



Continuing Education and Training



Discover the freedom
of flexible learning

Summer 2012 Course Guide

Project Management, Online Learning, Industry
and First Aid Training, Strategic Writing, Conflict
Resolution, Northern Gardening and so much more...

THREE EASY WAYS TO REGISTER

1 PHONE

867.668.8710
or toll free 1.800.661.0504

Simply quote the CRN found in orange below the course description of the class you want to register for. For courses with prerequisites, please call 668.5200 to register.

2 FAX

867.668.8899

Contact us at 668.5200 and we will fax you a registration form. If you are in the communities, please contact your Community Campus for forms.

3 IN PERSON

500 College Drive in Whitehorse

Drop by the Admissions Office across from the Yukon College Bookstore at Ayamdigut Campus.

CONTACT US

By phone: 867.668.5200

By email: ce@yukoncollege.yk.ca

POLICIES

Refunds, course cancellations and more. **P24**



Sign up to win!

Sign up for the SCET newsletter and be entered to win one of three ed2go classes drawn each month from May 1 to Aug 31! You pick the class, you pick the dates, and our newsletter will arrive in your inbox filled with new classes, last minute offerings and monthly updates! Email us at ce@yukoncollege.yk.ca with 'sign up' in the subject line.

Why has my course been canceled?

OUR CLASSES RUN BECAUSE OF YOU.

If you don't sign up for a course right away, you may find that it has been cancelled due to low enrolment. So sign up early! If your schedule changes and you are unable to attend the class, we will be happy to move your registration to a later offering or refund your money. (See refund policy on page 24.)

So don't be disappointed—register soon!



Visit [Yukoncollege](#) on Facebook!



Welcome to
summer 2012!
Let's get started with...



Online Learning

1

Computers and Communications

2

Northern Gardening

3

Homestead Workshop Series

4

Home Improvement

5

Pleasure Craft Operator Certificate

6

First Aid

7

Language

10

Summer at a Glance

11

YC Kids Camps

13

Contract Training

15

Business and Professional Training

16

Conflict Resolution

19

Industry Training

21

Policies

24

Online Learning

Cost-effective: courses from \$119
Convenient six-week format
Sessions start monthly so you can sign up at any time!

Meet the newest member of our family: online learning. 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, providing you access to expert help when you need it, and discussion forums with fellow students are available online, 24 hours a day.

A little bit too sunny outside on course day? Feel free to jump in the canoe. While instructor-led sessions run on a weekly basis, you are able to log in and view the core lesson at your convenience, for up to two weeks.

Whether you're looking to finally learn how to get the most from your digital camera or to advance your career with the multitude of business offerings, you now have access to literally 1000's of courses at the click of a button.

Log on to ed2go.com/yukon/ today for more information and to browse through our course selections. Not seeing what you are looking for? Call us and help us tailor our future offerings!

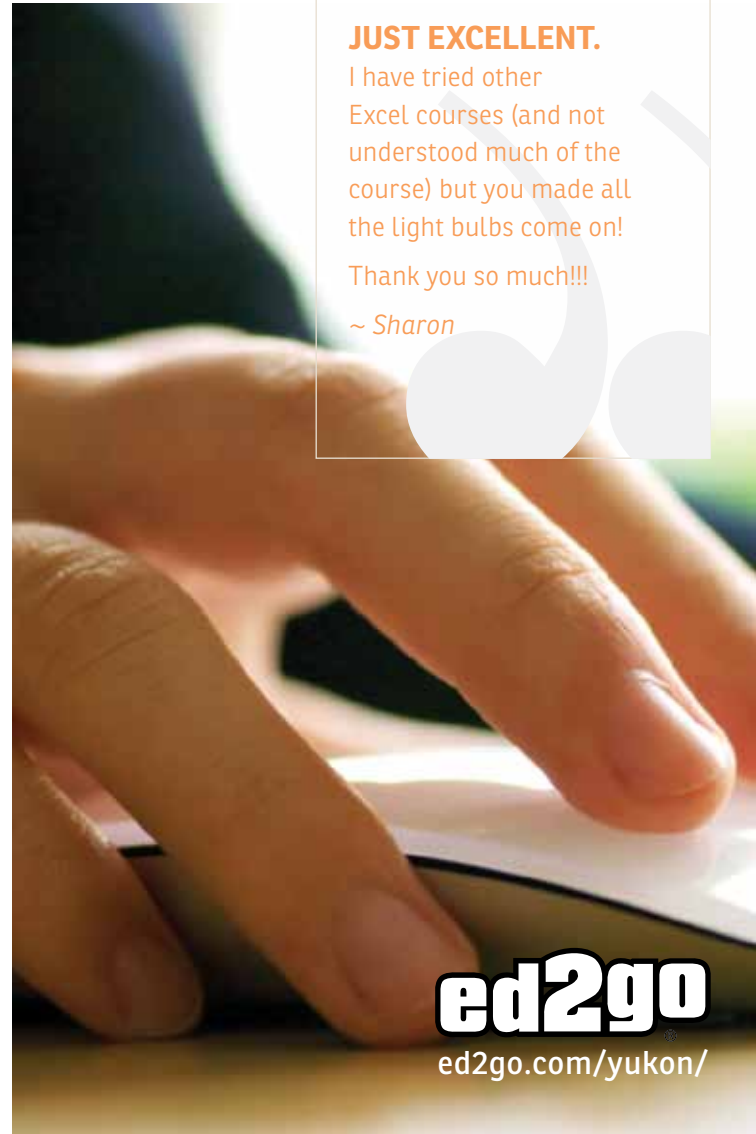
QuickBooks 2012 for Contractors | **Marketing Your Nonprofit** | **Photoshop Elements 10 for the Digital Photographer** | **Speed Spanish** | **Administrative Assistant Fundamentals** | **Protect Your Money, Credit, and Identity** | **Beginning Conversational French** | **Write and Publish Your Nonfiction Book** | **Introduction to Microsoft Excel 2010** | **Introduction to Dreamweaver CS5...** and so many more!

JUST EXCELLENT.

I have tried other Excel courses (and not understood much of the course) but you made all the light bulbs come on!

Thank you so much!!!

~ Sharon



ed2go
ed2go.com/yukon/

Computers and Communications

Give your computer skills a little fine-tuning this summer. Completing Level 1 in both MS Word and Access will have you more confident in front of your screen—whether it is for workplace development or a home project. Also this summer, we are excited to open up our highly successful *Strategic Writing for the Workplace* as a public offering. Discover the incredible edge that learned writing techniques can add to your communications. Or, are you ready to be an MS Office Specialist? It's easy, quick, and until August 31, 50% off!

Word 2010 Level I WORD 001

Welcome to the world of Microsoft Word 2010! Harness the power of the cornerstone of modern word processing technology as you gain all the tools you need to produce professional documents simply and quickly. Focus on all of the basic functions of Word and learn how to properly format letters, memorandums and more.

CRN 30084 **May 8–17** **Tues & Thurs**
6:30pm–9:30pm **Instructor: Craig Brooks**
\$229 + GST **Location: A2408**

Access Level I ACCS 001

Learn relational database management concepts and design skills through an exploration of the world of Microsoft Access. Discover how to create and modify tables, forms, queries and reports while using real workplace examples that emphasize how Access can be used to increase your productivity.

CRN 30082 **May 7–16** **Mon & Wed**
6:30pm–9:30pm **Instructor: Dave Rogers**
\$229 + GST **Location: A2408**



Strategic Writing for the Workplace MCOM 005

NEW!

You are what you email! Get 2 workshops in 1 with this course that offers skills that are crucial to your professional success. If you're looking to boost your professionalism at work, improving your business writing skills is a good move. Learn how to think before you write and boost your abilities at writing engaging and strategic communications for a variety of media, including print and web. Explore persuasive writing techniques and how to initiate action with your writing as you focus on clarity, style, organization and strategic messages.

CRN 30106 **May 11** **Fri**
9am–4pm **Instructor: Colleen Grandy**
\$189 + GST **Location: T1030A**

Microsoft Office Specialist Certification... only at Yukon College.

Take advantage of our 50% off introductory offer, but hurry, offer expires Aug 31!

Details on page 10

Northern Gardening

Our Northern Gardening Series is blooming!

Expert knowledge combined with a passion for compost that only a gardener could muster, this series of classes have had learners raving. Presented in partnership with the Yukon Agriculture Branch, these courses are giving Yukoners a deeper understanding of everything 'garden'. From working with your soil pH to learning energy-efficient modeling tricks for your greenhouse, novices to the greenest of thumbs will flourish in this series. **Check out our Fall Course Guide for our complete Northern Gardening Series.**

Let's Get Growing GARD 012

NEW!

Have you moved here from a warmer climate and are wondering why your tomatoes are still green? Are you interested in growing your own food in a healthy, sustainable way? You have come to the right place. This course is planned to follow the Yukon Master Gardener to provide practical sharing and supported learning for growing food. Join Heidi Marion as she guides you from theory into technique and practice! This course also stands alone for growers with some experience. Heidi is a certified Organic Master Gardener and with her farming background brings a deeply evolved perspective on food. Come and grow using our on-site greenhouse, garden and composts. Go home to try new ideas on your patch of heaven!

CRN 20721 Apr 28, May 26, June 16, July 14 & Aug 25 Sat
10am–3pm Instructor: Heidi Marion
\$329 + GST Location: A2204

I like Bob Sharp's course on greenhouse design because **I HAVE WALKED AWAY WITH SO MANY IDEAS**: how to improve my greenhouse and what I should change to make it more efficient!

~ Bill



Homestead Workshop Series



Recreate the joys of the Fireweed Community Market in your own home! Join us in Yukon College's state-of-the-art kitchen as talented members of the Fireweed Community Market Society walk us through the wonders of local production and the creation of quality, home-prepared foods. These courses are inspiring, empowering and will open your eyes to the numbers of ingredients we lucky Yukoners have access to!

Goat Cheese Making COOK 002

We know, we know... everyone knows how to make goat cheese, but don't you think you could use a few tips from one of the Yukon's goat-farming, cheese-making experts, Tina Ratay of Lendrum Ross Farm? Learn her tricks of the trade and take home what you make.

CRN 30041

May 5

Sat

1pm-4pm

Instructor: Tina Ratay

\$89 + GST

Location: C2108

Start saving your berries!

Freeze your trout, put aside your mason jars and join us again in the fall for the full Homestead Workshop Series:

Classic Canning

Sourdough Starter

Filleting Fish

Fermenting for Fun

...plus two new additions!



Home Improvement

Let us help you put the “D” in your DIY Jobs this summer. Sometimes it just takes the right course to let you cross the first project off your home improvement list. Maybe you were waiting for welding, plumbing, or perhaps all five of our summer offerings before you got started on your next money-saving project. **Keep your eyes peeled for our Fall Course Guide when tiling will be added to the mix!**

Basic Home Wiring BHWR 001

If you live in an electricity-free cabin in the bush, this course might not be for you. If not, you can become a safe and practical homeowner by getting a grip on the proper procedures, skills and theory needed to carry out common electrical home maintenance. Prepare yourself to recognize potential problems before they cost you thousands in damage, and understand the importance of complying with electrical codes.

CRN 30014 **May 11–14** **Fri–Mon**
Fri & Mon/ 7pm–10pm Sat–Sun/ 9am–5pm
Instructor: check website
\$350 + GST **Location: T043**

Basic Home Plumbing PLMB 001

In this 18-hour course students will learn the basics about plumbing, which can help them to develop the skills necessary to do minor plumbing repairs and installations. Plumbing problems normally become self-evident pretty quickly: a drain clogs up, the faucet drips, a broken pipe sprays water, a toilet won't flush. →

Fortunately, most minor plumbing problems are relatively easy to fix if you understand the basics of how the systems work and the correct steps to follow to solve the problems.

CRN 20164 **May 4–7** **Fri–Mon**
Fri & Mon/ 6pm–9pm Sat–Sun/ 9am–5pm
Instructor: check website
\$350 + GST **Location: T1010**

Welding WELD 001

This 45-hour hands-on course provides the theory and skills necessary to safely operate and maintain oxyacetylene cutting equipment and shielded metal arc welding equipment. Oxyacetylene topics include: safety practices, equipment operation, metal fusion theory, cutting and brazing. Electric arc welding topics include: welding machines, materials, welding positions and machine settings. Steel-toed boots required.

CRN 20163 **Apr 16–May 16** **Mon–Wed**
6pm–9pm
Instructor: Ed Bergeron
\$425 + GST **Location: T1090**



Construction Carpentry for Beginners WOOD 001

This course will introduce students to the tools, materials and skills necessary in the field of carpentry. Students will study and practice the safe operation of the most common hand tools, hand-held power tools and stationary power tools. They will also be taught how to develop, estimate, layout, frame, and finish projects. Students will learn these skills by planning and building utility sheds that are framed and exterior finished like a house.

CRN 20165 Apr 27–Jun 9 Fri–Sat
Fri/ 6:30pm–9:30pm Sat/ 9am–4pm (No classes May 18–19)
Instructor: Helene Tardif–Poole
\$475 + GST Location: T1081

Small Engine Repair SENG 002

This course is designed to teach the learner basic skills necessary to troubleshoot and diagnose minor engine problems and to service, maintain and do minor repairs to various small engines. Topics covered will include operations, ignition systems, fuel systems, lubrication systems, and applications. Students will be asked to supply their own 4–stroke small engines project under 250cc and the manual if available (outboard motors, motorcycles, small generators, ATV's, etc.) Steel toed boots required.

CRN 30013 May 4–7 Fri–Mon
Fri & Mon/ 6:30pm–9:30pm Sat–Sun/ 9am–4pm
Instructor: John Deadman
\$350 + GST Location: T033

Pleasure Craft Operator Certificate

Long Yukon summer evenings are for boating, fishing...and safety. If you were born after April 01, 1983 and will be recreationally driving any boat that is fitted with an engine (even if you will only be paddling or operating the vessel under sail), it is legally required by Transport Canada that you carry a Pleasure Craft Operator Card (PCOC)*. For some, the course is an eye-opener, for others simply a refresher, but for everyone that you will share the water with this summer, it is just good sense. Your PCOC is good-for-life, so call today and make one of your smartest investments yet.

**Rental companies' regulations may vary.*

Boat Operator Accredited Training BOAT 001

The Lifesaving Society's Boat Operator Accredited Training (BOAT) program is accredited by Transport Canada. The BOAT course provides you with the knowledge you need to earn the Pleasure Craft Operator Card. Pleasure Craft Operator certification cards will be issued to those who pass the written examination.

CRN 30134 May 3 Thurs
8am–5pm Instructor: Anne Morgan
\$80 + GST Location: A2402

CRN 30091 May 23 & 24 Wed & Thurs
6pm–10pm Instructor: Anne Morgan
\$80 + GST Location: A2402

CRN 30093 June 11 & 13 Mon & Wed
6pm–10pm Instructor: Anne Morgan
\$80 + GST Location: A2402

Boat Operator Accredited Training BOAT 002

Home Study and Exam–Only Option

If you're an experienced boater, you can study on your own and take the test when you're ready. The BOAT Study Guide will bring you up to speed. It contains all the essential information required to earn your Transport Canada Pleasure Craft Operator Card. Manual purchased separately from the Yukon College Bookstore.

CRN 30092 May 24 Thur
8pm–10pm Instructor: Anne Morgan
\$35 + GST Location: A2402

CRN 30094 June 13 Wed
8pm–10pm Instructor: Anne Morgan
\$35 + GST Location: A2402

First Aid



**CANADIAN
RED CROSS**
TRAINING
PARTNER

**CROIX-ROUGE
CANADIENNE**
PARTENAIRE
DE FORMATION

First aid and safety 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 and Safety training will give you a plan of action for emergencies and give you the confidence to act. Sign up today and earn official Canadian Red Cross certification. Check www.yukoncollege.yk.ca/ce/ for instructor, scheduling and location updates. **For courses with a prerequisite, please call 867.668.5200 to register.**

Standard First Aid/CPR–C FA 003 | 16 hours – \$160

If you need training for work requirements or want more knowledge to respond to emergencies at home, this course offers you standardized First Aid and CPR techniques. Develop the skills you need to prevent disease transmission and respond to cardiovascular and breathing emergencies, sudden medical conditions and injuries to the head and spine. Earn AED certification and comply with OHS regulations for Standard First Aid.

CRN 30026 8:30am–5:30pm	May 5–6 Location: #2 Hospital Road	Sat–Sun
CRN 30032 8:30am–5:30pm	May 5–6 Location: A2706/14	Sat–Sun IN FRENCH
CRN 30027 8:30am–5:30pm	May 7–8 Location: T1023	Mon–Tues
CRN 30028 8:30am–5:30pm	May 12–13 Location: T1030	Sat–Sun
CRN 30029 8:30am–5:30pm	May 23–24 Location: T1030	Wed–Thur
CRN 30030 8:30am–5:30pm	May 26–27 Location: T1030	Sat–Sun
CRN 30031 8:30am–5:30pm	May 31–Jun 1 Location: T1023	Thur–Fri
CRN 30053 8:30am–5:30pm	Jun 2–3 Location: T1030	Sat–Sun
CRN 30054 8:30am–5:30pm	Jun 9–10 Location: #2 Hospital Road	Sat–Sun

CRN 30055 8:30am–5:30pm	Jun 11–12 Location: T1030	Mon–Tues
CRN 30056 8:30am–5:30pm	Jun 16–17 Location: T1030	Sat–Sun
CRN 30057 8:30am–5:30pm	Jun 21–22 Location: T1030	Thur–Fri
CRN 30058 8:30am–5:30pm	Jun 23–24 Location: T1030	Sat–Sun
CRN 30059 8:30am–5:30pm	Jun 26–27 Location: T1030	Tues–Wed
CRN 30060 8:30am–5:30pm	Jul 7–8 Location: T1030	Sat–Sun
CRN 30061 8:30am–5:30pm	Jul 9–10 Location: T1030	Mon–Tues
CRN 30070 8:30am–5:30pm	Jul 14–15 Location: T1030	Sat–Sun
CRN 30071 8:30am–5:30pm	Jul 21–22 Location: #2 Hospital Road	Sat–Sun
CRN 30072 8:30am–5:30pm	Jul 26–27 Location: T1030	Thur–Fri
CRN 30073 8:30am–5:30pm	Aug 4–5 Location: T1030	Sat–Sun
CRN 30074 8:30am–5:30pm	Aug 8–9 Location: T1030	Wed–Thur



This is some of the **BEST FIRST AID INSTRUCTION** I've had in ten years of taking this course.
 ~ *Learner's testimonial*

CRN 30075 8:30am–5:30pm	Aug 11–12 Location: T1030	Sat–Sun
CRN 30076 8:30am–5:30pm	Aug 23–24 Location: T1030	Thur–Fri
CRN 30077 8:30am–5:30pm	Aug 27–28 Location: T1030	Mon–Tues

**Standard First Aid/CPR–C Recertification
 FA 022 | 8 hours – \$100**

*Pre-requisite: Current Standard First Aid/
 CPR–C certification*

Update and recertify your Standard First Aid and CPR–C certification in this 8–hour course.

CRN 30040 8:30am–5:30pm	May 26 Location: #2 Hospital Road	Sat
CRN 30067 8:30am–5:30pm	Jun 23 Location: #2 Hospital Road	Sat
CRN 30068 8:30am–5:30pm	Jul 28 Location: T1030	Sat
CRN 30069 8:30am–5:30pm	Aug 25 Location: T1030	Sat

**CPR–C AED Recertification CPR 006
 4 hours – \$50**

Pre-requisite: Current CPR–C certification

Update and recertify your CPR–C certification in this 4–hour course.

CRN 30038 6pm–10pm	May 9 Location: #2 Hospital Road	Wed
CRN 30039 6pm–10pm	May 28 Location: #2 Hospital Road	Mon
CRN 30063 6pm–10pm	Jun 6 Location: #2 Hospital Road	Wed
CRN 30064 6pm–10pm	Jun 28 Location: #2 Hospital Road	Thur
CRN 30065 6pm–10pm	Jul 4 Location: T1030	Wed
CRN 30066 6pm–10pm	Aug 7 Location: T1030	Tues

CPR–HCP (Healthcare Provider) AED Recertification HCP 002 | 4 hours – \$55

Pre-requisite: Current CPR–HCP certification

Update and recertify your CPR–HCP in this 4–hour course.

CRN 30036
6pm–10pm

May 15 **Tues**
Location: T1030

Emergency Medical Responder EMR 001 80 hours - \$895

Pre-requisite: Current Standard First Aid/CPR–C certification

Recognized as an equivalent to OFA 3

Enhance your career and develop the skills necessary to help sustain life, reduce pain and minimize the consequences of injury or sudden illness. Grasp the knowledge and skill set that is aligned with the National Occupational Competency profiles for the practitioner level of Emergency Medical Responder as established by the Paramedic Association of Canada. Achieve CPR HCP certification and comply with OHS regulations for Advanced First Aid in this 80–hour course.

CRN 30120
8:30am–5:30pm

May 28–June 8 **2xMon–Fri**
Location: T1030

Yukon College's School of Continuing Education and Training is the largest provider of Red Cross training in Yukon, and the second largest in all of Western Canada.

Come and see why.

Wilderness and Remote First Aid/CPR–C WFA 010 | 20 hours – \$245

If you take trips into the wilderness or remote locations for business or leisure, travel in areas where help is hours away or provide recreational or leisure experiences as a professional guide, taking this course is a must. Learn all the material covered in our Standard First Aid/CPR–C course while targeting special techniques for wilderness and remote areas. Achieve a 3–year certification in this 20–hour course and prepare yourself to provide extended care for up to 24 hours. This course is recognized as an equivalent to Standard First Aid/CPR–C with Yukon Workers' Compensation Board.

CRN 30033 **Jun 8–10** **Fri–Sun**
Fri/ 6pm–10pm **Sat–Sun/ 8:30am–5:30pm** **Location: T1030**

Advanced Wilderness and Remote First Aid/CPR–C WFA 011 | 40 hours – \$475

If you need a higher level of training to work and respond to emergencies in wilderness and remote areas, this exciting, scenario–based course helps you focus on advanced procedures and strategies to provide extended care for more than 24 hours. Achieve a 3–year certification that is equivalent to Standard First Aid/CPR–C with Yukon Workers' Compensation Board in this 40–hour course.

CRN 20358 **April 27–May 6** **2x Fri–Sun**
Fri/ 6pm–10pm **Sat–Sun/ 8:30am–5:30pm** **Location: T1023**

CRN 30025 **July 16–20** **Mon–Fri**
8:30am–5:30pm **Location: T1030**

Advanced Wilderness and Remote First Aid/CPR–C Recertification WFA 013 | 20 hours – \$245

Pre-requisite: Current Advanced Wilderness and Remote First Aid/CPR–C certification

Update and recertify your Advanced Wilderness and Remote First Aid/CPR–C certification in this 20–hour course.

CRN 30035 **May 25–May 27** **Fri–Sun**
Fri/ 6pm–10pm **Sat–Sun/ 8:30am–5:30pm** **Location: T1023**

DID YOU KNOW?

...over 4000 individual Yukoners have taken a Continuing Education and Training course in the past year?

Language

For work, vacation or to simply keep your brain sharp, there is nothing quite like learning a new language. Our Fall and Winter Course Guides offer a wide range of languages, from German to American Sign Language. Not finding the language you were looking for this summer? **Check out ed2go for the many language options to tide you over! Details on page 1.**

Mandarin LANG 005

NEW!

Mandarin Chinese is rapidly becoming an essential in the world of business. In this course we will cover the basic conversational skills and discuss the cultural and traditions of the Mandarin language. For business or pleasure, learning a logographic language is both fascinating and exciting!

CRN 30088
7pm–9pm
\$225 + GST

May 1–31
Instructor: Grace Morgan
Location: A2601

Tues & Thurs

Sign up to win!

Sign up for the SCET newsletter and be entered to win one of three ed2go classes drawn each month from May 1 to Aug 31! You pick the class, you pick the dates, and our newsletter will arrive in your inbox filled with new classes, last minute offerings and monthly updates! Email us at ce@yukoncollege.yk.ca with 'sign up' in the subject line.

Take advantage of our \$25 introductory offer, but hurry, offer expires Aug 31!

MICROSOFT OFFICE SPECIALIST (MOS)

Continuing Education and Training is now an official MOS Authorized Testing Center!

As the workplace need for proficiency with Microsoft Office suite 2010 increases, hiring managers and supervisors will use MOS 2010 Certification as a tool to screen and select job candidates.

FROM PREPARATION TO COMPLETION, WE ARE YOUR ONE-STOP MOS CENTRE.

For an introductory offer of 50% off (\$25) you have access to:

- a pre-assessment and mock exam
- the 50 min MOS exam (taken at Yukon College)
- a certificate upon successful completion
- the personal use of the official MOS logo.

For more information or to book your MOS appointment today, please contact Bunne Palamar at 867.668.5209



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 APR	16 Welding Page 5 Project Management Tools and Techniques Level I Page 17	17 Confined Space Awareness Page 22	18 Transportation of Dangerous Goods Page 22 Workplace Hazardous Materials Information System (WHMIS) Page 22	19 H ₂ S Alive – ENFORM Page 21	20 Chainsaw Safety – ENFORM Page 21	21
22	23 Chainsaw Safety – ENFORM Page 21	24	25	26 Confined Space Awareness Page 22	27 Fall Protection Training Page 22 Construction Carpentry for Beginners Page 6 Advanced Wilderness and Remote First Aid Page 9	28 Let's Get Growing Page 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 MAY	30	1 Resolving Conflict in Groups Level I Effective Team Dynamics Page 19 Mandarin Page 10	2	3 Boat Operator Accredited Training Page 6	4 Basic Home Plumbing Page 5 Small Engine Repair Page 6	5 Goat Cheese Making Page 4 GPS for Navigation Page 22 Investing for Novices Page 16 FOODSAFE Level I Page 23
6	7 Access Level I Page 2 Risk Management Page 18	8 Word 2010 Level I Page 2	9 Project Management Tools and Techniques Level II Page 17 Mediation Skills Level I Page 19	10	11 Strategic Writing for the Workplace Page 2 + 16 Basic Home Wiring Page 5	12 Introduction to Oziexplorer and Google Earth Page 23
13	14	15 HCP-CPR AED Recertification Page 9	16 Mindful Mentorship Page 16	17	18	19
20	21	22 Instructional Skills Workshop Page 16	23 Boat Operator Accredited Training Page 6	24 Boat Operator Accredited Training Exam–Only Option Page 6	25 Advanced Wilderness and Remote First Aid Recertification Page 9	26 History of Yukon First Nations and Self-Government Page 17
27	28 PMP Certification Exam Preparation Page 17 Emergency Medical Responder Page 9	29	30 Foundations of Collaborative Conflict Resolution Page 19	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
JUNE						
3	4 MS Project 2010 <i>Page 18</i>	5	6 SharePoint for Project Management <i>Page 18</i>	7 Compensation and Benefits Administration <i>Page 18</i>	8 Wilderness and Remote First Aid <i>Page 9</i>	9
10	11 Boat Operator Accredited Training <i>Page 6</i> Dealing with Anger <i>Page 20</i>	12	13 Boat Operator Accredited Training Exam–Only Option <i>Page 6</i>	14	15	16
17	18 Technology Expedition Camp 1 <i>Page 13</i> Science Expedition Camp 1 <i>Page 14</i>	20	21	22	23	
24	25 Technology Expedition Camp 2 <i>Page 13</i> Science Expedition Camp 2 <i>Page 14</i> Trades Expedition Camp 1 <i>Page 14</i>	27	28	29	30	

JULY

3	Science Expedition Camp 3 Trades Expedition Camp 2	<i>Page 14</i> <i>Page 14</i>
9	Technology Expedition Camp 3 Trades Expedition Camp 3	<i>Page 13</i> <i>Page 14</i>
16	Technology Expedition Camp 4 Science Expedition Camp 4 Trades Expedition Camp 4 Advanced Wilderness and Remote First Aid	<i>Page 13</i> <i>Page 14</i> <i>Page 14</i> <i>Page 9</i>
23	Science Expedition Camp 5 Trades Expedition Camp 5	<i>Page 14</i> <i>Page 14</i>
30	Science Expedition Camp 6 Trades Expedition Camp 6	<i>Page 14</i> <i>Page 14</i>

AUG

25	FOODSAFE Level I	<i>Page 23</i>
27	Building Your Communication Toolbox	<i>Page 20</i>

This is your summer at a glance!

As always, please visit our website for the most up-to-date times, dates, room numbers and additional offerings.

We welcome your suggestions and feedback on the courses we offer. Please do not hesitate to contact us at 867.668.5200 or ce@yukoncollege.yk.ca and let us know the programming that would meet your needs!

For the complete list of our Red Cross First Aid courses offered this summer, please check pages 7-9 of this Course Guide.

Continuing Education and Training

YC Kids Camps!

REGISTRATION Yukon College Summer Camp Office: 867.332.5209 | camps@yukoncollege.yk.ca

Give your campers the summer they will never forget! Brought to you in partnership with Yukon Advanced Education, Actua and Youth Science Adventures, YC Kids Camps have taken a jump to the next level to bring your pre-teen and/or teen a summer of fun, friendship, activity and learning. Loads of new activities... one affordable price! Watch for them in your community!

TECHNOLOGY!

SCIENCE!

TRADES!

Camper's fees	\$149 + GST	Camp hours	9am–4pm
*Camper's fees for short week	\$119 + GST	Drop off time	8:30am–9am
		Pickup time	4pm–5pm



Technology Expedition Camps

Technology Expedition campers will get a realistic glimpse of what the future will look like as they participate in hands-on technology/computer activities. Past activities have included graphic design, website design, stop frame animation, movie-making and video editing. Technology Expedition campers also participate in daily indoor and outdoor recreational activities as well as possible field trips throughout the week.

CAMP DATES

Camp 1	11–13 yrs	June 18–22
Camp 2	8–10 yrs	June 25–29
Camp 3	8–10 yrs	July 9–13
Camp 4	11–13 yrs	July 16–20



Actua provides training, resources and support to a national network of local organizations offering science, technology, engineering and mathematics (STEM) education programs. Actua members reach over 200,000 youth per year. Please visit Actua on the web at www.actua.ca.



Science Expedition Camps

Science, technology, engineering and math (STEM) are the foundations of every science program. Let your child come and experience the exciting new ways science is being used today and how it can be used in the future. Science Expedition campers will participate in cool and interactive experiments that will motivate them to continue their exploration when they're back in school. Campers will also engage in exciting recreational activities and field trips throughout the week.

CAMP DATES

Camp 1	8–10 yrs	June 18–22
Camp 2	11–13 yrs	June 25–29
Camp 3	8–10 yrs	July 3–6*
Camp 4	8–10 yrs	July 16–20
Camp 5	11–13 yrs	July 23–27
Camp 6	8–10 yrs	July 30–Aug 3

Trades Expedition Camps

Trades Expedition campers will get the opportunity to challenge themselves both mentally and physically by participating in various trade skills. The camps are created to inspire as campers design and build their individual projects. Along with possible projects in carpentry, culinary arts, mechanics and electrical, the campers will participate in daily recreational activities. This fun and interactive camp will provide enthusiastic campers with the opportunity to learn and discover future interests and careers in the demanding field of trades.

CAMP DATES

Camp 1	11–15 yrs	June 25–29
Camp 2	9–11 yrs	July 3–6*
Camp 3	11–15 yrs	July 9–13
Camp 4	11–15 yrs	July 16–20
Camp 5	9–11 yrs	July 23–27
Camp 6	11–15 yrs	July 30–Aug 3

2011 Actua National Funders



Contract Training

Get the training you want in the location you need

Discover how making Yukon College your trainer of choice can help you save time and money while you focus on managing your organization.

- Take advantage of our strategic partnerships with nationally and internationally–acclaimed training providers that will bring training to your doorstep while saving you money on traveling down south.
- Complete your training in–house with our “train the trainer” options.
- Tap in to our relationships with other Yukon employers so you can share training with them and cut costs in half.

Increased productivity, superior planning strategies, a better bottom line—get the tangible results you expect from a training investment.

FOR MORE INFORMATION on Contract Training opportunities, call Jeff Wolosewich, Manager, School of Continuing Education and Training.

867.668.8819

jwolosewich@yukoncollege.yk.ca



Business and Professional Training

Whether you're looking to explore a new career path or refresh your skills, these programs and courses will help you maximize your potential in the world of work. Establish yourself as an internationally-certified Project Management Professional (PMP), improve your skills as a leader and supervisor, replace uncertainty with confidence as a human resources administrator and reinforce your knowledge of sound communications practices with the support of some of the Yukon's finest professionals.

Mindful Mentorship HRAC 007

NEW!

Knowledge and expertise should never retire! Learn how to harness the power of mentorship and watch how it can bring a sharing and nurturing component to your workplace culture. Join dynamic instructors Lyn Hartley, PhD, and Tracey Johnson and give vision to your organization's approach to career development as you learn to inspire, counsel, and encourage employees to reach their full potential.

CRN 30096 **May 16–17** **Wed–Thur**
9am–4pm **Instructor: Lyn Hartley, PhD & Tracey Johnson**
\$599 + GST **Location: A2103**

Investing for Novices MONY 012

NEW!

If you are a novice or don't-know-where-to-start investor, this course is for you. Learn the fundamental terminology, strategies, costs, and risks of intelligent investing in plain language and with no financial bias. Explore how understanding ideas such as various asset classes, risk vs. risk tolerance, and the intelligent use of debt can help you plan for your future. Instructor Tom Grainger is here to teach, not to sell you a book!

CRN 30104 **May 5** **Sat**
9pm–4pm **Instructor: Tom Grainger**
\$189 + GST **Location: A2402**

Instructional Skills Workshop ISW 001

NEW!

If you're looking for an opportunity to improve or renew your teaching skills then this 4 day ISW (Instructional Skills Workshop) is an excellent professional development opportunity for you. Enjoy this peer-based workshop designed to improve your teaching practice while learning in a fun, safe environment with colleagues from across the Yukon. It also gives you credit towards the BC Provincial Instructor Diploma Program pending application to Vancouver Community College.

CRN 30105 **May 22–25** **Tues–Fri**
9am–4:30pm **Instructor: Lillian Nakamura Maguire**
\$395 + GST **Location: C1440**

Strategic Writing for the Workplace MCOM 005

NEW!

You are what you email! Get 2 workshops in 1 with this course that offers skills that are crucial to your professional success. If you're looking to boost your professionalism at work, improving your business writing skills is a good move. Learn how to think before you write and boost your abilities at writing engaging and strategic communications for a variety of media, including print and web. Explore persuasive writing techniques and how to initiate action with your writing as you focus on clarity, style, organization and strategic messages.

CRN 30106 **May 11** **Fri**
9am–4pm **Instructor: Colleen Grandy**
\$189 + GST **Location: T1030A**

BUSINESS AND PROFESSIONAL TRAINING

History of Yukon First Nations and Self-Government FNM 003

Whether you work with Yukon First Nations directly, are a history buff or just happen to live in the Yukon, taking this course is a must. Move forward in your life and career by looking back at Yukon First Nations history and self-government. Develop a broader understanding and appreciation for the key moments in Yukon First Nations distant and not-so-distant past in this course that comes complete with interactive activities, discussions and presentations from Yukon College's First Nations Initiatives department.

CRN 30117 **May 26** **Sat**
9am-4pm **Instructor: Members of FNI Department**
\$100 + GST **Location: A2103**

Project Management Tools and Techniques Level II PROJ 003

Changing client requirements, multiple scope change requests, limited resources, a lack of authority, difficult clients: these are all problems which you may face as a project manager. Enhance your ability to manage and control these issues as you continue to learn to execute projects using Project Management (PMI) best practices. Develop advanced project management skills and build upon what you learned in Project Management Tools and Techniques Level I. Earn Professional Development Unit (PDU) credits from PMI.

CRN 30046 **May 9-10** **Wed-Thur**
8:30am-4:30pm **Instructor: check website**
\$950 + GST **Location: C1440**

PROJECT MANAGEMENT

Wondering where to start with your next project? Discover how to execute on-time and on-budget by adopting the internationally-recognized standards of the Project Management Institute (PMI). Whether you are responsible for big or small projects, or even if you are looking for a way to manage your current workload, this suite of courses can enhance your project management skills and help you gain the reputation as an organized, efficient and successful project manager.

Project Management Tools and Techniques Level I PROJ 001

If you're responsible for managing projects of any size or scope, achieving a basic project management skill set is a must. Whether you are a new project manager or more experienced, take this course to learn to apply proven project management methodology that is consistent with the international standards of the Project Management Institute (PMI). Develop the fundamental skills required to effectively plan, manage and control projects and earn the reputation of a manager who completes projects on-time and on-budget. Earn Professional Development Unit (PDU) credits from PMI.

CRN 20439 **Apr 16-18** **Mon-Wed**
8:30am-4:30pm **Instructor: check website**
\$950 + GST **Location: A2712**

PMP (Project Management Professional) Certification Exam Preparation PROJ 002

If you want to earn an internationally-recognized professional distinction in project management, take this course. Earn PMP certification from the Project Management Institute (PMI) and achieve the industry standard for demonstrating competence and a solid foundation of project management skills. All you need to prepare for the PMI PMP certification exam is yours under the guidance of your instructor, an expert project manager and PMP, and the inclusion of a review of all PMI knowledge areas, a 1000 page reference binder, exam simulation software, the required 35 Professional Development Unit (PDU) credits and the number 1 Best Seller PMP Prep Study Guide.

CRN 30047 **May 28-Jun 1** **Mon-Fri**
8:30am-4:30pm **Instructor: check website**
\$1899 + GST **Location: A2204**

Communications Skills PROJ 004

As a Project Manager, the ability to communicate clearly and efficiently is a critical skill. Your success in motivating teams, delegating, organizing, problem solving, selling ideas, obtaining/providing information, reporting on performance, managing organizational transition and implementing ideas depends heavily on your ability to communicate and influence. No matter what your skill level as a project manager, develop and demonstrate your communication skills and watch your value as a worker and chances for promotion increase. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 20440 **Apr 19-20** **Thur-Fri**
8:30am-4:30pm **Instructor: check website**
\$950 + GST **Location: A2712**

Risk Management PROJ 005

We live in a world of uncertainty and risk. If you are responsible for completing or contributing to projects of any size, take this course to enhance your skills and develop a systematic approach so you can identify, analyze, mitigate and respond to risk. Learn the internationally-recognized risk management process defined in *A Guide to Project Management Body of Knowledge* (PMBOK), and earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 30048 **May 7–8** **Mon–Tues**
8:30am–4:30pm **Instructor: check website**
\$950 + GST **Location: C1440**

MS Project 2010 PROJ 006

Enhance your ability to manage projects, programs and multiple tasks using MS Project, a powerful industry-standard software tool. If you are a manager, supervisor, project coordinator, project team member or stakeholder looking for tools to manage your programs, projects and workload, develop your skills using MS Project and watch your efficiency go up and your stress levels go down. Create project plan templates, calendars and custom reports to monitor progress on budgets, schedules and tasks. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 30043 **Jun 4–5** **Mon–Tues**
8:30am–4:30pm **Instructor: check website**
\$950 + GST **Location: A2702**

SharePoint for Project Management PROJ 007

Microsoft SharePoint is an integrated suite of server capabilities that can provide organizational efficiency for document management, information sharing, business process integration and team collaboration across your organization. Learn to easily create and manage collaborative websites that integrate seamlessly with the Web, Windows, and MS Office. Develop a comprehensive understanding of SharePoint's features and capabilities, including how to create a Project Management Collaboration and Management Site to successfully manage projects, programs, and portfolios. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 30042 **Jun 6–7** **Wed–Thur**
8:30am–4:30pm **Instructor: check website**
\$950 + GST **Location: check website**

ACCELERATED HUMAN RESOURCES ADMINISTRATOR CERTIFICATE

Do you find personal satisfaction in helping others? Are you a natural-born problem solver? If so, this program may be right for you. Develop the skills and knowledge you need to succeed in a variety of careers, including:

- human resources assistant
- human resources generalist
- human resources receptionist
- human resources secretary
- human resources support
- assistant benefits administrator
- employment staffing assistant
- personnel generalist
- payroll clerk
- pension and benefits administrator
- recruiter
- assistant staff relations administrator
- staff training and development assistant
- wage and salary assistant administrator.

Target one skill set by taking one course, or achieve the entire certificate in only 5 months. This new program is scheduled to maximize your ability to work and learn at the same time.

Compensation and Benefits Administration HRAC 003

Become a more effective and helpful human resources administrator by taking this course. Develop a grasp of the complex relationship between salary and benefits and employee recruitment, motivation and retention. Explore the expectations of employers and employees regarding work performance and compensation and review best practices and common systems in pay and benefit administration.

CRN 30045 **June 7 & 8** **Thur–Fri**
9am–4pm **Instructor: Jeananne Lindstrom**
\$395 + GST **Location: A2712**

Specific training or scheduling needs? Remote location?

Let us create a customized training package that is tailored to your needs and schedule.

Contract Training details on page 15

Conflict Resolution

Garner the skills required to work in the growing field of negotiation and mediation or boost your critical communication and decision-making abilities for personal enrichment. Our partnership with the Justice Institute of British Columbia (JIBC) allows you to take JIBC accredited courses and work towards the nationally recognized *Associate Certificate in Workplace Conflict* without leaving the territory. Watch for two additional certificates Coming soon: *Certificate in Conflict Resolution: Specializing in negotiation* and *Certificate in Conflict Resolution: Specializing in Mediation/Third Party Intervention*. Call us today and let us help you get started.



Discover how you can start earning your nationally recognised JIBC *Associate Certificate in Workplace Conflict* today.

Call Bunne Palamar at 668.5209

Foundations of Collaborative Conflict Resolution CCR 100

Equivalent to CCR 101

Discover effective and practical tools for resolving conflicts collaboratively in this foundational course. Examine the sources of conflict, attitudes and beliefs, conflict styles, and the role of assumptions and emotions as you gain an overview of conflict dynamics and collaboration strategies. Target your own self-awareness and understanding through structured exercises and simulations, and achieve the prerequisite training for future required courses. This course is equivalent to CCR 101.

CRN 30007
9am–5pm
\$575 + GST

May 30–Jun 1
Instructor: check website
Location: C1440

Wed–Fri

Mediation Skills Level I CCR 180

Pre-requisite: either CCR 100 or CCR 101

Mediation is a practical method for helping people resolve their conflicts and attain mutually satisfactory outcomes. Develop your mediation skills as you learn to determine whether mediation is appropriate, guide the mediation process, manage emotions and use effective communication skills. Engage yourself in simulated disputes involving co-workers, customers, committee members, neighbours, parents/teens and co-parents as you hone your skills under the guidance of trained coaches. Receive a recording of your role-playing exercise so you can self-assess and continue your development at home.

CRN 30005
9am–5pm
\$575 + GST

May 9–11
Instructor: check website
Location: T1023

Wed–Fri

Resolving Conflict in Groups Level I – Effective Team Dynamics CCR 210

Pre-requisites: either CCR 100 or CCR 101, and either CCR 170 or CCR 180

Conflict in a team situation is challenging and team members need strategies to reach positive resolutions. Aspire to be a more effective team member as you learn to identify the dynamics at play within teams. Learn and develop practical skills for intervening to move the group towards resolution. Through role-play, case analysis and discussion, build your understanding of group role functions and problematic behaviours that interfere with the function of the team. Practice a collaborative conflict resolution process.

CRN 30006
9am–5pm
\$425 + GST

May 1–2
Instructor: check website
Location: C1440

Tues–Wed



Building Your Communication Toolbox CCR 102

Transform your communication style as you focus on communication theory and practical skills: the building blocks of mediating, negotiating and resolving interpersonal conflict. Enrich yourself by watching expert demonstrations and hone your skills in guided practice exercises involving conflict situations that help you focus on non-defensive listening, questioning, reframing and assertive speaking. We strongly recommend taking this elective course immediately after CCR 100 or CCR 101 if you have not had previous training in interpersonal communication skills.

CRN 30012 **Aug 27–28** **Mon–Tues**
9am–5pm **Instructor: check website**
\$425 + GST **Location: C1440**

Dealing with Anger CCR 190

Pre-requisite: CCR 100 or CCR 101

This course builds on the material in Foundations of Collaborative Conflict Resolution (CCR 100) and Foundations of Collaborative Conflict Resolution: Workplace Focus (CCR 101), and presents theory, skills and approaches for managing one's own angry feelings and behaviours, and responding to anger in others. Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations. Efforts to resolve the conflict may be ineffective if these feelings are ignored or denied. Topics such as anger triggers, self-management, defusing skills, the origins of personal expressions of anger and disengaging from angry encounters are explored. Emphasis is on self-awareness and skill development through small group exercises. Receive a recording of your role-playing exercise so you can self-assess and continue your development at home.

CRN 30008 **June 11–13** **Mon–Wed**
9am–5pm **Instructor: check website**
\$575 + GST **Location: C1440**

NON-CREDIT COURSES THROUGH THE NORTHERN INSTITUTE OF SOCIAL JUSTICE

**THIS
FALL**

Drawing on the North's leadership, unique values and diverse cultures, the Northern Institute of Social Justice (NISJ) delivers a suite of integrated training and education programs focussing on providing training and education for jobs with a social justice-related component in several fields in public and First Nation governments; non-government organizations; and businesses. The NISJ also conducts research related to training and education. For a full list of courses, please visit www.yukoncollege.yk.ca/programs/info/nisj

CONTACT nisj@yukoncollege.yk.ca | 456.8590

Industry Training

Your safety is paramount: get the results you expect from industry-standard training and certificates. If you're looking to get training and certification for employment, these course offerings promise to give you the hard skills required. As an employer, create a safe, skilled workforce with our team of industry experts and our 40+ years of training experience across Yukon. On-site and tailored contract packages available.



Chainsaw Safety – ENFORM CHAI 003

Achieve the industry-standard certification in chainsaw safety and give yourself an edge in the labour market! Develop personal and worksite safety hazard assessment techniques while you ensure you're up to speed on limbing and bucking safety and chainsaw maintenance, handling and operations. Successful completion of exam required for certification. Bring your steel-toed boots.

CRN 20159	Apr 20–22	Fri–Sun
8:30am–5pm	Instructor: Glenn Bitterman	
\$850 + GST	Location: check website	

CRN 20160	Apr 23–25	Mon–Wed
8:30am–5pm	Instructor: Glenn Bitterman	
\$850 + GST	Location: check website	

H₂S Alive – ENFORM H2S 001

If you are a worker in the oil and gas industry who could be exposed to hydrogen sulfide gas (H₂S or sour gas), you are required to take this course. Understand the physical properties and health hazards of H₂S and discover the rescue and protection techniques that can be the difference between life and death. You will be expected to be able to perform rescue breathing and to operate a self-contained breathing device and detector tube device as you prepare to write the exam which can earn you an industry-standard training certificate from ENFORM.

CRN 20158	Apr 19	Thur
8:30am–4:30pm	Instructor: Wayne Schmidt	
\$175 + GST	Location: check website	

Fall Protection Training SAFE 005

Learn how to work with fall protection equipment in this intensive, 1 day 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!

CRN 20162 **April 27** **Fri**
8:30am–4:30pm **Instructor: Wayne Schmidt**
\$175 + GST **Location: check website**

Rigging and Hoisting RIGG 001

Bring your steel-toed boots to this 18-hour course that will give you a hardcore introduction to heavy lifting. Learn how to lift with cranes, hoists and wire rope while exploring different types of rope, their uses and proper storage. Build your understanding of hand signals and various knots, bends and hitches as you come up to speed on WCB regulations so you can be safe and efficient at work.

CRN 20154 **Apr 13–16** **Fri–Mon**
Fri & Mon/ 7pm–10pm **Sat–Sun/ 9am–5pm**
Instructor: Ralph Palmer
\$350 + GST **Location: T033**

Confined Space Awareness CNSP 003

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

CRN 20155 **Apr 17** **Tues**
8:30am–4:30pm **Instructor: Wayne Schmidt**
\$175 + GST **Location: check website**

CRN 20161 **Apr 26** **Thur**
8:30am–4:30pm **Instructor: Wayne Schmidt**
\$175 + GST **Location: check website**

Specific training or scheduling needs? Remote location?

Let us create a customized training package that is tailored to your needs and schedule.

Contract Training details on page 15

Transportation of Dangerous Goods TDG 001

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.

CRN 20156 **Apr 18** **Wed**
8:30am–1pm **Instructor: Paul Taylor**
\$80 + GST **Location: check website**

Workplace Hazardous Materials Information System WHMS 001

Take this course to stay up-to-date with 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 and earn a WHMIS certificate.

CRN 20157 **Apr 18** **Wed**
1:30pm–5pm **Instructor: Paul Taylor**
\$80 + GST **Location: check website**

GPS for Navigation GPS 003

Find your way with this hands-on training facilitated by one of the Yukon's leading experts in the field, Jim Gilpin. Explore concepts that are transferable to various GPS receivers while you learn to navigate using a Garmin e-trex Legend GPS receiver (receivers are provided). Mark and navigate to waypoints, read map co-ordinates and use a GPS in conjunction with topographic maps. Other topics include: routes, tracks, map datum and OziExplorer, a mapping software program for uploading/downloading GPS data. Dress for the weather!

CRN 30135 **May 5** **Sat**
9am–4:30pm **Instructor: Jim Gilpin**
\$100 + GST **Location: A2603**

DID YOU KNOW?

...the School of Continuing Education and Training works with 100+ talented local and national instructors who are ready to meet your training needs?

Introduction to Oziexplorer and Google Earth GPS 004

Pre-requisite: GPS for Navigation (GPS 003) or equivalent

This 12-hour course introduces students to Oziexplorer (a PC compatible commercial GPS mapping program designed to download and display GPS data over digital maps) and to Google Earth (GE). Students will learn how to create placemarks in GE and transfer them to a GPS using Oziexplorer. A DVD is included with numerous maps and satellite images of Yukon and Canada calibrated to use with Oziexplorer. Students will learn how to download free Canadian topographic maps and use these in Oziexplorer. Students do not need to purchase Oziexplorer prior to the course, but can download a demo or trial version at www.ozieplorer.com. Students should be familiar with GPS, maps and be comfortable using a PC.

CRN 30136	May 12-13	Sat-Sun
9am-4pm	Instructor: Jim Gilpin	
\$249 + GST	Location: A2603	

FOODSAFE Level I HLTH 004

Keep a clean, professional kitchen by ensuring you handle and prepare food in a way that protects yourself and your customers from injury and illness. Learn important food and worker safety information regarding foodborne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing. Earn certification from the FOODSAFE Regional Council.

CRN 30089	May 5	Sat
8:30am-5:30pm	Instructor: Mike Kramer	
\$80.00	Location: C1440	

CRN 30090	Aug 25	Sat
8:30am-5:30pm	Instructor: Mike Kramer	
\$80.00	Location: C1440	

STRATEGIC WRITING FOR THE WORKPLACE

Get 2 workshops in 1 in this full-day course that offers you all of the best from our Strategic Writing for Print and Web and Essential Components of Business Communications courses!

Details on pages 2 or 16

NEW!

TRAFFIC CONTROL PERSON (TCP)

This two day course provides participants with qualifications allowing them to become a Traffic Control Person (TCP) in the Yukon. Field sessions will give participants a chance to practice basic traffic control skills and demonstrate competence. These field sessions will include setting up, controlling and removing work zones in: a two-lane, two-way roadway with a speed limit of 50 km/h, an intersection, and a work zone that uses only one TCP.

Certification is valid for 3 years from course completion.

Call for details today: 867.668.5200

Sign up to win!

Sign up for the SCET newsletter and be entered to win one of three ed2go classes drawn each month from May 1 to Aug 31! You pick the class, you pick the dates, and our newsletter will arrive in your inbox filled with new classes, last minute offerings and monthly updates! Email us at ce@yukoncollege.yk.ca with 'sign up' in the subject line.

Policies

(What You Need to Know)

First Come-First Served

Yukon College Admissions 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.

Registration Deadline

You may register after the registration deadline for courses that have sufficient enrolment and seats available. The registration deadline is typically five days prior to the course start date.

Course Fees

You must pay all course fees when you register. We accept payment by Visa, MasterCard, cash, debit, cheque, money order or PO. 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, by telephone (867.668.8710) or by email, five business days prior to the course start date. If you have not heard back from us within 24 hours, please contact us again.

Withdrawal Policy

The School of Continuing Education and Training will issue you a full 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 a course, you will forfeit all course fees.

Getting a Refund

If the School of Continuing Education and Training cancels a course due to low enrolment or other unforeseen circumstances, you will be given the choice of a refund or transfer into another scheduling of the course.

Refunds for withdrawals will be made in accordance with the withdrawal policy above.

Why has my course been canceled?

Our classes run because of you.

If you don't sign up for a course right away, you may find that it has been cancelled due to low enrolment. So sign up early! If your schedule changes and you are unable to attend the class, we will be happy to move your registration to a later offering or refund your money.





Continuing Education and Training

867.668.8710 | www.yukoncollege.yk.ca/ce

