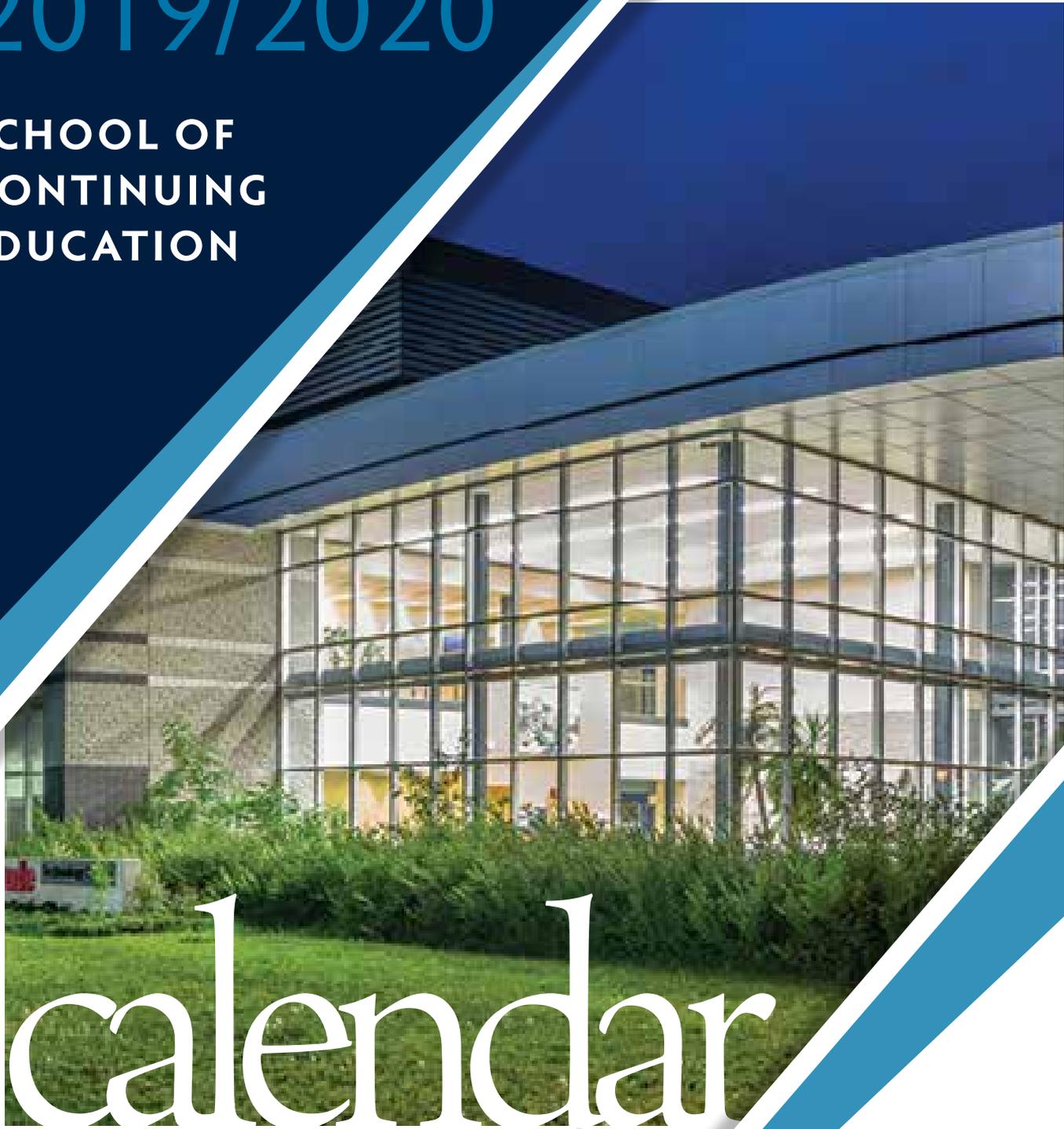


# 2019/2020

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# Certify

## YOUR FUTURE

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

**The choice is yours:**

- Asset Planning & Management
- Construction Management
- Maintenance Management Professional
- Professional Bookkeeping
- Professional Business Communication
- Project Management
- Professional Leadership
- Fundamentals of SAGD Processing
- Supply Management Training
- Workplace Trainer
- Pre-Hospital Care
- Safety Certifications & Driver Training



For more information on Professional Certificates see page 6 or visit [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation)



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## ASSET PLANNING & MANAGEMENT

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

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

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60%
- This program is subject to a \$5 per course tech fee.

..... ONLINE OR IN CLASS DELIVERY AVAILABLE ))

### CEAPM 100 OPERATIONS AND RELIABILITY STRATEGY 14 hours, \$495

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

### CEAPM 200 ASSET PLANNING 14 hours, \$495

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

### CEAPM 300 ASSET SCHEDULING 14 hours, \$495

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

### CEAPM 400 EXECUTION, COORDINATION AND CLOSURE 14 hours, \$495

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

### CEAPM 500 SUPPLY CHAIN 14 hours, \$495

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

### CEAPM 600 TURNAROUND PLANNING 14 hours, \$495

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

CEAPM 700

**ASSET PROJECT**

**14 hours, \$495**

This module combines all core subjects within the Asset Planning and Management Certificate Program in a cumulative real-world plant maintenance project. Participants will gain a full understanding of the overall process through a practical simulation and problem solving team-based project.

*NOTE: While not required, it is recommended that modules be taken in order.*

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

The revised Asset Planning & Management modules and the Asset Planning & Management-online modules are transferable. For more information, please contact The Continuing Education Office at 780-715-3903 or email [coned@keyano.ca](mailto:coned@keyano.ca)



**RO**<sup>the</sup>**AD**  
to a  
**REMARKABLE  
CAREER:**

# **CLASS 1** Mandatory Entry Level Training (MELT) & **CLASS 3** Driver Training Program

For more information | [safety@keyano.ca](mailto:safety@keyano.ca)



**WHAT IS GOLD SEAL?**

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

**Benefits:**

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

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

To learn more about the CCA Gold Seal Certification Program, please visit [goldsealcertification.com](http://goldsealcertification.com)



## Canada-Alberta JOB GRANT

### *Tuition grants for Alberta Employers*

For information on applying, visit [keyano.ca/industry](http://keyano.ca/industry).

# Team Building

## SUCCESSFUL TEAM BUILDING CREATES EFFECTIVE AND FOCUSED WORK TEAMS.

The benefits of effective and focused work teams are strong loyalty, great customer service (both internally and externally), new found motivation, and increased team morale and employee satisfaction. This in turn translates into less employee absenteeism and turnover which increases the overall productivity of the organization.

### BENEFITS OF TEAM BUILDING

- Planning
- Self-discovery
- Team-discovery
- Brain-storming and focus
- Working as one unit under pressure
- Consensus building
- Communication skills

## CONSTRUCTION MANAGEMENT

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

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



**Important Program Changes:** This certificate has been updated to include some courses in blended learning format. Students will be required to spend some time in class and some hours on their own with an online learning component. Students will access iLearn (iLearn.keyano.ca) for all course materials and online components within the course timeframe. This is designed to increase accessibility and flexibility within the program. Textbooks are available for purchase at Keyano Bookstore.

- This program can be completed in one year, depending on course availability.
- Minimum of 80% attendance required in all courses.
- Passing grade for all courses is 60%

*NOTE: \*This program is available as on demand training for groups as requested. Please phone 780-715-3903 for more information or email coned@keyano.ca*

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

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

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

*RECOMMENDED TEXTBOOK: PMBOK Guide, 6th edition.*

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

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

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

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

*TEXTBOOK: Project Management Body of Knowledge (PMBOK Guide), 6th edition, PMI*

### CECONST 502 PROJECT CONTROLS 39 hours Blended Learning, \$765

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

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

CECONST 503

### **PRINCIPLES OF CONTRACT LAW**

**39 hours Blended Learning, \$765**

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

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

*NOTE: This course is eligible for credit in both the Contract Development & Administration Certificate and the Construction Management Certificate*

CECONST 504

### **MANAGING WORKSITE SAFETY**

**21 hours, \$675**

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

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

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

CECONST 505

### **CONSTRUCTION DRAWING & SPECIFICATIONS**

**39 hours Blended Learning, \$765**

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

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

CELEAD 401

### **LEADING PEOPLE**

**21 hours, \$665**

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

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

*NOTE: This course is eligible for credit in both the Construction Management Certificate and the Strategic Leadership in Action Certificate.*

CECONST 506

### **CONSTRUCTION CAPSTONE PROJECT**

**21 hours, \$655**

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

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

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

## FUNDAMENTALS OF SAGD PROCESSING

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



- Passing grade for all courses is 80%

..... ONLINE ONLY ))

CESAGD 100

### **MODULE #1 WELL PADS**

**7.5 hours, \$345**

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

CESAGD 200

### **MODULE #2 BITUMEN PROCESSING**

**10.5 hours, \$495**

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

CESAGD 300

### **MODULE #3 PRODUCED WATER DE-OILING**

**11 hours, \$495**

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

CESAGD 400

### **MODULE #4 WATER TREATMENT**

**8 hours, \$345**

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

*For more information or to register please go to [keyano.ca/continuingeducation/SAGD](http://keyano.ca/continuingeducation/SAGD).*

## MAINTENANCE MANAGEMENT PROFESSIONAL

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

Graduates have the knowledge and skills to drive improvements in uptime, production capacity, equipment reliability, safety, environmental compliance, economic life of assets; return on investment and effective communication between departments. Textbooks are available for purchase at Keyano Bookstore.

### PROGRAM CERTIFICATION

While not mandatory, it's strongly recommended that modules be completed in order. Individuals who successfully complete all eight modules and become members of the Plant Engineering and Maintenance Association of Canada (PEMAC) can apply to receive a Maintenance Management Professional designation.

The courses in this certificate program are eligible for the Achievement in Business Competencies (Blue Seal) program, through Alberta Apprenticeship and Industry Training, and earn continuing education unit credits for both Alberta and Ontario Water/Waste Water Operators.

### CREDIT FOR PRIOR EXPERIENCE

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

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60%



*NOTE: \*This program is available as on demand training for groups as requested. Please phone 780-715-3903 for more information or email [coned@keyano.ca](mailto:coned@keyano.ca)*

### CEMMP 101

#### AN INTEGRATED STRATEGY FOR MAINTENANCE MANAGEMENT

**15 hours, \$625**

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

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

### CEMMP 102

#### PRODUCTION AND OPERATIONS MANAGEMENT FOR THE MAINTENANCE MANAGER

**30 hours, \$975**

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

CEMMP 103

**HUMAN RESOURCES MANAGEMENT FOR THE MAINTENANCE MANAGER**

**30 hours, \$975**

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

*TEXTBOOK: Canadian Human Resource Management: A Strategic Approach, 11th Edition. Schwind, Das, Wagar. McGraw-Hill Ryerson*

CEMMP104

**FINANCIAL MANAGEMENT FOR THE MAINTENANCE MANAGER**

**30 hours, \$975**

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

*TEXTBOOK: Financial Management for the Maintenance Manager, 2009, McGraw-Hill.*

CEMMP 105

**DEVELOPING AND IMPLEMENTING MAINTENANCE TACTICS**

**30 hours, \$975**

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

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

I encourage all managers and executives to support your maintenance staff to participate in this extensive program so they can help you remain competitive, increase profits and add value to your organization.

| Dennis Heinzlmeir P. Eng.  
February 8, 2017

CEMMP 116

**MAINTENANCE WORK MANAGEMENT**

**30 hours, \$975**

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

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

CEMMP 107

**COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEMS**

**30 hours, \$975**

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

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

CEMMP 108

**CAPSTONE COURSE**

**30 hours, \$975**

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

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

*NOTE: This module consists of 2 days in-class and approximately 20 hours independent work.*

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

## PROFESSIONAL BOOKKEEPING

The key to business success starts with professional bookkeeping. The Professional Bookkeeping Certificate is designed to offer participants a thorough understanding of bookkeeping techniques and practices and how to apply them using both manual and computerized methods. Textbooks are available for purchase at Keyano Bookstore.

### COMPUTER COMPETENCY

Students entering the Professional Bookkeeping Certificate program are expected to have computer skills that include the comprehensive understanding of word processing, spreadsheets and website navigation. Students will be expected to demonstrate these computer skills throughout the program. For students who DO NOT have the required computer skills, it is recommended to enroll in CECOMP100, Computer Fundamentals (Page 46).

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60% (excluding Excel Level 1 & Level 2)

### CEBKEEP 100

#### **INTRODUCTION TO BOOKKEEPING**

**21 hours, \$425**

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

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

### CEBKEEP 200

#### **ADVANCED BOOKKEEPING**

**21 hours, \$425**

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

*PREREQUISITE: Introduction to Bookkeeping*

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

### CEBKEEP 300

#### **QUICKBOOKS PREMIUM**

**21 hours, \$425**

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

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

*TEXTBOOK: QuickBooks Premier 2017 Level 1, Intuit, CCI Learning*

### CEBKEEP 400

#### **PAYROLL ADMINISTRATION**

**21 hours, \$425**

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

*TEXTBOOK: An Introduction to Canadian Payroll Administration, 7th Edition, Alan Dryden. McGraw-Hill Ryerson*

# UNIVERSITY OF NEW BRUNSWICK ONLINE PROGRAMS



## HEALTH & SAFETY PROGRAMS

### CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY

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

#### Who should enrol?

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

#### Program Courses

##### Fundamentals

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

##### Management and Leadership

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

##### Specializations

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

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

### DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

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

#### Who should enrol?

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

## Prerequisites

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

## Program Courses

### Core Management

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

### Technical Electives (*choose 4*)

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

**8 courses • 13 weeks per course**

## PATHWAY TO COPING

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

### Who should enrol?

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

### Course Topics

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



For more information or to register  
[go.unb.ca/keyano](https://go.unb.ca/keyano)



CEBKEEP 500  
**FINANCIAL PLANNING**  
**21 hours, \$425**

Learn the basics of financial planning and investing and acquire the foundation for a career in the financial sector. Students will learn to evaluate income streams, research and evaluate financial products and invest with confidence, understanding risk tolerance and investment objectives. Other topics include spotting investment scams, discussing financial markets, evaluating tax-favored, tax-deferred and tax-free investing and understanding methods of tax savings. Learn to plan for retirement, invest in Real Estate and make money using Internet Marketing.

*TEXTBOOK: None*

CESACCT 100  
**SAGE 50 LEVEL 1**  
**21 hours, \$425**

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

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

*TEXTBOOK: Sage 50 Premium Accounting 2017 - Level 1, CCI Learning*

CESACCT 200  
**SAGE 50 LEVEL 2**  
**21 hours, \$425**

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

*PREREQUISITE: Introduction to Bookkeeping and Computer Fundamentals or equivalent.*

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

*TEXTBOOK: Sage 50 Premium Accounting 2017 - Level 2, CCI Learning*

CEEXCEL 001  
**MICROSOFT® EXCEL® 2016 LEVEL 1**  
**INTRODUCTORY**  
**14 hours, \$395**

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

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

*TEXTBOOK: Provided.*

CEEXCEL 002  
**MICROSOFT® EXCEL® 2016 LEVEL 2**  
**INTERMEDIATE**  
**14 hours, \$395**

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

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

*TEXTBOOK: Provided.*

## PROFESSIONAL BUSINESS COMMUNICATION

This program is designed for internationally educated professionals who would like to gain the knowledge, confidence and skills to succeed in the Canadian workplace. The focus of the certificate is on Canadian workplace communication, including verbal and written skills, reports and emails, as well as cultural competency training. All courses in the Professional Business Communication Certificate Program are designed for Canadian Language Benchmark levels 6-8. A Canadian Language Benchmark Placement Test (CLBPT) score is required prior to course registration.

- A minimum 80% attendance and satisfactory completion of assignments is required in all courses.

### BENEFITS FOR THE ORGANIZATION

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

### BENEFITS FOR THE INDIVIDUAL

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

NOTE: \*This program is available as on demand training for groups as requested. Please phone 780-715-3903 for more information or email [coned@keyano.ca](mailto:coned@keyano.ca)

### CEESL 560

#### CRITICAL ENGLISH

**30 Hours, \$375**

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

### CEESL 260

#### PRONUNCIATION AND NEUTRALIZING TECHNIQUES

**30 Hours, \$375**

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

### CEESL 520

#### SPEAKING PROFESSIONALLY

**30 Hours, \$375**

Course content includes: Cultural Effects on Workplace Communication, Strategies for Beginning and Maintaining "Water Cooler" Conversation, Common Idioms and Expressions, Business Meetings, Effective Presentation Skills, Networking, Workplace Telephone Skills and additional topics as related to General Conversation Management. This course includes a 15-minute formal presentation assignment.

### CEESL 420

#### WORKPLACE WRITING

**30 Hours, \$375**

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

### CEESL 650

#### CANADIAN WORKPLACE CULTURE

**30 hours \*optional course, \$375**

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

### CELEAD 413

#### COMMUNICATION TECHNIQUES FOR LEADERS

**14 hours \*optional course, \$375**

Leaders are expected to be able to differentiate between criticism and constructive feedback and handle challenging communications, including letting someone go or having difficult discussions with workers. This two day workshop will cover skills and tools for situations such as one-on-one and group meetings, presentations, emails, conflicts and crisis.

NOTE: This course is eligible for credit in the Strategic Leadership in Action Certificate

# PROJECT MANAGEMENT

Curriculum is designed to align with PMBOK Guide 6th edition.

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

Keyano College, in partnership with MacEwan University, offers a Project Management Certificate, delivered by PMI® credential holders, using courses aligned with the Project Management Institute (PMI) PMBOK® Guide 6th edition. Students will develop practical knowledge, strategies and skills that can be immediately applied to managing or coordinating projects through their life cycle.

All courses earn PMI Professional Development Units (PDUs) the number of PDUs is equivalent to hours of instruction. For details, visit [pmi.org](http://pmi.org).

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

*RECOMMENDED TEXTBOOK: Project Management Body of Knowledge (PMBOK) Guide, 6th edition, is available for purchase at Keyano Bookstore.*

- This program can be completed in one semester, depending on course availability
- Minimum of 80% attendance required in all courses



## CEPM 101

### BASICS OF PROJECT MANAGEMENT

21 hours, \$795

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

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

- Outline the value of project management within an organization
- Explain the role of a Project Manager
- Outline the activities and factors required to initiate a project
- Apply project management industry best practices in planning a project, using tools and techniques such as Stakeholder Analysis, Work Breakdown Structure, Risk Response Planning

- Recognize and assess impacts of potential project changes that occur during the execution of a project
- Apply techniques used to monitor and control successful projects
- Identify and address project management challenges

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

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

## CEPM 108

### PROJECT MANAGEMENT AND THE ORGANIZATION

3.5 hours, \$225

Understanding how your project should align to strategic goals of the organization is fundamental to guiding all the decisions you will undertake on your project. Learn how organizations are increasingly dependent on effective project management to achieve strategic objectives and enhance organizational goals. Discover how to manage organizational and environmental factors that can affect project performance. Concepts include portfolio and program management, business case fundamentals, organizational impacts on project structures and reporting relationships as well as an overview of project methodologies. You will also learn how to develop a Project Charter that ensures there is a direct link between the project's intended deliverables and the strategic objectives of the organization.

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

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

CEPM 102

### **PROJECT SCOPE AND QUALITY**

**14 hours, \$595**

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

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

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

CEPM 103

### **PROJECT SCHEDULE AND COST MANAGEMENT**

**21 hours, \$795**

Scheduling along with cost definition and control are critical to project success. Learn how to transform project scope and quality objectives into a feasible project schedule and cost baseline for proper tracking and control. Concepts include how to estimate, the impact of the project management approach (adaptive versus predictive), and effective techniques to develop and display schedule information, such as Gantt charts, Project Network Diagrams, Precedence

Diagrams and Critical Path. You will also apply various techniques including Earned Value Analysis to measure and report the combined impact of schedule and cost variances against a baseline plan so you can properly forecast potential project outcomes well enough into the future to allow time to make a required present change.

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

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

CEPM 104

### **PROJECT STAKEHOLDER, RESOURCES & COMMUNICATIONS MANAGEMENT**

**21 hours, \$795**

Proficiency in stakeholder, human resource management and communications is what separates good project managers from great ones. Learn to continually identify and engage effectively with stakeholders, to foster support for project goals and objectives, and to build dynamic teams. Concepts include identifying and assessing stakeholders and managing their expectations, principles of organizational change management, the fundamentals of leadership styles and building effective teams, the impact of your communication style on project success, the mechanics of project communications and project archives, and records/document management. You will apply and use various techniques such as stakeholder analysis, techniques for successful negotiating, motivational models, communication styles and methods, and situational leadership.

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

- Describe the basic stages of change
- Appreciate the project manager's role in effecting change
- Develop a stakeholder engagement plan
- Value the theories of team dynamics and motivation
- Adapt his or her personal leadership style to meet situational needs
- Identify approaches for addressing common project communication challenges
- Prepare a project communication plan

CEPM 105

**PROJECT RISK MANAGEMENT****14 hours, \$595**

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

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

- Describe the steps involved in the project risk management process
- Explain the components of a risk management plan
- Conduct a qualitative risk assessment
- Select appropriate risk management strategies
- Apply established risk management methods, tools and techniques to analyze and report on identified project risks

CEPM 106

**PROJECT PROCUREMENT MANAGEMENT****14 hours, \$595**

Have you ever had difficulty negotiating contracts or defining the activities required by the vendor to ensure your project has the proper cost-effective resources when it needs it? Learn how to develop contracting strategies, and the respective roles of the project and procurement departments in negotiating, administering, managing and closing contracts. Concepts include the procurement life cycle, the basic components and types of contracts, evaluation approaches, and vendor relationship management. You will also apply various techniques and practices including make or buy analysis, selection of contract types, risk mitigation using procurement strategies, and procurement performance reviews and audits.

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

- Describe the elements in the procurement lifecycle
- Implement a make or buy analysis
- Develop a procurement management plan
- Differentiate between procurement documents
- Create effective vendor evaluation criteria

CEPM 109

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

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

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

- Incorporate key project management concepts into an integrated project management plan
- Describe and implement industry best practices to effectively direct, manage, monitor and control a project
- Define the necessary activities to close a project
- Apply an ethical framework to determine appropriate next steps

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

**OPTIONAL****PROJECT MANAGEMENT  
PROFESSIONAL PMP® EXAM  
PREP COURSE (6TH EDITION)****\$930.82 • PDU: 35 | CEU: 3.5**

An online MindEdge course:

visit [keyano.ca/continuingeducation/onlinelearning/mindedge](http://keyano.ca/continuingeducation/onlinelearning/mindedge)

This completely online and self-paced project management program builds successful project managers at all levels of the organization. It provides a comprehensive preparation for the PMP® certification exam including exam-taking tips, 12 comprehensive module quizzes, five process group tests, and two full-length, 200-question practice exams covering the PMBOK® Guide areas of knowledge, which will provide a report to help you determine your areas of weakness. This course aligns with the PMBOK® Guide Sixth Edition.

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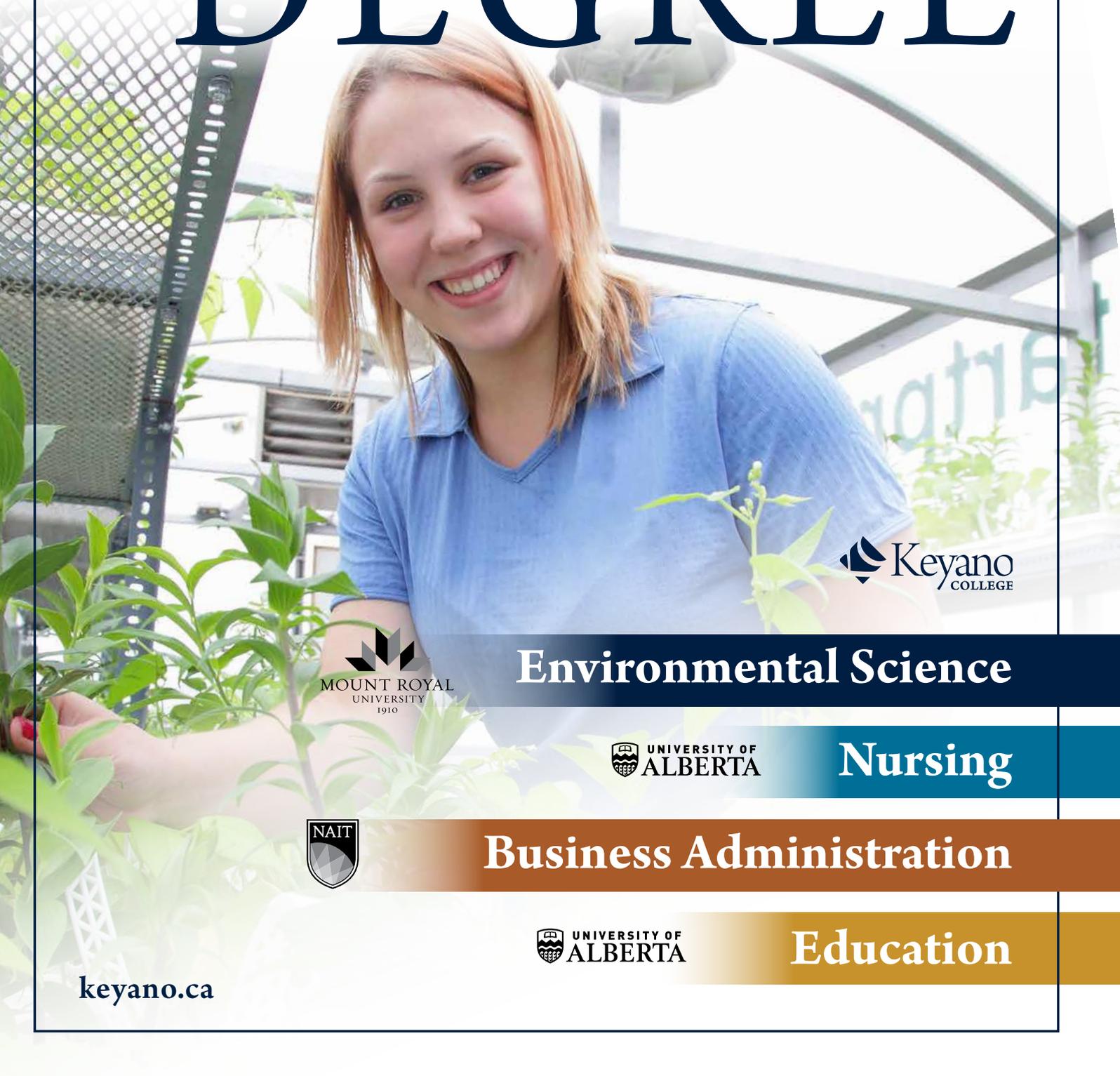
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## PROFESSIONAL LEADERSHIP

This program provides tools to improve supervisory skills, broaden business knowledge, practice effective communication, enhance teamwork approaches, and increase productivity and organizational effectiveness.

As participants progress through the program, they will examine each skill in-depth and acquire strategies and tools for human resource and project management. This certificate is beneficial to anyone in a leadership position. Participants will learn about high performance leadership skills and the principles to empower teams through hands-on activities, experiential case studies and selfassessment and through the real-life business experiences of instructors and fellow participants.

*NOTE: Students will receive credit towards the Workplace Trainer Certificate for the following courses: On the Job Training & Coaching, Capitalizing on Diversity, and Evaluating Employees & Training Programs.*

- This program can be completed in one year, depending on course availability.
- Minimum of 80% attendance required in all courses.

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### CELEAD 401

#### **LEADING PEOPLE**

**21 hours, \$665**

Gain an understanding of the essential skills required for effective leadership. Lessons will address problem solving, time management, collaborating, mentoring employees, effective communication, performance management, conflict resolution, organization and planning and creating a positive work environment.

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

*NOTE: This course is eligible for credit in the Strategic Leadership in Action Certificate and the Construction Management Certificate.*

### CELEAD 411

#### **CAPITALIZING ON DIVERSITY**

**7 hours, \$265**

Workforces are becoming increasingly diverse and workplace cultures are changing. Leaders play a significant role in managing teams and training adults from different generations, various continents, faiths and lifestyles or with varying abilities. Participants will learn how to create a safe and respectful working environment for employees/adult learners and capitalize on the benefits of a diverse workplace. This course will demonstrate essential skills for working with a diverse workforce.

*NOTE: This course is eligible for credit in the Strategic Leadership in Action Certificate and the Workplace Trainer Certificate.*

### CELEAD 412

#### **EVALUATING EMPLOYEES & TRAINING PROGRAMS**

**14 hours, \$465**

How do leaders know if their training program is effective and how do they evaluate it? How can they objectively measure the performance of each employee? This course provides participants with strategies to answer these questions. In learning about the evaluation process, participants will develop skills to assess training programs and set performance expectations to support team goals and organizational vision. They will practice conducting training program evaluations and use strategies to provide effective feedback to employees.

*NOTE: This course is eligible for credit in the Strategic Leadership in Action Certificate and the Workplace Trainer Certificate.*

### CELEAD 413

#### **COMMUNICATION TECHNIQUES FOR LEADERS**

**14 hours, \$465**

Leaders are expected to be able to differentiate between criticism and constructive feedback and handle challenging communications, including letting someone go or having difficult discussions with workers. This two day workshop will cover skills and tools for situations such as one-on-one and group meetings, presentations, emails, conflicts and crisis.

*NOTE: This course is eligible for credit in the Strategic Leadership in Action Certificate and the Professional Business Communications Certificate*

CELEAD 414

**HIGH PERFORMANCE TEAMS****14 hours, \$465**

Leading a high performance team requires skills, diplomacy and the ability to capitalize on the unique strengths of individuals. This course will equip leaders with the skills to manage conflict situations, focus on common goals and build trust and commitment in order to develop a strong, dynamic work environment. In this course, participants will learn how to augment their teams' performance and get them to deliver results in a changing work environment.

CELEAD 800

**ON THE JOB TRAINING & COACHING****7 hours, \$265**

Today's busy organizations don't have the luxury of offering lengthy training programs to frontline employees. Coaching plays a critical role in maintaining a skilled workforce, achieving results and increasing productivity. This course will provide participants with an effective on-the-job training model, giving them the skills to coach and lead in situations such as problem solving, performance management, conflict resolution and succession planning.

*NOTE: This course is eligible for credit in both the Strategic Leadership in Action Certificate and the Workplace Trainer Certificate.*



## AVOID LINE-UPS

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**\* Please note, Office of the Registrar will not print these items for you as they are available on Self Service.**

## SUPPLY MANAGEMENT TRAINING

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

### WHO SHOULD ATTEND?

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



Participants can enroll in a single course or seminar, or complete the entire package of courses and seminars. Those who wish to complete the entire package in Supply Management Training must register with Alberta Institute SCMA prior to completing their first course or seminar.

SCMA Enrolment form is available at [keyano.ca/continuingeducation/supply](http://keyano.ca/continuingeducation/supply).

- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance required in all courses
- Passing grade for all courses is 60%

..... ONLINE AVAILABLE 

### TECHNICAL COURSES

- Introduction to Logistics
- Introduction to Procurement
- Introduction to Transportation
- Introduction to Operations Management

*NEW – Technical Courses are available online through SCMA .*

### BUSINESS MANAGEMENT SEMINARS

- Introduction to Accounting & Finance
- Introduction to Business Planning
- Introduction to Marketing

### SOFT SKILLS SEMINARS

- Communication & Relational Skills\*
- Negotiation Skills\*
- Competitive Bidding, Contract Preparation & Contract Management\*

*\*This course qualifies for Advanced Standing credit in diploma program with SCMA.*

Textbooks are available for purchase at Keyano Bookstore.

All other course materials can be accessed online with iLearn. See page 79 for details.

## CESUPPLY 201

**INTRODUCTION TO FINANCE & ACCOUNTING****14 hours, \$625**

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

*PRE-COURSE READING: This course requires all students to complete pre-course reading before the course start date. Please visit [iLearn.keyano.ca](http://iLearn.keyano.ca) to access your pre-course package. Students who do not complete the pre-course reading will find it difficult to succeed in this course.*

## CESUPPLY203

**INTRODUCTION TO BUSINESS PLANNING****14 hours, \$625**

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

*PRE-COURSE READING: This course requires all students to complete pre-course reading before the course start date. Please visit [iLearn.keyano.ca](http://iLearn.keyano.ca) to access your pre-course package. Students who do not complete the pre-course reading will find it difficult to succeed in this course.*

## CESUPPLY 204

**INTRODUCTION TO MARKETING****14 hours, \$625**

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

*PRE-COURSE READING: This course requires all students to complete pre-course reading before the course start date. Please visit [iLearn.keyano.ca](http://iLearn.keyano.ca) to access your pre-course package. Students who do not complete the pre-course reading will find it difficult to succeed in this course.*

## CESUPPLY 210

**COMMUNICATION AND RELATIONAL SKILLS\*****14 hours, \$625**

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

*PRE-COURSE READING: This course requires all students to complete pre-course reading prior to the course start date. Please visit [iLearn.keyano.ca](http://iLearn.keyano.ca) to access your pre-course package. Students who do not complete the pre-course reading will find it difficult to succeed in this course.*

CESUPPLY 230

**NEGOTIATION SKILLS \***

**28 hours, \$1,035**

Negotiation skills are an essential competency for managers, and especially those responsible for supply chain management. This workshop provides students with a roadmap for leading or participating in successful negotiations. Participants will focus on the entire negotiation process and learn the activities and techniques used from the preparation stage to face-to-face negotiations. Course content covers understanding the other negotiator, responding to power imbalances and building longer-term relationships. Interactive exercises, including negotiation simulations and role-playing exercises, feature prominently and allow participants to fine-tune negotiating skills.

*PRE-COURSE READING: This course requires all students to complete pre-course reading before the course start date. Please visit [iLearn.keyano.ca](http://iLearn.keyano.ca) to access your pre-course package. Students who do not complete the pre-course reading will find it difficult to succeed in this course.*

CESUPPLY 250

**COMPETITIVE BIDDING, CONTRACT PREPARATION AND CONTRACT MANAGEMENT \***

**14 hours, \$625**

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

*PRE-COURSE READING: This course requires all students to complete pre-course reading prior to the course start date. Please visit [iLearn.keyano.ca](http://iLearn.keyano.ca) to access your pre-course package. Students who do not complete the pre-course reading will find it difficult to succeed in this course.*

**ADVANCED STANDING**

Students who wish to enroll in the Supply Chain Management Professional (SCMP) Designation Program must complete the Supply Management Training Program and these Advanced Standing courses: Principles of Financial Management (1 day online), Supply Chain Operations Workflow (1 day online), Case Study Report Writing (1 day online).

Additionally, students must have the following prerequisites before enrolling in the SCMP Designation Program: Completion of the Business Degree/ Diploma or Management Studies (Introduction to Business, Accounting, Finance, Business Communications, Marketing, Economics, and Organizational Behaviour - minimum of 6 courses).

The combination of the above requirements exempts students from the following courses in the Supply Chain Management Professional Designation Program:

- Module #1: Supply Chain Management (13 weeks)
- Module #3: Logistics and Transportation (13 weeks)
- Communications and Relational Skills (2 days)
- Negotiation Skills (4 days)
- Competitive Bidding, Contract Preparation and Management (2 days)

The Supply Chain Management Association recognizes prior supply chain management education from postsecondary institutions accredited by the association. SCMA has therefore allowed for both individual

advanced standing as well as program-to-program advanced standing acquired through a post-secondary degree program accredited by SCMA.

*NOTE: Advanced academic standing is subject to approval. You will receive a letter of confirmation when your information has been assessed. Please allow four to six weeks for your application to be processed. Candidates who have not completed a degree/diploma but have taken some business courses at the university or college level can apply for exemptions against individual business courses.*

**For more information please visit the SCMA website or email Millete Gutierrez at [mgutierrez@scmaab.ca](mailto:mgutierrez@scmaab.ca)**

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keyano.ca/powerlab

For more information see page 71

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## WORKPLACE TRAINER

The Canadian Society of Training and Development is Canada's leading association of workplace learning professionals. It sets the standards for training and development in Canada.

The Keyano Workplace Trainer Certificate, a series of seven courses designed to prepare workplace trainers, facilitators or mentors, is a program of study recognized by the society. The certificate addresses the competency categories for the training and development industry outlined in the society's Training Competency Architecture. Students enrolled in this program are eligible for student membership in the society, and graduates are given a one year credit towards the work experience requirement of the Certified Training and Development Professional designation or Certified Training Practitioner.

*NOTE: Students will receive credit towards the Strategic Leadership in Action Certificate for the following courses: On the Job Training & Coaching, Capitalizing on Diversity, and Evaluating Employees & Training Programs.*



- This program can be completed in one year, depending on course availability
- Minimum of 80% attendance is required in all courses

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### CETRAIN 100

#### **TRAINING NEEDS ASSESSMENT**

**7 hours, \$265**

Managers, Trainers and Human Resources Professionals all need to ensure training programs further organizational goals, help employees succeed and are perceived to be relevant to the people who attend. Training needs assessments is the primary tool to ensure training programs are on the mark. This class is ideal for professionals who design and deliver training and want to ensure positive results.

### CETRAIN 200

#### **PROGRAM DESIGN**

**21 hours, \$665**

Training is a complex activity and must be carefully planned. Too often when technical experts are hired to conduct training sessions little thought is given to the planning and design of the instruction. Design and preparation of a training course usually consumes more time than delivery of the material. This workshop reviews steps for effective planning and delivery of a training course.

### CETRAIN 700

#### **TRANSFER OF LEARNING**

**7 hours, \$265**

Workplace trainers select initiatives to share knowledge in an organization. Discover how to determine and use resources, technology and materials to support these initiatives. During this one-day course, participants examine best practices in linking learning activities to job and organizational requirements.

### CELEAD 411

#### **CAPITALIZING ON DIVERSITY**

**7 hours, \$265**

Workforces are becoming increasingly diverse and workplace cultures are changing. Leaders play a significant role in managing teams and training adults from different generations, various continents, faiths and lifestyles or living with varying abilities. Participants will learn how to create a safe and respectful working environment for employees/adult learners and capitalize on the benefits of a diverse workplace. This course will demonstrate essential skills for working with a diverse workforce.

*NOTE: This course is eligible for credit in the Strategic Leadership in Action Certificate and the Workplace Trainer Certificate.*

CELEAD 412

**EVALUATING EMPLOYEES & TRAINING PROGRAMS****14 hours, \$465**

How do leaders know if their training program is effective and how do they evaluate it? How can they objectively measure the performance of each employee? This course provides participants with strategies to answer these questions. In learning about the evaluation process, participants will develop skills to assess training programs and set performance expectations to support team goals and organizational vision. They will practice conducting training program evaluations and use strategies to provide effective feedback to employees.

*NOTE: This course is eligible for credit in both the Strategic Leadership in Action Certificate and the Workplace Trainer Certificate.*

CETRAN 500

**EFFECTIVE WORKPLACE TRAINING****39 hours Compressed, \$1,195**

An active, engaging course aimed at new workplace training professionals or those who just want to hone their skills. Students will learn the foundations of effective facilitation, develop an understanding of the adult learner and the instructional process, gain a variety of classroom management techniques and have opportunities to practice new skills.

*PRE-COURSE ASSIGNMENT REQUIRED: All assignments are posted on iLearn.keyano.ca; all pre-course assignments are due at the beginning of the first class.*

CELEAD 800

**ON THE JOB TRAINING & COACHING****7 hours, \$265**

Today's busy organizations don't have the luxury of offering lengthy training programs to frontline employees. Coaching plays a critical role in maintaining a skilled workforce, achieving results and increasing productivity. This course will provide participants an effective on the job training model, giving them the skills to coach and lead in situations such as problem solving, performance management, conflict resolution and succession planning.

*NOTE: This course is eligible for credit in both the Strategic Leadership in Action Certificate and the Workplace Trainer Certificate.*

# Reach NEW Heights

## WITH Employee Training & Development

For information on programs & services offered through Corporate Training, visit [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation) or phone 780-715-3903

## COMMUNICATION SERIES

### Program Overview

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

CETEAMB302

### ACTIVE LISTENING

**Duration: 8 Hrs, \$195**

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

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

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

CETEAMB512

### COLLABORATION IN MULTIGENERATIONAL WORKFORCE

**Duration: 8 Hrs, \$195**

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

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

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

CETEAMB300

### COMMUNICATING FOR SUCCESS

**Duration: 16 Hrs, \$345**

We all have an idea of how we are perceived, and in what areas we have strengths and weaknesses. Through gathering of feedback on personal and work behavior, using smart questioning techniques and active listening you will get your whole picture. Practice a collaborative approach to communication, through giving and receiving feedback and planning for change, so that your communications will be successful.

After completing this two day course, participants will be able to:

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

CETEAMB503

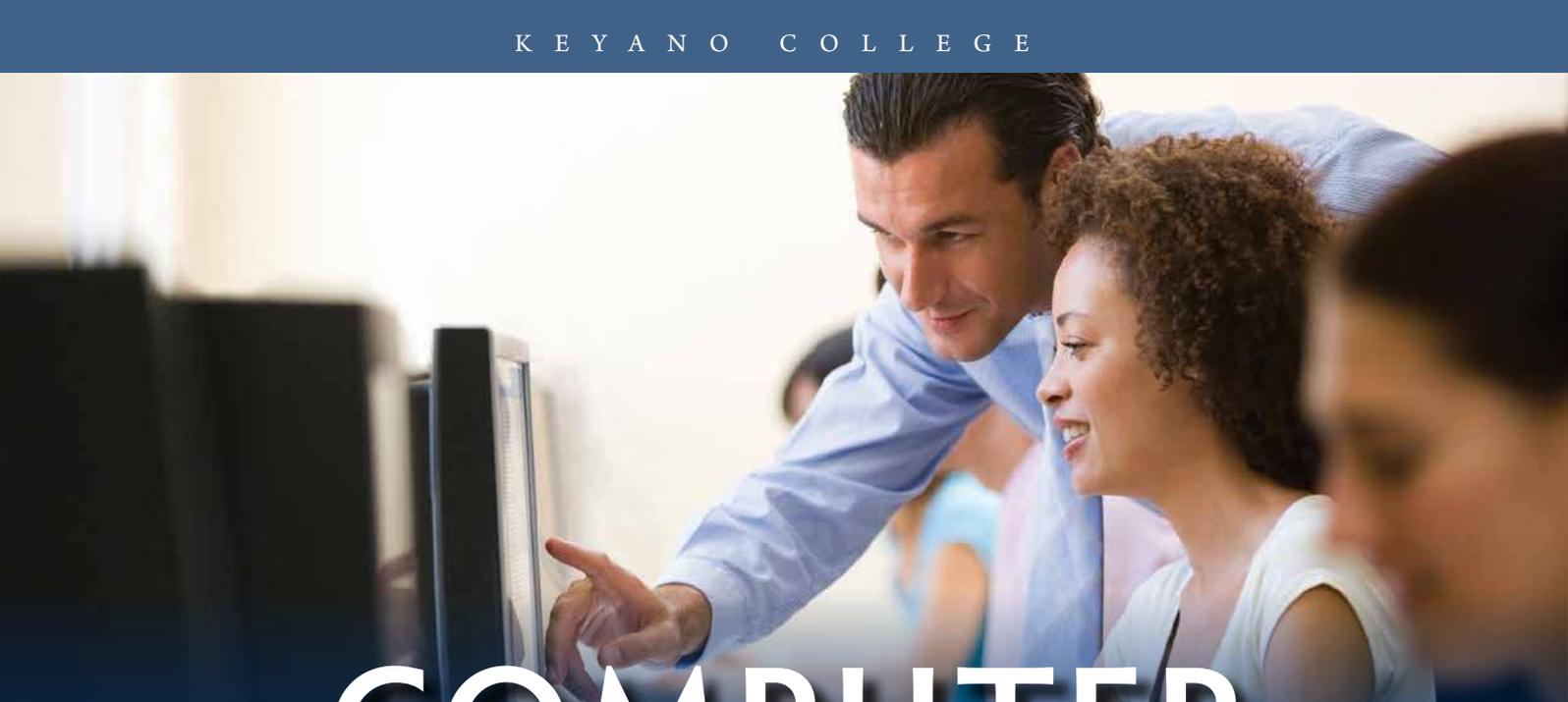
### COMMUNICATING UNDER STRESS

**Duration: 8 Hrs, \$195**

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

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

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



# COMPUTER SKILLS

## workshops

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



**To register:** please call **780-715-3903** or visit the Continuing Education Office at Keyano College; 8115 Franklin Avenue, Fort McMurray, Alberta.

CECOMM502

### **EFFECTIVE PRESENTATIONS**

**Duration: 16 Hrs, \$345**

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

After completing this two day course, participants will be able to:

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

CEWRITE500

### **INTRODUCTION TO REPORT AND PROPOSAL WRITING**

**Duration: 8 Hrs, \$195**

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

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

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

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

CESHIFT100

### **SHIFTING TO WELLNESS**

**Duration: 16 hours, \$325**

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

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

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

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

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

CETIME100

### **TIME MANAGEMENT**

**Duration: 7 hours, \$249**

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

CEDEVAD 200

### **CONFLICT NEGOTIATION AND ADMINISTRATION**

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

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

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

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

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

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

## SAFETY CERTIFICATIONS & DRIVER TRAINING

Keyano College offers a wide variety of Safety Certifications & Driver Training courses that are designed to train and certify employees with current and accredited information. Our training will give you the safety information you need in an easy-to-use, convenient format, and will empower you to make your work a safer place and protect your most important assets - you, your co-workers, and your employees. For cost, up to date and corporate offerings, schedule, please refer to our website [www.keyano.ca/Safety](http://www.keyano.ca/Safety) or call 780-715-3903

NOTE: Students are required to bring and wear their own Personal Protection Equipment (PPE) to each course.

**For replacement certificates please contact 780-715-3903. FEES may apply.**

CEAIRQ100

### AIR BRAKES "Q" ENDORSEMENT

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

**Course Length:** 16 Hrs

**Cost:** \$395 +GST

**Textbook:** Provided

**Prerequisite:** Valid Class 5 Canadian Drivers License

**Maintaining Status:** Successful completion of course is required once.

*NOTE: Alberta Registry will only honor the "Q" endorsement on Alberta Registered licenses, without the GDL restriction*

**Common Safety Orientation (CSO)** is the new orientation for the oil and gas industry.

For more information, go to

<http://www.energysafetycanada.com>.

If you need a computer to take your CSO training, Keyano College Testing Centre offers a fully equipped computer lab.

**Fee:** \$25 + GST

Please contact Testing Services for more information.

**Phone :** 780-791-4838

# Reach NEW Heights

WITH Employee Training  
& Development

For information on programs & services offered through Corporate Training, visit [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation) or phone 780-715-3903

## CECARGO100

**CARGO SECUREMENT**

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

**Course Length:** 8 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** Provided

**Prerequisites:** None

**Maintaining Status:** Successful completion of a certification or recertification is recommended every 2 years.

## CECONSP100

**CONFINED SPACE ENTRY**

This course provides participants with an overview and introduction to confined spaces. Course content includes legislated requirements and the recognition and understanding of hazards and controls associated with confined spaces. The training also includes information necessary to perform specific confined space monitoring duties and to ensure appropriate emergency response protocols.

**Course Length:** 8 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** None

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

## CECSTS100

**CONSTRUCTION SAFETY TRAINING SYSTEM (CSTS 09)**

Making sure that construction worksites are as safe as possible begins with providing basic safety training to all employees. CSTS-09 is an online worker-specific safety program acknowledged industry wide as an excellent learning tool for individuals who are either new to the construction industry or have not had formal safety training.

**Course Length:** 6 - 8 hours (time for completion depends on the individual)

**Cost:** \$125 +GST

**Need a replacement card?**

Visit [acsa-safety-org/services](http://acsa-safety-org/services) and create an account.

## CEDDC100

**DEFENSIVE DRIVING COURSE**

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

**Course Length:** 8 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** Provided

**Prerequisite:** Valid Class 5 Alberta drivers license

**Maintaining Status:** Successful completion of a certification is required once.

## CEEWP100

**ELEVATED WORK PLATFORM (EWP)**

This course is designed to develop safe and efficient operator practices for scissor lifts and various elevated work platforms. Upon successful completion, the learner will be able to demonstrate an awareness of the purpose, function and basic concepts of the operation of work platforms. This course will cover equipment inspection and pre-operation, job site, path of travel and work area inspection, manufacturer requirements, Canadian Standards Association and Worker's Health & Safety Rules and Regulations as well as practical operation. Each student is required to operate all controls and understand all functions of the lift. Students must wear personal protective equipment (PPE) including a hardhat, safety glasses and steel-toed boots.

**Course Length:** 8 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** Provided

**Prerequisite:** Successful completion of Fall Protection course (OSSA Accredited).

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

For replacement certificates please contact 780-715-3903. FEES may apply.

## CEFULL100

**FALL PROTECTION**

This one-day course provides participants with the legislated requirements of fall protection systems, including identifying potential fall hazards, fall protection regulations for Alberta, hazard analysis and risk assessment, selecting and using a personal fall protection system as well as inspection, maintenance and storage of fall protection equipment. This course includes theory and practical components.

**Course Length:** 8 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** Provided

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

## CEEMED100 or CEEMED200

**FIRST AID TRAINING**

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

*Emergency First Aid 1 Day or Standard First Aid 2 Day options are available.*

**Course Length:** 8 – 16 Hrs

**Cost:** This course available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** Provided

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

## CEFORK100

**FORKLIFT SAFETY TRAINING**

The course is designed to meet the needs of counterbalanced, sit-down and rider type lift truck operators. Students must successfully complete the theory and practical components of the course. Course content focuses on inspections, proper handling and loading and safe operating techniques. Students must wear personal protective equipment, including a hardhat, safety glasses and steel-toed boots.

**Course Length:** 8 Hrs

**Cost:** \$175+GST

**Textbook:** Provided

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

## CEGDIST100

**GROUND DISTURBANCE**

This course includes Level I and II ground disturbance certification. It is designed for workers who supervise ground disturbance, independently perform a ground disturbance, or issue and receive ground disturbance permits. Level II is the standardized program recognized by industry regulators. The program ensures personnel are fully aware of regulations and variances involved when a ground disturbance takes place. Participants are taught how to clarify sources when searching for underground facilities, provide notification to the facility owner and gain an understanding of the necessary approvals/crossing agreements and regulations. They learn to create a plot plan/site drawing, gain an understanding of line locating and learn about types of exposure. Back-fill inspection and emergency response plans are also covered in the training.

**Course Length:** 8 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** Provided

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

For replacement certificates please contact 780-715-3903. The fee is \$25.00 per certificate.

CEH2S100

**H2S ALIVE**

This course is valuable to anyone who works where hydrogen sulfide may be a hazard. The course covers the physical properties and health hazards of H2S, how to protect yourself and how to perform basic rescue techniques. Each student is required to operate a self-contained breathing apparatus, a detector tube device and perform rescue breathing.

**Course Length:** 8 Hrs**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.**Textbook:** None**Prerequisite:** None**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

CEPDIC100

**PROFESSIONAL DRIVER IMPROVEMENT COURSE (PDIC)**

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

**Course Length:** 8 Hrs**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.**Textbook:** Provided**Prerequisite:** Valid Class 1 or 3 Alberta license**Maintaining Status:** Successful completion of a certification or recertification is recommended every 2 years.

CERIGG150

**RIGGING & OVERHEAD CRANE**

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

**Course Length:** 12 Hrs**Cost:** \$295 +GST**Textbook:** Provided**Prerequisite:** None**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

CESKID100

**SKID STEER SAFETY TRAINING**

The course is designed to introduce students to safe work practices involved in operating skid steer loaders. Students must successfully complete the theory and practical components of the course. Students must wear personal protective equipment including a hardhat, safety glasses and steel-toed boots.

**Course Length:** 6 Hrs**Cost:** \$175 +GST**Textbook:** Provided**Prerequisite:** None**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

CEZOOM100

**TELEHANDLER/VARIABLE REACH FORKLIFT/  
ZOOM BOOM SAFETY TRAINING**

This training program is designed to meet the needs of rough terrain forklift operators. The course is ideal for all operators as it is designed to reinforce the importance of proper safety, inspections, hazards, safe operation and handling techniques. Students must wear personal protective equipment including a hardhat, safety glasses and steel-toed boots.

**Course Length:** 8 Hrs**Cost:** \$175 +GST**Textbook:** Provided**Prerequisite:** None**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

For replacement certificates please contact 780-715-3903. FEES may apply.

CEFLOAD100

**WHEELED LOADER/FRONT END LOADER SAFETY TRAINING**

The program addresses inspection, safe operation, maintenance, guidelines, hazards, estimating loader production, and operating techniques. Students must successfully complete the theory and practical components of the course. Students must wear personal protective equipment including a hardhat, safety glasses and steel-toed boots.

**Course Length:** 8 Hrs

**Cost:** \$175 +GST

**Textbook:** Provided

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification or recertification course every 3 years.

CEICE100

**WINTER WORKPLACE SAFETY (ONLINE)**

This interactive iLearn course consists of four modules that can be taken at your own pace. It offers students the opportunity to have the necessary training and tools to understand the dangers of falling ice and other winter workplace snow and ice hazards, before they begin employment on a job site. Course and registration inquiries contact 780-792-5131.

**Course Length:** 3 hrs

**Cost:** \$145 +GST

**Textbook:** None

**Prerequisite:** None

**Maintaining Status:** None

NOTE: For more safety training and driver certification options, please visit [keyano.ca/safety](http://keyano.ca/safety).

CEWHMIS100

**WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

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

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

**Course Length:** 3 - 4 hours (time for completion depends on the individual)

**Cost:** \$70 +GST

**Need a replacement card?**

Email [testing.services@keyano.ca](mailto:testing.services@keyano.ca) or call 780-791-4838

CEBEAR100

**BEAR AWARENESS AND SAFETY**

Bear Awareness and Safety is a comprehensive 4-hour Bear Safety course that is specifically designed to reduce risk when working or recreating in bear country. The course focuses on bear behavior and the understanding that they are more predictable than most of us think. This program teaches its students basic bear biology, identification, behavior and how to prevent and respond to bear encounters. The use of non-lethal bear deterrents is taught in detail and included a practical demonstration of pepper spray and various noise deterrents. With this knowledge a person will be able to assess the risks and take the appropriate action when they encounter a bear.

**Course Length:** 6 Hrs

**Cost:** This course is available for on-demand group training, as requested, please call 780-715-3903.

**Textbook:** None

**Prerequisite:** None

**Maintaining Status:** Successful completion of a certification is required once.



# ROPE ACCESS training



visit [keyano.ca](http://keyano.ca) for details



**ONLINE  
TRAINING**

DEVELOPED BY  
OIL SANDS EXPERTS

# SAGD

STEAM ASSISTED GRAVITY DRAINAGE

## PROCESSING CERTIFICATE

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



For more information see page 56 or visit [keyano.ca/continuingeducation/SAGD](http://keyano.ca/continuingeducation/SAGD)



# Shifting to Wellness

Learn your way to better shift work practices!

Courses are available for employees and future trainers for Canada's most comprehensive shift work lifestyles training program.

Get started today by contacting Continuing Education at **780-715-3903** or **coned@keyano.ca**



*See page 35 for details*

## TESTING SERVICES

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

### Hours of Operation:

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

### Location:

Testing Services in the Bob Lamb Building, Room BL152

### Registration:

Online at [selfservice@keyano.ca](mailto:selfservice@keyano.ca) or 780-791-4801

### In Person:

The Office of the Registrar at 8115 Franklin Avenue, Clearwater Campus Parking is available at a cost of \$2 per day

### Contact:

780-791-4838 or [testing.services@keyano.ca](mailto:testing.services@keyano.ca)

### The Testing Centre has proctored exams for:

- Prometric
- Yardstick
- APEGGA
- ISFE Institute
- Queens University
- University of Alberta
- Alberta Insurance Council
- NRCan
- Canadian Welding Bureau
- ACCA
- Human Resources Institute of Alberta
- Pearson Vue:
  - GMAT
  - CRSP (Canadian Registered Safety Professional)
  - Assessment Strategies Inc.
- NETA International Electrical Testing Association

*All tests and assessments require a government issued picture ID with your name, address, date of birth, and signature. No exceptions will be made.*

### DAT (DIFFERENTIAL APTITUDE TEST)

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

For registration, contact the Office of the Registrar at 780-791-4801 or visit 8115 Franklin Avenue, Clearwater Campus. The exam fee is \$125 + GST, or email [coned.registration@keyano.ca](mailto:coned.registration@keyano.ca)

### OUT-OF-TOWN DAT (DIFFERENTIAL APTITUDE TEST)

To book an Out-of-Town exam:

**Step 1:** Contact the Office of the Registrar at 780-791-4801 (1-800-251-1408) and pay the exam fee of \$125 + \$25.00 shipping and handling + GST.

**Step 2:** Keyano College will not release testing packages to individuals. Contact a testing centre at a college or university in your area that can invigilate a seven section, timed test. It will take approximately 4 hours.

**Step 3:** You are responsible for the invigilation fee and for supplying a prepaid 8 ½ x 11 courier envelope used to return your Differential Aptitude Test to Keyano College.

**Step 4:** Go to the link [keyano.ca/dat](http://keyano.ca/dat) and complete the DAT form. This will provide Testing Services with all the necessary information needed to send your exam Out Of Town to the institution. You will receive an email confirmation with instructions when your test has been shipped to your instructor/invigilator.

**Step 5:** Once the completed exam is returned to Testing Services it will be marked and the results will be sent to you in the self-addressed envelope you complete on the day of your test.

### DAT (DIFFERENTIAL APTITUDE TEST)

#### Tutoring Blocks

**5 hours, \$295 + GST**

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

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

For information email [continuing@keyano.ca](mailto:continuing@keyano.ca) or call 780-715-3903.

## EXAM SUPERVISION/PROCTOR/INVIGILATION SERVICES

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

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

### BOOK A SUPERVISED EXAM:

**Step 1:** Contact the Office of the Registrar at 780-791-4801 (1-800-251-1408) to register for an exam sitting and pay the \$125.00+ GST sitting fee.

**Step 2:** Complete your exam sitting by going to [keyano.ca/ContinuingEducation/TestingServices/ExamBookingforExternalStudents](http://keyano.ca/ContinuingEducation/TestingServices/ExamBookingforExternalStudents).

**Step 3:** After booking your exam please contact your examining organization and request your exam be mailed to:

Keyano College  
Testing Services, Box 64  
8115 Franklin Avenue  
Fort McMurray, AB T9H 2H7  
or email exam to [testing.services@keyano.ca](mailto:testing.services@keyano.ca)

Exam Supervision Hours

#### Day sessions:

Monday to Friday  
Session #1: 9 am-12 pm  
Session #2: 1 pm-4 pm

#### Evening Sessions:

Tuesday Evenings:  
6 pm-9 pm

*PLEASE NOTE: Exam supervision services are offered year round. Keyano College is closed on all statutory holidays and during Christmas break.*

For up to date information on our hours, please check [keyano.ca/ContinuingEducation/TestingServices](http://keyano.ca/ContinuingEducation/TestingServices).

*NOTE: Please check our website for extended hours during final exams and reduced summer hours in July and August.*

**Corporate Clients** for information on customized training locations (including on-site) phone 780-715-3903 or email [coned@keyano.ca](mailto:coned@keyano.ca)

## EXAM SUPERVISION FOR KEYANO STUDENTS

You may use our exam supervision service if you:

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

*\* Fee will be applied.*

For step-by-step instructions on how to book an exam with Testing Services, visit [keyano.ca/exambooking](http://keyano.ca/exambooking).

- All students are required to include the email address of the instructor when booking.
- Once the booking is confirmed, students are required to complete an Exam Supervision form and deliver to their instructor.

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

All students and staff should refer to the Exam Supervision Guidelines for student, instructor and invigilator responsibilities before booking an exam: [keyano.ca/continuingeducation/testing-services](http://keyano.ca/continuingeducation/testing-services)

*PLEASE NOTE Hours are subject to change based on demand and staff availability. Testing Services will extend invigilation hours during peak periods (final exams). Details of extended hours will be posted on the website.*

**COMMON SAFETY ORIENTATION (CSO)**

is the new orientation for the oil and gas industry. For more information, go to <http://energysafetycanada.com>.

If you need a computer to take your CSO training, Keyano College Testing Centre offers a fully equipped computer lab.

**Cost:**  
\$25.00 + GST

Please contact Testing Services for more information.  
Phone : **780-791-4838**

The testing services center is fantastic! The staff is friendly and helpful, there's always a quiet environment where one can truly concentrate on their exam. It also does wonders for people like me with test anxiety. It's simple too book appointments at the center or during office hours. I strongly recommend this service.

| Patrick Lefort  
February 6, 2017

**CONSTRUCTION SAFETY TRAINING SYSTEM (CSTS 09)**

Making sure that construction worksites are as safe as possible begins with providing basic safety training to all employees. CSTS-09 is an online worker-specific safety program acknowledged industry wide as an excellent learning tool for individuals who are either new to the construction industry or have not had formal safety training.

**Duration:** 6 - 8 hours (time for completion depends on the individual)

**Cost:** \$125 + GST

**Need a replacement card?**

Visit <https://yourasca.csod.com> and create an account.

**WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

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

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

**Duration:** 3 - 4 hours (time for completion depends on the individual)

**Cost:** \$70 + GST

**Need a replacement card?**

Email [testing.services@keyano.ca](mailto:testing.services@keyano.ca) or call 780-791-4838

Keyano College  
**TESTING CENTRE**

Easily register and take online  
Safety Courses (CSO, CSTS,  
WHMIS) through us.



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**Call 780.791.4838 or  
780.791.2688 to reserve your seat.**

## GENERAL EDUCATION DEVELOPMENT (GED) TEST

Keyano College is an authorized  
Pearson Vue Testing Centre



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

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

### Textbook:

Complete Canadian GED Preparation, Steck- Vaughn, Nelson Education. This textbook is available for purchase at the Keyano College Bookstore.

### To register for a GED Exam:

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

### Registering to write the GED Tests – Computer Based

- Obtain your Alberta Student Number (ASN) from the Alberta Education website.
- Go to **www.ged.com** and create your own account.
- Once signed in, MyGED Dashboard will appear with six selections on the page.
- Click on Schedule and follow prompts on each page, choosing COMPUTER, not paper.
- You may choose to write the five tests on any schedule, one at a time; OR any number of tests over a two test dates.
- NB: Select ONLY 2 or 3 subject tests at one time to find available times and dates.
- If you want between-test breaks longer than 10 minutes, register ONE test at a time.
- NOTE: If you return later than the allotted ten-minute break, your next test time is reduced.
- Pay the GED exam fees: \$40 USD per test or \$200 USD for all five tests.

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

### To register for a GED exam with accommodations:

Schedule an appointment to meet with the Chief GED Examiner by emailing [testing.services@keyano.ca](mailto:testing.services@keyano.ca).

This will initiate the application process. Current documentation of disability will be required when you meet with the Chief GED Examiner.

If you have any questions, please contact the Chief GED Examiner at [780-792-5715](tel:780-792-5715).

### GED TUTORING BLOCKS

#### 5 hours, \$295 + GST

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

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

For information email [access@keyano.ca](mailto:access@keyano.ca) or call [780-715-3903](tel:780-715-3903).

### CANADIAN REGISTERED SAFETY PROFESSIONAL (CRSP)

Is now being offered

#### 2019 Dates:

June 3 -14 | Oct 21-Nov 1

To register visit: [www.bcrsp.ca](http://www.bcrsp.ca).

For information email [testing.services@keyano.ca](mailto:testing.services@keyano.ca) or call [780-791-4838](tel:780-791-4838).

## CANADIAN PRACTICAL NURSE REGISTRATION EXAMINATION THROUGH ASSESSMENT STRATEGIES INC.

The Canadian Practical Nurse Registration Examination is administered across Canada; the dates for the up-coming administrations are:

### Computer-Based Administrations 2019 DATES

June 10 to 30 | Sept 16 to Oct 6 | Nov 18 to Dec 8

### GMAT

Various dates, go to [home.pearsonvue.com](http://home.pearsonvue.com) for times and locations.

### MICROSOFT® CERTIFICATION

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

### SKILLS AND COMPETENCY ASSESSMENTS

Assessments can be a critical component of effective organizational career development programs.

Skills and Competency Assessments can help organizations:

- Identify which employees would benefit from such a program
- Provide employees with key insights into their own potential and development needs
- Highlight potential career opportunities with their current skills and competencies
- Identify where organizations should be spending training dollars
- Ensure your training programs focus on key developmental areas

Keyano College has over 1000 web-based tests to gauge competency levels in:

- Soft Skills (reasoning, problem solving, decision making)
- Aptitude (Mechanical, Electrical or both)
- Specific Skills (Customer Service, Warehouse, Sales)
- Computer Skills (fundamentals, Excel, Word)
- Personality Assessment
- Supervisory Assessment

We will work with you to find an assessment tool to fit your needs. Keyano College's web-based assessment content predicts on-the-job performance and supports fair hiring practices. These affordable, easy to use and easy to interpret solutions help streamline hiring, reduce recruiting and training costs and improve corporate performance by identifying individual strengths.

You can count on us to keep up with and support your changing needs and to help you objectively assess, reward and retain top talent.

### TEST OF WORKPLACE ESSENTIAL SKILLS (TOWES)

This assessment measures three essential skills needed for safe and productive employment: Reading text, document use and numeracy. TOWES is a unique method of assessment as it challenges test takers to use information imbedded in actual workplace documents such as catalogues, order forms, labels and schematics to solve real workplace problems. These tests measure reading skills, document use and numeracy on a scale similar to the measurement framework used in the International Adult Literacy Survey (IALS). TOWES has been proven to be psychometrically valid and un-biased.

If you don't want to drive to Edmonton to write an exam, check with Testing Services to see if we can proctor your exam in Fort McMurray. Contact us at [Testing.Services@keyano](mailto:Testing.Services@keyano) or call **780-791-4838**.

For all your testing needs, **CONTACT TESTING SERVICES AT**  
[testing.services@keyano.ca](mailto:testing.services@keyano.ca) or **780-791-4838**

## ENGLISH LANGUAGE ASSESSMENTS

### THE CANADIAN ENGLISH LANGUAGE PROFICIENCY INDEX PROGRAM (CELPIP)



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

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



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



#### Why take the CELPIP Test?

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

For information and registration please visit [celiptest.ca](http://celiptest.ca) or call 1-800-958-5186

### CANADIAN LANGUAGE BENCHMARK PLACEMENT TEST (CLBPT)

This test is a streamlined assessment that is an adaptable, efficient means to place adult learners in English as an Additional Language programs. It is a task-based assessment, measuring four language skills: reading, writing, listening and speaking, aligned with the Canadian Language Benchmark levels 1-8. Testing dates vary monthly. (\$75 + GST)

Please call [780-792-5706](tel:780-792-5706) to book the CLBPT.

### TOEFL iBT (Prometric)

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

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

#### Who takes the TOEFL Test?

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

For information or to register, please visit [ets.org/toefl](http://ets.org/toefl)

### THE ENHANCED LANGUAGE TRAINING PLACEMENT ASSESSMENT (ELTPA)

The ELTPA is an assessment tool for placing adult newcomers, mostly internationally trained professionals and trades people, in Enhanced Language Training programs. It is a task-based assessment, measuring communicative competence in four language skill areas: reading, writing, listening and speaking. The ELTPA is aligned with the Canadian Language Benchmark levels 6 and below (-6) to 10 and above (10+). As no distinctions are drawn in proficiency levels at Benchmark 6 or lower, it is recommended that the ELTPA be used for assessment of those candidates whose language skills have been evaluated through prior CLB testing to be at Benchmark 6 or higher. (\$89 + GST)

Please call [780-792-5706](tel:780-792-5706) to book the ELTPA.

## MICROSOFT® OFFICE 2016

Achieve efficiency for the workplace and home using the most popular Microsoft Office applications (Excel 2016, Word 2016, PowerPoint 2016, Outlook 2016, Access 2016 and Project 2016).

Microsoft Office 2016 courses are delivered with a new line of courseware from CCI Learning to prepare students for everyday personal or business use and certifications.

*NOTE: Minimum of 80% attendance is required in all courses to be successful*

CECOMP100

### COMPUTER FUNDAMENTALS

**21 hours, \$425 + GST**

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

*TEXTBOOK: Provided.*

CEEXCEL001

### MICROSOFT® EXCEL® 2016 LEVEL 1 - ( In class)

**14 hours, \$395**

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

*TEXTBOOK: Provided.*

CEEXCEL002

### MICROSOFT® EXCEL® 2016 LEVEL 2 - ( In class)

**14 hours, \$395**

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

*TEXTBOOK: Provided.*

### MICROSOFT® EXCEL® LEVEL 3 - ADVANCED (Online)

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

Available for online independent study with our online educational partner ed2go. For more information or to register, visit [ed2go.com/kc](http://ed2go.com/kc).

CEWORD001

**MICROSOFT® WORD 2016 LEVEL 1****14 hours, \$395 + GST**

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

*TEXTBOOK: Provided.*

CEWORD002

**MICROSOFT® WORD 2016 LEVEL 2****14 hours, \$395 + GST**

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

*TEXTBOOK: Provided.*

CEPP100

**MICROSOFT® POWERPOINT 2016****14 hours, \$395 + GST**

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

*TEXTBOOK: Provided.*

CEOUTLK100

**MICROSOFT® OUTLOOK 2016****14 hours, \$395 + GST**

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

*TEXTBOOK: Provided.*

CEACCES100

**MICROSOFT® ACCESS 2016****14 hours, \$395 + GST**

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

*TEXTBOOK: Provided.*

CEMSPM100

**MICROSOFT® PROJECT 2016****21 hours, \$695 +GST**

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

*TEXTBOOK: Please visit our website for more textbook information, [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation).*

## OTHER COMPUTER TRAINING

### ADOBE ACROBAT X

If all you think Acrobat does is create PDF files, you're in for a big surprise! In this course, you'll discover how to bring together a wide range of content from dozens of programs that you can reuse and customize in Acrobat X Pro. Need to change some text? No problem. Create a new file? That's easy. Add a page from this file and an image from that file? Or add a new page? Not a big deal. You can do all that and more!

Available for online independent study with our online educational partner ed2go.

For more information or to register, visit [ed2go.com/kc](http://ed2go.com/kc)

Keyano College, for on-demand Corporate or group training offers Primavera training. Provides the knowledge and tools to succeed in today's critical Project Management environment. All courses are eligible for Professional Development Units (PDUs).

- Students will receive an e-book the first day of classes. Please ensure your email is up-to-date upon registration.

These courses are available as on-demand training for groups as requested. Please phone **780-715-3903** for more information or email [coned@keyano.ca](mailto:coned@keyano.ca)

### CEPRIMA001

#### PRIMAVERA P6 FUNDAMENTALS

**21 hours**

This three-day course provides hands on training for Primavera's client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling techniques. Practical, solution based workshops help students create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs. The e-book is included in the cost of the course. This course is eligible for 19.5 Professional Development Units.

### CEPRIMA002

#### PRIMAVERA P6 ADVANCED

**21 hours**

This training combines in depth project management and resource management training in Primavera's client/server-based solution, building on skills learned in Project Management Scheduling and Control. Topics include earned value analysis, updating baselines, importing and exporting project data, top down budgeting, managing resource

### CEAUTOC100

#### AUTOCAD 2015

**21 hours, \$725 + GST**

Learn how to plan, develop, document and present a complete AutoCAD project. Students will master essential AutoCAD features, get a thorough understanding of the basics, learn the very latest industry standards and techniques and become productive with AutoCAD.

*PREREQUISITE: Experienced computer use; drafting experience is an asset.*

*TEXTBOOK: AutoCAD 2015 and AutoCAD LT 2015: No Experience Required, Donnie Gladfelter, John Wiley and Sons. Inc.*

allocation, future period bucket planning and resource leveling. Extended case studies at the end of each session provide an opportunity to apply new skills and functionality. The e-book is included in the cost of the course. This course is eligible for 19.5 Professional Development Units.

*PREREQUISITE: Primavera P6 Fundamentals*

### CEPRIMA003

#### PRIMAVERA RISK ANALYSIS

**14 hours**

This course provides training for Primavera Risk Management solutions. Participants will gain thorough knowledge in the basic concepts of risk management. The two day course leads participants through examples of specific risk modeling techniques and provides a lab style workshop for students to apply the learned techniques.

## MICROSOFT OFFICE SPECIALIST 2016

The Microsoft Office Specialist 2016 certification features a series of certification levels, providing a continuum of skills qualification. The certifications include core credentials in the most popular Microsoft Office 2016 products, and Expert and Master credentialing for advanced users.

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### MICROSOFT OFFICE SPECIALIST

The Microsoft Office Specialist certification validates skills with the Microsoft Office 2016 suite.

Candidates must pass exams in the following Office products: Word 2013, Excel® 2016, PowerPoint® 2016, Access® 2016, and Outlook® 2016.

### MICROSOFT OFFICE MASTER

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

### Why certification is important:

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

Cost is \$125.00 + GST per exam

Contact [testing.services@keyano.ca](mailto:testing.services@keyano.ca) for more information or to register.

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# Reach NEW Heights

WITH Employee Training  
& Development

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For information on programs and services offered through Corporate Training, visit [keyano.ca/continuing](http://keyano.ca/continuing) or phone 780-715-3903

## LANGUAGE TRAINING

CELANG010

### **FRENCH LEVEL 1**

**30 hours, \$395 + GST**

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

*TEXTBOOK: Ultimate French Beginner-Intermediate, Random House of Canada Limited. (Required)*

*NOTE: An English-French dictionary is strongly recommended for French courses.*

CELANG020

### **FRENCH LEVEL 2**

**30 hours, \$395 + GST**

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

*PREREQUISITE: French Level 1 or basic French language skills.*

*TEXTBOOK: Ultimate French Beginner-Intermediate, Random House of Canada Limited. (Required)*

*NOTE: An English-French dictionary is strongly recommended for French courses.*

CELANG210

### **SPANISH LEVEL 1**

**30 hours, \$395 + GST**

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

*TEXTBOOK: Easy Spanish Step by Step, Barbara Bregstein, MacGraw Hill. (Required)*

*NOTE: An English-Spanish dictionary is strongly recommended for Spanish courses.*

CELANG220

### **SPANISH LEVEL 2**

**30 hours, \$395 + GST**

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

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

*TEXTBOOK: Easy Spanish Step by Step, Barbara Bregstein, MacGraw Hill. (Required)*

*NOTE: An English-Spanish dictionary is strongly recommended for Spanish courses.*



Keyano also offers  
**CELPIP Testing.**  
See page 45 for details.

# FREE ENGLISH CLASSES

Cours d'anglais gratuits

Clases de inglés gratis

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निः शुल्क अंग्रेजी भाषा शिक्षा

يوجد لدينا برنامج تعليم اللغة الانجليزية بسهولة ومجانا

## LINC

Language Instruction for Newcomers to Canada

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

### WHO CAN TAKE LINC?

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

For more information, email [English@keyano.ca](mailto:English@keyano.ca),  
call **780.792.5706**, or visit [keyano.ca/LINC](http://keyano.ca/LINC)

## ENGLISH LANGUAGE ASSESSMENTS

### Canadian Language Benchmark Placement Test (CLBPT)

This test is a streamlined assessment that is an adaptable, efficient means to place adult learners in English as an Additional Language programs. It is a task-based assessment, measuring four language skills: reading, writing, listening and speaking, aligned with the Canadian Language Benchmark levels 1-8. Testing dates vary monthly. (\$75 + GST)

Please call 780-792-5706 to book the CLBPT.

## LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)

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

### What is LINC?

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

### Who can take LINC?

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

### What do students study in LINC?

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

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

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

### When do students study LINC?

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

### What are the benefits of LINC?

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

### How to apply for LINC?

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

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

For more information, contact the LINC office.

Email: [English@keyano.ca](mailto:English@keyano.ca)

Phone: 780-792-5706

When I came to Canada, it was very hard to speak and listen to the accent of Canadians, but now I am ok with everything. Thank you for the LINC program!!!

| Gebreab Gebrekidan, 2019

I am happy with LINC, because I can learn about how can speak English properly, and also I can learn about multicultural in Canada, so I can more understand with people, and I can more respect with people.

| Ohsook Jang, 2019

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

| Dhara Patel, 2019

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

| Tesfay Berih, 2019

## INDIGENOUS AND REGIONAL EDUCATION

Keyano College has been a provider of community adult learning programs within the region of Wood Buffalo since 1976 when it first opened its campus in Fort Chipewan. Since that time, it has opened learning centers in Fort McKay and Gregoire Lake/Anzac area.

Now open year-round in Fort Chipewan, Keyano is expanding its selection of programs, services and hours of operation offered within the rural communities. We recognize the unique needs of these communities, and hope to be flexible and accessible with our programming in order to help them achieve their training goals.

### CAMPUSES AND LEARNING CENTRES

Each location prides itself on being a recognized Community Access Point. This means that the community members are welcome to visit, use the computers, access library resources and explore career and educational programming at no cost and on a drop-in basis.



Fort Chipewan Campus



Fort McKay Learning Center



Gregoire Lake Learning Centre

### CUSTOMIZED PROGRAMS

GED: a 12 week program offering the training and preparation for the GED test.

Training to Employment: customized programs designed at the request of the community to meet labour needs.

Equipment Certifications, Safety Training, and Testing Services: community based delivery to be expanded in the 2019-2020 year.

Online Learning: Teleconference/Remote Delivery, Aboriginal Entrepreneurship, see page \_\_\_\_ for full details of online courses available through Keyano College.

### ABORIGINAL STUDENT CENTRE

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

Annual events include:

- Orange T-Shirt Day
- Metis Day
- Christmas Elder Day
- Bannock Day
- Louis Riel Day
- Reconciliation Day
- Indigenous Awareness Day

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



# The Aboriginal **STUDENT CENTRE**

The centre promotes a respectful and welcoming environment for all students, faculty, and staff.

Several events take place throughout the academic year:  
**Orange T-shirt day • Metis Day • Reconciliation Day  
and many more events**

.....  
**The Aboriginal Student Centre** is located on the main floor  
of the Clearwater Campus next to the information desk.

..... **ROOM CC-155** .....

## ONLINE LEARNING

Keyano College has partnered with several online learning providers to offer a wide selection of online courses. There are a number of ways to learn online and a variety of programs to pick from. We have programs and courses that are industry, business, computer, leadership and management related, which can be taken completely online. Whether you are looking for a full certificate or for individual courses, we have the options and you have the choice. Register now!

To review available courses, go to [www.keyano.ca/continuingeducation/onlinelearning](http://www.keyano.ca/continuingeducation/onlinelearning). For more information call 780-715-3903 or email [coned@keyano.ca](mailto:coned@keyano.ca).

## ABORIGINAL ENTREPRENEURSHIP CERTIFICATE

Keyano College's online credit certificate program for **Aboriginal Entrepreneurship** provides flexible and accessible education that won't disrupt your family life. From marketing and communications to human resources, and accounting, our certificate covers the skills you need to jump-start your own business. Upon graduation, you will have completed a business plan and be well on your way to success!

We will be supplementing the online learning with community-based seminars featuring successful entrepreneurs, which provides a great opportunity for networking. These guest speakers will share their ideas on business plans and how to turn your great idea into a reality. Webinars will be available for those who cannot attend in person. To support this change, all students will be registered and begin classes by September so they can build their businesses side-by-side, rather than in isolation.

.....ONLINE ))

### GETTING STARTED – THE SPIRIT OF NEW ENTERPRISE

This introductory course is the pre-requisite for all courses in the Aboriginal Entrepreneurship program. It explores the development of preliminary skills and knowledge including self-assessment, research skills, sectorial studies, mentoring, business planning and an overview of Aboriginal business issues.

### COMMUNICATIONS

This course is designed to build effective writing, reading, listening and oral communication skills. Course work includes presentations, giving and receiving feedback and business writing.

### MARKETING FOR NEW BUSINESS VENTURES

This course is an introduction to marketing for new and developing businesses. Course content covers market research, sectorial studies and the development of a marketing plan.

### PERSONAL/MANAGEMENT SKILLS

This course explores the development of personal and interpersonal skills. Course work includes goal setting, leadership and management skills, coaching and mentoring and personal development planning.

### FINANCE FOR ABORIGINAL BUSINESS

This course examines the funding challenges and opportunities for Aboriginal business and introduces numeracy skills applied to the topics of financial management and budgeting.

### SMALL BUSINESS ACCOUNTING AND BOOK-KEEPING

This course develops numeracy through an introduction to accounting and related standard software packages. Course content details the creation of a small business accounting system and the development of skills to organize and maintain information.

### BUSINESS LAW

This introduction to business law examines legal forms of business, contracts and contractual obligations, liabilities, insurance and bonding and legal issues related to Aboriginal business activity.

### HUMAN RESOURCE ISSUES

This course explores recruiting, selecting and training staff, as well as relationships with staff, teamwork, dealing with difficult people and working effectively with family and band members.

### E-COMMERCE FOR SMALL BUSINESS

Course work introduces e-commerce, including websites, electronic tendering and internet research.

### THE BUSINESS PLAN

This course teaches participants how to finalize a business plan using standard software.

For further information or to apply, visit <http://www.keyano.ca/continuingeducation/aboriginal/education> for more details or call 780-791-8967.

## ASSET PLANNING & MANAGEMENT ONLINE CERTIFICATE (ONLINE)

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

*DELIVERY METHOD: These courses are delivered fully online and are completely self-paced within the parameters of the course start and end dates. The final exam is also completed online but within a window of time specified by the instructor.*

*PREREQUISITES: There are no prerequisites for this program. Students can register with the Office of the Registrar at Keyano College any time by phone 780-792-2688 or online: [www.keyano.ca/access/onlinelearning](http://www.keyano.ca/access/onlinelearning)*

*TEXTBOOK: Maintenance Planning and Scheduling Handbook 3/E by Richard (Doc) Palmer, McGraw- Hill Education September 4, 2012. This book is required for the whole program and available for purchase at the Keyano Bookstore or online.*

This program consists of 7 modules which are 14 hours at a tuition of \$495 each:

MODULE 1: CEAPM100 - Operations and Reliability Strategy  
MODULE 2: CEAPM200 - Asset Planning  
MODULE 3: CEAPM300 - Asset Scheduling  
MODULE 4: CEAPM400 - Execution Coordination & Closure  
MODULE 5: CEAPM500 - Supply Chain  
MODULE 6: CEAPM600 - Turnaround Planning  
MODULE 7: CEAPM700 - Asset Project

For more detail, schedule, course descriptions, and registration please visit [www.keyano.ca/continuingeducation/onlinelearning](http://www.keyano.ca/continuingeducation/onlinelearning)

## FUNDAMENTALS OF SAGD PROCESSING

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

Passing grade for all courses is 80%

*Delivery Method: These courses are delivered fully online and are completely self-paced. Students can register for either module and begin at any time. Modules are recommended to be taken in order, 1-4.*

*Prerequisites: There are no prerequisites for this program. Students can register with the Office of the Registrar at Keyano College any time by phone 780-792-2688, or online: [www.keyano.ca/continuingeducation/SADG](http://www.keyano.ca/continuingeducation/SADG)*

*Textbook: There are no textbooks required for these courses, all materials are provided online.*

MODULE 1: CESAGD100 - Well Pads  
7.5 hrs, \$345 +GST  
MODULE 2: CESAGD200 - Bitumen Processing  
10.5 hrs, \$495 +GST  
MODULE 3: CESAGD300 - Produced Water De-Oiling  
11 hrs, \$495 +GST  
MODULE 4: CESAGD400 - Water Treatment  
8 hrs, \$345 +GST

For more detail, course descriptions, and registration please visit [www.keyano.ca/continuingeducation/SAGD](http://www.keyano.ca/continuingeducation/SAGD)



You dont have  
to see the  
whole staircase,  
just take the  
**FIRST STEP**



# Take your **STEP** with The Community Adult Learning Program

Take your STEP with

- English Language Learning
- Math: Pre-GED/Pre-Upgrading
- English Language Arts: Pre-GED/Pre-Upgrading

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**FREE TUITION**

through Keyano Community Adult Learning Programs and  
Innovation and Advanced Education

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**REGISTER** at Bob Lamb Building • Room 241  
Monday - Thursday • 1pm - 2:30pm or 4:00pm-5:30pm  
Call or text **780-715-4946**

## Ed2Go

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

For more information or to register, please visit:  
[www.ed2go.com/KC](http://www.ed2go.com/KC)

### ACCOUNTING AND FINANCE

- Microsoft Office 2010, 2013, 2016
- QuickBooks 2013, 2014, 2015
- Personal Finance
- Payroll
- Keys to Successful Money Management

### COMMUNICATIONS

- Keys to Communications
- Interpersonal Communications
- Writing Effective Grant Proposals
- Effective Business Writing
- Mastering
- Public Speaking
- Creating a Successful Business Plan

### LEADERSHIP

- Managing Customer Service
- Leadership
- Building Teams that Work
- Fundamentals of Supervision and Management
- Achieving Success with Difficult People

### PROJECT MANAGEMENT

- Fundamentals of Project Management
- Project Management Professional (PMP) Prep
- Project Management Applications
- Six Sigma
- Microsoft Project

### SALES & MARKETING

- Designing Effective Websites
- Using Social Media in Business
- Business Marketing & Writing
- Effective Selling

**NOTE:** \*Ed2Go courses are in US dollars and the current exchange rate will be applied to all purchases of Ed2Go courses.

### COMPUTER COURSES:

- Microsoft Office Applications (All Versions 2010, or 2013 with various levels)
- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Project
- Microsoft Publisher
- Keyboarding
- QuickBooks (Versions 2013, 2014, 2015)
- QuickBooks (various levels)
- Performing Payroll in QuickBooks
- Introduction to CSS3 and HTML5
- Introduction to Oracle
- Adobe Acrobat X
- Photoshop
- Illustrator

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

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

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

Students can register with the Office of the Registrar at Keyano College by phone **780-791-4801** or online, [www.ed2go.com/kc](http://www.ed2go.com/kc)

## MINDEDGE

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

To browse courses or to register go to [www.keyano.ca/continuingeducation/onlinelearning/mindedge](http://www.keyano.ca/continuingeducation/onlinelearning/mindedge)

### BUSINESS COMMUNICATIONS

- Communicating Collaboratively
- Effective Emails, Memos, and Letters
- Effective Presentations
- Effective Public Speaking
- Effective Business Writing

### ENTREPRENEURSHIP

- Accounting and Finance for Entrepreneurs
- Business Law for Entrepreneurs
- Introduction to Entrepreneurship
- Leadership and Management for Entrepreneurs

### FINANCE

- Financial Planning and Control
- How to Read a Financial Statement
- Introduction to Business Statistics
- Introduction to Finance
- Time Value of Money and Risk
- Understanding and Managing Budgets

### HUMAN RESOURCE MANAGEMENT

- Employee Selection
- Equal Employment Opportunity
- Introduction to Human Resource Management
- Performance Management
- Talent Management and Career Development

### LEADERSHIP

- Introduction to Leadership
- Leaders and Work-Life Balance
- Leading and Managing Change
- Leading Teams

### MANAGEMENT

- Effective Negotiations
- Handling Difficult Employee Behavior
- How to Coach
- The Manager's Toolbox: Business Nuts and Bolts

### PROJECT MANAGEMENT

- Fundamentals
- Project Management Professional (PMP) Exam Preparation
- PMI-ACP Proactive Exams and Strategies
- Project Management Simulations

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

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

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

**NOTE:** \*Mindedge courses are in US dollars and an exchange rate will be applied to all purchases of Mindedge courses.

**UNIVERSITY OF NEW BRUNSWICK**  
**OCCUPATIONAL HEALTH & SAFETY PROGRAMS**  
**100% ONLINE** See page 16 for details



## POWER ENGINEERING COMPUTER MANAGED LEARNING (CML)

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

### 4th Class Part A

PELM 4100 – Applied Science  
PELM 4200 – Plant Services

### 4th Class Part B

PELM 4300 – Steam Generation  
PELM 4400 – Prime Movers and Auxiliaries

### 3rd Class Part A

PELM 3100 – Applied Science  
PELM 3200 – Plant Services

### 3rd Class Part B

PELM 3300 – Steam Generation  
PELM 3400 – Prime Movers and Auxiliaries

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

The online program offers tutorial assistance from qualified instructors on an appointment basis every Tuesday and Thursday evening in the Skills Centre, room 119, located in the Clearwater Campus, 8115 Franklin Ave.

### Admission Requirements:

- All applicants must be a Canadian Citizen or Permanent Resident of Canada.
- It is strongly recommended that students have Math 20/23 or Math 20-2, Physics 20 and English 20 (Grade 11).
- All E-exams are supervised exams that are required to be done in person at Keyano College Testing Services. Fee will be applied.
- Students have 6 months to complete part A theory and 6 months to complete part B theory.

### Application Process:

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

Students interested in the online program can contact the Office of the Registrar at 780-791-4801.

### Extensions:

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

**Keyano also offers 4th and 3rd Class Power Engineering full-time on campus.**

Visit [keyano.ca](http://keyano.ca) for details.

## UGOTCLASS

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

For more information or to register, please visit:  
<http://yougotclass.org/catalog.cfm/Keyano>

### Certificates can be completed in the following subjects:

- Designing Successful Webinars
- Online Teaching
- Teaching Adults
- Content Marketing
- Program Evaluation for Non-Profit
- Managing Generations in the Workplace
- Cyber Security for Managers
- Photoshop for Presentations
- Negotiation: Get What You Want
- Revenue Generation for Non Profits



**YOU'VE GOT THE POWER**

... TO CHOOSE  
**YOUR FUTURE**

[KEYANO.CA/VIEWBOOK](http://KEYANO.CA/VIEWBOOK)

 **Keyano**  
COLLEGE

## LEADERSHIP SPEAKING MASTERY- ONLINE PROGRAMS

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

### Who would benefit from this program?

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

### Program Information:

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

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

### Course Descriptions:

#### CESPEAK100

#### ENGLISH SPEAKING MASTERY

*Perfect Pronunciation, Sentence Flow, and Intonation*

**84 Hours - \$400+GST**

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

### Break Through Communication Barriers:

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

### In This Course You Will:

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

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

#### CESPEAK200

#### FEARLESS PUBLIC SPEAKING

*Speak, Act and Look Like a Leader*

**8 Hours - \$150+GST**

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

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

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

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

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

## CESPEAK300

### **LEADERSHIP SPEAKING SKILLS FOR WOMEN**

*Be Heard! – Through the Glass Ceiling*

**8 Hours - \$200+GST**

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

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

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

## CESPEAK400

### **SECRETS OF CONFIDENT CONVERSATION**

*Conversational Intelligence*

**8 Hours - \$150+GST**

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

Learn how to project confidence in business & social situations:

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

## CESPEAK500

### **BODY LANGUAGE, PRESENCE, AND POWER**

*The Conversation Starts before You Speak*

**8 Hours - \$150+GST**

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

This workshop will help you:

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



## HEALTH & PREHOSPITAL CARE

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

SPACE IS LIMITED, REGISTER NOW!

[www.keyano.ca/prehospitalcare](http://www.keyano.ca/prehospitalcare) or call 780-715-3903

- Textbooks are available for purchase at the Keyano Bookstore
- Students are required to complete some pre-course reading and study before arriving in class

For complete details, schedule and to register, please visit [www.keyano.ca/prehospitalcare](http://www.keyano.ca/prehospitalcare)

### GROUP TRAINING OPTIONS

Keyano College also offers these and other on demand training for corporate clients or group requests. Call or visit our website today for more information, [www.keyano.ca/prehospitalcare](http://www.keyano.ca/prehospitalcare) or 780-715-3903.

CEACLS100

#### ADVANCED CARDIAC LIFE SUPPORT (ACLS) PROVIDER COURSE

**Cost: \$425 +GST**

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

**Course Length:** 2 days (12 hrs)

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

#### PREREQUISITES:

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

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

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



HEART &  
STROKE  
FOUNDATION

CEACLS101

#### ADVANCED CARDIAC LIFE SUPPORT (ACLS) RENEWAL COURSE

**Cost: \$225 +GST**

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

**Course Length:** 1 Day (6 Hrs)

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

#### PREREQUISITES:

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

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



HEART &  
STROKE  
FOUNDATION

CEBLS100

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



**Cost: \$145 +GST**

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

**Course Length:** 4-5 Hrs

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

*PREREQUISITE: None*

*TARGET GROUP: This course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings.*

*MAINTAINING STATUS: Successful completion of course required annually.*

CEGEMS100

**GERIATRIC EMERGENCY MEDICAL SERVICE (GEMS) PROVIDER COURSE**

**Cost:** This program is available as on-demand training for groups. Please phone 780-715-3903 or email [access@keyano.ca](mailto:access@keyano.ca).

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

**Course Length:** 1 Day (8 Hrs)

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

*PREREQUISITE: Current HSF BLS for Healthcare Provider card*

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

CEITLS100

**INTERNATIONAL TRAUMA LIFE SUPPORT (ITLS) PROVIDER COURSE - BASIC**



**Cost: \$495 +GST**

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

**Course Length:** 2 Days (16 Hrs)

Hands-on stations include:

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

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

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

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

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

CEITLS101

**INTERNATIONAL TRAUMA LIFE SUPPORT (ITLS) RENEWAL COURSE**



**Cost: \$295 +GST**

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

**Course Length:** 1 Day (8 Hrs)

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

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

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

CENRP100

**NEONATAL RESUSCITATION PROGRAM (NRP) PROVIDER COURSE****Cost: \$295 +GST**

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

**Course Length:** 1 day (7 Hrs)

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

*TEXTBOOK: Neonatal Resuscitation Textbook (With DVD) 6th Edition, 2011.*

*MAINTAINING PROVIDER STATUS: With the introduction of the 6th edition guidelines, there is no longer differentiation between a NRP Provider and NRP Renewal course. To maintain current status, Providers need to attend a Provider course within 24 months of the previous NRP course. Content will be tailored to meet the learners' needs.*

CEPEPP100

**PEPP - BLS PROVIDER COURSE**

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

**Course Length:** 1 Day (8 Hrs)

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

*PREREQUISITE: Current HSF BLS for Healthcare Provider card.*

CEPEPP101

**PEPP – ALS PROVIDER COURSE**

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

**Course Length:** 2 Days (14 Hrs)

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

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

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

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

CEPALS100

**PEDIATRIC LIFE SUPPORT (PALS) PROVIDER COURSE****Cost: \$365 +GST**

The PALS Provider course enables healthcare professionals to develop the knowledge and skills necessary to better recognize and treat critically ill infants and children. The course materials are scenario-based, and a team approach is used to teach emergency management of pediatric patients approaching or already in respiratory or cardiac arrest, from the early minutes through patient stabilization and/or the transport phases of a pediatric emergency, in or out of the hospital.

**Course Length:** 2 days (14 Hrs)

*TARGET GROUP: The PALS course is designed for healthcare professionals who initiate and direct advanced life support in pediatric emergencies and for healthcare students seeking first-time or renewed PALS-training credentials.*

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

*PREREQUISITE: Current HSF BLS for Healthcare Provider card.*

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

## PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS (PEPP)

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

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

The BLS course is geared toward the EMR and EMT and the ALS course is geared toward the Paramedic. Any health professional who is responsible for the emergency care of children may find this course beneficial.

### CEPALS101 PEDIATRIC LIFE SUPPORT (PALS) RENEWAL COURSE



**Cost: \$295 +GST**

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

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

#### PREREQUISITES:

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

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

### STANDARD FIRST AID CPR AND AED LEVEL C

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

**Course Length:** 2 Days (16 Hrs)

*TEXTBOOK: Heart & Stroke First Aid, Reference Manual*

*PREREQUISITE: None*

*TARGET GROUP: This course is intended for the general public.*

### STANDARD FIRST AID CPR AED LEVEL C CONTENT:



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

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

### GROUP TRAINING OPTIONS

Keyano College also offers these and other on demand training for corporate clients or group requests.

Call or visit our website today for more information, [www.keyano.ca/prehospitalcare](http://www.keyano.ca/prehospitalcare) or 780-715-3903.

# HEAVY EQUIPMENT

**SIMULATOR TRAINING** • KEYANO.CA

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## TRADES OCCUPATIONS & POST JOURNEYPERSON COURSES

### HAUL TRUCK OPERATOR

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

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

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

Prior to acceptance, applicants must meet the following requirements:

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

- Physical demands testing - arrangements to be made for those applicants who are shortlisted and will be contacted by the College.

Applicants must supply all documentation requirements with the application form.

For inquiries, information requests and course availability, please refer to the course website [www.keyano.ca/HaulTruck](http://www.keyano.ca/HaulTruck). or contact our admissions advisor at [haultruck@keyano.ca](mailto:haultruck@keyano.ca) or 780-791-4962.

### HEAVY EQUIPMENT OPERATOR

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

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

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

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

For full details on the program including learning objectives for each piece of equipment please visit our website [Keyano.ca/HEO](http://Keyano.ca/HEO) or contact our admissions advisor at [HEO@keyano.ca](mailto:HEO@keyano.ca) or 780-791-4962.

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

## IRATA & SPRAT ROPE ACCESS TRAINING



Rope access construction is a fast growing industry around the world where workers use a double rope suspension system and rigorous pre-job setup methods to accomplish various construction tasks. For tradesmen, technicians and experienced construction workers, rope training can offer a multitude of new and exciting professional opportunities.

R.A.C. Group & Keyano College offer monthly Rope Access IRATA (Industrial Rope Access Trade Association) & SPRAT (Society of Professional Rope Access Technicians) courses designed to offer three progressive levels of training. The first level provides certification as a technician.

International rope access certifying bodies standardize and develop industry-leading techniques for rope workers. Both IRATA and SPRAT boast standout safety records for their certified workers that ensure the viability of these services.

R.A.C. is an IRATA & SPRAT Company O/T 1008 Certified. To review available courses, go to [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation)

For more information call 780-715-3903 or email [coned@keyano.ca](mailto:coned@keyano.ca).

### CEIRA100 IRATA Level I



You will learn how to work safely and efficiently performing as a Rope Access technician. By completing your certification course you demonstrate that you are capable of performing a wide range of tasks at height under the direct supervision of a more experienced technician. Trainings include an overview of relevant guidelines and legislation, risk assessment, standard safety checks, communication methods and the usage and maintenance of all necessary rope access equipment.

**Course Length:** 40 hours  
**Cost:** \$2,200.00+GST

### CEIRA200 IRATA Level II



The IRATA level 2 course develops and advances all of the basic rope access skills covered in Level 1. In addition to all techniques reviewed in level 1, more advanced safety, rescue and systems analysis skills are covered in-depth. This includes furthering knowledge of all relevant legislation and quality assurance procedures. The level 2 certification is a stepping stone towards achieving a full IRATA Level 3 Rope Access Supervisor certification.

**Course Length:** 40 hours  
**Cost:** \$2,200+GST

### CEIRA300 IRATA Level III



The success and safety of any rope access operation is based on adequate supervision. IRATA level 3 certification provides advanced training in theoretical concepts, safety legislation, systems analysis, equipment inspection, risk assessment and site management. Once certified, Level 3 Safety Supervisors are responsible for the safety and supervision of a team of workers.

**Course Length:** 40 hours  
**Cost:** \$2,200+GST

### CESPR100 SPRAT Level I



Level I Rope Access Workers are capable of executing basic rope access job tasks under the supervision of a Level III Rope Access Supervisor. General rescue skills and the usage of rigging setups will be covered in detail. This includes equipment such as Load-Sharing Anchors and Shock-absorbing lanyards. You will learn all of the fundamental techniques for working on ropes in a team setting.

**Course Length:** 40 hours  
**Cost:** \$2,200+GST

CESPR200

**SPRAT Level II**

Level II Rope Access Technicians are capable of executing all Level I skills with speed and efficiency. The course is focused on advancing worker abilities in positioning, rigging and rescue. Once certified you will be capable of conducting rope access operations, maintaining access equipment and evaluating the safety of rope access systems.



**Course Length:** 40 hours

**Cost:** \$2,200+GST

CESPR300

**SPRAT Level III**

Level III Rope Access Supervisors are highly competent in the setup, use and analysis of all rigging, rescue and fall protection systems. Developing team leadership and site supervisory skills are important components of this training program. Advanced rescues are the most crucial aspect of training; the course will repeatedly challenge candidates to preform difficult rescues under every possible circumstance. Special attention is also given to job site documentation and relevant legislation.



**Course Length:** 40 hours

**Cost:** \$2,200+GST

CEMELEC100

**MASTER ELECTRICIAN**

**PREREQUISITE:** Journeypersons must have a minimum of three years post journeyperson experience to be eligible to write the examination. Additional course costs will include:

- \$275 + GST ILM module fee
- \$50 + GST TLM access fee
- \$200 + GST exam fee to the Safety Codes Council

This 70-hour course will prepare students to write their Masters Electrician examination. The course will emphasize correct interpretation and application of the Canadian Electrical Code and the Alberta Regulations. The course also includes calculation and application of demand factors, review of single and three phase systems, motors and feeders, including short circuit current and interrupting capacities of fuses and breakers and transformer connections. Students must bring a 2015 Canadian Electrical Code Book and a calculator.

**Course Length:** 70 hours

**Cost:** \$1,500+GST

To inquire on this program please phone 780-791-4881

# DAYTIME COMPUTER Courses



This introductory program will help to develop your computer skills without disrupting your home-life, all classes will take place during school hours.

Available Courses:

- 1. COMPUTER FUNDAMENTALS**  
September 23rd to October 3rd  
Monday, Wednesday and Thursday; 9:30am – 1pm  
**Total = 21 hours**  
**Cost \$425 + GST**
- 2. LEVEL 1 MICROSOFT EXCEL**  
October 28th - 31st  
Monday to Thursday; 9:30am – 1pm  
**Total = 14 hours**  
**Cost \$395**
- 3. LEVEL 1 MICROSOFT WORD**  
January 20th - 23rd  
Monday to Thursday; 9:30am – 1pm  
**Total = 14 hours**  
**Cost \$395 + GST**

*Courses subject to a \$5 per course tech fee*

To register visit the office of the registrar on campus or for more information [coned@keyano.ca](mailto:coned@keyano.ca) or call 780-715-3903

### POWER LAB 200 HOUR COURSE

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

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

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

- Explain the boiler operating and safety procedures.
- Demonstrate the correct procedure for warming up a high pressure steam line and charging the line to operating pressure.
- Explain how to take corrective action for a low water level, high water level, burner flame pressure and demonstrate how to safely test these safety devices.
- Demonstrate safe lock-out procedures to the boiler and auxiliaries.
- Identify various valves showing their application purpose.
- Identify boiler and auxiliary equipment components.
- Construction of a small high-pressure boiler.
- Boiler fittings, their purpose and operation.
- Purpose and operation of basic controls required on a small high-pressure boiler.

- High-pressure steam boiler start-up and operation
- Boiler water treatment and boiler water testing.
- Power plant pumps: power plant piping.
- Steam turbines; steam driven generators; diesel driven generators; steam to glycol heating systems.
- Refrigeration systems
- Cutting a HP Boiler into a cold header
- Synchronizing electric generators
- Codes application
- Developing transferable skills related to industry.
- Hands on maintenance and tool usage.

For information on prerequisites, start dates and application processes, please visit [keyano.ca/powerlab](http://keyano.ca/powerlab), contact the Office of the Registrar at 780-491-4801

Keyano also offers 4th and 3rd Class Power Engineering full-time on campus. Visit [keyano.ca](http://keyano.ca) for details.

Keyano also offers 4th and 3rd Class Power Engineering full-time on campus. Visit [keyano.ca](http://keyano.ca) for details.

## WELDING

### WELDING RECERTIFICATION

The Keyano College Welding Department has been serving local industry and the community since 1965. With more than 139 years of accumulated experience in the welding field, our staff has the ability to assist you in your personal development. A career in the welding field can be both exciting and profitable. Updating your skills and knowledge in the trade will help you keep pace with today's technology and enhance your career.

Our services and training opportunities include:

### CANADIAN WELDING BUREAU AND THE ALBERTA BOILERS SAFETY ASSOCIATION TESTING

Keyano College offers recertification testing accredited by the Canadian Welding Bureau and the Alberta Boilers Safety Association for both structural and B Pressure welding. To book testing times or booth rentals, please call 780-791-4988.

### WELD TESTING & CERTIFICATION

In conjunction with the Canadian Welding Bureau, Keyano facilitates initial SMAW, FCAW, GMAW and T-Class qualification testing. As well, requalification check tests are available. All Canadian Welding Bureau testing is evaluated on site with same day results provided to the welder. CWB testing is currently available Monday through Friday. Accredited by the Alberta Boilers Safety Association, Keyano offers performance qualification testing and certification to ABSA Approved Welding Procedures. B Pressure performance qualification testing is available Monday through Friday with testing commencing at 8AM.

**Welding shop booth rental:** Individuals may rent welding booths to practice for upcoming qualifications tests. Minimum rental period is two consecutive hours per day. To book testing or inquire about booth rentals, please call 780-791-4988.

**Initial "B" Pressure Certification:** Individuals must make arrangements directly through the Alberta Boilers Safety Association to test for their Initial "B" Pressure ticket. Please contact ABSA at 780-433-0298 or 1-877-433-8910. In addition to the ABSA fee there is a \$63.00 material fee payable on test day.

## API CERTIFICATION PREPARATION TRAINING

CEWELD API570

### PIPING INSPECTOR - EXAM PREPARATION COURSE

**40 hours, \$1,895 + GST**

This intensive course includes daily quizzes, daily homework assignments and two practice examinations. The course will cover: Calculations; Corrosion rate and remaining life determination, Maximum allowable working pressure (MAWP), Minimum required thickness, Impact test requirements, Pressure testing requirements; Nondestructive testing requirements (NDE); Welding requirements; Repairs and alterations; Recommended inspection practices. The course will be based on the Codes and Standards as required by API. Students are responsible to register with API. Participants will be required to have accessible the applicable edition and addenda as per the Publications Effectivity Sheet for Exam Administrations during 2019. To best prepare for the use of electronic code access during the exam, students are encouraged to bring laptops or tablets with these codes for use during the class.

CEWELD API510

### PRESSURE VESSEL - EXAM PREPARATION COURSE

**40 hours, \$1,895 + GST**

This intensive course includes daily quizzes, daily homework assignments and two practice examinations. The course will cover, as a minimum: Calculations; Heads, Reinforcement, Impact Testing, Hydrostatic Testing, Cylindrical components under internal and external pressure; Nondestructive Testing Requirements; Welding Requirements; Daily Quizzes and Practice Example Examinations. The course will be based on the Codes and Standards required by API. Students are responsible to register with API. Participants will be required to have accessible the applicable edition and addenda as per the Publications Effectivity Sheet for Exam Administrations during 2019. To best prepare for the use of electronic code access during the exam, students are encouraged to bring laptops or tablets with these codes for use during the class.

Visit [keyano.ca/Academics/Programs/TradesIndustrial](http://keyano.ca/Academics/Programs/TradesIndustrial) or call 780-791-4988.

## SCHOOL OF UNIVERSITY STUDIES, CAREER PROGRAMS & ACADEMIC UPGRADING

### DEGREE COMPLETION

#### BACHELOR OF BUSINESS ADMINISTRATION

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

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4829.

#### BACHELOR OF EDUCATION

Keyano College in collaboration with the University of Alberta offers a four-year Bachelor of Education Elementary Degree, which can be completed entirely at Keyano College. Years 1 and 2 are completed as a Keyano College student, while years 3 and 4 are completed as a University of Alberta student at the Keyano College Fort McMurray campus. Those already holding a bachelor degree from an accredited institution may enter the collaborative degree program in year three. Upon graduation students can teach in the K-12 system and are eligible to apply for teacher certification in Alberta and other provinces in Canada. The first two years of the four-year program can be completed part-time; however, years three and four must be completed as a full-time student. Students graduating from this program will be awarded a Bachelor of Education Elementary degree from the University of Alberta.

*NOTE: Intake into year three of the Collaborative BEd Degree Program occurs every 2nd year on odd-numbered years.*

#### BACHELOR OF SCIENCE IN ENVIRONMENTAL SCIENCE

Keyano College, in collaboration with Mount Royal University, offers a BSc degree in Environmental Science at our Clearwater Campus in Fort McMurray. Years three and four of the degree can be taken here after students have completed our two-year Environmental Technology Diploma program. All prior graduates of the Environmental Technology Diploma program are eligible (some additional courses may be required prior to beginning year three). Students with other related two-year Environmental Diplomas may also qualify.

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4832.

#### BACHELOR OF SCIENCE IN NURSING

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

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4961.

## UNIVERSITY STUDIES

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

### University Transfers at Keyano College

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

Please refer to [keyano.ca](http://keyano.ca) for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4832.

## DIPLOMAS LEADING TO DEGREES

### BUSINESS ADMINISTRATION DIPLOMA

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

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

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

### Pursue Professional Designations

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

Please refer to [keyano.ca](http://keyano.ca) for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4829.

### ENVIRONMENTAL TECHNOLOGY DIPLOMA

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

Please refer to [keyano.ca](http://keyano.ca) for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4832.

### SOCIAL WORK DIPLOMA

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

The program has a two-year transfer to the University of Calgary's BSW program and is now fully accredited.

*NOTE: The next intake is scheduled for September 2020.*

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4993.

## DIPLOMA

### PRACTICAL NURSE DIPLOMA

The two year Practical Nurse program will prepare students for a career in high quality nursing care in many different settings: hospitals, home care, and other health care agencies. The practical nurse works collaboratively with other health care personnel in the promotion, maintenance and restoration of wellness. The program includes practical experience in job related settings and prepares graduates for employment in the current health care environment; it also prepares students to write the National Practical Nurse Examination.

For further information, contact the Office of the Registrar at 780-791-4801 or the program Chair at 780-791-4961.

## CERTIFICATES

### ABORIGINAL ENTREPRENEURSHIP CERTIFICATE

Keyano College's online credit certificate program for Aboriginal Entrepreneurship provides flexible and accessible education that won't disrupt your family life. The certificate provides the skills you need to jump-start your own business. Areas of study include: communications, marketing, accounting, human resources, business law, e-commerce, and developing a business plan. Upon graduation, you will have completed a business plan and be well on your way to success!

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-8967 or email [aben@keyano.ca](mailto:aben@keyano.ca).

### EARLY LEARNING & CHILD CARE CERTIFICATE

ELCC courses are based on a philosophy that children thrive in developmentally appropriate, child-centered play programs that use a problem solving approach to guidance. Practical experience with children is an integral part of the program. The certificate program gives the students the knowledge and skills to achieve professional positions in childcare centres. Students can complete this program in ten months as a full-time student or on a part-time basis.

### EDUCATIONAL ASSISTANT CERTIFICATE

This program is designed to prepare people to work effectively in classrooms with children and youth with special needs. Students can complete this program in ten months as a full-time student or on a part-time basis.

Complete an Educational Assistant Certificate or Early Learning and Child Care Certificate in one of the following ways:

**FULL-TIME PROGRAM:** Both the Educational Assistant and the Early Learning and Child Care programs are offered full-time. Students are in classes three days/week, in practicum placements two days/week, and can expect that homework and assignments will keep them busy the rest of the week.

**ONLINE:** A Collaborative Educational Assistant Certificate is now available online. Study from home using the Internet to access courses. Keyano College and our partner institutions have several options to meet your learning needs. For more information contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4993.

**MODIFIED FULL-TIME PROGRAM:** Program schedules will be developed to meet your individual needs. This provides the option of taking the required courses over 1 or 2 years (instead of one year). This may be the best option if you need to work part-time or if you are a parent.

Please refer to [keyano.ca](http://keyano.ca) for additional information on course offerings.

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4993.

### **PRIMARY CARE PARAMEDIC (PCP) CERTIFICATE**

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

For further information, contact the Office of the Registrar at 780-791-4801 or the program Chair at 780-791-4961.

### **HEALTH CARE AIDE CERTIFICATE**

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 fulltime 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.

For further information, contact the Office of the Registrar at 780-791-4801 or the program Chair at 780-791-4961.

### **HUMAN RESOURCE CERTIFICATE**

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

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the program Chair at 780-791-4829.

### **OFFICE ADMINISTRATION CERTIFICATE**

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

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

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the program Chair at 780-791-4829.

## **ACADEMIC UPGRADING**

### **COLLEGE & CAREER PREPARATION**

College Preparation 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 skills development at the Grade 10, 11 and 12 equivalency levels. Most courses are offered during the day, but there are evening options and online as well. Students can take courses on a full-time or part-time basis in any of three semesters – fall, winter, or spring. Courses taken by College Preparation Students are accepted in lieu of Alberta Education courses with courses taken by College Preparation students are Alberta Education equivalent courses. All courses are taught by qualified adult educators and meet program admission requirements for Alberta universities, colleges, and technical institutes.

Keyano College also offers a High School Equivalency Diploma and an Advanced High School Equivalency Diploma that are universally accepted by universities, colleges, trade schools, and employers.

Please refer to [keyano.ca](http://keyano.ca) for additional information on course offerings for the 2019-2020 academic year.

For more information and complete admission requirements, contact the Office of the Registrar at 780-791-4801 or the Program Chair at 780-791-4973.

## GENERAL INFORMATION

### REGISTER NOW!

- ONLINE: [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation)
- CALL: 780-792-4801 (1-800-251-1408)
- EMAIL: [coned.registration@keyano.ca](mailto:coned.registration@keyano.ca)
- IN PERSON: Office of the Registrar, 8115 Franklin Ave, Fort McMurray, Alberta

Printable Registration Form is available at:  
[keyano.ca/forms](http://keyano.ca/forms) OR see page 80.

When registering students MUST include:

- Name
- Mailing address
- Phone Number
- Birth date
- Valid Email address

\*Social Insurance Number must also be included for the student to receive a T2202 for income tax purposes.

Any person regardless of residence, prior schooling, or experience may enroll in a non-credit course. Participants must be 18 years of age or older, unless otherwise stipulated. If prerequisites are required for particular courses, they will be stated in the course description.

### FEES

Fees are listed with the course schedules and must be paid at the time of registration. Where applicable, GST will be indicated.

### TECHNOLOGY FEE

A technology fee of \$5 per course will be added at time of registration.

### TRANSCRIPT FEES

- Official transcripts \$10 + GST
- Certificate Replacement \$30 + GST
- Proof of Enrollment Letter \$5 + GST

### SENIORS POLICY

Seniors (60+ years of age) are entitled to a 20 percent discount on all non-credit courses. Proof of age must be produced to receive this discount.

### IMPORTANT: CHANGE OF NAME AND ADDRESS

Students are responsible to notify the Office of the Registrar (780-791-4801) of any name, phone number, address and/or email changes so that students gain proper access to schedules, course materials, and unofficial transcripts.

### REPLACEMENT SAFETY CERTIFICATES

For replacement certificates, please contact 780-715-3903. The fee is \$25.00 per certificate.

### COURSE CANCELLATIONS

Keyano College reserves the right to cancel courses. Students who have registered in cancelled courses will be given a full refund, or may transfer fees to another course. Please allow three weeks for a refund to be processed after course cancellation. You will be contacted by phone and/or email regarding cancellations and refunds.

### TEXTBOOKS

Required course textbooks are noted under each course description. Textbooks are not included in course tuition and can be purchased at Keyano College Bookstore at the Clearwater Campus (780-791-4960).

### REFUNDS FOR SCHOOL OF CONTINUING EDUCATION

1. Requests for refunds for tuition dated five working days prior to course commencement will be granted with \$25.00 of the fee retained by the College.
2. For cancellations dated less than five (5) working days prior to course commencement date, no refunds will be granted. In exceptional circumstances, the Dean or Director of the program may overrule this policy. Rescheduling is treated as a cancellation.
3. Material fees are non-refundable.
4. Non-attendance at any course is not notice of withdrawal. To obtain a refund from a Continuing Education course, a student must, either by phone or in person, notify the Office of the Registrar. The student will be withdrawn and the refund process initiated.
5. Another person may attend in the participant's place. Notification of such a change must be communicated with the Office of the Registrar.

### STUDENT GRADES AND TRANSCRIPTS

Students have access to their grades and unofficial transcripts on self-service ([self-service.keyano.ca](http://self-service.keyano.ca)).

Program completion certificates will be issued by the Office of the Registrar monthly. Please apply for graduation at [www.keyano.ca/graduate](http://www.keyano.ca/graduate) by the 23rd of the month and the certificate will be produced by the end of the following month.

### ATTENDANCE

Students learn by participation, so regular attendance is expected. Many of our programs have attendance policies, which are noted under program information. Absence from sessions may result in grade reductions.

### SCHEDULES ARE SUBJECT TO CHANGE.

Please check [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation) for current information.

### STUDENT ACADEMIC SUPPORT SERVICES

All Keyano College students and prospective students are invited to use the services provided by the Student Academic Support Services Department.

Please call 780-791-8934 or visit [keyano.ca](http://keyano.ca) for more information.

### KEYANO COLLEGE LIBRARY

The library offers research help, quiet study space and computer labs for student use.

For library information please call 780-791-4917.

### KEYANO COLLEGE BOOKSTORE

The bookstore is the students' source for course materials as well as general reading material, backpacks, clothing and an ever-changing assortment of cards and gift ideas.

The bookstore is located at the Clearwater Campus on Franklin Avenue.

### PARKING

Paid parking is in effect 24 hours a day, seven days a week and is \$2/day or parking passes can be purchased at the security desk (Clearwater Campus).

DO NOT PARK in fire lanes, 24-hour reserved, staff or student reserved, handicapped or service vehicle parking areas.

For parking questions, please contact Keyano College Campus Security at 780-791-4911.

### COLLEGE CLOSURE - DATES FOR 2019-2020

Classes are not conducted on statutory holidays or when the College is closed. Check [keyano.ca/continuingeducation](http://keyano.ca/continuingeducation) for up-to-date scheduling information.

July 1	Canada Day
August 5	Civic Holiday
September 2	Labour Day
October 14	Thanksgiving Day
November 11	Remembrance Day
December 24–31	Christmas Break
January 1	New Year's Day
February 17	Family Day
April 10	Good Friday
April 13	Easter Monday
May 18	Victoria Day

### ROOM LOCATIONS

#### Franklin Avenue Downtown:

CC:	Clearwater Campus
AC:	Arts Center
S:	Syncrude Technology Center
BL:	Bob Lamb Building
SSWC:	Syncrude Sport & Wellness Centre

#### Mackenzie Industrial Park:

SEIC:	Suncor Energy Industrial Campus
-------	---------------------------------

The logo for HONK, featuring a stylized 'H' made of three vertical bars of increasing height, followed by the word 'HONK' in a bold, sans-serif font.

**PARK & PAY WITH YOUR PHONE.**

Download the app at:

**HONKMOBILE.COM**

Learn more at [Keyano.ca/parking](http://Keyano.ca/parking)



## PRE-COURSE ASSIGNMENTS AND PRE-COURSE READING MANUALS

All courses are available on Moodle two weeks before course start date, and upon registration. It is the student's responsibility to log into Moodle with their student user names and passwords and access course information and materials in preparation for class.

All pre-course assignments and pre-course reading manuals are posted on moodle/ilearn (ilearn.keyano.ca). As a student of Keyano College, you will receive your student identification to access your pre-course materials.

### Initialize your password for the first time

Due to security reasons, we require students to change their initial password before accessing any Keyano resources. You can do this in two ways:

**On campus:** If you are on campus, you can simply log in to a college computer and you will be prompted to change your password.

**At home:** If you are accessing self-service or ilearn from home, you will need to go to [password.keyano.ca](http://password.keyano.ca) to change your password.

### Reset your password

Your password expires every 90 days. To reset, please visit [password.keyano.ca](http://password.keyano.ca).

Textbooks are not included in online Moodle course materials and can be purchased at Keyano Bookstore in the main building of the Clearwater Campus.

If you have already registered and paid for your course but have not received a username or password via email, please contact ITS at 780-791-4965, the School of Continuing Education office at 780-715-3903, or Office of the Registrar at 780-791-4801

# WHAT YOU WANT

## Trades at Keyano College:

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



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

STRESS



Keyano College in partnership with Critical Incident  
Stress Management for Communities is offering  
a new program

# Individual & Group Crisis Intervention



For course information  
call **780-715-3903**  
**coned@keyano.ca**



# CONED REGISTRATION

Applications are accepted on a first-come/first-served basis, provided that the application is complete, prerequisites are met where required, and the full fee is submitted.

\* indicates required information

## Return this completed form to the Office of the Registrar

LAST NAME *	FIRST NAME * <input type="checkbox"/> Male <input type="checkbox"/> Female	BIRTH DATE (MM/DD/YY) *
ADDRESS		E-MAIL
CITY / PROVINCE / POSTAL CODE		DAYTIME PHONE * EVENING PHONE
		Postal Code

## If student is 18 years of age or under

PARENT / GUARDIAN NAME	PARENT / GUARDIAN SIGNATURE
PARENT / GUARDIAN ADDRESS (if different from above)	

## Con Ed Course Selection

Year:

Term:

Fall  Spring  
 Winter  Summer

COURSE CODE	SECTION	COURSE NAME	START DATE	TUITION	TECH FEE	GST	TOTAL

Over 60 years of age (20% discount)  14 years of age & Under (no GST) **Total:**

APPLICANT'S SIGNATURE	DATE
-----------------------	------

## Method of Payment

<input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	CREDIT CARD NUMBER	SECURITY CODE	EXPIRATION DATE
	CARD ISSUED TO	SIGNATURE	
<input type="checkbox"/> Phoned In			

OFFICE OF THE REGISTRAR			FINANCE		
CONTRACT #	CWA #	COST CENTRE	BUDGET CODE	REFERENCE DATE	
PO # / INVOICE	TUITION WAIVER	OTHER	INVOICE REQUEST	CUSTOMER #	INVOICE #
Company			Company Contact		

STUDENT I.D. #

(OFFICE USE ONLY)

## ConEd REFUND POLICY

- Requests for refunds for tuition dated five (5) working days or more prior to course commencement will be granted, with \$25 of the fee retained by the College.
- For cancellations dated less than five (5) working days prior to course commencement date, no refunds will be granted. In exceptional circumstances, the Dean or Director of the program may overrule this policy. Rescheduling is treated as a cancellation.
- Material fees are non-refundable.
- Non-attendance at any course is not notice of withdrawal.
- To obtain a refund from a continuing education course, a student must formally advise the Office of the Registrar by phone or in person, after which the student will be withdrawn and the refund process initiated.
- Another person may attend in the participant's place. Notification of such a change must be forwarded to the Office of the Registrar prior to the course start date.

Note: This refund policy is invalid for any company purchases of full courses from the College.

To receive an income tax receipt for eligible courses, contact the Office of the Registrar in February of the following calendar year.

GST# R107566218

## OFFICE of the REGISTRAR

Keyano College  
8115 Franklin Ave.  
Fort McMurray, AB  
Canada  
T9H 2H7

1-800-251-1408  
Tel. (780) 791-4801  
Fax (780) 791-4952

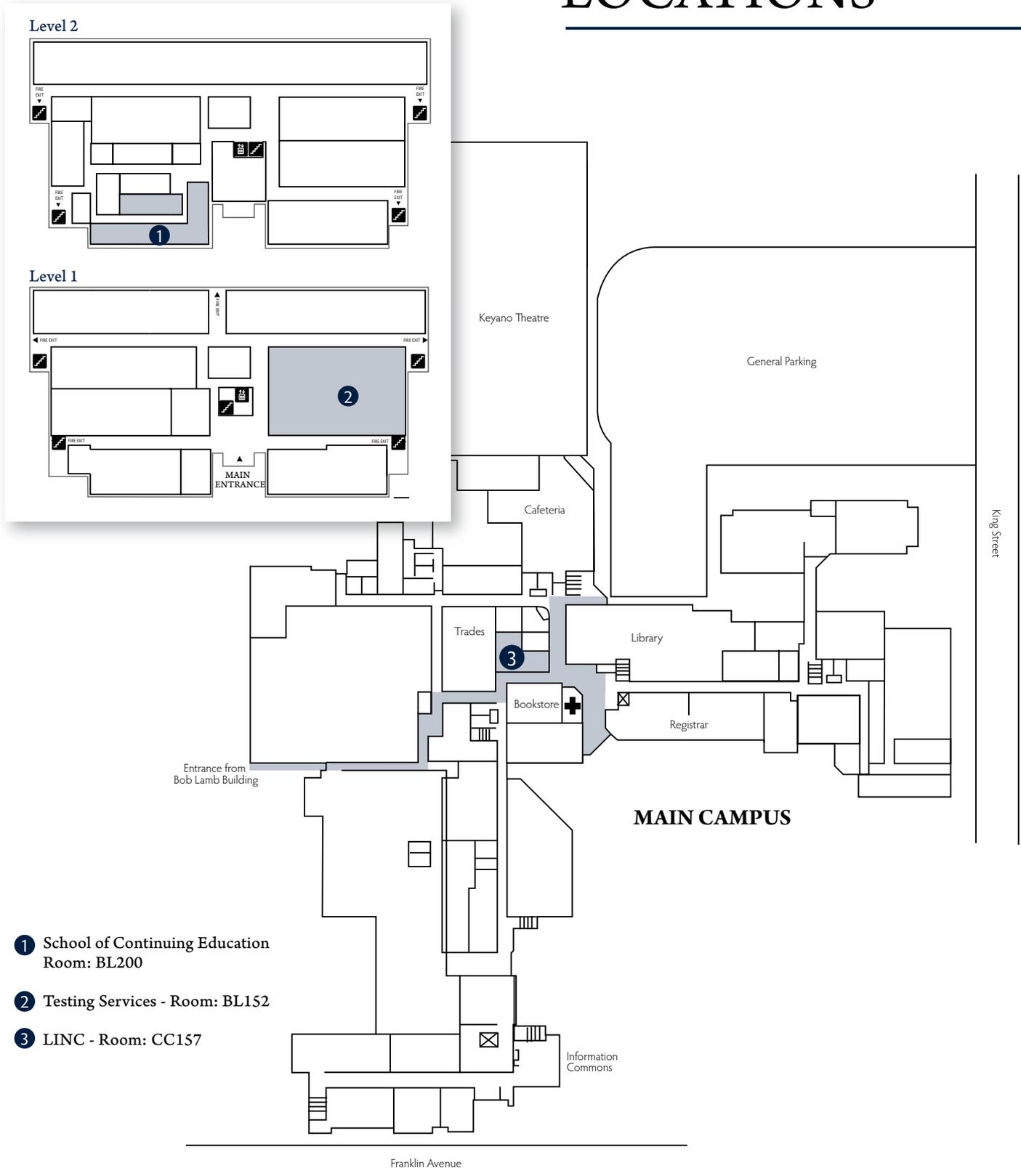
[www.keyano.ca](http://www.keyano.ca)

[coned.registration@keyano.ca](mailto:coned.registration@keyano.ca)



# OFFICE LOCATIONS

## BOB LAMB BUILDING

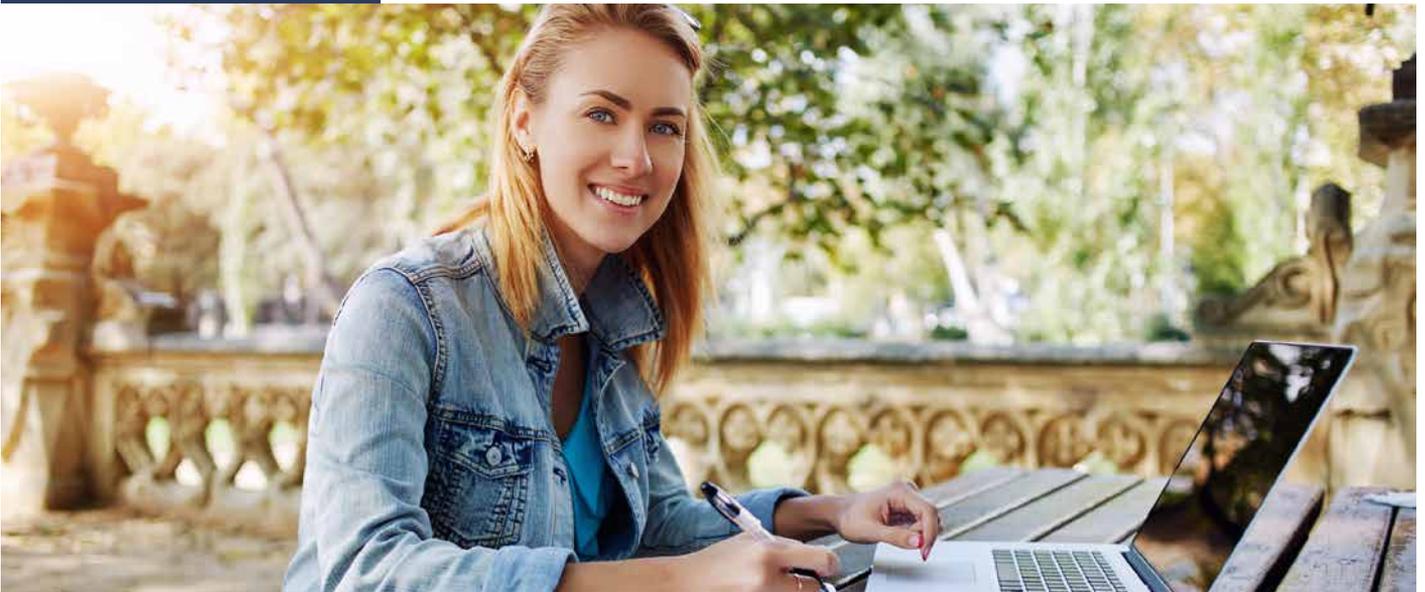


- 1 School of Continuing Education  
Room: BL200
- 2 Testing Services - Room: BL152
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FEATURES  
INCLUDE:

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



ONLINE  
CAREER TRAINING PROGRAMS

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

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

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

**CPC MEDICAL BILLING AND CODING (Voucher Included)**

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

**PHARMACY TECHNICIAN (Voucher Included)**

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

**PARALEGAL (Voucher Included)**

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

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

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

**HVACR CERTIFIED TECHNICIAN**

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

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

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

**THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP**

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

**PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS 2017 (Software Included)**

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

**HUMAN RESOURCES PROFESSIONAL**

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

**MOBILE AND DESKTOP WEB DEVELOPER**

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

**CERTIFIED WEDDING PLANNER**

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



# CarriersEdge **DRIVER EDUCATION**

A complete online training and development system for drivers!

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

For full course information visit:  
[Keyano.ca/ContinuingEducation/OnlineLearning](http://Keyano.ca/ContinuingEducation/OnlineLearning)



KEYANO COLLEGE

# HAULTRUCK OPERATOR

Begin an exciting career in just 4 WEEKS!



[keyano.ca/haultruck](http://keyano.ca/haultruck)

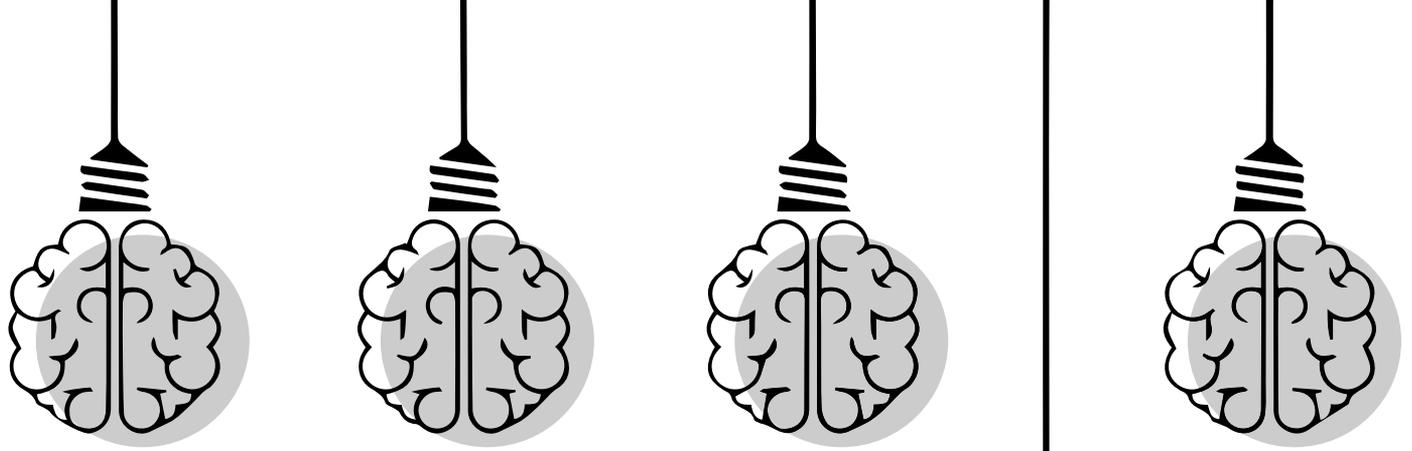
Over  
**99%** of  
our students in  
2017/2018  
received paid  
work placement!

Sponsored by



SUNCOR  
ENERGY  
FOUNDATION

**Syncrude**



# Wood Buffalo Regional Innovation Network

If you are an aspiring entrepreneur that would like to learn more about taking your business concept from idea to market, the Wood Buffalo Regional Innovation Network (WBRIN) can help you. The WBRIN is a group of local organizations who have joined together to help pool resources and knowledge to help new and existing businesses navigate through all the stages of business start-up and expansion.

If you are an existing or an aspiring entrepreneur with new and exciting ideas and you think you can benefit from the services that WBRIN offers, visit [wbrin.ca](http://wbrin.ca)



SCHOOL OF CONTINUING EDUCATION

*Reach*  
**NEW  
HEIGHTS**

With Employee Training & Development

[keyano.ca/continuingeducation](http://keyano.ca/continuingeducation)