



2021/22

Find **YOUR** POTENTIAL

KEYANO COLLEGE
CONTINUING EDUCATION





Certify

YOUR FUTURE

Keyano's Professional Certificates provide you with the skills you need to succeed in today's workforce. Customize your education by taking the courses that interest you or complete the entire program.

The choice is yours:

- Asset Planning & Management
- Construction Management
- Fundamentals of SAGD Processing
- Maintenance Management Professional
- Management & Supervision
- Medical Office Assistant
- Office Career Training
- Prehospital Care
- Bookkeeping
- Project Management
- Supply Management Training



For more information on Professional Certificates
see page 6 or visit keyano.ca/coned

The background of the entire page is a sunset scene. In the center, there is a large, semi-transparent silhouette of a person's head and shoulders. Overlaid on this is a smaller silhouette of a hiker with a backpack, climbing a rocky ledge. The sun is low on the horizon, creating a warm, golden glow.

Find **YOUR**
POTENTIAL
THROUGH KEYANO COLLEGE
CONTINUING
EDUCATION

keyano.ca/coned | The Facebook logo, a white lowercase 'f' inside a blue square.



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ASSET PLANNING & MANAGEMENT



Our highly sought after Asset Planning & Management Certificate is developed by industry and designed to advance your career in the oil industry. This program is ideal for individuals who want to start or advance their career in the planning and scheduling field, skilled trades-people or individuals with strong logic and processing skills. Progressing through all stages of Asset Management, from Reliability Strategies to Maintenance Supervisor and Coordination, this program covers the basic aspects of planning, scheduling, supply chain, and operations. The methods and tools used will help you maximize both resource productivity and craft utilization.

This is a self-paced online program. Students will access the Keyano Learning Management System (iLearn.keyano.ca) to access course materials and engage with instructor and

other classmates. This is designed to increase accessibility and flexibility within the program.

REQUIRED TEXTBOOK: The textbook used throughout this program is *Maintenance Planning and Scheduling Handbook 3/E* by Richard (Doc) Palmer, McGraw- Hill Education | September 4, 2012 |. This book is required for the program and is available for purchase at the Keyano Bookstore.

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses.
- Passing grade for all courses is 60%
- This program is subject to a \$5 per course tech fee
- Program scheduling information available at www.keyano.ca/en/assetplanning

CEAPM 100 OPERATIONS AND RELIABILITY STRATEGY

14 hours, \$495

This module provides a team-based environment for learning how industry manages equipment, and assets and how jobs get pushed through the approval process. Key topics include Equipment Strategies, Operator Maintenance, and Work Prioritization.

CEAPM 200 ASSET PLANNING

14 hours, \$495

The basics of planning maintenance activities are addressed in this module; planning processes are defined and job plan creation is explored. Planning is future-based but the importance of Planners monitoring execution and acquiring feedback is fundamental to the success of a project. Exercises allow participants to practice these skills in a team-based environment.

CEAPM 300 ASSET SCHEDULING

14 hours, \$495

Managing a daily backlog and ensuring prioritized activities are enabled in the most economical way are focus areas of this module. Why do we schedule to 100%? Who owns the schedule? There is much debate over these questions and discussion will provide answers and ideas for running a successful project schedule. Exercises allow participants to practice these skills in a team based environment.

CEAPM 400 EXECUTION, COORDINATION AND CLOSURE

14 hours, \$495

This module focuses on how to identify and isolate problems using proven troubleshooting methodology. You will learn how to process factual information and quickly focus on the root cause - a skill crucial to facilitate continuous improvement and eliminating sources of repetitive problems. The Execution Process is defined and focus is placed on how urgent work can be done quickly.

CEAPM 500 SUPPLY CHAIN

14 hours, \$495

Optimizing your inventory while ensuring the critical spares are available for production is essential in supply chain management. This module will provide you with the costs associated with maintenance inventory and provide discussion on various inventory management strategies. Participants will learn how to get the right material, at the right place, and at the right time.

CEAPM 600 TURNAROUND PLANNING

14 hours, \$495

This module highlights project management and team communication concepts applied to identify and control shutdown risks. Participants practice their skills in a team-based exercise. This module involves intensive Planning and Scheduling techniques. It is suggested that modules 2 and 3 be completed before attempting this module.

CEAPM 700
ASSET PROJECT

14 hours, \$495

Asset Project combines all core subjects in the Asset Planning and Management Certificate program in a cumulative real-world plant maintenance project. You will express your full understanding of the overall process through a practical problem solving project.

PREREQUISITE: Students must have successfully completed APM Modules 1-6 before taking this course.

For more information, please contact The Continuing Education Office at **780.799.0535** or email **coned@keyano.ca**



GRANT AVAILABLE

Canada Alberta Job Grant

Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Visit alberta.ca/canada-alberta-job-grant.aspx for eligibility requirements



MAINTENANCE MANAGEMENT PROFESSIONAL

Developed and authorized by the Plant Engineering and Maintenance Association of Canada, the Maintenance Management Professional (MMP) Certificate program provides training and accreditation. Certified MMP's provide cost effective management of a business' physical assets.

Graduates have the knowledge and skills to drive improvements in uptime, production capacity, equipment reliability, safety, environmental compliance, economic life of assets; return on investment and effective communication between departments. The Maintenance Management Professional program is now offered in a virtual livestream online platform. Students will access the Keyano Learning Management System (**iLearn.keyano.ca**) for all course materials and online components within the course timeframe. This is designed to increase accessibility and flexibility within the program.

Individuals who successfully complete all eight modules and become members of the Plant Engineering and Maintenance Association of Canada (PEMAC) can apply to receive a Maintenance Management Professional designation.

The courses in this certificate program are eligible for the Achievement in Business Competencies (Blue Seal) program, through Alberta Apprenticeship and Industry

Training, and earn continuing education unit credits for both Alberta and Ontario Water and Waste Water Operator Certification.

REQUIRED TEXTBOOKS: The textbooks used in this program are noted below and are available for purchase at the Keyano Bookstore.

CREDIT FOR PRIOR EXPERIENCE

Applicants for MMP certification with previous experience or skills in the subject areas covered in the modules can apply for Prior Learning Assessment and Recognition. This can reduce the amount of classroom time required to obtain the MMP certificate. See the Prior Learning Assessment and Recognition section of the MMP Course Training Standard at pemac.org for full details.

- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60%
- Program scheduling information available at www.keyano.ca/MMP



CEMMP 101 AN INTEGRATED STRATEGY FOR MAINTENANCE MANAGEMENT

15 hours, \$625

Based on the course textbook, Uptime, Module 1 develops the framework for a strategic approach to maintenance management that is integrated with the business. Drawing on elements presented in the Maintenance Excellence Pyramid of Uptime, participants in this module will learn how strategy, people, basic care, materials management, performance management, work management, support systems and tools such as Reliability Centered Maintenance and Root Cause Failure Analysis can work together to build a culture of excellence.

Qualifies for 0.4 CEU's for Water and Wastewater Operator Certification.

TEXTBOOK: Uptime: Strategies for Excellence in Maintenance Management, 3rd Edition, John D. Campbell and James Reyes-Picknell. Productivity Press.

CEMMP 102 PRODUCTION AND OPERATIONS MANAGEMENT FOR THE MAINTENANCE MANAGER

30 hours, \$975

This module links maintenance strategies with those of production and operations. By studying production methodologies, Maintenance Managers can apply these techniques to improve the performance of their business unit and support the production goals of the organization.

Qualifies for 0.8 CEU's for Water and Wastewater Operator Certification.

TEXTBOOK: Operations Management 6th Canadian ed. Stevenson, Hojati, Cao

CEMMP 103

HUMAN RESOURCES MANAGEMENT FOR THE MAINTENANCE MANAGER**30 hours, \$975**

This module explores the role of human resources in maintenance management, legal requirements, recruitment and selection, orientation training and employee development, proper application of performance appraisals, the union management interface, safety in the workplace, and managing change through effective leadership.

TEXTBOOK: Canadian Human Resource Management: A Strategic Approach, 12th Edition. Schwind, Das, Wagar. McGraw-Hill Ryerson

CEMMP 104

FINANCIAL MANAGEMENT FOR THE MAINTENANCE MANAGER**30 hours, \$975**

This module focuses on the application of accounting and finance principles in maintenance management roles. Participants gain an understanding of the foundation principles of accounting and of the four main pillars of accounting (Project Analysis, Budgeting/Forecasting, Cost Analysis for Managerial Decisions and Maintenance, Repair and Operations Inventory) needed to support a successful maintenance department.

TEXTBOOK: Financial Management for the Maintenance Manager, 3rd edition, McGraw-Hill.

CEMMP 105

DEVELOPING AND IMPLEMENTING MAINTENANCE TACTICS**30 hours, \$975**

Learn about the maintenance required to ensure the safe, capable, and reliable performance of physical assets to their designed specifications. Course content focuses on maintenance tactics to address how assets are used, the likelihood and consequences of asset failure and on identifying maintenance tactics that are both feasible and worthwhile. Implementation and effectiveness of tactics is also tracked.

TEXTBOOK: RCM2 Reliability-Centered Maintenance, 2nd Edition, John Moubray, Industrial Press Thomson Nelson: 1997

CEMMP 116

MAINTENANCE WORK MANAGEMENT**30 hours, \$975**

Effective work management ensures the course of action and selection of tools/resources to improve reliability and minimize interruptions in production processes and/or services. This module details the fundamental principles of the work management process and the basics of planning, scheduling, and work coordination methods. Participants will gain a sound understanding of work management tools and how to apply them to effectively transition from reactive to proactive maintenance.

TEXTBOOK: Maintenance Planning, Coordination & Scheduling, 2nd Edition, Don Nyman and Joel Levitt. Industrial Press

CEMMP 107

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEMS**30 hours, \$975**

Learn the features, benefits, and the effective use of a Computerized Maintenance Management System (CMMS) or Enterprise Asset Management (EAM) system and their application in the work management process. Topics include selection, implementation, and optimization of a suitable CMMS or EAM system and how to alter these systems to meet changing requirements.

TEXTBOOK: Successfully Utilizing CMMS/EAM Systems, 4th Edition, Terry Wireman. Reliability Web

CEMMP 108

CAPSTONE COURSE**30 hours, \$975**

Participants draw upon principals, concepts, and techniques taught in the previous seven Maintenance Management Professionals modules to complete a final project. Working in small groups, participants select a project that will audit, assess and improve your current maintenance departments, develop a new maintenance strategy for the workplace, or resolve a significant maintenance issue within departments.

Participants can also opt to develop a Greenfield maintenance strategy and program upon approval from the instructor. If all previous modules have been completed, the assessment of the Capstone project can qualify students for their MMP certification and designation.

PREREQUISITE: Students must have successfully completed MMP Modules 1-7 before taking this course

FUNDAMENTALS OF SAGD PROCESSING

Earn a Steam Assisted Gravity Drainage (SAGD) Processing Certificate with this accessible online training program exploring one of the oil sands most popular and nuanced method of bitumen recovery. Curriculum is written by industry experts and contains accurate visualizations and animated chapters.



- This program can be completed in one semester
- Passing grade for all courses is 80%
- Each online module is self-guided so you can learn at your own pace. Further information available at www.keyano.ca/SAGD



CESAGD 100

MODULE #1 WELL PADS

7.5 hours, \$345  |  |  | 

Students will learn how high pressure steam is used to recover heavy bitumen to the surface, how lift gas enhances this recovery and how the produced fluids are separated into liquid and gas components for transportation to the SAGD processing facility.

CESAGD 200

MODULE #2 BITUMEN PROCESSING

10.5 hours, \$495  |  |  | 

Students will learn how the recovered SAGD emulsions are processed to remove water and vapor components, how the remaining heavy oil is diluted for transportation, and how any off-spec product is recycled and reprocessed to meet Sales Oil specifications. Also covered are the systems required for control and processing of recovered hydrocarbon gases for use as facility fuel gas.

CESAGD 300

MODULE #3 PRODUCED WATER DE-OILING

11 hours, \$495  |  |  | 

Students will learn how water recovered from the SAGD emulsions is processed to remove oil and solids, how precipitation softening is performed, and how produced water is deaerated in preparation for use as facility Boiler Feed Water.

CESAGD 400

MODULE #4 WATER TREATMENT

8 hours, \$345  |  |  | 

Students will learn how De-oiled Produced Water is softened to Boiler Feed Water specification, how the soft water is treated and processed to Low Pressure Boiler Feed Water, how it is pre-heated and increased in pressure to High Pressure Boiler Feed Water, and how the generated high pressure steam is depressurized for various facility purposes.

**ONLINE
TRAINING**

DEVELOPED BY
OIL SANDS EXPERTS



SAGD

STEAM ASSISTED GRAVITY DRAINAGE

PROCESSING CERTIFICATE

Earn a SAGD Processing Certificate with this accessible online training program exploring one of the Oil Sands most popular and nuanced methods of bitumen recovery.



For more information see page 10 or visit keyano.ca/SAGD

PROJECT MANAGEMENT

Curriculum is designed to align with PMBOK Guide 7th edition.

Every new project comes with its own set of challenges, but the skills employees need to manage each of them are the same – organizing and motivating the right team, delegating tasks, time and budget management, and strategic planning skills.

Keyano College, in partnership with MacEwan University, offers a Project Management Certificate, delivered by PMI® credential holders, using courses aligned with the Project Management Institute (PMI) PMBOK® Guide 7th edition. Students will develop practical knowledge, strategies, and skills that can be immediately applied to managing or coordinating projects through their life cycle.

This program is delivered in blended learning format for the 2021-2022 academic year. Students will access the Keyano Learning Management System (**iLearn.keyano.ca**) for all course materials. This is designed to increase accessibility and flexibility within the program.

All courses earn PMI Professional Development Units (PDUs) and the number of PDUs is equivalent to hours of instruction. For details, visit www.pmi.org.

The courses in this certificate program are approved for 112 hours of the required 150 hours of study in one or more of the 18 approved subject areas towards the Achievement in Business Competencies (Blue Seal) program, through Alberta Apprenticeship and Industry Training. Students can also earn continuing education unit credits for both Alberta and Ontario Water and Waste Water Operator Certification.

Courses are recommended to be taken in the order they appear.

RECOMMENDED TEXTBOOK: The textbook used throughout this program is *Project Management Body of Knowledge (PMBOK) Guide, 7th edition* and is available for purchase at *Keyano Bookstore*.

- This program can be completed in 7 months, depending on course availability
- Minimum of 80% attendance required in all courses.
- This program is subject to a \$5 per course tech fee
- Program scheduling information available at www.keyano.ca/projectmanagement



CEPM 101

BASICS OF PROJECT MANAGEMENT**21 hours, \$795**

Gain an excellent understanding of the project characteristics, along with the five project management Process Groups (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) to enhance overall performance and the success of projects in any organization or industry. Discover how to integrate the ten Knowledge Area processes, tools, techniques, and templates in a manner that can be readily applied in your work place. Learn how project management processes connect with each other to successfully achieve project objectives. Topics include management of stakeholders, scope, quality, schedule, cost, resources, communication, risk, procurement, and project integration. You will also apply various techniques such as stakeholder analysis, work breakdown structure, scheduling, estimating, risk assessments, evaluation criteria, change control, and lessons learned.

Upon successful completion of this course, the student will be able to:

- Outline the value of project management within an organization
- Explain the role of a Project Manager
- Outline the activities and factors required to initiate a project
- Apply project management industry best practices in planning a project, using tools and techniques such as Stakeholder Analysis, Work Breakdown Structure, Risk Response Planning
- Recognize and assess impacts of potential project changes that occur during the execution of a project
- Apply techniques used to monitor and control successful projects
- Identify and address project management challenges

This course is recommended to be taken first in the Project Management Certificate.

NOTE: This course is eligible for credit in both the Construction Management Certificate and the Project Management Certificate.

CEPM 108

PROJECT MANAGEMENT AND THE ORGANIZATION**3.5 hours, \$225**

Understanding how projects should align to organizational goals is fundamental to project decisions. Learn how organizations are increasingly dependent on effective project management to achieve strategic objectives and organizational goals. Discover how to manage organizational

and environmental factors that can affect project performance. Concepts include: portfolio and program management, business case fundamentals, organizational impacts on project structures and reporting relationships, as well as developing a Project Charter that ensures a direct link between the project's intended deliverables and the strategic objectives.

Upon successful completion of this course, the student will be able to:

- Explain how organizations use project management to enhance business value
- Describe the basic elements of a business case
- Appraise the impact of organizational influences and environmental factors on projects
- Identify the difference of projects, programs and portfolios
- Tailor a project approach by selecting appropriate techniques from different project management frameworks
- Develop a Project Charter that aligns with an organization's objectives

CEPM 102

PROJECT SCOPE AND QUALITY**14 hours, \$595**

Scope definition and quality control are fundamental to project success. Learn how to elicit and turn requirements into a project scope with the appropriate level of quality. Concepts include requirements elicitation and traceability techniques, scope management planning, work breakdown structure, scope validation, and scope control. Also addressed are concepts related to quality management models that include quality management planning, quality assurance and quality control, which highlights the benefits of prevention over inspection. You will apply these concepts to various exercises based on real world examples and case studies.

Upon successful completion of this course, the student will be able to:

- Develop a scope management plan
- Explain the importance of project requirements
- Select appropriate techniques to elicit requirements
- Establish a scope baseline using a WBS
- Initiate actions to manage scope
- Distinguish between quality management models
- Incorporate quality management techniques into a project management plan

CEPM 103

PROJECT SCHEDULE AND COST MANAGEMENT

21 hours, \$795

Scheduling along with cost definition and control is critical to project success. Learn how to transform project scope and quality objectives into a feasible project schedule and cost baseline for tracking and control. Concepts include how to estimate the impact of adaptive versus predictive project management and effective techniques to develop and display schedule information for critical paths. Students will apply various techniques to measure and report the combined impact of schedule and cost variances against a baseline plan. Earned Value Analysis will enable students to properly forecast potential project outcomes.

Upon successful completion of this course, the student will be able to:

- Distinguish between predictive and adaptive project management approaches
- Create a defensible estimate
- Establish schedule and cost baselines
- Describe different techniques for monitoring and controlling project schedule and cost baselines
- Tailor project schedule and cost communications to meet stakeholder requirements
- Apply project management industry best practices to measure and report on project activities and costs

CEPM 104

PROJECT STAKEHOLDER, RESOURCES & COMMUNICATIONS MANAGEMENT

21 hours, \$795

Successful project managers are proficient in stakeholder relationships, human resource management, and communication. Learn how to identify and engage effectively with stakeholders to foster support for project goals and objectives while building dynamic teams. Concepts include assessing stakeholders and managing their expectations, principles for organizational change management, and developing a communication plan. Students will apply and use various techniques such as stakeholder analysis, negotiating, motivating while evaluating their communication, and leadership styles.

Upon successful completion of this course, the student will be able to:

- Explain the rationale for the inputs to and use of the outputs from Stakeholder, Human Resources, and Communication Knowledge Area processes.
- Demonstrate proficiency in the appropriate use of the Stakeholder, Human Resources, and Communication Knowledge Area processes' tools and techniques

CEPM 105

PROJECT PROCUREMENT MANAGEMENT

14 hours, \$595

Negotiating contracts or defining the activities required by a vendor ensures a cost-effective project has the resources needed to meet challenges. Develop contracting strategies and the respective roles of the project and procurement departments in negotiating, administering, managing, and closing contracts. Concepts include the procurement life cycle, basic components and types of contracts, evaluation approaches, and vendor relationship management. Students will apply various techniques, including making or buying analysis, selection of contract types, risk mitigation using procurement strategies, and procurement performance reviews and audits.

Upon successful completion of this course, the student will be able to:

- Explain the rationale for the outputs to and use of the outputs from Procurement Knowledge Area processes.
- Demonstrate proficiency in the appropriate use of the Procurement Knowledge Area processes' tools and techniques

CEPM 106

PROJECT RISK MANAGEMENT

14 hours, \$595

Inappropriately managed risk can have serious consequences. Learn how to identify and accurately assess risk to respond in a more effective manner. Concepts include risk identification, understanding probability and impact, developing reasonable risk response strategies. Incorporating risk (through risk registers, audits and reassessment), into the project management plan is addressed. You will also apply various techniques such as risk categorization, quantitative risk analysis, expected monetary value analysis, contingency analysis, risk mitigation strategies, decision trees, variance, and trend analysis.

Upon successful completion of this course, the student will be able to:

- Explain the rationale for the Inputs to and use of the outputs from Risk Knowledge Area processes.
- Demonstrate proficiency in the
- appropriate use of the Risk Knowledge Area processes' tools and techniques.

CEPM 109

PROJECT INTEGRATION MANAGEMENT**3.5 hours, \$225**

Integration of all interrelated project activities is the key to a successful project. Learn how integration processes assist the project manager to identify the interdependencies among activities so they can deliver projects on time and on budget to meet business objectives. Enhance your ability to integrate all the elements of a project into a single comprehensive project management plan, then action that plan using appropriate monitoring and control techniques combined with a comprehensive change control process. Concepts include how all the project management knowledge areas work together in an integrated fashion, configuration management, change control boards, use of project reports and information, lessons learned, and the role of ethics in the project process. You will also apply project management techniques such as change requests, control logs, audits, historical information, and close out reports.

Upon successful completion of this course, the student will be able to:

- Explain the rationale for the inputs to and use of the outputs from Project Integration Knowledge Area processes.
- Demonstrate proficiency in the appropriate use of the Project Integration Knowledge Area processes' tools and techniques.
- Demonstrate proficiency in interpreting the PMI ethics guideline

NOTE: It is recommended that this course be taken after all others have been completed.

ENERGY IS OUR MIDDLE NAME.

Take your career to the next level with the Alberta MBA delivered in-person in Fort McMurray.

business.ualberta.ca/mba



UNIVERSITY OF ALBERTA
ALBERTA SCHOOL OF BUSINESS

CONSTRUCTION MANAGEMENT



There is a growing need for trained professionals to take on leadership roles in the construction industry.

Designed with input from industry and other subject matter experts, this certificate program provides critical skills for construction management, as identified by the Construction Owners' Association of Alberta and the Canadian Construction Association. Keyano College's Construction Management Certificate Program is approved by the Canadian Construction Association for **GOLD SEAL ACCREDITATION**. Each course has been accredited as Special Industry Course credits for Gold Seal candidates.

This certificate has been updated to include some courses in blended learning format. Students will be required to spend some time in class and some hours on their own with an online learning component. Students will access the Keyano Learning Management System (iLearn.keyano.ca) for all course materials and online components within the

course timeframe. This is designed to increase accessibility and flexibility within the program.

REQUIRED TEXTBOOKS: The textbooks used in this program are noted below.



- This program can be completed in one year, depending on course availability.
- Minimum of 80% attendance required in all courses.
- Passing grade for all courses is 60%
- Information is also available at www.keyano.ca/construction

This program and courses are available for on-demand training for groups as requested. Please email coned@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CEPM 101 THE BASICS OF PROJECT MANAGEMENT 21 hours, \$795

Gain a clear understanding of the Five Project Management Process Groups (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) and learn how these processes interact with each other to successfully achieve project objectives. Discover how to integrate the Ten Knowledge Area Processes, tools, and templates in the work place. Concepts include stakeholders, scope, quality, time, cost, human resources, communication, risk, and procurement and project integration management. Students will also apply techniques such as stakeholder analysis, work breakdown structure, scheduling, estimating, risk assessments, contracts, and change control.

Qualifies for 6 Special Industry Course credits towards Gold Seal Certification.

*NOTE: *This course is eligible for credit in the Project Management Certificate.*

RECOMMENDED TEXTBOOK: PMBOK Guide, 7th edition.

CECONST 501 CONSTRUCTION PLANNING & SCHEDULING 39 hours, \$765

Effective planning and scheduling methods ensure that the right resources and tools are available at the right time to enhance construction processes and services. In this introductory course, participants will gain a solid understanding of planning and scheduling tools and their applications.

Qualifies for 6 Special Industry Course credits towards Gold Seal Certification.

TEXTBOOK: Project Management Body of Knowledge (PMBOK Guide), 7th edition, PMI

CECONST 502 PROJECT CONTROLS

39 hours, \$765

This course is aimed at Project Controls Team Members or Coordinators who manage budgets on larger projects. Course content explores the impact of cost management and project changes or delays on profitability through analyses of the Work Breakdown Structure. The role of finance and the utilization of manual and computer spreadsheet calculations is also explored.

Qualifies for 6 Special Industry Course credits towards Gold Seal Certification.

CECONST 503 PRINCIPLES OF CONTRACT LAW

39 hours, \$765

Managing, interpreting, and understanding legal documents are critical responsibilities of Construction Managers. This course prepares professionals for those tasks by exploring the essentials of contract law. Course content includes the legal system, construction contract law, interpreting documents, insurance, bonding, warranties and guarantees, contract terms and conditions, the litigation process, and implications of national, provincial and municipal codes, by-laws, acts, and regulations.

TEXTBOOK: Business Law in Canada, 10th Edition, Yates, Bereznicki-Korol, and Clarke. Pearson Canada.

CECONST 504 MANAGING WORKSITE SAFETY

21 hours, \$675

Successful leaders need to create a safe work environment for their team. This course addresses safety concepts pertinent to the construction industry, such as creating a safety culture, injury statistics and reporting, due diligence, legislation (working alone, violence in the workplace, prime contractor responsibility, incident investigations, drug and alcohol), field level risk assessments, and safety management system overview.

Qualifies for 4 Special Industry Course credits towards Gold Seal Certification.

TEXTBOOK: Practical Loss Control Leadership, 3rd Edition, Frank E. Bird, George L. Germain. International Loss Control Institution, March 1986.

CECONST 505 CONSTRUCTION DRAWING & SPECIFICATIONS

39 hours, \$765

This course examines plans, elevations, sections, and specifications pertaining to the construction process. Participants will learn to read and interpret specifications to cost-out, plan work changes and prevent delays. Course content includes hands-on experience with blueprint drawings and specifications.

Qualifies for 6 Special Industry Course credits towards Gold Seal Certification.

CELEAD 401 LEADING PEOPLE

21 hours, \$665

Leaders need to be adept at problem solving, time management, collaboration, mentoring and coaching employees, communication, organizing and planning, performance management, conflict resolution, and creating a positive work environment. In this course, students will learn what it takes to be an effective leader and how to harness these attributes in a leadership role.

Qualifies for 4 Special Industry Course credits towards Gold Seal Certification.

Qualifies for 0.4 CEU's for Water and Wastewater Operator Certification.

CECONST 506 CONSTRUCTION CAPSTONE PROJECT

21 hours, \$655

This module combines all core subjects within the Construction Management Certificate Program in a cumulative, real-world construction project. This course is aimed at construction professionals who have completed all the program courses and modules. The exercises in class are based on real time challenges faced by Construction Managers, Administrators, and Coordinators. The course is highly participative and reinforces curricula from previous courses.

Qualifies for 4 Special Industry Course credits towards Gold Seal Certification.

PREREQUISITE: Successful completion of all other Construction Management Certificate courses.

WHAT IS GOLD SEAL?

The Canadian Construction Association (CCA) Gold Seal Certification Program is a national certification program for construction Project Managers, Superintendents, Estimators, and Owners' Project Managers. Certification is based on the candidate's education, experience and his/her ability to satisfy the rigorous standards of the program. Gold Seal offers a real degree of assurance to the industry that the individual has attained a nationally recognized level of competence.

Benefits:

FOR THE INDIVIDUAL: The Gold Seal Certificate is a declaration of skill and competence that is recognized by the construction industry across the country. This certificate will enhance mobility and professional development of Construction Managers.

FOR THE CONTRACTOR: Employing Gold Seal Certified Managers is a statement regarding the professionalism and commitment of the firm to construction management excellence. A Gold Seal Certificate assists employers in recruiting capable Construction Managers.

To learn more about the CCA Gold Seal Certification Program, please visit goldsealcertification.com

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SUPPLY MANAGEMENT TRAINING

Supply Management Training courses and seminars are offered by Keyano College in partnership with the Supply Chain Canada. These sessions meet the full standard of the Canadian Supply Chain Sector National Accreditation Program, which was established to recognize programs that meet the Canadian Supply Chain Sector Council's national standards, reflecting industry needs and educators' best practices. Supply Management Training consists of courses which cover the essential tools and techniques practitioners need to operate in today's demanding business environment.

WHO SHOULD ATTEND?

- Junior Buyers, Purchasing Assistants, Production Planners, Warehouse Clerks, Material Handlers, Logistics Administrators, Inventory Coordinators as well as Associates, Analysts, and Specialists
- Individuals who work outside of the supply management field but have some procurement, logistics, transportation, and/or operations responsibilities
- Those with supervisory/management responsibility seeking basic knowledge of their direct reports' supply management functional areas
- Anyone who influences an organization's procurement decisions

Participants can enroll in a single seminar, or complete the Supply Management Training Certificate Program. Those who wish to complete the Supply Management Training must register with Supply Chain Canada prior to completing their first course or seminar.

This program is available for students in the virtual Livestream online format. Students will access the Keyano Learning Management System (**iLearn.keyano.ca**) for all course materials and online components within the course timeframe. This is designed to increase accessibility and flexibility within the program. Students must complete all the required readings and assignments for each seminar prior to attending class.



- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60%
- Program scheduling information available at www.keyano.ca/supply

TECHNICAL COURSES

Available online through Supply Chain Canada. Please visit www.keyano.ca/supply for more information.

- SMT - Logistics
- SMT - Procurement
- SMT - Transportation
- SMT - Operations Management

This program and courses are available for on-demand training for groups as requested. Please email coned@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CESUPPLY 201 ACCOUNTING & FINANCE 14 hours, \$625

This seminar provides a comprehensive overview of how finance impacts supply management. Participants learn basic accounting, and finance terminology, how to read financial statements and how decisions are made. Students will be introduced to interpreting financial information using key ratios and to the principles of accounting and budgeting. Participants will gain an understanding of how supply management practitioners make a business case for an investment and evaluate investment opportunities.

CESUPPLY 203 BUSINESS PLANNING 14 hours, \$625

This seminar provides an overview of organizational strategic planning and the basic elements of a strategic analysis (SWOT). Course content will introduce the Porter 5-Forces model for analyzing the competitive environment, as well as critical success factors, strategic maps, and company positioning and strategic models such as low-cost, differentiation and niche. Participants will discuss strategic plan development in a supply management role and the connections between strategic plans and budgets.

CESUPLY 204
MARKETING

14 hours, \$625

Participants will learn about marketing principles and the role of marketing in supply management. Course content will address the differences between marketing and sales, marketing products and services, as well as business-to-business and business-to-consumer marketing. Key topics include market research, competition evaluation, market segmentation and selection, the marketing mix and the "4 Ps" of marketing (product, pricing, place, and promotion). Strategies for market leaders and market followers will also be outlined.

CESUPLY 210
COMMUNICATION AND RELATIONAL SKILLS

14 hours, \$695

Listening skills, persuasive oral and written communication, and the ability to distill complex issues to all stakeholders are competencies essential to the successful Supply Chain Professional. In this workshop, participants learn how to build effective inter-organizational supply chain relationships through compelling reports and presentations, persuasive communication skills, and an understanding of non-verbal communication practices.

CESUPLY 230
NEGOTIATION SKILLS

28 hours, \$1,395

Negotiation skills are an essential competency for managers, and especially those responsible for supply chain management. This workshop provides students with a roadmap for leading or participating in successful

negotiations. Participants will focus on the entire negotiation process and learn the activities and techniques used from the preparation stage to face-to-face negotiations. Course content covers understanding the other negotiator, responding to power imbalances and building longer-term relationships. Interactive exercises, including negotiation simulations and role-playing exercises, feature prominently and allow participants to fine-tune negotiating skills.

CESUPLY 250
COMPETITIVE BIDDING AND CONTRACT MANAGEMENT

14 hours, \$695

Competitive bidding and contract management, if not handled properly, can lead to serious legal and financial consequences for any organization. This workshop looks at the conditions for successful competitive bidding and the elements of the bidding process, including Requests for Proposals and Requests for Quotes, electronic tendering, types of contracts and contract law, writing contract terms and contract management from performance review to dispute resolution and termination.

ADVANCED STANDING

If a candidate completes the Supply Management Training (SMT) Program or, at the least, the four core courses in the SMT offerings, they may be eligible for advanced standing and/or module exemptions when they enroll in the Supply Chain Canada (SCMP) Designation Program. For more information, please visit the Supply Chain Canada website at www.supplychaincanada.com or email Millete Gutierrez at mgutierrez@scmaab.ca.

MANAGEMENT & SUPERVISION

Keyano College, in partnership with MacEwan University, is offering the Management & Supervision Certificate program. This program's courses are eligible for the Achievement in Business Competencies (Blue Seal) program, through Alberta Apprenticeship and Industry Training.

Managers and supervisors play a pivotal role in any organization's growth and success. Develop and enhance your ability to engage your team, make decisions, problem solve, handle conflict and communicate with purpose. Discover new and practical strategies you can adopt immediately to effectively supervise and manage others within an evolving workplace. Walk away with a greater capacity to contribute to your organization's success, as well as your own.

The Management and Supervision Certificate will teach you how to:

- identify the competencies, skills and attributes you need to be successful in your role
- create an environment that empowers and inspires employees to succeed
- apply critical thinking strategies to problem-solve, make decisions, and manage priorities

- communicate effectively and manage difficult issues and conflict in the workplace
- improve team morale, engagement, and performance

This certificate consists of 7 courses (6 required courses and 1 elective), 7 hours each in length, for a total of 49 instructional hours.

Courses may be completed individually, or complete the six required courses plus one elective to achieve your Management and Supervision certificate. This program is delivered in the virtual Livestream online format. Students will access the Keyano Learning Management System (**iLearn.keyano.ca**) for all course materials and online components within the course timeframe. This is designed to increase accessibility and flexibility within the program.

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Program schedule information available at **www.keyano.ca/management**



CESUPR 100 FUNDAMENTALS OF MANAGEMENT AND SUPERVISION

7 hours, \$329

Managers and supervisors play a pivotal role in an organization and require unique skills to motivate and lead their teams. Explore the mindset and behaviors of an effective manager and how to successfully handle the challenges of supervising in today's business environment. Learn principles and strategies to enhance your supervisory and team building skills in a manner that will lead to improved team performance, morale, engagement, and goal achievement.

CESUPR 101 BUILDING AN ENGAGED WORKFORCE

7 hours, \$329

Leading others requires understanding each team member as an individual with unique skills, abilities, and needs. Bringing people together in a cohesive team to accomplish organizational goals requires understanding diversity and team dynamics, as well as how to deal with conflict proactively so that a safe, productive and healthy work environment can be created for all. You will leave equipped with practical strategies for building and leading strong, productive, and more successful teams.

CESUPR 102 MANAGING PRIORITIES AND MAKING DECISIONS

7 hours, \$329

Balancing the needs and demands of a team with those of the organization can be challenging. Learn how to use critical thinking skills to problem-solve and make decisions. Explore techniques and strategies to improve your own productivity and ability to adapt to changing priorities and keep yourself and your team on track. Discover how to delegate and assign tasks effectively, run effective meetings, reduce time wasters, and manage the email jungle.

CESUPR 103 EFFECTIVE COMMUNICATION TECHNIQUES

7 hours, \$329

Strong communication skills are essential for managers and supervisors to be effective. Learn to communicate and present information more confidently and persuasively. By exploring common barriers to communication and understanding your own communication style, you can affect how your message is received by others. Discover simple, but profound strategies you can use to strengthen and add impact to your written and verbal communications.



CESUPR 104

MANAGING WORKPLACE CONFLICT

7 hours, \$329

If your role involves leading others, you will likely have times where conflict threatens to derail working relationships, team productivity and the work environment. But when handled constructively, conflict can also be a catalyst for change and growth. Learn about the different types of workplace conflict and its effects on individuals and the organization. Identify your own conflict style and that of others, explore the problem-solving process, and discover practical strategies and tools that will increase your confidence, and skills in resolving conflicts in a constructive manner.

CESUPR 105

COACHING FOR PERFORMANCE

7 hours, \$329

Enhance your ability to develop and manage the performance of your team. Learn how to work with your employees to define roles, set expectations and goals, and measure results. Acquire practical skills and techniques on how to coach, give and receive feedback, cope with failure and success, and motivate employees. The importance of providing meaningful recognition in building a productive work environment will also be covered.

CESUPR 200

ELECTIVE: STRATEGIES FOR MANAGING PROJECTS

7 hours, \$329

The day-to-day work in organizations today is often project based. Whether this involves launching new products or services, changing business processes or moving offices, chances are that every manager and supervisor will have a role to play in ensuring successful project completion. In this practical, hands-on course, you will learn the basics of managing projects throughout the various phases: conceptualization, planning, execution, and review.

CESUPR 201

ELECTIVE: HIRING FOR SUCCESS

7 hours, \$329

Ensure you make the right hiring decision. Learn how to prepare a job analysis and position profile, create better job advertisements, and develop a fair and consistent interview process for selecting employees. Interviewing is both an art and a science. Gain an understanding of the different types of interview questions and techniques that elicit specific, behavior-based examples of past performance.

This program and courses are available for on-demand training for groups as requested. Please email coned@keyano.ca or call **780.799.0535** for scheduling and pricing information.

UNIVERSITY OF NEW BRUNSWICK ONLINE PROGRAMS



HEALTH & SAFETY PROGRAMS

CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY

Designed by senior safety professionals, this online program incorporates current trends and regulations and will equip you with the tools to develop, implement, and evaluate an effective health and safety system. The program also prepares you to write the Canadian Registered Safety Professional (CRSP®) exam. You may take one course at a time or register for the entire program.

Who should enrol?

- Practicing occupational health and safety professionals
- Those who want to break into this rapidly expanding field

Program Courses

Fundamentals

- Health and Safety Program Basics
- Fundamentals of Occupational Hygiene
- Legislative Compliance and Corporate Responsibility

Management and Leadership

- Management of Health and Safety Systems
- Management, Leadership and Organizational Behaviour
- Risk Management and Risk Communication

Specializations

- Accident Causation Theory and Incident Investigation
- Fundamentals of Environmental Management
- Fire Prevention and Protection
- Ergonomics
- Auditing OHS Management Systems

11 courses • 10 weeks per course
Aligns with the current CRSP® Examination Blueprint

DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

Take your OHS Certificate to the next level. Learn to think from a 'system' perspective, taking the overall safety culture, systems, and measurement into consideration. You'll develop management and communications skills to help influence stakeholders and lead change within your organization. You'll also deepen your technical skills on specific OHS topics. You may take one course at a time or register for the entire program.

Who should enrol?

The Diploma program is intended for supervisors, managers, and OHS professionals.

Prerequisites

A valid CRSP® or CHSC designation, or a UNB approved OHS certificate program.

Program Courses

Core Management

- Effective Communication
- Psychological Health and Safety
- Human Performance Leadership
- Effective Workplace Training

Technical Electives (*choose 4*)

- Data Driven Decision Making
- Managing Substance Abuse in the Workplace
- Disability Management
- Safety in Complex Work Environments
- Working at Elevation
- Personal Protective Equipment
- Program Planning & Wellness in the Workplace
- Fatigue management

8 courses • 13 weeks per course

PATHWAY TO COPING

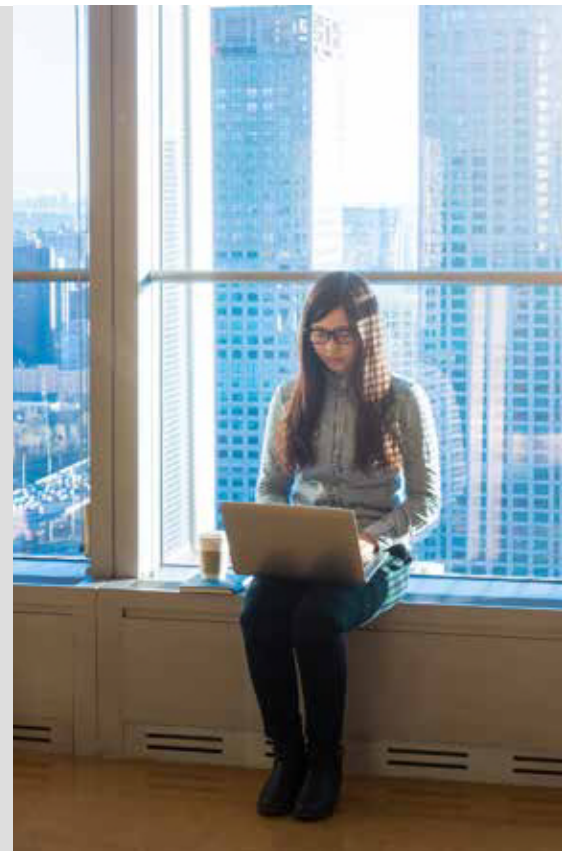
If you are tired of being frustrated, stressed, feeling hopeless or overwhelmed, and are concerned about your mental health, this course can help. Many people have never learned how to cope effectively, but the good news is coping skills are teachable. Pathway to Coping will show you how to develop skills and techniques to cope better with stress, improve your problem-solving skills, which can lead to more internal peace.

Who should enrol?

Anyone seeking to develop new, more adaptive ways of coping, find peace, get ahead personally and professionally, and improve relationships

Course Topics

- Avoiding Faulty Thinking
- Self-Confidence
- Energy
- Flexibility
- Positive Thinking
- Leadership from Within
- Relationships
- Resiliency
- Human Motivation Insights



For more information or to register
go.unb.ca/keyano



BOOKKEEPING

The key to business success starts with professional bookkeeping. The Bookkeeping Certificate is designed to offer participants a thorough understanding of bookkeeping techniques and practices and how to apply them using both manual and computerized methods.

This program is delivered in a blended learning format. Students will access the Keyano Learning Management System (**iLearn.keyano.ca**) for all course materials and online components within the course timeframe. This is designed to increase accessibility and flexibility within the program.

COMPUTER COMPETENCY

Students entering the Bookkeeping Certificate program are expected to have computer skills that include the comprehensive understanding of word processing, spreadsheets, and website navigation. Students will be

expected to demonstrate these computer skills throughout the program. For students who DO NOT have the required computer skills, it is recommended to enroll in CECOMP100, Computer Fundamentals (Page 51) CEEXCEL01 Excel Level 1 and CEEXCEL02 Excel Level 2.

REQUIRED TEXTBOOKS: The textbooks used in this program are noted below and are available for purchase at the Keyano Bookstore.

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60%
- Program schedule information available at www.keyano.ca/bookkeeping

CEBKEEP 100 INTRODUCTION TO BOOKKEEPING 21 hours, \$495

Learn how to record transactions, set up and maintain a set of books. Students apply their understanding of debits and credits as well as accounts and journal entries through practical case studies. This course focuses entirely on manual accounting procedures and assumes students have no prior knowledge of bookkeeping.

TEXTBOOK: *Accounting Basics: An Introduction for Non-Accounting Majors*, Eric A. Weinstein, 2014, Labyrinth Learning

CEBKEEP 200 ADVANCED BOOKKEEPING 21 hours, \$495

Expand your knowledge of accounting principles. This course studies these principles as they apply to the recording and presentation of assets, liabilities and equity. Students will be prepared for a career in accounting by exploring the concepts of detailed financial statements including adjusting and closing entries.

PREREQUISITE: *Introduction to Bookkeeping*

TEXTBOOK: *Accounting Basics: An Introduction for Non-Accounting Majors*, Eric A. Weinstein, 2014, Labyrinth Learning

CEBKEEP 300 QUICKBOOKS PREMIUM 21 hours, \$495

Learn how this program can simplify the setup of a chart of accounts, reconcile chequing accounts, create and print inventory and receivables, create estimates, and generate reports. Topics covered in this course include an introduction to QuickBooks, basic accounting principles, backing up files, creating companies, working with vendors, working with customers, banking with QuickBooks, and more.

CEBKEEP 400 PAYROLL ADMINISTRATION 21 hours, \$495

Learn how to prepare hourly, salaried and commission payroll. Students will focus on a comprehensive study of federal and provincial legislation relating to the payroll function. They will also learn payroll law, record maintenance, pay cheque, and statement preparation, tax preparation and the effect of current source deduction rules on payroll preparation.

TEXTBOOK: *Introduction to Payroll Administration, 4th Edition*, McGraw Hill, Alan Dryden.

CEACCT 110
SAGE 50 LEVEL 1

18 hours, \$495

Level 1-Students will learn how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is geared towards someone whose primary responsibility is data entry in Simply Accounting.

NOTE: Students must bring their own USB drive, minimum 1GB, to this class.

TEXTBOOK: Purbhoo, M. (2020). Using Sage 50 Accounting 2020. Pearson

OPTIONAL COURSES

CEBKEEP 500
FINANCIAL PLANNING

18 hours, \$495

Students learn the basics of personal financial planning. Through class instruction, discussions and assignments, they apply their understanding of concepts to better understand client's needs and for their own personal financial planning purposes. The course assumes no prior knowledge of financial planning.

CESACCT 210
SAGE 50 LEVEL 2

18 hours, \$495

Level 2-Students will be introduced to more advanced functions and capabilities of Simply Accounting. It is designed for computer users who are already familiar with accounting and/or have experience in the basic operations of Level 1.

PREREQUISITE: Introduction to Bookkeeping and Computer Fundamentals or equivalent.

NOTE: Students must bring their own USB drive, minimum 1GB, to this class.

TEXTBOOK: Purbhoo, M. (2020). Using Sage 50 Accounting 2020. Pearson



OFFICE CAREER TRAINING



This program provides students with general business fundamentals and the proficiency required to use the associated computer applications. Students will benefit from a comprehensive understanding of the skills necessary to be competitive in the dynamic global environment. Upon successful completion of this program, students are expected to manage administrative activities in a timely and professional manner.

This program will be delivered in in-class and online format. Students will access the Keyano Learning Management System

(iLearn.keyano.ca) for all course materials. This is designed to increase accessibility and flexibility within the program.

- This program can be completed in four months, depending on course availability
- Minimum of 80% attendance required in all courses
- Program schedule information available at www.keyano.ca/officecareer

CEOCT 100 BUSINESS ETIQUETTE 7 hours, \$329

Students will learn the soft skills necessary to create, strengthen, and maintain a positive impression. Regardless of workplace formalities, employees are required to be high self-monitors and conduct themselves accordingly. Students will learn how to effectively leverage their situational awareness skills to become effective organizational ambassadors.

CEOCT 200 OFFICE PROCEDURES 21 hours, \$495

This course explores introductory office procedures and protocol required to strengthen administrative support functions. Students will learn how to effectively accomplish practical administrative tasks such as meeting minute taking, event management, booking travel arrangements, and filing while learning specific processes for each. Upon successful completion of this course, students will be able to respond to dynamic workplace requests in a timely and professional manner while completing office procedures necessary to support daily business activities.

CEPDCS 100 CRITICAL ELEMENTS OF CUSTOMER SERVICE 14 hours, \$375

While many companies promise to deliver an incredible customer experience, some are better at delivering than others. This two-day course is designed around six critical elements of customer service that, when the company lives them, bring customers back to experience service that outdoes the competition. Through activities, you will learn how to demonstrate a customer service approach, confidence and skill as a problem solver, understand how your own behavior affects the behavior of others, apply techniques to deal with difficult customers, and make a choice to provide customer service.

CESUPR 102 MANAGING PRIORITIES AND MAKING DECISIONS 7 hours, \$329

Balancing the needs and demands of a team with those of the organization can be challenging. Learn how to use critical thinking skills to problem-solve and make decisions. Explore techniques and strategies to improve your own productivity and ability to adapt to changing priorities and keep yourself and your team on track. Discover how to delegate and assign tasks effectively, run effective meetings, reduce time wasters, and manage the email jungle.

NOTE: This course is eligible for credit in the Management & Supervision Certificate.

CEEXCEL 01
EXCEL 2019 LEVEL 1

14 hours, \$395

Learn the foundational skills necessary to create and edit professional-looking spreadsheets. Topics include an introduction to Excel, constructing cell data, using formulas, functions, formatting worksheets, viewing and printing workbooks, charts, graphics; and analyzing, organizing and sharing workbooks.

CEWORD 01
WORD 2019 LEVEL 1

14 hours, \$395

Learn the fundamental skills necessary to create and format business documents such as letters, forms, and newsletters. Topics included creating a new document, manipulating text, formatting content, working with tabs, formatting documents, printing, using tables, working with illustrations, creating mass mailing documents, and sharing documents.

CEOUTLK 100
OUTLOOK 2019

14 hours, \$395

This course teaches students how Outlook is structured and how to maximize its features for effective communication and collaboration. Topics include managing e-mail, using the calendar, working with contacts, using tasks and notes, and organizing information.

GRANT AVAILABLE

Canada Alberta Job Grant

Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Visit alberta.ca/canada-alberta-job-grant.aspx for eligibility requirements



MEDICAL OFFICE ASSISTANT



Keyano College, in partnership with the Northern Alberta Institute of Technology (NAIT), offers a Medical Office Assistant Certificate. This program introduces students to the in-demand field of Healthcare while ensuring success in this rapidly evolving profession. Program coursework develops the fundamental framework required while advancing customer service, time management, and computer skills.

Successful completion of this certificate program empowers students to perform medical office administrative duties, including maintaining accurate patient records, while empathizing with dynamic patient needs.

This program will be delivered in a blended learning format. Students will access the Keyano Learning Management System (iLearn.keyano.ca) for all course materials. This is designed to increase accessibility and flexibility within the program.

REQUIRED TEXTBOOKS: The textbooks used in this program are noted below and are available for purchase at the Keyano Bookstore or the NAIT online bookstore for NAIT courses.

- This program can be completed in six months, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for NAIT courses is 60%
- Program schedule information available at

www.keyano.ca/medicalassistant



CITMS 100: NAIT ONLINE COURSE

MEDICAL TERMINOLOGY

60 hours, \$760

Learn correct medical terminology and understand relevant, related industry terms. Jargon specific lexicon, including basic word structure, suffixes, prefixes, and combined forms of medical terms, will be intensively studied for the duration of the course.

Through targeted activities, you will become an effective communicator as a health care professional. Learn to interpret and use appropriate terminology to define and describe the body as a whole, in addition to the location and function of the organs in all major body systems and pathological conditions of those systems.

Note: Biology 30 is recommended.

TEXTBOOK: Language of Medicine, 11th Ed

To register for this NAIT course, please register through the NAIT website.

IPHE 101: NAIT ONLINE COURSE

ORIENTATION TO CANADIAN HEALTHCARE

32 hours, \$425

Study the ethics, rules and regulations of the Canadian healthcare system and practice effective communication with patients and healthcare professionals.

Explore the rich history of the Canadian healthcare system and develop your cultural competence. Consider how professionals work together to improve the health of patients and what Canadian patients expect from healthcare providers. Expand your awareness of the provincial and federal governments' roles within the Canadian healthcare system. With the skills you gain in this course, you will begin to meet the needs of Canadian patients, safely and with confidence.

To register for this NAIT course, please register through the NAIT website.

CEBLS 100

BASIC LIFE SUPPORT (IN CLASS ONLY)**5 hours, \$145**

The BLS for Healthcare Providers is a classroom course that is designed to teach a variety of healthcare professionals how to recognize a number of life-threatening emergencies, how to provide Cardiopulmonary Resuscitation (CPR), how to use an Automated External Defibrillator (AED) and how to relieve choking in a safe, timely and effective manner.

TEXTBOOK: Heart & Stroke Foundation BLS for Healthcare Providers Student Manual

CEOCT 200

OFFICE PROCEDURES**21 hours, \$495**

This course explores introductory office procedures and protocol required to strengthen administrative support functions. Students will learn how to effectively accomplish practical administrative tasks such as meeting minute taking, event management, booking travel arrangements and filing while learning specific processes for each.

Upon successful completion of this course, students will be able to respond to dynamic workplace requests in a timely and professional manner while completing office procedures necessary to support daily business activities.

CEPDCS 100

CRITICAL ELEMENTS OF CUSTOMER SERVICE**14 hours, \$375**

While many companies promise to deliver an incredible customer experience, some are better at delivering than others. This two-day course is designed around six critical elements of customer service that, when the company lives them, bring customers back to experience service that outdoes the competition. Through activities, you will learn how to demonstrate a customer service approach, confidence and skill as a problem solver, understand how your own behavior affects the behavior of others, apply techniques to deal with difficult customers, and make a choice to provide customer service.

CESUPR 102

MANAGING PRIORITIES AND MAKING DECISIONS**7 hours, \$329**

Balancing the needs and demands of a team with those of the organization can be challenging. Learn how to use critical thinking skills to problem-solve and make decisions. Explore techniques and strategies to improve your own productivity and ability to adapt to changing priorities and keep yourself and your team on track. Discover how to delegate and assign tasks effectively, run effective meetings, reduce time wasters and manage the email jungle.

NOTE: This course is eligible for credit in the Management & Supervision Certificate.

CEWORD 01

WORD 2019 LEVEL 1**14 hours, \$395**

Learn the fundamental skills necessary to create and format business documents such as letters, forms, and newsletters. Topics included creating a new document, manipulating text, formatting content, working with tabs, formatting documents, printing, using tables, working with illustrations, creating mass mailing documents, and sharing documents.



COMMUNICATION SKILL DEVELOPMENT



The Communication & Leadership Training courses are ideal for individuals who want to develop or improve their skills in communicating, presenting and writing. The program will give people the methods and tools to sharpen their management and supervisory skills.

This program is available for students in both an in-class and

online format. Students will access iLearn (iLearn.keyano.ca) for all course materials and online components within the course timeframe. This is designed to increase accessibility and flexibility within the courses.

Course schedule information available at www.keyano.ca/communication.

CETEAMB 302 **ACTIVE LISTENING** 8 hours, \$195 + GST

How do you feel when someone listens to you? How would your job be impacted if you really listened to the people with whom you interact? By learning and utilizing effective listening skills including; attending behaviors, questioning techniques, paraphrasing and summarizing you will learn to become someone who doesn't just hear words, but really listens.

After this one day course, participants will be able to:

- identify attending behaviors
- list various questioning techniques
- demonstrate paraphrasing and summarizing
- practice effective listening skills

CETEAMB 512 **COLLABORATION IN A MULTIGENERATIONAL WORKFORCE** 8 hours, \$195 + GST

From Baby boomers to Gen Y, each generation has its own style and attitude that may often cause confusion and conflict among co-workers. This course will help you find optimal performance from everyone in the workforce through understanding the demographic trends impacting the way we work today.

After this one day course, participants will be able to:

- discuss current and future demographic trends
- outline the impact of demographics and generational differences on communication
- identify communication style and attitude differences of various generational groups

CETEAMB 300 **COMMUNICATING FOR SUCCESS** 16 hours, \$345 + GST

We all have an idea of how we are perceived, and in what areas we have strengths and weaknesses. Through gathering of feedback on personal and work behavior, using smart questioning techniques and active listening you will get

your whole picture. Practice a collaborative approach to communication, through giving and receiving feedback and planning for change, so that your communications will be successful.

After this one day course, participants will be able to:

- identify their personal communication strengths and weaknesses
- outline ways to gather feedback on personal and work behaviour
- demonstrate smart questioning techniques and active listening skills
- practice a collaborative approach to communication including giving and receiving feedback

CEPDCS 100 **CRITICAL ELEMENTS OF CUSTOMER SERVICE** 14 hours, \$375

While many companies promise to deliver an incredible customer experience, some are better at delivering than others. This two-day course is designed around six critical elements of customer service that, when the company lives them, bring customers back to experience service that outdoes the competition. Through activities, you will learn how to demonstrate a customer service approach, confidence and skill as a problem solver, understand how your own behavior affects the behavior of others, apply techniques to deal with difficult customers, and make a choice to provide customer service.

CETEAMB 503 **COMMUNICATING UNDER STRESS** 8 hours, \$195 + GST

Does responding to angry email messages, speaking up in meetings, or confronting someone annoying, leave your tongue tied? Have you wondered how to handle complaints in a way that leaves your client smiling? In this course, you will learn to handle some of the most challenging workplace situations by using exact wording to respond and initiate discussion. The focus of this course is on direct, honest, supportive, and productive communication.

After this one day course, participants will be able to:

- discuss ways to effectively contribute in meetings
- identify options for dealing with difficult people and difficult situations
- outline ways to respond to verbal and written complaints, angry messages, and sensitive situations
- demonstrate ways to communicate under stressful situations

CECOMM 502

EFFECTIVE PRESENTATIONS

16 hours, \$345 + GST

Are you asked to make presentations at work? Whether you need to persuade people or simply share information this powerful 2-day course will provide you with all the skills you need to make effective presentations. The course includes creating and editing presentations, using PowerPoint as well as developing notes and handouts. You will evaluate your current public speaking skills and at the end of this course you will deliver an actual 10 minute presentation that will be reviewed by other participants and instructor.

After this one day course, participants will be able to:

- identify different types of presentations
- explain the appropriate use for each type of presentation
- deliver an informal 2-3 minute speech
- determine the advantages of various types of visual aids and how to incorporate them in a presentation
- create several types of visual aids
- demonstrate use the use of non-verbal communication aids in a presentation
- deliver a formal 5-7 minute business presentation

CEWRITE 500

INTRODUCTION TO REPORT AND PROPOSAL WRITING

8 hours, \$195 + GST

Are you dreading writing reports? Does it take you an eternity to finish a proposal? Have you ever had rejected proposals? This one day workshop will provide you with knowledge and writing tips that you can immediately apply at work. You will also gain tools for effective analysis and outlines and discover how to use appropriate language through hands-on exercises. Topics covered are:

- 7 steps for report writing
- 4 types of proposals
- Charting your audience
- Technical level
- Decision-making level
- Report elements
- Editing checklist
- Tackling the tone

After this one day course, participants will be able to:

- gain tools for effective analysis and outlines
- determine how to use appropriate language
- identify 7 steps of report writing and 4 types of proposals
- discuss making reports and proposals suitable for the audience
- outline elements of editing and tone

CEDEVAD 200

CONTRACT NEGOTIATION AND ADMINISTRATION

Duration: 39 hours blended learning, \$1,095

This course is aimed at professionals who may become part of a project team and coordinators who are required to manage contracts on a regular basis. This course provides the technical aspects of negotiation, meetings and how to manage the contract through its life cycle.

The most important part of contracting is administering the contract once it is in place. The written words in the contract documents provide a guide on the scope, requirements and payments. Not every event or activity can be put into words and there is always some interpretation. This course takes the students through the complexity of contract negotiations and then administering it through its term. The course identifies how to make the contract a success for both parties and how to avoid disputes and litigation.

This course applies the practices the methods of managing a contract by understanding how to conduct contract negotiations, preparing for successful meetings and maintaining the contract on positive terms. Examples used throughout the course are primarily based on construction project contracts which can be among the most complex. Complex stakeholder negotiations however, are also addressed. The course is highly participative, fun and interactive and focuses on developing your skills in applying basic negotiation, meeting, and contract management techniques.

At the conclusion of this course, the students will be able to work independently as well as in a team to:

1. Understand Negotiation and Contract Management
2. The importance of Maintaining Good Communication
3. Contract Negotiation Planning.
4. Negotiation Styles and Tactics.
5. Conduct of a Meeting.
6. Know the Special Types of Meetings
7. Manage the Contract during its Term
8. Apply Contract Compliance
9. Conduct Renewal and Relationship Management
Resolve Contract Disputes

DRIVER TRAINING

Keyano College offers a wide variety of Driver Training courses that are designed to train and certify employees with current and accredited information. Driver Education is offered in the classroom, online and behind-the-wheel. We offer training for beginner, experienced, and senior driving students to ensure they have skills they need to succeed.

- Program schedule information available at www.keyano.ca/drivertraining or call **780.799.0535**.

CEAIRQ 100

AIR BRAKES “Q” ENDORSEMENT

12 hours, \$395 + GST  |  |  | 

This course is for students who wish to receive the Alberta “Q” Air Brake Certification, which is mandatory for professional drivers of air brake vehicles. To successfully complete the course, students must attend in-class theory lessons and successfully complete written and practical examinations.

PREREQUISITES: Valid Class 5 Canadian Driver’s License

NOTE: Alberta Registry will only honor the “Q” endorsement on Alberta Registered licenses.

MAINTAINING STATUS: Successful completion of course is required once.

CEMELT 100

MELT CLASS 1 DRIVER TRAINING

113 hours, \$9,630 + GST  |  |  | 

(see breakdown below)

This course is for students who seek to obtain an Alberta Class 1 driver’s license and is mandatory for all professional drivers seeking their Class 1 driver’s license after March 19, 2019. Successful completion of this course is required prior to applying for a road exam with Alberta Registry.

The course has both classroom and practical components that will be delivered in three learning environments including classroom, in-yard and in-cab instruction. The importance of positive driving attitudes will be reinforced throughout all aspects of the course. Students will learn safe driving procedures, job duties and driving theory, as well as have the opportunity to practice their driving skills one-on-one with an instructor. Upon successfully completing the course, students can apply for a Class 1 road exam with Alberta Registry.

COURSE HOURS: Classroom instruction: 40.5 hours, In-yard instruction: 15.5 hours, In-cab training: 57 hours

Please note that in-cab training hours are one-on-one with an instructor and can be completed in blocks of 3 hours per day (per Government of Alberta requirements). These blocks can be scheduled directly with Keyano to align with student and instructor availability.

COURSE PRICING: Total program cost is \$9,630 + GST:

- Classroom and In-yard instruction - \$2,695 + GST
- In-Cab 3 hour driving blocks - \$365 + GST per block; 19 blocks required - \$6,935 + GST

PRE-REQUISITES: Students must:

- Be at least 18 years of age
- Hold a valid Air Brakes “Q” Endorsement prior to registering for MELT Class 1- or course start
- Hold a valid Class 5 Alberta non-probationary driver’s license (no GDL restriction)
- For anyone to whom English is a second language, a minimum Canadian Language Benchmark (CLB) score of 6 is required

NOTE:

- Our Class 1 vehicles are equipped with manual transmissions.
- It is strongly recommended that participants complete a successful medical assessment through a physician prior to participating in the MELT program.

MAINTAINING STATUS: Class 1 maintaining status requirements per Alberta Registry.

CEPDRIV 300

CLASS 3 DRIVER TRAINING

30 hours plus road test,

\$3,199 + GST  |  |  | 

This course is for students who seek to obtain an Alberta Class 3 driver's license. During this course, students will learn safe driving procedures, pre-trip inspections, backing techniques, and practice their skills through classroom review, teaching exercises, observation and hands-on practice. Upon successful completion of this course, students will be eligible to participate in a road exam with Alberta Registry. Students are expected to purchase the Driver's Exam permit from Alberta Registry. Keyano will arrange examination times with Alberta Registry as part of this course.

PREREQUISITES: Students must:

- Hold a valid Class 5 Alberta non-probationary Driver's license (no GDL restriction)
- Hold a valid Air Brake "Q" Endorsement prior to course start
- Completed Class 3 Knowledge Test from Alberta Registry
- Provide a copy of their drivers abstract for the previous two year period

NOTE: Keyano's Class 3 vehicles are equipped with manual transmissions.

MAINTAINING STATUS: Class 3 maintaining status requirements per Alberta Registry.

OTHER DRIVING COURSES AVAILABLE:

CECARGO 100

CARGO SECUREMENT

8 hours, Email coned@keyano.ca for pricing

Course content includes an overview of load securement techniques and how to apply them. The training consists of 13 modules. The first two modules deal with the science of the standard and the remaining modules address specific cargo types, modes and characteristics. The 11 prescribed cargo specific modules include: logs, dressed lumber, metal coils, paper rolls, concrete pipe-crosswise, intermodal containers, automobiles (light trucks and vans), heavy vehicles, equipment and machinery, flattened or crushed vehicles, roll-on/roll-off containers and hook lift vehicles, and large boulders. This eight-hour course is theory based with no practical or hands-on component.

MAINTAINING STATUS: Successful completion of a certification or recertification is recommended every 2 years.

CEDDC 100

DEFENSIVE DRIVING COURSE

8 hours, Email coned@keyano.ca for pricing

This course is a specially designed defensive driving course. It consists of classroom instruction aimed at improving driving skills and attitudes. It also offers the potential for reduction of demerits.

PREREQUISITE: Valid Class 5 Alberta driver's license

CEPDIC 100

PROFESSIONAL DRIVER IMPROVEMENT COURSE (PDIC)

8 hours, Email coned@keyano.ca for pricing

This course is a specially designed defensive driving course for the professional driver. It consists of classroom instruction aimed at improving driving skills and attitudes. It also offers the potential for reduction of demerits.

MAINTAINING STATUS: Successful completion of a certification or recertification is recommended every 2 years.



GRANT AVAILABLE
Canada Alberta Job Grant

Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Visit alberta.ca/canada-alberta-job-grant.aspx for eligibility requirements

These courses are available for on-demand training for groups as requested. Please email coned@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CEAIRQ 300

AIR BRAKES REFRESHER (ONLINE)

1 hour, \$49.95 + GST ☀ | 🌿 | 🌿 | 🌿

This online Air Brakes course is designed as a refresher and study aid for individuals who operate or intend to operate a vehicle equipped with an air brake system.

This course is also ideal for people who already have an Air Brake endorsement and who are:

- Experienced drivers who may have been out of the trade for an extended period
- Experienced drivers who may benefit from a review of the air brake systems
- Drivers from other provinces with less stringent air brake licensing standards

The Refresher explains the difference between the Service Brake System and the Park Brake System. Each system is broken down to its circuit systems, and explains how those circuits work in the service and park brake methods with the aid of diagrams. Each of the major components are identified with pictures, examples and are described in detail about their function and role in the circuit.

NOTE: Participating in this training will not qualify you for the Air Brake Q Endorsement exam at an Alberta registry.

DRIVING SIMULATORS – CLASS 1, 3 AND 5

Looking to evaluate a potential employee's driver skills or provide existing employees opportunity to practice their driving skills?

Check out Keyano's SIM2GO driving simulator for Class 1, 3 and 5.

Our SIM2GO trailer provides high quality real-world driving environments and vehicle behaviors to train and improve driver decision-making and behavior over a wide range of vehicle maneuvers. The simulator has a total of 2 simulation stations, and a number of different vehicle options. Course topics can include; emergency maneuvers, adverse conditions, winter driving conditions, space management, speed management, back-up and maneuvering techniques, fuel management, etc. You select the course conditions that you want to practice or evaluate. For information, pricing, and to schedule a simulator session, please email safety@keyano.ca or call 780.799.0535.



**CLASS 1 & 3
DRIVER
TRAINING**

.....
Keyano.ca/drivertraining | coned@keyano.ca





CarriersEdge **DRIVER EDUCATION**

A complete online training and development system for drivers!

The courses cover defensive driving, winter driving, crossing over the Canada/ US border and much more.

For full course information visit:
Keyano.ca/conedonline



EQUIPMENT AND SAFETY TRAINING CERTIFICATIONS

Keyano College offers a wide variety of Equipment and Safety Training Certifications that are designed to train and certify employees with current and accredited information. Our training will give you the safety information you need in an easy-to-use, convenient format, and will empower you to make your work a safer place and protect your most important assets - you, your co-workers, and your employees.

NOTE: Students are required to bring and wear their own Personal Protection Equipment (PPE) including hard hat, safety glasses and steel-toed boots to each course.

- Program schedule information available at www.keyano.ca/Safety or call **780.799.0535**.
- For replacement certificates please contact **780.799.0535** or refer to www.keyano.ca/safety. Please note that fees may apply.



GRANT AVAILABLE Canada Alberta Job Grant

Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Visit alberta.ca/canada-alberta-job-grant.aspx for eligibility requirements

CEFORK 100 FORKLIFT SAFETY TRAINING

8 hours, \$189 + GST  |  |  | 

The course is designed to meet the needs of counterbalanced, sit-down, and rider type lift truck operators. Students must successfully complete the theory and practical components of the course. Course content focuses on inspections, proper handling and loading, and safe operating techniques.

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

Qualifies for 0.3 CEU's for Water and Wastewater Operator Certification.

CESKID 100 SKID STEER SAFETY TRAINING

8 hours, \$189 + GST  |  |  | 

The course is designed to introduce students to safe work practices involved in operating skid steer loaders. Students must successfully complete the theory and practical components of the course.

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

Qualifies for 0.6 CEU's for Water and Wastewater Operator Certification.

CEZOOM 100 TELEHANDLER/VARIABLE REACH FORKLIFT/ ZOOM BOOM SAFETY TRAINING

8 hours, \$189 + GST  |  |  | 

This training program is designed to meet the needs of rough terrain forklift operators. The course is ideal for all operators as it is designed to reinforce the importance of proper safety, inspections, hazards, safe operation, and handling techniques.

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

CEFLOAD 100 WHEELED LOADER/FRONT END LOADER SAFETY TRAINING

8 hours, \$189 + GST  |  |  | 

The program addresses inspection, safe operation, maintenance, guidelines, hazards, estimating loader production, and operating techniques. Students must successfully complete the theory and practical components of the course.

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

These courses are available for on-demand training for groups as requested. Please email coned@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CERIGG 150

RIGGING & OVERHEAD CRANE**12 hours, \$295 + GST** ☀️ | ❄️ | 🌸 | 🍂

In this one day course, students identify the responsibilities of a rigger and demonstrate knowledge of safe practices in basic rigging as outlined by Occupational Health and Safety. Students must demonstrate and comprehend proper hand signals and calculate the safe working load of any rigging arrangement using the Rigger's Pocket Guide. Participants will also determine the maximum safe working load for any rope sling, web sling or common rigging hardware, and inspect the following rigging hardware: wire rope slings, synthetic fiber slings, lifting hooks, shackles, eyebolts and wedge sockets, and turnbuckles

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

CEEMED 100 or CEEMED 200

FIRST AID TRAINING**8 or 16 hours, Email coned@keyano.ca for pricing**

Learn skills for adult, child and infant CPR, including methods for rescue breathing as well as procedures to address choking, bleeding, wounds, shock and unconsciousness, head, spinal and pelvic injuries, bone and joint injuries, secondary survey, multiple casualty management, chest injuries, rescue carries, burns, poisons, eye injuries, medical conditions, heat/cold emergencies, and administering EPI pens and/or metered dose inhalers. New protocol changes and AED certification are also taught in this course.

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

CEWHMIS 100

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**3-4 hours Online, \$70 + GST** ☀️ | ❄️ | 🌸 | 🍂

The goal of WHMIS training is to ensure that each participant is aware of:

- WHMIS labels and their proper use
- Proper material use
- Employer hazardous materials in the workplace

CEICE 100

WINTER WORKPLACE SAFETY (ONLINE)**3 hours, \$145 + GST** ☀️ | ❄️ | 🌸 | 🍂

This interactive iLearn course consists of four modules that can be taken at your own pace. It offers students the opportunity to have the necessary training and tools to understand the dangers of falling ice, and other winter workplace snow and ice hazards, before they begin employment on a job site.

K E Y A N O C O L L E G E

Primary Care Paramedic (PCP)



Our 20-week Primary Care Paramedic (PCP) certification program gives you the skills to provide basic, pre-hospital emergency care to patients.



For more information, visit keyano.ca

HEAVY EQUIPMENT OPERATOR PROGRAMS



HAUL TRUCK OPERATOR | |

Keyano College's four-week Haul Truck Operator course is designed to provide participants with the essential skills required to operate a haul truck safely and efficiently, based on manufacturer's recommendations and industry operating standards. Students who successfully complete the course will be prepared for entry-level Haul Truck Operator positions.

Upon successful completion, students may be eligible for a paid work placement with our industry partners. Students' paid work term placements are based upon our partners' current needs and capacities.

Students will complete computer-based training modules covering the safe and efficient operation of a haul truck using manufacturer's and industry standards. Students will also complete Alberta Mine Safety Association certification as part of their theory course work. Simulators are utilized for the practical portion of the course to enable students to practice skill sets in a controlled environment. Students receive complete, consistent and objective feedback on their performance. The course runs monthly, with the exceptions of July and August.

Prior to acceptance, applicants must meet the following requirements:

- Proof of Grade 12* or GED - if your Grade 12 was completed outside of Canada you may be required to provide proof of English competency. Please contact our Admissions Advisor for further details
- Proof of an Unrestricted Class 5 Drivers License
- A Current Drivers Abstract - no suspensions and no more than one violation within three years
- Proof of Canadian Citizenship or Permanent Resident Status
- A Current Resume with References
- Complete and Submit a Career Profile Questionnaire
- Complete the Differential Aptitude Test. Please contact the Office of the Registrar to register for testing
- A Criminal Records Check – students must provide a clean criminal records check directly to their employer prior to the start of the work placement
- Successful BDI Interview with representatives from Industry and the College - arrangements will be made for those applicants who are shortlisted and will be contacted by the College
- Physical demands testing - arrangements to be made for those applicants who are shortlisted and will be contacted by the College.

Applicants must supply all documentation requirements with the application form.

For inquiries, information requests and course availability, please refer to the course website www.keyano.ca/en/programs-and-courses/haul-truck-operator.aspx or contact our admissions advisor at haultruck@keyano.ca or **780.791.4962**.

HEAVY EQUIPMENT OPERATOR | |

This six week course is designed for students seeking entry level positions in the heavy equipment operator field. Students are provided with simulator training on the basic and safe operation of heavy equipment. Student's complete computer based training modules in combination with simulators for practical application; this enables students to safely train in a controlled environment and receive complete, consistent and objective feedback on their performance.

The students are trained by qualified and experienced instructors and have virtually equal time doing theory and practical training.

Students will have the opportunity to focus their skills on various pieces of equipment including:

- Wheel loader
- Dozer
- Grader
- Excavator
- Articulating truck
- Off-highway truck

Each student will spend a week on each simulator for each piece of equipment.

For full details on the program including learning objectives for each piece of equipment please visit our website www.keyano.ca/HEO or contact our admissions advisor at HEO@keyano.ca or **780.791.4962**.

Our simulator lab is mobile, and we are able to offer this program in a variety of locations, including Gregoire Lake, Fort Chipewyan, Fort McKay, Conklin, Janvier, and Fort McMurray.

Over 99%

of our students in 2019/20 received
paid work placements



HAUL TRUCK OPERATOR

Keyano's four week **Haul Truck Operator** course is designed to provide students with the essential skills required to safely and efficiently operate a Haul Truck. The course includes training on our state of the art simulators combined with instructor led computer based learning.

Students who successfully complete the Haul Truck Operator course may be eligible for a work placement with one of our industry partners.

For more information visit keyano.ca/haultruck
or phone **780.791.4800**



WORKER WELLNESS

We care about worker wellness in our community and as such are offering a growing stable of courses focused on this issue.

Course schedule information available at www.keyano.ca/workerwellness

CESHIFT 100 SHIFTING TO WELLNESS

16 hours, \$325 + GST  | 

Working shiftwork can be challenging and sometimes difficult. Like any other problem we face, it is important to take a solution-focused approach. Working shifts calls for Communication, Cooperation, Collaboration, and Creativity.

One fifth of all North American workers are shift workers. They face many challenges due to their shiftwork schedules. Sometimes these challenges are greater when more than one family member works shifts.

Healthy lifestyle choices will lessen any of the challenges of shiftwork. There is no “miracle” shift system that will solve all of the problems. A system that is ideal for one organization or one individual may not work for others. The goal is to develop practical strategies and take on a healthy lifestyle to meet the challenges of shiftwork.

Strategies for Shifting to Wellness are addressed in the following modules:

1. Understanding the Background and Looking Ahead to Shifting to Wellness
2. A New Look at Shiftwork
3. Managing Sleep, Maintaining Attentiveness and Preventing Fatigue
4. The Key to Managing Change
5. Don't Let Stress Hijack Your Life
6. Priority and Self-Management
7. Maximizing Energy and Health with Nutrition
8. Following an Active Living Lifestyle
9. Relationships and Community

These courses are available for on-demand training for groups as requested. Please email coned@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CRITICAL INCIDENT STRESS MANAGEMENT – CRISIS INTERVENTION

Critical Incident Stress Management teaches us the emotional, physical, cognitive, and behavioral symptoms we experience after a critical incident are normal stress reactions to abnormal events. The core focus of CISM is the relief of distress symptoms for emotionally healthy people who have experienced traumatic events. The courses outlined below focus on teaching individuals the fundamentals and tools for crisis intervention and are applicable for anyone seeking to increase their knowledge of crisis intervention techniques.

The course instructor is accredited through both the International Critical Incident Stress Foundation Inc. (ICISF) and the Canadian Critical Incident Stress Foundation (CCISF). All courses are ICISF certified and participants are eligible to receive Continuing Education credits through the University of Maryland, Baltimore County (UMBC).

CECISM 100 CRITICAL INCIDENT STRESS MANAGEMENT - INDIVIDUAL

14 hours, \$175 + GST  |  | 

This program is designed to teach participants the fundamentals of, and a specific protocol for, individual crisis intervention. This course is designed for anyone who desires to increase their knowledge of individual (one-on-one) crisis intervention techniques in the fields of Business and Industry, Crisis Intervention, Disaster Response, Education, Emergency Services, Employee Assistance, Healthcare, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.



CECISM 200

CRITICAL INCIDENT STRESS MANAGEMENT - GROUP

14 hours, \$175 + GST  |  | 

Group Crisis Intervention course will prepare participants to understand a wide range of crisis intervention services. Fundamentals of critical Incident Stress Management will be outlined and participants will leave with the knowledge and tools to provide several group crisis interventions, specifically demobilizations, defusing and the critical incident stress debriefing (CISD). The need for appropriate follow-up services and referrals when necessary will also be discussed. This course is designed for anyone in the fields of Business & Industry Crisis Intervention, Disaster Response, Education, Emergency Services, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

CECISM 300

CRITICAL INCIDENT STRESS MANAGEMENT - COMBINED

18 hours, \$225 + GST  |  | 

This course combines both the individual and group Critical Incident Stress Management courses described above into a 3-day combined course. This course is designed for anyone in the fields of Business & Industry Crisis Intervention, Disaster Response, Education, Emergency Services, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

COGNITIVE BEHAVIOUR THERAPY (CBT) CERTIFICATE

Cognitive behaviour therapy (CBT) is one of the most prevalent, widely-respected models used in psychotherapy today. It is a concrete, active therapy that delivers interventions that work.


Offered in partnership with Qualia Counselling Services, our innovative CBT certificate training program will give you the skills, confidence and knowledge to bring this therapeutic model to your work, and empower you to help others transform their lives and improve their mood. Our CBT certificate is comprised of two levels. Both levels must be completed to receive the CBT certificate.

Level I: Fundamentals of CBT

41 hours, \$1,400 + GST (textbooks not included) 

Level I will introduce you to a set of skills that are highly tactical and are the core of your CBT toolkit. Because CBT is a structured, concrete therapy, you will learn interventions you can immediately begin putting into practice.

Level II: CBT for Trauma

41 hours, \$1,700 + GST (textbooks not included) 

In Level II you will learn not only the neurobiological, psychosocial and emotional impacts of trauma, but also the specially engineered cognitive behavioural interventions to help your clients process, recover and even grow from their traumatic experiences and history. This course will also include mandatory peer supervision groups held once a month in July, August, and September.

For complete CBT certificate details, visit wlu.ca/fswpd. Registration will open in June. For more information contact fswprofessionaldevelopment@wlu.ca.



MENTAL HEALTH AND ADDICTIONS WORKSHOPS



Keyano is currently offering professional development training opportunities for human service professionals in the Wood Buffalo region. See website for scheduling and pricing, www.keyano.ca/workerwellness.

CEMHA 100

FOUNDATIONAL TRAUMA INFORMED CARE

9 hours plus online modules

Participants will engage in three facilitated learning circles where they will further explore the concepts and engage in discussions that will have a specific focus on local youth and Indigenous content. Course will include 6 e-learning modules (Trauma Informed Care) in combination with the three learning circles.

CEMHA 101

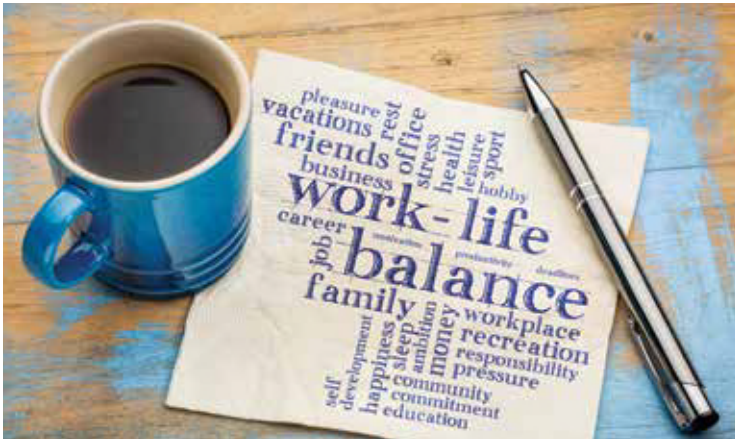
TRAUMA AND BRAIN DEVELOPMENT

15 hours plus online modules

Participants will engage in five facilitated learning circles where they will further explore the concepts included in the Brainstory modules and engage in discussions that will have a specific focus on local youth and indigenous content.

Participants will complete the free Brainstory modules (19 in total) provided by the Alberta Family Initiative.

Note: This training qualifies participants to receive 10 AACSW credits.



HEALTH AND PREHOSPITAL CARE

Are you a healthcare professional within the Regional Municipality of Wood Buffalo? Health care professionals are now able to attend local prehospital care courses and certificates! Keyano College offers regularly scheduled Prehospital Care courses designed to help health care professionals stay current and accredited.

These courses are available for on-demand training for groups as requested. Please email safety@keyano.ca or call **780.799.0535** for scheduling and pricing information.

Students are required to complete some pre-course reading and study before arriving in class.

REQUIRED TEXTBOOKS: The textbooks used in this program are noted below and are available for purchase at the Keyano Bookstore.

Program schedule information available at www.keyano.ca/prehospitalcare

CEACLS 100 ADVANCED CARDIAC LIFE SUPPORT (ACLS) PROVIDER COURSE



12 hours, \$425 + GST

This two-day course introduces advanced health care practitioners to diagnostic and therapeutic interventions for the acute cardiac patient through case based learning. The course is designed for those in the healthcare field who require or are interested in knowledge of advanced acute cardiac care and resuscitation.

Participants who successfully complete the ACLS Provider Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITES:

- Successful completion of the HSF BLS for Healthcare Provider status dated within 12 months prior to the ACLS provider course
- Must be familiar with rhythm interpretation and basic resuscitation pharmacology

TEXTBOOK: HSF Advanced Cardiovascular Life Support Provider Manual HSF 2015 Handbook of Emergency Cardiovascular Care for Healthcare Providers

MAINTAINING STATUS: Successful completion of a certification or recertification course every 2 years.

CEACLS 101 ADVANCED CARDIAC LIFE SUPPORT (ACLS) RENEWAL COURSE



6 hours, \$225 + GST

This one-day course is to allow the healthcare provider who has previously been successful in an ACLS course within the last two years to update and be re-evaluated in the knowledge and skills required to quickly recognize those patients at risk and respond to cardio-respiratory emergencies.

Participants who successfully complete the ACLS Renewal Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITES:

- Successful completion of the HSF BLS for Healthcare Provider status dated within 12 months prior to the ACLS provider course
- Must be familiar with rhythm interpretation and basic resuscitation pharmacology
- Completion of certification or recertification within the last 2 years

TEXTBOOK: HSF Advanced Cardiovascular Life Support Provider Manual HSF 2015 Handbook of Emergency Cardiovascular Care for Healthcare Providers

CEBLS 100

BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDER (HCP)



4-5 hours, \$145 + GST   

This course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings. The BLS for Healthcare Providers is a classroom course that is designed to teach a variety of healthcare professionals how to recognize a number of life-threatening emergencies, how to provide Cardiopulmonary Resuscitation (CPR), how to use an Automated External Defibrillator (AED), and how to relieve choking in a safe, timely and effective manner.

TEXTBOOK: Heart & Stroke Foundation BLS for Healthcare Providers Student Manual

MAINTAINING STATUS: Successful completion of course required annually.

CEGEMS 100

GERIATRIC EMERGENCY MEDICAL SERVICE (GEMS) PROVIDER COURSE

8 hours, Email coned@keyano.ca for pricing

The GEMS program trains emergency and mobile healthcare practitioners to deliver state-of-the-art care to geriatric patients. The second edition of this highly acclaimed program addresses the geriatric-specific topics and competency statements in the National EMS Education Standards. Ultimately this course will enhance the competence, confidence and compassion of EMS practitioners in responding to geriatric patients. GEMS also offers a solid supplement to initial EMT and paramedic curriculum, helping educators reinforce the affective domain while incorporating strong cognitive and psychomotor components.

Participants who successfully complete the GEMS Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITE: Current HSF BLS for Healthcare Provider card

TEXTBOOK: Geriatric Education for Emergency Medical Services (GEMS), 2nd Edition

CEITLS 100

INTERNATIONAL TRAUMA LIFE SUPPORT (ITLS) PROVIDER COURSE - BASIC



16 hours, \$495 + GST

Designed for providers who are first to evaluate and stabilize the trauma patient. This 2-day course provides complete training in the skills needed for rapid assessment, resuscitation, stabilization and transportation of trauma patients.

Hands-on stations include:

- Rapid trauma patient assessment and management
- Basic airway management
- Spinal motion restriction — rapid extrication, short back board, helmet management, log roll, and long back board/ scoop stretcher utilization
- Extremity immobilization and traction splint application

Participants who successfully complete the ITLS Basic Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITES: Current registration as a healthcare provider including first responder, Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), MQL3 or other allied health professional who holds suitable qualifications for entry.

TEXTBOOK: International Trauma Life Support for Emergency Care Providers, 8th Edition

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.

CEITLS 101

INTERNATIONAL TRAUMA LIFE SUPPORT (ITLS) RENEWAL COURSE



8 hours, \$295 + GST

This 8 hour recertification course is designed for ITLS Basic Providers who require recertification prior to the 3 year expiration date.

Participants who successfully complete the ITLS Recertification Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITES: Current ITLS Basic Provider course within the past 3 years.

TEXTBOOK: International Trauma Life Support for Emergency Care Providers, 8th Edition

CENRP 100
**NEONATAL RESUSCITATION
 PROGRAM (NRP) PROVIDER
 COURSE**

7 hours, \$295 + GST

The Neonatal Resuscitation Program is an educational program that introduces the concepts and skills of neonatal resuscitation. In Canada, NRP is administered by the Canadian Paediatric Society and is designed to teach individuals and teams who may be required to resuscitate newborn babies. NRP course content is evidence-based and is delivered across Canada in both English and French. Completion of an NRP course does not mean that an individual is competent to perform neonatal resuscitation.



COMPETENCY: The NRP is an educational program designed to teach individuals and teams who may be required to resuscitate newborn babies. Completion of an NRP course does not mean that an individual is competent to perform the skills of neonatal resuscitation.

TEXTBOOK: Neonatal Resuscitation Textbook (With DVD) 7th edition, 2011.

MAINTAINING PROVIDER STATUS: With the introduction of the 7th edition guidelines, there is no longer differentiation between a NRP Provider and NRP Renewal course. To maintain current status, Providers need to attend a Provider course within 24 months of the previous NRP course. Content will be tailored to meet the learners' needs.

STANDARD FIRST AID CPR AND AED LEVEL C

16 hours, Email coned@keyano.ca for pricing

This course is intended for the general public. The Standard First Aid CPR and AED Level C course contains up-to-date content and science from the 2015 Guidelines for First Aid, CPR, and ECC. In this course, you will learn the essential skills of patient care to protect and support the life of a suddenly ill or injured person until emergency medical services arrive. Instruction will cover first aid skills such as those that help in the control of bleeding, shock management, stabilizing fractures, and dislocations.

STANDARD FIRST AID CPR AED LEVEL C CONTENT:



- Emergency Scene Management
- Shock, Fainting and Unconsciousness
- Bleeding and Wounds
- Asthma and Allergies
- Head, Spinal and Pelvic Injuries
- Diabetic Emergencies
- Seizures
- Respiratory and Cardiovascular Emergencies
- Burns
- Child/Infant CPR and Choking
- Secondary Survey
- Bone, Joint and Muscle Injury
- Poisoning
- Eye Injuries
- Chest Injuries
- Environmental Illness & Injuries
- Lifts and Carries
- Multiple Casualty Management

TEXTBOOK: Heart & Stroke First Aid, Reference Manual

MAINTAINING STATUS: Successful completion of a certification or recertification course every 3 years.



PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS

PEPP represents a complete source of prehospital medical information for the emergency care of infants and children. Developed by the American Academy of Pediatrics, PEPP is an exciting curriculum designed to teach prehospital professionals how to better assess and manage ill or injured children.

PEPP is a comprehensive, innovative, and highly visual course featuring case-based lectures, live-action video, hands-on skills stations, and small group scenarios.

The BLS course is geared toward the EMR and EMT and the ALS course is geared toward the Paramedic.

Any health professional who is responsible for the emergency care of children may find this course beneficial.

CEPALS 100

PEDIATRIC LIFE SUPPORT (PALS) PROVIDER COURSE



14 hours, \$365 + GST

The PALS course is designed for healthcare professionals who initiate and direct advanced life support in pediatric emergencies and for healthcare students seeking first-time or renewed PALS-training credentials. The PALS Provider course enables healthcare professionals to develop the knowledge and skills necessary to better recognize and treat critically ill infants and children. The course materials are scenario-based, and a team approach is used to teach emergency management of pediatric patients approaching or already in respiratory or cardiac arrest, from the early minutes through patient stabilization, and/or the transport phases of a pediatric emergency, in or out of the hospital.

Participants who successfully complete the PALS Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITE: Current HSF BLS for Healthcare Provider card.

TEXTBOOK: HSF Pediatric Advanced Life Support Provider Manual HSF 2015 Handbook of Emergency Cardiovascular Care for Healthcare Provider

CEPALS 101

PEDIATRIC LIFE SUPPORT (PALS) RENEWAL COURSE



7 hours, \$295 + GST

This one-day course is to allow the healthcare professional who has previously been successful in a PALS course within the last two years to update and be re-evaluated in the knowledge and skills required to initiate advanced resuscitative efforts for infants and children.

Participants who successfully complete the PALS Course are eligible to receive CECs through the Alberta College of Paramedics.

PREREQUISITES:

- *Current HSF BLS for Healthcare Provider card*
- *Completion of certification or recertification within the last 2 years*

TEXTBOOK: HSF Pediatric Advanced Life Support Provider Manual HSF 2015 Handbook of Emergency Cardiovascular Care for Healthcare Provider

CEPEPP 100

PEPP - BLS PROVIDER COURSE8 hours, Email coned@keyano.ca**for pricing**

The hybrid course is a combination of online learning (8.0 hours of education), followed by hands-on practice in the classroom. Instead of attending a daylong traditional onsite course, students learn a portion of the course through self-directed online modules. After completing all online modules, students then attend a short onsite course for completion of hands-on practice, as well as instructor interaction and the final examination.

PREREQUISITE: Current HSF BLS for Healthcare Provider card.

TEXTBOOK: Pediatric Education for Prehospital Professionals (PEPP), 3rd Edition.

These courses are available for on-demand training for groups as requested. Please email safety@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CEPEPP 101

PEPP – ALS PROVIDER COURSE14 hours, Email coned@keyano.ca**for pricing**

The hybrid course is a combination of online learning (14.0 hours of education), followed by hands-on practice in the classroom. Instead of attending a 2-day traditional onsite course, students learn a portion of the course through self-directed online modules. After completing all online modules, students then attend a 1-day onsite course for completion of hands-on practice, as well as instructor interaction and the final examination.

Participants who successfully complete the PEPP course are eligible to receive CECs through the Alberta College of Paramedics.

Students who successfully complete a course taught by a PEPP course coordinator are eligible to receive a PEPP course completion certificate. The course completion certificate is valid for 2 years.

PREREQUISITES: Current HSF BLS for Healthcare Provider card Successful completion of a certification or recertification within the past 2 years.

TEXTBOOK: Pediatric Education for Prehospital Professionals (PEPP), 3rd Edition.

GRANT AVAILABLE

Canada Alberta Job Grant

Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Visit alberta.ca/canada-alberta-job-grant.aspx for eligibility requirements



ALBERTA BASIC SECURITY TRAINING



This course has been designed to provide you with an interactive learning experience. Studies show that individuals learn best when a variety of instructional methods are used. Therefore, in this course, you will participate in classroom lectures, guided discussions, practical exercises, and scenarios. The more you engage with the instructional process, the more you will gain.

During this course, you will become proficient in the skills required of a security professional, including:

- Understanding of the law
- Basic patrol duties
- Communications
- Documentation
- Emergency scene management

REQUIRED TEXTBOOKS: The textbook used throughout this program is *Security Services and Investigators Act S-4.7 2008* and is available for purchase at the Keyano Bookstore.

- Program schedule information available at **www.keyano/security**

These courses are available for on-demand training for groups as requested. Please email safety@keyano.ca or call **780.799.0535** for scheduling and pricing information.

CEABST 100

ALBERTA BASIC SECURITY TRAINING

40 hours, \$625 + GST

This 40 hour course will help you gain confidence in your abilities and to prepare you to meet the challenges of working in security. The instructional materials and activities have been designed to increase your knowledge of the daily duties and responsibilities of a security professional. To that end, learning activities have been structured to resemble elements of the performance which will be expected of you in the field. Use the opportunities for practice and feedback in this course to develop your skills well before you need to use them.

PREREQUISITES:

- At least 18 years old
- Fluent in speaking English (Level 5 Canadian Language Benchmark)
- No serious criminal convictions that have not been pardoned

NOTE: In order to receive a certificate indicating successful completion of this course, you must attend all sessions of this training. You are required to provide evidence that you have completed forty (40) hours of training in basic security procedures in order to be eligible to write the provincial licensing exam.

MANDATORY PROVINCIAL EXAM

Keyano College is a certified testing center for the ABST mandatory provincial exam. Book your exam by emailing testing.services@keyano.ca.



COMPUTER TRAINING

Computer literacy is fundamental to many jobs in today's high-tech world. Keyano College offers courses in computer basics, Microsoft, and specialized software programs to develop your computer proficiency and give you marketable skills.

- Minimum of 80% attendance required in all courses
- Program schedule information available at www.keyano.ca/computer

MICROSOFT OFFICE 2019 TRAINING

We offer individual courses and certifications specializing in Microsoft programs. Become proficient and achieve efficiency for the workplace and home using the most popular Microsoft Office applications (Excel 2019, Word 2019, PowerPoint 2019, Outlook 2019, Access 2019, and Project 2019).

CECOMP 100

COMPUTER FUNDAMENTALS

21 hours, \$425 + GST

Computer literacy is essential in today's high-tech world. This course will provide the foundation of computer literacy necessary for success. Course content includes computing fundamentals (recognizing computers and using Microsoft Windows), key applications (common elements using Microsoft Word, Excel, and PowerPoint) and Living Online (getting connected and using the internet).

CEEXCEL 001

MICROSOFT® EXCEL® 2016 LEVEL 1

14 hours, \$395+ GST

Learn the foundational skills necessary to create and edit professional-looking spreadsheets. Topics include an introduction to Excel, constructing cell data, using formulas, functions, formatting worksheets, viewing and printing workbooks, charts, graphics; and analyzing, organizing and sharing workbooks.

CEEXCEL 002

MICROSOFT® EXCEL® 2016 LEVEL 2

14 hours, \$395 + GST

Building upon skills learned in the Excel 2016 Level 1 course, students will learn to prepare and navigate workbooks, enhance charts, use tables and analysis tools, and explore ways to share this information with internal and external customers.

MICROSOFT® EXCEL® LEVEL 3 – ADVANCED (online)

24 hours, \$159 + GST (self-paced), \$165 + GST (instructor led)

This course is available for online independent study with our online educational partner ed2go. For more information or to register, visit www.ed2go.com/kc

In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities. Learn how to work with the additional analysis tools provided by Excel add-ins and become skilled in using validation to protect the integrity of your worksheets from less experienced users. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform what-if data analyses. You'll discover advanced techniques for PivotTables, like creating Timelines, calculated fields, and calculated items. You'll learn how to use Excel's consolidation function to efficiently summarize data from multiple sources, become adept at importing external data, and master the art of conditional formatting to highlight duplicate entries and other common worksheet problems.

CEWORD 01

MICROSOFT® WORD 2019 LEVEL 1**14 hours, \$395**

Learn the fundamental skills necessary to create and format business documents such as letters, forms, and newsletters. Topics included creating a new document, manipulating text, formatting content, working with tabs, formatting documents, printing, using tables, working with illustrations, creating mass mailing documents, and sharing documents.

CEWORD 02

MICROSOFT® WORD 2019 LEVEL 2**14 hours, \$395 + GST**

Learn the intermediate skills to create and format business documents such as online forms personalized mailings, or cite reference sources. Topics include sharing and maintaining documents, formatting content, tracking and reviewing documents, merging documents, and using forms and macros. Course content provides a review of core skills as well as discussion of more advanced features.

CEPP 100

MICROSOFT® POWERPOINT 2019**14 hours, \$395 + GST**

Learn the PowerPoint® skills necessary to create and manage presentations. Topics include creating a presentation, working with text, working with illustrations and other media, charts and tables, and enhancing, reviewing, and delivering presentations.

CEOUTLK 100

MICROSOFT® OUTLOOK 2019**14 hours, \$395**

This course teaches students how Outlook is structured and how to maximize its features for effective communication and collaboration. Topics include managing e-mail, using the calendar, working with contacts, using tasks and notes, and organizing information.

CEACCES 100

MICROSOFT® ACCESS 2019**14 hours, \$395 + GST**

This course teaches students how to design data tables, select appropriate data types and relate tables logically. Students will create and modify database objects including tables, forms, reports, queries, and more while applying intermediate skills to streamline data entry, ensure data integrity, automate tasks, and analyze data. Students will explore the Expression Builder to create expressions and insert identifiers as property settings, use form controls to locate information and restrict data entry.

CEMSPM 100

MICROSOFT® PROJECT 2019**21 hours, \$695 + GST**

Microsoft Project is a powerful tool that allows users to track the progress of their projects. Microsoft Project has features to help users manage time, budgets and resources as well as schedule and track project tasks. Students will use advanced functions to customize a project plan. Topics include using drawing tools, setting options, workgroup functions, Project Central, sharing data among programs, multi-project management, cost management, tracking results, and resource and task management.

MICROSOFT OFFICE CERTIFICATION*Why certification is important:*

There is an increasing demand for Microsoft Office skills as more businesses embrace new technologies. Microsoft Office Specialist certification allows users to prove skill sets and prepares them for academic, professional and personal success. Certification can help distinguish students in today's competitive job market, broaden employment opportunities by displaying advanced skills, and increase competence, productivity, and credibility with employers, co-workers and clients.

MICROSOFT OFFICE SPECIALIST**\$125 + GST per exam**

The Microsoft Office Specialist certification validates skills with the Microsoft Office 2016 suite. Candidates must pass exams in the following Office products: Word 2013, Excel® 2016, PowerPoint® 2016, Access® 2016, and Outlook® 2016.

MICROSOFT OFFICE MASTER**\$125 + GST per exam**

The Microsoft Office Master Certification denotes fluency in several Microsoft Office applications. To achieve this designation, a candidate must pass four advanced exams: Word 2016, Excel® 2016 and PowerPoint® 2016, and either Outlook 2016 or Access® 2016.

CONTACT TESTING.SERVICES@KEYANO.CA FOR MORE INFORMATION OR TO REGISTER.

These courses are available for on-demand training for groups as requested. Please email safety@keyano.ca or call **780.799.0535** for scheduling and pricing information.



KEYANO COLLEGE

Computer Skills

WORKSHOPS

- Computer Fundamentals
- MS Word Introductory
- MS Excel Introductory
- Workplace Reading and Writing Strategies
- Computer Applications

For more information: visit keyano.ca/csw
To register: please call **780.799.0535** or email coned@keyano.ca

COMPUTER SKILLS WORKSHOP

WHO CAN ATTEND THESE WORKSHOPS?

Work ready Albertans (18 years +) who are currently unemployed or marginally employed (20 hours or less) and require increased knowledge in computer skills, workplace reading and writing skills, or current job search strategies to enhance their opportunity to find and maintain employment.

For Albertans to whom English is a second language, a minimum Canadian Language Benchmark (CLB) score of 5.75 (with each skill area having a minimum score of 5) is required. Weekly tutoring sessions are available for participants who experience language related challenges during the workshops.

Employment Insurance (EI) and Income Support (IS) clients are welcome as the hours allow continuation of work search obligations.

WHEN ARE THEY OFFERED?

Please check our webpage for current schedules:
www.keyano.ca/csw

HOW CAN I REGISTER?

To register or inquire: please email coned@keyano.ca or call **780.799.0535**.

CLASS TIMES

Monday to Friday, 9:00am - 3:30pm
On weeks with STAT holidays, 8:30am - 4:30pm

WORKSHOP COURSES

COMPUTER FUNDAMENTALS

30 hours 

In this introductory workshop, you will learn to operate the computer and its applications using Windows 10. You will learn commonly used features and functions, and master document and file management. Using Internet Explorer, you will become familiar with browsing the internet, using search engines and applying these skills to research online job opportunities. Using MS Outlook, you will create an email account and learn to use Outlook both as a communication tool and a time management tool in the workplace.

INTRODUCTORY TO MS WORD

30 hours 

This workshop is designed for those who require the skills necessary to use a word processing application for document creation and use in the workplace. Using Microsoft Word, you will practice creating, modifying and formatting a variety of documents with features such as margins, page numbers, headers, footers, track revisions, tables, clip art, labels, mail merge and more.

INTRODUCTORY TO MS EXCEL

30 hours 

Microsoft Office Excel Foundations starts at the beginning. You will learn how to work with worksheets and workbooks, to analyze data using a variety of features, and to create, modify, and format common business reports such as budgets, inventory reports, invoices, and charts.

WORKPLACE READING AND WRITING STRATEGIES

30 hours 

Improve your reading skills and be ready for typical workplace-related documents. You will use the Preview, Navigate, Skim, Scan, Map and Study-to-Upgrade practices to increase your workplace productivity and reduce the risk of work-related incidents.

Writing in the workplace has evolved over the years and most information is now communicated in the form of a written document, therefore the ability to communicate effectively is key. Through this workshop you will learn writing techniques to convey messages that are professional, clear, and concise for work-related correspondence.

COMPUTER APPLICATIONS

30 hours 

Through a practical hands-on approach you will apply your knowledge of computer applications software to utilize technology to search for jobs. You will use MS Word, your own writing skills and peer reviews to develop a professional resume and cover letter.

A requirement that a minimum of 80% of class attendance per 30 hour session is expected in order to receive a certificate of completion..

*Computer Skills Workshops are funded by:
Alberta Community and Social Services*



PATHWAY TO EARLY LEARNING AND CHILD CARE

The Pathway to Early Learning and Child Care program is geared towards those interested in pursuing either an Early Learning and Child Care Certificate or an Educational Assistant Certificate. This program allows for building of academic credentials for acceptance into the ELCC or EA program upon completion as well as other essential and applied skills. **19 weeks**

Potential students must meet the following requirements:

- Successful completion of an Alberta Education Grade 9 Equivalency
- Police reference check with vulnerable sector check completed within two months of program starting
- English Language Proficiency that aligns with

Childhood Studies program requirements of:

- TOEFL: iBT with a minimum score of 79 with no score below 19

- IELTS with a minimum score of 6.0
- CAEL with a minimum score of 60
- MELAB with a minimum score of 80

Program Components:

- Essential Skills: training in areas such as computer skills, diversity, active listening, and workplace reading and writing
- Academic: Alberta Education curriculum equivalency English courses (10-2, 20-2, and 30-2)
- Applied Skills: Child Development I (3 credit course that will be applied to their certificate program), Standard Child Care First Aid and CPR, Food Handler Certification.



SUPPLY CHAIN WAREHOUSE OPERATIONS INTEGRATED TRAINING PROGRAM



WHO CAN ATTEND THIS PROGRAM?

Work ready Albertans (18 years +) who are currently unemployed or marginally employed (20 hours or less) and clients who require job-specific technical and employability skills in the warehousing function to find and maintain full time employment. The Program includes classroom learning, industry exposure, safety certifications, and work experience placements to prepare clients for full time employment in the warehousing field.

For Albertans to whom English is a second language, a minimum Canadian Language Benchmark (CLB) score of 5.75 (with each skill area having a minimum score of 5) is required.

Employment Insurance (EI) and Income Support (IS) clients are welcome.

WHEN IS THE PROGRAM OFFERED?

The program consists of 12 weeks of in-person training focused on supply chain warehousing skills, followed by a 6-week work placement at a local employer.

- Program schedule information available at www.keyano.ca/warehouse
- 80% attendance is required each week to receive a certificate of completion.

HOW CAN I REGISTER?

To register or inquire: please email coned@keyano.ca or call **780.799.0535**.

CLASS TIMES

Monday to Friday, 9:00am - 3:00pm

On weeks with STAT holidays, 9:00am - 3:45pm

PROGRAM COURSES

ORIENTATION AND INTRODUCTION TO SUPPLY CHAIN

The program will commence with an overview of supply chain, its scope and impact on organizations, current challenges, and the functions that comprise the supply chain profession. Students will also review career opportunities within the profession as well as the competencies and skills required.

PROFESSIONAL PRACTICE IN SUPPLY CHAIN

The professional practice in supply chain will be highlighted and provide students with an overview of changes in supply chain management from a historical perspective including the role of information technology. Students will review supply chain risk and the importance of ethics in supply chain. Additionally, the scope, impact and key processes of procurement, inventory and demand planning will be reviewed as well as the scope and benefits of merchandising programs.

WAREHOUSE OPERATIONS

Students will receive a focused, in-depth analysis of warehouse operations including the roles, processes, procedures, legislative requirements, and documentation management practices in the warehouse function. Tracking and receiving incoming material processes (including the role of RFID and GPS technology), quality assurance considerations, warehouse layout implications as well as loss management and control practices will be reviewed. Students will learn stock management, storage and maintenance processes, inventory methods, and the importance of validating and maintaining inventory accuracy. Warehouse picking, issuing, sales processes, and reverse logistics practices will be evaluated in detail. The role of technology in warehousing processes will be reviewed and demonstrated as well.

TRANSPORTATION & MATERIAL HANDLING EQUIPMENT

Students will learn the different modes of shipping, documentation and legislative requirements, and consider unique regional transportation challenges. An overview of material handling and packing equipment including its uses, hazards and safe operating practices will also be reviewed.

INDUSTRY EXPOSURE

Students will participate in multiple tours of supply chain and warehouse facilities within the Regional Municipality of Wood Buffalo to observe the function, roles, and technologies in operation.

EMERGING TECHNOLOGY

Students will review emerging technologies within the supply chain industry such as drones, artificial intelligence and robotics, and the impact of these technologies on organizations.

ESSENTIAL SKILLS TRAINING

Students will receive essential skills training in computer fundamentals, Microsoft Word and Excel, workplace reading and writing strategies, resume development, employment search competencies, and customer service techniques.

Safety Certifications & Training

- First Aid
- Hydrogen Sulfide Training (H2S)
- Construction Safety Training System (CSTS)
- Common Safety Orientation (CSO)
- Cargo Securement
- Transportation of Dangerous Goods (TDG)
- Forklift Safety Training
- Workplace Hazardous Materials Information System (WHMIS)



The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.



Supply Chain WAREHOUSE OPERATIONS INTEGRATED TRAINING PROGRAM

This program is available for unemployed and marginally employed work-ready Albertans. There will be 12 weeks of training and a 6-week work placement at a local employer.

For more information 780.370.2381 | CONED@KEYANO.CA

COMMUNITY ADULT LEARNING PROGRAM (CALP)



As a key component of Alberta’s Adult learning system, the Community Adult Learning Program supports a network of organizations to deliver FREE part-time, non-formal literacy and foundational learning opportunities.

The Community Adult Learning Program supports over 100 community-based learning organizations who provide Adult Literacy and Foundational Learning opportunities in over 430 communities in every region of the province. These Community Adult Learning Programs (CALPs) are supported by the Community Learning Network, who works collaboratively with diverse system stakeholders and partners, to provide CALP staff with the Professional Development, training and support services they need to advance the Community Adult Learning Program’s vision:

Changing lives through adult foundational learning in connected communities

ELIGIBLE LEARNERS

All adults 18 years and over who reside in Alberta are eligible to participate in learning opportunities and access service and supports.

CALP COURSES

- English Language Learning: the study and practice of the English language by individuals whose first language is other than English and who are unable to communicate fluently or learn effectively in English. Learners gain proficiency in speaking, listening, reading, and writing in English.
- Math Numeracy Learner Paced (Mixed Levels): use, apply, interpret, and communicate mathematical information and ideas. Using numbers and thinking in quantitative terms to complete tasks, up to and including pre-GED level.
- English Adult Literacy / Pre-GED: identify, understand, interpret, create, communicate, and use printed and written materials associated with varying contexts. To develop skills in reading, writing, and/or document use up to and including a pre-GED level.

FOUNDATIONAL LIFE SKILLS WORKSHOPS AND TRAINING:

- Class 7 Driver’s License Test Preparation
- Basic Digital Skills – Introduction to Computers, Basics of Microsoft Word/Excel/PowerPoint, Introduction to Social Media
- Resume Writing
- Budgeting
- Family Literacy

HOW TO APPLY TO CALP:

The CALP program accepts new students daily from September – June 30.

To register email indigenous.ed@keyano.ca or call **780.715.4946**.





FREE online courses

with the
Community **Adult**
Learning Program
(CALP)

MONDAY - THURSDAY

- English Pre-GED at 1 p.m.
- Math/Numeracy Mixed Level at 2 p.m.
- English Language Learning Mixed Level at 3 p.m.

To register email indigenous.ed@keyano.ca

LANGUAGES – ENGLISH PROGRAMS |

Keyano offers multiple English courses and programs for individuals seeking to improve their language skills including ESL tutoring sessions, Advanced English for Professional Purposes, and Language Instruction for Newcomers to Canada (LINC).

CEESLP 100

ESL TUTORING BLOCKS

5 hours, \$295 + GST, 2.5 hours, \$147.50 + GST

This course is for individuals looking to improve on their English, math or science. You will work with a qualified tutor for a total of 5 hours. The session is planned around your schedule and is very flexible; no need to book time off or worry about conflicts. If you would like to split the 5 hour into smaller sessions, you can discuss this with your tutor. You will receive one-on-one, focus attention, structured around topics of your choice.

ADVANCED ENGLISH FOR PROFESSIONAL PURPOSES

This program is designed for internationally educated professionals who would like to gain the knowledge, confidence and skills to succeed in the Canadian workplace. The courses focus on Canadian workplace communication, including verbal and written skills, reports and emails, as well as cultural competency training.

- A minimum 80% attendance and satisfactory completion of assignments is required in all courses.
- Program schedule information available at www.keyano.ca/advancedenglish

BENEFITS FOR THE ORGANIZATION

- Better communications
- Increase productivity
- Improve customer service
- Reduce safety risk and turnover rate

BENEFITS FOR THE INDIVIDUAL

- Strengthen communication techniques
- Enhance workplace interactions
- Increase understanding of Canadian workplace culture
- Gain skills for career advancement
- Increase self-confidence

EAP 100 / EAP 200 / EAP 300

ENGLISH FOR ACADEMIC PURPOSES

The English for Academic Purposes (EAP) program is a new program designed to help learners whose first language is not English transition into post-secondary education at Keyano College or at other Canadian post-secondary institutions. The EAP program will strengthen students' reading, writing, listening, and speaking skills, as well as develop research and academic study skills. Attention will also be given to a four-skills approach to language learning based in

the grammatical, function, textual, and strategic competency elements of academic English. This program is full-time, and there are three levels of courses available: EAP 100, EAP 200, and EAP 300.

For more information and complete admission requirements for any of the programs in Academic Upgrading, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4973**.

CEESL 560

CRITICAL ENGLISH

21 hours, \$495

Students will learn how to improve English comprehension, speaking, reading and writing in business context. This includes: learning to pronounce all of the vowel and consonant sounds audibly, to use pauses and speed to communicate more clearly, and to demonstrate mainstream professional speaking skills. Students will also practice and receive feedback on writing skills and learn to write concrete messages that are clear and concise.

CEESL 262

PRONUNCIATION POWER

21 hours, \$495

Students will gain pronunciation tools and strategies to improve spoken English. Lessons will focus on listening skills, intonation and rhythm patterns, word and sentence stress, pausing and thought groups, and on why it is important to slow down when communicating to ensure accurate comprehension.

CEESL 522

SPEAKING PROFESSIONALLY

21 Hours, \$495

Course content includes: Cultural Effects on Workplace Communication, Strategies for Beginning and Maintaining "Water Cooler" Conversation, Common Idioms and

Expressions, Business Meetings, Effective Presentation Skills, Networking, Workplace Telephone Skills, and additional topics as related to General Conversation Management. This course includes a 15-minute formal presentation assignment.

CEESL 422

WORKPLACE WRITING

21 hours, \$495

This course is designed for professionals who want to improve their written workplace communication skills. It covers common workplace vocabulary, expressions, and writing techniques. Special attention is given to résumé writing, emails, business letters, and other workplace documents.

CEESL 650

CANADIAN WORKPLACE CULTURE

21 hours, \$495

Students will explore common definitions of culture to understand differences and similarities between Canadian workplace culture and that of their home country. They will learn to use intercultural knowledge to help integrate into the Canadian workplace. Students will assess their own respective communications styles, enhance personal leadership abilities and understand the transitional journey into a new cultural context.



Continuing
Education
WILL BE OFFERING



ESPAÑOL
SPANISH LEVEL 1 SEPT 24 & JAN 28
FRENCH LEVEL 1 OCTOBER 6
FRANÇAIS

TO REGISTER, VISIT keyano.ca/applynow

FREE ENGLISH CLASSES

Cours d'anglais gratuits

Clases de inglés gratis

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निः शुल्क अंग्रेजी भाषा शिक्षा

يوجد لدينا برنامج تعليم اللغة الانجليزية بسهولة ومجانا

LINC

Language Instruction for Newcomers to Canada

Improve your English • Learn about your community • Make new friends

WHO CAN TAKE LINC?

Permanent Residents, Convention Refugees, or Protected Persons, 18 years or older.

For more information, email English@keyano.ca,
call **780.792.5706**, or visit keyano.ca/LINC

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)



Keyano College offers part-time English classes for newcomers in the Language Instruction for Newcomers to Canada (LINC) program. LINC classes are for beginner to intermediate levels (Canadian Language Benchmark levels 0-6).

WHAT IS LINC?

LINC is a Canada-wide English language and settlement-training program. LINC is funded by Immigration, Refugees and Citizenship Canada, and is FREE to eligible students.

WHO CAN TAKE LINC?

Permanent Residents, Convention Refugees, or Protected Persons (as defined in S.95 of the Immigration and Refugee Protection Act), 18 years or older.

WHAT DO STUDENTS STUDY IN LINC?

LINC helps newcomers integrate into Canadian society by teaching about Canada through settlement-related themes, including:

- Employment
- Education
- Food and Nutrition
- Consumer Information
- Housing and Neighbourhood Issues
- Healthcare
- Recreation

LINC classes also include field trips, guest speakers, the sharing of cultures and weekly computer classes.

WHEN DO STUDENTS STUDY LINC?

LINC classes are offered from September – June. Classes are 12 hours per week and take place in the mornings, afternoons, and evenings from Monday to Thursday.

WHAT ARE THE BENEFITS OF LINC?

- Improve English language skills
- Learn about Canadian culture
- Build confidence
- Learn about your community
- Make new friends
- Meet the language requirement for Canadian Citizenship (upon completion of LINC 4)

HOW TO APPLY FOR LINC?

The LINC program accepts new students on the first Monday of every month.

To register, please apply in person at the LINC office at Keyano College and bring proof of immigration status and government-issued picture ID.

For more information, contact the LINC office.

Email: English@keyano.ca

Phone: **780.792.5706**

LINC give to me a new life.

| *Nameer Mughrabi, 2020*

...when I came to Canada I didn't know anything about English Language. Now I'm much better now I can speak and write English. I can communicate with the people. I'm going to my appointments by myself without anyone to help...

| *Rwaida Ashour Tume, 2020*

LINC help me to be a very (successful) person in this community.

| *Nisreen Mardini, 2020*

I came to Canada 3 months ago. When I came here I don't speak English very well. Then I start LINC programme and trust me it's best programme for newcomers. This programme helps me to learn English very well. Now I'm going anywhere and talk with people and now I'm independent women. Thanks to LINC programme.

| *Dhara Patel, 2019*

When I came to Canada, it was very hard to communicate with the population, because the Canadian accent is very hard to understand but when I came to LINC program, it was more helpful to understand the accent, to listen and to speak.

| *Tesfay Berih, 2019*

LANGUAGE TRAINING - FRENCH AND SPANISH



Keyano College offers language courses designed to help develop your communication skills, you can choose between the Introductory course and the intermediate course, depending your experience. Then continue with the program schedule information available at www.keyano.ca/languages

CELANG 010

FRENCH LEVEL 1

30 hours, \$395 +GST 🌸

This introductory course is designed to help students develop French communication skills. Students will learn how to introduce themselves, tell time, give and ask for basic information, and speak about everyday actions. Students will learn about French language structure and grammar through verb conjugation, personal pronouns, questions, negation, masculine and feminine words, and courtesy expressions. Successful completion of course content will enable participants to apply new vocabulary and rules in basic daily interactions with French speakers. This course is perfect for parents with children in French immersion.

TEXTBOOK: Ultimate French Beginner-Intermediate, Random House of Canada Limited. (Required). An English-French dictionary is strongly recommended for French courses.

CELANG 020

FRENCH LEVEL 2

30 hours, \$395 +GST 🌸

French Level 2 is a communicative course designed for students with basic French ability who are looking to become more fluent. Course content includes review of French Level 1 and grammatical concepts such as irregular verb conjugation, imperative form, and conditional tense. Students will also learn how to describe people and things, explain ability and necessity, make future plans, and express past events. By the end of the course, students will be able to communicate in French in a variety of social situations.

PREREQUISITE: French Level 1 or basic French language skills.

TEXTBOOK: Ultimate French Beginner-Intermediate, Random House of Canada Limited. (Required). An English-French dictionary is strongly recommended for French courses.

CELANG 210

SPANISH LEVEL 1

30 hours, \$395 +GST 🌸 | 🌸

This introductory Spanish course teaches students the basics in speaking, listening, reading and writing in Spanish. Students will also learn how to introduce themselves, tell time, give and ask for basic information, speak about everyday actions and learn useful phrases for travelling to Spanish speaking countries. By the end of the course, students will have developed basic Spanish comprehension and speaking skills. This course is perfect for those who plan to travel to Spanish speaking countries.

TEXTBOOK: Easy Spanish Step by Step, Barbara Bregstein, MacGraw Hill. (Required). An English-Spanish dictionary is strongly recommended for Spanish courses.

CELANG 220

SPANISH LEVEL 2

30 hours, \$395 +GST

Spanish Level 2 is a communicative course designed for those with basic Spanish language skills who are looking to become more fluent. Course content includes Spanish Level 1 review and grammatical concepts such as verb tenses and conjugation. Students will expand on their Spanish speaking, listening, reading and writing skills, and will learn how to give and ask for specific and detailed information. Upon completion of the course, students will be able to communicate in Spanish in a variety of different social situations.

PREREQUISITE: Spanish Level 1 or a basic understanding and use of the Spanish language.

TEXTBOOK: Easy Spanish Step by Step, Barbara Bregstein, MacGraw Hill. (Required). An English-Spanish dictionary is strongly recommended for Spanish courses.



Keyano also offers
CELPIP Testing.
See page 70 for details.

INDIGENOUS EDUCATION

Keyano College has been a provider of community adult learning programs within the region of Wood Buffalo since 1976. We recognize the unique needs of these communities and hope to be flexible and accessible with our programming in order to help them achieve their training goals.

CUSTOMIZED PROGRAMS

Customized programs designed at the request of the communities are available – GED training, training to employment programs, computer basic workshops, online learning, teleconference/remote delivery, and cultural workshops.

Some examples of customized programs are:

- GED Plus: This program offers GED preparation as well as career planning and employment skills. GED programs in the past have been offered in regional communities as well as in Fort McMurray.
- Indigenous Youth Exploring the Trades: Students are given the opportunity to explore trades that are in high demand based on collaboration with local industry. Students will also practice math and science skills that will support their entrance into the Trades.
- Indigenous Early Learning and Child Care: The 32week online program gives students practical experiences in early learning and child care at each stage in a child's development. This includes learning how to create programs for children and give lessons through problem solving. Online learning makes this opportunity more accessible to people in rural and Indigenous communities.
- Class 2 MELT: The proposed training would result in safer and more highly skilled bus drivers. The driver training will reinforce driving theory, skills practice, and promote positive driving attitudes. The training includes a government mandated number of training hours for in-class, in-yard and in-vehicle training.
- Haul Truck: The four week Haul Truck Operator course, which provides students with the skills and training needed to safely operate a haul truck, based on manufacturers' recommendations and industry standards. The course is made up of theory-based training, computer module training, and practical simulations and exercises. Students will be prepared for an entry level position as a haul truck operator in the industry.
- Greater Regional Indigenous Partnership (GRIP): The intent was to develop training opportunities to support industry demand for Indigenous employees for five years in the Wood Buffalo Region. The duration of the project is approximately four weeks of customized training in preparation for employment with CEDA, Ledor, Primoris, and Centerfire and then one month of follow up support.
- Urban Indigenous Employment Preparation Program (UIEPP): This is the GED program. The proposed training would provide participants with essential skills and customized academic assessment and readiness based on their identified career goals. The program will be structured to maximize the benefits to the trainee within the 18 week timeline.

For more information, please contact
indigenous.ed@keyano.ca

PARTNERSHIPS

An integral part of successful programs is collaboration. Indigenous Education is very fortunate to have several stakeholders and partners that help us provide programs that are relevant to our communities and region. We create great things together by sharing our expertise, knowledge, and persistence.

Indigenous Education cannot achieve what it does without the participation of partners such as Athabasca Tribal Council, Rupertsland Institute, Government of Alberta, leadership from regional communities, and local industry. It is through collaboration and innovation that we can meet the education and training needs of the Regional Municipality of Wood Buffalo.

Indigenous Education supports students and staff to attend local events like the Northeastern Alberta Aboriginal Business Association Business Showcase. It is inspiring to learn from local entrepreneurs and see what the region is doing in the way of business and innovation.

INDIGENOUS STUDENT CENTRE

The Indigenous Student Centre (ISC) promotes a respectful and welcoming environment for all students, faculty, and staff. It acts as a central hub to gather and find a sense of belonging. The ISC cultivates community connection and student support. Several events take place in the ISC throughout the academic year, providing Indigenous teachings, crafts, guest speakers, music, etc.

The ISC is located on the main floor of the Clearwater Campus room CC-155 next to the information desk. Please stop by the ISC to learn more!

INDIGENOUS STUDENT RECOGNITION

All declared Indigenous students receive recognition at their convocation ceremony. Indigenous ceremonies are part of the College community and celebrations.

INDIGENIZATION

Indigenous ways of knowing are incorporated into certificate programs at the College. Community Based Environmental Monitoring braided the Indigenous and Western knowledge into the curriculum. This was an essential part of the Early Learning and Child Care Certificate curriculum redesign. When available, we reach out to knowledge holders who can share their authentic experiences in ways that support our students learning.

ANNUAL EVENTS

Annual events include:

- Orange T-Shirt Day
- Métis Day and flag raising
- Christmas Elder Day
- Bannock Day
- Louis Riel Day
- Reconciliation Day
- Indigenous Awareness Day
- Teepee (tipi) raising
- Indigenous Caucus

TESTING SERVICES

Keyano's Testing Centre is a recognized testing facility authorized to administer examination supervision on behalf of educational institutions, government agencies, corporations, and professional regulatory bodies.

Hours of Operation:

Monday to Friday 8:30 am-4:30pm

All tests and assessments require a government issued picture ID with your name, address, date of birth, and signature.

PLEASE NOTE: Hours are subject to change, especially during summer schedule. Exam supervision services are offered year round. Keyano College is closed on all statutory holidays and during Christmas break. Testing Services will extend invigilation hours during peak periods (final exams). Details of extended hours will be posted at www.keyano.ca/testing

Registration:

Online at selfservice@keyano.ca or **780.791.4801**

In Person:

The Office of the Registrar at 8115 Franklin Avenue, Clearwater Campus

Contact:

780.838.3847 or testing.services@keyano.ca

The Testing Centre has proctored exams for:

- Prometric
- Athabasca University
- College of the North Atlantic (CONA)
- Yardstick
- National Professional Practice Exam (NPPE)
- Real Estate Council of Alberta (RECA)
- Alberta College of Pharmacy (ACP)
- ISFE Institute
- Queens University
- University of Alberta
- Alberta Insurance Council
- NRCan
- Canadian Welding Bureau
- Human Resources Institute of Alberta
- Pearson Vue:
- Project Management Institute (PMI)
- Board of Canadian Registered Safety Professional (BCRSP)
- Building Owners and Managers Institute (BOMI)
- International Electrical Testing Association (NETA)

EXAM SUPERVISION / PROCTOR / INVIGILATION SERVICES



TESTING SERVICES provides supervised exams in a quiet testing environment for Keyano and external students. The Centre has multiple testing rooms and computer labs with internet access.

Individuals requiring proctoring or invigilation services are welcome to write at the Keyano College Testing Centre or contact testing.services@keyano.ca to proctor/invigilate an exam at your site.

EXAM SUPERVISION - EXTERNAL STUDENTS:

For step-by-step instructions on how to book an exam with Testing Services, visit www.keyano.ca/testing

Please note, exam supervision hours include:

DAY SESSIONS:

Monday to Friday:

Session #1: 9 am-12 pm

Session #2: 1 pm-4 pm

EVENING SESSIONS:

Tuesday Evenings: 6 - 9 pm

EXAM SUPERVISION - KEYANO STUDENTS

You may use our exam supervision service if you:

- Have missed an exam and have the approval from the instructor. *
- Have received accommodation through the Student Academic Support Services.
- Are taking exams from other institutions.*
- Are taking approved Deferred, Supplemental or Challenge Exams.*

** Fee will be applied.*

For step-by-step instructions on how to book an exam with Testing Services, visit www.keyano.ca/testing

- All students are required to include the email address of the instructor when booking.
- Once the booking is confirmed, the instructor will forward the exam to Testing Services.

PLEASE NOTE: Private exam rooms for accommodations should be booked well in advance of the test date to guarantee availability. Students with special learning requirements should meet with a Learning Strategist at the beginning of each term to discuss how the Learner Assistance Program (Student Support Services) might benefit them.

STANDARDIZED TESTS

Testing Services offers a number of standardized tests that may be required prior to acceptance in specific academic programs or as part of employer assessments. To register for a test, contact the Office of the Registrar at **780.791.4801** or visit the **Clearwater Campus at 8115 Franklin Avenue.**

DAT (DIFFERENTIAL APTITUDE TEST)

3.5 hours, \$125 + GST ☉ | ❄️ | 🌸 | 🍃

The Differential Aptitude Test has been carefully constructed to help participants learn about their abilities. It consists of several different timed tests. Participants may be tested on portions of the test relevant to their desired program of study. The test is an effective tool for career planning and for occupational assessments for employers.

OUT-OF-TOWN DAT (DIFFERENTIAL APTITUDE TEST)

3.5 hours, \$50 + GST

☉ | ❄️ | 🌸 | 🍃

If you need to complete a DAT exam and you live outside the Fort McMurray area, Testing Services can work with you to have your Keyano DAT exam completed at another supervising institution. For details on how to register for an out-of-town DAT exam, please visit www.keyano.ca/DAT.

DAT (DIFFERENTIAL APTITUDE TEST)

Tutoring Blocks

5 hours, \$295 + GST; 2.5 hours, \$147.50 + GST

☉ | ❄️ | 🌸 | 🍃

This course is for individuals who are preparing for the DAT Test and would like help in specific subject areas. You will work with a qualified tutor for a total of five hours. The session is planned around your schedule and is very flexible; no need to book time off or worry about conflicts. If you would like to split the five hours into smaller sessions you can discuss that with your tutor. You will receive one on one, focused attention structured around the subjects of your choice.

NOTE: Tutoring blocks must be started and completed within the same semester.

For information email coned@keyano.ca or call **780.799.0535.**

MICROSOFT® CERTIFICATION

☉ | ❄️ | 🌸 | 🍃

The Microsoft® Office Specialist 2016 certification features a series of certification levels, providing a continuum for skills qualification and validation. They include core credentials in any one of the most popular Microsoft® Office 2016 products and Expert and Master credentialing for advanced users. The exams for Microsoft® Office Specialist and Master Certification are available by appointment only.



Keyano College TESTING CENTRE

Easily rent our computer lab to take your online safety courses.



Call **780.838.3847** to reserve your seat.

PEARSON VUE TESTS

Keyano College is an authorized Pearson Vue Testing Centre

GENERAL EDUCATION DEVELOPMENT (GED) TEST

\$40 USD + GST per test or \$200 USD + GST for 5 tests



Keyano College's Testing Centre is now offering the GED Exam online. The General Equivalency Diploma (GED) test consists of five exams (science, social studies, reading, mathematics and writing) administered over a two-day schedule. Alberta Learning awards an equivalency diploma to candidates who achieve a passing grade (minimum standard score of 450 points) on each of the five exams. Candidates writing the GED exams for the first time must complete all five exams.

In order to write the GED, you must be over 18 years of age, have been out of school for 10 consecutive months, not graduated from an accredited high school, nor received a high school equivalency diploma.

Textbook: Complete Canadian GED Preparation, Steck-Vaughn, Nelson Education.

Prior to registering for a GED Exam:

You must have an Alberta student number before filling out the application. To obtain your Alberta Student Number, go to <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms>.

For details on how to register for a GED exam, please visit www.keyano.ca/GED.

REWRITE: You are only required to rewrite the subjects you haven't obtained a score of 450 or higher.

To register for a GED exam with accommodations: Please visit https://ged.com/en-ca/about_test/accommodations/?lang=en-ca

If you have any questions, please contact Keyano's Chief GED Examiner at **780.838.3847**.



GED TUTORING BLOCKS

5 hours, \$295 + GST; 2.5 hours, \$147.50 + GST



This course is for individuals who are preparing for the GED Exam and would like help in specific subject areas. You will work with a qualified tutor for a total of five hours. The session is planned around your schedule and is very flexible; no need to book time off or worry about conflicts. If you would like to split the five hours into smaller sessions you can discuss that with your tutor. You will receive one on one, focused attention structured around the subjects of your choice.

NOTE: Tutoring blocks must be started and completed within the same semester.

For information email coned@keyano.ca or call **780.799.0535**.

BOARD OF CANADIAN REGISTERED SAFETY PROFESSIONAL (BCRSP)



Board of Canadian Registered Safety Professionals (BCRSP) was established to advance the progression of occupational health and safety through the development of a certification program. The program certifies individuals passing the Canadian Registered Safety Professional Exam (CRSP) or the Canadian Registered Safety Technician exam (CRST).

CRSP Examination is held three times a year in February, June and October over a 10 day window. CRST Examination will initially be held twice a year in March and August over a 10 day writing window.

Candidates need authorization from BCRSP to schedule exam. Call the BCRSP registration number at the call center at **1.866.893.1303 (toll free)**.
www.pearsonvue.com/bcrsp

To register, visit www.bcrsp.ca.

For information, email testing.services@keyano.ca or call **780.838.3847**.

PROJECT MANAGEMENT INSTITUTE (PMI)



Project Management Institute (PMI) is the leading not-for-profit professional membership association for the project management profession. Only after PMI application has been submitted, approved by PMI, applicant is eligible to schedule an exam.

To book Exam: Call the PMI registration number at the call center **1.866.241.5527 (toll free)**.

www.pearsonvue.com/pmi

BUILDING OWNERS AND MANAGERS INSTITUTE (BOMI)



Building Owners & Managers Institute International (BOMI) is known for its industry-standard designations: the High-Performance Sustainable Buildings (BOMI-HP), Real Property Administration (RPA), Facilities Management Administrator (FMA) and Systems Maintenance Technician (SMT). The exams will be administered to people who work in building maintenance: building managers, maintenance workers, superintendents, etc.

Candidates need authorization from BOMI to schedule exam. Call Pearson Vue **1.866.998.2664** www.pearsonvue.com/bomi

INTERNATIONAL ELECTRICAL TESTING ASSOCIATION (NETA)



InterNational Electrical Testing Association (NETA) is an association of leading electrical testing companies. It is committed to advancing the industry's standards for power system installation and maintenance to ensure the highest level of reliability and safety.

NETA exams are delivered during four testing events each year. The testing events are four weeks long and occur during January, April, July, and October

Candidates need their NETA exam authorization email to create an account with Pearson VUE and then schedule their exam. www.pearsonvue.com/neta



ENGLISH LANGUAGE ASSESSMENTS

THE CANADIAN ENGLISH LANGUAGE PROFICIENCY INDEX PROGRAM (CELPIP)



Keyano College, in partnership with Paragon Testing Enterprises, is an official Test Delivery Centre for the Canadian English Language Proficiency Index Program. This fully computer-delivered English language testing program provides a consistent and standardized measurement of competency in the four language skills (listening, speaking, reading, and writing). It was originally developed by the University of British Columbia (UBC) to provide uniquely Canadian content, including Canadian English and accents as practiced in Canada. This test is available in three versions to suit different organizational needs (CELPIP-General, CELPIP-General LS and CELPIP-Academic).

THE CELPIP-GENERAL TEST assesses listening, speaking, reading and writing proficiency in everyday situations. It is designated by Citizenship and Immigration Canada as proof of English language proficiency for those applying to immigrate under the Federal Skilled Workers Class, Federal Skilled Trades Program, Canadian Experience Class, and under various provincial nominee programs.

THE CELPIP-GENERAL LS TEST assesses listening and speaking proficiency in everyday situations. It is designated by Citizenship and Immigration Canada as proof of listening and speaking proficiency for those applying for Canadian citizenship.

Why take the CELPIP Test?

- Get quick online results (available within eight business days)
- Online registration is easy
- Testing is computer-delivered with no separate speaking test appointments
- Canadian-specific content

For information and registration please visit celpiptest.ca or call **1.800.958.5186**



CANADIAN LANGUAGE BENCHMARK PLACEMENT TEST (CLBPT)



This test is a streamlined assessment that is an adaptable, efficient means to place adult learners in English as an Additional Language programs. It is a task-based assessment, measuring four language skills: reading, writing, listening and speaking, aligned with the Canadian Language Benchmark levels 1-8. Testing dates vary monthly. **(\$150 + GST)**

Please call **780.799.0535** to book the CLBPT.

TOEFL iBT (Prometric)



The TOEFL iBT test measures the ability to use and understand English at the university level. It also evaluates the combination of listening, reading, speaking and writing skills in performing academic tasks.

More than 27 million people around the world have taken the TOEFL test to demonstrate their English-language proficiency. The average English skill level ranges between intermediate and advanced.

Who takes the TOEFL Test?

- Students planning to study at a higher education institution
- English-language learning program admissions and exit
- Scholarship and certification candidates
- English-language learners who want to track their progress
- Students and workers applying for visas

For information or to register, please visit ets.org/toefl

ONLINE LEARNING

Keyano has multiple delivery options for many of its programs and courses including online instructor led, self-paced as well as modified programs that offer a combination of in-person and online classes. In addition, Keyano has partnered with several online learning providers to offer a wide selection of online courses. There are a number of ways to learn online and a variety of programs to pick from. We have programs and courses that are industry, business, computer, leadership and management related, which can be taken completely online. Whether you are looking for a full certificate or for individual courses, we have the options and you have the choice. Register now!

To review available courses, go to www.keyano.ca/conedonline

For more information call **780.799.0535** or email coned@keyano.ca.

KEYANO ONLINE CERTIFICATE PROGRAMS AND COURSES

The below certificate programs and courses are available both in-class and online:

- Asset Planning & Management
- Construction Management
- Project Management
- Maintenance Management Professional
- Fundamentals of SAGD (Online only)
- Supply Management
- Management and Supervision
- Bookkeeping
- Office Career Training
- Medical Office Assistant
- Communication Skill Development
- Winter Workplace Safety
- Air Brake Refresher
- Alberta Basic Security Training
- Shifting to Wellness
- French
- Spanish
- Advanced English for Professional Purposes

Details of the above programs and courses can be found in each specific section of the calendar.

KEYANO COLLEGE HAS
ONLINE COURSES to help upgrade your career



keyano.ca/conedonline





FEATURES
INCLUDE:

- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Industry Recognized Certifications

ONLINE
CAREER TRAINING PROGRAMS

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (Vouchers Included)

Learn to handle the increasing complexities of healthcare management and medical billing and coding for a competitive edge in the healthcare field.

CPC MEDICAL BILLING AND CODING (Voucher Included)

Get a foundation of medical vocabulary, to help you better understand doctors' notes and medical record contents and learn essential medical office.

PHARMACY TECHNICIAN (Voucher Included)

Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

PARALEGAL (Voucher Included)

In this program you will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam.

COMPTIA CERTIFICATION TRAINING: A+, NETWORK+, SECURITY+ (Vouchers Included)

Get a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

HVACR CERTIFIED TECHNICIAN

A comprehensive online training program that encompasses heating, ventilation, air conditioning, and refrigeration.

LEAN SIX SIGMA GREEN BELT AND BLACK BELT (Exam Cost Included)

Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP

Expand your knowledge and application of project management concepts with this online program and get prepared for either the CAPM or PMP certifications.

PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS 2017 (Software Included)

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2017, the leading financial software tool for small businesses.

HUMAN RESOURCES PROFESSIONAL

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

MOBILE AND DESKTOP WEB DEVELOPER

Develop a solid background in the latest web development technologies for desktop and mobile environments, and at the very end of the program, you'll be able to build traditional and mobile websites.

CERTIFIED WEDDING PLANNER

This program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.



ED2GO COURSES

ONLINE INSTRUCTOR-LED CLASSES



With over 400 titles to choose from, you are sure to find a class that is just right for you! Ed2Go offers a wide range of highly interactive courses that you can take entirely over the Internet. All courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Students can take individual courses or complete certificates in a variety of subject areas.

For more information or to register, visit www.ed2go.com/kc. Once you register with Ed2Go, email Keyano College Registrar office to make payment at coned.registration@keyano.ca or by phone **780.791.4801**.

DELIVERY METHOD: These courses are delivered fully online and are completely self-paced.

PREREQUISITES: There are no prerequisites for Ed2Go Courses - register any time for any course!

TEXTBOOK: All course materials are included online with the purchase of each course.

ARTS & DESIGN

- Animation
- Graphic Arts
- Photography
- Web Design

BUSINESS

- Accounting
- Administrative
- Communication
- Finance
- Marketing & Sales
- Operations
- Project Management
- Small Business
- Soft Skills

COMPUTER APPLICATIONS

- Microsoft
- Quickbooks
- Windows

COMPUTER SCIENCE

- Programming

CONSTRUCTION & TRADES

- Manufacturing Applications
- Manufacturing Fundamentals

HEALTH & FITNESS

- Alternative Medicine
- Fitness
- Medical
- Veterinary
- Wellness

HOSPITALITY

- Secrets of the Caterer
- Start a Pet Sitting Business
- Wow! What a Great Event!

INFORMATION TECHNOLOGY

- Cloud Computing
- Networking
- Security

LANGUAGE

- Languages

LEGAL

- Legal Studies

MATH AND SCIENCE

- Mathematics and Science

TEACHER PROFESSIONAL DEVELOPMENT

- Child Development
- Classroom Technology
- Math and Science
- Reading and Writing

TEST PREP

- Exam Prep

WRITING

- Writing and Editing



ONLINE CAREER TRAINING PROGRAMS



Keyano College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

These programs have open enrollment and will begin whenever you log in. Each course includes a set of lessons and evaluations and some courses include textbooks. All books and course materials will be mailed directly to you. You will have access to each course for up to six months. If you need additional time, you can contact Ed2go for an extension.

For more information or to register, visit www.careertraining.ed2go.com/keyano/. Once you register with Ed2Go, email Keyano College Registrar office to make payment at coned.registration@keyano.ca or by phone **780.791.4801**.

DELIVERY METHOD: These courses are delivered fully online and are completely self-paced.

PREREQUISITES: There are no prerequisites for Ed2Go Courses - register any time for any course!

TEXTBOOK: All course materials are included online with the purchase of each course.

- Art and Design
- Business
- Career Online High School
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

MINDEDGE ONLINE COURSES



MindEdge online courses are designed to help you improve your professional knowledge and skills to take the next steps in your career. All MindEdge online courses are developed by business school professors, industry professionals and subject matter experts. Courses are available 24 hours a day from any device with an internet connection. We combine interactive exercises, mini-cases, video, and focused reading to ensure courses are engaging and enriching.

For more information or to register, visit www.keyano.ca/en/programs-and-courses/mindedge.aspx.

DELIVERY METHOD: All courses are delivered fully online and are completely self-paced.

PREREQUISITES: There are no prerequisites for MindEdge Courses - register any time for any course!

TEXTBOOK: All course materials are included online with the purchase of each course.

*NOTE: *Mindedge courses are in US dollars and CAD prices shown are calculated using the current exchange rate.*

CATEGORIES:

- Agile
- Business Analysis
- Career Building
- Communication
- Computer Applications
- Creativity and Innovation
- Cyber Security & Cissp
- Data Analytics
- Emergency Management
- Emerging Technologies
- Entrepreneurship
- Fast Company Courses
- Finance
- Human Resources Management
- Inc. Magazine Courses
- International Trade
- Leadership
- Leed Green Building Management
- Marketing
- Non-profit Management
- Online Learning
- Operations
- Project Management
- Security Awareness
- Six Sigma and Lean
- Small Business Management
- Sustainable Management
- Women in Business

UGOTCLASS ONLINE COURSES



UgotClass Online Certificates and Courses provide skills for the 21st century. Demonstrate your knowledge, boost your productivity, and your organization's bottom line. The online certificates and courses are provided by quality colleges and associations with expert instructors. Participate anytime, day or evening, from any computer.

For more information or to register, visit www.yougotclass.org/index.cfm/Keyano.

DELIVERY METHOD: These courses are delivered fully online and are completely self-paced.

PREREQUISITES: There are no prerequisites for UgotClass Courses - register any time for any course!

TEXTBOOK: All course materials are included online with the purchase of each course.

Certificates can be completed in the following subjects:

- Business
- Business Communication
- Human Resources
- Leadership
- Management
- New Media Marketing
- Social Media for Business
- Technology Skills
- Training and Education
- Training for K12 Teachers

CARRIERS EDGE ONLINE COURSES



Online driver training and development for drivers! CarriersEdge courses translate complex regulations into real-world context that drivers understand, providing an interactive learning experience that's equally effective regardless of learning style, language skills or education background. Sign up for courses today!

For more information or to register, visit www.keyano.ca/conedonline

DELIVERY METHOD: These courses are delivered fully online and are completely self-paced.

PREREQUISITES: There are no prerequisites for CarriersEdge Courses - register any time for any course!

TEXTBOOK: All course materials are included online with the purchase of each course.

- Defensive Driving
- Distracted Driving
- Fire Safety
- Hos & Logbooks*
 - Canada only*
 - Alberta only
 - Canada & u.S. Combined*
- Hazardous Materials Security Awareness
- Lift Truck Operator Skills
- Owner-Operator Business Skills
- Practical Cargo Securement
- Transportation of Dangerous Goods (tdg)*
- Vehicle Inspection
- Winter Driving
- And More!



UNIVERSITY OF NEW BRUNSWICK

OCCUPATIONAL HEALTH & SAFETY PROGRAMS

100% ONLINE



LEADERSHIP SPEAKING MASTERY ONLINE PROGRAMS

The Speech Science program is offered in partnership with Keyano College and Bonnie Gross Associates. This program consists of five online courses delivered through Keyano College's online platform.

Who would benefit from this program?

- 1) English Speaking Mastery- Individuals who speak English as an additional language and would like to improve on pronunciation, speech rhythm and flow, intonation, and strong communication skills,
- 2) All will benefit from "Fearless Public Speaking", "Conversation with Confidence", "Body Language and Power", "Leadership Speaking for Women". Everyone who wishes to greatly improve, communication techniques, public speaking, presentations, and social/ business conversations, and interviews will benefit from these courses.

Program Information:

All courses are self-paced and students have access to each course for 12 months.

All course materials are provided to students online. There is no required textbook for this program.

CESPEAK 100

ENGLISH SPEAKING MASTERY

Perfect Pronunciation, Sentence Flow, and Intonation

84 hours, \$400 + GST  |  |  | 

Description: The GOAL of this highly interactive online course is to teach you clear and confident English pronunciation, word stress, sentence flow and Intonation, to ensure that people understand you perfectly the first time you speak, that they appreciate the value of your ideas, and that you can reach your full potential.

Break Through Communication Barriers:

- speak English clearly, and confidently in presentations and meetings
- never be asked to repeat yourself
- have complete confidence in your pronunciation

In This Course You Will:

- Make improvements to your pronunciation, sentence rhythm, and intonation, to achieve a clear North American accent
- Understand your personal accent errors, and how to improve them
- Convince people with your intonation
- Learn to speak with flowing words and sentences
- Improve listening skills.
- Receive an outstanding take home practice tool – [www. AccentScienceSystems.com](http://www.AccentScienceSystems.com)

NOTE: This course includes a speaking exam that will be completed by phone at the end of the course. Certification will be awarded to those who are successful in passing the speaking exam.

CESPEAK 200

FEARLESS PUBLIC SPEAKING

Speak, Act and Look Like a Leader

8 hours, \$150 + GST  |  |  | 

Description: When there are 2 people with the same skills entering a room, delivering a speech, or participating in a meeting– it's the person who looks, act and sounds like a leader who is memorable in every way. Make sure next time—it's YOU!

This class teaches you the skills not usually taught in traditional "presentation skills" courses. You will learn secrets of how to speak, look, and act like a leader. Don't be the one who is passed over!

Don't Panic! Being a calm, confident, and presenter with impact starts before you write the first line - it starts with what and how you think.

Learn the Skills of the Pros - the speaking skills of great public speakers, such as John F. Kennedy and Steve Jobs, who have used their voices and speaking style to exude power and influence.

- Overcome anxiety
- Deliver a powerful message
- Sound natural and conversational
- Get rid of annoying speech habits such as "um" and "up" tone
- Capture and hold the attention of your audience
- Improve your voice projection
- Learn to be a great "virtual" speaker on conference calls and webinars

CESPEAK 300

LEADERSHIP SPEAKING SKILLS FOR WOMEN

Be Heard! – Through the Glass Ceiling

8 hours, \$200 + GST 🌐 | 🌱 | 🌸 | 🍃

Description: Thirty years after women became 50 percent of the college graduates in the North America, men still hold the vast majority of leadership positions in government, industry, and in professional firms including Law and Accounting. This means that women's voices are still not heard equally in the decisions that most affect our lives. In her recent bestseller -Lean In, by Sheryl Sandberg, chief operating officer of Facebook, identified that one of the major problems holding women back is the faulty way women communicate to upper management, colleagues, and clients in business situations.

Please join Bonnie Gross, in "the ladies room," to learn and improve speaking skills to make people recognize the true value of your ideas and help you reach your full potential.

- Use your voice, your tone, and your choice of words as powerful business tools.
- Communicate your message so others will listen.
- Get rid of negative speech habits such as "um" and poor pronunciation.
- Effectively use your posture and facial expression to make people listen to your ideas.
- Discover your inner feelings and attitudes about being strong in business.
- WOW your audience in presentations

CESPEAK 400

SECRETS OF CONFIDENT CONVERSATION

Conversational Intelligence

8 hours, \$150 + GST 🌐 | 🌱 | 🌸 | 🍃

Description: If you feel uncomfortable and shy at networking events, in meetings, and or at social functions, then this workshop is for you. Gain skills and confidence in how to act, what to say, and how to leave a great impression.

Learn how to project confidence in business & social situations:

- How to enter a room full of strangers
- Make people want to listen to what you have to say!
- Enter a room so that people want to talk to you
- Introductions and how to remember names (including your own!)
- How to start a conversation and what to talk about when you don't know what to say
- What to say (and do) in difficult situations, such as pronouncing a name incorrectly
- Say goodbye so that people remember you!
- Look good socially!

CESPEAK 500

BODY LANGUAGE, PRESENCE, AND POWER

The Conversation Starts before You Speak

8 hours, \$150 + GST 🌐 | 🌱 | 🌸 | 🍃

Description: 73% of what we communicate to other people is through our body language and facial expression. We may say one thing, but "project" a different message. Did you know that we are subconsciously judged by our body movements and facial expressions?

This workshop will help you:

- Identify your own positive and negative habits
- Learn great new habits
- Understand the habits of famous people, and why they work and don't work
- Learn what exactly we mean by "presence" – and why we want it?
- Practice great body language for business meetings
- Practice great body language while presenting
- Practice great body language for networking (Can you talk, stand, and eat at the same time? Learn the secret)



POWER ENGINEERING COMPUTER MANAGED LEARNING (CML)



Keyano College offers 4th and 3rd class Power Engineering certification online.

4th Class Part A

PELM 4100 – Applied Science

PELM 4200 – Plant Services

4th Class Part B

PELM 4300 – Steam Generation

PELM 4400 – Prime Movers and Auxiliaries

3rd Class Part A

PELM 3100 – Applied Science

PELM 3200 – Plant Services

3rd Class Part B

PELM 3300 – Steam Generation

PELM 3400 – Prime Movers and Auxiliaries

The program, which is delivered through iLearn (Moodle), is a computer managed, self-paced program. The program provides access to a comprehensive question bank designed to highlight subjects in the Alberta Boiler's Branch syllabi. As students study the Power Engineering textbook and workbook, they test their knowledge by completing chapter quizzes, workbooks, S-tests, and E-exams.

The online program offers tutorial assistance from qualified instructors on an appointment basis during the months of September - June.

Admission Requirements:

- All applicants must be a Canadian Citizen or Permanent Resident of Canada.
- It is strongly recommended that students have Math 20/23 or Math 20-2, Physics 20 and English 20 (Grade 11).
- All E-exams must be written in person at Testing Services at Keyano College with supervision. You can also write the e-exam off campus and proctored with an approved institution.
- Students have 6 months to complete part A theory and 6 months to complete part B theory.

Application Process:

- Registration occurs daily, although start dates are limited to the first of the month.
- Applications received from the 1st to the 23rd of the month can start the program on the 1st of the following month.

Students interested in the online program can contact the Office of the Registrar at **780.791.4801**.

Extensions:

If required courses are not completed within the allotted time, you may apply for a 3 month extension for Part A and/or a 3 month extension for Part B. Extensions must be requested prior to the expiry date of the course.

Keyano also offers 4th and 3rd Class Power Engineering full-time on campus. Visit keyano.ca for details.

2nd Class Power Engineering A1

EXAM TUTORING BLOCKS



Course offered in **FORT MCMURRAY** to
LOCAL PLANT OPERATORS

- Get tutoring from a qualified Class 1 Power Engineer
- Planned around your schedule
- Prepare for the ABSA exam
- 5 hours of tutoring blocks - can be split into smaller sessions

FOR MORE INFORMATION CALL **780.799.0535** OR EMAIL **CONED@KEYANO.CA**

TRADES OCCUPATIONS & POST JOURNEYPERSON COURSES

POWER LAB 200 HOUR COURSE



This program provides the Alberta Boilers Safety Association required steam time for students who have completed 4th Class Part A & B. An ABSA approved 4th Class Part A & B Power Engineering theory course or equivalent.

Competencies that must be performed include but are not limited to: 4th class boiler competencies.

Each student must complete a minimum of 200 hours of lab time during which they will be required to learn the following tasks:

- Explain the boiler operating and safety procedures.
- Demonstrate the correct procedure for warming up a high pressure steam line and charging the line to operating pressure.
- Explain how to take corrective action for a low water level, high water level, burner flame pressure and demonstrate how to safely test these safety devices.
- Demonstrate safe lock-out procedures to the boiler and auxiliaries.
- Identify various valves showing their application purpose.
- Identify boiler and auxiliary equipment components.
- Construction of a small high-pressure boiler.
- Boiler fittings, their purpose and operation.
- Purpose and operation of basic controls required on a small high-pressure boiler. High-pressure steam boiler start-up and operation
- Boiler water treatment and boiler water testing.
- Power plant pumps: power plant piping.
- Steam turbines; steam driven generators; diesel driven generators; steam to glycol heating systems.
- Refrigeration systems
- Cutting a HP Boiler into a cold header
- Synchronizing electric generators
- Codes application
- Developing transferable skills related to industry.
- Hands on maintenance and tool usage.

For information on prerequisites, start dates and application processes, please visit keyano.ca/powerlab or contact the Office of the Registrar at **780.491.4801**.

POWER LAB 40 HOUR COURSE



The 40 Hour Power Lab course is a one week course that will credit 40 of 200 hours of steam time required in the Power Lab. The 40 Hour Power Lab courses are broken into week 1, week 2, week 3, week 4 & week 5. The courses are required to be taken sequentially over a 12 month period.

Competencies that must be performed include but are not limited to: 4th class boiler competencies.

Each student must complete a minimum of 200 hours of lab time during which they will be required to learn the following tasks:

- Explain the boiler operating and safety procedures.
- Demonstrate the correct procedure for warming up a high pressure steam line and charging the line to operating pressure.
- Explain how to take corrective action for a low water level, high water level, burner flame pressure and demonstrate how to safely test these safety devices.
- Demonstrate safe lock-out procedures to the boiler and auxiliaries.
- Identify various valves showing their application purpose.
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- Construction of a small high-pressure boiler.
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- Purpose and operation of basic controls required on a small high-pressure boiler. High-pressure steam boiler start-up and operation
- Boiler water treatment and boiler water testing.
- Power plant pumps: power plant piping.
- Steam turbines; steam driven generators; diesel driven generators; steam to glycol heating systems.
- Refrigeration systems
- Cutting a HP Boiler into a cold header
- Synchronizing electric generators
- Codes application
- Developing transferable skills related to industry.
- Hands on maintenance and tool usage.

For information on prerequisites, start dates and application processes, please visit www.keyano.ca/powerlab or contact the Office of the Registrar at **780.491.4801**.

CPEMA 100

PREPARATORY MATH FOR POWER ENGINEERS**24 hours, \$325** ☉ | ❄️

This course is strongly recommended for individuals who are considering enrolling in any of the Power Engineering programs (Coop or CML). The course will cover the foundational math concepts necessary to support success in these program areas. It is suggested students have successfully completed either Math 20-1 or Math 20-2 prior to taking this course.

TEXTBOOK: Preparatory Math Topics for Power Engineering

Visit Keyano.ca/power for dates and fees



WELDING

WELDING RECERTIFICATION ❄️ | ❄️ | 🍃

The Keyano College Welding Department has been serving local industry and the community since 1965. With more than 140 years of accumulated experience in the welding field, our staff has the ability to assist you in your personal development. A career in the welding field can be both exciting and profitable. Updating your skills and knowledge in the trade will help you keep pace with today's technology and enhance your career.

Our services and training opportunities include:

CANADIAN WELDING BUREAU AND THE ALBERTA BOILERS SAFETY ASSOCIATION TESTING

Keyano College offers recertification testing accredited by the Canadian Welding Bureau and the Alberta Boilers Safety Association for both structural and B Pressure welding. To book testing times or booth rentals, please call **780.791.4988**.

WELD TESTING & CERTIFICATION

In conjunction with the Canadian Welding Bureau, Keyano facilitates initial SMAW, FCAW, GMAW, and T-Class qualification testing. As well, requalification check tests are available. All Canadian Welding Bureau testing is evaluated

on site with same day results provided to the welder. CWB testing is currently available one day per month. Call **780.791.4988** to inquire about confirmed test dates.

Accredited by the Alberta Boilers Safety Association, Keyano offers performance qualification testing and certification to ABSA Registered Welding Procedures. B Pressure performance qualification testing is available Monday through Friday with testing commencing at 8AM.

Welding shop booth rental: Individuals may rent welding booths to practice for upcoming qualifications tests. Minimum rental period is two consecutive hours per day. To book testing or inquire about booth rentals, please call **780.791.4988**.

Initial "B" Pressure Certification: Individuals must make arrangements directly through the Alberta Boilers Safety Association to test for their Initial "B" Pressure qualification. Please contact ABSA at **780.433.0298** or **1-877.433.8910**.

With a minimum of 6 candidates the College can facilitate a special sitting for welders to test for their Initial "B". Contact the Welding Coordinator at **780.791.4988** for inquiries. In addition to the ABSA fee there is a \$120.00 material/booth fee payable on test day.

API CERTIFICATION PREPARATION TRAINING

CEWELD API 570

PIPING INSPECTOR -EXAM PREPARATION COURSE

40 hours, \$1,995 + GST 🌿 | 🌿 | 🌿

This intensive course includes daily quizzes, daily homework assignments and two practice examinations. The course will cover: Calculations; Corrosion rate and remaining life determination, Maximum allowable working pressure (MAWP), Minimum required thickness, Impact test requirements, Pressure testing requirements; Nondestructive testing requirements (NDE); Welding requirements; Repairs and alterations; Recommended inspection practices. The course will be based on the Codes and Standards as required by API. Students are responsible to register with API. Participants will be required to have accessible the applicable edition and addenda as per the Publications Effectivity Sheet for Exam Administrations during 2020/2021. To best prepare for the use of electronic code access during the exam, students are encouraged to bring laptops or tablets with these codes for use during the class.

CEWELD API 510

PRESSURE VESSEL-EXAM PREPARATION COURSE

40 hours, \$1,995 + GST 🌿 | 🌿 | 🌿

This intensive course includes daily quizzes, daily homework assignments and two practice examinations. The course will cover, as a minimum: Calculations; Heads, Reinforcement, Impact Testing, Hydrostatic Testing, Cylindrical components under internal and external pressure; Nondestructive Testing Requirements; Welding Requirements; Daily Quizzes and Practice Example Examinations. The course will be based on the Codes and Standards required by API. Students are responsible to register with API. Participants will be required to have accessible the applicable edition and addenda as per the Publications Effectivity Sheet for Exam Administrations during 2020/2021. To best prepare for the use of electronic code access during the exam, students are encouraged to bring laptops or tablets with these codes for use during the class.

Visit [keyano.ca/Academics/Programs/TradesIndustrial](https://www.keyano.ca/Academics/Programs/TradesIndustrial) or call **780.791.4988**.

Find **YOUR** POTENTIAL



TRADES AT KEYANO COLLEGE:

- Electrician Apprenticeship
- Heavy Equipment Operator
- Heavy Equipment Technician Apprenticeship
- Haul Truck Operator
- Industrial Mechanic (Millwright) Apprenticeship
- Pre-Employment Programs
- Power Engineering
- Power Lab
- Steamfitter/Pipefitter Apprenticeship
- Welder Apprenticeship
- Welding Recertification

Call **780.791.4881** for details or to register [tradesecrets.alberta.ca](https://www.tradesecrets.alberta.ca)

DEGREE COMPLETION

BACHELOR OF BUSINESS ADMINISTRATION

The Keyano College Business Department in collaboration with NAIT's J.R. Shaw School of Business offers a four-year baccalaureate program at Keyano College. The Management BBA curriculum is comparable to many of the top-ranked Canadian business degree programs, and contains courses that enable students to earn exemptions and prerequisites in a range of professional accounting, finance and human resource management programs. Qualified business diploma graduates can enter this collaborative degree program in year three.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4829**.

BACHELOR OF EDUCATION

In collaboration with the University of Alberta, Keyano College offers a four-year Bachelor of Education Elementary Degree. In the first two years of the program, students complete *60 credits of pre-collaborative coursework. Students must then attend the University of Alberta's Keyano Collaborative program to complete years 3 and 4 of the degree. In the final two years of the program, students complete *60 credits of coursework, including a total of 14 weeks of student teaching. The first two years of the four-year program can be completed part-time; however, years three and four must be completed on a full-time basis. Collaborative students study all four years at the Keyano College campus, and earn a University of Alberta degree upon completion. Those already holding a bachelor's degree from an accredited institution may apply to enter the collaborative degree program in year three. Upon graduation, students can teach in the K-12 system and are eligible to apply for teacher certification in Alberta. You can also apply for certification in other provinces; however, each province has its own certification requirements.

NOTE: Intake into year 3 of the Collaborative BEd program occurs every 2nd year on odd-numbered years.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4973**.

UNIVERSITY STUDIES

Keyano College offers one to two years of transferable university course work toward a variety of degree programs. While the majority of university transfer courses at Keyano College are modeled on the University of Alberta courses, students can successfully apply to transfer to many other educational institutions in Alberta and Canada.

University transfers at Keyano College

- Bachelor of Arts
- Bachelor of Education
- Bachelor of Science
- Bachelor of Science in Engineering

Please refer to keyano.ca for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4832**.

BACHELOR OF SCIENCE IN NURSING

The Keyano College Nursing Department in collaboration with the University of Alberta offers a four-year baccalaureate program at Keyano College. Upon graduation, students will be prepared to write the NCLEX. Students will receive clinical nursing experience each term, in a variety of settings (including community and institutional experiences). In addition to working days, students may be required to work some evenings, nights and weekend shifts in the clinical settings. A student graduating from the baccalaureate program will be awarded a Bachelor of Science in Nursing (BScN) degree from the University of Alberta.

DIPLOMAS LEADING TO DEGREES

BUSINESS ADMINISTRATION DIPLOMA

Practical education, small classes and a welcoming environment make Keyano College the ideal place to study business. Keyano has trained many successful business grads who have gone on to great careers throughout the region and the world. Employers recognize the skills our graduates have to offer, so our grads get jobs.

Keyano College offers an extensive array of Business Administration courses within accounting, management, and human resources.

Students may earn a certificate or diploma in Accounting and Management programs, or transfer credit toward a baccalaureate degree in Business as a full-time or part-time student. Courses run in the evenings and daytime with start dates in September or January.

Pursue Professional Designations

Many Keyano Business courses are accepted as pre-requisites or exemptions for professional Accounting, Finance, Management, Marketing and Human Resource Management designation programs, including Chartered Professional Accountant (CPA), Qualified Administrative Assistant (QAA), Canadian Institute of Management (CIM), Professional Manager (PMgr), Blue Seal, and Canadian Human Resource Professional (CHRP).

Please refer to keyano.ca for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4829**.

ENVIRONMENTAL TECHNOLOGY DIPLOMA

Start your new career in the exciting and rewarding field of Environmental Technology. Students are educated to national standards in environmental areas related to the natural resource sector with a focus on the oil sands and related Alberta industries. Areas of study include: biology, chemistry, ecology, soil science, environmental law, geotechnical procedures, Geographic Information Systems, water quality, wildlife management, and land reclamation within the context of forestry, mining and oil sands operations. Graduates of this program are qualified to enter the workforce directly or to continue their studies in year 3 of a Bachelor of Science degree in Environmental Sciences at Keyano College in collaboration with Mount Royal University or at the University of Lethbridge. The Environmental Technology program begins a new intake every September. Part-time students are also welcome. Apply now for this high demand program.

Please refer to keyano.ca for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4832**.

CERTIFICATES

HUMAN RESOURCE CERTIFICATE

The Human Resources Certificate program is an eight-course, part-time evening program designed to prepare working adult learners for positions in the field of Human Resource Management.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the program Chair at **780.791.4829**.

OFFICE ADMINISTRATION CERTIFICATE

Become a master at managing the electronic office for various sized businesses with an Office Administration Program tailored to fit your needs.

Curricula is designed to supply industry with graduates who can organize workflow, prepare business documents including proposals and presentations, provide administrative support and manage computer applications.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the program Chair at **780.791.4829**.

ACADEMIC UPGRADING

ACADEMIC FOUNDATIONS

The Academic Foundations program helps adult students gain the foundational skills they need in the areas of English language arts and mathematics. Upon completion, students may continue into Grade 10, 11, or 12 courses in the College Preparation program, qualify for admission into career or trades programs, or enter the workforce. Courses are offered on a full or part-time bases during the day.

Funding is available to help prospective students with tuition and other costs related to this program through Learner Income Supports.

Don't miss out on this great opportunity. Apply online now at [ApplyAlberta.ca](https://www.applyalberta.ca).

COLLEGE & CAREER PREPARATION

The College Preparation program consists of selected subjects at the Grade 10, 11, and 12 equivalency levels including English, math, biology, chemistry, physics, and social studies. College Prep courses are Alberta Education equivalent courses, and meet program admission requirements for Alberta universities, colleges, and technical institutes. Most courses are offered during the day, but there are occasional evening and online options as well. Courses can be taken in any one of three semesters – fall, winter, or spring.

Keyano College also offers a High School Equivalency Diploma or an Advanced High School Equivalency Diploma.

Please refer to the Keyano College website ([keyano.ca](https://www.keyano.ca)) for a complete course listing for the upcoming academic year. Funding is available to help prospective students with tuition and other costs related to this program through Learner Income Supports.

ENGLISH FOR ACADEMIC PURPOSES

Keyano College is launching a new program this fall to help learners whose first language is not English transition into post-secondary education. The English for Academic Purposes (EAP) program will strengthen students' reading, writing, listening, and speaking skills, as well as develop research and academic study skills.

This new program is designed as a preparatory program that will provide learners English language instruction for pursuing further academic study at Keyano College or at other Canadian post-secondary institutions. Additional benefits of the EAP program extend to supporting labour market demand by enhancing English language competency of individuals to pursue sustainable employment in the region.

GRANT AVAILABLE

Canada Alberta Job Grant

Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Visit [alberta.ca/canada-alberta-job-grant.aspx](https://www.alberta.ca/canada-alberta-job-grant.aspx) for eligibility requirements



DEGREE COMPLETION

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4961**.

DIPLOMAS LEADING TO DEGREES

SOCIAL WORK DIPLOMA

The Social Work Diploma program will equip students with the social work competencies required to enter the work force as Social Work Practitioners. Completion of this program enables students to apply for status as a Registered Social Worker with the Alberta College of Social Workers.

The program has a two-year transfer to the University of Calgary's BSW program and is fully accredited.

NOTE: The next intake is scheduled for September 2020.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4993**.

DIPLOMAS

ADVANCED CARE PARAMEDIC

Advanced Care Paramedics (ACPs) are vital team members of the Emergency Medical Services (EMS) who provide advanced life support, medical and trauma care in a variety of health-related settings. The ACP program is an advanced care level diploma. This two-year blended learning program offers students the opportunity to remain in their respective communities for the majority of their educational program. Graduates can then apply their acquired knowledge and skills within the scope of an ACP to various health related settings.

For further information, contact the Office of the Registrar at **780.791.4801** or the program Chair at **780.791.4961**.

EARLY LEARNING & CHILD CARE DIPLOMA

Early Learning and Child Care (ELCC) courses are based on a philosophy that children thrive in developmentally appropriate, child-centered play programs that use a problem-solving approach to guidance. Practical experience with children is an integral part of the program.

The Early Learning and Child Care Diploma is an upward step from our **ELCC Certificate program** and provides students with the knowledge, skills, and competencies to pursue professional, supervisory positions in childcare. Study involves an ongoing forum of networking with other experienced early childhood professionals and projects tailored to students' specific interests and requirements.

- **Year one** of the Diploma program is the same as the ELCC Certificate program. After successful completion

of year one of studies, diploma students will be eligible for an ELCC Certificate to apply for Alberta Child Care Staff Certification as a Child Development Worker. To continue onto year two, Diploma students will complete registration requirements.

- **Year two** offers continuous intake every seven weeks and is available on a full-time or part-time basis, with programming delivery offered in an alternative format (online and/or face-to-face with the possibility of web conferencing.) To accommodate working students, face-to-face classes are scheduled in the evenings on weekdays and/or on Saturdays.

Graduates are employed primarily in daycare centres, preschools, out-of-school care (OSC), and family day homes.

PRACTICAL NURSE DIPLOMA

The two year Practical Nurse program will prepare students for a career in high quality nursing care in many different settings: hospitals, home care, and other health care agencies. The practical nurse works collaboratively with other health care personnel in the promotion, maintenance and restoration of wellness. The program includes practical experience in job related settings and prepares graduates for employment in the current health care environment; it also prepares students to write the Canadian Practical Nurse Exam.

For further information, contact the Office of the Registrar at **780.791.4801** or the program Chair at **780.791.4961**.

CERTIFICATES

EARLY LEARNING & CHILD CARE CERTIFICATE

ELCC courses are based on a philosophy that children thrive in developmentally appropriate, child-centered play programs that use a problem solving approach to guidance. Practical experience with children is an integral part of the program. The certificate program gives the students the knowledge and skills to achieve professional positions in childcare centres. Students can complete this program in eight months as a full-time student or on a part-time basis.

EDUCATIONAL ASSISTANT CERTIFICATE

This program is designed to prepare people to work effectively in classrooms with children and youth with special needs. Students can complete this program in ten months as a full-time student or on a part-time basis.

Complete an Educational Assistant Certificate or Early Learning and Child Care Certificate in one of the following ways:

FULL-TIME PROGRAM: Both the Educational Assistant and the Early Learning and Child Care programs are offered full-time. Students are in classes two-three days/week, in practicum placements two-three days/week, and can expect that homework and assignments will keep them busy the rest of the week.

MODIFIED FULL-TIME PROGRAM: Program schedules will be developed to meet your individual needs. This provides the option of taking the required courses over 1 or 2 years (instead of one year). This may be the best option if you need to work part-time or if you are a parent.

Please refer to keyano.ca for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at **780.791.4801** or the Program Chair at **780.791.4993**.

PRIMARY CARE PARAMEDIC (PCP) CERTIFICATE

Graduates of this 20-week program will provide basic pre-hospital emergency care in urban or rural locations, where definitive care may be minutes or hours away. Graduates will use their anatomy, physiology and pathophysiology knowledge to make a field diagnosis and treat traumatic, environmental, or medical emergencies. Graduates will be competent in emergency care skills such as patient assessment, wound care, splinting, CPR, managing medical emergencies, IV therapy, and cardiac monitoring.

For further information, contact the Office of the Registrar at **780.791.4801** or the program Chair at **780.791.4961**.



Team Building

SUCCESSFUL TEAM BUILDING CREATES EFFECTIVE AND FOCUSED WORK TEAMS.

The benefits of effective and focused work teams are strong loyalty, great customer service (both internally and externally), new found motivation, and increased team morale and employee satisfaction. This in turn translates into less employee absenteeism and turnover which increases the overall productivity of the organization.

BENEFITS OF TEAM BUILDING

- Planning
- Self-discovery
- Team-discovery
- Brain-storming and focus
- Working as one unit under pressure
- Consensus building
- Communication skills

GENERAL INFORMATION

REGISTER NOW!

- ONLINE: selfservice.keyano.ca
- CALL: **780.791.4801 (1.800.251.1408)**
- EMAIL: coned.registration@keyano.ca
- IN PERSON: Office of the Registrar, 8115 Franklin Ave, Fort McMurray, Alberta

Fillable PDF Registration Form is available at: keyano.ca/forms

When registering students MUST include:

- Name
- Mailing address
- Phone Number
- Birth date
- Valid Email address

*Social Insurance Number must also be included for the student to receive a T2202 for income tax purposes.

Any person regardless of residence, prior schooling, or experience may enroll in a non-credit course. Participants must be 18 years of age or older, unless otherwise stipulated. If prerequisites are required for particular courses, they will be stated in the course description.

FEES

Fees are listed with the course schedules and must be paid at the time of registration. Where applicable, GST will be indicated.

TECHNOLOGY FEE

A technology fee of \$5 per course will be added at time of registration.

TRANSCRIPT FEES

- *Official transcripts \$10 + GST
- *Certificate Replacement \$30 + GST
- *Proof of Enrollment Letter \$5 + GST
- *Subject to change

SENIORS POLICY

Seniors (60+ years of age) are entitled to a 20 percent discount on all non-credit courses. Proof of age must be produced to receive this discount.

IMPORTANT: CHANGE OF NAME AND ADDRESS

Students are responsible to notify the Office of the Registrar (**780.791.4801**) of any name, phone number, address and/or email changes so that students gain proper access to schedules, course materials, and unofficial transcripts.

REPLACEMENT SAFETY CERTIFICATES

For replacement certificates, please contact **780.799.0535**. The fee is \$25.00 per certificate.

COURSE CANCELLATIONS

Keyano College reserves the right to cancel courses. Students who have registered in cancelled courses will be given a full refund, or may transfer fees to another course. Please allow three weeks for a refund to be processed after course cancellation. You will be contacted by phone and/or email regarding cancellations and refunds.

TEXTBOOKS

Required course textbooks are noted under each course description. Textbooks are not included in course tuition and can be purchased at Keyano College Bookstore at the Clearwater Campus (**780.791.4960**).

REFUNDS FOR SCHOOL OF CONTINUING EDUCATION

1. Requests for refunds for tuition dated five working days prior to course commencement will be granted with \$25.00 of the fee retained by the College.
2. For cancellations dated less than five (5) working days prior to course commencement date, no refunds will be granted. In exceptional circumstances, the Dean or Director of the program may overrule this policy. Rescheduling is treated as a cancellation.
3. Material fees are non-refundable.
4. Non-attendance at any course is not notice of withdrawal. To obtain a refund from a Continuing Education course, a student must, either by phone or in person, notify the Office of the Registrar. The student will be withdrawn and the refund process initiated.
5. Another person may attend in the participant's place. Notification of such a change must be communicated with the Office of the Registrar.

STUDENT GRADES AND TRANSCRIPTS

Students have access to their grades and unofficial transcripts on self-service (self-service.keyano.ca).

Program completion certificates will be issued by the Office of the Registrar monthly. Please apply for graduation at www.keyano.ca/graduate by the 10th of the month and the certificate will be produced by the end of the month.

ATTENDANCE

Students learn by participation, so regular attendance is expected. Many of our programs have attendance policies, which are noted under program information. Absence from sessions may result in grade reductions.

SCHEDULES ARE SUBJECT TO CHANGE.

Please check keyano.ca/coned for current information.

STUDENT ACADEMIC SUPPORT SERVICES

All Keyano College students and prospective students are invited to use the services provided by the Student Academic Support Services Department.

Please call **780.791.8934** or visit keyano.ca for more information.

KEYANO COLLEGE LIBRARY

The library offers research help, quiet study space and computer labs for student use.

For library information please call **780.791.4917**.

KEYANO COLLEGE BOOKSTORE

The bookstore is the students' source for course materials as well as general reading material, backpacks, clothing and an ever-changing assortment of cards and gift ideas.

The bookstore is located at the Clearwater Campus on Franklin Avenue.

PARKING

Paid parking is in effect 24 hours a day, seven days a week and is \$2/day or parking passes can be purchased on the Honk Mobile app.

DO NOT PARK in fire lanes, 24-hour reserved, staff or student reserved, handicapped or service vehicle parking areas.

For parking questions, please contact Keyano College Campus Security at **780.791.4911**.

COLLEGE CLOSURE - DATES FOR 2021-2022

Classes are not conducted on statutory holidays or when the College is closed. Check keyano.ca/continuingeducation for up-to-date scheduling information.

July 1	Canada Day
August 2	Heritage Day
September 6	Labour Day
October 11	Thanksgiving Day
November 11	Remembrance Day
Dec 25–Jan 2	Christmas Break
January 3 (in lieu of)	New Year's Day
February 21	Family Day
April 15	Good Friday
April 18	Easter Monday
May 23	Victoria Day
June 1	Staff Professional Development Day

ROOM LOCATIONS

Franklin Avenue Downtown:

CC:	Clearwater Campus
AC:	Arts Center
S:	Syncrude Technology Center
BL:	Bob Lamb Building
SSWC:	Syncrude Sport & Wellness Centre

Mackenzie Industrial Park:

SEIC:	Suncor Energy Industrial Campus
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ACCESSING KEYANO

All pre-course assignments and pre-course reading manuals are posted on moodle/ilearn (iLearn.keyano.ca). As a student of Keyano College, you will receive your student identification to access your pre-course materials.

If you have already registered and paid for your course but have not received a username or password via email, please contact ITS at **780.791.4965**, the School of Continuing Education office at **780.799.0535**, or Office of the Registrar at **780.791.4801**.

Initialize your password for the first time

Due to security reasons, we require students to change their initial password before accessing any Keyano resources. You can do this in two ways:

ON CAMPUS: If you are on campus, you can simply log in to a college computer and you will be prompted to change your password.

AT HOME: If you are accessing self-service or ilearn from home, you will need to go to password.keyano.ca to change your password.

RESET YOUR PASSWORD

Your password expires every 90 days. To reset, please visit password.keyano.ca.



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