

Continuing Education and Training

Fall 2017 Course Guide SEPTEMBER – DECEMBER



Make the leap.

Policies

What you need to know

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 five days prior to the course start date. You may register after the registration deadline for courses that have seats available.

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 Education and Training 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 a course, you will forfeit all course fees.

Getting a refund

If Continuing Education and Training cancels a course due to low enrolment 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 CET course. Refunds for withdrawals will be made in accordance with the Withdrawal Policy above.

Why has my course been cancelled?

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 of the course, or refund your money. Refunds for withdrawals will be made in accordance with the Withdrawal Policy above.

Month-by-Month Calendar

September – December 2017

Schedule is accurate at time of print. Please check the website for the most up-to-date schedule: yukoncollege.yk.ca/ce/courses

SEPTEMBER

START DATE	COURSE TITLE
Any	Yukon First Nations 101 Pg 8
8	Standard First Aid Recert Pg 9
9	Standard First Aid/CPR-C Pg 9
11	Adv. Wilderness First Aid Pg 10
12	Excel 2016 Level 1 Pg 6
18	CPR-C/AED Recertification Pg 9
19	Standard First Aid/CPR-C Pg 9
20	FOODSAFE Level 1 Pg 6
23	Standard First Aid Recert Pg 9
25	Standard First Aid/CPR-C Pg 9
27	Adv. Wilderness First Aid Recert Pg 10
30	Standard First Aid/CPR-C Pg 9

OCTOBER

Any	Yukon First Nations 101 Pg 8
2	PMP Certification Exam Prep Pg 5
3	Standard First Aid/CPR-C Pg 9
3	Mental Health First Aid for Northern Peoples Pg 7
3	Spanish Level 1 Pg 5
10	Applied Suicide Intervention Skills Training Pg 7
10	Excel 2016 Level 2 Pg 6
11	Standard First Aid Recert Pg 9
11	CPR-C/AED Recertification Pg 9
14	FOODSAFE Level 1 Pg 6
16	Foundations of Collaborative Conflict Resolution Pg 5
17	Crisis Response Planning Pg 8
17	Standard First Aid Recert Pg 9
18	Standard First Aid/CPR-C Pg 9
20	Professional Minute-Taking Pg 5
20	Wilderness First Aid Recert Pg 10
21	Strategic Human Resource Management Pg 5
23	Emergency Medical Responder Recertification Pg 10
24	Standard First Aid/CPR-C Pg 9

25	Right Use of Power Pg 8
28	Standard First Aid Recert Pg 9
30	Project Mgmt Essentials: Part 1 Pg 4
30	Standard First Aid/CPR-C Pg 9

NOVEMBER

Any	Yukon First Nations 101 Pg 8
1	Wilderness/Remote First Aid Pg 10
2	Working with Trauma Pg 8
2	Project Mgmt Essentials: Part 2 Pg 4
2	Excel 2016 Expert Page Pg 6
4	Standard First Aid/CPR-C Pg 9
6	Standard First Aid/CPR-C Pg 9
6	HazWOPER Pg 6
7	FASD Informed Support Pg 8
8	CPR-C/AED Recertification Pg 9
9	Standard First Aid Recert Pg 9
15	Asserting Yourself in Conflict Situations Pg 5
15	Standard First Aid/CPR-C Pg 9
18	Labour & Employment Relations Pg 5
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DECEMBER

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2	Standard First Aid/CPR-C Pg 9
4	MS Project 2013 Pg 5
5	Standard First Aid/CPR-C Pg 9
5	Mental Health First Aid for Northern Peoples Pg 7
6	Managing Project Teams and Stakeholders Pg 5
7	CPR-C/AED Recertification Pg 9
9	Standard First Aid Recert Pg 9



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How to Register

1 By Phone

867.668.8710 or
toll free **1.800.661.0504**

Simply quote the CRN found in red below the course description.

2 In Person

500 College Dr., Whitehorse

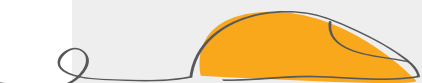
Drop by the Admissions Office, across from Yukon College Bookstore at Ayamdigtug Campus.

3 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 for forms.

CE Online



Subscribe to our monthly 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 once a month with courses starting that same month.

Sign up at: yukoncollege.yk.ca/ce



make the leap...
with stronger skills.

Business and Professional Training

i REGISTRATION 867.668.8710 | INFORMATION 867.668.5200

📍 yukoncollege.yk.ca/ce

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 Education and Training 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 also 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.



Project Management Essentials: Part 1

PROJ 001

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.

CRN 10412

Oct 30-Nov 1
8:30am-4:30pm

Mon-Wed
\$997.50 + GST

Project Management Essentials: Part 2

PROJ 003

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 PMI.

CRN 10413

Nov 2 & 3
8:30am-4:30pm

Thur & Fri
\$997.50 + GST

Project Management Professional (PMP) Certification Exam Preparation PROJ 002

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.

CRN 10414 **Oct 2-6** **Mon-Fri**
8:30am-4:30pm **\$1,997.50 + GST**

Managing Project Teams and Stakeholders PROJ 004

Develop comprehensive skills by learning real-world strategies and best practices used in project management. Discover how improved communication and influencing techniques will help you find success in motivating teams, delegating, organizing, problem solving, selling ideas, obtaining information, reporting on performance, managing organizational transition, and implementing ideas. Employees with demonstrated skills in managing teams and stakeholders provide value to an organization and are typically more likely to be promoted to senior positions and responsibilities. This course provides comprehensive skills development training with practical strategies, tools, and best practices along with a variety of real life examples of their application. Earn Professional Development Unit (PDU) credits from the Project Management Institute (PMI).

CRN 10415 **Dec 6-7** **Wed-Thurs**
8:30am-4:30pm **\$997.50 + GST**

MS Project 2013 for Managing Projects PROJ 006

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).

CRN 10416 **Dec 4-5** **Mon-Tues**
8:30am-4:30pm **\$997.50 + GST**

CONVERSATIONAL LANGUAGES

Spanish Level 1 SPAN 001

Little-to-no Spanish language experience necessary. This one-month course will introduce students to the Spanish language. Meeting twice a week, we will cover topics such as: present tense verbs, vocabulary regarding personal and family life, numbers, spelling, and formal speech. This course provides a good foundation for students who wish to continue on to Conversational or Spanish Level 2. Aspects of Latino and Spanish culture are also introduced throughout the class. Manual included.

CRN 10430 **Oct 3-26** **Tues & Thurs**
6:30pm-8:30pm **\$225 + GST**

CONFLICT RESOLUTION - JIBC

Foundations of Collaborative Conflict Resolution CRES 1100

This is a prerequisite for most other JIBC courses.

This foundation course offers you effective and practical tools for resolving conflicts collaboratively. 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. Receive a digital recording of your role-playing exercise so you can self-assess and continue your development. This course is equivalent to CCR 100.



CRN 10435 **Oct 16-18** **Mon-Wed**
8:30am-4:30pm **\$620 + GST**

Asserting Yourself in Conflict Situations CRES 1305

This course addresses assertiveness in a variety of challenging situations and gives you opportunities to practice improving and maintain an assertive style under pressure. Whether you are negotiating an important issue, expressing your thoughts and feelings in a conflict, or standing firm under pressure, the ability to assert yourself is crucial to reaching outcomes that work for you. In conflict situations, it can be especially difficult to maintain an assertive stance rather than overreacting or selling yourself short.

CRN 10418 **Nov 15 & 16** **Wed & Thur**
8:30am-4:30pm **\$450 + GST**

PROFESSIONAL DEVELOPMENT

Professional Minute-Taking MINU 001

Establish yourself as the minute-taking expert in your organization and 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.

CRN 10407 **Oct 20** **Fri** **9am-4pm** **\$195 + GST**

Strategic Human Resource Management HRAC 001

Discover how a strong foundation in Human Resource Strategy can help you maximize the success of your organization. Learn strategic human resource (HR) planning techniques, the roles and functions of an HR department, and how the understanding of organizational structures and position descriptions will boost the effectiveness of every workplace.

CRN 10409 **Oct 21, 26, 28** **Thurs & Sat**
Thurs 6pm-9pm / Sat 9am-4pm **\$395 + GST**

Labour and Employment Relations HRAC 002

This course delivers the legislative and regulatory standards for those working in human resources or employee management positions. If you are currently (or plan to be) involved with managing, recruiting, hiring, disciplining, dismissing, or promoting employees, a thorough understanding of Labour and Employment Law is essential. Learn the legislation, regulations, and standards relevant to employment and Human Resource Management in Canada and Yukon and their relevance to both unionized and non-unionized workplaces.

CRN 10410 **Nov 18, 23, 25** **Thurs & Sat**
Thurs 6pm-9pm / Sat 9am-4pm **\$395 + GST**

BOOKKEEPING AND ACCOUNTING

Professional Bookkeeping Series

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 series for a thorough understanding of accounting, financial recording, and the software that accompanies this line of work. Attendance in all courses is mandatory and you must complete all six of the required/core courses below to receive notice of completion for the series.

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

Bookkeeping Fundamentals – Level 1 ACCT 003

This 21-hour course is designed 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.

CRN 10431	Nov 28-Dec 19	Tues & Thurs
	6:30pm-9:30pm	\$349 + GST

Excel 2016 – Level 1 EXCL 001

Starting with a thorough introduction to the interface, this hands-on class will cover topics such as: using the Quick Access Toolbar, using the ribbon, entering text, entering numbers, entering dates and times, inserting and deleting rows and columns, creating and editing formulas, formatting the worksheet, and applying cell borders. Get comfortable with Excel 2016 and learn how to create user-friendly, functional, time-saving, and professional spreadsheets.

CRN 10422	Sept 12-26	Tues & Thur
	6:30pm-9:30pm	\$249 + GST

Excel 2016 – Level 2 EXCL 002

Prerequisite: Excel experience or completion of Excel Level 1

Build on your Excel 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!

CRN 10428	Oct 10-24	Tues & Thur
	6:30pm-9:30pm	\$249 + GST

Excel 2016 – Expert EXCL 003

Prerequisite: Excel experience or completion of Excel Level 1 & 2

Microsoft® Excel Expert teaches students how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create PivotTables and PivotCharts, and work with macros.

CRN 10429	Nov 2-16	Tues & Thur
	6:30pm-9:30pm	\$249 + GST

Sage 50 2015 – Level 1

ACCT 001

This two and a half-day course is an excellent, comprehensive introduction to Simply Accounting 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.

TBD – Check website for current details \$349 + GST

QuickBooks 2016 Level 1

ACCT 008

Level 1 teaches you how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable and Payroll. This course is intended for someone who will be primarily doing data entry in QuickBooks. Students must be able to demonstrate basic PC and Windows skills. In addition, it is important to understand how a business functions to fully understand the concepts discussed.

TBD – Check website for current details \$349 + GST

INDUSTRY TRAINING

FOODSAFE Level 1

HLTH 004

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.



CRN 10403	Sep 20	Wed	8:30am-5:30pm	\$95
CRN 10404	Oct 14	Sat	8:30am-5:30pm	\$95
CRN 10405	Nov 18	Sat	8:30am-5:30pm	\$95

TRADES COURSES

HazWOPER

SAFE CE08

(Hazardous Waste Operations and Emergency Response)

This 40-hour course is for those involved in clean-up operations, emergency response operations, or the storage/disposal/treatment of hazardous materials or contaminated sites. Established by the US Occupational Safety and Health Administration, this standard protects workers from hazardous substances through extensive and rigorous training for workers and supervisors. *Offered in partnership with BluMetric Environmental.*

CRN 10434	Nov 6-10	Mon-Fri
	8:30am-5:30pm	\$1,500 + GST

Centre for Northern Innovation in Mining

CNIM offers courses in carpentry, welding, plumbing, electrical, and more. From building your own shed to learning the industry standards of chainsaw safety, the trades courses offer excellent instruction and hands-on training in a safe environment. Some courses award industry-standard training certificates upon successful completion of an exam.

Check website for scheduling or call **867.456.8545**



make the leap...
to a new way of thinking.

Northern Institute of Social Justice

i REGISTRATION 867.668.8710 | **INFORMATION** 867.456.8589

yukoncollege.yk.ca/programs/view/nisj



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

The Northern Institute of Social Justice (NISJ), part of Yukon College, coordinates, develops and delivers training programs for people in jobs with a social justice-related component or connection, 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. NISJ training programs 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 programs are developed and delivered by instructors from the college, community, and public and private sectors. The institute develops and delivers "common training" in which members of the public and organizations train together; and also develops and delivers "contract training" in which people from one workplace or organization train together.

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

Mental Health First Aid for Northern Peoples JUST 034

This course is guided by a number of important principles including respect, cooperation, community, harmony, generosity, and resourcefulness. This northern version of the basic MHFA course integrates material that reflects the experiences of Aboriginal peoples - First Nation, Inuit, and Metis - as these peoples make up a large segment of the northern population. In addition, this course addresses the importance of holism and balance. The whole person - mental, physical, social, emotional, and spiritual - must be considered when providing mental health first aid.



CRN 10383 Oct 3-5 8:30am-4:30pm \$250 + GST Location: YC

CRN 10397 Dec 5-7 8:30am-4:30pm \$250 + GST Location: YC

Applied Suicide Intervention Skills Training ASIS 002

This two-day workshop is designed to prepare caregivers of all backgrounds to provide first aid to persons at risk of suicide. The training is intended to improve a caregiver's skills and abilities to intervene until either immediate danger of suicide is reduced or additional resources can be accessed. Participants will receive a certificate from Living Works in Alberta, which is a public service company that develops, delivers and distributes programs for the prevention of suicide. ASIST is coordinated in Alberta by Suicide Prevention Training Programs. ASIST is the most widely used suicide intervention-training program in the world.



CRN 10385 Oct 10-11 9am-5pm \$420 + GST Location: YC

Crisis Response Planning

JUST CE66

To effectively respond to critical incidents (violence, suicide, tragedy, etc.), schools, communities and organizations need to plan ahead of time so they are prepared to respond to these unfortunate events. This training will focus on how to organize effectively and quickly at a time of high stress so that groups are better prepared to respond to the emotional needs of those affected by a critical incident. A key component of the training is review of a Crisis Response Checklist, an important tool when managing the complexities of a critical incident. Participants will leave the workshop with a clear understanding of how to implement their own crisis response team and plan for their specific environment. Please note that for the purpose of this workshop, "crisis response" refers to the steps that are made after a critical incident. This is not a threat assessment or emergency preparedness workshop.

Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3202 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Oct 17 9am-5pm \$235 + GST
Location: Westmark Whitehorse Hotel

EARLY BIRD RATE \$209*
*Register before Sept. 26



outcomes? How is this condition experienced first-hand? How must our typical interventions, environments and services be modified to better support those individuals with this challenging disability and their caregivers? How can we work together to help prevent further adverse life events and offer successful support?

CRN 10399 Nov 7 & 8 Tues 9am-4:30pm / Wed 9am-12pm
Location: Westmark Whitehorse Hotel \$90 + GST

Supporting Your Staff Through Loss & Grief

JUST 048

A half-day course developed and delivered by Hospice Yukon staff for the NISJ. Grief affects all workplaces. The effects of grief are felt by those who experienced the loss, and by their co-workers.



This course is intended to help those with leadership responsibilities to: take an in-depth look at the nature of grief; develop practical tools to provide effective leadership in crises and high stress periods; learn to anticipate the challenges of supporting employees through loss in the workplace; establish appropriate support and maintain productivity in your unique work environment; hear first-hand from guest speakers who have provided excellent leadership during times of loss in their workplaces.

For more information call Hospice Yukon 867.667.7429

CRN 10401 Nov 29 8:30am-12pm \$95 + GST
Location: Association Franco-Yukonnaise Centre

Right Use of Power

JUST CE67

This is a two-day training experience is especially relevant for psychotherapists, counselors, coaches, teachers, medical professionals, body workers, consultants, leaders, social workers, and clergy. Right use of power is at the very heart of ethics. We long for, and are capable of magnificence in the use of our personal and professional power. And we have all been wounded by misuses of power. The Right Use of Power approach to ethics is dynamic and engaging, and recognizes that the issues of power in helping relationships are complex. Linking power with heart, this program focuses on increasing skillfulness, engagement, and awareness. It is ethics from the inside out. Two days chock-full of interesting, engaging, practical, and even life-changing processes and materials.



CRN 10392 Oct 25-26 9am-5pm \$250 + GST
Location: Westmark Whitehorse Hotel

Working in Social Services: Essential Skills

JUST CE68

This introductory workshop provides the fundamental understanding and skills required for working with people in a helping capacity. Whether working in the role of general helper, counsellor or administrator, there are key areas that are essential to providing helpful, collaborative and ethical services. This workshop will provide awareness and introductory skill-building in core areas related to the helping role including: communication, listening, service coordination, ethics, diversity and promoting helper resilience. These insights will work to reduce employee burnout and turnover while also improving service delivery. CTRI is located in Winnipeg and delivers training in Yukon and across Canada.



Register online at ca.ctrinstitute.com. Register by phone at 877.353.3205. Questions? Call CTRI at 877.353.3202 or NISJ at 867.456.8590 or email info@ctrinstitute.com

Nov 29 9am-5pm \$235 + GST
Location: Westmark Whitehorse Hotel

EARLY BIRD RATE \$209*
*Register before Sept. 26

Working with Trauma

JUST CE70

This course is designed to provide participants with an introduction to: trauma and the impact of trauma on the whole person; vicarious trauma, burnout and compassion fatigue (an introduction to the impact and implication of client traumas on those who work directly or indirectly with clients); tools for preventing and managing vicarious trauma, burnout, and compassion fatigue.

Note: The term trauma is used in various contexts. This course focuses on the trauma that results specifically from interactions between people, not the trauma resulting from environmental disasters. This course is not intended to be a personal therapy modality.

CRN 10405 Nov 2-3 9am-5pm \$250 + GST
Location: Westmark Whitehorse Hotel

YFN 101: ONLINE*

YFN 001

Yukon First Nations 101 has been developed to educate students and employees about the culture and history of the First Nations Peoples of the Yukon, the cultural values shared among Yukon First Nations today, and how to communicate respectfully with First Nations individuals and communities. This self-paced course was developed in partnership with Yukon College and the Council of Yukon First Nations, and has been vetted by the 14 Yukon First Nations.



*Registration starting Sept 1/17 and ending Dec 31/17. Registrants have until the end of the following term (April 30/18) to complete the online course. Please note that no refunds will be provided for this course once registered.

CRN 10398 SELF-PACED \$89.99 + GST

FASD Informed Support

FASD 010

This course aims to answer the following questions of caregivers, multidisciplinary front-line service providers, professionals, community members and others who care about and work with individuals with FASD.



What are the signs of an invisible, neuro-behavioural disorder? How do brain differences affect the individual's behavior, learning, and social



make the leap...
with more confidence.

First Aid: Canadian Red Cross



Canadian Red Cross Croix-Rouge canadienne

Training Partner /
Partenaire de formation

REGISTRATION 867.668.8710 | **INFORMATION** 867.668.5200

yukoncollege.yk.ca/ce

Course time: 8:30am–5:30pm (unless otherwise noted)

STANDARD FIRST AID

Standard First Aid/CPR-C 16 hours | \$195

FA 003

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.

CRN 10289	Sep 9-10	Sat-Sun
CRN 10290	Sep 19-20	Tue-Wed
CRN 10291	Sep 25-26	Mon-Tue
CRN 10292	Sep 30-Oct 1	Sat-Sun
CRN 10293	Oct 3-4	Tue-Wed
CRN 10295	Oct 18-19	Wed-Thu
CRN 10296	Oct 24-25	Tue-Wed
CRN 10297	Oct 30-31	Mon-Tue
CRN 10298	Nov 4-5	Sat-Sun
CRN 10299	Nov 6-7	Mon-Tue
CRN 10300	Nov 15-16	Wed-Thu
CRN 10301	Nov 22-23	Wed-Thu
CRN 10302	Nov 25-26	Sat-Sun

CRN 10303	Nov 29-30	Wed-Thu
CRN 10304	Dec 2-3	Sat-Sun
CRN 10305	Dec 5-6	Tue-Wed

Standard First Aid/CPR-C Recertification 8 hours | \$125

FA 022

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

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

CRN 10306	Sep 8	Fri
CRN 10307	Sep 23	Sat
CRN 10308	Oct 11-12	6pm-10pm Wed-Thu
CRN 10309	Oct 17	Tue
CRN 10310	Oct 28	Sat
CRN 10311	Nov 9	Thu
CRN 10312	Dec 9	Sat

CPR-C AED

CPR-C AED Recertification 4 hours | \$75

CPR 006

Prerequisite: current CPR-C AED certification.

Update and recertify your CPR-C AED certification in this four-hour course.

CRN 10316	Sep 18	1pm-5pm	Mon
CRN 10317	Oct 11	6pm-10pm	Wed
CRN 10318	Nov 8	1pm-5pm	Wed
CRN 10319	Dec 7	6pm-10pm	Thu

WILDERNESS FIRST AID

Wilderness and Remote First Aid/CPR-C WFA 010 24 hours | \$295

Basic level of Wilderness & Remote First Aid that covers material in Standard First Aid/CPR-C, plus special material on techniques for wilderness and remote areas. Course also offers strategies for providing extended care for up to 24 hours. Part of the course is taught in an outdoor setting and requires greater physical activity and endurance than typical first aid training. Suitable for those who work or live in remote locations or who are outdoor recreation enthusiasts.

CRN 10315 Nov 1–3 Wed–Fri 8:30am–5:30pm

Wilderness and Remote First Aid/ CPR-C Recertification 12 hours | \$150 WFA 012

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

Update and recertify your Wilderness and Remote First Aid/CPR-C certification in this 12-hour course.

CRN 10320 Oct 20–21 Fri–Sat
Fri 6pm–10pm / Sat 8:30am–5:30pm

Advanced Wilderness and Remote First Aid/CPR-C WFA 011 40 hours | \$495

Comprehensive first aid and CPR 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. Part of the course is taught in an outdoor setting and requires greater physical activity and endurance than typical first aid training.

CRN 10321 Sept 11–15 Mon–Fri 8:30am–5:30pm



Download the **First Aid App** to get lifesaving advice in your hands.
Available at the App Store and Google Play.

Advanced Wilderness and Remote First Aid/CPR-C Recertification 20 hours | \$295

WFA 013

Prerequisite: 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 10322 Sept 27–29 Wed–Fri
Wed 6pm–10pm / Thur–Fri 8:30am–5:30pm

EMERGENCY MEDICAL RESPONDER

Emergency Medical Responder – Advanced First Aid EMR 001 80 hours | \$1000

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

This course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness. Emergency medical responder (EMR) is for those providing emergency response in a pre-hospital setting and in the workplace: firefighters, law-enforcement officers, workplace first aid attendant and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of EMR.

CRN 10323 Nov 20–Dec 1 Mon–Fri x2 8:30am–5:30pm

Emergency Medical Responder – Recertification EMR 002 40 hours | \$595

Prerequisite: current Emergency Medical Responder certification.

Update and recertify your EMR certification in this 40-hour course.

CRN 10324 Oct 23–27 Mon–Fri 8:30am–5:30pm

CONTRACT COURSES

Contract courses available!

Remote location? Need on-site options? Let us create a customized training package that is tailored to your location or community. For further information, please contact Continuing Education at 867.668.5200 or ce@yukoncollege.yk.ca

Information is accurate at time of print. For the most up-to-date course information, please check our website: yukoncollege.yk.ca/ce



make the leap...
with better options.

Online Courses

i REGISTRATION online at ed2go.com/yukon | INFORMATION 867.668.5200



Publish a book online? Learn a new language? Learn a computer application? Take a math refresher? All of these courses are available to you this fall.

Cost-effective courses from \$149 in a convenient six-week format. Sessions start monthly; you can sign up at any time!

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 are able to log in and view the core lesson – at your convenience – for up to two weeks.

Learn what you want, when you want.

- Instructor-led courses
- 6-week format
- Sessions start monthly
- Courses start at \$149
- Interactive environment

A complete list of courses and their descriptions is available online at ed2go.com/yukon

Custom and Contract Training

i INFORMATION 867.668.5258 **e** danton@yukoncollege.yk.ca

Yukon College can design the right training – taught by the right expert – at the right time and place, just for you!

Discover how making Yukon College your trainer of choice can help you save time and money while you focus on managing your organization. Let us do the groundwork – we're in the business of education for Yukon people.

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

Yukon College 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.

Continuing Education and Training has provided customized training in these areas for many Yukon organizations and companies:

- Management training
- Leadership training
- Business and Accounting
- Human resource training
- Customer service training
- First aid training
- Conflict resolution training
- Computer training

Advantages of contracting with Yukon College:

- Flexible scheduling
- Cost savings
- Local facilitators and expertise
- We do the organizing for you

For more information contact Dan Anton at 867.668.5258 | danton@yukoncollege.yk.ca

Remote location? Yes, we travel!

Need on-site options? Let us create a customized training package that is tailored to your location or community. Email danton@yukoncollege.yk.ca for more information.

Fall 2017



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