (VIU)'s Department of Earth Science, students in the YukonU Earth Sciences program can transfer all credits directly towards completion of a B.Sc. in geoscience at VIU.

More information at [YukonU.ca/earth-sciences](https://YukonU.ca/earth-sciences)


# Courses & workshops

## Introduction to CNC Machining

The CNC Programming and Operating workshop will equip students with the technical skills and hands on knowledge to safety and efficiently operate basic CNC machining equipment. This course will split time between the computer lab covering modern CAD/CAM software and the machine shop training for both machine and material setup and machine operation.

More info at [cnim@yukonu.ca](mailto:cnim@yukonu.ca)

## Physical Geology

<b>Date</b>	Sept 1 – Dec 8	
<b>Time</b>	T/Th • 10:30am–12pm	
<b>Code</b>	GEOL105	
	In class: CRN10154 • Online: CRN10319	

This course is an introduction to the origin, structure, and composition of Earth. Topics covered include atomic structure and minerals; igneous, sedimentary and metamorphic rocks; weathering, erosion and depositional processes; earth composition and structure; volcanism, earthquakes, and rock deformation. Hands-on laboratory exercises focus on rock and mineral identification, basic outcrop description, and geologic map reading, construction, and analysis.

This fall, lectures will be fully online, and students have the option to complete laboratory activities either in a face-to-face format at the Ayamdigut campus or at home using provided lab kits.

*Students must also register in the mandatory lab component of the course, GEOL 105L.*

# Yukon Water and Wastewater Operator Program

Courses are approved for Environmental Operators Certification Program (EOCP) Continuing Education Units (CEUs).

Courses are available in-person and online through web-conferencing. Both courses and certification exam sessions can be facilitated at any Yukon University campus. Apply to write certification exams directly with the applicable authority at least three weeks in advance.

Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for more information.

## Cross Connection/Backflow Assembly Tester Certification

**Date** Sept 28 – Oct 2  
**Code** WO 049 • CRN: TBD  
**Fee** \$2,000 + GST

This 5-day course covers all aspects of cross connection control and backflow preventer assembly testing as published in the AWWA Canadian Cross Connection Control Manual and is followed by the BCWWA Backflow Assembly Testers Certification Exam.

## Math Review for Small Water Systems and Bulk Water Delivery

**Date** Oct 14–15  
**Code** In person: CRN90254  
Online: CRN90255  
**Fee** \$550 + GST

This 2-day course is designed to increase proficiency with the math components involved in small water systems operation and bulk water delivery.

## Basic Small Water Systems

**Date** Oct 19–23  
**Code** In person: CRN90256  
Online: CRN90257  
**Fee** \$1,245 + GST

This 4.5-day course is designed to prepare the participants to write their EOCP exam for Small Water Systems (required by the Yukon Government Drinking Water Regulation).

## SCADA and Control Systems in Yukon

**Date** Nov 5–6  
**Code** In person: CRN90260  
Online: CRN90261  
**Fee** \$710 + GST

This 2-day course is designed to introduce participants to process control, control system components and their purposes within a control system, as well as methods for troubleshooting operational issues. The focus is on systems typically used in water and wastewater systems in Yukon.

## Bulk Water Delivery

**Date** Oct 27–30  
**Code** In person: CRN90258  
Online: CRN90259  
**Fee** \$1,000 + GST

This 3.5-day course is designed to prepare the participants to write their EOCP exam for Bulk Water Delivery (required by the Yukon Government Drinking Water Regulation).

## Arsenic and Uranium Removal

**Date** Nov 16  
**Code** In person: CRN90262  
Online: CRN90263  
**Fee** \$390 + GST

This 1-day course is designed to increase the participant knowledge in methods of removing arsenic and uranium as well as their application, proper operations, and maintenance requirements.

## Wellhead Protection Planning

**Date** Nov 18  
**Code** In person: CRN90266  
Online: CRN90267  
**Fee** \$390 + GST

This 1-day course is designed to provide participants with knowledge in wellhead protection planning which includes the purpose of wellhead protection, review of basic hydrogeology, well and wellhead construction and protection, ground-water source protection, and developing a wellhead protection plan.

## Iron and Manganese Removal

**Date** Nov 17  
**Code** In person: CRN90264  
Online: CRN90265  
**Fee** \$390 + GST

Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for course description.

## Lagoon Design, Operation and Maintenance

**Date** Dec 1  
**Code** In-person: CRN90268  
Online: CRN90269  
**Fee** \$390 + GST

Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for course description.

## Yukon Water and Wastewater Operator

### Disinfection By-Product Formation and Prevention

**Date** Dec 2  
**Code** In-person: CRN90270  
Online: CRN90271  
**Fee** \$390 + GST



Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for course description.

### Taking Care of Your Drinking Water System For Decision Makers

**Date** Self-paced, 2 hours  
**Code** WO CE60 • CRN: TBD  
**Fee** \$50 + GST



Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for course description.

### Leading and Managing in Public Operations 2: Project Management

**NEW**

**Date** Dec 3-4  
**Code** CRN: TBD  
**Fee** \$710 + GST



Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for course description.

### Development and Use of Operator Tools: ERP, MMP & SOPs

**NEW**

**Date** Dec 9  
**Code** In-person: CRN TBD  
Online: CRN TBD  
**Fee** \$390 + GST



Visit [YukonU.ca/YWWOP](https://YukonU.ca/YWWOP) for course description.

## Drone training/UAV pilot certification

### Advanced Remotely Piloted Aircraft System (RPAS) Drone Training / Unmanned Aerial Vehicle (UAV) Pilot Certification

#### NEW – Coming Spring 2021!

This comprehensive ground school covers the mandatory content as well as important operational control content that you will need to know as a Drone/UAS pilot.

We will cover the topics found in the Transport Canada "Recommended Knowledge Requirements for less than 25 kg, Visual Line of Sight Guide TP15263":

- Section 1: Air law, air traffic rules and procedures
- Section 2: RPAS air frames, power plants, propulsion and systems
- Section 3: Human factors
- Section 4: Meteorology
- Section 5: Navigation

- Section 6: Flight operations
- Section 7: Theory of flight
- Section 8: Radio-telephony

In addition, we include the following non mandatory content which is necessary to effectively operate when working with Transport Canada for Special Flight Operations Certificate approvals.

- Operational control – What is it?
- Manuals and document control
- (SFOC) Special flight operations certificates
- (SORA) Special flight operational risk assessments
- (SAIL) Special aviation integrity rating

Students must complete the Transport Canada exams, and will be responsible for paying the exam fees, as well as an additional fee for the advanced license once the flight reviews are completed. The exam must be completed before the flight review can take place.

- Basic exam fee \$5\*
- Advanced exam fee \$10\*
- Advanced licensing fee \$125\*\*

\* Exam and licensing fees are not included in the course tuition and are the responsibility of the student to pay directly to Transport Canada. Must be 14 years of age to write the basic exam, 16 years of age to write the advanced exam.

\*\* Must be a Canadian citizen or permanent resident of Canada to complete the Transport Canada license.

Contact Jennifer Harkes at [jharkes@yukonu.ca](mailto:jharkes@yukonu.ca) for dates and information.



PHOTO: CANADIAN RED CROSS

# First aid & safety

Canadian Red Cross  
Wilderness and remote first aid  
Confined space entry  
Fall protection  
Transportation of dangerous goods

# Canadian Red Cross First Aid



Canadian  
Red Cross

Croix-Rouge  
canadienne

Training Partner /  
Partenaire de formation

First Aid skills are applicable in your daily life, both at home and at work, to prepare you to act on, control, and manage life's emergencies. Before a professional responder arrives to help, you can make all the difference in helping someone in need. Our certified Canadian Red Cross First Aid training will give you a plan of action for emergencies and give you the confidence to act.

Yukon University has been offering First Aid training for over 30-years Yukon wide. As a Red Cross training partner we deliver training for all levels of First Aid. Sign up today and earn official Canadian Red Cross certification.

## Standard First Aid/CPR-C

**Duration** 14 hours  
**Code** FA003  
**Fee** \$199 + GST

Comprehensive two-day course offering first aid and cardiopulmonary resuscitation (CPR) skills for those who need training due to work requirements or who want more knowledge to respond to emergencies at home. Includes the latest first aid and CPR guidelines. Meets federal and a variety of provincial/territorial regulations for Standard First Aid and CPR. Exceeds competitors' standards by including injury prevention content, CPR, and AED.

## Standard First Aid/CPR-C Recertification

**Duration** 7 hours  
**Code** FA022  
**Fee** \$125 + GST

PRE

Update and recertify your Standard First Aid/CPR-C certification in this 7hr course.

*Prerequisite: current Standard First Aid/CPR-C certification.*

## Blended Standard First Aid/CPR-C

**Duration** 14 hours (7 hours online)  
**Code** FA CE41  
**Fee** \$125 + GST

Increase your scheduling flexibility and reduce the in-class portion for your Standard First Aid/CPR-C training. Complete the online theory-based portion up to 45-days prior to the in-class day. Bring your online learning proof of completion with you to the 7 hours of in class training, where your practical skills will be taught and evaluated. Complete a small, in-class multiple choice test and receive your Standard First Aid/CPR-C certification.

*Note: You will also need to register for the Skills Check 7hr face-to-face course to complete the certification, free of charge, FA CE40.*

## Basic Life Support

**Duration** 4 hours  
**Code** BLS CE01  
**Fee** \$50 + GST

Designed to build participant confidence in performing CPR skills in a team environment for professionals with a duty to respond. This includes in-facility care providers, including nursing staff, care aides, medical and dental professionals. As well as pre-hospital care providers, which may include professionals in a fire service, rescue team, sports-medicine, lifeguards and ski patrol.

*Note: 1-year certification, formerly known as CPR-HCP.*

## CPR-C

**Duration** 7 hours  
**Code** CPR003  
**Fee** \$125 + GST

Learn to think, react and improvise in emergency situations from the leader in First Aid the Canadian Red Cross. CPR Level C training covers one-rescuer CPR, choking, barrier device/pocket masks, AED use and external bleeding for adults/children/babies.

*Note: CPR-C training takes place on the first day of any Standard First Aid/CPR-C course. Contact Continuing Studies to register in this course.*

## CPR-C AED Recertification

**Duration** 3.5 hours  
**Code** CPR006  
**Fee** \$50 + GST

PRE

Update and recertify your CPR-C AED certification.

*Prerequisite: current CPR-C AED certification.*

## Remote First Aid/CPR-C

<b>Duration</b>	24 hours
<b>Code</b>	WFA010
<b>Fee</b>	\$295 + GST

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or enjoying recreational time in the Yukon, learn to apply Standard First Aid/CPR-C skills in remote environments. Understand the perspective of applying these skills in a rural setting versus an urban environment. Focus on shifting your understanding of the environment, decision making, and limited resources. Remote First Aid also offers strategies for providing extended care for up to 24 hours. Suitable for those who work, live and adventure in remote locations. Please note that this course is taught in a 50% indoor and 50% outdoor setting, regardless of weather. It will require greater physical activity than typical first aid training, you may wish to wear old clothes.

*Note: Formerly known as Wilderness & Remote First Aid/CPR-C*

## Remote First Aid/CPR-C Recertification

<b>Duration</b>	12 hours
<b>Code</b>	WFA012
<b>Fee</b>	\$150 + GST

PRE

Update and recertify your Remote First Aid/CPR-C certification. Please note that this course is taught in a 50% indoor and 50% outdoor setting, regardless of weather. It will require greater physical activity than typical first aid training, you may wish to wear old clothes.

*Note: Formerly known as Wilderness & Remote First Aid/CPR-C Recertification*

*Prerequisite: current Wilderness & Remote First Aid/CPR-C certification.*

## Wilderness First Aid/CPR-C

<b>Duration</b>	40 hours
<b>Code</b>	WFA011
<b>Fee</b>	\$495 + GST

Ever wonder what to do if help is not immediately available if someone is ill or injured? Whether working or recreating in Yukon, learn comprehensive first aid techniques for those who need a higher level of training to work and respond to emergencies in isolated or wilderness settings. Training is also suitable for those who act as guides or supervisors for groups of people. The course covers material in Standard First Aid/CPR-C, plus advanced strategies for providing extended care for more than 24 hours. This course qualifies for the 40hr Wilderness First Aid 2018 Guiding Regulations for Yukon's National Parks. This course is taught in a 50% indoor and 50% outdoor setting, regardless of weather. It will require greater physical activity than typical first aid training, you may wish to wear old clothes.

*Note: Formerly known as Advanced Wilderness & Remote First Aid/CPR-C*

## Wilderness First Aid/CPR-C Recertification

<b>Duration</b>	20 hours
<b>Code</b>	WFA013
<b>Fee</b>	\$295 + GST

PRE

Update and recertify your Wilderness First Aid/CPR-C certification. This course qualifies for the 40hr Wilderness First Aid 2018 Guiding Regulations for Yukon's National Parks. Please note that this course is taught in a 50% indoor and 50% outdoor setting, regardless of weather. It will require greater physical activity than typical first aid training, you may wish to wear old clothes.

*Note: Formerly known as Advanced Wilderness & Remote First Aid Recertification/CPR-C*

*Prerequisite: current Advanced Wilderness & Remote First Aid/CPR-C certification.*

## Advanced First Aid

<b>Duration</b>	80 hours
<b>Code</b>	FA CE49
<b>Fee</b>	\$1,000 + GST

PRE

For those who are designated as the Advanced First Aid attendant at their workplace. Build on your SFA/CPR-C knowledge and integrate appropriate patient assessments, interventions, and ongoing care in the workplace. You will need to pick up your Emergency Care for Professional Responder text book 2 weeks ahead of the class to pre read.

*Prerequisite: current Standard First Aid/CPR-C certification. If you require EMR certification please contact Dan Anton 867 668 5258.*

## Advanced First Aid Recertification

<b>Duration</b>	40 hours
<b>Code</b>	FA CE50
<b>Fee</b>	\$625 + GST

PRE

Update and recertify your Advanced First Aid certification. You will need to pick up your Emergency Care for Professional Responder text book 2 weeks ahead of the class to pre read.

*Prerequisite: current Advanced First Aid or Emergency Medical Responder. If you require EMR certification please contact Dan Anton 867 668 5258.*

## Safety training

### FOODSAFE Level 1

<b>Duration</b>	7 hours
<b>Code</b>	HLTH004
<b>Fee</b>	\$95 + GST

FOODSAFE Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. The course covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing.

### Workplace Hazardous Materials Information System

<b>Duration</b>	3.5 hours
<b>Code</b>	WHMS001
<b>Fee</b>	\$95 + GST

Maintain current WHMIS training requirements and protect yourself against controlled products and hazardous materials at work. Ensure you know how to properly read and understand labels, identifiers, and material safety and data sheets as you explore the responsibilities of suppliers, importers, distributors, employees and employers. Successfully complete the course to receive a WHMIS certificate. Now we offer an online option.

### Transportation of Dangerous Goods

<b>Duration</b>	3.5 hours
<b>Code</b>	WHMS001
<b>Fee</b>	\$95 + GST

Legislation requires all people involved with transporting dangerous goods to learn the skills and principles taught in this course. Protect yourself and the public by learning how to avoid dangerous accidents and understanding your responsibilities as a shipper/handler. Earn a TDG certificate (clear language edition) in the process. Now we offer an online option.

### Confined Space Entry

<b>Duration</b>	7 hours
<b>Code</b>	CNSP003
<b>Fee</b>	\$195 + GST

PRE

Every year, confined space entry results in numerous injuries and fatalities. Learn how to maintain productivity, reduce injuries and save lives by recognizing confined spaces and the hazards involved with them. If you're an industrial worker called upon to work in or around confined spaces, this course will give you the understanding and rules behind safe confined space entry operations.

*Prerequisite: current Fall Protection certification*

### Fall Protection

<b>Duration</b>	7 hours
<b>Code</b>	SAFE005
<b>Fee</b>	\$195 + GST

Learn how to work with fall protection equipment in this intensive course. Gain exposure to multiple protection systems and regulations as you explore how to inspect and properly care for specialized equipment designed to keep you safe. This course is a prerequisite for Confined Space Entry.

### Enform: H2S Alive

<b>Duration</b>	7 hours
<b>Code</b>	H2S001
<b>Fee</b>	\$295 + GST

This course is intended for all workers who could be exposed to hydrogen sulphide (H<sub>2</sub>S). The primary focus is to provide generic H<sub>2</sub>S program content to help workers work safely in and around H<sub>2</sub>S environments. You will be expected to be able to perform rescue breathing and to operate a self-contained breathing device and detector tube device. Receive an industry-standard training certificate from Enform upon successful completion of your exam.

### Crane Operator

<b>Duration</b>	24 hours
<b>Code</b>	RIGG CE03
<b>Fee</b>	\$595 + GST

This course will give you an intensive introduction to heavy lifting and proper safe operational expectations for crane operation, inclusive of the rigging & hoisting component. Learn how to lift with cranes and hoists while exploring different types of slings, their uses and proper storage. Build your understanding of hand signals and various knots, bends and hitches, and regulations for a safe and efficient workplace. Crane Operators in Yukon are required to carry 'proof of competence' by YWCHSB. The instructor will introduce each participant to the necessary steps to become certified by BC Crane, recognised Crane Operator certification in Yukon. Crane Operator Certification will be completed once the necessary training hours are logged and a BC Crane certified assessor has passed your practical skills assessment.

**Steel-toed boots required.**



PHOTO: ARCHBOULD.COM

# Other programming

Online courses  
Kids & youth programming  
Custom & contract training

# Online courses

Publish a book online? Learn a new language? Learn a computer application? Take a math refresher? You now have access to literally hundreds of courses at the click of a button!



Work at your own pace and around your own schedule and discover the difference this flexibility can make to your learning. Lessons are instructor-led and project-oriented, providing you access to expert help when you need it, and discussion forums with fellow students are available online, 24 hours a day. While class sessions run on a weekly basis, you can log in and view the core lesson – at your convenience – for up to two weeks.

Visit [ed2go.com/yukon](https://ed2go.com/yukon) and start browsing for your next course!

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## Sample courses

### Business Skills

- Communications & Writing
- Accounting & Finance
- Office Software
- Management & Leadership
- Small Business Operations
- Non-profit
- Project Management
- Sales & Marketing

### College readiness

- Math
- Science

### Design & composition

- Digital Photography
- Graphic & Web Design
- Animation
- Interior Design

### Hospitality

- Event coordinating
- Catering

### Health & fitness

- Medical Terminology
- Nutrition Sciences
- Veterinary Assistant
- Women's Health

### Legal

- Paralegal
- Real Estate Law
- Employment Law

### Arts & personal wellness

- Languages
- Creative Writing
- Pain Management

### Technology

- Cloud Computing
- Security Certification
- Database Management
- Networking & Communications
- C# Programming
- SQL, Java, or PHP
- Blogging and Podcasting

### Learn what you want, when you want.

- Instructor-led courses
- 6-week format
- Sessions start monthly
- Interactive environment
- Courses start at \$179

**View all courses at**  
[ed2go.com/yukon](https://ed2go.com/yukon)

# Kids & youth programming

Kids Programs is a network member of Actua, a national organization that engages youth in science, technology, engineering, and math (STEM). Our goal is to give every youth the opportunity to see their potential to excel in STEM!

Programs will run September to December. Advanced registration is required and will open in early September at [YukonU.ca/programs/continuing-education/kids-programs](https://YukonU.ca/programs/continuing-education/kids-programs)

For more information, call 867-668-8819 or [camps@yukonu.ca](mailto:camps@yukonu.ca).



## Grades 2–5

### After-School STEM Clubs

Science experiments, coding robots, and team design challenges! Whether your child is just getting curious or is already obsessive about STEM, these activities will get them engaged!

### Girls Tech Clubs

Girls face distinct barriers to developing skills and seeing themselves as future experts in STEM subjects. Our girls clubs are designed to build girls' confidence, introduce them to women mentors working in STEM, and show them how fun technology can be!

## Grades 6–9

### Inventors' Academy

Do you know a youth who loves to keep busy and think creatively? The Inventors' Academy after-school club introduces students to essential design and business concepts like prototyping, 3D modelling, and making a budget. Program facilitators and visiting mentors provide coaching to help students bring their ideas to life and showcase them to the community!

## Grades 1–9

### Coding in the Classroom

Do you know a teacher who wants to integrate digital skills, coding, and design into their classes? Let them know we'd love to bring our tech party to their school! Our mobile workshops include hands-on, engaging activities for students, using robots and computers to help communicate curriculum concepts.

# Custom & contract training

We can design the right training, taught by the right expert, at the right time & place, just for you!

Let us do the groundwork. We can work with you to provide customized content with expert delivery that meets your organization's training needs.

Yukon University has access to many Yukon instructors and facilitators who are experts in their fields. No need to go outside for this; it is right here in the Yukon. Our facilitators and instructors are experts in their respective fields where they take pride by delivering high-quality learning experiences.

For more information contact Continuing Studies at 867 668 5200 or visit [YukonU.ca/CE](https://YukonU.ca/CE)



# Continuing Studies

867 668 5200

[ce@yukonu.ca](mailto:ce@yukonu.ca)

[Yukon.ca/CE](http://Yukon.ca/CE)

