

KEYANO COLLEGE 2017-2018
Credit Calendar

KEYANO COLLEGE
2016-2017 CREDIT CALENDAR

MESSAGE FROM PRESIDENT



Dear friends,

Welcome to Keyano College's Credit Calendar! For over fifty years Keyano College has been providing high quality educational programs and training to north eastern Alberta and the Regional Municipality of Wood Buffalo. For some, we are the first experience of post-

secondary education. For others, we provide an opportunity to make a career change or upgrade skills. Either way, our programming is diverse and includes arts, sciences, business, health, and trades. In the pages ahead, you will learn more about these many learning opportunities.

The College works with local employers to ensure our programming and training remains relevant and in demand. Through partnerships with our stakeholders and other educational institutions, we are able to effectively and efficiently maximize our resources, which is particularly important during this period of economic change. We are very proud of our collaborative degrees, which allow residents to earn a degree while remaining in the Wood Buffalo region. In addition to our Bachelor of Science in Nursing, and Bachelor of Education in Elementary collaborative degrees with the University of Alberta, we have added collaborative degrees in Bachelor of Business Administration with NAIT, and Bachelor of Science in

Environmental Science with Mount Royal University. We've also recently bolstered programming with a Visual Art and Design Certificate, an Electrician Dual Credit program, a Heavy Equipment Operator program, Power Engineering steam-time, and a range of pre-hospital care courses and certificates. These expanded options ensure our community has access to the highest quality post-secondary education available in Alberta.

In addition to our educational opportunities, we also have an excellent athletic facility in the Syncrude Sport & Wellness Centre, which is home to our Keyano Huskies. As well, the Keyano Theatre & Arts Centre is the jewel of performing arts in our community and features engaging entertainment that ranges from international musical acts, to side-splitting comedy shows, to outstanding community theatre.

Our faculty, staff, and administrative teams are committed to the success of our students. We aim to provide an enriching and enjoyable academic experience that will help you achieve your career and training goals.

Thank you for your interest in Keyano College, and I wish you the very best in your studies.

Dr. Tracy Edwards
President & Chief Executive Officer

MESSAGE FROM VICE PRESIDENT, ACADEMIC



Here in the Regional Municipality of Wood Buffalo, Keyano provides learners with numerous opportunities to expand their knowledge and enhance their careers. As the region's higher education institution we strive to provide a wide variety of programming. Students at the College will be

able to explore their interests in and out of the classroom through our diverse offerings of in demand diplomas, degrees, and certificates. By working with local industry and the public and private sector, we ensure our graduates are equipped with the knowledge and skills employers need.

Understanding our unique position here in Fort McMurray, we partner with post-secondary institutions

across the province to allow students to complete degree programs in the region and create smooth transfer options for those going elsewhere. We are committed to providing the necessary resources for our students' success including highly qualified instructors, up-to-date facilities and equipment, and experimental learning opportunities. Keyano takes pride in offering you an equipped library, counseling and accessibility services, housing, academic support, and much more.

We are excited to offer you the opportunity to peruse a quality education in the Wood Buffalo Region as we rebuild this vibrant community. Your success is our success and we are here to serve your career and educational needs. We looking forward to being a part of your learning journey.

Peter Lawlor,
Interim Vice President, Academic

DISCLAIMER AND IMPORTANT NOTICE

Keyano College makes every effort to ensure accuracy in all College publications. However, if there is inconsistency with the information as published and that which resides in official College policy, the official College policy will prevail. Keyano College reserves the right to make changes to the information provided within this calendar without prior notice.

The programs of study listed in this calendar are available for the intake year for which the calendar applies. The College reserves the right to change the content or structure of a program of study, and all reasonable attempts will be made to notify active program students.

The College also reserves the right to update course content, prerequisites and co-requisites without prior notice. In addition, not every course listed in the calendar will be offered every year. The College reserves the right to implement new policies, regulations and procedures which may not be available at the time of publication.

The College will not be held responsible for any loss, damage or other expense in relation to any changes to information contained within this calendar.

Students are responsible for informing themselves on matters related to admission, program and graduation requirements and other academic matters including policies, regulations and procedures. Students are also responsible for ensuring the accuracy and completeness of their registration, and are strongly encouraged to consult with and to seek advice on academic and program planning matters from Program Chairs and Student Advisors.

By the act of applying to a program and/or registering into courses, each student agrees to be bound by the policies and procedures of the College.

INTRODUCTION

WELCOME TO KEYANO COLLEGE!

Based in Fort McMurray, Alberta, Keyano is the home of higher education throughout the Regional Municipality of Wood Buffalo. Opening its doors in 1965 as an Alberta Vocational Centre, and later taking the name Keyano, the institution transformed into the area's first, and only, Community College.

The word Keyano comes from the Cree language and loosely translates as 'sharing', which stays true to the College's mission of providing local access to education. Since officially becoming a college in 1978, Keyano has grown to become a modern series of buildings on three campuses, and four learning centres, serving thousands of students annually.

Keyano College offers certificates and diplomas, university transfers, apprenticeships, academic upgrading and, through collaboration with other post-secondary institutions, degree completion options. Keyano's comprehensive program offerings include arts, science, business, education, environmental science, power engineering, health, engineering technologies, human services, humanities, trades, transportation, heavy equipment operations and industrial training. The College provides relevant, practical, flexible and affordable workforce development including continuing education and customized corporate training.

As a Comprehensive Community Institution responsible for regional stewardship, Keyano College collaborates with post-secondary educational institutions, community adult learning providers, business, industry, school districts, Aboriginal communities, and other organizations to ensure access to a broad spectrum of learning opportunities.

Keyano's faculty and staff are engaged in professional development, scholarly activity and applied research for the purpose of enhancing expertise and increasing knowledge that will facilitate a high-quality learning experience through improved programs and services.

The College continues to be a major hub of the community through the Keyano Theatre & Arts Centre, the Syncrude Sport & Wellness Centre, the Keyano College Library, as well as through the College's involvement in various community projects.

MISSION STATEMENT

Keyano College is a comprehensive college of choice that is committed to excellence in teaching and learning, industry training and applied research through the delivery of relevant and sustainable programs and services that maximize opportunities for our students, staff and stakeholders, and that enable Keyano to engage in community leadership.

LOCATION

Two campuses are located in Fort McMurray, Alberta: the Clearwater Campus (the main campus) and the Suncor Energy Industrial Campus. A third campus is located in Fort Chipewyan, approximately 280 kilometres north of Fort McMurray. Four regional learning centres are located in the rural hamlets of Conklin, Janvier, Fort McKay, and Gregoire Lake.

SCHOOL COLOURS

Blue and White.

MASCOT

King, a grey and white Husky dog.

ATHLETICS

Keyano College is a member of the Alberta Colleges Athletic Conference (ACAC). The Keyano College Huskies men's and women's teams compete in a variety of sports on the provincial level, including volleyball, soccer, basketball, and futsal.

A BIT ABOUT THE AREA

The Regional Municipality of Wood Buffalo (RMWB) stretches over the northeast corner of Alberta, bordering Saskatchewan and the Northwest Territories while covering 63,637 square kilometres. There are 10 communities within the RMWB, the largest of which is Fort McMurray. Regionally, the population is around 125,000, which also includes workers in oil sands camps who fly in and out of the region. Fort McMurray is approximately 450 kilometres northeast of Edmonton, Alberta.

The region is known worldwide for being the home of the oil sands, while the energy industry is the major employer in the area, directly and indirectly.

Fort McMurray offers many recreational activities connected to its beautiful natural environment. The community is surrounded by boreal forest and the Athabasca, Clearwater, House, Hangingstone and Horse Rivers. There is an extensive 130-kilometre trail system for running, walking, and biking in the summer, and cross-country skiing in the winter.

Attractions in the area include the Keyano Theatre & Arts Centre, Syncrude Sport & Wellness Centre, the Oil Sands Discovery Centre, MacDonald Island Park, Heritage Park, Marine Park Museum, the Oil Sands Lookout Point, and just south of Fort McMurray, Gregoire Lake Provincial Park.

Seasonal temperatures range anywhere from about 0 to -35 degrees Celsius in the winter, to 12 to 32 degrees Celsius in the summer.

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Keyano College extends its gratitude to all the dedicated individuals who contributed time and effort towards this Calendar.

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Graphic Design: Charlene Haggett

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* Collaborative degree completion at Keyano College

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COLLEGE DIRECTORY/ADMINISTRATION

AREA CODE 780 SWITCHBOARD

Clearwater Campus	791-4800
Fort Chipewyan Campus	697-3767
Suncor Energy Industrial Campus	799-8600

REGIONAL LEARNING CENTRES

Conklin	559-2434
Fort McKay	828-4433
Gregoire Lake	334-2559
Janvier	559-2047

GENERAL INQUIRIES

Toll-free	1-800-251-1408
E-mail	registrar@keyano.ca
Website	keyano.ca

ADMISSIONS AND REGISTRATION

Admissions	791-4801
Continuing Education & Access Registration ..	792-2688
Fax Number	791-4952
General Information	791-4801
Office of the Registrar	791-4801
Student Records Information	791-4801
Transcript Request	791-4801

PROGRAMS

Aboriginal Entrepreneurship	791-4973
Apprenticeship	792-2688
Art and Design	791-4832
Business Administration	791-8952
College and Career Prep	791-4973
Continuing Education & Access Programming	792-2688
Early Learning and Child Care	791-4889
Educational Assistant	791-4889
Emergency Medical Technician	791-4961
Environmental Technology	791-4832
Health Care Aide	792-5741
Heavy Equipment Technician	799-8600
Mechanical and Construction Trades Prep	791-4951
Nursing	791-4961
Office Administration	791-8952
Power Engineering	791-4955
Pre-Employment	791-4906
Process Operations	791-4955
Regional College and Career Prep	791-4973
Social Work	791-4993
University Studies	791-4832

STUDENTS' ASSOCIATION OF KEYANO COLLEGE

Used Bookstore	791-8978
Students' Association Office	791-4950
King's Lounge	715-3923

SERVICES

Aboriginal Student Centre	791-8967
Alumni Association	791-4959
Bookstore	791-4960
Career Services	791-4834
Cooperative Education	791-4834
Counselling	791-8934
Accessibility Services	792-5608
Facility Booking	room.booking@keyano.ca
Food Services	791-4878
Health Services	791-4808
Housing, Single & Family	791-4926
Library	791-4917
Office of the Registrar	791-4801
Recruitment	791-4801
Security	791-4911
SKILL Centre	792-5620
Sport Manager	791-8925
Syncrude Sport & Wellness Centre	791-7792
Testing Services	791-4838
Theatre Box Office	791-4990

CONTACT INFORMATION

Toll-free	1-800-251-1408
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COLLEGE DIRECTORY/ADMINISTRATION

ADMINISTRATION

President & CEO

Dr. Tracy Edwards 791-4855

Interim Vice President, Academic

Peter Lawlor 791-4851

Vice President, Finance & Administration

Carol Pollard 791-4860

Vice President, Advancement

Vacant 791-8928

Executive Director, Human Resources

Suzie Johnson 791-4863

Director, Facilities & Asset Management

Patricia Scantlebury 791-4842

Director, Finance

Patricia Sibilleau 791-4967

Director, Engagement

Melane Leblanc 791-8995

Director, Learning Innovation & Library Services

Tanya Lopez 792-5623

Director, Marketing & Communications

Vacant 588-4777

Director, Sport & Wellness

Vacant 791-8925

Director, Student Services & Registrar

Charles Jorgenson 792-5060

Director, Theatre & Arts

Alan Roberts 791-4953

Director, School of Career & Education Access

Fredrick Russell 792-5703

Dean, School of University Studies, Career Programs & Academic Upgrading

Vincella Thompson 792-5601

Interim Dean, School of Trades and Heavy Industrial

Kerry Ferguson 791-4883

Assistant Registrar

Susie Bowles 791-4849

Assistant Registrar

Candice Crossley 791-8945

BOARD OF GOVERNORS

Chair

Kara Flynn

Vice Chair

Andrew Carter

President & CEO

Dr. Tracy Edwards

Public Member

Doreen Cole

Public Member

Brent Davis

Public Member

Nicole Bourque-Bouchier

Student Representative

Fatima Dhooma

Faculty Representative

Bev Maron

CUPE Representative

Emily Bobbett

ACADEMIC SCHEDULE 2017/2018

Dates are subject to review and possible change.

FALL 2017	COLLEGE PREP	CERT, DIPL & UNIV	POWER/PROCESS	EMT	HCA
First Day of Class	06-Sep	06-Sep	05-Sep	06-Sep	06-Sep
Last day to add classes	12-Sep	12-Sep	12-Sep	12-Sep	12-Sep
Fees due	12-Sep	12-Sep	12-Sep	12-Sep	12-Sep
Last day to drop classes	19-Sep	19-Sep	19-Sep	19-Sep	19-Sep
Last day to waive H&D	19-Sep	19-Sep	19-Sep	19-Sep	19-Sep
Last day to withdraw w/ 50% refund	17-Oct	17-Oct	17-Oct	31-Oct	31-Oct
Last day to withdraw	28-Nov	28-Nov	28-Nov	19-Dec	19-Dec
Last day of classes	07-Dec	07-Dec	22-Dec	Jan 26/18	Jan 26/18
First day final exams	11-Dec	11-Dec			
Last day final exams	15-Dec	15-Dec			
Final grades due	18-Dec	18-Dec	22-Dec	Jan 29/18	Jan 29/18

WINTER 2018	COLLEGE PREP	CERT, DIPL & UNIV	POWER/PROCESS
First Day of Class	08-Jan	08-Jan	20-Feb
Last day to add classes	12-Jan	12-Jan	26-Feb
Fees due	12-Jan	12-Jan	26-Feb
Last day to drop classes	19-Jan	19-Jan	05-Mar
Last day to waive H&D (new students only)	19-Jan	19-Jan	05-Mar
Last day to withdraw w/ 50% refund	16-Feb	16-Feb	03-Apr
Last day to withdraw	30-Mar	30-Mar	14-May
Last day of classes	13-Apr	13-Apr	18-Jun
First day final exams	16-Apr	16-Apr	
Last day final exams	20-Apr	20-Apr	
Final grades due	23-Apr	23-Apr	19-Jun

SPRING 2018	COLLEGE PREP	CERT, DIPL & UNIV
First Day of Class	07-May	07-May
Last day to add classes	08-May	08-May
Fees due	08-May	08-May
Last day to drop classes	10-May	10-May
Last day to withdraw w/ 50% refund	25-May	25-May
Last day to withdraw	01-Jun	01-Jun
Last day of classes	15-Jun	15-Jun
Final grades due	18-Jun	18-Jun

For Apprenticeship Scheduling please visit tradesecrets.gov.ab.ca

ACADEMIC SCHEDULE 2016/2017

COLLEGE CLOSED: Facilities are not available to students.

NO CLASSES: Classes will not run but the Library, computer labs, SKILL Centre, and studios will be available for student use.

COLLEGE CLOSED

HOLIDAY	DAY	DATES
Canada Day (in lieu of)	Monday	03-Jul
Heritage Day	Monday	07-Aug
Labour Day	Monday	04-Sep
Thanksgiving	Monday	09-Oct
Remembrance Day (in lieu of)	Monday	13-Nov
Christmas Break		December 24 - 31
New Year's Day	Monday	01-Jan
Family Day	Monday	19-Feb
Good Friday	Friday	30-Mar
Easter Monday	Monday	02-Apr
Victoria Day	Monday	21-May

OTHER IMPORTANT DATES

	DAY	DATES
Orientation Day	Tuesday	05-Sep
Fall Awards application deadline		30-Sep
Reading Day – no classes	Thursday	09-Nov
Reading Day – no classes	Friday	10-Nov
Fall awards ceremony	Tuesday	28-Nov
Reading Day – no classes	Tuesday	20-Feb
Reading Day – no classes	Wednesday	21-Feb
Reading Day – no classes	Thursday	22-Feb
Reading Day – no classes	Friday	23-Feb
Convocation	Friday	11-May

2017/2018 CALENDARS

2017

JANUARY

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2018

JANUARY

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NOVEMBER

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APPLICATION PROCEDURES

To be admitted to Keyano College, applicants must meet the general requirements outlined below, as well as the specific requirements for the program to which they are applying. Specific admission requirements are listed with each program section of this calendar.

For most programs, applicants are accepted on a first qualified, first served basis once their application and supporting transcripts/documents have been received. For programs with an enrollment limit, the College reserves the right to employ academic rating scales for admission purposes.

Students currently enrolled in Grade 12 will be considered for early conditional admission on the basis of marks received to date and list of current enrolment.

For admission purposes at Keyano College, the G.E.D. is not considered a high school equivalent diploma.

GENERAL ENTRY REQUIREMENTS

1. Admission to Keyano College is open to individuals who are 18 years of age or older and who meet the basic admission requirements for the programs to which they are applying. Students under the age of 18, who have completed a high school diploma, are turning 18 years of age in their first academic year at Keyano College, and who meet the basic admission requirements for the programs to which they are applying will also be eligible for admission. Students who do not meet the age requirement, but have a high school diploma and meet program admission requirements will require approval from the Registrar.
2. Regardless of country of origin or citizenship, applicants for all programs (except College and Career Prep) must demonstrate English Language Proficiency, as outlined in the program admission requirements and on page xx of this calendar. Please see program descriptions for English Language Proficiency Admission requirements.
3. Students who have attended another post-secondary institution and have received a GPA of less than 1.0 or equivalent may be admitted as probationary students upon the recommendation of a Special Cases Committee consisting of College personnel.
4. Students with a GPA of less than 1.0 or equivalent from Keyano College may be re-admitted as probationary students upon the recommendation of a Special Cases Committee consisting of College personnel.

Applicants who do not meet the admission requirements may request to have their status reviewed by a Special Cases Committee which includes a Counsellor, the appropriate Program Chair and the Registrar. The decision of this group shall be final.

HOW TO APPLY

1. HOW TO APPLY

Apply online with ApplyAlberta.ca and arrange to have official high school transcripts and all official post-secondary transcripts (if applicable) sent directly to:

OFFICE OF THE REGISTRAR
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7

Keyano College requires that all applications be submitted with a non-refundable application fee (\$50 for domestic applicants, \$100 for international applicants). Applications received without receipt of this fee will not be processed. See page xx for international student application processes.

For apprenticeship admission procedures please see the Apprenticeship section on page xx.

Applications are processed according to the date they are received, so early application is advised. The application period will normally open on the following dates for Academic programs:

Fall term (September to December): Application period opens October 1st of the previous year.

Winter term (January to April): Application period opens October 1st of the previous year.

Some Apprenticeship and Trades & Heavy Industrial programs have continuous intakes where the application period is year-round. Since some programs have specific application dates and deadlines, be sure to consult the specific program in the academic calendar.

Transcripts

When submitting an application for admission, students must arrange to have their official transcripts of high school and post-secondary education (college, university, technical institute) sent directly to the Office of the Registrar. Transcripts must be sent directly from the issuing institution to Keyano College to be considered official.

Once submitted, all transcripts become the property of Keyano College and will not be returned to the applicant. This is standard practice among Canadian post-secondary institutions and is designed to protect the transcript's authenticity. Photocopied documents will not be accepted in place of official transcripts.

Alberta High School Transcripts

If you have attended an Alberta high school, your transcript will be provided to Keyano College by ApplyAlberta once your application is processed.

APPLICATION PROCEDURES

To request an official paper copy of an Alberta high school transcript, contact:

ALBERTA EDUCATION
High School Transcripts and Diplomas
2nd Floor, 44 Capital Boulevard
10044 - 108 Street NW Edmonton, Alberta T5J 5E6
Phone: 780-427-5732
Toll Free: 310-0000
Fax: 780-422-2137
education.alberta.ca/transcripts/how-to-order

For Alberta Grade 12 applicants, Keyano College uses the blended Alberta Education grades which are based on departmental exams and teacher-awarded results.

Current High School Students

Students applying to academic programs should submit a copy of their final marks to date as well as current enrollment to be considered for conditional acceptance.

High School Transcripts from Other Provinces

Transcripts can be obtained by contacting the appropriate education board of the province in which you attended or are attending high school. Ontario high school students can apply for transcripts directly from the high school attended.

Post-Secondary Transcripts

Transcripts from post-secondary institutions must be issued and signed by the institution and bear their official seal (it is not necessary to request official transcripts for course work previously completed at Keyano College). In order to obtain official copies of your post-secondary transcripts, contact the Registrar's Office at the institution(s) you attended.

If you have attended an Alberta public post-secondary institution, your transcript will be provided to Keyano College by ApplyAlberta once your application is processed.

2. REQUIREMENTS CONSIDERATION

The Office of the Registrar will acknowledge receipt of the application for admission within a short time period. An email will be sent advising the student of any further documentation required to complete the admission process. Specific programs may require additional information such as: applicant profile entrance test, letter of intent, references, and/or resume.

Interviews

A program interview may be required for particular programs. Keyano College will notify the student to set up a date and time.

3. HOW TO REGISTER

Registration for the Fall/Winter academic semester generally opens in mid-April. Students cannot register for classes until they have applied and are accepted into a program.

Once students have received their acceptance or conditional acceptance letter from Keyano College, they will be advised on when and how to register for their program and/or courses. Along with an outline of the procedure, students will be notified about program fees and will be provided with other relevant information about the College.

A student is considered registered once their courses are entered in the student information system in the Office of the Registrar and an assessment sheet of tuition and related fees is produced.

Tuition Deposits

Students who register for College and Career Prep, Certificate, Diploma, and University programs are required to pay a \$100 non-transferable tuition deposit (\$200 for international students) with the balance of tuition and fees due by the end of the first week of the term. Students registering in Trades & Heavy Industrial programs are required to pay a \$100 non-refundable, non-transferable admission deposit.

Students who are permitted to register one week after the start of classes will be charged a \$25 late registration fee.

Students registering for Apprenticeship and Power Engineering: CML must pay full fees at the time of registration.

4. CLEARING CONDITIONS

If a student is conditionally accepted, the admission letter will contain certain conditions that must be met prior to the start of the program. Examples include: placement assessment, completion of a required course, and/or submission of final official transcripts. If conditions are not met, conditional acceptance may be revoked.

Students are responsible to read their acceptance letter carefully and take steps immediately to meet any conditions.

INTERNATIONAL STUDENTS

APPLICATION PROCEDURES

Classes at Keyano College fill quickly and applying for a study permit can be a lengthy process, therefore it is recommended that international applicants begin the admissions process at least six months prior to the program start date.

- The application and document deadline for the fall (September) semester is May 1.
- The application and document deadline for the winter (January) semester is September 1.

Admission to Keyano College is open to individuals who are 18 years of age or older and who meet the basic admission requirements for the programs to which they are applying. Students who will be turning 18 years of age in their first academic year at Keyano College, and who meet the basic admission requirements for the program to which they are applying will also be eligible for admission. Students who do not meet the age requirement, but have a high school diploma (or equivalent) and meet program admission requirements will require approval from the Registrar.

HOW TO APPLY

Please include the following with your application:

- Application Form.
- Clear and legible international educational credentials or certificates and final examination results beginning with the final year of secondary school. Certified official documents are required. Copies of original educational documents will be considered for application review. If conditional acceptance is granted, students will be required to have their documents verified as original at the Office of the Registrar. Upon request, documents from overseas will be photocopied and originals returned to the applicant.
- International Qualification Assessment Service (IQAS) assessment of certified official documents is recommended. After initial review by Keyano College Admissions, some applicants may be required to provide this assessment. Assessment Services are available through:
 - www.immigration.alberta.ca/iqas
 - Copy of diploma/degree if applicable.
 - English Language Proficiency results (see page xx for detailed information).
 - \$100 non-refundable application fee.
 - Any other documents that are part of the admission requirements for a specific program.

Applications may be submitted by mail, fax, in person, or through the Alberta Post-Secondary Application System (APAS), ApplyAlberta.ca. The \$100 non-refundable application fee must be paid when the application is submitted. Applications received without payment will not be processed.

Please note that International Applicants may defer their application once per application submission.

Mail to:

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 5G7

TO BE ELIGIBLE TO STUDY IN CANADA

If you are not a Canadian citizen or a permanent resident of Canada you must obtain a valid study permit before you come to Canada.

To obtain your study permit you must:

- Have a valid passport.
- Apply to Keyano College and receive your letter of acceptance.
- Submit a completed application with the requested fees to the Canadian Embassy or to Immigration, Refugees and Citizenship Canada (IRCC) in your country.
- You must provide IRCC with proof that you have enough money to pay for your:
 - tuition fees
 - living expenses for yourself and any family members who come with you to Canada, and
 - return transportation for yourself and any family members who come with you to Canada.
- You must be a law-abiding citizen with no criminal record and not be a risk to the security of Canada. You may have to provide a police certificate.
- You must be in good health and willing to complete a medical examination, if necessary.
- You must satisfy an immigration officer that you will leave Canada when you have completed your studies.

NOTE: International students are not eligible for the following programs:

- Apprenticeship
- Emergency Medical Technician
- Health Care Aide
- Heavy Equipment Technician
- Mechanical and Construction Trades Preparation
- Power Engineering: CML (exceptions for current work permit holders)
- Power Engineering Co-op
- Process Operations Co-op
- Pre-Employment Programs

FEES

See pages 20-24 for information on student fees. New international students will pay a surcharge of 200% on tuition.

INTERNATIONAL STUDENTS

BASIC PROVINCIAL HEALTH INSURANCE

It is important that you subscribe to the Alberta Health Care Insurance Plan (AHCIP) as soon as you arrive in Canada. You will need an Alberta Health Care Identification Card, Blue Cross Card or another private insurance plan identification card to access the health care system.

Students authorized to stay in Canada for 12 months or longer are required to register with AHCIP. You will be eligible to apply and to receive coverage on the date of your arrival. You must register within three months of your arrival in Canada. A copy of your Study Permit and/or your Temporary Resident Visa will be required when you apply for AHCIP.

AHCIP pays for services provided by physicians and oral surgeons. It also pays a portion of the cost of treatment provided by optometrists, chiropractors, podiatrists, and physical therapists. It does not pay for naturopaths, or for medication or ambulance services.

Registration forms can be downloaded and printed from: health.alberta.ca/AHCIP/register-for-AHCIP.html

Apply by mail:

Send all required documents to the following address:
Alberta Health Care Insurance Plan
727 7 Avenue Southwest
Calgary, AB T2P 0Z5

Additional information can be obtained by calling toll free: 403-310-0000 and then dial 780-427-1432 or visit health.alberta.ca for more information.

PRIVATE HEALTH INSURANCE

If you do not qualify for AHCIP, you may purchase health insurance from a private insurance company such as:

Kanetix

kanetix.ca/travel-students-to-Canada

Bridges International Insurance Services

biis.ca

International Student Insurance

internationalstudentinsurance.com

Ingle International

ingleinternational.com

EXTENDED HEALTH & DENTAL INSURANCE

International Students have access to the mandatory Students' Association of Keyano College Benefits Plan, facilitated by the Students' Association of Keyano College (SAKC).

NOTE: Extended Health & Dental Insurance does not meet the Basic Provincial Health Insurance requirement.

Visit mystudentplan.ca and choose Students Association of Keyano College for additional information regarding deadlines, plan details, and to complete enrolment or opt out forms.

CAMPUS HEALTH SERVICES

Health Services are provided through Keyano College Health Services. The College Nurse provides confidential walk-in, on-campus health-care that includes health education and promotion with a wellness focus.

ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction at Keyano College. All applicants need an adequate level of English Language proficiency before admission, regardless of their citizenship or country of origin. English Language Proficiency is sufficient if applicants can present the successful completion of three or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency). If an

applicant does not present these years of English education, they may be able to meet this requirement in other ways.

Please note that this applies to ALL programs except College Preparation and Academic Foundations.

Keyano College reserves the right to use discretion in determining adequate levels of English language proficiency to ensure success in academic programs.

HOW CAN I SHOW THAT I'VE MET THE REQUIREMENTS?	KEYANO COLLEGE WILL ACCEPT ONE REQUIREMENT:	DETAILS AND CONDITIONS
Completing a test of English Language Proficiency and earning a minimum score required by Keyano College. (see notes 4, 7)	TOEFL: iBT (Test of English as a Foreign Language: Internet Based TOEFL). www.ets.org/toefl	See required scores outlined in the specific program requirements for your program.
	IELTS (academic) (International English Language Test System). www.ielts.org	See required scores outlined in the specific program requirements for your program.
	CAEL (Canadian Academic English Language assessment exam).	See required scores outlined in the specific program requirements for your program.
	MELAB (Michigan English Assessment Battery).	See required scores outlined in the specific program requirements for your program.
	CLBA (Canadian Language Benchmark Assessment).	This option is only for applicants for the Mechanical Construction Trades and Pre-Employment programs.
Completing certain courses that have been approved by Keyano College, and achieving a certain minimum grade in that course. (see notes 4,7)	Alberta English 30-1 or Canadian provincial equivalent.	Final blended grade of 70% or higher.
	Alberta English 30-2 or Canadian provincial equivalent.	Final blended grade of 75% or higher (not applicable to Nursing or University Studies programs).
	International Baccalaureate English A1, A2.	A grade of 5 or better.
	International Baccalaureate English B.	A grade of 6 or better.
	Advanced Placement English.	A grade of 4 or better on the AP English College Board examination.
	O-level, GCSE, IGCSE, AS-level or A-level English Language or Literature course.	A grade of B or better.
	6 credits of transferable university-level English Language and Literature course completed at a Canadian or American post-secondary institution (or an institution listed on pages xx) where English is the language of instruction.	A grade of B+ or better.
The University of Alberta's ESL 140/145.	Successful completion.	
Previous Education in English (see notes 1, 2, 3, 5, 7)	Three full years of education in English in Canada or the equivalent in another country where English is the principal language.	Such education must include Alberta Grade 12 or its equivalent level, and can be a combination of secondary and post-secondary education.
	Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is English.	The level of English proficiency required for graduation must be equivalent to that in English language schools/institutions in Canada.
	Graduation from a degree program offered by an accredited institution at which English is the primary language of instruction.	The institution must be located in a country where English is the primary language (see list of countries and institutions listed on page xx).

ENGLISH LANGUAGE PROFICIENCY

NOTE 1: Enrollment in English as an Additional Language (EAL) courses or programs will not be included in the calculation of three years of full-time study. Enrollment must be in a regular high school or post-secondary institution for a credit program. Where students are registered in both EAL and regular programs, the EAL hours will be deducted from the total educational hours.

NOTE 2: Proof of three years of education must be submitted in the form of official transcripts (including details on course enrollment and hours of instruction).

NOTE 3: Failing grades/courses will not be counted when calculating full-time attendance. Only courses with passing grades will be considered.

NOTE 4: Standardized test results must be issued directly from the testing office. Photocopies will not be accepted. Test scores must be valid and verifiable.

NOTE 5: For a list of countries and institutions that are recognized as having met Keyano College's English Language Proficiency requirement, please see page xx.

NOTE 6: In countries where alpha-grades are further defined by numerical grades, a minimum grade of 3 is required to meet ELP (for example: a grade of B3).

NOTE 7: For University transfer purposes, students must meet the English Language Proficiency requirement(s) of the institution they wish to transfer to at the time of transfer.

All documents for the intended purpose of demonstrating English Language Proficiency must be official and sent directly to Keyano College, Office of the Registrar, Admissions Unit, from the issuing institution(s) or organization(s). Please note that test scores must have been written within two years prior to the start date of the program desired.

SPOKEN LANGUAGE PROFICIENCY

Applicants to the Health Sciences and Teaching programs (Bachelor of Science in Nursing, and Practical Nurse).

In addition to demonstrating English Language Proficiency, applicants whose first language is not English, regardless of country of origin, or citizenship must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency) meet this requirement. If applicants do not present these years of English education, they may be able to meet this requirement by presenting:

- a minimum score of 26 in the Speaking band of the TOEFL: iBT
- or a minimum score of 7.5 in the Speaking band of IELTS

In addition, students must meet the overall ELP test scores as outlined in specific program requirements. Successful completion of the SPEAK test offered at the University of Alberta may also be considered.

In addition to meeting English Language and Spoken English requirements (where required), applicants must also present the appropriate coursework to meet the admission requirements for the program.

ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

EXEMPT COUNTRIES

The following countries are recognized as English Language Proficiency exempt, providing the applicant has been educated for a minimum of three years at a qualifying educational institution. Spoken Language Proficiency is exempt if the applicant has been educated for a minimum of six years at a qualifying educational institution. Please consult the official English Language Proficiency policy on page xx for further details.

- American Samoa
- Anguilla
- Antigua
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- British Honduras
- Brunei
- Cameroon (must present GCE O and A levels from Cameroon GCE Board with a grade of B in GCE O level English Language)
- Canada
- Cayman Islands
- England
- Falkland Islands
- Fiji
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- India * (with 75% English on the all India Senior Secondary School Certificate, or 80% Functional English, or CISCE Indian School Certificate with 75% in English)
- Ireland (Republic of Eire)
- Jamaica
- Kenya
- Liberia
- Malta
- Mauritius
- Montserrat
- New Zealand
- Nigeria
- Northern Ireland
- Pacific Island
- Panama Canal Zone
- Puerto Rico
- Ryukyu Islands
- Scotland
- Seychelles
- Singapore
- South Africa (must present National Senior Certificate with a passing grade in English Home Language)
- St. Helena
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Tanzania
- Trinidad and Tobago
- Turks and Caicos Island
- Uganda
- United States of America
- Virgin Islands
- Wales
- Zimbabwe

EXEMPT UNIVERSITIES

Applicants who have been educated for a minimum of three years at the following institutions in the designated countries are exempt from the English language proficiency requirement. Spoken Language Proficiency is exempt if the applicant has been educated for a minimum of six years at the following institutions.

Bangladesh

- Bangladesh Agricultural University
- Bangladesh University of Engineering and Technology (BUET)
- Chittagong University of Engineering and Technology
- Dhaka University of Engineering and Technology
- Independent University
- Islamic University of Technology
- Khulna University of Engineering and Technology
- Shahjalal University of Science and Technology (Engineering programs only)

Botswana

- Botswana College of Agriculture
- University of Botswana

Bulgaria

- American University in Bulgaria

Cameroon

- University of Buea (Effective Fall 2015)

Egypt

- American University in Cairo

Eritrea

- University of Asmara

Ethiopia

- Addis Ababa University
- Alemaya University
- Arba Minch Institute of Water Technology
- Jimma University
- Wongo Genet College of Forestry

Germany

- International University
- Jacob's University

Ghana

- Kwame Nkrumah University of Science and Technology
- University of Cape Coast
- University of Developmental Studies (USD), Tamale
- University of Ghana

Hong Kong

- City University of Hong Kong
- Hong Kong Polytechnic University
- Hong Kong University of Science & Technology
- The University of Hong Kong

ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

India

- Aligarh Muslim University
- Anna University
- Annamalai University
- Arunachal University
- Assam Agricultural University
- Berhampur University
- Birla Institute of Technology (Ranchi)
- Birla Institute of Technology and Science
- Cochin University of Science & Technology
- Gauhati University
- Indian Institute of Management (Bangalore)
- Indian Institute of Science
- Indian Institute of Technology (Bombay)
- Indian Institute of Technology (Delhi)
- Indian Institute of Technology (Guwahati)
- Indian Institute of Technology (Kanpur)
- Indian Institute of Technology (Kharagpur)
- Indian Institute of Technology (Madras)
- Indian Institute of Technology (Roorkee)
- Indian School of Mines
- Jadavpur University
- Karnatak University
- Kerala Agricultural University
- Konkan Agricultural University
- Maharaja Sayajirao University of Baroda
- Mahatma Gandhi University
- Mangalore University
- Manipur University
- Sambalpur University
- Tamil Nadu Agricultural University
- Tamil Nadu Veterinary and Animal Sciences University
- Thapar Institute of Engineering and Technology
- University of Calcutta
- University of Health Sciences, Andhra Pradesh
- University of Mumbai
- University of Hyderabad
- University of Kashmir
- University of Kerala

- University of North Bengal
- University of Roorkee
- Utkal University
- West Bengal University of Technology
- University of Delhi, Delhi

Kenya

- Catholic University of Eastern Africa
- Egerton University
- Jomo Kenyatta University of Agric & Tech
- Kenyatta University
- Maseno University
- Moi University
- University of Eastern Africa - Baraton
- University of Nairobi

Kuwait

- Kuwait University (Faculties of Science, Engineering and Petroleum, Allied Health Science, Medicine and the Department of English)

Lebanon

- Lebanese American University
- American University of Beirut

Lesotho

- National University of Lesotho

Malawi

- University of Malawi

Malta

- University of Malta

Namibia

- University of Namibia

Nigeria

- Abia State University
- Abubakar Tafawa Balewa University
- Adekunle Ajasin University (formerly Ondo State University)
- Ahmadu Bello University
- Ambrose Alli University
- American University of Nigeria
- Bayero University
- Delta State University
- Enugu State University of Sci and Tech
-

- Federal University of Technology, Akure
- Federal University of Technology, Minna
- Federal University of Technology, Owerri
- Federal University of Technology, Yola
- Igbinedion University, Nigeria
- Ladoke Akintola University of Technology
- Lagos State University
- Nnamdi Azikiwe University
- Obafemi Awolowo University
- Ogun State University
- Ondo State University (now Adekunle Ajasin University)
- Rivers State University of Sci & Tech
- University of Abuja
- University of Ado-Ekiti
- University of Agriculture, Abeokuta
- University of Agriculture, Makurdi
- University of Benin
- University of Calabar
- University of Ibadan
- University of Ilorin
- University of Jos
- University of Lagos
- University of Maiduguri
- University of Nigeria
- University of Port Harcourt
- University of Uyo

Pakistan

- AAg Khan University
- Gomal University
- Hamdard University
- Lahore University of Management Sciences
- Mehran University of Engg & Technology
- NED University of Engg & Technology
- NWFP Agricultural University
- NWFP University of Engg & Technology
- Quaid-I-Azam University
- Sindh Agriculture University, Tandojam
- Sir Syed University of Engineering & Technology
- University of Agriculture, Faisalabad

ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

- University of Engg & Technology, Lahore
- University of Health Sciences
- University of Karachi

Papua New Guinea

- Papua New Guinea University of Technology
- University of Goroka
- University of Papua New Guinea

Philippines

- Adamson University
- Benguet State University
- Central Mindanao
- Central Philippine University
- Far Eastern University
- Lligan Institute of Technology of the Mindanao State University
- Mindanao State University
- National University
- Notre Dame University
- Philippine Dominican Ctr of Institutional Studies
- Silliman University
- University of Negros Occidental- Recoletos
- University of San Carlos
- Xavier University

Samoa

- University of the South Pacific

Saudi Arabia

- King Fahd University of Petroleum and Minerals

Sierra Leone

- University of Sierra Leone

Singapore

- Nanyang Technological University
- National University of Singapore

Sri Lanka

- University of Moratuwa

Tanzania

- Mzumbe University
- Sokoine University of Agriculture
- University of Dar es Salaam

Thailand

- Asian Institute of Technology
- Assumption University
- Mahidol University

Turkey

- Atilim University
- Bilkent University
- Bogazici University
- Izmir Institute of Technology
- Koc University
- Middle East Technical University

Uganda

- Makerere University
- Mbarara University of Science and Technology

United Arab Emirates

- American University of Sharjah

Zambia

- Copperbelt University
- University of Zambia

Zimbabwe

- National University of Sci & Tech
- University of Zimbabwe
- Zimbabwe Open University

FEES

APPLICATION FEE

All applications must be submitted with a \$50 non-refundable, non-transferable application fee (\$100 for international applicants). Applications without this fee will not be processed.

The application fee will be charged to:

- All new students applying to a credit program (including eCampus students wanting a credential from Keyano).
- All 'returning' students who have been away from Keyano for one academic year or more.
- Current students applying to change programs.

The fee will NOT be charged to:

- Continuing Education students.
- Any student applying for re-admission within one academic year. This includes all students who are following a natural progression of programs at Keyano (i.e. Apprentices going from one year to the next, certificate students moving into a diploma, academic upgrading students moving into a certificate, etc.).
- Non-program students (students coming in to take one or two courses, Continuing Education students taking one credit course, etc.).

OTHER NOTES:

Students can apply for up to two programs at the same time with one application submission and application fee. If a student wants to apply to more than two programs they will be required to pay an additional application fee for each two program application that is submitted.

TUITION DEPOSIT

College and Career Prep Certificate & Diploma Programs University Programs

Upon registration, and to secure a seat in a program, students are required to pay a \$100 (\$200 for international students) tuition deposit. Non-payment of the tuition deposit will result in cancellation of registration.

The tuition deposit will be applied to the tuition amount owed. Students who cancel their registration prior to the program start date must notify the Office of the Registrar and will have tuition deposits refunded according to the following dates:

- Four weeks or more prior to the official first day of classes in any given semester: \$75 refund (\$150 for international students).
- Between four weeks and the day prior to the official first day of classes: \$50 refund (\$100 for international students).
- No tuition deposit refund on or after the official first day of classes.

The remainder of tuition and fees must be paid five working days from the official first day of classes (including the first day of classes) in any given semester (see Academic Schedule on page 7). A \$100 penalty will be applied if all tuition and related fees are not paid within this time.

ADMISSION DEPOSIT

Heavy Equipment Technician Mechanical and Construction Trades Preparation Power Engineering: Co-op Process Operations: Co-op Pre-Employment Programs

Students accepted to any of the above programs are subject to a \$100 non-refundable, non-transferable admission deposit. The deposit must be paid within 10 working days after the admission letter's acceptance date. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Power Engineering: CML

Students are required to pay full fees when registering in the Power Engineering: CML program. Students that withdraw within the 6 month time period will be subject to the Refund of Fees outlined on page 21, except the \$100 is non-refundable after the initial program start date.

Apprenticeship

Students are required to pay full fees when registering in Apprenticeship Technical Training. Students that withdraw after the first day of class will be subject to the Refund of Fees outlined on page xx, except the \$100 admission deposit is non-refundable, non-transferable.

FEES FOR FULL-TIME STUDENTS

Students taking 60% or more of the full program load are classified as full-time. Fees are assessed based on the Fee Schedule on page xx of this calendar. Tuition and related fees are due by the end of the first week (five working days) of classes. Year-long course fees and credits are distributed evenly over the fall and winter semesters.

International students will pay a surcharge of 200%.

FEES FOR PART-TIME STUDENTS

Fees are assessed on a per course or credit basis. Students taking less than 60% of the full program load are classified as part-time students, and will be charged per credit. See the Fee Schedule on page 24. Year-long course fees and credits are distributed evenly over the fall and winter semesters.

International students will pay a surcharge of 200%.

FEES

REGISTRATION FEE

A non-refundable, non-transferable registration fee of \$15 per semester, for full-time students enrolled in more than an eight-week program and a \$7.50 per semester fee for part-time students, or students enrolled in eight or less than eight-week programs, will be assessed at the time of registration.

WELLNESS AND ATHLETIC FEE

Wellness and Athletic fees are compulsory fees that entitle students to the use of Keyano's Syncrude Sport & Wellness Centre as well as admission to all Keyano College Huskies Athletics Home Games. Full-time credit students pay a Wellness and Athletic fee of \$2.20 per week to a maximum of \$30 per semester. This entitles them access to the Syncrude Sport & Wellness Centre during the semester for no additional fees. Part-time credit students pay a Wellness and Athletic fee of \$1.10 per week to a maximum of \$15 per semester, which entitles them to a discounted Syncrude Sport & Wellness Centre membership of \$249.

Auditing students, senior citizens, and students attending programs outside Clearwater or Suncor Energy Industrial campus are not required to pay Wellness and Athletic fees.

STUDENTS' ASSOCIATION FEE

The Students' Association fee is a mandatory fee that entitles students to Students' Association membership and all the benefits offered (see page 43.) Full-time students are assessed \$6.38 per week of studies. Part-time students are required to pay \$3.19 per week of studies. Fees are assessed at the time of registration.

The Students' Association has implemented a building fund for students in the Fort McMurray campuses. It is \$1.10/ week for full-time students and \$0.55/week for part-time students.

Students at regional learning centres pay the Associate Membership fee of \$14.35 per term.

Auditing students and senior citizens are not required to pay Students' Association fees.

HEALTH AND DENTAL PLAN FEES

Eligible full-time students are required to pay \$126 per fall and winter semester (total of \$252) for one complete year of the mandatory Extended Health & Dental plan offered by the Students' Association of Keyano College (SAKC). This fee is assessed along with tuition and related fees during the registration process at the Office of the Registrar. Students with the plan may also purchase coverage for a spouse and/ or dependents(s).

Students already covered by an alternate plan (through parents, spouse or employer), have one opportunity per year to opt out of the SAKC Benefits plan. They must do so within the first two weeks of the start date of their program by completing a waiver form online. Opt out waivers will remain on students records for all future academic years. Students wishing to reactivate coverage for the next academic year must complete an enrolment form to opt in.

Visit mystudentplan.ca and choose Students Association of Keyano College for additional information regarding deadlines, plan details, and to complete enrolment or opt out forms.

LABORATORY AND MATERIALS FEE

A laboratory consumable fee of \$25 per learner, per course, will be assessed at the time of registration to a maximum of \$100 per semester, with the exception of Allied Health Programs.

Bachelor of Science in Nursing, Health Care Aide, Practical Nurse and Pre-Hospital program students will be assessed a laboratory fee at the time of registration. This fee will vary by program and year of study to a maximum of \$200 per year. Laboratory and materials fees are non-refundable, non-transferable.

TECHNOLOGY FEE

A technology fee of \$50 per semester, for full-time students and a \$15 per semester fee for part-time students, will be assessed at the time of registration. This fee is non-refundable, non-transferable.

FEES FOR AUDITING STUDENTS

Fees for auditing a course shall be set at one-half the tuition fee, but students are responsible for the cost of all books, supplies, registration, laboratory and technology fees. Auditing students are not charged for Wellness & Athletic, Students' Association or SA building fees.

FEES FOR COLLABORATIVE STUDENTS

Student enrolled in collaborative programs are responsible to pay student fees, in addition to any tuition and fees paid to the collaborative institution. Keyano College fees include registration, laboratory, technology, Wellness & Athletic, Students' Association and SA building fees.

FEES FOR INCLUSIVE POST-SECONDARY EDUCATION STUDENTS (IPSE)

Fees for IPSE students shall be set at one-half tuition fee but students are responsible for the cost of all books, supplies, and all student fees (registration, laboratory, technology, Wellness & Athletic, Students' Association and SA building fees).

FEES

FEES FOR SENIOR CITIZENS

Students 60 years of age and over will receive a tuition waiver for one credit course per term, but are responsible for the cost of all books, supplies, registration, laboratory and technology fees. Senior citizens are not charged for Wellness & Athletic, Students' Association and SA building fees.

BOOKS AND SUPPLIES

Tuition-paying students are required to purchase books and supplies available from the College bookstore. Sponsored students may have part or all of the cost of books and supplies paid for them by their sponsor.

RESPONSIBILITY OF FEES

It is the student's responsibility to ensure that all tuition and related fees are paid within 5 business days. Refer to page 7 for specific dates.

PAYMENT OF FEES

Tuition and related fees must be paid within five working days from the official first day of classes (including the first day of classes) in any given semester (see Academic Schedule on page 7). A \$100 penalty will be applied if fees are not paid within this time. Please view self-service for account balance as statements will not be sent.

Tuition and fees owing to Keyano College must be paid by on-line banking. Please visit keyano.ca/Services/FinancialServicesCentre for more information.

If tuition fees are outstanding after the assessment of \$100 penalty, then the student's registration may be terminated. Exception may be granted where students have proof of sponsorship for tuition or student loan authorization. International (visa) students will pay a surcharge of 200%.

Students will not be registered for a succeeding semester or session, nor allowed to attend classes until all overdue accounts are paid in full. All financial obligations to the College and its educational partners must be settled before a diploma, certificate, transcript, or any type of award is issued.

REFUND OF FEES

Students who voluntarily withdraw from the College must complete a Withdrawal Form (available from the Office of the Registrar). Fees will be refunded in accordance with the following regulations.

Prior to the program, or course start date, students who cancel their registration by notifying the Office of the Registrar, in writing, will have tuition deposits refunded according to the following dates:

- Four weeks or more prior to the official first day of classes in any given semester: \$75 refund (\$150 for international students).
- Between four weeks and the day prior to the official

- first day of classes: \$50 refund (\$100 for international students).
- No tuition deposit refund on or after the official first day of classes.

Trades & Heavy Industrial programs are subject to a non-refundable, non-transferable deposit of \$100.

Once classes begin, refunds will be granted according to the following guidelines:

1. Between 1/8th (i.e. 2nd week of a 16 week semester) and 3/8th (i.e. between 3rd and 6th week of a 16 week semester) of the length of a session, a 50% refund of tuition fees will be granted.
2. After 3/8th of the length of a session, no refund of tuition fees will be granted.

In special circumstances, exceptions to provisions (1) and (2) may be made by the President of the College or a designee. In the case of refunds, the designate will be the Registrar.

Students who are required to withdraw by the College are not eligible for a refund of tuition fees.

Refunds in cheque form will be mailed to the student's permanent address within two weeks.

PLEASE NOTE: Non-attendance is not accepted as a notice of withdrawal. Students must notify the Office of the Registrar in writing or in person by signing the appropriate documents in order to withdraw from courses. Students are responsible for all changes made to their registration

APPRENTICESHIP FEE COLLECTION

Full tuition and fees are payable upon registering for technical training.

APPRENTICESHIP REFUND POLICY

The \$100 admission deposit and \$50 application fee is non-refundable and non-transferable.

- If an Apprentice withdraws between the first day of classes and the end of the third week of classes, a 50% refund of tuition and associated costs will be granted.
- If an Apprentice withdraws after the end of the third week of classes, no refund will be given.
- If the College cancels a program, a full refund will be granted.

SCHEDULE OF FEES/CHARGES

Challenge Exam	50% course fee
Course Outlines ...	\$5 per outline to a max of \$50 +GST
Deferred Exam	\$50
ID Replacement	\$25
Official Transcripts	\$10 +GST
Parchment Replacement	\$30 +GST
Proof of Enrollment Letter	\$5 +GST
Supplemental Exam	\$50

FEES

REFUND & CREDIT SCHEDULE

Failure to officially withdraw, in writing, from any course in accordance with withdrawal procedures will result in no refund of fees or any reduction of unpaid fees. Students who fail to attend courses without officially withdrawing are still indebted to the College for all applicable fees.

TUITION TAX RECEIPTS (T2202A) FOR FILING PERSONAL INCOME TAX FORMS

The tax form T2202A is automatically produced for the sum of eligible amounts applicable to the respective calendar year for each student. As per Canada Revenue Agency criteria, Academic Foundations and College Preparation programs do not qualify for the education tuition tax credit. Students in these programs are not eligible to receive a T2202A tax form.

T2202A forms will be available through the Internet at Keyano College online (selfservice.keyano.ca) on the last day of February of the following year. Alternately, students may call the Office of the Registrar at 1-800-251-1408 ext. 4801 or locally at 780-791-4801.

TUITION & REFUND SCHEDULE WITHDRAWALS & DROPS

Upon official withdrawal from a course or program, there fund of fees or credits reducing unpaid fees due are listed in the Academic Schedule on page 7. Please note that students who have any outstanding indebtedness to Keyano College will be placed on financial hold which will result in collection procedures as well as restrict access to the College in the future. The Finance Department should be contacted to resolve any outstanding obligations.

FEES

The following fee schedule may be subject to change without notice. | Tuition and related fees are set on an annual basis.

FULL-TIME TUITION & FEES PER SEMESTER

PROGRAM	TUITION PER TERM	SA FEE	SA BUILDING FEE	RECREATION & ALTHLETIC	REG FEE	*HEALTH & DENTAL	TECH FEE	TOTAL	LABORATORY FEE PER LAB COURSE
ACADEMIC UPGRADING									
Academic Foundations	\$1,139.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$1,479.76	
College Preparation	\$379.65 per credit	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$1,479.76	\$25.00
CERTIFICATE AND DIPLOMA PROGRAMS									
Aboriginal Entrepreneurship	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Art and Design	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	varies
Business Administration	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Early Learning and Childcare	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Educational Assistant	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Emergency Medical Technician - Ambulance	\$2,720.00	\$127.64	\$21.60	\$30.00	\$15.00	\$126.00	\$50.00	\$3,090.24	\$100.00
Emergency Medical Technician - Paramedic	\$2,924.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$3,264.76	
Environmental Monitoring	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Environmental Technology	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	\$25.00
Fitness Leadership and Movement	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	
Health Care Aide	\$2,549.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,889.76	\$100.00
Heavy Equipment Technician Diploma	\$3,176.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$3,516.76	
Office Administration	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	
Practical Nurse	\$116.00 per credit	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$340.76	\$100.00
Social Work	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	
UNIVERSITY STUDIES & BSCN (YEARS I - III)									
Nursing – Years I and II	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	\$100.00
*Nursing – Year III	\$177.42 per credit	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$340.76	\$100.00
University Studies	\$1,951.00	\$102.02	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.66	\$25.00
<i>Note: Nursing – Year III will be equal to the tuition charged by the University of Alberta.</i>									
COLLABORATIVE DEGREES									
Business Administration	Years III & IV will be paid to Northern Alberta Institute of Technology.								
Education - Years III & IV	Years III & IV will be paid to the University of Alberta.								
Environment - Years III & IV	Years III & IV will be paid to Keyano College at the Mount Royal University rate.								
Nursing - Year IV	Year IV will be paid to the University of Alberta.								

FEES

PART-TIME TUITION & FEES PER SEMESTER

PROGRAM	PER CREDIT	SA FEE	SA BUILDING FEE	RECREATION & ALTHLETIC	REG FEE	TECH FEE	LABORATORY FEE PER LAB COURSE
ACADEMIC UPGRADING							
Academic Foundations	\$75.93	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
College Preparation	\$379.65/crs	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00
CERTIFICATE AND DIPLOMA PROGRAMS							
Aboriginal Entrepreneurship	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Art and Design	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	varies
Business Administration	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Early Learning and Childcare	\$139.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Educational Assistant	\$139.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Environmental Monitoring	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Environmental Technology	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00
Fitness Leadership and Movement	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Office Administration	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Practical Nurse	\$116.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$100.00
Social Work	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
UNIVERSITY STUDIES & BSCN (YEARS I - III)							
Nursing – Years I and II	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$100.00
*Nursing – Year III	\$177.42	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$100.00
University Studies	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00

Note: Nursing – Year III will be equal to the tuition charged by the University of Alberta.

TRADES TUITION & FEES PER SEMESTER

PROGRAM	TUITION	SA FEE	SA BUILDING FEE	RECREATION & ALTHLETIC	REG FEE	*HEALTH & DENTAL	TECH FEE	MATERIALS	TOTAL
TRADES									
Apprenticeship	\$784.00	\$51.06	\$8.82	\$17.60	\$15.00	n/a	\$50.00	\$67.00	\$993.48
PreEmployment programs	\$6,755.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	n/a	\$7,095.76
Coker Technician	\$2,618.00	\$51.06	\$8.82	\$17.60	\$15.00	n/a	\$50.00	n/a	\$2,760.48
Mechanical and Construction Trades	\$2,241.00	\$153.18	\$26.46	\$60.00	\$30.00	\$252.00	\$100.00	n/a	\$2,862.64
Power Engineering 4th Class (CML)	\$1,034.00	\$102.12	\$17.64	\$30.00	\$15.00	n/a	\$50.00	n/a	\$1,248.76
Power Engineering 3rd Class (CML)	\$1,160.00	\$102.12	\$17.64	\$30.00	\$15.00	n/a	\$50.00	n/a	\$1,374.76
Power Engineering Co-op	\$5,527.00	\$204.23	\$35.29	\$60.00	\$30.00	\$252.00	\$100.00	n/a	\$6,208.52
Process Operator Co-op	\$5,527.00	\$204.23	\$35.29	\$60.00	\$30.00	\$252.00	\$100.00	n/a	\$6,208.52

Note: All program fees, except Apprenticeship, are for a one year term. Apprenticeship tuition is \$98 per week; Electrical 4th year tuition is \$1176

*Health & Dental fees are subject to change on an annual basis.

ACADEMIC REGULATIONS

ADMISSION STATUS

Upon admission, students will be classified as one of the following:

- **Regular Students** are admitted to a credit program on the basis of meeting the entry requirements, or having satisfied a provision of admission, or having successfully completed a probationary period.
- **Mature Students** meet one of the following criteria with or without a completed high school diploma: (1) have been out of school for at least three consecutive years; or (2) are at least 21 years of age at time of registration.
- **Conditional Students** are admitted to a credit program with the conditions that transcripts or other documents are provided to confirm admission requirements are met. Conditions must be cleared prior to the start of classes or the offer of conditional acceptance may be revoked.
- **Special Students** (also known as non-program students) may be admitted to individual credit courses but not to a credit program. Students may take up to four credit courses, at one per term, at which time their performance will be reviewed. Special Students are not eligible to receive a certificate or diploma.
- **Matriculation Students** are those who are not eligible for University Studies or other post-secondary programs due to missing one of high school prerequisites. Depending on the program for which they apply, they may be conditionally accepted with a provisional deficiency and permitted to register in post-secondary and College Preparation courses. Matriculation students pay fees in accordance with the program for which they have been accepted.
- **Visiting Students** are admitted on the basis of a letter of permission from another institution, with the intention of transferring Keyano College credits back to the home institution.
- **Auditing Students** are permitted to audit individual courses with the permission of the Program Chair in consultation with the appropriate instructor. Auditing students are not subject to an evaluation process and do not participate in class discussion, grades are not assigned, and no credit is granted for the courses. At the discretion of the Program Chair in consultation with the appropriate Dean, certain courses including individual lessons, studio and shop offerings, may be deemed inappropriate for and closed to auditing students. A change in status from regular to audit is permitted only within the first two meetings of the class.
- **Probationary Students** are admitted subject to meeting specific requirements of academic achievement or behavioral performance. Students who meet the conditions of their probation will become Regular Students. Students who do not meet the conditions of their probation may be required to

withdraw from the College for at least one semester.

- **International Students** are citizens or residents of another country who have valid student authorization to study in Canada. Students are required to submit proof of authorization to the Office of the Registrar.

REGISTRATION

All students at the College are required to register in their courses. Students will not be allowed to attend classes unless they have officially registered. Registration is not complete until all fees are paid or proof of funding is presented. Consult the “Payment of Fees” policy on page 21.

Upon registration in College credit courses, students are classified in either of these categories:

Full-time Student

For the purposes of enrollment reporting for agencies such as Student Aid Alberta, and Employment and Social Development Canada, students taking 60% or more of the full program load in each term are classified as full-time.

Part-time Student

A student who is registered in less than 60% of the full program load is classified as a part-time student. Students who are receiving funding by student loans and most sponsors must maintain full-time status throughout the term. Students are responsible for knowing their registration status. A change in status may affect eligibility for sponsorship, loans, athletics, scholarships, financial awards and some College services.

CHANGES IN REGISTRATION

In order to add or drop a course after registration, students must consult a Student Advisor or their Program Chair and complete a Change of Registration form available from the Office of the Registrar. There are no academic penalties for course changes within the first 1/8 of a term (i.e. first two weeks of a 16-week semester).

Consult the Grading System and Fees section of this calendar for information on penalties for dropping a course after the 1/8 period. Students may not be able to add courses after the first week of classes. Students who fail to report any changes in their registration status will be charged fees according to the fee assessment guideline.

LATE REGISTRATION

Students who receive permission to register by their Program Chair and the Office of the Registrar one week (five working days) after the first official day of classes in any given semester will be charged a \$25 late registration fee on any course(s).

ACADEMIC REGULATIONS

WITHDRAWAL FROM A PROGRAM

A student can withdraw from a program at any time. However, speaking with a College counsellor, the Program Chair, or a Student Advisor first is strongly encouraged. To withdraw, students must complete a Withdrawal Form and submit it to the Office of the Registrar. Non-attendance is not accepted as a notice of withdrawal.

DROP PERIOD

Students may drop or delete courses before classes start or within the first 1/8 of their semester or session. Dropped courses do not appear on the official transcript.

WITHDRAWAL PERIOD

Students who withdraw between 1/8 and 3/4 the length of a course will receive a grade of “W” (Withdrawal) in their course(s) which will appear on the official transcript, but is not calculated in the Grade Point Average (GPA). After 3/4 into the course length, students are not eligible to withdraw.

Refunds are determined according to the refund policy (see Refund of Fees, page 21).

PRACTICUM FAILURES

If a student fails a practicum, work placement, or co-op work term, he/she requires the permission of the Program Chair or Coordinator of the program to retake the course. This may also result in termination from the program.

CHANGE OF NAME OR ADDRESS

Please notify the Office of the Registrar in writing immediately of any name changes so that student records remain accurate. Name change documentation must be included.

It is also vital that any change in telephone number or address be updated in the student record. Transcripts, refund cheques, tax receipts and certificates or diplomas are mailed to a student’s permanent address. To change an address, students must complete a Student Change of Information form available from the Office of the Registrar.

This information is considered confidential and is used for College business only.

CONFIDENTIALITY

The personal information a student provides upon admission is being collected under the authority of the Colleges Act and in accordance with the Freedom of Information and Protection of Privacy Act of the Province of Alberta. Data collected is used to determine the student’s eligibility for admission to a program, and, if accepted and registered, is used to process the student’s enrollment, to administer and evaluate College programs, and for statistical purposes. Personal data compiled may also be used by the College or disclosed to third parties for other operational purposes that are consistent with the mission of Keyano College, or as required by the Statistics Act of Canada, or by the Alberta government.

Keyano College will only release student information with the written consent of that student. Consent to Release forms are available from the Office of the Registrar.

Public inquiries directly related to the collection and use of this information should be directed to the Keyano College FOIP Coordinator at foip@keyano.ca

TRANSFERABILITY

ADVANCED CREDIT

Advanced credit may be granted to conditionally accepted or accepted applicants who have completed equivalent studies at an accredited post-secondary institution. For advanced credit consideration, applicants must submit a completed Advanced Credit Request form to the Office of the Registrar. Course outlines and/or detailed course descriptions are required for out-of-province completed coursework, and for Alberta coursework without existing TransferAlberta.ca agreements. All official transcripts must be on record in the Office of the Registrar in order for the advanced credit request to be considered. A minimum of C- from the issuing institution is required to receive advanced credit from Keyano College. A minimum of 60% is required in all College Preparation courses in order to receive advanced credit from Keyano College.

The appropriate Program Chair and the Registrar will determine the credit to be granted. The Registrar will convey the decision by letter to the applicant. Approved courses will be recorded on Keyano College student transcript with a grade of CR. A grade of CR (Credit/Challenged Exam) will not contribute towards a student's grade point average.

Advanced credits are awarded only to the extent they fit the program in which the applicant is enrolled and valid only if the student completes at least half of the program at Keyano College. If doubt exists as to the suitability of the courses under consideration, an interview is conducted with the applicant and the final decision is made by the Program Chair, the Registrar, and the Dean of the School. All transfers of credit shall be governed by the applicable academic regulations. Students who receive advanced credit for a course may repeat the course at Keyano College for credit; however the Keyano grade will not be used in calculating the grade point average for purposes of academic standing and awards.

PRIOR LEARNING ASSESSMENT RECOGNITION

Prior Learning Assessment Recognition (PLAR) is defined as awarding credit for learning which has taken place outside of post-secondary institutions. PLAR provides a way of recognizing learning which has taken place on the job, in employment based training, or in a variety of experiences outside of the workplace.

PLAR is available to students who have been admitted to Keyano College programs. Prior Learning is assessed utilizing a formal assessment process, which may include examinations,

projects, auditions, performances, essays, and assignments. The final decision regarding the assessment methodology rests with the instructor of the course and appropriate Program Chair. Students who receive a failing grade in a course on the basis of PLAR will not be permitted a second opportunity. Prior Learning must equate to existing Keyano College courses. Some courses may be exempted from PLAR. All University Studies and Nursing courses are exempted from PLAR.

Additional information for Practical Nurse diploma students

As part of the PLAR process, PN students must also:

- provide dates of work experience in a related job position and/or supportive education certificates (e.g. workshops taken)
- letters of recommendation from current employer and or letters of reference outlining the candidate's suitability for PLAR
- proof of work experience in the last two years as provided by employers
- exam and/or performance assessment

PN COURSES ELIGIBLE FOR PLAR

COURSE	PLAR PROCESS
PN 100 Anatomy and Physiology I	PLAR exam
PN 101 Anatomy and Physiology II	PLAR exam
PN 102 Health Education	Written Paper
PN 103 Communications for Nursing	Written Paper
PN 105 Pathophysiology for Health Care Professionals	PLAR exam
PN 130 Pharmacotherapeutics in Nursing	PLAR exam
PN 158 Health Assessment	PLAR exam and Performance assessment
PN 160 Nursing Practice I: Continuing Care	Performance assessment

NOTE:

Exam: Pass mark is 70%

Performance Assessment: Skill testing in laboratory setting with a demonstration of required skills. A scenario may be presented incorporating all "critical skill" elements.

TRANSFERABILITY

FEES FOR PRIOR LEARNING ASSESSMENT RECOGNITION

Applications for PLAR can be obtained from the Office of the Registrar and completed applications should be submitted to the Office of the Registrar. The standard fee for PLAR is 50% of the normal course fee. When PLAR can be made at the time of admission to a program on the basis of admission and placement, the fee will be reduced to 25% of the normal course fee. Fees are non-refundable and must be paid one week prior to the student undertaking the assessment process.

Successful completion of PLAR will be indicated by a grade of PL. This grade is not calculated in GPA. The transfer credits earned by PLAR at Keyano College to another post-secondary institution will be governed by the policies of the receiving institution.

RESIDENCY REQUIREMENT

In order to be granted a certificate or diploma in a program, students must maintain a residency requirement. A minimum of 50% of all program requirements must be Keyano College courses. Parchments will not be issued if students have a majority of courses granted by advanced credit or prior learning assessment recognition.

ALBERTA NORTH RESIDENCY REQUIREMENTS

Exceptions to the 50% residency requirements may be made, in individual cases, for courses successfully completed at institutions which are signatories to the Northern Alberta Post-Secondary Institutions.

In addition to Keyano College, Alberta North institutions include Athabasca University, Portage College, Northern Lakes College, NorQuest College, Grande Prairie Regional College and Aurora College, NWT. The Registrar and the appropriate Program Chair will determine the credit to be awarded.

ALBERTA TRANSFER GUIDE

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

The Guide and other transfer information are available online at TransferAlberta.ca or by contacting:
Alberta Council on Admissions and Transfer
11th Floor, Commerce Place
10155 - 102 Street Edmonton, AB T5J 4L5
310-0000, 422-9021 (toll-free in Alberta) or 780-422-9021
acat@gov.ab.ca

EXAMINATIONS

GENERAL EXAMINATIONS

At the beginning of each course, instructors will outline the method of evaluation used in determining the final grades. Students must be available for final examinations at the scheduled times or they may be granted a grade calculated on the basis of work completed throughout the semester. Students have access to review their final exam within two months after the date of the final examination.

CHALLENGE EXAMINATION

Students who have acquired skills or knowledge through work/employment experience and/or related courses which are relevant to the content of a course offered at Keyano College may be granted credit for such a course by requesting and passing a challenge examination.

Application to write a challenge exam is initiated by the student through the appropriate Program Chair by submitting a Special Examination Application Form available from the Office of the Registrar. Final decision on granting or denying permission for a challenge exam is made cumulatively by the course instructor, the Program Chair and the Registrar.

If permission is granted, the exam must be written within two weeks after approval unless otherwise indicated. There is a non-refundable fee of 50% of the course tuition per challenge exam. The grade recorded for a successful exam is “CR,” which is not calculated in the student’s GPA.

A challenge exam does not apply to any course offerings at Keyano College that are subject to external accrediting agencies. No student shall receive advanced credit and/or accumulate challenge exam credits in excess of 50% of total required for graduation in certificate and diploma programs, unless there are exceptional circumstances. Students who receive a failing grade or a grade of “WF” (Withdraw/Fail) will not be allowed to write a challenge exam for that course within two years of failing the course.

DEFERRED FINAL EXAMINATION

Students who are unable to write a final examination due to illness or other exceptional circumstances may apply for a deferred examination. The student must contact the Program Chair prior to the exam or within 48 hours after the scheduled exam to request a deferred final exam. A medical certificate or other appropriate documentation is required.

The student must complete a Special Examination Application Form available from the Office of the Registrar and pay a fee of \$50 for each exam. The Program Chair will advise students of the decision to write a deferred exam which, if approved, must be written within one month after the end of the course unless otherwise indicated. The Program Chair shall advise the Registrar of any deferred exams and the extenuating circumstances.

SUPPLEMENTAL EXAMINATIONS

In order to apply to write a supplemental examination, students must meet the following conditions:

- The student must have completed and passed the course work up to the time of the final examination based on the weighting established in the course outline, and
- The student must have written and failed the final examination and as a result either (a) failed the course or (b) received a grade less than sufficient for progression to subsequent courses or programs.
- Students who pass the course with a grade sufficient for progression to subsequent courses or programs will not be eligible to write a supplemental exam.

SUPPLEMENTAL EXAMINATION STIPULATIONS:

1. A maximum of two (2) supplemental examinations will be allowed per calendar year, where a calendar year is defined as September 1st to August 31st of the following year.
2. A student may be allowed to write a second supplemental examination after they repeat the course.
3. In collaborative programs, the supplemental examination policy of the collaborating institution shall apply for course credits granted by the collaborative institution, unless otherwise specified in the Memorandum of Agreement between the College and the collaborating institution.
4. The mark received for the supplemental examination will replace the original final examination mark and will be used in computing the final grade in the course. Note that the percentage of the final grade allotted to the supplemental examination shall be the same as the percentage of the final grade allotted to the student’s final examination in the course. The final course grade may increase, decrease, or remain the same as a result of writing a supplemental examination, depending upon the mark obtained on the supplemental examination.
5. A note will appear on the student’s transcript indicating that a supplemental examination was written (prior to July 1, 2015).
6. No supplemental examination will be allowed for deferred examinations.
7. For the Nursing Program, a supplemental examination will not be allowed for students who have failed the clinical/laboratory component of a Nursing course.

EXAMINATIONS

SUPPLEMENTAL EXAMINATION PROCEDURES

Prior to making application to the Registrar to write a supplemental examination, a student should discuss their request to write such an examination with the course instructor or Program Chair to ensure that they meet the eligibility criteria for application, as specified above.

After ensuring that they meet the criteria for writing supplemental exams, the student should be aware that the following procedure will be applied:

1. The student must complete a Special Examination Application Form from the Office of the Registrar no later than 10 working days after the date that marks are due in the Registrar's office (course-end date). A list of course end dates will be available from the Office of the Registrar. It is the student's responsibility to determine the need for a supplemental examination within the time period described above.
2. The instructor and appropriate Program Chair will review the student's performance in the course, and may grant or deny permission, based on eligibility, to write a supplemental examination.
3. If permission to write a supplemental examination is denied, the reason for the denial will be recorded on the application form.
4. Upon approval of the application by Instructor and Chair, the student will submit their application and payment of a non-refundable fee of \$50 for each supplemental examination to the Office of the Registrar.
5. The completed application will be reviewed by the Office of the Registrar for final approval.
6. If permission is granted, the instructor, in consultation with the student, will set the date, time and place for the supplemental examination. The examination will normally be written within two weeks after approval.

REPEATING A COURSE

A course may only be taken twice. If a student has a minimum progression grade they may not take the course a second time.

GRADES

GRADING PROCEDURES FOR CREDIT PROGRAMS:

All programs are categorized into three classifications: Academic Upgrading; Certificate, Diploma and University Studies; and Trades and Occupation related Certificate and Diploma programs. Applicable grading scales provided in this policy are used for grade reporting and GPA calculation. Calculation of GPA is used to determine academic standing, which defines a student's status and eligibility to continue to the next semester or year of study.

GRADING SCALES:

ACADEMIC UPGRADING (effective July 1, 2006)

Keyano College Academic Upgrading uses a 4-point percentage based grading systems as a measure of maintaining consistent grading with other provincial high schools and post-secondary institutions.

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	4.0	90-100
	3.7	85-89
Good	3.3	81-84
	3.0	77-80
	2.7	73-76
Satisfactory	2.3	69-72
	2.0	65-68
Minimum Prerequisite	1.7	60-64
Poor	1.3	55-59
Minimum Pass	1.0	50-54
Failure	0.0	0-49

CERTIFICATE*, DIPLOMA* AND UNIVERSITY STUDIES (effective July 1, 2003)

Keyano College uses the 4-point alpha-numeric grading system for Certificate, Diploma, and University Studies programs as a measure of maintaining consistent grading with other provincial post-secondary institutions.

**Excluding Trades and Occupation related Certificate and Diploma programs*

DESCRIPTOR	4.0 GRADE SCALE	ALPHA GRADE
Excellent	4.0	A+
	4.0	A
	3.7	A-
Good	3.3	B+
	3.0	B
	2.7	B-
Satisfactory	2.3	C+
	2.0	C
	1.7	C-
Poor	1.3	D+
Minimum Pass**	1.0	D
Failure	0.0	F

NOTES:

In all programs the minimum course progression grade is a C-

**A minimum grade of C- is required to obtain credit for Office Administration courses.

**A minimum grade of C- for all courses and an overall yearly GPA of 2.0 are required for all Bachelor of Science in Nursing students to progress.

**A minimum grade of C- is required to transfer courses to another post-secondary institution in Alberta.

GRADES

TRADES* AND OCCUPATION RELATED PROGRAMS (effective July 1, 1993)

All trades and occupation related programs are graded by percentage marks.

*Excluding Apprenticeship programs. Grades for students enrolled in **apprenticeship programs** are assigned according to Alberta Apprenticeship and Industry Training Board "Apprenticeship General Operations Guide" and are recorded in the Apprenticeship, Trade and Occupation Management System (ATOMS).

Heavy Equipment Technician Diploma, Pre-Employment, Power Engineering and Process Operations Certificate programs:

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	4.0	95-100
	3.7	90-94
Good	3.3	85-89
	3.0	80-84
	2.7	75-79
Satisfactory	2.3	70-74
	2.0	67-69
Minimum Pass**	1.7	65-66
Failure	1.3	0-64
	1.0	
	0.0	

NOTES: **A minimum pass is a grade of 65%

Mechanical, Construction and Trades Preparation (MCTP)

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	4.0	90-100
	3.7	85-89
Good	3.3	81-84
	3.0	77-80
	2.7	73-76
Satisfactory	2.3	69-72
	2.0	65-68
Minimum Pass**	1.7	60-64
Failure	1.3	55-59
	1.0	50-54
	0.0	0-49

NOTES: **A minimum pass for all Mechanical, Construction and Trades Preparation (MCTP) courses is a grade of 50%, with 60% program average required to graduate.

OTHER GRADING NOTATIONS:

NOTATION	DESCRIPTION	NOTES
[]	Repeated course	When a course is repeated "[]" will appear around the grade of the most recent attempt, which is the grade used in calculation of GPA.
AU	Audited Course	Not used in calculation of GPA
CR	Advanced Credit/Challenge Exam	Not used in calculation of GPA
DE	Deferred Examination	Temporary Grade
IN	Incomplete	Temporary Grade
IP	Course In Progress	Temporary Grade
P/F	Pass/Fail	Grades assigned for Pass/Fail courses are not used in calculation of GPA
PL	Prior Learning	Not used in calculation of GPA
W	Withdrawal	Not used in calculation of GPA
X	Grade Not Available	Not used in calculation of GPA

EXPLANATION OF OTHER GRADING NOTATIONS:

Advanced Credit:

Grade of CR is assigned when credit completed at another post-secondary institution is transferred to Keyano College.

Challenge Exam:

Grade of CR is assigned when credit is granted for a course after successful completion of a challenge exam. See Examination Policy for further information.

Deferred Examination:

Grade of DE is recorded in exceptional circumstances when the student is permitted to reschedule the final exam for a later date. See Examination Policy for further information.

Incomplete:

Grade of IN is assigned in exceptional circumstances when course work has not been completed by the course end-date. Failure to complete the outstanding work within 30 calendar days from the course end-date will result in a permanent grade of "F" in Academic programs and a permanent grade of "0" in Trades and Heavy Industrial programs.

GRADES

Course In Progress:

Grade of IP is assigned in courses or programs which do not end within the established semester dates for the academic year. If the grade has not been converted to an Alpha or Percentage grade by the expected completion date, as provided by the instructor or Program Chair, a grade of “F” will be assigned.

Prior Learning:

Grade of PL is assigned when a Prior Learning Assessment Request is approved and student is awarded credit based on knowledge gained outside of a post-secondary institution.

Withdrawal:

Assigned to courses dropped after the two-week drop period but before the withdrawal deadline* as indicated in the Academic Schedule (75% of the course length).

**Exemptions to the withdrawal deadline will be indicated in course outlines. Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date. Course offerings in collaborative programs will follow withdrawal deadlines of the collaborative institution.*

GRADE APPEALS

Any Keyano student has the right to appeal a grade. The appeal process must be speedy and fair. For term evaluation results (assignments, tests, exams etc.) students must initiate a grade appeal 10 working days from the time the course instructor releases the results. For final grades, students must initiate a final grade appeal within 15 working days from the course end date.

The student shall present their case for appeal orally or in writing to the course instructor. The instructor shall respond within two working days. Both parties are expected to make every reasonable attempt to resolve the matter at this stage.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Program Chair within two working days of receipt of the instructor’s decision. After hearing both parties, the Chair shall provide a response to both the student and the instructor within two working days.

If the student is dissatisfied with the outcome, a written appeal may be submitted to the Dean within two working days of receipt of the Chair’s decision. After review, the Dean will provide a final decision to all parties, within three working days.

FORMER GRADING SCALES

Academic Programs (Prior to July 1, 2003)

9.0 Grading Scale

DESCRIPTOR	4.0 GRADE SCALE	PERCENTAGE SCALE
Excellent	9.0	90-100
	8.0	80-89
Good	7.0	73-79
	6.0	65-72
	5.0	58-64
Minimum Pass**	4.0	50-57
Failure	3.0	46-49
	2.0	30-45
	1.0	0-29

NOTES: **A minimum pass for all Office Administration courses is a grade of 7.

Heavy Industrial Programs (Prior to June 30, 1993)

DESCRIPTOR	4.0 GRADE SCALE
Excellent	4.0
Above Average	3.0
Average	2.0
Minimum Pass	1.0
Failure	0.0

CALCULATION OF GRADE POINT AVERAGE (GPA):

Grades are assigned according to the scale outlined for each program classification. A GPA is calculated according to a formula using the credits assigned to each course and the grade points received.

Grade Points displayed on transcript as *Quality Points (Qpnts)* = Credits x Grade Received

$$\text{GPA} = \frac{\text{Total Grade Points (Qpnts) Earned}}{\text{Total GPA Credits Attempted}}$$

The calculated GPA is used to determine students’ academic standing at Keyano College. Refer to Academic Policies (page 25) for further information.

ACADEMIC POLICIES

ACADEMIC PROBATION

The academic progress of all academic students enrolled in credit courses is reviewed by the Registrar and/or the Program Chair at the end of each term. Students not maintaining a good standing shall be informed of their status in a reasonable period of time.

Students who maintain a term GPA of 1.7 or higher are students in good standing, with the exception of Bachelor of Science in Nursing and Practical Nursing students who require a GPA of 2.0 to be in good standing (see program pages for more information).

If a full-time student's term GPA falls between 1.0 and 1.7 at the end of either the fall or winter semesters, he/she shall be placed on academic probation for a minimum of one term (the next term of active registration).

If a full-time student's term GPA falls below 1.0 at the end of any grade reporting period, he/she shall normally be required to withdraw from the program for a period of one four-month semester.

The conditions under which students are placed on academic probation are not limited to failure to meet the minimum standards for academic progress requirements. Students should review the Student Rights and Responsibilities section on page xx.

Students who are placed on academic probation are notified by email and advised of the requirements to regain good standing as well as available assistance and the consequences of unsatisfactory standing.

OFFICIAL TRANSCRIPT

An official transcript is a cumulative record of all courses completed by students at Keyano College, and is maintained by the Office of the Registrar. This is considered confidential information and will not be released to a third party without the student's written permission.

To obtain an official transcript, contact the Office of the Registrar, either in person or by phone, and fill out the Official Transcript Request form*. Each transcript is \$10 plus G.S.T. For an additional \$10 plus G.S.T., transcripts can be faxed to other academic institutions. Upon program completion students can request one free official transcript. Official transcripts will not be provided for students with any financial obligation to the College.

*also available at keyano.ca/academics/officeoftheregistrar

STATEMENT OF MARKS

A Statement of Marks is an unofficial list of grades assigned for courses attempted during the current term. Students may access their Statement of Marks online at selfservice.keyano.ca.

REPLACEMENT PARCHMENT

Students can request a replacement certificate or diploma from the Office of the Registrar if the original is lost or missing. There is a charge of \$30 plus G.S.T. for each parchment replacement. Replacement parchments are printed monthly.

GRADUATION FROM ACADEMIC PROGRAMS

Courses required for graduation may be obtained through a combination of full-time or part-time, day or evening study at Keyano College. Satisfactory completion of practical work experience and/or assignments may be required in some programs. To receive a parchment, all certificate and diploma students must complete an Application for Graduation form available online at keyano.ca/graduation. Upon receipt of the Application for Graduation form, the Office of the Registrar will monitor progress and advise by letter when a student is eligible to graduate. Application for Graduation forms are processed after the 10th of each month and are not held over for the following academic year.

CERTIFICATE

Students with a pass grade in each course who successfully complete a program of study of one year or less and obtained an overall Grade Point Average of 1.7 or better shall be issued a certificate.

DIPLOMA

Students who successfully complete a program of study of two years, with a pass grade in each course and have an overall Grade Point Average of 1.7 or better shall be issued a diploma.

ACADEMIC MERIT

Academic students obtaining a cumulative grade point average of 3.5 or higher over their entire program will receive the notation "With Distinction" recorded on their official transcript of marks, except for Office Administration which requires a 4.0 average.

ACADEMIC POLICIES

TRADES & HEAVY INDUSTRIAL CERTIFICATES

Official transcripts and certificates are not issued for apprenticeship students, but those who successfully complete their apprenticeship and pass the examinations required by the Apprenticeship and Trades Certification Branch are granted a certificate of completion of apprenticeship.

Students who successfully complete all other Trades programs (with the exception of MCTP, Power Engineering & Process Operations) with a 60% pass mark in each course and a 65% average GPA shall be issued a certificate.

Satisfactory completion of practical work experience and/or assignments may be required in some programs.

CONVOCATION

Keyano College's annual convocation ceremony will be held on Friday, May 11, 2018.

Students who have completed all program requirements by June 30, 2018 must submit an Application for Graduation to the Office of the Registrar by the posted deadline (keyano.ca/graduate) to obtain a certificate or a diploma in their program. The Office of the Registrar will process the **Application for Graduation** to ensure the student has met all of their program requirements. Graduates are notified by Keyano student email of their eligibility and invited to attend the convocation ceremony, along with instructions regarding gowns and guests. In order to attend the convocation ceremony, students must register their attendance with the Office of the Registrar. RSVP form will be available online.

Parchments will only be issued once the Office of the Registrar has received an **Application for Graduation** and checked all the student's requirements. Parchments will be mailed to the student's permanent address. Students are also entitled to receive one free official transcript upon program completion, which they can request from the Office of the Registrar.

NOTE: Application for Graduation forms are not held over for the following academic year. Therefore, those students who do not meet their credential requirements must reapply to graduate the following year.

CONFIDENTIALITY

As of September 1, 1999, Keyano College and all post-secondary institutions complied with the requirements of Alberta's Freedom of Information and Protection of Privacy legislation. The Act ensures that individuals have the right to access their own personal information. Colleges must follow the Act's strict standards for collection, use and disclosure of personal information.

Keyano College collects personal information for the purposes of admission, registration and other activities directly related to its education programs. All applicants for admission/registration are advised that the information they provide, and any other information placed into the student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act.

The Act also provides for public access to other records held by the College as part of a continued commitment that the public sector should be open, accessible, and accountable to the people of Alberta.

STUDENT RIGHTS AND CODE OF CONDUCT

STUDENT RIGHTS POLICY

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is in turn committed to the values of academic integrity, mutual respect and personal responsibility. All the rights listed in this policy apply to all Keyano College credit students, while some apply to non-credit students (2, 3, 5, 7, 10 & 12).

The following rights pertain to all students regardless of race, religious belief, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of the student.

STUDENT RIGHTS

1. The student has the right to be provided with a written outline at the beginning of a credit course which states the content of the course, objectives, learning outcomes, and the instructor's expectations regarding attendance, evaluation, and major assignments.
2. The student has the right to notification of major changes regarding classroom procedures and the right to be notified, whenever possible, of class cancellations, time or location changes prior to the class meeting.
3. Where course content allows, the student has the right to reasonable freedom of opinion and expression in the classroom, in assignments and exams, providing that it complies to the student responsibilities in the Student Code of Conduct Procedure 110.0.
4. The student has the right to be assured that changes to the length of the program subsequent to his/her entry will not extend the program beyond the time specified upon enrolment.
5. The student has the right to seek counselling and academic advising concerning program and graduation requirements, academic regulations, admissions, and transfer; such counselling and advising will occur within a reasonable time frame.
6. The student has the right to expect faculty members to be available for assistance during regularly scheduled office hours, or at another time that is mutually agreeable.
7. The student has the right to confidentiality of his/her records including academic transcripts, health records, and performance appraisals or critiques. Such documentation shall not be released to third parties without the written permission of the student except where the release of such information without permission is necessary for complying with any legal obligations imposed upon the College or their release is necessary for the protection of the health and safety of the students and staff of the College.
8. The student has the right to view any record in his/her official College file and the right to add documents to the file which might refute the contents of documents of a disparaging nature
9. The student has the right to review their graded College evaluations such as assignments, tests, exams etc. within the allowable period to appeal a final grade.
10. The student has the right to proper and impartial evaluation of his/her performance and the right to request a re-evaluation within timelines and procedures established by the College. The student has the right to be informed of how evaluation results will be conveyed to him or her and the appropriate timelines within which to expect such results.
11. The student has the right to accurate information pertaining to program or course information and College academic regulations including the institutional definition of plagiarism and other forms of academic misconduct.
12. The student has the right to have appeal policies and procedures published in the College calendar.
13. The student has the right to freedom from being subjected to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation and be dealt with in accordance with the Student Code of Conduct.

NOTE: Refer to the Student Rights Policy 111.0, available at Keyano.ca, for more information

STUDENT CODE OF CONDUCT

Keyano College is committed to sustaining a vibrant learning environment for all members of the Keyano community, where each member is in turn committed to the values of academic integrity, mutual respect and personal responsibility. Students who compromise these values by committing academic and/or non-academic forms of misconduct will be subject to discipline according to this policy, and consistent with the principles of natural justice and procedural fairness.

Every student of the College is expected to review and make him/herself familiar with the matters addressed in this Code. The information contained in this section should guide the student's conduct while attending Keyano College. In addition, every student is responsible for reviewing various other policies and procedures relating to his/her enrolment at the College which can be found on the College's website and within this calendar. Every student is expected to adhere to these policies and to encourage other students to do the same.

Keyano College expects all apprenticeship students, collaborative students, Huskie athletes, students in Keyano Housing and students involved in activities at the Syncrude Sport and Wellness centre to review and become familiar with the policies and procedures that that pertain to those programs and facilities.

STUDENT RIGHTS AND CODE OF CONDUCT

The following responsibilities pertain to all students regardless of race, religious belief, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of the student.

STUDENT RESPONSIBILITIES

The College expects that students will:

1. Respect the rights of fellow students, faculty, staff, administrators and other persons associated with the College;
2. Respect other people's right to health, security, personal preferences and freedom of expression;
3. Refrain from threatening to subject or subjecting any person to physical, verbal, mental or sexual harassment including any indignity, injury, violence or unfair accusation;
4. Observe relevant government regulations, such as the Alberta Human Rights Act, as well as College policies and procedures regarding responsible conduct within the College environment including conduct toward students, faculty, staff, administrators and property;
5. Familiarize him/herself with the policies and regulations of program practicums and/or work placements, including those of the host organization and Professional Code of Ethics governing the profession and practice;
6. Be conversant with course content and organization, course methodology and course evaluation methods even when he/she is absent from particular classes;
7. Respect the faculty member's right to determine course content, course objectives, methodology, and evaluation;
8. Respect the faculty member's right to set deadlines for assigned work, to expect assignments to be submitted at the times specified and to establish penalties for failure to comply with deadlines;
9. Familiarize him/herself with the expected times and methods used to convey results of assignments, examinations or other evaluations or decisions and to know the timelines set for appeal of the same;
10. Will conduct him/herself in an appropriate manner and to dress in a manner that reflects the safety requirements of the course consistent with the health and safety practices of his/her chosen field of study;
11. Refrain from unduly disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work or other activities of fellow students or staff;
12. Familiarize him/herself with academic regulations, graduation requirements, and/or program completion requirements;
13. Be aware of educational activities and services available to assist them in orientation to the College, academic achievement, general growth and development;
14. Know and understand the consequences of plagiarism, fraud, deceit and/or other forms of academic and non-academic misconduct.

ACADEMIC MISCONDUCT

Academic misconduct is an act which may result in a false evaluation of the student's academic standing, or which represents an attempt to unfairly gain an academic advantage, where the person knew or ought reasonably to have known that it was misconduct. Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. Students are responsible for verifying the academic integrity of their work before submitting it. Any one of the following activities is considered an act of academic misconduct and an offence against the Student Code of Conduct Policy. The student is subject to appropriate penalties and disciplinary procedures if in violation of the Policy. The list of offences is not exhaustive, but reflects the general categories of offences.

1. **Cheating:** Defined as receiving external assistance in relation to an examination, assignment, or any other academic exercise for credit, unless expressly permitted by the instructor. Cheating includes, but is not limited to:
 - a. Communicating with any person during an examination other than an authorized member (i.e. invigilator, proctor);
 - b. Putting one's name on another student's examination or assignment;
 - c. Unauthorized use or possession of cell phones, cameras, text messages, computer discs, audio recorders, electronic data, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or any other means to copy or photograph materials used or intended for academic evaluation;
 - d. Improperly obtaining (through theft, bribery, collusion or other means) information in relation to materials/examinations intended for use in academic evaluation;
 - e. Distributing or using improperly obtained information in relation to materials/examinations intended for use in academic evaluation in advance of its authorized availability to students.
2. **Plagiarism:** A form of academic misconduct which involves submitting or presenting work (words, ideas, images or data), in whole or in part, as if it were the student's own work when in fact it is not and also exists when parts of the work, conclusions, data, words, images and/or ideas are taken from another source without accurate, clear and explicit reference to the original author or source.
3. **Qualification misrepresentation:** The deliberate misrepresentation of qualifications by way of submitting fraudulent documents at time of application.

STUDENT RIGHTS AND CODE OF CONDUCT

- 4. Qualification misrepresentation:** The act submitting the same work, or a significant part thereof, which was submitted elsewhere or previously in another course or the same course (when repeating a course), unless permission is received in advance from the instructor; or, submitting the same work, or a significant part thereof, for two or more courses taken at the same time without the written permission, in advance, of all associated instructors. Misappropriation of own work is not limited to work done in relation to courses at College and applies to student's work previously submitted or concurrently submitted for academic credit at any educational institution.
- 5. Breach of confidentiality:** The careless, negligent or intentional behavior during a practicum or work placement resulting in loss of confidentiality associated with patients, clients, employers, or other individual's personal and private information.

POSSIBLE CONSEQUENCES OF ACADEMIC MISCONDUCT:

The following consequences are recommended for academic misconduct. Discipline will be decided by decision makers as specified in Appendix A in the Student Code of Conduct Procedures 110.1, and will be based on the specific incident being investigated. See Appendix A for Academic Misconduct Offence Procedures.

First Occurrence

Failing Grade on Evaluation: Student will be given a grade of zero (0) on the evaluation associated with the academic misconduct. This may or may not lead to a failing grade in the course. Record of first occurrence of academic misconduct will remain on academic file, but will not be recorded on transcript.

Second Occurrence

Failing Grade in Course: Student will be issued a failing grade for the course in which the academic misconduct was committed, and will also have a notation on his/her transcript stating that involvement in academic misconduct resulted in course failure. Transcript notation will remain on the student transcript for a period of time decided by the Dean, in consultation with the Registrar. The student may enroll to repeat the course for the next available offering.

Third Occurrence

Suspension: Graded zero (0) for the course associated with the offence. Remaining courses are graded based on work submitted to date within the limitations of the withdrawal deadline. Temporarily prohibited from obtaining College related services until the designated suspension period has elapsed or until the prescribed conditions deemed necessary by the College to terminate the suspension have been met by the student. Registration in some non-credit courses may be permitted based on the discretion of the

Dean, School of Career and Education Access. Once the period of suspension (as determined by the Dean and Registrar) is over, the student may reapply to his/her program or apply to any other program for which they are eligible at Keyano College. A Student who is suspended from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar. The transcript notation will specify suspension due to academic misconduct.

Fourth Occurrence

Expulsion: Prohibited from applying or registering for any credit courses. Registration in some non-credit courses may be permitted based on the discretion of the Dean, School of Career and Education Access. A student who is expelled from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar (7 year maximum). The transcript notation will specify expulsion due to academic misconduct.

Occurrence reported after credential has been awarded

Suspension of Credential: Temporarily revoking Keyano College credential until prescribed conditions deemed necessary by the College for reinstating credential are met by student.

Rescission of credential: Permanently revoking Keyano College credential awarded to student. Student will be allowed to keep other credentials which have been earned at the College that are in no way related to the academic off.

NON-ACADEMIC MISCONDUCT

Non-academic misconduct is a behaviour that, although does not affect academic evaluation, violates the Student Code of Conduct. Any one of the following activities is considered an offence against the Policy, and the student is subject to appropriate penalties and disciplinary procedures if in violation of the Policy. The list of offences is not exhaustive, but reflects the general categories of offences.

- 1. Violation of Safety or Dignity:** Actions of the College community or the public on College property that in any way undermine a safe environment at the College. These include verbal taunts, threats; unwanted physical and/or sexual contact and any other act that will create or contribute to an unsafe environment.
- 2. Vandalism:** Deliberate damage or destruction of College property or of personal property on College premises belonging to others.
- 3. Unauthorized Use of Property:** Unauthorized entry into, unauthorized use of, or misuse of College property, including housing, classrooms, labs, computers, data and voice communication networks.

STUDENT RIGHTS AND CODE OF CONDUCT

- 4. Drugs and Alcohol:** Illegal possession and/or use of mind-altering substances, including alcohol and narcotics, on College premises and/or the distribution of such drugs to members of the College community or the public on College property.
- 5. Theft:** Theft of College services and/or property, or the theft of personal property belonging to a student, faculty or staff member of the College community.

POSSIBLE CONSEQUENCES OF NON-ACADEMIC MISCONDUCT

Depending on the specific nature of the offense and other relevant circumstances, penalties may range from a verbal reprimand to expulsion from the College, and may involve legal action. See Appendix B in the Student Code of Conduct Procedures 110.1 for Non-Academic Misconduct Offence Procedures.

Warning: Written warning informing student that continuing or repeating a non-academic offense may result in further disciplinary action.

Keyano Service: Prescribed service to the Keyano community commensurate with and appropriate to the specific violation(s) of the Student Code of Conduct.

Restitution: Monetary reimbursement for damage to, or destruction of, Keyano property or property of a third party(s), which may be accompanied by the requirement of a formal apology. The student's academic record will contain a notation until such time as the student has made full restitution.

Probation: Restricts the student from engaging in behavior that violates the Student Code of Conduct. This will usually be determined with the offer of Counselling or rehabilitative programming.

Restriction of Privilege: Formal limitation imposed upon the use of specific Keyano facilities (including but not limited to the SSWC, classrooms, computer labs, library, and/or parking lots) for a prescribed period of time.

Suspension: Temporarily prohibited from being on College premises and obtaining other college related services until the designated suspension period has elapsed or until the prescribed conditions deemed necessary by the College to terminate the suspension have been met by the student. Once the period of suspension is over the student may reapply to his/her program or apply to any other program for which they are eligible at Keyano College. A Student who is suspended from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar. The transcript notation will specify suspension due to non-academic misconduct.

Expulsion: Permanently prohibited from being on College premises and obtaining any college related services. A student is who is expelled from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean in consultation with the Registrar. The transcript notation will specify expulsion due to non-academic misconduct.

STUDENT APPEAL PROCEDURES

Students may appeal hearing and disciplinary decisions within five (5) working days of receipt of offence and disciplinary letter. Letter of intention to appeal, outlining the grounds for appeal, must be submitted to the appropriate individual as specified below. Appeals shall be based on the appellant's written submission, together with evidence and documentation from the hearing and any relevant information from the student's record. New evidence cannot be presented for the appeal except in exceptional circumstances. Alleged failure of Keyano College to comply with principles of natural justice or procedural fairness is also grounds for appeal.

- Academic Misconduct, first offence – appeal to the Dean
- Academic Misconduct second/third/fourth offence – appeal to Vice President Academic
- Non Academic Misconduct – appeal to the Vice President Academic

NOTE: : Refer to the Student Code of Conduct Policy 110.0 and Procedures 110.1, available at Keyano.ca, for further details regarding hearings, discipline, and student appeal procedures.

FINANCIAL AID

The Office of the Registrar provides guidance and information for students who are in need of financial assistance to attend Keyano College. To obtain information, students can telephone, or drop by in person to the Office of the Registrar. Financial Aid information can also be found at the College website: keyano.ca.

FUNDING OPTIONS GOVERNMENT STUDENT LOANS

The federal and provincial governments of Canada provide financial aid to help Canadian citizens or permanent residents pursue post-secondary education. This aid is provided in the form of loans (and grants if the student is deemed eligible) on the basis of demonstrated financial need. The level of financial assistance received will depend on evidence of financial need and on personal circumstances. Students must apply through the province in which they are considered a resident (the last province in which they spent twelve consecutive months and were not a full-time student). All Alberta residents who apply for a student loan will be considered for Alberta and Canada student loans as well as grants and bursaries.

Government student loans are interest-free while students are in full-time attendance at a post-secondary institution. A confirmation of enrollment form must be completed for previous loans to maintain their interest-free status. Copies of these forms are available in, and must be signed by, the Office of the Registrar to confirm full-time study. Repayment of student loans begins six months after you are no longer a full-time student. The interest rate and terms of repayment are set at the time of consolidation.

Students who need to apply for a loan should apply early as processing can take four to six weeks and must be completed prior to the start of the program.

Alberta residents can apply online at:

studentaid.alberta.ca. Residents of most provinces can apply electronically.

Links to Provincial websites can be found at keyano.ca/Admissions/FinancialAid/GovernmentStudentLoans.

After the loan application is processed a Notice of Assessment will be sent to explain the details of how the loan will be distributed for the academic year (amount of loan, amount of grants/bursaries and scheduled release dates). It is possible to appeal your assessment if you feel additional information should be considered. Contact the Office of the Registrar or Student Aid Alberta Service Centre 1-855-606-2096

Any loan documents received by the student must be signed by the Office of the Registrar to confirm full-time study (unless it is signed electronically). Program and period of study will also be verified. Once signed, the student must take the loan documents (along with two government issued identification documents) to the post office to be processed.

STUDENTS WITH A DOCUMENTED DISABILITY Student Loan – Schedule 4:

Completing the Schedule 4 allows students to access additional supports and funding. There are two options for funding:

1. *Canadian Access Grant for Student with Permanent Disabilities: a grant of up to \$2000 each year to help students meet education and living costs.*
2. *Canadian Study Grant for the Accommodation of Students with Permanent Disabilities: used to help students receive the appropriate supports and allows them to obtain the adaptive technology that they require.*

Any student with a disability applying for a student loan may contact the Counselling & Accessibility Services for help filling out a Schedule 4.

PERSONAL BANK STUDENT LOANS

Most major banks offer loans or lines of credit for full-time students. Although interest is charged and payable while attending school, this is an option for students who are not eligible for government student loans.

FINANCIAL AID

SPONSORSHIPS

The agencies listed below may provide financial assistance towards educational costs. It can take several months to obtain approval for sponsorship so it is recommended that students begin the process well in advance so it's in place by the start of their studies.

FIRST NATION EDUCATION AUTHORITY

Individuals may qualify for funding through their First Nation education authority. Contact your First Nation Education Counsellor for further information.

FREEHORSE FAMILY WELLNESS SOCIETY

Bill C-31 and Status Indians whose bands do not administer training funds may be eligible for sponsorship for post-secondary or UCEP training. Call the Freehorse office in Edmonton at 780-944-0172 or further information can be found at their website: www.freehorse.org

MÉTIS NATION OF ALBERTA

Individuals who are members of the Métis Nation and are enrolled in career programs may be eligible for funding. Contact the Project Development Officer at your nearest Region Office; in Edmonton office at 1-800-252-7553.

ALBERTA WORKS FUNDING

Alberta Works Funding enables students to pursue part-time and full-time studies while being funded by the Alberta Government. This program is designed to help people develop their employability skills so they are able to secure full time employment. You must be at least 18 years of age, have no previous training, be a resident of Alberta, be a Canadian citizen or permanent resident and show financial need. In some cases, Employment Insurance recipients may be eligible.

Deadlines to apply for funding:

Fall semester – June 30

Winter semester – TBA

Alberta Works funding is available for Academic Upgrading and Pre-Employment programs only.

For more information see a Student Advisor at the Office of the Registrar.

PASSPORT TO SUCCESS PROGRAM

Eligible applicants must be Keyano College students who are single parents with dependent children. Applicants must be enrolled in a certificate or diploma program and must be unable to access student loan programs without undue hardship. Please note that the amount of the award is intended to assist applicants with tuition and living costs and is based upon individual circumstances and the applicant's other avenues of support. For information and an application form please contact Counselling & Accessibility Services in person or by phone: 780-791-8934.

EMERGENCY STUDENT LOAN/VOUCHERS

Funds are available to students who experience emergency costs that are beyond their control. Depending on the situation the student can receive a loan to cover the emergency cost or a voucher. Please contact Counselling & Accessibility Services in person or by phone for more information: 780-791-8934.

HOT LUNCH PROGRAM

Chartwells gift cards are available to students to purchase a hot lunch. This program supports students who are short on funds and require support to purchase food. Please drop in to Counselling, Academic Office, Health Nurse, or Students' Association to receive lunch gift cards.

STUDENT AWARDS

Keyano College's Student Awards program provides financial support to eligible students in recognition of their academic achievement and financial need. The program is made possible through generous gifts from individual and business donors, community organizations, matching grants from the provincial government and the continuing efforts of the Keyano College Foundation.

VALUE OF AWARDS

The value of Keyano College's endowed awards is dependent upon the amount of interest earned each year. Therefore, the award amount is approximated. The College reserves the right to make any changes deemed necessary, without notice, including the cancellation of specified awards.

AWARDS, BURSARIES & SCHOLARSHIPS EXCELLENCE SCHOLARSHIPS

Students with an 80% average or higher (with no individual mark below a score of 70%) in five core Grade 12 courses will be granted an Excellence Scholarship. The scholarship is valued to the maximum tuition amount of \$3,986 for 2017/18. Scholarship recipients are responsible for paying associated fees (students' association, wellness & athletic, registration, health and dental, books, materials, and lab).

To be eligible for the Excellence Scholarship students must:

- Graduate from a high school within the Municipality of Wood Buffalo
- Achieve an average of 80% or higher (with no individual mark below a score of 70%) in five core Grade 12 courses.
- Be accepted and registered as a full-time student before August 15.
- Ensure Keyano College receives official transcripts from Alberta Education no later than August 15.

Average calculation will be based on five core Grade 12 subjects that are applicable to the program for which the student has applied. For further information please contact the Financial Aid & Student Awards Coordinator at 780-791-4894.

ENTRANCE AWARDS are for local high school students entering first-year, full-time studies in a Keyano College post-secondary program in the fall semester.

EXITING AWARDS are awards for students who are required to leave Keyano College in order to complete their program of studies (which is not available at Keyano College), at another post-secondary institution.

FALL AWARDS PROGRAM

SCHOLARSHIPS are cash awards given primarily in recognition of excellence in academic achievement. Keyano College scholarship recipients must have completed at least 80% of a full course load in their programs for the year the scholarship is assessed. International (Visa) students are eligible to receive scholarships.

BURSARIES are cash awards given to students on the basis of financial need and satisfactory academic achievement (minimum GPA of 1.7 or equivalent). Secondary requirements such as community/College involvement may also be considered. International (Visa) students are not eligible to receive awards based on financial need.

PRIZES are awards given in recognition of noteworthy accomplishments in a designated area of study. Prizes may be in the form of books, plaques, medals, or other gifts provided by the donor.

Deadline to apply for Fall Awards:
September 30, 2017

ATHLETIC AWARDS

Athletic awards are awarded to students who participate in ACAC and league sports. Please contact the Associate Athletic Director for more information.

STUDENT ATHLETE ENROLLMENT BURSARY

Athletes on Keyano College volleyball, basketball, cross country and soccer teams may qualify to receive a Student Athlete Enrollment Bursary upon successful completion of each full time academic term.

All Awards, Scholarships & Bursaries can be viewed on our website at keyano.ca/awards

STUDENTS' ASSOCIATION

STUDENTS' ASSOCIATION OF KEYANO COLLEGE (SAKC)

Clearwater Campus
Room CC 266
780-791-4877

Hours of Operation

Monday to Friday: 8:30 a.m. – 4:30 p.m.

SAKC executives work a flexible schedule, to accommodate their classes, so please check their office hours posted on the board in the hallway to find their availability if the door is closed.

STUDENT GOVERNING BOARD

The Student Governing Board is the governing body of the SAKC. Every big decision goes through the SGB, and the SAKC Executives are accountable to the Board.

The Student Governing Board is comprised of seven (7) elected Student Governors, and the Executive Council. The Student Governing Board meets monthly during the academic year. If you want to get involved with the Student Governing Board, please visit the SAKC offices located in CC266 for more information.

EXECUTIVE COUNCIL

The SAKC Executives are in charge of the day-to-day leadership of the Students' Association. The Executive Council is made up of the following elected positions:

- President
- Vice President of Student Affairs
- Vice President of Internal Affairs
- Vice President of External Affairs

Elections for executive positions are held prior to April 15th of the academic year.

If you are interested in becoming an elected executive member for the following academic year, please see current executives in office CC 266.

HEALTH & DENTAL PLAN

The Students' Association of Keyano College is proud to provide an extended Health & Dental plan to eligible students at Fort McMurray campuses. Students already covered by an alternate plan (through parents, work or spouse) may opt out by completing the required waiver form prior to the deadline date. Students on the plan may also purchase coverage for a spouse and/or dependents. See page 20 for additional information.

STUDENT MENTAL HEALTH COMMITTEE (SMHC)

The Student Mental Health Committee (SMHC) was established in 2013, funded by the Alberta Campus Mental Health Initiative (ACHMI). The Committee is designed

to facilitate wellness on campus with a major focus on Mental Health. Services offered by SMHC are: student-led foodbank, therapeutic Thursday events, Stress-Less Week Events, anti-stigma events, provide basic mental health training for students and/or faculty, act as a filter for volunteer opportunities for students on and off campus, and provide a wellness space that facilitates:

- Healthy alternatives to relieving stress
- Information about resources on and off campus
- A safe space to foster healthy relationships
- A rest area for students between classes and studying
- Hosting Mental Health Events

If you have interest in becoming a part of the committee please contact your Student Affairs Vice President at savp.sakc@keyano.ca.

USED BOOKSTORE

The SAKC operates a Used Bookstore located in Room CC178. Books are sold on a consignment basis, with the students selling the books setting the prices. This is a great place to shop for textbooks at a reduced cost as well as make a little extra money selling your already used books.

The Used Bookstore is open during the following months

- September
- January
- December
- April

After these times, students inquiring about books or wishing to drop off books for consignment can do so in King's Lounge or by appointment by calling 780-791-8978

LOCKERS

Lockers are available for students to rent for a nominal fee. If you wish to rent a locker, you can do so at the Used Bookstore or in the King's Lounge (when Used Bookstore is not open). Locks are supplied and are available on a first come, first served basis.

KING'S LOUNGE & PATIO

King's Lounge & Patio is owned and operated by the Students' Association. It is the home of pool tables, games, Netflix, pep rallies, snacks, alcoholic and non-alcoholic beverages. It is the one space on campus that students can call their own, meet friends, rest, relax and build their Keyano community. The SAKC also uses this space to host various events throughout the school year. If interested in working at the King's Lounge, please bring in your resume and class schedule.

Clearwater Campus
Room 179
780-791-8978

Hours of Operation

Monday – Friday: 10:00am – 8:00 pm
Saturday and Sunday: Closed

STUDENT AND COLLEGE RESOURCES

ATHLETICS

Syncrude Sport & Wellness Centre
Tel: 780-791-4852
Fax: 780-715-3929
athletics@keyano.ca

All registered Keyano College students receive complimentary access to all Huskies home games. In addition, these registered full-time Keyano College students have the opportunity to try-out and compete within the following intercollegiate sporting opportunities:

- Men's and Women's Volleyball
- Men's and Women's Soccer
- Men's and Women's Basketball
- Men's and Women's Futsal

To exercise the student right to tryout, intentions must be revealed to the program Head Coach or Associate Athletic Director in the first week of classes in September or the first week of January for the sport of Futsal.

The Huskies are members of the Alberta Colleges Athletic Conference and compete against 15 other institutions across Alberta and Saskatchewan. Athletes who are members of the volleyball, basketball, and soccer teams may be eligible for a Jimmie Condon Award and/or a Student Athlete Enrollment Bursary. The value of these awards will align with student awards policy.

Additional information can be obtained by contacting the Associate Athletic Director, 780-791-4852 or athletics@keyano.ca

BOOKSTORE

Clearwater Campus
Tel: 780-791-4960
Fax: 780-791-4998
bookstore@keyano.ca
keyano.ca/current-students/bookstore

Hours of Operation

Monday to Friday: 8:30 a.m. to 4:30 p.m.

The Bookstore provides textbooks and supplies, a wide variety of collegiate wear as well as snacks, gift items and school supplies. Parking Passes and RMWB bus passes are also available.

Printing credits can be added to student accounts in addition to the two pay stations available in the Student Commons and next to the Bookstore. User accounts are also available for visitors and students taking non-credit courses.

COUNSELLING & ACCESSIBILITY SERVICES

Clearwater Campus
Room 260
Tel: 780-791-8934
Fax: 780-791-4866

Hours of Operation

Monday to Friday: 8:30 a.m. – 4:30 p.m.
All services are free to Keyano students.

Counselling Services provides a safe and confidential environment with the goal to empower personal change through conversation. Personal counselling is available to students who need an opportunity to talk with a professional counsellor.

Drop in time are available Monday to Thursday from 12:00 to 4:30 p.m.

Accessibility Services is the central campus resource for students with disabilities. Reasonable accommodations are provided to students with disabilities to remove barriers to learning and provide equal access to a full range of programs.

SERVICES FOR STUDENTS

Learning Strategist:

Learning strategy appointments and sessions are available to students and are designed to enhance your learning potential.

Assistive Technology:

Adaptive technology appointments and sessions are available to students to assist with learning. For example, Read & Write Gold is a software program designed to create an audio version of your textbooks.

CONFIDENTIALITY

Information regarding a student's disability is confidential. Although faculty must be aware that a student requires accommodations, they will only receive specific information about the nature of the disability at the student's request. Information will not be released about a student's disability without his/her written authorization.

STUDENT AND COLLEGE RESOURCES

FINANCIAL SERVICES

Clearwater Campus
Cashier's Tel: 780-792-5722
Student Accounts Clerk Tel: 780-715-3940

Housing rent and tuition fees owing to Keyano College can be paid anytime 24/7 by online banking at the following financial institutions: TD, CIBC, RBC, Bank of Nova Scotia, BMO, ATB and Credit Unions. Make your payments by using the bill payment option available in your online banking. The full 9 digit student ID# must appear with the payment – eg. 000-555-555. Allow up to 3 working days for your payment to be processed. Please note that this is the only available option to pay your fees. If your financial institution is not listed, then the tuition fees can be paid by cash at the mentioned financial institutions. Instruct the bank teller to pay the bill to Keyano College which is listed as one of the vendors in their online bill payment system. You can also use Plastiq online payment services at Keyano. plastiq.com.

Online banking procedures:

1. Log in to your online banking at TD, CIBC, RBC, Bank of Nova Scotia, BMO, ATB or Credit Unions.
2. Select the option: “pay bills”
3. Select “add payee” and you will be prompted to enter payee name
4. Type in “Key” or “Keyano” and click search
5. Select one of the following options
 - Keyano College – Housing Rent
 - Keyano College – Credit Tuition Fee
 - Keyano College – Continuing Education
6. System will prompt for Payee Account – Type in your student number (the last nine digits of the student number, eg. 000-555-555)
7. Follow system prompts to complete payment.

FOOD SERVICES

Clearwater Campus
Tel: 780-791-4878
keyano.ca/catering

Hours of Operation

Monday to Thursday: 6:00 a.m. to 6:30 p.m.
Friday: 6:00 a.m. to 4:00 p.m.

Food Services is located in Elements Dining at the Clearwater Campus.

Breakfast and lunch service is available, as well as daily specials and a full line of hot and cold beverages. Catering for large and small functions is available. For part-time student employment opportunities, please see the manager with your resume. There is no meal plan for students; food is paid for on an individual basis. We offer reloadable zipthru cards. See dineoncampus.ca/Keyano for more details.

HEALTH SERVICES

Clearwater Campus
Next to Bookstore
Tel: 780-791-4808
Fax: 780-715-3944
health.services@keyano.ca

Hours of Operation

Monday to Friday: 8:30 a.m. – 4:30 p.m.

The College Nurse provides confidential walk-in, on-campus healthcare that includes health education and promotion with a wellness focus.

Services include:

- Assessment and nursing care for all illnesses
- Health education, health counselling and promotion
- First aid and emergency treatment
- Referrals to doctors, dentists, etc.
- Pregnancy testing
- Blood pressure monitoring
- Blood sugar testing
- Assessment of and possible provision of short term procedures (dressing change, suture removal, etc.)

Health Services on campus are free to students. Students with medical problems are encouraged to inform the nurse so that she may assist them more effectively should a problem arise. It is the student's responsibility to ensure that he/she has valid coverage under a provincial health plan. Students who need assistance in registering with this plan are encouraged to stop by Health Services and speak to a staff member or call Alberta Health Care Insurance Plan (AHCIP) toll free 310-0000 then 780-427-1432.

STUDENT AND COLLEGE RESOURCES

HOUSING

Keyano College provides both single and family residences for full time students only. It is your home away from home.

For housing enquiries:

Keyano College Housing Departing
Clearwater Hall 9809 King Street
Fort McMurray, AB T9H 1L3
Tel: 780-791-4926
Fax: 780-791-4880

GENERAL RESIDENCE GUIDELINES:

- Students are advised to apply well in advance of their program start date as housing is assigned on a first come first serve basis.
- Full payment is required along with the damage deposit is required to move into single student housing, while rent is paid on a month-to-month basis for family housing, plus a damage deposit upon move-in.
- Before applying, please read the following information regarding some basic rules and regulations affecting students who choose to access housing services. It is important to consider possible lifestyle changes while you are living as a student in a college housing environment. These basic housing rules are enforced on a strict basis.
 - All student housing (single and family residences) is smoke free
 - Firearms are not permitted on premises
 - Pets are not allowed
- You will be required to sign a Tenancy Lease agreement and a Student Code of Conduct agreement, which outlines your responsibilities and provides you with detailed housing rules and regulations.
- Students requesting single student housing must have an annual income of less than \$50,000/year, while students requesting family housing must have an annual income of less than \$120,00/year combined. You may be required to submit documentation confirming this information prior to being accepted.

SINGLE RESIDENCE OPTIONS:

Clearwater Hall

Each furnished suite contains six private locking single bedrooms, a kitchen, storage room, living room and three bathrooms. You have your own private locking bedroom and share the kitchen/living room area as well as the washrooms with your roommates. Each unit has a cable TV outlet in the common area, however TV's are not provided. Each unit has wireless internet and hook-ups for your phone and cable. Laundry facilities are located on-site.

Riedel Place

These units consist of three and four bedroom townhouses. Each unit is furnished. They are located off but close to shopping centers, bus stops and grocery stores. You have your own private locking bedroom and share the kitchen/living room area as well as the washrooms with your roommates. Each unit has hook-ups for your phone and cable and internet. Laundry facilities are located on-site.

Penhorwood Townhouses

These units are the newest addition in single student housing. These units are located adjacent to Keyano College and beside the Syncrude Sport and Wellness Centre. Each unit consists of three to six private locking bedrooms, a kitchen, storage, a living room, two to three bathrooms (depending on unit size), parking and in-suite laundry. Each bedroom has hook-ups for phone, cable and internet.

Please note that single student residences do not provide any personal items. Items such as linens (bedding and towels), dishes, pots and pans, cleaning supplies, paper products (toilet paper, paper towels), etc. are the student's responsibility.

FAMILY RESIDENCES OPTIONS

Riedel Place

Riedel Place is located off campus, at 8820 Franklin Avenue, approximately 1.5 km away from the Clearwater Campus. These townhouses all offer three bedrooms and a basement. This complex is on a main city transit route and is within walking distance of schools, shopping facilities, restaurants and other amenities. All units are unfurnished, although each unit comes equipped with a fridge and stove. Laundry facilities are located on-site within the complex.

Penhorwood Townhouses

Penhorwood Place is situated at 9914 Penhorwood Street, approximately 0.5 km from the Clearwater Campus. It is within walking distance of the College and the Syncrude Sport and Wellness Centre. Penhorwood Place consists of two and three bedroom townhomes with various floor plans. All units are unfurnished, although each unit comes equipped with a fridge, stove, washer and dryer.

SINGLE & FAMILY RESIDENCE RENTAL RATES

Please refer to keyano.ca/StudentLife/Housing for current rental rates.

NOTE -- fees are subject to change without notification.

STUDENT AND COLLEGE RESOURCES

INFORMATION TECHNOLOGY SERVICES (ITS)

Clearwater Campus
CC182
Tel: 780-791-4965
its.helpdesk@keyano.ca

Hours of Operation

Monday to Friday: 8:30 a.m. – 4:30 p.m.
(excluding statutory holidays)

ITS provides the following services to students:

- Computer access in computer labs and the Info Common
- Student email
- Bring your own device (BYOD) functionality (accessing Keyano computer labs anywhere and from any device)
- Wireless Internet Access on campus
- Printing services
- Access to the Microsoft Office suite of products for personal computers and devices

Additional information about the services that we provide can be found at <http://www.keyano.ca/its>

KEYANO THEATRE AND ARTS CENTRE

Clearwater Campus
780-791-4930
Box Office: 780-791-4990

The Keyano Theatre & Arts Centre has been the centre for arts and culture in the region for over 36 years. Keyano Theatre & Arts Centre boasts two outstanding theatrical venues: the 600-seat Mainstage and the 200-seat Recital Theatre.

Keyano Theatre Company (KTC) offers a four-play subscription season directed, designed and managed by professional artists while engaging our own community actors. With an emphasis on producing a quality product while offering patrons a wide variety of performances, Keyano Theatre Company will continue to present exciting entertainment.

Keyano Theatre & Arts Centre also features the Syncrude Arts Alive series with outstanding performances throughout the year. Past performers include such artists as Michelle Wright, Rick Mercer, George Canyon, and Natalie MacMaster. Join us each month (Sept to June) for Reel Performances, as we present special screenings from the Toronto International Film Series (TIFF).

There are many volunteer opportunities with The Keyano Theatre and KTC, onstage, behind the scenes and in our lobby during performances. Drop by our office or call 780-791-4930 for more information.

Tickets for our performances are available at the Keyano Box Office located in the Theatre lobby or by calling 780-791-4990.

For online purchases and information about upcoming shows visit our website at: keyano.ca/theatre.

LIBRARY

Clearwater Campus
Room 166
Tel: 780-791-4917
circulation.services@keyano.ca

Hours of Operation (Academic year)

Monday to Thursday: 8:30 a.m. – 7:00 p.m.

Friday: 8:30 a.m. – 4:30 p.m.

Saturday: 12:00 p.m. – 4:00 p.m.

Closed Sundays and all statutory holidays.

Please see the Library webpage for details:
keyano.ca/services/library

The Library offers research help, quiet study space and a computer lab for student use. The Library also offers the following resources:

- Books, magazines, print and online journals/articles
- One-on-one research help
- Newspapers, and videos/DVDs (library use only) to borrow
- Computers, printing, photocopying and scanning

ONLINE AND OFF-CAMPUS SERVICES:

- Online database searching (newspapers, magazines and journal articles)
- Library catalogue
- Renew your books
- TAL (The Alberta Library) Card

Library services are free to Keyano College students with a valid student ID card. Fort McMurray residents can borrow from the Library using a TAL card.

STUDENT AND COLLEGE RESOURCES

OFFICE OF THE REGISTRAR

Clearwater Campus
Room 167
Tel: 780-791-4801
Fax: 780-791-4952
registrar@keyano.ca

Hours of Operation

Monday to Wednesday & Friday 8:30 a.m. – 4:30 p.m.
Thursday 10 a.m. - 4:30 p.m.

Extended hours may be available during peak times – please visit keyano.ca/academics/officeoftheregistrar for details.

The Office of the Registrar provides academic support services to students, faculty, administrators and staff through supporting the mission of Keyano College. We are committed to maintaining the confidentiality, integrity, and security of students' academic records. In addition to housing and maintaining student academic records the Office of the Registrar offers the following services:

ACADEMIC ADVISING

Student Advisors are available to provide guidance to students seeking information on credit programs, admission requirements, and how to apply for admission. The advising team also offers assistance in choosing courses and transferability of courses and programs.

STEP Services:

Are you new to Keyano and overwhelmed? STEP services is designed to assist you in navigating the college experience and locating resources available to you.

- Initial screening interview
- Classroom Support
- Individual Service Plan outlining educational accommodations
- Assistance with request for funding for assessment and exceptional educational costs Counselling (educational, self-advocacy, career and financial)
- Academic advising
- Writing Centre

STUDENT AWARDS, SCHOLARSHIPS, BURSARIES & STUDENT LOANS

The Financial Aid and Awards Coordinator is available to provide guidance and information to students about our different funding options as well as our Student Awards

TRANSCRIPTS

Academic transcripts are maintained by the Office of the Registrar. Transcripts can be issued upon receipt of a signed written request. The office will release official transcripts only when students have met all their financial obligations to Keyano College.

CONFIRMATION OF ENROLLMENT LETTERS

Students may obtain a letter from the Office of the Registrar verifying their enrollment as documentation for student discounts, insurance, loan deferments or other purposes. The request must be made in writing and must indicate the student's name, address, phone number, and student identification number as well as the information to be released, the reason for the release and the location to which the letter should be sent.

The Office of the Registrar also:

- Processes Credit and Continuing Education registration (drop/add)
- Processes address and name changes
- Provides parchments and parchment replacement
- Processes Applications to Graduate
- Monitors end of term grade process
- Coordinates yearly convocation

SECURITY SERVICES

Clearwater Campus
Room 153
Tel: 780-791-4911 or pick up any red telephone for direct access to Security.

Security Officers can be reached 24 hours a day for information regarding any of the services listed below:

- General Information
- Lost & Found
- Access Control
- Complaint Investigations
- Public Safety
- Emergency Medical Transportation
- Safewalk Program
- Personal Security Counselling

The goal of Security Services is to provide a safe and secure environment for students and staff.

SKILL CENTRE

Clearwater Campus
Room 119
Tel: 780-792-5620
skill@keyano.ca

The Skill Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects, get new perspectives on learning from our tutorial staff or make use of the Centre's educational resources. The Skill Centre provides academic support services to students registered in credit programs at Keyano College in the forms of tutoring, writing support groups, facilitated study groups, workshops and study space.

STUDENT AND COLLEGE RESOURCES

TUTORIAL ASSISTANCE

The goal of the tutoring program is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Skill Centre to visit with any of our tutors to discuss their academic concerns.

Tutors are available:

Monday to Friday: 8:30 a.m. – 4:30 p.m.

Evening and weekend hours are posted in the Skill Centre and subject to tutor availability.

INDIVIDUAL AND GROUP STUDY SPACE

The Skill Centre is open for independent study during regular College hours. The Centre offers a large common room, a multimedia room equipped with a SMART board for small group use, computers and a printer/copier.

SUPPLEMENTAL INSTRUCTION AND FACILITATED STUDY GROUPS

Supplemental Instruction (SI) is a structured and facilitated study group offered as an optional support to specific courses. SI helps students to master their course material with organized activities that explore the course content.

The Skill Centre can assist students to form and conduct their own effective study groups. There is a conference room available in the Skill Centre that can be booked for group use. Tutors are available to support your study groups with course content and collaborative learning techniques. Drop in to the Skill Centre to discuss how we might assist you.

PEER TUTOR PROGRAM

Peer tutors are an integral part of the tutoring team in the Skill Centre. Peer tutors are chosen from Keyano's student population based on academic achievement and instructor recommendation. Peer tutors work on a part-time basis, scheduled to be flexible around their coursework and college commitments. Please drop by the Skill Centre if you are interested in employment as a peer tutor.

TESTING SERVICES

Clearwater Campus
Bob Lamb 152
Tel: 780-791-4838
testing.services@keyano.ca

EXAM SUPERVISION

Testing Services provides supervised exams in a quiet testing environment for Keyano College, eCampus and external students. The Testing Centre has multiple testing rooms for both paper and online exams.

Testing Services Guidelines are available at the Testing Centre, Office of the Registrar and online at keyano.ca/TestingServices

KEYANO COLLEGE TESTING CENTRE

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

Specialized Testing:

- BSO (Basic Safety Orientation)
- CSTS 09 (Construction Safety Training System)
- WHMIS (Workplace Hazardous Materials Information)
- GED (General Education Development Test)
- Skills and Competency Assessments
 - TOWES (Test of Workplace Essential Skills)
 - DAT (Differential Aptitude Test)
 - Frontline Supervisory Assessment
- TOEFL iBT
- CELPIP (Canadian English Language Proficiency Index Program)

For more information phone 780-791-4838 or email testing.services@keyano.ca.

SPORT & WELLNESS DEPARTMENT

The Keyano College Sport & Wellness Department is housed in the Syncrude Sport & Wellness Centre.

It is home to Huskies Athletics, Alberta Sport Development Centre, Be Fit for Life Centre, Shifting to Wellness, and provides all the sport and fitness programming for staff, students and community within the Sport & Wellness Centre.

STUDENT AND COLLEGE RESOURCES

SYNCRUDE SPORT & WELLNESS CENTRE

ACCESS & MEMBERSHIP

Tel: 780-791-7792

keyano.ca/sport-wellness

Hours of Operation

Monday to Friday: 5:00 a.m. – 11:00 p.m.

Saturday & Sunday: 8:00 a.m. – 10:00 p.m.

Holidays: Please visit keyano.ca/sport-wellness

The Syncrude Sport & Wellness Centre (SSWC) is a multi-use sport and wellness complex situated on the Clearwater Campus of Keyano College. The Centre welcomes students, staff and faculty along with local residents and community visitors. We are proud to be the home of Huskies Athletics.

Within the Centre the Sport & Wellness Department provides people with quality and diverse sport and wellness opportunities through education, training, programming and facilities. They provide a mixture of structured and casual sport and wellness opportunities that embrace the needs of Keyano College, residents of the Regional Municipality of Wood Buffalo (RMWB), as well as local, regional and provincial sporting organizations.

The Sport & Wellness Department is committed to:

- Providing a safe and welcoming environment within our facility.
- Providing programs and services that promote individual and community development.
- Providing adult and youth programming initiatives that promote healthy and active lifestyles.
- Providing high performance training for those athletes wanting to pursue athletics at an elite level.
- Continuing the commitment of Keyano College to provide excellent education training and services.

Full-time credit students wishing to activate their membership are required to provide evidence of their full-time status as well as their student card for programming. Part-time credit students are required to pay an additional fee for their membership following the provision of evidence of enrollment and presentation of their student card. Online students do not qualify for membership discounts.

ABORIGINAL EDUCATION & REGIONAL STEWARDSHIP

REGIONAL PROGRAMS

The Adult Learning Centres in Fort McKay, Gregoire Lake, and Janvier provide their communities with a place, in the community, to research educational and career opportunities and enroll in programs. At the Centres, Keyano College provides customized community programming, student and career services, and virtual access to programs from a wide range of post-secondary institutions and schools. Experienced and knowledgeable staff are available to assist learners and to facilitate program delivery in the community.

Janvier Learning Centre is located within the beautiful log community multiplex on the reserve lands of Chipewyan Prairie First Nation.

Gregoire Lake Learning Centre is located on the reserve lands of Fort McMurray First Nation #468 on the shores of the Gregoire Lake. It serves community members from both Fort McMurray First Nation #468 and the nearby community of Anzac.

Fort McKay Learning Centre is located within the community of Fort McKay and serves community members and visitors from the surrounding area.

For further information about the facilities or programs off at the regional centres, contact:

Janet Lowndes
Chair: Aboriginal Education & Regional Stewardship
780-791-8967 or 780-791-4982

FORT CHIPEWYAN CAMPUS

Keyano College has a strong commitment to Aboriginal Education and has been involved with the community of Fort Chipewyan since 1976. The staff and campus are open and ready to support Community Adult Learning, High School Equivalency, Post-Secondary, and Employment Training Programs. Short non-credit general interest courses are delivered each semester. Community driven programming plays a key role in enhancing educational opportunities and developing capacity in the community of Fort Chipewyan.

For further information regarding Fort Chipewyan Campus, contact:

Michael Becker
Manager, Fort Chipewyan Campus
School of Career and Education Access
780-697-3767

ADULT LITERACY PROJECTS

Keyano College provides Community Adult Literacy Programs (CALP) to Fort McMurray and region at the Fort Chipewyan Campus, Community Learning Centres, and Regional Stewardship offices. Call 780-791-8967 to find the location closest to you.

SCHOOL OF CAREER AND EDUCATION ACCESS

Keyano Colleges School of Career and Education Access is committed to the highest standards of professional programming, reflecting industry needs and educator best practices. In collaboration with partner institutions and national industry organizations, the School of Career and Education Access offers quality, accredited programs leading to nationally recognized professional certifications and designations.

Programs & Services include:

- Computer Training
- Construction Management
- Contract Development & Administration
- Driver Safety Training
- Asset Planning & Management
- Maintenance Management Professional
- Online Learning
 - Occupational Health & Safety (UNB)
 - Asset Planning & Management
 - SAGD (Steam Assisted Gravity Drainage)
 - Other online partners

- Personal Enrichment
- Pre-hospital Care
- Primavera
- Professional Bookkeeping
- Professional Business Communications
- Project Management
- Rope Access Training
- Safety Training
- Strategic Leadership in Action
- Supply Management
- Testing Services
- University of Alberta MBA
- Workplace Trainer

These programs range in length and are offered on a part-time basis to all adults 18 years of age or older, unless specifically advertised for children.

To view the complete School of Career and Education Access Calendar go to keyano.ca/Access

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

LINC is an English language training and settlement program funded by Immigration, Refugees and Citizenship Canada (www.cic.gc.ca) that is offered at Keyano College. LINC classes are designed to assist with cultural, social and economic understanding to help newcomers settle more quickly and easily into Canadian society. Keyano College currently offers part-time LINC instruction (12 hours per week) from low beginner to upper intermediate levels (Canadian Language Benchmark levels 0-6).

Who Can Take LINC?

Permanent Residents or Convention Refugees, 18 years or older. To apply, visit the LINC office at Keyano College with proof of immigration status.

About Classes:

- 12 hours a week, offered in the mornings, afternoons, and evenings (Monday – Thursday), depending on class availability
- Classes run from September until June
- New students are accepted into classes on the first Monday of every month
- Class sizes are limited
- Classes focus on the development of English speaking, reading, writing and listening skills
- Classes also include field trips, guest speakers and the sharing of cultures
- Basic computer classes are included as part of LINC Curriculum

Curriculum:

The LINC Program incorporates Portfolio-Based Language Assessment with a theme-based curriculum. Themes include information about Canada including: employment, education, food and nutrition, consumer information, housing and neighborhood issues, healthcare, recreation and entertainment.

Expected Outcomes:

- Improve language skills
- Improve literacy
- Increase knowledge of life in Canada
- Enhance interaction skills
- Increase self-esteem

For more information, please visit keyano.ca/LINC, email English@keyano.ca or call 780-792-5706

ABORIGINAL ENTREPRENEURSHIP

SPONSORED BY:



• CERTIFICATE

The Aboriginal Entrepreneurship program is a business development program designed to provide prospective entrepreneurs the skills, knowledge, and background they need to start a business. The program provides structural supports to students to help them develop their own business ideas. By the end of the program, a student will have researched and analyzed the viability of their business ideas and created a detailed business plan suitable to support business loan applications. They will also have learnt a process they can use to investigate the viability of future business ideas.

Current business owners looking to expand operations and employees responsible for supporting business development will also find the program beneficial. Current business owners who wish to focus on specific areas of their business operations may take individual courses in their area of interest.

The program is proud of its aboriginal content and the fact that it provides opportunities for all students to develop a better understanding of the aboriginal business context and aboriginal business community within their area. The aboriginal entrepreneur benefits from the increased focus on the aboriginal context and the fact the model parallels that of aboriginal business development models. Graduates are referred to business incubators and business networks, especially those within the aboriginal business community.

Online Courses To make the program accessible to students from anywhere who want to study at times suited to their lifestyle, the program is offered online in an anytime/anywhere format.

Admission Requirements

- Applicants must possess an Alberta High School Diploma or equivalent or mature student status.
- Mature students (students who are 21 years or older) are encouraged to apply. They may be admitted as special students with a recommendation from a current employer, oil sands industry, or other workplace experience, or based on current entrepreneurial ventures.

All applicants must meet with the Chair to be accepted into the program, must have internet access and must have access to computers capable of running business operating systems. Mac laptops are not capable of supporting the accounting software.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

Program of Study

COURSE	COURSE TITLE	CREDITS
		30
ABEN 100	Starting Your Own Business	3
ABEN 103	Communications	4
ABEN 106	Marketing for New Business Ventures	3
ABEN 109	Personal/Management Skills	3
ABEN 112	Finance for Aboriginal Business	3
ABEN 115	Small Business Accounting and Bookkeeping	5
ABEN 118	Business Law	3
ABEN 121	Human Resource Issues	3
ABEN 124	E-Commerce for Small Business	2
ABEN 127	The Business Plan	1

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Lisa Turner, Chair
780-791-4973
lisa.turner@keyano.ca

TO APPLY

Office of the Registrar

Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801
1-800-251-1408
keyano.ca

School of University Studies, Career Programs & Academic Upgrading

ACADEMIC FOUNDATIONS

• CERTIFICATE

Suspended, not accepting applications for 2017-2018.

The Academic Foundations program offers adults the opportunity to upgrade to the Grade Nine equivalency. There are three levels to choose from: Entry (Adult Literacy), Intermediate and Advanced. Placement is based on the individual applicant's skills and knowledge. All three levels are available on a full or part-time basis. Upon completion, students may continue in the College Preparation program or qualify for admission into Career or Trades programs or enter the workplace.

ENTRY LEVEL

The Entry level of Academic Foundations builds student's functional literacy skills in math, writing, reading, and computers to a grade 5.5 equivalency level. Each student has a personal education plan, which is tailored to address his or her unique needs. Small group, one-on-one instruction, and a wide variety of reading materials are used to accommodate the particular needs and interests of each student.

Students may join the Entry level in September or January.. A student will reach a grade 5.5 equivalency in 10-20 months. Students beginning with long term literacy issues, such as those having learning disabilities or starting school with no literacy skills, may require additional time to complete this level upon recommendation of the instructor and chair.

Potential graduates of the Entry level will be individually assessed and placed into appropriate Intermediate levels of math and language arts. Progression may take place in December or April.

Program of Study

COURSE	COURSE TITLE	CREDITS
AFM 006	Entry Level Math	6
AFL 006	Entry Level Language Arts	9

Graduation Requirements

Upon successful completion of the Entry level of Academic Foundations (attainment of a Pass (P) grade), students will receive an Academic Foundations Literacy Certificate.

INTERMEDIATE AND ADVANCED

The Intermediate and Advanced levels each operate on a semester basis with intakes in September or January. Courses at these levels offer adults language arts and math instruction between a grade 5.5 and 9 equivalency.

Graduates of the Advanced level may progress to College Preparation

Admission Requirements

Students wishing to enter the program should contact the Office of the Registrar to decide on an appropriate entry level.

English Language Proficiency

English Language Proficiency is not applicable, however all students applying to this program will be required to complete a Keyano College Placement Assessment.

Admission Process

See Application Procedures on page 10.

Graduation Requirements

Prospective graduates of the Advanced level of Academic Foundations must have:

- A minimum grade of 60% in both Advanced Language Arts 009 and Advanced Math 009.
- A passing grade (P) in Communications 005 and any two other 005 level Student Success Seminars.

Graduates of the Advanced level of Academic Foundations will receive an Academic Foundations Grade IX Equivalency Certificate..

Program of Study

COURSE	COURSE TITLE	CREDITS
AFM 006	Entry Level Math	6
AFL 006	Entry Level Language Arts	9
AFM 007	Intermediate Math	6
AFL 007	Intermediate Language Arts	9
AFM 009	Advanced Math	6
AFL 009	Advanced Language Arts	9

Graduation Requirements

Upon successful completion of the Entry level of Academic Foundations (attainment of a Pass (P) grade), students will receive an Academic Foundations Literacy Certificate.

ACADEMIC FOUNDATIONS

STUDENT SUCCESS SEMINARS

All Academic Foundations students are required to take at least three 005 courses in order to graduate from the program.

COURSE	COURSE TITLE	CREDITS
ADD 005	Addictions: Chemical Dependency	2
COM 005	Communications Skills	2
COMP 005	Computers	2
JOB 005	Job Skills	2
LIF 005	Healthy Lifestyles	2
PAR 005	Parenting Skills	2
PRO 005	Problem Solving: Critical Thinking Skills	2
STR 005	Stress and Time Management	2
SUR 005	Academic Survival Skills	2

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Clearwater Campus and Regional Learning Centres

Lisa Turner, Chair
790-791-4973
lisa.turner@keyano.ca

Fort Chipewyan

Michael Becker, Manager
780-697-3767

TO APPLY

Office of the Registrar

Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

ART AND DESIGN

• CERTIFICATE

Whether you are communicating a marketing idea as a graphic designer or an abstract concept as a fine artist, everyone in a creative field starts by studying the Visual Fundamentals.

Acquire the skills necessary for a career in a creative field such as:

- Architecture
- Graphic Designer
- Illustrator
- Art Teacher
- Art Therapist
- Interior Design
- Animator or Concept Artist

Keyano College allows you to study in a small setting with highly qualified faculty in a world class studio setting.

Gaining experience in areas like Printmaking, Drawing and Design fundamentals in a one year program is unique in Alberta and will help you develop a comprehensive portfolio.

Admission Requirements

- a. High School Diploma, or equivalent, with a grade of 60% in English 30/30-1 or permission of the Chair.
- b. Mature students (students who are 21 years or older) must have a grade of 60% in English 30/30-1 or permission of the Chair.

No portfolio is required for admission into the program.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

Transferability

Students who complete the Art & Design program may be eligible to transfer into year two of a Bachelor of Fine Arts or Bachelor of Design degree at the Alberta College of Art and Design. For those choosing to study at another school, all of the Art and Design courses transfer to any number of degree programs at post-secondary institutions in Canada.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		15
ART 232	Visual Fundamentals I	3
ART 240	Introductory Drawing I	3
ART 324	Introductory Relief Printmaking	3
ARTH 101	Introduction to the History of Art I	3
ENGL 124	Literary Analysis	3
Year 1: Term II (January – April)		15
ART 101	Print through Drawing	3
ART 233	Visual Fundamentals II	3
ART 340	Introductory Drawing II	3
ARTH 102	Introduction to the History of Art II	3
ENGL 121	Literature in Historical Perspective	3

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Louis Dingley, Chair
780-791-4832
louis.dingley@keyano.ca

TO APPLY

Office of the Registrar

Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801
1-800-251-1408
keyano.ca

BUSINESS ADMINISTRATION

ACCOUNTING AND MANAGEMENT

- CERTIFICATE
- DIPLOMA

Clearwater Campus

The Business programs provide many employment and entrepreneurial opportunities.

Admission Requirements

- a. High School Diploma, or equivalent, with:
 - A minimum of 60% (C-) in Math 30-1 or 65% (C-) in Math 30-2 and
 - A minimum of 60% (C-) in English 30/30-1 or 65% (C-) in English 33/30-2
- b. Mature students (students who are 21 years or older) may be admitted by:
 3. the completion of the above Math and English courses only (with the grades specified) or
 4. pass mark on the College Entrance Test (Contact the Office of the Registrar at 780-791-4801 to arrange to write this exam) or
 5. apply as a "Special" student. Special students may take up to four courses (one per term) without meeting the Admission Requirements.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency, students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

Admission to a Business Administration program does not guarantee course registration in limited enrollment courses.

Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at transferalberta.ca.

Students who intend to seek a degree should contact the Chair of Business Administration for information on how to transfer to the following institutions.

1. **NAIT, Edmonton, AB**
Bachelor of Business Administration
Please see page 60 for more information.
2. **Athabasca University, Athabasca, AB**
Bachelor of Commerce
Bachelor of Management
3. **Concordia University, Edmonton, AB**
Bachelor of Commerce
Bachelor of Management
4. **Grant MacEwan University, Edmonton, AB**
Bachelor of Commerce
5. **University of Lethbridge, Lethbridge, AB**
Bachelor of Management
6. **Okanagan College, Kelowna, BC**
Bachelor of Business Administration
7. **Royal Roads University, Victoria, BC**
Bachelor of Commerce
(Entrepreneurial Management)

Articulation Agreements

Office Administration Program

Specific courses in the Office Administration Certificate and Diploma programs are treated as equivalents to some first year Business courses. Please contact the Program Chair for details.

ACCOUNTING

This program is designed specifically for students who intend to pursue a career in accounting. Students may study part-time or full-time with day or evening courses.

Students in the Accounting program have two alternative streams of study. They may:

1. Study for the Bachelor of Administration, Bachelor of Management or Bachelor of Commerce degree (while also earning their Certificate and Diploma). These students would then (normally, but not necessarily) seek a professional accounting designation. The designations available are:
 - Chartered Accountant (CA)
 - Certified General Accountant (CGA)
 - Certified Management Accountant (CMA)
2. Study for the Certificate and Diploma in Accounting without intending to seek a university degree or an accounting designation. (Graduates of this stream would normally work in Accounts Payable, Accounts Receivable, Treasury, or as bookkeepers in a small or medium sized business.) Professional accounting societies now require a university degree in order to attain a professional accounting designation.

BUSINESS ADMINISTRATION

Accounting

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate Term I (September - December)		15
BUS 100	Business Communications	3
BUS 103	Introductory Business Computing	3
BUS 110	Business Mathematics	3
BUS 130	Introductory Accounting	3
BUS 239	Marketing	3
Year 1: Certificate Term II (January – April)		15
BUS 101	Report Writing and Presentations	3
BUS 102	Interpersonal Skills for Business	3
BUS 111	Statistics I	3
BUS 131	Introductory Accounting II	3
BUS 191	Management	3
Year 2: Diploma Term I (September - December)		16.5
BUS 204	Accounting Software Applications	3
BUS 230	Intermediate Financial Accounting I	3
BUS 233	Management Accounting I	3
BUS 263	Business Simulation	1.5
BUS 270	Organizational Behaviour	3
ECON 101	Micro-Economics	3
Year 2: Diploma Term II (January – April)		16.5
BUS 231	Intermediate Financial Accounting II	3
BUS 232	Corporate Finance	3
BUS 234	Cost Accounting II	3
BUS 260	Business Law	3
BUS 264	Integrated Case	1.5
ECON 102	Macro-Economics	3

MANAGEMENT

This program provides a comprehensive introduction to, and study of, the concepts, principles and practices of business, marketing and management. The program is intended for students who seek a career in business without the specialization of the Accounting program. Students may study part-time or full-time with day or evening classes.

Management

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate Term I (September - December)		15
BUS 100	Business Communications	3
BUS 103	Introductory Business Computing	3
BUS 110	Business Mathematics	3
BUS 130	Introductory Accounting	3
BUS 239	Marketing	3
Year 1: Certificate Term II (January – April)		15
BUS 101	Report Writing and Presentations	3
BUS 102	Interpersonal Skills for Business	3
BUS 131	Introductory Accounting II	3
BUS 191	Management	3
ELECTIVE***		3
Year 2: Diploma Term I (September - December)		16.5
BUS 233	Management Accounting I	3
BUS 270	Organizational Behaviour	3
BUS 263	Business Simulation	1.5
ECON 101	Micro-Economics	3
ELECTIVE		3
ELECTIVE		3
Year 2: Diploma Term II (January – April)		16.5
BUS 232	Corporate Finance	3
BUS 260	Business Law	3
BUS 264	Integrated Case	1.5
BUS 299	Strategic Management	3
ECON 102	Macro-Economics	3
ELECTIVE		3

***Students who intend to proceed to a university degree must take BUS 111, Statistics I. Approved electives may be taken by all other students. Please contact a Student Advisor for available approved electives.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Chair | 780-791-8952

TO APPLY

Office of the Registrar, Keyano College
8115 Franklin Avenue, Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408 | keyano.ca

School of University Studies, Career Programs & Academic Upgrading
BACHELOR OF BUSINESS ADMINISTRATION



• **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

Clearwater Campus

Students can complete years three and four of the Bachelor of Business Administration (Management) degree in collaboration with NAIT.

Transfer institutions accept a limited number of students to the Bachelor of Business Administration program. Successful transfer is based on proper course selection, credit hours completed, grade point average (GPA), and other requirements.

Admission to Year 1:

See Administration requirements for Keyano Business Administration Diploma (Page 58). Apply to Keyano.

Admission to Year 3:

Completion of a Business Administration diploma program with a GPA of 2.3. Students must apply directly to NAIT for admission to 3rd and 4th year.

Students need to graduate with passing grades in all courses. The minimum grade that will be considered a pass will be a C- to receive their degree.

Progression Criteria:

To be promoted into the fourth year of the program, you must have successfully completed all third year course requirements.

Suggested pattern:

COURSE	COURSE TITLE	CREDITS	HOURS
Year 3 - Semester 1		18	24
COMM3321	Critical Reading and Writing		
ETHC3311	Ethics Fundamentals		
OPMG4404	Operations Management (BUS296 – Missing in diploma)		
PMGT2220	Introduction to Project Management		
SMGT3356	Advanced Strategic Management		
Year 3 - Semester 2		15	20
CMIS3350	E-Commerce		
ECON3340	Business and Its Environment		
ENTR4463	Entrepreneurship and New Venture Creation		
LEAD3300	Leadership		
MGMT3313	Public Administration		
Year 4 - Semester 1		18	24
CMIS4450	Managing the Information Technology Portfolio		
MARK4465	Marketing Management		
MGMT4425	Organizational Theory & Design		
MGMT4419	Change Management		
HRMT 4440	Negotiation and Conflict Management		
Year 4 - Semester 2		18	24
SMGT4451	Supply Chain Management		
SMGT4460	International Business		
SMGT4470	Selected Topics in Business		
Elective	TBD		
Elective	TBD		

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Chair
 780-791-8952

TO APPLY

Office of the Registrar
 Keyano College
 8115 Franklin Avenue
 Fort McMurray, AB T9H 2H7
 780-791-4801 or 1-800-251-1408
 keyano.ca

COLLEGE PREPARATION

• DIPLOMA

Clearwater Campus

The College Preparation program is tailored to meet the needs of adults who wish to upgrade their academic education to a level that will allow them to enter apprenticeship, technical, career or university programs or to gain employment entry skills. The program consists of selected subjects and skill development at the Grade 10, 11, and 12 equivalency levels. Students can complete courses on a full-time or part-time basis. Most courses are offered during the day but there are some evening options as well. Courses can be taken in a face-to-face environment or in a real-time online learning environment from an outlying area. (dependent upon enrollment and student needs.) Prospective students should meet with the student advisors to discover the opportunities available in Academic Upgrading.

Admission Requirements

Students wishing to enter the program should meet with a Student Advisor, Counsellor, or the Program Chair in order to clarify their career goals. Students can be admitted and placed within the program based on:

1. Successful completion of the Academic Foundations Certificate (minimum grade of C- in both AFM 009 and AFL 009), or
2. Transcript marks indicating successful completion of a program equivalent to an Alberta Education Grade 9 or higher, or
3. Completion of an Academic placement assessment demonstrating skill levels at or above the Grade 10 level.

All applicants may be required to complete an Academic placement assessment to determine their entry level, in the subject(s) of study selected.

English Language Proficiency

English Language Proficiency is not applicable, however students applying to this program may be required to complete a Keyano College Placement Assessment.

Admission Process

See Application Procedures on page 10.

KEYANO COLLEGE HIGH SCHOOL EQUIVALENCY DIPLOMAS

The College Preparation program at Keyano College offers those who complete the program two High School Equivalency Diplomas that are universally accepted by universities, colleges, trade schools and employers. Courses taken by College Preparation students are accepted in lieu of Alberta Learning courses. To ensure this acceptance, all courses must be reviewed and approved by the Alberta Council on Admissions and Transfers (ACAT). A listing of all acceptable in lieu courses is published annually: acat.gov.ab.ca.

Keyano College High School Equivalency Diploma

Students must successfully complete the following requirements with a grade point average of 1.7.

1. English 030/033
2. A minimum of one science course *
3. A minimum of one mathematics course *
4. A minimum of one social studies course *

* Two subjects at the 030/033 level

Keyano College Advanced High School Equivalency Diploma

Students must successfully complete the following requirements with a grade point average of 1.7.

ENGL 030	English 30
MATH 30-1	Mathematics 30-1
SOST 030	Social Studies 30

and either Option 1 or 2:

Option 1

Two of the following courses:

BIOL 030	Biology 30
CHEM 030	Chemistry 30
MATH 031	Mathematics 31
PHYS 030	Physics 30

Option 2

One of the following courses:

BIOL 030	Biology 30
CHEM 030	Chemistry 30
PHYS 030	Physics 30

and

One of the following courses:

CREE 100	Introductory Cree
FREN 111/112	Beginners' French
MATH 031	Mathematics 31

COLLEGE PREPARATION

DIPLOMA REQUIREMENTS

For either diploma, credit may be granted for high school level courses completed in Canadian English language schools or accredited Canadian post-secondary institutions.

A minimum of four College Preparation courses, two at the 030/033 level, must be completed at Keyano College.

Program of Study

**Not all courses are offered every term.*

COURSE	COURSE TITLE	CREDITS
ABST 020	Aboriginal Studies 20	5
ABST 030	Aboriginal Studies 30	5
ACSKL 110	Academic Skills 110	3
ACSKL 120	Academic Skills 120	3
BIOL 025	Biology 25	6
BIOL 030	Biology 30	5
CHEM 025	Chemistry 25	6
CHEM 030	Chemistry 30	5
COMP 010	Computer Literacy 10	5
CREE 100	Introductory Cree	6
ENGL 010	English 10	5
ENGL 013	English 13	5
ENGL 020	English 20	5
ENGL 023	English 23	5
ENGL 030	English 30	5
ENGL 033	English 33	5
FREN 111	Beginners' French I	3
FREN 112	Beginners' French II	3
GEOG 020	Geography 20	5
GEOG 030	Geography 30	5

COURSE	COURSE TITLE	CREDITS
MATH 10C	Mathematics 10C	6
MATH 10-3	Mathematics 10-3	5
MATH 20-1	Mathematics 20-1	5
MATH 20-2	Mathematics 20-2	5
MATH 20-3	Mathematics 20-3	5
MATH 30-1	Mathematics 30-1	5
MATH 30-2	Mathematics 30-2	5
MATH 30-3	Mathematics 30-3	5
MATH 031	Mathematics 31	5
PHYS 025	Physics 25	6
PHYS 030	Physics 30	5
PSYCH 020	Psychology 20	5
PSYCH 030	Psychology 30	5
SCIE 010	Science 10	5
SCIE 030	Science 30	5
SOCY 020	Sociology 20	5
SOST 010	Social Studies 10	5
SOST 030	Social Studies 30	5

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Lisa Turner, Chair
790-791-4973
lisa.turner@keyano.ca

TO APPLY

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

School of University Studies, Career Programs & Academic Upgrading
CONNECTING TO COLLEGES AND CAREERS (CCC)

• **CERTIFICATE**

Under review, not accepting applications for 2016-2017.

This is an eight month, full-time program designed to give students the necessary skills to either proceed to further formal education or to procure and maintain long-term, competitive employment. It teaches core academic and employment skills identified by the Conference Board of Canada.

Prospective students have experienced difficulty in one or more of the following areas: succeeding in a formal education setting, maintaining permanent employment, dealing with day to day living skills, learning on and off the job, overcoming addictions

Admission Requirements

- Prospective students must be 18 years of age or over.
- Students can apply themselves or be referred by employers, government agencies, bands, or educational organizations.
- Students must have a minimum grade 6 reading level.
- Students must meet with program staff or counselling.

Admission Process

Students interested in this program should provide contact information 780-791-8967.

Program of Study

COURSE	COURSE TITLE	CREDITS
Term I (September - December)		15
CCC 001	Interpersonal Skills For Education and Employment	5
CCC 002	Goal Setting	4
CCC 003	Academic Skill Development	4
CCC 004	Problem Solving and Critical Thinking	2
Term II (January - April)		15
CCC 005	Interpersonal Skills for Education and Employment II	5
CCC 006	Employment Safety, Rights and Responsibilities	5
CCC 007	Supported Work Placement	5

Course Descriptions

Please see pages xx to xx for an alphabetical listing of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Clearwater Campus

Janet Lowndes, Chair
 780-791-8967
 janet.lowndes@keyano.ca

Fort Chipewyan

Michael Becker , Manager
 780-697-3767

Regional Campuses

Janet Lowndes, Chair
 780-791-8967
 janet.lowndes@keyano.ca

EARLY LEARNING AND CHILD CARE

- CERTIFICATE

- DIPLOMA

Suspended, not accepting applications for 2017-2018.

Clearwater Campus

Early Learning and Child Care 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 gives students knowledge and skills to achieve 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.

Part-time study is also available through evening classes and day classes when space allows. Graduates are employed primarily in daycare centres, preschools and family day homes.

To learn more about the program, applicants are strongly recommended to call or meet with the Program Coordinator.

Teachers and other professionals who work with young children may benefit from auditing individual courses for professional development.

Admission Requirements

- a. Alberta High School Diploma, or equivalent, with a minimum of 50% in English 30/30-1 or 65% in English 33/30-2.
- b. Mature students (students who are 21 years or older) with less than a high school diploma are encouraged to apply. Applicants will be considered after their overall strengths have been determined through a combination of an interview with ELCC staff and the College Entrance Test.

Mature students may be admitted as special students to individual ELCC courses (see Special Student Status on page 25).

Pre-Practicum Requirements

- Police Information Check with Vulnerable Sector Check must be submitted on the first day on Orientation Day and applied for no earlier than the second week of July.
- Child Care First Aid must be completed (often completed during the first week of class with department) before students begin their first practicum

You may be asked to provide, the name, phone numbers and email addresses of three references (no family members), so it will be helpful to have this information readily available. Necessary forms for these requirements will be provided to full-time students on Orientation Day for the academic year.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

EARLY LEARNING AND CHILD CARE

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate Term I (September - December)		22
ELCC 101	Child Development I	3
ELCC 104	Guiding Children's Behaviour	3
ELCC 105	Personal Development & Interaction	2
ELCC 106	Learning Through Play	3
ELCC 110	Practicum I	4
ELCC 123	Creative Experiences for Young Children	3
ELCC 125	Practicum Seminar I	1
ENGL 100	Written Composition	3
Year 1: Certificate Term II (January - April)		17
ELCC 102	Language and Literacy in Early Childhood	3
ELCC 116	Nutrition, Health & Safety	2
ELCC 201	Child Development II	3
ELCC 206	Planning for Play	3
ELCC 210	Practicum II	5
ELCC 225	Practicum Seminar II	1
Year 2: Diploma (Suspended for 2016-2017)		35
ELCC 300	Foundations: Issues and Ethics	2
ELCC 301	Exceptional Child	3
ELCC 302	Environments	2
ELCC 303	Child and Family	2
ELCC 304	Ecology of the Family	2
ELCC 305	Interpersonal Relationships	2
ELCC 306	Group & Team Dynamics	2
ELCC 307	Program Integration	2
ELCC 308	Curriculum for Diversity	2
ELCC 309	Understanding Children's Behaviour	2
ELCC 320	Practicum III - Part 1	2
ELCC 321	Practicum III - Part 2	3
ELCC 322	Practicum IV - Part 1	2
ELCC 323	Practicum IV - Part 2	3
Two Electives*		4

*This includes any College credit course (excluding upgrading) which, when combined, have a total minimum of four credits. Courses must be approved by the Program Chair.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

EDUCATIONAL ASSISTANT

• CERTIFICATE

Clearwater Campus

The Childhood Studies department offers a full-time, ten-month Educational Assistant (EA) certificate program. Part-time study is also available through evening classes, online classes and day classes when space allows.

Graduates are employed primarily in schools or community programs working with children with special needs.

To learn more about the program applicants are strongly recommended to call or meet with the Dean.

Online Courses

Several of Keyano College's Educational Assistant Certificate courses are now available online. Students may enroll in courses that are delivered through the Internet. Keyano College, Red Deer College, and Medicine Hat College have developed courses which transfer into Keyano College's EA credential. For more information contact the Dean.

As a Keyano student, taking courses from any one of the collaborative partners you will be granted credit for equivalent courses through Keyano College. Please contact the Program Chair for more information.

Admission Requirements

- a. Alberta High School Diploma, or equivalent with a minimum of 50% in English 30/30-1 or 65% in English 33/30-2
- b. Mature students (students who are 21 years or older), with less than a high school diploma are encouraged to apply. Applicants will be considered after their overall strengths have been determined through the College Entrance Test. Mature students may be admitted as special students to individual EA courses (see Special Student Status on page xx).

Police Information Check with Vulnerable Sector Check must be submitted on the first day of classes and applied for no earlier than the second week of July. Child Care First Aid must be completed (often completed during the first week of class with department) before students begin their first practicum. Necessary forms for these requirements will be provided to full-time students on Orientation Day for the academic year.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

EDUCATIONAL ASSISTANT

Program of Study

COURSE	COURSE TITLE	CREDITS
Term I (September - December)		21
EA 100	Role of the Educational Assistant	3
EA 101	Child Development I	3
EA 102	Language and Literacy	3
EA 104	Guiding Children's Behaviour	3
EA 105	Personal Development & Interaction	2
EA 110	Practicum I	3
EA 125	Practicum Seminar I	1
ENGL 100	Written Composition	3
Term II (January - April)		17
EA 116	Health and Safety Issues	1
EA 201	Child Development II	3
EA 202	Working with Children with Special Needs	3
EA 206	Developing Numeracy in the Elementary Classroom	2
EA 210	Practicum II	4
EA 211	Reading Support for Emergent Readers	3
EA 225	Practicum Seminar II	1
Exceptionality Options		3
EA 212	Exceptionality I Brain/Cognitive	1
EA 213	Exceptionality II Physical/Medical	1
EA 214	Introduction to Communication I Disorders	1
EA 216	Exceptionality V Behavioural Disorders	1
EA 217	Adolescents in the Classroom	1
EA 222	Specialized Training in Exceptionalities	1
EA 223	Working with EAL Children	1
EA 224	Working with Children with Autism Spectrum Disorders	1
EA 226	School Age Care	1
EA 227	Learning Through Play for School Aged Children	1
EA 314	Working with Communication Disorders	1

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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Keyano College
8115 Franklin Avenue
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SPONSORED BY:



• DIPLOMA

Clearwater Campus

The Environmental Technology program focuses on the environmental issues, problems and solutions that are associated with the natural resource industries of northern Alberta.

The program is a two-year diploma program which develops the skills required for environmental positions with industry and government. The curriculum includes the necessary chemistry, biology and mathematics as it relates to the environment as well as environmental technology courses.

Graduates from this program are eligible to transfer to year 3 of a BSc degree in Environmental Science at Mount Royal University (see page 70 for details) and at the University of Lethbridge.

ECO Canada Accreditation

The Environmental Technology diploma program is accredited with ECO Canada (Environmental Career Organization). Students graduating from our program can apply to receive ECO Canada's Environmental Professional (EP) designation. This is an industry leading designation that helps students showcase their skills and demonstrate their commitment to continued professional growth. Because of this accreditation, our graduates are eligible to upgrade to the full EP designation after just four years, instead of the standard five.

Admission Requirements

- a. Applicants must possess an Alberta High School Diploma or equivalent with
 - English 30-1/30
 - Math 30-1
 - Chemistry 30
 - Biology 30
- b. Mature students (students who are 21 years or older) require all courses listed above. Students missing English or Math may be eligible to write the College Entrance Test. Mature students are encouraged to speak with a Student Advisor for assistance.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program

Admission Process

See Application Procedures on page 10.

ENVIRONMENTAL TECHNOLOGY

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		18
BIOL 108	An Introduction to Biodiversity	3
CHEM 101	Introductory University Chemistry I	3
EAS 100	Planet Earth	3
ECON 101	Introduction to Micro Economics	3
ENVT 170	Animal Identification	3
WRITE 103	Scientific Writing	3
Year 1: Term II (January - April)		15
ENVT 163	Water Quality	3
ENVT 165	Geotechnical Sampling & Instrumentation	3
ENVT 268	Resource Exploitation – Oil, Gas, Bitumen & Mining	3
GEOG 105	Introduction to Mapping, GPS, Remote Sensing, and GIS	3
MATH 1113	Elementary Calculus I	3
Year 2: Term I (September - December)		18
BIOL 208	Principles of Ecology	3
CHEM 261	Organic Chemistry I	3
ENVT 111	Health and Safety for the Environment Industry	3
ENVT 252	Regional Plant Identification	3
SOILS 210	Introduction to Soil Science And Soil Resources	3
STATS 151	Introduction to Applied Statistics I	3
Year 2: Term II (January - April)		15
ENVT 262	Environmental Laws, Guidelines, Regulations & Land Rights	3
ENVT 265	Forest Technology	3
ENVT 266	Land Reclamation	3
ENVT 270	Wildlife Management and Conservation	3
SPCH 207	Developing Professional Speaking Skills	3

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Field Trips/Outdoor Laboratories

The Environmental Technology courses involve local field trips and outdoor laboratory classes within the Fort McMurray area during class hours.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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Keyano College
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School of University Studies, Career Programs & Academic Upgrading
BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE



• **BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE (BSC)**

Clearwater Campus

This collaborative degree program between Keyano College and Mount Royal University begins September 2016. Students who complete a two year Environmental Technology diploma at Keyano College can then enter into year three of the Bachelor of Environmental Science, a Mount Royal University degree. Both years three and four of the degree can be completed at Keyano College. This partnership allows students to stay in, or close to, their home communities while completing their degrees.

Admission Requirements:

Students must have completed the Environmental Technology Diploma Program offered at Keyano College to enter Year 3 of the Bachelor of Science in Environmental Science program. If students graduated with an Environmental Technology Diploma with a minimum GPA of 2.0 before 2015, they will need to take additional courses to be qualified. Their transcripts will need to be reviewed by the Program Chair. If students have a two-year Diploma in an Environmental Technology or related program from an accredited institution in Canada or the United States of America with a minimum GPA of 2.0, they may qualify for admission upon review by the Program Chair.

See admission requirements for the Environmental Technology Diploma to enter year 1 (page 68).

Program of Study:

COURSE	COURSE TITLE	CREDITS	HOURS
Year 2: Term III (May - August)			450
ENVS 2020	Work Experience 1		450
Year 3: Term I (September - December)		15	24
ECOL 2219	Aquatic Ecology	3	
ENVS 3305	Soil Hydrology	3	
ENVS 3333	Ground Water Contamination	3	
GNEC 1102	Controversies in Science	3	
PSYCH 103	Introduction to Psychology	3	

COURSE	COURSE TITLE	CREDITS	HOURS
Year 3: Term II (January – April)		15	18
ENVS 3323	Watershed Management	3	
ENVS 3335	Issues in Environmental Assessment	3	
MATH 1120	Linear Algebra	3	
GNEC 1203	Cultural Perspectives in Science	3	
NTSC 3301	Environmental Health	3	
Year 3: Term III/IV (May – August)			450
ENVS 3020	Work Experience 1		450
Year 4: Term I (September - December)		15	21
ENVS 3307	Air Pollution Monitoring	3	
ENV 4406	Soil Genesis and Land Use	3	
ENVS 4431	Management of Residuals	3	
PHIL 250	Contemporary Ethical Issues	3	
GNEC 1304	Communities and Societies	3	
Year 4: Term II (January – April)		15	22
ENVS 4201	Environmental Research Methods	3	
ENVS 4405	Air Quality	3	
ENVS 4421	Environmental Resource Management	3	
BUS 294	Project Management	3	
PSYCH 241	Social Psychology	3	

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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 8115 Franklin Avenue
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 Keyano.ca

HEALTH CARE AIDE

• CERTIFICATE

Clearwater Campus

The Health Care Aide is a 20 week full-time program that allows students to acquire the knowledge, skills and attitudes they need through the full time course work.

The Health Care Aide (HCA) program is designed for caring people who like to help others. As an HCA, students will help a health-care team provide care to clients who need assistance. This program meets the provincial curriculum standards.

Admission Requirements

- Minimum 18 years of age
- English Language Arts 10-1 or English Language Arts 10-2 or equivalent. GED is accepted provided the student has successfully completed the Language Arts Reading and Writing Skills portion
- Completion of the health status questionnaire (form provided by Health Services)
- Physical and mental abilities required for lab practicum courses
- Clear Police Information Check with Vulnerable Sector Check. The cost of a Police Information Check is the student's responsibility. Police Information Check with Vulnerable Sector Check must be dated no earlier than July 1st
- Up-to-date immunization record including Hepatitis B
- Computer skills are an asset
- CPR Certification at the Healthcare Provider level

Clinical Practicum Requirements

- CPR Certification at the Healthcare Provider level
- Up-to-date immunization record
- N95 Respiratory Mask Fit testing
- Clear Police Information Check with Vulnerable Sector Check

English Language Proficiency

- TOEFL: iBT – minimum score of 84 with no score below 21
- IELTS – minimum score of 6.0 with no score below 5.0
- CAEL – minimum score of 60 with no score below 60
- MELAB – minimum score of 80 with no score below 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet admission requirements for their chosen program.

Progression Policy

Students must receive a passing grade of C+ in each course to progress through the program. To qualify for graduation, students must pass all courses.

Admission Process

See Application Procedures on page 10.

Program of Study

COURSE	COURSE TITLE	CREDITS
Required Courses		18
HCA 110	Working as a Health Care Aide	3
HCA 111	Communication in the Health Care Environment	2
HCA 112	Structure and Function of the Human Body	3
HCA 113	Providing Client Care and Comfort	2
HCA 114	Meeting Complex Care Needs	1
HCA 115	Assisting with Medication Delivery	1
HCA 116	Special Activities for Diverse Clients	3
HCA 117	Practicum	3

Course Descriptions

Please see page xx to xx for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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Sharon Grantham, Coordinator
Health Care Aide Program
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TO APPLY

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8115 Franklin Avenue
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keyano.ca

HUMAN RESOURCES MANAGEMENT

• CERTIFICATE

Clearwater Campus

This is a career advancement program designed specifically for students who wish to gain knowledge and skills relating to a career in Human Resources Management (HRM). It is offered as a part-time program with all courses available in the evenings to accommodate working professionals. The Human Resource Certificate is ideal for two types of students:

1. Students who are currently employed in entry level positions within a human resource department (payroll clerk, human resource assistant, etc.) and who are interested in career advancement.
2. Students who have extensive administrative experience in several areas within an organization and are looking to move into a position within a human resource department

The HRM Certificate program consists of eight courses. Four of these are required courses that develop basic knowledge and communication skills relevant to the practice of HRM. Students choose four other courses from a list of electives. The electives are specialized courses, providing in-depth knowledge and training in particular components of the HRM function.

Admission Requirements

- a. High School Diploma, or equivalent, with:
 - A minimum of 60% (C-) in English 30/30-1 or 65% (C-) in English 33/30-2 or equivalent
 - Submission of current resume outlining relevant work experience
- b. Mature students (students who are 21 years or older) may be admitted by:
 1. the completion of the above English course (with the grade specified)
 2. a pass mark on the College Entrance Test (Contact the Office of the Registrar at 780-791-4801 to arrange to write this exam)
 3. apply as a "Special" student. Special students may take up to four courses (one per term) without meeting the Admission Requirements.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

Program of Study

COURSE	COURSE TITLE	CREDITS
Required Courses		12
BUS 101	Report Writing and Presentations	3
BUS 102	Interpersonal Skills for Business	3
BUS 270	Organizational Behaviour	3
BUS 271	Human Resource Management	3
Elective Courses (4 required)		12
BUS 212	Human Resources Management Methods	3
BUS 272	Industrial Relations	3
BUS 274	Staffing	3
BUS 276	Benefits & Compensation Management	3
BUS 277	Health & Safety/Loss Management	3
BUS 278	Training & Development	3
BUS 279	Performance Management	3

Course Descriptions

Please see page xx to xx for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Chair
780-791-8952

TO APPLY

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

OFFICE ADMINISTRATION

• **CERTIFICATE**

• **DIPLOMA**

Suspended, not accepting applications for 2017-2018.

• **CO-OP DIPLOMA**

Suspended, not accepting applications for 2017-2018.

Clearwater Campus

The Office Administration program has been tailored to serve the needs of both small business and large industrial employers. In preparation for employment, students learn the skills necessary to manage an electronic office environment for small to medium sized businesses. A highly-trained Office Administration Certificate graduate can perform a range of duties including general administrative functions, public affairs support, bookkeeping, document processing and reception.

Due to ever-changing corporate structures, there is a greater need for higher level skills. The diploma program provides students with skills in advanced software applications, software support and training, effective workflow using communication technology, developing proposals and presentations, and providing team leaders with administrative support.

Admission Requirements

CERTIFICATE

- a. High School Diploma or equivalent with a passing grade of 60% in Math 10C; or High School Diploma equivalent with a pass mark on the College Entrance Test.
- b. Mature students (students who are 21 years or older):
 - C- or 60% in English 20/20-1 or English 23/20-2 and C- or 60% in Math 10C or
 - Pass mark on the College Entrance Test (Contact the Office of the Registrar at 780-791-4801 to arrange to write this exam)

DIPLOMA

Potential Diploma students should satisfy the following criteria:

- Successful completion of a one-year certificate in Office Administration or related program from a community college or a technical institute;
- Or produce documentation outlining an equivalent combination of work experience and training and successful skills assessment in the areas of communication, organizational skills, keyboarding and computer applications.

These steps will ensure that students have a realistic opportunity for success in the diploma program.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate Term I (September - December)		16
OA 108	Accounting I	3
OA 110	Windows & File Management	1
OA 118	Keyboarding I	2
OA 120	Business Communications I	3
OA 135	Human Relations in Business	2
OA 145	Microsoft Word & Document Preparation I	3
OA 180	Microsoft Access	2
Year 1: Certificate Term II (January - April)		16
OA 107	Business Math & Microsoft Excel – Specialist	2
OA 109	Computerized Accounting I	2
OA 119	Keyboarding II	2
OA 122	Business Communications II	3
OA 136	Office Procedures	2
OA 146	Microsoft Word Specialist & Document Preparation II	3
OA 133	On the Job Training	2

OFFICE ADMINISTRATION

COURSE	COURSE TITLE	CREDITS
Year 2: Diploma (Suspended for 2017-2018) Term I (September - December)		12-15
OA 215	Microsoft Word – Expert	3
OA 216	Microsoft Excel – Expert	3
OA 220	Presentations & Microsoft PowerPoint	3
OA 280	Microsoft Access – Expert	3
OPTION (Fall or Winter)*		3
Year 2: Diploma Term II (January – April)		12-15
OA 221	Reports and Proposals	3
OA 231	Office Automation	3
OA 233	On the Job Training	3
OA 234	Business Relations	3
OPTION (Fall or Winter)		3
* For approved options see specialization courses. Only one option is necessary to graduate without specialization.		

Specialization Courses - Suspended for 2017-2018

Not all specialization courses are offered every year. Course offerings are based on sufficient enrollment.

Accounting Specialization

(both courses required to gain specialization)

COURSE	COURSE TITLE	CREDITS
OA 208	Accounting II	3
OA 209	Computerized Accounting II	3

or

COURSE	COURSE TITLE	CREDITS
BUS 130	Introductory Accounting I	3
BUS 131	Introductory Accounting II	3

Electronic Publishing Specialization (both courses required to gain specialization)

COURSE	COURSE TITLE	CREDITS
OA 218	Desktop Publishing	3
OA 219	Web Page Design	3

Legal and Medical courses may be taken through distance learning from other institutions. These courses may be offered by Keyano College if there is sufficient enrollment.

NOTE: A minimum pass for all Office Administration courses is a grade of C-.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Chair

780-791-8952

TO APPLY

Office of the Registrar

Keyano College

8115 Franklin Avenue

Fort McMurray, AB T9H 2H7

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keyano.ca

PRACTICAL NURSE

• DIPLOMA

Clearwater Campus

The two year Practical Nurse program will prepare students for a career in high quality nursing care in many diff settings: hospitals, home care, and other health care agencies. The practical nurse works co-operatively 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 National Practical Nurse Examination.

Admission Requirements

- a. Minimum 18 years of age
 - High School Diploma
 - Minimum of 60% in English 30/30-1 or 70% in English 33/30-2
 - Minimum of 60% Biology 30
 - Minimum of 50% in Math 20-1 or 60% in Math 20-2
 - Completion of health status questionnaire
 - Must have the physical and mental abilities required for nursing lab and practicum courses
 - The student is required by Alberta Health Services (AHS) to provide the educational institution with a Police Information Check and Vulnerable Sector Check one time, provided the student maintains enrolment in the program with no lapse of more than two (2) consecutive full terms.

The student, during enrolment in the program, must self-report any change in criminal convictions or criminal charges to the Chairperson of the Nursing and Allied Health Studies Department.

When a Police Information Check shows any one or more boxes checked off indicating that information “may or may not exist”, the student will be directed to consult with Chair of the Nursing and Allied Health Services Department for further information.

The cost of a Police Information Check is the student’s responsibility. Police Information Check and Vulnerable Sector Check must be dated no earlier than July 1st.

- Up-to-date immunization record; Hepatitis B immunization may be completed while in the program
- b. Mature students (students who are 21 years of age or older):
 - A high school diploma is recommended

- Must have the English, Math, and Biology entrance requirements
- Must meet non-academic requirements

Clinical Requirements

- CPR certification at the Healthcare Provider Level; recertification in each subsequent year is required
- Up to date immunization record; Hepatitis B immunization may be completed while in the program
- N95 Respiratory Mask Fit testing

English Language Proficiency

English is the primary language of instruction at Keyano College. English Language Proficiency is sufficient if applicants can present the successful completion of three or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency). If an applicant does not present these years of English education, they may be able to meet this requirement in other ways.

- TOEFL: iBT – minimum score of 84 with no score below 21
- IELTS – minimum score of 6.0 with no score below 6.0
- CAEL – minimum score of 60 with no score below 60
- MELAB – minimum score of 80 with no score below 80
- CLBA – no score below 8

See page 15 for other ways to meet the English Language Proficiency requirement.

Spoken Language Requirement

In addition to demonstrating English Language Proficiency, applicants whose first language is not English, regardless of country of origin or citizenship must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency) meet this requirement. If applicants do not present these years of English education, they may be able to meet this requirement by presenting:

- A minimum of 26 on the speaking band of the TOEFL: iBT or a minimum of 7.5 on the IELTS speaking band.

In addition to meeting English Language and Spoken English requirements (where required), students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Progression Policy

- A minimum of a C- is required to pass all nursing and non-nursing courses.
- In the Practical Nurse curriculum a passing grade for all courses and an overall GPA of 2.0 is required for all students to progress from semester to semester and

PRACTICAL NURSE

- from 1st to 2nd year.
- Students who do not achieve a GPA of 2.0 at the end of the semester will be required to withdraw from the program for one semester. Students may then apply to return to the program
- If the GPA warrants a second withdrawal within the program, the student will be required to withdraw from the program and will not be readmitted to the program.
- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.
- Readmission to the program is subject to departmental review by the Coordinator, Chair and Dean of the program, and alignment with the College policies.

In order to protect the public interest, students who have been required to withdraw, and are applying for readmission will be required as part of the readmission process, to demonstrate nursing knowledge and skills learned to date in order to determine an appropriate placement in the program. These students will be required to successfully complete NURSE 099 prior to taking any other nursing courses.

NURSE 099 is also required for students who have failed a clinical course or left the Nursing program for one academic year or more and wish to return.

Admission Process

See Application Procedures on page 10.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		23
ANPH 100	Anatomy & Physiology I	3
ANPH 101	Anatomy & Physiology II	3
COMM 103	Communications for Nursing	3
PN 155	Nursing Foundations I: Introduction to Nursing	4
PN 158	Health Assessment	4
PSYCH 106	Psychological Principles for Nursing	3
ENGL	1st Year University English	3
Year 1: Term II (January - April)		24
HEED 102	Health Education: Individual Health & Wellness	3
PAPHY 105	Pathophysiology for Health-Care Professions	3
PHARM 130	Basic Pharmacotherapeutics	3
PN 156	Nursing Foundations II: Basic Nursing	7
PN 160	Nursing Practice I: Continuing Care Practice	5
SOCY 100	Introductory Sociology	3

COURSE	COURSE TITLE	CREDITS
Year 2: Term I (September - December)		20
PN 200	Nursing Foundations III: Medical-Surgical Nursing	9
PN 201A	Nursing Practice II: Acute Care Practice - Medicine	4
PN 201B	Nursing Practice II: Acute Care Practice - Surgery	4
PN 204	Nursing Foundations VI: Community Nursing	3
Year 2: Diploma Term II (January - April)		19
PN 203	Nursing Foundations V: Pediatric Nursing	3
PN 202	Nursing Foundations IV: Maternity Nursing	3
PN 205	Nursing Foundations VII: Mental Health Nursing	3
PN 206	Nursing Foundations VIII: Transition to Graduate Nursing	3
PN 207	Nursing Practice III: Focused Practice	3
PN 208	Nursing Practice IV: Comprehensive Practice	4

Prior Learning Assessment Recognition

Please refer to page 27 for the PN PLAR process

Course Descriptions

Please see page xx to xx for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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Catharine Simpson Szpak, Coordinator
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PRE HOSPITAL PROGRAMS

- CERTIFICATE (TECHNICIAN)
- DIPLOMA (PARAMEDIC)

Clearwater Campus

EMT: TECHNICIAN 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.

Admission Requirements

- High School Diploma or grade 12 equivalent or GED
- EMR certification from the Alberta College of Paramedics
- Valid Class 1, 2 or 4 driver's license
- Resume highlighting field experience
- Alberta College of Paramedics (ACP) registration
- Minimum age of 18 years at start of program

Prior to beginning practicums, students must complete medical forms, show proof of up-to-date immunizations, and obtain a Police information check with vulnerable sector clearance dated no earlier than 90 days prior to the program. Students must also complete N95 Mask Fit testing.

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

See Application Procedures on page 10.

Graduation Requirements

Minimum grade of B+ in EMTA 400 and 407, and a pass in remaining courses.

Program of Study

COURSE	COURSE TITLE	CREDITS
		15
EMTA 400	Integrated Theory	6
EMTA 406	Recreation Program – Fitness	1
EMTA 407	Practical Course	3
EMTA 408	Ambulance Practicum	4
EMTA 409	Hospital Practicum	1

Next Intake: Fall 2017

EMT-P: PARAMEDIC TECHNOLOGY DIPLOMA

This program offers a unique way of obtaining Advanced Life Support pre-hospital care education. The program is two years in length and includes classroom and practical instruction.

Admission Requirements

- High School Diploma with at least 50% in the following: English 30/30-1 or 33/30-2, Biology 30 or another 30-level science, Math 20-1 or Math 20-2
- EMT certification from the Alberta College of Paramedics (ACP)
- CPR certification within the last year
- Current Basic Trauma Life Support (BTLS) course (within the last 3 years)
- Resume highlighting field experience
- Valid Class 1, 2 or 4 driver's license
- NOTE: National Academy of Professional Driving certificate preferred
- Alberta College of Paramedics (ACP) registration

Prior to beginning practicums, students must complete medical forms, show proof of up-to-date immunizations, and obtain a clear Police Information Check with vulnerable sector.

PRE HOSPITAL PROGRAMS

English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

In addition to meeting English Language Proficiency students must also present appropriate admission requirements for their chosen program.

See page 15 for other ways to meet the English Language Proficiency requirement.

Admission Process

See Application Procedures on page 10.

Graduation Requirements

Pass mark of 75% in each theory course, and 80% in 503, 513 and 514 are required. The practical courses 509, 512 and 515 are pass/fail.

COURSE	COURSE TITLE	CREDITS
Year 1: Term I		201
EMTP 501	Anatomy & Physiology	45
EMTP 502	Pathophysiology	96
EMTP 503	Pre-hospital Skills	60
Year 1: Term II		318
EMTP 504	Aeromedical	138
EMTP 505	Pharmacology	45
EMTP 506	Obstetrics	45
EMTP 507	Physical Exam	45
EMTP 508	Advanced Pharmacology	45
Year 1: Term III		135
EMTP 510	Paramedic Projects	45
EMTP 511	Emergency Diagnosis & Treatment	90
Year 2: Term I		541
EMTP 513	Advanced Life Support	64
EMTP 514	Advanced Skills	45
EMPT 509	Intermediate Ambulance Practicum	432
Year 2: Term II		445
EMPT 512	Hospital Practicum	445
Year 2: Term III		480
EMPT 515	Final Ambulance Practicum	480

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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School of University Studies, Career Programs & Academic Upgrading
PREPARATION FOR ACADEMIC & CAREER EDUCATION (PACE)

• **CERTIFICATE**

Under review, not accepting applications for 2017-2018.

This single semester (16-week) program is designed to prepare students to enter upgrading, vocational training and certain career programs at Keyano College. PACE refreshes math, writing and reading skills. It provides communication, problem solving, assertiveness, planning and study skills needed to be a successful student. PACE helps the student build a career and educational plan that is realistic and attainable.

Admission Requirements

- Prospective students must be 18 years of age or over, have an interest in pursuing further upgrading, academic or skills training. Students under 18 years of age may be considered following a special case hearing.
- Students are interviewed by program staff and are required to participate in an assessment process.
- Students can apply themselves, or employers, schools, education consultants, social workers, community workers, band personnel, etc. can refer them.
- Early application is advised so that students can be assisted with funding applications, interviews, etc. prior to May for Fall term or November for January Winter term.
- Applicants must read above a grade 4 level.

Admission Process

See Application Procedures on page 10.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1		30
PACE 001	Communication & Conflict Management Skills	8
PACE 002	Academic Survival Skills	8
PACE 003	Critical Thinking and Problem Solving	7
PACE 004	Academic and Career Planning	7

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

Fort Chipewyan

Michael Becker, Manager
 780-697-3767

Regional Campuses

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 keyano.ca

SOCIAL WORK

• DIPLOMA

Clearwater Campus

This program is approved by Alberta Advanced Education and Technology and is pending accreditation by the Alberta College of Social Work. This Social Work Diploma program will equip students with the social work competencies required to enter the work force as beginning social work practitioners.

Completion of the Social Work Diploma program will prepare and enable students to continue their education in a Bachelor of Social Work program at various Universities, including the University of Calgary's Bachelor of Social Work degree program.

Admission Requirements

- a. Alberta High School Diploma or equivalent with a mark of 50% in English 30/30-1 or equivalent.
- b. Mature students (students who are 21 years or older), must meet the following criteria with or without a completed high school diploma:
 1. have been out of school for at least three consecutive years; AND
 2. have completed English 30-1 with 50% or equivalent.

All applicants will be asked to complete a pre-entry interview with the Chair of Human Services.

Applicants will be asked to provide a current character reference from an employer, Band or Métis agency or leadership, elder, teacher, government official, or other approved source.

Social Work Diploma program students cannot enter the program without submitting a Child Welfare and Police Information Check dated no earlier than July 1st and complete a Program Applicant Information package.

English Language Proficiency

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency, students must also present the appropriate course work to meet the admission requirements for their chosen program.

Applicants

Students are advised to submit completed applications prior to May 1 of each intake year as pre-entry interviews will commence mid-May. The application deadline is May 1st, however, applications received after the deadline will be considered if capacity permits.

Canadian Indigenous Applicants

Three positions per year are made available in the Social Work Diploma program for qualified Canadian Indigenous applicants. If qualified Canadian Indigenous applicants are not admitted by May 30, the positions may be filled with students of non-Indigenous ancestry.

Admission Process

See Application Procedures on page 10.

SOCIAL WORK

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		15
ENGL 124	Literary Analysis or 3 credits approved English	3
PSYCH 104	Basic Psychological Processes or 3 credits approved Psychology	3
SOWK 110	Introduction to Human Services and Basic Counselling	3
SOWK 130	Addictions and Mental Health	3
SOWK 201	Introduction to Social Welfare and Social Work	3
Year 1: Term II (January - April)		21
ENGL 125	Aboriginal Writings	3
PSYCH 105	Individual and Social Behaviour or 3 credits approved Psychology	3
SOWK 120	Rural and Northern Practice	3
SOWK 125	Social Work Practice from an Anti-Oppressive Perspective	3
SOWK 220	Practice with Families	3
SOWK 155	Practicum I	6
Year 2: Term I (September - December)		15
PSYCH 223	Developmental Psychology or 3 credits approved Psychology	3
SOCY 100	Introductory to Sociology or 3 credits approved Sociology	3
SOWK 210	Social Policy	3
SOWK 225	Social Work in Organizations	3
SOWK 230	Community Development	3
Year 2: Term II (January - April)		15
NATST 201	A Canadian Indigenous Perspective to Helping or 3 credits approved Native Studies	3
POLSC 101	Introduction to Government and Politics or 3 credits approved Political Science	3
SOWK 235	Social Work with Groups	3
SOWK 255	Practicum II	6

Next intake: Fall 2018

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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8115 Franklin Avenue, Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

Clearwater Campus

DEGREE COMPLETION

Students may earn a university degree in Fort McMurray through innovative joint programs between Keyano College and the Northern Alberta Institute of Technology, Mount Royal University and University of Alberta.

DEGREE COMPLETION AT KEYANO COLLEGE

Northern Alberta Institute of Technology

- Bachelor of Business Administration (page 60)

Mount Royal University

- Bachelor of Science in Environmental Science (page 70)

University of Alberta

- Bachelor of Education in Elementary Education (page 89)
- Bachelor of Science in Nursing (page 101)

UNIVERSITY TRANSFER

Keyano College offers one to two years of transferable university course work toward a variety of degree programs. Once students have decided on a university, use the Keyano College Calendar, the Alberta Transfer Guide, and the current calendar of the chosen institution for program planning and transferability.

In order to successfully transfer to the institution to which the student plans to apply for degree completion, they will need to meet the admission and course requirements set out by the receiving institution. Courses must be transferable, must fit the program, and the academic standing must at least meet the minimum required by the institution. If students have any questions or want to discuss their program, consult with a Student Advisor.

University Transfers at Keyano College

- Bachelor of Arts
- Bachelor of Commerce
- Bachelor of Education
- Bachelor of Fine Arts
- Bachelor of Science
- Bachelor of Science in Engineering
- Bachelor of Social Work
- Pre-Professional programs

TRANSFER OF COURSES

Keyano College's University Studies program has been developed in close cooperation with the University of Alberta. The University approves courses before they are offered, and content and credit weights are identical to the University.

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 the University of Lethbridge, Mount Royal University, Grant MacEwan, and the University of Calgary. Students can also transfer successfully to degree-granting institutions elsewhere in Canada. In the past, Keyano College students have transferred into second or third-year at the University of Saskatchewan, the University of Victoria and Memorial University, to name a few. It is advisable that students consult with a Student Advisor for further details.

Please note that every university has its own policy regarding minimum grades needed for transfer credit. Students transferring to the University of Alberta must achieve a minimum grade of C- in each course and an overall GPA of 2.0 in order to obtain course credit from the university.

Students transferring to the University of Calgary or the University of Lethbridge must achieve a minimum grade of D in each course and an overall GPA of 2.0 in order to obtain course credit from the university.

Students are responsible for making sure that the courses they register in can be transferred to the university they plan to attend. Students are also responsible for making sure the courses meet future program requirements. Contact a Student Advisor for assistance.

Check the transferability of courses by consulting the Alberta Transfer Guide online at TransferAlberta.ca.

Course Descriptions

Course descriptions for all University Studies courses are listed in alphabetical order on pages xx to xx. Course prerequisites and co-requisites are listed at the end of the description.

ADDITIONAL COURSE INFORMATION AND HELPFUL DEFINITIONS

Prerequisite Course Requirements

Students registering in courses for which a prerequisite is listed must meet that requirement. At Keyano College, a grade of C- is the minimum grade acceptable in a course that is to be used as a prerequisite. Students, who are unsure if they meet the prerequisite requirement in a course, or wish to obtain permission to have a prerequisite waived, should consult with the University Studies Chair or a Student Advisor.

Co-requisite Course Requirements

Students registering in courses at Keyano College for which a co-requisite is listed must also register in the co-requisite course or have previously passed the co-requisite course with a minimum grade of C-. Students, who are unsure if

they meet the co-requisite requirements of a course, or wish to obtain permission to have a co-requisite waived, should consult with the University Studies Chair or a Student Advisor.

Units of Course Weight

* indicates units of course weight or credits. The accompanying number normally indicates the weight of the course as used in computing grade point averages and for meeting degree requirements.

Repeating of Courses

Consult the university calendar in which the student plans to transfer regarding their policies on repeating of courses. Normally, only the first passing grade is used in calculating the grade point average(s) for admission purposes.

Course Availability

Inclusion of a course in the following program outlines, or in the course description section of this calendar does not guarantee that the course will actually be offered in the forthcoming academic year. Information about courses to be offered, names of instructors, and all further details must be sought from a Student Advisor, University Studies Chair, or from the Office of the Registrar.

Academic Advice

A Student Advisor is available to assist in obtaining necessary information to transfer. It is recommended that students read the program requirements in the calendar carefully. The main functions of academic advising are to:

- assist in program planning
- explain regulations
- ensure that registration meets the program requirements at Keyano College
- assist in selecting courses that meet university transfer requirements
- make referrals to on- and off-campus services

Students are cautioned against following advice from anyone except an authorized Student Advisor, Counsellor, Program Chair or the Registrar.

GENERAL ADMISSION REQUIREMENTS

Admission requirements differ from one university to another. Students must ensure that they meet the admission requirements for the transfer university. See the following program descriptions, university calendars and Student Advisors at Keyano College.

Important Notice: To transfer, students must meet the minimum requirements of the university they plan to attend, regardless of the Keyano College program admission criteria. Specific High School requirements will depend both on the university intended to transfer to and the major. To be certain, please check with a Student Advisor. It is usually possible to take Keyano College courses that are equivalent to these 30 level courses.

KEYANO COLLEGE ADMISSION REQUIREMENTS

For admission to Keyano College University Studies Programs, each applicant must be 18 years of age and/or normally possess an Alberta High School Diploma or Canadian Provincial equivalent. Students must possess an average of at least 60% in five appropriate subjects, including English 030 or English 30-1, and a mark of at least 50% in each. Official transcripts from all secondary and post-secondary educational institutions that the student has attended are required.

Group A (Humanities)

- Social Studies 30-1
- Language (other than English 30 or 30-1)
- Second Language (other than English 30 or 30-1)
- Aboriginal Studies 30 (cannot be used for admission with Social Studies 30)

Group B (Fine Arts)

- Applied Graphic Arts 35
- Art 30
- Art 31
- Commercial Art A, B, or C
- Communication Technology Advanced (5 Credits)
- Dance 35
- Drama 30
- Music 30 (Choral, Instrumental, or General) (5 Credits)
- Music 35
- Musical Theatre 35
- Performing Arts 35 - A, B, or C

Group C (Sciences)

- Biology 30
- Chemistry 30
- Mathematics 30-1 or Mathematics 30-2 (acceptable for some programs) or Mathematics 31
- Physics 30
- Science 30
- Computer Science (CSE) Advanced Level, Career and Technology Studies (CTS) (5 credits)

Group D (Optional Subjects)

PLEASE NOTE: Students must check their intended transfer institution for acceptability. Group D subjects are not acceptable for admission to the University of Alberta.

Students using a Group D subject for admission must present either one five-credit D subject, or any combination of two three-credit D subjects from the following:

- Experimental Psychology 30
- World Religion 30
- Religious Studies 35
- World Geography 30
- Philosophies of Man 30
- Micro-Economics 30
- Macro-Economics 30

Students may alternatively present five credits of CTS studies at the advanced level from the following stands:

- Design Studies
- Fashion Studies
- Foods
- Financial Management
- Legal Studies
- Information Processing
- Management and Marketing
- Construction Technologies
- Fabrication Studies and Mechanics

UNIVERSITY STUDIES – MATRICULATION

Applicants with an average of 60% in three matriculation subjects may be admitted to a combined College Preparation/University Transfer program. Grade 12 deficiencies must be removed during the 12-month period following registration. Once students have fulfilled all matriculation requirements they may apply for admission to the university transfer program area of their choice.

EQUIVALENTS TO ALBERTA GRADE 12 WITHIN CANADA

British Columbia, Manitoba, New Brunswick, Northwest Territories, Nova Scotia, Nunavut, Prince Edward Island, Saskatchewan, Yukon

- Grade 12 graduation.

Newfoundland

- Grade 12 or successful completion of one year at Memorial University.

Quebec

- Successful completion of the first year of the C.E.G.E.P. academic program with satisfactory performance in appropriate subjects.

OUTSIDE OF CANADA

On matters where admissions policy for international applicants is silent, the University of Alberta's calendar and associated policies and regulations will be consulted.

United States

- Applicants from the United States will be considered for admission if they present a full academic high school program plus scores in College Entrance Examination Board Scholastic Aptitude Tests and in achievement tests specified by the College. They will be required to present scores that compare favourably with the mean scores achieved by Alberta matriculants.

Great Britain, West Indies, East and West Africa, Hong Kong

- General Certificate of Education: either,
 - i. five passes, of which two should be at the advanced level, or
 - ii. four passes with three at the advanced level are required.The remaining passes must be at the ordinary level.
- High School Certificate: either,
 - i. five passes with two at the Principal Standard, or
 - ii. four passes with three at the Principal StandardThe remaining passes must be at the Subsidiary Standard (Credit Level passes, or higher, in the examination for the School Certificate will be accepted in lieu of Subsidiary Standard passes).

West African School Certificate

- Credit Level passes, or higher, in the examination for the West African School Certificate will be accepted in lieu of Ordinary Level passes. Students must meet the remaining admission requirements as for the General Certificate of Education.

Hong Kong Examination Authority

- Hong Kong Certificate of Education Examinations and Hong Kong Advanced Level Examinations:
 - i. five passes with two at the Advanced Level, or
 - ii. four passes with three at the Advanced Level are required.

Passes at the Ordinary Level standard in the Hong Kong Certificate of Education examinations are required in the remainder of the subjects prescribed for admission (Hong Kong Higher Level passes may be used in lieu of Ordinary Levels).

NOTE A: A chemistry at the Advanced Level or Principal Standard is required for admission to the faculties of engineering, science, nursing, pharmacy and pharmaceutical sciences, pre-dental hygiene pre-medical laboratory science.

UNIVERSITY STUDIES

NOTE B: Mathematics at the Advanced Level or Principal Standard is required for admission to the faculties of business, engineering, rehabilitation medicine and science, pre-veterinary program.

NOTE C: : Required subjects presented at the Advanced and Ordinary Levels must meet our minimum average of 60%.

Australia and New Zealand

- Leaving, or Matriculation Certificates, or University Entrance Examination:
In general, students who have matriculated or qualified to matriculate at a university of recognized standing in Australia or New Zealand, will be considered for admission to the College on a reciprocal basis, subject to the requirements for the first-year courses in each program.

OTHER COUNTRIES

- Applicants educated in other countries will be considered for admission on an individual basis.

For more information please consult Office of the Registrar at 780-791-4801.

ENGLISH LANGUAGE PROFICIENCY

- TOEFL: iBT – minimum score of 86 with no score below 21
- IELTS – minimum score of 6.5 with no score below 5.0
- CAEL – minimum score of 70
- MELAB – minimum score of 85

See page 15 for other ways to meet the English Language Proficiency requirement.

SPOKEN LANGUAGE PROFICIENCY

Required for applicants to the Health Science and Teaching Disciplines:

- TOEFL: iBT – minimum score of 26 on the speaking band
- IELTS (Academics) - minimum score of 7.5 on the speaking band

In addition to meeting the English Language and spoken English requirements, students must also present the appropriate course work to meet admission requirements as listed.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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TO APPLY

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BACHELOR OF ARTS

Students can complete one to two years (60 credits) of the Bachelor of Arts degree at Keyano College. The Bachelor of Arts program is open to both full and part-time students unless otherwise indicated. If a student is interested in a major or minor not listed or described, please consult with a Student Advisor.

Honours

Honours programs are designed to prepare students particularly well for advanced study at the Masters' or Doctoral level in the major field of interest. A high standard of performance is required in Honours programs. Most universities offer Honours programs in the same fields as the Majors. Students should consult with a Student Advisor for details.

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings.

Admission Requirements

See General Admission Requirements on page 83. Minimum average of 60% with no mark below 50% in:

- English 30-1 or English 030
- 4 subjects from group A, B or C (Only one B subject may be presented for admission)
- English Language Proficiency (as per page 15)

In order to maximize their future program and course choices, all students are encouraged to present a broad range of subjects across the Humanities and Sciences.

NOTES:

1. For a major in Economics students must take Mathematics 30-1 and Mathematics 31 is recommended. Mathematics 30-1 does not have to be included as one of the five 30-level subjects used for admission, but the major requires courses for which Mathematics 30-1 is a prerequisite.
2. For a major in Mathematics students must present both Mathematics 30-1 and Mathematics 31. For a minor in Mathematics students should present Mathematics 30-1. Mathematics 30-1 and Mathematics 31 do not have to be included in the five 30-level subjects used for admission, but the discipline requires courses for which Mathematics 30-1 and Mathematics 31 are prerequisites.
3. For programs in Political Science students should present Social Studies 30.
4. For a major or minor in Psychology students should present Mathematics 30-1 or Mathematics 30-2.
5. Students intending to transfer to the School of Business must present Mathematics 30-1. Prerequisite courses required for admission to the Business program require Mathematics 30-1 and a 30-level Science course.
6. Students intending to transfer to the Faculty of Education, particularly to Elementary Education, should present Mathematics 30-1 or 30-2.

Mature Student

Must be 21 years of age (at time of registration), and have a minimum average of 60% with no mark below 50% in:

- English 30-1 or English 030
- Subject from Group A, B or C

UNIVERSITY OF ALBERTA

The Bachelor of Arts degree at the University of Alberta is a 120-credit degree which requires appropriate course work that includes a major and a minor. As well all programs must complete 36-credits of Basic Requirements (BR) to demonstrate a familiarity with the varying disciplines within Bachelor of Arts.

Please refer to the University of Alberta Basic Requirements chart for course equivalents at Keyano College.

Majors Offered at Keyano College

For Year 1 and Year 2 course patterns, consult with a Student Advisor or refer to the registration guide. If a student is interested in a major not listed here, contact a Student Advisor, as it may be possible to arrange a program of study. Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

- Anthropology
- Art and Design
- Criminology
- Economics
- English and Creative Writing
- History
- Mathematics
- Native Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- Women's and Gender Studies

UNIVERSITY OF CALGARY

The Bachelor of Arts degree at the University of Calgary is a 120-credit degree which requires appropriate coursework that includes a major. A major includes a certain number of courses taken in one field of study. Completion of the degree also requires students to complete a specific number of credits from different faculty areas. See the University of Calgary calendar and/ or a Student Advisor for more information.

Depending on the major chosen, some courses may fall under different categories than those listed. Advisors will assist in course selections for a University of Calgary transfer program.

BACHELOR OF ARTS

Majors Offered at Keyano College

For Year 1 and Year 2 course patterns, consult with a Student Advisor or refer to the registration guide. If a student is interested in a major not listed here, contact a Student Advisor. It may be possible to arrange a program of study. Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

- English
- French
- Philosophy
- Social Sciences Anthropology
- Economics
- History
- Political Science
- Psychology
- Sociology

UNIVERSITY OF LETHBRIDGE

The Bachelor of Arts degree at the University of Lethbridge is a 120-credit degree, which requires appropriate course work that includes a major area of specialization. As well, there is a required core of courses referred to as the General Liberal Education Requirement.

General Liberal Education requirement

By graduation, students must complete at least 12 courses (36*) in total from the following:

- at least 12* from List I “Fine Arts and Humanities”
- at least 12* from List II “Social Sciences”
- at least 12* from List III “Sciences”

Students are encouraged to complete these requirements by the end of their second year. Please refer to the University of Lethbridge General Liberal Education requirement chart for course equivalents at Keyano College.

Open Options

An open option is any University of Lethbridge transferable course. Students must have the prerequisite(s) for these courses. Refer to the Alberta Transfer Guide or consult with a Student Advisor for details.

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

UNIVERSITY OF LETHBRIDGE GENERAL LIBERAL EDUCATION REQUIREMENT

12* List I (Fine Arts and Humanities)	ART ARTH CREE DRAMA ENGL FREN HIST NATST PHIL
12* List II (Social Sciences)	ECON PHYS ED POLSC PSYCH (except PSYCH 104) SOCY
12* List III (Sciences)	BIOL CHEM COMSC EAS MATH PHYS PSYCH 104 STAT

Majors Offered at Keyano College

For Year 1 and Year 2 course patterns, consult with a Student Advisor or refer to the registration guide. If a student is interested in a major not listed here, contact a Student Advisor, as it may be possible to arrange a program of study.

- Agricultural Studies
- Canadian Studies
- Economics
- English
- History
- Native American Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- Urban and Regional Studies
- General Major in the Humanities and General Major in the Social Sciences.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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BACHELOR OF COMMERCE

Students can complete their first year (30 credits) of the Bachelor of Commerce Degree at Keyano College. The Bachelor of Commerce program will provide students with background skills and knowledge in the various specialized areas of business, as well as in the humanities and social sciences.

There are a large variety of majors or concentrations within the University of Alberta's BCom, the University of Calgary's BComm, and the University of Lethbridge's BMgt programs. Please consult the respective university's calendar or a Student Advisor for details.

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

Admission Requirements

- Minimum average of 60% and no mark below 50% in:
- English 30-1 or English 030
- Math 30-1
- Subject from Group A or C (Social Studies 30 recommended)
- Subject from Group A or C
- Subject from Group A, B or C (Mathematics 31 recommended)
- English Language Proficiency (as per page 15)

See General Admission Requirements on page 83.

Mature Student

Must be 21 years of age (at time of registration), and have a minimum average of 60% with no mark below 50% in:

- English 30-1 or English 030
- Math 30-1
- Biology 30, Chemistry 30 or Physics 30 recommended.
- English Language Proficiency (as per page 15)

Admission to this program at most universities is competitive due to enrollment quotas. Successful transfer is based on proper course selection, credit hours completed, grade point average (GPA), and other requirements. Contact a Student Advisor for further information and program planning.

UNIVERSITY OF ALBERTA BACHELOR OF COMMERCE

Admission to the Faculty of Business, Bachelor of Commerce Program at the University of Alberta occurs at the second year level with a minimum of 24 transferable credits. Students are admitted to the Faculty of Arts or Science for their pre-professional year of study.

Suggested Year 1 pattern follows.

- 6* Junior English
- ECON 101/102 (6*)
- MATH 1113 (3*)
- STAT 151 (3*)
- 6-12* Basic requirements or options (Computing Science 174 is recommended for Business students)

UNIVERSITY OF CALGARY BACHELOR OF COMMERCE

Admission to the Faculty of Management, Bachelor of Commerce Program at the University of Calgary for transfer student occurs at the end of the second year. Keyano students may apply for admission into the second year of the pre-commerce program after a full year of study.

Suggested Year 1 pattern follows.

- Junior English (3*)
- ECON 101/102 (6*)
- MATH 1113 (3*)
- STAT 151 Junior Humanities or Fine Arts (3*)
- Social Science elective (3*)
- Science elective (3*)
- Non-Management Option (6*)

NOTE: Students are required to take MSGT 291 in their second year pre-management program at the University of Calgary.

UNIVERSITY OF LETHBRIDGE BACHELOR OF MANAGEMENT

The Faculty of Management at the University of Lethbridge offers a four-year program leading to the Bachelor of Management degree. The first year (30 credits) is spent in preparatory study in the Faculty of Arts and Science while the final three years are devoted to professional study in Management.

Suggested Year 1 pattern follows.

- 6* Junior English
- ECON 101/102 (6*)
- STAT 151 (3*)
- MATH 1113 (3*)
- BUS 191 (3*)
- 9* General Liberal Education requirements/courses

It is also recommended that students consult with a Student Advisor as this program may vary slightly depending on the major chosen.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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• BACHELOR OF EDUCATION (BED)

Students may complete their entire four year Bachelor of Education Elementary Degree at the Keyano College campus through a collaborative degree program with the University of Alberta. Upon completion of the four year program, students receive a Bachelor of Education Elementary degree from the University of Alberta and are eligible to apply for Teacher Certification in Alberta and other provinces in Canada. Alternatively students can complete one to two years of studies at Keyano, and transfer to the University of Alberta, University of Lethbridge, or other universities to complete their degree.

Students interested in pursuing a Bachelor of Education Secondary Degree can complete one to two years of their program at the Keyano College campus and then transfer to the University of Alberta or another institution to complete the remainder of their program.

Transfer institutions accept a limited number of students to the Bachelor of Education program. Successful transfer is based on proper course selection, credit hours completed, grade point average (GPA), and other requirements. These requirements vary depending on which university, route, and major/minor chosen. Some routes and majors are more competitive than others and may require a higher grade point average for transfer.

ADMISSION REQUIREMENTS

High School Graduates

Minimum average of 60% with no mark below 50% in:

- English 30-1 or English 030
- Three subjects from Groups A or C
- Subject from Group A, B or C

Completion of Math 30-1 or Math 30-2 is recommended.

See General Admission Requirements on page 83.

Mature Students

Students who are 21 years of age or older (at time of registration) and have completed their High School Diploma but have not completed all five courses listed above can enter the program as a mature student. Mature applicants are required to have a minimum average of 60% with no mark below 50% in:

- English 30-1 or English 030
- Subject from Group A or C

Completion of Math 30-1 or Math 30-2 is recommended.

After Degree Students

Students with a three-year or four-year degree in Arts, Science, Commerce, or General Studies can complete their education degree in 2 years by entering the collaborative degree program in year 3. Additional requirements include completion of the following courses:

- 6* in English Literature/ Composition
- 3* in Math or Computing (within the last 5 years)

Please contact a Student Advisor for more information regarding this option.

English Language Proficiency

Applicants whose first language is not English must demonstrate English Language Proficiency in one of the following ways:

- TOEFL: iBT of least 86 with no score below 21
- IELTS with at least a 6.5 with no score below 5.0
- CAEL minimum score of 70
- MELAB minimum score of 85

See page xx for other ways to meet the English Language Proficiency.

Spoken Language Proficiency Requirement

In addition to demonstrating English Language Proficiency, applicants whose first language is not English must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education (including grade 12 year or higher) in a Canadian school where the language of instruction was English, meet this requirement. If applicants do not present these years of English education they can meet this requirement by presenting one of the following:

- A minimum of 26 on the speaking band of the TOEFL: iBT
- A minimum of 7.5 on the IELTS speaking band
- A minimum score of 50 on the University of Alberta's SPEAK test (only for those transferring to the University of Alberta)

See page xx for other ways to meet the Spoken English Language Proficiency requirement.

In addition to meeting English Language and Spoken English requirements, students must also present the appropriate coursework to meet the admission requirements for their chosen program.

BACHELOR OF EDUCATION

UNIVERSITY OF ALBERTA BACHELOR OF EDUCATION

Elementary Route:

All students in the Elementary Route are enrolled in a program that prepares prospective teachers in the required elementary school core subject areas. The degree consists of 120 credits overall, of which 60 are normally taken in years 1 and 2. The year 1 and 2 requirements for the elementary route program are the same for students who intend to transfer to the University of Alberta and for those intending to complete their entire four year degree at the Keyano College campus. Program requirement details are listed below.

ELEMENTARY EDUCATION PROGRAM REQUIREMENTS (YEAR 1 & 2)

9* Education Core Requirements

- EDU100
- EDU 210
- EDPY 302

42* Non-Education Elements

- 3* Aboriginal and Indigenous Histories and Culture Element
 - NATST 110
- 6* Fine Arts Element
 - Choose 6* from ART 232/233/240/340, and ARTH 101/102
- 9* Language/Literature Element
 - Choose 6* from Junior English and 3* from Senior English
- 6* Mathematics Element
 - Choose 6* from Math and Statistics
**MATH 160 and 260 are highly recommended*
- 6* Natural Science Element
 - Choose 6* from Biology, Chemistry, Earth and Atmospheric Sciences, Physics, NUTR 100, PHIL 217
**EAS 100 and EAS 105 are highly recommended*
- 6* Physical and Health Education Element
 - PESS 293 and SOCY 271
- 6* Social Sciences Element
 - Choose 3* from HIST 260 or HIST 261, and 3* from ECON 101, PHIL 101, HIST 260/261, POLSC 221

9* Non-Education Options

- Choose 9* in additional Non-Education Options.

**Philosophy, Psychology (excluding PSYCH 223), Political Science, and Senior English are highly recommended*

**If planning to transfer to the University of Alberta for years 3 and 4 please see a Student Advisor for assistance.*

ELEMENTARY EDUCATION YEAR 1 SUGGESTED PATTERN:

Fall Semester

- EDU 100
- MATH 160
- ART 232, ART 240, or ARTH 101
- Language/Literature Element
- Natural Science Element (EAS 100 recommended)

Winter Semester

- Language/Literature Element
- Natural Science Element (EAS 105 recommended)
- ART 233 or ARTH 102
- HIST 261 or Social Sciences Element
- NATST 110 or Non-Education Option

ELEMENTARY EDUCATION YEAR 2 SUGGESTED PATTERN:

Fall Semester

- EDPY 302
- MATH 260
- HIST 260 or Social Sciences Element
- SOCY 271
- Language/Literature Element or Non-Education option

Winter Semester

- EDU 210
- PESS 293
- Language/Literature Element or Non-education option
- NATST 110 or Non-Education Option
- Non-education option

NOTE: A maximum of 9 Non-Education Options is permitted*

BACHELOR OF EDUCATION

BACHELOR OF EDUCATION IN ELEMENTARY EDUCATION

Collaborative Degree with the University of Alberta (Years 3 and 4)

Students applying to enter year 3 of the collaborative Bachelor of Education Elementary Degree apply directly to the University of Alberta for admission to the program. Please note that intake into year 3 of the program occurs every second year.

Next Intake: Fall 2017

In order to be admitted into year three, students are usually required to have completed either:

- 60 credits of course work (including 9* education core requirements, 42* non-education elements, and 9* non-education options)
- 3 or 4 year Bachelor Degree in Arts, Science, Commerce, or General Studies (including 6* English and 3* Math or computers)

THIRD AND FOURTH YEAR

Students are expected to attend as full-time students in years three and four of the collaborative Bachelor of Education Elementary Degree Program. Third-year students are required to complete five courses in the Fall Term, and four courses plus a five-week field experience in the Winter Term. Students in fourth year are required to complete two courses plus a nine-week field experience in the Fall Term and five courses in the Winter Term.

The Faculty of Education, University of Alberta, annually determines the specific University courses offered at the Keyano College campus for third and fourth year. The following is the proposed listing of courses for years 3 and 4. This listing is subject to review and change by the University of Alberta.

YEAR 3 FALL SEMESTER

- EDEL 335: Introduction to Teaching Social Studies
- EDEL 305: Language Arts in the Elementary School
- EDEL 316: Communication Through Mathematics Education
- EDEL 321: Introduction to Curriculum & Pedagogy in Elementary School Physical Education
- EDPS 360: Society & Education

YEAR 3 WINTER SEMESTER

(Introductory Professional Term-IPT)

- EDEL 496: Teaching Language Arts in Cross Cultural Environments
- EDEL 330: Curriculum & Pedagogy in Elementary School Science
- EDPY 303: Educational Assessment
- EDFX 325: Introductory Professional Field Experience (IFX) (6*)

YEAR 4 FALL SEMESTER

(Advanced Professional Term-APT)

- EDEL 325: Curriculum and Instruction in Elementary School Music
- EDPY 301: Inclusive Education: Adapting Instruction for Students with Special Needs
- EDFX 425: Advanced Professional Field Experience (AFX) (*9)

YEAR 4 WINTER SEMESTER

- EDEL 302: Curriculum and Instruction in Elementary School Art
- EDEL 415: Issues in Elementary Mathematics Education
- EDPS 410: Ethics and Law in Teaching
- EDPS 432: The Education of Native Peoples in Canada: An Historical Study
- LIS 405: Canadian Children's Literature for Young People in Schools and Libraries

BACHELOR OF EDUCATION

BACHELOR OF EDUCATION

Secondary Route:

Students pursuing the Bachelor of Education in Secondary should refer to the University of Alberta's University Calendar (registrar.ualberta.ca/calendar) to review Major and Minor options and suggested course patterns. Students should also see a Keyano College Student Advisor for assistance in planning a 1 year or 2 year course pattern.

All students in the Secondary route must choose a Major teaching subject and a Minor teaching subject which prepares them for teaching in specific subjects of secondary school instruction.

Majors include:

- Art
- Biological Sciences
- Chemistry
- English Language Arts
- General Sciences
- Mathematics
- Physical Education
- Physical Sciences
- Physics
- Social Studies

SECONDARY ROUTE PROGRAM (YEARS 1-2)

- 6* Education Core
EDU 100, EDU 210
- 6* English Literature
For English major/minor this can be open option
- 6* Open Option
EDPY 302 recommended
- 21* to 33* in Major
This is dependent upon the major/minor combination chosen
- 12* to 18* in Minor
This is dependent upon the major/minor combination chosen

For the first two years (60 credits) of the program, it is recommended that students complete a minimum of 18 credits in the declared major and 9 to 15 credits in the declared minor. For a list of the courses required for each major and minor combination offered at Keyano College, see your student advisor to obtain the Bachelor of Education Secondary Route advising sheet. Students should see a Keyano College Student Advisor for assistance in planning their 1 year or 2 year course patterns.

COMBINED DEGREES

Five-year Combined Degree:

Keyano College offers at least the first year of studies towards the following University of Alberta combined education degrees.

- BA (Native Studies)/BEd (choice of majors include:
 - Cree and Native Studies)
- BSc/BEd (choice of majors include: Biological Sciences, Mathematical Sciences, and Physical Sciences)
- BMus/BEd
- BSc (Human Ecology)/BEd
- BPE/BEd

Students interested in one of the above University of Alberta combined degrees are encouraged to consult with a Student Advisor at Keyano College for program planning.

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page xx for a detailed list of all tuition and fees for this program

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BACHELOR OF FINE ARTS

Students can take a variety of Art and Drama courses at Keyano College. Keyano offers the following areas of study: Art and Design and Drama. Students enrolling in a Keyano College Fine Arts course may be able to transfer them to the University of Alberta, University of Calgary, University of Lethbridge or ACAD.

Please note that credit will be granted on a course-by-course basis. Not all fine arts courses in Keyano College certificate and diploma programs transfer to all universities. Please consult the Alberta Transfer Guide (transferalberta.ca) or a Student Advisor for more information.

For most Fine Arts programs, an audition, interview, or portfolio is required. Please refer to the appropriate calendar or contact a Student Advisor if the chosen major is not listed or for more information.

UNIVERSITY OF ALBERTA

NOTE: The University of Alberta requires transfer applicants to its Fine Arts program to present English 030 or English 30-1 or the equivalent.

BACHELOR OF FINE ARTS (DRAMA) OR BACHELOR OF ARTS (DRAMA)

A fully year^{30*} of general University Studies is required to gain admission to the BFA (drama) program at the University of Alberta. Keyano College offers this general studies year, credits must include 6* Jr English, the remaining credits are options; however courses in the Humanities, Social Science and Fine Arts are recommended. A maximum of 12* in Drama is permitted and a maximum of 6* Jr English permitted, as is maximum 12* non-arts or non-science.

UNIVERSITY OF CALGARY

BACHELOR OF FINE ARTS (ART OR DEVELOPMENTAL ART) AND BACHELOR OF ARTS (ART HISTORY)

Students completing Visual Art courses receive credit towards the University of Calgary BFA in Art or Developmental Art or BA in Art History. Please consult the University of Calgary calendar or a Student Advisor for assistance in program planning.

BACHELOR OF FINE ARTS (DRAMA OR DRAMA EDUCATION)

Students completing Drama courses receive credit towards the University of Calgary BFA in Drama or Drama Education. Please consult the University of Calgary calendar or a Student Advisor for assistance in program planning.

ALBERTA COLLEGE OF ART + DESIGN (ACAD)

Students completing the Keyano College Art & Design certificate courses can transfer into Year 2 at Alberta College Art and Design. Please see a Student Advisor for details.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page xx for a detailed list of all tuition and fees for this program

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School of University Studies, Career Programs & Academic Upgrading

BACHELOR OF PHYSICAL EDUCATION

Suspended, not accepting applications for 2017-2018.

Keyano College's Bachelor of Physical Education transfer program has been developed in close cooperation with the University of Alberta. The University approves courses first before they can be offered; content and credit weights are the same as the University.

While the majority of university transfer programs at Keyano College are modeled on the University of Alberta programs, students can successfully apply to transfer to the University of Lethbridge or the University of Calgary, as well as other degree-granting institutions elsewhere in Canada as long as they meet the entrance requirements.

Completion of Bachelor of Physical Education program makes you eligible for careers as educators, or as administrators in fitness centers, leisure centers, senior citizen/retirement complexes, colleges and universities, the private and business sector and provincial, national and international sport associations and events. You will also be eligible for careers in athletic therapy, personal fitness training, recreational therapy, fitness consulting and coaching.

You may also choose to do Physical Education as a major or minor within a Bachelor of Education program. For details on Bachelor of Education refer to that section of this calendar and consult with an advisor.

Admission Requirements

- English 30-1 or English 030 (60%)
- Subject from Group A or C (Biology 30 is highly recommended)
- Subject from Group A or C
- Subject from Group C (Mathematics 30-1 or 30-2 is recommended)
- Subject from Group B, C, or Physical Education 30 (5 credit), Exercise Science 35, Sports Medicine 35, Sport Performance 35
- English Language Proficiency (as per page 15)

Mature Students

Can apply but they require the following courses:

- English 30-1 (minimum grade of 60%)
- Subject from Group A or C (Biology 30 highly recommended)
- English Language Proficiency (as per page 15)

Program of Study - Physical Education

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		15
PEDS 100	Human Anatomy	3
PEDS 101	Essentials of Human Physiology	3
PERLS 105	Introduction to Sport Administration	3
PSYCH 104	Basic Psychological Processes	3
Jr. ENGLISH		3
Year 1: Term II (January - April)		15
PEDS 103	Integrative Human Physiology	3
PERLS 104	Introduction to Sociocultural Aspects of Leisure and Sport	3
PAC	Physical Activity Class	3
STAT 151	Introduction to Applied Statistics	3
Jr. ENGLISH		3
Year 2: Term I (September - December)		15
HE ED 220	Introduction to the Biological Aspects of Fitness and Health	3
NUTR 100	Nutrition and Wellbeing	3
PEDS 200	Physiology of Exercise	3
PEDS 207	Physical Growth and Psychomotor	3
PERLS 204	Canadian History of Leisure, Sport & Health	3
Year 2: Term II (January - April)		15
DANCE 200	The Spectrum of Dance in Society	3
PEDS 206	Biomechanics	3
PEDS 209	Research Methods in Kinesiology	3
PEDS 240	Introduction to Sport Injury Management	3
PEDS 311	Assessment of Fitness and Health	3

School of University Studies, Career Programs & Academic Upgrading
BACHELOR OF PHYSICAL EDUCATION

BSC IN KINESIOLOGY DEGREE PROGRAM

Admission Requirements

Minimum average of 60% with no mark below 50% in:

- English 30-1 (60%)
- Chemistry 30
- Math 30-1
- Physics 30
- Biology 30 (recommended) or PE 30
- English Language Proficiency (as per page 15)

Program of Study - Kinesiology

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		15
CHEM 101	Introductory University Chemistry I	3
Jr. ENGLISH		3
PEDS 100	Human Anatomy	3
PEDS 101	Essentials of Human Physiology	3
PERLS 105	Introduction to Sport Administration	3
Year 1: Term II (January - April)		15
Jr. ENGLISH		3
MATH 1113	Elementary Calculus I	3
PEDS 103	Integrative Human Physiology	3
PERLS 104	Introduction to Sociocultural Aspects of Leisure and Sport	3
STAT 151	Introduction to Applied Statistics	3
Year 2: Term I (September - December)		15
HE ED 220	Introduction to the Biological Aspects of Fitness and Health	3
NUTR 100	Nutrition and Wellbeing	3
PEDS 200	Physiology of Exercise	3
PERLS 204	Canadian History of Leisure, Sport & Health	3
PHYS 124	Introduction to Motion	3
Year 2: Term II (January - April)		15
CHEM 261	Organic Chemistry	3
PEDS 209	Research Methods in Kinesiology	3
PEDS 240	Introduction to Sport Injury Management	3
PEDS 303	Psychology of Sport & Physical Activity	3
PEDS 311	Assessment of Fitness and Health	3

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page xx for a detailed list of all tuition and fees for this program

FOR FURTHER INFORMATION

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TO APPLY

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BACHELOR OF SCIENCE

The objective of these programs is to provide access to the first year of study towards “General” or “Honours & Specialization” programs which can be transferred to a degree-granting institution.

Keyano College’s Bachelor of Science programs have been developed in close cooperation with the University of Alberta. The University approves courses first before they can be offered; content and credit weights are the same as the University.

While the majority of university transfer programs at Keyano College are modeled on the University of Alberta programs, students can successfully apply to transfer to the University of Lethbridge or the University of Calgary, as well as other degree-granting institutions elsewhere in Canada as long as they meet the entrance requirements.

General Science Program Admission Requirements

An average of 60% in:

- English 30-1 or English 030
- Math 30-1
- Two of Biology 30, Chemistry 30, Physics 30, Mathematics 31
- Subject from Group A or B or C
- English Language Proficiency (as per page 15)

See General Admission Requirements on page 83.

Mature Student

- Must be 21 years of age (at time of registration), must have a minimum of English 30-1 and Math 30-1 and two of Biology 30, Chemistry 30, Physics 30 or Mathematics 31 with an overall average of 60%
- English Language Proficiency (as per page 15)

NOTE A: The above requirements are for General Science. Majors or Specializations may have specific requirements. Please refer to the chosen Major or Specialization for specific requirements.

For specific transferable arts and science options (depending on which university students wish to transfer) refer to the Alberta Transfer Guide or consult with a Student Advisor. Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

UNIVERSITY OF ALBERTA

GENERAL MAJOR

Each student in General Science at the University of Alberta must complete a Major and Minor subject or Area of Concentration. When selecting courses, students should consider co-requisites and prerequisites required.

Subjects of Concentration include:

- Biology
- Chemistry
- Mathematics
- Physics
- Science Psychology
- Statistics

Areas of Concentration include:

- Biological Science
- Chemistry
- Earth and Atmospheric Sciences
- Environmental and Conservation Sciences
- Forestry
- Mathematics
- Mathematical Sciences
- Physics
- Physical Sciences
- Science Psychology
- Statistics

Suggested pattern:

- 6* Junior English
- 6* Mathematical Sciences
- 6* Physical Sciences
- 6* Laboratory Sciences
- 6* Arts or Science Electives

BACHELOR OF SCIENCE

FACULTY OF SCIENCE

Honours and Specialization Programs

Students planning an Honours or Specialization program should consult with a Student Advisor for assistance in choosing the appropriate courses for their program of choice. Details of Honours and Specialization science programs can be found in the University of Alberta Calendar.

A student considering an Honours program should register for a full 30 credits in a Specialization, maintain a high GPA (at least 3.0), and apply for admission to the Honours program upon transfer to the university.

Arts Options	Science Options
ART	BIOL
ARTH	CHEM
CREE	COMSC
DRAMA	EAS
ECON	MATH
ENGL	PHYS
FREN	PSYCH 104
HIST	STAT
NATST	
PHIL	
POLSC	
PSYCH (except PSYCH 104)	
SOCY	

Specializations

- Biochemistry
- Biological Sciences
- Cell Biology
- Chemistry
- Pre-Computing Science
- Earth and Atmospheric Sciences
- Environmental Earth Science
- Geology
- Immunology and Infection
- Neuroscience
- Pharmacology
- Physics
- Physiology
- Psychology

FACULTY OF AGRICULTURE, FORESTRY & HOME ECONOMICS

- Agriculture/Food Business Management
 - Agricultural and Resource Economics
 - Animal Science
 - Crop Science
 - Range and Pasture Management
 - Sustainable Agricultural Systems
- Environmental and Conservation Sciences
 - Conservation Biology
 - Land Reclamation
- Major in Conservation Biology
- Major in Land Reclamation
- Human Ecology
 - Family Ecology
 - Textiles and Clothing
- Major in Family Ecology
- Major in Clothing, Textiles and Material Culture
- Nutrition and Food Sciences
 - Food Science & Technology
 - Nutrition
 - Nutrition and Food
- Major in Food Science and Technology
- Major in Nutrition (includes dietetic path)
- Major in Nutrition and Food

UNIVERSITY OF CALGARY

BACHELOR OF SCIENCE PROGRAMS

Admission Requirements

Students are required to present the following requirements listed below each major field. Students are encouraged to consult with a Student Advisor for more information on admission requirements.

- General Major (Natural Sciences)
- Biological Sciences
 - Biochemistry
 - Biological sciences
 - Botany
 - Cellular, Molecular & Microbial Biology
 - Ecology
 - Zoology
 - Chemistry and Applied Chemistry
- Environmental Science
- Mathematics & Statistics
 - Math
 - Statistics
 - Actuarial Science
 - General Mathematics

BACHELOR OF SCIENCE

UNIVERSITY OF LETHBRIDGE

Students who intend to transfer to the University of Lethbridge should note that, while a student may be admissible to the Faculty of Arts & Science, students may be required to have other 30 level high school courses to meet prerequisites for specific courses required for their program of study. It is recommended that students consult with a Student Advisor to ensure all the requirements have been met to successfully transfer and complete the degree of choice.

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

General Admission Requirements

Specific requirements will vary depending on BSc Major.

- English 30-1 or English 030
- Three Academic 30-level subjects
- Subject from Group A, B, C or D

See General Admission Requirements on page 83.

Keyano College General Liberal Education Requirement Course Selection List

Refer to the University of Lethbridge Bachelor of Arts section for the selection list of General Liberal Education Courses available to Keyano College (page xx).

BACHELOR OF SCIENCE MAJORS

General Major

Refer to the University of Lethbridge Bachelor of Arts section for the selection list of General Liberal Education Courses available to Keyano College (page xx).

- Archaeology
- Biological Sciences
- Chemistry
- Computer Science
- Geography
- Kinesiology
- Mathematics
- Physics
- Psychology

Students interested in this Degree program are encouraged to contact a Student Advisor at Keyano College for available combinations and program planning

- Agricultural Biotechnology
- Agricultural Studies
- Biochemistry
- Biological Sciences
- Chemistry
- Computer Science
- Environmental Science

- Kinesiology
- Mathematics
- Neuroscience
- Physics
- Psychology

Because of the variety of options, students are encouraged to contact a Student Advisor for details and program planning.

TWO-YEAR TRANSFER IN BIOLOGICAL SCIENCES

Keyano College has a block transfer agreement with the University of Alberta, the University of Calgary, and the University of Lethbridge that enables students to complete year two of a Biological Science degree.

Year 2 Biological Sciences

Suggested pattern:

- BIOL 201 (3*)
- BIOL 207 (3*)
- BIOL 208 (3*)
- BIOCH 200 (3*)
- BOT 205 (3*)
- ZOOL 250 (3*)
- CHEM 261 (3*)
- CHEM 263 (3*)
- Elective (6*)

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page xx for a detailed list of all tuition and fees for this program

FOR FURTHER INFORMATION

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School of University Studies, Career Programs & Academic Upgrading

BACHELOR OF SCIENCE IN ENGINEERING

UNIVERSITY OF ALBERTA FACULTY OF ENGINEERING

Students can complete year one of the University of Alberta Bachelor of Science in Engineering program at Keyano College. All students (regardless of whether they attend Keyano College or the University of Alberta) follow a common curriculum in their first year. Selection of a specialization takes place in the second year, and the Faculty of Engineering at the University of Alberta offers undergraduate programs leading to BSc degrees in:

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering Physics
- Materials Engineering
- Mechanical Engineering
- Mining Engineering
- Petroleum Engineering

Since the Keyano calendar is prepared well in advance of the start of the academic year there may be changes in course offerings shown below. Consult with a Student Advisor for the latest information.

Students interested in transferring to the University of Calgary or another university should consult with the Chair or a Student Advisor. Transfer arrangements to an engineering program at institutions other than the University of Alberta are the responsibility of the student.

Admission Requirements

The Bachelor of Science in Engineering program at Keyano College, with transfer to the University of Alberta, is intended for students who have recently completed their high school diploma. Applications from students who have previously completed some post-secondary courses will be reviewed on a case-by-case basis to determine if they qualify for admission into year two of the University of Alberta's Engineering program. If you are uncertain about your qualifications please contact the Office of the Registrar.

A minimum overall average of at least 70% (60% in English required) is required in the following courses:

- English 30-1 or English 030
- Math 30-1
- Mathematics 31
- Chemistry 30
- Physics 30
- English Language Proficiency (as per page 15)

Procedures for Selection of Engineering Students:

Admission into the Engineering program is competitive and is based on academic achievement. Applications will be accepted from October 1 to June 15. Applications received after the deadline will be considered if capacity permits.

Upon receipt of partial transcripts, conditional offers of acceptance will be granted to applicants who present an average of at least 80% in the three first semester Grade 12 core subjects and evidence of suitable second semester course enrollment.

On receiving notice of acceptance a student will be given three weeks to register in the program; failure to register in this time period may result in the offered acceptance being withdrawn. After withdrawal of acceptance an applicant may reapply and have their name placed in a pool for further screening.

Applicants who do not meet the 80% course average requirement but who have achieved a minimum average of 70% in the subjects listed above, along with applicants who apply later than the June 15 deadline for application, will be placed in a pool for further screening based on academic achievement and availability of space.

Acceptance into the program will be offered to the highest ranked students from the pool of qualified applicants, contingent on availability of space.

Course Selection and Transfer Requirements

A full course load is required for all first year engineering transfer students applying to the University of Alberta.

Successful transfer is based on credit hours completed, grade point average (GPA) for the common first year courses, and other requirements. The grade point average (GPA) required to enter a specialization in second year varies; some specializations are more competitive than others and may require a higher grade point average for transfer.

School of University Studies, Career Programs & Academic Upgrading
BACHELOR OF SCIENCE IN ENGINEERING

Common First Year Program Course Pattern

COURSE	COURSE TITLE	CREDITS	U OF A UNITS
Year I: Term I (September - December)		14	
CHEM 103 & lab	Introductory University Chemistry I	3	4.3
MATH 100 & lab	Calculus I	3	4.0
ENGG 102 & lab	Introduction to the Engineering Profession	2	2.0
ENGG 130 & lab	Engineering Mechanics I	3	4.0
PHYS 1130 & lab	Wave Motion, Optics and Sound	3	3.8
ENGL 121 or ENGL 124	Literature in Historical Perspective or Literary Analysis (or complementary Studies elective)	3	
Year I: Term II (January – April)		15	
CHEM 105 & lab	Introductory University Chemistry II	3	3.8
MATH 101 & tutorial	Calculus II	3	3.5
MATH 102 & lab	Applied Linear Algebra	3	3.5
ENCMP 100 & lab	Computer Programming for Engineers	3	3.8
ENPHY 131 & lab & tutorial	Mechanics	3	4.3

NOTE: The University of Alberta requires engineering students to complete an English Elective in addition to a Complementary Studies Elective.

The Complementary Studies Elective should be chosen from the following:

- Anthropology
- Art History
- Economics
- English
- History
- Philosophy
- Political Science
- Psychology
- Sociology

Course Descriptions

Please see page xx to xx for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

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BACHELOR OF SCIENCE IN NURSING



- BACHELOR OF SCIENCE IN NURSING (BScN)
- PRE-NURSING PROGRAM

Clearwater Campus

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 Canadian Registered Nurse Examination.

Although this program is based on the curriculum of the University of Alberta Collaborative Baccalaureate Nursing program, it is unique in its emphasis on health promotion and wellness.

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 evening, 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) from the University of Alberta.

Admission Requirements

- a. A minimum overall average of at least 70% (60% in English required) in five appropriate matriculation subjects, with no mark below 50%.
Required subjects are:
 - English 30 or 30-1
 - Biology 30
 - Chemistry 30 or Science 30
 - One of Math 30-1, 30-2 or Math 31
 - Subject from Group A, B or C
- b. The student is required by Alberta Health Services to provide the educational institution with a Police Information Check and Vulnerable Sector Check one time, provided the student maintains enrolment in the program with no lapse of more than two (2) consecutive full terms.
- c. Three letters of reference.

The student, during enrolment in the program, must self-report any change in criminal convictions or criminal charges to the Chairperson of the Nursing and Allied Health Studies Department.

When a Police Information Check shows any one or more boxes checked off indicating that information “may or may not exist”, the student will be directed to consult with Chair of the Nursing and Allied Health Services Department for further information.

The cost of a Police Information Check is the student’s responsibility. Police Information Check and Vulnerable Sector Check must be dated no earlier than July 1st.

Clinical Requirements

- CPR certification at the Health Care Provider level dated no earlier than April 30th. Evidence of recertification in each subsequent year is required.
- Up-to-date immunization record provided to Health Services
- N95 Respiratory Mask Fit testing

Mature Student Entry

- Applicants over 21 years of age must present an overall average of at least 70% with no mark below 60% in English 30/30-1 and no mark below 50% in Chemistry 30 OR Science 30, and Biology 30

Also See General Admission Requirements on page 83.

English Language Proficiency

- TOEFL: iBT of least 86 with no score below 21
- IELTS with at least a 6.5 with no score below 5.0
- CAEL minimum score of 70
- MELAB minimum score of 85

See page xx for other ways to meet the English Language Proficiency

Spoken Language Proficiency Requirement

In addition to demonstrating English Language Proficiency, applicants whose first language is not English, regardless of country of origin or citizenship, must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency) meet this requirement. If applicant do not present these years of English education, they may be able to meet this requirement by presenting:

- A minimum of 26 on the speaking band of the TOEFL: iBT or
- A minimum of 7.5 on the IELTS speaking band

In addition to meeting English Language and Spoken English requirements, students must also present the appropriate coursework to meet the admission requirements as listed above.

School of University Studies, Career Programs & Academic Upgrading

BACHELOR OF SCIENCE IN NURSING

Selection Procedures of BScN Students

Admission into the Nursing program will be based on academic achievement. Applications will be accepted from October 1 to June 15 for entry into the program.

Conditional offers of acceptance into the first year of Nursing will be granted to applicants who meet the admission requirements, and to those current high school students who present a GPA of at least 75% or greater based on three first semester completed Grade 12 core subjects upon receipt of transcripts and second semester course enrollment. An official transcript confirming passing grades and presenting the competitive GPA in all required core courses must be provided before final acceptance will be granted.

Students with post-secondary educational credits will be rank ordered using the required high school courses and the last relevant 24 credits of post-secondary work: 60% of the GPA is derived from high school and 40% of the GPA is derived from relevant post-secondary courses.

All Official transcripts must be received no later than July 15.

The competitive entry process will be completed and final acceptances will be offered and students will be notified no later than July 30. Applicants who do not meet the competitive average will be offered the opportunity to apply and be considered for the Pre- Nursing program and encouraged to re-apply for the next BScN intake.

Applicants of Aboriginal Ancestry

Five positions per year are made available in the Nursing program for qualified applicants of Aboriginal ancestry. If qualified applicants of Aboriginal ancestry are not admitted by June 15, the positions may be filled with students of non-Aboriginal ancestry. Aboriginal ancestry is defined within the Constitutional Act of 1982, Section 35, Subsection 2. According to this Constitutional Act, Aboriginal peoples of Canada include Inuit, Indian and Métis peoples of Canada (Department of Justice, Canada, 1982).

GPA Calculation

For purposes of academic progression from one year of the Nursing program to the next, GPA (grade point average) is calculated based on courses completed during the academic year, between July 1 and June 30. See page 33 for the formula to calculate GPA.

For purposes of admission to the University of Alberta, GPA is calculated based on all courses completed to April 30 of that academic year, due to admission deadlines.

Progression Policy

- A minimum of a C- is required to pass all nursing and non-nursing courses.
- For yearly promotion, a student must have successfully completed all courses from the previous year, and obtain a minimum GPA of 2.0.
- Students with a semester GPA of 1.7 to 1.99 will be placed on academic probation for one semester.
- A student with a GPA of 1.69 or lower must withdraw from the program.
- Students on academic probation who fail to achieve a cumulative GPA of 2.0 by the end of the next semester, will be required to withdraw from the program.
- If the GPA warrants a second academic probation within the program, the student will be required to withdraw from the program and will not be readmitted to the program.
- Readmission to the program is subject to departmental review by the Chair and Dean of the program, and alignment with College Policies.
- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.

In order to protect the public interest, students who have been required to withdraw, and are applying for readmission will be required as part of the readmission process, to demonstrate nursing knowledge and skills learned to date in order to determine an appropriate placement in the program. These students will be required to successfully complete NURSE 099 prior to taking any other nursing courses.

NURSE 099 is also required for students who have failed a clinical course or left the Nursing program for one academic year or more and wish to return.

Students completing year three apply to the University of Alberta for admission to 4th year. Admission to 4th year and registration at the University of Alberta is based upon satisfactory academic standing in the first 3 years of the program, which includes a minimum cumulative GPA of 2.0. The University of Alberta expects that all courses be completed in the recommended order.

Voluntary Withdrawal

A student who withdraws for reasons other than academic performance and is away for at least one academic year will be required to re-apply for admission and must successfully complete NURSE 099 prior to taking any other courses.

School of University Studies, Career Programs & Academic Upgrading
BACHELOR OF SCIENCE IN NURSING

Program of Study

This program of study applies to those individuals entering into the first year of the Nursing Program in the 2014-2015 year and forward.

COURSE	COURSE TITLE	CREDITS
Year 1		34
ENGL	Junior English	3
MMI 133	Medical Microbiology for Nurses	3
NURSE 113	Pathophysiology	3
NURSE 114	Introduction to Nursing Theory I	6
NURSE 116	Introduction to Health Assessment	4
NURSE 117	Anatomy and Physiology	6
PSYCH 106*	Psychological Principals for Nursing	3
ELECTIVE		3
Intersession (May – June)		3
ELECTIVE		3

* PSYCH 106 is not open to students with credit in PSYCH 104 or 105. All year one courses must be completed prior to entering year two.

COURSE	COURSE TITLE	CREDITS
Year 2		33
NURSE 115	Pharmacotherapeutics in Nursing	3
NURSE 206*	Introduction to Nursing Theory II	3
NURSE 207*	Introduction to Nursing Practice	6
NURSE 208*	Mental Health Nursing Theory	6
NURSE 209*	Mental Health Nursing Practice	6
NURSE 388	Research & Statistics	6
ELECTIVE		3

*NOTE: 206 & 207 must be taken together in the same term. 208 & 209 must be taken together in the same term. All year two courses must be completed prior to entering year three.

Year 3		30
NURSE 307*	Acute Care Nursing Theory	6
NURSE 308*	Acute Care Nursing Practice	6
NURSE 309*	Community Nursing Theory	6
NURSE 310*	Community Nursing Practice	6
ELECTIVE (2)		6

*NOTE: 309 & 310 must be taken together in the same term. 307 & 308 must be taken together in the same term. All year 3 courses and all electives must be completed prior to entering year 4.

Year 4		27
NURSE 405	Acute Care Nursing Theory II	6
NURSE 406	Acute Care Nursing Practice II	6
NURSE 407	Leadership & Issues in Nursing	3
NURSE 494	Nursing in Context D1	3
NURSE 495	Nursing Practice VIII	9

Non-Nursing Courses:

SOCY 100	3
English Elective	3
Political Science Elective	3
Philosophy Elective	3
Elective (2)	6
TOTAL	18

This program of study applies to those individuals registered in the Nursing Program prior to the 2014-2015 year.

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (September - December)		
NURSE 117	Anatomy and Physiology I	6
NURSE 190	Nursing in Context A	7
NURSE 191	Nursing Practice I	3
PSYCH 106	Psychological Principals for Nursing	3
Year 1: Term II (January – April)		17
NURSE 115	Pharmacotherapeutics in Nursing	3
NURSE 118	Anatomy and Physiology II	3
NURSE 194	Nursing in Context A1	5
NURSE 195	Nursing Practice II	6
Intersession (May – June)		3
ELECTIVE: English (ENGL 108 recommended)		3
Year 2: Term I (September - December)		13-15
NURSE 290	Nursing in Context B	5
NURSE 294	Nursing in Context B1 or	5
NURSE 295	Nursing Practice IV or	7
NURSE 291	Nursing Practice III	
MMI 133	Medical Microbiology for Nurses	3
Year 2: Term II (January – April)		15-17
NURSE 291	Nursing Practice III	7
NURSE 295	Nursing Practice IV or	7
NURSE 294	Context B1 Nursing Practice IV	5
SOCY 100	Introductory Sociology	3
Intersession (May-June)		3
ELECTIVE		3
NOTE: To proceed to third year all courses listed in Year 1 and Year 2 have been passed		
Year 3: Term I (September - December)		21
NURSE 388	Nursing Research & Statistics	6
NURSE 390	Nursing in Context C	5
NURSE 391	Nursing Practice V or	7
NURSE 395	Nursing Practice VI	7
ELECTIVE: POLSC		3

School of University Studies, Career Programs & Academic Upgrading
BACHELOR OF SCIENCE IN NURSING

COURSE	COURSE TITLE	CREDITS
Year 3: Term II (January – April)		21
NURSE 394	Nursing in Context C1	5
NURSE 395	Nursing Practice V1 or	7
NURSE 391	Nursing Practice V	7
ELECTIVE: PHIL		3
Intersession (May – June)		3
ELECTIVE		3
Year 4: Term I (September - December)		12
NURSE 490	Nursing in Context D	5
NURSE 491	Nursing Practice VII	7
Year 4: Term II (January – April)		12
NURSE 494	Nursing in Context D1	3
NURSE 495	Nursing Practice VIII	9

NOTE: The above pattern is the suggested order that non-nursing courses be completed. All non-nursing courses MUST be completed by the end of the Fall semester of Year 4.

To proceed with NURSE 494, students must have passed all courses of the program except NURSE 495.

PRE-NURSING PROGRAM

The Pre-Nursing Program at Keyano College allows students to complete their non-Nursing courses such as Psychology, Sociology, Political Science, etc within the University Studies department. Students may also be accepted to a Pre-Nursing year in order to complete the upgrading required for admission to the BScN program at the same time as completing required non-Nursing courses.

NOTE: Students are not automatically accepted into the BScN program if they complete a Pre-Nursing year. Students must apply to the BScN program and their application will be considered on an academic achievement basis as outlined in the admission requirements.

Please contact a Student Advisor regarding program planning.

In addition to meeting English Language Proficiency, students must also present the appropriate course work to meet the admission requirements for their chosen program.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

Nursing courses are restricted to full-time Nursing students. Exceptions will be made on a case-by-case basis.

FOR FURTHER INFORMATION

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BACHELOR OF SOCIAL WORK

UNIVERSITY OF CALGARY BACHELOR OF SOCIAL WORK

Admission to the Bachelor of Social Work occurs at the third year level. Students are admitted to the Social Work diploma program or University Studies Pre-Social Work for their first two years at Keyano College.

Admission Requirements

- An average of 60% in:
- English 30-1 or provincial equivalent
- 4 subjects from groups A, B or C (only 1 subject from group B may be presented for admission)
- English Language Proficiency (as per page 15)

See General Admission Requirements on page 83.

Mature Student

- Must be 21 years of age at the time of registration and have a minimum average of 60% in:
- English 30-1 or provincial equivalent
- English Language Proficiency (as per page 15)

Suggested pattern:

- Year I
- 6* of Junior English
- SOWK 201 (3*)
- 21* Arts or Science options

Year II

- 30* of Arts and Science options

It is recommended that students take options in English, History, Native Studies, Psychology and Sociology.

BACHELOR OF SOCIAL WORK - 3RD YEAR ENTRY UNIVERSITY OF CALGARY

The University of Calgary offers onsite and distance BSW programs from Calgary, Edmonton, Lethbridge and various communities in Alberta via the Learning Circle Program.

Further information is available on the Faculty of Social Work's website at ucalgary.ca/fswcentralandnorth or by contacting the student advisor at fswcnar@ucalgary.ca or call toll free 1-888-492-2083

After completion of the Social Work Diploma program (or 60* from another University) students must apply directly to University of Calgary and University of Calgary Faculty of Social Work for admission to Bachelor of Social Work.

The application deadline is April 1st. The University of Calgary does not accept late applications. For further details on application procedures and required documents please visit ucalgary.ca and ucalgary.ca/fswcentralandnorth

University of Calgary's Admission Requirements for 3rd year entry to Bachelor of Social Work

Students have 3 routes of entry:

1. University Transfer – Having a minimum of two years of University Transfer courses (60*) including SOWK
2. 201 (3*) or equivalent
3. After Degree – Having completed a four-year degree from an approved University
4. Social Work Diploma – After completing a two-year Alberta Social Work Diploma. Along with the diploma, applicants require a minimum of eight general arts/science University courses (24*)

In addition to the above requirements, all applicants require English 30-1 or provincial equivalent. A minimum GPA of 2.3 (C+) over the last 10 courses taken is required.

NOTE: The Bachelor of Social Work Program is offered by the University of Calgary, and these entrance requirements are based upon the University of Calgary calendar. For further information please visit ucalgary.ca/admissions and ucalgary.ca/fswcentralandnorth

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page xx for a detailed list of all tuition and fees for this program

FOR FURTHER INFORMATION

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Chair
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louis.dingley@keyano.ca

TO APPLY

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

Pre-professional programs are designed to meet the admission requirements of professional schools, such as medicine, dentistry, veterinary medicine, pharmacy, etc.

Students interested in pre-professional programs should refer to the admission requirements for the professional program at the university for which they plan to transfer. Information provided in this section is subject to change based on the requirements at the applicable university. Pre-professional programs do not guarantee entry into a professional program.

Pre-professional programs are very competitive, so students should plan their program, allowing them the option of completing an undergraduate degree if admission into the professional program is denied or delayed.

Transfer depends on proper course selection, credit hours completed, grade point average (GPA), and other requirements set by the transferring institution. The minimum stated GPA is often not enough because of the competition to enter a program.

Students can complete one to two years of study. Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

English Language Proficiency is required for all pre-professional programs, Spoken Language Proficiency is also required for Health Sciences programs Pre-Medicine, Pre-Pharmacy, Pre-Dental Hygiene Diploma, Pre-Chiropractic, Pre-Optometry (as per page xx).

Pre-Professional Programs

The following pre-professional programs are available at Keyano College:

- Chiropractic
Canadian Memorial Chiropractic College
- Dental Hygiene
University of Alberta
- Dentistry
University of Alberta
- Journalism
University of Regina, School of Journalism
- Law
University of Alberta and University of Calgary
- Medicine
University of Alberta and University of Calgary
- Medical Lab Science
University of Alberta
- Optometry
University of Waterloo
- Pharmacy
University of Alberta
- Rehabilitation Medicine
- Veterinary
University of Saskatchewan and University of Calgary

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page xx for a detailed list of all tuition and fees for this program

FOR FURTHER INFORMATION

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What are the responsibilities of the apprentice?

The apprentice is responsible for:

- completing the required on-the-job training as assigned by the employer AND, at the end of each period of apprenticeship,
- reviewing with his or her supervisor:
- the hours worked;
- the on-the-job training completed;
- ensuring that his or her record book is updated at the end of each period, and forwarded to the nearest Alberta Learning Career Services Centre;
- attending the required formal instruction;
- making arrangements to meet personal financial needs while attending formal instruction; acquiring the text books and supplies required for formal instruction;
- successfully completing the requirements of the formal instruction;
- completing the required examinations;
- advising the school:
 - if he or she becomes unemployed or employed by another person so that the contract of apprenticeship can be transferred;
 - if there is a change in address or employment;
- carrying his or her apprentice identification card at all times while at work and producing it on request; AND,
- registration for classes at the institution of his/her choice.

Where does apprenticeship formal instruction take place?

Formal instruction is delivered at a variety of post-secondary institutions and training establishments, depending on the trade:

- technical institutes
- colleges
- vocational colleges
- private trade schools
- industry training centres.

How does an apprentice obtain an Alberta Journeyman Certificate?

An Alberta Journeyman Certificate is granted to an apprentice who:

- completes the required hours of on-the-job training and receives a satisfactory report from the supervisor;
- successfully completes the formal instruction;
- passes all required examinations; and,
- has forwarded his or her record book to the Career Development Centre, Alberta Learning, for completion.
- when an apprentice receives an Alberta Journeyman Certificate, the new Journeyman can use the term “certified” with the name of the trade. This title lets employers and consumers know that a standard of quality or skill, established by industry, has been attained. Journeyman wages should now be paid.

Where can the Journeyman work?

The Alberta Journeyman Certificate is valid in the province of Alberta, and may be recognized in other provinces. If the journeyman holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, the journeyman can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Program Red Seal on their provincial certificate would not have to write any further examinations to qualify for certification in any other province in Canada.

How to become a Registered Apprentice?

Entrance Requirements

Currently, to enter an apprenticeship you must have the educational qualifications required for the trade to which you apply. It is to your advantage to obtain as much education as possible. The further you go in school the better your chances will be to get an apprenticeship and succeed in your training. In trades where a minimum level of education is required, you must present a transcript of your school marks when you apply for apprenticeship. If you cannot obtain a school transcript, you will be required to write an approved entrance exam. In certain trades, all applicant must write an entrance exam.

Perhaps the most difficult entrance requirement to meet is finding suitable employment with an employer who is a Journeyman or employs a Journeyman in the trade of your choice. To apply for an apprentice position, you should go in person to firms that work in the trade you have selected. You may have to apply to several firm before you find an employer who has a position for an apprentice.

Application Procedures

Once you're employed, apprenticeship forms must be signed by both you and your employer. Application forms are available online. If you think you have related work experience and/or training that could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form. Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given and contracts are drawn up.

Contracts

A contract is signed by the apprentice and the employer. Before signing the contract, you should read it carefully to know your obligations and responsibilities and those of your employer. Once signed, the contract is registered with the Apprenticeship and Industry Training Division. An identification card, course outline booklet and an apprentice record book are issued to you. At this point your apprenticeship training begins.

School of Trades & Heavy Industrial

APPRENTICESHIP

How to register for technical training?

Full tuition and fees are due and payable upon registering for technical training at the Keyano College Office of the Registrar. See page xx for details.

Refund Policy

Please refer to page 21 for full details.

Program Dates

Please contact the School of Trades & Heavy Industrial Division at 780-791-4881 or the Office of the Registrar at 780-791-4801 or see tradesecrets.alberta.ca for the Apprenticeship training schedule.

GUIDE TO TRADES APPRENTICESHIP				
Trades	Length (Years/Period)	Training (Weeks/Years)	Minimum Education	Compulsory or Optional Certification
Carpenter	4	8-8-8-8	REFER TO AIT'S WEBSITE FOR EACH SPECIFIC TRADES REQUIREMENTS. tradesecrets.alberta.ca	O
Crane & Hoist Equipment Operator-Boom Truck	1	6		C
Crane & Hoist Equipment Operator-Mobile Crane	3	6-6		C
Crane & Hoist Equipment Operator-Tower Crane	2	6		C
Electrician	4	8-8-8-12		C
Heavy Equipment Technician	4	8-8-8-8		C
Millwright	4	8-8-8-8		O
Steamfitter/Pipefitter	3	8-8-8		C
Welder	3	8-8-8		C

NOTE: See a consultant at Alberta Learning Apprenticeship and Industry Training for trades not listed on this page, and for updated minimum education requirements.

Training

When the formal apprenticeship is arranged, the training program becomes available. Experience is gained and trades skills developed in various phases of the trade under the guidance of qualified journeypersons.

Apprentices under contract are required and privileged to attend technical training programs designed for their particular trade. These are short programs of four to twelve weeks in each year of apprenticeship. Training is also intended to instill respect for the trade by emphasizing quality of workmanship.

Attendance and Punctuality

Technical apprenticeship training is considered an extension of the workplace in terms of attendance and punctuality. It is expected that students will manage their time in accordance with the published program schedule and will attend all classes every day.

Policy

- Instructors will inform the class on intake day of the program schedule and the expectations regarding attendance and punctuality.
- Instructors must maintain accurate daily attendance records.
- Instructors will submit weekly attendance sheets to the School of Trades & Heavy Industrial office each Friday.

Procedure

Students not in the classroom when class commences will be required to obtain a late slip from an administrative assistant in the main office of their campus. The late slip must be presented to the instructor to gain admittance to the class.

- Students must report unavoidable absences from class to their instructor at the earliest opportunity. It is expected that personal appointments will be made after scheduled class hours.
- If a student is absent for 1 1/2 days, or has accrued two lates, the instructor will notify the Program Chair for appropriate follow-up action.
- If a student is absent for two days, or has accrued three lates, the instructor will complete a "special report" identifying the concern. This report will be submitted to the Program Chair and the Dean for their recommendations.
- Following three days absence or four lates, the student will be considered terminated from the program. Re-admittance to class will only be permitted upon receipt of written recommendation from the Trade Qualification Inspector, Apprenticeship and Industry Training.

School of Trades & Heavy Industrial

APPRENTICESHIP

Progress Reports

Examinations are conducted by the Apprenticeship and Trades Certification Branch at the completion of each program. The pass mark is 70%. Progress reports showing the results of these examinations and the College rating are then issued. Supplemental tests are available. Those who fail the examinations must repeat the entire program.

Certification

A journeyperson certificate is issued to an apprentice who:

- Has completed the term of apprenticeship (four years in most trades).
- Receives a satisfactory report from his/her employer.
- Receives a satisfactory report from the school at which the apprentice attended the technical training.
- Successfully completes the test and examinations prescribed by Alberta Innovation and Advanced Education.

Transfer

Where the terms of the contract of apprenticeship cannot be fulfilled, the director or his/her designate may, if circumstances warrant, arrange for an apprentice to be transferred to another employer.

CARPENTER

Clearwater Campus

Carpenters construct, renovate, erect and repair buildings and other structures made of wood, wood substitutes, steel and other materials. Duties vary according to the type of job. In residential jobs, carpenters crib the basement; build the house framework, walls, roof, exterior and interior finishes; and install doors, windows, flooring, cabinets, stairs, handrails, paneling, moulding and ceiling tiles. In commercial or industrial jobs, they build concrete forms, scaffolding, bridges, trestles, tunnels, shelters, towers and other structures. In maintenance jobs, they repair and remodel existing structures of all kinds. Some carpenters specialize in one type of work such as framing, bench work or finishing work.

Most carpentry tasks involve:

- reading drawings and/or getting instructions from a supervisor
- doing the layout including selecting materials, planning sequences and methods of work, and measuring and marking materials to avoid costly mistakes or omissions
- cutting and shaping materials and joining them with nails, screws, bolts or glue
- checking completed units to be sure they are level, square, plumb and the right size, shape and location
- Carpenters must work accurately and economically, and follow national and local building codes.

FOR FURTHER INFORMATION

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CRANE & HOIST EQUIPMENT OPERATOR - BOOM TRUCK

Suncor Energy Industrial Campus

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Crane and hoisting equipment operators - boom truck operators set up, service and operate hydraulic booms that are mounted on turrets that are affixed to trucks and are capable of moving heavy loads.

Operators manipulate a number of pedals and levers to rotate the crane and raise and lower loads. They often perform all or some of these operations simultaneously.

Certification is required when operating:

- booms (including telescoping booms and articulating booms possessing live lines) capable of swinging, hoisting and booming up and down with a lifting capacity of greater than 5 tons (4.5 tonnes) and less than 45 tons (40.8 tonnes)
- articulating booms WITHOUT live lines with a lifting capacity of greater than 8 tons (7.3 tonnes) and less than 45 tons (40.8 tonnes).

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CRANE & HOIST EQUIPMENT OPERATOR - MOBILE CRANE

Suncor Energy Industrial Campus

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Mobile crane operators service and operate booms that are mounted on crawlers or wheeled frames as well as traveling, fixed or climbing type hoisting equipment with a vertical mast or tower and a jib.

Operators manipulate a number of pedals and levers to rotate the crane, and raise and lower its boom and one or more loadlines. Some or all of these operations may be performed simultaneously.

Certification is required when operating mobile cranes with a lifting capacity of fifteen tons (13.6 tonnes) and over. Mobile crane operators also may drive the crane to the job site, rig the machine up (pin the boom and pendant cables and pull the hoist cable in preparation for operation), and set up the machine for the lift (i.e. make it level and stable) using blocking and leveling materials.

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CRANE & HOIST EQUIPMENT OPERATOR - TOWER CRANE

Campus location alternates

Crane and hoisting equipment operators service and operate the hoist and swing equipment used to move machinery, materials and other large objects. Tower crane operators service and operate traveling, fixed, climbing or self-erecting type hoisting equipment with a vertical mast or tower and a jib.

Tower crane operators manipulate a number of pedals and levers to rotate the crane, and raise and lower its boom and one or more loadlines. Some or all of these operations may be performed simultaneously. Tower crane operators are often involved in assembling the crane on-site.

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ELECTRICIAN

Clearwater Campus

Electricians install, alter, repair and maintain electrical systems designed to provide heat, light, power, control, signal or fire alarms for all types of buildings, structures and premises.

In general, but not limited to, electricians:

- read and interpret electrical, mechanical and architectural drawings, specifications, and applicable codes to determine wiring layouts
- cut, thread, bend, assemble and install conduits and other types of electrical conductor enclosures and fittings
- pull wire through conduits and holes in walls and floors
- position, maintain and install distribution and control equipment such as switches, relays, circuit breaker panels and fuse enclosures
- install, replace, maintain and repair electrical systems and related electrical equipment
- install data cabling
- splice, join and connect wire to form circuits
- test circuits to ensure integrity and safety
- install and maintain fibre optic systems and
- install, replace, maintain and repair electrical generation sources and related equipment
- Some electricians specialize in specific types of installations:
 - residential (housing developments)
 - commercial (office buildings)
 - institutional (hospitals)
 - industrial (plants, factories)

FOR FURTHER INFORMATION

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HEAVY EQUIPMENT TECHNICIAN

Suncor Energy Industrial Campus

Heavy equipment technicians maintain, repair, and overhaul heavy vehicles and industrial equipment.

Maintenance and repair of vehicles and equipment may include:

- internal combustion engines and components, both stationary and mobile
- tracked equipment, commonly called crawler tractors
- ground engaging equipment and components
- earth moving equipment
- rubber tired equipment, commonly called tractors
- on-highway and off-highway motor vehicles, commonly called trucks
- towed on-highway and off-highway vehicles, commonly called trailers

In general, heavy equipment technicians:

- interpret work orders and technical manuals
- keep equipment cleaned, lubricated and maintained
- diagnose faults or malfunctions
- adjust equipment and repair or replace defective parts, components or systems
- test repaired equipment for proper performance and ensure that the work done meets manufacturers' specifications and legislated regulations
- write service reports

FOR FURTHER INFORMATION

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MILLWRIGHT

Clearwater Campus

Millwrights install, maintain, repair and troubleshoot stationary industrial machinery and mechanical equipment in sites such as factories, production plants and recreational facilities.

On a typical job millwrights:

- read diagrams and schematic drawings and service manuals to determine work procedures
- operate rigging equipment and dollies to place heavy machinery and parts
- fit bearings, align gears and shafts, attach motors, and connect couplings and belts to precise tolerances
- align and test equipment, and make any necessary adjustments
- perform predictive and operational procedures
- repair or replace defective parts
- service and repair hydraulic and pneumatic systems
- may do some tack welding (a weld that is adequate in size to temporarily hold components in place until it can be completely welded by a registered apprentice welder or a Journeyperson welder) and fabrication as well as maintain an inventory of replacement parts

FOR FURTHER INFORMATION

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STEAMFITTER/PIPEFITTER

Clearwater Campus

Steamfitter – pipefitters lay out, assemble, fabricate, maintain and repair piping systems which carry water, steam, chemicals or fuel used in heating, cooling, lubricating and other processes.

To install a typical piping system in a commercial building or industrial plant, steamfitter – pipefitters:

- study blueprints, drawings and specifications to determine the type of pipe and tools to use, and lay out the sequence of tasks
 - sometimes make detailed sketches for pipe and equipment fabrication and installation, as required
 - measure, cut, thread, groove, bend, assemble and install metal, plastic and fibreglass pipes, valves and fittings
 - join pipe sections, related equipment and secure in position
 - use testing equipment to check systems for leaks
- Steamfitter – pipefitters also remove and replace worn components, do general maintenance work and may work on plant shut-downs.

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WELDER

Clearwater Campus

Welders join or sever metals in beams, girders, vessels, piping and other metal components, make metal parts used in construction and manufacturing plants, and weld parts, tools, machines and equipment.

Welding usually involves applying heat to metal pieces to melt and fuse them together. In electric arc welding, heat is created as an electric current flows through an arc between the tip of the welding electrode and the metal. In gas welding, such as oxy-acetylene welding, the flame from the combustion of burning gases melts the metal. In both arc and gas welding, filler materials are melted and added to fill the joint and make it stronger. In resistance welding, the metal piece itself is melted as current flows through it, and no filler is added.

Welders use different welding processes and fillers depending upon the type of metal, its size and shape, and requirements for finished product strength. For a typical welding project, they:

- develop patterns for projects or follow directions given in layouts, blueprints and work orders,
- clean, check for defects and shape component parts, sometimes using a cutting torch, and
- weld parts together.

Welders may also build up worn parts by welding layers of high-strength hard-metal alloys onto them.

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School of Trades & Heavy Industrial

COKER TECHNICIAN

• CERTIFICATE

Under review, not accepting applications for 2017 -2018.

Clearwater Campus

The Coker Technician Program is open to local residents of the Wood Buffalo Region – proof of residency is required. No previous experience is necessary.

The Coker Technician Certificate program trains entry level candidates in the safe operation of the Coker Unit. The program consists of six weeks in-class training followed by a 216 hour unpaid work practicum. Students must complete the theory portion of the program in order to be granted the work practicum. The practicum is in the Coker Unit at Suncor and consists of three full cycles on shift (3 days, 3 nights, 6 off).

Suncor participates in student selection, work practicum mentorship and evaluation, and program assessment. The program gives Suncor access to a trained and skilled pool of qualified workers while students have the opportunity to demonstrate their employability skills. At the end of the program students who successfully complete the in- class theory program and the work experience will be interviewed by Suncor for job placements.

Admission Requirements

- Applicants require a High School Diploma or GED
- Local resident of the Wood Buffalo region – proof of residency required

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program

Application Process

Submit the following documents to the Office of the Registrar:

- Official transcript showing academic qualifications
- A completed Keyano College Application for
- Admission and Application Fee Receipt (\$50)
- Up-to-date resume
- (TOWES) Test of Workplace Essential Skills

The top applicants who meet the education requirements and the requirements of the TOWES testing will be contacted for a Behavioural Descriptive Interview (BDI) with Suncor and Keyano College representatives.

Admission Deposit

Students accepted to the Coker Technician program are subject to a \$100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

COURSE	COURSE TITLE	CREDITS
		15
COKER 101	Delayed Coking	1
COKER 102	Process Flow	1
COKER 103	Decoking	1
COKER 104	Pumps & Compressors	2
COKER 105	Instrumentation	2
COKER 106	Safety Training	2
COKER 107	Basic Computer Skills	1
COKER 108	Work Practicum	5

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

780-791-4955
powerprocess@keyano.ca

TO APPLY

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School of Trades & Heavy Industrial

HEAVY EQUIPMENT TECHNICIAN

• D I P L O M A

Suspended, not accepting applications for 2017-2018.

Suncor Energy Industrial Campus

This 20 month diploma program will allow students to acquire first hand theory and technical training focused on Caterpillar equipment.

Admission Requirements

- High School diploma (GED or Certificate of Achievement will not be accepted as an equivalency)
- Completion of the Candidate Profile
- Successful completion of a Differential Aptitude Test
- Interview with the program coordinator and industry representative
- Canadian Citizen or Permanent Resident
- Physical Demands testing

Student selection is competitive. Students must pass all selection criteria steps before being admitted. All candidates will be notified.

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60

Admission Process

Applicants complete the following:

- Keyano College application for admission
- Differential Aptitude Test (DAT)
- Program Candidate Profile (Submit directly to the Office of the Registrar)
- Submit current resume (Submit directly to the Office of the Registrar)
- Program interview with Keyano College. Applicants will be contacted by the College to arrange a date and time

Admission Deposit

Students accepted to the program are subject to a \$100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Graduation Requirements

A pass mark of at least 60% in each course. Students must attain an overall average of 65% to be eligible to write AIT exams. Work terms will be graded as a Pass/ Fail.

Attendance and Punctuality

Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality.

Student terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Heavy Industrial Division.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I		18.5
HETD 110	Introduction to Heavy Equipment Service Industry	2.5
HETD 120	Truck and Trailer Suspension and Steering	3
HETD 130	Air Brakes	2.5
HETD 140	Fundamentals of Hydraulics	4.5
HETD 150	Safety Training	1.5
HETD 190	Work Placement	4.5
Year 1: Term II		19
HETD 210	Engine Fundamentals	6.5
HETD 220	Engine Fuel Systems	5.5
HETD 230	Electrical Fundamentals	2.5
HETD 290	Work Placement II	4.5
Year 1: Term III		18.5
HETD 310	Power Train I	5.5
HETD 320	Electrical Systems	6
HETD 330	Air Conditioning Systems	2.5
HETD 390	Work Placement III	4.5
Year 2: Term I		19
HETD 410	Machine Hydraulic Systems	6.5
HETD 420	Power Train II	6
HETD 440	On-Highway Steering	2
HETD 490	Work Placement IV	4.5
Year 2: Term II		18.5
HETD 510	Machine Electronics	3.5
HETD 520	Machine Diagnostics	4
HETD 530	Engine Diagnostics and Repair	3.5
HETD 540	Machine Specifics	3
HETD 590	Work Placement V	4.5

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION & TO APPLY

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• CERTIFICATE

Suspended, not accepting applications for 2017-2018.

Clearwater Campus

The Mechanical and Construction Trades Preparation Program (MCTP) provides entry-level industry training and skill development for employment in apprenticeship trades. Current demand for skilled workers requires apprenticeship candidates who have demonstrated trade knowledge and related skills, employability skills, appropriate work ethics and safe work practices. The MCTP program offers 24 weeks of multiple trade preparation, skill development and employability skills training. The program enables students to choose and prepare for entry-level trades employment in industry. The final six weeks of training is an assignment by the student's choice of trade area to a work experience placement in industry.

Throughout the program, safety is stressed as a personal practice and industry requirement. Related study includes introduction to Loss Control Management, Occupational Health and Safety Legislation, W.H.M.I.S., Standard First Aid, CPR, and response to emergency situations. The program is task-oriented to actual job conditions as closely as possible.

Students successfully completing the program will have demonstrated basic theory and practical trade knowledge and will have acquired selected apprenticeship-level trade skills in both construction and mechanical trade areas. Graduates receive a program certificate, transcript and for employment purposes, an industry-based job performance evaluation from their work experience placement.

Admission Requirements

- 18+ years of age
- Grade 10 Academic Proficiency
- Candidates are tested for aptitude and academic proficiency

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process

Applicants complete the following:

- Keyano College application for admission
- MCTP Applicant Profile
- Interview with program Chair

Admission Deposit

Students accepted to the MCTP program are subject to a \$100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Graduation Requirements

Pass mark of 50% in each course plus an overall average of 60% required.

Attendance and Punctuality

Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Heavy Industrial Division.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate • Term I		360
MCT 111	General Education	60
MCT 112	Personal Management	60
MCT 132	Blueprint Reading & Sketching	45
MCT 138	Welding	60
MCT 139	Mechanics	60
MCT 140	Parts	15
MCT 143	Carpentry	60
Year 1: Term II		420
MCT 131	Electrical	60
MCT 137	Industry Placement	240
MCT 141	Pipefitting/Plumbing	60
MCT 142	Millwright	60

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

780-791-4906 | tradesinfo@keyano.ca

TO APPLY

Office of the Registrar, Keyano College
 8115 Franklin Avenue; Fort McMurray, AB T9H 2H7
 780-791-4801 or 1-800-251-1408 | keyano.ca

SPONSORED BY:



• **CERTIFICATE**
Fourth Class
Third Class

Clearwater Campus

The program is delivered through iLearn (Moodle) which is a computer managed, self-paced course that is done at your convenience. The program provides access to a comprehensive question bank designed to highlight subjects in the Alberta Boiler's Branch syllabi.

As students study through the Power Engineering book and workbook, they test their knowledge by completing chapter quizzes, S test and E-exams online. All e-exams are supervised exams that must be done at a certified testing facility.

The online program offers evening tutorial assistance by qualified instructors on an appointment basis every Tuesday and Thursday in the Bob Lamb Building.

Program Dates

Programs start on the 1st of every month. Students will have 6 months from the start of the program to complete Part A or B theory.

FOUR CLASS POWER ENGINEERING

This program is open to any individual interested in pursuing a career in the power engineering field. No previous experience is necessary. Upon successful completion students are eligible to write the Alberta Boiler Safety Association Interprovincial 4th class examinations.

ABSA will credit students who successfully complete Keyano College's theory portion of 4th Class Part A&B with six months of steam time.

Admission Requirements

It is strongly recommended that students have Math 20-1 or 20-2, Physics 20 or Science 20 and English 20.

Program of Study

COURSE	COURSE TITLE	CREDITS
PART A		8
PELM 4100	Applied Science	4
PELM 4200	Plant Services	4
PART B		8
PELM 4300	Steam Generation	4
PELM 4400	Prime Movers and Auxiliaries	4

THIRD CLASS POWER ENGINEERING

This program is open to any individual with an Alberta Fourth Class Power Engineering Certificate. Upon successful completion students are eligible to write the Alberta Boiler Safety Association Interprovincial Third Class examination.

ABSA will credit students who successfully complete Keyano College's theory portion of the 3rd Class Part A&B with six months of steam time.

Admission Requirements

Fourth Class Power Engineering Certificate

Program of Study

COURSE	COURSE TITLE	CREDITS
PART A		8
PELM 3100	Applied Science	4
PELM 3200	Plant Services	4
PART B		8
PELM 3300	Steam Generation	4
PELM 3400	Prime Movers and Auxiliaries	4

Student Evaluation and Graduation Requirements

Students will be evaluated using online quizzes for each chapter/module as well as supervised tests and examinations. Students must attain a minimum of 65% in each course to be eligible for program certification and to write the ABSA exams.

Tuition & Fees

Please see page 21 for the fee policy governing Power Engineering: CML programs. One (1) three- month extension may be obtained for a fee of \$150 for each Part A and B

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION & TO APPLY

Power Engineering Department
 8115 Franklin Avenue
 Fort McMurray, AB T9H 2H7
 780-791-4955
 powerprocess@keyano.ca
 keyano.ca

School of Trades & Heavy Industrial

POWER ENGINEERING: CO-OP

• CERTIFICATE Fourth Class Third Class

Clearwater Campus

Power engineers operate, maintain and manage industrial plants that use equipment such as boilers and refrigeration units. Keyano College's Power Engineering Co-op Programs addresses the critical shortage of power engineers in northern Alberta.

Local and regional industry partners have supported the program since 1996. Current partners make up a Steering Committee which participates in student selection, work practicum mentorship, evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified 4th and 3rd class power engineers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a work placement. These placements are based upon student academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies and regulations. Industry partners short list student applicants, conduct all interviews and select which students receive work term offers, therefore Keyano College cannot guarantee co-op placements.

Start Date: The next intake for Co-op 4th Class certificate is September 4, 2018.

ABSA will credit students who successfully complete Keyano College's theory portion of 4th Class Part A&B with six months of steam time.

Admission Requirements

Applicants require a High School Diploma, or G.E.D. with minimum English 20/23 or English 20-1 or 20- 2; Math 20-1 or 20-2, and Physics 20 or Science 20 (Alberta course only) or equivalent.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet admission requirements for their chosen program.

Application Process

The following documents must be submitted to the Office of the Registrar:

- Official transcript showing your academic requirements
- A completed Keyano College Application for Admission
- Up-to-date resume
- Differential Aptitude Test (DAT) with minimum score of 4500 (Interview selection is competitive based on DAT score, 4500 does not guarantee a program interview)

Driver's License

Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

Admission Deposit

Students accepted to the Power Engineering program are subject to a \$100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Attendance and Punctuality

Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum. More than four unexcused absences disqualify students from work practicum eligibility.

Graduation Requirements

Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

School of Trades & Heavy Industrial

POWER ENGINEERING: CO-OP

Reinstatement Fee

Students who fail to qualify for a work term and are subsequently reinstated after meeting requirements are subject to a \$250 administrative fee.

Program of Study

COURSE	COURSE TITLE	CREDITS
4th Class: Certificate • Term I (16 weeks)		16
PECO 4100	Applied Science	4
PECO 4200	Plant Services	4
PECO 4300	Steam Generation	4
PECO 4400	Prime Movers and Auxiliaries	4
PECO 4999	Attendance	
Term II (6 months)		12
PECO 4500	Work Experience*	12
3rd Class: Certificate • Term I (16 weeks)		16
PECO 3100	Applied Science	4
PECO 3200	Plant Services	4
PECO 3300	Steam Generation	4
PECO 3400	Prime Movers and Auxiliaries	4
PECO 3999	Attendance	
Term II (6 months)		12
PECO 3500	Work Experience*	12

**Students without confirmed coop work terms two weeks after the classroom course end date will not be enrolled in PECO 4500 or PECO 3500.*

Students who successfully complete a steam lab (4th class certificate only) or 6 months of ABSA recognized steam time, may apply for Advanced Credit for PECO 4500 or PECO 3500.

NOTE: Students must successfully graduate from 4th Class Power Engineering Coop certificate to be eligible to continue into the 3rd Class Power Engineering Coop certificate.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

780-791-4955
powerprocess@keyano.ca

TO APPLY

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

School of Trades & Heavy Industrial

PRE- EMPLOYMENT PROGRAMS

- CERTIFICATE
Carpentry
Electrical
Welding

Clearwater Campus

Keyano College is excited to offer Pre-Employment programming which will provide an alternative entry into Apprenticeship. Students will receive four weeks of academic upgrading and employability skills followed by the first period of technical training (eight weeks) in their preferred trade.

Upon successful completion of all courses students will then have an opportunity to be placed on a six week paid work term at the end of the program.

Admission Requirements

Pre-Employment Carpentry

- 18 years of age
- High school diploma; with a minimum of English 10-2, Math 10-3, or GED
- Recommended High School courses: English 30-2, Math 30-3, either Physics 20, Chemistry 20 or Science 20 and related Career and Technology Studies courses
- Or approval of Chair

Pre-Employment Electrical

- 18 years of age
- High school diploma; with a minimum of English 20-2, Math 20-3, and Science 10
- Recommended High School courses: English 30-2, Math 30-3, either Physics 30, Chemistry 30 or Science 30 and related Career and Technology Studies courses
- Or approval of Chair

Pre-Employment Welding

- 18 years of age
- English 10-2, and Math 10-3
- Recommended High School courses: English 30-2, Math 30-3, either Physics 20, Chemistry 20 or Science 20 and related Career and Technology Studies courses or approval of Chair

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Application Process

- Complete and submit a Keyano College application for Admission
- Submission of official high school transcripts showing your academic qualifications
- Pre-Employment Applicant profile
- Interview with the program Chair

Admission Deposit

Students accepted are subject to a \$100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

School of Trades & Heavy Industrial

PRE- EMPLOYMENT PROGRAMS

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Carpentry		27
PEMP 100	Employability Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PEMP 104	Safety	1
PCARP 110	Building Materials	1
PCARP 120	Hand and Power Tools	5
PCARP 130	Site Preparation and Foundation	3
PCARP 140	Floor Frame	1
PCARP 150	Estimating and Plans	4
PCARP 199	Work Site Placement	4
Pre-Employment Electrical		28
PEMP 100	Employability Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PEMP 104	Safety	1
PELEC 110	Circuit Fundamentals	5
PELEC 120	EMF Sources	2
PELEC 130	Equipment Fundamentals	4
PELEC 140	Canadian Electrical Code Part 1 and Blueprint Reading	4
PELEC 199	Work Site Placement	4
Pre-Employment Welding		22
PEMP 100	Employability Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PWELD 110	Workplace Safety and Tools	3
PWELD 120	Welding Technology & Properties of Metal	3
PWELD 130	GMAW, FCAW, MCAW and SAW	8

Graduation Requirements

Pass mark of at least 65% in each course.

Attendance and Punctuality

Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Heavy Industrial Division.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

780-791-4883
tradesinfo@keyano.ca

TO APPLY

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1208
Keyano.ca

School of Trades & Heavy Industrial

PROCESS OPERATIONS CO-OP

SPONSORED BY:



• CERTIFICATE

Clearwater Campus

The two year Process Operations Co-op program prepares students for entry-level positions in mineral and hydrocarbon processing primarily focused on the major oil sands companies. The program trains students in Power Engineering and Process Operations and has been offered at Keyano College since 2001. The program was developed as a result of identified needs from industry to have process operators with power engineering certification.

In two years, students complete 4th Class Power Engineering, Process Operations and 3rd Class Power Engineering (Part A). Local and regional industry partners makeup a Steering Committee which participates in student selection, work practicum mentorship and evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified workers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a cooperative work placement. These placements are based upon student's academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies and regulations. Industry partners short list student applicants, conduct all interviews and select which students receive work term offers, therefore Keyano College cannot guarantee co-op placements.

Start Date: The next intake for the two-year Co-op Program is September 5, 2017

ABSA will credit students who successfully complete Keyano College's theory portion of 4th Class Part A&B with six months of steam time.

Academic Qualifications

Applicants require a High School Diploma or G.E.D. with minimum English 20/23 or English 20-1 or English 20-2; Math 20-1 or Math 20-2; and Physics 20 or Science 20 (Alberta course only), or equivalent.

English Language Proficiency

- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 15 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Application Process

Submit the following documents to the Office of the Registrar:

- Official transcript showing your academic qualifications
- Completed Keyano College Application for Admission
- Up-to-date resume
- Differential Aptitude Test (DAT) with minimum score of 4500 (Interview selection is competitive based on DAT score, 4500 does not guarantee a program interview)

Driver's License

Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

Admission Deposit

Students accepted to the Process Operations program are subject to a \$100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Attendance and Punctuality

Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum. More than four unexcused absences disqualify students from work practicum eligibility.

Graduation Requirements

Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

School of Trades & Heavy Industrial
PROCESS OPERATIONS CO-OP

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (16 weeks)		16
PROC 101	Applied Science	4
PROC 102	Plant Services	4
PROC 103	Steam Generation	4
PROC 104	Prime Movers and Auxiliaries	4
Year 1: Term II (6 months)		12
PROC 105	Work Practicum	12
Year 2: Term I (16 weeks)		16
PROC 210	Chemistry	1
PROC 230	Introductory Process Instrumentation	1.5
PROC 232	Advanced Process Instrumentation	2
PROC 235	Upgrading Processes	2
PROC 250	Environmental Management and Processes	1.5
PROC 3100	Applied Science	4
PROC 3200	Plant Services	4
Year 2: Term II (6 months)		12
PROC 260	Work Practicum	12

**Students without confirmed coop work terms two weeks after the classroom course end date will not be enrolled in PROC 105 or PROC 260.*

Students who successfully complete a steam lab (Year 1 only) or 6 months of ABSA recognized steam time, may applied for Advanced Credit for PROC 105 or PROC 260.

NOTE: Students must successfully complete Year 1 to be eligible to continue into the Year 2.

Reinstatement Fee

Students who fail to qualify for a work practicum and are subsequently reinstated after meeting requirements are subject to a \$250 administrative fee.

Course Descriptions

Please see pages 123 to 206 for an alphabetical list of all course descriptions.

Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for this program.

FOR FURTHER INFORMATION

780-791-4955
 powerprocess@keyano.ca

TO APPLY

Office of the Registrar
 Keyano College
 8115 Franklin Avenue
 Fort McMurray, AB T9H 2H7
 780-791-4801 or 1-800-251-1408
 keyano.ca

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

ABEN 100

Starting Your Own Business

3 credits, 45 hours

An introduction to the Aboriginal Entrepreneurship program and the development of preliminary skills and knowledge including a self-assessment, research skills, sectoral studies, mentoring and an overview of Aboriginal business issues and the business plan.

ABEN 103

Communications

4 credits, 60 hours

Development of effective writing and reading skills with progression to oral and written communication including listening skills, presentations, giving and receiving feedback, business writing including letters, memos and reports.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 106

Marketing for New Business Ventures

3 credits, 45 hours

An introduction to marketing for new and developing businesses including market research, sectoral studies and the development of a marketing plan.

Prerequisite: ABEN 100 or consent of Program Chair

ABEN 109

Personal/Management Skills

3 credits, 45 hours

Development of personal and interpersonal skills including goal setting, leadership and management skills, coaching and mentoring and a personal development plan.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 112

Finance for Aboriginal Business

3 credits, 45 hours

Analysis of the funding challenges and opportunities for Aboriginal business. Introduction to numeracy skills applied to the topics of money management and budgeting.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 115

Small Business Accounting & Bookkeeping

5 credits, 75 hours

Development of numeracy through an introduction to accounting and related standard software packages. Set up of a small business accounting system. Development of skills organizing and maintaining information and data.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 118

Business Law

3 credits, 45 hours

Introduction to business law including legal forms of business, contracts and contractual obligations, liabilities, insurance and bonding and the legal issues related to Aboriginal business activity.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 121

Human Resource Issues

3 credits, 45 hours

Recruiting, selecting and training staff, relationships with staff, team work, dealing with difficult people, dealing with family and band members.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 124

E-Commerce for Small Business

2 credits, 45 hours

Introduction to e-commerce including websites, electronic tendering and internet research.

Prerequisite: ABEN 100 or consent of the Program Chair

ABEN 127

The Business Plan

1 credit, 15 hours

Finalize the business plan using standard software.

Prerequisite: Completion of all other courses or consent of the Program Chair

ABST 020

Aboriginal Studies

5 credits, 5 hours lecture

Aboriginal Studies 20 involves the study of the wealth and diverse nature of Aboriginal languages and cultures. Aboriginal Studies 20 explores concepts within the students' own unique context. It is intended to enhance understanding of the diverse Aboriginal cultures within our region, Canada and the world. The term "Aboriginal" refers to First Nations Métis and Inuit. It includes the study of policies, legislation, conflict and cultural change.

Prerequisite: SOST 010

ABST 030

Aboriginal Studies

5 credits, 5 hours lecture

Students will gain a greater understanding of the current issues facing Aboriginal people worldwide. Aboriginal Studies 30 enables students to demonstrate an understanding of the issues of Aboriginal rights and self-government, Aboriginal land claims, Aboriginal peoples in Canadian society and Aboriginal world issues.

Prerequisite: ABST 020

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

ACCT 311

Introductory Accounting

3 credits, 3 hours lecture

This course is an introduction to financial accounting and reporting for Canadian businesses with an emphasis on providing information relevant to external users. The course focuses on the mechanics of double-entry bookkeeping and accrual accounting to enable students to prepare financial statements in accordance with generally accepted accounting principles.

Prerequisites: ECON 101 and ECON 102

ACCT 322

Managerial Information and Control Systems

3 credits, 3 hours lecture

This course examines the use of accounting information by people within organizations to plan and control operations. Various techniques for processing and interpreting information are introduced, emphasizing the development of information systems appropriate for specific decision needs. The impact of accounting information on the behaviour of various users within the organization is studied.

Prerequisite: ACCT 311

ACSKL 110

Strategic Postsecondary Academic Skills

3 credits, 3 hours lecture

This course is designed to increase students' chances for success in college. Topics include: higher education terminology, learning strategies and styles, setting college and career goals, adjusting to campus diversity, time management, stress management, active listening skills, building a positive student-teacher connection, effective group work skills, note-taking, test-taking and study strategies, student rights and responsibilities, and getting the most from Web CT, file management and security, as well as basic file transfer issues.

ACSKL 120

Postsecondary Critical Writing, Reading and Research Skills

3 credits, 3 hours lecture

This course is designed to increase students' chances for success in college. Topics include: the kinds of reading & writing college students' do, levels of reading & writing; reading & writing in different subjects, organizational skills for reading & writing, reading strategies, basic college vocabulary, understanding writing assignments, essential writing forms (responses to essays), the most common ways to lose grammar & writing marks, critical

research skills, bibliography dos and don'ts, avoiding plagiarism, web research skill building (evaluating sites to structured database searching), formatting issues, effective proof-reading and editing, writing in groups and student presentation survival skills.

ADD 005

Addictions: Chemical Dependency and the Adult Learner

2 credits, 2 hours lecture

Students will learn what is meant by addiction. They will look at what kinds of chemicals can be addictive and how to know if you, or a person you know are in danger of addiction. The course will cover alcohol, drugs and gambling. This is an excellent choice if a student is interested in a career in health, education, business or social work.

AFL 006

Entry Language Arts

9 credits, 12 hours lecture

The writing and reading portions of this class will build students' spoken and written vocabulary, writing in context, comprehension, analysis, grammar, creativity, and research skills. Basic Internet and word-processing training is included. A wide variety of reading materials is used to accommodate the particular needs and interests of each student.

AFL 007

Intermediate Language Arts

9 credits, 12 hours lecture

This course builds on the knowledge and skills developed in the Entry level of Academic Foundations. Modules will cover writing in context (grammar and spelling), vocabulary building, critical reading and comprehension. Materials will have an adult orientation, including science and social studies topics. Students will create and maintain portfolios of their work for evaluation.

AFL 009

Advanced Language Arts

9 credits, 12 hours lecture

This course builds on the knowledge and skills developed in the intermediate level of Academic Foundations and will cover advanced grammar and vocabulary building. Context-based reading is available to build critical reading and comprehension skills. Students will create and maintain portfolios of their work for evaluation.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

AFM 006

Entry Math

6 credits, 8 hours lecture

AFM 006 will cover all four operations (addition, subtraction, multiplication and division) on whole numbers, fractions and decimals including order of operations. An introduction to the language of algebra and the solving of one step linear equations, calculating the perimeter and area of basic polygons and the interpretation of graphed data will be explored.

AFM 007

Intermediate Math

6 credits, 8 hours lecture

AFM 007 will apply a review of whole numbers, fractions and decimals to all operations (addition, subtraction, multiplication and division) on integers, signed fractions and signed decimals including order of operations. Students will apply their number sense to the solving of ratio, proportion and percent applications as well as the interpretation of data presented in various charts or graphs. Algebra will be explored through the solving of one step linear equations. Perimeter and area of two dimensional shapes will be explored and applied to the volume of three dimensional figures, with a focus on circles and triangles.

AFM 009

Advanced Math

6 credits, 8 hours lecture

AFM 009 will review all four operations (addition, subtraction, multiplication and division) on rational numbers including rational and irrational square roots. Students will explore algebra including the simplifying of the exponent laws, algebraic expressions and polynomial operations. Students will also explore the solving of linear equations (two or more steps) and linear inequalities in one variable as well as the graphing of linear equations in two variables. A review of two and three dimensional measurement will be applied to volume and surface area, the Pythagorean Theorem and circle properties. Students will apply their number sense to the application of probability in our society.

ANPH 100

Anatomy & Physiology I

3 credits, 45 hours lecture

Anatomy and Physiology is a theory course in the basic sciences. Students in this course will study human anatomy and physiology using the body systems approach. Emphasis is placed on the interrelationships between form and

function at the gross and microscopic level of organization, and on unifying themes, such as homeostasis. Topics include basic anatomical and directional terminology; functional concepts and principles of cell biology; histology; the integumentary, muscular skeletal, nervous, special senses, and endocrine system. The principles and processes of microbiology will be introduced.

Prerequisite: Biology 30

ANPH 101

Anatomy & Physiology II

3 credits, 45 hours lecture

Anatomy and Physiology is a theory course in the basic sciences. Students in this course will study human anatomy and physiology using the body systems approach. Emphasis is placed on the interrelationships between form and function at the gross and microscopic level of organization, and on unifying themes, such as homeostasis. Topics include absorption, diffusion and excretion, respiratory, digestive, urinary, cardiovascular, blood, lymphatics, tissues, and reproductive systems. Fluid/electrolyte and acid base balance will also be introduced.

Prerequisite: ANPH 100

ANTHR 101

Introductory Anthropology

3 credits, 3 hours lecture

This course provides a general introduction to the four major subfields of Anthropology: Cultural Anthropology, Linguistic Anthropology, Archaeology and Physical Anthropology. This introduction will be through the study of central concepts and key issues such as: the appearance of culture, human evolution, social organization, cultural theory, symbolic systems and culture change.

ANTHR 110

Gender, Age and Culture

3 credits, 3 hours lecture

This course presents an anthropological review and comparison of cultures (globally) in terms of social positions based on differences in sex and age. What does it mean to be female, male, middle-aged or old? This introductory course examines the cultural construction of the categories of gender and age to see how these ideas vary cross-culturally and how they influence our ideas of normal behaviour and practice. Readings, films and guest speakers will complement class lectures and presentations.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

ANTHR 150

Race and Racism in the Modern World

3 credits, 3 hours lecture

This course will study the challenge of racism in modern societies and the response of anthropology, including the history of how the 'race' concept has been used to explain human variation. Topics will include multiculturalism, ethnic (or cultural) identity, prejudice, ethnocentrism, 'silent' and 'overt' racism, eugenics and the persistence of ethnic identity in the face of globalization. Case studies from different parts of the world (rural and urban, in times of war and of peace) will be used to define and illustrate these concepts, including current issues of interest in Canada. This course will include a combination of lectures, readings, films and guest speakers.

ANTHR 207

Introduction to Social and Cultural Anthropology

3 credits, 3 hours lecture

This course provides an overview of the aims, concepts, methods and theoretical approaches of social/cultural anthropology. Attention will be given to the main topical concerns of the discipline (including but not restricted to kinship and marriage, political and economic organization, religion and cosmology), and throughout the course the focus will be on the nature of, and explanations for social and cultural variation around the world and over time.

Prerequisite: a 100-level Anthropology course or permission of the Program Chair

ANTHR 250

North American Aboriginal Peoples

3 credits, 3 hours lecture

This course is an introduction to Aboriginal Peoples of North America using anthropological concepts such as culture areas (Northwest Coast, Desert Southwest, Plains, and Subarctic, for example). The readings include selected classic ethnographies (detailed descriptions of Native people and their cultural ways written by anthropologists who have conducted long-term fieldwork with Indigenous groups). The course also provides students with a wealth of selected films on Native culture groups which illustrate their diversity, ceremonial and traditional histories, as well as contemporary issues, concerns and life ways. This course requires no prior knowledge of Aboriginal Peoples.

ANTHR 260

Aboriginal Peoples Living in Cities

3 credits, 3 hours lecture

Well over one-half of all Native people in Canada are now living in cities and towns rather than on reserves or in rural areas. In this course we will examine the cultural dynamics of Urban Aboriginal Peoples, including: their construction

of distinct Native communities within cities, their endeavours concerning formal and informal education, their efforts regarding health issues and solutions, their cultural healing and revitalization movement, the effects of gangs and poverty on certain segments of the Urban Native population and many other important factors in the relatively recent Urban Aboriginal phenomenon. We will also briefly compare and contrast the history of Urban Native Peoples in Canada with that of the United States. Films and guest speakers will augment our mandatory readings and lectures. This course requires no prior knowledge of Aboriginal Peoples.

ANTHR 320

Anthropology of Religion

3 credits, 3 hours lecture

This course is a survey of anthropological approaches to religions and related phenomena including magic, taboo, shamanism and witchcraft. There is an emphasis on the connection between religious ideas and practices and other aspects of social life in a variety of cultures. The creation and use of meaning and symbols as a way of reifying religious truth will also be addressed. The social construction of belief systems or shared ideas people learn as they grow up in a given society will be explored in the context of both Western and non-Western cultures through lectures, readings, student seminar presentations, films and guest speakers.

Prerequisite: ANTHR 207 or permission of the Program Chair

NOTE: Not open to students with credit in ANTHR 420

ANTHR 366

Theories of Culture Change

3 credits, 3 hours lecture

Anthropological theories of the nature of socio-cultural systems and the processes of culture change in conjunction with examples from selected cultural case studies. Case studies will be taken from various geographical locations, a variety of human societies (both macro and micro-cultures) and a range of historical and contemporary time frames.

Prerequisite: ANTHR 207 or permission of the Program Chair

ART 100

Introduction to Contemporary Art

3 credits, 3 hours lecture

An introduction to the issues and artists that are affecting art today. Through videos, lectures, gallery visits and artist lectures this course will consider the media, issues and styles in contemporary art. Open to art and non-art majors.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

ART 101

Print Through Drawing

3 credits, 6 hours lecture-laboratory

This studio based course will emphasize graphic imagery and drawing systems. Concepts will be integrated with technique using the printmaking processes of mono print, incised images of dry-point, engraving, etching, linocut, woodcut and collograph in order to explore the formal art elements of pictorial arrangement: line/linear composition, value; shapes and patterns, texture, weight and balance, volume with the illusion of depth.

ART 232

Visual Fundamentals

3 credits, 6 hours lecture-laboratory

A studio based introduction to 2D media for art and non-art majors. Studio projects are designed to develop an understanding of the media, elements, principles and concepts of 2D art and design.

ART 233

Visual Fundamentals II

3 credits, 6 hours lecture-laboratory

A studio based introduction to 3D media for art and non-art majors. Studio projects are designed to develop an understanding of the media, elements, principles and concepts of 3D design and sculptural form.

ART 240

Introductory Drawing I

3 credits, 6 hours lecture-laboratory

Drawing is a broad term which encompasses many different media, modes of expression and execution. Students are introduced to a wide range of drawing activities so that they may be made aware of as many modes of expression as possible. Students work from models and still-life situations, as well as specific projects designed to highlight formal abstract qualities inherent in drawing. Emphasis is placed on the structural elements that constitute drawing.

ART 291

Media in Art I

3 credits, 6 hours lecture

The primary objective for this introductory class will be to develop an understanding of contemporary media as art forms. Students will work with two-dimensional computer graphics, photography and video. The class addresses the interdisciplinary and creative objectives of multi-media.

Prerequisite: Admission to Art & Design Certificate or permission of the Program Chair

ART 292

Media in Art II

3 credits, 6 hours lecture

A continuation of Art 291, this class will focus on an introduction to three-dimensional computer animation, audio systems and a continuation of photography and video. The class continues to address the interdisciplinary and creative objectives of multi-media.

Prerequisite: ART 291 or permission of the Program Chair

ART 293

Art in Media III

3 credits, 6 hours lecture

The course will focus on an introduction to creating digital images for both fine art and graphic design. Students will explore both the technical aspects of digital manipulation, as well as the basic concepts and practice of communication design using Adobe software and printing with the Epson Stylus 9800 44" Inkjet Printer.

ART 312

Introductory Painting I

6 credits, 6 hours lecture

This studio-based course is designed to promote the development of students' critical and visual awareness. The components of painting the hand, eye and the mind are dealt with throughout the course, mainly on a project-oriented basis. Through those projects, students develop skills and understanding of the visual language of painting.

Prerequisites: ART 232 and ART 233 or permission of the Program Chair

ART 313

Introductory Painting II

6 credits, 6 hours lecture

This course is a continuation of Art 312. The emphasis is on both the technical and aesthetic elements in painting as well as the individual needs and aspirations of each student. Assignments will be given to enable the student to best come to terms with the language and process of painting. Experimentation with the medium will be encouraged to enable the student to realize the potential of the material they are working with.

Prerequisites: ART 232, ART 233 and ART 312 or permission of the Program Chair

ART 324

Introductory Relief Printmaking

3 credits, 6 hours lecture-laboratory

This studio course explores the basic possibilities of relief printing including woodcuts and linocuts. The objective is to become familiar with the conceptual, expressive and technical possibilities of the medium so that it may be placed in service of individual artistic investigations. Equal emphasis will be given to aesthetic and technical concerns.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

ART 325

Introductory Silkscreen

3 credits, 6 hours lecture

This studio course explores the basic possibilities of silkscreen printing. The objective is to become familiar with the conceptual, expressive and technical possibilities of the medium so that it may be placed in service of individual artistic investigations. Equal emphasis will be given to aesthetic and technical concerns.

Prerequisites: ART 232 and ART 233 or permission of the Program Chair

ART 326

Introductory Intaglio

3 credits, 6 hours lecture

This studio course explores the basic possibilities of intaglio including drypoint, etching, aquatint and collagraphs. The objective is to become familiar with the conceptual, expressive and technical possibilities of the medium so that it may be placed in service of individual artistic investigations. Equal emphasis will be given to aesthetic and technical concerns.

Prerequisites: ART 232 and ART 233 or permission of the Program Chair

ART 327

Introductory Lithography

3 credits, 6 hours lecture

This studio course explores the basic possibilities of lithography from both stones and aluminum plates. The objective is to become familiar with the conceptual, expressive and technical possibilities of the medium so that it may be placed in service of individual artistic investigations. Equal emphasis will be given to aesthetic and technical concerns.

Prerequisites: ART 232 and ART 233 or permission of the Program Chair

ART 340

Introductory Drawing II

3 credits, 6 hours lecture-laboratory

Drawing is a broad term which encompasses many different media, modes of expression and execution. This course will continue the introduction that was begun in Art 240. Emphasis will be placed on further developing the students' drawing ability through the investigation of a wide selection of drawing materials and situations.

Prerequisite: ART 240 or permission of the Program Chair

ART 362

Introductory Sculpture I

6 credits, 6 hours lecture

Foundation studies in sculpture. The primary objective for this class will be to develop an understanding of fashioning objects by methods of assembly, modeling and carving.

Prerequisites: ART 232 and ART 233 or permission of the Program Chair

ART 363

Introductory Sculpture II

6 credits, 6 hours lecture

Further foundation studies in sculpture. A continuation of the processes of fashioning objects will be pursued.

Prerequisite: ART 362 or permission of the Program Chair

ART 393

Media in Art III

3 credits, 6 hours lecture

General principles of digital image processing. Students will explore both the technical aspects of digital manipulation, as well as the artistic and conceptual methods for building complex imagery on the computer. Emphasis on vector and raster-based software for commercial and fine art applications.

Prerequisites: ART 291 and ART 292

ART 394

Media IV: Digital Video Imaging

3 credits, 6 hours lecture

General principles of the relationships between digital video and image processing. Students will explore both the technical aspects of video manipulation, as well as the artistic & conceptual methods for building complex video image and sound environments with computer software. Emphasis on Final Cut Pro software for commercial and fine art applications.

Prerequisites: ART 291 and ART 292 or permission of the Program Chair

ART 396-399

Independent Study

3 credits, 2 hours lecture

This course allows students to pursue advanced projects through independent study with an advisor from the department.

Prerequisites: Completion of all courses offered within chosen specialization or permission of the Program Chair

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

ART 441

Drawing III

3 credits, 6 hours lecture

Drawing is a broad term which encompasses many different media, modes of expression and execution. Students are introduced to a wide range of drawing activities so that they may be made aware of as many modes of expression as possible. Students focus mainly on contemporary approaches to drawing. Students will be given specific projects designed to highlight continuing themes such as abstraction, human form, portraiture as well as looking at contemporary artists that deal with drawing as an art form. Emphasis is placed on the theory that provides a framework for modern Drawing themes.

Prerequisites: ART 240 and ART 340

ART 442

Drawing IV

3 credits, 6 hours lecture

Drawing is a broad term which encompasses many different media, modes of expression and execution. Students are introduced to a wide range of drawing activities so that they may be made aware of as many modes of expression as possible. Students focus mainly on contemporary approaches to drawing. Students will be given specific projects designed to highlight continuing themes such as abstraction, human form, portraiture as well as looking at contemporary artists that deal with drawing as an art form. Emphasis is placed on the theory that provides a framework for modern Drawing themes.

Prerequisites: ART 240 and ART 340

ARTH 101

Introduction to the History of Art I

3 credits, 3 hours lecture

This course is a survey of art-painting, sculpture and architecture from prehistory to the end of the 14th century. The course concentrates on the art of western (European based) cultures with consideration given to the important social, historical and cultural events that impact on the development of art.

ARTH 102

Introduction to the History of Art II

3 credits, 3 hours lecture

A continuation of ARTH 101, this course is a survey of art – painting, sculpture and architecture from the 15th century to the beginnings of modern art in the mid 19th century. The course concentrates on the art of western (European based) cultures with consideration given to the important social, historical and cultural events that impact on the development of art.

ARTH 271

Survey of Nineteenth Century Art I

3 credits, 3 hours lecture

An examination of the visual arts, especially painting and sculpture in Europe during the first half of the 19th century. As background, the course begins with the rise of Neoclassicism and the reaction against the Rococo around the time of the French Revolution and continues by tracing developments in art with the Romantic movements during the early 19th century.

ARTH 272

Survey of Nineteenth Century Art II

3 credits, 3 hours lecture

A continuation of Art History 271. An examination of the visual arts, especially painting and sculpture, in Europe during the second half of the 19th century. The course traces the development and influence of art movements such as Realism, Impressionism, Post-Impressionism and Symbolism, and emphasizes the struggle against the domination of the Academy and of academic art in the later 19th century.

ARTH 273

Survey of Early Canadian Art

3 credits, 3 hours lecture

A history of the visual arts, especially painting and sculpture in Canada from the time of the first European explorers in the 16th century up to the early 20th century, including the work of the Group of Seven. The course emphasizes the growth of national concerns in the art of a developing country.

ARTH 281

Survey of Twentieth Century Art I

3 credits, 3 hours lecture

This course is a study of major art movements in Europe and North America up to World War II. The course includes an examination of such movements as Fauvism, Cubism, Futurism, Dada and Surrealism.

ARTH 282

Survey of Twentieth Century Art II

3 credits, 3 hours lecture

This course is a continuation of ARTH 281, and is a study of major art movements in Europe and North America since World War II. The course includes an examination of recent painting and sculpture, as well as considering less conventional art forms, such as installation, earthworks, and performance art.

COURSE DESCRIPTIONS

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ARTH 283

Survey of Twentieth Century Canadian Art

3 credits, 3 hours lecture

A continuation of Art History 273. A history of the visual arts, especially painting and sculpture in Canada from the early 20th century to the present day. The course emphasizes the shift in Canadian art from national concerns to international modernism.

ASTRO 120

The Solar System

3 credits, 3 hours lecture

This course discusses the development of astronomy and astronomical techniques, including results obtained from the latest orbiting observatories such as the Hubble Space Telescope, Galileo Probe and Mars Global Surveyor. The origin, evolution and nature of the Earth, Moon, Sun, the other planets and non-planetary bodies in the solar system will be discussed. One component of this course is accessible to the public through Keyano's non-credit offerings.

Prerequisites: Math 30-1 and Physics 30 or permission of Program Chair

ASTRO 122

Stars and Galaxies

3 credits, 3 hours lecture

This course discusses the development of our understanding of the Universe, including current models of stellar evolution and cosmology. Emphasis is placed on understanding the physical processes underlying astronomical phenomena. One component of this course is accessible to the public through Keyano's non-credit offerings.

Prerequisites: Math 30-1 and Physics 30 or permission of the Program Chair

BIOCH 200

Introductory Biochemistry

3 credits, 3 hours lecture

An introduction to the fundamental principles of biochemistry. Protein structure and function, structure of nucleotides and nucleic acids, structure and function of biological membranes, metabolism of carbohydrates, lipids, nitrogen, the regulation and integration of cellular metabolism, and bioenergetics.

Prerequisites: CHEM 101 and CHEM 161 or CHEM 261

BIOL 025

Biology 25

6 credits, 6 hours lecture

Topics studied include: cells, protein synthesis, DNA, genetics, principles of classification and ecology. Alberta Education Course Equivalency: Biology 10 and Biology 20

Co-requisites: ENGL 013 or ENGL 010 or permission from the Program Chair

BIOL 030

Biology 30

5 credits, 6 hours lecture, 2 hours lab on alternate weeks

Topics studied include the scientific method, principles of classification and population ecology, biological macromolecules, DNA and protein synthesis, cells and cell membranes, enzyme structure and function, human body systems (anatomy and physiology) and the concept of homeostasis.

Alberta Education Course Equivalency: Biology 30

Prerequisite: BIOL 025 or equivalent or permission from the Program Chair

BIOL 107

Introduction to Cell Biology

3 credits, 3 hours lecture, 3 hours lab

The properties and functions of organisms depend upon those of individual cells. To understand organisms, it is necessary to understand cells. The course will begin with an examination of the natural origin of life and of cells. There will be an introduction to cellular structure and function, beginning with prokaryotic cells, followed by eukaryotic cells. This will be followed by an examination of cell respiration, photosynthesis and a discussion of how cell compartmentalization is important for efficient cell functioning. Control of cell functioning and structure will be explored through an examination of the molecular nature and expression of the genetic material. The course will finish with an introduction to the application of genetic knowledge in genetic engineering and biotechnology.

Prerequisites: Biology 30 and Chemistry 30

BIOL 108

An Introduction to Biodiversity

3 credits, 3 hours lecture, 3 hours lab

Our planet supports a remarkable diversity of life. This course will discuss the history of life on earth, the evolutionary processes that gave rise to the biodiversity of earth, and how the relationships among organisms are reflected in their classification. Principles that unite all living things as well as unique adaptations that characterize major lineages will be discussed using examples from the three Domains of life. Laboratory exercises investigate the diversity of biological form and function, and introduce students to scientific methodology, data collection and scientific writing.

Prerequisite: Biology 30

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

BIOL 201

Eukaryotic Cellular Biology

3 credits, 3 hours lecture

A dissection of eukaryotic cells from the molecular to functional level. Specific emphasis will be given to molecular functioning of the membrane, cytoskeleton, endocytosis, intracellular transport, nucleus structure, DNA replication, mitosis, cytokinesis, endomembrane bound organelles, exocytosis, cell-cell signalling and regulation of cellular replication.

Prerequisite: BIOL 107

Prerequisite or Co-requisite: Any University Level Chemistry Course

NOTE: Not available to students with credit in or enrolled in CELL 201

BIOL 207

Molecular Genetics and Heredity

3 credits, 3 hours lecture, 3 hours lab

This course examines the chromosomal and molecular basis of gene function and transmission. The regulatory mechanisms controlling the expression of the genetic material in both prokaryotes and eukaryotes are considered. Students gain experience with classical genetics and current molecular biology techniques used in the isolation of specific genes and the construction of genetic and physical maps of genes and genomes.

Prerequisite: BIOL 107

BIOL 208

Principles of Ecology

3 credits, 3 hours lecture, 3 hours lab

Biology 208 deals with the principles of ecology including the interactions between organisms and their environment resulting in the formation of communities, ecosystems and biomes. Biology 208 is a core course in the department of biology and is required for animal biology, bioinformatics, cell biotechnology, environmental biology, evolutionary biology, microbiology, molecular genetics, physiology and plant biology.

Prerequisite: BIOL 108

BOT 205

Fundamentals of Plant Biology

3 credits, 3 hours lecture, 3 hours lab

This course is an overview of the diversity and biology of organisms traditionally included in the Plant Kingdom (algae, fungi, lichens, mosses, ferns, gymnosperms and flowering plants). Adaptations which allow plants to inhabit particular ecosystems and biomes are examined, with an emphasis on structural and functional innovations and the evolution of reproductive strategies. Symbioses and co-evolutionary relationships between plant species and between plants and other groups of organisms are also considered.

Prerequisite: BIOL 108

BUS 100

Business Communications

3 credits, 4 hours lecture

From memos and letters to short informal reports, this course reviews the basics of business writing format and technique. It offers a complete refresher on grammar, punctuation and sentence structure, as well as a brief introduction to the art of speech making. Course content includes the following: concise, direct written expressions, sentence clarity and variety, effective research strategies, short informal reports and brief oral presentations that achieve results. This course provides an opportunity to brush up your writing skills and other business communication skills before proceeding to more advanced classes.

Prerequisites: English 30/30-1 or 33/30-2

BUS 101

Report Writing and Presentations

3 credits, 4 hours lecture

Business students can improve their skills in two specific areas: research strategies and report writing; and design and delivery of business presentations. The writing component of the course covers a broad spectrum of business documents, from short informal reports to formal reports and proposals. The oral communication component of the course introduces students to speeches designed for a variety of business purposes. Three specific presentations are required: a demonstration speech, an informative speech based on the formal report topic and a persuasive presentation. Students also are required to analyze business communication problems in groups and to present the cases.

Prerequisites: BUS 100 or ENGL 108 or permission of Program Chair

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

BUS 102

Interpersonal Skills for Business

3 credits, 2 hours lecture, 1 hour tutorial

Develops the interpersonal communication skills that managers need in order to function effectively in the contemporary organization. Making extensive use of behavioural simulation techniques such as role-playing and group problem-solving, students will learn active listening, conflict-management, persuasion, delegating and other general purpose skills. The course will also deal with the specialized skills and techniques needed in performance appraisal, discipline, group meeting and goal-setting situations.

BUS 103

Introductory Business Computing

3 credits, 4 hours lecture

The students will be introduced to the principles of computers and data processing. This is achieved through the analysis and use of hardware and microcomputer business software. Hands-on usage of application software is stressed throughout the course. Applications focused on are word processing, financial spreadsheets, presentation packages and project schedulers. Actual applications covered will depend on software availability and interest level in the application areas.

BUS 110

Business Mathematics

3 credits, 5 hours lecture

Students will cover (a) a review of basic algebra, ratio and proportion and linear systems; (b) the mathematics of Business Management including the calculation of depreciation, discounts, simple interest and mark-ups; and (c) the mathematics of finance which includes compound interest, future value, present value, annuities, amortization, bond valuation, sinking funds and discounted cash flows. It is expected that two-thirds of the course will focus on item (c). An emphasis on the use of word problems and small case studies will be stressed to bring the real world usefulness of the material to light.

Prerequisites: Math 30/33 or Math 30-2

BUS 111

Statistics I

3 credits, 3 hours lecture, 2 hours lab

Students are introduced to basic statistical concepts and procedures used to solve business problems. Topics covered include: data graphics and charts, measures of central tendency and dispersion, elementary probability, probability and sampling distributions, interval estimation, hypothesis-testing regression and correlation. Students will also develop competence in the use of data analysis software.

Prerequisite: BUS 103

BUS 121

Work Term I

9 credits, 37.5 hours practicum

Students in a Co-op Education program will be registered under this course number for their first work placement, following the completion of Year I of their academic program. Prerequisite: Complete first year of Business Administration program

BUS 130

Introductory Accounting I

3 credits, 5 hours lecture

An introduction to the subject of accounting will be provided. The major objective of BUS 130 and BUS 131 is to foster an understanding of accounting and the way it serves in developing useful information which will provide a basis for sound business decisions. Topics of study include the procedural matters relating to the complete double entry accounting cycle, including special journals, subsidiary and general ledgers, worksheets and the preparation of financial statements.

Prerequisites: Math 30/33 or Math 30-2

BUS 131

Introductory Accounting II

3 credits, 5 hours lecture

Students continue with topics from BUS 130 such as: partnership accounting, formation of corporations, analysis of financial statements and the statement of changes in financial position. The emphasis in this course is on the development of a sound understanding of accounting by means of practical examples.

Prerequisite: BUS 130

BUS 191

Management

3 credits, 4 hours lecture

To manage organizations successfully, front line supervisors must follow concepts and practices of effective supervision and human relations. This course deals with basic managerial functions of supervisors and the strategies they need to become "well rounded total persons". Major topics include decision-making, planning, organizing, directing, controlling, communicating, motivating and strategies for improving the work environment.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

BUS 204

Accounting Software Applications

3 credits, 4 hours lecture

Students' hands-on usage of microcomputer business software that began in BUS 103 continues. The class focuses on computerized accounting and also enhances the students' abilities with the Windows operating system. Other types of application packages, such as databases, will be introduced, as will advanced functions on spreadsheets and word processors.

Prerequisites: BUS 103 and BUS 130

BUS 211

Statistics II

3 credits, 4 hours lecture

This course is a continuation of BUS 111, with more concentration on regression and correlation analysis, time series analysis, simulation, forecasting, application of samples, decision analysis, project scheduling and so on.

Prerequisite: BUS 111

NOTE: Students requiring this course for their CGA designation may take the equivalent Athabasca University course, MGSC 312

BUS 212

Human Resources Management Methods

3 credits, 3 hours lecture

This course deals with information technologies and quantitative techniques as they are applied in Human Resource Management. Specific topics include the following: design, development and use of Human Resource Information Systems, graphical and numerical description of data sets, forecasting techniques (specifically applied to labour supply/demand), regression and correlation analysis (particularly as it applied to validation of selection tools). This course includes a computer lab component so that students can get some hands-on experience with the tools studied.

Prerequisite: BUS 271 or permission of the Program Chair

BUS 221

Work Term II

9 credits, 37.5 hours practicum

Students in a Co-op Education program will be registered under this course number for their second work placement.

Prerequisite: Complete third semester of either BA/CIS program

BUS 222

Work Term III

9 credits, 37.5 hours practicum

Students in a Co-op Education program will be registered under this course number for their third work placement.

Prerequisite: BUS 221

BUS 223

Work Term IV

9 credits, 37.5 hours practicum

Students in a Co-op Education program will be registered under this course number for their fourth work placement.

Prerequisite: BUS 222

BUS 230

Intermediate Financial Accounting I

3 credits, 5 hours lecture

Accounting theory and practice are covered at an intermediate level. The income statement and balance sheet are studied in depth. Other topics will include such items as cash flow, receivables, inventories, capital assets, investments and current liabilities. The emphasis in the course will be on practical conditions using a problem solving approach to accounting situations.

Prerequisites: BUS 110 and BUS 131

BUS 231

Intermediate Financial Accounting II

3 credits, 5 hours lecture

Accounting theory and practice are covered at an intermediate level. The statement of changes in financial position is studied in depth. Other topics will include such items as long-term investments in corporate securities, current liabilities, long-term liabilities, leases, pensions, deferred taxes, contributed capital, stock rights, stock options and convertible securities, treasury stock and analysis of financial statements. The emphasis in the course will be on practical conditions, using a problems approach to accounting situations.

Prerequisites: BUS 110 and BUS 131

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

BUS 232

Corporate Finance

3 credits, 4 hours lecture

The finance function of a business is covered including: the role of a financial manager, the risk-return relationship, capital budgeting analysis, and the impact of debt in a company's capital structure. These ideas are developed through examples from the text and the lecturer. Also, students will have a practical assignment that requires them to observe the trading behaviour of a common stock in a company of their choice. This assignment provides them with an opportunity to observe the role of the capital markets and strongly relates to the concepts discussed during the course.

Prerequisites: BUS 131

BUS 233

Management Accounting I

3 credits, 4 hours lecture

Students are provided with a knowledge of the fundamentals of cost accounting methods and procedures. Initially, students learn cost concepts, the cost accounting cycle, cost terminology and cost behaviour. Next, students focus on job and process costing systems. Other topics may include cost allocation, operation and activity-based costing, standard costs and variance analysis.

Prerequisite: BUS 131

BUS 234

Cost Accounting II

3 credits, 5 hours lecture

The accounting function is examined as an information tool of management. The objective is to provide the necessary background so that students gain an appreciation of the corporate accounting system and learn how to weigh alternatives and make decisions concerning a wide variety of managerial problems. Topics covered may include: financial analysis of corporate annual reports, the master budget, various cost systems, standard costs and variance analysis and short and long range planning and decision making.

Prerequisite: BUS 233

BUS 235

Auditing

3 credits, 3 hours lecture

The philosophy and practice of auditing is introduced. Initially, the course will cover the conceptual framework of auditing and then expand into practical applications. The fundamental objectives are to develop the skills to assist management to appraise the effectiveness of various operations with a view to enhancing efficiency and profitability.

Prerequisites: BUS 110 and BUS 131

BUS 239

Marketing

3 credits, 4 hours lecture

The student is introduced to the highly dynamic field of marketing. Marketing is based on the premise that successful marketing of goods, services and ideas is fundamental to the functioning of our society. The major focus of the course is on understanding marketing, analyzing marketing opportunities and planning marketing strategies related to product, promotion, price and place.

BUS 240

Consumer Behaviour

3 credits, 3 hours lecture

Consumer behaviour is explored from the theoretical perspectives of economics, psychology and sociology. Models of consumer decision-making and basic research methodologies will be introduced. The student will explore the full spectrum of marketing research activities, as they apply to determining and interpreting consumer behaviour. Topics will include research design, instrument development and administration, result interpretation and subsequent application.

Prerequisite: BUS 239

BUS 241

Retailing and Merchandising

3 credits, 3 hours lecture

Environmental factors influencing retailing are examined including economic, demographic and technological changes and trends. An overview of basic marketing concepts such as marketing mixes, segmentation and marketing strategies as these concepts relate to consumers' behaviour, will provide a basis from which to examine the world of retailing. Specific attention is given to merchandise management that encompasses information planning and control systems, procurement and inventory control systems, as well as the mechanics of ordering and receiving merchandise.

Prerequisite: BUS 239

BUS 242

Introductory Marketing Research

3 credits, 4 hours lecture

Students are introduced to marketing research and its use in organizational decision-making. Major topics to be covered include: the place of research in marketing, research designs, data acquisition and analysis and marketing research in action.

Prerequisites: BUS 110 and BUS 239 (BUS 111 highly recommended)

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

BUS 243

Advertising

3 credits, 4 hours lecture

Students acquire an understanding and appreciation of the role of advertising in our society and in organizations. Advertising will be studied as the major component of “Promotion” in the design of marketing mix strategies. The topics to be studied will include: understanding advertising, audience definition, research and planning, the creative process, media selection and putting the advertising campaign together.

Prerequisite: BUS 239

BUS 244

Professional Selling

3 credits, 3 hours lecture

Handling people is the basis of leadership in all endeavors. This ability is little more than salesmanship under another name. It is the universal applications of the principles of selling which justifies its study even by those who never expect to become salespersons. It is the art of handling people and selling ideas to them. This course will involve the use of cases, research presentation, micro sales situations and will rely heavily on classroom discussion and involvement.

Prerequisite: BUS 239

BUS 245

Promotions

3 credits, 3 hours lecture

The role of promotion in the design of a marketing mix strategy is examined. Students will understand the dynamics of the promotional mix including sales, advertising, public relations, publicity and trade and consumer sales promotions. Topics will include trade show and event marketing, new media such as the internet and media relations as well as more traditional aspects of promotion. Classroom discussion and involvement through the use of cases or projects is stressed.

Prerequisite: BUS 239

BUS 246

Business Ethics

3 credits, 3 hours lecture

This course provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, deontology and virtue ethics. The lessons explore employee issues and

responsibilities, leadership and decision making, morality, diversity, discrimination and ethics in marketing and advertising. Corporate social responsibility is also examined, as are that topics of environmental responsibilities, global ethics and regulation concerns in an era of increasing globalization.

BUS 251

Accounting Information Systems

3 credits, 4 hours lecture

Systems analysis and design is introduced with an emphasis on understanding the concepts of analysis, design and implementation of interrelated information systems. Students will define processes and techniques utilized in information systems analysis and design through the use of case studies. Current computer approaches in information system design and implementation will also be investigated.

Prerequisite: BUS 204

BUS 260

Business Law

3 credits, 3 hours lecture

A general knowledge of the laws that govern the formation and effect of commercial contracts and the establishment and operation of business organizations are covered. The overall objective of the course is to provide the student with a practical background of commercial transactions so that the student can deal more effectively and confidently with such transactions. Topics include: laws of contract and tort, creation and organization of sole proprietorships, partnerships and corporations, laws affecting ownership of interest in land, and the nature of employment contracts, insurance agreements, leases, mortgages, agreements of sale, chattel mortgages, conditional sales agreements, debentures and contracts of sale.

BUS 261

Taxation

3 credits, 3 hours lecture

The Income Tax Act is used to analyze the five types of income: employment income, capital gains, income from property, business income, and other income. Deductions from income are also analyzed, as well as the determination of taxes payable. The course focuses on personal taxation, although a brief introduction to corporate taxation is provided toward the end of the course.

Prerequisite: BUS 232

COURSE DESCRIPTIONS

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BUS 262

Advanced Taxation

3 credits, 3 hours lecture

In-depth applications approach to the Income Tax Act is covered with a concentration on the corporation and its shareholders with an emphasis on tax planning. Coverage includes computation of income and tax payable for partnerships, trusts and corporations, capital gains, corporate reorganizations, distributions to shareholders, deferred compensation and foreign income and tax treaties.

Prerequisite: BUS 261

BUS 263

Business Simulation

1.5 credits, 24 hours lab

Delivered over portions of two weekends, this course contains a comprehensive, integrated software “game” that simulates a real firm in a real industry. Students are asked to compete as a group against other student teams. Business decision making skills are examined under the duress of competitive pressures, time pressures, and in a team setting.

Prerequisite: Completion of Accounting or Business certificate

Co-requisite: Enrollment in or completion of at least 3 additional second year courses of the appropriate diploma program

BUS 264

Integrated Case

1.5 credits, 21 hours lab

A comprehensive final examination to the program within a group setting is represented by this course. Students compete against one another as consultants solving real life business problems that have been presented in a case competition format.

Prerequisite: Completion of all other Accounting or Business Diploma courses

BUS 270

Organizational Behaviour

3 credits, 4 hours lecture

Important theories and research in the Behavioural Sciences are examined and a framework for understanding and predicting human behaviour in the workplace is provided. Topics studied include personality, perception, attitudes, motivation, leadership, job design, organizational design, group dynamics and decision-making processes. The focus is on explaining differences in work effort, performance, absenteeism, turnover and job satisfaction among individuals in the organization.

BUS 271

Human Resource Management

3 credits, 4 hours lecture

The complex and strategically important field of Human Resource Management (HRM) is surveyed, providing a comprehensive understanding of the HRM function and its place in the contemporary organization. The course also provides a base of practical knowledge about topics such as employment equity, recruitment and selection, job analysis, compensation, benefits administration, performance appraisal, health and safety administration and employment law.

BUS 272

Industrial Relations

3 credits, 3 hours lecture

Dealing with the interaction of unions and employers in the framework of collective bargaining. This specialized Human Resource Management course focuses on the three key activities included in the Industrial Relations system: union certification, contract negotiations and grievance administration. Additional topics include the evolution of labour law, the structure and development of the Canadian labour movement and industrial relations in the public sector. The course makes use of case discussions and bargaining simulation exercises in addition to the lecture/discussion method.

BUS 273

Organizational Theory

3 credits, 4 hours lecture

Organizational Theory is concerned with the relationship of organizational design to organizational effectiveness. The course is based on the assumption that management decisions about the structure of the organization, for instance the number of levels in the management hierarchy or the pattern of departmentalization, influence the performance and the survival prospects of the organization. The course describes and evaluates a range of contemporary and historical designs, including, amongst others, the bureaucratic, functional, divisional, matrix and network structures. The implications that factors such as organizational size, strategy, environment, technology and use of power have for organizational design decisions are examined in depth.

Prerequisite: BUS 270

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

BUS 274

Staffing

3 credits, 3 hours lecture

This course begins with an examination of the different methods and information sources used to forecast an organization's need for human resources. Then, the course addresses various recruitment techniques with emphases on the identification of effective sources and media for particular types of jobs, and on the design of effective recruitment messages. The third and largest portion of the course examines the range of tools and techniques used to select the best candidate from a pool of recruits, including Application Banks, Interviewing, Selection Tests and Background (Reference) checks.

Prerequisite: BUS 271 or permission of the Program Chair

BUS 275

Critical Thinking

3 credits, 3 hours lecture

Students are introduced to analysis and evaluation of the kinds of arguments, theories and problems that are commonly encountered in everyday life. Course material is derived from daily media, textbooks and business situations. Students will improve their own arguments and presentations by drawing sound conclusions from available evidence and arranging reasons well to support conclusions. Topics include detection and diagrams of arguments, syllogisms, fallacies, inductive reasoning, misuse of statistics, empirical and conceptual theories and problem solving.

BUS 276

Benefits & Compensation Management

3 credits, 3 hours lecture

This course takes a detailed look at the methods used to determine fair and competitive wage and salary levels (i.e. Job Evaluation), provides an extensive critical survey of performance-based and knowledge-based compensation systems, and provides an in-depth treatment of the complex topic of supplemental benefits.

Prerequisite: BUS 271 or permission of the Program Chair

BUS 277

Health & Safety/Loss Management

3 credits, 3 hours lecture

This course begins with an in-depth look at the provisions of Health & Safety legislation, particularly in the province of Alberta. The common types and causes of workplace injury and work-related disease are then reviewed, in order to identify the primary on-the-job risk exposures. The main part of the course critically examines different approaches

to Accident Prevention in the workplace and also looks at the emerging trend of wellness programs.

Prerequisite: BUS 271 or permission of the Program Chair

BUS 278

Training & Development

3 credits, 3 hours lecture

This course covers the procedures involved in developing and implementing a training program, and also provides participants with practical instructional skills. Topics include: training and development compared, methods for the determination of training needs, critical survey of training and development methods, instructional techniques, systematic assessment of training/development courses and programs.

Prerequisite: BUS 271 or permission of the Program Chair

BUS 279

Performance Management

3 credits, 3 hours lecture

In general terms, this course reviews strategies for optimizing employee performance and behaviour in the workplace. Topics include: goal-setting theory, determination of performance criteria, qualitative and quantitative appraisal techniques and disciplinary procedures.

Prerequisite: BUS 271 or permission of the Program Chair

BUS 291

Advanced Supervision

3 credits, 3 hours lecture

Operational strategies available to managers for utilizing human resources more effectively are the focus of this course. It combines supervision concepts and practices to integrate managerial functions for dealing with organizational situations. Major areas of concern in this course are: planning and controlling, structuring and staffing, directing and influencing and societal concerns affecting organizational life.

Prerequisite: BUS 191

BUS 293

New Enterprise Development

3 credits, 3 hours lecture

Business plan development is derived by: monitoring the economic and social environment to identify opportunities for a business venture, researching those opportunities and preparing the actual business plan. The course gives students an opportunity to demonstrate knowledge gained in prior courses, such as marketing and accounting. Students will work in groups on their business plan as this ensures a mix of skills and talents.

Prerequisites: BUS 110, BUS 131 and BUS 239

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

BUS 294

Project Management

3 credits, 3 hours lecture

This course introduces students to project management. The course will explore the entire lifecycle of a project from inception to completion including project initiation, project planning, project execution, project monitoring & control, project completion. Students will learn the basic concepts of project management, the process to initiate and plan a project, what is required to execute, monitor and control project and the steps to close a project. Working in groups, students will be expected to develop and complete an approved project using the Project Management Book of Knowledge (PMBOK).

BUS 295

Quality Management

3 credits, 4 hours lecture

Concepts and practices of the management of product quality in a business organization are introduced. The course will utilize a Total Quality Management (TQM) perspective. Initially, students will learn the principles by which a consumer-based definition of quality is determined, and then develop methodologies, tools and practices which ensure that quality is 'built into' products (meaning manufactured goods and/or services). Various tools, such as Pareto charts, x-charts and cause-and-effect diagrams will be developed, as well as more comprehensive techniques such as Quality Function Deployment (QFD). Relevant organizational issues such as the need for quality data and information systems and the role of leadership, will also be examined. Students will be expected to display competence in the use of the techniques and practices in various quality measurement and enhancement projects. Several group projects will be assigned.

Prerequisites: BUS 110 and BUS 191 (BUS 111 highly recommended)

BUS 296

Operations Management

3 credits, 3 hours lecture

The area of operations management is introduced by focusing on quantitative skills managers need to operate a production or service firm. A variety of planning and decision-making tools are introduced. The course may deal with but will not be limited to tools that deal with facility location, internal layout, capacity planning, quality control, inventory control, process planning, forecasting, project scheduling, etc.

Prerequisites: BUS 110 and BUS 191 (BUS 111 highly recommended)

BUS 297

Selected Topics in Management

3 credits, 3 hours lecture

Periodically the Business Administration Department will offer courses in specialized topics which are not included in the department's normal course offerings. Such courses will be offered under this course name and number. The specialized focus of each offering of this course will be announced in advance. The topic(s) studied will depend on the availability of an appropriately qualified instructor.

Prerequisite: Permission of the Program Chair

BUS 298

Selected Topics in Management

3 credits, 3 hours lecture

Periodically the Business Administration Department will offer courses in specialized topics which are not included in the department's normal course offerings. Such courses will be offered under this course name and number. The specialized focus of each offering of this course will be announced in advance. The topic(s) studied will depend on the availability of an appropriately qualified instructor.

Prerequisite: Permission of the Program Chair

BUS 299

Strategic Management

3 credits, 3 hours lecture

Integrated knowledge that students have developed in their studies of marketing, accounting, economics and organizational behaviour and other areas will be used for strategic planning of an organization. This course will include an examination of the current theory that applies in the field of business policy and group work in case analysis. This will provide students with a strategic perspective from which to make business decisions.

Prerequisite: Completion of a minimum of 7 Business courses including BUS 110, BUS 130, BUS 239, and BUS 191

BUS 330

Advanced Financial Accounting

3 credits, 3 hours lecture

This course continues with the further development of the concepts covered in the introductory and intermediate accounting courses. The objectives of financial reporting and focus on specialized areas such as accounting for business combinations, consolidations, and other forms of business formation, including partnership and joint ventures will be re-emphasized. Other topics to be studied include current value accounting, foreign currency translation and accounting for not-for-profit organizations. The knowledge portion of this course will be re-enforced through the discussion of cases covering multiple subjects.

Prerequisite: BUS 231

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

BUS 333

Management Accounting III

3 credits, 3 hours lecture

Statistical concepts and skills such as regression analysis are further developed and are integrated with financial and accounting concepts to present the student with a range of statistical decision problems unique to the accounting profession. Topics may include regression and correlation analysis, linear programming, short-term decision analysis under certainty and uncertainty, as well as capital budgeting under certainty and uncertainty.

Prerequisite: BUS 234

BUS 334

Management Accounting IV

3 credits, 3 hours lecture

The complexities of and options available for, performing the management accounting control function(s), as it applies to profit-seeking private sector organizations as well as not-for-profit organizations are dealt with in this course.

Prerequisite: BUS 333

BUS 336

Management: Processes & Problems

3 credits, 3 hours lecture

This course is an overview of management accounting information for planning, control and decision-making purposes.

The following topics may be covered:

- The concept of planning; strategic planning and its implementation
- Budgeting
- Production and marketing
- Project planning and control
- Design and implementation of management control systems
- Discretionary expense centers
- Profit centers and transfer pricing
- Total performance measurement
- Management control in not-for-profit organizations

Prerequisite: BUS 234

NOTE: Students requiring this course for the CMA designation may take the equivalent Athabasca University course, ADMIN404.

BUSM 201

Introduction to Canadian Business

3 credits, 2 hours lecture, 1.5 hours seminar

Provides students with an introduction to the discipline and the functional areas of business. Students improve computer, presentation, leadership and group skills. Areas covered include introductions to statistics and research and selected areas from accounting, finance, information systems, marketing, operations, strategic management and others.

CCC 001

Interpersonal Skills for Education and Employment I

5 credits, 8 hours lecture

Students will learn how to communicate appropriately as team members with their supervisor, coworkers, teachers or peers. They will develop the skills to listen attentively, ask clear questions in a non-confrontational manner and provide useful feedback. Team building exercises will be used to demonstrate the basics of conflict management in a multicultural class or workplace setting and how to disagree in a positive manner. Students will learn to negotiate with peers and those in authority to resolve arguments. Assertiveness training, anger management and self-esteem building will be included. Information about support resources for students and their families will be provided in conjunction with community agencies.

CCC 002

Goal Setting

4 credits, 6 hours lecture

This course introduces students to the process of short and long-term goal setting, including what are the characteristics of a realistic plan and identifying roadblocks to successful planning.

CCC 003

Academic Skill Development

4 credits, 6 hours lecture

This course is designed to cover the writing, computer, math, and reading skills needed in the individual work placement. Individualized academic remediation with Computer Assisted Instruction and tutor support is available. Students will develop independent study and research skills. This course will teach students how to manage their time, use SQ3R techniques, take different sorts of tests, control test anxiety, make notes and access library resources. Learners will also learn how to set priorities, do simple time studies analysis, as well as develop and use day plans or lists.

COURSE DESCRIPTIONS

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CCC 004

Problem Solving and Critical Thinking

2 credits, 2 hours lecture

Students will learn what it takes to be a critical thinker. They will practice procedures for evaluating and handling problems at school and work. Topics covered will include: knowing your attitudes, values, and mental habits, how to recognize errors in thinking, how to evaluate ideas and how to apply critical thinking. The skills and knowledge covered in this course build on those introduced in CCC 002 – Goal Setting.

Prerequisite: CCC 002 or permission from the Program Chair

CCC 005

Interpersonal Skills for Education and Employment II

5 credits, 8 hours lecture

This course will help students understand the impact of personal hygiene, work appropriate clothing, demeanor, vocabulary choice, speech patterns, body language and manners in securing and retaining employment or succeeding in formal education. Students will explore how employee behaviour impacts a business' success. They will learn how to develop a networking plan, use available on-line and print resources effectively, prepare resumes, present themselves honestly and positively to employers, develop an interview plan, complete applications and practice interview skills.

Prerequisite: CCC 001 or permission from the Program Chair

CCC 006

Employment Safety, Rights and Responsibilities

5 credits, 6 hours lecture

Students will examine the leading causes of workplace injury and generic procedures for accident reporting. They will be given skills to better identify potential workplace hazards, healthy lifestyles, appreciate near miss analysis in safety reporting and value the importance of PPE (Personal Protective Equipment) on the job. Learners will have the opportunity to earn First Aid, CPR, WHMIS, CSTS and Class 5 drivers' license certification. In addition, they will learn the rights and legal responsibilities of the employee and employer in the Alberta marketplace. Material will include discussion of rates of pay, work hours, hiring and dismissal procedures, sexual harassment, discrimination, theft, misuse of business property and liability.

CCC 007

Supported Work Placement

5 credits, 8 hours practicum

Students will participate in an equivalent 2-month, part-time work placement, which will be integrated with ongoing in- class training. The schedule and duties of this work placement will be determined in consultation with the student, employer and instructional team. Input will be requested from referral agencies. Students will receive information about community employment-related resources.

CHEM 025

Chemistry 025

6 credits, 6 hours lecture

Chemistry 025 begins with an introduction to elements and the Periodic Table, followed by atomic theory and periodicity, chemical bonding and types of compounds, chemical nomenclature and chemical reactions. The remainder of the course focuses on calculations involving measurements in chemistry, the metric systems (SI), and scientific notation as applied to gases, solutions (including acids and bases) and stoichiometry

Alberta Education Course Equivalency: Chemistry 10 and Chemistry 20

Co-requisite: MATH 010C or permission from the Program Chair

CHEM 030

Chemistry 030

5 credits, 6 hours lecture, 2 hours lab on alternate weeks

Chemistry 030 begins with a review of Chemistry 025, followed by a study of enthalpy changes and calorimetry, equilibrium Bronsted-Lowry acid-base theory and acid-base titrations: oxidation-reduction reactions and electrochemical cells and organic chemistry, including organic reactions and nomenclature of hydrocarbons, aromatics and other functional groups

Alberta Education Course Equivalency: Chemistry 30

Prerequisite: CHEM 025 or equivalent or permission from the Program Chair

CHEM 101

Introductory University Chemistry I

3 credits, 4 hours lecture, 3 hours lab

Atoms and molecules, states of matter, chemistry of the elements, relevance and uses of elements and compounds.

Prerequisite: Chemistry 30 or equivalent

CHEM 102

Introductory University Chemistry II

3 credits, 4 hours lecture, 3 hours lab

Rates of reactions, thermodynamics and equilibrium, electrochemistry and modern applications of chemistry.

Prerequisite: CHEM 101

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

CHEM 103

Introductory University Chemistry I

3 credits, 4 hours lecture, 3 hours lab every second week

4.3 Engineering units for the University of Alberta

Atoms and molecules, states of matter, chemistry of the elements, relevance and uses of elements and compounds.

Prerequisite: Chemistry 30 or equivalent

NOTE: Chemistry 103 is restricted to Engineering students only

CHEM 105

Introductory University Chemistry II

3 credits, 4 hours lecture, 3 hours lab every second week

3.8 Engineering units for the University of Alberta

Rates of reactions, thermodynamics and equilibrium, electrochemistry and modern applications of chemistry.

Prerequisite: CHEM 103

NOTE: Chemistry 105 is restricted to Engineering students only

CHEM 164

Organic Chemistry I

3 credits, 3 hours lecture, 3 hours lab

Chemistry 164 introduces the relationships between molecular structure, chemical bonding and the properties and reactivity of organic compounds. The nomenclature and stereochemistry of carbon compounds are introduced. The chemistry of functional groups, primary alkanes, alkenes and alkynes, alkyl halides, alcohols and some aromatic compounds is studied through characteristic reactions and reaction mechanisms, especially nucleophilic substitutions, elimination reactions and additions to double bonds.

Prerequisite: Chemistry 30 or equivalent. Restricted to students with CHEM 30 averages of 90% or higher, unless accepted with permission of the Program Chair.

NOTES: 1. This course is designed for students in programs such as Pharmacy which require a full year of organic chemistry to be completed in first year. 2. Students who already have credit for CHEM 101 should register in CHEM 261

CHEM 261

Organic Chemistry I

3 credits, 3 hours lecture, 3 hours lab

Organic Chemistry I introduces the correlation of structure and chemical bonding in carbon compounds with the physical properties and chemical reactivity of organic molecules. With discussion based on selected functional groups, the course will introduce stereochemistry, three dimensional structure and reaction mechanisms, especially the mechanisms of addition to double bonds, nucleophilic substitution and elimination reactions. Functional groups covered will emphasize hydrocarbons and derivatives that contain halogens, oxygen, sulphur and the hydroxy group.

Prerequisite: Chemistry 101 or 103

NOTE: Students who have credit for CHEM 161 cannot take CHEM 261 for credit. Engineering students who take this course will receive *4.5.

CHEM 263

Organic Chemistry II

3 credits, 3 hours lecture, 3 hours lab

Chemistry 263 continues the study of molecular structure and reactivity of organic compounds with oxygen containing functional groups, aromatic compounds, amines and molecules of biological importance. The use of organic spectroscopy in the determination of molecular structure is introduced.

Prerequisite: CHEM 161 or CHEM 164 or CHEM 261

CLASS 110

The Ancient World

3 credits, 3 hours lecture

This course will survey the history of multiple ancient civilizations. While the primary focus will be on ancient history, the course will introduce to students the study of classics through written records and archaeology.

COKER 101

Delayed Coking

1 credit

Importance of the relationship of operating parameters to the efficiency of the cracking process (temperature, pressure, flow, levels, feed composition, etc).

COKER 102

Process Flow

1 credit

Review process flow diagrams and P & ID's of a typical delayed coking system. Review process operation parameters and procedures. Operate a delayed coking simulator to troubleshoot, recognize and respond to process upsets in the system.

COKER 103

Decoking

1 credit

Typical decoking cycles, drum decoking methods, procedures and hazards. Coke handling equipment. Furnace tube decoking methods, procedures and precautions.

COKER 104

Pumps & Compressors

2 credits

Basic pump types and operation, basic compressor types and operation. High, medium and low pressure steam systems and their purpose in delayed coking systems.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

COKER 105

Instrumentation

2 credits

Fundamental instrumentation simulator and hands on operation of auxiliary equipment in the process lab setting.

COKER 106

Safety Training

2 credits

Safety training - H2S Alive, Fire Extinguisher Training, CSTS, WHMIS, First Aid.

COKER 107

Basic Computer Skills

1 credit

Basic computer training in Word and Excel. Completing and filling out forms on the computer.

COKER 108

Work Practicum

5 credits

216 hours in the Coker unit at Suncor – 3 cycles – 6 on/6 off (3 days 3 nights)

COM 005

Communication Skills

2 credits, 2 hours lecture

Communication skills for everyday living at home, at school and on the job. Students will learn about and practice:

- attending behaviours
- being a good listener
- expressing themselves effectively
- assertiveness skills
- making a positive impression on others

COMM 103

Interpersonal Communication for the Helping Professions

3 credits, 45 hours lecture

This course is an introduction to communication skills (verbal, nonverbal, and written) for those preparing to work in the helping professions. As it is important to recognize the difference between clients, co-workers and supervisors for successful communication, a basic overview of communication styles and methods as well as basic management types and organizational behavior is included in this course. This course emphasizes the contribution of communication skills to the development of the caring relationship between the helping professional and clients. Students will explore various concepts and principles of therapeutic communication and will consider the implications for professional practice.

Prerequisites: ANPH 100, ANPH 101

COMP 005

Computers

2 credits, 2 hours lab

This is an introductory computer course designed for anyone who has never used a computer before. It will teach participants the parts of the computer a typical user needs to know: how to turn on and off a computer, how to open, save and exit from Word in a Windows 2000 operating environment and how to do basic word processing. It will also strengthen keyboarding skills.

COMP 010

Computer Literacy 010

5 credits, 5 hours lecture

This course is an introduction to microcomputers and basic software applications such as Word 2000 and Excel 2000. This course may be used to fulfill the science requirement of the High School Equivalency certificate.

Alberta Education Course Equivalency: Computer Literacy 10

Co-requisites: AFM 009 and AFL 009 or permission from the Program Chair

COMSC 101

Introduction to Computing

3 credits, 3 hours lecture, 3 hours lab

This course provides an overview of computing science concepts for students with little or no programming background. Topics include representation of data, machine architecture, operating system concepts, properties of algorithms and computational problems, syntax of a high-level procedural programming language; basic data types and control structures. Students do introductory programming for a portion of the course and HTML and web page creation.

COMSC 174

Introduction to Computing I

3 credits, 3 hours lecture, 3 hours lab

COMSC 174 introduces algorithmic problem solving, the foundation of computer programming, through a problem-based hands-on approach. Emphasis will be on algorithm design more than on a detailed study of a programming language, though an accessible programming language such as Python will be chosen to provide a practical platform for explorations. The fundamental building blocks of the algorithm will be discussed: control flow, data structures, recursion, modularization and testing. Programming exercises will be selected from application areas relevant to the program of study of enrolled students.

COURSE DESCRIPTIONS

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COMSC 175

Introduction to Computing II

3 credits, 3 hours lecture, 3 hours lab

COMSC 175 continues the study of algorithmic problem solving undertaken in COMSC 174. Emphasis will be on higher-level concepts such as functional design and object-oriented programming. Human interface design and construction will also be discussed. Programming exercises will be selected from application areas relevant to the program of study of enrolled students.

Prerequisite: COMSC 174

COMSC 272

Introduction to Formal Language and Discrete Structures

3 credits, 3 hours lecture, 1 hour lab

This course is an introduction to formal languages and discrete structures for computing science students. Topics include: sets and functions, propositional calculus, formal proofs, Boolean algebra and applications to logic circuits, first order predicate calculus, induction and recursion, relations, equivalence relations, partial orders, directed and undirected graphs and application to relational database design.

Prerequisite: COMSC 174

Co-requisite: COMSC 175

CREE 100

Introductory Cree

6 credits, 4 hours lecture, 1 hour lab

Introductory Cree is a general introduction to Plains Cree (Y dialect) grammar and vocabulary with an emphasis in the practice in speaking and working in the language laboratory. No prior knowledge in Cree is assumed.

CTS 001

Career Technology Studies - Energy and Mines

5 credits, 4 hours lecture, 4 hours lab

This course is composed of several modules designed to promote among learners an awareness of the variety of careers they might pursue within the oil sands industry. Beginning with an overview of geology and a discussion of the issues surrounding the use of non-renewable resources, this course focuses on providing an overview of the attitudes and competencies required in this industry, as well as the highlights of oil sands mining and synthetic crude oil production. A career transition package of practical skills completes the course.

Prerequisite: Grade 9 program of studies or the equivalent

CTS 002

Career Technology Studies - Environmental Issues in the Oil Sands Industry

5 credits, 6 hours lecture

This course provides practical activities that raise an awareness of the concept of responsible stewardship with respect to how industry, particularly the oil sands industry, tailors its decision-making processes to do no harm to the ecological balance of the environment in which it operates. The learner will engage in discussions and projects designed to examine present impacts of industry on the environment as well as steps being taken to control these impacts. This course concludes with an examination of the effects of emerging technologies that will be used in future projects in order to understand and minimize environmental effects of these technologies.

Prerequisite: Grade 9 program of studies or the equivalent

DANCE 110

Introduction to Modern I

3 credits, 4 hours lab

Beginner study of the techniques of modern dance. This technique class concentrates on a multi-disciplinary approach to contemporary dance training, beginning with thorough extensive stretching and strengthening exercises. Attention will be paid to proper posture and alignment, spatial awareness and presentation. Students will develop a beginner level of Modern vocabulary and skills. Final evaluation will include performance of instructor's choreography.

DANCE 111

Introduction to Modern II

3 credits, 4 hours lab

Further beginner study of the techniques of modern dance. This technique class further concentrates on a multi-disciplinary approach to contemporary dance training, including thorough extensive stretching and strengthening exercises. Continuing attention will be paid to proper posture and alignment, spatial awareness, presentation, as well as flexibility, dance quality and focus. Students will develop an increasing level of Modern vocabulary and skills. Final evaluation will include performance of instructor's choreography.

COURSE DESCRIPTIONS

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DANCE 200

The Spectrum of Dance in Society

3 credits, 1 hour lecture, 2 hours labs

The theory and practice of dance as a human physical activity. Focus will be on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The study will include movement content, techniques, improvisation, composition and performance in a variety of dance forms including modern/creative, social, jazz, and folk dance.

DANCE 210

Modern I

3 credits, 4 hours lab

Intermediate study of the techniques of modern dance. This technique class concentrates on a multi-disciplinary approach to contemporary dance training, beginning with thorough extensive stretching and strengthening exercises. Attention will be paid to proper posture and alignment, spatial awareness, flexibility, presentation, improvisation, dance quality and focus. Students will develop an intermediate level of Modern vocabulary and skills. Final evaluation will include a group choreography presentation.

Prerequisite: Successful audition

DANCE 211

Modern II

3 credits, 4 hours lab

This techniques class further concentrates on a multi-disciplinary approach to contemporary dance training, beginning with thorough extensive stretching and strengthening exercises. Continuing attention will be paid to proper posture and alignment, spatial awareness, flexibility, presentation, improvisation, dance quality and focus. Students will develop an increasing intermediate level of Modern vocabulary and skills. Final evaluation will include presentation of solo choreography.

Prerequisite: DANCE 210 or successful audition

DRAMA 101

Introduction to Theatre Art

3 credits, 3 hours lecture

A study of the elements of theatre and the process of theatrical production in today's theatre. Issues covered include: the origins and development of theatre, the nature and function of theatre, the relationship of theatre to other forms of art and the exploration of the varieties of theatrical experience. This course requires no previous theatrical experience.

DRAMA 102

Play Analysis

3 credits, 3 hours lecture

Understanding the nature and elements of drama through the critical analysis of plays and the consideration of creative solutions in their production.

DRAMA 103

Critical Analysis of Playtexts

3 credits, 3 hours lecture

Analysis of playtexts in reference to the specific challenges faced by actors, directors, designers and dramaturges.

NOTE: Not to be taken by students with credit in Drama 102

DRAMA 150

Introduction to Acting I

3 credits, 6 hours lecture

Development of the self as the fundamental instrument of the actor; emphasis on imaginative development through improvisation and creative interpretations of text. As an introduction to dramatic form, dramatic improvisation is used.

DRAMA 151

Introduction to Acting II

3 credits, 6 hours lecture

The study of acting including the analysis and enactment of scripted scenes and characterization. Introduction to characterization and script work.

Prerequisite: DRAMA 150

DRAMA 250

Advanced Acting I

3 credits, 6 hours lecture

Exploration of complex dramatic texts with an emphasis on characterization

Prerequisite: DRAMA 151

DRAMA 251

Advanced Acting II

3 credits, 6 hours lecture

Study of, and practice in, rehearsal and performance of roles or technical production duties. This course will involve preparation and presentation of assigned role(s) in, or technical support of the VPA/Keyano Theatre's season of plays.

Prerequisite: DRAMA 250

COURSE DESCRIPTIONS

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EA 100

Role of the Educational Assistant

3 credits, 45 hours

This course focuses on the skills and attitudes essential for paraprofessionals to provide meaningful support to students and teachers in educational environments. The emphasis will be on: development of a personal philosophy of education, understanding of school and board educational philosophies and practices, professional ethics and responsibilities, the teacher/ educational assistant team, the educational assistant's role within a multidisciplinary team and development of skills to achieve the flexibility necessary for the changing roles of the educational assistant.

EA 101

Child Development I

3 credits, 45 hours

The growth and development of the child from the prenatal period through twelve years of age is studied. Physical, emotional and language development will be examined through readings, discussion, projects with children and observing and recording children's behaviour. Students will begin to develop perspective on the history and the research and theory of child development.

EA 102

Language and Literacy

3 credits, 45 hours

The focus of this course is the patterns of development in language and literacy for children aged 0-8. It also lays the foundation for understanding the developmental base of language/literacy delays apparent in older children. Strategies to support children's development in both language and literacy are examined and practiced. One emphasis will be on the creative use of developmentally appropriate quality literature to establish a language-rich environment.

Prerequisite: EA 101 or ELCC 101

EA 104

Guiding Children's Behaviour

3 credits, 45 hours

Understanding children's behaviour and the child-centered problem-solving philosophy is the focus of this course. Students learn and practice communication skills with children, including passive and active listening, affirmations, positive communication of guidelines, negotiation and facilitation of children's problem solving. Guidance strategies are examined for developmental appropriateness and applied to both support and modify

children's behaviour. Students will also examine how to respect diverse family values and partner with parents when addressing typical and challenging behaviour.

EA 105

Personal Development & Interaction

2 credits, 30 hours

The emphasis in this course will be on the growth of each individual in relation to others. Students will set goals for personal growth by identifying personal values, needs, roles, biases, strengths and weaknesses. Students will demonstrate self-awareness and increased effectiveness in relationships by practicing appropriate self-disclosure, giving and receiving feedback and expressive and receptive communication skills. They will identify and assess whether their personal qualities match with the qualities necessary for a childhood professional.

EA 110

Practicum I

3 credits, 120 hours practicum

Students have an opportunity to put theory into practice by working with children in community settings including kindergarten and primary grade classes. Students must provide their own transportation to assigned practicum, keep a time sheet and a daily record of progression in the practicum booklet. Practicum may be repeated or extended when deemed necessary by the Childhood Studies department.

Prerequisite or Co-requisite: 3 certificate courses including EA 104

Co-requisite: EA 125

EA 116

Health & Safety Issues

1 credit, 15 hours

This course emphasizes the importance of optimal health and safety practices for children and the staff who work with them. One aspect of this course will be the ability to recognize and respond appropriately to many common health issues within inclusive programs.

EA 125

Practicum Seminar I

1 credit, 15 hours

This course provides a forum to support and debrief practicum experiences and explore the integration of theory with practice. The responsibilities and ethical behaviour of childhood professionals will be discussed. Students will be introduced to resource files as a method of organizing professional information and curriculum ideas.

Prerequisite or Co-requisite: 3 first year courses

Co-requisite: EA 110

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

EA 201

Child Development II

3 credits, 45 hours

The growth and development of the child from infancy through twelve years of age is examined, with the emphasis on social, cognitive and moral development. Keeping portfolio records of children's development and reflecting on case studies will facilitate the application of child development theory to practice.

Prerequisite: EA 101

EA 202

Working with Children with Special Needs

3 credits, 45 hours

This course is designed as a practical overview course so that students may gain or increase their knowledge of the current issues in the field of special needs. Students will have the opportunity to develop an in-depth knowledge of strategies and interventions in the field of special education. We will explore the philosophy and educational concepts associated with inclusion of children with exceptionalities into regular preschool, elementary, junior and senior high school settings.

Prerequisite or Co-requisite: EA 101 or ELCC certificate or permission of the Program Chair

EA 206

Developing Numeracy in the Elementary Classroom

2 credits, 30 hours

Children's developing math concepts and abilities at the pre-math and early math levels will be studied and observed. The emphasis will be the educational assistant's role in observing children's responses to math lessons and supporting and adapting learning experiences to meet individual learning goals. Awareness of approaches and strategies to remediate math learning will be examined. Access to groups of children is necessary to fulfill the requirements of the course.

EA 210

Practicum II

4 credits, 150 hours practicum

This course allows the students to build on skills learned in Practicum I and to demonstrate increasingly complex communication, guidance and problem solving skills with children. Placements for this practicum will be with mentor teacher/educational assistant teams in middle and upper elementary grades or older.

Prerequisites: EA 110 and EA 125 and 10 certificate courses

Co-requisite: EA 225

EA 211

Reading Support for Emergent Readers

3 credits, 45 hours

Students will gain an understanding in supporting children's literacy development in the areas of auditory processing, language processing, sight vocabulary, reading practice and writing development. Practical strategies for working with a variety of reading remediation programs will also be explored. Access to groups of children is necessary to fulfill the requirements of the course.

Prerequisite: EA 102

EA 212

Exceptionality 1: Brain/Cognitive

1 credit, 15 hours

This course will include topics on exceptionalities such as: Fetal Alcohol Syndrome or Effects (FAS/FAE), Attention Deficit and Hyperactivity Disorder (ADHD), Auditory Processing Deficit (APD), developmental delays and learning disabilities. Knowledge of the exceptionality as well as strategies for working with children diagnosed with the condition will be included.

Prerequisite: EA 202 or ELCC 301

EA 213

Exceptionality II: Physical/Medical

1 credit, 15 hours

Included in this course will be information on sensory impairments (hearing/vision), autism, Tourette syndrome, cerebral palsy, asthma, allergies and seizure disorders. Knowledge of the exceptionality as well as strategies for working with children diagnosed with the condition will be included.

Prerequisite: EA 202 or ELCC 301

EA 214

Introduction to Communication Disorders

1 credit, 15 hours

Working one-to-one with children to improve their oral expressive skills and articulation is a frequent job requirement for educational assistants. Implementing programs prescribed by speech-language pathologists requires a deep knowledge of language and speech development. Issues and techniques involved in teaching children with communication disorders will be examined.

Prerequisites: EA 102 or ELCC 102 and EA 202 or ELCC 301

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

EA 216

Exceptionality V: Behavioural Disorders

1 credit, 15 hours

A variety of basic teaching techniques and strategies for work with children with behaviour disorders will be explored.

Prerequisites: EA 104 or ELCC 104 and EA 202 or ELCC 301

EA 217

Adolescents in the Classroom

1 credit, 15 hours

This course will enable the student to develop a greater knowledge of the unique needs of adolescents by examining adolescent development. It will provide the educational assistant with a repertoire of strategies and interventions to effectively support adolescents and their junior/senior high teachers. The goal will be to meet the academic, social and behavioural needs of the adolescent.

Prerequisite: EA 202 or ELCC 301

EA 222

Specialized Training in Exceptionalities

1 credit, 15 hours seminar

This course enables students to develop the skills and understanding required to assist children with specific special education needs. The focus of the course will vary from term to term depending on community need. Students may apply for prior learning or advanced credit for previous relevant training after consultation with the department chair.

EA 223

Working with EAL Children

1 credit, 15 hours seminar

This course will enable the student to develop greater knowledge of the unique needs of EAL children. It will provide the educational assistant with ideas and strategies about how to assist EAL children with speaking, reading, writing English, as well as, activities for listening to English in a meaningful way.

EA 224

Working with Children with Autism Spectrum Disorders

1 credit, 15 hours seminar

This course will enable the student to develop the understanding and skills required to effectively support children with Autism Spectrum Disorders (ASD). It emphasizes best practices in social skills development, behaviour management, sensory integration therapy and communication systems for assisting children with ASD in inclusive programs.

Prerequisite: EA 202 or ELCC 301

EA 225

Practicum Seminar II

1 credit, 15 hours

This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. Students will practice applying knowledge of the role of the educational assistant and guidance skills to real-life situations.

Prerequisites: EA 110 and EA 125

Co-requisite: EA 210

EA 226

School Aged Care

1 credit, 15 hours

This course will provide a brief overview of developmentally appropriate programs for children aged five to twelve outside of their formal school days. We will examine developmental milestones of school-age children, the roles their caregivers play to support their development, optimum school-age care environments, building community and developmentally appropriate curriculum in school-age care settings.

EA 227

Learning Through Play for School Aged Children

1 credit, 15 hours

This course introduces the nature value and development of play in the lives of school-aged children. We will examine how the adult becomes involved in and supports children's play in school classrooms, on the playground and in out-of-school care programs. Practice will be gained observing, supporting and extending play and learning. Documentation of school-aged play and learning will be practiced. Regardless of their previous formal experience with a learning through play philosophy, students will experience new and innovative ways of understanding play in children's lives.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

EA 314

Working with Communication Disorders

1 credit, 15 hours

Working one-on-one with children to improve their communication skills is a frequent job requirement for Educational Assistants. Educational Assistants are required to understand a variety of treatment approaches for various communication disorders to appropriately implement programs developed by a Speech-Language Pathologist. Issues and techniques involved in teaching children with communication disorders will be discussed.

Prerequisite: EA 214

EAS 100

Planet Earth

3 credits, 3 hours lecture, 3 hours lab

Introduction to the origin and evolution of the Earth and the solar system. Introduction to plate tectonics and the rock cycle. Simple energy balances and interactions between radiation and the atmosphere, land, oceans, ice masses and the global hydrological cycle. Evolution of life, biogeography and global climate in the context of geologic time. The carbon cycle. Human interaction with the Earth. Mineral and energy resources.

EAS 105

The Dynamic Earth Through Time

3 credits, 3 hours lecture, 3 hours lab

The plate tectonic framework of a dynamic Earth as it relates to the origin of major groups of minerals and rocks. Earthquakes, structural geology and the origin of mountain belts. Surface processes and their sedimentary products. History of life and extinctions.

Prerequisite: EAS 100 or 102

NOTE: Not available to students with credit in EAS 101

EAS 208

Introduction to Global Change

3 credits, 3 hours lecture

To study the natural and anthropogenic causes of global scale environmental change: the role of the atmosphere, oceans, biosphere and cryosphere in the process of environmental change; relationships between levels of technology and development, and the character of environmental change associated with human activity.

Prerequisite: Any 100-level Science course

ECON 101

Introduction to Micro-Economics

3 credits, 3 hours lecture

Analysis of economic problems, analysis of the market economy with emphasis on the Canadian economic system, the role of the consumer, private industry and government in competitive and monopolistic markets, collective bargaining and determination of wages.

ECON 102

Introduction to Macro-Economics

3 credits, 3 hours lecture

This course provides a basic understanding of the macro economy with emphasis on Canadian problems and policies. The topics are national income theory, monetary theory, and fiscal policies and international trade theory.

Prerequisite: ECON 101 or permission of the Program Chair

ECON 341

Money and Banking

3 credits, 3 hours lecture

This course will primarily focus on the supply of money and elementary issues of monetary control. Topics will include the analysis of money and credit in the exchange process, financial intermediaries, commercial banking and central banking.

Prerequisite: ECON 101 and ECON 102

EDPRA 250

Orientation to Teaching

3 credits, 3 hours lecture, 60 hours practicum

This course is made up of two different but integrated components. The course content focuses on the various roles teachers have to perform while the practicum portion gives students the opportunity to observe and participate in the life of classrooms and work in a limited way with students at different levels. This course will include 60 hours of practicum.

NOTE: The grading system for this course is Pass/Fail EDPY 302 (pending approval)

EDPY 302

Learning and Development in Childhood

This is an introductory--level course in human development and learning. This course is directed towards students who expect to work with children (ages 0--12). It is designed to provide students with the opportunity to study childhood development and learning with a particular focus on the application of theory to educational practice. In this course students will gain an understanding of how children from a diversity of backgrounds develop and learn and how teachers can provide appropriate learning opportunities that support students' educational, physical, cognitive, social, cultural, moral, and psychological development.

Prerequisite: EDU 100 or approval of the chair

NOTE: Credit cannot be received for both EDPY 302 and EDEX 200 or PSYC 223

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

EDU 100

Contexts of Education

3 credits, 3 hours lecture

This course provides an introduction to education with an emphasis on exploring what it means to be a teacher in contemporary society. Education will be explored in different contexts and from the following perspectives: historical, sociological, philosophical, Indigenous, political, and ethical. While the main focus of this course is teaching in Alberta K-12 schools, comparisons will also be made with education in other contexts. This course focuses on the different contexts of professional practice with education. It critically examines the complex social relationships among educators as professionals and learners as participants in educational institutions.

NOTE: Credit cannot be received for both EDU 100 and EDFX 200 or equivalent

EDU 210

Introduction of Educational Technology

3 credits, 3 hour lectures, 3 hours lab

This course examines frameworks, trends, issues, and futuristic scenarios on the role of technology in education. Students will gain hands-on experience in using technology, with a special emphasis on strategies for integrating technology into the school curriculum. Students may not receive credit for both EDU 210 and EDIT 202.

Prerequisite: EDU 100

ELCC 101

Child Development I

3 credits, 45 hours

The growth and development of the child from the prenatal period through eight years of age is studied. Physical, emotional, and language development will be examined through readings, discussion, projects with children, and observing and recording children's behaviour. Students will begin to develop perspective on the history, and the research and theory of child development.

ELCC 102

Language and Literacy in Early Childhood

3 credits, 45 hours

The focus of this course is the patterns of development in language and literacy for children aged 0-8. It also lays the foundation for understanding the developmental base of language/literacy delays apparent in older children. Strategies to support children's development in both language and literacy are examined and practiced. One emphasis will be on the creative use of developmentally appropriate quality literature to establish a language-rich environment.

Prerequisite: ELCC 101 or EA 101

ELCC 104

Guiding Children's Behaviour

3 credits, 45 hours

Understanding the child-centered problem-solving philosophy is the focus of this course. Students learn and practice communication skills with children, including passive and active listening, affirmations, positive communication of guidelines, negotiation and facilitation of children's problem solving. Guidance strategies are examined for developmental appropriateness, and applied to both support and modify children's behaviour. Students will also examine how to respect diverse family values and partner with parents when addressing typical and challenging behaviour.

ELCC 105

Personal Development and Interaction

2 credits, 30 hours

The emphasis in this course will be on the growth of each individual in relation to others. Students will set goals for personal growth by identifying personal values, needs, roles, biases, strengths, and weaknesses. Students will demonstrate self-awareness and increased effectiveness in relationships by practicing appropriate self-disclosure, giving and receiving feedback, and expressive and receptive communication skills. They will identify and assess whether their personal qualities match with the professional qualities necessary for the early childhood profession.

ELCC 106

Learning Through Play

3 credits, 45 hours

This course introduces the student to the nature, value, and development of play in the lives of children. How adults become involved in and provide for children's play is emphasized. Students will gain experience observing, supporting, and extending play and learning. Access to groups of young children is necessary to fulfill the course requirements.

ELCC 110

Practicum I

4 credits, 165 hours practicum

Students have an opportunity to put theory into practice by working with children in the Keyano preschool and community settings including daycare, preschool and kindergarten classes. Students must provide their own transportation to assigned Practicum, keep time sheets, and a daily record of progression in the Practicum booklet. Practicum may be repeated or extended when deemed necessary by the ELCC department.

Prerequisite or Co-requisite: ELCC 125 and 3 first year courses including ELCC 104

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

ELCC 116

Nutrition, Health & Safety

2 credits, 30 hours

This course emphasizes the importance of optimal nutrition, health and safety practices for young children and the staff who work with them in early childhood settings. Alberta's child abuse protocol will be covered.

ELCC 123

Creative Experiences for Young Children

3 credits, 45 hours

Understanding and appreciation of children's creativity and creative expression will be gained through observing children, and studying the developmental patterns in art, music, and movement. Students will learn how to select, adapt, create, and implement resources in developmentally appropriate ways. Students will be challenged to further their own comfort and skills in both supporting and extending children's creative expression.

ELCC 125

Practicum Seminar I

1 credit, 15 hours

This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The types of early childhood programs, the legislation governing those programs and the responsibilities and ethical behaviour of early childhood professionals will be discussed. Students will be introduced to resource files as a method of organizing professional information and curriculum ideas.

Co-requisite: ELCC 110

ELCC 201

Child Development II

3 credits, 45 hours

The growth and development of the child from infancy through eight years of age is examined, with the emphasis on social, cognitive, and moral development. Keeping portfolio records of children's development and reflecting on case studies will facilitate the application of child development theory to practice.

Prerequisite: ELCC 101

ELCC 206

Planning for Play

3 credits, 45 hours

Implementing a child-centered play-based program is the focus of this course. Students will learn and practice using observations of children's play interests and abilities as a basis for planning. Methods of extending play and learning will be examined, including developmentally appropriate group experiences such as whole group time, field trips,

and community guests. An understanding of the math and science learning that children demonstrate in their play and how to plan curriculum to enhance this learning will be covered. Access to groups of young children is necessary to fulfill the planning requirements of the course.

Prerequisite: ELCC 106

ELCC 210

Practicum II

5 credits, 210 hours practicum

This course allows the students to build on skills learned in Practicum I and to demonstrate increasingly complex communication, guidance and problem solving skills with children. The student will demonstrate good planning and implementation of a developmentally appropriate program.

Prerequisite: ELCC 110 and ELCC 125

Co-requisite: ELCC 225 and 6 certificate courses

ELCC 225

Practicum Seminar II

1 credit, 15 hours

This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The Early Childhood Environment Rating Scale (ECERS), used by the Alberta Day Care Office to assess program quality, will be examined.

Prerequisite: ELCC 110 and ELCC 125

Co-requisite: ELCC 210

ELCC 300

Foundations: Issues and Ethics

2 credits, 30 hours

An exploration of the issues and ethical problems that face caregivers in the field of Early Childhood with reference to historical and philosophical influences. Skills for responsible action in resolving ethical dilemmas will be studied. Formulation of a personal philosophy of working with young children is also a focus of this course.

Prerequisite: ELCC Certificate or permission of the Program Chair

ELCC 301

Exceptional Child

3 credits, 45 hours

This practical course is designed so that students may increase their knowledge of the current issues in the field of special needs. We will explore strategies that are currently in practice for the integration of children with exceptionalities into regular preschool and primary settings.

Prerequisite: ELCC Certificate or permission of the Program Chair

COURSE DESCRIPTIONS

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ELCC 302

Environments

2 credits, 30 hours

An examination of the power of the environment in influencing children's behaviour and learning. Students will explore ways of using space and materials creatively in their own centres, to make children's individual and group play experiences developmentally appropriate. The impact of environment on the programming of learning experiences, with reference to Bredekamp's Developmentally Appropriate Practices, will be a key issue. Students must demonstrate the principles of the course in the settings they provide for children.

Prerequisite: ELCC Certificate or permission of the Program Chair

ELCC 303

Child and Family

2 credits, 30 hours

This course is designed to increase the students' understanding of family dynamics and family diversity. The challenges to, and supports for, family participation in early childhood programs are examined. A collaborative approach to family-staff communication and involvement will be applied to each student's unique work situation.

Prerequisite: ELCC Certificate or permission of the Program Chair

ELCC 304

Ecology of the Family

2 credits, 30 hours

This course provides an overview of the family in today's society. Focus is on the ecology of the modern family with particular reference to poverty, affluence, violence, the women's movement, the children's rights movement and the relationship of the family and world of work.

Prerequisite: ELCC Certificate or permission of the Program Chair

ELCC 305

Interpersonal Relationships

2 credits, 30 hours

The emphasis of this course is on expanding students' awareness of self and continuing to build effective communication skills, including attentive and reflective listening, giving and receiving feedback, assertiveness techniques and problem solving skills. Additional focus will be on developing skills to build and maintain relationships with others.

Prerequisite: ELCC 105 or EA 105 or permission of the Program Chair

ELCC 306

Group & Team Dynamics

2 credits, 30 hours

The emphasis of this course is twofold. The students will understand and implement the NAEYC Code of Ethical Conduct. Additionally, the students will develop their team performances and gain a stronger understanding of team concept, group and team dynamics and the various roles that exist within teams.

Prerequisite: ELCC 105 or EA 105 or permission of the Program Chair

ELCC 307

Program Integration

2 credits, 30 hours

This course is designed to enable students to increase their understanding of child-centered developmentally appropriate programming. Methods of curriculum planning and record keeping will be examined, with an emphasis on play-based emergent curriculum. Current topics and issues, related to early childhood curriculum, will be addressed. Being able to fulfill planning assignments in a program setting is required.

Prerequisite: ELCC Certificate or permission of the Program Chair

ELCC 308

Curriculum for Diversity

2 credits, 30 hours

This programming course emphasizes the importance of providing curriculum that is sensitive to the range of cultures found within our community today. Students are encouraged to recognize their own cultural biases, critically examine their program for evidence of cultural inclusion or exclusion, and develop strategies to promote cultural sensitivity. Students will be involved in an action project to implement change in practice.

Prerequisite: ELCC certificate or permission of the Program Chair

ELCC 309

Understanding Children's Behaviour

2 credits, 30 hours

Participants in this course will examine behaviours of children that practitioners find most challenging including anger and aggression, non-compliance, high sensitivity, attention problems, and bullying. Effects of the physical and interactional environment on behaviour will be studied. It is assumed that participants already demonstrate a working knowledge of developmentally appropriate responses to typical behaviours of young children in group situations.

Prerequisite: ELCC Certificate or permission of the Program Chair

COURSE DESCRIPTIONS

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ELCC 320

Practicum III - Part I

2 credits, 80 hours practicum

This course is designed to help students translate early childhood theory into developmentally appropriate practice with children. The ability to self-reflect on one's practice through writing and discussion is emphasized.

Prerequisite or Co-requisites: 2 second year courses

ELCC 321

Practicum III - Part II

3 credits, 120 hours practicum

A continuation of Practicum III.

Prerequisite or Co-requisite: ELCC 320 and 4 second year courses

ELCC 322

Practicum IV - Part I

2 credits, 80 hours practicum

Continued enhancement in translating theory to practice with children. Individual contracts are developed to ensure the student's needs and interests are met.

Prerequisite or Co-requisites: ELCC 321 and 6 second year courses

ELCC 323

Practicum IV - Part II

3 credits, 120 hours practicum

Students will complete the final objectives of the practicum focusing on those issues which pertain to their individual practice with children.

Prerequisite or Co-requisite: ELCC 322 and 8 second year courses

ELCCA 100

Introduction to Child Care

3 credits, 45 hours

ELCCA 100 is an introduction to a child-centered approach to working with young children. A main focus is the roles and responsibilities essential to ensuring quality care for young children, including a positive approach to guiding behaviour. Provincial standards of care will be reviewed. Students will also develop understanding of the relationship between play and child development, and how to observe and facilitate learning through play.

Prerequisite: Grade 10 or equivalent

EMTA 400

Integrated Theory

6 credit, 128 hours

This course provides the theory needed for an Emergency Medical Technician. Students integrate theory in the areas of communications, legal & ethical issues, anatomy & physiology in order to prepare them for the primary care they will provide as EMTs.

Co-requisite: EMTA 406 and EMTA 407

EMTA 406

Recreation Program – Fitness

1 credit, 60 hours

This course deals with the principles of personal fitness, awareness of your present fitness level and provides guidelines for establishing a personal fitness program.

Co-requisite: EMTA 400

EMTA 407

Practical Course

3 credits, 150 hours

This course will cover the practical applications of skills required of an EMT. In this course, students will demonstrate skills in a laboratory setting. There is an additional 16 hours for the ITLS course.

Co-requisite: EMTA 400

EMTA 408

Ambulance Practicum

4 credits, 240 hours

The ambulance and hospital practicums are designed to ensure the student is capable of applying the theoretical knowledge gained over the previous few months and apply it to actual patient care. The ambulance portion of the program allows the student to experience a wide variety of medical and traumatic conditions.

Co-requisites: EMTA 400, EMTA 406 and EMTA 407

EMTA 409

Hospital Practicum

1 credit, 36 hours

Keyano College values quality education. For prehospital professions, a critical component of this quality is the clinical experience. The clinical placement allows students, under the guidance of an experienced professional, to apply the skills they have learned. This mentoring process allows the student to safely develop confidence and competence with their new skills and knowledge by both observation of skilled professionals, and application of their skills in a supervised environment.

Co-requisites: EMTA 400, EMTA 406 and EMTA 407

EMTP 501

Anatomy and Physiology

3 credits, 45 hours

This course is a study of the fundamentals of human body structure and function with emphasis on those systems of particular importance to the training of paramedics. It will build upon the previous education the students have had in this area.

COURSE DESCRIPTIONS

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EMTP 502

Pathophysiology

6 credits, 96 hours

Pathophysiology is the study of the biologic basis of disease. It is a required course for diagnosis-based treatment in prehospital care.

EMTP 503

Prehospital Skills

3 credits, 60 hours

The Prehospital Skills course focuses on simulated learning experiences where the student relates knowledge and values of Paramedicine while practicing the common Skills of the Advanced Life Support provider. The student will demonstrate mastery of a Basic Life Support (BLS) Assessment Survey and apply new Advanced Life Support (ALS) skills to scenario situations. The student will complete independent study before practicing or demonstrating the skills in the laboratory environment.

EMTP 504

Aeromedical

6 credits, 138 hours

This course will familiarize the student with the special aspects of patient care associated with air transport and survival. There will be a focus placed on understanding how altitude and pressure affect human physiology, as well as, the treatment variables associated with high altitude transport.

EMTP 505

Pharmacology

3 credits, 45 hours

This is an introductory course that deals with the pharmacokinetics and pharmacodynamics of drugs used in pre-hospital care. It focuses on drugs used for medical conditions, a drug's class, description, mechanism of action, indications, contraindications, precautions, side effects, interactions, dosage, and dosage forms.

EMTP 506

Obstetrics

3 credits, 45 hours

The focus of this course will be on complications related to obstetrics.

EMTP 507

Physical Examination

3 credits, 45 hours

This Physical Examination Course is designed to help practitioners learn the intricate functions of the human body. It will teach the practitioner to perform physical examinations when working with patients who are in different states of physical, mental, and emotional health.

EMTP 508

Advanced Pharmacology

3 credits, 45 hours

The Advanced Pharmacology course and principles of Prehospital teach paramedic students advanced concepts and principles of Prehospital drug administration.

EMTP 509

Intermediate Ambulance Practicum

6 credits, 432 hours

The Intermediate Ambulance Course gives the student the opportunity to practice new skills in the Prehospital clinical setting. This course is the first of three practicum experiences the student will participate in, where the application of the theoretical knowledge and skills are practiced on "real" patients. This course will expose the student to a variety of patients in a variety of "uncontrolled" prehospital situations.

EMTP 510

Paramedic Projects

3 credits, 45 hours

The Paramedic Projects course will introduce the student to the importance of tracking personal and professional experiences and relating them to career and educational goals. The learner will also research and discuss medical legal issues, which relate to current clinical practice.

EMTP 511

Emergency Diagnosis and Treatment

6 credits, 96 hours

This course deals with the diagnosis and treatment of both medical and trauma emergencies at the paramedic level. This diagnosis is obtained in combination with physical exam, symptoms, history, and diagnostic tests done in the field.

COURSE DESCRIPTIONS

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EMTP 512

Hospital Practicum

6 credits, 445 hours

This hospital course applies experiential learning concepts, within the controlled setting of a health care facility. Students will apply theoretical knowledge when completing research, patient assessment and competency practice assignments.

EMTP 513

Advanced Life Support

3 credits, 64 hours

This 3-credit course consists of value-added-courses currently recognized as Standards within the prehospital industry. The short courses taught within this course include Advanced Cardiac Life Support, Pediatric Life Support, Basic Trauma Life Support, Advanced and Neonatal Advanced Life Support.

EMTP 514

Advanced Skills

3 credits, 45 hours

In the Advanced Paramedic Skill course, students will focus in relating knowledge and performance to skills not often practiced by paramedics in the prehospital setting.

EMTP 515

Final Ambulance Practicum

6 credits, 480 hours

The Final Ambulance Course gives the student the opportunity to practice all skills of a Paramedic in the prehospital clinical setting. This course is the last of three practicum experiences the student will participate in, where the application of the theoretical knowledge and skills are practiced on “real” patients. This course will expose the student to a variety of “uncontrolled” prehospital situations, where they have an increased responsibility to provide care. The student will practice under the supervision of a clinical preceptor to ensure advanced life support (ALS) concepts are appropriately incorporated into patient care.

ENCMP 100

Computer Programming for Engineers

3 credits, 3 hours lecture, 1.5 hours lab

3.8 Engineering units for the University of Alberta

This course is an introduction to MATLAB with applications to engineering problems. Topics to be covered include an introduction to algorithmic problem solving, design methodologies, MATLAB language structure and syntax. Weekly laboratories offer students the opportunity to translate concepts presented in lectures into interesting application programs.

NOTE: ENCMP 100 is restricted to Engineering students.

ENCS 201

Wildlife Biodiversity and Ecology

3 credits, 3 hours lecture, 3 hours lab

Introduction to animals in the context of conservation, interactions with people and roles in natural ecosystems. Labs provide a survey of North American animal life, both vertebrate and invertebrate with emphasis on recognition of higher taxa and on hierarchical classification. Field trips required.

ENCS 260

History and Fundamentals of Environmental Protection and Conservation

3 credits, 3 hours lecture

This course provides students with a philosophical and sociological exploration of historical and contemporary perspectives on human-environmental relationships and their implications. Students explore these perspectives in a framework of critical thinking and through case studies.

ENGG 102

Introduction to the Engineering Profession

2 credits, 2 hours lab

2.0 Engineering units for the University of Alberta

This course is an introduction to the engineering profession. Students will attend seminars presented by professional engineers of various disciplines. Students may also examine: engineering disciplines; co-operative education; study skills; career fields and work opportunities; history and development of the profession; professional responsibilities; ethics; and engineering and society. A survey of graphical communication methods and an introduction to the design process used by engineers may be included.

NOTE: ENGG 102 is restricted to Engineering students

ENGG 130

Engineering Mechanics I

3 credits, 3 hours lecture, 2 hours lab

4.0 Engineering units for the University of Alberta

This course focuses on static equilibrium of forces, principles of two and three dimensional equilibrium, analysis of statically determined structures -trusses and frames, and principles of friction and virtual work.

Prerequisite: Math 30-1, Math 31 and Physics 30

Co-requisite: MATH 100

NOTE: ENGG 130 is restricted to Engineering students

COURSE DESCRIPTIONS

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ENGG 210

Engineering Graphics

3 credits, 2 hours lecture, 3 hours lab

3.5 Engineering units for the University of Alberta

This course includes sketching, drafting and interpretation of pictorials and multi-views of three-dimensional objects; visual design; and an introduction to scales, sectioning and dimensioning. AUTOCAD software is used for the computer-aided drafting (CAD) portion of the course.

NOTE: ENGG 210 is restricted to Engineering students. ENGG 210 transfers as a required course for Mechanical and Mining and Civil Engineering at University of Alberta

ENGG 310

Engineering Economy

3 credits, 3 hours lecture

The application of the fundamentals of economics to engineering alternatives in planning, developing and managing industrial projects.

Prerequisite: Permission of the Program Chair

ENGL 010

English 010

5 credits, 5 hours lecture

This is a language skills course emphasizing remedial grammar, paragraph writing, the basic terminology used to analyse literature, and the study of various forms of literature.

Alberta Education Course Equivalency: English 10 (10-1)

Prerequisite: AFL 009 with a minimum grade of B or equivalent or permission from the Program Chair

ENGL 013

English 013

5 credits, 5 hours lecture

English 013 focuses on the development of communication skills. The emphasis is on the development of vocabulary, spelling ability, reading skills, verbal expression, and good fundamental writing skills in order to better equip the student for everyday life.

Alberta Education Course Equivalency: English 13 (10-2)

Prerequisite: AFL 009 or equivalent or permission from the Program Chair

ENGL 020

English 020

5 credits, 5 hours lecture

This course is a continuation of English 010. It includes instruction in composition and remedial grammar, together with the study of selected short stories, novels, drama and poetry.

Alberta Education Course Equivalency: English 20 (20-1)

Prerequisite: ENGL 010 or equivalent or permission from the Program Chair

ENGL 023

English 023

5 credits, 5 hours lecture

English 023 continues the format of English 013. The course offers instruction in various forms of communication (both oral and written). The emphasis in the course is to further develop those skills, such as vocabulary, spelling, reading, comprehension, grammar, and writing, encouraged in English 013.

Alberta Education Course Equivalency: English 23 (20-2)

Prerequisite: ENGL 013 or ENGL 010 or equivalent or permission from the Program Chair

ENGL 030

English 030

5 credits, 6 hours lecture

This course completes the 010, 020, 030 sequence and prepares students for post-secondary university study in English. It includes the study of composition and all major literary forms: poetry, essay, short story, novel, Shakespearean and modern drama. A substantial writing component is included.

Alberta Education Course Equivalency: English 30 (30-1)

Prerequisite: ENGL 020 or equivalent or permission from the Program Chair

ENGL 033

English 033

5 credits, 5 hours lecture

English 033 completes the English 013, 023, 033 sequence. The course is designed to further develop the comprehension, writing, and vocabulary skills of the student. Basic grammar and writing skills will be reviewed and utilised in practical writing exercises.

Alberta Education Course Equivalency: English 33 (30-2)

Prerequisite: ENGL 023 or ENGL 020 or equivalent or permission from the Program Chair

ENGL 100

Written Composition

3 credits, 45 hours lecture

This course focuses on expository writing skills. Students will develop and organize their thoughts as they study examples of good prose and practice revising their own work. By following the steps of the writing process, students will learn to write clear, well-structured, interesting essays. Course requirements include writing essays, a summary, a report and a research paper.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

ENGL 121

Literature in Historical Perspective

3 credits, 3 hours lecture

This course introduces students to post-secondary studies in English by exploring developments in language, literature, and culture in and over time. Students will have opportunities to study particular themes and compare different genres in and across a broad array of texts, placed in their historical contexts, which may range from medieval to contemporary times. The course will examine the conditions under which texts were originally produced and may consider the reception and reshaping of texts in history to the present. This course will satisfy all faculties' requirements of a first-year English credit.

Prerequisite: English 30 or 30-1 or equivalent

NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 122

Texts and Contexts

3 credits, 3 hours lecture

This course introduces students to post-secondary studies in English by focusing on a specific literary theme (to be determined by the instructor) in a cluster of related texts. Students may expect to encounter fiction, poetry, drama, and non-fictional prose, as well as visual media. The course will enable students to explore a particular subject in-depth as well as a broad range of materials and to acquire a rich sense of contexts or intellectual landscapes that give shape to the study of literature and culture. A minimum of 30% of class time will be devoted to writing instruction. This can take many forms, including graded written assignments, informal writing exercises, writing workshops, free-writing exercises, stylistic analysis, research skills, peer editing, multiple drafts, and ungraded writing. Students will be required to write at least two essays which will be marked and formally graded. During the course, students will write at least 3000 words.

Prerequisite: English 30 or 30-1 or equivalent

NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 124

Literary Analysis

3 credits, 3 hours lecture

This course introduces students to post-secondary studies in English by developing skills in the close reading of language, genre, narrative, and poetic form. Rather than focusing on historical or cultural contexts (although these may come into play), this course concentrates on literary forms and structures, and on developing a critical vocabulary for literary analysis. Students can expect to encounter a variety of shorter genres in the literary tradition (the short story, poems, and essays) as well as film and

other visual media.

Prerequisite: English 30 or 30-1 or equivalent

NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 125

Aboriginal Writing

3 credits, 3 hours lecture

This course introduces students to post-secondary studies in English through works by Aboriginal writers. It will address aesthetics, concepts, approaches, and debates that inform the production and study of Aboriginal literatures. It will analyze the roles literature plays in shaping and reflecting Aboriginal identities, communities and histories. The course will examine several genres that can include traditional stories, fiction, poetry, drama, history, autobiography, essays and speeches. Materials, themes, topics and genres will vary among instructors. A minimum of 30% of class time will be devoted to writing instruction. This can take many forms, including graded written assignments, informal writing exercises, writing workshops, free-writing exercises, stylistic analysis, research skills, peer editing, multiple drafts and ungraded writing. Students will be required to write at least two essays which will be marked and formally graded. During the course, students will write at least 3000 words.

Prerequisite: English 30 or 30-1 or equivalent

NOTE: Not to be taken by students with 6 credits in approved junior English

ENGL 126

Reading Popular Culture

3 credits, 3 hours lecture

This course introduces students to post-secondary studies in English through the close reading of popular culture texts, including zines, magazines, film, television, advertising, the internet, and non-canonical fiction and non-fiction. It will address the aesthetics, concepts, theories, and debates that inform the production and consumption of popular culture, and analyse the role of pop culture in shaping beliefs, identities and social practices. Materials, themes, topics, and genres will vary among instructors.

ENGL 206

The Short Story

3 credits, 3 hours lecture

This course provides an introduction to the short story by tracing the development of the genre and critically analyzing a substantial number of short stories. The emphasis will be upon a detailed examination of short stories by acknowledged masters of the form: Poe, Hawthorne, Maupassant, Chekhov, James, Joyce and others.

Prerequisite: 6 credits of junior English

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

ENGL 208

Reading Histories: Making Books

3 credits, 3 hours lecture

An introduction to the social and cultural history of print text, and to the critical concepts and methods key to its study, that emphasizes the relationship between the production of books and the production of culture.

Prerequisite: 6 credits of junior English

ENGL 221

Reading Politics: Class and Ideology

3 credits, 3 hours lecture

English 221 will examine ideas of class as expressed in texts of the nineteenth and early twentieth centuries. At a time when class distinctions determined and restricted virtually every aspect of daily life, writers reflected, reinforced, and also undermined those distinctions in their work. We will use critical tools of late twentieth-century writings on class and ideology to explore the earlier texts, with a view to understanding cultural representations of class and class relations. What does it mean to “belong” to a particular class? How did one’s “station in life” control one’s fate? How is literature itself a product of class? Karl Marx pointed out, “The ideas of the ruling class are in every epoch the ruling ideas,” and this course will investigate how those ruling ideas were conveyed.

Prerequisite: 6 credits of junior English

ENGL 224

The Literary Institution

3 credits, 3 hours lecture

This course analyzes the object of English Studies itself. It considers the developmental history of English as a university course and what is involved in the process of separating all writing into the specific category of Literature. It deals with the formation of a literary canon and the various interpretive strategies which either determine that canon or may be applied to it. Students will read literary theory by scholars such as Terry Eagleton, Paulo Freire, Louis Menand, Robert Scholes, Edward W. Said, Harold Bloom, Roland Barthes, Stanley Fish, Wayne C. Booth, Sandra M. Gilbert and Susan Gubar and others. They will apply theory to case studies in imaginative literature.

Prerequisite: 6 credits of junior English

ENGL 239

Shakespeare

3 credits, 3 hours lecture

This course introduces students to the broad range of Shakespearean Drama with selections from the tragedies, comedies, histories and romances. It involves a close analytical reading of eight or more plays, and a consideration

of several critical approaches to the Shakespearean canon. The selections will include the more generally acclaimed plays, such as Hamlet and Henry V and the less well-known works, such as Coriolanus and The Winter’s Tale.

Prerequisite: 6 credits of junior English

ENGL 288

Folklore in Children’s Literature in English

3 credits, 3 hours lecture

This three-credit senior English course will examine folklore and fantasy in children’s literature. It will examine both traditional, anonymous works, including nursery rhymes, fables, folktales and myths, and modern works incorporating traditional materials. Students will be expected to write essays totalling about 2,000 words.

Prerequisite: 6 credits of junior English

ENGL 289

Children’s Literature in English

3 credits, 3 hours lecture

This three-credit senior English course will trace the history of children’s literature and explore its evolution from didacticism to delight. A survey of its rich variety will include analysis of animal stories, literary fantasy, adventure and realism. Through the study of classic and contemporary works, students will develop an understanding of literary theory and criticism. Students will be expected to write two essays totalling about 2,000 words.

Prerequisite: 6 credits of junior English

ENGL 293

Science Fiction

3 credits, 3 hours lecture

An introduction to science fiction as a genre and a survey of works and trends.

Prerequisite: 6 credits of junior English

ENGL 294

Introduction to Writing Poetry

3 credits, 3 hours lecture

This course will be conducted as a seminar, using contemporary poems and the students’ own work for study and discussion. Students will be expected to read widely, write extensively, and complete a portfolio of finished poetry by the end of the term. In addition, students will keep a writing journal and will complete specific in-class and out-of-class assignments exploring poetic form, style, and technique.

Prerequisite: 6 credits of junior English

COURSE DESCRIPTIONS

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ENGL 325

The Arthurian Tradition in Literature

3 credits, 3 hours lecture

This three-credit senior English course will explore the origins, development and significance of the King Arthur legends in English literature. The “Matter of Britain”, with its archetypal evocations of questing, heroism and betrayal, has been woven into the fabric of English literature for over six hundred years. This course will examine how the material has been reinterpreted by succeeding generations while still retaining its mythic power.

Prerequisite: 6 credits of junior English

ENGL 358

American Literature to 1900

6 credits, 3 hours lecture

This course examines the fiction, non-fiction and poetry of American writing prior to this century. The various schools and movements of American Literary history are examined, but the major emphasis will be placed on authors constituting the “American Renaissance” circa 1850. The progression of the course is chronological, and an historical perspective will be maintained.

Prerequisite: 6 credits of junior English

ENGL 360

The Early Twentieth-Century American Novel

3 credits, 3 hours lecture

This course examines the development of the American Novel circa 1900-1940, concentrating on Henry James, Ernest Hemingway and William Faulkner. Additional works will be selected from the novels of such authors as Theodore Dreiser, Edith Wharton and F. Scott Fitzgerald. The novels will be viewed analytically to determine the American contribution to the form and function of the novel in this century.

Prerequisite: 6 credits of junior English

ENGL 365

The Early Twentieth-Century British Novel

3 credits, 3 hours lecture

This course critically examines a selection of the best British novels of the first half of the twentieth century. It is a period in which traditional and historical conceptions of the form, content, and purpose of the novel underwent an intense and radical re-examination. This course introduces students to both the experimental and the more traditional works of the period, and will consider the work of Joyce, Lawrence, Woolf, and others.

Prerequisite: 6 credits of junior English

ENGL 368

Early Twentieth-Century Drama

3 credits, 3 hours lecture

This course offers an introduction to the study of modern drama and its forms in the British and American tradition (with some examination of Continental influences) from the 1890's to about 1950.

Prerequisite: 6 credits of junior English

ENGL 376

Canadian Literature Since 1960

3 credits, 3 hours lecture

A critical and historical study of representative Canadian writing in English since 1960. Through representative Canadian Literature since 1960 by writers from the Atlantic to the Pacific regions depicting differences in gender, ethnicity, race and sexual orientation, this course elucidates shifts in literary patterns and cultural realities during this phase. Questions will be addressed regarding the impact of social and technological changes on Canadian literature.

Prerequisite: 6 credits of junior English

ENGL 378

Canadian Literature by Women

3 credits, 3 hours lecture

English 378 is a study of Canadian literature across the genres by Canadian women writers from the mid-nineteenth century to the present. Literature will be read for its representation of dominant literary concerns of its time and its use of specifically women's themes and structures. Readings will address the relationship between Canadian literature by women and the literary canon and specific schools of feminist literary criticism.

Prerequisite: 6 credits of junior English

ENGL 379

Canadian Literature, 1925-1960

3 credits, 3 hours lecture

A critical and historical study of representative Canadian writing in English from 1925 – 1960. Through representative Canadian Literature from 1925 to 1960 by writers of different genders and different ethnic backgrounds from the Atlantic to the Pacific regions, this course elucidates the literary and cultural shifts during this phase. The focus is on literature as a reflection of the changing Canadian identity. Questions will be addressed regarding the swings from rural to urban lifestyles and in literary conventions from realism to modernism.

Prerequisite: 6 credits of junior English

COURSE DESCRIPTIONS

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ENGL 391

Traditions in Women's Literature II

6 credits, 32 weeks, 3 hours lecture

English 391 is a study of literature across the genres by women writers from the mid-twentieth century to the present. Literature will be read for its representation of dominant literary concerns of its time and its use of specifically women's themes and structures. Readings will question the relationship between women's literature and both the literary canon and the respective influential schools of literary criticism.

Prerequisite: 6 credits of junior English

ENGL 397

Early 20th Century Literature and Culture: Modernism and Modernity

3 credits, 3 hours lecture

This course will study the development of Modernism and its influence on the style and subject matter of Twentieth Century literature. It will focus primarily – but not exclusively – on poetry. Students will learn the aesthetic, social and historical forces that led to Modernism. They will see how World War I provides the metaphor for the modern world and learn the continuing impact Modernism has on current literature. This course will provide a perspective on the movement, literature and age of Modernism. It will focus on representative authors of the period within their historical and cultural contexts. It will study the literature and culture of the era that responded to Ezra Pound's imperative to "make it new".

Prerequisite: 6 credits of junior English

ENPHY 131

Mechanics

3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab every second week

4.3 Engineering units for the University of Alberta
Kinematics and dynamics of particles, gravitation, work and energy, linear momentum, angular momentum, systems of particles, introduction to dynamics of rigid bodies, accompanied by related laboratory work.

Prerequisite: MATH 100 and ENGG 130

Co-requisite: MATH 101

Pre- or Co-requisite: PHYS 1130

NOTE: ENPHY 131 is restricted to Engineering students

ENVS 100

Traditional Land Use

3 credits, 3 hours lecture, 3 hours lab/field study

This course will develop students' ability to understand Traditional Land Use, purpose of TLU assessments, preparing and planning TLU assessments and implementing TLU assessments through field study interviewing, mapping, translation, data validation and conducting community reviews.

ENVS 110

Environmental Planning

3 credits, 3 hours lecture, 3 hours lab/field study

This course will develop students' ability to understand environmental planning theory, planning applications in pipeline and linear development sites, construction and operations. Field study will include: route selection and planning, water crossings, vegetation management, soil erosion management, storm water management, ancillary facilities and access roads.

ENVS 120

Environmental Inspection, Monitoring and Auditing

3 credits, 3 hours lecture, 3 hours lab/field study

This course will develop students' ability to understand the concepts of inspection, monitoring and auditing, gain knowledge of government regulations and related permit and license requirements, understand the inspection and monitoring terms of reference associated with regulatory compliance and environmental mitigation, interpret line and site drawings, environmental assessment documents, mitigation programs and contractor scope of work. Students will engage in exercises and field study to apply inspection, monitoring and auditing knowledge in real situations.

ENVS 130

Reclamation

3 credits, 3 hours lecture, 3 hours lab/field study

Students in ENVS 130 will become familiar with provincial and federal reclamation criteria and compliance requirements, understand typical terms of reference associated with reclamation, develop landowner and land occupant communication skills. Students will engage in exercises and field study to complete preliminary site assessments for reclamation planning and cost estimates, and apply reclamation programs to real situations. Assist in the assessment and development of a reclamation program. Assist with soil sampling for reclamation of contaminated sites and complete detailed vegetation assessments for reclamation applications.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

ENVS 140

Global Information Systems (GIS) Applications

2 credits, 2 hours lecture, 2 hours lab/field study

Students in ENVS 140 will develop their ability to understand basic geomatics and basic map use and ground truthing. Field study will include: basic Geographic Positioning System use, managing data, mapping systems and applying thematic information.

ENVS 150

Waste Management & Monitoring

3 credits, 3 hours lecture, 3 hours lab/field study

Students in ENVS 150 will become familiar with waste management criteria and compliance requirements; understand typical terms of reference associated with hazardous waste, solid waste, liquid waste, consolidated tailings, sumps and drilling fluids, recycling, storage and containment. Students will engage in exercises and field study to apply waste management and monitoring programs to real situations.

ENVS 180

Work Placement I

4 credits, 200 hours

Students will be assigned by Keyano Designate Instructors to conduct lab and field study tasks and duties in all courses in the Environmental Theory sessions and Specialization Modules. Field study locations may require travel and may require trainees to camp outdoors or be accommodated in lodging arrangements. Students are interviewed and offered paid placements by Industry Stakeholders.

ENVS 190

Work Placement II

4 credits, 200 hours

Students are interviewed and offered paid placements by Industry Stakeholders.

ENVT 111

Health and Safety for the Environment Industry

3 credits, 1 hour lecture, 3 hours lab

This course provides an introduction to occupational health and safety and environmental topics to prepare students for entry into the workforce. The curriculum includes a series of modules and certifications to increase students' understanding of safe work practices and rights and responsibilities of employers and employees as related to analysis of problems and solutions in the environmental occupational sector. Students must demonstrate certifiable proficiencies in WHIMIS (Workplace Hazardous Materials Information System), Standard First Aid Level C, Wilderness Awareness, GPS basics (Global Positioning System), and other certifications as required by industry.

ENVT 163

Water Quality

3 credits, 2 hours lecture, 3 hours lab

This course provides an overview of water quality protection and pollution control of ground and surface water. Treatment of drinking water and municipal waste water, water quality guidelines for drinking water and surface water, pathogens, oxygen levels and nutrient loading, properties of water, related chemistry and terminology, ecology of lentic systems, turnover, thermal stratification, and hydrology of the northern river basin are discussed.

Prerequisite: CHEM 101 and EAS 100

ENVT 165

Geotechnical Sampling & Instrumentation

3 credits, 2 hours lecture, 3 hours lab

The course is an introduction to the practical field and laboratory techniques used in the construction of buildings, industrial facilities, roads, bridges, containment structures, waste handling facilities, power lines, pipe lines and recreation sites common to the area. Topics such as construction site safety and material sampling and testing (soil, gravel, concrete and asphalt) are covered.

Prerequisite: EAS 100

ENVT 170

Animal Identification

3 credits, 2 hours lecture, 2 hours lab

Students will develop identification skills necessary for identifying vertebrates and aquatic invertebrates of Alberta with a special emphasis on identifying provincially and/or federally listed species. Course topics include bird ID by sight and ear, mammal tracking and aquatic invertebrate collection and identification.

Prerequisite or Co-requisite: BIOL 108

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

ENVT 252

Regional Plant Identification

3 credits, 2 hours lecture, 2 hours lab

This course covers identification and classification of native vascular plants, bryophytes, and lichens. Topics include plant identification, taxonomy, species concept, morphology, sampling, pressing, mounting, plant collections, voucher sets, herbarium specimens, and relevant resource material. A plant collection is required.

Prerequisite: BIOL 108

ENVT 262

Environmental Laws, Guidelines, Regulations & Land Rights

3 credits, 3 hours lecture

This course provides an understanding of Acts and Regulations under municipal, provincial and federal jurisdiction as they relate to environmental protection and development of natural resources in Alberta. Key pieces of legislation this course examines include the Alberta Environmental and Protection and Enhancement Act, Alberta Land Stewardship Act, Public Lands Act, the Species at Risk Act, the Fisheries Act, and Treaty 8. Special emphasis is placed on developing skills to independently obtain information and therefore remain current on environmental protection standards because legislation and policy is continuously re-examined by legislative bodies.

ENVT 265

Forest Technology

3 credits, 3 hours lecture, 3 hours lab

The course provides the student with an overview of the forest industry in the Boreal Forest in Western Canada. Topics covered include utilization of tree species by sawmill operations and pulp and paper mills, the ecology of the tree species used, recent developments in forest management practices, stand assessment, forest mensuration, silviculture, dendrology, and forest pests and control. An introduction to aerial photography interpretation, map use, and compassing is given.

Prerequisite: BIOL 208

ENVT 266

Land Reclamation

3 credits, 3 hours lecture, 3 hours lab

Reclamation objectives, practices and assessment strategies will be discussed as they related to planned components of resource extraction activities, and as they related to post-hoc reclamation initiatives. The focus of this course is on methods of prevention control, and remediation of altered or degraded land as a result of human activities. This includes, but is not limited to, the decommissioning of base metal and oil sands mine sites, pipelines, and redevelopment of urban brownfields. A significant portion of the course involves synthesizing concepts from throughout the ENVT program in the form of independent projects with an emphasis placed on student-directed learning. This capstone course is taken in a student's final semester of the ENVT Diploma program.

Prerequisite: ENVT 252, ENVT 262, SOILS 210 AND STAT 151

ENVT 268

Resource Exploitation – Oil, Gas, Bitumen & Mining

3 credits, 3 hours lecture, 3 hours lab

This course provides an introduction to the upstream and downstream oil, gas, oil sands and mining industries primarily in Western Canada. Topics covered include geology of the hydrocarbon reservoirs, exploration, market and economic conditions, ecological impact of linear disturbances, lease tenure systems, drilling operations, site reclamation, pipeline networks, sour gas, and history of development in Alberta. Aspects of other mineral resource activities in Alberta and the NWT are also covered.

Prerequisite: EAS 100

ENVT 270

Wildlife Management and Conservation

3 credits, 3 hours lecture, 1 hour tutorial

The course provides students with a synthesis of wildlife ecology, conversation and management in industrial, agricultural, urban, rural, and wilderness environments. Both game and non-game species in terrestrial and aquatic environments are considered. Specific topics addressed include: population biology; wildlife/ habitat relationships; herbivory and predation; behavioral ecology; competition; parasites and pathogens; population sampling; conservation biology and management techniques. Field trips are required.

Prerequisites: ENVT 170 and BIOL 208

COURSE DESCRIPTIONS

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FREN 111

Beginners' French I

3 credits, 5 hours lecture

Designed for students with little or no previous background in French. Covers material in matriculation-level French and allows students to proceed into the study of French at the University level.

NOTE: Not to be taken by students with credit in FREN 100, or with Native or near Native proficiency, or with French 30 or its equivalents (e.g. French 20S or 20N etc.) in Canada and other countries

FREN 112

Beginners' French II

3 credits, 5 hours lecture

Continues to cover material in matriculation-level French and allows students to proceed into the study of French at the University level.

Prerequisite: FREN 111 or permission of Program Chair

NOTE: Not to be taken by students with credit in FREN 100, or with Native or near Native proficiency, or with French 30 or its equivalents (e.g. French 20S or 20N etc.) in Canada and other countries

FREN 155

French Reading Comprehension

3 credits, 3 hours lecture

French 155 is a basic course in French grammar and reading comprehension designed to teach students the fundamentals and skills required to read French at an intermediate level. There is no emphasis or practice of oral skills in French and the language of instruction is English.

Prerequisite: French 30, French 100, French 111, French 112 or equivalent

NOTE: This course is not open to students with credit in FREN 150, FREN 200, FREN 211 or FREN 212. This course may be followed by FREN 156

FREN 156

Further Reading in French

3 credits, 3 hours lecture

French 156 is the continuation of French 155. French 156 is an intermediate course in French grammar and reading comprehension to teach students the fundamentals and skills required to read French at an advanced level. There is no emphasis or practice of oral skills in French and the language of instruction is English.

Prerequisite: FREN 155 or permission of Program Chair

NOTE: This course is not open to students with credit in FREN 150, FREN 200, FREN 211 or FREN 212

FREN 211

Intermediate French I

3 credits, 5 hours lecture

Spoken and written French, including grammar, composition, and literature.

Prerequisite: FREN 100, French 30 (or equivalent) or French 112 or permission of Program Chair

NOTE: Not to be taken by students with credit in FREN 150

FREN 212

Intermediate French II

3 credits, 5 hours lecture

Continues to cover the material in spoken and written French, including grammar, composition and literature.

Prerequisite: FREN 211 or permission of Program Chair

NOTE: Not to be taken by students with credit in FREN 150

FST 210

An Introduction to Film Analysis

3 credits, 3 hours lecture

This course introduces students to the critical analysis of films and filmmaking, with an emphasis on the art of the director. The course offers a survey of styles and genres from Canadian and international feature film. The majority of films are contemporary, but we will also examine a few classics to better understand on-going conventions, such as continuity editing.

Prerequisite: 6 credits in junior English or ARTH 101 and ARTH 102, or equivalent

GENET 270

Foundations of Molecular Genetics

3 credits, 3 hours lecture, 1.5 hours seminar

This course will focus on concepts of the organization and expression of genetic material with particular focus on experiments that have been done with bacteria and viruses.

Prerequisites: BIOL 207

COURSE DESCRIPTIONS

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GEOG 020

Geography 20

5 credits, 5 hours lecture

This courses will focus on generational changes in settlement patterns related to industrial development, the physical features of and systems related to the working of a town or city; the social characteristics of peoples; and the relationship of neighborhoods to their urban centers, regions and provinces. Special attention will be paid to the settlement patterns in the Regional Municipality of Wood Buffalo as compared to those seen in other regions of the country.

Alberta Education Course Equivalency: Local and Canadian Geography 20

Prerequisite: SOST 010 or permission from the Program Chair

Co-requisite: ENGL 020 or ENGL 023 or permission from the Program Chair

GEOG 030

Geography 030

5 credits, 5 hours lecture

This course will focus on world patterns of population and settlement, in humankind's use of the Earth, and of our physical world. Topics will include the major cities of the world; changes in world economies as humankind moves from hunter-gathering into the information age; and the importance of global climate, land masses, vegetation, soils or bodies of water to human population, settlement and economies.

Alberta Education Course Equivalency: World Geography 30

Prerequisite: SOST 010 or permission from the Program Chair

Co-requisite: ENGL 020 or ENGL 023 or permission from the Program Chair

GEOG 105

Introduction to Mapping, GPS, Remote Sensing, and GIS

3 credits, 3 hours lecture, 3 hours lab

The course will train students in the use and application of paper, digital, and computer methods for acquisition, presentation and interpretation of geospatial data. Topics will include topographic and reference maps, scales and coordinate systems, land survey systems, global positioning systems (GPS), thematic maps, remote sensing air photo interpretation, and the utilization of geographical information systems (GIS) with ArcView. Emphasis will be placed on practical applications, but some understanding of basic principles is also essential. Lab work will cover a broad spectrum of interest areas, but also linked where possible to environmental applications.

HCA 110

Working as a Health Care Aide

3 credits, 40 hours lecture, 5 hours lab

This course will provide the student with the opportunity to learn the roles and responsibilities of the Health Care Aide including being familiar with the provincial legislation that guides safe ethical personalized care. In addition the student will learn about providing safe client care, ensuring environmental safety, and self care and safety while working in a team environment.

HCA 111

Communication in the Health Care Environment

2 credits, 21 hours lecture, 9 hours lab

This course focuses on communication within the health care team. Communication with clients and their families and written communication including documentation in client records and report completion is also covered. Strategies will be introduced related to problem solving, and conflict management.

Prerequisites: HCA 110

HCA 112

Structure and Function of the Human Body: Health and Chronic Illness

3 credits, 39 hours lecture

In this course the student will study 10 systems that make up the human body as well as growth and development across the lifespan. The students will learn about the most common chronic illnesses and how to provide safe care to the individual client.

Prerequisites: HCA 110 and HCA 111

HCA 113

Providing Client Care and Comfort

2 credits, 28 hours lecture, 35 hours lab

The student will learn to safely bath a client in the bed, tub and shower. Bedmaking skills, assisting with elimination and meals will be introduced. Body mechanics for both client and staff will be emphasized. Infection prevention and control guidelines and safety measures to prevent slips, trips, falls and accidental scalding will be introduced.

Prerequisites: HCA 112

HCA 114

Meeting Complex Care Needs

1 credit, 17.5 hours lecture, 23.5 hours lab

This course will provide the student with knowledge related to keeping the client's joints exercised through range of motion exercises. The student will also learn skills necessary for supporting care activities such as ostomy care, respiratory and catheter care, specimen collection, wound care and measuring vital signs, pain, height and weight.

Prerequisites: HCA 113

COURSE DESCRIPTIONS

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HCA 115

Assisting with Medication Delivery

1 credit, 6 hours lecture, 12 hours lab

The student will learn to work safely within legal roles and responsibilities related to safe medication delivery. The theory and labs in this course will assist the student to undertake this task with competence and confidence.

Prerequisites: HCA 114

HCA 116

Special Activities for Diverse Clients

3 credits, 47 hours lecture, 2 hours lab

This course discusses care strategies for assisting diverse client groups such as clients with mental health diagnosis and clients with development delays and physical disabilities. Assisting with infant and child care will be discussed. Included in this course are modules that deal with understanding the disease process that causes both cognitive and physical decline in clients with a diagnosis of dementia. Skills and strategies relating to provision of care for clients with dementia will be identified.

Prerequisites: HCA 115

HCA 117

Practicum

3 credits, 200 hours

Under the direction of a RN or LPN students will work on a continuing care unit and a designated assisted living site providing care and support for clients.

Prerequisites: Successful completion of all HCA certificate courses

HE ED 102

Health Education: Individual Health & Wellness

3 credits, 45 hours lecture

This course is designed to offer an overview, within the context of the community and the Canadian Health Care system, of the physical, social, mental, environmental and spiritual aspects of personal health and wellness. Topics include nutrition, exercise, stress management, weight management, eating disorders, common health problems and their prevention and primary health care. This course includes an individualized analysis of personal health issues and physical fitness. Students will be expected to demonstrate knowledge of the concepts of health and wellness, describe their dimensions and plan, implement and report on a specific wellness plan or project as it relates to their own life. This is a theory course, which is applied in nursing courses.

HE ED 110

Introduction to Personal Health and Well Being

3 credits, 3 hours lecture, 1 hour lab

An individual-based analysis of physical fitness and personal health issues. Emphasis on planning and managing one's own lifestyle for health and well-being within the context of the current health care system. Open to all students.

HE ED 220

Introduction to Biological Aspects of Fitness & Health

3 credits, 3 hours lecture, 1 hour lab

A biological analysis of the contributions of physical activity and exercise to fitness and long term health. Emphasis is on the introduction of training principles, health related components of physical fitness, exercise and physical activity guidelines, and the application of these concepts for determination of physical fitness, individual long term outcomes, and preventable disease.

HE ED 311

Assessment of Fitness and Health

3 credits, 3 hours lecture, 2 hours lab

Students will gain knowledge in fitness, health and research appraisal. Emphasis will be given to validity and reliability of various assessments and factors involved in the assessment of performance and health assessment.

Prerequisites: PEDS 200 and one of STAT 141 or 151

HETD 110

Introduction to Heavy Equipment Service Industry

2.5 credits, 40 hours

Students will learn about the history of Heavy Equipment manufacturers and their product line(s). Best practices regarding safety, materials and tools will be addressed in addition to an introduction to shop facilities and equipment. Students will become familiar with Service Information Systems(s) as well as computer operation.

HETD 120

Truck and Trailer Suspension and Steering

3 credits, 50 hours

This course will help students understand the fundamentals and servicing of truck and trailer frames and suspension; wheels, tires and hubs; trailer landing gear; coupling units; trailer types and an introduction to trailer inspection as directed by the Commercial Vehicle Inspection program; oxy-fuel heating and cutting; and preventive maintenance.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

HETD 130

Air Brakes

2.5 credits, 45 hours

This course will look at the fundamental operation of air brakes, operating principles of mechanical components, and pneumatic components in a typical air brake system. Trailer air brake components operation is covered along with system testing and diagnostics. Antilock brakes are also covered within this course including antilock brakes.

HETD 140

Fundamentals of Hydraulics

4.5 credits, 80 hours

This course is an exploration of the principles and concepts of hydraulics. Hydraulic oil and contamination control principles are discussed in this course. Pumps, actuators, motors and valves are covered including types and operation. Reservoirs, filters, hoses and coolers are covered as well as accumulators. ISO symbols are used to identify components and some basic hydraulic systems are explored. Included in this course will be hydraulic brake systems including drum and disc brakes, brake boosters, parking brakes as well as electric brakes. The servicing of these systems is also covered.

HETD 150

Safety Training

1.5 credits, 25 hours

Topics covered in this course include customer service and communications, forklift training, rigging, safety orientation and corporate overview as well as other topics deemed necessary for students to complete prior to commencing their work experience.

HETD 190

Work Placement I

4.5 credits, 320 hours

Placement will occur at a specific industry partner location. In the event that a placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

HETD 210

Engine Fundamentals

6.5 credits, 110 hours

This course provides the student with an introduction to the engine product lines. Fundamentals and components are covered before going into the various engine systems. These systems include air induction and exhaust, supercharging, lubrication and cooling systems. Disassembly, inspection and reassembly are also covered in the classroom and shop.

HETD 220

Engine Fuel Systems

5.5 credits, 90 hours

This course will cover diesel fuel and storage tanks; combustion process and starting aids; the basic fuel injection system; fuel system servicing; the port/ helix metering fuel system; opposed plunger inlet fuel metering system; fuel injectors; emergency shutdown systems; various types of fuel systems; governors; electronic fuel management fundamentals, components, tune-up and analysis; gasoline fuel injection; and alternate fuel systems.

HETD 230

Electrical Fundamentals

2.5 credits, 40 hours

This course will introduce students to basic electrical and electronic fundamentals. Topics included are: electrical circuits; electrical components and symbols; the use of test equipment and techniques when working with electronic ignition systems; and batteries, battery service and testing.

HETD 290

Work Placement II

4.5 credits, 320 hours

Placement will occur at a specific industry partner location. In the event that a placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

HETD 310

Power Train I

5.5 credits, 95 hours

This course will explore power train components that are mechanical power transfer units. These include clutches, driveline, manual transmissions, transfer cases and drive axle assemblies. Topics will also include; gear principles, transmission shifting and the servicing of the previous assemblies.

HETD 320

Electrical Systems

6 credits, 100 hours

Concentration in this course will be on the charging and starting systems going through the operation of 12 and 24 volt systems. Testing, overhaul and troubleshooting are covered as well as starter drives and non-electric starting systems. Truck and machine electrical and accessory circuits are also discussed in this section.

COURSE DESCRIPTIONS

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HETD 330

Air Conditioning Systems

2.5 credits, 45 hours

The physics involved in air conditioning systems are covered; students will then progress to controls systems and system components. The procedure for testing and service are covered as well as the diagnostic procedures to be accomplished in a safe and environmentally secure manner. Various tools and the proper use of equipment will be covered.

HETD 390

Work Placement III

4.5 credits, 320 hours

Placement will occur at a specific industry partner location. In the event that a placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

HETD 410

Machine Hydraulic Systems

6.5 credits, 110 hours

This course is designed to teach the system operations as well as the testing and adjusting procedures for the pilot operated hydraulic system, the load sensing, pressure compensated (LSPC) hydraulic system, the electro-hydraulic system, and the hydrostatic system. Students will identify the system components, state the component function and trace the oil flow through the component. This section will be covered on different types of machines.

HETD 420

Power Train II

6 credits, 100 hours

Students will continue to study Power train drives focusing on those which have a hydraulic component. Torque converters, gearing principles, power shift and automatic transmissions are covered in relation to operation, diagnostics and service procedures. Also included are hydraulic retarders, tracked equipment steering and undercarriage fundamentals and service. Final drive operation and service, differentials as applied to off-road will also be discussed. Wheeled equipment steering and suspension as well as off-road equipment accessories and attachments will be discussed in reference to off-road machines.

HETD 440

On-Highway Steering

2 credits, 30 hours

Students will cover the fundamentals of steering as well as service of steering systems. Also covered will be steering angles and alignment and an orientation to vehicle inspection.

HETD 490

Work Placement IV

4.5 credits, 320 hours

Placement will occur at a specific industry partner location. In the event that a placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

HETD 510

Machine Electronics

3.5 credits, 60 hours

This course introduces the student to machine electronic systems and diagnostic tooling need by a technician to properly diagnose and repair the complex electrical/electronic systems.

HETD 520

Machine Diagnostics

4 credits, 70 hours

This course introduces the student to machine problem identification using diagnostic tooling and reference material to properly diagnose and repair the complex systems. The course will concentrate on repairing logic and applications, using a troubleshooting and diagnosis process, to solve machine faults in the power train, hydraulic system and electrical system.

HETD 530

Engine Diagnostics and Repair

3.5 credits, 60 hours

This course is an in-depth study of engine diagnostics and repair techniques. Students will acquire the knowledge to diagnose and correct engine deficiencies while utilizing diagnosis and troubleshooting procedures, use of diagnostic tools, and use of reference material. The four major engine systems studied are oil, air, cooling and fuel.

COURSE DESCRIPTIONS

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HETD 540

Machine Specifics

3 credits, 50 hours

This course introduces students to machine specific systems. The course material will provide students with a general knowledge of machine specific systems.

HETD 590

Work Placement V

4.5 credits, 320 hours

Placement will occur at a specific industry partner location. In the event that a placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

HIST 111

Early Modern World History

3 credits, 3 hours lecture

This course is an introduction to world history from the fifteenth century to 1815. Themes to be discussed will include cross-cultural encounters, political and economic developments on a national and global scale. Students will also be introduced to the discipline of history.

HIST 112

The Modern World

3 credits, 3 hours lecture

This course is an introduction to world history 1815 to the present. Themes to be discussed will include nineteenth century imperialism, nationalism, revolution war and decolonization. Students will also be introduced to the discipline of history.

HIST 228

The Early History of the British Peoples

3 credits, 3 hours lecture

This course is an introduction to the history of the British Isles from ancient times to 1688, with a particular focus on the history and development of England. The course will cover the main themes in British political, social, economic and cultural history, and will provide students with a foundation for senior courses in British history.

HIST 232

Ireland from Early Times to the Present Day

3 credits, 3 hours lecture

This course is an introduction to the history of Ireland from ancient times to the present day. The course will cover the main themes in Irish political, social, economic and cultural history, and will provide students with a foundation for senior courses in Irish history.

HIST 250

The United States to 1865

3 credits, 3 hours lecture

This course is an introduction to the history of the United States from colonial times to the end of the Civil War. The course will cover the main themes in American political, social, economic and cultural history, and will provide students with a foundation for senior courses in American history.

HIST 260

An Introduction to the Study of Canadian

History 1500 - 1867

3 credits, 3 hours lecture

This course is an introduction to Canadian History from the first Amerindian-European contacts in the 1500s to Confederation in 1867. Among the topics to be discussed are Aboriginal/White relations, English/ French relations, political and economic developments in the colonies of New France and British North America. This course provides a foundation for senior and advanced courses in Canadian history.

HIST 261

An Introduction to the Study of Canadian History 1867

to the Present

3 credits, 3 hours lecture

This course is an introduction to Canadian History from 1867 to the present. Among the topics to be discussed are Aboriginal/ White relations, French-Canadian nationalism, sectionalism, labour history as well as political, economic and social developments in Canada during this period. This course provides a foundation for senior and advanced courses in Canadian history.

HIST 296

History of the Second World War

3 credits, 3 hours lecture

This course explores many aspects of World War II that continue to engage military historians. Topics covered include the causes of the war; military weaponry and doctrine and their development throughout the war; significant air, sea, and land campaigns of the war; the aftermath and consequences of the war; and perspectives on the meaning and place of World War II in history.

COURSE DESCRIPTIONS

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HIST 303

Introduction to the History of Women

3 credits, 3 hours lecture

This course is an introduction to the study of the history of women in the western world. It will examine the position of women in western societies from the Middle Ages to the present. Among the topics to be discussed will be women and revolution, women and religion, “les querelles des femmes” and the struggle for the vote.

HIST 310

Canadian Environmental History

3 credits, 3 hours lecture

This course examines Canadians’ historical relationship to their environment. Various topics will be discussed, beginning with literature which charts 19th century environmental awareness in North America, Europe and the British Empire. In this setting, Canadian issues stemming from early European and Native contact, colonial industry, resource use, parks and conservation, ecofeminism, consumerism and postmodernism will be covered. Special attention will be given to understanding northern Alberta resource issues within this context.

Prerequisite: A previous course in Canadian history or permission of the Program Chair

HIST 318

Medieval and Imperial Russia

3 credits, 3 hours lecture

A study of the Russian people, state and culture from its origins to 1800, with emphasis on major institutional, social and ideological changes. This course deals with the origins of Russian history, the influence of Orthodox Christianity and the Tartar conquest, the establishment of autocracy and serfdom, and the westernization of Russia in the 17th and 18th centuries.

HIST 339

The Second British Empire and Commonwealth Experience in the Nineteenth and Twentieth Centuries

3 credits, 3 hours lecture

This course examines the history of the British Empire in the nineteenth and twentieth century, incorporating the colonies of settlement; the so-called dependant colonies of Africa, Asia and the Pacific; and, at times, the history of Great Britain itself. The course is organized to balance both metropolitan and colonial perspectives, and will cover themes and issues relevant to the political, economic, military, political, social and political history of the British Empire through decolonization after the Second World War.

HIST 365

The Canadian West to 1885

3 credits, 3 hours lecture

This course examines the history of the Prairie West from pre-contact times to 1885. It will include some discussion Northern history as well as the trans-mountain West. Topics to be discussed will include Aboriginal history, early exploration, the fur trade era, Riel and the Metis Nation and westward expansion.

HIST 366

The Canadian West Since 1885

3 credits, 3 hours lecture

This course examines the history of Canada, west of Ontario, from 1885 to the present. Various topics will be discussed such as the development of a regional identity in the West and the political traditions of the West.

HIST 373

History of Atlantic Canada

3 credits, 3 hours lecture

Survey of historical developments in the Atlantic region. The course will incorporate an interdisciplinary approach, with a view to understanding the culture(s) of the region. Through lectures and discussions, the various intellectual, social, political and economic strands that give identity to the region will be explored.

HIST 374

French Canada to Confederation

3 credits, 3 hours lecture

This course is designed to introduce students to the history of French Canada from the period of exploration and first contacts to Confederation. Various topics will be discussed from a French Canadian perspective including the society of New France, the conquest, the rebellion of 1837 and the French Canadian response to Confederation.

HIST 375

French Canada Since Confederation

3 credits, 3 hours lecture

This course introduces students to the history of French Canada from the time of Confederation to the present. Topics will include the conscription crises, the rise of Duplessis and the rise of the Parti Québécois. These topics will be discussed from a French Canadian perspective.

COURSE DESCRIPTIONS

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HIST 397

History of Science I

3 credits, 3 hours lecture

An introduction to the History of Science, from Ancient Greece to Newton, studies in its religious, political, social and economic contexts.

INTD 100

Interdisciplinary Studies

3 credits, 3 hours lecture

This course introduces students to the intellectual skills inherent in the arts and sciences, which equips students for employment and citizenship in a changing world. It also explores the intellectual skills, modes of thinking, and disciplinary diversity within the arts and sciences.

JOB 005

Job Skills

2 credits, 2 hours lecture

Students will learn how to do a job search, set goals, and research a variety of careers of interest to them. This course will help prepare AF students to complete the SDG career research investigation forms. These forms are needed to secure funding when moving from AF to College Preparation.

LIF 005

Healthy Lifestyles

2 credits, 2 hours lecture

Students will learn about the following topics:

- Budgeting and values
- Budgeting techniques
- Being a wise consumer
- Developing your own personal spending plan
- Using the Canada Food Guide to prepare and serve low-cost, nutritious meals
- Eating to suit your lifestyle and to create the body you want
- Accessing health resources
- Making positive lifestyle choices now so your body won't give out before its time.

MATH 10C

Mathematics 10C

6 credits, 6 hours lecture

Topics covered include linear SI metric and Imperial measurement and conversions; surface area and volume of 3D objects; right triangle trigonometry; apply the power laws with integral and rational exponents; perform all operations (addition, subtraction, multiplication, division) on polynomials; factor polynomials; identify, describe, interpret and analyze relations and functions; evaluate functional notation; determine domain and range; graph and define linear relations; solve linear system of two relations

Alberta Education Course Equivalency: Math 10C

Prerequisite: AFM 009 or permission from the Program Chair

MATH 10-3

Mathematics 10-3

5 credits, 5 hours lecture

The primary focus of this course is the development of spatial sense through direct and indirect measurement. Using imperial and metric units, fractions and decimals, students will describe the relationship among, and solve problems involving, length, area, volume, capacity, mass, temperature, angles, triangles and polygons. Students will also solve problems that require manipulation and application of formulas related to perimeter, area, primary trigonometric ratios, Pythagorean's theorem, income and unit pricing.

Alberta Education Course Equivalency: Math 10-3

Prerequisite: AFM 009 or equivalent or permission from the Program Chair

MATH 20-1

Mathematics 20-1

5 credits, 6 hours lecture

Topics covered include oblique triangle trigonometry; application of trigonometry and the unit circle up to 360; perform all operations (addition, subtraction, multiplication, division) on radicals and rational expressions, solve radical and rational equations; graph, analyze and apply quadratic functions; solve quadratic equations; solve systems involving both linear and quadratic equations; graph, analyze and solve linear and quadratic inequalities and absolute value functions.

Alberta Education Course Equivalency: Math 20-1

Prerequisite: MATH 10, MATH 10C or MATH 20-2, or permission from the Program Chair

COURSE DESCRIPTIONS

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MATH 20-2

Mathematics 20-2

5 credits, 6 hours lecture

Topics covered include right angle trigonometry; applications involving rates and ratios (scale relationships of 2D and 3D shapes); manipulation and application of formulas; apply the power laws on integral and rational exponents; evaluate absolute values; perform all operations (addition, subtraction, multiplication, division) on radicals; solve radical equations; graph and apply quadratic functions; solve quadratic equations; spatial reasoning. Extensions to the core materials may include a Business Prep module involving the interpretation and analysis of statistical data and the utilization of inductive and deductive reasoning to prove conjectures and a Trades prep module for further exploration of 3D objects (model, draw, describe, scale diagrams, etc.) and the creation and interpretation of circle and line graphs.

Alberta Education Course Equivalency: Math 20-2

Prerequisite: MATH 10, MATH 13, MATH 10 C or permission from the Program Chair

MATH 20-3

Mathematics 20-3

5 credits, 5 hours lecture

This course further develops the concepts introduced in Math 10-3. The focus on the development of spatial sense through direct and indirect measurement is expanded to include the modeling and scale calculations of 3 dimensional objects. Problems and diagrams requiring the manipulation and application of formulas related to slope and rate of change are added to those of volume, capacity and surface area. Students create and interpret statistical data expressed within graphs, and they prepare budgets, credit calculations and compare services provided by financial institutions.

Prerequisite: MATH 10-3 or MATH 10C

MATH 30-1

Mathematics 30-1

5 credits, 6 hours lecture

Topics covered include the unit circle; graph, analyze and solve problems using the three primary trigonometric functions for angles expressed in radians and degrees; solve first degree trigonometric equations; prove trigonometric identities; perform operations on and composition of functions; analyze and perform translations on graphs of functions and related equations; logarithms; graph, analyze and solve polynomial functions; permutations, combinations and binomial theorem.

Alberta Education Course Equivalency: Math 30-1

Prerequisite: MATH 20-1 or MATH 30-2 or permission from the Program Chair

MATH 30-2

Mathematics 30-2

5 credits, 6 hours lecture

Topics covered include properties of angles and triangles; oblique triangle trigonometry; solve systems of linear equations; perform operations (addition, subtraction, multiplication, division) on rational expressions; solve rational equations; logarithms; numerical and logical reasoning. Extensions to the core materials may include a Business Prep module focusing on linear inequalities; probability; permutations, combinations and the fundamental counting principle and/or a Trades Prep module which explores measurement involving triangles, quadrilaterals and regular polygons, including transformations on 2D shapes or 3D objects.

Alberta Education Course Equivalency: Math 30-2

Prerequisite: MATH 20-2 or MATH 20-1 or permission from the Program Chair

MATH 30-3

Mathematics 30-3

5 credits, 5 hours lecture

The focus on the development of spatial sense introduces an understanding of the limitations of measurement tools in terms of precision, accuracy, uncertainty, and tolerance. Students perform translations, rotations, reflections and dilations on 2D and 3D models. Within the topic of linear relations, students demonstrate proficiency in graphing, formula manipulations, interpolation and extrapolation. Students critique the viability of small business options by considering expenses, sales and profit/loss statements. Statistical reasoning is developed through study of measure of central tendency and the analysis of probability.

Alberta Education Course Equivalency: Math 30-3

Prerequisite: MATH 20-3

MATH 031

Calculus

5 credits, 6 hours lecture

Topics covered include differential calculus of algebraic functions with applications to problems involving motion, rates of change, optimization and areas; vectors in the plane and in 3-space; matrix algebra; and solutions of systems of linear equations.

Alberta Education Course Equivalency: Mathematics 31

Prerequisite: MATH 30-1 or permission from the Program Chair

COURSE DESCRIPTIONS

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MATH 100

Calculus I

3 credits, 3 hours lecture, 2 hour lab

4.0 Engineering units for the University of Alberta

This course covers rectangular and polar coordinates, analytic geometry, transcendental functions, limits, continuity, derivatives and applications, Taylor polynomials, integration and applications.

Prerequisite: Math 30-1 and Math 31

NOTE: This course may not be taken for credit if credit has already been obtained in MATH 1113, or University of Alberta's MATH 114 or MATH 117. MATH 100 is restricted to Engineering students

MATH 101

Calculus II

3 credits, 3 hours lecture, 1 hour tutorial

3.5 Engineering units for the University of Alberta

This course covers applications of integration to lengths, areas, volumes, and masses, inverse trigonometric and hyperbolic functions, methods of integration, polar and parametric equations, vector functions and derivatives.

Prerequisite: MATH 100

NOTE: This course may not be taken for credit if credit has already been obtained in either MATH 1115 or University of Alberta's MATH 118. MATH 101 is restricted to Engineering students

MATH 102

Applied Linear Algebra

3 credits, 3 hours lecture, 1 hour lab

3.5 Engineering units for the University of Alberta

This course covers vector and matrix algebra, systems of linear equations, vector geometry in the plane and in space, determinants, orthogonality and applications, eigenvalues and eigenvectors with applications, complex vector spaces. The course will also introduce students to the use of the computer algebra system MATLAB in solving problems in Linear Algebra.

Prerequisite or Co-requisite: MATH 100

NOTE: This course cannot be taken for credit if credit has already been obtained in MATH 1120, or University of Alberta's MATH 125 or MATH 127. MATH 102 is restricted to Engineering students

MATH 1113

Elementary Calculus I

3 credits, 3 hours lecture, 1 hour lab

This course is an introduction to the differential and integral calculus of algebraic functions of a single variable. Topics include limits and continuity of functions, techniques and applications of differentiation and definition and properties of the definite integral.

Prerequisite: MATH 30-1

MATH 1115

Elementary Calculus II

3 credits, 3 hours lecture

This course is an extension of Mathematics 1113, involving a study of the elementary transcendental functions and of further techniques and applications of integration. Topics include exponential and logarithmic functions, trigonometric and inverse trigonometric and further applications of integration, L'Hopital's rule and improper integrals.

Prerequisite: MATH 1113

MATH 1120

Basic Linear Algebra I

3 credits, 3 hours lecture

This course covers systems of linear equations, vectors in a n-space, vector equations of lines and planes, matrix algebra, inverses and invertibility, introduction to linear transformations, subspaces of n-space, determinants, introduction to eigenvalues and eigenvectors, the dot product and orthogonality, applications in a variety of fields, and numerical methods.

Prerequisite: Math 30-1

NOTE: This course cannot be taken for credit if credit has already been obtained in any of MATH 102, or University of Alberta's MATH 125 or MATH 127

MATH 160

Higher Arithmetic

3 credits, 3 hours lecture

This course is restricted to students of Elementary Education. It will provide them with an elementary introduction to Logic, Sets, Number Theory, Representations of Numbers, Number Systems, and Probability Theory.

Prerequisite: Math 30-1, Math 30-2, or permission of the Program Chair

MATH 214

Intermediate Calculus I

3 credits, 4 hours lecture

Topics include Infinite series, Taylor series, vectors, complex numbers, 2- and 3-dimensional analytic geometry; multivariate differential calculus, emphasizing the 2- and 3-dimensional cases; curves in 2-dimensions, and polar coordinates.

Prerequisite: MATH 1115

MATH 215

Intermediate Calculus II

3 credits, 4 hours lecture

Topics include: an introduction to ordinary differential equations; curves in 3-space; integration in 2- and 3-dimensions; polar, cylindrical, and spherical coordinates; line and surface integrals; Green's divergence and Stokes' theorems.

Prerequisite: MATH 214

COURSE DESCRIPTIONS

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MATH 260

Topics in Mathematics

3 credits, 4 hours lecture

Problem solving in different areas of mathematics.

NOTE: This course is intended for Education students and is not open to Science students.

Prerequisite: MATH 160 or teaching experience at elementary or junior high school level

MCT 111

General Education

60 hours

This course provides a review of basic academic skills necessary for success in apprenticeship technical training. Students will develop independent study and research skills, use of SQ3R and time management techniques, review remedial grammar, punctuation, sentence structure, paragraph writing and report writing, and complete an apprenticeship trade career exploration research assignment. Students will further review the mathematics and science entrance level competencies necessary to ensure that entrance into any apprenticeship training program may be attainable.

MCT 112

Personal Management

60 hours

This course provides a review and understanding of health and safety issues, standards and employability dynamics related to industrial settings. Topics include OH&S legislation, Loss Management, Due Diligence, Employment Standards, Labour Relations and Workers Compensation legislation. The course further provides development of worksite communication, interpersonal and conflict resolution skills, an overview of Alberta Industry Training (apprenticeship) procedures, resume creation and interview techniques, drug and alcohol policies, industrial hygiene, management perspectives, and a systems perspective related to safety management and labour market dynamics. Additional topics include procedures for Manual Material Handling and a review of Fitness to Work issues. Certifications include Standard level First Aid + CPR, Shifting to Wellness, Fall Arrest and Aerial Platform, OSSA & CSTS and WHMIS.

MCT 131

Electrical

60 hours

This course provides an overview of the electrical trade and deals with electrical theory, related mathematics and physics. Emphasis is given to OHM's Law and understanding of series and parallel circuitry. Electrical safety, procedure and practices are applied in lab assignments dealing with low-voltage circuit construction and 120 V wire runs with switch, light, plug-in terminations.

MCT 132

Blueprint Reading & Sketching

45 hours

This course provides an overview blueprint reading and sketching such that students will be conversant with pictorial and multi-view drawings in all trade applications. Through sketching and drafting exercises, students become proficient in producing and interpreting third-angle projection orthographic and isometric pipe drawings. Included are fundamentals of dimensioning, elevations, cross-sections, circular features, scale, site plans, multi-trade construction drawings and mechanical drawings.

MCT 137

Industry Placement

240 hours

An apprenticeship industry placement of 240 hours completes the course offering of the MCTP Program. Trade designation for placement is made according to student choice. Placements are unpaid and subject to the normal policies, rules, procedures and performance expectations of hosting industry employers.

NOTE: placement is subject to availability and may involve a gap in time between completion of in-house courses and industry placement

MCT 138

Welding

60 hours

Welding involves the fusion of metal components through the application of heat. This course provides an overview of metal and allied trades specific to the use of welding and cutting techniques. Primary emphasis is given to welding safety, including safe work procedures, work conditions and related welding hazards. Lab practice focuses on SMAW (Shielded Metal Arc Welding) and oxyacetylene flame cutting. Topics include metal identification, mechanical and physical properties of metal, introduction to metallurgy and basic joints, types of welds, weld faults, power sources, and mild steel welding electrodes.

COURSE DESCRIPTIONS

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MCT 139

Mechanics

60 hours

Mechanics relates to the maintenance, repair and overhaul of light and heavy vehicles and equipment, both self-propelled and towed, which may be used both on-road and off-road. This course provides an overview of HET and AST trades with basic theory related to engines, power transmission, drive trains, steering systems, suspension, electrical systems and alignment. Topics include the use of manuals and specifications, measurement and diagnostic tools, safe use of hand, electric and pneumatic tools. Particular attention is given to shop safety and safe use of hoisting equipment and jacks. Lab practice involves the use of testing equipment, vehicle inspection and performance of basic maintenance functions.

MCT 140

Parts

15 hours

In this course, Parts Technician, Materials and Parts, is used as a template to understand the procurement, flow, sale and dispersal of materials, parts and tools related to efficient business operations in all trade areas. Topics covered include shipping, receiving, Bill of Lading/ Waybill, stocking, security, catalogue use and customer service. Included are operation of powered/ non-powered material handling devices, manual material handling techniques and forklift operation (certification).

MCT 141

Pipefitting/Plumbing

60 hours

This course introduces students to the basic concepts and overview of the steamfitter/pipe-fitter/plumbing trades. Theoretical components include trigonometry/ geometry, safety, tools of the trade and an introduction to materials used in the trade. Hands-on components require the student to produce projects related to the theory portion of the course, including. Projects are completed with regard to safety and quality workmanship specific to tube bending, cooper soldering & layout, pipe threading, compression fittings & installation, and plumbing fixture installation. When complete, students have knowledge of basic concepts and skills which may be applied to a related pipe trade field environment.

MCT 142

Millwright

60 hours

Millwrights install, maintain, repair and troubleshoot stationary industrial machinery and mechanical equipment. This course provides an overview of bearing, coupling, clutch, packings/gaskets/seals, pumps, alignment, hydraulic and power transmission theory. Topics include fasteners, threading systems, accurate use of measurement, layout/ prints, hand tools and safe operation of metal fabrication rotating equipment. Equipment movement and hoisting is cover with emphasis on safe rigging theory and practice. Lab practice is a mechanical fabrication project.

MCT 143

Carpentry

60 hours

This program is designed to provide an understanding of basic carpentry and woodworking skills required to enter a carpentry apprenticeship. Students gain knowledge of woodworking machines, hand tools, safe working practices and become familiar with the materials and procedures needed to succeed in the field. Theoretical components include shop and work site safety, related mathematics, general construction code and layout, framed construction including, in particular, curved wall framing, straight and curved stair construction. Hands-on components include the use of layout, boring, cutting and fastening tools. Students acquire skills in the use of portable power saws, drills, drivers, routers, fastening tools in addition to the use of stationary power tools.

MGTSC 312

Probability and Statistics for Business, Part II

3 credits, 3 hours lecture

This course is the second part of an introduction to statistical analysis. Topics include statistical inference for the variance; statistical inference for the means, proportions and variances from two populations; analysis of variance; non-parametric statistics; joint probability distributions; marginal and conditional distributions; covariance, correlation and independence; contingency tables; simple, multiple and non-linear regression; and time series analysis.

Prerequisite: MGTSC 301 and MATH 1120

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

MICRB 265

General Microbiology

3 credits, 3 hours lecture, 3 hours lab

This course will focus on the structure and physiology of free-living and pathogenic bacteria. The diversity of their metabolic activities, the interaction of microbes with their environment, symbiotic relationships and cell-to-cell communication are major topics. Lectures and laboratory exercises are coordinated to explore topics in basic microbiology, environmental microbiology, molecular microbiology, and the production of economically or medically important products through microbial biotechnology.

Prerequisite: BIOL 107 and CHEM 161 or CHEM 164 or CHEM 261

MMI 133

Medical Microbiology for Nurses

3 credits, 3 hours lecture

Introductory course in Microbiology designed specifically for students in the BScN Program. The course begins with basic information on microorganisms, the immune system, hospital hygiene, transmission of infection, infections, antimicrobials, disinfection and sterilization. The later part of the course concentrates on pathogenic organisms related to organ systems and how they cause disease.

MUSIC 100

Introduction to Music

3 credits, 3 hours lecture

A study of the elements of music and various musical styles with an emphasis on listening and analytical tools. Music covered includes folk, jazz, popular, music of other countries and a brief survey of the history of Western classical music. This course requires no previous musical training.

NATST 100

Introduction to Native Studies

3 credits, 3 hours lecture

This course will introduce the discipline and expectations of Native Studies to the student by emphasizing research and writing skills necessary in an academic environment. The subject matter for the course will come from such areas as the cultural histories and analysis of contemporary conditions of Native societies in Canada.

NATST 110

Historical Perspectives in Native Studies

3 credits, 3 hours lecture

A thematic introduction to the historical relationships, colonial contexts, and social, economic, political and

cultural patterns that have shaped the contemporary situation of Aboriginal peoples in Canada.

NATST 111

Contemporary Perspectives in Native Studies

3 credits, 3 hours lecture

An introductory survey of current issues affecting Aboriginal peoples in Canada and their efforts to confront their colonial relationships with and within Canadian society.

NATST 201

A Canadian Indigenous Prospective to Helping

3 credits, 3 hours lecture

An analysis of Canadian welfare policy and the human services from an aboriginal perspective. The course emphasizes the linkage between practice and policy and overlays concepts such as colonization, decolonization, and approaches to practices which include cross culture, structure and anti-oppression in the context of Indigenous world views, experience and helping practices.

NURSE 099

Nursing Skills & Safety Screen

5 credits, 3 hours seminar, 42 hours lab

This course is mandatory for students who have failed a clinical course or the student who has left the Bachelor of Science in Nursing or Practical Nurse program for one academic year or more and wishes to return. In the lab setting, the student will simulate the nursing care of clients experiencing acute and complex variances in health in ambiguous, rapidly changing situations. Objective data will be collected through the observed structured nursing care for simulated patients utilizing selected levelled clinical scenarios. This data will be supplemented with examples of writing (learning goals, nursing care plan, patient research, charting and self-evaluation). Developed checklists for the skills chosen will be utilized to evaluate the skills component of this screen. In addition, the student will be required to write and pass a Medication Administration Safety Screen (MASS) prior to the lab skills evaluation. Students will be given two consecutive chances to successfully complete the Nursing Skills and Safety Screen course. If unsuccessful in both consecutive attempts, the student will be required to withdraw from the program. The student will not register in any nursing courses until successfully completing the Nursing Skills and Safety Screen course.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

NURSE 113

Pathophysiology

3 credits, 45 hours lecture

The focus is the application of human anatomy and physiology to the concepts of pathophysiology. Course content will be addressed within the context of underlying disease process and alterations in health.

Pre-requisites: NURSE 117.

NURSE 114

Introduction to Nursing Theory I

5 credits, 39 hours lecture, 39 hours seminar, 26 hours lab

Focus in the on the basic concepts of the nursing profession and discipline: nursing, person, health, and environment. These concepts will be explored within the context of primary health care and changing perspective of health and how this evolution has impacted the development of the profession of nursing. The philosophical, theoretical, historical, ethical and legal underpinnings of professional practice will be examined.

Co-requisites: NURSE 117

NURSE 115

Pharmacotherapeutics in Nursing

3 credits, 33 hours lecture

This course begins with an introduction to drug classification and regulation-from discovery to the patient. Pharmacodynamic and pharmacokinetic principles will be introduced. Four fundamental domains of drug movement and modification will be studied: drug absorption, distribution, metabolism, and excretion. To illustrate how the principles involved in Pharmacotherapeutics need to be incorporated into professional nursing practice; examples of prototypic drugs from each drug class will be used. Safe, evidence-based practice will be emphasized.

NURSE 116

Introduction to Health Assessment

4 credits, 36 hours lecture, 36 hours lab

Focus is on the health assessment of the well adult, with expected aging modifications. The course provides a beginning foundation of assessment skills and technologies necessary for determining client health status within the context of a nursing framework. Factors influencing lifestyles and personal health practices are included.

Prerequisites: NURSE 117

Co-requisites: NURSE 113

NURSE 117

Anatomy and Physiology

6 credits, 6 hours lecture

This course will introduce students to Anatomy, which is the study of the structure and relationships among structures; and Physiology which is the science that describes the normal function of living organisms with respect to the activities of tissues, organs, and systems. The central focus of the course is to illustrate and integrate structural principles and to build a fundamental knowledge and correlation between structure and function and of general system rules.

NURSE 118

Anatomy and Physiology II

3 credits, 3 hours lecture

This is a 3 credit Anatomy and Physiology course that is a continuation of Nurse 117. This course will continue to introduce students to Anatomy which is the study of the structure and relationships among structures; and Physiology which is the science that describes the normal functions of living organisms with respect to the activities of tissues, organs, structural principles and to build a fundamental knowledge of the correlation between structure and function and of general systems rules.

NURSE 206

Introduction to Nursing Theory II

3 credits, 45 hours

Focuses on health promotion and support to individuals in the pursuit of health throughout their lives A variety of concepts from nursing and other disciplines will be integrated into the overall learning. Students will be initiated into nursing roles with individuals in community, assisted living, and long term care facilities.

Pre-requisites: All first year courses.

Co-requisites: NURSE 207, NURSE 115, NURSE 388

NURSE 207

Introduction to Nursing Practice

6 credits, 210 hours clinical

This course introduces students to nursing practice. Practice focuses on individuals in community and long-term care settings.

Pre-requisites: All first year courses

Co-requisites: NURSE 206, NURSE 115, NURSE 388

COURSE DESCRIPTIONS

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NURSE 208

Mental Health Nursing Theory

6 credits; 18 hours lecture, 36 hours seminar, 18 hours lab
Focus is on theory related to the promotion of mental health and the nursing care of people with acute and chronic alterations in mental health.

Pre-requisites: All first year courses.

Co-requisites: NURSE 209, NURSE 115, NURSE 388

NURSE 209

Mental Health Nursing Practice

6 credits, 168 hours clinical

Students will have the opportunity to apply concepts of mental health nursing to the care of individuals experiencing acute and chronic alterations in mental health in hospital and community settings,

Pre-requisites: All first year courses.

Co-requisites: NURSE 208, NURSE 115, NURSE 388

NURSE 301

Nursing Research

3 credits, 38.5 hours lecture

Introduction to the process of research through a comparative analysis of selected studies exemplifying different theoretical, methodological, and analytical approaches. Emphasis will be on the communicability of research, the needs of the research consumer, and the development of skills of critical appraisal.

Prerequisite or Co-requisite: Statistic Elective

NURSE 307

Acute Care Nursing Theory I

6 credits, 26 hours lecture, 52 hours seminar, 39 hours lab

The primary focus is the theoretical foundation for the client-centred care of adults and elderly clients and their families experiencing variations in health acute and chronic illnesses. Comprehensive assessment and best practice interventions are addressed within the context of a primary health care framework and nursing model.

Pre-requisites: All first and second year courses.

Co-requisite: NURSE 308

NURSE 308

Acute Care Nursing Practice I

6 credits, 208 hours clinical

The primary focus is the application of theory in the client-centred care of hospitalised adults and their families experiencing variations in health acute and chronic illnesses. Practice occurs primarily in primary, secondary, and tertiary acute care settings.

Pre-requisites: All first and second year courses.

Co-requisites: NURSE 307

NURSE 309

Community Nursing Theory

6 credits, 26 hours lecture, 52 hours seminar, 26 hours lab

Focus is on the philosophical and theoretical domains of nursing individuals, families and groups in the community across the lifespan. Students will also specifically explore theory related to the nursing care of the child-bearing family. Community nursing management and intervention consistent with the principles of primary health care will be explored and fostered.

Pre-requisites: All first and second year courses.

Co-requisites: NURSE 310

NURSE 310

Community Nursing Practice

6 credits, 208 hours clinical

Students will have the opportunity to apply concepts of community health nursing. Nursing practice will include health assessment and interventions with child-bearing families. Students will develop competence in both family and community assessments, the use of therapeutic communication skills, and the planning, implementation, and evaluation of community nursing interventions.

Pre-requisites: All first and second year courses.

Co-requisites: NURSE 309

NURSE 388

Nursing Research and Statistics

6 credits, 70 hours lecture, 14 hours lab

Students will be introduced to the process of research through a comparative analysis of selected students exemplifying different theoretical, methodological, and analytical approaches. Emphasis will be on understanding the research process, in knowing how to critically read, analyze, and begin to apply the knowledge gained from research in practice. Students will gain an understanding of descriptive and inferential statistics used in nursing research. Students will also examine trends and issues in developing evidence-based practice for the profession of nursing.

NURSE 405

Acute Care Nursing Theory II

6 credits, 26 hours lecture, 52 hours seminar, 39 hours lab

A comprehensive approach to primary health care components in the care of clients in complex situations locally, nationally, and internationally. High acuity health assessments and interventions are introduced. Case management, interdisciplinary collaboration, community development, and socio-political action are emphasized.

Pre-requisites: All first, second and third year courses.

Co-requisites: NURSE 406, NURSE 407

COURSE DESCRIPTIONS

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NURSE 406

Acute Care Nursing Practice II

6 credits, 208 hours clinical

Professional nursing practice focuses on a comprehensive application of primary health care principles to clients experiencing acute variances in health across the lifespan. Practice will occur in primary, secondary, and tertiary level acute care settings.

Pre-requisites: All first, second and third year courses.

Co-requisites: NURSE 405, NURSE 407

NURSE 407

Leadership and Issues in Nursing

3 credits, 45 hours

Using the primary health care framework, a variety of professional, social, political and global issues affecting the nursing profession and Canadian health care system will be addressed. Key principles of leadership and management will also be addressed within the context of these issues.

Pre-requisites: All first, second and third year courses.

Co-requisites: NURSE 405, NURSE 406

NURSE 490

Nursing in Context D

5 credits, 42 hours seminar, 21 hours lab

A comprehensive approach to primary health care components in the care of clients in complex, ambiguous situations. Case management and multidisciplinary students may have the opportunity to lead a multidisciplinary student group skills will be emphasized.

Pre-requisite: All first, second and third year courses.

Co-requisites: NURSE 491

NURSE 491

Nursing Practice VII

7 credits, 21 hours seminar, 14 hours lab, 26 hours clinical

Management and care of clients in ambiguous, complex, situations occurring over a variety of settings.

Pre-requisite: All first, second and third year courses.

Co-requisites: NURSE 491

NURSE 494

Nursing in Context D1

3 credits, 28 hours seminar, 12 hours lab

Synthesis and focus of nursing knowledge and application of nursing research in a specific area of practice.

Prerequisite: To enroll in this course, students must have passed all courses in their nursing program except NURSE 495

NURSE 495

Nursing Practice VIII

9 credits, 10 hour seminar, 34 hours clinical

Comprehensive approach to professional practice of nursing in an area of special interest to the student.

Prerequisite: NURSE 490, NURSE 491 and NURSE 494

NUTR 100

Nutrition and Wellbeing

3 credits, 3 hour lecture

The course examines the fundamental principles of nutrition and the effects it has in society, athletic performance and physical education. It includes an analysis of practical and theoretical concepts of nutrition and the effects that dietary intake has on exercise, body composition and athletic performance.

OA 107

Business Math & Microsoft Excel Specialist

2 credits, 4 hours lecture

Students will complete practical mathematical application problems on topics such as percentages, invoices, merchandising and interest calculations. Through hands-on exercises, students are introduced to basic features and applications of a spreadsheet program. Using some of the more common worksheet and range commands, students develop and format worksheets containing various cell entries, formulas, and several built-in functions.

Prerequisite: OA 110

OA 108

Accounting I

3 credits, 4 hours lecture

Through hands-on experience and practical examples, students will develop a sound knowledge of the principles of accounting. Business simulations and business problems provide the students with the reinforcement necessary to fully understand and maintain the accounting records of a service business and a merchandising business organized as a partnership.

OA 109

Computerized Accounting I

2 credits, 4 hours lecture

Students will be introduced to the most commonly utilized accounting software in small business. Students will work with the accounting records of several different small businesses organized as sole-proprietorships and partnerships. Current payroll legislation will also be covered.

Prerequisite: OA 108 or equivalent

COURSE DESCRIPTIONS

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OA 110

Windows & File Management

1 credit, 5 hours lecture

This is a foundation course in operating Windows and managing drives, files, and folders in a network environment using Windows Explorer. Students will also learn functions of a computer system, hardware and software components, e-mail and Internet features. This course provides a solid foundation for students to learn subsequent Windows applications.

OA 118

Keyboarding I

2 credits, 4 hours lecture

Students will master touch keyboarding including alphabetic and non-alphabetic parts of the keyboard. Keyboarding software is used to provide an individual diagnostic/prescriptive methodology as a means toward developing accuracy and increasing speed. Students will be required to spend time outside of class for practice.

OA 119

Keyboarding II

2 credits, 3 hour lecture

Students will use an individualized diagnostic/ prescriptive methodology as a means toward maintaining accuracy and increasing keyboarding speed. Keyboarding software will be utilized to enhance learning in the areas of technique perfection in keystroking, keyboard reinforcement, and rhythm development.

Prerequisite: OA 118

OA 120

Business Communications I

3 credits, 5 hours lecture

Good communication skills, more than any other factor, determine who gets the good job, who does that job well, and who gets the promotion. This course is designed to provide a firm foundation for effective business communications - both written and oral. Practical principles of grammar and punctuation will be mastered by the student. Spelling and vocabulary expertise is developed with emphasis placed on terminology used in today's electronic office.

OA 122

Business Communications II

3 credits, 5 hours lecture

Students will develop skills in oral and written communications and demonstrate these skills in the preparation of business correspondence, job search documents and interviews, customer service situations, oral presentations, and meetings. This course will take the student through the steps of planning and producing effective business memos and letters and will present strategies for overcoming common business-writing problems. A strong focus will be placed on the job search, including the resume, application letter, and interview.

Prerequisite: OA 120 and OA 145

OA 133

On-The-Job Training

2 credits, 40 hours practicum

Students are placed in a business setting for approximately four weeks. This enhances the students' formal training by providing an opportunity to apply newly acquired technical and administrative skills.

Prerequisite: Successful completion of all Office Administration Certificate courses

OA 135

Human Relations In Business

2 credits, 4 hours lecture

This course focuses on personality development for work. It is becoming increasingly evident that students need highly- developed human relations skills to be successful in the workplace. The course is designed to guide students through building and shaping their behaviour so that they get along effectively with others in a business environment. The necessity for and the development of teamwork skills is emphasized throughout the course. The importance of creative thinking and problem- solving skills for today's office professional is also stressed.

NOTE: PLA not allowed for this course.

OA 136

Office Procedures

2 credits, 4 hours lecture

The administrative support procedures for office tasks common to most offices today are presented. The topics covered will be reception duties; meetings, minutes, and conferences; telephone/ communications techniques; travel arrangements; distribution of information; sources business corporations.

Prerequisite: OA 110

COURSE DESCRIPTIONS

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OA 145

Microsoft Word & Document Preparation I

3 credits, 5 hours lecture

OA 145 is an introductory course that is designed to develop a thorough understanding and proficient skills in basic word processing concepts and functions. Students will learn the step-by-step procedures for creating and editing a word processing document; move, copy, find and replace text; efficient keyboard and mouse techniques for moving the insertion point, changing the view within a document, and selecting text; linking document text, and utilizing proofing tools including the spelling, grammar, thesaurus, and autocorrect tools. Introductory concepts related to character, paragraph, and document formatting will also be covered. An emphasis will be placed on efficiency and accuracy in the preparation and printing of assignments.

Co-requisite: OA 110 and OA 118

OA 146

Microsoft Word – Specialist & Document Preparation II

3 credits, 5 hours lecture

Word processing software will be used to develop skills in document preparation. A varied selection of documents will be prepared including letters in several styles and lengths, memoranda, envelopes, basic reports with headings and subheadings, and tables in a variety of uses. Merge basics will be introduced and resumes will be prepared in a table format with the automated table feature. Students will also develop skills in utilizing resources including a reference manual, postal manual, and handouts as a guide to well formatted documents. An emphasis will be placed on the efficient and accurate preparation of mailable documents.

Prerequisite: OA 118 and OA 145

OA 150

Medical Terminology

3 credits, 3 hours lecture

This course is designed to provide students with the medical terminology necessary for employment in any medical oriented office. The students will learn the spelling and vocabulary of medical terms in preparation for transcription. Emphasis will be placed on anatomy, pharmacology, and psychology.

OA 151

Medical Office Procedures

3 credits, 3 hours lecture

This course introduces students to office procedures in a medically-oriented office. The students will learn how to: schedule and manage appointments, set up and maintain filing systems, properly fill out forms pertinent to a medical office, transcribe from taped materials, operate the provincial billing software.

Prerequisite: OA 150

OA 162

Legal Office Procedures

3 credits, 3 hours lecture

This introductory course is designed to familiarize the students with basic duties and procedures performed by a legal secretary. Students will obtain a working knowledge of simple legal documents and their use. As well, a comprehensive study in the area of wills and litigation. Topics covered are career qualifications, dealing with clients, legal style correspondence, law office files and record management, legal accounting and preparing legal instruments.

Prerequisite: OA 145 or equivalent

OA 163

Legal Office Administration

3 credits, 4 hours lecture

This course is designed to provide students with a comprehensive study in the area of estates, real estate and business corporations. Topics will include the preparation of all documents dealing with probating estates, real estate conveyancing, foreclosures and business corporations.

Prerequisite: OA 162 and 40 wpm keyboarding speed

OA 164

Legal Work Placement

2 credits, 40 hours practicum

Students are placed in a legal setting for approximately four weeks. This enhances the students' formal training by providing an opportunity to apply newly acquired technical and administrative skills.

Prerequisite: Successful completion of all Office Administration Certificate courses including OA 162 and OA 163

COURSE DESCRIPTIONS

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OA 170

Work Term I

9 credits, 40 hours practicum

Work Term I is a mandatory four-month work placement for students enrolled in the first year of the Office Administration Co-op Education Diploma program. In this semester, students will be employed by a public or private sector organization to gain on-the-job-experience in industry. A contractual agreement between the student and the employer will form the basis for evaluation of the student's performance during the work term. In order to fulfill the course requirements, students will also be required to complete a formal work report at the end of the placement as well as meet with the Co-operative Education Coordinator/Instructor at least twice during the work term.

OA 180

Microsoft Access

2 credits, 5 hours lecture

This course deals with the management of information in business. The student will learn to design and manage electronic filing systems for various office environments. Records management using the Microsoft ACCESS database software is introduced. The student will learn fundamental database concepts and features, including designing, creating, and modifying database structures. Records will be sorted, selected, and reports generated.

Prerequisite: OA 110

OA 208

Accounting II

3 credits, 3 hours lecture

Students will be trained to design and set up a computerized accounting system. The focus of this course is the establishment and maintenance of all accounting functions in preparation for tax time. Other topics include exporting and integrating files, year-end adjustments, accounting for uncollectible accounts receivable, accounting for fixed assets, inventory evaluation methods, and depreciation.

Prerequisite: OA 109

OA 209

Computerized Accounting II

3 credits, 5 hours lecture

Students will be introduced to the world of corporate accounting. Through hands-on exercises students will become proficient in the operation of a large corporate accounting system including the System Manager, General Ledger, Accounts Receivable and Accounts Payable modules. Additional topics include accounting for investments, accounting for inventories and analysis and interpretation of financial statements.

Prerequisite: OA 208

OA 215

Microsoft Word – Expert

3 credits, 3 hours lecture

Students will learn advanced features of popular word processing software. Office tasks will be automated to increase efficiency through the use of auto text, fields, styles, macros, mail merge, outlines, indexes, templates and program customizing. Students will format formal reports and proposals.

Prerequisite: OSWD 100, or OA 146 and OA 119

OA 216

Microsoft Excel – Expert

3 credits, 3 hours lecture

Students will learn advanced features of popular spreadsheet software. Students will design and create functional spreadsheets which incorporate mathematical formulas and build-in functions. Students will also use macros, database functions, linking to automate tasks, and charting.

Prerequisite: OSXL 100 or OA 107

OA 218

Desktop Publishing

3 credits, 3 hours lecture

Students will utilize popular desktop publishing software to design layouts for various types of publications including newsletters, brochures and proposals. Text and graphics will be imported from a variety of word processing, spreadsheet, and graphics software to produce "camera-ready" publications.

Prerequisite: OA 215 or equivalent

OA 219

Web Page Design

3 credits, 3 hours lecture

Students will use specialized software to plan, design, develop, and maintain web home pages. Students will apply basic desktop publishing concepts to the layout and design of the web page. Hyperlinks, forms, graphics, and sound will be included. Basic HTML will be introduced, and students will learn terminology related to the Internet and web pages.

Prerequisite: OA 146, OA 118, and OA 120 or equivalent

OA 220

Presentations & Microsoft PowerPoint

3 credits, 3 hours lecture

Students will develop and present presentations. Emphasis will be placed on refined communication and presentation skills. Students will also learn to use a presentations software program to develop various displays for overhead transparencies and slides. Templates, builds, and transitions will be applied to slides to produce screen shows.

Prerequisite: OA 122 and OA 146 or equivalent

COURSE DESCRIPTIONS

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OA 221

Reports & Proposals

3 credits, 3 hours lecture

Students will learn how to research, and write both formal and informal reports and proposals. Particular attention will be paid to structure, content, and language. The use of proofreading techniques, correct grammar, and Plain English concepts will be emphasized in all report-writing assignments. Students will also become familiar with a business plan as well as various formats for meeting minutes and agendas. This course concludes with an overview of job search techniques. Students will update their resumes and compile a professional portfolio.

Prerequisite: OA 122 and OA 146 or equivalent

OA 231

Office Automation

3 credits, 3 hours lecture

This course will examine the changes in technology that provide a foundation for electronic processing and integrated office systems. Students will integrate the Microsoft Office Suite applications to create professional quality documents and will integrate MS Office with the Internet. Also, students will learn to work within a network environment including proficiently communicating and organizing information using Microsoft Outlook.

Prerequisite: OA 215, OA 216 and OA 280 or equivalent

OA 233

On-the-Job Training II

3 credits, 40 hours practicum

This course gives students the opportunity to work full-time in a local business office for approximately four weeks. It provides for application of skills acquired in training, additional exposure to practical office standards, and reassessment of abilities and expectations. Students who are not employed in a related career while registered in the diploma program will be required to complete this course in order to graduate from the program.

Prerequisite: Permission of the Program Chair

OA 234

Business Relations

3 credits, 3 hours lecture

Business Relations is a human relations skills development course with a strong focus on the workplace. Course participants will have the opportunity to develop or further develop their interpersonal skills through the study of topics such as interpersonal style, effective listening, conflict resolution, leadership roles, supervision, motivation, stress management, and time management.

Prerequisite: OA 135 or equivalent

OA 240

Industry Project

3 credits, 3 hours lecture

This is a customized course designed to meet specific corporate training needs. The program chair will meet with the corporate client group to design the course. It is recommended that this course be offered near the end of the diploma program so that it can be used to ensure the diploma provides a comprehensive education.

Prerequisite: Permission of the Program Chair

OA 245

Speedwriting & Transcription

3 credits, 3 hours lecture

Students will develop speedwriting skills for the purpose of recording meeting minutes and taking notes. Students will also transcribe documents from their speedwriting notes.

Prerequisite: OA 145 and OA 118 or equivalent

OA 280

Microsoft Access - Expert

3 credits, 3 hours lecture

Students will learn advanced database features of popular database software. These features include designing and managing forms, tables, and reports; working with multiple queries; and creating and using macros and switch boards. Students will gain experience in electronic records management through a project-based approach to instruction.

Prerequisite: OA 180 or permission of the Program Chair

PAC 111

Introduction to Basketball

3 credits, 1 hour lecture, 2 hours lab

Acquisition of theoretical knowledge and personal skill in basketball.

PAC 118

Introduction to Soccer

3 credits, 1 hour lecture, 2 hours lab

PAC 118 is an introductory course designed to offer an introduction to the fundamental individual and team skills of soccer. The acquisition and understanding of these skills will be presented through activity and classroom sessions. The history, evolution and current status of soccer in Canada will also receive attention. A further focus will be the development of an understanding and application of basic strategies, positioning and rules of soccer. Physical performance and written assignments will be evaluated.

COURSE DESCRIPTIONS

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PAC 131

Badminton

3 credits, 1 hour lecture, 2 hours lab

Acquisition of theoretical knowledge and personal skill in basic badminton strokes and strategies is covered in this course.

PAC 137

Volleyball

3 credits, 1 hour lecture, 2 hours lab

Acquisition of theoretical knowledge and personal skill in the fundamental skills of volleyball is covered. Students will be taught in individual and small group settings.

PAC 144

Resistance Training

3 credits, 3 hours lab

An introduction to leadership principles in resistance training. Acquisition of theoretical and practical knowledge using various forms of resistance training. Emphasis will be based upon providing the student with leadership skills in resistance training techniques, lifting mechanics, program design and implementation

PAC 145

Golf

1.5 credits, 1 hour lecture, 2 hours lab

Acquisition of theoretical knowledge and personal skill in driving, chipping, pitching, and putting is covered. Students must provide their own equipment.

PAC 156

Yoga for Beginners

3 credits, 3 hours lab

This course will introduce students to yoga and the basic postures (asanas) and breathing techniques (pranayama) performed within this discipline. Students will learn how yoga strengthens the body, mind, spirit connection while promoting positive overall health and wellness. Students will be introduced to over 70 asana and numerous breathing techniques. In addition, students will become familiar with the history of yoga and the different schools within the discipline. Adapting yoga asana, pranayama, and class structure to accommodate specific populations (seniors, athletes, children and persons with developmental delays/disabilities) will also be covered.

PAC 311

Analysis and Instruction of Basketball

3 credits, 3 hours lecture

The theory, practice and teaching of the fundamental skills of basketball.

Prerequisite: PAC 111

PAC 318

Analysis and Instruction of Soccer

3 credits, 3 hours lab

PAC 318 provides the theory, practice, and teaching of the fundamental skills of soccer. Emphasis is on student acquisition of knowledge and physical skill related to the tactical play of soccer. Evaluation focuses on both assessment of physical performance and theoretical understanding.

Prerequisite: PAC 118 or permission of Program Chair

PAC 337

Analysis and Instruction of Volleyball

3 credits, 1 hour lecture, 2 hours lab

The primary objective is to introduce the student to the study of fundamental technique, team tactics and principles of instruction in the game of volleyball.

Prerequisite: PAC 137

PACE 001

Communication & Conflict Management Skills

8 credits, 8 hours lecture

Students in PACE 001 will develop questioning skills, attending behaviours and the ability to appropriately express their feelings in a formal school setting, identify assumptions, and give and receive feedback. As well, students will learn the basics of conflict management in a multicultural class or workplace setting and how to disagree in a positive manner. Students will learn to negotiate with peers and those in authority to resolve arguments. Assertiveness training, anger management and self-esteem building will be included.

PACE 002

Academic Survival Skills

8 credits, 8 hours lecture

Students will develop time management proficiency, SQ3R techniques, test taking, and anxiety controls, note-taking and research expertise. As well, the students will learn how to set priorities, do a time studies analysis, develop and use day plans and lists effectively, and manage stress. A customized math and English refresher and an introduction to computers is included. Individualized academic remediation with Computer Assisted Instruction and tutor support is available.

COURSE DESCRIPTIONS

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PACE 003

Critical Thinking and Problem Solving

7 credits, 7 hours lecture

Students in PACE 003 will develop an understanding of critical thinking and how to apply it to their lives as students and future employees. Topics will include: knowing your attitudes and values, knowing your mental habits, the characteristics of critical thinkers, how to recognize errors in thinking, how to evaluate ideas, and how to apply critical thinking.

PACE 004

Academic and Career Planning

7 credits, 7 hours lecture

Students in PACE 004 will develop their ability to identify personal interests, and to set, classify, justify and evaluate goals. As well, students will explore the variety of potential careers and training currently available in the region and develop long range action plans on how to reach their vocational goal.

PAPHY 105

Pathophysiology

3 credits, 45 hours lecture

Pathophysiology is a theory course in the basic sciences. This pathophysiology course examines the pathological processes underlying disease and focuses on common disorders in the body system. Disorders related to the systems of the body will be discussed in terms of manifestations, etiology, and complications. The diagnosis and medical management of common disorders in each body system will also be discussed.

Prerequisites: ANPH 100 and ANPH 101

PAR 005

Parenting Skills

2 credits, 2 hours lecture

Students will learn about: children's physical development and home safety, children's health, parental needs and self-esteem, children's intellectual development, love and discipline, coping with pressures facing modern parents, developing their own parenting style, increasing self-esteem of parent and child, dealing with misbehaviours, effective communication styles, preventing and solving problems.

PCARP110

Building Materials

1 credit, 15 hours

This section will introduce students to common types of solid woods and manufactured construction products. Students will learn not just about the building materials, but also the glues and fasteners commonly used with them, as well as an introduction to concrete as a building material.

PCARP120

Hand and Power Tools

5 credits, 80 hours

In this course students will identify and describe common woodworking tools and their safe use. Tools include small hand tools, portable electric power tools and larger stationary power tools. Tools include but not limited to hand planes, hand boring tools, portable circular saw, router, table saw, jointer, planer and drill press.

PCARP130

Site Preparation and Foundation

3 credits, 46 hours

This section will explain preliminary building operations required prior to the footings being placed. It will identify and describe optical leveling equipment, light and heavy earth moving and leveling equipment used on construction sites. Students will learn the types, design and placement of concrete footings, foundations and slabs for light construction. Students will explore conventional, wood and alternate foundation systems. It covers site preparation to backfill including the forming to the placement of rebar and anchor bolts.

PCARP140

Floor Frame

1 credit, 20 hours

This section will explain how loads transfer from floor systems to foundations as well as the design and construction of beams in residential construction. It includes layout construction of traditional and engineered floor systems. Students will become proficient with building code as they pertain to residential floor systems.

PCARP150

Estimating and Plans

4 credits, 64 hours

This section will introduce students to basic drawing instruments and their use such as sketching orthographic and isometric projections of various shapes, describing isometric angles, page layout and centering techniques. Students will learn how to navigate between the different views in a set of blueprints using common symbols and abbreviations. This section will also include the calculation of materials required for conventional concrete foundations and residential floor systems.

PCARP199

Work Site Placement

4 credits, 240 hours

Six week paid work experience with industry.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

PECO 3100

Applied Science

4 credits

Topics include applied math, applied mechanics, thermodynamics, and applied science as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part A Power Engineering.

PECO 3200

Plant Services

4 credits

The course covers industrial legislation, codes, boiler calculations, fuels and combustion, piping, electro technology, electrical calculations, control instrumentation and fire prevention and plant safety as identified in the Alberta Boilers Safety Association Reference Syllabus for the second paper of 3rd Class Part A Power Engineering.

PECO 3300

Steam Generation

4 credits

Topics covered are boilers, boiler control systems, heating and air conditioning, feed water treatment, pumps, and welding as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part B Power Engineering.

Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA

PECO 3400

Prime Movers and Auxiliaries

4 credits

This course covers prime movers, air compressors, refrigeration and lubrication as identified in the Alberta Boilers Safety Association Reference Syllabus for the second part of 3rd Class Part B Power Engineering.

Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA.

PECO 3500

Work Experience

12 credits

Six month paid work placement with industry.

Prerequisite: Completion of all 3rd Class course work.

NOTE: Work placement may be outside Wood Buffalo Region.

PECO 4100

Applied Science

4 credits

Topics include applied mathematics, elementary mechanics and dynamics, elementary thermodynamics, mechanical drawing, administration, industrial legislation, workplace hazardous materials, plant safety and plant fire protection as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

PECO 4200

Plant Services

4 credits

Areas covered are environment, material and welding, piping and valves, high pressure boiler design, high pressure boiler parts and fittings, high pressure boiler operation and feed water treatment as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

PECO 4300

Steam Generation

4 credits

Course includes prime movers and engines, pumps and compressors, lubrication, electricity, controls, instrumentation and computers, heating boilers, and heating systems as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part B Power Engineering.

Prerequisite: Completion of 4th Class Part A theory or 4A ABSA

PECO 4400

Prime Movers & Auxiliaries

4 credits

Topics include heating boiler and heating system controls, auxiliary building systems, vapour compression refrigeration, absorption refrigeration, air conditioning, air conditioning systems, boiler maintenance and types of plants as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part B Power Engineering.

Prerequisite: Completion of 4th Class Part A theory or 4A ABSA

PECO 4500

Work Experience

12 credits

Six month paid work placement with industry.

Prerequisite: Completion of all 4th Class course work.

NOTE: Work placement maybe outside Wood Buffalo Region

PEDS 100

Human Anatomy

3 credits, 3 hours lecture, 2 hours lab

Introductory study of human anatomy. Students learn structural and functional components of selected systems of the human body.

PEDS 101

Essentials of Human Physiology

3 credits, 3 hours lecture

The course provides an introduction to human physiology from cellular to systemic level, with special emphasis on systems which adapt to exercise stress.

NOTE: Credit will be granted for only one of PEDS 101 or 102

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

PEDS 103

Integrative Human Physiology

3 credits, 3 hours lecture

Introduction to Integrative Human Physiology focuses on the regulation, control, and integration of cellular functions in the human body with special emphasis on systems that respond to exercise stress.

Prerequisite: PEDS 101.

NOTE: Credit will be granted for only one of PEDS 102 or 103

PEDS 200

Physiology of Exercise

3 credits, 3 hours lecture, 2 hours lab

An introduction to physiological adaptations to the stress of exercise and training.

Prerequisite: PEDS 101

PEDS 203

Skill Acquisition and Performance

3 credits, 3 hours lecture

This course presents a psychological approach to understanding human motor behaviour. The course examines the processes involved in learning motor skills and controlling movement, and the factors that influence acquisition and performance.

PEDS 206

Biomechanics

3 credits, 3 hours lecture

An introduction to the biomechanics of human movement. A qualitative approach is used in the study of key biomechanics concepts and principles as they are applied to sport and exercise.

Prerequisite: PEDS 100

PEDS 207

Physical Growth & Psychomotor Development

3 credits, 3 hours lecture

A study of the sequential changes in physical growth and motor development with emphasis on individual differences.

NOTE: Credit will be granted for only one of PED207 or PED307

PEDS 209

Research Methods in Kinesiology

3 credits, 3 hours lecture

An overview of research in kinesiology with emphasis on practical application of research techniques and designs.

Prerequisite: STAT 141 or 151

PEDS 240

Introduction to Sports Injury Management

3 credits, 3 hours lecture, 2 hours lab

The course allows an analysis of Practical and theoretical concepts of sports injuries. It includes an overview of sports medicine, care and prevention of injuries, and safety in athletics and physical education.

Prerequisite: PEDS 100

PEDS 294

A Conceptual Approach to Physical Activity

3 credits, 3 hours lecture

This course is an exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. The focus of the course is on the development of a conceptual understanding of movement; therefore, a wide range of activities and their contexts will be examined and experienced.

NOTE: Credit will be granted for only one of PAC 101 or PEDS 294

PEDS 303

Psychology of Sport & Physical Activity

3 credits, 3 hours lecture

This course introduces the student to select psychological theory as it relates to sport and physical activity. Psychological constructs along with their theoretical perspectives will be viewed within a cognitive, emotional, and behavioural framework. An analytical approach is encouraged.

PEDS 311

Assessment of Fitness and Health

3 credits, 3 hours lecture, 2 hours lab

Students will gain knowledge in fitness, health and research appraisal. Emphasis will be given to validity and reliability of various assessments and factors involved in the assessment of performance and health assessment.

Prerequisites: PEDS 200 or STAT 141 or 151

PELEC 110

Circuit Fundamentals

5 credits, 80 hours

Students will acquire a foundation of knowledge covering composition of matter, current, voltage and resistance. This course will explore the characteristics of conductors, series and parallel resistive circuits. An understanding of the interrelation between work, energy, power and efficiency will be discussed. Students will also learn to connect and analyze an Edison 3-wire system.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

PELEC 120

EMF Sources

2 credits, 25 hours

This course covers EMF sources and topics will include cells, batteries, magnetism, electromagnetism, electromagnetic induction and generators.

PELEC 130

Equipment Fundamentals

4 credits, 60 hours

Students will cover safe handling and operation of meters, circuits, conductors and resistors, splicing and terminating, relays and controls. Residential alarm systems and smoke detectors are also covered.

PELEC 140

Electrical Code Part 1 and Blueprints

4 credits, 60 hours

Students will cover part 1 of the Canadian Electrical Code which will differentiate and emphasize the importance of the code in the Electrical Industry. A greater understanding of the Alberta apprenticeship program is also acquired. Identification of symbols and interpretation of blue print reading, diagram and schematic drawings are emphasized.

PELEC 199

Work Site Placement

4 credits, 240 hours

Six week paid work experience with industry.

PELM 3100

Applied Science

4 credits

Topics include applied math, applied mechanics, thermodynamics, and applied science as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class part A Power Engineering.

PELM 3200

Plant Services

4 credits

The course covers industrial legislation, codes, boiler calculations, fuels and combustion, piping, electro technology, electrical calculations, control instrumentation and fire prevention and plant safety as identified in the Alberta boilers Safety Association Reference syllabus for the second paper of 3rd Class Part A Power Engineering.

PELM 3300

Steam Generation

4 credits

Topics covered are boilers, boiler control systems, heating and air conditioning, feed water treatment, pumps, and welding as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part B Power Engineering.

Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA

PELM 3400

Prime Movers & Auxiliaries

4 credits

This course covers prime movers, air compressors, refrigeration and lubrication as identified in the Alberta Boilers Safety Association Reference Syllabus for the second part of 3rd Class Part B Power Engineering.

Prerequisite: Completion of 3rd Class Part A theory or 3A ABSA

PELM 4100

Applied Science

4 credits

Topics include applied mathematics, elementary mechanics and dynamics, elementary thermodynamics, mechanical drawing, administration, industrial legislation, workplace hazardous materials, plant safety and plant fire protection as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

PELM 4200

Plant Services

4 credits

Areas covered are environment, material and welding, piping and valves, high pressure boiler design, high pressure boiler parts and fittings, high pressure boiler operation and feedwater treatment as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

PELM 4300

Steam Generation

4 credits

Course includes prime movers and engines, pumps and compressors, lubrication, electricity, controls, instrumentation and computers, heating boilers, and heating systems as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part B Power Engineering.

Prerequisite: Completion of 4th Class Part A theory or 4A ABSA

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

PELM 4400

Prime Movers & Auxiliaries

4 credits

Topics include heating boiler and heating system controls, auxiliary building systems, vapour compression refrigeration, absorption refrigeration, air conditioning, air conditioning systems, boiler maintenance and types of plants as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part B Power Engineering.

Prerequisite: Completion of 4th Class Part A theory or 4A ABSA

PEMP 100

Employability Skills

2 credits

This course is designed to provide students with the essential skills necessary to seek, obtain and maintain employment in their relevant field. Topics will include Canadian Employment Standards, Labour Relations and Workers Compensation. Students will acquire the knowledge to effectively communicate in the workplace and conflict resolution methods. Creation of a marketable resume and cover letter in addition to interview strategy techniques.

PEMP 101

Trades Mathematics

2 credits

This course will provide an overview of metric and imperial systems, basic mathematic functions including fractions, ratios, proportions, percentages, exponents, algebra, trigonometry and logarithms.

PEMP 102

Trades Science

2 credits

This course will provide an overview of simple machines, properties of matter, air and water. Topics also include review of energy and motion, temperature and heat, magnetism and electricity.

PEMP 103

Technical Communication

2 credits

An introduction to the concepts of technical communication and report writing. Topics of significance for technical writing such as, summaries, technical definitions and descriptions, process descriptions, instructions and report writing.

PEMP 104

Safety

1 credit

This course will provide students with an understanding and knowledge of the OH&S legislation, regulations and practices intended to ensure a safe work place, understand the use of PPE and safe practices for climbing, lifting, rigging and hoisting. Hazardous materials and fire protection will also be covered.

PERLS 104

Introduction to Sociocultural Aspects of Leisure and Sport

3 credits, 3 hours lecture

The study of play, physical education, recreation, sport, and leisure as institutionalized ways in which society organizes and teaches attitudes and skills. Provides an introduction to the importance of sociocultural inquiry and the notion of being critical as an empowering process.

PERLS 105

Introduction to Sport Administration

3 credits, 3 hours lecture, 1 hour lab

Provides students with an introduction to the management concepts required to successfully administer a sport, recreation or physical activity.

PERLS 204

Canadian History of Leisure, Sport & Health

3 credits, 3 hours lecture

An examination of the significant changes which have occurred in leisure and sport specifically over the last century and with particular reference to Canadian society.

Pre-requisite: PERLS 104

PERLS 207

Physical Activity and Leisure for Special Populations

3 credits, 3 hours lecture, 1 hour lab

This course provides an introduction to research, theory and practice related to the participation of persons with disabilities in physical activity settings (e.g., sport, exercise, physical education, recreation). It includes consideration of topics such as the importance of participation in physical activities for persons with disabilities, the impact of beliefs and attitudes toward persons with disabilities in physical activity settings, examination of current issues and topics such as appropriate terminology and language, inclusion, disability sport, and advances in research. The course also includes a survey of selected disabilities or differences and consideration for their implications for performance and participation in physical activity settings.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use Catalog & Course Search>Section Search on selfservice.keyano.ca

PESS 293

Introduction to the Movement Activities of Children Aged 5 – 12

3 credits, 3 hours lecture

A study of play and other movement activities including games, gymnastics and dance for children will be covered.

PHARM 130

Basic Pharmacotherapeutics

3 credits, 45 hours lecture

The Pharmacology course provides the basic scientific knowledge required for the safe administration of medications. The course focuses on the therapeutic physiological effect of medications in treating clients across the lifespan. Content includes common classification of drugs and their action, therapeutic effect, routes, side effects and reactions. Common medications are cited for each drug classification. Herbal preparations are also introduced. This is a theory course.

Pre-requisite: ANPH 100 and ANPH 101

PHIL 101

Introduction to Philosophy: Values and Society

3 credits, 3 hours lecture

This course provides the student with an introduction to the perennial problems of philosophy through the study and critical discussion of selected classical and modern works. The aim of this course is twofold. The student will be introduced to the domain and method of philosophical inquiry. More specifically the student will examine in some detail the areas of ethics and politics. In these areas the relationship between individuals and individuals and society will be highlighted.

PHIL 102

Introduction to Philosophy: Knowledge and Reality

3 credits, 3 hours lecture

This course provides the student with an introduction to the perennial problems of philosophy through the study and critical discussion of selected classical and modern works. The aim of this course is twofold. The student will be introduced to the domain and method of philosophical inquiry. More specifically the student will examine in some detail the areas of epistemology and metaphysics. Epistemology is concerned primarily with the nature of knowledge and metaphysics is concerned with the nature of reality.

PHIL 120

Symbolic Logic I

3 credits, 3 hours lecture

A study of sentential logic, including translation, semantics, decision procedures and natural deduction followed by an introduction to predicate logic, concentrating on translation.

NOTE: Not open to students with credit in PHIL 220

PHIL 125

Practical Logic

3 credits, 3 hours lecture

Practical Logic refers to the elementary methods and principles for analyzing, evaluating and constructing arguments. The course will focus on theory, explaining the core concepts and theoretical tools necessary for proper philosophical reasoning. This theoretical study will provide an introduction to formal notation, syllogisms, informal fallacies, definitions and common argument forms. The course will also include instruction in the practical use of logic by explaining the skills and procedures used in sound argumentation. This practical exercise will provide basic instruction in writing arguments, evaluating media and applying diagnostic methods to reasoning as it occurs in contemporary debates.

PHIL 160

Contemporary Moral Issues

3 credits, 3 hours lecture

This course is an introduction to the elementary principles and methods of moral philosophy. An understanding of ethical theory will provide a foundation for discussion of contemporary moral issues. The objectives of the course are to provide the student with an understanding of the ethical theories which ground Western moral intuition and tradition, an appreciation of the methods employed by philosophers with respect to ethical controversies, an ability to critically assess moral arguments, and the skills needed to express moral arguments in oration, interactive dialogue and written essay.

PHIL 200

Metaphysics

3 credits, 3 hours lecture

This course examines basic questions concerning the nature of reality. Topics may include existence, materialism and idealism, freedom and determinism, appearance and reality, causality, identity, time and space, universals and particulars.

COURSE DESCRIPTIONS

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PHIL 205

Philosophy of Mind

3 credits, 3 hours lecture

This course is designed as an introduction to the central issues in the philosophy of mind. Topics to be considered include consciousness, self-knowledge, models of the mind, the mind-body problem, behaviourism and artificial intelligence.

PHIL 215

Epistemology

3 credits, 3 hours lecture

This course is designed to provide students with an adequate grounding in the central issues of epistemology, including such topics as the definition of knowledge, skepticism and the limits of human knowledge, the role of perception, memory, and reason as sources of human knowledge, relativism, truth, and the objectivity of knowledge. These and other epistemological issues will be studied through a close reading of three classic inquiries, Plato's Theaetetus, Russell's Problems, and Plantinga's Warrant. Each of these texts contains deep and abiding insights into the central epistemological question, "What is knowledge?" Students will be required to read difficult text, engage in philosophical seminar discussions and express their ideas through critical response essays.

PHIL 217

Biology, Society and Values

3 credits, 3 hours lecture

This course focuses on the philosophical and social impact of historical and contemporary topics in the biological sciences. Topics may include genetic engineering, human cloning, the social impact of the theory of evolution and other relevant issues.

PHIL 230

Greek Philosophy to Plato

3 credits, 3 hours lecture

This course will involve a survey of the thought of the ancient Greek world, which is the foundation of philosophy in the West. The course will cover the Pre-Socratics, Socrates and Plato. Topics may include the nature of reality, human happiness and ethics, whether knowledge is possible, whether the soul is immortal and other relevant issues.

PHIL 240

Descartes to Hume

3 credits, 3 hours lecture

This course is a survey of the main philosophical trends that occurred in the 17th and 18th centuries in European philosophy. Philosophers to be studied include Rene Descartes, John Locke, Gottfried Leibniz, Benedicto Spinoza and David Hume. By studying these figures students will become familiar with some of the key figures and knowledge that shaped the modern world.

PHIL 250

Contemporary Ethical Issues

3 credits, 3 hours lecture

An examination of ethical questions of right and wrong, good and evil, and application of ethical theories to practical issues.

PHIL 265

Philosophy of Science

3 credits, 3 hours lecture

This course is designed as an introduction to the central issues in the philosophy of science. Topics may include the problem of induction, demarcating science and non-science, the logic of discovery and justification in science, paradigm shifts and theory change, and the role of science in society.

PHIL 270

Introduction to Political Philosophy

3 credits, 3 hours lecture

This course introduces the student to the study of political philosophy. It will concentrate on such central figures in the history of political philosophy such as Plato, Aristotle, Hobbes, Locke, Rousseau, and Marx. Topics include the nature of justice, the nature and justification of political obligation, freedom and authority, and the social contract.

PHIL 317

Philosophy of Biology

3 credits, 3 hours lecture

This course focuses on core topics where the information provided by biology contributes to issues in philosophy. This can include topics such as issues in epistemology and the philosophy of science, the social repercussions of biological discoveries, and the application of biological theories to social issues.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

PHIL 333

Aristotle and Hellenistic Philosophy

3 credits, 3 hours lecture

This course focuses on the various philosophical theories that emerged from Aristotle to the Roman period. Theoretical positions to be considered include Aristotelianism, Stoicism, Epicureanism, Pyrrhonism and neo-Platonism. Issues to be considered include the nature of knowledge, the good life, and the nature of reality.

PHIL 355

Environmental Ethics

3 credits, 3 hours lecture

This course focuses on issues that arise due to our relationship with the environment. Topics to be considered may include the debate between anthropocentrism, psychocentrism and ecocentrism; climate change; private versus public solutions to environmental issues; and genetically modified foods.

PHIL 357

Philosophy of Religion

3 credits, 3 hours lecture

This course focuses on various topics in the philosophy of religion. These topics may include religious pluralism, proofs of God's existence, the problem of evil, the meaning and intelligibility in religious language, and religion and morality.

PHIL 375

Science and Society

3 credits, 3 hours lecture

This course is a broadly based introduction to the intellectual, cultural and social dimensions of science and their implications. Topics may include the impact of the Newtonian revolution, mechanism, materialism and Darwinism, the values of science, and the social aspects of science.

PHIL 382

Philosophy of Law: Social Issues

3 credits, 3 hours lecture

This course is an introduction to the philosophic study of law with particular emphasis upon the interconnectedness of law and morality. The course will investigate philosophical problems arising at the interface between the legal system and wider social life: problems of legal liability (harm as the limit of legal liability, legal paternalism, legal moralism), the nature of legal liability/responsibility (the mental element in legal liability), civil disobedience, punishment, and censorship.

PHIL 386

Philosophy of Health Care

3 credits, 3 hours lecture

This course involves a philosophical examination of various issues in health care. Topics may include rights to abortion, passive versus active euthanasia, research on human subjects, multi-tier versus single tier health care, allocation of medical resources, confidentiality, and consent.

PHYS 025

Physics 025

6 credits, 6 hours lecture

Main topics include triangle trigonometry, vectors and vector diagrams, space body diagrams, relative velocity, uniform acceleration, Newton's three laws, inclined planes, pulley systems, friction, work, power, energy, circular motion, interaction between bodies, and introduction to waves.

Alberta Education Course Equivalency: Physics 10 and Physics 20

Prerequisite: MATH 10C or equivalent or permission from the Program Chair

PHYS 030

Physics 030

5 credits, 6 hours lecture, 2 hours lab on alternate weeks

A review of Physics 025, followed by the study of electric and magnetic fields, electromagnetic radiation, and conservation of energy.

Alberta Education Course Equivalency: Physics 30

Prerequisite: PHYS 025 or equivalent or permission from the Program Chair

PHYS 114

The Universe from a Modern Perspective

3 credits, 3 hours lecture

This course is a qualitative survey of some of the interesting topics in modern physics. The concepts of physics are presented without the mathematical constructs that usually accompany them. Topics to be covered will include Classical versus Quantum views; order versus chaos; Newton's versus Einstein's Universe; Particles and Wave nature of matter; Radiation and Nuclear Energy.

Prerequisite: MATH 30-1 or MATH 30-2

NOTE: This course does not qualify as a prerequisite for 200 or higher level ASTRO, GEOPH, MA PH or PHYS courses. This course is not eligible as a first year physics requirement in Pre-Professional programs i.e. Pre- Med, pre- Dentistry.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

PHYS 124

Introduction to Motion

3 credits, 3 hours lecture, 3 hours lab

This is an algebra based physics course directed at students in the life and medical sciences. It discusses two distinct types of motion: motion of particles and collective motion (waves). A review of kinematics and dynamics; conservation of momentum and energy; vector forces and bodies in equilibrium; elasticity and fracture; vibrations; circular motion; waves; sound and light; optics; topics in modern physics.

Prerequisite: MATH 30-1, and PHYS 20 or equivalent (PHYS 30 strongly recommended)

NOTE: Credit may be obtained for only one of PHYS 101, PHYS 102 or ENPHY 131 or University of Alberta's PHYS 108, PHYS 124, or PHYS 144

PHYS 126

Fluids, Fields and Radiation

3 credits, 3 hours lecture, 3 hours lab

Physics 126 is a continuation of Physics 124. Fluid statics and dynamics, gases and kinetic interpretation; electrostatics; currents and circuits; magnetic field; electromagnetic induction; electromagnetic radiation (light) and its interaction with matter.

Prerequisite: PHYS 124

NOTE: Credit may be obtained for only one of PHYS 100, PHYS 1130 or the University of Alberta's PHYS 109, PHYS 126, or PHYS 146

PHYS 144

Newtonian Mechanics and Relativity

3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab

Introduction to vectors, kinematics in one dimension; Kinematics in two dimensions, Newton's Laws of Motion; Work and Energy, Impulse and Collisions, Relativity, J. Rotation of a rigid body about a fixed Axis.

Prerequisite: Mathematics 31, Physics 30

Co-requisite: Math 1113 or equivalent

NOTE: Credit may be obtained for only one of PHYS 124, PHYS144 or ENPH 131

PHYS 146

Fluids and Waves

3 credits, 3 hours lecture, 1 hour tutorial, 3 hours lab

Equilibrium and Elasticity, Fluid Statics and Dynamics, Simple Harmonic Motion, Mechanical Waves, Wave Properties of Light Reflection and Refraction, Interference, Diffraction, Quantum Mechanics.

Prerequisite: PHYS 124 or PHYS 144

Co-requisite: MATH 1115 or equivalent

NOTE: Credit may be obtained for only one of PHYS 126 or PHYS 146

PHYS 235

Engineering Physics

3 credits, 3 hours lecture

Fundamentals of technology including problem solving, dimensional analysis, significant digits, errors in measurement, and SI system of units will be covered. Course content includes: vectors, kinematics; Newton's Three Laws of Motion, friction, work, energy, power and efficiency, simple machines, impulse and momentum, temperature scales, and heat, expansion of solids and liquids, and calorimetry and heat transfer, wave theory and sound and optics.

PHYS 261

Physics of Energy

3 credits, 3 hours lecture

The course will focus on energy resources, human use of those resources, and some of environmental and health consequences. Topics include the nature of energy in its various forms; non-renewable resources, fossil fuels, and resource consumption; thermodynamics of combustion, energy conversion and efficiency; engines and refrigerators; heat transfer and home heating; electricity, hydro power and energy storage; radioactivity and nuclear energy; alternative and renewable resources. Course content is interdisciplinary, touching on aspects of chemistry, geology, and atmospheric science in addition to physics.

Prerequisite: PHYS 124 and PHYS 126, and MATH 1113

PHYS 1130

Wave Motion, Optics and Sound

3 credits, 3 hours lecture, 3 hours lab every second week

3.8 Engineering units for the University of Alberta Geometrical optics, optical instruments, oscillations, waves, sound, interference, diffraction, accompanied by related laboratory work.

Prerequisite: Math 30-1, Math 31 and Physics 30 *Co-requisite:* MATH 100 or equivalent

NOTE: PHYS 1130 is restricted to Engineering students.

PHYSI 261

Elementary Physiology

6 credits, 3 hours lecture

This introductory course in human physiology is intended for students in nursing and health-oriented programs. Its objective is the physiological processes which occur in the body, emphasizing how the many systems function and how balance among all the systems is maintained. Common pathologies will be referred to where appropriate as examples of disruptions in homeostasis. Morphological features will be discussed as necessary for an understanding of physiological processes.

Prerequisite: Biology 30 and Chemistry 30

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

PL SC 221

Introduction to Plant Science

3 credits, 3 hours lecture, 3 hours lab

Principles of plant science for use in agriculture, forestry and environmental sciences. Emphasis on vascular plants in an applied context. Topics include: plant structure and function; reproduction and development; and diversity and management of vegetation and crops.

PN 155

Nursing Foundations I: Introduction to Nursing

4 credits, 45 hours lecture, 15 hours lab

This is the first nursing theory course of the diploma practical nurse program, and in it several concepts and processes are introduced. These concepts are further developed and applied throughout the diploma practical nurse program. The theory course introduces the learner to nursing by exploring the healthcare in Canada, the history of nursing, and evolving role of the practical nurse. Values, ethics, legalities, and legislation that affect nursing practice in Alberta are also introduced. The learner will relate the roles and responsibilities of the practical nurse to the direction of the professional association and standards of nursing practice. The nursing metaparadigm and nursing theory are explained as major concepts in nursing. Students are introduced to the holistic approach to client centred care. Critical thinking and critical inquiry skills are developed as the student applies nursing knowledge to the delivery of quality, safe nursing care.

Co-requisites: COMM 103, PN 158, ANPH 100 and ANPH 101

PN 156

Nursing Foundations II: Basic Nursing

7 credits, 45 hours lecture, 60 hours lab

This is a combined nursing theory and skills course which builds on theory and skills learned purpose of this course is to prepare the student practical nurse for the continuing care practicum. Topics include the metaparadigm of nursing, safety, professionalism and leadership, but the focus shifts from the application of these concepts to self to applying these concepts to the client. Emphasis will be placed on using the nursing process, demonstrating critical thinking and critical inquiry, applying the concepts of self care, and setting priorities of care. Students will develop nursing care plans tailored to client needs, and will demonstrate effective documentation, mathematical calculations, communication, and client teaching skills. The lab setting will be used for students to apply theory, to practice skills, and to competently perform the selected nursing skills required for the continuing care practicum.

Prerequisites: PN 155, PN 158, ANPH 100, ANPH 101

Co-requisite: PHARM 130, PAPHY 105

PN 158

Health Assessment

4 credits, 30 hours lecture, 30 hours lab

The Health Assessment course introduces the student to assessment of a client's health status and the identification of normal structures and functions of the physical component of the adult. Overt deviations from the normal are included. This course prepares the student to gather the data by obtaining a health history and conducting a physical examination. The course includes theory and laboratory practice

Co-requisite: ANPH 100, ANPH 101

PN 160

Nursing Practice I: Continuing Care Practice

4 credits, 1960 hours practicum

This is the first nursing practice course and provides opportunities for the student to gain experience as a member of the interdisciplinary team by providing safe, holistic and evidence informed nursing care in a continuing care setting, following the standards of practice for a practical nursing student.

Prerequisites: ANPH 100, ANPH 101, HEED 102, COMM 103, PAPHY 105, PN 158, PN 155, PN 156, PHARM 130. Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, Clear Police Information Check (formerly known as a Criminal Record Check) and Vulnerable Sector Check, up-to-date immunizations, mask fit test, It's Your Move.

PN 200

Nursing Foundations III: Medical-Surgical Nursing

9 credits, 45 hours lecture, 90 hours lab

The focus of this combined nursing theory and skills course is on nursing care and related skills based on evidence-informed medical/surgical nursing practice. The student builds upon previous knowledge, related theory and skills in adapting the nursing approach of the care of the medical/surgical client using the nursing metaparadigm and the nursing process. The student continues to develop leadership skills through the experience of mentorship. A laboratory component is included in which students apply theory and practice nursing skills related to medical/surgical nursing, including intravenous medication administration. This course prepares the student for the medical/surgical clinical practicum.

Prerequisite: Successful completion of all first year courses

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

PN 201A

Nursing Practice II: Acute Care Practice – Medicine

4 credits, 155 hours practicum

Gain experience as a member of the health-care team in providing safe, holistic, nursing care based on best evidence to clients and families in an acute care medicine setting following the standards of practice for a practical nurse. This clinical course involves instructor supervised practice on an acute care medicine unit.

Prerequisites: Successful completion of all first year courses, Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, up-to-date immunizations, It's Your Move, PN 200.

PN 201B

Nursing Practice II: Acute Care Practice – Surgery

4 credits, 155 hours practicum

Gain experience as a member of the interdisciplinary health-care team by providing safe, holistic, and best-evidenced nursing care to clients in an acute care surgery setting following the standards of practice for a practical nurse. This course involves instructor- supervised clinical practice on an acute care surgical unit.

Prerequisites: Successful completion of all first year courses, Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, up-to-date immunizations, It's Your Move, PN 200.

PN 202

Nursing Foundations IV: Maternity Nursing

3 credits, 45 hours lecture

This nursing theory introduces the student to the childbearing family and the practical nurse's role in promoting, restoring, and maintain the health of the maternity client and her family. The student will use knowledge of the nursing process and the four concepts of the nursing metaparadigm to the care of the expectant family, before, during, and after the birth of the baby. The student will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the child-bearing family. The student will apply the collaborative interdisciplinary approach to maternity care. Assessment of family strengths, coping abilities, and life experiences are key to the practical nurse's role in health promotion. New developments in maternal and newborn care will be examined through addressing trends and issues in maternity care.

Prerequisites: Successful completion of all first year courses, PN 200

Co-requisite: PN 203, PN 205

PN 203

Nursing Foundations V: Pediatric Nursing

3 credits, 45 hours lecture

This theory course introduces the student to the pediatric client and their families. Theoretical concepts of assessment of the pediatric client related to growth and development are introduced. Pathophysiology, nursing care, communications, and health teachings techniques specific to pediatric clients and their families are discussed. This course builds on previous nursing knowledge and related theory, and assists the student in adapting nursing care for the pediatric client and their families through the use of nursing metaparadigm, nursing process, and growth and development theories. The student will apply the collaborative interdisciplinary team approach to pediatric care. Assessment of client and family strengths, coping abilities, and life experiences are key to the practical nurse's role in health promotion. New developments in pediatric care will be examined through addressing trends and issues in pediatric care.

Prerequisites: Successful completion of all first year courses, PN 200

Co-requisite: PN 202, PN 205.

PN 204

Nursing Foundations VI: Community Nursing

3 credits, 45 hours lecture

This nursing theory course provides the student with knowledge of theories on the family and community to promote the health and well-being of populations within the community. The course emphasizes the importance of collaboration between the interdisciplinary health care team, families, and communities to achieve safe, evidence informed community nursing practice. The student will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the family using the nursing metaparadigm and nursing process. Trends and issues in the care of families and communities will also be explored.

Prerequisites: PN 200, successful completion of all first year courses.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>Section Search on selfservice.keyano.ca

PN 205

Nursing Foundations VII: Mental Health Nursing

3 credits, 45 hours lecture

Explore legal and ethical considerations and social stigmas related to mental health and illness. Examine care based on best evidence related to clients and their families as they adjust to changes in functioning associated with mental health issues and related treatments. Build upon previous knowledge and related theory in adapting the nursing approach to the care and health promotion of mental health clients and their families using a nursing meta-paradigm and nursing process. Trends and issues in mental health nursing will also be explored.

Prerequisites: Successful completion of all first year courses, PN 200, PSYCH 106

PN 206

Nursing Foundations VIII: Transition to Practical Nurse Graduate

3 credits, 45 hours lecture

This final theory course of the program prepares the student for the final comprehensive placement from student to graduate. The student will explore working within the parameters of a health care organization, labour relations, and the professional association. The student will also learn about power, empowerment, contributing to successful teams, types of management and leadership styles, professional development, continued competence, attaining and maintaining professional licensure, lifelong learning, and quality improvement – all of which contribute to becoming a professional practical nurse in today's health care field.

Prerequisites: Successful completion of all previous courses

PN 207

Nursing Practice III: Focused Practice

3 credits, 116 hours practicum

Integrate your program knowledge, skills, attitudes, and judgements as you gain an understanding of the role of the practical nurse. Apply your knowledge and skills in a clinical experience involving three weeks of instructor-supervised or preceptored clinical practice in one of the following settings: community, rural, maternity, pediatric, or mental health.

Prerequisites: Successful completion of all previous courses, Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, Clear Police Information Check and Vulnerable Sector check, up-to-date immunizations

PN 208

Nursing Practice IV: Comprehensive Practice

4 credits, 155 hours practicum

Integrate your program knowledge, skills, attitudes, and judgements as you gain an understanding of the role of the practical nurse. Apply your knowledge and skills in a clinical experience in a four-week, preceptored clinical practice as you make the transition from student to graduate practical nurse.

Prerequisites: Successful completion of all previous courses, Alberta Health Services mandatory certifications, CPR Level C for Health Care Providers, Clear Police Information Check and Vulnerable Sector check, up-to-date immunizations

POLSC 101

Introduction to Government and Politics

3 credits, 3 hours lecture

This is the introductory course in Political Science. Students are encouraged to think critically about how their lives and the world are shaped by power, ideas, interests, rules, and laws. It is intended to provide students with general political awareness and insight, thus making them more informed about the world in which they live. The student will also develop an understanding of key political processes and institutions

POLSC 210

History of Political Thought

6 credits, 32 weeks, 3 hours lecture

This is the introductory course in Political Philosophy. It is intended to introduce students to the enduring questions and problems of political life. It proceeds through an examination of select texts of some of the greatest thinkers of Political Philosophy. A truly engaged reading of these texts can be the most liberating and humanizing of experiences. Through the study of these texts, the student's understanding of the political thought should deepen.

POLSC 220

Canadian National Government and Politics

6 credits, 3 hours lecture

This course provides a detailed introduction to Canadian government and politics at the national level. The course examines the institutions, roles, processes and policies of the national government. It is a core course in the Canadian field and is a prerequisite for almost all other courses in Canadian politics.

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

POLSC 221

Canadian Government

3 credits, 3 hours lecture

This course is designed to introduce students to Canadian politics and government. It gives non-political science majors some understanding of the major themes, issues and conflicts in Canadian political life. To this end, the course will examine the nature of the parliamentary system and the federal government, its evolution and current status and how this has been shaped by democratic politics in Canada. Emphasis will also be placed on the dynamics of federal-provincial relations and outstanding constitutional issues.

NOTE: POLSC 221 is not available to students who have taken or plan to take POLSC 100 or POLSC 220

POLSC 260

International Relations

6 credits, 3 hours lecture

An introduction to contemporary international relations that attempts to develop an understanding of political events at the international level. The course covers the nature of foreign policy, the dynamics of interactions between states, the causes of war, imperialism, and non-state actors. The course will be run as a seminar.

Prerequisite: POLSC 101 or permission of the Program Chair

NOTE: This is the core course in the field of international relations and a prerequisite for most 400-level courses in the field

POLSC 266

Politics of Globalization

3 credits, 3 hours lecture

The myths and realities of the so-called globalization of the international political economy; the historical organization of the global economy; the rise of transnational corporations; changing relations between the north and the south; new roles for the nation-state; and implications for democracy, citizenship, and political change. The rise of organized global discontent will also be addressed.

Prerequisite: POLSC 101 or permission of the Program Chair NOTE: Not open to students with credit in POLSC 110

POLSC 283

Issues and Trends in World Politics I

3 credits, 3 hours lecture

This course will introduce students to the study of global politics. Contending theoretical approaches to the subject will be examined, as will major trends in current global politics. Special attention will be given to the role of Canada in global politics.

POLSC 302

Classic Works of Political Thought

3 credits, 3 hour lecture

This course will examine critically some major works in Political Philosophy not normally covered in Political Science 210.

Prerequisite: POLSC 210 or permission of the Program Chair

POLSC 318

The Politics of Health Care in Canada I

1.5 credits, 3 hours lecture

This course examines the development of Canada's health care system, its legislative and philosophical grounds, as well as its financing and delivery.

NOTE: Open only to students in the Faculty of Nursing

POLSC 319

The Politics of Health Care in Canada II

1.5 credits, 3 hours lecture

This course examines current stresses in the Canadian health care system such as challenges to universality and alternative health delivery systems from a comparative perspective.

Prerequisite: POLSC 318

NOTE: Open only to students in the Faculty of Nursing

POLSC 332

Introduction to United States Politics and Government

3 credits, 3 hours lecture

The actors, institutions, and processes of American politics and governance, and the forces that influence them.

POLSC 365

Canadian Foreign Policy

3 credits, 3 hours lecture

This course analyzes Canadian foreign policy, particularly since the Second World War. The focus is on how both domestic and external forces influence the decision-making process.

POLSC 381

Issues and Trends in World Politics II

3 credits, 3 hours lecture

Selected issues and trends in world politics are examined. The course will examine how and why states and non-governmental actors (corporations, trans-national actors like Amnesty International, etc.) interact and manage issues including wars, terrorism, globalization, human rights, global poverty, and migration.

COURSE DESCRIPTIONS

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POLSC 391

Political Parties of Canada and Other Western Democracies

3 credits, 3 hours lecture

This course compares the political parties of Canada with those of some other Western democracies. Both the theoretical aspects of what parties ought to do and the practical aspects of how they do behave in the real world are considered.

Prerequisite: POLSC 220

PRO 005

Problem Solving: Critical Thinking Skills

2 credits, 2 hours lecture

Students will learn what it takes to be a critical thinker, and learn what they need to do to become one. Students will identify their values and attitudes, their thinking habits, what a thinking error is, and how to judge ideas. Students will learn how to use these skills at home, work and school.

PROC 101

Applied Science

4 credits

Topics include applied mathematics, elementary mechanics and elementary thermodynamics, mechanical drawing, administration, industrial legislation, workplace hazardous materials, plant safety and plant fire protection as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

PROC 102

Plant Services

4 credits

Areas covered are environment, material and welding, piping and valves, high pressure boiler design, high pressure boiler parts and fittings, high pressure boiler operation and feedwater treatment as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

PROC 103

Steam Generation

4 credits

Course includes prime movers and engines, pumps and compressors, lubrication, electricity, controls, instrumentation and computers, heating boilers, and heating systems as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part B Power Engineering.

PROC 104

Prime Movers & Auxiliaries

4 credits

Topics include heating boiler and heating system controls, auxiliary building systems, vapour compression refrigeration, absorption refrigeration, air conditioning, air conditioning systems, boiler maintenance and types of plants as identified in the Alberta Boilers Safety Association Reference Syllabus for 4th Class Part A Power Engineering.

NOTE: Work placement may be outside Wood Buffalo Region

PROC 105

Work Experience

12 credits

Six month paid work experience with industry.

Prerequisite: Completion of all 1st term courses.

NOTE: Work placement may be outside Wood Buffalo Region

PROC 210

Organic Chemistry

1 credit

Topics will cover the basics of oil sands chemistry, with an emphasis on basic organic chemistry. The chemistry of solids, fluids and vapours will be emphasized.

PROC 230

Introductory Process Instrumentation

1.5 credits

This course will introduce the student to the fundamentals of oil sands processes as well as the equipment used. Topics like controllers, pumping, exchangers, and control loops will be covered. Basic simulators and process lab equipment operation will also be covered.

PROC 232

Advanced Process Instrumentation

2 credits

This course covers the theory behind the equipment and the fundamentals discussed in the flow, measurement of pressure and flow, digital control systems, and introductory and advanced instrumentation simulators and automatic loop control.

PROC 235

Upgrading Processes

2 credits

Special topics unique to hydrocarbon processing will be discussed. Topics will include upgrading processes like distillation, fractionation, thermal cracking for cokers, hands-on lab, and computer simulators for hydrocarbon processing.

COURSE DESCRIPTIONS

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PROC 250

Environmental Management and Processes

1.5 credits

Topics will include environmental control practices and company responsibility and liability under environmental legislation.

PROC 260

Work Experience

12 credits

Six month paid work experience with industry.

Prerequisite: Completion of all second year courses

NOTE: Work placement may be outside of the Wood Buffalo Region

PROC 3100

Applied Science

4 credits

Topics include applied math, applied mechanics, thermodynamics, and applied science as identified in the Alberta Boilers Safety Association Reference Syllabus for the first paper of 3rd Class Part A Power Engineering.

PROC 3200

Plant Services

4 credits

This course teaches industrial legislation, codes, boiler calculations, fuels and combustion, piping, electrotechnology, electrical calculations, control instrumentation and fire prevention and plant safety as identified in the Alberta Boilers Safety Association Reference Syllabus for the second paper of 3rd Class Part A Power Engineering.

PSYCH 020

Psychology 20

5 credits, 5 hours lecture

This course will focus on personal psychology as a field of scientific research. It will engage learners in understanding personality, behavior, intelligence, emotional issues of adolescents, behavior disorders, heredity and environment, biological influences on behavior and understanding perception.

Alberta Education Course Equivalency: Personal Psychology 20

Prerequisite: Social Studies 10 or permission from the Program Chair

Co-requisite: ENGL 020 or 023 or permission from the Program Chair

PSYCH 030

Psychology 30

5 credits, 5 hours lecture

This course will focus on psychology as a scientific discipline and a vibrant research field. It will engage learners in the use of qualitative and quantitative data collection tools and research methods common to psychology and related social sciences. Learners will be acquainted with the use of statistics in the social sciences and an understanding of the ethical guidelines for human research will be emphasized. Examples of modern psychological research will also be examined as case studies. Students will have the opportunity to design and applied research project to show understanding of research principles.

Alberta Education Course Equivalency: Experimental Psychology 30

Prerequisite: Social Studies 10 or permission from the Program Chair

Co-requisite: ENGL 020 or ENGL 023 or permission from the Program Chair

PSYCH 103

Introduction to Psychology

3 credits, 3 hours lecture

This course provides an introduction to the study of human behaviour. Students are introduced to the history of psychology, its methods, and the current state of research knowledge. A wide range of topics will be surveyed, including learning, memory, perception, biological psychology, social psychology, psychological development in children, personality, psychological disorders, therapy, health psychology and ethics in research and clinical practice.

NOTE: Open to students enrolled in: the BScN degree, the Practical Nurse diploma, and the BSc in Environmental Science degree. Not open to students with credit in PSYCH 104 or 105.

PSYCH 104

Basic Psychological Processes

3 credits, 3 hours lecture

Psychology 104 provides an exciting introduction to the study of human behaviour. This course explores how people sense and perceive the world, learn and remember, think and solve problems, and experience different states of consciousness. We examine how these processes are linked to the workings of the central nervous system (brain). As psychology is a science, we develop an understanding of scientific methodology to facilitate investigation of these phenomena.

COURSE DESCRIPTIONS

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PSYCH 105

Individual and Social Behaviour

3 credits, 3 hours lecture

Psychology 105 builds on the content of Psychology 104 through the exploration of four aspects of human psychology including Intelligence, Developmental Processes, Social Psychological Processes, and Clinical Processes. This course examines the nature of intelligence, cognitive and social development throughout the life span, explores the social psychological aspects of a person with specific reference to the self, interpersonal, and group dynamics, and motivation and emotion. In addition, clinical areas of psychology relating to personality, abnormal behaviour, psychotherapy, and health psychology are examined. In Psychology 105, students continue to develop their understanding of scientific methodology through experimental research laboratories.

Prerequisite: PSYCH 104

PSYCH 106

Psychological Principles for Nursing

3 credits, 3 hour lecture

This course covers psychological principles and processes as they relate to nursing. Topics include research design and analysis, lifespan development, brain and behaviour, memory and cognitive processing, social psychological processes, personality, psychological disorders and their treatment.

NOTE: Open only to students enrolled in the Nursing Program. Not open to students with credit in PSYCH 104 or 105

PSYCH 213

Introduction to Research Methods in Psychology

3 credits, 3 hours lecture, 3 hours lab

Introduction to research methods and the application of statistical procedures in psychological science. Emphasis is on mastering fundamental scientific and technological skills associated with literature review, research design, experimental manipulation, data collection, data analysis, data presentation, data interpretation, and scientific writing. Topics to be studied include advantages and disadvantages of the experimental method, the logic, nature, and problem of control, basics of measurement and types of research designs. In addition, applications of such statistical techniques as the t-test, correlation, simple linear regression, chi square, and selected nonparametrics to the analysis of data obtained with elementary research designs, will be examined in laboratory sessions.

Prerequisite: PSYCH 104 and STAT 151 or equivalent

PSYCH 223

Developmental Psychology

3 credits, 3 hours lecture

Biological, cognitive, and social aspects of psychological development are examined in this course. Special emphasis is placed on prenatal development, infancy, childhood, and adolescence. Topics include heredity and environment, intellectual development and social development.

Prerequisite: PSYCH 104 and PSYCH 105

PSYCH 233

Theories of Personality

3 credits, 3 hours lecture

Why do people behave as they do? Are people free to choose their own behaviour, are they easily changeable, and are they basically rational beings? How does personality develop and how is it structured? Why do personality problems occur and how can they be solved? In Psychology 233 students will learn about several major paradigms that guide research and theorizing in the area of personality and offer answers to many intriguing questions about human nature. These approaches include the Psychoanalytic, the Neo-psychoanalytic, the Existential- Humanistic, and the Transpersonal paradigms.

Prerequisite: PSYCH 104 and PSYCH 105

PSYCH 238

Introduction to Forensic Psychology

3 credits, 3 hours lecture

This course will provide students with an in-depth introduction to the field of forensic psychology. Forensic psychology explores the relationship between psychology and the legal system, including the courts, prison, parole, and policing. Topics that will be discussed during the course include: offender profiling, forensic assessment, eyewitness testimony, expert testimony, jury decision-making, correctional assessment and treatment, violent offenders, spousal assaulters, sex offenders, risk assessment and mental disorder/criminal responsibility.

Prerequisite: PSYCH 104 and PSYCH 105

PSYCH 239

Abnormal Psychology

3 credits, 3 hours lecture

This course is a detailed introduction to Abnormal Psychology and psychopathology. The topics include distinction between normality and abnormality, diagnosis, etiology and treatment. The classification scheme (DSM IV) developed by the American Psychiatric Association is the basis on which various psychopathological categories are selected for discussion. Current topics such as community mental health, legal and ethical issues are also discussed.

Prerequisite: PSYCH 104 and PSYCH 105

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

PSYCH 241

Social Psychology

3 credits, 3 hours lecture

People are social beings who interact in a variety of ways. We present ourselves to and evaluate each other, influence the attitudes and behaviour of each other, and engage in relationships such as loving and hating, helping and hurting, cooperating and competing. This course covers these and other topics in the area of social psychology.

Prerequisite: PSYCH 104 and PSYCH 105 or PSYCH 103

NOTE: PSYCH 241 and SOCY 241 may not both be taken for credit

PSYCH 258

Cognitive Psychology

3 credits, 3 hours lecture

This course provides an overview of the field of cognitive psychology. Topics include information processing, attention, memory, language processing, reasoning and problem solving. The emphasis will be on developing an understanding of general theoretical concepts that provide a unification of existing evidence and motivate current research.

Prerequisite: PSYCH 104 and STAT 151

PSYCH 267

Sensation and Perception

3 credits, 3 hours lecture

This course is an introduction to the theoretical and experimental issues associated with the sensory and perceptual experience of the world. The main emphasis is on understanding basic perceptual phenomena, such as the relation between physical stimuli and behaviour/experience. To this end, we must consider: the nature of the physical stimuli; the anatomy and physiology of the sense organs and receptors; the anatomy and physiology of the neural paths from receptors to the brain; and how the brain processes sensory information.

Prerequisite: PSYCH 104 and STAT 151

PSYCH 275

Brain and Behaviour

3 credits, 3 hours lecture

This course is designed as an introduction to the area of Biopsychology. Its focus is the neurobiological bases of behaviour. The first half of the course deals with the anatomy of the nervous system, the physiology of nerve cells, neuroplasticity, and neuropharmacology. The second half examines the physiological mechanisms involved in perception and movement, motivation, emotion, learning, memory, sleep, and psychiatric disorders.

Prerequisite: PSYCH 104 and BIOL 30 (or equivalent)

PSYCH 282

Behaviour Modification

3 credits, 3 hours lecture

Psychology 282 introduces students to issues in the field of Learning and behaviour including principles and procedures of classical and operant conditioning. Students in this course will learn practical skills such as how to record behaviour, design, implement, and evaluate behaviour change plans. Much of the lecture materials comes from basic research, however, applied examples will frequently be used and application of principles will often be obvious.

Prerequisite: PSYCH 104, no exceptions or waivers.

NOTE: Not open to students with credit in PSYCH 281

PSYCH 296

Human Sexual Behaviour

3 credits, 3 hours lecture

Psychology 296 focuses on the examination of human sexual behaviour. Sexuality is an integral part of our lives. This course presents a scientific foundation for the understanding of the psychological, physiological, social and behavioural aspects of human sexuality. In addition to studying historical changes in sexual practices and attitudes, the course will review and evaluate current research, issues and concerns about sexuality in order to provide contemporary and relevant curriculum material. Topics include psychosexual development, gender roles, sexual orientation, sexual anatomy, alternate methods of reproduction, pregnancy/birth, contraception, sexually transmitted diseases, sex education, sexism, love and attraction, eroticism, sexual abuse, sexual dysfunctions, sex therapy, paraphilia, and sexuality through the life cycle.

Prerequisite: PSYCH 104 and PSYCH 105 or permission of Program Chair

PSYCH 321

Introduction to Industrial/ Organizational Psychology

3 credits, 3 hours lecture

Psychology 321 is an applied course designed to introduce students to the subject of Industrial/ Organizational Psychology. Through lectures, applied assignments, and guest speakers, students will examine research and applied topics of concern to Industrial/ Organizational Psychologists. Topics include legal issues in employee selection, job analysis and evaluation, employee selection techniques, performance appraisal, training systems, leadership, group behaviour and conflict, and communication.

Prerequisite: PSYCH 104 and PSYCH 105 or permission of Program Chair

COURSE DESCRIPTIONS

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PSYCH 375

History of Psychology

3 credits, 3 hours lecture

This course examines the history of psychology from the time of the early Greeks until the present.

Prerequisite: A 200-level psychology course. It is recommended that this course be taken by students who have successfully completed several psychology courses

PSYCH 390

Environmental Psychology

3 credits, 3 hours lecture

This course is the study of the interactions between people and the large-scale environments (places) in which they live, learn, work, and play. Topics will include place selection, travel behaviour, personal space, privacy, and the impact of climate, noise, crowding, interior decoration, and wilderness on mood and behaviour. Also discussed will be designing places to further such goals as preventing crime, increasing social interaction, improving worker performance, and improving morale of people in institutions.

Prerequisite: PSYCH 104 and PSYCH 105

PWELD11

Workplace Safety and Tools

3 credit, 15 hours

This course provides an introduction to the safety legislation, regulations, and industry policy related to Welding. Topics include the Occupational Health and Safety Act, regulations, and code; proper use of PPE; and work safe practices. Safety precautions for hand tools, power tools, oxy-fuel equipment, cutting processes, materials handling are also covered.

PWELD120

Welding Technology & Properties of Metal

5 credits, 80 hours

This course provides an introduction to reading and interpreting drawings, including the purpose and use of the drawings. Identification and interpretation of symbols, elements, and information obtained from drawings are also discussed. Additional topics covered within this course are electrical concepts, metal identification, effects of heat treatment, joint and weld types, distortion and methods of control, weld faults, steel hardfacing, and weld symbols.

PWELD130

GMAW, FCAW, MCAW and SAW

3 credits, 46 hours

This course will cover the selection of wire feed welding equipment and consumables, as well as the selection of shielding gases for the wire feed process. Set up, maintenance, and troubleshooting will also be covered. Learners will have the opportunity to perform fillet and groove welds on mild steel; welds on aluminum; FCAW and MCAW operations in multiple positions; GMAC, FCAW, and MCAW welds on mild steel pipe. The course will also cover the properties and principles of aluminum.

RELST 101

Introduction to World Religions: Western Religions

3 credits, 3 hours lecture

This course is designed to introduce the three major western religious traditions of Judaism, Christianity, and Islam. Students will be introduced to the historical development, basic beliefs, and contemporary practice of each of these major religions.

REN R 110

Natural Resource Measurement

3 credits, 3 hours lecture, 3 hours lab

This course is designed to introduce students to the principles and practices of measuring timber, water, range, wildlife, biodiversity, and recreation.

REN R 120

Woody Plants I

3 credits, 3 hours lecture, 4 hours lab

The identification, classification, distribution, habitat and basic ecology of trees, important shrubs and herbaceous species in forests of Alberta and Canada. There will be field trips to sites where living specimens can be examined. A plant collection is required.

REN R 250

Water Resource Management

3 credits, 3 hours lecture

This course encourages students to examine the global perspective of supply of and demand for water, basic hydrologic principles, concepts in water management, human intervention in the hydrologic cycle and environmental issues related to this intervention. The student will be expected to conduct library and/or field research and to report on their results.

COURSE DESCRIPTIONS

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SCIE 010

Science 010

5 credits, 5 hours lecture

This course is a grade 10 equivalency general science course designed to prepare students for entry into Biology 025, Chemistry 025, and Physics 025. It is especially recommended for those who have been away from high school science for 3 or more years. The course reviews basic concepts of math and science which are essential for success at the 025 level, including the metric system and the scientific method, while fostering a positive attitude toward the study of science and math.

Co-requisite: Grade 9 program of studies or equivalent or AFL 009 and AFM 009

SCIE 030

Science 30

5 credits, 6 hours lecture

Science 30 provides students an opportunity to investigate and analyse topics in the area of Biology, Chemistry and Physics, with a particular focus on environmental interactions. Topics include: electromagnetic field theory and its application in motors, generators and transformers; the impacts of acids and bases, organic compounds and air pollutants on aquatic and terrestrial ecosystems; and the principles of heredity and genetics and the immune and circulatory systems.

Pre-requisite: SCIE 010

Co-requisite: MATH 20-1, Math 20-2, or Math 20-3 or permission from the Program Chair

SOCY 020

Sociology 020

5 credits, 5 hours lecture

A study of human relationships, human behaviour, social institutions, culture, minorities, mass communication, populations, mass society, modern society, and the future of society.

Alberta Education Course Equivalency: Sociology 20

Prerequisite: ENGL 010 or ENGL 013

SOCY 100

Introductory Sociology

3 credits, 3 hours lecture

As an introduction to the discipline of sociology, this course will discuss and attempt to answer a number of fundamental questions about societies in general and Canadian society in particular. Some of these questions are: What is sociology and how did it emerge? What is culture and how it is transmitted? What are the sources of inequality and how does society deal with inequality? What are the functions of

social institutions such as family, economy, education and polity? How do population change, urbanization, social and political movements change the nature of society?

SOCY 101

Canadian Society

3 credits, 3 hours lecture

This course examines the development of Canadian society: including such topics as French-English relations, regionalism, relations with the USA, native rights, Canadian mosaic, inequalities, and conflicts.

SOCY 102

Social Problems

3 credits, 3 hours lecture

The objective of this course is to analyze the important social problems confronting industrial societies in general and North American society in particular. Determinants of social problems and their sustaining factors will be analyzed from a theoretical perspective. While the emphasis is on sociological explanations, an interdisciplinary approach will be used wherever applicable. Social problems surrounding major social institutions such as family, economy, education and polity as well as social issues related to inequality, environment, technology and deviance will also be dealt with in sufficient detail.

Prerequisite: SOCY 100

SOCY 212

Classical Social Theory

3 credits, 3 hour lecture

An exploration of foundational contributions and the relevance of the works of Marx, Weber, Durkheim and Simmel. This course emphasizes close reading of primary and secondary texts to cultivate reading, writing and reasoning skills.

Prerequisite: SOCY 100

SOCY 224

Sociology of Deviance and Conformity

3 credits, 3 hours lecture

This course will examine the processes involved in defining behaviour patterns considered to be deviant. Various biological, psychological, and more importantly sociological factors that influence conformity and deviance will be analyzed in detail. In addition, selected varieties of deviance such as alcoholism, drug abuse, sexual deviance, mental illness and public reaction to such deviances will also be discussed.

Prerequisite: SOCY 100 or SOCY 102 or permission of Program Chair

COURSE DESCRIPTIONS

NOTE: All courses listed may not be offered every academic year. To search for current offerings use *Catalog & Course Search*>*Section Search on selfservice.keyano.ca*

SOCY 241

Social Psychology

3 credits, 3 hours lecture

People are social beings who interact in a variety of ways. We present ourselves to and evaluate each other, influence the attitudes and behaviour of each other, and engage in relationships such as loving and hating, helping and hurting, cooperating and competing. This course covers these aspects of social interaction.

Prerequisite: One of SOCY 100, SOCY 102, PSYCH 103, or PSYCH 104 and PSYCH 105

NOTE: SOCY 241 and PSYCH 241 may not both be taken for credit

SOCY 251

Population and Society

3 credits, 3 hours lecture

This course is an introduction to demography in its formal and social aspects. The main focus of the course is the impact of demographic variables (fertility, mortality, and migration) on the size, composition and distribution of populations. Differing population concerns of more developed and less developed countries and their respective policy responses also will be analyzed in detail. In addition, the course will also introduce rudimentary methods of demographic analysis.

Prerequisite: SOCY 100

SOCY 260

Inequality & Social Stratification

3 credits, 3 hours lecture

This course is intended to provide a detailed theoretical and historical introduction to social stratification. Theoretical contributions of classical and contemporary sociologists will be the primary focus of the first part of the course. The second part will concentrate on the analysis of social inequality in Canada, with special emphasis on social mobility and poverty in Canada.

Prerequisite: SOCY 100

SOCY 261

Social Organization

3 credits, 3 hours lecture

This course is a theoretical (classical as well as contemporary) study of the process of social organization. Primary emphasis is on the emergence of social organization, its sources of stability, conflict and change.

Prerequisite: SOCY 100 or SOCY 102

SOCY 269

Introduction to Sociology of Globalization

3 credits, 3 hours lecture

This course is an introduction to the concept, processes and dimension of globalization and its possible consequences on societies North and South and on people inhabiting them. In addition, various theoretical perspectives on globalization and the possible alternatives to the process also will be examined.

Prerequisite: SOCY 100

SOCY 271

The Family

3 credits, 3 hours lecture

This course consists of the historical and cross-cultural study of the structure and functions of the family. The institutional characteristics and current trends in the family within contemporary societies are examined closely. Special emphasis is placed on current problems and issues regarding the Canadian family and its future prospects.

SOCY 301

Sociology of Gender Roles

3 credits, 3 hours lecture

This course is a study of gender roles from the perspective of social inequality. It will examine the explanations of gender differences from an interdisciplinary perspective, with particular emphasis on sociological explanations. A brief look at historical as well as cross-cultural gender inequalities will also be attempted. The primary focus of the course is on the gender differentiation which exists in major social institutions such as family, economy, polity, education and religion, with special reference to contemporary Canadian society.

Prerequisite: SOCY 100

SOCY 304

Sociology of Sports

3 credits, 3 hours lecture

This course examines the profound influence sports has on social life in Canada and in the global community. A number of theoretical perspectives will be utilized to analyze the impact of sports on societies. Inequalities (gender, social class, ethnicity, age, etc.) and deviances (illicit drugs, violence, sexual exploitation, gambling, etc.) in the context of sports will be the primary focus of the course. The impact of sports on various social institutions (family, education, economy, polity, religion, health care) also will be analyzed in detail. While the main emphasis is on North American society, the growing significance of sports in the global context also will be discussed.

Prerequisite: SOCY 100

COURSE DESCRIPTIONS

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SOCY 315

Introduction to Social Methodology

3 credits, 3 hours lecture

Research design, data collection and data processing techniques used by Sociologist. Topics include: research values and ethics, reliability and validity, experimentation, survey research techniques, historical methods, field research and content analysis.

Prerequisite: SOCY 210

SOCY 352

Population, Social and Economic Development

3 credits, 3 hours lecture

This course will analyze the close interrelationships that exist between economic, social and demographic variables in the developmental process of a country. While quantitative population problems of the Third World are the primary focus, education, health, aging and obesity, which are of significant relevance in advanced countries, will also be discussed in appropriate detail.

Prerequisite: SOCY 100

SOCY 363

Sociology of Work and Industry

3 credits, 3 hours lecture

Sociological analysis of the changing nature and content of work, its diversity of industrial contexts and organizational forms, and its consequences for individuals institution and society as a whole from Canadian and comparative perspectives.

Prerequisite: SOCY 100

SOCY 368

Canadian Ethnic and Minority Group Relations

3 credits, 3 hours lecture

This course examines the ethnic factor in Canadian society. Major theoretical concepts are used to explore immigration, ethnic diversity, ethnic relations and ethnic stratification. Selected case studies from other diverse societies provide a comparative perspective.

Prerequisite: SOCY 100 or SOCY 102

SOCY 375

Sociology of Aging

3 credits, 3 hours lecture

The purpose of this course is to examine the process of aging from social, cultural and demographic perspectives. The focus is on the social gerontological aspects of aging as opposed to the developmental aspects. The course will concentrate on the impact of aging on the self-concept of

the elderly, and how they and the institutions and activities in which they participate, are affected by the process of aging. While the primary emphasis of the course is on aging in Canada, the cross cultural issues will also be discussed in sufficient detail.

Prerequisite: SOCY 100 or permission of the Program Chair

SOCY 376

Sociology of Religion

3 credits, 3 hours lecture

This course is an introduction to the study of the Sociology of Religion. This course will concentrate on the analysis of religion as a social phenomenon, classical and contemporary theories of religion, nature and structure of religious organizations, relationship between religion and other social institutions, influence of religion in promoting and preventing social change, the role of religion in social integration and social conflict as well as a discussion of the future of religion in modern society.

Prerequisite: SOCY 100

SOILS 210

Introduction to Soil Science and Soil Resources

3 credits, 3 hours lecture, 3 hours lab

An examination of the elementary aspects of soil formation, soil occurrence in natural landscapes, soil classification, soil resource inventory, basic morphological, biological, chemical and physical characteristics employed in the identification of soils and predictions of their performance in both managed and natural landscapes.

Prerequisite: Must have completed a university-level course in life or natural sciences. A university-level chemistry course is strongly recommended

SOST 010

Social Studies 010

5 credits, 5 hours lecture

Students will explore multiple perspectives on the origins of globalization and the local, national and international impacts of globalization on lands, cultures, economies, human rights and quality of life. Students will examine the relationships among globalization, citizenship and identity to enhance skills for citizenship in a globalizing world. The infusion of multiple perspectives will allow students to examine the effects of globalization on peoples in Canada and throughout the world, including the impact on Aboriginal and Francophone communities.

Alberta Education Course Equivalency: Social Studies 10

Co-requisite: ENGL 010 or ENGL 013 or permission from the Program Chair

COURSE DESCRIPTIONS

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SOST 030

Social Studies 030

5 credits, 6 hours lecture

Social Studies 030 explores the origins and complexities of ideologies. Students will investigate, analyze and evaluate government policies and actions and develop individual and collective responses to contemporary local, national and global issues.

Alberta Education Course Equivalency: Social Studies 30

Prerequisite: ENGL 020 or ENGL 023, and SOCY 020 or SOST 010 or equivalent or permission from the Program Chair

SOWK 110

Introduction to Human Services and Basic Counselling

3 credits, 3 hours lecture

This course will introduce the student to the broad range of opportunities available in the Human Services field. Additionally, the course will introduce the student to basic professional counselling skills, preparing them to enter into a professional helping role

SOWK 120

Rural and Northern Practice

3 credits, 3 hours lecture

This course will explore the role of the social worker in Canadian rural, northern and remote communities and how urbanization and industrialization has impacted the development of these areas and its people.

SOWK 125

Social Work Practice from an Anti-Oppressive Perspective

3 credits, 3 hours lecture

In this introductory course, concepts that address oppression and oppressed people, from historical and contemporary perspectives, are applied to practice models. In particular, issues associated with internalized dominance and oppression are explored. Different anti-oppressive theories and perspectives are applied to provide a framework for practice. Students will use self-reflection and will share their own experiences to learn about strategies to promote anti-oppressive policy and practice.

SOWK 130

Addictions and Mental Health

3 credits, 3 hours lecture

This course will examine current addictions and mental health theories and the role of the social worker in these areas of practice. The learner will also explore the impacts addictions and mental health disorders have on individuals, families and communities.

SOWK 155

Practicum I

6 credits, 360 hours

The student will demonstrate competency of acquired theoretical skills as applied in a field placement. Practica are organized with consideration of relevant personal or practice backgrounds, learners' academic needs, areas of interest and organization fit. Subject to certain conditions, students may also complete their practicum in their workplace. As part of this course, learners will be supported through scheduled discussions with their practicum instructor and peers. This instructor-guided reflective, integration seminar is designed to support experiential learning.

Prerequisite: SOWK 201, 110, 130, 120, 125 & 220

SOWK 201

Introduction to Social Welfare and Social Work

3 credits, 3 hours lecture

This course will provide an opportunity for students to gain an understanding of social welfare in its broadest terms and the profession of social work within this realm. This course will introduce students to the professional values, ethics, knowledge bases, roles, responsibilities, fields of practice, and practice settings of social work; encourage students to critically examine their beliefs, values, and attitudes in relation to society of which they are members; and enable students to explore their individual interests within the profession of social work. The complexity of social issues and the concepts of diversity, empowerment, and advocacy will also be emphasized.

SOWK 210

Social Policy

3 credits, 3 hours lecture

This theory course provides in-depth knowledge and understanding of social policy and its relationship to and impact on human services work. Social policy concepts are discussed and then applied to a variety of Canadian and Indigenous policy issues and societal trends. The benefits and disadvantages of established social policies are examined from the perspectives of marginalized groups. Students are encouraged to raise issues and cite examples from their own experiences and to examine them in light of historical and current political realities

COURSE DESCRIPTIONS

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SOWK 220

Practice with Families

3 credits, 3 hours lecture

This course will explore theories and trends in family practice from a generalist approach. Students will obtain an understanding of family assessment, dynamics, development, and evaluation and how these concepts apply to different cultures and social systems. In addition, students will also explore the role of the social worker and how to apply various theories and concepts to practice.

SOWK 225

Social Work in Organizations

3 credits, 3 hours lecture

This course will assist students to identify and understand the role of social workers as managers within many types of organizations. Students will learn the importance of administration in organizations that provide social services and the relationship between services and the implementation of various policies. The course will also examine the structure and function of organizations, and the issues of development and change. Students will observe and comment upon the issues addressed by multicultural organizations and the challenges that staff in these organizations face. They will be able to understand the major functions of management and their relevance. Questions surrounding values and ethics in the workplace will be addressed. Attitudes and issues relevant to social work will also be examined in light of the different responsibilities of the social work manager.

SOWK 230

Community Development

3 credits, 3 hours lecture

This course will introduce the student to the basic principles, concepts, techniques, processes, history and models of community development from a Canadian social work perspective.

SOWK 235

Social Work with Groups

3 credits, 3 hours lecture

This course focuses on the processes and dynamics of group work in social work practice. The theoretical underpinnings of group work are explored with an emphasis on values and practices that differ across cultures and consequently impact group work. A variety of group types, phases of group development, intervention techniques, and leadership qualities are examined. Students will apply concepts of group work in the classroom and will have opportunities to practice with and observe groups.

SOWK 255

Practicum II

6 credits, 360 hours

The student will demonstrate competency of acquired theoretical skills as applied in a field placement. Practica are organized with consideration of relevant personal or practice backgrounds, learners' academic needs, areas of interest and organization fit. Subject to certain conditions, students may also complete their practicum in their workplace. As part of this course, learners will be supported through scheduled discussions with their practicum instructor and peers. This instructor-guided reflective, integration seminar is designed to support experiential learning.

Prerequisite: SOWK 155, 210, 225, 230

Co-requisite: SOWK 235

SPCH 207

Developing Professional Speaking Skills

3 credits, 3 hours lecture

This second-year communications course focuses on the development of students' skills in speaking to a variety of audiences. Students will apply principles of communication theory to plan effective presentations and to present technical information in a professional and polished manner. In addition, they will practice using current technology to support oral communication skills, and they will adopt presentation techniques for different listeners and situations.

Prerequisite: WRITE 103

SPE 005

Advanced Communication

2 credits, 2 hours lecture

This is a continuation of COM 005. Students will learn to enhance the communication skills introduced in COM 005. They will practice giving and receiving information clearly in home, school and workplace. They will learn to give short presentations. They will work on their assertiveness skills and increase their self-esteem. Personal rights and responsibilities will also be dealt with.

STAT 141

Introduction to Statistics

3 credits, 3 hours lecture

This course covers: random variables and frequency distributions, averages and variance, the binomial and normal distribution and elementary inference, the X² test for contingency tables, regression and correlation, and analysis of variance.

Prerequisite: MATH 30-1 or permission of the Program Chair

COURSE DESCRIPTIONS

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STAT 151

Introduction to Applied Statistics I

3 credits, 3 hours lecture, 2 hour lab

An introduction to descriptive statistics (including histograms, stem-and-leaf plots, and box plots), elementary probability, the binomial distribution, the normal distribution, sampling distributions and the central limit theory. An introduction to inferential statistics including estimation of population parameters and confidence intervals for means, hypothesis testing including both one and two sample tests, paired comparisons, one-way analysis of variance, chi-square test, correlation and linear regression analysis.

Prerequisite: MATH 30-1 or MATH 30-2

STR 005

Stress and Time Management Skills for School and the Workplace

2 credits, 2 hours lecture

Students will learn how to: organize their time, tell what should be done first, see how time can be wasted, and make up and use lists. Students will learn how to apply their skills to home, work and school. They will also learn how to identify effects of stress and learn some stress management techniques.

SUR 005

Academic Survival Skills

2 credits, 2 hours lecture

Students will learn how to: take tests, make notes, do research, and do homework. The SQ3R method will be taught. Students will learn how to control test-anxiety. Students will learn how to apply these skills in their courses.

WRITE 103

Scientific Writing

3 credits, 3 hours lecture

This course provides intensive writing practices to help students improve their ability to communicate clearly in writing. By studying examples and applying principles of scientific writing to a variety of contexts, students will develop their skills in writing expository, analytical, technical, and persuasive prose. They will also learn to analyze and evaluate argumentation and to apply those skills to their own written and oral presentations.

Prerequisite: ENGL 30-1

ZOOL 250

Survey of the Invertebrates

3 credits, 3 hours lecture, 3 hours lab

Invertebrate species constitute over ninety-five percent of the animal kingdom. The functional anatomy and life cycles of the major invertebrate taxa are examined in this course. Evolutionary histories and the relationships between the various groups are emphasized.

Prerequisite: BIOL 108

COLLEGE FACULTY AND STAFF

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2nd Class Power Engineer, BSc, MBA (Benin, Nigeria)
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Mines Ops Certificate
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Manager, Fort Chipewyan Campus
Aboriginal Education & Regional Stewardship

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3rd Class Power Engineering, RSE Millwright
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RSE Welder Recertification, RSE Steamfitter Pipefitter
Welding Instructor/Examiner
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BVoc/TecEd (Regina)
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Cail, Craig

RSE Millwright
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Learning Innovation & Library Services

Collins, Patricia

BSc, MSc, Ed Dip (Victoria)
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Upgrading

Corcoran, Dave

RSE Welder
Instructor, Heavy Equipment
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Cox, Ryan

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De Alwis, Handun N

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De Villiers, Dr. Jean-Pierre

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COLLEGE FACULTY AND STAFF

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Dionne, Richard

RSE Welder Instructor, Welding
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Dowling, Alan

RSE Heavy Equipment Mechanic
Instructor, HET
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BA, MSW (Manitoba), RSW
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Upgrading

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Fenerty, Allan

RSE Motor Mechanic, RSE Heavy Duty Mechanic
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Fitzpatrick, Cynthia

BScN (PEI), RN
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Upgrading

Fleming, Juanita

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Forrest, Kyle

RSE Electrician
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Fuentes, Cristina

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Upgrading

Gauthier, Tony

RSE Heavy Equipment Technician
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Gordon, Hugh

BA (Hon) (Queen's), MA, PhD (Victoria)
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Upgrading

Grantham, Sharon

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Instructor, Nursing & Allied Health
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Upgrading

Hennings, Norman

RSE Welder
Instructor, Welding
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Hill, Paul

2nd Class Operating Engineer, BA (South Florida)
Instructor, Power Engineering/Process Operations
School of Trades & Heavy Industrial

Houston, Adrian

RSE Carpentry, RSE Cabinetmaker
Instructor, Carpentry
School of Trades & Heavy Industrial

Howlett, Leslie

Certificate of Qualification Heavy Equipment Operator
Instructor, Trades Safety
School of Trades & Heavy Industrial

COLLEGE FACULTY AND STAFF

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Jacques, Jane

BEd, MA (Alberta)
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Kennedy, Christel

BA, BEd (Memorial)
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Lovell, Larry

RSE Welder
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School of Trades & Heavy Industrial

Lowndes, Janet

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Chair, Aboriginal Education & Regional Stewardship

Luedee, Patricia

RSE Electrician, Master Electrician
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Lysak, Tania

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MacDougall, Donna

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MacLennan, Tom

RSE Millwright/Machinist
Instructor, Millwright
School of Trades & Heavy Industrial

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Upgrading

Marsh MacDougall, Kortnie

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Upgrading

Marsh, Robert

3rd Class Power Engineering
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McCurdy, Shawn

RSE Steamfitter Pipefitter, RSE Plumber, 2nd Class
Gasfitter
Instructor, Steamfitter/Pipefitter
School of Trades & Heavy Industrial

McGladdery, Kevin J

RSE Certified B Pressure Welder & Boiler Maker
Instructor, Welding
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McGreggor, Mark

RSE Crane & Hoisting - Mobile Crane
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Parisian, Chester

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Upgrading

Rondot, Gerri

BComm (Hons) (Ontario), MBA (Davenport), BA
Instructor, Business
School of University Studies, Career Programs & Academic
Upgrading

Rose, Crystal

BN (Memorial), RN
Instructor, Nursing & Allied Health Studies
School of University Studies, Career Programs & Academic
Upgrading

Ross, Douglas R

BA, BEd (Alberta), MA (Gonzaga), Dip Inclusive Ed.
(Athabasca)
Instructor, College & Career Prep
School of University Studies, Career Programs & Academic
Upgrading

Roth, Doris

RN, BScN (Alberta), MN (Queensland)
Instructor, Nursing & Allied Health Studies
School of University Studies, Career Programs & Academic
Upgrading

Roy, Robert M

RSE Mobile Crane Operator
Instructor, Crane & Hoisting Equipment Operator
School of Trades & Heavy Industrial

Schindbeck, Tristan

BScN (Saskatchewan)
Instructor, Nursing & Allied Health Studies
School of Health, Wellness and Human Services

Schlender, Randolph

RSE Certified Millwright
Heavy Equipment Technician & Machinist
Instructor, Millwright
School of Trades & Heavy Industrial

Schmidt, Sarah

BA (Waterloo), MLIS (Western Ontario)
Information Librarian
Learning Innovation & Library Services

Schock, Dr. Danna

BSc (Lethbridge), MSc (Regina), PhD (Arizona)
Instructor, University Studies
School of University Studies, Career Programs & Academic
Upgrading

Schwab, Erin

BFA, MFA (Alberta)
Instructor, University Studies
School of University Studies, Career Programs & Academic
Upgrading

Seaward, Terry

RSE Industrial Mechanic
Instructor, Millwright
School of Trades & Heavy Industrial

Simpson-Szpak, Catharine

RN, BA (McMaster), MN (Queensland)
Coordinator, Practical Nurse
Instructor, Nursing & Allied Health
School of University Studies, Career Programs & Academic
Upgrading

Smith, Dr. David

BSc (Maine), MSc (Alberta), PhD (Saskatchewan)
Instructor, University Studies
School of University Studies, Career Programs & Academic
Upgrading

Smith, Michael

BA (Hon), MA, PhD (York)
Instructor, University Studies
School of University Studies, Career Programs & Academic
Upgrading

COLLEGE FACULTY AND STAFF

Sparkes, Louis

3rd Class Power Engineer, RSE Heavy Equipment Technician
Instructor, Heavy Equipment Technician
School of Trades & Heavy Industrial

Stacey, Darren

RSE B Pressure Welder, Steamfitter/ Pipefitter
Chair, Welding/Steamfitter/Pipefitter
Instructor, Welding/Steamfitter/Pipefitter
School of Trades & Heavy Industrial

Starkes, Arlene

RN, BSc, BN (Memorial)
Instructor, Nursing & Allied Health Studies
School of University Studies, Career Programs & Academic Upgrading

Thomas, Timothy

RSE Electrician
Instructor, Electrical
School of Trades & Heavy Industrial

Thompson, Dr. Vincella

BA, BEd (Western), MA (San Diego), PhD (Capella, Minnesota)
Dean
School of University Studies, Career Programs & Academic Upgrading

Turner, Lisa

BEd (New Brunswick), MEd (Alberta)
Chair/Instructor, College & Career Prep
School of University Studies, Career Programs & Academic Upgrading

Vezina, Denis J

Instructor, Haul Truck
School of Trades & Heavy Industrial

Weldon, Timothy

RSE Electrician, RSE Instrumentation
Instructor, Electrical
School of Trades & Heavy Industrial

Wenaus, Pam

BA (Regina), Advanced Cert. (SIAST)
Instructor, Office Administration
School of University Studies, Career Programs & Academic Upgrading

Wills, Kevin B

RSE Heavy Equipment Technician, Automotive Service Technician
Instructor, Heavy Equipment Technician
School of Trades & Heavy Industrial

Wilson, Scott

RSE Crane Operator
Instructor, Crane & Hoisting Equipment Operator
School of Trades & Heavy Industrial

Young, Mark

BA (Branden), MA (Philosophy), PhD (Ottawa)
Instructor, Political Science
School of University Studies, Career Programs & Academic Upgrading

Zukic, Nermin

Ed. D. (Columbia), MBA (Western)
Instructor, Business
School of University Studies, Career Programs & Academic Upgrading

GLOSSARY

ACADEMIC SCHEDULE A schedule of events and deadlines important to students and prospective students covering the period of the College's academic year, July 1 to June 30.

ACADEMIC YEAR The term used to describe the twelve-month period from July 1 of one year to June 30 of the following year.

ADMISSION OR READMISSION acceptance of a person (who has formally applied to attend the College) into a specified program.

ADMISSION REQUIREMENTS Sometimes called entrance requirements, are the academic background required for admission to a program of study at the College. Some examples of admission requirements are: a high school diploma, letters of reference and Mathematics 30.

ALBERTA RESIDENT A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been a continuous resident in the Province of Alberta, the Yukon, the Northwest Territories or Nunavut for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year residence period shall not be considered broken where the admission office is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a fulltime student. Applicants on study permit cannot establish residence during a period as a full-time student in an Alberta secondary or postsecondary institution because a stay under study permit is considered to be a visiting period.

ALUMNUS A former student or graduate of the College.

AUDITING STUDENTS Students permitted to attend individual courses on the understanding that, except with the permission of the instructor, they may not participate in the class discussion. No assignments or examinations are required and no credit will be granted for the course. Change in classification from an Auditing student to a Regular student is permitted only within the first two meetings of the class.

CALENDAR An annual publication of academic regulations, schedules, programs of study and course descriptions.

CERTIFICATE The recognition awarded to a student who has completed all the requirements of a designated program that is normally the equivalent of eight months (two semesters) of full-time studies.

CHALLENGE EXAMINATION Students who have acquired skills or knowledge through experience and/or related courses which are relevant to the content of a course offered at Keyano College may be granted credit for such a course by requesting and passing a challenge examination.

CLINICAL Hands-on experience in a specified Nursing & Allied Health Studies program.

CONDITIONAL STUDENTS Students admitted to a credit program with the conditions that transcripts or other documents are provided to confirm admission requirements are met. Conditions must be cleared prior to the start of classes or the offer of conditional acceptance may be revoked.

CONTINUING STUDENT A student enrolled in one or more semesters of the previous academic year.

CONVOCATION The ceremony to celebrate with those students who successfully completed their programs and satisfied the College's graduation requirements.

CO-REQUISITE The requirement, usually a course, students must take at the same time they are taking another course.

COURSE LOAD The number of courses a student is expected to take while in attendance in a given semester of a program.

CREDIT COURSE A course that carries credit toward a certificate, diploma, or program of studies.

CREDIT The quantitative measure or weight assigned to the amount of learning a student receives through a combination of lectures, tutorials, labs etc.

DEFERRED FINAL EXAMINATIONS An examination written by a student, in accordance with College policy, subsequent to the regular time of writing.

DEPARTMENT The administrative unit of the College responsible for the academic functions of a program of study.

DIPLOMA The recognition awarded to a student who has completed all the requirements of a designated program that is normally 16 months of full-time studies spread over two years (four semesters).

DROP PERIOD Students may drop or delete courses before classes start or within the first 1/8 of their semester or session. Dropped courses do not appear on the official transcript.

GLOSSARY

ENTRANCE REQUIREMENTS Sometimes called admission requirements, are the academic background required for admission to a program of study at the College. Some examples of admission requirements are: a high school diploma, letters of reference, Mathematics 30.

FALL SEMESTER Sometimes referred to as the Fall Term is the period of the academic year which runs from September to December.

FEES The dollar value set, normally annually, by the Board of Governors and used in the calculation of instructional fees. Fees quoted normally include tuition and other charges for instruction and do not normally include textbook charges.

FULL-TIME STUDENT Students taking 60% or more of the full program load in each term are classified as full-time.

GRADE POINT A weighted value assigned to the grade a student receives in a course, obtained by multiplying the grade received by the course credits. This value is used in calculating grade point average.

GRADE POINT AVERAGE (GPA) A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total credits attempted.

GRIEVANCE A claim or complaint by a student that a College unit has reached a decision which is not in keeping with College policy or has taken an erroneous action which adversely affects the student.

HIGH SCHOOL EQUIVALENT Academically equal to high school diploma, subject or course.

INSTRUCTIONAL DAY Any day classes are held.

INSTRUCTOR Sometimes called a faculty member or teacher qualified to teach at the College.

INTAKE Defines when students may start a program that is not offered on a semester format.

INTERNATIONAL STUDENTS Students that are citizens or residents of another country who have a valid student authorization to study in Canada.

LABORATORY A scheduled class meeting time separate from the normal lecture hours. The laboratory is set aside for practical learning, such as experiments or solving problems. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture.

LECTURE In lecture classes, students attend regularly scheduled classes and the instructor lectures on class material.

MATRICULATION – UNIVERSITY STUDIES

Students are those who are not eligible for University Studies or other post-secondary programs due to missing high school pre-requisites. Students are registered as matriculation students and pay fees in accordance with the courses they are taking.

MATURE STUDENTS An individual who meets one of the following criteria with or without a completed high school diploma: (1) have been out of school for at least three consecutive years; or (2) are at least 21 years of age.

NON-CREDIT COURSES Courses not recognized for credit towards a Keyano College credit program.

OPTION Refers to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

PARCHMENT The award received for successful completion of a curriculum of studies that is recognized by a certificate, diploma or degree.

PART-TIME STUDENT A student who is registered in less than 60% of the full program load is classified as a part-time student.

PLACEMENT ASSESSMENT An assessment to determine the student's level of academic competence in a particular subject like English or Mathematics. Not normally used to determine admissibility to a program.

PRACTICUM A course of study involving supervised practical work experience.

PREREQUISITE A course that must be successfully completed before another course can be taken.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR) Defined as awarding credit for learning which has taken place outside of post-secondary institutions. PLAR provides a way of recognizing learning which has taken place on the job, in employment based training, or in a variety of experiences outside of the workplace.

PROBATIONARY STUDENTS admitted subject to meeting specific requirements of academic achievement or behavioural performance. Students who meet the conditions of their probation will become Regular Students. Students who do not meet the conditions of their probation may be required to withdraw from the College for at least one semester.

GLOSSARY

PROGRAM An approved group of related courses leading to a diploma or certificate.

REGISTRATION The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

REGULAR STUDENTS Admitted to a credit program on the basis of meeting the entry requirements, or having satisfied a provision of admission, or having successfully completed a probationary period.

REQUIRED COURSES Often called compulsory or core courses, these are specific courses in a program that must be completed to meet graduation requirements in a program.

RESIDENCY REQUIREMENT The minimum number of Keyano College courses or credits that must be completed to fulfill a program's requirement or meet graduation requirements.

RETURNING STUDENT A student who is returning to the College after an absence of a minimum of one academic year.

SEMESTER Often known as an academic session or term. Each academic year at the College is divided into periods of time called semesters.

SENIOR LEVEL COURSES Courses intended for students in their second or third year of study.

SPECIAL STUDENTS A student admitted to individual credit courses but not to a credit program. Students may take up to four credit courses at one per term at which time their performance will be reviewed. Special Students are not eligible to receive a certificate or diploma.

SPRING SEMESTER Sometimes referred to as the Spring Term is the period of the academic year which runs from May to June.

STATEMENT OF MARKS A statement or report card of a student's academic record for a term or semester of study.

SUMMER SEMESTER Sometimes referred to as the Summer Term is the period of the academic year which normally runs from May to August.

STUDENT ADVISOR Sometimes called an academic advisor is an Office of the Registrar staff member who helps students select courses that will satisfy graduation requirements for the student's program.

TRANSCRIPT A statement or report card of a student's entire official academic record bearing the original signature of an authorized member of the Registrar's staff and the official seal of the College.

TRANSFER CREDIT credit awarded for courses successfully completed at another accredited or recognized college, university or technical institute. Transfer credit is only given when the knowledge an applicant acquired through previous study is almost identical or equivalent to that which would be gained in one of the credit courses at the college.

TUTORIAL The small group discussion portion of a larger class which may be led by an instructor or by a tutorial assistant. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates.

UNIVERSITY TRANSFER COURSES These are courses delivered by the College and recognized for credit by Alberta universities as listed in the Alberta Transfer Guide published annually by the Alberta Council on Admissions and Transfer.

VISA STUDENT A student studying on visa while in Canada.

VISITING STUDENTS Admitted on the basis of a letter of permission from another institution, with the intention of transferring Keyano College credits back to the home institution.

WINTER SEMESTER Sometimes referred to as the Winter Term, is the period of the academic year which runs from January to April.

WITHDRAWAL PERIOD Students who withdraw between 1/8 and 3/4 the length of a semester or session will receive a grade of "W" (Withdrawal) in their course(s) which will appear on the official transcript, but is not calculated in the GPA (grade point average).

WITHDRAWAL The voluntary cancellation of registration in a course or a full semester of courses by a student who completes and submits to the Office of the Registrar a "Withdrawal" or "Change of Registration" form. The deadlines for students to have registrations "dropped" or "withdrawn" are noted in the Academic Schedule.

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