

2021-2022 Aurora College Academic Calendar

This Calendar introduces our wide variety of programs, which include certificates, diplomas, degrees, trades, apprenticeship, and industrial training. Our programs have been designed specifically to meet the unique needs of Northerners and of the Northwest Territories (NWT) labour market. We take pride in having programming that connects Northerners to educational opportunities throughout Canada and the world. Students benefit from the College's small class sizes, which ensure individual attention from instructors.

Historically, this land has been a place of hunting, harvesting and trading for the Chipewyan, Cree, Gwich'in, Inuit, Inuvialuit, Métis, North Slavey, South Slavey and Tłıchǫ peoples. Aspects from this diverse cultural history have been incorporated into programs of study including the Education, Business, Developmental Studies, Environment and Natural Resources Technology, and Health-care programs. The School of Trades, Apprenticeships and Industrial Training reflects the needs of our modern North, ensuring our graduates are well prepared for employment in the current and future economies.

Aurora College has grown from a small adult vocational centre in the 1960s to the comprehensive post-secondary institution it is today. Our programs combine theory with practical hands-on experience, incorporating both the rich Traditional Knowledge and cultures of the north and the most up-to-date knowledge, theory, theoretical and practical learnings in each program area. This has created an innovative programming mix that makes being a student of Aurora College a transformative experience.

Please explore our course and program offerings in this calendar and make the choice to join us in the near future. The result will be a rewarding educational experience that both prepares you for employment and enriches your life.

In addition to the programs outlined in this calendar, Aurora College offers a large selection of non-credit and Continuing Education courses and workshops through our three campuses and 21 Community Learning Centres.



In October 2020, Aurora College publicly shared our new three-year strategic plan – *Strengthening the Foundation and Planning for Change*. The plan is the first of three strategic plans that will guide us as we transform into a polytechnic university. It sets our new vision, mission, values and strategic direction, which will guide our operations from 2020 through 2023, will help to strengthen the foundation of the College and will set the context for key transformational changes. The 2020-2023 strategic plan was developed with input from Aurora College students, employees, partners and stakeholders. Ongoing public engagement will remain a priority and will take place throughout the transformation process.

Vision

Through the transformation of Aurora College into a polytechnic university, we will establish a university in the North and for the North that creates equitable opportunities for residents across the Northwest Territories to reach their full potential.

Mission

Demonstrate leadership in the delivery of relevant and meaningful education and research rooted in strong connections to Northern land, tradition, community and people.

Values

RESPECT

We care for one another and foster relationships based on trust, respect and fairness. We respect others and the land, water, air and animals.

INNOVATION

We inspire and nurture thinking, continuous discovery and creative expression.

INCLUSIVENESS AND DIVERSITY

We foster a culture of equity and inclusion that celebrates different ways of being, knowing and doing.

ACADEMIC INTEGRITY

We hold ourselves to high standards of ethical behaviour and take responsibility for our actions. We recognize and protect the right of the individual to search for knowledge, wherever knowledge is to be found.

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Aurora College Campuses



Aurora College Community Learning Centres



Aurora College delivers programs at three campuses, 21 Community Learning Centres, and other community sites in the NWT. The Office of the President is located in Fort Smith. The Aurora Research Institute, a division of Aurora College, has three research centres which offer licensing and research assistance throughout the NWT. The Aurora Research Institute Head Office is located in Inuvik.

Office of the President

50 Conibear Crescent
Box 1290, Fort Smith, NT
X0E 0P0
Tel: (867) 872-7009
Fax: (867) 872-5143

Aurora Campus

87 Gwich'in Road
Box 1008, Inuvik, NT
X0E 0T0
Tel: (867) 777-7800
Fax: (867) 777-2850
Toll free: 1-866-287-2655

Thebacha Campus

50 Conibear Crescent
Box 600, Fort Smith, NT
X0E 0P0
Tel: (867) 872-7500
Fax: (867) 872-4511
Toll free: 1-866-266-4966

Yellowknife North Slave Campus

5004-54th Street -
Northern United Place
Bag Service 9700,
Yellowknife, NT X1A 2R3
Tel: (867) 920-3030
Fax: (867) 873-0333
Toll free: 1-866-291-4866

Community Learning Centres

Aklavik	877-978-2224 / 2460 Fax
Behchokǝ	844-392-6082 / 6366 Fax
Déłıne	855-589-3704 / 4036 Fax
Dettah/Ndilo	866-920-2003 / 873-2583 Fax
Fort Good Hope	833-598-2270 / 2744 Fax
Fort Liard	866-770-3064 / 3064 Fax
Fort McPherson	888-952-2550 / 2647 Fax
Fort Providence	866-699-3231 / 4305 Fax
Fort Resolution	833-394-5401 / 3181 Fax
Fort Simpson	888-695-7340/ 7353 Fax
Hay River	833-874-6455 / 4201 Fax
Kátı'odeeche	867-874-3107/4354 Fax
łutselk'e	888-874-3107/3013 Fax
Norman Wells	855-587-7154 / 2117 Fax
Tsiigehtchic	866-953-3036 / 3038 Fax
Tuktoyaktuk	855-977-2328 / 2275 Fax
Tulit'a	844-588-4313 / 4714 Fax
Ulukhaktok	833-396-4213 / 4312 Fax
Whaıı	866-573-3080 / 3085 Fax



Aurora Research Institute

The Aurora Research Institute (ARI) is the research and scientific arm of Aurora College. ARI operates three research centres: Inuvik, Fort Smith, and Yellowknife.

Aurora Research Institute's mandate is to improve the quality of life for NWT residents by applying scientific, technological, and Indigenous knowledge to solve northern problems and advance social and economic goals. As such, the Aurora Research Institute is responsible for:

- Licensing and coordinating research in accordance with the NWT Scientists Act;
- Promoting communication between researchers and the people of the communities in which they work;
- Promoting public awareness of the importance of science, technology and Indigenous knowledge;
- Fostering a scientific community within the NWT which recognizes and uses the Traditional Knowledge of northern Indigenous peoples;
- Making scientific and Traditional Knowledge available to people of the NWT; and
- Supporting or conducting research which contributes to the social, cultural and economic prosperity of the people of the NWT.

Contact the Aurora Research Institute:

Western Arctic Research Centre

Box 1450
Inuvik, NT X0E 0T0
Phone: (867) 777-3298
Fax: (867) 777-4264

South Slave Research Centre

Box 45
Fort Smith, NT X0E 0P0
Phone: (867) 872-7080
Fax: (867) 872-5024

North Slave Research Centre

5004-54th Street
Yellowknife, NT X1A 2R3
Phone: (867) 920-31623
Fax: (867) 873-0358



THE ACADEMIC CALENDER

Do you have dreams and goals? Aurora College can help you achieve them. This calendar provides most of the information that you'll need to learn more about courses, programs, eligibility requirements, upgrading, financial assistance, Campus and Community Learning Centre locations, Student Services, and contact information. Use this calendar for ideas and inspiration. Discover what you can do and how far you can go. Discover your potential!

Going through this calendar is the first step on the path to a great career. The next step to a successful and rewarding future is enrolling in an Aurora College course or program at any of our locations throughout the Northwest Territories. Whether you have just finished high school, are returning to school after a few years away, continuing your education or changing careers, Aurora College offers a range of educational options that can lead to a bright future.

As of the time of printing this calendar we plan to offer face-to-face instruction for those programs with learning outcomes that require hands-on or in-person learning (such as practicums, nursing labs, field camps, etc.) Due to the evolving nature of the Covid-19 pandemic, delivery methods for Aurora College programs during the 2021-2022 academic year may change, contingent on advice from the NWT Office of the Chief Public Health Officer. We will make every effort to communicate any changes with students and applicants as decisions are made.

The information presented in this calendar is prepared several months in advance of the academic year for which it is intended to provide guidance, and students are advised that the information is subject to ongoing review and revision. *The offering of programs and courses is dependent upon sufficient enrolment and on the availability of funding. Prospective students should contact the nearest Campus to confirm the delivery of program of choice.*

Aurora College does not accept any responsibility for loss or damage suffered or incurred by any

2021-2022 Academic Schedule

The dates listed are guidelines. Please contact the appropriate Campus for exact start and end dates.

Summer Term 2021

July 1	Holiday - Canada Day
Beginning of July	Summer term begins
August 2	Holiday - Civic
Mid August	Summer term ends

Fall Term 2021

June 30	Application deadline
July 30	Late applications final deadline*
August/September	Registration/Orientation/ Fall term begins
September 7	Holiday - Labour Day
October 12	Holiday - Thanksgiving
November 11	Holiday - Remembrance Day
Mid December	Fall term ends

Winter Term 2022

Beginning of January	Registration/Orientation/
April 15	Holiday - Good Friday
April 17	Holiday - Easter Monday
End of April	Winter term ends

Spring Term 2022

Beginning of May	Spring term begins
May 24	Holiday - Victoria Day
Mid June	Spring term ends
June 21	Holiday - National Indigenous Peoples Day

*Late applications will only be considered if there is room available in the program.

student as a result of suspension or termination of services, courses or classes caused by strikes, lockouts, riots, weather, damage to College property or for any other cause beyond the reasonable control of Aurora College.

Social Work Diploma update

Currently, the Social Work program is undergoing a full program review and will not be offered in 2021-2022. There will be no intake of new Social Work students for the 2020-2021 academic year.

Bachelor of Education Degree Update

Currently, the Bachelor of Education program is undergoing a full program review and will not be offered in 2021-2022. There will be no intake of new Bachelor of Education students for the 2021-2022 academic year.

ADMISSION REQUIREMENTS

Admission requirements vary from one program to another. Check the detailed program sections of this calendar for program-specific admission requirements.

MATURE STUDENTS

If you do not have the academic requirements for direct entry, you may be eligible as a mature student. A mature student must be 20 years of age or older, and have been out of school for at least one year.

Mature applicants will be required to complete the Aurora College Placement Package. Candidates who do not meet the academic requirements for admission into a program will be recommended for enrolment in Adult Literacy and Basic Education or preparatory courses.

FEES

NOTE: Fees information is accurate at the time of printing this calendar. Depending upon possible responses to Covid-19, some fees may be revised or waived during the 2021-22 academic year.

APPLICATION FEE

There will be no application fee for 2021-22 programs. The application fee is being waived for 2021-22 for all Canadian applicants and permanent residents of Canada.

TUITION FEES

The fees for the current academic year are listed below. All fees are payable in advance and **Subject To Change**.

\$365.00 per course up to two courses

\$1800.00 per term

\$2400.00 per delivery for Heavy Equipment Operator program

\$2400.00 for first term of first year ENRTP (Field camp cost is \$1060 for part-time only)
Adult Literacy and Basic Education (ALBE) students do not pay tuition or student fees.

TRANSFER CREDIT FEES

1. For 2021-22, Aurora College is waiving the fee to transfer credits to Aurora College from other post-secondary institutions.

2. Some programs have transfer agreements with other universities and/or course work required from other institutions (e.g. Business Administration, Nursing, and Bachelor of Education).

This may require students to apply to the institution and pay appropriate application fees. Please verify application requirements for the Aurora College program to which you are applying.

ADDITIONAL FEES

Aurora College charges the following additional fees:

Computer Fee – This fee provides you with access to several online and computer software tools. For example, @myauroracollege.ca email, Microsoft Office 365 (Word, Excel, PowerPoint, and more), Microsoft Teams, Grammarly, EBSCO online library search, and more. Computer Fees have increased in 2021-22 to reflect rising costs and expanded options.

Recreation Fee – This fee helps to provide different types of activities and events at each campus. You are encouraged to get involved in activities on campus and online.

Student Association Fee – This fee is collected by Aurora College on behalf of your campus Student Association. Each campus Student Association hosts different activities and events on campus. Get involved with your Student Association.

Fall/Winter Term

Full-time

Student Association Fee - \$25/term

Recreation Fee - \$25/term

Computer Fee - \$100/term

Part Time

Student Association Fee - \$10/term

Recreation Fee - \$25/term

Computer Fee - \$100/term

Off Campus Programs

Computer Fee - \$100/term

Spring Term

Full Time & Part Time

Student Association Fee - \$0/term
Recreation Fee - \$25/term
Computer Fee - \$100/term

Trades

Programs 2 months or shorter
Student Association Fee - \$10/term
Recreation Fee - \$25/term
Computer Fee - \$100/term

Programs longer than 2 months

Student Association Fee - \$25/term
Recreation Fee - \$25/term
Computer Fee - \$100/term

As and When Required:

Course Extension Fee - Waived for 2021-22
Duplicate Documents of Recognition - \$50
Official Transcripts - Waived for 2021-22
Duplicate Receipts - Waived for 2021-22
NSF Cheques - \$50
Supplemental examination or assignment - waived for 2021-22
Prior Learning Assessment - waived for 2021-22
Transfer Credit - waived for 2021-22
Examination sitting fee - waived for 2021-22
Invigilation fee – to be determined at Campus

Books and Materials

Contact your campus or Community Learning Centre for program-specific fees relating to books and materials. Textbooks for the ALBE program are provided free of charge. For more information, send an email to textbooks@aurora.ab.ca

STUDENT HOUSING

Due to the evolving nature of the Covid-19 pandemic, availability of student accommodations may be effected.

Aurora College provides a selection of housing for both single students and for those with families. Prospective students may apply for student housing at the time of their application through the online program application form. All other students should contact their campus residence officer/manager directly.

To be eligible for housing, students must be registered as a full-time student in a full-time

program. Full-time students registered in long-term programs have priority for student housing. Housing is assigned once you are accepted into a program.

Types of Units

Aurora College Housing features a variety of units ranging from shared accommodation, to dorms, to apartments and row houses. Availability of units vary between campuses.

Aurora Campus – Dorms, Lakeview Apartments (2 bedroom) and Row Houses (2, 3 and 4 bedroom).

Thebacha Campus – Breynat Hall (dorms), Grande DeTour (1 and 2 bedroom), Thebacha Kue (2 bedroom), Aurora Gardens (3 and 4 bedroom), Houses (3 and 4 bedroom).

Yellowknife North Slave Campus – Northern United Place (Bachelor, 1-5 bedroom), Nova Court (1 and 2 bedroom), Beck Court (2 bedroom).

Aurora College will continue to follow all Covid-19 related public health and safety directions for our student accommodations we receive from the NWT Office of the Chief Public Health Officer.

Rent and Laundry

Rent in Aurora College student housing is billed for the entire semester at the beginning of the term. For example, while your rent may be based on \$680/month, for the Fall term, September to December, you will be invoiced \$2,720 on your student account (i.e. \$680/month x 4 months). The amount you will be invoiced will depend on your monthly rate, whether laundry is included, and the length of your residency. You will still be permitted to pay your rent monthly, however your rent will be invoiced once per term.

Some units include laundry and others have coin-operated laundry machines. If your unit includes laundry, your rent will include either a \$20/month or \$30/month amount for the cost of the laundry. The cost of coin-operated laundry machines is based on a per load fee and varies in different locations. When you are notified about your residence placement, you will also be informed whether laundry is or is not included.

This chart outlines the residence fees:

Type of Unit	Monthly Rent	Monthly Laundry	Monthly Total	4 Month Total	5 Month Total	2 Month Total
Single Student Unit w/laundry	\$350	\$20	\$370	\$1,480	\$1,850	\$740
Single Student Unit w/o laundry	\$350	Coin Laundry	\$350	\$1,400	\$1,750	\$700
Bachelor Unit w/o laundry	\$525	Coin Laundry	\$525	\$2,100	\$2,625	\$1,050
One Bedroom Unit w/ laundry	\$600	\$20	\$620	\$2,480	\$3,100	\$1,240
One Bedroom Unit w/o laundry	\$600	Coin Laundry	\$600	\$2,400	\$3,000	\$1,200
2 Bedroom Unit w/ laundry	\$650	\$30	\$680	\$2,720	\$3,400	\$1,360
2 Bedroom Unit w/o laundry	\$650	Coin Laundry	\$650	\$2,600	\$3,250	\$1,300
3+ Family Unit w/ laundry	\$775	\$30	\$805	\$3,220	\$4,025	\$1,610
3+ Family Unit w/o laundry	\$775	Coin Laundry	\$775	\$3,100	\$3,875	\$1,550

Rules and Policies

Generally, only full-time Aurora College students are eligible for student housing, although exceptions may be made. A full time student is a person enrolled in a post-secondary program taking a minimum 60 percent of a 100 per cent course load, or a person with a permanent disability taking a minimum 40 per cent of a 100 per cent course load. Residents, their families, and their guests are expected to follow Aurora College bylaws and rules. Failure to follow the rules will result in a violation warning and possible eviction. Please review Policy D Student Affairs - D.05 Student Housing on our website.

Priority

Student housing is assigned to returning, out-of-town students who are enrolled in multi-year programs (i.e. diploma or degree programs) first. After these returning student housing assignments are complete, other

new and returning housing applications are considered. An out-of-town applicant is an NWT resident who, at the time of application, is resident in a community located 40km or more from the community where the person will be attending Aurora College. Please review the criteria and priorities for student housing assignments on the residence page of our website. Only applications received by the priority deadline will receive consideration for priority placement. Applying later can affect your chances of getting housing.

More Information

Please check out the Student Housing page on our website for more complete information. You can also contact residence by emailing: **residenceIN@auroracollege.nt.ca** (Aurora Campus, Inuvik), **residenceTC@auroracollege.nt.ca** (Thebacha Campus, Fort Smith), or **residenceYK@auroracollege.nt.ca** (Yellowknife North Slave Campus, Yellowknife).

HOW TO APPLY

Applications for 2021-22 programs are open as of early November 2020. Completed applications will be reviewed as quickly as possible to provide timely responses to students. Applying to Aurora College is completed online through the MyAC Self-Service portal found on our website. Application deadline is June 30, 2021 for most programs. Application deadlines for Heavy Equipment Operator are in November and May. Contact Thebacha Campus for exact dates. For help with Student Financial Assistance, please contact the Department of Education, Culture and Employment in your area, or call toll-free at 1-800-661-0793.

APPLY ONLINE through our online portal or contact your local campus or community learning centre. **Applications are reviewed in the order that they arrive, so the earlier you apply the better your chance of entering the program of your choice.**

AFTER YOU APPLY

You will receive a letter or email acknowledging that your application has been received and requesting any additional information or documentation that maybe required. You will be contacted if an interview is needed. Some programs require interviews while others do not.

You will be notified via email when you are:

- a) accepted, with information on how to proceed with registration;
- b) not accepted, but recommended for another field of study at Aurora College; or
- c) not accepted, with an explanation.

INTERNATIONAL STUDENTS

Current information is available on our website: www.auroracollege.nt.ca

CONTINUING EDUCATION

To find out what courses are currently being offered at a campus near you, visit the Aurora College website at www.auroracollege.nt.ca and follow the Program links to Continuing Education for each campus, or contact us directly at:

Aurora Campus

Coordinator, Continuing Education
Phone (867) 777-7816
Fax (867) 777-2850

Thebacha Campus

Coordinator, Continuing Education
Phone (867) 872-7507
Fax (867) 872-4511

Yellowknife North Slave Campus

Coordinator, Continuing Education
Phone (867) 920-8802
Fax (867) 873-0333

CUSTOMIZED TRAINING

The Continuing Education department at Aurora College has a mandate to offer quality, cost effective programs for personal and professional development. Courses are customized to suit your specific training requirements/goals. We offer practical, hands-on training relevant to real work situations. Training is delivered in a concise, time-sensitive manner, which enables employees to gain the maximum amount of learning - at our facilities or yours. If you would like more information on customized training for your organization, please contact your local Continuing Education Coordinator at Aurora College.

CONTINUING EDUCATION COURSES

Courses in the following categories may be offered at the Campus nearest you.

- Business Development
- Computer Training
- Finance and Accounting
- General Interest
- Personal Skill Development
- First Aid/CPR
- Project Management
- Leadership

Course delivery is not limited to this list. Please contact your local Continuing Education Coordinator for more information.

PARTNERSHIPS

Aurora College works with Indigenous, municipal, territorial, and federal governments; business, industry, and non-government organizations to ensure the timely delivery of relevant and high-quality post-secondary programming throughout the Northwest Territories.



Programs delivered and funded through partnership arrangements form a key area of college operations. These programs may focus on immediate training needs or address recurring or high-demand program requirements.

Please contact the Admissions office at your nearest Campus location to find out more information about these programs.

ARTICULATION AND TRANSFER CREDIT AGREEMENTS

Aurora College has a wide variety of accreditation and transfer credit agreements with other post-secondary institutions and organizations. These are reviewed on an ongoing basis.

Transfer credit is the awarding of course credits earned at another post-secondary educational institution for an equivalent course. If you have completed the equivalent of an Aurora College course at another institution, you may apply for transfer credit after you have been accepted to the College. Approval of transfer credits is at the discretion of the Registrar. Additional information on transfer credits can be obtained from the program manager of the College program of interest.

Students wishing to obtain transfer credits from Aurora College at post-secondary institutions in Alberta should refer to the Alberta Transfer Guide. It lists all courses and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories, Yukon and Nunavut. The Guide and other transfer information are available online at www.transferralberta.ca or by contacting:

Alberta Council on Admissions and Transfer
11th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L5
Phone: (780) 422-9021
Email: acat@gov.ab.ca

Listed below are some of the organizations with which Aurora College has current transfer

agreements. Some courses in the listed programs may not be transferable under existing agreements. Additional transfer arrangements may be in place.

Certificate in Adult Education

- University of Alberta

Environment and Natural Resources

Technology Diploma

- Wildlife Technology Program by the North American Wildlife Technology Association
- University of Saskatchewan (BA Northern Studies)
- University of Lethbridge (BSc Environmental Science)
- University of Northern British Columbia (BSc Natural Resources Management)

Business Administration Diploma

- University of Saskatchewan (BA Northern Studies)
- University of Lethbridge
- Athabasca University
- Certified General Accountants (CGA)

Bachelor of Education Degree

- University of Saskatchewan

Bachelor of Science In Nursing

- University of Victoria

Most Programs*

- Nunavut Arctic College
- Yukon College

** Check with the office of the Vice President, Education and Training, for current program transfer agreements between Aurora College and other institutions.*

ADMISSION REQUIREMENTS

Each university maintains its own admissions policy. Check with the Registrar at the institution to which you are applying to see which policies are applying to you.

CERTIFICATION

Participants will receive an Aurora College transcript as the official document of recognition.

ADDITIONAL FEES

All students must pay a registration fee to the university at which they apply. For a description of other fees that may be applicable, see the appropriate university calendar or check with the Registrar. Part-time students pay on a course-by-course basis.

Financial assistance (grants, loans, etc.) may be available from the Student Financial Assistance Program, Department of Education, Culture and Employment (ECE), Government of the Northwest Territories (GNWT). Other student financial assistance may be available through your Regional Career Development Officer at ECE.

Aurora College and any partner universities reserve the right to make changes to any policies or procedures, fees, course availability, delivery mode, schedules or program requirements at any time without further notice. Students are responsible for informing themselves of the regulations and requirements of their program.

UNIVERSITY OF THE ARCTIC

Aurora College is a University of the Arctic member institution. The University of the Arctic (UArctic) is a cooperative network of universities, colleges, and other organizations committed to higher education and research in the circumpolar North. Members share resources, facilities, and expertise to build post-secondary education programs that are relevant and accessible to northern students. The overall goal is to create a strong, sustainable circumpolar region by empowering northerners and northern communities through education and shared knowledge.

The University of the Arctic promotes education that is circumpolar, interdisciplinary, and diverse in nature, and draws on the combined strengths of member institutions to address the unique challenges of the region. UArctic recognizes the integral role of Indigenous peoples in northern education, and seeks to engage their perspectives in all of its activities.

AURORA COLLEGE POLICIES

Aurora College has many policies guiding its operation and three bylaws relevant to students. The complete bylaws, policies, and procedures are available on the Aurora College website in the *About Us* section. Important bylaws and policies include:

Bylaws

- #1: Student Conduct
- #2: Academic and Performance Standards
- #3: Student Loss of Privileges, Penalties, Sanctions, and Appeals

Policies

- B.18 Copyright
- C.01 Transfer Credit
- C.02 Course and Program Attendance
- C.12 College Application, Admission, and Continuation
- C.13 Course Extensions
- C.27 Supplemental Final Examinations and Assignments
- C.30 Student Withdrawal
- C.44 Registration
- C.48 Transcripts
- C.49 Program Completion Grace Period
- C.50 Academic Freedom
- D.05 Student Housing
- D.14 Support for Students with Disabilities
- H.08 Vehicle Use
- I.02 Research Administration
- I.03 Integrity in Scholarship and Research
- I.04 Ethical Conduct for Research Involving Human Subjects
- I.05 Care of Animals in Teaching and Research
- J.01 Program/Course Withdrawal Tuition Refund
- J.02 Fees
- J.04 Student Financial Credit

Support for Students with Disabilities (Policy D.14)

Aurora College recognizes its obligations to ensure that its programs and services are available to student with disabilities. College staff share a responsibility to accommodate students with disabilities. Applicants/students are responsible for notifying the College of their disability.

Student Conduct (Bylaw #1)

- 5.1 All students shall conduct themselves in an acceptable manner as defined by statutes and regulations, College bylaws, policies, procedures, rules and guidelines.
- 5.2 Misconduct may lead to loss of privileges, penalties or sanctions up to and including dismissal from a program, expulsion from the College and/or eviction from College housing.

TO DETERMINE WHICH POLICY IS RELEVANT IN ANY GIVEN SITUATION, LOOK UP THE SITUATION IN THE CHART BELOW

POLICY AND QUICK REFERENCE	
Topic	Bylaw or Policy
Academic misconduct/dishonesty	Bylaw #1 Student Conduct
Academic performance standards	Bylaw #2 Academic and Performance Standards
Academic probation	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Accommodating disabilities	Policy D.14 Support for Students with Disabilities
Alcohol	Bylaw #1 Student Conduct
Appeals	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Attendance	Policy C.02 Course and Program Attendance
Copyright	Policy B.18 Copyright
Course extensions	Policy C.13 Course Extensions
Drugs (Illicit)	Bylaw #1 Student Conduct
Extending my lease	Policy D.05 Student Housing
Eviction from housing	Policy D.05 Student Housing
Financial credit	Policy J.04 Student Financial Credit
Harassment	Bylaw #1 Student Conduct
Housing rules	Policy D.05 Student Housing
Marijuana (Intoxicants)	Bylaw #1 Student Conduct
Non-academic misconduct	Bylaw #1 Student Conduct
Plagiarism (Academic Misconduct)	Bylaw #1 Student Conduct
PLAR	Policy C.03 Prior Learning Assessment and Recognition
Probation	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Rent	Policy D.05 Student Housing
Staying in housing for more than one year	Policy D.05 Student Housing
Student conduct	Bylaw #1 Student Conduct
Student fees	Policy J.02 Fees
Summer housing	Policy D.05 Student Housing
Summer storage	Policy D.05 Student Housing
Transfer Credit	Policy C.01 Transfer Credit
Tuition fees	Policy J.02 Fees
Unsatisfactory academic performance	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Withdrawing from program/course	Policy C.30 Student Withdrawal

IMPORTANT NOTE: During a crisis, where the President believes it is in the best interests of students, staff, faculty, or the community at large, the President, in consultation with the Executive Leadership Team, may override Aurora College policies or make exceptions to Aurora College policies. Check the Aurora College website to find out about temporary changes to policies, procedures, and deadlines.

YOUR RIGHTS AND RESPONSIBILITIES AS AN AURORA COLLEGE STUDENT

As an Aurora College student it is important that you are aware of your responsibilities and rights and the College's academic standards and expectations. Aurora College has three bylaws that govern student conduct; academic standards; and student loss of privileges, penalties, sanctions and appeals. In addition, there are policies and procedures dealing with the administration and operation of the College. Key elements of the bylaws and policies are outlined below. The complete and current versions are available through the Campus Admissions Office, your local Community Learning Centre, and online at www.auroracollege.nt.ca

Note: Aurora College's policies and procedures are being revised to reflect the current authorities and responsibilities and to ensure they comply with our bylaws.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (POLICY C.03)

Prior Learning Assessment and Recognition (PLAR) is used to recognize past learning. The PLAR process can be used to show that a College applicant meets the admission requirements for a program and/or that a student of the College is entitled to obtain credit for one or more courses within a program. In order to be considered for PLAR, you must apply in writing to the Office of the Registrar at the time of application. The Registrar, in consultation with appropriate program staff, will assess prior learning. You may be granted up to 40 percent of a total program or course requirement through PLAR.

Course credits can be obtained by successfully challenging an Aurora College course. Credit by challenge may be evaluated through written and/or oral

examination, portfolio review and other methods approved by the Registrar. A fee is charged for each course that is challenged. You must apply to the Office of the Registrar for challenge credits.

REGISTRATION (BYLAW #3 AND POLICY C.44)

You must be registered to participate in a course or program.

- Registration creates a contract between the student and the College, under which the student agrees to adhere to the policies of the College.
- You are responsible for completing and submitting all documents required for registration at the beginning of each term.
- You may not register in subsequent terms until all accounts with the College have been settled or a suitable repayment plan has been approved by the College's Director of Finance.
- You must have an official letter of acceptance signed by the Registrar to register as a student.
- You are responsible for registering on the date specified in your official letter of acceptance.
- To be registered, you must comply with all registration procedures, including payment of fees associated with registration.
- Registration dates and procedures for Continuing Education courses, workshops and seminars are available from the Continuing Education Office.
- You are responsible for notifying the Admissions Office in writing of any changes of address, phone number or any other pertinent information.

AUDIT STATUS (POLICY C.29)

You may apply to audit any regular credit course as long as space is available. You are required to pay the full tuition and materials fee for audited courses. Prior to applying for

audit status, you must have written permission to audit the course from the Program Manager and the instructor who is teaching the course. As an auditing student, you are not required to complete assignments or examinations. In the event that you choose to complete assignments or examinations, the results may not be used for credit purposes, unless you have requested a change in status from audit to credit before delivery of the third class of the course.

WITHDRAWAL (POLICY C.30)

A student may withdraw from an Aurora College course or program without academic penalty if he or she withdraws prior to the completion of one-third of the course or program delivery. A student may be permitted to withdraw, without academic penalty, from a course or program after the withdrawal deadline if his or her academic performance is significantly affected by extenuating circumstances.

STUDENT ACADEMIC EVALUATION (BYLAWS #2 AND #3)

The standard minimum grade that you need to pass a course is 50 percent. The standard minimum cumulative average of all your courses that you need to maintain is 60 percent. Some courses and programs may have different minimum requirements. These will be listed in the program outlines, the course outline and course syllabus. If your course mark or cumulative average falls below the required minimum, you may be placed on academic probation or dismissed. You must successfully complete all of the requirements described in the course outline and course syllabus. In some courses and programs failure to complete all required course work will result in failure in the course or program regardless of your computed percentile grade. This will be clearly stated in the program outlines, course outlines, and syllabi.



GRADING OF COURSES (BYLAW # 2)

A standardized system of grading is used in all academic preparation, pre-employment, skill training, apprenticeship programs, and classroom courses in certificate, diploma, and degree programs. Planned and required learning activities such as practicums, internships, and camps may be graded in a different manner.

Grade Point Average*

The grade point average (GPA) measures achievement in credit courses, and is calculated as follows:

Total Grade Points

Total Credits

= GPA

Each course is assigned a credit value based on course hours.

1.

Multiply the number of credits by the grade points received for each course.
2.

Total the grade point value for each course.
3.

Divide the total grade point value by the total number of credits.

Grading System		
Grade	Mark	Pt value
A+	97-100	4.00
A	90-96	3.90
A-	83-89	3.70
B+	77-82	3.30
B	70-76	3.00
B-	66-69	2.70
C+	62-65	2.30
C	58-61	2.00
C-	54-57	1.70
D	50-53	1.00
F	0-49	0.00

*This calculation is done on an ongoing basis for the entire program (cumulative grade point average) but can be manually calculated on a term by term basis. This grade point average calculation is used to determine: a) eligibility for some awards and scholarships; b) progression to the next term or year of study; c) if program honour requirements have been met; d) if transfer requirements to other colleges have been met.

Example:

Course #	Grade	Mark	Points	X	Credits	Grade Points
020-107	B-	67	2.70		3.0	8.1
020-213	B+	79	3.30		3.0	9.9
020-215	A-	84	3.70		3.0	11.1

*29.1 ÷ 9 = 3.23 GPA

Total

=

9.0

29.1

SUPPLEMENTAL EXAMINATIONS AND ASSIGNMENTS (BYLAW #2 AND POLICY C.27)

A student who has missed a final exam or final assignment due to extenuating circumstances may apply to the course instructor to write a supplemental final exam or to complete a supplemental final assignment for the course.

You must document the extenuating circumstances that existed to warrant consideration of a supplemental examination or assignment, and submit this documentation to the course instructor.

Note: In some cases, it may not be possible for the College to offer supplemental final examinations or final assignments, regardless of circumstances. The course outlines and course syllabi will clearly indicate which courses do not allow supplemental final examinations or final assignments.

CONVOCATION (POLICY C.17)

Aurora College holds convocation ceremonies at each campus for students who successfully complete the requirements for Aurora College programs leading to a certificate, diploma, or degree. A student must be in good standing financially with the College in order to participate in convocation.

COPYRIGHT (POLICY B.18)

The reproduction or use of creative property in any form by staff or students of Aurora College is subject to copyright or other protective legislation. Aurora College recognizes the Canadian legislation on copyright relating to the reproduction of materials and does not sanction or authorize any infringements or violations of copyright.

STUDENT CONDUCT (BYLAW #1)

As an adult learner, you are expected to conduct yourself in an acceptable manner as defined by government laws and regulations and College bylaws, policies, procedures, rules, and guidelines. Misconduct may lead to loss of privileges, penalties or sanctions up to and including dismissal from a program, expulsion from the College and/or eviction from College Housing.

All students are required to maintain the highest standards of academic integrity during all of their studies at the College. Students are not to participate in acts that compromise the integrity of the academic process.

The possession and/or consumption of alcohol, illegal drugs or other intoxicants on Aurora College property or during College sponsored activities is prohibited.

Harassment in any form is not acceptable. Every member of the Aurora College community has the right to perform their role at the College free from harassment.

SCENTS AND FRAGRANCES

Scents and fragrances cause some people to have severe reactions. In order for Aurora College to provide a healthy and safe environment, all staff, students, and visitors to Aurora College facilities should refrain from using perfume, cologne, and other scented products.

SMOKING (NWT LEGISLATION)

As per GNWT legislation, smoking is not permitted in any College facility, vehicle, or workplace. This includes vaping, tobacco, and cannabis.

STUDENT APPEALS (BYLAW #3)

Aurora College has a formal appeal process through which students may appeal assignment of interim and final grades; dismissal from a course, required learning activity, or program; disciplinary action taken as a result of academic or non-academic misconduct; and eviction from College housing. Students are strongly encouraged to resolve issues informally before making an appeal.

While it is intended that the programs of study and the regulations set forth in this calendar will apply for the current academic year, Aurora College reserves the right to make changes as required.

STUDENT SERVICES

STUDENT SERVICES MISSION

Student success is of paramount importance at Aurora College. Each of our campus locations have dedicated staff who can arrange academic assistance for students in the form of tutoring, workshops, resources and career counselling. To find out more, contact the Student Success Coordinator at your campus.

Some of the many services provided by the Student Services Division are:

- Orientation to college life
- Academic, career and personal counselling
- Employment counselling
- Financial information
- Personal development
- Referrals
- Cultural celebrations and ceremonies

For information on the full range of services or hours of operation, please call the toll-free number for your campus:

Aurora Campus: 1-866-287-2655

Thebacha Campus: 1-866-266-4966

Yellowknife North Slave Campus: 1-866-291-4866

ADMISSIONS OFFICE

You can also contact the Admissions Office by email at ApplyInuvik@auroracollege.nt.ca (Aurora Campus), ApplyFortSmith@auroracollege.nt.ca (Thebacha Campus), or ApplyYellowknife@auroracollege.nt.ca (Yellowknife North Slave Campus).

OFFICE OF THE REGISTRAR

The Office of the Registrar issues certificates, diplomas, transcripts, and all other documents of recognition.

STUDENT SUCCESS

As part of the Student Success initiative, each of the Aurora College campuses has a Student Success Coordinator. The Student Success Coordinator arranges academic assistance for students in the form of tutoring, workshops, a collection of resources, and career counselling. To find out more about the Student Success

activity, please contact the coordinator at your Campus:

Aurora Campus: 1-867-777-7814

Thebacha Campus: 1-867-872-7583

Yellowknife North Slave Campus: 1-867-920-3077

COUNSELLING

Aurora College has counsellors at all three campuses to assist students. In addition to one-on-one services in the areas of career exploration and personal wellness, the counsellor offers workshops and presentations, assistance in finding online and community resources, and self-help materials. All sessions and referrals are kept strictly confidential.

Phone for appointment: 1-867-872-7522 or 1-867-920-3004

STUDENT LIFE AND WELLNESS

Aurora College's Student Life and Wellness programs arrange a variety of athletic, cultural, recreational, and wellness activities designed to make your stay on campus more enjoyable. They are designed to ensure your education is a holistic balance of mind, body and spirit. For more information please call the toll-free number for your campus.

STUDENT ASSOCIATIONS

A student association is established at each campus. The associations are student organizations governed by an executive, which is elected annually. You are required to pay a student association fee at all campuses. The student associations, through their executives, are responsible for social activities, some publications, coordination of events and communication between students and the administration of Aurora College. The student associations at each campus may sell College clothing and memorabilia. For more information on services provided by the student association at your campus, please call the toll-free number for your campus.

CHILDCARE

Aurora College does not provide childcare services. If you require information about childcare you may contact the Student Services division at the appropriate campus, or contact

the local child care centres in the community. There are limited spaces in most community daycare centres and day homes, so apply early. For information on childcare please visit **www.ece.gov.nt.ca** and click on Early Childhood Development. There is also a list of childcare available in our Student Toolkit on our website.

STUDENT TOOLKIT (ONLINE)

The Student Services Division has created an online Student Toolkit with some helpful links. They are organized under the categories: Academics, Technology, Finance, Wellness, Services, and Employment. We will continue to add to these links over time as we develop new tools and learn of others. You can find the student Toolkit on our website.

LIBRARY SERVICES

Aurora College provides libraries at each of the three campuses and the Aurora Research Institute. Libraries support students and staff through a full range of library services. Library collections across the three campuses include 25,000+ books, journals, videos, government documents, and a wide array of electronic resources. Internet access and inter-library loan services are available at all campus libraries.

TUTORING

Aurora College offers tutoring to help support our students. Your first step is always to get assistance from your instructors. However, if you need some additional support, please contact the Student Success Coordinator at your campus.

IMPORTANT NOTES

Aurora College may extend financial credit to students for tuition during registration if they have not received their funding by the time of registration. Contact the Finance Manager at your campus for more information. Aurora College may extend financial credit to students for the first months rent if they have not received their funding by the time of registration. No financial credit will be

extended for rent other than for the first month's rent. (**Note:** The first month's rent is due at the time of registration)

FINANCIAL ASSISTANCE

You may be eligible for financial assistance through (but not limited to):

- Student Financial Assistance Program, Department of Education, Culture and Employment, Northwest Territories;
- Employment and Social Development Canada;
- Indigenous Skills and Employment Training Strategy (ISETS);
- Indigenous Organizations

If you require financial assistance, you must contact the assisting agency or department directly. Check with your sponsoring agency regarding application deadlines. Sponsor letters should be forwarded to the campus to which you have applied. Apply early as some programs have limited funds to allocate.

NWT STUDENT FINANCIAL ASSISTANCE

Email: nwtsfa@gov.nt.ca

Website: www.nwtsfa.gov.nt.ca

Please ensure you submit your application for financial assistance by the appropriate deadlines:

- **June 30** for programs starting August 16-September 30
- **October 31** for programs starting in January
- One month prior to program start date for all other months.

SFA does not require that you have been accepted by Aurora College prior to applying.

Indigenous Services Canada University and College Entrance Program (UCEP)

Ph: (867) 669-2620

Email: vicki.losier@cananda.ca

Deadline for applications: July 15

SCHOLARSHIPS, BURSARIES, AND AWARDS

A broad range of scholarships, bursaries and awards are available to students. For information on awards, please contact:

- the Student Services Office at any Campus
- the GNWT Department of Education, Culture and Employment
- the Research Centres of the Aurora Research Institute

Check with the Student Services office for information on what is available and how to apply. Also check our website at www.auroracollege.nt.ca

Academic Programming

School of Arts & Science

School of Business & Leadership

School of Developmental Studies

School of Education

School of Health & Human Services

School of Trades, Apprenticeship & Industrial Training



School of Arts & Science

Environment and Natural Resources Technology Diploma

Environment and Natural Resources Technology

Program Description

The Environment and Natural Resources Technology program is a two-year diploma program which links opportunities to learn from experience in the field with academic coursework in the classroom and skill training in the laboratory. Graduates will possess the ability needed to succeed as technicians and officers in natural resource and environmental management careers including wildlife, forestry, marine and freshwater fisheries, planning, water resources, environmental protection, parks, land claim resource management, oil and gas, and mining. The program places emphasis on learning through experience.

Eligibility

Eligibility for the Environment and Natural Resources Technology Program will be determined on the basis of the student's abilities in English, Mathematics and Science. The applicant should possess a grade 12 diploma and must have earned credits (minimum 65 percent) in:

- English 30-2 or Aurora College ALBE English 150
- Math 30-2 or Aurora College ALBE Math 150
- Grade 12 Biology 30, Chemistry 30, or
- Physics 30

Applicants are required to possess or be eligible to obtain a valid Firearms Acquisition and Possession License to successfully complete field camp requirements.

Students must be motivated to work in the field of environment and natural resources and demonstrate their motivation in a letter of intent.

Applicants may be asked to participate in a personal or telephone interview with the Program Head or a designate.

Mature students and students with academic equivalences will be considered on a case-by-case basis.

Applicants who do not meet the minimum requirements may be encouraged to apply for the University and College Access Program, if available.

Applicant Assessment

Among the eligible applicants, preference is given to residents of the Northwest Territories. Non-residents will be considered if the available spaces are not filled by eligible Northern residents.

Program Admission

Applicants will be admitted to this program based on the eligibility criteria as evaluated by the Program Admissions Committee comprised of the Campus Registrar, the Program Head or designate, and Program faculty.

Program Information

A considerable amount of the program will be delivered in field settings. Approximately 40 percent of class time will be spent in the laboratory or the field for most classroom-based courses. In addition, significant practical learning experiences will be undertaken during the three remote field camps listed in the program design.

Field work can be physically strenuous. Applicants should be physically and mentally fit

and prepared for the rigours of field work. It is recognized that students entering the program may already possess certain required skills. Students may receive advanced credit for certain program courses on the basis of documented completion of equivalent learning and/or successfully passing a challenge examination.

In addition to College tuition and fees, the student will be required to purchase textbooks, classroom supplies, and personal field equipment as specified in course outlines and camp manuals.

Transfer agreements are in place with the University of Lethbridge, University of Saskatchewan, and University of Northern British Columbia. Transferable coursework is also available at other major institutions on a case-by-case basis.

Program Objectives

Graduates of the Environment and Natural Resources Technology Program will have the technical skills and knowledge necessary to:

1. Become employed at the technician and/or officer level with territorial, provincial and federal agencies, Indigenous organizations, and/or private industry;
2. Apply their technical and managerial skills to the fields of environment, land, water, fisheries, forest and fire management, and wildlife;
3. Understand the application of science and scientific method;
4. Develop clear linkages between Indigenous knowledge and scientific education;
5. Communicate technical and scientific content effectively, both orally and in writing, using language that is appropriate to the audience;
6. Clearly communicate resource management policies, procedures and decisions to various stakeholders at the community and territorial level;
7. Coordinate and implement field work activities in remote northern conditions;

8. Utilize spatial technologies in acquiring, compiling and interpreting data;
9. Apply critical thinking skills to research and resource management activities and environmental stewardship;
10. Effectively manage projects such as data collection and analysis, educational outreach, and public safety;
11. Pursue further academic education and other continued learning experiences;
12. Actively participate in the sustainable management of northern natural resources;
13. Enhance the capacity of Northerners to participate in resourced-based development and conservation opportunities of their lands;
14. Participate in future northern research and long-term monitoring and analysis of environmental trends;
15. Integrate Indigenous knowledge and scientific education when providing advice to local stakeholders on resource management issues;
16. Model and promote professionalism in dealing with natural resource challenges at the community, territorial and federal level; and
17. Become a part of an alumni legacy of northern graduates who now work as natural resource professionals.

Completion Requirements

The passing mark for a course will be 50 percent. To earn a diploma, students must maintain a cumulative average of 60 percent or more in the program.

Students are required to complete all 22 Core Courses in the program. In addition, students must complete at least one elective and the required non-credit course field camps listed. The total credits required are 69 for successful completion of this diploma.

The diploma program must be completed within five years of commencing studies.

Document of Recognition

Environment and Natural Resources
Technology Diploma

Curriculum

CAMP 0100	Introductory Field Camp
ENSC 0101	Communications and Technical Writing
ENSC 0102	Ecology
ENSC 0103	Wildlife Biology
ENSC 0104	Applied Mathematics for Technicians
ENSC 0105	Introduction to Environmental Sciences
ENSC 0107	Applied Computer Applications
ENSC 0108	Field Safety and Preventative Maintenance
ENSC 0111	Communications and Project Management
ENSC 0112	Forest and Range Botany
ENSC 0113	Indigenous Law and Governance
ENSC 0115	GPS and Mapping
CAMP 0116	Geographic Information Systems
ENSC 0207	Arctic Marine Sciences
CAMP 0211	Data Management and Statistics
ENSC 0213	Water Resources Management
ENSC 0214	Freshwater Fisheries
ENSC 0224	Wildlife Management
ENSC 0225	Wildlife Techniques
ENSC 0232	Environmental Stewardship
ENSC 0233	Environmental Assessment and the Regulatory Process
ENSC 0240	Geology
CAMP 0285	Western Arctic Field Camp
CAMP 0286	Winter Field Camp
ENSC 0295	Technical Project

Electives Choose one

ENSC 0222	Forest and Fire Management
ENSC 0250	Source Water Protection

School of Business & Leadership

Business Administration Diploma & Certificate Office Administration Diploma & Certificate Northern Leadership Development

Business Administration

Program Description

The Business Administration program is intended to provide students with the knowledge and skills necessary for careers in business, government, and non-profit organizations. Emphasis is placed on helping students develop knowledge and skills that are appropriate for the unique business environment in the NWT. The Business Administration program provides students with an opportunity to acquire a Certificate (one year) and a Diploma (two year).

Business Administration Certificate

All students accepted into the Business Administration program must initially be enrolled in the certificate program. This program consists of ten courses, representing 30 credit hours. The program provides students with the skills necessary to succeed in an entry-level position in business, government or non-profit organizations. Graduates will be able to work in areas such as accounting, finance, management, and marketing.

Business Administration Diploma

Upon completing the certificate program, students may enrol in the diploma program. There are six required courses in the diploma program, and eight electives. Students must complete four electives. The Accounting Stream includes the indicated four electives (Automated Accounting, Managerial Accounting I, Managerial Accounting II, and Corporate Finance).

A Work Experience Option is available to all students but is not a required component. It includes two work placements, one after each year.

Program Eligibility

Applicants must have a NWT Senior Secondary Diploma (general or advanced), with a minimum mark of 50 percent in English ELA 30-1 or 30-2, and in Math 30-1 or 30-2. Applicants will be eligible if they have the ALBE equivalents, ALBE English 150 and ALBE Math 150. Mature students who do not have the required academic background will be considered individually. In the absence of the above listed entrance requirements, the Aurora College academic placement test will be required.

Applicant Assessment

Personal or telephone interviews with the Program Head or designate are encouraged for all applicants. A one-page letter of intent will be required from applicants.

Program Admission

Applicants will be admitted to the Business Administration program based on the program eligibility criteria, subject to space available.

Program Information

The Business Administration program is two years in length. Students will earn a certificate after successfully completing ten specified courses. Students can then obtain a diploma by completing the second year. There are six required courses in the second year. There are

also eight electives; students must successfully complete four of them to earn a Business Administration Diploma. If students successfully complete the indicated four electives, they will earn a Business Administration - Accounting Stream Diploma. The Work Experience Option is available to all students but is not a required component of the program. It requires students to participate in two work placements, one after each year of studies. This provides students with an opportunity to apply the theoretical knowledge they have learned.

The Business Administration program may be taken on a full-time or part-time basis. Successful completion of the program requires hard work, time management skills, organizational skills, a positive attitude, and the ability to deal with stress.

The Business Administration program was designed to maximize the number of agreements regarding transfer credits with universities and professional associations. The Accounting Stream was designed to assist graduates who wish to work towards a Chartered Professional Accounting (CPA) designation.

Each of the courses in the Business Administration program will be delivered face-to-face on one or more of the three campuses of Aurora College. As well, some or all of the classes will be delivered through video conferencing to students on the other two campuses. Students will therefore receive face-to-face instruction for some of their courses from an instructor in the classroom, while they will receive instruction for other courses through video conferencing, delivered by instructors on another campus.

Program Objectives

- 1. To provide students with knowledge and skills in the subject areas of the Business Administration program.
- 2. To help students prepare for employment in business, government or non-profit organizations in the NWT.

- 3. To provide students with a sound educational base so that they can continue their education after graduating and obtain educational or professional credentials.

Completion Requirements

- Students must complete all course assignments. The passing mark for each course will be 50 percent. However, students must maintain a minimum cumulative average of 60 percent in the Business Administration program.
- Certificate students must successfully complete ten courses as specified in the curriculum.
- Diploma students must successfully complete the six required courses and four electives. Students who choose the optional Work Experience Option must also successfully complete two work placements, one after each year of courses.
- Students who successfully complete the Accounting Stream will receive a Business Administration - Accounting Stream Diploma. Students who successfully complete the Diploma year but who did not complete the Accounting Stream will receive a Business Administration Diploma. Students who successfully complete the Work Experience Option will receive a Business Administration with Work Experience Diploma, unless they also successfully completed the Accounting Stream, in which case they will receive a Business Administration Accounting Stream with Work Experience Diploma.

Document of Recognition:

Aurora College Business Administration Certificate and/or Aurora College Business Administration Diploma

Curriculum

Certificate Program

MATH 0103	Business Math
ENGL 0104	Business Communications I
ACCT 0105	Financial Accounting I
BUSI 0106	Introduction to Business
CMPT 0107	Information Technology for Business
BUSI 0113	Organizational Behaviour

ENGL 0114	Business Communications II
ACCT 0115	Financial Accounting II
MRKT 0116	Marketing
BUSI 0117	Microeconomics

Diploma Program

BUSI 0101	Business Law
BUSI 0202	Human Resource Management
MATH 0203	Statistics
BUSI 0204	Macroeconomics
BUSI 0205	Management
FNCE 0206	Personal Finance and Income Tax

Electives

GVMT 0210	Northern Governance
BUSI 0211	Small Business Management
BUSI 0212	Community Economic Development
BUSI 0213	Business Leadership
ACCT 0222	Automated Accounting
ACCT 0223	Managerial Accounting I
ACCT 0224	Managerial Accounting II
FNCE 0225	Corporate Finance

Work Experience Option

BUSI 0120	Work Experience I
BUSI 0220	Work Experience II

Note 1: To receive a Business Administration Program - Accounting Stream Diploma, a student must successfully complete Automated Accounting, Managerial Accounting I, Managerial Accounting II, and Corporate Finance.

Note 2: The Work Experience Option is not required

Office Administration

Program Description

The Office Administration Program is intended to provide students with the knowledge and skills necessary for administrative careers in business, government, and non-profit organizations. Emphasis is placed on preparing students for employment in the unique work environment in the NWT. The Office Administration Program provides students with an opportunity to acquire a Certificate (a one-year program) and a Diploma (a two-year program).

Office Administration Certificate

All students accepted into the Office Administration program must initially be enrolled in the certificate program. This program takes one year to complete. It consists of ten courses, each with 45 class hours and worth three credits, and a practicum. The certificate program provides students with the knowledge and skills necessary to succeed in an entry level administrative assistant position in business, government or non-profit organizations. This program concentrates on the practical application of computer technology in the contemporary office workplace.

Office Administration Diploma

Upon completing the certificate program (including the practicum), students may enrol in the diploma program. This program takes one year to complete. It consists of ten courses, each with 45 class hours and worth three credits. The diploma program provides students with the knowledge and skills necessary to succeed in an executive administrative assistant position in business, government or non-profit organizations. As the program emphasizes specialized organizational and technical skills, students will also be able to succeed in administrative positions in the areas of human resources, payroll, and finance.

Program Eligibility

Office Administration Certificate

To be eligible for acceptance, an applicant must:

- Possess at least 70 high school credits, or equivalent, with a minimum of 65 percent in English ELA 20-2 and Math 10C, or complete an Aurora College access program that includes ALBE English 140 and ALBE Math 140;
- Provide a letter of intent; and
- Provide two letters of reference.

Mature applicants who do not satisfy the eligibility requirements for the Office Administration Certificate program will be considered individually and will be required to successfully complete academic placement test(s) before being accepted.

Office Administration Diploma

To be eligible for acceptance, an applicant must:

- Possess an Office Administration Certificate; and
- Provide a letter of intent (for applicants who completed the OA Certificate program more than a year prior to their enrolment in the OA Diploma program).

Applicant Assessment

All applicants for the Office Administration program are encouraged to discuss the program with the Program Head, in person or by telephone, prior to submitting their applications.

Note: Anyone convicted of an offence for which they have not received a pardon may be ineligible for practicum placements and may therefore not be able to fulfill the completion and graduation requirements of the Office Administration program.

Program Admission

Students meeting the above eligibility requirements will be admitted to the Office Administration program, subject to space availability.

Program Information

The Office Administration program is two years in length. Students will earn a certificate after successfully completing ten specified courses and a practicum. Students can then obtain a diploma by completing another ten specified courses.

Successful completion of the Office Administration program requires hard work, time management skills, organizational skills, a positive attitude, and the ability to deal with stress.

The Office Administration program may be taken on a full-time or part-time basis, but students should be aware that each course will only be offered once every two years and that some of the courses are prerequisites for other courses. Students must therefore plan very carefully if they wish to take the Office Administration program on a part-time basis.

Such students should discuss their plans in advance with the Program Head.

The Office Administration Certificate is delivered both in class and through V-Connect video conferencing software.

The Office Administration program was designed to enable graduates of the diploma program to be eligible for acceptance into the Business Administration program. Students interested in pursuing this alternative should discuss it with the Program Head.

The Office Administration program will be offered at Aurora Campus and Thebacha Campus. Students will receive face-to-face instruction for about one-third of their courses; they will receive instruction for the remaining courses through video conferencing, delivered by instructors on one of the other two campuses. Support will be provided by instructors on each campus for students who are taking courses through videoconferencing. In addition, an instructor teaching a course by videoconferencing will provide one office hour each week through videoconferencing.

Program Objectives

1. To provide students with knowledge and skills in the subject areas of the Office Administration Program.
2. To help students prepare for employment in business, government or non-profit organizations in the NWT.
3. To provide students with a sound educational base so that they can continue their education after graduating and obtain educational or professional credentials.

Completion Requirements

1. Students must comply with the specified attendance policy.
2. Students must complete all course assignments.
3. Students must successfully complete every course; the passing mark for each course is 50 percent. However, students must maintain a minimum cumulative average of 60 percent in the Office Administration program.

4. Certificate students must successfully complete ten courses as specified in this program outline, and a practicum.
5. Diploma students must successfully complete the certificate program and a further ten courses as specified in the program outline.

Document of Recognition:

Aurora College Office Administration Certificate
Aurora College Office Administration Diploma

Curriculum

Certificate Program

OFFI 0102	Keyboarding
OFFI 0109	Practicum
ENGL 0105	Business Grammar and Vocabulary
OFFI 0114	Word Processing
CMPT 0136	Presentation Software and Graphic Editing Skills
ENGL 0102	Business Writing I
MATH 0102	Business Math Applications
OFFI 0131	Career Development
CMPT 0135	Outlook and Productivity Applications
OFFI 0136	Spreadsheets
OFFI 0142	Administrative Office Procedures

Diploma Program

(Note: Student must have completed the Office Administration Certificate to be eligible for acceptance)

ENGL 0103	Business Writing II
ACCT 0232	Bookkeeping and Financial Record Keeping
CMPT 0234	Advanced Computer Applications
ACCT 0236	Financial Accounting Software
OFFI 0252	Executive Office Procedures
OFFI 0254	Human Resources and Payroll Administration
GVMT 0257	Canadian, Territorial and Community Governments
CMPT 0266	Office Administration Capstone
CMPT 0268	Information Management and Database Applications
BUSI 0113	Organizational Behaviour

Northern Leadership Development Program

Program Description

The Northern Leadership Development Program (NLDP) is intended to provide individuals employed in “front line” positions in industry with an enhanced awareness of self, self-expression, interpersonal skills, decision making, and stress management practices which result in stronger leadership practices. The program objective is to prepare these individuals to advance to more senior positions within their organizations.

The NLDP uses a variety of best practice leadership models throughout the program’s nine courses, including an emphasis on emotional intelligence. A governing theme throughout the program is centred on the awareness that organizational development practices that utilize emotional intelligence result in measureable achievement including higher team performance and enhanced organizational financial performance.

The NLDP is unique in that each student will have an identified leadership mentor located at their place of work to support their growth and their application of what they are learning as they progress through the program. This onsite support is an important element that maximizes each student’s leadership growth and development throughout the program.

This program is designed for potential leaders within an organization as well as people new to supervisory or management roles, such as team leaders or front line supervisors.

Program Eligibility

Applicants must be identified by their employer as strong candidates to participate fully in the program and integrate their learning into their respective workplaces. No previous leadership training is required for the NLDP. Aurora College can provide reading comprehension testing when requested, to determine the reading comprehension level of applicants and assist the employer in identifying appropriate candidates to take the program. The employee must:

1. Develop skills which will allow them to better engage, communicate with, and manage their respective teams in the workplace.
2. Develop a base of leadership skills so that they can continue their leadership development as they are exposed to increased responsibilities in the workplace.

Completion Requirements

Students must successfully complete all of the courses. To successfully complete a course, a student must attend at least 60 percent of the course hours and participate in the prescribed activities as directed by the facilitator of the course. A student who does not attend 60 percent of the hours for a course, or who does not participate as directed by the facilitator, will fail the course.

The Mentoring Workshop course (052-019) is to be taken by the mentors of the students, not the students.

Document of Recognition

Record of Achievement

Curriculum

NLDP 0111	Personal Development
NLDP 0112	Communication Skills
NLDP 0113	Effective Personal Leadership
052-014	Effective Team Leadership
NLDP 0115	Leading While Managing
NLDP 0116	Problem Solving and Decision Making
NLDP 0118	Conflict Management
NLDP 0117	Diversity-Conscious Leadership
NLDP 0120	Leadership in Action

School of Developmental Studies

Adult Literacy and Basic Education

Occupations and College
Access Program (OCAP)

University and College
Access Program (UCAP)

Adult Literacy and Basic Education

Offered at all campuses and most Community Learning Centres

Program Description

The Aurora College School of Developmental Studies Department, Adult Literacy and Basic Education (ALBE) curriculum includes six levels of study, ranging from basic literacy to coursework at the grade 12 level. Courses in this program enable participants to learn or relearn skills needed to meet employment, personal or educational goals. Participants in the Adult Literacy and Basic Education (ALBE) Program enrol in a program of study according to their personal needs and academic levels. Because of this, time spent in the program will vary for each individual.

Due to the extensive range of courses available, the course offerings will vary at each Aurora College location (Community Learning Centre and campus). Participants often enrol in the program as a first step toward entering a certificate, diploma, degree or trade program. Students may take ALBE courses on a full-time or part-time basis through either classroom or distance delivery.

Aurora College has developed a Continuous Quality Improvement (CQI) process to ensure

the ALBE curriculum used in the ALBE and Access Programs is current and relevant.

Program Eligibility

Individuals who are at least seventeen years of age

Applicant Assessment

Applicants must meet the program eligibility requirements. The Adult Literacy and Basic Education Student Intake Package may be administered to determine an applicant's academic levels. Applicants complete the Adult Literacy and Basic Education Student Intake Package to assess English (reading and writing) and math skills. The tools are not pass or fail, but designed to place the learner at an appropriate level. Also, as part of the placement process, Aurora College staff may interview each participant to assess suitability for the program. If secondary school (grades 10-12) transcripts can be provided, a copy of the transcript will also be used to assist with the assessment.

Program Admission

Applicants will be admitted to this program based on their ability to meet the program eligibility requirements. Applicants should also include a personal letter indicating why they want to enter the program.

Program Information

1. Program delivery varies at each program location (Community Learning Centre and/or campus).

2. The core program consists of English, Math, Career/Lifework, Career/College, and Prior Learning Assessment Recognition (PLAR) Portfolio Development. Social Studies, Science, Information and Communications Technology (ICT), and the Financial Literacy modules may be offered as electives. Not all courses are available at all locations.
3. An NWT Secondary School Diploma may be obtained by adult learners who complete a minimum of 100 credits, of which 55 are specified academic course credits. The balance may be made up through Prior Learning Assessment and Recognition (PLAR), to a maximum of 45 credits for accredited course equivalencies. An application must be completed and documentation must be provided to support PLAR assessment. Completed applications and supporting documentation are to be submitted to the PLAR Evaluation Committee.
4. Full-time and part-time students are placed in a program of study based on their interests and needs.
5. Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.
6. Students attend all scheduled classes in accordance with College and/or program policy.
- and to gain admission into college/university programs or employment;
5. Develop learning strategies to promote personal, professional, and academic growth and to build lifelong learning capacity;
6. Develop goal-setting and self-monitoring strategies to foster independence, perseverance, and responsibility for their own learning;
7. Explore their own culture and the history and cultures of the NWT to contribute to the development a strong cultural identity and a positive personal narrative; and
8. Develop a Prior Learning Assessment and Recognition (PLAR) portfolio to achieve personal affirmation, gain employment, or obtain a NWT Secondary School Diploma.

Completion Requirements

For all courses, levels 110 to 145, the student must achieve 60 percent or greater to complete the course. Biology 20, Chemistry 20, and Physics 20, Social Studies 20-2 the student must achieve 50 percent or greater to complete the course. For levels 150 and 160, Biology 30, Chemistry 30, and Physics 30, the student must achieve 50 percent or greater to complete the course.

Aurora College and other colleges/universities may require higher course pass marks for entrance into specified programs of study.

Program Objectives

1. The ALBE program will provide the student with opportunities to:
Develop and apply technology, numeracy, and literacy skills to meet personal, employment, and educational goals;
2. Develop and apply communication skills to communicate effectively and build positive relationships in education, work, and personal environments;
3. Apply critical thinking skills and engage in reflective practice to problem solve and make decisions;
4. Develop and apply academic skills to successfully complete course requirements

Document Of Recognition

NWT Secondary School Diploma may be awarded by the Department of Education, Culture and Employment (ECE) to an adult learner that meets the NWT Secondary School Diploma requirements. Students are required to complete and submit the application directly to ECE.

Curriculum

ENGL0011	ALBE English 110
ENGL 0012	ALBE English 120
ENGL 0013	ALBE English 130
ENGL 0014	ALBE English 140
ENGL 0015	ALBE English 150
<i>(English Language Arts 30-2)</i>	
ENGL 0016	ALBE English 160
<i>(English Language Arts 30-1)</i>	
MATH 0011	ALBE Math 110

MATH 0012	ALBE Math 120	FINL 0025	Financial Literacy Module 6 (Financial Planning Tools)
MATH 0013	ALBE Math 130	FINL 0026	Financial Literacy Module 7 (Consumer Awareness)
MATH 0014	ALBE Math 140	FINL 0027	Financial Literacy Module 8 (Managing Debt)
MATH 0017	ALBE Math 145	FINL 0028	Financial Literacy Module 9 (Payday Loans the Real Cost)
MATH 0015	ALBE Math 150 (Math 30-2)	FINL 0029	Financial Literacy Module 10 (Mortgages)
MATH 0016	ALBE Math 160 (Math 30-1)	FINL 0019	Financial Literacy Module 11 (Retirement)
SCIE 0011	ALBE Science 110		
SCIE 0012	ALBE Science 120		
SCIE 0013	ALBE Science 130		
SCIE 0014	ALBE Science 140		
BIOL 0011	Biology 20		
BIOL 0012	Biology 30		
CHEM 0016	Chemistry 20		
CHEM 0017	Chemistry 30		
MATH 0012	Physics 20		
MATH 0013	Physics 30		
SOST 0011	ALBE Social Studies 110		
SOST 0012	ALBE Social Studies 120		
SOST 0013	ALBE Social Studies 130		
SOST 0014	ALBE Social Studies 140		
SOST 0017	ALBE Social Studies 20-2		
SOST 0015	ALBE Social Studies 150 (Social Studies 30-2)		
SOST 0016	ALBE Social Studies 160 (Social Studies 30-1)		
CAFD 0011	ALBE Career/Lifework 120/130		
CAFD 0012	ALBE Career/College 130/140		
PLAR 0011	ALBE PLAR Portfolio Development		
CAFD 0013	Foundations for Success		
COMM 0011	ALBE Information and Communications Technology (ICT) 130		
COMM 0012	ALBE Information and Communications Technology (ICT 140)		
		Embedded Essential Skills Courses:	
		BUSI 0011	Introduction to Retail and Hospitality
		BUSI 0012	Introduction to Supply Chain Management
		CAFD 0015	Introduction to Office Skills
		CAFD 0014	Start Your Own Small Business
		CAFD 0016	Small Business Funding and Marketing
		CAFD 0011	Introduction to Early Learning and Child Care
		CMPT 0002	Digital Literacy
		ENGL 0002	Literacy Skill Builders I
		ENGL 0003	Literacy Skill Builders II
		LEAD 0011	Introduction to Northern Leadership
		MATH 0003	Numeracy Essentials I
		MATH 0004	Numeracy Essentials II
		SOWK 0011	Introduction to Community Caregiving
		SOST 0010	Northern Perspectives
		TRAD 0011	Construction Labourer Basics
		TRAD 0014	Ready to Work NWT

Financial Literacy Modules:

FINL 0020	Financial Literacy Module 1 (Household Budgeting)
FINL 0021	Financial Literacy Module 2 (Income and Taxes)
FINL 0022	Financial Literacy Module 3 (Bank Accounts)
FINL 0023	Financial Literacy Module 4 (Banking)
FINL 0024	Financial Literacy Module 5 (Credit)

Adult Literacy and Basic Education Equivalencies

Adult Literacy and Basic Education Equivalencies			
Course	# of hours	Passing Mark	Approximate Grade Equivalency
English 110	150	60% overall	Grades 1-3
English 120	150	60% overall	Grades 4-6
English 130	150	60% overall	Grades 7-9
English 140	150	60% overall	Grades 10-11
English 150	150	50% overall	Grade 12 English Language Arts 30-2
English 160	150	50% overall	Grade 12 English Language Arts 30-1
Math 110	150	60% overall, no exit exam	Grades 1-3
Math 120	150	60% overall	Grades 4-6
Math 130	150	60% overall	Grades 7-9
Math 140	150	60% overall	Grade 10 (Math 10-C)
Math 145	150	60% overall	Grade 11 (Math 20-2)
Math 150	150	50% overall	Grade 12 (Math 30-2)
Math 160	150	50% overall	Grade 12 (Math 30-1)
Career/Life Work 120/130	45	60% overall	-
Career/College 130/140	45	60% overall	-
Science 110	75	60% overall	Grades 1-3
Science 120	100	60% overall	Grades 4-6
Science 130	100	60% overall	Grades 7-8
Science 140	100	60% overall	Grades 9-10
Biology 20	125	50% overall	Grade 11
Chemistry 20	125	50% overall	Grade 11
Physics 20	125	50% overall	Grade 11
Biology 30	125	50% overall	Grade 12
Chemistry 30	125	50% overall	Grade 12
Physics 30	125	50% overall	Grade 12
Social Studies 110	75	60% overall	Grades 1-3
Social Studies 120	75	60% overall	Grades 4-6
Social Studies 130	75	60% overall	Grades 7-8
Social Studies 140	75	60% overall	Grades 9-10
Social Studies 20-2	125	50% overall	Grade 11
Social Studies 150	125	50% overall	Grade 12 Social Studies 30-2 (old 33)
Social Studies 160	125	50% overall	Grade 12 Social Studies 30-1
Information and Communications Technology (ICT) 130	45	60% overall	Grades 7 - 9
Information and Communications Technology (ICT) 140	45	60% overall	Grades 10 - 11

Occupations and College Access Program (OCAP)

Program Description

The Occupations and College Access program (OCAP) is under the broader umbrella of the Aurora College School of Developmental Studies. OCAP provides a combination of prerequisite and college preparation courses to enable students to enter the following Aurora College post-secondary programs: Office Administration, Personal Support Worker, Early Childhood Development, Early Learning and Child Care, and Category One Trades and Apprenticeships. OCAP prepares students to take the Category 1 Trades Entrance Exams to enter the following trades programs: Carpentry, Housing Maintainer, Camp Cook, and Heavy Equipment Operator (HEO).

OCAP includes a combination of 85 percent Adult Literacy and Basic Education (ALBE) and 15 percent Specialty Access Courses. The Aurora College School of Developmental Studies has developed ALBE curriculum which includes six levels of study. The ALBE Courses in OCAP range from the 130 to 140 levels.

Courses in this program enable students to learn or relearn skills needed to meet employment, personal or educational goals. Participants in OCAP enrol in a program of study according to their career goals and academic levels. Because of this, time spent in the program will vary for each individual.

Due to the extensive range of courses available, the course offerings will vary at each Aurora College campus location. The courses for every Aurora College Career Pathway may not be available at each campus. Participants mainly enrol in the program to meet prerequisite entry requirements for Aurora College certificate or trade programs. Students may enrol in this program on a full-time basis through classroom delivery.

Aurora College has developed a Continuous Quality Improvement (CQI) process to ensure

the ALBE curriculum used in the Access Programs is current and relevant.

Program Eligibility

Individuals must be at least seventeen years of age and meet specific academic prerequisites depending on career pathway of choice.

Applicant Assessment

Applicants must meet the program eligibility requirements. The ALBE Student Intake Package may be administered to determine an applicant's academic levels. Applicants complete the ALBE Student Intake Package to assess English (reading and writing) and math skills. The tools are not pass or fail, but designed to place the learner at an appropriate level. Also, as part of the placement process, Aurora College staff may interview each participant to assess suitability for the program. If secondary school (grades 10-12) transcripts can be provided, a copy of the transcript will also be used to assist with the assessment.

Program Admission

Applicants will be admitted to this program based on their ability to meet the program eligibility requirements. Applicants should also include a personal letter indicating why they want to enter the program.

Program Information

1. Access Program delivery varies at each campus location.
2. The program consists of 85 percent ALBE courses in English, Math, Science, Social Studies, and Information and Communications Technology (ICT) and 15 percent Specialty Access courses. Not all courses are available at all locations.
3. Full-time and part-time students are placed in a program of study based on their interests and needs.
4. Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.
5. Students attend all scheduled classes in accordance with College and/or program policy.

Program Objectives

OCAP will provide the students with the opportunity to:

1. Achieve prerequisite courses for entry into the post-secondary programs at Aurora College (Office Administration, Personal Support Worker, and Early Childhood Development and Early Learning and Child Care);
2. Achieve prerequisite courses necessary to succeed in the Category 1 Trades and Apprenticeship Programs offered at Aurora College (Carpentry, Housing Maintainer, Camp Cook, and Heavy Equipment Operator);
3. Develop study and workplace skills to prepare students to be successful in their selected post-secondary program and in their future careers;
4. Prepare students to successfully write the Trades Entrances Category 1 Exams;
5. Develop basic skills in specific subject areas using Adult Literacy and Basic Education (ALBE) curriculum (levels 130 and 140);
6. Expand critical and creative thinking skills;
7. Acquire skills, knowledge and attitudes needed to meet personal, employment or educational goals;
8. Explore a range of learning experiences;
9. Apply new knowledge to different situations;
10. Develop career pathways leading directly to employment or entry into further training programs through the study of carefully chosen courses;
11. Identify skills, knowledge, and attitudes acquired through life experiences as well as course-based learning; and
12. Upgrade academic qualifications in order to gain direct admission into college/university

programs or employment.

Completion Requirements

For all courses levels 130 to 140, the student must achieve 60 percent or greater to complete the course. The students must achieve 60 percent or greater to complete the Specialty Access courses.

Aurora College post-secondary programs and other colleges/universities may require higher course pass marks for entrance into specified programs of study.

The course completion requirements for an Aurora College Access Program Record of Achievement are determined by the chosen career pathway. See chart on page 41.

Occupations and College Access Program Career Pathways

Aurora College Career Pathway	Pre-requisite for Career Pathway	Pathway Completion Requirements	Education & Training Entrance Requirements
Office Administration	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) COMM 0012: ALBE ICT 140 (60%) 109-001: Occupational Skills Development (60%) COMM 0013: Workplace Communications (60%)	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%)
Personal Support Worker	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) SCIE 0014: ALBE Science 140 (60%) 109-001: Occupational Skills Development (60%) COMM 0013: Workplace Communications (60%)	ENGL 0014: ALBE English 140 (60%) NOTE: A criminal record check and Proof of immunization required by health care professionals are required for acceptance into the Personal Support Worker Program.
Early Childhood Development Early Learning and Child Care	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) SOST 0014: Social Studies 140 (60%) TRAD 0015: Occupational Skills Development (60%) COMM 0013: Workplace Communications (60%)	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) NOTE: A criminal record check and Proof of immunization required by health care professionals are required for acceptance into the Early Childhood Development Program.
Aurora College Career Pathway ²	Pre-requisite for Career Pathway	Pathway Completion Requirements	Education & Training Entrance Requirements
Trades, Apprenticeship and Industrial Training³	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 001: ALBE Math 140 (60%) SCIE 0014: ALBE Science 140 (60%) TRAD 0015: Occupational Skills Development (60%) TRAD 0014: Trades Preparation I (60%)	Category 1 Trades English 10-2 or ALBE English 140 (70%) Math 10-3 or ALBE Math 140 (70%) or Trades Entrance Exam #2

² It is highly recommended that OCAP students who have chosen the Personal Support Worker, Early Childhood Development or Trades and Apprenticeship Career Pathway take the Standard First Aid with CPR-C & AED elective course.

³ It is highly recommended that OCAP students who have chosen the Trades and Apprenticeship Career Pathway take the Occupational Health & Safety elective course.

University and College Access Program (UCAP)

Program Description

The University and Access Program (UCAP) is under the broader umbrella of the Aurora College School of Developmental Studies. UCAP provides a combination of prerequisite and college preparation courses to enable students to enter the following Aurora College post-secondary programs: Bachelor of Science in Nursing, Practical Nursing Diploma, Business Administration, Environment and Natural Resource Technology, and Category 3 trades and Apprenticeship; as well as Bachelor of Education and Bachelor of Social Work programs at select universities. Category 3 Trades Entrance Exams are required for the Aurora College Apprenticeship Programs: Plumber/Gasfitter, Oil Heat Systems Technician, Electrician, and Heavy Equipment Technician.

UCAP includes a combination of 85 percent Adult Literacy and Basic Education (ALBE) and Alberta Education Grade 11 and 12 courses, and 15 percent Specialty Access courses. The Aurora College School of Developmental Studies has developed ALBE curriculum which includes six levels of study. The ALBE Courses in UCAP range from the 140 to 160 levels.

Courses in this program enable students to learn or relearn skills needed to meet employment, personal or educational goals. Participants in the University and College Access Program enrol in a program of study according to their career goals and academic levels. Because of this, time spent in the program will vary for each individual.

Due to the extensive range of courses available, the course offerings will vary at each Aurora College campus location. The courses for every Aurora College Career Pathway may not be available at each campus. Participants mainly enrol in the program to meet prerequisite entry requirements for Aurora College certificate, diploma, degree or trade programs. Students may enrol in this program on a full-time basis through either classroom delivery.

Aurora College has developed a Continuous Quality Improvement (CQI) process to ensure the ALBE curriculum used in the Access Programs is current and relevant.

Program Eligibility

Individuals must be at least seventeen years of age and meet specific academic prerequisites depending on career pathway of choice.

Applicant Assessment

Applicants must meet the program eligibility requirements. The Adult Literacy and Basic Education Student Intake Package may be administered to determine an applicant's academic levels. Applicants complete the Adult Literacy and Basic Education Student Intake Package to assess English (reading and writing) and math skills. The tools are not pass or fail, but designed to place the learner at an appropriate level. Also, as part of the placement process, Aurora College staff will interview each participant to assess suitability for the program and course selection. If secondary school (grades 10-12) transcripts can be provided, a copy of the transcript will also be used to assist with the assessment.

Program Admission

Applicants will be admitted to this program based on their ability to meet the program eligibility requirements. Applicants should also include a personal letter indicating why they want to enter the program.

Program Information

1. Access Program delivery varies at each campus location.
2. The program consists of 85 percent core courses in English, Math, Science, Social Studies, and Prior Learning Assessment Recognition (PLAR) Portfolio Development and 15 percent Specialty Access courses. Not all courses are available at all locations.
3. An NWT Secondary School Diploma may be obtained by adult learners who complete a minimum of 100 credits, of which 55 are specified academic course credits. The balance may be attained through Prior Learning Assessment and Recognition (PLAR), to a maximum

of 45 credits for accredited course equivalencies. An application must be completed and documentation must be provided to support PLAR assessment. Completed applications and supporting documentation are to be submitted to the Adult Recognition Model (ARM) Evaluation Committee for review.

4. Full-time and part-time students are placed in a program of study based on their interests and needs.
5. Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.
6. Students attend all scheduled classes in accordance with college and/or program policy.

Program Objectives

UCAP will provide the students with the opportunity to:

1. Achieve prerequisite courses for entry into post-secondary programs at Aurora College (Business Administration, Bachelor of Science in Nursing, and Environment and Natural Resources Technology);
2. Achieve prerequisite courses necessary to succeed in the Category 3 Apprenticeship Programs offered at Aurora College (Plumber/Gasfitter B, Electrician, Heavy Equipment Technician, and Oil Heat Systems Technician);
3. Prepare students to successfully write the Trades Entrances Category 2 and 3 Exams;
4. Develop writing and research skills to prepare students to be successful in the post-secondary program of their choice;
5. Develop knowledge and skills to prepare students to be successful in the apprenticeship program of their choice;
6. Develop basic skills in specific subject areas using ALBE curriculum from the Department of Education, Culture and Employment (levels 140 to 160);
7. Expand critical and creative thinking skills;
8. Acquire skills, knowledge and attitudes needed to meet personal, employment or educational goals;
9. Explore a range of learning experiences;

10. Apply new knowledge to different situations;
11. Develop career paths leading directly to employment or entry into post-secondary programs through the study of carefully chosen courses;
12. Identify skills, knowledge and attitudes acquired through life experiences as well as classroom learning;
13. Develop a Prior Learning Assessment and Recognition (PLAR) portfolio, which can be used for personal affirmation, employment or accredited course equivalencies; and
14. Explore an alternative pathway for adult learners to earn an NWT Secondary School Diploma.

Completion Requirements

For all courses, levels 140 to 145, Biology 20, Chemistry 20, Physics 20, and Social Studies 20-2, the student must achieve 50 percent or greater to complete the course. For levels 150 and 160, Biology 30, Chemistry 30, Physics 30, and Social Studies 30-2, the student must achieve 50 percent or greater to complete the course. The students must achieve 60 percent or greater to complete the Specialty Access courses.

Aurora College post-secondary programs and other colleges/universities may require higher course pass marks for entrance into specified programs of study.

The course completion requirements for an Aurora College Access Program Record of Achievement are determined by the chosen career pathway. See the chart on pages 39*.

Document of Recognition

Students will receive a Record of Achievement based on completing courses in their selected career pathway.

NWT Secondary School Diploma may be awarded by the Department of Education, Culture and Employment (ECE) to an adult learner that meets the NWT Secondary School Diploma requirements. Students are required to complete and submit the application directly to ECE.

Curriculum

ENGL 0015	ALBE English 150 (English Language Arts 30-2)
ENGL 0016	ALBE English 160 (English Language Arts 30-1)
MATH 0014	ALBE Math 140
MATH 0017	ALBE Math 145
MATH 0015	ALBE Math 150 (Math 30-2)
BIOL 0011	ALBE Biology 20
BIOL 0012	ALBE Biology 30
CHEM 0016	ALBE Chemistry 20
CHEM 0017	ALBE Chemistry 30
MATH 0012	ALBE Physics 20
MATH 0013	ALBE Physics 30
SOST 0014	ALBE Social Studies 140
SOST 0017	ALBE Social Studies 20-2
SOST 0015	ALBE Social Studies 150 (Social Studies 30-2)
PLAR 0011	ALBE PLAR Portfolio Development
COMM 0012	ALBE Information and Communications Technology (ICT) 140
ENGL 0018	College Composition
ENGL 0019	College Research
TRAD 0015	Trades Preparation II

Elective Courses

002-191	Standard First Aid with CPR-C &AED
002-419	Occupational Health and Safety

University and College Access Program Career Pathways

Aurora College Career Pathway	Pre-requisite for Career Pathway	Pathway Completion Requirements	Education & Training Entrance Requirements
Business Administration	English 20-2 and Math 10C or ALBE English 140 and ALBE Math 140 ALBE	ENGL 0015: ALBE English 150 (50%) ENGL 0015: ALBE Math 150 (50%) SOST 0017: Social Studies 20-2 (50%) COMM 0012: ALBE ICT 140 (60%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0015: ALBE English 150 (50%) ENGL 0015: ALBE Math 150 (50%)
Nursing ² (Bachelor of Science in Nursing or Licensed Practical Nurse (LPN))	English 20-2 or ALBE English 140 ALBE Math 130 ALBE Science 140 or Science 10	ENGL 0015: ALBE English 150 (50%) MATH 0017: ALBE Math 145 (60%) BIOL 0012: Biology 30 (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0015: ALBE English 150 (65%) MATH 0017: ALBE Math 145 (65%) BIOL 0012: Biology 30 (65%) NOTE: A criminal record check is required for acceptance into the Nursing Program.
Social Work	English 20-1 or English 30-2/ALBE English 150 ALBE Math 140 or Math 10C ALBE Science 140 or Science 10	ENGL 0016: English 160 (30-1) (50%) MATH 0015: ABE Math 150 (50%) SOST 0015: Social Studies 150 (Social Studies 30-2) (50%) BIOL 0012: Biology 30 (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0016: ALBE English 160/English 30-1 MATH 0015: ALBE Math 150/Math 30-2 BIOL 0012: Biology 30 SOST 0015: Social Studies 150/Social Studies 30-2 NOTE: Final grade requirements may vary among different southern colleges/universities.
Bachelor of Education	English 20-1 or English 30-2/ALBE English 150 Math 10C or ALBE Math 140 Science 10 or ALBE Science 140	ENGL 0016: ALBE English 160 (30-1) (50%) MATH 0015: ALBE Math 150 (50%) BIOL 0012: Biology 30 (50%) SOST 0015: Social Studies 150 (Social Studies 30-2) (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0016: ALBE English 160 /English 30-1 MATH 0015: ALBE Math 150/Math 30-2 BIOL 0012: Biology 30 SOST 0015: Social Studies 150/Social Studies 30-2 NOTE: Final grade requirements may vary among different southern colleges/universities.
Environment and Natural Resources Technology	English 20-2 and Math 10C or ALBE English 140 ALBE Math 140 ALBE Science 140 or Science 10	ENGL 0015: ALBE English 150 (50%) MATH 0015: ALBE Math 150 (50%) BIOL 0012: Biology 30 (50%) or CHEM 0017: Chemistry 30 (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0015: ALBE English 150 (65%) MATH 0015: ALBE Math 150 (65%) BIOL 0012: Biology 30 (65%) or Physics 30 or Chemistry 30 (65%) Note: Applicants are required to possess or be eligible to obtain a valid Firearms Acquisition and Possession License. Applicants should be physically and mentally fit and prepared for the rigours of field work.
Trades, Apprenticeship and Industrial Training³	ALBE Math 140 ALBE English 140 ALBE Science 140 or Science 10	Core Courses that Should be Completed: ENGL 0015 ALBE English 150 (English 30-2) (50%) MATH 0015: ALBE Math 150 (Math 30-2) (50%) CHEM 0017: Chemistry 30 (50%) or ⁴ 080-113 Physics 30 (50%) 108-001: College Composition (50%) TRAD 0015: Trades Preparation II (50%)	Category 2 Trades⁵ English 30-2 or ALBE English 150 (65%) Math 30-3 or Math 30-2 (65%) Physics 20, Chemistry 20 or Science 20 (65%) or Trades Entrance Exam #3 Category 3 Trades⁴ English 30-2 or ALBE English 150 (65%) Math 30-3 or Math 30-2 (65%) Physics 30, Chemistry 30 or Science 30 (65%) or Trades Entrance Exam #5

Notes on page 46

¹The courses for each Aurora College Career Pathway may not be available at each campus.

²It is highly recommended that UCAP students who have chosen the Nursing Career Pathway take the Standard First Aid with CPR-C & AED elective course.

³ It is highly recommended that UCAP students who have chosen the Trades Career Pathway take the Standard First Aid with CPR-C & AED and the Occupational Health & Safety elective courses.

⁴ Students can take Chemistry 20 or 30 and/or Physics 20 or 30 depending on the Category of Trade they want to enter.

⁵There are currently no Category 2 Apprenticeship Programs offered at Aurora College.

⁶The Category 3 Apprenticeship Programs offered at Aurora College are as: Plumber/Gasfitter, Oil Heat Systems Technician, Electrician, and Heavy Equipment Technician.

⁷NC – No Credit

School of Education

Early Learning and Child Care Diploma Early Childhood Development Certificate Certificate in Adult Education

Early Learning and Child Care Diploma

(Year two intake only in 2021-2022)

Program Description

The two-year Early Learning and Child Care (ELCC) Diploma program is designed to prepare students to become educators of young children in a variety of early learning settings, including community early learning centres, home day cares, Head Start programs, and Junior Kindergarten/Kindergarten. Students develop the knowledge and skills necessary to work with families, community stakeholders and other professionals to support children's learning and development.

Emphasis in the program is on the development of inclusive play-based curriculum for children from birth to age 11 with a focus on adapting Indigenous languages, cultures, and traditions across the entire curriculum core and delivery model. Students benefit from opportunities to observe the application of best practices and to apply their knowledge in real-world settings as they participate in field placements.

Year One will allow students to develop a grounding in general early childhood care and learning principles so that graduates can function as assistants in any early childhood setting with moderate support.

Year Two will help students to develop the knowledge, experience and confidence to function independently as classroom leads in

an early childhood setting, with minimal to no additional support required by employers outside of the normal organizational policies and procedures.

Program Eligibility

People entering the Early Learning and Child Care Diploma program may come from a broad range of social development fields or be interested in child development with a focus on healthy children.

Applicants will be admitted into the diploma program based on the following criteria:

- 17 years of age
- Completion of Grade 12 English 30-2 (or equivalent), and Grade 11 Math 20-2 (or equivalent)/ (English course requires a grade of 65 percent or higher.)
- Mature student admission requires completion of academic placement tests and meeting standards of ALBE English 140, ALBE Math 140 may be required
- A satisfactory* Criminal Records Search
- Proof of a current immunization record as a health professional (per GNWT Child Day Care Standards Regulation)
- Two letters of reference which demonstrate initiative, a positive attitude, and a genuine interest in young children
- Knowledge of an Indigenous language and culture would be considered an asset, and
- Completion of an Aurora College application form.

* A record of certain offences may prevent candidates from completing all elements

of the program, in particular, working with children, securing work practicum placements (see Aurora College Policy C.21 Practicums/ Internships). Anyone convicted of an offence for which they have not been pardoned may be ineligible for field placements, and thus may not be able to fulfill completion and graduation requirements of the program.

Applicant Assessment

Applicants must complete an Aurora College application form, provide the results of a recent Criminal Records Search, provide evidence of current appropriate immunizations, provide high school and/or other official post-secondary transcripts, and letters of reference.

Applicants will be admitted to this program based on the program's eligibility requirements, the applicant's assessment results, space availability, and whether or not they display initiative, a positive attitude and a genuine interest in young children. The ability to communicate effectively with other adults and children and the ability to work as part of a team is also seen to be critically important. Individuals entering the program may come from a broad range of social development fields or be interested in healthy child development. Mature students with relevant work/life experience will be considered on an individual basis. Those who are 20 years or older and have been out of school for at least one year can apply as mature students.

Students who have completed the Aurora College Early Childhood Development Certificate may be admitted to the second year of the diploma program.

Students from other Early Childhood Certificate programs in Canada seeking entrance into the diploma program will be assessed for transfer credit on a course-by-course basis based upon official transcripts and course outlines/syllabi from other Canadian approved post-secondary institutions. Students seeking transfer credit will be required to follow the process defined in Aurora College Policy C.01 Transfer Credit.

Students who have already completed post-secondary course work in early childhood development or early learning and child care elsewhere, may be eligible to have courses transferred into this program. School transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in Aurora College Policy C.01 Transfer Credit.

Program Admission

Applicants will be admitted to this program based on the program's eligibility requirements, the applicant's assessment results, and whether or not they display initiative, a positive attitude, and a genuine interest in young children. The ability to communicate effectively with other adults and children and the ability to work as part of a team is also seen to be critically important.

If an applicant has already completed part of an Early Childhood program elsewhere, courses may have transferability into this program. School transcripts and course outlines will be evaluated for advanced standing.

Program Information

Transfer Agreements

Most courses completed within this program have transferability to the following post-secondary Early Learning and Child Care programs:

-Yukon College

Employment Options

Students who successfully complete all requirements of year one may be eligible to receive the Early Learning and Child Care Certificate. They can potentially find work in daycare centres, nursery schools, playgroups, or as operators of their own daycare homes, or seek employment with Bands, Hamlets, Municipalities, Regional Health and Social Services, health-related fields, Indigenous organizations, community agencies or the Government of the Northwest Territories.

Students who successfully complete all requirements of year two of the Early Learning and Child Care Diploma can potentially

find work as Junior Kindergarten teachers, Aboriginal Head Start teachers, Nursery school teachers, managers in daycare centres, playgroups, or seek employment with Indigenous communities, hamlets, municipalities, regional Health and Social Services, health-related fields, Indigenous organizations, community agencies or the Government of the Northwest Territories.

Working titles include daycare worker, childcare teacher, family daycare provider, nursery teacher, special needs worker, kindergarten assistant or aide, child life worker, early childhood educator, and more. The demand for trained early childhood teachers is great and is connected to many leadership roles.

Pre-Requisite/Co-Requisite Requirements
Course pre- or co-requisite requirements may be waived in exceptional circumstances. Permission must be granted by the Chair, School of Education, or designate, who will consult with the course instructor.

Program Objectives

The two-year Early Learning and Child Care Diploma program is designed to prepare students to become educators of young children in a variety of early learning settings, including community early learning centres, home day cares, head start programs, and Junior-Kindergarten/Kindergarten teachers. Students develop the knowledge and skills necessary to work with families, community stakeholders and other professionals to support children's learning and development. Emphasis is on the development of inclusive play-based curriculum for children from birth to age eleven with a focus on adapting Indigenous languages, cultures and traditions across the entire curriculum core and delivery models. Students benefit from opportunities to observe the application of best practices and to apply their knowledge in real-world settings as they participate in field placements.

The Early Learning and Child Care Diploma program builds on the success of Aurora College's face-to-face early childhood development program offerings. The two-year

ELCC Diploma program is designed to enable graduates to:

1. Improve the level of care and education to children from birth to eleven years of age with a focus on the critical developmental years from birth to six years of age;
2. Enhance the preservation and promotion of Indigenous cultures, languages and traditional values;
3. Support families in their search for high quality early learning and child care services to promote the well-being of their children while they work or go to school;
4. Improve the developmental outcomes of children whose social, emotional and academic future may be compromised, thereby improving children's academic outcomes and future wages, reducing income inequality and assisting in bringing many families out of poverty;
5. Increase employment opportunities through both the development of trained professionals who can fill the demand for new educators, as well as the provision of supervision and care services that enable parents, especially women wishing to enter the workforce, to contribute to the GNWT's growing economy.

Year One of the ELCC Diploma program will provide students with a grounding in general early childhood care and learning principles so that graduates can function as assistants in any early childhood setting with moderate support.

At the completion of year one, the student will be able to:

1. Recognize and describe normal patterns of growth and development in infants, toddlers, preschoolers and young school-age children;
2. Plan safe and appropriate living and playing environments for children in group care;
3. Set up and maintain a secure, healthy home daycare environment for young children;
4. Develop and practise the skills necessary for the operation and management of home child care;
5. Understand and implement GNWT

- Legislation and standards for family home care, including First Aid and CPR;
6. Be knowledgeable of basic child health and safety practices and promote them;
 7. Support healthy children by identifying, developing and designing appropriate programs and services;
 8. Recognize that traditional knowledge, languages and values are important for the growth and development of healthy children;
 9. Understand the skills for working with families and building strong centre-home ties;
 10. Be knowledgeable of needs identification and intervention techniques;
 11. Learn about the various agencies, their roles, responsibilities and the partnerships which exist at the local, regional, territorial, national and international levels; and
 12. Develop appropriate communication skills (facilitation, counselling, report and letter writing) and use problem-solving strategies.

Upon successful completion of the second year of the ELCC Diploma program, graduates will have the knowledge, experience, and confidence to function independently as classroom leads in any early childhood setting, with minimal to no additional support required by employers outside of the normal organizational policies and procedures. This would include the advanced ability to:

1. Design and implement high quality care and learning curriculum programs and pedagogies for children birth to eleven years of age and their families, with a special focus on the foundational years of birth to six;
2. To creatively administer these programs so as to preserve and promote Indigenous languages, cultures and traditional knowledge;
3. Establish and maintain inclusive early learning environments that support diverse, equitable and accessible developmental and learning opportunities for all children and their families;
4. Establish and maintain responsive

- relationships with individual children, groups of children, families, colleagues and community partners;
5. Assess, develop and maintain safe, healthy and quality early learning environments which meet the requirements of current legislation, agency policies and evidence-based practices in early learning;
6. Prepare and use professional written, verbal, nonverbal and electronic communications when working with children, families, colleagues, employers, and community partners;
7. Select and use a variety of screening tools, observation and documentation strategies to review, support and promote children's learning across the continuum of early childhood development;
8. Design, implement and evaluate inclusive and play-based early learning curriculum and programs that support children's holistic development and are responsive to individual children's and groups of children's observed abilities, interests and ideas;
9. Apply a developing personal philosophy of early learning in accordance with ethical and professional standards of early childhood education practice;
10. Advocate for quality early learning environments and collaborate with members of the early learning team, families and community partners to establish and promote such settings;
11. Engage in reflective practice, develop learning goals and maintain an ongoing professional development plan in accordance with evidence-based practices in early learning and related fields.

Completion Requirements

Students may exit this face-to-face diploma program with either a one-year certificate or two-year diploma.

Early Learning and Child Care Certificate completion:

Students must successfully complete the required 31 credits of course work. Students admitted to the program PRIOR to July 1, 2017, will be required to meet the Certificate course completion requirements identified in

the approved Early Childhood Development program outline signed by the President, Aurora College, in November 2014.

Early Learning and Child Care Diploma completion: students must successfully complete a certificate year and the required 36 credits of course work identified in the diploma year (Program 140, 200 level courses).

Documents of Recognition

- Aurora College Early Learning and Child Care Certificate
- Aurora College Early Learning and Child Care Diploma

Curriculum

ELCC 0101	Cultural Competency in Early Learning and Child Care I
ELCC 0102	Introduction to Early Learning and Child Care
ELCC 0103	Child Growth and Development
ELCC 0104	Health, Safety & Nutrition
ELCC 0105	Child Observation and Assessment
ELCC 0106	Developing and Understanding Self-Esteem for Self and Children
ELCC 0107	Interpersonal Communication Skills
ELCC 0108	Learning Through Play
ELCC 0109	Field Placement I
ELCC 0110	Field Placement II

Diploma Courses

ELCC 0201	Cultural Competency in Early Learning and Child Care II
ELCC 0202	Planning for Play I (Early Years)
ELCC 0203	Planning for Play II (Pre-School Years)
ELCC 0204	Planning for Play III (School Age Years)
ELCC 0205	Philosophy of Early Learning and Child Care
ELCC 0206	Ecology of the Family and Community
ELCC 0207	Exceptional Children
ELCC 0208	Human Growth and Development
ELCC 0209	Critical Issues in Early Learning

ELCC 0210	and Child Care Leadership, Teambuilding, and Administration for Early Learning
ELCC 0211	Field Placement III
ELCC 0212	Field Placement IV

Early Childhood Development Certificate

Program Description

The Early Childhood Development program is designed to train students to work with children from infancy to the age of six, with an emphasis placed on the preschool years. It offers a balance between classroom discussion, lectures, practical training and many opportunities to develop teaching materials and guidance skills.

The Early Childhood Development program will develop the skills, knowledge and attitudes necessary to promote the well-being of children, families and communities. The primary focus is on promoting the growth and development of healthy children. This program also trains people to design, deliver and/or evaluate programs and services in the community. Principles of the program include:

- Addressing the needs of children pre-natal to six years of age;
- Enhancing child, family and community development;
- Supporting the role of parents/guardians by being family-centred;
- Stressing wellness and the promotion of a healthy lifestyle;
- Following a holistic approach to foster a healthy environment for children and families;
- Community-based and community-sponsored early childhood development;
- Offering an introduction to the services available in the community, region and territory;
- Adhering to culturally appropriate traditions guided by Indigenous perspectives;
- Stressing practical application of classroom theory; and

- Developing and relying on community support systems for the student.

Students who successfully complete the Early Childhood Development Certificate may find work as assistants in daycare centres, nursery schools, playgroups, or as operators of their own daycare homes, or seek employment with bands, hamlets, municipalities, regional Health and Social Services, health-related fields, Indigenous organizations, community agencies or the Government of the Northwest Territories. The demand for trained early childhood teachers is great and is connected to many leadership roles.

Program Eligibility

People entering the Early Childhood Development program may come from a broad range of social development fields or be interested in child development with a focus on healthy children.

Applicants will be admitted into the program based on the following criteria:

- 18 years of age or older;
- Completion of Aurora College ALBE English 140 and ALBE Math 140 or High School English 20-2 and Math 10C;
- Two letters of reference to demonstrate initiative and attitude; and
- Knowledge of an Indigenous language is an asset.
- Before students enter field placements:
- Proof of any current immunization required by a health care professional (as per the GNWT's Child Day Care Standards Regulations); and
- A criminal record check is required. A record of certain offences may prevent candidates from completing all elements of the program, in particular, securing work practicum placements (see Aurora College Policy C.21 Practicums/ Internships).

If a student has completed four courses on a part-time basis in the Early Childhood Development Program and wishes to obtain an

Early Childhood Development Certificate, they must apply for admission to the program and meet the above criteria.

Mature students with relevant work/life experience will be considered on an individual basis. Those who are 20 years or older and have been out of school for at least one year can apply as mature students.

Applicants who do not meet the academic entrance requirements may be admitted into the program on a probationary basis and must meet certain academic goals to continue their studies. They may also be required to take supplementary academic upgrading courses.

Applicant Assessment

Applicants with good Indigenous language and English language skills are given preference. An interview with the Program Coordinator to explore the applicant's interest in working with children may be required. A general medical certificate of fitness is required. A one-page written statement giving reasons for wanting to study Early Childhood Development must be submitted. Two letters of recommendation, one from an educator and one from a member of the community attesting to the applicant's honesty, reliability, and suitability are required. Note: Anyone convicted of an offence for which they have not been pardoned may be ineligible for field placements, and thus may not be able to fulfill the completion and graduation requirements of the program.

Program Admission

Applicants will be admitted to this program based on the program's eligibility requirements, the applicant's assessment results, and whether or not they display a genuine interest in young children. The ability to communicate effectively with other adults and children and the ability to work as part of a team is also seen to be critically important.

If an applicant has already completed the first year, or part of a first year, of an Early Childhood Program elsewhere, courses may have transferability into this program. School transcripts, course outlines, and an interview will be evaluated for advanced standing.

Program Objectives

Upon successful completion of the program the student will be able to:

1. Recognize and describe normal patterns of growth and development in infants, toddlers, preschoolers and young school-age children;
2. Plan safe and appropriate living and playing environments for children in group care;
3. Set up and maintain a secure, healthy home daycare environment for young children;
4. Develop and practise the skills necessary for the operation and management of home child care;
5. Understand and implement GNWT Legislation and standards for family home care, including First Aid and CPR;
6. Be knowledgeable about basic child health and safety practices and promote them;
7. Support healthy children by identifying, developing and designing appropriate programs and services;
8. Recognize that Traditional Knowledge, language and values are important for the growth and development of healthy children;
9. Understand the skills for working with families and building strong centre-home ties;
10. Be knowledgeable about needs identification and intervention techniques;
11. Learn about the various agencies, their roles, responsibilities and the partnerships which exist at the local, regional, territorial, national and international levels; and
12. Develop appropriate communication skills (facilitation, counselling, report and letter writing) and use problem-solving strategies.

Completion Requirements

For certificate completion, students registered in the program before September 2005 must successfully complete the eight core courses, 14 additional credits, First Aid, and CPR-C. For certificate completion, students registering in

the program after August 2005 forward must successfully complete the eight core courses and five additional courses, for a credit total of 38, as well as First Aid and CPR-C. Overall, the certificate consists of 13 courses, including a communication skills or English course and two practicum placements.

Documents of Recognition

Aurora College Certificate

Curriculum

ECD-0108	Special Topics
ECD-0112	Introduction to Early Childhood
ECD-0111	Child Growth & Development
ECD-0110	Health Safety & Nutrition
ECD-0121	Human Growth & Development II
ECD-0115	Understanding Self-Esteem
ECD-0125	Building Self Esteem
ECD-0116	Early Childhood Communication Skills
ECD-0122	Learning Through Play
ECD-0113	Field Placement I
ECD-0114	Integration Seminar I
ECD-0123	Field Placement II
ECD-0124	Integration Seminar II

Certificate in Adult Education

Program Description

The Aurora College Certificate in Adult Education is a program designed to provide learning opportunities that will support people with an interest in the field of Northern Adult Education. The program is multi-level, cross-cultural, and self-directed. It serves to provide skills and knowledge to a broad range of participants, including college instructors, those preparing to enter the field of Adult Education, Community Educators, Program and Curriculum Planners, Administrators, Training Officers, Human Resource Planners, and Social & Health Care providers.

The program consists of nine three-credit courses and a three-credit practicum. The courses are delivered in a variety of ways and in many locations in the Northwest Territories.

Program Admission

Admission is based on seat availability and the following criteria:

- A high school diploma including credit for English 30-2 or completion of the Aurora College placement test at the English 150 level.
- A one-page letter of interest and two letters of reference.
- A strong interest in working in the field of Adult Education.

Program Objectives

1. To provide opportunities for individuals currently involved in the field of Adult Education in the North to increase their knowledge and skills;
2. To provide an introduction to the skills and knowledge needed for those wishing to begin work as Northern Adult Educators;
3. To provide an opportunity for participants to obtain formal post-secondary credentials in Adult Education;
4. To provide an opportunity to participate in a Northern Adult Education environment with colleagues, mentors, and supervisors in the areas of instructional design and delivery, curriculum development, program administration, and group facilitation; and
5. To provide opportunities for professional development in educational technologies and delivery formats developed specifically for Northern Adult learners.

Completion Requirements

Participants must successfully complete all components of the program.

Document of Recognition

Aurora College Certificate

Curriculum

ADED 0101	Elements of Instruction I
ADED 0105	Practicum
ADED 0106	Adult Learning Theory
ADED 0107	Course Planning
ADED 0108	Adult Teaching Theory
ADED 0109	Program Planning

Electives (Choose 4)

ADED 0102	Elements of Instruction II
ADED 0110	Special Project
ADED 0114	Teaching Adult Literacy and Basic Education English
ADED 0116	Community-Based Adult Education
ADED 0119	Teaching and Learning at a Distance
ADED 0120	Facilitating Personal Management
ADED 0121	Tutoring Literacy and Numeracy
ADED 0122	Teaching Adult Literacy and Basic Education Math
ADED 0123	Evaluation for Learning
ADED 0130	Transfer Elective
ADED 0131	Transfer Elective
ADED 0132	Transfer Elective
ADED 0133	Transfer Elective

The following courses are no longer delivered, but may be credited as electives in this program.

095-110	Essentials of Career Development
095-120	Career Development Tools and Resources
095-130	Intentional Interviewing Skills in Career Development
095-140	Group Facilitation
095-150	Career Counselling Strategies
095-160	Labour Market/Work Dynamic Information
095-170	Linking Career & Community Development

School of Health & Human Services

Bachelor of Science in Nursing

Licensed Practical Nurse (LPN)

– Bridge In to BSN Program

Practical Nursing Diploma

Personal Support Worker Certificate

Community Health Representative

Bachelor of Science in Nursing (BSN)

Program Description

The overall purpose of this program is to educate nurses to work with individuals, families, groups, and communities in a variety of settings guided by a health promotion perspective with an ethic of caring. The program will assist students to develop sensitivity to people's experiences of health, healing, and health promotion by being cognizant of nurses' professional roles. Students will learn to work as partners with clients and other health care providers. Through their understanding of, and participation in, the changing health care system, graduates will be active participants in creating health for all. The BSN program is offered through a degree-granting partnership with the University of Victoria.

Program Eligibility

Applicants must have 65 percent or higher in the following courses:

- Grade 12 English ELA 30-1 (Eng30) or ELA 30-2 (Eng33), or ALBE English 150;
- Math 20-1 or Math 20-2 or the ALBE Math 145;
- Biology 30

- Additional science at the 20 level (Physics, Biology or Chemistry). University degrees may also be considered for entrance requirements.

Aurora College recognizes prior learning which has taken place in formal learning experiences or through employment. Licensed Practical Nurses and other health professionals who are interested in exploring prior learning should speak to the Aurora College Registrar or the Chair, School of Health and Human Services, regarding transfer credits, and Prior Learning Assessment and Recognition.

Note: A criminal record check is required.

A record of certain offences may prevent candidates from completing all elements of the program, in particular, securing work practicum placements.

Applicant Assessment

Applicants will apply to the Registrar to ensure that they meet the program eligibility requirements. As well, applicants must:

- Complete a Aurora College entrance application;
- Submit one work-related or school related letter of reference; and
- Submit official transcripts (e.g. high school transcript interim high school marks [if

applicable], UCAP or ALBE transcripts, or post-secondary transcripts.)

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Indigenous persons, long-term residents of the NWT*, and graduates of the UCAP/Nursing Career Pathway will be given priority in the selection process.

Prior to working with clients, students must submit proof of current Health Care Provider CPR/First Aid and a current immunization record.

*Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon, and Nunavut before short-term residents of one year or less.

Program Information

This is a four-year Baccalaureate program. In some cases, due to the limited availability of clinical placements, students may have to relocate for the consolidated clinical terms.

The Aurora College BSN program follows the Requisite Skills and Abilities guidelines of the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU). The nursing practice environment requires that nursing students have basic skills and abilities including: mental process of perception, memory, judgement and reasoning; written, verbal, and non-verbal communication; ability to conduct themselves in a professional manner; ability to work with others in a professional relationship; demonstration of the physical abilities required of a health care environment; sensory perception abilities; and ability to work in challenging environments (RNANT/NU, 2012). Applicants who question whether they have the skills and abilities to apply and successfully progress through the nursing program should contact the nursing program to determine if nursing is an appropriate career choice, and/or identify areas potentially

requiring accommodation. For further detail on the requisite skills and abilities, potential applicants should refer to the document, *Becoming a Registered Nurse in the Northwest Territories and Nunavut; Requisite Skills and Abilities* (RNANT/NU, 2012) from (www.RNANTNU.ca).

The nursing program is a practice-based program and clinical experiences are mandatory. This may require working days, evenings, nights, weekends, and statutory holidays.

Program Objectives

Upon completion of the program students will have the knowledge and skills needed to:

1. Practice nursing within a framework of promoting health and healing through the integration of the art and science of nursing within a variety of contexts and with diverse client populations;
2. Be accountable practitioners providing care and making decisions based on relationships with others, nursing knowledge, and different ways of knowing;
3. Influence the current reality and future of nursing practice and health care at the economic, political, social, environmental, and professional levels by anticipating and responding to the changing needs of society;
4. Be critically reflective, independent, and motivated practitioners with an inquiry approach to lifelong learning; and
5. Be prepared to meet the professional practice requirements as identified by the Registered Nurses' Association of the Northwest Territories and Nunavut (RNANT/NU).

Completion Requirements

Students are required to complete all courses in the nursing program. The pass mark for all courses is 60 percent and students must maintain a grade point average of 65 percent for the duration of the program.

The Baccalaureate degree must be completed within seven years of commencing the program.

Document of Recognition:

University of Victoria at Aurora College
Bachelor of Science in Nursing Degree

Curriculum**LPN Bridge-in to BSN Option (see page 58)**

NURS 360-300 LPN to BSN Bridge-in Course

NURS 0118

HLTH 0244

NURS 0152

or

Nursing Practice IV:

Promoting Health
and Healing

Health Sciences IV

Non-Nursing Social Sciences
Elective

Bachelor of Science in Nursing Degree

HLTH 0105 Health and Healing I: Living
Health

NURS 0121 Professional Practice I:
Introduction to the
Profession of Nursing

NURS 0122 Relational Practice I: Self and
Others

NURS 0123 Nursing Practice I:
Introduction To Nursing
Practice

ENGL 0110 Academic Reading and
Writing

HLTH 0141 Health Sciences I

HLTH 0106 Health and Healing II: Health
Indicators

NURS 0124 Professional Practice II:
Introduction to the Discipline
of Nursing

NURS 0125 Nursing Practice II: Coming to
Know the Client

HLTH 0142 Health Sciences II

NURS 0126 Non-Nursing Social Sciences
Elective

or

PSYC 0290 Introduction to Psychology
NURS 0127 Consolidated Practice
Experience I

HLTH 0107 Health and Healing III: Health
Challenges/Healing Initiatives

NURS 0222 Relational Practice II:
Creating Health- Promoting
Relationships

NURS 0117 Nursing Practice III:
Promoting Health
and Healing

HLTH 0243 Health Sciences III

HLTH 0108 Health and Healing IV: Health
Challenges/Healing Initiatives

NURS 0213 Professional Practice III:
Nursing Ethics

HLTH 0295

NURS 0262

HLTH 0305

NURS 0323

HLTH 0335

INDG 0211

HLTH 0306

HLTH 0307

NURS 0314

NURS 0336

NURS 0363

NURS 0415

NURS 0416

NURS 0437

NURS 0471

NURS 0470

NURS 0475

NURS 0491

Health Psychology Across the
Life Span

Consolidated Practice
Experience II

Health and Healing V:
Complex Health Challenges/
Healing Initiatives

Relational Practice III:
Connecting Across Difference

Nursing Practice V:
Promoting Health
and Healing

Indigenous Peoples of the NWT
Health and Healing VI: Global
Health Issues (NURS 342)

Health and Healing VII:
Promoting Community and
Societal Health (NURS 350)

Professional Practice IV:
Nursing Inquiry (NURS 341)

Nursing Practice VI:
Promoting Health of
Communities and Society
(NURS 351)

Consolidated Practice
Experience III (NURS 370)

Professional Practice V:
Leadership In Nursing (NURS
430)

Professional Practice VI:
Nursing Research (NURS 360)

Nursing Practice VII:
Engaging in Leadership
(NURS 431)

Nursing Elective (NURS 482 –
Pharmacology)

Consolidated Practice
Experience IV (NURS 470)

Consolidated Practice
Experience V (NURS 475)

Nursing Practice VIII
Transitioning to BSN
Graduate (NURS 491)

Licensed Practical Nurse (LPN) – Bridge In (to BSN) Program

Program Description

This program offers a bridge course for LPNs. Upon successful completion of this course, LPNs can enter into Year Two of the BSN program. There is a Recognizing Prior Learning process that allows for exemption for one nursing practice course, and specific nursing skills. See BSN program for further program description.

Program Eligibility/Assessment

Applicants must submit:

- Aurora College application
- Proof of a Canadian license
- Practical Nurse Program transcripts that indicate achievement of diploma
- Work-related reference
- Resume that indicates a minimum of one year full-time work experience as an LPN

Program Admission

Preference will be given to longer-term northern residents from Northwest Territories, Yukon and Nunavut before short-term residents of one year or less. There are limited seats for five LPNs every two years.

Program Information

LPN Bridge In students enter Year 2 of the BSN program after successful completion of NURS 300 LPN to BSN Bridge-In Course. See BSN program information for further details.

Practical Nursing Diploma (PN)

(Program offering dependent on health system/industry need)

Program Description

This program provides students with the knowledge and skills needed to enter employment as beginning practitioners. Upon successful completion of the program, students will be eligible to write the Canadian Practical Nurse (PN) Registration Exam

(CPNRE). Upon successful completion of these examinations the student will be eligible to apply for licensure with the Government of the Northwest Territories.

Courses are offered in a combination of settings including classroom, laboratory, and clinical practice. The program covers concepts and skills related to health and nursing, basic microbiology, human anatomy, physiology and pathophysiology, human growth and development, psychology, and nursing theory. In recognition that the North is culturally diverse, the constructs of Traditional Knowledge and health/healing practices are woven throughout the curriculum. Clinical practicums occur in a wide variety of settings throughout the Northwest Territories. Students may need to travel to meet program requirements.

Program Eligibility

Applicants must have 60 percent or higher in the following courses:

- Grade 12 English ELA 30-1 or ALBE English 160 or ELA 30-2 or ALBE English 150;
- Math 20-1 or Math 20-2 or ALBE Math 145;
- Biology 30.

Aurora College recognizes prior learning experience, whether from an institution or from a work related setting. Speak to the Campus Registrar for more information or refer to Aurora College Policy C.03.

Applicant Assessment

Applicants will apply to the Admissions Officer to ensure that they meet the program eligibility requirements. As well, the applicants must:

- Complete a Aurora College entrance application;
- Submit a letter of reference, work or school related;
- Submit official transcripts (e.g. high school transcript interim high school marks (if applicable), UCAP or ALBE transcripts, or post-secondary transcripts.)

Program Admission

Applicants will be admitted to the program based on meeting the program eligibility requirements and on space availability. Indigenous persons,

long-term residents of the Northwest Territories*, and graduates of the UCAP Nursing Career Pathway will be given priority in the selection process.

Prior to working with clients, students must submit proof of current Health Care Provider CPR, First Aid, a current immunization record and a criminal record check. A record of certain offences may prevent candidates from completing all elements of the program, in particular, securing practicum placements.

*Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon, and Nunavut before short-term residents of one year or less.

Program Information

This is a two-year diploma program, which includes: fall, winter, and a spring terms in both years. Due to the limited availability and nature of clinical placements, students may need to relocate for clinical experiences.

The Aurora College PN program follows the Requisite Skills and Abilities of the Canadian Council for Practical Nurse Regulators (CCPNR). The nursing practice environment requires the practical nurses have basic skills and abilities including: mental process of perception, memory, judgement and reasoning; written, verbal, and non-verbal communication; ability to conduct themselves in a professional manner; ability to work with others in a professional relationship; demonstrate the physical abilities required of a health care environment; sensory perception abilities; and ability to work in challenging environments (CCPNR, 2013). Applicants who question whether they have the skills and abilities to apply and successfully progress through the Practical Nurse program should contact the program to determine if practical nursing is an appropriate career choice, and/or identify areas potentially requiring accommodation. For further detail on the requisite skills and abilities, potential applicants should refer to the document, *Becoming a Practical Nurse in Canada*; Requisite Skills and Abilities (CCPNR, 2013) from www.ccpnr.ca.

The Practical Nurse program is practice-based; clinical experiences are mandatory. This may require working days, evenings, nights, weekends, and statutory holidays.

Program Objectives

The purpose of the program is to prepare graduates who are able to provide health care services that meet the unique needs of the Northwest Territories. The successful completion of the PN program will enable the graduate to:

- 1. Assess, plan, implement, and evaluate care for clients as an entry level practical nurse;
- 2. Demonstrate leadership and critical thinking skills as accountable practitioners working with individuals and families in community and facility settings;
- 3. Collaborate with the health care team to provide culturally safe, holistic care across the life span;
- 4. Demonstrate commitment to lifelong learning and professional growth; and
- 5. Entry to Practice Competencies for Licensed Practical Nurses established by the Canadian Council for Licensed Practical Nurse Regulators (CCPNR).

Curriculum Year 1

NURS 0101	Anatomy, Physiology and Pathophysiology I
NURS 0102	Holistic Wellness, Holistic Teaching
NURS 0103	Healthy Development
NURS 0104	Ways of Being
NURS 0105	Nursing Skills: Getting Started
NURS 0106	Blending Traditions with Foundational Knowledge
NURS 0108	Anatomy, Physiology and Pathophysiology II
NURS 0109	Healing in Primary Health Care: Part I
NURS 0110	Nursing Skills: Building Practice
NURS 0111	Pharmacology for Health Care
NURS 0112	Practical Nurse Practicum I
NURS 0113	Practical Nurse Consolidated Practicum I
ENGL 0110	Academic Reading and Writing

Curriculum Year 2

NURS 0201	Healing in Primary Health Care: Part II
NURS 0202	The Profession in Practice
NURS 0203	Holistic Health Assessment
NURS 0204	Nursing Skills: Expanding Practice
NURS 0205	Practical Nurse Practicum II
NURS 0206	Healthy Families
NURS 0207	Community Focused Nursing
NURS 0208	Transition to Graduate Nurse
NURS 0209	Practical Nurse Practicum III
NURS 0210	Integrative Practicum

Completion Requirements

Students are required to complete all courses and assignments in the program. The pass mark for all courses is 60 percent.

The diploma must be completed within five years. Availability of courses beyond the two-year full-time offering is dependent on funding and/or recognition from another postsecondary institution offering a practical nurse program.

Document of Recognition

Aurora College Practical Nursing Diploma

Personal Support Worker (PSW)

Program Description

The PSW program prepares people to work in a variety of community health care settings. PSW work closely with people, helping them where they live. They are part of a health care team that includes nurses, physicians, occupational therapists, physiotherapists and others. The support worker promotes and maintains physical, psychological, and social well-being.

Graduates may seek employment with home care services, Elders' homes, group homes, daycares working as an aide with children who have special needs, long term care units, or under the supervision of the health centre staff providing support to the community.

Program Eligibility

Applicants to the program must meet the following criteria:

- Be 18 years of age or older
- Have successfully completed Grade 10 or ALBE English 140 or undergo an Aurora College placement test

Applicant Assessment

Applicants must apply to the Admissions Officer to ensure they meet the program eligibility requirements which include:

- Complete an Aurora College entrance application
- Submit high school or ALBE transcript or interim marks for English 10 or ALBE English 140 or Aurora College placement test results.

Prior to working with clients, students must submit proof of current Health Care Provider CPR, First Aid, a current immunization record and a criminal records check.

Program Admission

Students must meet program eligibility requirements.

PSW practice is often mentally, interpersonally, and physically demanding. Individuals pursuing a career in this area need to meet certain requirements; physical fitness, working closely with people, manage own behaviour, and be of good character.

Students must be able to: stand and maintain balance, move within limited spaces, push and pull, perform repetitive movements, perform complex sequences of hand-eye coordination, bend, reach, lift, walk, climb, carry objects, demonstrate manual dexterity, and react appropriately to providing physical touch. In the practice area, students must be able to function in the presence of common and unavoidable hazards such as noxious smells, disease agents, distractions, noise, chemicals, and the unpredictable behaviour of others. (RNANT/NU, 2012) *Becoming a Registered Nurse in the Northwest Territories and Nunavut: Requisite Skills and Abilities* (RNANT/NU, 2012) from (www.RNANTNU.ca).

*Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon, and Nunavut before short-term residents of one year or less.

Program Information

The program is designed to be flexible in its format. It may be offered full-time, part-time, using online courses, or in a modular format. The curriculum of the program is designed to be reflective of the program needs of the community. Each course has core curriculum, principles and theory that can accommodate the focus of the specific community needs.

Program Objectives

Upon completion of the program students will have the knowledge and skills needed to:

1. Under supervision, assess, plan, implement, and evaluate care for people and families in
2. the community;
3. Safely apply the knowledge and skills from the program in the practical area;
4. Demonstrate organizational and time management skills;
5. Practise in a safe, ethical and legally responsible manner;
6. Integrate traditional knowledge in the care giving setting;
7. And will have:
8. Obtain CPR certification for infants, children and adults; and
9. Obtain Standard First Aid Certification.

Completion Requirements

To receive a certificate, students are required to complete all courses, including practica, within three years.

Curriculum

PSW 0101	Personal Support Worker Role
PSW 0102	The Care Environment
PSW 0103	Lifespan Growth and Development
PSW 0104	Personal Care I
PSW 0105	Personal Support Worker Practicum I*

PSW 0111	Wellness and Nutrition
PSW 0112	The Human Body and Common Illnesses
PSW 0121	Working in a Challenging Environment
PSW 0131	Personal Care II
PSW 0122	Personal Support Worker Practicum II
PSW 0130	Communications and Personal Development
PSW 0110	Pharmacology for Personal Support Workers
PSW 0125	Personal Support Worker Practicum III

**Note: Students must be certified in CPR and basic first aid prior to enrolling in practicum*

Community Health Representative Certificate (CHR)

(Offered based on learning needs of Health Authorities and NWT employees currently in the CHR role)

Program Description

The CHR program is designed to provide the graduate with a sound basic knowledge in community health education, health promotion, injury prevention, and community development. The Community Health Representative graduate will be able to assess community health needs, client health education needs, and work with the community towards improving health and well-being.

Program Eligibility

Applicants must be at least 18 years of age and have successfully completed English at a grade 10 level or ALBE English equivalent.

Applicant Assessment

If a mature student applicant does not meet the program eligibility they may be required to write the Aurora College Placement Test to assess reading and writing skills.

Program Admission

Applicants will be admitted to this program based on the program eligibility and upon

recommendation from the health authorities in the NWT.	CHR 0241	Human Development: Infant and Child Wellness
	CHR 0242	Human Development: Adult and Elder Wellness
Program Information		Healthy Lifestyles
This program is desgined to be flexible in format and delivery, and the curriculum is designed to reflect community needs.	CHR 0315	Community Wellness -
Students attain core competencies for CHR’s while examining specific community needs throughout the program. If the student has not worked in the role of a CHR then a consolidated field practicum course is required once all course work is completed.	CHR 0341	Envrionment and Injury Prevention
	CHR 0435	Mental Health and Addictions
	CHR 0401	Consolidated Field Practicum

Program length varies due to part-time blended delivery of courses. Typically, two to four courses are offered per year.

Program Objectives

- Upon completion of the program students will:
- 1) Develop the knowledge, skills and judgement required of a CHR.
 - 2) Learn to develop, implement, and evaluate activities, programs, and events that respond to community needs in a culturally safe manner.
 - 3) Develop understanding, awareness, and skills in health promotion and disease prevention.
 - 4) Demonstrate professionalism and collaboration with clients and the health care team.

Completion Requirements

All course work must be successfully completed.

Curriculum

CHR 0110	Human and Community Needs in Health
CHR 0320	Community Wellness - Health Promotion and Community Development
CHR 0131	Communications and Professionlism
CHR 0120	Working with Groups
CHR 0235	Understanding the Human Body

School of Trades, Apprenticeship & Industrial Training

Apprenticeship Programs

Carpenter
Electrician (Construction)
Heavy Equipment Technician
Housing Maintainer
Plumber/Gasfitter B
Oil Heat Systems Technician

Industrial Training

Building Trades Helper
Camp Cook
Fundamentals of Carpentry
Fundamentals of Electrical
Heavy Equipment Operator

Mining Programs

Geoscience Field Assistant
Introduction to the Mining Industry
Mineral Processing Operator
Surface Miner
Underground Miner

Apprenticeship Programs

Offered at Thebacha Campus

GNWT Department of Education, Culture and Employment (Apprenticeship Division) in cooperation with Aurora College (Thebacha Campus) offers the following Apprenticeship training programs on an on-going basis:

- Carpenter
- Electrician (Construction)
- Heavy Equipment Technician
- Housing Maintainer
- Plumber/Gasfitter B
- Oil Heat Systems Technician

All apprenticeship entrance requirements are set by the Apprenticeship Division and these, as well as complete course outlines, are available from Apprenticeship Training offices.

Apprenticeship is the method of gaining training and knowledge through working in

a chosen profession and attending formal training on a yearly basis. For most trades this means working as an apprentice for on-the-job training, supplemented by eight weeks of technical training at an educational institution each year.

To apply, or for further information, contact your regional Department of Education, Culture and Employment Service Centre:

Beaufort Delta ECE Service Centre

Inuvik (867)777-7365

Deh Cho ECE Service Centre

Fort Simpson (867)695-7338

North Slave ECE Service Centre

Yellowknife (867)766-5100

Sahtu ECE Service Centre

Norman Wells (867)587-7157

South Slave ECE Service Centres

Fort Smith (867)872-7425

Hay River (867)874-5050

Geoscience Field Assistant

Program Description

The five-week (150-hour) Geoscience Field Assistant training program was developed to provide participants with the skills and knowledge required to function as productive field assistants in the geoscience and mineral exploration sectors.

The program includes core courses that focus on technical skills required of field assistants, as well as safety-oriented modules necessary for those working in remote camp settings.

Courses include: Introduction to the Role of a Geoscience Field Assistant; Communications and Team Work; Introduction to Orienteering; Applied Computer and Technology Skills; Basic Geology; Sampling; Prospecting; Claim Staking and Mineral Tenure; Geophysical Surveying and Grids; Introduction to Mineral Exploration; Wilderness Safety and Survival; Fixed Wing and Rotary Aircraft Safety; Field Camp Skills; Problem Solving and Decision Making; and Document Use and Data Entry.

The program also has a selection of additional courses so that the delivery can be tailored to the needs of specific industry and/or community clients.

Program Eligibility

Applicants must be:

- 18 years of age or older
- Operating at a Grade 9 level of reading, writing and mathematics

NOTE: Experience working in remote locations in a camp environment is an asset

Applicant Assessment

The applicants must submit documents demonstrating that they meet the eligibility requirements above. In addition, applicants should be aware that employers will generally be seeking field assistants who are:

- In good physical condition
- Comfortable with working on the land
- Prepared to deal with being away from home for extended periods of time
- Self-reliant

Applicants may be required to complete an assessment test.

Program Admission

Applicants will be admitted to the program based upon program eligibility and applicant assessment results.

Program Information

The program is based on 25 days with six hours per day, for a total of five weeks. The duration can be compressed to four weeks by training six days per week.

Delivery of components of this program at a geoscience field camp or exploration site is strongly encouraged, if a supportive company is able to accommodate a visit, and if sufficient funds are available for transportation of students and supplies. For example, the core courses 038-107 Prospecting, 038-113 Wilderness Safety and Survival, and 038-115 Field Camp Skills might all be covered in a six-or seven-day visit. The total duration of the program should not change if core components are delivered at a camp.

Program Objectives

To provide participants with the skills and knowledge required to be safe and productive geoscience and/or mineral exploration field assistants, who will:

1. Acquire the knowledge, skills and attitudes required of Geoscience Field Assistants including the roles and responsibilities of employers, project managers and Geoscience Field Assistants and associated working conditions, places and types of work.
2. Establish effective teamwork skills including the principles and practices of communication, teamwork, conflict resolution, traditional knowledge sensitivities, problem solving and decision making.
3. Understand the basics of land navigation including traditional and historic techniques, the interpretation of topographic maps, use of the magnetic compass, and use of Global Positioning System (GPS).

4. Establish basic knowledge and skills required to operate computers, digital cameras, handheld radios, SPOT (Système Pour l'Observation de la Terre) satellite messengers and satellite phones.
5. Understand basic geological concepts and principles including the importance of the field of geology, uses of the Geological Map of Canada, and the basic geology of the NWT.
6. Understand the processes and reasons for gathering geoscience samples including the common types of samples gathered, the purpose for gathering each type of sample, and common sampling methods.
7. Understand prospecting in the NWT including the purpose and history of prospecting, the importance of prospecting to the exploration process, and the common types of mineral exploration in the NWT.
8. Understand claim staking and mineral rights in the NWT including mineral tenure, obtaining a prospector's licence, staking a claim, and the primary and basic differences between mineral exploration and oil and gas exploration rights.
9. Understand the reasons and processes for conducting surveys and creating grids and grid lines including the purpose of surveying and common surveying methods.
10. Understand the phases and life cycles of mineral exploration programs and mining operations.
11. Establish effective practices to document and interpret day-to-day information typically encountered in the field.
12. Understand safety procedures and practices including Wilderness First Aid (First Aid, CPR-A, Basic Wilderness Survival), Bear Safety, basic passenger safety procedures when operating in or around fixed wing and rotary aircraft, and Personal Protective Equipment (PPE).
13. Develop the knowledge and skills to set up and maintain a functional field camp including planning, logistics and operations, required camp equipment, food handling and storage, waste and garbage storage and removal, and fuel handling.

Completion Requirements

Participants must complete all core courses in order to complete the program.

Document of Recognition

Aurora College Record of Achievement

Curriculum

GEOF 0101	Introduction to the Role of a Geoscience Field Assistant
GEOF 0102	Communication and Team Work
GEOF 0103	Introduction to Orienteering
GEOF 0104	Applied Computer and Technology Skills
GEOF 0105	Basic Geology
GEOF 0106	Sampling
GEOF 0107	Prospecting
GEOF 0108	Claim Staking and Mineral Tenure
GEOF 0109	Geophysical Surveying and Grids
GEOF 0110	Introduction to Mineral Exploration
GEOF 0111	Problem Solving and Decision Making
GEOF 0112	Document Use and Data Entry
GEOF 0113	Wilderness Safety and Survival
GEOF 0114	Fixed Wing and Rotary Aircraft Safety
GEOF 0115	Field Camp Skills

Introduction to the Mining Industry

Program Description

The four-week (120 hour) Introduction to the Mining Industry Program will introduce participants to the mining industry in Canada and the NWT. This will include providing an understanding of careers in underground and surfacing mining and mineral processing based on the Mining Industry Human Resources Council (MIHR) National Occupational Standards. In this program, students will be introduced to the industrial workplace; mining operations in Canada and the NWT; mining career opportunities;

life at NWT mines; mine safety; and mine equipment used in the northern mining environment.

Program Eligibility

To be considered for the program, applicants must meet each of the criterion listed below:

- Minimum 18 years of age prior to commencement of the training program;
- Minimum of Grade 9 Mathematics and English, and/or successful completion of Adult Basic Education or equivalent with transcripts
- Submission of a Criminal Records Check (applicants with a criminal record will be considered subject to a case-by-case review).

Applicant Assessment

Applicants must meet the eligibility requirements stated above. Individual assessments and interviews may be required.

Employer Requirements

In addition, applicants should be aware that employers will generally be seeking candidates who:

- Meet the physical requirements to complete assigned duties as determined through approved medical testing;
- Are prepared to be away from their home communities during work rotations;
- Possess a valid driver’s licence (based on employer policies); and
- Are able to meet drug screening requirements.

Program Admission

Applicants will be admitted to the program based upon program eligibility, applicant assessment results and/or personal interviews.

Program Information

The Introduction to the Mining Industry Program is designed to provide students with a thorough introduction to mining operations and careers in the NWT. The program is based on 20 days at six hours per day, for a total of 120 hours over four weeks.

The course material will focus on the NWT mining industry and potential mining careers. Other key topics will include mine safety, mining and processing operations, and mining equipment operation.

Program Objectives

The primary objective of the program is to provide a basic understanding of mining and processing operations to enable participants to make an informed choice on possible mining careers. Instruction may include guest speakers, classroom activities and other activities.

Completion Requirements

Students must:

- Complete all courses
- Attend classes and adhere to both Aurora College and program specific policies.

Document of Recognition

Aurora College Record of Achievement

Curriculum

IMNI 0101	Introduction to Mining and Mining Careers in the NWT
IMNI 0102	Geology and Orebodies
IMNI 0103	NWT Mining Methods
IMNI 0104	Mineral Processing
IMNI 0105	Caring for the Environment
IMNI 0106	Mine Facilities and Equipment
IMNI 0107	Basic Mine Safety
IMNI 0108	First Aid

Mineral Processing Operator

Program Description

The Mineral Processing Operator Pre-Employment training program has been designed to qualify candidates for entry-level positions in the area of mineral processing. This program was designed based on the core competencies outlined in the Mineral Processing Technician Occupational Standards (Apprenticeship and Occupational Certification division of Education, Culture and Employment, GNWT).

Program Eligibility

To be considered, applicants must meet each criterion listed below:

- Minimum Grade 9 Mathematics and English, and successful completion of the Test of Workplace Essential Skills (TOWES-G1);
- A clean criminal record (applicants with a criminal record will be considered subject to a case-by-case review by the participating diamond mine);
- Minimum 18 years of age prior to commencement of the training program; and
- Favourable references from at least two recent supervisors.

Applicant Assessment

Applicants will be assessed based on program eligibility criteria.

Program Admission

Applicants will be admitted based on program eligibility criteria.

Program Information

The program is delivered in two phases. The first phase is a 12-week classroom and shop component that focuses on Orientation to the Industrial Workplace, Safety, Operations, Equipment, Foundation Skills, and Skid-Steer training for the Mineral Processing Operator. The second component of the program is based on-site at an operating diamond mine. The on-site portion provides students with the opportunity to apply the knowledge and skills addressed in the first part of the program. The second portion of the program is 504 hours long, beginning with a two-week rotation at the mine site, followed by two weeks off, followed by a two-week rotation at the mine site, followed by a two-week rotation off, followed by a final two-week on-rotation. While at the mine, students will be working 12 hours per day every day.

Program Objectives

Upon completion of this program, students will be able to:

1. Understand the main hazards in a mineral

processing facility;

2. Understand the main stages in a mineral processing system;
3. Understand equipment and components in mineral processing;
4. Know the key duties of a mineral processing operator.

Completion Requirements

Students must successfully complete all courses in order to pass the program.

Document of Recognition:

Aurora College Record of Achievement

Curriculum

At Aurora College

002-245 Orientation to the Industrial Workplace

738-002 Mineral Processing Safety

738-003 Mineral Processing Operations

738-004 Mineral Processing Equipment

738-005 Mineral Processing Foundation Skills

738-006 Skid-Steer Training

At Diamond Mine Site

738-101 Mineral Processing Site Training

Surface Miner

Program Description

The 12-week (360 hours) Surface Miner Program will provide participants with entry-level knowledge, skills and attitudes outlined in the Mining Industry Human Resources Council (MIHR) National Occupational Standards for Surface Miners. In this practical, hands-on program, students will be introduced to surface mining operations and mine equipment operation in northern, cold-weather environments, using both mining equipment and simulators. The course content focuses on surface mining operations, mine safety and mobile mine equipment operation. Course delivery will have both a classroom-based and practical component including learning on simulators and at the Aurora College open pit training facility.

Program Eligibility

To be considered for the program, applicants must meet each of the criterion listed below:

- Minimum 18 years of age prior to commencement of the training program;
- Minimum of Grade 9 Mathematics and English, and/or successful completion of Adult Basic Education or equivalency with transcripts
- Submission of a Criminal Records Check (applicants with a criminal record will be considered subject to a case-by-case review)
- Completion of Aurora College Introduction to the Mining Industry Program

Applicant Assessment

Applicants must meet the eligibility requirements stated above. Individual assessments and interviews may be required. Applicants in possession of letters of intent from prospective employers may receive preference.

Employer Requirements

In addition, applicants should be aware that employers will generally be seeking Surface Miners who:

- Meet the physical requirements to complete assigned duties as determined through approved medical testing
- Are prepared to be away from their home communities during work rotations
- Possess a valid driver’s licence (based on employer policies), and
- Are able to meet drug screening requirements.

Program Admission

Applicants will be admitted to the program based upon program eligibility and/or personal interviews.

Program Information

The Surface Miner Program is designed to give students a thorough and comprehensive introduction to surface mining operations. The program is based on 60 days at six hours

per day, for a total of 360 hours over 12 weeks. It will be delivered at the Thebacha Campus in Fort Smith. Components of the program will include the use of simulators and on-site training at the Aurora College Open Pit Training Site.

The course material will focus on mine safety, surface mining operations and mobile mining equipment operation. Experiential learning activities will form a key component of the program, including simulator and mobile equipment operation. Students will learn to work with a partner and as part of a team. Attendance in both class and field activities is mandatory.

Program Objectives

The primary objective of the program is to produce job-ready, entry-level Surface Miner Trainees. Students will be exposed to “real life” surface mining situations through the use of mobile mining equipment and simulators. Instruction will include the use of mobile mining equipment, simulators, guest speakers from industry, classroom activities, etc.

Completion Requirements

Students must:

- Complete all courses to the satisfaction of the instructors
- Attend classes and adhere to both Aurora College and program specific policies

Document of Recognition

Aurora College Record of Achievement

Curriculum

SMNT 0101	Introduction to Surface Mining
SMNT 0102	Personal Safety
SMNT 0103	Working Safely at Site
SMNT 0104	Surface Mining Mobile Equipment
SMNT 0105	Surface Mining Hand and Power Tools
SMNT 0106	Explosives and Blasting
SMNT 0107	Emergency Preparedness

Underground Miner

Program Description

This program is designed to provide students with the necessary knowledge and basic skills to consider a career as an underground miner. Course content focuses on mining equipment operation using both underground mining equipment and simulators. As well, underground mining methods, mine services, mine safety and mine rescue theory will be taught. The total of 360 hours will be covered in 12 weeks. Course delivery will have a theoretical and practical component. Students will be able to understand and experience many of the daily routines of an underground mining operation. Certificate training courses will also be presented for Standard First Aid & CPR-A, WHMIS, and Mine Rescue - Theory.

Program Eligibility

Applicants wishing to enrol in this program must be 18 years of age. Individual assessments and interviews may be required. Successful completion of Introduction to the Mining Industry is a pre-requisite.

Applicant Assessment

Applicants need to:

- Submit a resume
- Submit academic transcripts or ALBE upgrading transcripts indicating a minimum Grade 9 or equivalent (applicants may be required to complete an assignment test)

Applicants in possession of letters of intent from prospective employers will receive preference

Program Admission

Applicants will be admitted to the program based upon program eligibility, applicant assessment results and/or personal interviews.

Program Information

This 12-week program is designed to give students a thorough and comprehensive overview of underground mining operations

with an emphasis on underground diamond mining. The course material will focus on underground mining careers with emphasis on underground mining equipment operation and mine safety. Experiential learning activities will form a key component of the program, including simulator and actual equipment operation. Students will learn how to work with a partner and as part of a team performing underground mine service duties. Attendance in both class and field activities is mandatory. Students will also receive industry recognized certificate training in First Aid & CPR-A, WHMIS, and Underground Mine Rescue – Theory.

Program Objectives

The overall objective of the program is to provide participants with a thorough overview and understanding of the underground mining process, mine safety, mining methods and mining equipment operation. Instruction will be both theoretical and practical. Students will be exposed to “real life” situations by using available resources – underground mining equipment simulators, mining equipment, guest speakers from industry, field trips, classroom activities, etc. The objective is to produce job-ready, entry-level underground miner trainees.

Completion Requirements

Students must:

- Complete all assignments to the satisfaction of the instructors.
- Attend classes and adhere to both Aurora College and program specific policies.
- Successfully complete all Operator’s Manuals for underground equipment.

Document of Recognition

Aurora College Record of Achievement

Curriculum

UMNT 0101	Underground Mining Methods
UMNT 0102	Mine Safety & Mine Rescue - Theory
UMNT 0103	Mining Equipment Simulator Operation
UMNT 0104	Mining Equipment Operation
UMNT 0105	Mine Services Training

Building Trades Helper

Program Description

The Building Trades Helper program is a 12-week program that will prepare students for entry-level employment opportunities in the construction industry. Students will learn basic construction, renovation and maintenance tasks. These skills will enable students to assist trades people such as: carpenters, electricians, plumbers, drywallers, painters, and mechanical contractors.

Program Eligibility

Applicants wishing to enrol in this program must have: a desire to work in the Construction Industry, be physically fit and have good hand eye coordination. Reference letters would be an asset.

Applicant Assessment

Applicants need to:

- Submit academic transcripts or Aurora College ALBE equivalent.
- Submit a letter of interest explaining the desire to enter the program.

Program Admission

Applicants will be admitted to the program based upon program eligibility.

Program Information

The program duration is 12 weeks. Students will be learning the theoretical components in synchronization with the practical components. The most modern equipment will be used in the learning process and will be fully representative of the construction environment. The different courses will be sequenced to enable students to perform the practical component with the greatest possible ease.

Program Objectives

Upon successful completion of the program, the student will have:

1. Determined their personal suitability for work and continued study in the trades sector;

2. Gained knowledge and skills that will enhance their ability to function effectively within a construction setting;
3. Developed valuable employment and study skills.

Completion Requirements

Participants must complete all core courses in order to complete the program.

Document of Recognition

Aurora College Record of Achievement

Curriculum

RTWN 0101	Ready To Work North
BTH0102	Trade Foundation Skills
BTH 0103	Introduction to Tools and Materials
BTH 0104	Introduction to Carpentry
BTH 0105	Introduction to Mechanical Systems
BTH 0106	Introduction to Electrical Systems

Camp Cook

Program Description

This 12-week (360 hour) program is designed to provide students with the knowledge and skills required to work as camp cooks in a variety of industrial or institutional settings. The program structure is based on the knowledge and skill competencies outlined in the NWT Camp Cook Occupational Standards. The program content focuses on professionalism, nutrition, safety, sanitation, safe food storage, and the preparation of a vast variety of foods typically consumed in a camp setting. These include soups, sauces, meat, poultry, fish, seafood, vegetables, fruits, pastas, grains, salads, sandwiches, appetizers, breakfast foods and a variety of baked goods.

Program Eligibility

- Applicants must meet the following criteria:
- Be 18 years of age or older.
- Have successfully passed English 10-2 and Math 10-3.

- Submit a medical clearance form: Be screened by Public Health for T.B. (negative Mantoux test) or present an explanatory letter from Public Health stating they do not have active T.B.

Applicant Assessment

The applicant must meet the eligibility requirements, and also should be:

- In good physical condition
- Able to withstand long hours of standing
- Prepared to work under pressure
- Able to work a flexible schedule
- Prepared to deal with being away from home for extended periods of time
- Self-reliant

Program Admission

Applicants will be admitted to the program based upon program eligibility.

Program Objectives

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

1. Follow the professional standards expected by employers in the food preparation sector.
2. Use safe kitchen practices with knives, stoves, ovens and other tools, equipment and appliances.
3. Follow prescribed personal hygiene, sanitation and food storage procedures
4. Describe the importance of nutrition and its role in overall health.
5. Prepare a variety of baked goods typically consumed in a camp environment.
6. Prepare a variety of soups, stocks and sauces typically consumed in a camp environment.
7. Prepare a variety of meat, poultry, fish and seafood typically consumed in a camp environment.
8. Prepare a variety of vegetables, fruits, pasta and grains typically consumed in a camp environment.

9. Prepare a variety of salads, sandwiches and appetizers typically consumed in a camp environment.

Completion Requirements

The pass mark for each course is 60 percent and students are required to pass all courses in the program.

Document of Recognition

Aurora College Record of Achievement

Fundamentals of Carpentry

Program Description

The Fundamentals of Carpentry 1 program is 20 weeks in length and is designed to provide participants with the knowledge and skills to pursue entry-level employment and/or an apprenticeship in Carpentry. Students participating in the program will gain desirable employment skills that employers seek. The technical aspect of the program is delivered through a combination of classroom theory and hands-on shop work covering all the course material in the first-year Carpenter Apprentice program. In addition, students will also acquire the necessary safety certifications to work in the field.

Program Eligibility

Applicants must:

- Be 18 years of age or older;
- Have a desire to work in the carpentry trade;
- Meet the Recommended Path for Category 1 trades on the NT Apprenticeship Program Entry Requirements document. English 30-2, Math 30-3, Physics 20 or Chemistry 20 or Science 20.

Applicant Assessment

Program applicants must meet the eligibility requirements and be physically capable of performing the work involved in the Carpentry trade. In the selection of students, preference will be given to students with an aptitude and a desire to be employed in the carpentry trade.

Program Admission

Applicants will be admitted to this program based on the program eligibility requirements and the applicant assessments results.

Program Information

The program is designed for people interested in pursuing entry-level employment and/or apprenticeship in the Carpentry field. This program will equip students with job readiness skills, theoretical knowledge, technical skill and safety training that potential employers seek giving them an advantage over others without any exposure or experience interested in the trade.

Students are exposed to the program concepts through a combination of in-class instruction, individual/group study and a hands-on shop component covering the practical applications of the trade.

Students who successfully pass this program will be eligible to write the Apprenticeship Carpenter Level 1 Exam. After becoming a registered NWT apprentice and with their employer's recommendation, students who pass the Level 1 Theory Exam will receive 480 hours work experience towards their apprenticeship.

Please Note: There will be no option for a supplemental exam until participants become a registered NWT apprentice.

Program Objectives

1. Upon successful completion of the program, students will:
2. Develop valuable employment and study skills.
3. Be prepared for employment in the workplace.
4. Describe safe work practices related to jobsite conditions.
5. Describe various building materials used in the construction industry.
6. Describe and safely use hand and power tools related to the carpentry trade.
7. Describe and identify site preparation and

building layout.

8. Describe and construct residential footing forms.
9. Describe and construct residential foundation forms.
10. Describe and construct residential floor frame systems.

Completion Requirements

Students must successfully complete the entire program and must achieve a minimum mark of 65 percent in each course in order to pass this program.

Document of Recognition

Aurora College Fundamentals of Carpentry 1 Certificate

Curriculum

780-101	Trades Readiness
780-102	Safety and Building Materials
780-103	Tools
780-104	Site Preparation, Building Layout, Foundations and Floor Frame Systems
780-105	Residential Estimating and Drawing Interpretation

Fundamentals of Electrical

Program Description

The Fundamentals of Electrical 1 program is 20 weeks in length and is designed to provide participants with the knowledge and skills to pursue entry-level employment and/or an apprenticeship in Electrical. Students participating in the program will gain desirable employment skills that employers seek. The technical aspect of the program is delivered through a combination of classroom theory and hands-on shop work covering all the course material in the first-year Apprenticeship Electrician program. In addition, students will also acquire the necessary safety certifications to work in the field.

Program Eligibility

Applicants must:

- Be 18 years of age or older;
- Have a desire to work in the Electrical trade;

- Meet the Recommended Path for Category 3 trades on the NT Apprenticeship Program Entry Requirements document. English 30-2, Math 30-3, Physics 30 or Chemistry 30 or Science 30.

Candidates who do not meet the Recommended Path will be considered if they:

- Meet the Minimum Requirement for Category 3 trades on the NT Apprenticeship Program Entry Requirements document. English 20-2, Math 20-3, Science 10.
- Pass the Trades Entrance Exam #5 with a minimum of 70 percent.

Applicant Assessment

Program applicants must meet the eligibility requirements and be physically capable of performing the work involved in the Electrical trade. In the selection of students, preference will be given to students with an aptitude and a desire to be employed in the Electrical trade.

Program Admission

Applicants will be admitted to this program based on the program eligibility requirements and the applicant assessments results.

Program Information

The program is designed for people interested in pursuing entry-level employment and/or apprenticeship in the Electrical field. This program will equip students with job readiness skills, theoretical knowledge, technical skills and safety training that potential employers seek giving them an advantage over others without any exposure or experience interested in the trade.

Students are exposed to the program concepts through a combination of in-class instruction, individual/group study and a hands-on shop component covering the practical applications of the trade.

Students who successfully pass this program may be eligible to write the Electrician Level 1 apprenticeship exam. Successful students may

be granted up to 480 hours work experience towards their apprenticeship, after becoming indentured, and with their employer’s recommendation.

Program Objectives

Upon successful completion of the program, students will:

1. Develop valuable employment and study skills.
2. Be prepared for employment in the workplace.
3. Interpret the general sections of the electrical code.
4. Understand and wire basic switching control systems.
5. Read and interpret drawings and diagrams.
6. Understand basic electrical theory and circuits.
7. Work safely in the electrical field.

Completion Requirements

Students must demonstrate acceptable life skills such as punctuality, attendance, and attitude and successfully complete all portions of the program.

Students must achieve a mark of 65 percent in each course in order to pass this program.

Document of Recognition

Aurora College Certificate of Completion

Curriculum

781-101	Trades Readiness
781-102	Standard and Specific Workplace Safety
781-103	Circuit Fundamentals
781-104	Canadian Electrical Code Part 1 and Drawings
781-105	Lab Fundamentals
781-106	EMF Sources
781-107	Residential Applications

Heavy Equipment Operator

Program Description

Aurora College offers three programs in the Heavy Equipment Operator field.

Heavy Equipment Operator

In this full 15-week program, students receive compulsory/core training in first aid, introduction to heavy equipment operation, introduction to the knowledge and use of heavy equipment, introduction to equipment systems, preventative maintenance procedures, interpretation of construction surveys, and air brake systems. This program also includes 185 hours of training on each of two pieces of heavy equipment (crawler, motor grader, front-end loader, track excavator swing rig, Class 3 tandem axle dump truck, or Class 1 tractor tri-axle side dump).

Abridged Heavy Equipment Operator

This eight-week program offers the same compulsory/core training as the full-length program, but students will receive 185 hours of training on one (as opposed to two) piece of heavy equipment.

Introduction to Heavy Equipment Operator

This nine-week program offers the same compulsory/core training as the full-length program. Students will receive 100 hours of training on each of two pieces of equipment.

Program Eligibility

The eligibility requirements for all three heavy equipment operator programs are the same. Applicants must meet the following criteria:

- Be 18 years of age or older.
- Have Grade 9 level of reading, writing and mathematics (ALBE English 130 and ALBE Math 140).
- Be fluent in English.
- Possess a valid Class 5 Driver's Licence prior to entry into the program. A temporary Class 5 Driver's Licence is not acceptable.

- Submit a current driver's licence abstract (can be obtained from the GNWT Department of Transportation and Vehicle Licensing Office).

*Based on screening in the above areas, applicants will be advised if they are "conditionally accepted". If applicants are "conditionally accepted" into the program, they must also:

- Pass a Class 3 or Class 1 GNWT Driver's Medical Exam.

NOTE 1. Applicants are not required to obtain a medical for their initial application. After screening, applicants who will be training on Class 1 or Class 3 equipment, will be advised to pass a Class 1 or Class 3 Driver's Medical in order to become fully accepted in the program.

NOTE 2. For entry into the HEO program, either a Class 1 or Class 3 Driver's Medical is acceptable. The criteria for both medicals are similar, so it may be advantageous for a student to get a Class 1 Driver's Medical if they anticipate pursuing a Class 1 Licence in the future.

Applicant Assessment

Applicants will be assessed based on the program eligibility.

Program Admission

Applicants will be admitted to this program based on the eligibility requirements and the applicant assessment results.

Program Information

Students must bring clothing suitable for outside equipment operation. Students must also possess and wear proper protective footwear, CSA-approved Class 2 coveralls, or coveralls. Headgear, safety vest, and safety glasses are available for purchase from the College. All required manuals for the course are provided by the College. Attendance for all courses is compulsory.

Program Objectives

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

1. Competently and safely operate specific pieces of equipment at a basic entry-level for employment;
2. Perform required safety checks and maintenance on the equipment;
3. Perform basic construction procedures associated with the equipment;
4. Describe the workings of a vehicle's systems; and
5. Describe and demonstrate the attributes required by employers of heavy equipment operators.

Completion Requirements

Students must successfully complete the compulsory/core and operational courses in their respective program as well as demonstrate acceptable life skills such as punctuality, attendance and professional attitude. Students must demonstrate, to the satisfaction of the instructors, that they are safety-minded and capable operators on each of the pieces of equipment they were trained on.

Students must pass all courses in their respective program in order to complete the program and be awarded the appropriate Aurora College Record of Achievement.

Document of Recognition

Heavy Equipment Operator Program - Aurora College Record of Achievement

Abridged Heavy Equipment Operator Program - Aurora College Record of Achievement

Introduction to Heavy Equipment Operator Program - Aurora College Record of Achievement

Program(s) Length/Duration

Heavy Equipment Operator Program 75 days (15 weeks)

Abridged Heavy Equipment Operator Program 40 days (8 weeks)

Introduction to Heavy Equipment Operator Program 45 days (9 weeks)

Curriculum

COMPULSORY/CORE COURSES

All HEO students must successfully complete the following courses:

HEO 0215	First Aid
HEO 0106	Introduction to Heavy Equipment
HEO 0101	Introduction to the Knowledge and Use of Heavy Equipment
HEO 0102	Introduction to Equipment Systems
HEO 0103	Preventative Maintenance Procedures
HEO 0104	Interpret Construction Survey Specifications
HEO 0105	Dual Circuit 121 Air Brake Systems

In addition, students must successfully complete one or more courses in the Program in which they are enrolled, as specified below.

Heavy Equipment Operator Program

Students of the Heavy Equipment Operator Program must successfully complete two (2) of the following:

HEO 0110	Introduction to Operating a Crawler Tractor
HEO 0112	Introduction to Operating a Motor Grader
HEO 0113	Introduction to Operating a Front End Loader
HEO 0114	Introduction to Truck Driving – Class 3
HEO 0115	Class 1 Driver Training
HEO 0119	Introduction to Operating an Excavator

Abridged Heavy Equipment Operator Program. Students of the Abridged Heavy Equipment Operator Program must

successfully complete one (1) of the following:

HEO 0110	Introduction to Operating a Crawler Tractor
HEO 0112	Introduction to Operating a Motor Grader
HEO 0113	Introduction to Operating a Front End Loader

HEO 0114	Introduction to Truck Driving – Class 3
HEO 0115	Class 1 Driver Training
HEO 0119	Introduction to Operating an Excavator

Introduction to Heavy Equipment Operator Program. Students of the Introduction to Heavy Equipment Operator Program must successfully complete two (2) of the following:

HEO 0310	Introduction to Crawler Tractor Operation
HEO 0312	Introduction to Motor Grader Operation
HEO 0313	Introduction to Front End Loader Operation
HEO 0314	Introduction to Truck Driving – Class 3
HEO 0315	Introduction to Class 1 Driver Training
HEO 0319	Introduction to Operating an Excavator

