

School of Arts, Science, Business & Education

ACADEMIC FOUNDATIONS

• CERTIFICATE

Suspended, not accepting applications for 2016-2017.

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. Students should have funding in place prior to coming to school. 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 typical 16-week semester with primary 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 and the Adult Learner	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

See page 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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TO APPLY

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SPONSORED BY:



• CERTIFICATE

eCampus Alberta

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 Available through E-Campus Alberta:

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 a Program Coordinator 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 12 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 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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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

- High School Diploma, or equivalent, with a grade of 60% in English 30/30-1 or permission of the Chair.
- 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 12 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 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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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 87. 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 89)

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.

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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 74). 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		

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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 89)

See General Admission Requirements on page 87.

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 89)

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.

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 87.

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 12 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 12 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, with the next intake being 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.

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 full 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.

FOR FURTHER INFORMATION

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TO APPLY

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BACHELOR OF PHYSICAL EDUCATION

Suspended, not accepting applications for 2016-2017.

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 89)

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 89)

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 Development	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

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 89)

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

COURSE	COURSE TITLE	CREDITS
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

FOR FURTHER INFORMATION

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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 93)

See General Admission Requirements on page 87.

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 89)

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 87.

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 57).

BACHELOR OF SCIENCE MAJORS

General Major

The Bachelor of Science degree with a General Major in the Sciences at the University of Lethbridge requires students to choose three disciplinary streams from the following list:

- 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.

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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 89)

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.

BACHELOR OF SCIENCE IN ENGINEERING

Common First Year Program Course Pattern

COURSE	COURSE TITLE	CREDITS	U OF A UNITS
Year 1: 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
ENGL 121 or ENGL 124	Literature in Historical Perspective or Literary Analysis (or complementary Studies elective)	3	
Year 1: 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

FOR FURTHER INFORMATION

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• 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 entrance requirements for the Environmental Technology Diploma to enter year 1 (page 80).

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

See pages 118 to 199 for an alphabetical list of course descriptions.

FOR FURTHER INFORMATION

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School of Arts, Science, Business & Education
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 89)

See General Admission Requirements on page 87.

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 89)

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 201 (3*) or equivalent
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

FOR FURTHER INFORMATION

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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:
 1. the completion of the above Math and English courses only (with the grades specified) or
 2. pass mark on the College Entrance Test (Contact the Office of the Registrar at 780-791-4801 to arrange to write this exam) or
 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 12 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. Other transfer options beyond what is mentioned in this calendar are likely available. Please contact the Program Chair for more information.

1. **NAIT, Edmonton, AB**
Bachelor of Business Administration
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.

School of Arts, Science, Business & Education
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 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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TO APPLY

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 Keyano College
 8115 Franklin Avenue, Fort McMurray, AB T9H 2H7
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**BACHELOR OF BUSINESS
ADMINISTRATION**

See page 58 for the collaborative degree program offered for the Bachelor of Business Administration (Management).

BACHELOR OF EDUCATION

See page 60 for the collaborative degree program offered for the Bachelor of Education.

**BACHELOR OF SCIENCE IN
ENVIRONMENTAL SCIENCE**

See page 72 for the collaborative degree program offered for the Bachelor of Science in Environmental Science program.

BACHELOR OF SCIENCE IN NURSING

See page 91 for the collaborative degree program offered for the Bachelor of Science in Nursing.

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.

Keyano offers three streams of math, each of which is designed to prepare learners for distinct academic and career fields. Learners are advised to choose the stream of math which best prepares them for their career choice. Student Advisors, counsellors and Program Chairs can assist a learner to identify the best stream and level in which to enrol.

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 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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TO APPLY

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• 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 with the School of Career and Education Access at 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 118 to 199 for an alphabetical listing of all course descriptions.

FOR FURTHER INFORMATION

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Regional Campuses

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SPONSORED BY:



- DIPLOMA
- CO-OP 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 (to be offered on campus at Keyano College beginning September 2016) 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

- Applicants must possess an Alberta High School Diploma or equivalent with:
 - English 30-1/30
 - Math 30-1
 - Chemistry 30
 - Biology 30
- 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 12 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 118 to 199 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.

FOR FURTHER INFORMATION

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TO APPLY

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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 12 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 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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TO APPLY

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OFFICE ADMINISTRATION

• CERTIFICATE

• DIPLOMA

Suspended, not accepting applications for 2016-2017.

• CO-OP DIPLOMA

Suspended, not accepting applications for 2016-2017.

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 – Suspended, not accepting applications for 2016-2017

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 12 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

Graduates of the Office Administration Diploma Program are eligible for transfer to:

1. **Athabasca University, Athabasca, AB**
Bachelor of Professional Arts – Communications
2. **Concordia University, Edmonton, AB**
Bachelor of Commerce
3. **University of British Columbia, Okanagan, BC**
Bachelor of Management

Program of Study

COURSE	COURSE TITLE	CREDITS	
Year 1: Certificate		16	
Term I (September - December)			
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		16	
Term II (January – April)			
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

Suspended, not accepting applications for 2016-2017

COURSE	COURSE TITLE	CREDITS
Year 2: Diploma (Suspended for 2016-2017) 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) * For approved options see specialization courses. Only one option is necessary to graduate without specialization.		3

Specialization Courses - Suspended for 2016-2017

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

Accounting Specialization – Suspended, not accepting applications for 2016-2017

(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 – Suspended, not accepting applications for 2016-2017

(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-.

CO-OP DIPLOMA - Suspended, not accepting applications for 2016-2017.

Students interested in Co-op Education must first enter the Office Administration Diploma program as regular full-time students. Students will be eligible to enter Co-op Education in the year in which they will complete all first year courses in Office Administration, provided that the student has maintained a sessional GPA of 2.0 or higher. This work term will be May to August. See page 48 for more information.

COURSE	COURSE TITLE	CREDITS
OA 208	Accounting II	3

Course Descriptions

Please see pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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TO APPLY

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• CERTIFICATE

Under review, not accepting applications for 2016-2017.

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 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION

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TO APPLY

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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

Mount Royal University

- Bachelor of Science in Environmental Science

University of Alberta

- Bachelor of Education in Elementary Education
- Bachelor of Science in Nursing

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 118 to 199. 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
- 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
- Mathematics 30-2 (acceptable for some programs)
- 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.

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 12 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.

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 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 89).

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

FOR FURTHER INFORMATION

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