



KEYANO COLLEGE
in collaboration with the
UNIVERSITY OF ALBERTA
Faculty of Nursing Undergraduate Programs
BScN COLLABORATIVE PROGRAM

Fall 2022

NURS 321: Keyano College
Nursing Practice - Advanced Acute Care I

COURSE OUTLINE

Note: students are expected to familiarize themselves with this course outline, the Undergraduate Nursing Programs Student Manual and Moodle site.

Calendar statement

NURS 321 - Nursing Practice - Advanced Acute Care I

★3 This acute care practicum builds on the concepts and intentional clinical learning from NURS 221/SC INF 221 and NURS 225. The focus is on integrating prior learning to move towards providing comprehensive patient and family centered care and socialization to the role of the nurse in an acute care setting. Note: Available only to nursing students in the Collaborative/Honors Program or Bilingual Program. Prerequisites: NURS 216, NURS 220, NURS 221, and NURS 225. Please review office of registrars course prerequisites.

Course hours (for this term)

Lecture/Lab: 18 hours Clinical: 144 hours

Learning objectives

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

1. Identify and integrate nursing concepts learned in prior and concurrent courses into clinical practice.
2. Apply weekly nursing concepts learned in NURS 321 lecture and lab into clinical practice.
3. Organize and provide comprehensive care based on initial and ongoing assessments, utilizing all aspects of the nursing process, of adult patients in acute care settings within the scope of practice of a student in NURS 321.

4. Explore and develop the concepts of professional practice and socialization as it relates to the Registered Nurse (RN) role in interprofessional teams.

| Title | Name | Office number | Phone number | Email |
|------------|-----------------|---------------|--------------|--|
| Instructor | Celestin Coburn | CC205 J | 780-791-8997 | celestin.coburn@keyano.ca |
| Instructor | Lacey Brittan | CC205 S | 780-791-8990 | sandy.dewolfe@keyano.ca |
| Instructor | Chelsea Hynes | CC187A | 780-791-2686 | chelsea.hynes@keyano.ca |

Note:

- Please allow two business days for a response. Include your course name in your subject line.
- Professional and respectful communication is expected.

Policy Statement

The course outline acts as an agreement between the student and the instructor of this class regarding the details of the course.

Keyano College is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the College in this respect. Students are particularly urged to familiarize themselves with the provisions of the Academic Policies and Student Rights and Code of Conduct and avoid any behavior which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the College.

Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Students wishing to proceed in the Nursing program must achieve a grade of at least C+ in the foundational Nursing courses. Policy regarding the foundational course minimum pass can be found in the Keyano College Credit Calendar (www.keyano.ca/creditcalendar).

Please refer to the Nursing Program Student Handbook for specific Nursing Program Policies, including, attendance, examinations, withdrawal dates for classes, and plagiarism.

Refer to Keyano College Calendar for Student Rights and Responsibilities, Misconduct and Discipline, and Student Appeal Procedure.

Please refer to the Student Handbook and review the Student Code of Conduct Policy (Policy 110.0), Student Rights Policy (Policy 111.0) and Student Code of Conduct Procedure (110.1). It is expected that you will review and be aware of expectations relative to student rights, responsibilities and behaviour.

Communication:

It is the students' responsibility to ensure that they check Moodle courses at minimum of twice daily, once in morning and evening. It is recommended to check Moodle more frequently. It is the students' responsibility to ensure thorough review of all resources and content on the Moodle course site. The instructors have placed many resources and documents to ensure the students' success in each course.

Instructors will communicate with the student group by announcements in the news forum on Moodle. Please ensure that you check this at least twice daily.

It is the students' responsibility to check their Keyano College email at minimum of twice daily, once in morning and again in evening. It is recommended to check email more frequently. Please note that the method to contact your instructor is email. Please allow a 48-hour minimum response time from your instructor on business days. Instructors will not be checking emails on evenings and weekends/holidays. Do not text or call your instructor unless you will be absent for clinical that day; inquiries related to assignments and course content will be sent in an email to your instructor.

All lecture, lab, and clinical learning experiences are critical in supporting student success and, as such, attendance is mandatory, notwithstanding excusable absences. In the event of an absence, please notify your instructor and nursing@keyano.ca immediately. Because of the timeframes for lecture, lab, and clinical learning, missed content is the responsibility of the student. Please ensure you have connected with a peer that can share notes with you to support your learning and decrease any gaps that occur in learning experiences during your absence.

Required textbooks

All students will be required to have access to the previously purchased Elsevier bundle. This will include access to the required textbook along with the Nursing Concepts Online platform.

In addition, a smaller bundle is required: **Keyano College BScN YEAR 2&3 Digital CP** (cost effective to purchase as a bundle as required for BScN 4th year)

For N321 the emphasis within the Bundle will include:

- **Ignatavicius: Developing Clinical Judgement Elsevier eBook on VitalSource**

Required Resources

- College of Registered Nurses of Alberta. (2019). *Entry-level competencies for the practice of registered nurses*. Edmonton, AB: Author. Retrieved from [entry-level-competencies-for-the-practice-of-registered-nurses-mar-2019.pdf](https://www.crna.ab.ca/media/ztap24ri/entry-level-competencies-for-the-practice-of-registered-nurses-mar-2019.pdf)
- College of Registered Nurses of Alberta (2010). *Ethical decision-making for registered nurses in Alberta: Guidelines and recommendations*. Edmonton: Author. Retrieved from [ethical-decision-making-for-rns-in-alberta-guidelines-and-recommendations-may-2010.pdf](https://www.crna.ab.ca/media/ztap24ri/ethical-decision-making-for-rns-in-alberta-guidelines-and-recommendations-may-2010.pdf) (nurses.ab.ca)
- College of Registered Nurses of Alberta. (2013). *Practice standards for regulated members*. Retrieved from <https://nurses.ab.ca/media/ztap24ri/practice-standards-for-regulated-members-2013.pdf>
- Canadian Nurses Association (CNA) Code of Ethics for Registered Nurses (2017). Accessed at: <https://www.cna-aiic.ca/en/nursing/regulated-nursing-in-canada/nursing-ethics>
- College of Registered Nurses of Alberta. (2020). *Professional boundaries: Guidelines for the nurse-client relationship*. Edmonton, AB: Author. Retrieved from <https://nurses.ab.ca/media/it5njnr2/professional-boundaries-guidelines-for-the-nurse-client-relationship-2020.pdf>

Required supplies

Stethoscope
Penlight
A watch with timing capability (second hand)
Faculty of Nursing approved uniform (including appropriate footwear)

Please refer to BScN 2022 handbook for dress code and resource supply specifications.

Required fee(s)

Lab kit fee

Supplemental Textbooks & Resources

Please refer to Moodle for this course.

Overview of Required Learning Experiences: Clinical Practice

To pass Nursing 321, students must demonstrate safe, knowledgeable, and ethical nursing practice, consistently demonstrate professional behavior, and complete the specified learning experiences.

Components of this clinical experience will include:

- Labs (18 hours) as outlined under the lab section and per timetable schedule.

- A scheduled nursing practice experience in the clinical setting of 144 hours (clinical/and simulation) in acute medical surgical units.

Clinical rotations will commence in week 2 as per the timetable. Clinical rotations include two-three 12-hour day shifts each week and may include weekends (i.e., Saturday and Sunday). Patient research review will occur on the day prior to the scheduled shift as per timetable or as directed by your instructor.

1. Client review will prepare the student to provide safe, knowledgeable, ethical care and is essential to successful completion of this course.
2. Complete client review on assigned resident(s)/client(s) to include a detailed plan of care consisting of nursing diagnosis, goals, interventions and rationale for intervention. If caring for a client for more than one day, update client information/assessment and nursing care plan on each successive day with the client. Plan of Care for clients are to be submitted to the instructor for review following pre-conferences or as directed by your instructor.
3. Perform initial and ongoing assessments on assigned residents/clients.
4. Document resident/client care in a draft form for review by the instructor prior to documenting any narrative notes in the resident/client's chart. Document on appropriate flow sheets for each resident/client.

If a student is, absent from the clinical setting due to illness the following must occur:

- The student will contact their assigned unit;
- The student will contact The Nursing Office at 780-791-4889 and leave a message;
- The individual Instructor will advise students on instructor contact preference;
- The instructor may advise the student to contact the Keyano College Nurse at 780-791-4808.

Students not following these requirements will be considered absent without leave and abandoning their residents/clients. This may result in clinical failure.

If the student is absent from the clinical setting for other reasons:

- The student will contact their assigned unit;
- The student will contact the Nursing Office at 780-791-4889 and leave a message;
- The individual instructor will advise students on Instructor contact preference.

Course evaluation

| Assignments/Course components | Dates | Weight | Course objectives no. |
|---|--|-----------|-----------------------|
| 1) Clinical Assessment Tool | Weekly | Pass/Fail | 1-4 |
| 2) Lab preparation activities | Daily | Pass/Fail | 1-4 |
| 3) Clinical preparation activities: care plans, concept map, reflections, and patient research (including client specific pathophysiology and pharmacology) | Each shift | Pass/Fail | 1-4 |
| 4) Simulation | Per timetable | Pass/Fail | 1-4 |
| 5) Clinical Integration Assessment | Midterm / Final Dates per timetable | Pass/Fail | 1-4 |
| 6) Medication Administration Proficiency Exam (MAPE) | Per timetable | Pass/Fail | 1-4 |
| 7) Elsevier Adaptive Quizzing (Assigned Quizzes) | Until course completion | Pass/Fail | 1-4 |

Assignments descriptions

Complete at least one attempt of a Medication Administration Proficiency Exam (MAPE) (available on Moodle)

The purpose for the medication administration proficiency exam is to demonstrate proficiency in providing safe medication administration in preparation for the clinical setting. Exam content is from the **Elsevier eBook Morris, D.C. G and Brown, L.A. M. Calculate with Confidence, Canadian Edition.**

In preparation for the MAPE, students need to review the following Units 1 through 4.

Unit One (chapters 1 to 4): Math Review 1. Fractions 2. Decimals 3. Ratio and Proportion 4. Percentages. This unit is a great review of basic math skills.

Unit Two (chapters 5 to 7): Systems of Measurement 5. Metric, Apothecary, Household and Other Systems 6. Converting Within and Between Systems 7. Additional Conversions Useful in the Health Care Setting.

Unit Three (chapters 8 to 14): Methods of Administration and Calculation 8. Medication Administration 9. Understanding and Interpreting Medication Orders 10. Medication Administration Records and Drug Distribution Systems 11. Reading Medication Labels 12. Dosage Calculation Using the Ratio and Proportion Method 13. Dosage Calculation Using the Formula Method 14. Dosage Calculation Using the Dimensional Analysis Method

Unit Four (chapters 15 to 18): Oral and Parenteral Dosage Forms and Insulin Calculations 15. Oral Medications 16. Parenteral Medications 17. Reconstitution of Solutions 18. Insulin

The MAPE is scheduled to be written on using Moodle. Students may use a basic calculator in the exam. The pass mark is 90% requiring students to successfully complete 27/30 questions on the MAPE. The MAPE will not be subject to accommodations; the exam will be written within the allotted 45-minute period and the use of **Respondus and Lockdown Browser** is mandatory.

Students who are unsuccessful will be given the opportunity to rewrite the MAPE, which must be completed by Sept 6, 2022. If the student is unsuccessful in the MAPE write/rewrite, the student can

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NO PART OF THIS MODULE MAY BE ALTERED WITHOUT PERMISSION FROM THE UNDERGRADUATE CURRICULUM COMMITTEE

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administer medications under direct supervision until successful in the weekly subsequent rewrites of the MAPE, up to a **maximum of three writes** of the MAPE.

If the student is not able to successfully complete the MAPE exam in three attempts, the student will receive a fail in NURS321 and will not complete the clinical component. Being unsuccessful in writing the MAPE indicates that the student cannot safely calculate medication dosages, which will then be reflected in the Clinical Assessment Tool as a clinical failure.

Clinical Integration Assessment

Demonstration of integration of nursing knowledge and skills in the lab/clinical setting.

Commented [CH1]: Should this not say "...knowledge and skills in the clinical setting"?

The clinical integration assessment provides the opportunity to demonstrate the integration of the nursing process, nursing metaparadigm, client teaching, and nurse-client relationship required to practice safe medical/surgical nursing care. Demonstration of nursing skills (CIT will be reviewed in the final lab prior to clinical and practiced in lab). The CIT will be performed in the clinical setting and assessed by your clinical instructor and must be passed in order to continue clinical. You will have **two attempts**. Unsuccessful in both will result in a fail for N321.

Weekly clinical preparation and participation (care plans, concept maps, and client specific research)

Being adequately prepared also includes having a plan of care that encompasses the delivery of safe care to assigned resident/client(s). If a student is not adequately prepared for clinical to deliver safe, knowledgeable, and ethical care to assigned resident/client(s), the student will not be allowed to care for the assigned resident/client and the instructor may request that the student either leave the unit or stay on the unit with a plan to develop learning goals and work on strategies to ensure future provision of safe care or for the assigned resident/clients in a subsequent shift.

Simulation Self-Assessment

To be completed during scheduled simulation (see timetable). Students are expected to review any Moodle content for same and come prepared based on the mock patient information provided.

Critical Self Reflections

Identifying critical incidents as a student in nursing education facilitates the integration of theory and practice and can assist the student to foster reflective practice, along with personal and professional development. Instructors will evaluate how students have shown reflective practice by asking questions during pre-conferences, throughout the clinical shifts, during post-conferences, and during midterm and final evaluations.

Students are highly encouraged to critically reflect on their nursing practice throughout the course. Confidentiality must be maintained when describing a clinical incident. Recommended guidelines for Critical Self-Reflection (also known as Reflective Journaling):

- Describe in detail a significant experience that you had during your week. Include thoughts, feelings, and perceptions.
- Reflect on the experience. Describe why this experience was important to you, and what factors (assessment, previously learned experiences, values, beliefs, stereotypes or biases) influenced yours/someone's else's decisions/actions/feelings.
- Evaluate your strengths and areas needing improvement in this situation. What were the strengths and areas for improvement for the other health care professionals involved? Explain why you think these were areas of strength or areas needing development. How the client/family is ultimately affected?
- Describe your significant learning. How does this influence your nursing practice? Describe what you would do differently/investigate/maintain if a similar incident should occur in the future. Describe what you would teach someone else (e.g., peer) about this incident in order to improve nursing practice.
- Critical self-reflection should include evidence from the literature.

Clinical Assessment Tool

Students will reflect and document their progress in the clinical portion of the course as per the evaluation document.

Students' practice performance will be evaluated, **at midterm and final**, according to the criteria outlined in the Clinical Assessment Tool (CAT)

- This will be accomplished through observation, assessment, and evaluation of the student during nursing practice. Evaluations will be completed by the instructor and may be supplemented with input from peers, staff, residents, clients, and other nursing instructors.
- In addition, preparation and safe clinical knowledge will be assessed through nursing plan of care, as well as through the application of the nursing process (nursing diagnosis, goals, interventions, and evaluation of client care).
- Students are expected to be prepared for each clinical day by reviewing procedures, medical conditions, medications prior to providing client care. Required psychomotor skills may also need to be reviewed prior to the clinical experience.
- Students should be prepared to discuss their resident/client plan of care (including the resident/client priority needs, nursing diagnoses, goals, interventions, medications, resident/client teaching plan) with the instructor during pre-conference, post-conference and during clinical time.

Lab Preparation Activities

Students are expected to come prepared to lab and complete learner guide readings and activities prior to attending lab. Students are also responsible for booking open lab time if they choose to assist with preparation for lab/clinical.

Elsevier Adaptive Quizzing (EAQ)

Students will be assigned quizzes through Evolves' EAQ that must be completed prior to the last course day of N321 to receive a pass in N321. Students will have access to the required quizzes open to them the first day of the course and can complete ongoing during the N321 course.

Other Criteria to receive a "Pass"

- Attend all classes. If you miss a class due to illness or unforeseen circumstances, you must inform your instructor prior to class.
- All assignments must be completed and submitted to instructor on the specified due date as outlined.
- In class, participation includes active engagement in discussions and activities, and listening to and demonstrating respect for classmate's contributions.
- Students must refrain from cell phone and internet use during class and clinical.
- Students are expected to come to class prepared to participate.

Using LockDown Browser and Respondus for Online Exams

This course requires the use of LockDown Browser for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams).

Then download and install LockDown Browser from this link:

<https://ilearn.keyano.ca/course/view.php?id=28874#section-7>

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF)

Finally, when taking an online exam, follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Final grades

This course is **Pass** or **Fail**.

Performance Requirements and Student Services

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the [Keyano College credit calendar](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own;
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work;
- The deliberate misrepresentation of qualifications;
- The willful distortion of results or data;
- Substitution in an examination by another person;
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, [you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your](#)

instructors. Your course work may not be graded until you show this signed certificate.

Specialized Supports

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility supports and to book an appointment, please contact accessibility.services@keyano.ca

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. Students may access services virtually and in-person.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both online and in-person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Begin your research with the [Library's FIND page](#). Search for information and sources for your assignments using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online [Book A Librarian Calendar](#). For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online [Educational Technology Support Calendar](#).

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online [Subject Guides](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's [Loanable Technology webpage](#).

Academic Success Centre: The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view [the Keyano Academic Success Centre homepage](#).

Academic Integrity: The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

Availability: Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date information on how to book a session, please view the [Academic Success Centre homepage](#)

Academic Success Coach: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater

Campus.

E-Learning

Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes, and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, [Moodle \(iLearn\)](#). Login in using your [Keyano username and password](#).

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Internet Speed

Minimum Internet speeds of 10 Mbps. Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with [Fast.com](#).

System requirements:

| Microsoft Windows | Apple |
|--|---|
| Minimum Requirements: A Windows 10 computer/laptop <ul style="list-style-type: none">· Minimum 4GB of RAM.· 10GB+ available hard drive storage.· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees.· Microphone, webcam and speakers. A headset with a microphone is recommended.· System updates must be regularly installed.· Anti-Virus / Anti-Malware software | Minimum Requirements: A Macintosh (V10.14 and above) computer/laptop <ul style="list-style-type: none">· Minimum 4GB of RAM.· 10GB+ available hard drive storage.· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees.· Microphone, webcam and speakers. A headset with a microphone is recommended.· System updates must be regularly installed.· Anti-Virus / Anti-Malware software. |
| Recommended Requirements <ul style="list-style-type: none">· 8GB of RAM· A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. | Recommended Requirements <ul style="list-style-type: none">· 8GB of RAM· A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. |

Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.

Specific Department Requirements:

Business and OA programs require Windows 10.

Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus, no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.