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 Nunavut  
 Arctic College

[www.arcticcollege.ca](http://www.arcticcollege.ca)



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# BOARD OF GOVERNORS

## NUNAVUT ARCTIC COLLEGE BOARD OF GOVERNORS

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Kugluktuk

### KIVALLIQ REGION

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Iqaluit

### EX-OFFICIO, NON-VOTING

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Rankin Inlet

## A MESSAGE FROM THE BOARD

On behalf of the Board of Governors for Nunavut Arctic College we are proud to present to you the College Calendar for 2011-2012. The calendar outlines the wide range of programs and services offered by Nunavut Arctic College. We are confident that you will find something that interests you.

We hope that you choose to enroll in a program or course and we wish you all the best in your learning adventure.

Board of Governors, Nunavut Arctic College.



1-866-979-7222

## A BRIEF OVERVIEW OF NUNAVUT ARCTIC COLLEGE

Nunavut Arctic College has a strong commitment to provide high quality educational opportunities to all residents of Nunavut. The College has three campuses: Nunatta Campus in Iqaluit, Kivalliq Campus in Rankin Inlet and the Kitikmeot Campus located in Cambridge Bay and the Nunavut Trade School, located in Rankin Inlet.

Community Learning Centres located in all 25 communities of Nunavut bring our programs home to people throughout the territory. These centres are a doorway to a wider world of learning opportunities. Each centre is staffed by an Adult Educator who can provide information and guidance to anyone seeking further education.

Adult Educators are able to conduct academic assessments and assist people in making vocational and educational choices. They can also help individuals to find information on career programs through Nunavut Arctic College or other community colleges and universities.

College courses are designed to meet the ever-changing needs of the people of Nunavut. Nunavut Arctic College is a leader in Adult Basic Education. Nunavut Arctic College Fine Arts programs are nationally recognized and produce skilled artisans, important to the economy of the region. Business and management courses and customized training courses are helping to train the professional workforce of Nunavut.

Nunavut Arctic College has also been a leader in developing successful education partnerships. The College's two degree programs are delivered in partnership with the University of Regina—Teacher Education and Dalhousie University for the Nunavut Nursing Degree. These partnerships allow students to obtain their Bachelor of Education or Bachelor of Science in Nursing entirely in the North.

The Nunavut Research Institute, a division of the College, is mandated to identify community needs for

research and technology and act as the science advisor to the Government of Nunavut.

The Institute also supports College researchers and seeks to promote and preserve the use of traditional Inuit knowledge and technology. Licenses for field research are also issued by the Institute.

Each year about one hundred and fifty licenses are issued for a wide range of studies, with support for field work being made available by the Institute's centres in Iqaluit and Igloolik.

### OUR VISION

Nunavummiut will make Nunavut Arctic College their college of choice. Graduates will take pride in their language and culture and assume leadership roles in Nunavut and beyond.

## HOW TO APPLY

### OUR VALUES

Nunavut Arctic College is a creative community of faculty, staff and students. We take pride in the essential role we play at the center of Nunavut communities helping to bridge the Nunavut of yesterday to the Nunavut of tomorrow.

We value our students and are committed to their individual and personal success.

- As a learner-centred institution we engage and challenge our students.
- We support our students through personal interaction, small-scale learning environments and sensitivity to student needs
- We commit to ensuring that our courses and programs demonstrate an integrated inclusion of Inuit culture and knowledge
- We value the quality of our programs and services.
- We commit to offering a unique blend of vocational, applied and academic programs to meet the need of a wide range of learners and communities.
- We establish and achieve College objectives that are cost-effective and open to public review.
- We recognize the need to establish the highest research standards and provide services to communities and researchers through the Nunavut Research Institute.
- We value our partnerships with Nunavut organizations and other educational institutions.
- We commit to working cooperatively with other institutions and organizations to provide a broad range of quality programs in Nunavut

We are accountable to our partners and the people we serve.

### Our Teaching and Learning Principles

Nunavut Arctic College is an inclusive institution that:

- Respects and honors Inuit language and culture.
- Involves Elders as an integral part of college life.
- Promotes an understanding of Inuit culture and language.
- Values our students' connections to family and community.
- Prepares students for meaningful careers and healthy lives.
- Places the well being of students first and provides a strong caring network of support.
- Promotes learning as a positive life-changing experience involving the whole person, body-mind-spirit.
- Encourages the personal, professional and academic development of students and staff.
- Engages learners as active participants in all aspects of learning and evaluation.
- Ensures our graduates meet national standards.



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## **NUNAVUT ARCTIC COLLEGE AND THE UNIVERSITY OF THE ARCTIC**

Nunavut Arctic College is an active and committed member of the University of the Arctic, contributing actively to its programs and activities.

The University of the Arctic (UArctic) is a cooperating network of over 100 universities, colleges, aboriginal and other organizations committed to higher education and research in the circumpolar world. It is not a degree granting institution.

The overall goal of the UArctic is to create a strong and sustainable circumpolar region by empowering northerners and northern communities through education and shared knowledge.

The Board and staff of Nunavut Arctic College recognize the importance of a circumpolar university to northern development and the benefits that UArctic can bring to the people of Nunavut.

Membership in the UArctic increases undergraduate opportunities available to Nunavummiut and provides learning and research opportunities that are relevant to northerners.

Graduates of Nunavut Arctic College diploma programs can receive up to 60 credits towards a Bachelor of Circumpolar Studies (BCS) and can enroll in BCS courses on-line. Eligible NAC students can also participate in the UArctic student mobility program, North2North.

General information about these programs and the UArctic can be found at the UArctic website:

[www.uarctic.org](http://www.uarctic.org).

# GENERAL APPLICATION PROCEDURES

## APPLYING TO NUNAVUT ARCTIC COLLEGE

Information about programs and courses of study offered at Nunavut Arctic College, as well as admissions policies and procedures can be found on the college's website at [www.arcticcollege.ca](http://www.arcticcollege.ca).

An application form must be filled out and submitted to the campus or community learning centre which offers the program or courses of interest. Application forms may be downloaded from our web site: [www.arcticcollege.ca](http://www.arcticcollege.ca) or obtained from the Registrar's office at any campus, or from any community learning centre in Nunavut.

It is the student's responsibility to ensure that all information required for the admission is sent to the College. Official transcripts of an applicant's previous education must be sent directly to the College. Letters of reference, medical forms, security checks and letters explaining a student's interest in a field of study are requested for certain programs. If requested, this information should be submitted with the application for admission. Applications are not reviewed until all required documents and information have been submitted.

Many programs are filled on a first-come basis, so it is advisable to apply as early as possible. Housing allocation is assigned based on acceptance into the program. Students who have submitted their complete application packages by the deadline of April 15 will be considered a priority.

The deadline for Fall Application: April 15

## HOW TO APPLY

Pick up a Nunavut Arctic College application from any campus, or community learning centre in Nunavut or download one from our website, [www.arcticcollege.ca](http://www.arcticcollege.ca).

1. Fill out the application form and include any extra documents listed in the Admission Requirements section of the program you are applying to, as noted in the Calendar. Make sure you provide full and complete information. Incomplete applications will not be processed.
2. Email, mail, fax or drop off your complete application at one of our regional campuses or community learning centres by April 15, 2012 for programs that begin in September 2012.
3. When we receive your application, we will send you a letter acknowledging receipt and informing you of any additional requirements. If you have not received a letter within six weeks, contact the Registrar.
4. Some programs require interviews, others do not. You will be contacted if an interview is needed.
5. After you have submitted all the required information, your application will be reviewed. You will be notified that either you:
  - Have been accepted, with information on how to proceed with registration.
  - Have been recommended to complete certain courses to meet the entrance requirements for your program of choice such as basic education or preparatory courses. Nunavut Arctic College wants all students to be successful in their studies and recognizes that adequate preparation improved students chances of success.
  - Have not been accepted, with an explanation.



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If you have completed Grade 12 or post-secondary education, your application must be supported by complete official transcripts from your previous schools.

Official transcripts are issued by the educational institution offering the program or course. You may submit unofficial transcripts with your application for review, but official transcripts must be provided. Failure to provide transcripts may prevent your admission or continuation in a program.

Students in their final year of high school should apply by April 15 even though they have not yet completed the required courses. You will need to request that a copy of your final transcript be sent directly to Nunavut Arctic College when they become available.

If you have not completed high school, you will be required to write the Nunavut Arctic College Placement Assessment.

Certain programs may also require that you complete program-specific assessments. Please read the Admission Requirements section for more information.

Applicants have the right to appeal if they think that their application has not received full and fair consideration.

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

## FOR MORE INFORMATION:

For more information about admissions, contact the Registrar's office at registrar@arcticcollege.ca or call toll-free 1-866-979-7222.

Additional questions about admission can also be directed to your regional registrar.

For the Kivalliq Region:

Phone: 1-867-645-5505

FAX: 1-867-645-2387

For the Kitikmeot Region:

Phone: 1-867-983-4111

FAX: 1-983-4106

For the Qikiqtani Region:

Phone: 1-867-979-7222

FAX: 1-867-979-7103

# ADMISSION REQUIREMENTS

## Certificate, Diploma and Degree Programs

The minimum admission requirement for all certificate, diploma and degree programs is a high school diploma. Some programs require the successful completion of specific high school courses with a minimum average. Check the detailed program sections of this calendar for program-specific admission requirements.

## Mature Students

Students not meeting the program admission requirements may be accepted as a mature student. A mature student is an applicant for full-time admission to the College who:

- Is age 19 (nineteen) or older;
- Does not have the required academic qualifications for a particular program; and,
- Has been out of the K-12 school system for a minimum of one year.

Applicants for mature student status will be required to submit:

- Proof of age
- At least two letters of reference from persons able to assess the candidate's ability to proceed with postsecondary studies, and
- A personal letter outlining the grounds for requesting mature student status.
- Official transcripts, documents showing formal and informal academic qualifications, and information about related work experience. An interview may be required.

Where there is uncertainty regarding academic readiness applicants will be required to write a College placement test.

Since admission as a mature student is not on the grounds of age alone, the College reserves the right to refuse admission to any applicant or offer the option of enrolling in a College Adult Basic Education or College Preparatory program where available.

## Nunavut Arctic College Placement Assessment

If you have not completed high school, or if you graduated from a non-academic stream you will be required to write the College's placement assessment. The assessment may be written at any Regional Campus or Community Learning Centre. Regional Campus Assessments may be written any Wednesday afternoon except during holidays. To schedule your assessment contact your regional registrar. Applicants in the communities can contact the Adult Educator to write the assessment. The assessment covers vocabulary, reading in both English and Inuktitut, and mathematics

## International and Out of Territory Students

Nunavut Arctic College welcomes applications from qualified out-of-territory Canadians and international applicants; however acceptance of non-resident applicants will be limited by the maximum student capacity of the program, the number of qualified applications received from Nunavut residents, and specific program language requirements.

The deadline for international student applications is April 1 of each year; a non-refundable application fee of \$ 100 CND should be enclosed with the application along with certified copies of all high school and university transcripts translated into English and proof of English proficiency with the following:

- TOEFL with a minimum score of 550 on the paper based test; or
- 213 on the computer based test.

The tuition for international students is \$ 3500 per semester.



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# RECOGNITION OF PRIOR LEARNING

## Applications to Adult Basic Education Programs

Applicants to the Adult Basic Education Program should be at least 17 years old and have been out of the public school system for at least one year. While there is no educational prerequisite for entering the ABE program, placement in courses is based upon an assessment of English, Inuktitut, and mathematics.

## Recognition of Prior Learning (RPL)

Many students enter Nunavut Arctic College with work, education, training and life experiences that may reflect sound knowledge of subject matter covered in courses offered for credit by the College.

Recognition of Prior Learning is a method of recognizing and accrediting the demonstrated knowledge that results from these experiences.

Recognition of Prior Learning is the identification, documentation, assessment, and recognition of learning acquired through these life experiences. It is based on the premise that all learning is valid and can be recognized, regardless of where and how it was gained.

Nunavut Arctic College will assess and grant credit for prior learning that is equivalent to the learning outcomes of identified College courses or programs. Recognized prior learning will be applied toward the requirements of College programs.

The RPL process will be administered in a way that ensures that the assessment of prior learning is valid, reliable, equitable, efficient, and transparent.

The assessment of prior learning for recognition is determined by course or program staff and can happen in many different ways.

Some common methods are:

- Portfolio development
- Interviews
- Demonstration of skills and abilities
- Challenge exams
- Self-evaluation
- Review of work samples, evidence of learning, certificates, etc.

For more information or assistance regarding how to apply for credit for prior learning, visit our website at [www.plar.arcticcollege.ca](http://www.plar.arcticcollege.ca) or contact your regional RPL Coordinator.

Kivalliq and Kitikmeot Regional RPL Coordinator

Phone: 1-867-645-5500

FAX: 1-867-645-2387

Qikiqtani Regional RPL Coordinator

Phone: 1-867-979-7212

FAX: 1-867-979-7102

# TRANSFER CREDIT INFORMATION

## Transfer Credit

Transfer credit is the awarding of course credits that were formally earned from another post-secondary institution for an equivalent course.

Any student who has completed the equivalent of a Nunavut Arctic College course at another institution may apply for transfer credit. To apply for transfer credit for courses taken at another institution contact the College Registrar at 1-866-979-7222.

Many southern Universities also grant credit for courses or programs completed at Nunavut Arctic College. Nunavut Arctic College has transfer agreements with the following post-secondary institutions.

As a member of the Alberta Council on Admissions and Transfer (ACAT) NAC has agreements with many Alberta institutions, as well as Aurora College in the NWT.

Students wishing to transfer to an institution in Alberta should refer to the Alberta Transfer Guide which lists all course and program transfer agreements between postsecondary institutions in Alberta, Northwest Territories and Nunavut.

The Guide and other transfer information are available online at <http://www.acat.gov.ab.ca> or by contacting:

Alberta Council on Admissions and Transfer  
909, 9942 – 108 Street  
Edmonton AB, T5K 2J5  
Phone: (780) 422-9021  
E-mail: [acat@gov.ab.ca](mailto:acat@gov.ab.ca)



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# REGISTRATION AND WITHDRAWAL

## General Registration Information

Applying for admission and registering in courses are two separate processes.

Acceptance for admission does not secure entry to particular courses or programs. Only registration and payment of tuition and related fees guarantees your seat. Students are encouraged to register early in order to avoid disappointment.

Registration begins the first day of class for each term.

## How to Register for Audit

Students may apply to audit any regular credit course as long as there is space available, and will be required to pay the full tuition fee.

Prior to applying for audit status, students must provide transcripts for any/all identified prerequisite courses, and have written permission to be an auditor from the instructor who is teaching the course. Applications for Audit registration are available at the registrar's office.

Auditors are not required to complete assignments or examinations. In the event that the auditor chooses to complete assignments or examinations, the results may not be used for credit purposes, unless the audit status has been changed to credit status prior to the delivery of the third class.

## Withdrawal from Courses/Programs

A student who finds it necessary to withdraw from a course or program may do so without academic penalty, depending on the circumstances. A student who withdraws from a program may be eligible for a refund if they meet the withdrawal deadlines.

Withdrawal deadlines for full-time students:

A 100% refund is given if a student withdraws up to two weeks prior to the first day of classes. A partial refund is given if a full time student withdraws within

three weeks after classes commence. No refund is given if the withdrawal form is received by the registrar after three weeks of classes.

Withdrawal deadline for part-time students from individual courses, or from continuing education classes: A 100% refund is given if a student withdraws up to two weeks prior to the first day of classes. A partial refund is given if a student withdraws from a course before the third class. No refund is given if the withdrawal form is received by the registrar after three weeks of classes.

Students who do not formally withdraw are liable for tuition fees and receive failing grades.

## Medical or Compassionate Withdrawal

When students become ill or suffer an accident or bereavement after the academic withdrawal deadline, or unsuccessfully attempt to continue in classes until after the deadline, they should consult their faculty or college registrar about the options available to them.

# TUITION AND FINANCIAL ASSISTANCE

## TUITION FEES

The tuition fees for 2011-2012 are listed below. All fees are payable in advance and students whose accounts are overdue may not be allowed to register for the following semester. Tuition fees are set by the Minister Responsible for Nunavut Arctic College and are subject to change and revision.

## STUDENT TYPES AND COST

### Full-time students

- \$2,720 per year for Certificate or Diploma programs;
- \$ 3,400 per year for Degree programs;

### Part-time students

- \$300 per course for Certificate/Diploma programs
- \$ 375 per course for Degree programs

### Special Courses/Workshops

- Actual costs

### Senior Citizens (part-time studies)\*

- Free of charge

### International Students

- \$3,500 per semester

\*Senior citizen is defined as any person who is 60 years of age or older. Proof of age may be requested at the time of registration.

## FINANCIAL ASSISTANCE

### General Student Funding Information

Nunavut students may be eligible for financial assistance through:

- Department of Education (contact your local Career Development Officer for more information)
- Financial Assistance for Nunavut Students (FANS) Program of the Government of Nunavut Department of Education
- Regional Inuit Organizations

Students are responsible for seeking financial assistance and should contact the assisting agency or department directly.

### FANS Application Deadlines:

Those students who are applying for assistance from FANS must have financial applications submitted by the following deadlines:

- July 15 for programs starting in the fall semester
  - November 15 for programs starting in winter semester
  - March 1 for programs starting in the spring or summer semester

### Scholarships and Bursaries

Scholarships and/or bursaries may be available for different programs of study. Contact your regional registrar for more information.



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### ACADEMIC PROBATION

The passing mark for courses is 50 per cent, or as otherwise specified in the program outline. Students are required to maintain a cumulative average of 60 per cent or better in all programs excepting the Nunavut Teacher Education Program.

Students who do not maintain a cumulative average of 60 per cent will be placed on academic probation. If, at the end of the probationary period, the student does not obtain a cumulative average of 60 per cent or better, the student will be required to withdraw from the program.

### ATTENDANCE POLICY

Nunavut Arctic College requires students to attend class. Nunavut Arctic College believes that attendance is directly related to success in learning and so delivers programs that model workplace requirements.

### COPYRIGHT

The College provides photocopying machines for the reproduction of materials not protected by copyright. The College does not authorize any infringement of copyright. Students who are not sure whether the proposed photocopying infringes upon copyright legislation should obtain the consent of the copyright owner.

### DOCUMENTS OF RECOGNITION

Students who satisfactorily complete all published requirements for a program are eligible to apply for graduation and to be awarded the appropriate document of recognition.

Please note that if, at the end of his/her program, a student has an outstanding balance in his/her account, the College will withhold examination results, transcripts, certificates and diplomas until the debt is removed. Credit arrangements may be made with the Bursar or designate.

### FINAL GRADE(S)

In order to receive recognition for successful completion of a course, the student must complete all evaluation requirements identified by the instructor in the course syllabus. If a student has achieved a grade that meets or exceeds 50 per cent, but has not completed the assignments or has not written the examinations due to unforeseen circumstances, and upon approval by the program personnel, students may be granted the following semester to complete all requirements. During this period a mark of "Incomplete" will be recorded on all transcripts.

After the one semester grace period, all incomplete courses will be given a final grade of "No Credit". In determining a student's final grade, the work during the entire course is taken into consideration.

### PLAGIARISM AND CHEATING

Cheating and plagiarism are serious offences and will result in disciplinary action.

### SEXUAL HARASSMENT

The Board of Governors is committed to providing an educational environment that is free from sexual harassment. Every staff member and every student has the right to perform his/her assigned role at the College free from sexual harassment by another staff member or student.

Sexual harassment is any conduct, gesture or contact of sexual nature that:

- is likely to cause offense or humiliation; or
- that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on grade standings, on further educational opportunities or on the continued employment of a staff member.

## ACADEMIC POLICIES AND PROCEDURES

Sexual harassment includes, but is not limited to, verbal abuse or threats of a sexual nature, unwelcome remarks, jokes, innuendoes or taunting about a person's sex, often linked to reference to the body, attire, age or marital status of the individual.

It also includes displaying of pornographic, sexually offensive or derogatory pictures, as well as unnecessary contact such as touching, petting and making unwelcome sexual invitations or requests.

Sexual harassment is coercive and one-sided, and both males and females can be victims of it. It may occur one time only, or many times, and may be initiated by a staff member or student during class or out of class.

### SMOKING POLICY

Smoking is not permitted in any Nunavut Arctic College facility or workplace. Smoking may be permitted in designated areas of residences or residential buildings.

### STUDENT ACADEMIC EVALUATION

The academic progress of all students enrolled in credit courses shall be reviewed throughout each semester/term. Students who do not maintain good standing shall be informed of their status in a timely manner and may be placed on probation.

### Student Academic Appeals

The Student Appeals Process – Academic (Policy C.24) will be maintained for students who wish to appeal College decisions about academic performance, grades or disciplinary actions related to plagiarism or cheating.

#### Procedures

1. Students wishing to appeal a College decision under this policy should first meet with the instructor or relevant college staff member to try and resolve the appeal informally.
2. If the student is not satisfied with the results of the informal appeal she/he should document their

complaint in writing to the Campus Director within 2 working days from the date of the meeting.

3. The Campus Director/Designate will establish an Appeal Committee upon receipt of the written complaint. If the complaint is in regards to a mark given, she/he will place the issuing of any transcripts on hold until the appeals process is completed.
4. Once the Committee is formed, the student and/or his/her representative, and the program manager of the program in question, or designate, will be given an opportunity to make a presentation to the Committee.
  - The presentation may include any documentation that is relevant to the case.
  - The committee will also allow the instructor(s) who made the decision in question, an opportunity to present information concerning the decision.
  - The Committee's response to the appeal will be communicated in writing to the concerned parties by the Committee chair.
  - The Committee's decision will be final.
  - The appeal process shall normally be completed within five (5) working days following receipt of the written complaint.
  - The Campus Director or designate may extend the appeal process in extenuating circumstances.

### The Committee

The Appeal Committee will consist of:

- the Campus Director or designate (who will chair the appeal)
- a representative selected by the student
- a staff member selected by the Campus Director or designate with mutual consent from the instructor whose decision is being appealed.

Where feasible, any staff member appointed to the Committee will not be from the same Program as the student making the appeal.



### STUDENT BEHAVIOR

The Board of Governors expects that students, at all times, will behave in a manner that will reflect favorably upon the College and/or its programs.

Students, who do behave in a manner that is detrimental to their potential professional activities and/or the image of a program and the College, will be subject to disciplinary action. Where appropriate, this could include termination of the student from the program.

The following conduct is unacceptable and constitutes an offence within the College community:

- behaviour which causes or threatens harm or injury to others. This includes s assault of any nature, and/ or discrimination or harassment, based on, race, religion, gender, handicap, national origin or sexual orientation, or other factors;
- behaviour which causes or threatens to cause damage to College property or the property of others including, theft, vandalism;
- conduct which seriously disrupts the educational activities, services or events provided by the College for students or members of the Community;
- all forms of academic dishonesty such as plagiarism, cheating, furnishing false information to the College, forgery, and misuse of College documents.

Students who conduct themselves in a manner, which constitutes an offence, as identified in D.01 Student Behaviour – Non Academic, will be subject to disciplinary action or penalty.

Students who feel that they have been inappropriately reprimanded, placed on probation or dismissed, may initiate an appeal.

### Student Behaviour Appeals Process

If the student wishes to appeal, s/he must indicate this in writing to the Campus Director or designate within two (2) working days.

Upon receipt of such notice the Campus Director or designate will establish an Appeal Committee and delay the penalty until the appeal process is completed.

The Appeals Committee will consist of:

- The Campus Director – who will chair the Committee
- A representative selected by the student
- A staff member as selected by the Campus Director.

Once the Committee is formed, the student and/or their representative and the complainant or his/her representative, will be given an opportunity to make a presentation to the Committee.

The presentation may include any documentation relevant to the case.

The Committee will then make a decision. The Appeal Committee Chairperson will communicate that decision in writing to the concerned parties. A copy of the Committee's decision will be placed on the student's file. The Committee's decision will be final.

Normally the appeal process shall be completed within three (3) working days. Where feasible, any staff member appointed to the Appeals Committee will not be from the same program as the student making the appeal.

### STUDENT BEHAVIOUR - ACCOMMODATION

Nunavut Arctic College will implement regulations to protect the safety and well-being of students in its single-student residences and family housing units. (Policy D.03). The following conduct is unacceptable and constitutes an offence within College residences:

- Threatening, implying or committing acts of violence or physical and verbal abuse against
- Students, residents, staff or visitors.
- The use, sale or possession of illegal drugs, as well as the sale of alcohol.
- Tampering with or causing willful damage to fire safety equipment (fire extinguishers, smoke detectors, fire alarms). The College requires absolute adherence to fire safety regulations in the interest of public safety. Combustible materials such as candles are not permitted.
- Tampering with or causing willful damage to telephones, jacks, computer equipment, and other equipment and furniture belonging to the college or other residents.
- Pets are not permitted in student accommodation unless they are disability aids.
- The possession or consumption or use of alcohol is prohibited in single student accommodation.
- Firearms and dangerous or restricted weapons are not to be kept in the single residence rooms. Students may arrange storage through the residence staff.
- Overnight guests are normally not permitted in single student accommodation. Exceptions may be made for close family members with the written permission of the Residence Manager. Visitors must adhere to the posted visiting hours as per residence policies. Intoxicated, loud or unruly guests will not be permitted in accommodation.
- Students are expected to behave in a responsible manner and behaviour that is disruptive to the neighbourhood and other tenants may result in eviction from College housing.

Students who conduct themselves in a manner which is unacceptable or constitutes an offence, as identified in D.03 Student Behaviour – Accommodation, will be subject to disciplinary action or penalty as follows:

Category 1: Verbal Reprimand

Category 2: Written Reprimand

Category 3: Written Reprimand 2

Category 4: Eviction from Student Accommodation

Before a student is suspended or evicted from residence there will be a meeting of the complainant, the student, the appropriate Residence Student Advisor, and the Residence Manager to review the circumstances surrounding the incident.

If the disciplinary action appears to be warranted, the student will be given notice in writing at that time. The letter will outline the reason(s) for the action, including the date and time that the action will take place. Students will be informed of their right to appeal.

Evictions will be effective immediately; however consideration will be given for the nature of the offence(s) and for any travel arrangements. All evictions must adhere to the regulations set forth in the GNWT/ Nunavut Consolidation of Residential Tenancies Act (a copy of which is available from the Residence Manager and/or Student Services Department.)

A copy of the notice of eviction will be forwarded to the Registrar to be placed on the student's file.

The Residence Manager or designate will complete and submit an Application to a Rental Officer following the eviction of a student from College accommodation. This does not apply to those students being evicted from single-student residences.



The Application to a Rental Officer will expedite the process of eviction should a student refuse to vacate the accommodation.

If the student wishes to appeal the disciplinary action s/ he must indicate this in writing to the Campus Director or designate within two (2) working days. Upon receipt of such notice the Campus Director or designate will establish an Appeal Committee and delay suspension/eviction until the appeal process is completed.

Students who feel that they have been inappropriately disciplined may initiate an appeal in accordance with Policy D.05 Appeals Process-Student Behaviour-Accommodation.

### **Student Behaviour-Accommodation Appeals Process**

The College has established an Appeals Process for or students who wish to contest disciplinary action that was brought against them for unacceptable behavior in student accommodations. If the student wishes to appeal the disciplinary action s/ he must indicate this in writing to the Campus Director or designate within two (2) working days.

Upon receipt of such notice the Campus Director or designate will establish an Appeal Committee and delay suspension/eviction until the appeal process is completed.

### **SUPPLEMENTAL EXAMINATION**

A student is eligible to write a supplemental examination for Nunavut Arctic College credit courses if the student has attempted and failed the final examination, and subsequently failed the course.

In order to be able to write a supplemental examination, the student must have obtained a cumulative average of 60 per cent or better prior to writing the final exam.

### **IMPORTANT!**

Policies are approved by the Nunavut Arctic College Board of Governors and are periodically amended. Refer to the official Nunavut Arctic College Policy and Procedures Manual.

While it is intended that the programs of study and the regulations set forth in this calendar will apply for the 2010-2011 academic years, the College reserves the right to make changes as required.

The programs and courses outlined in the calendar will be offered subject to sufficient enrollment and secured funding and may be revised to keep them current with educational and business standards.

## **NUNAVUT ARCTIC COLLEGE STUDENT SERVICES**

The goal of Student Services is to continually improve the quality of student life at Nunavut Arctic College. We believe in working together to provide quality programs and services that meet the total educational needs of our students. By building bridges between students, staff, faculty, campus and community resources, we promote a positive sense of community. We are committed to maintaining a high quality of student life.

## **THE REGISTRAR'S OFFICE**

The Registrar's Office is responsible for administering student admissions and registrations, course changes and maintaining student records. The office also issues marks, certificates, diplomas, transcripts and similar statements. Registration functions are maintained at each of the three campuses.

## **LIBRARY SERVICES**

Nunavut Arctic College libraries provide valuable resources to students, staff and the general public. Nunavut Arctic College provides library service to all Nunavut Arctic College students through the main library located on our Nunatta Campus and through smaller collections housed at the Kivalliq and Kitikmeot campuses.

Arctic College staff and students in all other communities are encouraged to contact the library staff at the Nunatta Campus Library for information about the library services available to them.

In addition to our collections, the College is also a member of the Virtua library system; Virtua is an electronic library catalogue that includes the library collections of eleven Nunavut Public Libraries from across Nunavut, the Nunavut Legislative Library and the Nunavut Court Library. The Virtua catalogue provides access to hundreds of thousands of resources. For Joint Management programs, Nunavut Arctic College also has links to the libraries of many of our education partners in southern Canada.

## **Nunatta Campus Library**

The Nunatta Campus library is designed to provide resources and facilities for students and staff, in support of College-wide programs and research. The library is located on the ground floor of the main building. There are about 6,000 circulating books, 400 reference titles, 110 magazine subscriptions and 1,000 audiovisual items.

In addition, there is a rare collection on the exploration of the Eastern Arctic, an Inuit collection in English and Inuktitut, and a northern studies research collection of about 6000 items. Access to the collection is provided through an integrated, automated library system. The library provides interlibrary loan and reference services, and staff regularly conducts orientation/instruction programs.

## **Kivalliq Campus Library**

The Kivalliq Campus Library serves Arctic College staff and students, as well as the public of Rankin Inlet. Library assistance is available on a part-time basis throughout the school year. The library space is also available for use by Arctic College staff and students when the library is un-staffed. The collection includes a variety of books, videos and journals, with a special emphasis on management studies. The Library is located in Kivalliq Hall, Rankin Inlet.

## **Kitikmeot Campus Library**

The Kitikmeot Campus Library serves Arctic College staff and students. A library assistant is available on a part-time basis throughout the school year. Most of the library books, along with a selection of videos, are located in the main Arctic College building. Additional materials of relevance to particular programs, such as the Human Services program, are located in individual classrooms. The Library is located at the Kitikmeot Campus administration office.



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## STUDENT ACCOMODATION

### Allocation of accommodation:

Housing allocation is assigned based on acceptance into the program. Students who have submitted their complete application packages by the deadline of April 15 will be considered a priority.

Priority will be given to out-of-town, full-time students for accommodation in the residences. Families only will be permitted accommodation in our family units.

Students already living in the campus location will be permitted accommodation only when, and if, all out of town students have been accommodated. Other requests will be assessed on an individual basis. Students with outstanding accounts with the College may be refused accommodation at the discretion of the Campus Director or designate.

Note: Failure to pay College fees will result in eviction from College accommodations.

### Nunatta Campus

Nunatta Campus has two types of student housing: single student and family housing. Family housing units are very limited. It is in your best interest to apply well in advance. Full-time students accepted in long-term programs have first priority for student family housing.

Acceptance for housing will be confirmed once a student is accepted for full-time study. Applications for accommodations can be made throughout the year. Nunatta Residence has a variety of recreational facilities. In the residence there is a gymnasium, a weight room, and a T.V. lounge on each floor.

For availability and accommodation rate information, contact The Residence Manager at 979-7287.

### Kivalliq Campus

Single student housing is available on campus, within Kivalliq Hall and full-time students are encouraged to apply early for residence space. There are also a limited number of family units available to out of town applicants.

Acceptance for housing will be confirmed once students have been accepted into their respective programs. Applications for housing can be made at any time throughout the academic year.

### Kitikmeot Campus

Single student and family units are available in Cambridge Bay. Applications for housing can be made at any time throughout the academic year. Acceptance for housing will be confirmed once students have been accepted into their respective programs.

## **FOOD SERVICES**

### **Nunatta Campus**

There is a cafeteria at Nunatta Residence. For students living in the residence the cost of the meals is included in the weekly single accommodation rates.

Students taking classes at the North 40 Campus (who are not residents) and possess a student card can eat lunch at the cafeteria for \$5.00.

### **Kivalliq Campus**

Full- and part-time students staying in residence are offered a meal plan through the Campus. Check with the Registrar, Kivalliq Campus, for more details.

### **Kitikmeot Campus**

Full- and part-time students staying in student housing are responsible for their own food. Units are equipped with kitchens to permit students to prepare their own meals.

## **DAY CARE**

Students have access to daycare facilities through the community in which they are located. The College does not operate its own daycare facilities and relies upon those centres operating in each community.

At Nunatta Campus in Iqaluit, 12 spaces are reserved at Kids-on-the-Beach Daycare for children of Nunavut Arctic College students. The Rankin Inlet Campus day care has space for 21.

## **RECREATION SERVICES**

The College's recreation facilities vary according to the location. Nunatta Campus has its own recreational facilities, as well as access to facilities in the community. Kivalliq and Kitikmeot Campuses rely upon their respective community facilities.

## **COUNSELLING**

Counselors are there to provide academic counselling, as well as to assist students with the day-to-day challenges that student life provides. Student counselling services are available at all three regional campuses. These services range from the provision of referrals, one-to-one and group counselling, and educational support.

## **SCHOLARSHIPS, BURSARIES AND AWARDS**

The counselor also assists students with accessing scholarships, bursaries and awards. For more advice and assistance related to scholarships and bursaries, students can also contact a community Adult Educator or the GN Department of Education.

## **STUDENT SUCCESS WEEK**

The week before registration is designated Student Success Week at most campuses. Attendance is compulsory for new students. This orientation week is organized into workshops on student concerns, study skills, campus organization, as well as activities to get acquainted.

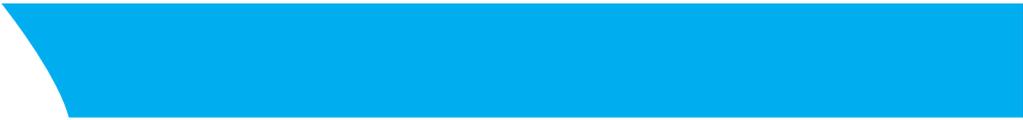
Student Success Week provides new students with an opportunity to become familiar with the community, the campus and the instructors before their programs begin. It also presents a variety of coping and adaptation skills for student life.

## **STUDENT ASSOCIATION**

All campuses have Student Councils that are elected at the beginning of the fall term. The Student Council representatives are responsible for social activities, some publications, coordination of events, and liaison between students and the College Administration.



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## PROGRAMS



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## INSTRUCTOR DEVELOPMENT PROGRAM

### ABOUT THE PROGRAM

The Instructor Development Program is offered in partnership with the University of New Brunswick (UNB) to college instructors and adult educators at Nunavut Arctic College. Although preference will be given to College employees, it is also open to other people who are interested in career development in the field of adult education. Completion of the program or parts of it may be a term of hire for some employees.

### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- Be approved by their supervisor and the Nunavut Arctic College Instructor Development Program committee.

### LENGTH OF DELIVERY

This is an 18 credit program delivered over two years at various locations.

### RECORD OF ACHIEVEMENT

Instructor Development Program Certificate, issued jointly by Nunavut Arctic College and the University of New Brunswick

### TRANSFER CREDIT OPPORTUNITIES

Upon completion of the Program students have the option of laddering their credits into The Certificate of Adult Education at Arctic College or University of New Brunswick and/or the Bachelor of Adult Education at UNB.

### EMPLOYMENT OPPORTUNITIES

Participants in this professional development program are usually employed in the field of adult learning and training.

## CURRICULUM

515-001	Context of Adult Learning in Nunavut
515-002	Methods and strategies of Adult Education 1
515-003	Practicum
515-004	Methods and Strategies in Adult Education 2

## CERTIFICATE IN ADULT EDUCATION

### ABOUT THE PROGRAM

The Certificate in Adult Education prepares learners to be College Educators and trainers. Participants have opportunities to demonstrate their ability to facilitate adult learning in a variety of settings with special emphasis on teaching in Nunavut. The Certificate focuses on providing the basic skills and knowledge of the techniques, methods and philosophy of adult education grounded in the Learning and Teaching Principles adhered to by Nunavut Arctic College.

The Program is offered in partnership with the University of New Brunswick (UNB) to college instructors and adult educators at Nunavut Arctic College. Although preference will be given to College employees, it is also open to other people who are interested in career development in the field of adult education. Completion of the program or parts of it may be a term of hire for some employees. Some of the courses in this program may be delivered by distance.

### ADMISSION REQUIREMENTS

The program is open to the public with Inuit beneficiaries and Northern residents given priority. Current college employees seeking to work towards a degree in Adult Education will also be encouraged to participate as part-time students.

Applicants wishing to apply to this program must:

- possess a high school diploma or equivalent or take appropriate Arctic College placement exams with acceptable scores
- Mature candidates, 19 years or older, who do not meet the academic requirements will be considered.
- Applicants employed by the College must be recommended by their supervisor.

### LENGTH OF DELIVERY

This is a 30 credit program made up of 7 courses and a practicum.

### RECORD OF ACHIEVEMENT

Certificate in Adult Education

### TRANSFER CREDIT OPPORTUNITIES

Courses in the program will be transferable into the Bachelor of Adult Education Degree program at the University of New Brunswick, building on the College's existing partnership with UNB and the Nunavut Arctic College Instructor Development Program.

### STUDENT FINANCIAL ASSISTANCE INFORMATION

FANS eligible when students are registered in a full time program.

### CAREER OPPORTUNITIES

Students who complete this program may find employment as college educators, program and curriculum planners, training and development officers, or human resource planners.

### CURRICULUM

018-106	Understanding Adult Learning
515-420	Facilitating Portfolio Development and RPL
515-001	Contexts of Adult Learning in Nunavut
515-002	Methods and Strategies in Adult Education
515-004	Methods and Strategies in Adult Education 2
515-003	Practicum

Choice of two electives



## NUNAVUT TEACHER EDUCATION PROGRAM

### ABOUT THE PROGRAM

The Nunavut Teacher Education Program (NTEP), in partnership with the University of Regina, offers a campus and community based program which prepares Nunavumiut to become classroom teachers in Nunavut schools. The emphasis is on training primary and elementary teachers, but students may choose to practice at the Junior High and High School levels. The program has a strong focus on practice, and the theory learned in courses is applied in classroom situations through observation and teaching.

NTEP/URegina Offers Two programs:

- A four-year Bachelor of Education Program.
- A two-year post degree B.Ed Program.

### ADMISSION REQUIRMENTS FOR THE B.Ed.

#### A) Letter of Application:

Each candidate must submit, with his or her application, a hand written statement of not less than 500 words clearly explaining:

- Why he/she wishes to be a teacher;
- What are his/her goals in education;
- What is most important for students to
- What preparation he/she has made for
- A copy of his/her birth certificate (marriage certificate if name is changed)

#### B) Personal Qualities Applicant must:

- Be Mature, responsible and reliable;
- Have strong desire to work with children;
- Be committed to being a student and the teaching profession learn being a full-time student

#### C) Academic Requirements

Applicants must have an academic grade 12 with a 65% average in five (5) core subjects and pass the NAC/NTEP administered tests in Inuktitut, English and Mathematics.

Mature candidates, 21 years or older who do not meet the academic requirements, will be considered provided they achieve appropriate marks (at least 65%) in NAC/NTEP administered tests in Inuktitut, English and Mathematics.

Candidates may have to successfully complete a foundation year (average mark 65%) before being considered for NTEP.

#### D) References

Applicants must provide references from:

- Member or Chairperson from the local Education Council;
- The local principal or adult educator;
- A current or former employer;

#### E) Health and RCMP Clearance

The following are required:

- An RCMP criminal records check;
- Current Immunization record;

### QUALIFICATION

After successful completion of 120 credits, students will be awarded a Bachelor of Education Degree from the University of Regina. Student must obtain a cumulative average of 65% to receive their degree.

### CREDIT TRANSFER OPPORTUNITIES

Students may receive transfer credits from other university level credit courses if approved by the University of Regina. Decisions will be made on a case-by-case basis.

## PROGRAMS

### COURSES IN THIS PROGRAM

012-640	Critical Reading And Writing I
012-670	Movement Education
012-630	Introduction To Education: Its Principles And Practices
012-603	Inuit Culture And History
012-604	An Introductory Survey Of Inuit Art
012-602	Inuit Educational Cultural Studies 100
012-605	Inuktitut 100
012-760	Educational Media Studies 200
012-621	Human Biology
012-623	Environmental Education
012-378	Introduction To Geography
012-710	Introductory Finite Mathematics I
012-731	Orientation To Teaching Children In The Early Years (K-5)
012-750	Understanding And Enhancing Student Development
012-744	Children's Literature And The Elementary School
012-745	Young Adult Literature Grades 7-12
012-742	The Teaching Of Writing



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## CAREERS IN HEALTH

Nunavut Arctic College has several health-related programs that provide Nunavummiut with the training and education for employment in a wide range of health-related careers.

To learn more about the many exciting health-related training opportunities available at Nunavut Arctic College, contact your local adult educator, teacher, guidance counsellor or career development officer.

You can also visit your local Community Learning Centre, or call the College Registrar toll free at 1 (866) 979-7222. You can also find more information on the College's web site, [www.arcticcollege.ca](http://www.arcticcollege.ca).

### Criminal Record Checks

A criminal record check is required for health programs. If the status of the criminal record check changes, the onus is on the student to report this to Nunavut Arctic College.

A record of certain offences related to working with children and vulnerable population may prevent candidates from completing all elements of the program, in particular, securing practicum placements.

Candidates with a criminal record are advised to apply for a pardon as this may affect their ability to work in certain settings of the professions and become registered.

## BACHELOR OF SCIENCE IN NURSING (ARCTIC NURSING)

### ABOUT THE PROGRAM

The Arctic Nursing Program, developed collaboratively between Nunavut Arctic College and Dalhousie University, is a four year program that focuses on nursing in Nunavut. The degree is conferred by Dalhousie University. The program is designed to prepare graduates as entry-level practitioners to work in a variety of settings, to include: hospitals, long term care facilities and community based agencies.

The curriculum emphasizes awareness and respect for Inuit culture and prepares nurses to be leaders in the health care system of Nunavut. Graduates of the Bachelor of Science in Nursing (Arctic Nursing ) program will have the necessary knowledge, judgment and skills to write the Canadian Registered Nurse Examination, and are then eligible for registration in any province or territory.

### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- Have an academic Grade 12, to include Math, Science and Inuktitut/English or have successfully completed the College Foundation Program;
- Pass a criminal record check by the RCMP
- Have current immunization prior to starting any clinical placement in a health facility, which includes: DPTP (diphtheria, pertussis, tetanus, polio), MMR (measles, mumps, rubella), Hepatitis B and titre, Mantoux test annually.

Applicants must submit the following:

- Letter of interest indicating why applicant is interested in the nursing program
- Three letters of reference from: an employer, teacher, health professional, or health committee member
- High school/college transcript

## PROGRAMS

Applicants will be admitted to the nursing program based upon eligibility requirements and the applicant's assessment results.

- Personal suitability may be determined through an interview with the Admission Committee;
- Admission is subject to space availability and admissions are reviewed by the Admissions Committee;
- Priority will be given to eligible beneficiaries of the Nunavut Land Claims Agreement.

## RECORD OF ACHIEVEMENT

Bachelor of Science in Nursing (Arctic Nursing)

## TRANSFER CREDIT OPPORTUNITIES

Each student's application for transfer credit will be individually evaluated.

## STUDENT FINANCIAL ASSISTANCE AND FUNDING

Funding for this program is provided from a number of sources. Students may be eligible for Financial Assistance for Nunavut Students (FANS) through the Department of Education or through regional Inuit organizations. Scholarships and bursaries are also available.

## EMPLOYMENT OPPORTUNITIES

Upon graduation, possible career opportunities include:

- community health nursing
- hospital nursing
- nurse educator
- nurse researcher
- health informatics specialist
- public health nursing
- occupational health nursing
- home care nursing
- continuing care nursing

## COURSES IN THIS PROGRAM

198-100	Pathways to Health and Healing
198-130	Sociology
198-160	Anatomy
198-162	Physiology
198-120	Understanding Human Behavior
198-110	Human Experience in Health
198-140	Chemistry
198-180	Nursing Practice 1
198-200	Pathophysiology
198-210	Human Experience in Illness
198-190	Health Assessment
198-170	Microbiology
198-220	Pharmacology in Nursing
198-250	Legal and Ethical Issues in Nursing
198-230	Care of the Older Adult
198-	Nursing Research
198-320	Culture and Health
198-270	Nursing Practice 2
198-290	Acute Alterations in Health
198-300	Alterations in Mental Health
198-310	Counseling
198-260	Mothers, Children and Families
198-280	Chronic Alterations in Health
198-340	Nursing Practice 3
198-330	Families and Communities
198-370	Assessment/Managing Illness (Part 1)
198-390	Leadership in Nursing Practice
198-350	Health Promotion and Illness Prevention
198-380	Pharmacology in Primary Health Care
198-360	Assessment/Managing Illness (Part 2)
198-400	Nursing Practice 4



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## MATERNITY CARE CERTIFICATE PROGRAM

### ABOUT THE PROGRAM

The Maternity Care Worker certificate program is designed to prepare graduates to work with individual women, childbearing families, and the community. They will be members of the Primary Health Care Team, incorporating Inuit cultural beliefs and values, and offering both traditional and modern maternal care practices.

Maternity Care Workers will use a holistic approach to assessing needs, and a client-centered approach to fulfilling identified needs of pregnant women.

The Program is based on the principles of the Nunavut Government as outlined in Pinasuaqtavut and the mission and principles of the Department of Health and Social Services.

## MIDWIFERY EDUCATION PROGRAM

### ABOUT THE PROGRAM

The Midwifery Program, offered in partnership with the Department of Health and Social Services, prepares graduates to enter into midwifery practice in Nunavut.

The program introduces students to the cultural, spiritual and traditional practices of Inuit midwives and is also designed to reflect the goals, values and ethical codes established as territorial and national standards and regulations.

Specifically, graduates will be able to meet standards set by the Canadian Midwifery Regulatory Committee (CMRC) and provide care that is culturally appropriate for and acceptable to the residents of Nunavut.

## SOCIAL SERVICES WORKER DIPLOMA PROGRAM

### ABOUT THE PROGRAM

The Human Services Program provides a two-year orientation to Community and Social Services Work from a Professional Social Work perspective.

The program prepares students for entry level positions in Community Counselling, Child Welfare, Corrections and other Social Service-type work. It also lays the foundation for continued education to the Bachelor of Social Work degree and beyond. The goal of the program is to prepare graduates with the skills necessary to work within the cultural context of Nunavut.

The courses are based on the principles and values of Inuit Qaujimajatuqangit so that students may achieve the fullest understanding and development of the whole person. Students also gain skills so that they can use this knowledge in their community environments.

Note: This program is currently being revised to further facilitate entry to Bachelor of Social Work degree programs. Updated information will be posted on the Arctic College web site at [www.arcticcollege.ca](http://www.arcticcollege.ca) when available.

## MENTAL HEALTH DIPLOMA PROGRAM

### ABOUT THE PROGRAM

The Mental Health Program teaches a multidisciplinary, cultural and holistic approach to mental health, addressing service provision, mental health promotion, appropriate assessment, crisis intervention and suicide prevention, counseling and referral at the community level.

## PROGRAMS

Courses specifically address historical and current issues, including violence and abuse, grief and loss, substance abuse and addictions, family dynamics and healthy community development; and bring services “Closer to Home.” With issues of grief and loss, violence and abuse, addictions and dual diagnosis, chronic depression and suicide, there is a strong demand for broad-based professionals who are familiar with mental health issues and workers that have the skills to fill the gaps that exist in services.

Students are introduced to cultural, spiritual and traditional practices and teachings throughout the program. The elders and cultural/spiritual teachers offer the students the opportunity to benefit from the wisdom and experiences of traditional teachings that can guide the students on their journey to understanding.

Elders and cultural advisors are available to consult with students and faculty on cultural issues, traditional teachings and spiritual practices that can be accessed at the community level. This exposure to elders can guide the students on their journey to understanding and incorporating this knowledge and awareness in their personal lives, which ultimately increases their skills in working with Nunavummiut.

### COMMUNITY THERAPY ASSISTANT PROGRAM

#### ABOUT THE PROGRAM

The Community Therapy Assistant (CTA) Program was created to train Nunavummiut to assist in the delivery of rehabilitation services. Under the supervision of rehabilitation professionals in regional centres, Community Therapy Assistants will be qualified to assist in implementing physiotherapy, occupational therapy, speech-language pathology and audiology programs in the communities. This capacity-building initiative will create in-territory educational and employment opportunities for Nunavummiut.

The CTA program provides students with a broad theoretical and practical knowledge base pertaining to health and rehabilitation in Nunavut. Students will acquire knowledge required to link Inuit and southern Canadian health practices and beliefs in order to most effectively present rehabilitation concepts to community members. Academic courses address the general concepts of health, wellness, and rehabilitation. Students will gain specific knowledge regarding the rehabilitation disciplines of physiotherapy, occupational therapy, speech-language pathology and audiology; and the therapeutic skills required for assisting in the delivery of rehabilitation programs in Nunavut.

### HOME AND CONTINUING CARE WORKER

#### ABOUT THE PROGRAM

Based on the principles of Pijitsirniq (serving and providing for families and community) and Pilimmaksarniq (developing skills through practice, effort and action), this program provides students with the opportunity to enhance their abilities, skills and knowledge in the provision of personal care and support to individuals within the community and residential care facilities.

Graduates are able to work as part of a health care team within a multidisciplinary framework that is holistic and culturally appropriate in nature. Personal care and support includes emotional support, assistance with personal hygiene and other activities of daily living, upkeep of home, food preparation and childcare. Theory and practice are planned to prepare graduates to work as caring individuals who assist clients/residents to achieve maximum independence in daily living.

Core courses may be shared with other programs to increase options for students who wish to further their education. This multidisciplinary approach promotes



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readiness for employment in the community by developing the abilities and willingness to function effectively within teams.

The practical application of learning is basic to the program and students will be learning and working in the community throughout the program.

Classroom learning and sharing will prepare students for work experience and work experience will enhance learning.

## COMMUNITY HEALTH REPRESENTATIVE

### ABOUT THE PROGRAM

The Community Health Representative (CHR) Certificate Program is designed to assist CHR graduates to develop the skills, knowledge and attitudes necessary to promote, protect and enhance the health and well being of the people of Nunavut.

The program is based on the beliefs, guiding principles and objectives of Pinasuaqtavut and the mission and principles of the Department of Health and Social Services of Nunavut. Guiding principles of the program include being:

- People oriented: all activities and content of the program will support an approach that places people first;
- Culturally sensitive: the values, knowledge, beliefs and cultural distinctiveness of the people of Nunavut are integrated throughout the program;
- Health promotion-oriented: program content and activities support the promotion of physical, social, spiritual and mental well being of individuals;

- Capacity building: recognizing and building the strengths of individuals, families and communities will strengthen Nunavut;
- Self-responsibility and accountability: individuals are responsible for their own well being.

Upon successful completion of the program the student will:

- Demonstrate appropriate and effective communication skills;
- Know what health promotion resources are available, how to use them and where to access accurate information on health and wellness topics;
- Be able to effectively plan, prepare and present health promotion information to individuals and groups;
- Understand the role of the CHR within the Department of Health and Social Services of Nunavut and in relation to Pinasuaqtavut;
- Demonstrate the capacity for responsible decision making and accountability for own well being and lifestyle choices;
- Recognize that learning is a lifelong process and that respect for individuals is the basis of effective learning and a healthy workplace (Bathurst Mandate 1999);
- Demonstrate the ability to appropriately schedule work activities and carry them out with an appropriate amount of independence within the team;
- Know needs identification and appropriate intervention processes.

# PRACTICAL NURSE DIPLOMA PROGRAM

## ABOUT THE PROGRAM

This program prepares students to achieve the professional practice requirements of Licensed Practical Nurse regulatory bodies across Canada, earn a Nunavut Arctic College Practical Nurse Diploma and on recommendation of the faculty, be eligible to write the Canadian Practical Nurse Registration Exam (CPNRE) to become a Licensed Practical Nurse.

## Employment Opportunities

This program provides graduates with the theory, knowledge, judgement and skills required to practice as Practical Nurses in a variety of settings including, but not limited to, acute care maternal/child, pediatrics, continuing care, long-term care, mental health, public health, and community agencies.

Practical nurses are employed in hospitals, nursing homes, rehabilitation centres, doctors' offices, clinics, occupational health units, community nursing services and private homes. The graduates of the program will be prepared to care for stable patients and patients with predictable health/illness outcomes.

## Program Eligibility

Applicants wishing to apply to this program must:

- Be 18 years of age or older;
- Speak, read and write English;
- Speak, read and write Inuit languages or be prepared to begin learning Inuit languages;
- Academic grade 12 English 30-1, Applied Math 30, and Science 30; or successful completion of Arctic College foundation program;
- Must pass a criminal record check, completed by the RCMP;

## Applicant Assessment

Prior to admission applicants must:

- Submit a transcript providing evidence of completion of the required prerequisite courses at the appropriate level.
- Submit a handwritten letter of interest.
- Provide two letters of reference from an employer or other authority and/or a letter of support from a Health Committee or a community health care professional.

Before students begin any clinical placement in a health facility and through the course of the practical nurse program, students must have CPR and first aid, and current immunization status recommended for health care in Nunavut.

The recommended immunizations include:

- DTP (diphtheria, pertussis, tetanus, polio)
- Tetanus
- MMR (measles, mumps, rubella)
- Hepatitis B and titre
- Provide evidence of yearly monitoring for tuberculosis (either a tuberculin skin test, including one 2-step Mantoux test or a chest x-ray and sputums)
- Learners are encouraged to have immunizations against the seasonal flu and H1N1 as you will be working with the elderly and young children.
- A telephone interview may be required.

## Program Admission

Applicants will be admitted to the program based on program eligibility requirements. Admission is subject to space availability and priority is given to eligible beneficiaries of the Nunavut Land Claim.



Prospective students who have successfully completed certificate/diploma health related programs may be eligible to receive transfer credit for courses in the Practical Nurse Program.

### Program Information

Successful completion of this diploma program will enable students to develop the competencies required to function as a Practical Nurse. A variety of clinical practice experiences will be arranged throughout the program.

The program will include examination of Inuit culture and values and will be balanced to provide both modern and traditional health care knowledge and skills ensuring graduates meet national practical nurse competencies and standards. Some courses in the program will be available for credit towards a baccalaureate degree in nursing. A number of abilities and skills are required to be successful in the Practical Nurse Program. These include, but are not limited to, the following:

- An ability to communicate clearly in English, both spoken and written.
- Basic computer literacy is necessary as students are required to submit word processed essays and papers, and communicate through e-mail as part of their course requirements.
- An interest in caring and providing service to an ethnically and culturally diverse clientele, spanning all age groups.
- Strong communication and interpersonal skills in the context of their collaborative relationships with clients, instructors, peers, and multidisciplinary health care team members.
- Critical thinking skills - when providing care to clients the student must demonstrate responsible, safe and ethical behaviour, and make informed, considered judgements.
- An ability to work independently and as a member of a health care team.
- The ability to carry out complex skill sequences of fifteen or more steps that require psychomotor ability. These skills will include but not be limited to the preparation and administration of medication to clients, wound management, and basic and specialized personal care skills and comfort measures.
- The capacity to maintain their own mental, emotional, social, and spiritual well-being while working in a rewarding but often stressful working environment.
- Practice experiences may take place in various communities within and outside of Nunavut.

### Program Objectives

Upon successful completion of the program the student will:

- Practice practical nursing care that is safe and responsible;
- Understand the role of the Practical Nurse within Nunavut and in Canada;
- Fulfil their role within the primary health care team;
- Assess, plan, implement and evaluate care for clients with stable conditions in predictable situations;
- Demonstrate in their nursing practice, a commitment to the concepts of primary health care;
- Provide care that is culturally sensitive;
- Carry out complex skills including, but not limited to, medication administration, wound management, personal care skills and comfort measure skills;
- Adhere to the code of ethics, standards of practice, and scope of practice of a practical nurse;
- Make informed, considered judgments related to client care;
- Work independently and as a member of a health care team;
- Communicate effectively with clients, peers and the health care team;
- Know where to locate and access health promotion

## PROGRAMS

information related to the practical nurse's scope of practice;

- Plan, organize and present health promotion information to individuals and groups;
- Advocate for health promotion in their communities and workplaces and contribute as a team member in community development activities;
- Champion healthy lifestyle choices for self and others;
- Demonstrate responsible decision making and accountability for own actions;

### Completion Requirements

In order to complete the practical nurse program learners must:

- Successfully complete all classroom, lab and clinical courses including CPRNE prep course;
- Complete the program with a pass mark of 60% in all courses;
- Hold a current certification in Standard First Aid and CPR level C throughout the diploma program;
- Submit and maintain a portfolio, reflecting the knowledge, skills, attitudes and career goals that focus on the competencies gained through the practical nurse program experiences;
- Complete additional certifications as required by clinical agencies;
- Provide a criminal record check to ensure eligibility for employment;

Graduates are eligible to write the CPNRE and work as a Graduate Practical Nurse upon successful completion of the Nunavut Arctic College program.

Application and fees must be submitted to the appropriate registering body to write the examination and to receive a temporary graduate Practical Nursing License.

Students are required to adhere to the practical nurse Standards of Practice, and Code of Ethics. Failure to adhere to these standards may result in the student being required to leave the program.

### Document of Recognition

Year 1	Certificate, Introduction to Healthcare Principles.
Year 2	Diploma, Practical Nurse

### COURSES IN THIS PROGRAM

198-350	Health Promotion and Illness Prevention
500-100	English, Writing Skills and Critical thinking
CLC110	Communications in Relationships
500-101	Community Nursing Care Clinical
198-160	Anatomy
500-102	Basic Personal Care Skills
500-103	Mathematics for Medications
500-104	Pharmacology/Administration of Medications
198-162	Physiology
500-105	Gerontology, Mental Health, and Nursing Care Skills
500-106	Nursing care of childbearing families: Clinical
198-190	Health Assessment
500-107	Mental Health Clinical
500-108	Long-term Care Clinical
500-200	Medical/ Surgical Nursing Concepts
500-201	Acute Care Medical: Clinical
500-202	Acute Care Surgical: Clinical
198-320	Culture and Health
500-203	Nursing Practice Clinical
500-204	Professional Development
500-205	Transition to Practice
500-206	CPRNE Exam Prep



1-866-979-7222

## COMPUTER SYSTEMS TECHNICIAN PROGRAM

### ABOUT THE PROGRAM

The Computer Systems Technician (CST) Program provides students with abilities and expertise to support the use of computers and networks.

Graduates are able to work individually or as part of a team to implement and maintain information technology solutions that correspond to the day-to-day requirements of individuals and organizations. From repairing desktop computer to monitoring network operations and beyond, graduates work in a board range of employment setting in a variety of sectors in both large and small organizations.

The program focuses on technical aspects of commonly used components and troubleshooting techniques for computer hardware, operating system, networking technologies, system administration, and a suite of related support and application software package. It also supports students in developing their communication and administration skills, including the ability to work in team and utilize project management and customer service techniques.

Requirements and subject matter found in certifications such as Comp TIA's (Computer Technology Industry Association) A+ and Network+, Link+, and Microsoft Certified Professional (MCP) are used in this program. Although actual certification is not part of this program, students will be prepared to write related certification exam.

The CST program has a dedicated lab, which has been updated to provide each student with a spacious workstation. Students in good standing will complete a 6-8 week work practicum each year.

### ADMISSION REQUIREMENTS:

Applicants wishing to apply to this program must:

- Have a Nunavut High School diploma (general or advanced), ABE Math 150 and ABE English 150, or equivalent.
- Must submit a letter detailing their interest in the program and reasons for applying.
- Must submit a recent resume detailing work history supported by a letter of reference from an employer or community organization to be considered under the Nunavut Arctic College Prior Learning Assessment Policy.
- May challenge courses needed for program entry if they have significant work experience.

### RECORD OF ACHIEVEMENT

Diploma, Computer Systems Technician

### TRANSFER CREDIT OPPORTUNITIES

Some courses from this program may be transferable to various Nunavut Arctic College health related programs.

### STUDENT FINANCIAL ASSISTANCE INFORMATION

Funding for this program is by contract with various organizations and offered only when funding is available. Students may be eligible for Financial Assistance for Nunavut Students through the Department of Education.

## PROGRAMS

### EMPLOYMENT OPPORTUNITIES

Graduates of the Computer Systems Technician program will typically find employment providing end user support as well as PC hardware troubleshooting and repair initially upon completion of the program. These types of jobs will usually lead into other positions higher up on the IT ladder, such as Network and Server Administration, Communication Administration, (i.e., configuring routers and switches), or leading a team of support technicians.

Other possibilities for advancement may include designing network systems and/or IT department management.

Within the territory of Nunavut, the positions described above will typically be with the Government of Nunavut, the Government of Canada, other government-sponsored agencies and the private sector.

This program also provides the student with many skills that will allow them to be self-employed, which may be on a full time basis or as a part time source of secondary income.

Students will learn to be creative and effective web designers, a skill that is in demand for many businesses across Nunavut.

Also, many Nunavummiut require PC support for both business and personal computers and there is often a long waiting list for such services due to the small number of skilled professionals providing them.

Graduates of the CST program will have the necessary skills to fill these and other needs in communities all across the territory.

### COURSES IN THIS PROGRAM

050-100	Microcomputer Operating Systems
050-115	PC Systems Technology
050-120	Microsoft Office Software 1
050-125	English 1
050-140	Technical and Customer Service
050-150	Network Essentials
050-170	Local Area Networks 1
050-175	Practicum Preparation
050-180	Microsoft Office Software 2
050-185	Practicum 1
050-190	Math for Information Technology
050-195	Database Management
050-215	PC Troubleshooting
050-220	Local Area Networks 2
050-225	Network Services and Support
050-260	Introduction to Network Routing
050-270	Network Security
050-290	Wide Area Network Administration
050-310	Practicum 2



1-866-979-7222

## APPRENTICESHIP HOUSING MAINTAINER (HMS) Levels 1-3

### ABOUT THE PROGRAM

The apprenticeship training term for an HMS consist of three 12-month periods that includes 1,560 hours of on-the-job training, and for Nunavut, 10 weeks technical training per year. The Apprenticeship HMS program is a trade that is recognized in the Nunavut and NWT only. Apprenticeship technical level 1 – 3 programs aim to provide students with skills, knowledge and confidence to continue to become a certified Journeyman HMS. Students will train with a variety of tools, techniques and materials in well- equipped shops. Trades specific Math and Sciences form part of the apprenticeship courses. Program delivery integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning unique to Nunavut.

### ADMISSION REQUIREMENTS

Admission to apprenticeship programs are made with the Department of Education through the assistance of Career Development Officers. The HMS apprenticeship technical training is only available to Registered Apprentices and placement into the program is made through their regional Career Development Officer.

### FUNDING SOURCE & ALLOWANCES

Varying funding arrangements may apply to different apprentices, depending on conditions of their employment agreements with the employer. Attending apprenticeship programs may require students to receive Employment Insurance, remain on their employer's payroll and/or be subject to Tuition and Book fees. Registered apprentices should contact their regional CDO's and plan for the financial adjustments while attending technical training.

### DURATION

10 Weeks

APPRENTICESHIP HOUSING MAINTAINER	
Levels 1 & 2	Level 3
Kivalliq Campus Bag 002 Rankin Inlet, Nunavut XOC OGO Tel: (867) 645-5500 Fax: (867) 645-2387 www.arcticcollege.ca	Nunatta Campus Box 600 Iqaluit, Nunavut X0A 0H0 Tel: (867) 979-7200 Fax: (867) 979-7102 www.arcticcollege.ca

### CERTIFICATION

Apprentice level exams are invigilated by the Department of Education and advancement is administered by the Registrar of Apprenticeship. Passing a level exam qualifies for 240 hours of credit towards advancement to the next level.

### TRANSFERRABLE CREDITS

Transferable credits are limited and are subject to regulatory requirements established to meet Apprenticeships and Interprovincial standards.

### CAREER OPTIONS

Major employers in Nunavut are typically with the Territorial and Local Governments, primarily within the following Departments:

- Community & Government Services
- Nunavut Housing Corporation; and
- Local Housing Authorities (LHO's)
- Additionally, the private sector is a very active employer, providing Maintainer services to the above agencies and to homeowners in Nunavut.

### CURRICULUM

Level 1 to Level 3 HMS apprenticeship programs are based on the NWT curriculum and delivered in accordance to Territorial standards. The delivery is designed to provide seamless transition with jurisdictions that follow NWT's apprenticeship curriculum.

## PROGRAMS

### APPRENTICESHIP OIL BURNER MECHANIC (OBM)

#### ABOUT THE PROGRAM

The apprenticeship training term for an OBM consist of three 12-month periods that includes 1,560 hours of on-the-job training, and for Nunavut, 10 weeks technical training per year. The Apprenticeship OBM program is an Interprovincial (Red Seal) designated trade. Apprenticeship technical level 1 & 2 programs aim to provide students with skills, knowledge and confidence to continue to become a certified Journeyman OBM. Students will train with a variety of tools, techniques and materials in well- equipped shops. Trades specific Math and Sciences form part of the apprenticeship courses. Program delivery integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning unique to Nunavut.

#### ADMISSION REQUIREMENTS

Admission to apprenticeship programs are made with the Department of Education through the assistance of Career Development Officers. The Oil Burner Mechanic apprenticeship technical training is only available to Registered Apprentices and placement into the program is made through their regional Career Development Officer.

#### FUNDING SOURCE & ALLOWANCES

Varying funding arrangements may apply to different apprentices, depending on conditions of their employment agreements with the employer. Attending apprenticeship programs may require students to receive Employment Insurance, remain on their employer's payroll and/or be subject to Tuition and Book fees. Registered apprentices should contact their regional CDO's and plan for the financial adjustments while attending technical training.

#### DURATION

10 Weeks

#### APPRENTICESHIP OIL BURNER MECHANIC Levels 1 & 2

Kivalliq Campus, Bag 002

Rankin Inlet, NU XOC OGO

Tel: (867) 645-5500 Fax: (867) 645-2387

Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

#### CERTIFICATION

Apprentice level exams are invigilated by the Department of Education and advancement is administered by the Registrar of Apprenticeship. Passing a level exam qualifies for 240 hours of credit towards advancement to the next level.

#### TRANSFERRABLE CREDITS

Transferable credits are limited and are subject to regulatory requirements established to meet Apprenticeships and Interprovincial standards.

#### CAREER OPTIONS

Major employers in Nunavut are typically with the Territorial and Local Governments, primarily within the following Departments:

- Community & Government Services
- Nunavut Housing Corporation; and
- Local Housing Authorities (LHO's)
- Additionally, the private sector is a very active employer, providing Maintainer services to the above agencies and to homeowners in Nunavut

#### CURRICULUM

Level 1 and Level 2 OBM apprenticeship programs are based on the New Brunswick curriculum and delivered in accordance to Interprovincial (Red Seal) standards.

The delivery is designed to provide seamless transition with jurisdictions that follow New Brunswick's apprenticeship curriculum.



1-866-979-7222

## APPRENTICESHIP PLUMBER (GASFITTER)

### ABOUT THE PROGRAM

The apprenticeship training term for a Plumber consist of four 12-month periods that includes 1,560 hours of on-the-job training, and for Nunavut, 10 weeks technical training per year. The Apprenticeship Plumber (Gasfitter) program is an Interprovincial (Red Seal) designated trade. Apprenticeship technical level 1 & 2 programs aim to provide students with skills, knowledge and confidence to continue to become a certified Journeyman Plumber. Students will train with a variety of tools, techniques and materials in well-equipped shops. Trades specific Math and Sciences form part of the apprenticeship courses. Program delivery integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning unique to Nunavut.

### ADMISSION REQUIREMENTS

Admission to apprenticeship programs are made with the Department of Education through the assistance of Career Development Officers. The Plumber apprenticeship technical training is only available to Registered Apprentices and placement into the program is made through their regional Career Development Officer.

### FUNDING SOURCE & ALLOWANCES

Varying funding arrangements may apply to different apprentices, depending on conditions of their employment agreements with the employer. Attending apprenticeship programs may require students to receive Employment Insurance, remain on their employer's payroll and/or be subject to Tuition and Book fees.

Registered apprentices should contact their regional CDO's and plan for the financial adjustments while attending technical training.

### APPRENTICESHIP PLUMBER (GASFITTER) Levels 1 & 2

Kivalliq Campus, Bag 002

Rankin Inlet, NU XOC OGO

Tel: (867) 645-5500 Fax: (867) 645-2387

Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

### CERTIFICATION

Apprentice level exams are invigilated by the Department of Education and advancement is administered by the Registrar of Apprenticeship. Passing a level exam qualifies for 240 hours of credit towards advancement to the next level.

### DURATION

10 Weeks

### TRANSFERRABLE CREDITS

Transferable credits are limited and are subject to regulatory requirements established to meet Apprenticeships and Interprovincial standards.

### CAREER OPTIONS

Major employers in Nunavut are typically with the Territorial and Local Governments, primarily within the following Departments:

- Community & Government Services
- Nunavut Housing Corporation; and
- Local Housing Authorities (LHO's)
- Additionally, the private sector is a very active employer, providing plumbing services to the above agencies and to hom- eowners in Nunavut

### CURRICULUM

Level 1 and Level 2 Plumber apprenticeship programs are based on the Alberta curriculum and delivered in accordance to Interprovincial (Red Seal) standards. The delivery is designed to provide seamless transition with jurisdictions that follow Alberta's apprenticeship curriculum.

# APPRENTICESHIP ELECTRICIAN

## ABOUT THE PROGRAM

The apprenticeship training for an Electrician consist of four 12-month periods that includes 1,560 hours of on-the-job training, and for Nunavut, 10 weeks technical training per year. The Apprenticeship Electrician program is an Interprovincial (Red Seal) designated trade. Apprenticeship technical level 1 & 2 programs aim to provide students with skills, knowledge and confidence to continue to become a certified Journeyman Electrician. Students will train with a variety of tools, techniques and materials in well-equipped shops. Trades specific Math and Sciences form part of the apprenticeship courses. Program delivery integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning unique to Nunavut.

## ADMISSION REQUIREMENTS

Admission to apprenticeship programs are made with the Department of Education through the assistance of Career Development Officers. The Electrician apprenticeship technical training is only available to Registered Apprentices and placement into the program is made through their regional Career Development Officer.

## FUNDING SOURCE & ALLOWANCES

Varying funding arrangements may apply to different apprentices, depending on conditions of their employment agreements with the employer. Attending apprenticeship programs may require students to receive Employment Insurance, remain on their employer's payroll and/or be subject to Tuition and Book fees. Registered apprentices should contact their regional CDO's and plan for the financial adjustments while attending technical training.

## APPRENTICESHIP ELECTRICIAN Levels 1 & 2

Kivalliq Campus, Bag 002

Rankin Inlet, NU XOC OGO

Tel: (867) 645-5500 Fax: (867) 645-2387

Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

## DURATION

10 Weeks

## CERTIFICATION

Apprentice level exams are invigilated by the Department of Education and advancement is administered by the Registrar of Apprenticeship. Passing a level exam qualifies for 240 hours of credit towards advancement to the next level.

## TRANSFERRABLE CREDITS

Transferable credits are limited and are subject to regulatory requirements established to meet Apprenticeships and Interprovincial standards.

## CAREER OPTIONS

Major employers in Nunavut are typically with the Territorial and Local Governments, primarily within the following Departments:

- Community & Government Services
- Nunavut Housing Corporation; and
- Local Housing Authorities (LHO's)
- Additionally, the private sector is a very active employer, providing electrical services to the above agencies and to homeowners in Nunavut.

## CURRICULUM

Level 1 and Level 2 Electrician apprenticeship programs are based on the Alberta curriculum and delivered in accordance to Interprovincial (Red Seal) standards. The delivery is designed to provide seamless transition with jurisdictions that follow Alberta's apprenticeship curriculum.



## APPRENTICESHIP CARPENTER

### ABOUT THE PROGRAM

The apprenticeship training for a Carpenter consist of four 12-month periods that includes 1,560 hours of on-the-job training, and for Nunavut, 10 weeks technical training per year. The Apprenticeship Carpenter program is an Interprovincial (Red Seal) designated trade. Apprenticeship technical levels 1 – 4 programs aim to provide students with skills, knowledge and confidence to continue to become a certified Journeyman Carpenter. Students will train with a variety of tools, techniques and materials in well-equipped shops. Trades specific Math and Sciences form part of the apprenticeship courses. Program delivery integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning unique to Nunavut.

### ADMISSION REQUIREMENTS

Admission to apprenticeship programs are made with the Department of Education through the assistance of Career Development Officers. The Carpenter apprenticeship technical training is only available to Registered Apprentices and placement into the program is made through their regional Career Development Officer.

### FUNDING SOURCE & ALLOWANCES

Varying funding arrangements may apply to different apprentices, depending on conditions of their employment agreements with the employer. Attending apprenticeship programs may require students to receive Employment Insurance, remain on their employer's payroll and/or be subject to Tuition and Book fees. Registered apprentices should contact their regional CDO's and plan for the financial adjustments while attending technical training.

### DURATION

10 Weeks

### APPRENTICESHIP CARPENTER Levels 1 - 4

Nunatta Campus  
Box 600  
Iqaluit, Nunavut X0A 0H0  
Tel: (867) 979-7200 Fax: (867) 979-7102  
[www.arcticcollege.ca](http://www.arcticcollege.ca)

### CERTIFICATION

Apprentice level exams are invigilated by the Department of Education and advancement is administered by the Registrar of Apprenticeship. Passing a level exam qualifies for 240 hours of credit towards advancement to the next level.

### TRANSFERRABLE CREDITS

Transferable credits are limited and are subject to regulatory requirements established to meet Apprenticeships and Interprovincial standards.

### CAREER OPTIONS

Major employers in Nunavut are typically with the Territorial and Local Governments, primarily within the following Departments:

- Community & Government Services
- Nunavut Housing Corporation; and
- Local Housing Authorities (LHO's)
- Additionally, the private sector is a very active employer, providing carpentry services to the above agencies and to homeowners in Nunavut

### CURRICULUM

Level 1 to Level 4 Carpenter apprenticeship programs are based on the Alberta curriculum and delivered in accordance to Interprovincial (Red Seal) standards. The delivery is designed to provide seamless transition with jurisdictions that follow Alberta's apprenticeship curriculum.

### **OBSERVER COMMUNICATOR (CARS)**

#### **ABOUT THE PROGRAM**

The Observer Communicator course is a multi-disciplinary program that runs for 9 to 11 weeks. Graduates of this program will have received the relevant skills required to perform the duties of an Observer Communicator at Nunavut airports. Training concentrates on radio simulations, radio communications, operating procedures, weather observing and recording. Students will train with a variety of tools, techniques and materials in well-equipped classroom/weather environments. Observer Communicator programs integrate the Guiding Principles of Inuit Quajimaningit and recognizes the value of collaborative learning environments unique to Nunavut.

#### **ADMISSION REQUIREMENTS**

Admission to Observer Communicator programs is made through the Department of Economic Development & Transportation and with the assistance of Aviation Program Officers. The Observer Communicator technical training is only available to candidates nominated by the local CARS site employer and placement into the program is made through Nunavut Airports. Additionally:

- A placement test in Math and English will be required for all students entering this program
- Full participation requires individuals to be physically capable of performing the work

#### **FUNDING SOURCE & ALLOWANCES**

Attending observer communicator programs may require students to receive Employment Insurance. Application is made directly to the student funding providers within your regions. Allowances for students in this program may be available through regional organizations that are involved labour market training agreements.

#### **OBSERVER COMMUNICATOR (CARS)**

Nunatta Campus  
Box 600  
Iqaluit, Nunavut X0A 0H0  
Tel: (867) 979-7200 Fax: (867) 979-7102  
[www.arcticcollege.ca](http://www.arcticcollege.ca)

#### **DURATION:**

9 Weeks – CARS operations With Additional:  
2 Weeks – 24 Hour Stations

#### **CERTIFICATION**

- Observer Communicator Record of Achievement, Nunavut Arctic College.

The College exam qualifies for advancement to a CARS site certification. This operational site certificate is administered by Nunavut Airports.

#### **TRANSFERABLE CREDITS**

Transferable credits are limited and are subject to regulatory requirements established to meet NAV CANADA's Air Navigational Standards.

#### **CAREER OPTIONS**

Major employers in Nunavut are typically with the Territorial and Local Governments, primarily within the following Departments:

- Nunavut Airports Division, Department of Economic Development & Transportation
- Municipal Corporations
- Additionally, the private sector is an active employer, providing CARS O/C services by contract.

#### **CURRICULUM**

The Observer Communicator programs are based on NAV CANADA curriculum for CARS. The delivery is designed to provide seamless transition with jurisdictions that follow NAV CANADA's CARS standards.



## PRE-APPRENTICESHIP OIL BURNER MECHANIC

### ABOUT THE PROGRAM

The OBM Pre-Apprenticeship program is a multi-disciplinary program that runs for 8 months. The program aims to give students the knowledge, skills and confidence required to enter into an Apprenticeship Program as Oil Burner Mechanic or to pursue other Arctic College programs.

Graduates of this course will be offered the opportunity to challenge the Oil Burner Mechanic Apprenticeship Level 1 exam. Students will train with a variety of tools, techniques, and materials in well-equipped shops. Trades related Math, Science and Communications forms a significant part of the curriculum. The program's academic and technical training ensures students are able to apply theoretical knowledge to practical application. Pre-Apprenticeship programs integrate Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning environments unique to Nunavut.

### ADMISSION REQUIREMENTS

In order to enter this program, applicants must have the following education:

- High school diploma or GED with a minimum of English 13 and Pure or Applied Math 10
- Passed Trades Entrance Exam 4

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year
- passed Trades Entrance Exam 4

Additionally:

- A placement test in Math and English will be required for all students entering this program
- Full participation requires individuals to be physically capable of performing the work

### PRE-APPRENTICESHIP OIL BURNER MECHANIC

Kivalliq Campus, Bag 002

Rankin Inlet, NU XOC OGO

Tel: (867) 645-5500 Fax: (867) 645-2387

Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

### DURATION:

8 Months (September – May)

### FUNDING SOURCE & ALLOWANCES

Application is made directly to FANS or other student funding providers within your regions. This program is eligible for students who meet the criteria as defined by FANS with the Department of Education.

### CERTIFICATION

Pre-Apprenticeship Oil Burner Mechanic Certificate, Nunavut Arctic College

### TRANSFERABLE CREDITS

On completion of the program students may be eligible to transfer up to 240 hours towards an approved Apprenticeship program through the Department of Education.

### CAREER OPTIONS

Apprentices are registered with the Department of Education through the assistance of Career Development Officers. The Department works closely with private businesses and Government sectors that are employers of apprentices who seek training.

Applicants should contact the Department of Education for entry into the apprenticeship program by contacting their regional Career Development Officer (CDO).

## PROGRAMS

### CURRICULUM

	Trades Math
	Trades English
	Trades Sciences
	Trades Blueprint Reading
	Portfolio Development
	Aboriginal Language Applications
	Level 1 OBM Apprenticeship Theory & Shop
	WSCC Go Safe / First Aid / WHMIS
	Maintenance Management Operating Systems
	Introductions to Computers & Applications
	Job Experience and Practicum Placements
Elective	
	Driver's Examination Study Guides

## PRE-APPRENTICESHIP PLUMBER (GASFITTER)

### ABOUT THE PROGRAM

The Pre-Apprenticeship Plumber program is a multi-disciplinary program that runs for 8 months. The program aims to give students the knowledge, skills and confidence required to enter into an Apprenticeship program as a Plumber or to pursue other Arctic College programs. Graduates of this course will be offered the opportunity to challenge the Plumber Apprenticeship Level 1 exam. Students will train with a variety of tools, techniques, and materials in well-equipped shops. Trades related Math, Science and Communications forms a significant part of the curriculum. The program's academic and technical training ensures students are able to apply theoretical knowledge to practical application. Pre-Apprenticeship programs integrate Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning environments unique to Nunavut.

### ADMISSION REQUIREMENTS

In order to enter this program, applicants must have the following education:

- High school diploma or GED with a minimum of English 13 and Pure or Applied Math 10;
- Passed Trades Entrance Exam 4;

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year;
- Passed Trades Entrance Exam 4;

Additionally:

- A placement test in Math and English will be required for all students entering this program;
- Full participation requires individuals to be physically capable of performing the work;



## FUNDING SOURCE & ALLOWANCES

Application is made directly to FANS or other student funding providers within your regions. This program is eligible for students who meet the criteria as defined by FANS with the Department of Education.

## CERTIFICATION

Pre-Apprenticeship Plumber (Gasfitter) Certificate, Nunavut Arctic College

## TRANSFERABLE CREDITS

On completion of the program students may be eligible to transfer up to 240 hours towards an approved Apprenticeship program through the Department of Education.

## CAREER OPTIONS

Apprentices are registered with the Department of Education through the assistance of Career Development Officers. The Department works closely with private businesses and Government sectors that are employers of apprentices who seek training.

Applicants should contact the Department of Education for entry into the apprenticeship program by contacting their regional Career Development Officer (CDO).

## PRE-APPRENTICESHIP PLUMBER (GASFITTER)

Kivalliq Campus, Bag 002  
Rankin Inlet, NU XOC OGO  
Tel: (867) 645-5500 Fax: (867) 645-2387  
Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

## DURATION:

8 Months (September – May)

## CURRICULUM

	Trades Math
	Trades English
	Trades Sciences
	Trades Blueprint Reading
	Portfolio Development
	Aboriginal Language Applications
	Level 1 Plumber Apprenticeship
	WSSC Go Safe / First Aid / WHMIS
	Maintenance Management Operating Systems
	Introductions to Computers & Applications
	Job Experience and Practicum Placements
Elective	
	Driver's Examination Study Guides

### PRE-APPRENTICESHIP ELECTRICIAN

#### ABOUT THE PROGRAM

The Pre-Apprenticeship Electrician program is a multi-disciplinary syllabus that runs for 8 months. The program aims to give students the knowledge, skills and confidence required to enter into an Apprenticeship Program as an Electrician or to pursue other Arctic College programs.

Graduates of this course will be offered the opportunity to challenge the Electrician Apprenticeship Level 1 exam. Students will train with a variety of tools, techniques, and materials in well-equipped shops. Trades related Math, Science and Communications forms a significant part of the curriculum.

The program's academic and technical training ensures students are able to apply theoretical knowledge to practical application. Pre-Apprenticeship programs integrate Guiding Principles of Inuit Quajimaningit and recognizes the value of collaborative learning environments unique to Nunavut.

#### ADMISSION REQUIREMENTS

In order to enter this program, applicants must have the following education:

- High school diploma or GED with a minimum of Math 20 and 2 Sciences (excluding 16 & 26);
- Passed Trades Entrance Exam 5;

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year;
- Passed Trades Entrance Exam 5;

Additionally:

- A placement test in Math and English will be required for all students entering this program;
- Full participation requires individuals to be physically capable of performing the work;

#### PRE-APPRENTICESHIP ELECTRICIAN

Kivalliq Campus, Bag 002

Rankin Inlet, NU XOC OGO

Tel: (867) 645-5500 Fax: (867) 645-2387

Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

#### FUNDING SOURCE & ALLOWANCES

Application is made directly to FANS or other student funding providers within your regions. This program is eligible for students who meet the criteria as defined by FANS with the Department of Education.

#### CERTIFICATION

Pre-Apprenticeship Plumber (Gasfitter) Certificate, Nunavut Arctic College

#### TRANSFERABLE CREDITS

On completion of the program students may be eligible to transfer up to 240 hours towards an approved Apprenticeship program through the Department of Education.

#### DURATION:

8 Months (September – May)

#### CAREER OPTIONS

Apprentices are registered with the Department of Education through the assistance of Career Development Officers. The Department works closely with private businesses and Government sectors that are employers of apprentices who seek training. Applicants should contact the Department of Education for entry into the apprenticeship program by contacting their regional Career Development Officer (CDO).



## CURRICULUM

	Trades Math
	Trades English
	Trades Sciences
	Trades Blueprint Reading
	Portfolio Development
	Aboriginal Language Applications
	Level 1 OBM Apprenticeship Theory & Shop
	WSCC Go Safe / First Aid / WHMIS
	Maintenance Management Operating Systems
	Introductions to Computers & Applications
	Job Experience and Practicum Placements
Elective:	
	Driver's Examination Study Guides

## PRE-APPRENTICESHIP CARPENTER

### ABOUT THE PROGRAM

The Pre-Apprenticeship Carpenter program is a multi-disciplinary program that runs for 8 months. The program aims to give students the knowledge, skills and confidence required to enter into an Apprenticeship program as a Carpenter or to pursue other Arctic College programs. Graduates of this course will be offered the opportunity to challenge the Carpenter Apprenticeship Level 1 exam.

### PRE-APPRENTICESHIP CARPENTER

Kivalliq Campus, Bag 002  
Rankin Inlet, NU XOC OGO  
Tel: (867) 645-5500 Fax: (867) 645-2387  
Web Site: [www.arcticcollege.ca](http://www.arcticcollege.ca)

Students will train with a variety of tools, techniques, and materials in well-equipped shops. Trades related Math, Science and Communications forms a significant part of the curriculum. The program's academic and technical training ensures students are able to apply theoretical knowledge to practical application. Pre-Apprenticeship programs integrate Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning environments unique to Nunavut.

### DURATION:

8 Months (September – May)

### ADMISSION REQUIREMENTS

In order to enter this program, applicants must have the following education:

- High school diploma or GED with a minimum of English 13 and Pure or Applied Math 10
- Passed Trades Entrance Exam 2

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year
- Passed Trades Entrance Exam 2

Additionally:

- A placement test in Math and English will be required for all students entering this program
- Full participation requires individuals to be physically capable of performing the work.

### FUNDING SOURCE & ALLOWANCES

Application is made directly to FANS or other student funding providers within your regions. This program is eligible for students who meet the criteria as defined by FANS with the Department of Education.

### CERTIFICATION

Pre-Apprenticeship Plumber (Gasfitter) Certificate, Nunavut Arctic College

## PROGRAMS

### TRANSFERABLE CREDITS

On completion of the program students may be eligible to transfer up to 240 hours towards an approved Apprenticeship program through the Department of Education.

### CAREER OPTIONS

Apprentices are registered with the Department of Education through the assistance of Career Development Officers. The Department works closely with private businesses and Government sectors that are employers of apprentices who seek training. Applicants should contact the Department of Education for entry into the apprenticeship program by contacting their regional Career Development Officer (CDO).

### CURRICULUM

	Trades Math
	Trades English
	Trades Sciences
	Trades Blueprint Reading
	Portfolio Development
	Aboriginal Language Applications
	Level 1 Carpentry Apprenticeship Theory & Shop
	WSCC Go Safe / First Aid / WHMIS
	Maintenance Management Operating Systems
	Introductions to Computers & Applications
	Job Experience and Practicum Placements
Elective:	
	Driver's Examination Study Guides

## CULINARY ARTS

### ABOUT THE PROGRAM

The Culinary Arts Program provides students with the practical skills and knowledge they require to enter the culinary profession as trained cooks. Designed to assist aspiring cooks with the essentials, the program covers all aspects of food preparation, presentation and service at national standards. This program will prepare students to ladder into an apprenticeship program.

### APPLICATION REQUIREMENTS

Applicants wishing to apply to this program must:

- Be 17 years of age or older;
- Have successfully completed grade 8 or ABE Math and English 120;
- Provide three letters of reference;
- Possess personal suitability;
- Meet College medical requirements;

### APPLICANT ASSESSMENT

An assessment of personal suitability, by interview, will also be conducted by the Program Instructor or designate.

### RECORD OF ACHIEVEMENT

Culinary Arts Certificate, Nunavut Arctic College

### EMPLOYMENT OPPORTUNITIES:

Graduates of this program may find employment in mining camps, industrial camp kitchens, tourism camps or community hotels.

### STUDENT FUNDING AND FINANCIAL ASSISTANCE

Funding for this program is by contract with various organizations and offered only when funding is available. Funding agencies sometimes also provide training allowances. Contact your local registrar's office for further information.



1-866-979-7222

## CAREER OPPORTUNITIES

Graduates of this program may find employment in the food preparation services industry in restaurants, hotels, camps and institutions across Nunavut as they will have covered the primary cooking fundamentals required to enter the food service industry.

The program will focus on developing basic cooking skills and practical kitchen experience and will be supplemented with introductory level theory to support these skills. The development of positive work habits will be emphasized.

## COURSES IN THIS PROGRAM

748-100	Health, Sanitation and Hygiene
748-120	Kitchen Safety
748-125	Introduction to Food Service
748-135	Breakfast Cookery: Eggs, Dairy and Cheese
748-145	Soups, Stocks and Sauces
748-155	Salads and Sandwiches
748-165	Vegetables, Fruits and Pasta Products
748-175	Meat, Poultry and Seafood
748-185	Pastries, Baked Goods and Desserts
080-113	Math 130
080-113	English 130

## HAIRSTYLIST

### ABOUT THE PROGRAM

The Hairstylist Program is a two year diploma program with a Certificate exit option after the first year. It prepares students for employment as hairstylists and to manage their own salons.

Year One is an entry-level program in hairstyling that provides training in the basic manipulative skills, safety judgements, proper work habits and desirable attitudes to obtain licensure and for competency in entry-level positions in hairdressing or related career fields.

The student will learn the latest techniques in Hair Cutting, Hair Styling, Hair Perming, and will be introduced to Hair Colouring, Proper Sanitation, Hygiene, and Hair Chemistry. A Hairstylist Certificate is awarded after the successful completion of year one

In year two, students build on the work of the first year as they continue to develop skills in the trade and to learn how to operate a hairdressing business. Year Two includes a review of the latest techniques in Hair Cutting and Hair Styling; they will also reinforce Hair Perming, Hair Coloring, proper sanitation, Hygiene and Hair Chemistry.

Students are introduced to Salon Management, Bookkeeping, Reception and Retail, Introduction to Manicure, Make-up, and Hair removal. A Hairstylist Diploma is awarded after successful completion of Year Two.

### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program require:

- Grade 10 or equivalent or achieved mature student status
- Artistic ability
- Positive attitude to working and communicating with others

## PROGRAMS

In the absence of the listed entrance requirements, the Nunavut Arctic College Placement test may be required.

### CERTIFICATION

Certificate in Basic Hairdressing after one year-(30 credits) OR Hairstylist Diploma after two years (60 credits)

### EMPLOYMENT OPPORTUNITIES:

Graduates will be prepared to work in entry level positions in hair dressing salons or for self-employment.

### CREDIT TRANSFER OPPORTUNITIES

Some courses may be transferrable to other Arctic College programs. Contact the Registrar's office for more information.

### FUNDING AND FINANCIAL ASSISTANCE

Funding for this program is supplied through contributions from the Government of Nunavut. Students may be eligible for Financial Assistance for Nunavut Students through the Department of Education.

## COURSES IN THIS PROGRAM

732-101	Theory Classroom Instruction
732-102	Bacteriology, Decontamination. And infection control
732-103	Shampoo Rinses and scalp treatment
732-104	Artistry in Hairstyling Practice
732-105	Hair Cutting Practice of Dierent, Techniques and Different Tools
732-106	Hair Relaxing
732-107	Permanent Waiving, Practice Differen-Styles on different Types of Hair.
732-108	Chemical Rearranging (Texture Ser-vices)
732-109	Introduction to Color
732-110	Highlighting
732-201	Advanced Hair Coloring
732-202	Hairdressing Tasks
732-203	Advanced Hair Perming
732-204	Salon Management
732-205	Bookkeeping
732-206	Reception and Retail
732-207	Hair Extension and Wig
732-208	Manicure
732-209	Make Up
732-210	Hair Removal and Piercing



1-866-979-7222

## TRADES ACCESS

### ABOUT THE PROGRAM

Trades Access is an academic trades preparation program that is offered over a 32 week period. This program provides fundamental academic upgrading in order to successfully challenge the Trades Entrance Exams, in Levels 1 through 5. The program provides the necessary foundation in building skills in trades related Math, Science, English and Communications that are required to enter into an Apprenticeship, or to pursue other Arctic College programs. Students will get an opportunity to explore the different careers that are available in the trades, and build on positive learning experiences and develop a solid attitude towards work. Participants will also take a course in Portfolio Development, in order to explore career opportunities and recognize prior learning. Trades Access integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning styles unique to Nunavut.

### ADMISSION REQUIREMENTS

In order to enter this program, applicants must have the following education:

- High school diploma or a GED equivalency
- Submit three (3) letters of reference
- Submit a letter of interest for enrollment

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year
- Pass a College Placement Test

Additionally:

- A placement test in Math and English will be required for all students entering this program
- Full participation requires individuals to be physically capable of performing the work

### FUNDING SOURCE & ALLOWANCES

Application is made directly to FANS or other student funding providers within your regions. This program is eligible for students who meet the criteria as defined by FANS with the Department of Education.

### DURATION

8 Months (September – May)

### LOCATION

- Kivalliq Campus – Rankin Inlet, Nunavut  
Tel: (867) 645 5500 or Fax: (867) 645-2387
- Kitikmeot Campus – Cambridge Bay, Nunavut  
Tel: (867) 983-4108 or Fax: (867) 983-4106
- Nunatta Campus – Iqaluit, Nunavut  
Tel: (867) 979-7200 or Fax: (867) 979-7102

Programs may also be offered in other locations with 3rd party funding, please check the College website for availability at: [www.arcticcollege.ca](http://www.arcticcollege.ca)

### CERTIFICATION

Trades Access Certificate, Nunavut Arctic College

### TRANSFERABLE CREDITS

On completion of the Trades Access program students may be eligible to transfer credits towards other approved College programs.

### CAREER OPTIONS

Major employers of apprentices and tradesmen in Nunavut are typically with Territorial, Local Governments, mining and construction industry. Passing the Trades Entrance Exam allows you to register as an apprentice. For more information, Please contact the regional Career Development Officer (CDO) at the Department of Education.

## PROGRAMS

### CURRICULUM

	Trades Math
	Trades English
	Trades Sciences
	Portfolio Development
	Aboriginal Language Applications
	Introductions to Computers & Applications
	Trades Application & Shop Project
	First Aid
	WHMIS
Electives:	
	Job Experience and Practicum placements
	Driver Examination Study Guides

### PRE-TRADES

#### ABOUT THE PROGRAM

Pre-trades is an academic trades preparation program that is offered over a 14-week period.

The Pre-Trades courses provide the necessary training that is required to build skills in Math, Science and English to successfully challenge the Department of Education's Trades Entrance Exams, Levels 1 through 5. The program aims to provide the basis to enter into an Apprenticeship, or to pursue other Arctic College programs.

Students will get an opportunity to explore the different careers that are available in trades, and build a positive learning experience, as well as developing a solid attitude towards work.

This program area integrates Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning styles unique to Nunavut.

### ADMISSION REQUIREMENTS

In order to enter this program, applicants must have the following education:

- Grade 10 or a documented ABE equivalency
- Submit three (3) letters of reference
- Submit a letter of interest for enrollment

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year
- Candidates may also apply for Prior Learning Assessments and Recognition for admission

Additionally:

- A placement test in Math and English will be required for all students entering this program
- Full participation requires individuals to be physically capable of performing the work

### FUNDING SOURCE & ALLOWANCES

Application is made directly to a CDO or other student funding providers within your regions. Allowances for students in this program may be available through regional organizations that are involved labour market training agreements.

### DURATION

14 weeks 52

### LOCATIONS

Pre-trades is offered in various communities throughout Nunavut. Please check the College website for availability at: [www.arcticcollege.ca](http://www.arcticcollege.ca)

### CERTIFICATION

Pre-trades Record of Achievement from Nunavut Arctic College



1-866-979-7222

## **TRANSFERABLE CREDITS**

On completion of the Pre-trades program students may be eligible to transfer credits towards other approved College programs.

## **CAREER OPTIONS:**

Major employers of apprentices and tradesmen in Nunavut are typically with Territorial, Local Governments, mining and construction industry.

Passing the Trades Entrance Exam allows you to register as an apprentice. For more information, please contact the regional Career Development Officer (CDO) at the Department of Education.

## **CURRICULUM**

	Trades Math
	Trades English
	Trades Sciences
	First Aid
	WHMIS
Electives:	
	Trades Application/Projects
	Driver Examination Study Guides

## **INTRODUCTORY MINE TRAINING**

### **ABOUT THE PROGRAM**

Introductory Mine Training provides participants an introduction into mine operations and safe work habits, delivered over a 14-week period.

The program provides the necessary foundation that is required to build up your skills in Math, Sciences and English required for seeking out entry level positions into the mining industry. The program will develop basic knowledge of standard terminology and practices used

in the mining and the milling of minerals. Students will also be provided an opportunity to explore the different careers that are available in mining. This program integrates

Guiding Principles of Inuit Qaujimaningit and recognizes the value of collaborative learning styles unique to Nunavut.

## **ADMISSION REQUIREMENTS**

In order to enter this program, applicants must have the following education:

- Grade 10 or a documented ABE equivalency
- Submit three (3) letters of reference
- Submit a letter of interest for enrollment

Or, as Mature Student:

- Must be a minimum of 18 years old and have been out of school for at least one school year
- Pass a College Placement Test

Additionally:

- A placement test in Math and English will be required for all students entering this program
- Full participation requires individuals to be physically capable of performing the work

## **FUNDING SOURCE & ALLOWANCES**

Application is made directly to a CDO or other student funding providers within your regions. Allowances for students in this program may be available through regional organizations that are involved labour market training agreements.

## **DURATION**

14 weeks

## **LOCATIONS**

Introductory Mine Training is offered in various communities throughout Nunavut. Please check the College Website for availability at: [www.arcticcollege.ca](http://www.arcticcollege.ca)



## PROGRAMS

### CERTIFICATION

Introductory Mine Training, Record of Achievement, Nunavut Arctic College

### TRANSFERABLE CREDITS

On completion of the Introductory Mine Training program students may be eligible to transfer credits towards other approved College programs, including the Certificate Level, Mine Industry Trades Access program.

### CAREER OPTIONS

The student will have a wide range of entry into employment opportunities in the mining industry throughout Nunavut and the rest of Canada.

This program enables graduates to seek start-up positions in mining operations safely and with a keen awareness of employment opportunities.

### CURRICULUM

	Introduction to Exploration and Mining
	Mining Methods
	Mathematics in Mining
	Science in Mining
	Terminology in Mining (English & Inuktitut)
	Personal Development (Finance / Life Skills)
	Working Conditions, Includes Regulations and; Worksite Practices, First
	Aid / WHMIS / CP

## MINERAL EXPLORATION FIELD ASSISTANT

### ABOUT THE PROGRAM

This is a pilot course, pre-training Record of achievement designed in Collaboration with Nunavut and Federal governments, Canada-Nunavut Geoscience Office, Nunavut Arctic College, Regional Training Organizations, NTI and mineral exploration companies. This course will provide students with a marketable set of job knowledge skills, increasing their potential to be employed as prospectors or geologic field assistants either by mineral exploration companies or field research groups.

### ADMISSION REQUIREMENTS

Applicants will be admitted into this course based on the course eligibility criteria, subject to available space and resources.

Applicants wishing to apply to this course must:

- Have a minimum of Grade 8 or ABE level 120 Math and English
- Speak and write English

### DURATION

8 week course with 7 modules (6 one-week modules in the classroom; 1 two-week module in a field project)

### LOCATION

Kivalliq Campus Bag 002

Rankin Inlet, Nunavut XOC OGO

Tel:(867) 645-5500

Fax:(867)645-2387

[www.arcticcollege.ca](http://www.arcticcollege.ca)

### CERTIFICATION

Mineral Exploration Field Assistant Record of Achievement, Nunavut Arctic College



1-866-979-7222

## CAREER OPTIONS

Prospecting or geologic field assistants with mineral exploration companies or field research groups

## CURRICULUM

7 modules to be passed with a mark of at least 50% in each module and a cumulative average of 60%

	Introduction to Small Engine Repair
	Wilderness First Aid and Survival
	Introduction to Technical Communication
	Introduction to Geology
	Introduction to Map, Compass, & GPS use
	Intro to Prospecting & Geological Mapping
	Field Assistant Work Practicum

## CAMP COOK

### ABOUT THE PROGRAM:

This program is designed to provide students with the basic knowledge and skills required to obtain employment in the food industry mainly at mining camps and other institutional camp settings.

Through hands-on training and classroom instruction, the students will be able to enter the marketplace with confidence. Students will receive basic instruction in all aspects of camp cooking. Students will be able to pursue pre-employment cooking upon successful completion of this program.

### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- possess a minimum of ABE English 120 and ABE Math 120
- provide three letters of reference
- possess personal suitability

## APPLICANT ASSESSMENT

Personal or telephone interviews with the program manager will be held to assess personal suitability.

## RECORD OF ACHIEVEMENT

Camp Cook Record of Achievement, Nunavut Arctic College

## EMPLOYMENT OPPORTUNITIES:

Graduates of this program may find employment in mining camps, industrial camp kitchens, tourism camps or community hotels.

## CREDIT TRANSFER OPPORTUNITIES

Students will be able to pursue pre-employment cooking upon successful completion of this program.

## STUDENT FUNDING AND FINANCIAL ASSISTANCE

Funding for this program is by contract with various organizations and offered only when funding is available. Funding agencies sometimes also provide training allowances. Contact your local registrar's office for further information.

## CURRICULUM

748-100	Health and Sanitation
748-120	Breakfast Cookery
758-100	Introduction to Food Service
758-130	Soups Stocks and Sauces
758-140	Vegetables, Pastas and Grains
758-170	Pastries, Baked Goods and Desserts

# FUR DESIGN AND PRODUCTION PROGRAM

## ABOUT THE PROGRAM

The Fur Design & Production Program offers students the opportunity to develop the knowledge, skills and confidence to be successful in the sealskin fur garment industry.

This ten month program focuses on traditional Inuit methods and technologies to prepare skins, design, and sew garments, as well as on commercial and contemporary methods for fur design and production.

Business courses will familiarize students with market, consumer demand, and assist the students to become successful in both cottage industries and small business. In the Studio Practicum students will complete a six week program that will culminate in a presentation of a Collection / Fashion Event of completed Fur Fashions.

The program is designed to be delivered in a modular format, with courses varying in length from two to six weeks. This enables a student to be accepted on either full time or part time basis.

## ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- have a Grade 12 Diploma or equivalent .
- Equivalencies include the Grade 12 General Education Diploma (GED), or ABE 140 in Math and English

Applicants without the educational qualifications who are 19 years or older may be accepted as mature students, based on experience and individual suitability.

## Applicant Assessment

Students applying to this program must submit the following:

- a letter of support from someone in the garment industry;
- a “portfolio” of work containing samples of work completed in the field of fashion, design or fine arts
- a letter outlining why they would like to enrol in this program
- a completed Nunavut Arctic College application form

Full time students will be required to attend an interview with the Instructor of the Program. Applications must be made through the Registrar’s Office, Nunatta Campus.

## RECORD OF ACHIEVEMENT

Certificate in Fur Production and Design

## CAREER OPPORTUNITIES

Business courses will familiarize students with market, consumer demand, and assist the students to become successful in both cottage industries and small business. In the Studio Practicum students will complete a six week program that will culminate in a presentation of a Collection / Fashion Show of completed Fur Fashions.

## CREDIT TRANSFER OPPORTUNITIES

Some courses may be transferrable to other Arctic College programs. Contact the Registrar’s office for more information.

## STUDENT FUNDING AND FINANCIAL ASSISTANCE

This program may qualify for financial assistance. For more information, contact the Registrar’s Office.



## COURSES IN THIS PROGRAM

037-103	Design 1- Skin Preparation and Clothing Design
037-303	Pattern Making 2 - Skin/ Fur Design & Pattern Drafting
434-119	Business and Communications
700-001	Furs - Skin Preparation – Traditional
700-002	Pattern Making 1- Traditional Techniques of pattern making
700-003	Sewing Techniques 1 -- Basic Hand Sewing Techniques
700-004	Sewing Techniques 2 – Basic Sewing Machine Techniques
700-005	Furs – Skin Preparation – Commercial
700-006	Cutting Techniques 2
700-007	Design 2 – History of Contemporary Fashion Design
700-008	Design 3- Studio Practicum

# ENVIRONMENTAL TECHNOLOGY PROGRAM

## ABOUT THE PROGRAM

The Environmental Technology Program is a two-year diploma program that incorporates classroom, lab and field experiences in order to prepare graduates for environmental careers in Nunavut.

Graduates of the program will possess the necessary skills to meet the growing demand for environmental practitioners in areas such as resource development and management, fish and wildlife conservation, environmental protection, parks management, environmental assessment, waste management, environmental research, and environmental education.

## ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- Have completed Grade 12 – preferably with credits in English, Mathematics, and General Science.
- Applicants lacking the above will be considered on the basis of prior learning and experience. They may also be required to complete standardized tests in English, Math and Science.
- Accompany their application with three (3) letters of support from persons acquainted with their employment and/or study skills.
- Submit a hand written letter of intent outlining their interest in the environment, past work/study experience in environmentally related areas, their career goals and aspirations, and any other information that may be useful and relevant in assessing their compatibility with the program.
- Submit a current resume listing all relevant work experiences, education, and skills
- Be in good overall health

## LENGTH OF DELIVERY

- Duration: Completion of the Environmental Technology Program Diploma requires two years (completion of a Certificate requires one year).
- Schedule: Two semesters per year (Fall – September to December; Winter – January to May).

Courses are delivered in 3 week modules. Check with the Registrar or program contact for course dates.

## RECORD OF ACHIEVEMENT

- Nunavut Arctic College Environmental Technology Diploma - 60 credits.

Students completing first year studies may receive an Environmental Technology Certificate after successful completion of 30 credits

## TRANSFER CREDIT OPPORTUNITIES

Graduates of the Diploma program may receive 60 credits towards the BSC (Post Diploma Program) at Athabasca University.

University of Lethbridge may admit up to 20 courses (60 credit hours) Post-Diploma BSC (Environmental Science). Other transfer opportunities are in place. Transfer credits are evaluated on a student-by-student basis by the receiving institution.

## STUDENT FINANCIAL ASSISTANCE INFORMATION

Funding for this program is provided from a number of sources. Students may be eligible for Financial Assistance for Nunavut Students (FANS) through the Government of Nunavut's Department of Education or through their Regional Inuit organizations.



## CAREER OPPORTUNITIES

Graduates of the Environmental Technology Program have found employment within the following organizations:

- Government of Nunavut departments such as Environment, ED&T, and Education as Wildlife Officers, Environmental Protection Officers, Wildlife Technicians, etc...,
- Federal Government departments such as Fisheries and Oceans (DFO), Parks Canada, and Indian and Northern Affairs Canada (INAC), as Fishery Technicians, Park Wardens, Resource Management Officers, Water Resource Officers, etc...,
- Various boards, agencies, and crown corporations such as the Nunavut Research Institute (NRI), the Nunavut Impact Review Board (NIRB), the Nunavut Wildlife Management Board (NWMB), Qulliq Energy Corporation, etc.,
- National and regional Inuit organizations,
- Environmental consulting and engineering organizations, and
- Natural resource development organizations

## COURSES IN THIS PROGRAM

022-020	Introductory Fall Field Camp
022-262	Office Procedures and Management Skills
022-110	Communications 1
022-160	Introduction to Canada's North
086-100	Applied Mathematics
022-210	Communications 2
022-232	Wildlife Biology
022-264	Earth Science
022-253	Introduction to Environmental Law
022-040	Introductory Winter Field Camp
022-331	Marine Biology (Field Camp)
022-252	Spill Response & Hazardous Materials
022-050	Small Engine Repair
022-350	Wildlife Management
022-130	Environmental Studies
022-244	Map Use and Wayfinding
022-332	Fisheries Management
022-346	Environmental Impact Assessment
022-365	Enforcement and Legal Procedure
022-348	Geographic Information Systems
022-251	Limnology (Field Camp)

# JEWELLERY AND METALWORK PROGRAM

## ABOUT THE PROGRAM

The Program in Jewellery and Metalwork will enable students to develop their knowledge and skills of jewellery and metalwork production in a professional studio atmosphere. To this end the program stresses high standards of craftship and creativity, all the time encouraging and exposing students to a wide range of materials, techniques and concepts.

This program is designed to allow the individual student to specialize in an area of study of particular interest. There is an emphasis on creative thinking and problem-solving throughout the program. The first year of the program provides an environment for the students to acquire the necessary skills that will enable them to translate their ideas into two and three-dimensional jewellery and metalwork. This first year includes courses in: Drawing and Design, Inuit and Jewellery History Lapidary and also Business and Communications.

The studio courses are designed to promote confidence with the technical skills acquired in the first year, introducing new metalsmithing techniques and to encourage creativity and the emergence of a personal style. There is an emphasis on portfolio presentation and marketing. Successful completion of the diploma program will prepare the graduate to develop a career as a self-employed jeweller/metalsmith whose work can be sold through northern and southern galleries or commercial outlets.

## ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- Submit a record of last completed academic year or ABE upgrading;
- Submit three [3] letters of recommendation – Letters of reference;
- Submit a letter of interest explaining why he/she

wishes to enter the program;

- Applicants may be required to complete the Nunavut Arctic College placement package to assess Math, English and Inuktitut skill levels;
- Applicants submitting a portfolio of work will be given preference.

## RECORD OF ACHIEVEMENT

- Diploma in Jewellery and Metalwork

## EMPLOYMENT OPPORTUNITIES

Upon successful completion of the first year, students will be proficient in basic and intermediate metal fabrication skills. They will have the ability to work in an unsupervised studio. The second year will consist of more advanced courses in Jewellery, Drawing and Design, Lapidary, Business and Communications.

## CREDIT TRANSFER OPPORTUNITIES

Some courses in this program may be transferable to other Arctic College programs. Contact the Registrar's Office for complete details.

## STUDENT FUNDING AND FINANCIAL SUPPORT

Funding for this program is by contract with various organizations and offered only when funding is available. Students may be eligible for Financial Assistance for Nunavut Students through the Department of Education.

## FOR MORE INFORMATION ON THIS PROGRAM, CONTACT:

Beata Hejnowicz Sr. Instructor,

Fine Arts & Crafts Programs Phone: 867-979-7267

Fax Number: 867-979-7107

Toll Free Call: 1-866-988-4636



## COURSES IN THIS PROGRAM

434-111	Jewellery 1
434-112	Jewellery 2
434-113	Jewellery 3
434-114	Jewellery 4
434-115	Drawing and Design 1
434-116	Business and Communications 1
434-117	Inuit Art History
434-118	Drawing and Design 2
434-119	Business and Communications 2
434-120	Jewellery History
434-155	Introduction to Engraving, Chasing, Repousse and Metalsmithing
434-159	Introduction to Lapidary
434-211	Advanced Jewellery 1
434-212	Advanced Jewellery 2
434-213	Advanced Jewellery 3
434-214	Advanced Jewellery 4
434-215	Advanced Jewellery 5
434-216	Graduating Project
434-217	Drawing and Design 3
434-218	Business and Communications 3
434-219	Drawing and Design 4
434-220	Business and Communications 4
434-520	Advanced Metal Fabrication Techniques 3
434-525	Advanced Metal Fabrication Techniques 4
434-526	Advanced Metal Fabrication Techniques 5
434-535	Intermediate Lapidary
434-541	International Studies in Jewellery and Metalwork

## COLLEGE FOUNDATIONS

### ABOUT THE PROGRAM

The College Foundation Program offers students the opportunity to develop the knowledge, skills and confidence to be successful in a post secondary program. It will assist students to attain the necessary academic prerequisites for college programs in areas such as math, science, and communications and to enhance the Essential Skills that are applicable to all occupations. In addition, this program supports students by including services ranging from college orientation, study skills, tutoring, counseling (academic, personal, career advice), and work experience while gaining academic qualifications.

### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must meet the following criteria:

- Have completed Grade 12 or ABE English 130 and Math 130, or equivalent placement on Nunavut Arctic College placement tests;
- Submit three (3) letters of reference;
- Submit a letter of interest explaining why he/she would like to enroll in the program;

Applicants without the educational qualifications may be accepted as mature students, based on experience and on individual assessment.

### RECORD OF ACHIEVEMENT

- College Foundations Certificate

### STUDENT FUNDING AND FINANCIAL ASSISTANCE

This program may qualify for student financial assistance. Contact the Registrar's office or your local community adult educator for more information.

### CREDIT TRANSFER OPPORTUNITIES

Some courses in this program may be transferable to other Arctic College programs. Contact the Registrar's Office for complete details

### EMPLOYMENT OPPORTUNITIES

Students will complete a field placement within a program area of interest for orientation to career and college choices.

### COURSES IN THIS PROGRAM

079-101	Introduction to College Foundations
031-145	Introduction to Computers
079-420	PLAR Portfolio Development
079-102	Communications I
462-110	Applied Math
079-131	General Science I
079-132	General Science II or
079-133	General Science III*
079-121	Contemporary Canada
079-XXX	College and Career Explorations or
462-122	Introduction to Health Career Professions
080-XXX	Inuktitut or Inuinnaqtun
Electives	
079-115	Nunavut Political Studies or
079-111	Introduction to Inuit Art
012-101	Introductory Teaching Methods & Field Placement –NTEP applicants
079-	College and Career Exploration Practicum



## MANAGEMENT STUDIES

### ABOUT THE PROGRAM

The Management Studies is a general management program intended to provide the knowledge and skills necessary for students who want to start administrative and management careers in business, government and non-profit organizations. The program emphasizes content relevant to the Nunavut employment market. The Diploma program includes a specialized concentration in one of Business Administration, Community Economic Development, and Public Administration.

A one year Certificate program without specializations is also available.

### ADMISSION REQUIREMENTS

Applicants wishing to apply for this program must have:

- A General or Advanced High School Diploma, ABE English 150 and ABE Math 140 or equivalent.

Mature students who do not have the required academic background will be considered individually. In the absence of the above listed entrance requirements, the NAC Academic Placement Test may be required.

### Applicant Assessment

Personal or telephone interviews with the Program Coordinator or designate are encouraged for all applicants. A one page letter of intent may be required for full time student applicants. Three references will be checked. In addition, placement tests for English and Math may be administered.

Students who require significant upgrading to reach minimum skill requirements are encouraged to complete upgrading prior to applying to the program.

### Program Admission

Applicants will be admitted to the program based on the program eligibility criteria, subject to space availability.

### EMPLOYMENT OPPORTUNITIES

Graduates of the Program can expect to find employment in entry level management and office administration environments in both the public and private sectors. While program completion does not ensure employment, graduates do have more options.

### CREDIT TRANSFER OPPORTUNITIES

Some courses in this program may be transferable to other Arctic College programs. Contact the Registrar's Office for complete details.

### STUDENT FUNDING AND FINANCIAL ASSISTANCE

Students may receive transfer credits from other College credit courses if approved by Program Faculty. Decisions will be made on a case-by-case basis.

### COURSES IN THIS PROGRAM

## PROGRAMS

### ADULT BASIC EDUCATION

#### ABOUT THE PROGRAM

Adult Basic Education includes six levels of study ranging from basic literacy to course work at the Grade twelve level. Courses in this program enable participants to learn or relearn skills needed to meet employment, personal or educational goals. Participants often enroll in the program as a first step to entering a certificate or diploma program. Students may take ABE courses on a full-time or part-time basis. Due to the range of courses available the course offerings will vary at each program location (community learning centres and campuses).

#### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must be at least seventeen [17] years of age and out of school for at least one year. They may also be required to:

- complete an entrance placement test to assess English and Mathematics skills. This is not a pass or fail test
- participate in an interview with Nunavut Arctic College staff

#### FUNDING SOURCE & STUDENT ALLOWANCES

While funding for this delivery of this program is supplied by the Government of Nunavut, students enrolled in ABE are not eligible for Financial Assistance for Nunavut Students. Check with campuses as allowances are sometimes provided through agreements with third parties.

#### CERTIFICATION

Participants will receive a Nunavut Arctic College transcript as the official document of recognition and a Record of Achievement.

#### TRANSFERABLE CREDITS

Some courses are transferable to other NAC programs. Please check with each campus registrar for a list.

### CURRICULUM

Adult Basic Education level 110	
080-101	English 110
080-111	Math 110
080-121	Science 110
080-131	Social Studies 110

Adult Basic Education Level 130	
080-103	English 130
080-113	Math 130
080-123	Science 130
080-133	Social Studies 130
080-143	Career/ College 130

Adult Basic Education Level 130	
080-103	English 130
080-113	Math 130
080-123	Science 130
080-133	Social Studies 130
080-143	Career/ College 130

Adult Basic Education Level 140	
080-104	English 140
080-114	Math 140
080-124	Science 140
080-134	Social Studies 140
080-144	Career/College 140

Adult Basic Education Level 150	
080-105	English 150
080-115	Math 150
080-125	Science 150
080-135	Social Studies 150

Adult Basic Education Level 160	
080-106	English 160
080-116	Math 160
080-126	Science 160
080-136	Social Studies 160



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## CAREER OPTIONS

This program is designed to enhance an individual's academic skills. While program completion does not ensure employment, graduates do have more options and the program enhances employment in entry level positions.

## PRE-EMPLOYMENT PROGRAM

This program is a 28 week training program designed to enhance the employability of individuals. Training hours are divided equally between academic upgrading, job skills training, personal lifeskills, and job experience.

## ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- be individuals who are preparing to enter or re-enter the work force
- be 17 years of age or older
- completion of ABE English 120 and Math 100 is preferred

## FUNDING SOURCE & STUDENT ALLOWANCES

Funding for this program is by contract with various organizations and offered only when funding is available. Student allowances may be provided by the sponsoring organization.

## CERTIFICATION

Record of Achievement

## TRANSFERABLE CREDITS

Some courses are transferable to other NAC programs. Check with the nearest campus registrar for more information.

## CAREER OPTIONS

Skills learned in this program will be valuable for

individuals seeking employment. While program completion does not ensure employment, graduates do have more options.

## CURRICULUM

080-102	English 120
080-112	Math 120
080-15X	Aboriginal Language
085-110	Job Experience
080-403	Keyboarding
080-321	Intro to Computers
080-143	Career/College 120/130
080-144	Career/College 130/140
85-100	Preparing for Change

## EARLY CHILDHOOD EDUCATION

This program is designed to train students to work with children from infancy to the age of six, in day care centres, nursery schools, schools or as operators of their own day care homes. Emphasis is placed on the preschool years. It offers a balance between the classroom discussion, lectures, practical training and provides the opportunity for students to develop teaching materials and guidance skills.

## ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must have

- Grade 12 or equivalent or achieved mature student status.
- In the absence of the listed entrance requirements, the Nunavut Arctic College Academic Placement test may be required.
- Applicants must have a doctor's certificate indicating that they are in good health and a current immunization schedule.

## PROGRAMS

- A Criminal Records check is required.

### FUNDING SOURCE & STUDENT ALLOWANCES

Funding for this program is by contract with various organizations and offered only when funding is available. Students may be eligible for Financial Assistance for Nunavut Students through the Department of Education or through the sponsoring organization.

### CERTIFICATION

Early Childhood Education Certificate

### CAREER OPTIONS

Graduates of the Program can expect to find employment in day care centres, nursery schools, classroom teaching assistant or as operators of their own day care homes in communities throughout Nunavut. While program completion does not ensure employment, graduates do have more options.

### CURRICULUM

016-208	Curriculum I
016-109	Basic Methods
016-108	Child Development I
016-215	Traditional Child Rearing
016-106	Seminar I
016-107	Field Placement I
016-209	Curriculum II

Electives: Two of the following:

079-420	Portfolio Development
016-153	Storytelling and Literature for Children
016-204	Art and Art materials for Children
012-316	Music for Children

## JEWELLERY AND METALWORK DIPLOMA

The Program in Jewellery and Metalwork will enable students to develop their knowledge and skills of jewellery and metalwork production in a professional studio atmosphere. To this end the program stresses high standards of craftship and creativity, all the time encouraging and exposing students to a wide range of materials, techniques and concepts. This program is designed to allow the individual student to specialize in an area of study of particular interest. There is an emphasis on creative thinking and problem-solving throughout the program.

The first year of the program provides an environment for the students to acquire the necessary skills that will enable them to translate their ideas into two and three-dimensional jewellery and metalwork. This first year includes courses in: Drawing and Design, Inuit and Jewellery History Lapidary and also Business and Communications.

Upon successful completion of the first year, students will be proficient in basic and intermediate metal fabrication skills. They will have the ability to work in an unsupervised studio. The second year will consist of more advanced courses in Jewellery, Drawing and Design, Lapidary, Business and Communications.

The studio courses are designed to promote confidence with the technical skills acquired in the first year, introducing new metalsmithing techniques and to encourage creativity and the emergence of a personal style. There is an emphasis on portfolio presentation and marketing. Successful completion of the diploma program will prepare the graduate to develop a career as a self-employed jeweller/metalsmith whose work can be sold through northern and southern galleries or commercial outlets.



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## ADMISSION REQUIREMENTS

### Program Eligibility

Applicants wishing to apply to this program must:

- Be 17 years of age
- Exhibit a commitment to becoming an artist;
- Be self-motivated, responsible and reliable;
- Demonstrate a willingness to explore many types of materials, techniques and ideas.
- No previous academic level is required.
- Applicants may be unilingual in Inuktitut.

### Applicant Assessment

- Applicants wishing to apply to this program must:
- Submit a record of last completed academic year or ABE upgrading;
- Submit three [3] letters of recommendation – letters of reference;
- Submit a letter of interest explaining why he/she wishes to enter the program;
- Applicants may be required to complete the Nunavut Arctic College placement package to assess Math, English and Inuktitut skill levels;
- Applicants submitting a portfolio of work will be given preference.

## FUNDING SOURCE & STUDENT ALLOWANCES

Funding for this program is provided from a number of sources. Students may be eligible for Financial Assistance for Nunavut Students through the Department of Education.

## CERTIFICATION

Diploma in Jewellery and Metalwork

## TRANSFERABLE CREDITS

Students who successfully complete the diploma will be able to apply for credit in the following NAC program and 476 Goldsmithing/Metalsmithing.

## CAREER OPTIONS

Self-employment

## CURRICULUM

434-152	Intermediate Direct Metal Fabrication 1
434-154	Intermediate Direct Metal Fabrication 2
434-160	Drawing and Design for Jewellery 1
434-220	Business and Communications 1 for Artists
434-162	Arts and Crafts History/ Inuit Material Culture
434-170	Drawing and Design for Jewellery 2
434-158	Advanced Metal Construction Techniques
434-157	Intermediate Direct Metal Fabrication 3
434-151	Intermediate Direct Metal Fabrication 4
434-163	Arts and Crafts History / Jewellery
080-15X	Inuktitut OR
080-16X	Inuktitut as a Second Language
Elective courses	
434-159	Introduction to Lapidary 3 45 W

In order to complete studio projects students will be required to spend non-instructional time in the studio. Studios are open 8:30 – 5:00 and occasionally in the evenings and on weekends.

## LANGUAGE AND CULTURE

### PROGRAM DESCRIPTION

The Language and Culture Program provides post-secondary training in both Inuktitut language and culture. After completion of the required core courses, students will be able to choose to enter an option area which best fits their interests.

Please note that program options vary from year to year. Contact the Senior Instructor for more information.

### Option One

The Interpreter/Translator option is designed for

## PROGRAMS

students interested in the more technical aspects of the Inuktitut language and who wish to pursue a career in this field. The first year places special emphasis on language development, communication skills and technical skills necessary in translation. The second year is designed to assist the student to develop the knowledge, skills and attitudes required as an interpreter. Emphasis will be placed on helping the learner acquire specialized vocabulary in technical areas, and on consecutive and simultaneous interpreting skills.

### Option Two

The Traditional Knowledge and Culture option emphasizes more traditional aspects of language and culture which are being lost in the modern world and explores these in relation to the contemporary situation of the Inuit. The social, economic and political conditions of the Inuit will also be studied and will lead to an increased awareness of unique and important aspects of Inuit Language and culture.

### ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- have Grade 10 English as determined by Nunavut Arctic college Entry Assessment test, GED equivalent, ROA in Humanities or be eligible for mature student admission;
- submit a letter of interest explaining why the applicant wishes to enter the program;
- submit three [3] letters of reference;
- have oral fluency in English and Inuktitut. Preference will be given to students literate in Inuktitut.

### FUNDING SOURCE & STUDENT ALLOWANCES

Funding for this program is supplied through contributions from the Government of Nunavut. Students may be eligible for Financial Assistance for Nunavut Students through the Department of Education.

### CERTIFICATION

Certificate in Translation

[after one successful year – full-time study]

Diploma in Interpretation and Translation

[after two successful years – full-time study]

- Students will also be eligible for a Certificate in Translation from McGill University after completion of the Certificate year. OR
- Certificate in Traditional Knowledge and Culture [after one successful year – full-time study]
- Diploma in Traditional Knowledge and Culture [after two successful years – full-time study]
- Students will also receive two years of transfer credits into the Native Studies Program from the University of Manitoba after completion of the Diploma Program.

### TRANSFERABLE CREDITS

Students may receive transfer credits from other College credit courses if approved by Program Faculty. Decisions will be made on a case-by-case basis. McGill University Certificate in Translation. Students may also receive two years of transfer credits into the Native Studies Program from the University of Manitoba after completion of the Diploma Program.

### CAREER OPTIONS

Graduates of the program can expect to find employment in both the public and private sectors. Successful completion of this program also increases self-employment opportunities. While program completion does not ensure employment, graduates do have more options.



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## CURRICULUM

### Certificate Program

027-108	Inuktitut Phonology and Morphology
027-110	Inuktitut Writing Lab
027-102	Computer Technology / for Inuktitut
027-320	Introduction to Inuit Studies

### Elective Courses

#### Translation certificate electives

027-100	Professional Development
027-104	Communications [English Writing Lab]
027-106	Special Projects 1
027-107	Special Projects 2
027-120	Translation Methods
027-220	Applied Translation

Total Credits: 30

## TRADITIONAL KNOWLEDGE & CULTURE CERTIFICATE ELECTIVES

Traditional Knowledge and Culture Certificate program requires completion of 2 courses each in three [3] Option areas for a total of 6 electives.

### Diploma Program

Note: Entry requires satisfactory completion of the Certificate Year

027-210	Morpho-Syntax [Structure of Aboriginal Languages]
027-204	Research Methods
037-141	Medical Interpreting I – Anatomy and Physiology
037-251	Medical Interpreting II – Diseases and Ailments
027-210	Morpho-Syntax [Structure of Aboriginal Languages]

037-146	Legal Interpreting I – Criminal Procedure / Young Offenders
037-256	Legal Interpreting II – Jury Trials / Civil Law
027-170	Simultaneous Translation I
027-285	Simultaneous Translation II
037-207	Special Project 3

Total Credits: 60

### Traditional Knowledge & Culture Diploma

Electives Traditional Knowledge and Culture Diploma Program requires an additional 2 courses each in four [4] Option areas for a total of 8 electives.

#### Option I – Language / Linguistics

027-212	Language Change
037-214	Language in Inuit Society
027-213	Dialectology

#### Option 2 – Inuit Tradition and Culture

037-101	Inuit Oral History
037-102	Music of the Inuit
424-162	Art History / Inuit Material Culture
012-314	Inuit Literature 1
012-315	Inuit Literature 2
037-206	Methods of Social Control
037-210	Inuit Cosmology

#### Option 3 – Environment and Technology

022-080	Wilderness Travel Survival
	Search and Rescue
037-103	Skin Preparation and Clothing Design
037-104	Cultural and Traditional Technology
022-260	Anthropology and Archaeology
012-301	Ecological Features –

## PROGRAMS

	Natural Environment
037-304	Traditional and Small Tool Construction
037-303	Skin / Fur Design and Pattern Drafting
037-306	Skin / Fur Garment and Accessory Construction

### Option 4 – Policy and Administration

037-191	Northern Government
031-293	Public Issues on Nunavut Land Claim Implementation
027-226	Land Claim: History & Negotiations

### Option 5 – Health & Human Services

014-105	Introduction to Northern & Aboriginal Community
020-105	Inuit Child-Rearing Practices
020-106	Traditional Health Practices: Healing and Medicine
014-206	Social Policy and Services
014-401	Sociology: Social Problems

### Option 6 – Research

020-107	Special Topics in Inuit Studies
020-108	Intensive Cultural Exposure
012-311	Special Topics in Inuktitut
037-311	Directed Study

## MANAGEMENT STUDIES

Management Studies is a general management program intended to provide the knowledge and skills necessary for students who want to start administrative and management careers in business, government and non-profit organizations.

The program emphasizes content relevant to the Nunavut employment market. The two Diploma program offers

specialized concentrations in Community Economic Development, Public Administration and Business Administration. A one-year Certificate program without specializations is also available.

## ADMISSION REQUIREMENTS

Applicants wishing to apply to this program must:

- have a General or Advanced High School Diploma, ABE English 150 and ABE Math 140 or equivalent.

Mature students who do not have the required academic background will be considered individually. In the absence of the above-listed entrance requirements, the NAC Academic Placement Test may be required.

## FUNDING SOURCE & STUDENT ALLOWANCES

Funding for this program is provided through contributions from the Government of Nunavut. Students may apply for Financial Assistance for Nunavut Students.

## CERTIFICATION

NAC Diploma, Certificate or transcript of a successfully completed course.

## TRANSFERABLE CREDITS

Transfer agreements are in place with Athabasca University and the University of Lethbridge. Other transfer agreements are under review.

## CAREER OPTIONS

Graduates of these programs may seek employment in a variety of positions in management, administration, economic development, accounting, finance or small business.



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**CURRICULUM**

**Core Courses**

031-111	Management Communications
031-121	Management Math
031-135	Intro to Financial Acting A
031-136	Intro to Financial Acting B
031-145	Intro to Microcomputers
031-151	Principles of Management
031-191	Intro to Government
031-281	Macroeconomics
031-251	Contract Law
031-271	Organizational Behaviour
031-221	Statistics

**Community Economic Development Concentration – Required Courses**

031-161	Basic Marketing
031-235	Intro to Managerial Accounting A
031-252	Small Business Management
031-293	Local and Regional Public Issues
031-711	Intro to Native Issues – Historical or
031-712	Intro to Native Issues – Contemporary
031-713	Intro to Community Development
031-714	Intro to Community-Based Economic Development
Elective	(Campus Choice)
Elective	(Campus Choice)

**Public Administration Concentration – Required Courses**

031-142	Spreadsheets
031-242	Database Management
031-291	Public Policy
031-292	Public Finance

031-293	Local and Regional Public Issues
Elective	(Campus Choice)
Elective	(Campus Choice)

**Business Administration Concentration – Required Courses**

031-142	Spreadsheets
031-161	Basic Marketing
031-235	Intro to Managerial Accounting A
031-242	Database Management
031-252	Small Business Management
031-261	Marketing Management
Elective	(Campus Choice)
Elective	(Campus Choice)
Elective	(Campus Choice)

**Financial Management Diploma Concentration -- Required Courses**

031-181	Microeconomics
031-245	Intermediate Accounting A
031-246	Intermediate Accounting B
031-235	Managerial Accounting A
031-236	Managerial Accounting B
031-255	Finance A
031-256	Finance B
031-262	Management Information Systems A

**Management Studies Certificate**

031-111	Management Communications
031-121	Business Math
031-292	Intro to Financial Accounting A
031-145	Public Finance
031-151	Principles of Management or



## PROGRAMS

031-271	Organizational Behaviour
031-191 or 035-193	Intro to Canadian Government & Politics or Government Financial Management
	Elective (Campus Choice)

### Management Studies – Elective Courses

Note: Any required MS course from a different concentration may be used to fulfill elective requirements

031-181	Microeconomics
031-200	Independent Study
031-236	Intro to Managerial Accounting B
031-242	Automated Accounting
031-243	Advanced Database Management
031-272	Human Resource Management

### Management Studies – Elective Courses

Note: Any required MS course from a different concentration may be used to fulfill elective requirements

031-181	Microeconomics
031-200	Independent Study
031-236	Intro to Managerial Accounting B
031-242	Automated Accounting
031-243	Advanced Database Management
031-272	Human Resource Management

## OFFICE ADMINISTRATION CERTIFICATE AND DIPLOMA PROGRAM

This is an ideal program for those who would like to embark on a career in office administration.

It provides students with the opportunity to acquire the knowledge, skills and attitudes needed to enter employment as secretaries, administrative assistants, typists, receptionists, word processors, finance clerks, data-entry clerks and other administrative support positions. The Diploma in Office Administration leads to careers as Executive Secretaries or Administrative assistants in the public and private sectors.

Individuals wishing to receive advanced standing, transfer credits, or challenge credit for a course must present their case to the program manager.

### FUNDING SOURCE & STUDENT ALLOWANCES

Funding for this program is by contract with various organizations and offered only when funding is available. Nunavut students may be eligible for FANS. Contact the nearest registrar's office for further information.

### TRANSFERABLE CREDITS

Credits earned in this program are transferable to other NAC programs. Please check with each campus registrar for transferability.

### CAREER OPTIONS

This program trains northern residents for employment in business, industry and government as secretaries, administrative assistants, typists, receptionists, word processors, finance clerks, administrative data-



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entry clerks, executive secretaries and other office administration-related positions. While program completion does not ensure employment, graduates do have more options.

## **CURRICULUM**

### **Record of Achievement:**

Students must complete all courses

080-112	Mathematics 120
080-103	English 130
075-104	Office Procedures
075-140	Records Management
075-101	Keyboarding
075-142	Spreadsheets
031-145	Introduction to Microcomputers
075-108	Practicum Inuktitut/Inuinnaqtun

### **Certificate**

Students must Complete all courses plus 3 electives

075-104	Office Procedures
031-111	Management Communications
075-140	Records Management
075-101	Keyboarding
031-142	Spreadsheets
031-145	Introduction to Computers
075-121	Proofreading and Editing
075-108	Practicum Inuktitut/Inuinnaqtun

### **Diploma**

Students must complete Certificate requirements and all Core courses plus 2 Electives

075-210	Advanced word processing
075-200	Personal/ Professional Development
075-202	Windows, Networking and Graphics
031-271	Organizational Behaviour

075-204	Executive Office Procedures
031-191	Introduction to Government
075-205	Independent Studies: Issues Affecting Business Women and Men
031-242	Automated Accounting
075-203	Practicum 11

### **Elective Courses:**

075-150	Business Mathematics
031-121	Management Mathematics
074-110	Introduction to Accounting
075-144	Administrative Procedures
031-151	Principles of Management
075-210	Advanced Word Processing
033-100	Desktop Publishing
031-241	Database Management
031-242	Automated Accounting
031-142	Spreadsheets
645-101	The Master Student
031-135	Financial Accounting 'A'
031-136	Financial Accounting 'B'

## **CAREER DEVELOPMENT PRACTITIONER CERTIFICATE PROGRAM**

The Career Development Practitioner Certificate Program includes 12 courses that provide career development practitioners already working in the field, such as Department of Education Career Development Officers (CDOs), and those wishing to enter the field with proficiency in the following Canadian Standards and Guidelines for Career Practitioners (S&Gs) competencies:

The Certificate Program is consistent with Canadian provincial/territorial and international career development practitioner certifications and will enable graduates to be recognized across jurisdictions and become active contributors to the larger career development profession.

### **Employment Opportunities**

This certificate will support employment mobility throughout Canada for graduates as it adheres to voluntary certification requirements in jurisdictions where they are currently established.

### **Program Eligibility**

Participants must have a high school diploma or equivalent OR two years' experience in a related field to be admitted to the program. Any GN Department of Education CDO not meeting this criterion will have special dispensation and will be eligible for the program. Other exceptions will be considered on a case-by-case basis.

### **Core Courses**

	Career Development Foundations
	Human Development and Career Development Theory: Part 1
	Change & Transition, Counselling Theory and Ethical Practice in Career Development: Theory Part 2
	Career Service Delivery 1: Communication Skills & the Client-Centred Approach
	Career Service Delivery 2: The Career Planning Process & the Client Service Delivery Model
	The Employability Dimensions & Career Development Challenges
	Labour Market and Work Development
	Community Capacity Building

### **Electives**

	Work Search
	Group Facilitation Skills and Client Learning
	PLAR/Portfolio Development Course
	Special Project



**2012– 2013 ACADEMIC YEAR****FALL SEMESTER**

Aug 29-31	STUDENT ORIENTATION
Sept 3	LABOUR DAY – COLLEGE CLOSED
Sept 4	CLASSES BEGIN – FALL SEMESTER
Sept 25	LAST DAY TO WITHDRAW (without academic penalty)
Oct 8	THANKSGIVING – COLLEGE CLOSED
Nov 11	REMEMBRANCE DAY – COLLEGE CLOSED
Dec 17	LAST DAY OF CLASSES
Dec 21	NUNATTA RESIDENCE CLOSED
Dec 25	CHRISTMAS DAY - COLLEGE CLOSED
Dec 26	BOXING DAY – COLLEGE CLOSED

**WINTER SEMESTER**

Jan 1	NEW YEARS DAY
Jan 4	NUNATTA RESIDENCE RE-OPENS
Jan 9	CLASSES BEGIN - WINTER SEMESTER
Jan 30	LAST DAY TO WITHDRAW (without academic penalty)
Feb 20-24	INUIT CULTURE WEEK (dates may vary by region-check with the Registrar's office)
March 29	GOOD FRIDAY – COLLEGE CLOSED
April 1	EASTER MONDAY – COLLEGE CLOSED
April 12	LAST DAY OF CLASSES (Diploma/Certificate Programs)
April 15-19	EXAMS

## 2012– 2013 ACADEMIC YEAR

### SPRING SEMESTER

April 22	CLASSES BEGIN-SPRING SEMESTER
May 13	LAST DAY TO WITHDRAW (without academic penalty)
May 6-10	Exam schedules differ by region-check with your program
May 09	CONVOCATION KITIKMEOT CAMPUS
May 14	CONVOCATION—KIVALLIQ CAMPUS
May 16	CONVOCATION—NUNATTA CAMPUS
May 20	VICTORIA DAY – COLLEGE CLOSED
June 1-2	EXAM WEEK - Degree Programs
June 5	CANADIAN REGISTERED NURSES EXAM
June 6	CONVOCATION DEGREE PROGRAMS
June 21	National Aboriginal Day

### SUMMER SEMESTER

July 1	CANADA DAY – COLLEGE CLOSED
July 8	CLASSES BEGIN – SUMMER SEMESTER
July 29	LAST DAY TO WITHDRAW (without academic penalty)
July 9	NUNAVUT DAY
Aug 28-30	STUDENT ORIENTATION
Sept 2	LABOUR DAY
Sept 3	CLASSES BEGIN-FALL SEMESTER

