

# ABORIGINAL ENTREPRENEURSHIP

SPONSORED BY:



## • CERTIFICATE

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

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

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

### Online Courses

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

### Admission Requirements

Applicants must possess an Alberta High School Diploma or equivalent, or meet mature student status.

### Mature Students

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, other workplace experience, or based on current entrepreneurial ventures.

All applicants must meet with the Chair to be accepted into the program, must have internet access and must have access to a computer 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 14 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 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

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

### TO APPLY

#### Office of the Registrar

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

# School of University Studies, Career Programs & Academic Upgrading

## ACADEMIC FOUNDATIONS

### • CERTIFICATE

#### ***Suspended, not accepting applications for 2018-2019.***

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

#### **ENTRY LEVEL**

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

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

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

#### **Program of Study**

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

#### **Graduation Requirements**

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

#### **INTERMEDIATE AND ADVANCED**

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

Graduates of the Advanced level may progress to College Preparation.

#### **Admission Requirements**

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

#### **English Language Proficiency**

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

#### **Admission Process**

See Application Procedures on page 10.

#### **Graduation Requirements**

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

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

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

#### **Program of Study**

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

#### **Graduation Requirements**

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

## ACADEMIC FOUNDATIONS

### STUDENT SUCCESS SEMINARS

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

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

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

#### Clearwater Campus

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

#### Fort Chipewyan

Michael Becker, Manager  
780-697-3767

### TO APPLY

#### Office of the Registrar

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

# ART AND DESIGN

## • CERTIFICATE

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

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

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

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

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

### Admission Requirements

High School Diploma, or equivalent, with a grade of 60% in English 30/30-1 or permission of the Chair.

### Mature Students

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 14 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

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

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 104	Introduction to Critical 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 103	Case Studies in Research	3

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

Louis Dingley, Chair  
780-791-4832  
[louis.dingley@keyano.ca](mailto:louis.dingley@keyano.ca)

### TO APPLY

#### Office of the Registrar

Keyano College  
8115 Franklin Avenue  
Fort McMurray, AB T9H 2H7  
780-791-4801  
1-800-251-1408  
[keyano.ca](http://keyano.ca)

# BACHELOR OF SCIENCE IN NURSING



## • BACHELOR OF SCIENCE IN NURSING (BScN)

### **Clearwater Campus**

#### **BACHELOR OF SCIENCE IN NURSING**

The Keyano College Nursing department in collaboration with the University of Alberta offers a four-year baccalaureate program at Keyano College. Upon graduation, students will be prepared to write the Canadian Registered Nurse Examination.

Although this program is based on the curriculum of the University of Alberta Collaborative Baccalaureate Nursing program, it is unique in its emphasis on health promotion and wellness.

Students will receive clinical nursing experience each term in a variety of settings (including community and institutional experiences). In addition to working days, students may be required to work some evening, nights and weekend shifts in the clinical settings.

A student graduating from the baccalaureate program will be awarded a Bachelor of Science in Nursing (BScN) from the University of Alberta.

#### **Admission Requirements**

- A minimum overall average of at least 70% (60% in English required) in five appropriate matriculation subjects, with no mark below 50%.
  - Required subjects are:
    - English 30-1
    - Biology 30
    - Chemistry 30 or Science 30
    - One of Math 30-1, 30-2 or Math 31
    - Subject from Group A, B or C
- The student is required by Alberta Health Services to provide the educational institution with a Police Information Check and Vulnerable Sector Check one time, provided the student maintains enrollment in the program with no lapse of more than two (2) consecutive full terms.
- Three letters of reference.

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

When a Police Information Check shows any one or more

boxes checked off indicating that information “may or may not exist”, the student will be directed to consult with Chair of the Nursing and Allied Health Services Department for further information.

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

#### **Clinical Requirements**

- CPR certification at the Health Care Provider level dated no earlier than April 30th. Evidence of recertification in each subsequent year is required.
- Up-to-date immunization record provided to Health Services.
- N95 Respiratory Mask Fit testing.

#### **Mature Students**

Applicants over 21 years of age must present an overall average of at least 70% with no mark below 60% in English 30-1 and no mark below 50% in Chemistry 30 OR Science 30, and Biology 30

Also See University Studies - General Admission Requirements on page 90.

#### **English Language Proficiency**

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

See page 14 for other ways to meet the English Language Proficiency.

#### **Spoken Language Proficiency Requirement**

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

- A minimum of 26 on the speaking band of the TOEFL: iBT  
OR
- A minimum of 7.5 on the IELTS speaking band

In addition to meeting English Language and Spoken English requirements, students must also present the appropriate coursework to meet the admission requirements as listed above.

# School of University Studies, Career Programs & Academic Upgrading

## BACHELOR OF SCIENCE IN NURSING

### **Selection Procedures of BScN Students** (*under review*)

Admission into the Nursing program will be based on academic achievement.

The competitive entry process will be completed and final acceptances will be offered and students will be notified no later than July 30. Applicants who do not meet the competitive average will be offered the opportunity to apply and be considered for Open Studies and encouraged to re-apply for the next BScN intake.

Applications will be accepted from October 1 to June 15 for entry into the program. All Official transcripts must be received no later than July 15.

Conditional offers of acceptance into the first year of Nursing will be granted to applicants who meet the admission requirements, and to those current high school students who present a GPA of at least 75% or greater based on three first semester completed Grade 12 core subjects upon receipt of transcripts and second semester course enrollment. An official transcript confirming passing grades and presenting the competitive GPA in all required core courses must be provided before final acceptance will be granted.

Students with post-secondary educational credits will be rank ordered using the required high school courses and the last relevant 24 credits of post-secondary work: 60% of the GPA is derived from high school and 40% of the GPA is derived from relevant post-secondary courses.

The competitive entry process will be completed and final acceptances will be offered and students will be notified no later than July 30. Applicants who do not meet the competitive average will be offered the opportunity to apply and be considered for the Pre-Nursing and encouraged to re-apply for the next BScN intake.

### **Applicants of Indigenous Ancestry**

Five positions per year are made available in the Nursing program for qualified applicants of Indigenous ancestry. If qualified applicants of Indigenous ancestry are not admitted by February 28/29, the positions may be filled with students of non- Indigenous ancestry. Aboriginal ancestry is defined within the Constitutional Act of 1982, Section 35, Subsection 2. According to this Constitutional Act, Aboriginal peoples of Canada include Inuit, Indian and Métis peoples of Canada (Department of Justice, Canada, 1982).

### **GPA Calculation**

For purposes of academic progression from one year of the Nursing program to the next, GPA (grade point average) is calculated based on courses completed during the academic year, between July 1 and June 30. See page 33 for the formula to calculate GPA.

For purposes of admission to the University of Alberta, GPA is calculated based on all courses completed to April

30 of that academic year, due to admission deadlines.

### **Progression Policy**

- A minimum of a C- is required to pass all nursing and non-nursing courses.
- For yearly promotion, a student must have successfully completed all courses from the previous year, and obtain a minimum GPA of 2.0.
- Students with a semester GPA of 1.7 to 1.99 will be placed on academic probation for one semester.
- A student with a GPA of 1.69 or lower must withdraw from the program.
- Students on academic probation who fail to achieve a cumulative GPA of 2.0 by the end of the next semester, will be required to withdraw from the program.
- If the GPA warrants a second academic probation within the program, the student will be required to withdraw from the program and will not be readmitted to the program.
- Readmission to the program is subject to departmental review by the Chair and Dean of the program, and alignment with College Policies.
- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.

*Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date.*

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

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

Students completing year three apply to the University of Alberta for admission to 4th year. Admission to 4th year and registration at the University of Alberta is based upon satisfactory academic standing in the first 3 years of the program, which includes a minimum cumulative GPA of 2.0. The University of Alberta expects that all courses be completed in the recommended order.

### **Voluntary Withdrawal**

A student who withdraws for reasons other than academic performance and is away for at least one academic year will be required to re-apply for admission and must successfully complete NURSE 099 prior to taking any other courses.

School of University Studies, Career Programs & Academic Upgrading  
**BACHELOR OF SCIENCE IN NURSING**

**Program of Study**

This program of study applies to those individuals entering into the first year of the Nursing Program in the 2018-2019 year and forward.

COURSE	COURSE TITLE	CREDITS
<b>Year 1</b>		<b>34</b>
ENGL	Junior English	3
MMI 133	Medical Microbiology for Nurses	3
NURS 113	Pathophysiology	3
NURS 103	Introduction to Nursing Theory I	6
NURS 105	Introduction to Health Assessment	4
NURS 117	Anatomy and Physiology	6
PSYCH 103	Introduction to Psychology	3
ELECTIVE		3
<b>Intersession (May – June)</b>		<b>3</b>
ELECTIVE		3

All year one courses must be completed prior to entering year two.

COURSE	COURSE TITLE	CREDITS
<b>Year 2</b>		<b>33</b>
NURS 215	Pharmacotherapeutics in Nursing	3
NURS 201*	Introduction to Nursing Theory II	3
NURS 202*	Introduction to Nursing Practice	6
NURS 309*	Mental Health Nursing Theory	6
NURS 310*	Mental Health Nursing Practice	6
NURS 388	Research & Statistics	6
ELECTIVE		3

\*NOTE: 201 & 202 must be taken together in the same term. 309 & 310 must be taken together in the same term. All year two courses must be completed prior to entering year three.

<b>Year 3</b>		<b>30</b>
NURS 307*	Acute Care Nursing Theory	6
NURS 308*	Acute Care Nursing Practice	6
NURS 405*	Community Nursing Theory	6
NURS 406*	Community Nursing Practice	6
ELECTIVE (2)		6

\*NOTE: 307 & 308 must be taken together in the same term. 405 & 406 must be taken together in the same term. All year 3 courses and all electives must be completed prior to entering year 4.

<b>Year 4</b>		<b>27</b>
NURS 407	Acute Care Nursing Theory II	6
NURS 408	Acute Care Nursing Practice II	6
NURS 409	Leadership & Issues in Nursing	3
NURS 494	Nursing in Context D1	3
NURS 495	Nursing Practice VIII	9

**Non-Nursing Courses:**

SOCY 100	3
English Elective	3
Political Science Elective	3
Philosophy Elective	3
Elective (2)	6
<b>TOTAL</b>	<b>18</b>

**Program of Study**

This program of study applies to those individuals entering into the first year of the Nursing Program 2014-2015 to 2017-2018 academic years.

COURSE	COURSE TITLE	CREDITS
<b>Year 1</b>		<b>34</b>
ENGL	Junior English	3
MMI 133	Medical Microbiology for Nurses	3
NURSE 113	Pathophysiology	3
NURSE 114	Introduction to Nursing Theory I	6
NURSE 116	Introduction to Health Assessment	4
NURSE 117	Anatomy and Physiology	6
PSYCH 103*	Psychological Principals for Nursing or PSYCH 103	3
ELECTIVE		3
<b>Intersession (May – June)</b>		<b>3</b>
ELECTIVE		3

\*PSYCH 103 is not open to students with credit in PSYCH 104 or 105. All year one courses must be completed prior to entering year two.

COURSE	COURSE TITLE	CREDITS
<b>Year 2</b>		<b>33</b>
NURSE 115	Pharmacotherapeutics in Nursing	3
NURSE 206*	Introduction to Nursing Theory II	3
NURSE 207*	Introduction to Nursing Practice	6
NURSE 208*	Mental Health Nursing Theory	6
NURSE 209*	Mental Health Nursing Practice	6
NURSE 388	Research & Statistics	6
ELECTIVE		3

\*NOTE: 206 & 207 must be taken together in the same term. 208 & 209 must be taken together in the same term. All year two courses must be completed prior to entering year three.

<b>Year 3</b>		<b>30</b>
NURSE 307*	Acute Care Nursing Theory	6
NURSE 308*	Acute Care Nursing Practice	6
NURSE 309*	Community Nursing Theory	6
NURSE 310*	Community Nursing Practice	6
ELECTIVE (2)		6

\*NOTE: 309 & 310 must be taken together in the same term. 307 & 308 must be taken together in the same term. All year 3 courses and all electives must be completed prior to entering year 4.

# BACHELOR OF SCIENCE IN NURSING

COURSE	COURSE TITLE	CREDITS
<b>Year 4</b>		27
NURSE 405	Acute Care Nursing Theory II	6
NURSE 406	Acute Care Nursing Practice II	6
NURSE 407	Leadership & Issues in Nursing	3
NURSE 494	Nursing in Context D1	3
NURSE 495	Nursing Practice VIII	9

### Non-Nursing Courses:

SOCY 100	3
English Elective	3
Political Science Elective	3
Philosophy Elective	3
Elective (2)	6
<b>TOTAL</b>	<b>18</b>

### OPEN STUDIES

Open Studies at Keyano College allows students to complete their non-Nursing courses such as Psychology, Sociology, Political Science, etc within the University Studies department. Students may also be accepted to an Open Studies in order to complete the upgrading required for admission to the BScN program at the same time as completing required non-Nursing courses.

*NOTE: Students are not automatically accepted into the BScN program if they complete an Open Studies year. Students must apply to the BScN program and their application will be considered on an academic achievement basis as outlined in the admission requirements.*

Please contact a Student Advisor regarding program planning.

### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

Nursing courses are restricted to full-time Nursing students. Exceptions will be made on a case-by-case basis pending approval by Program Chair.

### FOR FURTHER INFORMATION

Arlene Starkes, Chair  
780-791-4961  
[arlene.starkes@keyano.ca](mailto:arlene.starkes@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](http://keyano.ca)



## BUSINESS ADMINISTRATION

### ACCOUNTING AND MANAGEMENT

- CERTIFICATE
- DIPLOMA

#### Clearwater Campus

The Business programs provide many employment and entrepreneurial opportunities.

#### Admission Requirements

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

#### Mature Students

Mature students (students who are 21 years or older) may be admitted by:

- the completion of the above Math and English courses only (with the grades specified)  
OR
- pass mark on the College Entrance Test (Contact the Office of the Registrar at 780-791-4801 to arrange to write this exam)  
OR
- 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 14 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](http://transferalberta.ca).

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

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

#### Articulation Agreements

##### Office Administration Program

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

#### ACCOUNTING

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

1. Study for the Certificate and Diploma in Accounting intending to seek the Chartered Professional Accountant (CPA) designation. The CPA designation requirements are a university degree, specific subject area coverage, the CPA Professional Education Program (PEP), the Common Final Exam (CFE) and a term of relevant practical experience.
2. Study for the Certificate and Diploma in Accounting intending to seek the Advanced Certified in Accounting and Finance (ACAF). The ACAF requirements are technical and applied courses and the ACAF National Exam. Technical and applied courses are available through the CPA profession via CPA preparatory courses and select post-secondary institutions. The ACAF provides graduates with an intermediate level of accounting and finance skills.
3. Study for the Certificate and Diploma in Accounting without intending to seek the CPA designation or ACAF. Graduates of this stream would normally work in Accounts Payable, Accounts Receivable, Treasury, or as bookkeepers in a small or medium sized business.

## BUSINESS ADMINISTRATION

### Accounting

COURSE	COURSE TITLE	CREDITS
<b>Year 1: Certificate</b> 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
<b>Year 1: Certificate</b> 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
<b>Year 2: Diploma</b> 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
<b>Year 2: Diploma</b> Term II (January – April)		16.5
BUS 231	Intermediate Financial Accounting II	3
BUS 232	Corporate Finance	3
BUS 234	Management 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
<b>Year 1: Certificate</b> 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
<b>Year 1: Certificate</b> 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
BUSINESS ELECTIVE***		3
<b>Year 2: Diploma</b> Term I (September - December)		16.5
BUS 233	Management Accounting I	3
BUS 270	Organizational Behaviour	3
BUS 263	Business Simulation	1.5
BUS 296	Operations Management	3
BUS 294	Project Management	3
ECON 101	Micro-Economics	3
<b>Year 2: Diploma</b> 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
BUS 293	New Enterprise Development	3
ECON 102	Macro-Economics	3

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

### Course Descriptions

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

### Tuition & Fees

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

### FOR FURTHER INFORMATION

Nermin Zukic, Chair  
780-791-4829 | nermin.zukic@keyano.ca

### TO APPLY

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

School of University Studies, Career Programs & Academic Upgrading  
**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 62). 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.

**Next Intake: Fall 2019**

**Suggested pattern:**

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

**Course Descriptions**

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

**Tuition & Fees**

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

**FOR FURTHER INFORMATION**

Nermin Zukic, Chair  
 780-791-4829  
 nermin.zukic@keyano.ca

**TO APPLY**

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 Keyano College  
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 keyano.ca

## COLLEGE PREPARATION

### • DIPLOMA

#### ***Clearwater Campus***

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

#### **Admission Requirements**

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

- Successful completion of the Academic Foundations Certificate (minimum grade of C- in both AFM 009 and AFL 009),  
OR
- Transcript marks indicating successful completion of a program equivalent to an Alberta Education Grade 9 or higher,  
OR
- 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: transfer. alberta.ca.

#### **Keyano College High School Equivalency Diploma**

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

- English 30-1/30-2
- A minimum of one science course \*
- A minimum of one mathematics course \*
- A minimum of one social studies course \*

\* *Two subjects at the 30-1 or 30-2 level*

#### **Keyano College Advanced High School Equivalency Diploma**

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

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

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 30-1	Mathematics 30-1

## 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 30-1 / 30-2 level, must be completed at Keyano College.

### Program of Study

*\*Not all courses are offered every term.*

COURSE	COURSE TITLE	CREDITS
ABST 020	Aboriginal Studies 20	5
ABST 030	Aboriginal Studies 30	5
ACSKL 110	Academic Skills 110	3
ACSKL 120	Academic Skills 120	3
BIOL 025	Biology 25	6
BIOL 030	Biology 30	5
CHEM 025	Chemistry 25	6
CHEM 030	Chemistry 30	5
COMP 010	Computer Literacy 10	5
CREE 100	Introductory Cree	6
ENGL 10-1	English 10-1	5
ENGL 10-2	English 10-2	5
ENGL 20-1	English 20-1	5
ENGL 20-2	English 20-2	5
ENGL 30-1	English 30-1	5
ENGL 30-2	English 30-2	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 10-1	Social Studies 10-1	5
SOST 30-1	Social Studies 30-1	5

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

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

### TO APPLY

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

# COMMUNITY-BASED ENVIRONMENTAL MONITORING

## • CERTIFICATE

The Community-Based Environmental Monitoring Program will provide environmental monitoring training through a holistic approach that reflects Indigenous perspectives and worldviews. The curriculum integrates Indigenous knowledge with western science focusing on monitoring land, water, air, and wildlife across the four seasons of the year. Indigenous Elders and senior land users will co-teach all aspects of the program alongside of western scientists. The program is geared towards preparing students (Keepers of the Land) for employment in the environmental monitoring field and/or for pursuing further education in an environmental area.

### Admission Requirements

- Minimum 18 years of age (as of the first day of classes)
- Grade 10 English: will accept
  - English 10-1 or
  - English 10-2 or
  - Provincial Equivalency or
  - G.E.D. (successful completion of the Language Arts Reading and Writing Skills portion) or
  - Demonstrated Grade 10 English Skills on College Placement Assessment
- Grade 10 Math: will accept
  - Math 10-3 or
  - Math 10C or
  - Provincial Equivalency or
  - G.E.D. (successful completion of the Math portion) or
  - Demonstrated Grade 10 Math Skills on College Placement Assessment

Note: The College Placement Assessment is skills based and can be delivered online at a pre-approved location within your community.

### Admissions Process

See Application Procedures on page 10.

### Program of Study

COURSE	COURSE TITLE	CREDITS
		28
ENVT 111	Health and Safety for the Environmental Industry	3
ENVM 101	Mapping and Navigation	2
ENVM 102	Wildlife Monitoring	4
ENVM 103	Vegetation Monitoring	4
ENVM 104	Introduction to Communication Technologies in Environmental Monitoring	2
ENVM 105	Environmental Regulatory Processes	2
ENVM 106	Water and Snow Monitoring	2
ENVM 107	Air Monitoring	2
ENVM 108	Habitat Monitoring	2
ENVM 109	Soil Monitoring	2
INDST 101	Indigenous Knowledge	3

### Graduation Requirements

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

### Advanced Credit and Laddering

Graduates of the Community-Based Environmental Monitoring Certificate program will be able to receive advanced credit towards the Environmental Technology Diploma at Keyano College and, hence, the BSc in Environmental Science offered at Keyano College in collaboration with Mount Royal University. Students who successfully complete the Community-Based Environmental Monitoring Certificate will receive advanced credit for three courses in the Environmental Technology Diploma upon successful completion of the necessary Environmental Technology program Grade 12 entrance prerequisites. More specifically:

- In order to receive these advanced credits, students must apply to and be accepted in the ENVT program.
- Upon admission into the Environmental Technology Diploma program, students will be recognized as having completed ENVT 111: Health and Safety for the Environment course.

- Students who have successfully completed ENVM 102 and ENVM 108 with a minimum grade of C- (60%) are eligible for advanced credit for ENVT 170: Animal Identification in the Environmental Technology Diploma program.
- Students who have successfully completed ENVM 103 and ENVM 108 with a minimum grade of C- (60%) are eligible for advanced credit for ENVT 252: Plant Identification in the Environmental Technology Diploma program.
- Students who have successfully completed ENVM 102 and ENVM 108 with a minimum grade of C- (60%) are eligible for advanced credit for ENVT 170: Animal Identification in the Environmental Technology Diploma program.
- Students who have successfully completed ENVM 103 and ENVM 108 with a minimum grade of C- (60%) are eligible for advanced credit for ENVT 252: Plant Identification in the Environmental Technology Diploma program.

### **Course Descriptions**

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### **Tuition & Fees**

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

### **FOR FURTHER INFORMATION**

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

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

### **TO APPLY**

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

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

• **CERTIFICATE**

***Under review, not accepting applications for 2018-2019.***

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, and overcoming addictions.

**Admission Requirements**

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

**Admission Process**

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

**Program of Study**

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

**Course Descriptions**

Please see pages 126 to 210 for an alphabetical listing of all course descriptions.

**Tuition & Fees**

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

**FOR FURTHER INFORMATION**

**Clearwater Campus**

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

**Fort Chipewyan Campus**

Michael Becker, Manager  
 780-697-3767  
 michael.becker@keyano.ca

**Regional Learning Centres**

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



## EARLY LEARNING AND CHILD CARE

- CERTIFICATE

- DIPLOMA

*Suspended, not accepting applications for 2018-2019.*

### **Clearwater Campus**

Early Learning and Child Care courses are based on a philosophy that children thrive in developmentally appropriate, child-centered play programs that use a problem-solving approach to guidance. Practical experience with children is an integral part of the program.

The Early Learning and Child Care Diploma gives students knowledge and skills to achieve professional, supervisory positions in childcare. Study involves an ongoing forum of networking with other experienced early childhood professionals and projects tailored to students' specific interests and requirements.

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

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

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

### **Admission Requirements**

High School Diploma, or equivalent, with:

- a minimum of 50% in English 30-1.
- OR
- a minimum of 65% in English 30-2.

### **Mature Students**

Mature students (students who are 21 years or older) with less than a high school diploma are encouraged to apply. Applicants will be considered after their overall strengths have been determined through a combination of an interview with ELCC staff and the College Entrance Test.

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

### **Pre-Practicum Requirements**

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

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

### **English Language Proficiency**

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

See page 14 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**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

# EARLY LEARNING AND CHILD CARE

## Program of Study

COURSE	COURSE TITLE	CREDITS
<b>Year 1: Certificate</b> Term I (September - December)		22
CHSD 101	Child Development I	3
CHSD 104	Guiding Children's Behaviour	3
CHSD 105	Personal Development & Interaction	2
ELCC 106	Learning Through Play	3
ELCC 110	Practicum I	4
ELCC 123	Creative Experiences for Young Children	3
ELCC 125	Practicum Seminar I	1
ENGL 100	Written Composition	3
<b>Year 1: Certificate</b> Term II (January - April)		17
ELCC 102	Language and Literacy in Early Childhood	3
ELCC 116	Nutrition, Health & Safety	2
CHSD 201	Child Development II	3
ELCC 206	Planning for Play	3
ELCC 210	Practicum II	5
ELCC 225	Practicum Seminar II	1
<b>Year 2: Diploma</b> (Suspended for 2018-2019)		35
ELCC 300	Foundations: Issues and Ethics	2
ELCC 301	Exceptional Child	3
ELCC 302	Environments	2
ELCC 303	Child and Family	2
ELCC 304	Ecology of the Family	2
ELCC 305	Interpersonal Relationships	2
ELCC 306	Group & Team Dynamics	2
ELCC 307	Program Integration	2
ELCC 308	Curriculum for Diversity	2
ELCC 309	Understanding Children's Behaviour	2
ELCC 320	Practicum III - Part 1	2
ELCC 321	Practicum III - Part 2	3
ELCC 322	Practicum IV - Part 1	2
ELCC 323	Practicum IV - Part 2	3
Two Electives*		4

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

## Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

## Tuition & Fees

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

## FOR FURTHER INFORMATION

Stephanie Brake, Chair  
780-791-4993  
stephanie.brake@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

## EDUCATIONAL ASSISTANT

### • CERTIFICATE

#### ***Clearwater Campus***

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

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

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

#### **Online Courses**

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

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

#### **Admission Requirements**

High School Diploma, or equivalent, with:

- a minimum of 50% in English 30-1.  
OR
- a minimum of 65% in English 30-2.

#### **Mature Students**

Mature students (students who are 21 years or older), with less than a high school diploma are encouraged to apply. Applicants will be considered after their overall strengths have been determined through the College Entrance Test.

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

#### **Pre-Practicum Requirements**

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

#### **English Language Proficiency**

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

See page 14 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**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

## EDUCATIONAL ASSISTANT

### Program of Study

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

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

Stephanie Brake, Chair  
780-791-4993  
stephanie.brake@keyano.ca

### TO APPLY

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

SPONSORED BY:



## • DIPLOMA

### ***Clearwater Campus***

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

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

Graduates from this program are eligible to apply to transfer to year 3 of a BSc degree in Environmental Science at Mount Royal University (see page 76 for details) and at the University of Lethbridge.

### **ECO Canada Accreditation**

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

### **Admission Requirements**

Applicants must possess an Alberta High School Diploma or equivalent with:

- English 30-1
- Math 30-1
- Chemistry 30
- Biology 30

### **Mature Students**

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 14 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**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

# ENVIRONMENTAL TECHNOLOGY

## Program of Study

COURSE	COURSE TITLE	CREDITS
<b>Year 1: Term I (September - December)</b>		<b>18</b>
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
<b>Year 1: Term II (January - April)</b>		<b>15</b>
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
<b>Year 2: Term I (September - December)</b>		<b>18</b>
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
<b>Year 2: Term II (January - April)</b>		<b>15</b>
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

## Field Trips/Outdoor Laboratories

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

## Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

## Tuition & Fees

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

## FOR FURTHER INFORMATION

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

## TO APPLY

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

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



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

**Clearwater Campus**

This collaborative degree program between Keyano College and Mount Royal University began September 2017. Students who complete a two year Environmental Technology diploma at Keyano College can then apply to enter into year three of the Bachelor of Environmental Science, a Mount Royal University degree. Both years three and four of the degree can be completed at Keyano College. This partnership allows students to stay in, or close to, their home communities while completing their degrees.

**Admission Requirements**

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

See admission requirements for the Environmental Technology Diploma to enter year 1 (page 74).

**Program of Study:**

COURSE	COURSE TITLE	CREDITS	HOURS
<b>Year 2: Term III (May - August)</b>			450
ENVS 2020	Work Experience 1		450
<b>Year 3: Term I (September - December)</b>		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
<b>Year 3: Term II (January – April)</b>		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	
<b>Year 3: Term III/IV (May – August)</b>			450
ENVS 3020	Work Experience 1		450
<b>Year 4: Term I (September - December)</b>		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	
<b>Year 4: Term II (January – April)</b>		15	22
ENVS 4201	Environmental Research Methods	3	
ENVS 4405	Air Quality	3	
ENVS 4421	Environmental Resource Management	3	
BUS 294	Project Management	3	
PSYCH 241	Social Psychology	3	

**Course Descriptions**

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

**Tuition & Fees**

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

**FOR FURTHER INFORMATION**

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

**TO APPLY**

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

# HEALTH CARE AIDE

• CERTIFICATE

**Clearwater Campus**

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

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

**Admission Requirements**

- Minimum 18 years of age by first day of class.
- English 10-1 or English 10-2 or equivalent. GED is accepted provided the student has successfully completed the Language Arts Reading and Writing Skills portion.
- Completion of the health status questionnaire (form provided by Health Services).
- Physical and mental abilities required for lab practicum courses.
- Up-to-date immunization record
- Computer skills are an asset

**Clinical Practicum Requirements**

- CPR Certification at the Healthcare Provider level
- N95 Respiratory Mask Fit testing
- Clear Police Information Check with Vulnerable Sector Check. The cost of a Police Information Check is the student’s responsibility. Police Information Check with Vulnerable Sector Check must be dated no earlier than July 1st.

**English Language Proficiency**

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

See page 14 for other ways to meet the English Language Proficiency requirement.

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

**Progression Policy**

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

*Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date.*

**Admission Process**

See Application Procedures on page 10.

**Program of Study**

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

**Next Intake: Fall 2018 & Winter 2019**

**Course Descriptions**

Please see page 126 to 210 for an alphabetical list of all course descriptions.

**Tuition & Fees**

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

**FOR FURTHER INFORMATION**

Arlene Starkes, Chair  
780-791-4961  
arlene.starkes@keyano.ca

Sharon Grantham, Coordinator  
Health Care Aide Program  
780-792-5741  
sharon.grantham@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



# 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

High School Diploma, or equivalent, with:

- A minimum of 60% in English 30-1 or 65% in English 30-2.
- Submission of current resume outlining relevant work experience.

### Mature Students

Mature students (students who are 21 years or older) may be admitted by:

- The completion of the above English course (with the grade specified)
- A pass mark on the College Entrance Test (Contact the Office of the Registrar at 780-791-4801 to arrange to write this exam)
- 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 14 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

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

### Program of Study

COURSE	COURSE TITLE	CREDITS
<b>Required Courses</b>		<b>12</b>
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
<b>Elective Courses (4 required)</b>		<b>12</b>
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

*Please Note: HRM elective courses that were used as electives for the Business Administration certificate or diploma cannot be used as electives for the Human Resources Management certificate.*

### Course Descriptions

Please see page 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

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780-791-4829  
[nermin.zukic@keyano.ca](mailto:nermin.zukic@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](http://keyano.ca)

## OFFICE ADMINISTRATION

- **CERTIFICATE**

- **DIPLOMA**

*Suspended, not accepting applications for 2018-2019.*

- **CO-OP DIPLOMA**

*Suspended, not accepting applications for 2018-2019.*

### **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**

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.

#### **Mature Students**

Mature students (students who are 21 years or older):

- C- or 60% in English 20-1 or English 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)**

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 14 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**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

### **Program of Study**

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

## OFFICE ADMINISTRATION

COURSE	COURSE TITLE	CREDITS
<b>Year 2: Diploma (Suspended for 2018-2019)</b> 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
<b>Year 2: Diploma</b> 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 2018-2019

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

#### Accounting Specialization

(both courses required to gain specialization)

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

or

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

#### Electronic Publishing Specialization (both courses required to gain specialization)

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

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

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

#### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

#### Tuition & Fees

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

#### FOR FURTHER INFORMATION

Nermin Zukic, Chair  
780-791-4829  
nermin.zukic@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

## OPEN STUDIES

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### **Clearwater Campus**

Open Studies is designed to give students the opportunity to enroll in courses in the post-secondary level, without applying to a specific certificate, diploma, or degree program to attain credential.

Open Studies might be the right pathway for you if:

- You want to take courses to obtain transfer credit to reduce your course load once you are in your program
- You want to start taking post-secondary credits, but aren't sure what program to choose
- You want to take classes out of general interest
- Maintain professional accrediting by only taking courses that are required
- You are currently enrolled in another institution and want to take courses at Keyano to transfer back to your home institution

### **Admission Requirements**

Open studies students are required to meet all prerequisites for individual courses. Although there is no English Language Proficiency requirement, students are highly recommended to meet the level which is appropriate for the program in which their courses are being offered.

### **Admission Process**

See Application Procedures on page 10. Students applying to Open Studies are not required to submit High School or Post-Secondary Transcripts, unless the courses they want to enroll in require pre-requisites that can be verified by either a High School or Post-Secondary Transcript.

Please Note: Students enrolled in Open Studies will not be assessed for transfer credit, unless a student has applied. All courses are subject to availability and may not be offered each term. Some sections of a course or program may be restricted to students enrolled in a specific program.

*\*Students may take a lifetime maximum of 24 credits in their lifetime.*

## PRACTICAL NURSE

### • DIPLOMA

#### **Clearwater Campus**

The two year Practical Nurse program will prepare students for a career in high quality nursing care in many different settings: hospitals, home care, and other health care agencies. The Practical Nurse works co-operatively with other health care personnel in the promotion, maintenance and restoration of wellness.

The program includes practical experience in job related settings and prepares graduates for employment in the current health care environment; it also prepares students to write the National Practical Nurse Examination.

#### **Admission Requirements**

- Minimum 18 years of age by first day of classes.
- High School Diploma.
- Minimum of 60% in English 30-1 or 70% in English 30-2.
- Minimum of 60% Biology 30.
- Minimum of 50% in Math 20-1 or 60% in Math 20-2.
- Completion of health status questionnaire.
- The student is required by Alberta Health Services (AHS) to provide the educational institution with a Police Information Check and Vulnerable Sector Check one time, provided the student maintains enrollment in the program with no lapse of more than two (2) consecutive full terms.

#### **Mature Students**

Mature students (students who are 21 years of age or older):

- A high school diploma is recommended.
- Must have the English, Math, and Biology entrance requirements.
- Must meet non-academic requirements.

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

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

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

- Up-to-date immunization record; Hepatitis B immunization may be completed while in the program

#### **Clinical Requirements**

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

#### **English Language Proficiency**

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

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

See page 14 for other ways to meet the English Language Proficiency requirement.

#### **Spoken Language Requirement**

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

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

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

#### **Applicants of Indigenous Ancestry**

Three positions per year are made available in the Practical Nursing program for qualified applicants of Indigenous ancestry. If qualified applicants of Aboriginal ancestry are not admitted by February 28/29, the positions may be filled with students of non-Indigenous ancestry. Indigenous ancestry is defined within the Constitutional Act of 1982, Section 35, Subsection 2. According to this Constitutional Act, Aboriginal peoples of Canada include Inuit, Indian and Métis peoples of Canada (Department of Justice, Canada, 1982).

# PRACTICAL NURSE

## Admission Process

See Application Procedures on page 10.

## Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

## Program of Study

*This program of study applies to those individuals registered in the PN Program for 2017-2018 year and onward.*

COURSE	COURSE TITLE	CREDITS
<b>Year 1: Term I (September - December)</b>		<b>23</b>
ANPH 100	Anatomy & Physiology I	3
ANPH 101	Anatomy & Physiology II	3
COMM 103	Communications for Nursing	3
ENGL	1st Year University English	3
PN 155	Nursing Foundations I: Introduction to Nursing	4
PN 158	Health Assessment	4
PSYCH 103	Introduction to Psychology	3
<i>* PSYCH 104 &amp; PSYCH 105 combined may be used in lieu of PSYCH 103</i>		
<b>Year 1: Term II (January - April)</b>		<b>24</b>
HEED 102	Health Education: Individual Health & Wellness	3
PAPHY 105	Pathophysiology for Health-Care Professions	3
PHARM 130	Basic Pharmacotherapeutics	3
PN 156	Nursing Foundations II: Basic Nursing	7
PN 160	Nursing Practice I: Continuing Care Practice	5
SOCY 100	Introductory Sociology	3
<b>Year 2: Term I (September - December)</b>		<b>22</b>
PN 200	Nursing Foundations III: Medical-Surgical Nursing	9
PN 201A	Nursing Practice II: Acute Care Practice - Medicine	4
PN 202	Nursing Foundations IV: Maternity Nursing	3
PN 203	Nursing Foundations V: Pediatric Nursing	3
PN 205	Nursing Foundations VII: Mental Health Nursing	3
<b>Year 2: Diploma Term II (January - April)</b>		<b>17</b>
PN 201B	Nursing Practice II: Acute Care Practice - Surgery	4
PN 204	Nursing Foundations VI: Community Nursing	3
PN 206	Nursing Foundations VIII: Transition to Graduate Nursing	3
PN 209	Nursing Practice III: Comprehensive Practice	7

## Prior Learning Assessment Recognition

Please refer to page 27 for the PN PLAR process

## Progression Policy

- A minimum of a C- is required to pass all nursing and non-nursing courses.
- In the Practical Nurse curriculum a passing grade for all courses and an overall GPA of 2.0 is required for all students to progress from semester to semester and from 1st to 2nd year.
- Students who do not achieve a GPA of 2.0 at the end of the semester will be required to withdraw from the program for one semester. Students may then apply to return to the program
- If the GPA warrants a second withdrawal within the program, the student will be required to withdraw from the program and will not be readmitted to the program.
- Students who fail a second clinical course or a clinical course for the second time will be required to withdraw from the program and will not be readmitted.
- Readmission to the program is subject to departmental review by the Coordinator, Chair and Dean of the program, and alignment with the College policies.

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

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

*Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date.*

## Course Descriptions

Please see page 126 to 210 for an alphabetical list of all course descriptions.

## Tuition & Fees

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

## FOR FURTHER INFORMATION

Arlene Starkes, Chair  
780-791-4961 | [arlene.starkes@keyano.ca](mailto:arlene.starkes@keyano.ca)

Catharine Simpson Szpak, Coordinator  
Practical Nurse Program  
780-791-8908 | [catharine.szpak@keyano.ca](mailto:catharine.szpak@keyano.ca)

## TO APPLY

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Keyano College  
8115 Franklin Avenue | Fort McMurray, AB T9H 2H7  
780-791-4801 or 1-800-251-1408 | [keyano.ca](http://keyano.ca)

## PRE HOSPITAL PROGRAMS

- CERTIFICATE
- DIPLOMA

### Clearwater Campus

#### PRIMARY CARE PARAMEDIC CERTIFICATE

Graduates of this 20-week program will provide basic pre-hospital emergency care in urban or rural locations where definitive care may be minutes or hours away. Graduates will use their anatomy, physiology and pathophysiology knowledge to make a field diagnosis and treat traumatic, environmental, or medical emergencies. Graduates will be competent in emergency care skills such as patient assessment, wound care, splinting, CPR, managing medical emergencies, IV therapy, and cardiac monitoring.

#### Admission Requirements

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

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

#### English Language Proficiency

- TOEFL: iBT – minimum score of 79 with no score below 19
- IELTS – minimum score of 7.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 14 for other ways to meet the English Language Proficiency requirement.

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

#### Admission Process

See Application Procedures on page 10.

#### Graduation Requirements

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

*Unsuccessful performance in a clinical course, as part of Nursing & Allied Health Studies, will result in a failing grade regardless of the withdrawal date.*

#### Program of Study

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

#### Next Intake: Fall 2018 & Winter 2019

#### EMT-P: PARAMEDIC TECHNOLOGY DIPLOMA

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

#### Admission Requirements

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

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

## PRE HOSPITAL PROGRAMS

### English Language Proficiency

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

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

See page 14 for other ways to meet the English Language Proficiency requirement.

### Admission Process

See Application Procedures on page 10.

### Graduation Requirements

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

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

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

Arlene Starkes, Chair  
780-791-4961  
arlene.starkes@keyano.ca

Patricia Penton, Coordinator/Instructor  
Pre-Hospital Care Program  
780-791-8989  
patricia.penton@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



• **CERTIFICATE**

*Under review, not accepting applications for 2018-2019.*

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
<b>Year 1</b>		<b>30</b>
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 126 to 210 for an alphabetical list of all course descriptions.

**Tuition & Fees**

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

**FOR FURTHER INFORMATION**

**Fort Chipewyan Campus**

Michael Becker, Manager  
 780-697-3767  
 michael.becker@keyano.ca

**Regional Learning Centres**

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

**TO APPLY**

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

## SOCIAL WORK

### • DIPLOMA

#### ***Clearwater Campus***

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

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

#### **Admission Requirements**

High School Diploma or equivalent with a mark of 50% in English 30-1 or equivalent.

#### **Mature Students**

Mature students (students who are 21 years of age or out of school for at least three consecutive years):

- Completed English 30-1 with 50%.

#### **Admission Requirements**

- All applicants will be asked to complete a pre-entry interview with the Chair of Human Services.
- Applicants will be asked to provide a current character reference from an employer, Band or Métis agency or leadership, elder, teacher, government official, or other approved source.
- Social Work Diploma program students cannot enter the program without submitting a Child Welfare and Police Information Check dated no earlier than July 1st and complete a Program Applicant Information package.

**Next Intake: Fall 2020**

#### **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 14 for other ways to meet the English Language Proficiency requirement.

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

#### **Selection Procedures**

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

Applications Open	October 1
Applications Close	May 1
Pre-entry Interviews	May 15

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

#### **Canadian Indigenous Applicants**

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

#### **Admission Process**

See Application Procedures on page 10.

#### **Transferability**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

## SOCIAL WORK

### Program of Study

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

**Next intake: Fall 2020**

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

Stephanie Brake, Chair  
780-791-4993  
stephanie.brake@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

## *Clearwater Campus*

### **DEGREE COMPLETION**

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

### **DEGREE COMPLETION AT KEYANO COLLEGE**

#### **Northern Alberta Institute of Technology**

- Bachelor of Business Administration (page 64)

#### **Mount Royal University**

- Bachelor of Science in Environmental Science (page 76)

#### **University of Alberta**

- Bachelor of Education in Elementary Education (page 97)
- Bachelor of Science in Nursing (page 58)

### **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 Science
- Bachelor of Science in Engineering
- Bachelor of Social Work

### **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](http://TransferAlberta.ca).

### **Course Descriptions**

Course descriptions for all University Studies courses are listed in alphabetical order on pages 126 to 210. 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, 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 30-1, and a mark of at least 50% in each. Official transcripts from all secondary and post-secondary educational institutions that the student has attended are required.

#### Group A (Humanities)

- Social Studies 30-1
- Language (other than English 30-1)
- Second Language (other than English 30-1)
- Aboriginal Studies 30 (cannot be used for admission with Social Studies 30-1)

#### Group B (Fine Arts)

- Applied Graphic Arts 35
- Art 30
- Art 31
- Commercial Art A, B, or C
- Communication Technology Advanced (5 Credits)
- Dance 35
- Drama 30
- Music 30 (Choral, Instrumental, or General) (5 Credits)
- Music 35
- Musical Theatre 35
- Performing Arts 35 - A, B, or C

#### Group C (Sciences)

- Biology 30
- Chemistry 30
- Mathematics 30-1 or Mathematics 30-2 (acceptable for some programs) or Mathematics 31
- Physics 30
- Science 30
- Computer Science (CSE) Advanced Level, Career and Technology Studies (CTS) (5 credits)

## Group D (Optional Subjects)

*PLEASE NOTE: Students must check their intended transfer institution for acceptability. Group D subjects are not acceptable for admission to the University of Alberta.*

Students using a Group D subject for admission must present either one five-credit D subject, or any combination of two three-credit D subjects from the following:

- Experimental Psychology 30
- World Religion 30
- Religious Studies 35
- World Geography 30
- Philosophies of Man 30
- Micro-Economics 30
- Macro-Economics 30

Students may alternatively present five credits of CTS studies at the advanced level from the following stands:

- Design Studies
- Fashion Studies
- Foods
- Financial Management
- Legal Studies
- Information Processing
- Management and Marketing
- Construction Technologies
- Fabrication Studies and Mechanics

## UNIVERSITY STUDIES – MATRICULATION

Applicants with an average of 60% in three matriculation subjects may be admitted to a combined College Preparation/University Transfer program. Grade 12 deficiencies must be removed during the 12-month period following registration. Once students have fulfilled all matriculation requirements they may apply for admission to the university transfer program area of their choice.

## EQUIVALENTS TO ALBERTA GRADE 12 WITHIN CANADA

**British Columbia, Manitoba, New Brunswick, Northwest Territories, Nova Scotia, Nunavut, Ontario, 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.*

*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 14 for other ways to meet the English Language Proficiency requirement.

#### **SPOKEN LANGUAGE PROFICIENCY**

Required for applicants to the 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.

#### **Transferability**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

#### **Course Descriptions**

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

#### **Tuition & Fees**

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

#### **FOR FURTHER INFORMATION**

Louis Dingley, Chair  
780-791-4832  
[louis.dingley@keyano.ca](mailto:louis.dingley@keyano.ca)

#### **TO APPLY**

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Keyano College  
8115 Franklin Avenue  
Fort McMurray, AB T9H 2H7  
780-791-4801 or 1-800-251-1408  
[keyano.ca](http://keyano.ca)

## 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 University Studies - General Admission Requirements on page 90.

Minimum average of 60% with no mark below 50% in:

- English 30-1
- 4 subjects from group A, B or C (Only one B subject may be presented for admission)

### 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 14 for other ways to meet the English Language Proficiency requirement.

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 by the first day of classes, 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.

## 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.

Depending on the major chosen, some courses may fall under different categories than those listed.



# UNIVERSITY STUDIES

## 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.

### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for University Studies.

### FOR FURTHER INFORMATION

Louis Dingley, Chair  
780-791-4832  
[louis.dingley@keyano.ca](mailto: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](http://keyano.ca)

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

## 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
- Math 30-1
- Subject from Group A or C (Social Studies 30-1 recommended)
- Subject from Group A or C
- Subject from Group A, B or C (Mathematics 31 recommended)

See University Studies - General Admission Requirements on page 90.

### 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 14 for other ways to meet the English Language Proficiency requirement.

### Mature Student

Must be 21 years of age by the first day of classes, and have a minimum average of 60% with no mark below 50% in:

- English 30-1

- Math 30-1
- Biology 30, Chemistry 30 or Physics 30 recommended.
- English Language Proficiency (as per page 14)

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 (3\*)
- 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.

**Transferability**

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

**Course Descriptions**

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

**Tuition & Fees**

Please refer to page 23 for a detailed list of all tuition and fees for University Studies.

**FOR FURTHER INFORMATION**

Louis Dingley, Chair  
780-791-4832 | [louis.dingley@keyano.ca](mailto: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](http://keyano.ca)

# BACHELOR OF EDUCATION



## • 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
- Three subjects from Groups A or C
- Subject from Group A, B or C

Completion of Math 30-1 or Math 30-2 is highly recommended as they are prerequisites for required Math courses in the program.

See University Studies - General Admission Requirements on page 90.

#### Mature Students

Students who are 21 years of age or older by the first day of classes and 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
- Subject from Group A or C

Completion of Math 30-1 or Math 30-2 is highly recommended as they are prerequisites for required Math courses in the program.

#### 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

Please contact the Program Coordinator 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 14 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 15 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.

#### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

# 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 232/233/240/312/324/340 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 128/260/261/296, SOCY 269/301, POLSC 101/221

#### 9\* Non-Education Options

- Choose 9\* in additional Non-Education Options.

*\*Philosophy, Psychology (excluding PSYCH 223), and Senior English are highly recommended*

*\*If planning to transfer to the University of Alberta for years 3 and 4 please see a Student Advisor for assistance.*

### ELEMENTARY EDUCATION

#### YEAR 1 SUGGESTED PATTERN:

##### Fall Semester

- EDU 100
- MATH 160
- ART 232, ART 240, or ARTH 101
- Language/Literature Element
- Natural Science Element (EAS 100 recommended)

##### Winter Semester

- Language/Literature Element
- Natural Science Element (EAS 105 recommended)
- ART 233 or ARTH 102
- HIST 261 or Social Sciences Element
- NATST 110 or Non-Education Option

### ELEMENTARY EDUCATION

#### YEAR 2 SUGGESTED PATTERN:

##### Fall Semester

- EDPY 302
- MATH 260
- HIST 260 or Social Sciences Element
- SOCY 271
- Language/Literature Element or Non-Education option

##### Winter Semester

- EDU 210
- PESS 293
- Language/Literature Element or Non-education option
- NATST 110 or Non-Education Option
- Non-education option

*NOTE: A maximum of 9\* Non-Education Options is permitted*

# BACHELOR OF EDUCATION

## BACHELOR OF EDUCATION IN ELEMENTARY EDUCATION

**Collaborative Degree with the University of Alberta  
(Years 3 and 4)**

Students applying to enter year 3 of the collaborative Bachelor of Education Elementary Degree apply directly to the University of Alberta for admission to the program. Please note that intake into year 3 of the program occurs every second year.

### **Next Intake: Fall 2019**

In order to be admitted into year three, students are required to have completed either:

- 60 credits of course work (including 9\* education core requirements, 42\* non-education elements, and 9\*)
- 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 five courses in the Fall Term and two courses plus a nine-week field experience 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
- EDU 211: Aboriginal Education and Contexts for Professional and Personal Engagement

### **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**

- EDEL302: Curriculum and Instruction in Elementary School Art
- EDEL 415: Issues in Elementary Mathematics Education
- EDPS 432: The Education of Native Peoples in Canada: An Historical Study
- EDEL 325: Curriculum and Instruction in Elementary School Music
- EDEL 409: Teaching Literature in Elementary Schools

### **YEAR 4 WINTER SEMESTER**

#### **(Advanced Professional Term- APT)**

- EDPS 410: Ethics and Law in Teaching
- EDPY 301: Inclusive Education: Adapting Instruction for Students with Special Needs
- EDFX 425: Advanced Professional Field Experience (AFX) (\*9)

# 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](http://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
- Mathematicst
- 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
- BSc/BEd (choice of majors include: Biological Sciences, Mathematical Sciences, and Physical Sciences)

Students interested in one of the above University of Alberta combined degrees are encouraged to consult with a Student Advisor at Keyano College for program planning.

Since the calendar is prepared well in advance of the start of the academic year, there may be subsequent changes in course offerings. Consult with a Student Advisor.

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

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

### FOR FURTHER INFORMATION

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## BACHELOR OF SCIENCE

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.

### Admission Requirements

An average of 60% in:

- English 30-1
- Math 30-1
- Two of Biology 30, Chemistry 30, Physics 30, Mathematics 31
- Subject from Group A or B or C

See University Studies - General Admission Requirements on page 90.

### Mature Student

- Must be 21 years of age by the first day of classes, 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

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 14 for other ways to meet the English Language Proficiency.

*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

## 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

## 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
- Three Academic 30-level subjects
- Subject from Group A, B, C or D

See University Studies - General Admission Requirements on page 90.

## BACHELOR OF SCIENCE MAJORS

### General Major

- 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.

### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

### Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for University Studies.

## FOR FURTHER INFORMATION

Louis Dingley, Chair  
780-791-4832  
[louis.dingley@keyano.ca](mailto:louis.dingley@keyano.ca)

### TO APPLY

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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
- Math 30-1
- Mathematics 31
- Chemistry 30
- Physics 30

#### 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 for each semester 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.

#### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

**Common First Year Program Course Pattern**

COURSE	COURSE TITLE	CREDITS	U OF A UNITS
<b>Year I: Term I (September - December)</b>		17	
CHEM 103 & lab	Introductory University Chemistry I	3	4.3
MATH 100 & lab	Calculus I	3	4.0
ENGG 102 & lab	Introduction to the Engineering Profession	2	2.0
ENGG 130 & lab	Engineering Mechanics I	3	4.0
PHYS 1130 & lab	Wave Motion, Optics and Sound	3	3.8
ENGL 103 or ENGL 104	Case Studies in Research or Introduction to Critical Analysis (or complementary Studies elective)	3	
<b>Year I: Term II (January – April)</b>		15	
CHEM 105 & lab	Introductory University Chemistry II	3	3.8
MATH 101 & tutorial	Calculus II	3	3.5
MATH 102 & lab	Applied Linear Algebra	3	3.5
ENCMP 100 & lab	Computer Programming for Engineers	3	3.8
ENPHY 131 & lab & tutorial	Mechanics	3	4.3

*NOTE: The University of Alberta requires engineering students to complete an English Elective in addition to a Complementary Studies Elective.*

**The Complementary Studies Elective should be chosen from the following:**

- Anthropology
- Art History
- Economics
- English
- History
- Philosophy
- Political Science
- Psychology
- Sociology

**Course Descriptions**

Please see page 126 to 210 for an alphabetical list of all course descriptions.

**Tuition & Fees**

Please refer to page 23 for a detailed list of all tuition and fees for University Studies.

**FOR FURTHER INFORMATION**

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## BACHELOR OF SOCIAL WORK

### UNIVERSITY OF CALGARY BACHELOR OF SOCIAL WORK

Admission to the Bachelor of Social Work occurs at the third year level. Students are admitted to the Social Work diploma program or University Studies Pre-Social Work for their first two years at Keyano College.

#### Admission Requirements

An average of 60% in:

- English 30-1.
- 4 subjects from groups A, B or C (only 1 subject from group B may be presented for admission).

See University Studies - General Admission Requirements on page 90.

#### Mature Students

Must be 21 years of age by the first day of classes and have a minimum average of 60% in:

- English 30-1.

#### 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](http://ucalgary.ca/fswcentralandnorth) or by contacting the Student Advisor at [fswcnar@ucalgary.ca](mailto: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](http://ucalgary.ca) and [ucalgary.ca/fswcentralandnorth](http://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. After Degree – Having completed a four-year degree from an approved University
3. 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](http://ucalgary.ca/admissions) and [ucalgary.ca/fswcentralandnorth](http://ucalgary.ca/fswcentralandnorth)*

#### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferalberta.ca](http://transferalberta.ca).

#### Course Descriptions

Please see pages 126 to 210 for an alphabetical list of all course descriptions.

#### Tuition & Fees

Please refer to page 23 for a detailed list of all tuition and fees for University Studies.

#### FOR FURTHER INFORMATION

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